

ANDHRA UNIVERSITY



No.C.II(CDC//Legal Cell No.(1)/2010

Visakhapatnam 530 003
Dt.3rd February, 2010

From
Office of the Dean
College Development Council

To
The Principals,
all the Affiliated Colleges.

Sirs/Madam,

Sub: Affiliated Colleges - Students - opting out of an institution after taking admission - Refund of fee and return of original documents - Directions issued to follow the notice issued by the University Grants Commission.

Ref: (1) Notice No.F.No.1-3/2007 (CPP-II), dt.23.4.2007 issued by the Secretary, University Grants Commission.
(2) Minutes of the Meeting held on 18.01.2010.

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I invite your attention to the Notice referred above issued by the Secretary, University Grants Commission with regard to refund of fee and return of original documents to students who, for one reason or the other, opt out of institution after taking admission (copy enclosed).

The matter was discussed in detail at a meeting held on 18.01.2010 with the Vice-Chancellor as the Chairman (ref. 2 above) and it was resolved as follows:

RESOLVED to direct the admitting authorities/Principals of the Colleges to strictly follow the notice issued by the University Grants Commission vide letter No.F.No.1-3/2007 (CPP-II) dated 23.4.2007 in the matter of refund of fee and return of original certificates to the students who opt out of an institution after an admission.

I am, by direction of the Vice-Chancellor, to direct you to follow scrupulously the notice dt.23.4.2007 issued by the University Grants Commission in this regard.

Yours faithfully,


(T.V.SATYAVATHI DEVI)
ASST. REGISTRAR (CDC)

Encl.: Copy of UGC Notice dt.23.4.2007.

Copies to:

Secretary & Correspondents, all the Affiliated Colleges.
Secretary to the Vice-Chancellor & P.A. to the Registrar.
Superintendent, Legal Cell, CAO - this has reference to your letter No. Legal Cell No.(1)/2010, dt.21.1.2010 to the Dean (CDC) to send an action taken report.
Webmaster, AU Website - with a request to upload to our website.



UNIVERSITY GRANTS COMMISSION
NEW DELHI

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

23rd 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

श्री. तिलक आर. केम
सचिव

r. Tilak R. Kem
Secretary



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विश्वविद्यालय अनुदान आयोग
बहादुर शाह जफार मार्ग, नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002

D.O.No.F.1-3/2007 (CPP-II)
Dear Sir / Madam,

No.	June 4, 2007	Prin:
Supdt.		
Seal:		Desn:

The UGC had issued a public notice of even number dated 23.04.2007 regarding the refund of fee and return of original documents to the students who, for one reason or the other, opt out of an institution after taking admission. The public notice was circulated to all the universities, deemed universities and other institutions under the purview of the UGC, vide this office D.O. letter of even number dated 30.04.2007. A copy of the public notice is enclosed for ready reference.

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14/06/07
REGISTRAR
ANDHRA UNIVERSITY
VISAKHAPATNAM-530 003
R. P. Prasad
Director - Administration
14/6/07

2. It has come to the notice of the Commission that some institutions are not following the instructions contained in the public notice referred to above. The Commission has received several complaints in this regards from different quarters and has taken a serious view of this. The universities / institutions are, therefore, once again requested to comply with the instructions issued by the UGC, failing which the Commission will be constrained to take punitive action against the erring institutions under the provisions of relevant Rules / Regulations / Guidelines.

With regards,

Yours sincerely,

(Tilak R. Kem)

The Vice Chancellor
Andhra University
Visakhapatnam-530 003

Encl: As above