

# **INSTRUCTIONS FOR MBBS SEAT RESIGNATION** **AT GMC, IDUKKI**

**Venue:** Report at Academic Section, first floor, principal office building.

Bring **one set photocopy of all the documents** which submitted as per the checklist when coming for seat resignation.

Bring photocopy of first page of **the passbook or give a cancelled cheque** leaf of the **students** bank account for availing the refund of fee deposited at college. Please do not give parents/relatives bank account details for fee refund. (For the refund of the fee paid which was paid to CEE, the candidate should contact the office of CEE for more details and not the principal office)

Bring print out of the **newer allotment memo** received by the candidate in subsequent phase of allotment to which the candidate plans to join after resigning the seat at GMC, Idukki.

Bring the **ORIGINAL admission slip** which was issued to candidate at the time of admission at GMC, Idukki.

Bring the **ORIGINAL and ONE PHOTOCOPY of the Fee receipt** issued to candidate from GMC, Idukki at the time of taking admission.

Bring four blank white papers for writing application for resignation, fee refund and acknowledgment letter for receiving back the documents.

NOTE: No refund of fees will be made to candidates who apply for Transfer Certificate/Cancellation of admission under any circumstances, after the last allotment notified by the CEE. They will have to pay Liquidated damages as stipulated in Clause 12.2.4 of the KEAM 2025 Prospectus.

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