

(Abstract)

University Teaching Department-Refund of fees to the candidates who discontinue the course before and after the closing date of admission-revised orders issued

ACADEMIC D SECTION

ACAD.D1/19230/2021/ B.Ed 2021-22

Dated: 08.02.2022

Read:-1.U.O.No.Acad.D2/732/2012 dated 16.11.2013

2. Minutes of the Meeting of the Statutory Finance Committee held on 21.5.2018
3. D.O. letter dated 6.12.2016 from the Chairman University Grants Commission
4. Syndicate Resolution item no.2018.457 of 19.6.2018
5. U.O. of even number dated 4.7.2018
6. University Grants Commission's notification dated October 2018
7. U.O.no.Acad.D2/2472/2017 dated 24.12.2018

ORDER

The Syndicate sub committee considered the issue of refunding of fees to the students who discontinue the course before and after the closing date of admission and it was directed to place the matter before the Statutory Finance Committee in order to make some modification in the U.O.read as 1st above. The Committee vide the paper read 2nd above examined the matter in detail and recommended to follow the Guidelines of the University Grants Commission detailed in the paper read as 3rd above.

The University Syndicate vide the paper 4th above resolved to accept the recommendations of the Statutory Finance Committee and to follow the University Grants Commission guidelines (for non-NRI seats) as detailed in the paper read 3rd above. Accordingly, a University Order was issued in this regard vide the paper read 5th above.

The University Grants Commission vide paper read 6th above modified the refund of fees* as detailed in the table below:

| S.I.No. | Percentage of refund of fees | Point of time when notice of withdrawal of admission is served to University Departments/Centres |
|---------|------------------------------|--|
| 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 days after formally notified last date of admission |
| 5. | 0% | More than 30 days after formally notified last date of admission. |

(*Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)

In case of (1) in the table pre-page, the University shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs.5000/- as processing charges from the refundable amount.

Fees shall be refunded by the University to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

SC/ST/OEC Candidates shall also remit the fees if they discontinue the course before their fees are sanctioned by the Government/the Department concerned, to avoid loss of revenue to the University.

The University Departments/Centres shall charge fees in advance only for the semester/year in which a student is to engage in academic activities. Collecting advance fees for the entire programme of study or for more than one semester/year in which a student is enrolled is strictly prohibited.

The Vice-Chancellor after examining the matter in detail has accorded sanction to revise the U.O. regarding the fee refund in tune with the latest University Grants Commission regulation detailed in paper read 6th above.

The U.O.read 7th above, stands modified to the above extent.

Orders are issued accordingly.


BALACHANDRAN V K
DEPUTY REGISTRAR (ACAD)
For REGISTRAR

To: Branch Heads/Assistant Directors/Co-ordinators of University Departments/Centres

PRO (To upload on the University Website)

Copy To: PS to VC/PA to PVC/PA to R/PA to CE/PA to FO/
Campus Directors, Enquiry Section

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SECTION OFFICER