

SOP Admission NON CUET Mode

1. Whereas post spot round, CUET left over seats were converted to NON CUET seats and vacancy was published college wise program wise.
2. Whereas the last date for receiving application in NON CUET mode was 11-09-2023
3. Colleges will fill the vacant seats of NON CUET (Round-1) by publishing a general merit list for applicants who applied till 11-09-2023 as per merit and availability of seats in a particular program.
4. Whereas after receiving several requests from the public domain and peripheral colleges, in the interest of general public and students, the last date for receiving application form for NON CUET candidates has been extended till 16-09-2023.
5. Colleges will fill the vacant seats of NON CUET (Round-2) by publishing a general merit list for applicants who applied up to 16-09-2023 as per merit and availability of seats in a particular program.
6. Colleges to ensure the preparation of a detailed counselling schedule keeping in view the commencement of regular class work w.e.f 18-09-2023 and publish it on Samarth admission portal and college website for wide publicity and better outreach.

Refund against Upgrade fee @2000 INR

1. Candidates are required to login to their Samarth admission account and fill the online application form for refund of upgrade fee.
2. Candidates to upload the account number information and upload a clear readable front page of the passbook issued by the bank for crediting the refund amount.
3. Candidate to submit the online application form within the stipulated time.
4. Nodal College Jammu, Nodal College Srinagar shall refund fee after verifying the applicant's form

Refund against seat cancellation

1. Candidate has to visit the college and submit an application with fee receipt
2. College will verify the application and initiate a refund as per college policy
3. College has to mark the status of refund on their admission portal.
4. For refund in case of double payment by student admission coordinators may contact Digital Initiative Cell of Higher Education

NOTE :: Refund of fee will be in accordance with the UGC guidelines 2023-24. Colleges may seek clarifications regarding refunds from the Digital Initiative Cell of Higher Education Department. jkheddic@gmail.com



ज्ञान-विज्ञान विमुक्तये

प्रा. मनिष र. जोशी
सचिव

Prof. Manish R. Joshi
Secretary



सत्यमेव जयते



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)

3 July 2023 / 12 अषाढ़ 1945

Subject: Fee Refund Policy 2023-24

Respected Madam/Sir,

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

Students should be allowed a full refund of fees within a specified period to opt for a course they choose.

The Commission has considered the matter in its 570th meeting held on 27 June 2023, and after considering the relevant factors decided, the following fee refund policy for the academic session 2023-24:

- 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 admission/migrations of students up to 30 September 2023 and with a deduction of not more than Rs. 1,000, as a processing fee, up to 31 October 2023.
- For any admission schedule extending/commencing beyond/after 31 October 2023, 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

Contd...



बहादुरशाह जफ़र मार्ग, नई दिल्ली-110002 | Bahadur Shah Zafar Marg, New Delhi-110002
Ph.: 011-23236288/23239337 | Fax : 011-2323 8858 | E-mail : secy.ugc@nic.in

Anil

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.

The Higher Education Institutions are requested to ensure compliance with the fee refund policy for the academic session 2023-24 and redress any grievance by the provisions of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

Any HEI violating the provisions of UGC Fee Refund Policy 2023-24 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.

With regards,

Yours sincerely,



(Manish Joshi)

To,

- **The Vice-Chancellors of all Universities**
- **The Principals/Directors of all Colleges / Institutes.**