



असम ऊर्जा संस्थान, शिवसागर
राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान, जायस, अमेठी
(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)
का केन्द्र

ASSAM ENERGY INSTITUTE, SIVASAGAR
Centre of
RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS, AMETHI
(An Institution of National Importance Established under an Act of Parliament)

टिप्पणी/NOTE

Ref. No.: AEI/SVR/ACADEMIC/2024-25/ 08

Dated: 31/05/2024

Subject: Request for approval for fee refund policy in various Integrated Diploma and Degree (IDD) Programmes at Assam Energy Institute, Sivasagar in Academic Year 2024-25.

Dear Sir,

With reference to the approved note AEI/SVR/ACADEMIC/2024-25/06, dated: 15/05//2024 for fee refund policy for Diploma Programmes, as various IDD Programmes at AEI, Sivasagar are starting right away from the current Academic Year 2024-25, the admission committee has proposed the revised fee refund policy for seat withdrawal during the admission applicable to all IDD Programmes at AEI, Sivasagar:

Sl. No.	Admission Round	Deadline of Application for seat withdrawal	Deadline of Application for seat withdrawal for AY 2024-25	Refund Amount
1	1 st Round of Admission	One week from the last date of fees submission in respective round of admission	20/06/2024	Only Rs. 1500.00 will be deducted as processing fee
2	2 nd Round of Admission		03/07/2024	
3	3 rd Round of Admission		22/07/2024	
4	4 th Round of Admission		01/08/2024	

Note: Only caution money shall be refunded if the request is received after the Deadline of Application for seat withdrawal in any round of admission process.

Process for getting the refund:

The student shall write an application to the Chairman, Admission Cell, AEI, Sivasagar stating the reason for withdrawal from the Programme. The mail ID shall be the official mail ID as provided in the application form.

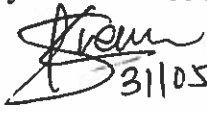
The student must attach the following along with his/her application:


- Admission Offer letter
- Fee deposition receipt
- Complete account detail with IFSC Code and Branch Code for posting the refund
- Address for posting the refund (In Case the refund is being issued by Cheque)
- One identity card (Adhar/PAN card)

The student will receive the amount/cheque within 45 days of the application received.

Chairman Senate, RGIPT is kindly requested to accord approval for the mentioned fee refund policy in various Diploma Programmes at AEI, Sivasagar for the Academic Year 2024-25.

Proposed by Admission Committee:


31/05/2024
Dr. Santosh Kumar Verma
Chairman


Dr. Abhinmanyu Kar
Member


31/5/24
Dr. Anil Kumar Varma
Member


31/05/24
Dr. Nilambar Bariha
Member

on leave
Dr. Sanat Kumar Singha
Member

on election duty
Mr. Sekhar Gogoi
Member


31-5-24
Dr. Shikha Dwivedi
Member



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Dated: 31/05/2024

Forwarded By:

[Signature]
31/05/24
Assistant Dean
AEI, Sivasagar
Assistant Dean
Academic Affairs, AEI

[Signature]
31/05/24
In-Charge, AEI, Sivasagar
AEI, Sivasagar

In-Charge
Assam Energy Institute
(Centre of RGIPT)
Sivasagar, Assam

Submitted to the Dean (Academic Affairs), RGIPT for kind recommendation:

Dear Sir,
Kindly approve
— Ham 03/06/2024

Dean (Academic Affairs), RGIPT

Submitted to the Honorable Director, RGIPT for kind approval:

[Signature]
3/6/24
Director, RGIPT