

## **GUIDELINES FOR REFUND OF CAUTION MONEY BY E-PAYMENT SYSTEM**

The following guidelines have been approved by the competent authority for refund of caution money via E-payment system :-

1. The detail of bank account in which refund is to be processed is to be given by the student in the applicable prescribed format.
2. Prescribed format is to be downloaded from website. Hard copies will not be provided to the students.
3. Prescribed format is to be filled only in capital letters.
4. There is no fee for the prescribed format for E-payment of caution money.
5. Final Year Students just after the declaration of final year result can submit Caution Money claim Form in duplicate downloaded from the website of the college and submit within 90 (Ninety) days from the date of result declaration. Caution money deposit may be claimed between the period from July to September each year.
6. The form needs to be completed in all respects. Any incomplete form / missing information will not be accepted by the Office and no refunds will be processed.
7. Students are advised in their own interests that they should **take extreme caution and care while filling up the form**. This is because if any of the details are filled in-correct, student will not receive the caution money and for which student will be solely responsible.
8. The account details are to be given for student himself / herself in which account is being maintained and refund is to be credited.
9. If the details mentioned by student in the prescribed format are incorrect due to any reasons (including typing / writing error, etc) the student shall be completely responsible for any loss such as non-receipt of caution money.
10. The student will be responsible for communicating any changes in prescribed format if such changes occur after submitting the form. In case student fails to inform, it will be sole responsibility of the student and the student will not receive any caution money if it has been processed already, based on the information submitted by student earlier.
11. The College will not be responsible for wrong credit of caution money in case where student has mentioned the account number and other details in the prescribed format wrongly. In such cases, it can also be possible that the student will not be getting any caution money.
12. All charges related to transfer of E-payment (as may be applicable and levied time to time by the bank) will be borne by the student.
13. All information which is required at the time of applying for caution money such as mark sheet, fee receipts, application, etc will remain same as in force.