



BITT POLYTECHNIC
Getlatu, Ranchi- 835217

BITT-P/NOTICE/2023 – 24/10766

Date: 26.04.2023

NOTICE

Subject: Eligibility Criteria for Adjustment of Caution money

The student must fulfill all the general criteria and at least one of the need-based criteria mentioned below:

1. General Criteria (Compulsory for All Applicants):

- Admission must be under the 2023 batch.
- Rs. 10,000 caution money must have been fully deposited.
- No academic dues pending up to 4th semester.
- Student must submit a formal written request with supporting documents.

2. Need-Based Criteria (At least One Required):

- Economically Weaker Background: Family annual income is less than ₹2.5 lakhs. (Submit income certificate issued by competent authority).
- Single Parent or Orphaned: Loss of one or both parents. (Attach valid documents such as death certificate, single parent certificate, etc.).
- Medical Hardship in Family: Ongoing critical medical condition in immediate family. (Submit medical proof/bills).
- Family Crisis or Loss of Livelihood: Sudden job loss or business failure of earning family member. (Submit evidence such as employer letter, ration card update, or affidavit).
- Student is Self-Financing: Student is working part-time or supporting their own education. (Proof of part-time work or self-declaration with employer support).

Process for Application and Approval

Submission of Application:

The student must submit a written request addressed to the Principal along with:

- Income/family hardship proof
- Academic clearance proof
- Request for adjustment

Screening by Accounts & Verification Committee:

The institute will verify the documents and confirm eligibility based on above criteria.



Approval by Management Committee:

Cases meeting the criteria will be forwarded to the approval committee for final decision.

Confirmation & Record Update:

Approved students will be notified, and the adjustment will be reflected in their financial ledger.

Important Notes:

- **This process is not applicable to students who are already receiving any form of scholarship, whether government, institutional, or private.**
- **Any student found providing false documents or misrepresenting facts will face disciplinary action and immediate disqualification from the process.**
- **Students involved in any disciplinary violation (e.g., misbehavior, damaging institutional property, academic dishonesty) are not eligible under this provision.**


Principal
BITT Polytechnic
Ghatatu, Ranchi

**Principal
BITT Polytechnic**

Copy to,

1. Hon'ble Chairman, BITTGOI
2. Principal
3. Assistant Registrar
4. All HoDs
5. Controller of Examinations
6. Accounts Department
7. Workshops
8. Library
9. Notice Board
10. Website
11. File

ANNEXURE - 1
(Request Application Formats)

<Format 1: General Application for Adjustment>

To,
The Principal,
BITT Polytechnic
Getlatu, Ranchi - 835217

Subject: Request for Fee Adjustment

Respected Sir/Madam,

I, [Your Full Name], a student of [Course Name], batch 2023, bearing roll number [Your Roll Number], am writing to request a fee adjustment based on the guidelines issued by the institution.

I have fulfilled all the general eligibility criteria, and I fall under the need-based category of [mention the applicable category, e.g., Economically Weaker Background / Single Parent / Medical Hardship, etc.]. I am enclosing the required supporting documents for your kind perusal.

Kindly consider my request for adjustment and oblige.

Thanking you.

Yours sincerely,

Name:

Fathers Name:

Branch:

Session:

Reg No.

Mobile No.

Email Id

Whatsapp No.



<Format 2: Self-Financing Student Application>

To,
The Principal,
BITT Polytechnic
Getlatu, Ranchi - 835217

Subject: Application for Fee Adjustment (Self-Financing Student)

Respected Sir/Madam,

I, [Your Name], a student of [Course Name], batch 2023, with roll number [Your Roll Number], would like to request consideration for fee adjustment. I am currently supporting my own education by working part-time.

I have attached my employer's support letter / self-declaration as evidence of my self-financing status. I have also cleared all academic dues up to the 4th semester and deposited the caution money as per the norms.

Please consider my application for adjustment under the self-financing student category.

Thank you for your support.

Yours sincerely,

Name:

Fathers Name:-

Branch:

Session:

Reg No.

Mobile No.

Email Id

Whatsapp No.

