

Ref No.: IUS/DIR/NT/26/20

Dated: 5<sup>th</sup> Oct 2020

## NOTICE

### (Distribution of Degree Certificates)

It is hereby informed to all the Passout Students (Year 2020) that they can collect their Degree, Transcript, Migration Certificate and Grade Sheets from the Examination Department from 6<sup>th</sup> Oct 2020 on complying with the stated conditions.

1. No entry in the University premises without wearing a face mask.
2. Only one student is allowed at a time in the University premises.
3. The students may visit the University in person to receive the Certificates or can authorize someone to collect it on your behalf. An authorization letter should be emailed to Examination Department at [exams@iusikkim.edu.in](mailto:exams@iusikkim.edu.in)
4. The authorized person should bring a hard copy of his/her photo identity card, Caution Deposit Refund Application form (2 Sets) in order to receive the certificates. The University shall not be held responsible for loss or damage, misplace etc of certificates by the Authorized Person and/or the students.
5. The certificates will be distributed from 10 am to 3 pm on every working day. Lunch time from 1 pm to 1:30 pm.
6. For processing of Caution Deposit refund, the students need to submit hard copy (2 Sets) of the form as attached in Annexure-I.

*Rohit Rathi*  
5/10/2020

Rohit Rathi  
Dy. Registrar

## APPLICATION FOR THE REFUND OF CAUTION DEPOSIT

Name : .....

Program : .....

Batch : .....

Enrolment No. : .....

Year of Graduation : .....

Email ID : .....

Mobile No. : .....

Father's Name : .....

Mother's Name : .....

Bank Name : .....

Branch : .....

Account Holder Name: .....

Account No. : .....

IFS Code : .....

For Indian Nationals Only

I have enclosed the following documents along with the form:

(Please Tick)

No Due Certificate from the Library and the Accounts Department

Cancelled Cheque or Copy of the Bank Passbook

Copy of Aadhar Card (For Indian Nationals Only)

For Indian Nationals Only

*I hereby declare that the information given in this form is true and correct to the best of my knowledge and belief. In case any information given in this application proves to be false or incorrect, I shall be responsible for the consequences.*

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Submission

\_\_\_\_\_

Student Signature

### Important Note

1. If a student doesn't have a bank account, he/she can attach cancelled cheque or copy of the bank passbook of his/her parents. The same information should be given in the form.
2. The Caution Deposit amount will be refunded after due verification from the Library & the Accounts Department. Any dues arising on the account of fee due, non return of library books etc shall be adjusted with the Caution Deposit amount and the difference will be refunded to the students as mentioned below:
  - Bearer Cheques to International Students.
  - Account Payee Cheques/Bank Transfers to Indian National Students.
3. The Degree or the Certificates will not be issued to the students if the due amount exceeds the CD refund amount.
4. All the refunds will be made in INR and within 20-25 working days.