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
City Campus: BF-142, Salt Lake City, Kolkata – 700 064

No. IC-107/2026/5178 Date: 30.07.2026

NOTICE

This is hereby notified for general information of all concerned that this University receives complaints from thestudent/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. AICTE/Legal/04(01)/2007 of AICTE, New Delhi. The copy of the above public notice of the regulatory body is being enclosed.

In this context the AICTE has given directive in their AICTE approval process Hand Book (2024-2027) which is being reproduced below for urgent attention of all concerned:
"In the event of a student withdrawing before the start of the Course, the entire Fee collected from the student, after a deduction of the processing Fee of not more than ₹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 ₹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. The 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.

a. Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year.
b. Reduction in "Approved Intake".
c. No admission in one/ more Course(s) for one Academic Year.
d. Withdrawal of approval for Programme(s)/ Course(s).
e. Withdrawal of graded Autonomy.
f. Withdrawal of approval of the Institution/University.
g. Five times the total Fee collected for complete duration of the course per student shall be levied against each excess admission as fine (Applicable to Clause 7.4 (g) & 7.4 (h)).h. Not eligible to receive any grant from AICTE.

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 30.07.2026 of the Competent Authority in the File No. IC- 107/2012

Thanking you,

Yours sincerely,

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

Enclo: As stated.
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.

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