

IITISM/DAC/

25 December 2020

NOTIFICATION

CAUTION MONEY REFUND OF THE GRADUATED STUDENTS

The process of refunding the caution money to the **graduated students** of the year **2020** has been initiated. In this regard, the following steps need to be followed by the **graduated students**:

1. Log-in to your parent portal account and provide your bank **account details**.
2. Fill-in your choice of option and other details in the google form shared through the below given link latest by 31st December 2020:

<https://forms.gle/Fd47mtfN5sM1ATff9>

In case no option is chosen by the last date, the first option will be considered for the next step in the process.

3. The following two lists are enclosed as per the information available in the Institute MIS:
 - A. List of 645 students with dues
 - B. List of 92 students who have not vacated the hostel room
4. The students whose name **does not** appear in any of the above two lists will have to do nothing else on the matter if they have followed the steps 1 and 2.
5. The students whose name appears in **List A** and have followed steps 1 and 2 –
 - (i) Will have to do nothing else on the matter if the due amount is Rs.2000/- or less.
 - (ii) Will have to pay the due amount online and send the transaction slip/receipt to the concerned department latest by 30 December 2020 so that it can be updated on the MIS by the concerned department.
6. The students whose name appears in **List B** and have followed steps 1 and 2 will have to contact the Chief Warden of their Hostel/Office of DSW and do the needful on the matter.
7. The students whose name appears in **both the Lists (A&B)** and have followed steps 1 and 2 will have to contact the Chief Warden of their Hostel/Office of DSW and do the needful on the matter and then follow the instructions as given in Step 5 above.
8. The fellowship/assistantship amount for the last month of scholars/students will be released only after clearing the dues, if any.

Dean (Academic)

CC: Director / Dy. Director

: Assoc. Dean (Acad - UG), Assoc. Dean (Acad - PG), Assoc. Dean (Acad – A&C)
: All HoDs/ DR (F&A) / DR (Acad)/ AR (Acad - UG) / AR (Acad - PG)
: Webmaster (for uploading on the website)