



Maharshi Karve Stree Shikshan Samstha's  
**Cummins College of Engineering  
for Women**

*Sharpening Engineering Acumen with a difference*

NAAC Accredited with A+ Grade

Approved by AICTE, New Delhi & DTE, Mumbai  
Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University



## Fee Refund Policy

In case of cancellation of admission, fee will be refunded as per the AICTE notification.

S.No	REQUEST FOR REFUND	REFUND
a.	Request received before start of session	Entire fee after deduction of Rs.1000/-
b.	Request received after start of session and seat not being filled by the College till the last date of admissions	Caution money only

In case of withdrawal from hostel, only security and mess charges (for unutilized months) are refundable on a pro rata basis.



**Principal  
CCOEW, Nagpur**





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## Fees Refund Policy by UGC



ज्ञान-शिक्षण विपुलम्

आचार्य मनिष र. जोशी  
सचिव

Prof. Manish R. Joshi  
Secretary



राज्यमेव जयते



आज़ादी का  
अमृत महोत्सव

विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**  
(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)

D.O. No.F.2-71/2022 (CPP-II) (C-114546)

12<sup>th</sup> June, 2024 / 22 ज्येष्ठ, 1946

### Subject: Fee Refund Policy 2024-25

आदरणीय महोदया/महोदय,

The University Grants Commission receives many representations/complaints from students/parents on the non-refund of fees by the Higher Education Institutions (HEIs) on cancellation/withdrawal of admissions.

2. Students should be allowed a full refund of fees within a specified period to enable them to opt for a course of their choice.

3. The Commission has considered the matter in its 580<sup>th</sup> meeting held on 15 May 2024, and after considering the relevant factors decided, the following fee refund policy for the academic session 2024-25:

- Notwithstanding anything contained in any guidelines/ prospectus/ notification/ schedule, a full refund of fees shall be made by the HEIs on account of all cancellations of admissions/migrations of students up to 30 September 2024 and with a deduction of not more than Rs. 1,000, as a processing fee, up to 31 October 2024.
- It shall apply to all higher education institutions, whether established or incorporated by or under a Central Act or a State Act, and every institution recognized by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a University declared as such under Section 3 therein and to all higher education institutions affiliated to a University.
- These guidelines would also be applicable to organizations, consortiums, committees, associations, etc., constituted for the purpose of conducting counselling or processing admissions and collecting fees on behalf of participating HEIs, and the HEI concerned will be responsible for refund fees.
- For any admission schedule extending/commencing beyond/after 31 October 2024, the provisions contained in the UGC Notification issued in October 2018 on Refund of Fees and Non-Retention of Original Certificates shall apply (reproduced below for ready reference):

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 days after formally notified last date of admission
(5)	00%	More than 30 days after formally notified last date of admission

Cont...

बहादुरशाह जफ़र मार्ग, नई दिल्ली-110002 | Bahadur Shah Zafar Marg, New Delhi-110002  
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Mouje Sukli (Gupchup), Hingna, Nagpur-441110





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e. This policy will remain in force for subsequent academic sessions until the issuance of a revised policy by the UGC.

4. It may also be noted that the UGC has notified the Redressal of Grievances of Students Regulations, 2023, wherein "delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the Commission, from time to time" has been defined as one of the grievances.

5. The Higher Education Institutions are requested to ensure compliance with the fee refund policy for the academic session 2024-25 and redress any grievance by the provisions of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

6. Any HEI violating the provisions of UGC Fee Refund Policy 2024-25 shall be liable for punitive action as notified in Clause 5 of the UGC Notification on Refund of Fees and Non-Retention of Original Certificates issued in October 2018.

सादर,

भवदीय,

(मनिष जोशी)

सेवा में,

सभी विश्वविद्यालयों के कुलपति।

सभी महाविद्यालयों के प्राचार्य।





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### AICTE Academic Calendar


ALL INDIA COUNCIL FOR TECHNICAL EDUCATION  
[A Statutory Body of the Govt. of India]  
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070  
(Office of Member Secretary)

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Dated: 2<sup>nd</sup> May, 2024

### Academic Calendar 2024-25

Sl. No.	For Technical Institutions (Not applicable for Standalone/PGCM Institutions)	Schedule for A/Y 2024-25
1.	Last Date to Granting or Refusing Approval by AICTE	10th June 2024
2.	Final Date to Grant approval to Technical Institution	30th June 2024
3.	Last Date for Grant of affiliation by University/ Board	31st July 2024
4.	Last Date for cancellation of seats for Technical courses with full fee refund	11th September, 2024
5.	Last Date up to which First year students can be admitted against vacancies	15th September, 2024
6.	Last Date for Commencement of classes for First year students of Technical courses	15th September, 2024
7.	Last Date for Lateral Entry Admission to Second year courses for Newly Admitted students.	15th September, 2024
<b>For Standalone PGDM/PGCM Institutions</b>		
1.	Last Date to Granting or Refusing Approval by AICTE	10th June 2024
2.	Final Date to Grant approval	30th June 2024
3.	Last Date for cancellation of seats of PGDM/PGCM with full refund	11th September, 2024
4.	Last Date for Admission to courses in PGDM/PGCM	15th September, 2024
5.	Last Date for Commencement of classes for PGDM/PGCM	11th September, 2024
<b>Institutions with ODL / Online Programme(s) / Course(s)</b>		
1.	Last Date for Grant of Approval to Institutions Offering ODL/Online Course(s)	As per UGC Policy
2.	Last Date for Admission to Courses in Open and Distance Learning Mode (First Session)	
3.	Last Date for Admission to Courses in Open and Distance Learning/ Online Learning Mode (Second Session)	

  
(Prof. Rajive Kumar)  
Member Secretary, AICTE





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## Information Brochure for Admission to Under Graduate and Post Graduate Technical Courses

Information Brochure Page stating the Cancellation of Admission, Refund of Fees and Return of Documents by Institutions.

### Information Brochure for Admission to Under Graduate and Post Graduate Technical Courses (2024-25)

- (4) If a minority institution fails to admit minimum fifty-one percent of its sanctioned intake from the persons belonging to the concerned minority, for a period of three consecutive years, the Competent Authority shall inform the Department accordingly. The Department shall forward such cases along with observations to the Minorities Development Department as per the provisions of sub-section (2) of section 6 of the Act.
- 15. Cancellation of Admission and Refund of fees, return of documents by Institutions**
- (a) The Candidate shall apply online for cancellation and submit duly signed copy of system generated application for cancellation of admission to the Institution. Once the candidate submits online request for cancellation, his admission shall be treated as cancelled. The Institute shall consider the online request made by candidate for cancellation as final, irrespective of whether he has submitted duly signed copy of system generated application to the Institute. Upon such cancellation, the candidate shall lose the claim on the seat and such seat shall become available for further allotment. The Institute shall refund the entire fees to the candidate after deduction of Rupees one thousand only towards processing charges and return all his/her original documents submitted to the Institute within two days from submission of duly signed copy of system generated application to the Institute;
- (b) Candidate shall not be entitled to any refund of his/her fee except the Security Deposit and Caution Money Deposit if the online cancellation is effected by the candidate after 5.00 p.m. of the cut-off date prescribed by the Competent Authority. Link for online cancellation for admission shall be deactivated after cut off date. Candidate has to apply for cancellation of admission to the institute by submitting application to the Institute after the cut off date;
- (c) No institution, who has in its possession or custody, of any document in the form of Certificates, Degree, Diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, shall refuse to return such Certificate, Degree, Diploma, award or any other document with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue or avail any facility in such institution;
- (d) The Institution shall not entitle to recover the fees for the subsequent years from the student seeking cancellation of his admission at any point of time.
- 16. Change of Course or Institution after First, Second or Third year of Under Graduate and Dual Degree or integrated programme. -**
- (1) The candidate seeking for a change in course or shift after successfully completing the First Year of studies or both first and second semester examination in all subjects or failed in one of the heads of passing, shall be allowed to do so in the same institution subject to the availability of seats and changes shall be carried out based on the marks of First Year or First and Second Semester together. The Principal

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## Fee Refund Policy

In reference to the University Grants Commission (UGC) Circular No. F.2-71/2022 (CPP-IT) (C-114546) dated 12th June 2024, issued for the academic year 2024-25, all students are informed that the new UGC Refund Circular for 2025-26 is awaited. Accordingly, the refund policy from the previous year will remain applicable until the updated UGC circular is received. Please note that the last dates mentioned may be subject to change as per the forthcoming UGC notification.

The principals of constituent colleges of the University, and the Heads and Directors of the Institute, are hereby directed to continue following the UGC Circular from the previous year until further notice. In accordance with the said UGC notification, the following refund policy shall be applicable to students for cancellation of admission and refund of fees:

Students shall be eligible for a full refund of fees within the specified period to allow them the flexibility to choose a course of their preference.

Irrespective of any previously issued guidelines/prospectus/notifications/schedules, a full refund of fees (excluding a processing fee of Rs 1000) shall be made by the constituent colleges of University, Nagpur for all cancellations or migrations of students up to 30th September 2025.

A refund with a deduction of Rs.1000 as processing fee shall be applicable up to 31<sup>st</sup> October 2025. These details are based on last year's UGC policy and are being circulated for immediate compliance.

Any revisions in dates or terms will be communicated upon the release of the official UGC circular for 2025-26. For any admission schedule that extends or commences beyond 31st October 2025, the provisions of the UGC Notification on Refund of Fees and Non-Retention of Original Certificates issued in October 2018 shall apply (reproduced below for ready reference).

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

  
Principal

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