



(UNIT-BITT)

**BITT POLYTECHNIC**  
**Getlatu, Ranchi- 835217**

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**BITT-P/NOTICE/10954**

**Date: 14.06.2024**

**NOTICE**

**Fee refund policy /Cancellation Policy**

The students are informed that the college shall follow fee refund (against seats surrendered) guidelines issued by AICTE, New Delhi from time to time for AICTE/UGC Courses and fee refund (against seats surrendered) guidelines issued by AICTE from time to time for AICTE Courses.

The Guidelines are attached with this Notice

**Principal**  
**BITT Polytechnic**  
**Getlatu, Ranchi**

**Principal**  
**BITT Polytechnic**

**Copy to,**

1. Hon'ble Chairman, BITTGOI
2. Principal
3. Assistant Registrar
4. All HoDs
5. Controller of Examinations
6. Accounts Department
7. Workshops
8. Library
9. Notice Board
10. Website
11. File

c. Requirements and Eligibility

Students meeting eligibility criteria as defined in the scheme guideline document available on AICTE website: <https://www.aicte-india.org/> (Gifted Child Scheme under announcement) are eligible for seats under this scheme.

d. Admission Procedure

Admission Procedure for Gifted Children shall be as per **Clause 6.43 (e)**.

#### 6.45 Fee Refund Policy

In the event of a student withdrawing before the start of the Course, the entire Fee collected from the student, after a deduction of the processing Fee of not more than Rs.1000/- (Rupees One Thousand only) shall be refunded by the Institution. It would not be permissible for Institutions to retain the School/ Institution Leaving Certificates in original.

In case, if a student leaves after joining the Course and if the vacated seat is consequently filled by another student by the last date of admission, the Institution must refund the Fee collected after a deduction of the processing Fee of not more than Rs.1000/- (Rupees One Thousand only) and proportionate deductions of monthly Fee and hostel rent, where applicable.

The last date for withdrawal of PGDM admission for the purpose of refund of fee shall be as per the last date mentioned in the Academic Calendar.

In case the vacated seat is not filled, the Institution should refund the Security Deposit and return the original documents.

The Institution should not demand Fee for the subsequent years from the students cancelling their admission at any point of time. Fee refund along with the return of Certificates should be completed within 7 days.

#### 6.46 Release of Security Deposit

a. Procedure

The Trust/ Society/ Company shall upload/ submit the following documents on AICTE Web- Portal for the release of the FDR/ RTGS.

- i. Application/ request letter of the Institution for FDR/ RTGS release.
  - ii. Affidavit 6 with details of the Institution and Name of the Trust/ Society/ Company, FDR/ RTGS details (as per the standard format)
  - iii. Copy of FDR to be released, in a corpus fund made by RPGF, copy(s) of the Demand Draft (if any) submitted to AICTE for creation of RPGF/ Online payment proof for Security Deposit.
  - iv. Copy of LoA /EoA (Latest).
- b. Clearance from Public Grievance Redressal Cell (PGRC), Vigilance Cell and Other Cells/Bureaus (Grants released to the Institutions) of AICTE are required for the release of the FDR.
  - c. In case of FDR/ RPGF, upon clearance from all the above, NOC shall be issued to the Institution by the Approval Bureau at AICTE.
  - d. In case of RTGS, the sanction order shall be issued by the Council.
  - e. If an Institution has any financial embezzlement with Government Bodies/ Banks, then Security Deposit shall not be released till the NOC from such body is received.
  - f. In case an Institution/ Trust/ Society/ Company violates the Security Deposit related norms, the Council shall initiate appropriate penal action.



ज्ञान-विज्ञान विमुक्तये

आचार्य 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) (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 <b>before</b> the formally notified last date of admission
(2)	90%	Less than 15 days <b>before</b> the formally notified last date of admission
(3)	80%	15 days or less <b>after</b> the formally notified last date of admission
(4)	50%	30 days or less, but more than 15 days <b>after formally</b> notified last date of admission
(5)	00%	More than 30 days <b>after</b> formally notified last date of admission

Cont...

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।

**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**