



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY
Kakryal, Katra-182320 (J&K)

Ref No: SMVDU/AA/18/689
Date: 28/09/2018

NOTIFICATION

Subject: Format to be used while applying for Cancellation of Admission within One Month of Commencement of Classes.

Ref.: Notification issued vide No. SMVDU/AA/17/864 dated: 06/10/2017.

With respect to the subject and reference as cited above and as decided in the 12th meeting of BARC, the format (attached) is notified for the information of all concerned, which shall, henceforth, be used by the students while applying for Cancellation of Admission, within one month of Commencement of Classes.

It may also be noted that any request of the student for the above mentioned task, shall only be entertained if submitted in the attached notified format.


Registrar

Copy to:

1. All Deans, for information.
2. All Heads/I/c Heads for information and circulation of the same among students.
3. I/c Associate Dean (AA), for information.
4. All Faculty, for information.
5. PS to VC for the information of Hon'ble Vice Chancellor.
6. I/c Website for information and uploading the same on the University Website.
7. I/c Networking for information and uploading the same on the Intranet.
8. Concerned file.



Shri Mata Vaishno Devi University
Kakryal, Katra 182 320
(Approved by UGC under Section 2(f) & 12(B) of UGC Act of 1956)

Application Form Requesting Cancellation of Admission
(Request being submitted within One month Commencement of Classes)

The Dean,
Faculty of Engineering / Science / Management / Humanities & Social Science,
Shri Mata Vaishno Devi University,
Kakryal, Katra 182320.

Sub: Cancellation of Admission from Program of Study

Sir/Madam,

I _____, S/D/o _____ R/o _____
_____ student of
B.Arch./B.Tech./M.B.A./Integrated M.Sc.(Economics)/ M.Tech./M.Sc./M.A. _____
_____ Program, _____ semester under Entry No. _____
_____, wish to cancel my admission from my mentioned program of study as
(specify reason) _____ and request
for refund of my fee, if any, as per rules of the University, in-vouge. The details of fee paid are as
under:

- i. Tuition Fee _____ ii. Annual Fee _____ iii. One Time Charges _____
iv. Hostel Fee _____ v. Mess Fee _____ vi. Security
Fee _____

It is also requested to return the Original documents submitted at the time of admission.

- i.
ii.
iii.

I am also enclosing the duly completed No Due Certificate Form.

Yours sincerely,

(Signature of Student)

Date: _____

Name _____ Entry No. _____

Recommended & Forwarded

No. & Date: _____ (Signature of HoD)

Recommended & Forwarded

No. & Date: _____ (Signature of Dean)

I/C Associate Dean (Academic Affairs)

No: _____

Date: _____

Assistant Registrar(Academic Affairs)



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No Dues Certificate

**Note: Student is required to obtain No Dues Certificate from concerned School only
and other Section listed below**

Name of Student: _____ Entry no. _____

Schools/Sections	Description/Remarks	Signature With Date
School of Business		
School of CSE		
School of Biotechnology		
School of ECE		
School of Mechanical Engineering		
School of Electrical Engineering		
School of Civil Engineering		
School of Architecture & Landscape Design		
School of EM		
School of Languages & Literature		
School of Philosophy & Culture		
School of Physics		
School of Mathematics		
School of Economics		
Central Library		
Hostel Warden		
Sports I/c		
Mess I/c		
Finance Section		
Academic Affairs Section		

It is mandatory for the students to return their I-Card along with the NDC form

Signature of Student