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विश्वविद्यालय अनुदान आयोग

बहादुरशाह जफर मार्ग

नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002

*Handwritten signature*

*17.08.15*

F. No. 6-1(7)/2006(CPP-I)

June, 2011

The Vice-Chancellor/Director

All the Institutions Deemed to be Universities (130 letters) 22 JUN 2011

Subject: Retention of original certificates and refund of fees in case student leaves after joining the course.

Sir,

A Public Notice was issued by the University Grants Commission vide No. F. 1-3/2007(CPP-II) dated 23<sup>rd</sup> April, 2007 (Copy enclosed) wherein the Institutions/Universities were instructed not to retain the original certificates and also requested to abide by the instructions issued with regard to refund the fee in case of students leaving the Institutions/Universities. It has come to the notice of the University Grants Commission that some of the Institutions Deemed to be Universities are not adhering to the instructions issued and are admitting students to technical and professional 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. These deemed to be universities are also reportedly confiscating the fee paid if a student fails to join by such dates and insisting fee for remaining semesters from those who leave after joining the course, before returning their original certificates.

The University Grants Commission is of the view that these deemed to be universities, by way of retaining the certificates in original and forced retention of admitted students, are limiting the opportunities for the candidates from exercising other options of joining other institutions of their choice. As such, it is not permissible for institutions deemed to be universities to retain the School/Institution Leaving Certificate, mark sheet, caste certificate and other documents in original.


The deemed to be universities have already been requested by the University Grants Commission to 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

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of not more than Rs. 1000/- (One Thousand only) shall be refunded and returned by the Institution deemed to be 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 deemed to be university must return the fee collected with proportionate deductions of monthly fee and proportionate hostel rent, where applicable.

All the deemed to be universities are hereby requested to abide by the above instructions issued by the University Grants Commission with regard to refund of fees and return of original certificates.

Yours faithfully,



(Uma Bali)  
Under Secretary

o/c

Copy to :

1. Sh. Des Raj, Under Secretary, Government of India, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi - 110 001 - With reference to letter No. F. 12-2/2011-U.3A(Pt.1) dated 22<sup>nd</sup> February, 2011.
2. The Publication Officer, UGC. - To post the letter on UGC website.



(Uma Bali)  
Under Secretary

o/c

NC  
20/6/2011



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