

R-1338
03/06/2020

This order be
up to the
for under knowledge of individuals
No. RA/2322
G.B. PANT UNIVERSITY OF AGRICULTURE & TECHNOLOGY
PANTNAGAR, DISTT. U.S. NAGAR (UTTARAKHAND)
OFFICE OF THE REGISTRAR
Dated: May 29, 2020

OFFICE ORDER

As per approval of Academic Council meeting 389th vide item no. 19 held on 24.02.2020, UGC guidelines will be followed for refund of fees in case where student leave the University before or after registration in I semester. The guidelines are given below:-

- 1- For extant as well as future grievances from academic session 2019-20, the refund of fees remitted by the students be done as per UGC Notification on "Refund of Fees and Non-Retention of Original Certificates" dated October, 2018 issued by the Secretary UGC, Reproduced below:-

"If a student chooses to withdraw from the programme of study in which he/she is enrolled, the institution concerned shall follow the following five tier system for the refund of fees remitted by the student.

S.No.	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.

Notice: *Caution money and security deposit, which is not part of the fee chargeable, shall be refunded in full.

In case of (1) in the table above, the HEI (Higher Education Institution) concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.

Fee shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a writer application from him/her in this regard."

- 2- The advance fee (presently Rs. 5000) deposited by a student who participated in the Counseling process for admission but was not allotted a seat in any programme/branch, will be returned to him/her.
- 3- As far as food advance is concerned, it will be refunded full in case the student did not register at all. But if the student leaves the University after registration, the food advance will be refunded after deducting the outstanding food bill(s).

Seen

(Tej Partap)
Vice-Chancellor

V.C.'s Office
No. 4217
Date: 26/5/2020
o/c,
1) Univ. Website
2) Dy. Registrar
3) Coord. Admin

REGISTRAR
1/6/2020

- 4- All students seeking withdrawal from the University after registration and allotment of hostel will have to submit "No Dues" for getting refund of fee.
- 5- The above provisions will be applicable to all students/candidates who were allotted seat any programme during counseling.
- 6- All earlier orders/rules on the matter of refund of fees will be treated as amended to the above extent.

OFFICE ORDER


REGISTRAR

CC:-

- 1- All Deans
- 2- Comptroller
- 3- All Hostel Wardens
- 4- Dy. Registrar/Asstt. Registrar/ All Staff of Registrar Office.
- 5- P.A. to V.C. for information
- 6- Coordinator Admissions

If a student chooses to withdraw from the programme of study in which he/she is enrolled, the institution concerned shall follow the following procedure for the refund of fees remitted by the student.

S. No.	Percentage of Refund (as per UGC guidelines)	Point of time when notice of withdrawal of admission is received in relation to the date of admission
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.

Notice: *Caution money and security deposit which is not part of the fee chargeable, shall be refunded in full.

In case of (1) in the table above, the HEI (Higher Education Institution) concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.

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

- 3- The advance fee (presently Rs. 2000) deposited by a student who participated in the counseling process for admission but was not allotted a seat in any programme/branch, will be returned to him/her.
- 3- As far as food advance is concerned, it will be refunded full in case the student did not register at all. But if the student leaves the University after registration, the food advance will be refunded after deducting the outstanding food bill(s).

V.C.'s Office
No. 15/15/15
Date: 15/11/15