



UNIVERSITY OF GOUR BANGA

[Established under the West Bengal Act. XXVI of 2007 and Recognized U/S 2(f) & 12(B) of the UGC Act]

Office of the Registrar

★ Phone: 03512-223664 ★ URL: www.ugb.ac.in
P.O.: Mokdumpur, Dist.: Malda, Pin – 732 103, West Bengal, India

Ref. No.: 619/UGB/DR-25

Date: 09.12.2025

NOTICE

As per the direction of the Hon'ble Vice Chancellor, UGB, and the recommendation of the PG Admission Committee, the undersigned is directed to inform all concerned that it has come to the notice of the University that several students have made multiple payments during their admission to the PG Course for the academic sessions 2024-25 and 2025-26. It has also been observed that some students cancelled their admission due to various reasons.

In this regard, all concerned students are hereby requested to fill in the appropriate form and submit the same to the Office of the Registrar, UGB, on or before 31st January 2026. Students must ensure that they fill in the correct form, as detailed below:

- a. **Form A:** Refund against Admission Cancellation (Form Attached).
- b. **Form B:** Refund against Multiple Payments during Admission (Form Attached).

Students are further instructed to attach all required documents as mentioned in the respective form. Refunds will be processed subject to verification of the authenticity of the application and documents, and approval of the competent authority.

DEPUTY REGISTRAR (A/c)
UNIVERSITY OF GOUR BANGA
MALDA (W.B.)

(Dr. Rajib Patitundi)

Deputy Registrar (Addl. Charge)

Copy forwarded for information and necessary action to:

1. The PA to the Vice-Chancellor for kind information to the Hon'ble Vice Chancellor, UGB.
2. The Dean (All), Faculty Council for the Post Graduate Studies, UGB.
3. The Registrar, UGB.
4. The Head / Coordinator, PG Departments (All), UGB.
5. The Officers (All), UGB.
6. The PG Admission Committee, UGB.
7. The University Website.
8. Office File.



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FORM - A

APPLICATION FOR REFUND OF ADMISSION FEES (ADMISSION CANCELLED)

(Reason for Refund: Refund due to cancellation of admission)

To
The Registrar
University of Gour Banga

Subject: Application for Refund of Admission Fees

Respected Sir

I hereby submit my request for refund of admission fees. The required details are furnished below:

STUDENT DETAILS

1.	Admission Session (2024–25 / 2025–26)	
2.	Name of the Student:	
3.	Application Number:	
4.	Programme / Course Name:	
5.	Department:	
6.	Mobile Number:	
7.	Email ID:	
8.	Category (UR/OBC/SC/ST/Other):	

CLAIM DETAILS

1.	Admission Application No:	
2.	Date of Admission:	
3.	Payment receipt No:	
4.	Reason for Cancellation of Admission:	
5.	Date of Cancellation:	
6.	Amount Paid (₹):	



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7.	Mode of Payment (Online/UPI/Card/Net Banking):	
8.	Transaction ID(s):	
9.	Date of Transaction:	
10.	Number of Payments Made:	
11.	Aadhaar Number:	

REFUND PAYMENT DETAILS (STUDENT BANK ACCOUNT)

1.	Name of Account Holder:	
2.	Bank Name:	
3.	Branch Name:	
4.	Account Number:	
5.	IFSC Code:	
6.	Mobile Number linked with Bank Account:	
7.	Amount to be refunded:	

Encl:

1. Copy of Application Form / Admission Confirmation.
2. Proof of Payment/Payment Receipt:
3. Proof of Cancellation of Admission:
4. Identity Proof (Aadhaar).
5. Cancelled Cheque.

Declaration:

I hereby declare that the above information provided by me is true and correct to the best of my knowledge.

Date:

Place:

Signature of Student



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FORM - B

APPLICATION FOR REFUND OF ADMISSION FEES (MULTIPLE TRANSACTIONS)

(Reason for Refund: Refund due to multiple payments during admission)

To
The Registrar
University of Gour Banga

Subject: Application for Refund of Admission Fees.

Respected Sir,

I hereby submit my request for refund of admission fees. The required details are furnished below:

STUDENT DETAILS

1.	Admission Session (2024–25 / 2025–26)	
2.	Name of the Student:	
3.	Application Number:	
4.	Programme / Course Name	
5.	Department	
6.	Mobile Number	
7.	Email ID	
8.	Category (UR/OBC/SC/ST/Other)	

CLAIM DETAILS

1.	Admission Application No:	
2.	Date of Admission:	
3.	Payment receipt No:	
4.	Original Transition ID (Made for Successful Admission)	
5.	Transition IDs (Multiple Payments made apart from Original Transaction)	
6.	Number of Excess Payments Made:	
7.	Total Amount Paid (Amount for Admission + Excess Amount due to Multiple Payments):	



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8.	Mode of Payment (Online/UPI/Card/Net Banking):	
9.	Aadhaar Number:	
10.	Total amount claimed for refund (Total Amount paid – Amount paid for Successful Admission):	
REFUND PAYMENT DETAILS (STUDENT BANK ACCOUNT)		
1.	Name of Account Holder:	
2.	Bank Name:	
3.	Branch Name:	
4.	Account Number:	
5.	IFSC Code:	
6.	Mobile Number linked with Bank Account:	

Encl:

1. Copy of Application Form / Admission Confirmation.
2. Copy of Admission Payment Receipt(s).
3. Copy of other Transaction(s) Made:
4. Identity Proof (Aadhaar).
5. Cancelled Cheque.
6. Admission Cancellation Proof (If any).

Declaration:

I hereby declare that the above information provided by me is true and correct to the best of my knowledge.

Date:

Place:

Signature of Student