



**PROVISIONS REGARDING FEES TO BE CHARGED FROM THE STUDENTS AND  
REFUND OF TUITION FEE  
(IN ADDITION TO THE TUITION FEE)**

- The University shall charge such fees from the certificate, diploma, undergraduate, postgraduate, research and post-doctoral students for different Academic programmes as may be determined by the Finance Committee with the approval of the Chancellor as per Govt. Norms.
- The University shall also award fee waivers to the students and research scholars in accordance with the recommendations of Academic Council and with approval of the Chancellor.
- All Fee should normally be deposited at the time of Registration in every Semester, failing which Registration of the student will not be done.
- Late fine @ 5% of the Fee amount per week shall be levied on late payments till the last date of adding/ dropping the courses.
- If the fee is not paid till the last date of adding/ dropping the courses, the name of the student will be struck of the rolls.
- Under very special cases the vice Chancellor may permit late deposition of fee on the recommendation of Dean Faculty, indicating reasons in writing for such extension.
- The University fee shall be charged under the following main categories besides the Tuition fee:—
  - (a) Admission fee.
  - (b) Enrollment fee.
  - (c) Medical fee.
  - (d) Examination fee.
  - (e) Students Welfare Fund.
  - (f) University Registration fee.
  - (g) Institutional Development Fund.
  - (h) Caution Money (Refundable, at the time of admission only).
  - (i) Contribution to such educational, social and recreational funds as may be specified.
  - (j) Transport fees (as required).
  - (k) Hostel fees (as required).
  - (l) Grade sheet/ Degree fee
  - (m) Special/ Value addition course fee (optional)
  - (n) Any other fee prescribed from time to time.



- The following documents shall be issued by the University on the request of the students on the specified Performa along with the fee as may be fixed by the Board of Management from time to time:—
  - (a) Duplicate certificate/Degree.
  - (b) Provisional Certificate/Degree.
  - (c) Merit Certificate.
  - (d) Grade sheet/ card
  - (e) Duplicate Grade card.
  - (f) Admission form.
  - (g) Transcript.
  - (h) Re-appear form.
  - (i) Re-evaluation form.
  - (j) Examination form.
  - (k) Registration form.
  - (l) Migration Certificate.
  - (m) Confidential result.
  - (n) Any other document required by the student.
  - (o) Bonafide certificate
  
- The Board of Management shall have the power to revise, from time to time, the rates of various fees, fines and other charges fixed and to also specify additional fees, fines and other charges, as may be determined, from time to time.

#### **Refund of Fee**

- The Brochure Fee and application form fee paid by freshman is not refundable.
  
- The advance fee paid by the freshman for blocking a seat in I year, will not be refunded after the last date of admission, if the student fails to report for admission. However, if such student withdraws from admission well in time by giving a written application ,then the advance fee paid may be refunded after deducting the processing charges.
  
- The Tuition fee paid by the student may be refunded if the student drops all the courses in any semester by giving a written application before the prescribed date for dropping the courses, and withdraws from registration in the semester well in time.
  
- Under all other cases no tuition fee shall be refunded.
  
- Other fee paid by the student may be refunded after deducting proportionately for the classes attended by the student. The Director/ Principal/ Registrar shall decide the portion of other fee to be refunded to the student.
  
- In case of any dispute in the amount of admissible refund, the decision of the vice chancellor shall be final and binding on all concerned.

**Dated Sept 2012**

**Registrar**