

SOP ON REFUND HOSTEL SECURITY ACADEMIC SERVICE & EXCESS FEE

TIMELINE FOR GENERATION OF DIFFERENT TYPE OF REFUNDS / ADJUSTMENTS

To ease and simplify the procedure for refund google form have been created College and Hostel Refunds / Adjustments links of which are given below:

Different types of refund/Excess fees: -

	Type of Refunds	Documents Required	Timeline	Person responsible to process	Link
1	Apply for hostel security refund/ adjustment in fees (Arjun Boys Hostel)	1. Student Application (Upload on Google form link)	Within 02 Week	Registrar	https://shorturl.at/G4ewb
2	Apply for hostel security refund/ adjustment in fees (Dhruv Boys Hostel)	2. Student details (Fill in Google form link)		Hostel Warden	https://shorturl.at/jkILD
3	Apply for hostel security refund/ adjustment in fees (Sarasvati Girls Hostel)	3. Bank details (Fill in Google form link)		Account	https://shorturl.at/nRwL
4	Apply for refund of Academic Security	4. Bank Passbook (Upload on Google form link)		Registrar Account	https://shorturl.at/YNyEy
5	Apply for refund of Excess fee	5. Sanction Letter issued – as applicable to the Bihar welfare (Upload on Google form link) (Applicable for Scholarship)			https://shorturl.at/eadbh

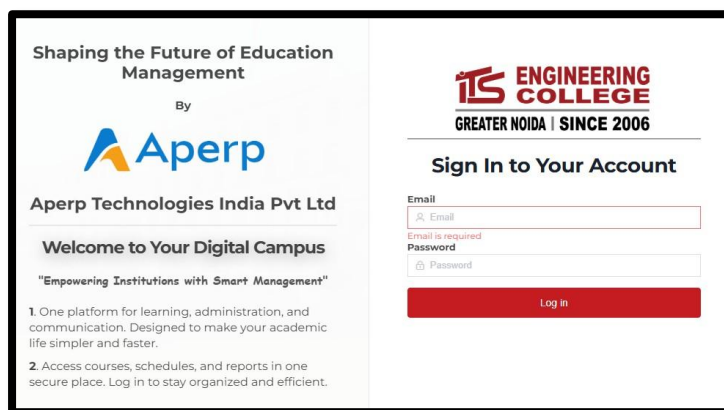
Go to link: -

Procedure for processing of refund, along with the requirement for supporting documents is given below:

- Students to apply for all Refunds/ Adjustments through Google Form only
- In the Google Form, all columns are mandatory which are required to be filled by students.
- Please ensure that all relevant documents as mentioned in the Google Form are attached

Process: -

STEP 1: - Login to the APERP ERP Portal and enter user name and password



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Sign In to Your Account

Email

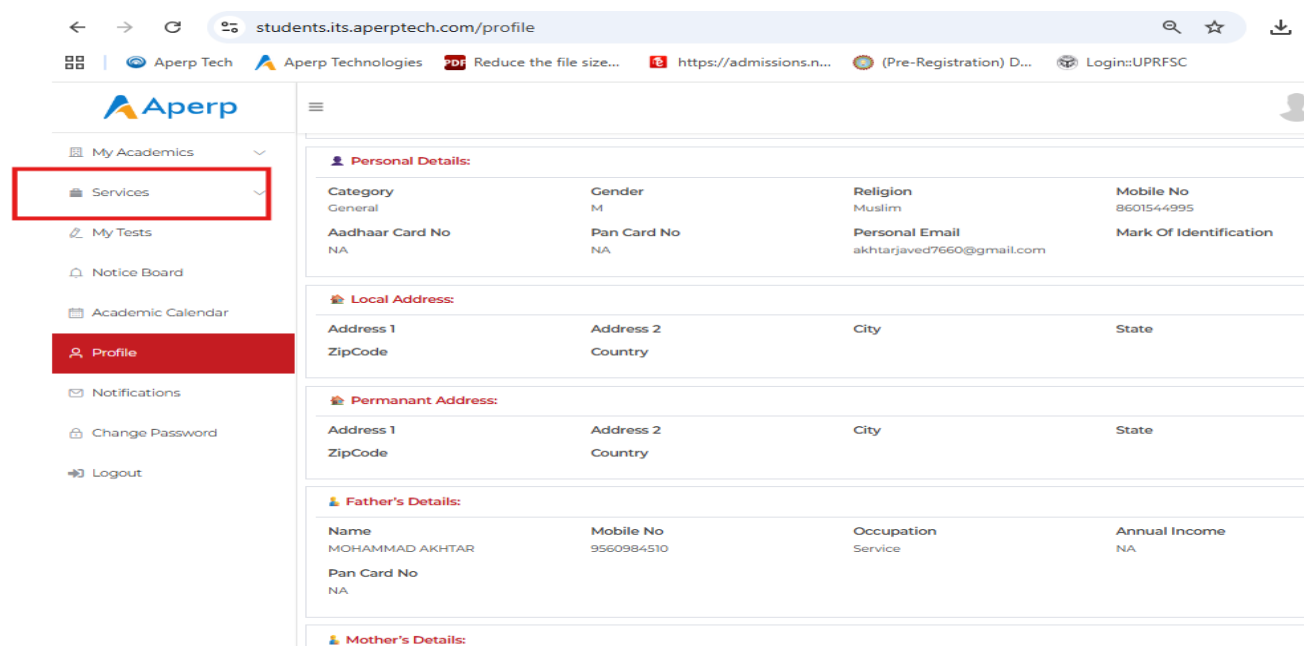
Email is required

Password

Password

Log In

STEP 2: - Login ERP after open the student module



students.its.aperptech.com/profile

Aperp Tech | Aperp Technologies | PDF Reduce the file size... | https://admissions.n... | (Pre-Registration) D... | Login::UPRFSC

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My Academics

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Academic Calendar

Profile

Notifications

Change Password

Logout

Personal Details:

Category	Gender	Religion	Mobile No
General	M	Muslim	8601544995
Aadhaar Card No	Pan Card No	Personal Email	Mark Of Identification
NA	NA	akhtarjaved7660@gmail.com	

Local Address:

Address 1	Address 2	City	State
ZipCode	Country		

Permanant Address:


Address 1	Address 2	City	State
ZipCode	Country		

Father's Details:

Name	Mobile No	Occupation	Annual Income
MOHAMMAD AKHTAR	9560984510	Service	NA
Pan Card No			
NA			

Mother's Details:

STEP 3: - Open institute module in open Google form links

JAVED

My Academics

Services

Make Requests

Download Certificates

Submit Grievances

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MOOCs

My Certificates

My Tests

Notice Board

Academic Calendar

Profile

Notifications

1. Apply for Bus facility

2. Apply for Ex- student

3. Apply for Re-admission

4. Apply for hostel security refund/ adjustment in fees (Arjun Boys Hostel)

5. Apply for hostel security refund/ adjustment in fees (Dhruv Boys Hostel)

6. Apply for hostel security refund/ adjustment in fees (Saraswati Girls Hostel)








7. Apply for refund of Academic Security

8. Apply for refund of Excess fee

9. CKN (Chatra Kalyan Nidhi) Guidelines.

10. Course Medium / Language Certificate

STEP 4: - Open Google Sub Module and open Google link

Courses	4	Apply for hostel security refund/ adjustment in fees (Arjun Boys Hostel)	https://docs.google.com/forms/d/e/1FAIpQLSfoJ_mnjrskZisMvpSVkWT51_NjzkGV01Wx39-18rN4E80F41h1w4gmn/viewform	Active	 
Departments	5	Apply for hostel security refund/ adjustment in fees (Dhruv Boys Hostel)	https://docs.google.com/forms/d/e/1FAIpQLSeIn2U2khdD_x6UW37FU6xNWF5B-pCl0d1eu9Tv53-YvVixEQ/viewform	Active	 
Subjects	6	Apply for hostel security refund/ adjustment in fees (Saraswati Girls Hostel)	https://docs.google.com/forms/d/e/1FAIpQLSez03JZChUhrT4G0M1Hyhj2N00uxHjxlWwML-RjY_DuR9lLqg/viewform	Active	 
Examinations / Sessionals	7	Apply for refund of Academic Security	https://docs.google.com/forms/d/e/1FAIpQLSflurya00vb3pfpfmv7kdl3kMNIBKfrf9GgHStsvg4f1SdClg/viewform	Active	 
Student Certificates	8	Apply for refund of Excess fee	https://docs.google.com/forms/d/e/1FAIpQLScaD-X6b5smCq_c6rCcRxTtHusYDwubQdXep5wfricRxtKfHq/viewform	Active	 
Google Form Links					

STEP 5: - Open Google form and fill Mail ID

Apply for hostel security (Dhruv Boys Hostel)

qa.gn@its.edu.in [Switch account](#) Draft saved

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

Email *

Your email

! This is a required question

Next Clear form

(i) Mail ID fill after next and selected course type and Batch

qa.gn@its.edu.in [Switch account](#) Draft saved

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

Untitled Section

Course *

MBA

Batch *

2023-27

Back Next Clear form

(ii) Fill the all details and type of application

A screenshot of a web form with a black border. The form contains several input fields: 'Year *' with a dropdown menu showing 'Choose'; 'University Roll No. *' with a text input field; 'Student Name *' with a text input field; 'Father Name *' with a text input field; and 'Type of Application *' with a dropdown menu. The 'Type of Application *' dropdown is open, showing options: 'Choose', 'Refund of Hostel Security', and 'Adjustment in Academic Fees'. The 'Type of Application *' label and the dropdown menu are highlighted with a red rectangle.

(iii) Fill the all details and type of application attached the requirement documents

A screenshot of a web form with a black border. The form contains several input fields: 'Student Mobile No. *' with a text input field; 'Student Application *' with a text input field and a file upload button; and 'Cancelled Cheque / Copy of Bank Pass Book first page *' with a text input field and a file upload button. The 'Student Application *' and 'Cancelled Cheque / Copy of Bank Pass Book first page *' labels and their respective file upload buttons are highlighted with red rectangles. At the bottom of the form, there is a message: 'A copy of your responses will be emailed to qa.gn@its.edu.in.' and three buttons: 'Back', 'Submit', and 'Clear form'.

Click on "Submit"

The application thereafter will be processed by the Registrar Office for refund.

Note:

The complete process will be completed within 14 days for release of the amount in the student's account from the day of receipt of application till the completion of transfer of amount by the Accounts Department.

In case of any anomaly / variation, the same would be intimated to the students through Mail. – student_services@its.edu.in