



**MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL**  
(Formerly West Bengal University of Technology)

**Office of the Inspector of Colleges**

Main Campus: NH 12, Haringhata, Post Office – Simhat, Police Station – Haringhata, Pin – 741249

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No. 2551/IC-107/2019

Date : 09.07.2019

NOTICE

This is hereby notified for general information of all concerned that this University receives complaints from the student/guardians, who admitted themselves/their wards in different colleges affiliated to this University from time to time, regarding refund of fees.

Subsequently, we are asking the colleges to refund the fees as per directive laid down in public Notice No. F.No. 1-3/2007(CPP-11) dated 23<sup>rd</sup> April, 2007 of UGC, New Delhi and another public Notice No. AICTE/Legal/04(01)/2007 of AICTE, New Delhi. The copies of the above public notice of the two regulatory bodies are being enclosed.

In this context the AICTE has given directive in their AICTE approval process Hand Book (2019-2020) which is being reproduced below for urgent attention of all concerned:

“ In the event of a student withdrawing before the starting of the Course, the entire fee collected from the student, after a deduction of the processing fee of not more than Rs.1000/- (Rupees One thousand only) shall be refunded by the Institution. It would not be permissible for Institutions to retain the School/Institution Leaving Certificates in original. In case, if a student leaves after joining the Course and if the vacated seat is consequently filled by another student by the last date of admission, the Institution must refund the fee collected after a deduction of the processing fee of not more than Rs.1000/- (Rupees One thousand only) and proportionate deductions of monthly fee and hostel rent, where applicable. In case the vacated seat is not filled, the Institution should refund the security deposit and return the original documents. Institution should not demand fee for the subsequent years from the students cancelling their admission at any point of time. Fee refund along with the return of Certificates should be completed within 7 days.

Institutions not following guidelines issued by the Council regarding refund of fee for cancellation of admission or delaying refunds shall be liable to any one or more of the following punitive actions by the Council.

- Fine for Non-Compliance of refund rules of the fee levied against each case shall be five times the total fee collected per student
- Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- Reduction in “Approved Intake”
- No admission in one/more Course(s) for one Academic Year
- Withdrawal of approval for Programme(s)/ Course(s)”

In view of the above all concerned are hereby requested to note and act in accordance with the said directives as stated above.

This has got reference to the approval dated 08.07.2019 of the Competent Authority in File No. IC-107/2011.

Encl: As stated.

*S.K. Maity*  
(S. K. Maity)  
Inspector of Colleges

Copy forwarded for information and necessary action to :

- 1) The Principal/ Director, all affiliated colleges of MAKAUT, WB.
- 2) The P.A. to Vice Chancellor- Please bring it into the kind notice of the Hon'ble Vice Chancellor.
- 3) The Information Scientist, MAKAUT, WB – with a request to kindly upload this in our University website.
- 4) The Convener, CWMS, MAKAUT, WB.

*S.K. Maity*  
(S. K. Maity)  
Inspector of Colleges





ज्ञान-विज्ञान विभूतये

UNIVERSITY GRANTS COMMISSION  
NEW DELHI


F.No.1-3/2007 (CPP-II)

23<sup>rd</sup> April, 2007

PUBLIC NOTICE

It has come to the notice of the University Grants Commission that Institutions and Universities including institutions deemed to be universities are admitting students to various programmes of studies long before the actual starting of academic session; collecting full fee from the admitted students; and, retaining their schools / institutions leaving certificate in original. The Institutions and Universities are also reportedly confiscating the fee paid if a student fails to join by such dates.

2. The Commission is of the view that the Institutions / Universities, by way of retaining the certificate in original, force retention of admitted students which limits the opportunities for the candidates from exercising other options of joining other institutions of their choice. However, it would not be permissible for Institutions and Universities to retain the School / Institution Leaving Certificate, mark sheet, caste certificate and other documents in original.
3. The Ministry of Human Resource Development and University Grants Commission have considered the issue and decided that the Institutions and Universities, in the public interest, shall maintain a waiting list of students / candidates. In the event of a student / candidate withdrawing before the starting of the course, the waitlisted candidates should be given admission against the vacant seat. The entire fee collected from the student, after a deduction of the processing fee of not more than Rs.1000/- (one thousand only) shall be refunded and returned by the Institution / University to the student / candidate withdrawing from the programme. Should a student leave after joining the course and if the seat consequently falling vacant has been filled by another candidate by the last date of admission, the Institution must return the fee collected with proportionate deductions of monthly fee and proportionate hostel rent, where applicable.
4. The Universities / Institutions are requested to abide by the instructions issued by the UGC. The UGC, shall on its own or on receipt of specific complaints from those affected, take all such steps as may be necessary to enforce these directions.
5. Institutions / Universities are also required to convey these instructions to the colleges affiliated to them.

  
(Tilak R. Kem)  
Secretary

## PUBLIC NOTICE

Advt. No.AICTE/Legal/04(01)/2007

**Sub: Instructions to Technical Institutions, Universities including Deemed to be Universities imparting Technical Education regarding matters concerning charging of fees, refund of fees and other student related issues.**

All India Council for Technical Education (AICTE) has been empowered *interalia* under section 10 (n) of AICTE Act to "take all necessary steps to prevent commercialization of technical education". In compliance with the provisions under AICTE Act and in the light of directions of Govt. of India issued under section 20 (1) of AICTE Act vide Letter No. (U.1 (A) Section), it has been decided to issue instructions to the Technical institutions, Universities including Deemed to be Universities imparting Technical Education in the matters concerning students.

Whereas it has come to the notice of the AICTE that Technical Institutions and Universities including Deemed to be Universities, are admitting students to technical education programmes long before the actual starting of an academic session; collecting full fee from the admitted students; and, retaining their school/institution's leaving certificates in the original;

And Whereas, Institutions and Universities are also reportedly confiscating the fee paid if a student fails to join by such dates;

And, Whereas, certificates in original are being detained by institutions and Universities to force retention of admitted students;

And, Whereas the time-limit for students to join the courses/programmes is also being advanced in some cases unrealistically so as to pre-empt students/candidates from exercising other options of joining other institutions of their choice.

In the event of a student/ candidate withdrawing before the starting of the course, the wait listed candidates should be given admissions against the vacant seat. The entire fee collected from the student, after a deduction of the processing fee of not more than Rs.1000/- (Rupees one thousand only) shall be refunded and returned by the Institution/ University to the student/candidate withdrawing from the programme. It would not be permissible for Institutions and Universities to retain the School/Institution Leaving Certificates in original. Should a student leave after joining the course and if the seat consequently falling vacant has been filled by another candidate by the last date of admission, the Institution must return the fee collected with proportionate deductions of monthly fee and proportionate hostel rent, where applicable.

Any violation of instructions issued by the AICTE, shall call for punitive action including withdrawal of approval and recognition of erring institutions and Universities. AICTE shall on its own or on receipt of specific complaints from those affected take all such steps as may be necessary to enforce these directions.

**(Dr. K. Narayana Rao)**  
**Member Secretary**



14-4/2007-U.3(A)  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
[U.3 (A) Section]

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2.4.2007

Whereas it has come to the notice of the Government of India that Institutions and Universities, including Institutions Deemed to be Universities, are admitting students to technical education programmes long before the actual starting of an academic session; collecting full fees from the admitted students; and, retaining their school / institution's leaving certificates in the original;

And Whereas, Institutions and Universities are also reportedly confiscating the fee paid if a student fails to join by such dates;


And, Whereas, certificates in original are being detained by institutions and universities to force retention of admitted students;

And, Whereas the time-limit for students to join the courses / programmes is also being advanced in some cases unrealistically so as to pre-empt students / candidates from exercising other options of joining other institutions of their choice.

Now, therefore, in exercise of the powers conferred in it by Section 20(1) of the University Grants Commission Act and Section 20(1) of the All India Council of Technical Education Act, the Central Government hereby directs the UGC and the AICTE to instruct Institutions and Universities in the public interest to maintain a

waitlist of students / candidates. In the event of a student / candidate withdrawing before the starting of the course, the wait listed candidates should be given admissions against the vacant seat. The entire fees collected from the student, after a deduction of the processing fee of not more than Rs.1000/- (one thousand only) shall be refunded and returned by the Institution / University to the student / candidate withdrawing from the programme. It would not be permissible for Institutions and Universities to retain the School / Institution Leaving Certificates in original. Should a student leave after joining the course and if the seat consequently falling vacant gets filled by another candidate by the last date of admission, the Institution must return the fees collected with proportionate deductions of monthly fee and proportionate hostel rent, where applicable.

Any violation of instructions issued, by the UGC, and the AICTE, shall call for punitive action including withdrawal of approval and recognition of erring institutions and universities. The UGC and the AICTE shall on their own or on receipt of specific complaints from those affected, take all such steps as may be necessary to enforce these directions.

  
(Sunil Kumar)  
Joint Secretary (Higher Education)

1. PS to HRM
2. PS to MOS
3. Secretary, Higher Education
4. Joint Secretary (T)
5. Chairman, UGC
6. Chairman, AICTE
7. PIO, PIB