



No. Ayur.B.Pharma/Misc./2025- 544

Dated: 25/07/2025

Notice

Checklist & Guidelines for Security Refund Application

☑ Documents Required:

1. Application for Security Refund

○ Must include:

- Full Name of the Student, University Roll Number, Batch and Year of Completion, Permanent Residential Address, Active Contact Number
- Bank Account Details (Account Number, IFSC Code, Bank Name)

2. Academic Documents

○ Self-attested photocopies of:

- All DMCs (Detailed Marks Certificates) of the final/passing year
- Degree Certificate / Course Completion Certificate

3. No Dues Certificate

- Duly filled and verified No Dues Certificate issued by the college
- Must bear signatures from all concerned departments and the student

4. Aadhaar Card Copy

- Self-attested copy of the Aadhaar Card for verification of permanent address

5. Bank Passbook First Page Copy

- Self-attested copy of the first page of the student's personal bank passbook, clearly showing:
 - Account Holder Name, Bank Account Number, IFSC Code, MICR Code, Bank Name and Full Branch Address, Photograph of the Student

▲ Important Conditions:

- The Security Refund Certificate will be issued only after all required documents are submitted in full.
- Incomplete applications or missing documents will not be accepted under any circumstances.
- Documents previously submitted for other purposes will not be considered for this application.
 - Fresh and complete sets of documents must be submitted for each new application.
- The student must personally submit the application in person the college office.
 - No representative or third party is allowed to submit or collect the documents/certificate on the student's behalf.
- If any remarks, dues, fines, or other financial liabilities are found against the student, the amount will be directly deducted from the security refund without any prior notice.

Principal 

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