



Dated: 29.11.2023

**NOTICE FOR REFUND OF PROVISIONAL ADMISSION FEES TO
1ST SEM WBJEE-ALLOTTED B.TECH STUDENTS**

All candidates of 4-year B.Tech programs [admitted / allotted-but-not-admitted / allotted-admitted-but-not-registered / Allotted-admitted-registered-then-withdrawn] in the academic session 2023-24 through WBJEE-2023 in the departments of CEE, CSE, EE, FT and ME at GKCIET, Malda are advised to browse to the Institute website (<http://www.gkciet.ac.in>) and download the refund form, fill up and send back the duly filled-up form along with following documents to the email id (btechrefunds@gkciet.ac.in) by 21st January, 2024 so as to initiate the process of disbursing refunds. Additionally, filling up of the Google Form is mandatory (link given below). Applications submitted after 21.01.2024 will not be considered in the first round.

Link: <https://docs.google.com/forms/d/1fRAadhO4khu0arDf-1bjfuNdCRRiu4YWy-OrJQgL0qlk/edit>

Document(s) to be attached:

- (i) Copy of Institute fee payment document
- (ii) Copy of bank passbook (candidate himself/herself should be the account holder for transferring refunds)
- (iii) Allotment letter
- (iv) Copy of the first email (date of communication visible) sent to the Dean (Acad., P & D) Office by the student informing the Institute about his/her decision to withdraw from the Institute (applicable for withdrawn candidates only).

Please note that the process of crediting refunds to individual student accounts takes time and there is no need for frequent interim queries.

This is issued with approval of the competent authority.

**Dean (Acad., P & D)
GKCIET, Malda**

Copy to:

1. Director, GKCIET, Malda for kind information please
2. File copy

