

## NOTICE

This came to our notice, that in case of admission withdrawal, students are submitting their Admission withdrawal requests offline and without prior approval of the concerned Deans/ HoDs.

Now the online facility for this purpose is being provided by the university. Accordingly the request must be submitted/ forwarded through the concerned Deans/ HoDs using the online mode only. **No offline request hereafter will be entertained.**

For the online purpose a link at the university site has been activated. Students are advised to use this link to submit their admission withdrawal requests along with requisite documents to their respective Deans/ HoDs.

## सूचना

यह हमारे संज्ञान में आया है कि प्रवेश वापस लेने के मामले में, छात्र अपने प्रवेश वापसी के अनुरोध को ऑफलाइन और संबंधित डीन / एचओडी के पूर्व अनुमोदन के बिना जमा कर रहे हैं।

अब इसके लिए विश्वविद्यालय की ओर से ऑनलाइन सुविधा उपलब्ध कराई जा रही है। तदनुसार अनुरोध केवल ऑनलाइन मोड का उपयोग करके संबंधित डीन/विभागाध्यक्ष के माध्यम से प्रस्तुत/अग्रेषित किया जाना चाहिए। इसके बाद किसी भी ऑफलाइन अनुरोध पर विचार नहीं किया जाएगा।

ऑनलाइन उद्देश्य के लिए विश्वविद्यालय की साइट पर एक लिंक सक्रिय कर दिया गया है। छात्रों को सलाह दी जाती है कि वे इस लिंक का उपयोग अपने संबंधित डीन / एचओडी को आवश्यक दस्तावेजों के साथ अपने प्रवेश वापसी अनुरोध जमा करने के लिए करें।

**HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY  
SRINAGAR (GARHWAL) UTTRAKHAND-246174  
APPLICATION FOR REFUND OF FEES**

To,  
The Assistant Registrar (Finance), HNBSGU

Sir,  
I am requesting to refund the fee of Rs. \_\_\_\_\_ deposited in the University account No. \_\_\_\_\_. Details of fees are as per followings:

NAME OF THE APPLICANT	
NAME OF THE INSTITUTION	
NAME OF THE COURSE	
YEAR OF ADMISSION/SEMESTER	
AADHAR NUMBER	
PAN NUMBER	
BANK NAME	
ACCOUNT NUMBER OF APPLICANT	
IFSC CODE	
REASON FOR CLAIMING REFUND OF FEE	

Date : .....

Signature of the Applicant

Recommendations of the by the Principal/Head of the Department/Dean of the School (In case of cancellation of admission)

Date : .....

Signature of the Head/Dean

**Details of the Fees Refund: ( As per UGC notification)**

Percentage of Refund of fees ( as per UGC norms and approved by the statutory body of the University)	Point of time when notice of withdrawal of admission is received by the Finance Officer of the University.
100%	15 days or more before the formally-notified last date of admission
90%	Less than 15 days before the formally-notified last date of admission
80%	15 days or less after the formally-notified last date of admission
50%	30 days or less, but more than 15 days, after formally-notified last date of admission.
00%	More than 30 days after formally-notified last date of admission.

Note: 5% of the fees paid by the student to be deducted as processing charges from the refundable amount. Bank charges/ transaction charges for transfer also to be deducted from the refundable amount. There will be no charges in case of double payments. Fee will be refunded to applicant's account number only.

**NOTE: Detail of the fee deposited (copy of receipt to be enclosed with candidate aadhar, pan card and bank passbook/cancelled cheque).**

## IMPORTANT MAIL ID OF DEPARTMENT HEADS

<b>SCHOOL OF AGRICULTURE AND ALLIED SCIENCE</b>	
Department of Forestry & Natural Resources	sundriyalrc@yahoo.com
High Attitude Plant Physiology Research Centre	mcnautiyal@gmail.com
Department of Horticulture	drdkrana@gmail.com
Department of Rural Technology	rsnegi6474@gmail.com
Department of Seed Science and Technology	js99chauhan@gmail.com
<b>SCHOOL OF EARTH SCIENCE</b>	
Department of Defence and Strategic Studies	kunwarhoddefence22@gmail.com
Department of Geography	hodgeography2021@gmail.com
Department of Geology	bagri.ds@gmail.com
Department of Remote Sensing & GIS	sharmacmin@gmail.com
<b>SCHOOL OF LIFE SCIENCES</b>	
Department of Botany & Microbiology	sharmacmin@gmail.com
Department of Environmental Science	rkmaikhuri@rediffmail.com
Department of Zoology	pn.mahseer@gmail.com
Department of Biotechnology	biotechnbgu@gmail.com
Department of Biochemistry	hodbiochemistry.hnbgu@gmail.com
<b>SCHOOL OF SCIENCE</b>	
Department of Chemistry	ppbadoni6204@gmail.com
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Department of Mathematics	hnbrawat@gmail.com
Department of Physics	utrilok30@gmail.com
Department of Pharmaceutical Science	abdul_faruk@yahoo.com
Department of Pharmaceutical Chemistry	sarlasaklani5@gmail.com
Department of Statistics	omkrishanbelwal@gmail.com
<b>SCHOOL OF ENGINEERING AND TECHNOLOGY</b>	
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<b>SCHOOL OF ARTS, COMMUNICATION AND LANGUAGE</b>	
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<b>SCHOOL OF HUMANITIES AND SOCIAL SCIENCE</b>	
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Department of Sociology & Social Work	kirandangwal.7@gmail.com
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<b>SCHOOL OF EDUCATION</b>	
Department of Education	edu.hnbgu@gmail.com
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Department of Physical Education	pe.hnbgu@gmail.com
<b>SCHOOL OF LAW</b>	
Department of Law	pandey.ashok70@gmail.com
<b>SCHOOL OF MANAGEMENT</b>	
Centre for mountain Tourism and Hospitality Studies	sk_gupta21@yahoo.com
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