



BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY

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Ref. No. BBM KU/R/...../2025

Date:/12/2025

CIRCULAR

Regarding Refund of Convocation Registration Fee (₹1200/-)

The University had earlier notified a participation fee of ₹1200/- for students willing to attend the forthcoming Second Convocation, and applications for participation were received along with payment of the prescribed fee.

Subsequently, the University has resolved that no participation fee shall be charged for attending the Second Convocation. Further, the University has decided that degrees and awards in the Convocation shall be conferred to the following categories:

<ul style="list-style-type: none">• Subject-wise toppers of all PG Programmes• Honours-wise toppers of all UG Programmes• Overall Best Graduate• Toppers of B.Ed., M.Ed., MBBS, Nursing and L.L.B.	For all programmes completed after the last convocation up to the year 2023
<ul style="list-style-type: none">• Ph.D. degree awardees	

In view of the above, the University shall refund the registration fee of ₹1200/- to all students who had submitted the application earlier.

All eligible students are therefore required to submit the following documents to their respective College / PG Department for initiation of the refund process:

- Bank account details for RTGS/NEFT refund
- A photocopy of the marksheet or any valid academic document
- A copy of College ID Card or any other valid Photo ID
- The front page of the bank passbook clearly showing the name, account number, and IFSC

The Colleges / PG Departments shall verify the eligibility of applicants as per the University-provided list, examine the documents submitted by each student, and prepare a consolidated verified summary in the prescribed format. The verified summary, along with soft and hard copies, must be forwarded to the Office of the Controller of Examinations within the stipulated schedule.

Upon receipt of the verified summaries, the University shall process the refund and transfer the amount directly to the students' bank accounts through RTGS/NEFT.

The first batch of fee refunds shall be processed for all complete applications received up to 18.12.2025. Applications received thereafter shall be considered and processed in subsequent batches of refunds.

All Principals, Heads of Departments, and eligible students are requested to ensure strict compliance with the above instructions to facilitate smooth and timely processing of refunds.

Registrar

BBMKU, Dhanbad