

Mode of Refund of Fees and Deposits

Refund of Tuition, Development and all other fees after cancellation of admissions: The candidates who have taken admission in under graduate courses in Government college, in Government aided and recognized Institutions may request for refund of fees after applying in writing for cancellation of their admission to the course. The refund of fees as applicable shall be made on or before 30th day after the date of cancellation and thereafter the percentage of fees of the course shall be refunded to the candidate after deducting charges as follows:

Table-1: Fee Deduction on Cancellation of Admission

Category	Percentage of Refund of fees”	Point of time when notice of withdrawal of admission is received in the HEI
(1)	100%	15 days or more before the formally notified last date of admission
(2)	90%	Less than 15 days before the formally notified last date of admission
(3)	80%	15 days or less after the formally notified last date of admission
(4)	50%	30 days or less, but more than 15 day after formally notified last date of admission
(5)	00%	More than 30 days after formally notified last date of admission

NOTE:

The total amount considered for the refund of fees from the commencement of academic term, of the course includes the following:

1. All the fees items chargeable for one year are as per relevant University circulars for different Faculties (excluding the courses for which the total amount is fixed by other competent authorities).
2. The fees charged towards group insurance and all fees components to be paid as University share (including Vice-Chancellor Fund, University fees for sports and cultural activities, E-charge, Disaster Management fund, Examination fees and Enrollment fees) are non-refundable if payment is made by the college prior to the date of cancellation.

3. *Fees collected for Identity card and Library card, admission form and prospectus, enrollment and any other course specific fees are not refundable after the commencement of the academic term.*
4. *All refundable deposits (Laboratory, Caution Money and Library etc.) shall be fully returned at the time of cancellation provided that wherever admissions are made through centralized admission process for professional and/or for any other courses by other component Authorities. The refund rules are applicable if specified by such authorities (as per the rule of relevant agencies) for the 1st year admission. In case of admission to subsequent years of the course, 0.2859 is applicable for cancelled admission. Provided further that this refund rule is concurrent with the rules and guidelines of other professional statutory bodies appointed for admission for relevant courses. Further that 0.2859-A and 0.2859-B have been repealed and the amended 0.2859 relating to the refund of tuition fees, development and all other fees after cancellation of admission for the Under Graduate Courses has been brought into force with effect from the academic year 2008-2009.*

Refund Regulations

1. *If a student informs the Principal of the College/ Institution, in writing, within 30 days from the date of commencement of the term that he/she desires to cancel his/her admission, all fees shall be refunded to him/her after deduction of Rs.30/- (Rupees thirty only) as administrative charges.*
 - i. *At the time of applying for admission, he/she intimates in writing, that he/she has also applied or intends to apply for admission to one or more of the professional colleges or Institutions or Departments affiliated to this University which impart instruction for Degree Courses in Engineering, Architecture, Physiotherapy, Technology, Medicine, Dentistry, Ayurveda, Unani medicine, Homeopathy, Painting, Commercial Art, Home science and Courses conducted by the National Defence Academy or Indian Institute of Technology or Regional Colleges of Engineering.*
 - ii. *He/She withdraws his/her application, within 7 days from the date of his/her admission to a professional college or a course mentioned above but not later than 31st August of the same academic year. In such cases, it shall be binding on the student to produce documentary proof of his/her being admitted to the professional course.*
2. *All fees paid by the student at the time of admission shall be refunded to him/her on production of receipts after deducting Rs.250/- (Rupees two hundred fifty only) or all prescribed fees, whichever is less as administrative charges, on following conditions.*

- i. *At the time of applying for admission, he/she intimates in writing, that he/she has also applied or intends to apply for admission to one or more of the professional colleges or institutions or departments affiliated to this University which impart instruction for degree course in Engineering, Architecture, Physiotherapy, Occupational Therapy, Audiology and Speech Therapy, Unani Medicine, Homeopathy, Painting, Commercial Art, Home Science and Courses conducted by the National Defence Academy or Indian Institute of Technology or Regional Colleges of Engineering.*
- ii. *He/She withdraws his application in writing within 7 days from the date of his/her admission to a professional college or a 1 course mentioned in (1) above, but not later than 30th September of the same academic year. In such cases, it shall be binding on the student to produce documentary proof of his/her being admitted to the professional course.*
- iii. *For any cancellation after 30th September but before the end of the term, a student will be eligible to receive the share of tuition fee for the second term and the annual examination fee if already paid. The students will not be eligible for any refund if cancellation/studies discontinued after the end of first term.*

Examinations Forms

1. *Forms for examinations in October have to be filled on or before 10th August.*
2. *Late - Fee forms have to be filled on or before 30th August with a fine of 100*
3. *Forms for Examination in March have to be filled on or before 30th November.*
4. *Late - Fee forms have to be filled on or before 20th December with a fine of 100 and 500 after 31st December.*

Enrolment Forms

The Enrolment forms have to be filled by 31st August. Forms with late fee have to be filled on or before 30th September with late fees of 150/-

Project submission

Students should confirm project submission dates with the concerned authorities.