

University of Mumbai



No. AAMS_UGS/ICC/2023-24/62

CIRCULAR:-

Sub:- Refund of Fees for the Academic Year 2020-21, in view of covid pandemic.

Ref:- Letter No. UGC letter No. F.14-17/2020 (CPP-II), dated 17th December, 2020.

Attention of all the Principals of the all Affiliated Colleges, Autonomous Colleges, Recognised Institutions, the Heads of the University Departments, Deans of all Faculties, Associate Deans, Director of the Thane Sub-Campus, Director of the Kalyan Sub-Campus and the Co-ordinators of the Ratnagiri Sub-Campus, all University & College teachers, Deputy Registrars, Assistant Registrars and Wardens of Hostels is invited to letter No. UGC letter No.F.14-17/2020 (CPP-II), dated 17th December, 2020.

“In view above, and in order to avoid financial hardships being faced by parents due to lockdown and related factors, full refund of fees be made on account of all cancellations/migration of students, up to 30.11.2020, for the very session as a special case. To be crystal clear, the entire fees including all charges be refunded in totality (Zero Cancellation charges) on account of cancellation/migration up to 30.11.2020. Thereafter, on cancellation/withdrawal of admission up to 31.12.2020, the entire fee collected from a student be refunded in full after deduction of not more than Rs. 1000/- as processing fee.”

Copy of the UGC letter is attached herewith.

It is observed that complaints from students received for non-refund of fees.

All are requested to ensure the compliance of refund of fees for the academic year 2020-21 and return the original documents to the students to avoid any punitive action and legal complications.

(Prof. Sunil Bhirud)
I/c Registrar

MUMBAI – 400 032
08th November, 2023



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Attention of all the Principals of the all Affiliated Colleges, Autonomous Colleges, Recognised Institutions, the Heads of the University Departments, Deans of all Faculties, Associate Deans, Director of the Thane Sub-Campus, Director of the Kalyan Sub-Campus and the Co-ordinators of the Ratnagiri Sub-Campus, all University & College teachers, Deputy Registrars, Assistant Registrars and Wardens of Hostels.

Copy forwarded with Compliments for information to:-

- 1) The Director, Board of Examinations and Evaluation,
- 2) The Director, Board of Students Development,
- 3) The Director, Department of Information & Communication Technology,
- 4) The Co-ordinator, MKCL,
- 5) Finance & Account Officer,
- 6) The Deputy Registrar, (Finance & Account) Kalina,
- 7) The Assistant Registrar, (Finance & Account) Kalina.

ज्ञानं विनाशयति विपुलम्

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

शिक्षण विभाग, भारत सरकार

(Ministry of Education, Govt of India)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337

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E-mail: secy.ugc@nic.in

No. F. 14-17/2020(CPP-II)

17th December, 2020

Respected Madam/Sir,

Your kind attention is invited to the UGC Guidelines on Academic Calendar for the First Year of Under-Graduate and Post-Graduate Students of the Universities for the Session 2020-21 in view of COVID-19 Pandemic which provide that:

"In order to avoid financial hardship being faced by the parents due to lockdown and related factors, full refund of fees be made on account of all cancellation of admissions/ migration of students, up to 30.11.2020, for every session as a special case. To be crystal clear, the entire fees including all charges be refunded in totality (Zero Cancellation charges) on account of cancellation/ migration up to 30.11.2020. Thereafter, on cancellation/ withdrawal of admissions up to 31.12.2020, the entire fee collected from a student be refunded in full after deduction of not more than Rs.1000/- as processing fee."

The guidelines are available on UGC website: https://www.ugc.ac.in/pdfnews/1019576_Guideline.pdf

Ud/CP

The Commission has been receiving several references in the form of RTI applications/ complaints/ public grievances/ court cases in respect of non refund of fee by the universities/ institution in violation of the UGC Guidelines. The Commission has taken a very serious view of such complaints. Most of these complaints have come from the students who have taken admission in private or self financing universities and deemed to be universities and later opted out for one or the other reasons.

It is reiterated that the UGC guidelines are to be followed mandatorily by all the universities in letter and spirit. Any institution/ university found to be violating the guidelines and refusing to refund the fee by giving its own interpretation of the guidelines shall be liable for punitive actions as notified in clause 5 of the UGC notification of fees and non-retention of original certificate issued in October 2008 (https://www.ugc.ac.in/pdfnews/5437737_UGC-Notice-reg-Fees-refund-Eng.pdf.)

You are once again requested to ensure the compliance of the UGC directions in respect of refund of fee in accordance with the UGC Guidelines on Academic Calendar for the First Year of Under-Graduate and Post-Graduate students of the Universities for the Session 2020-21 In view of COVID-19 Pandemic.

With kind regards,

Yours sincerely,

(Rajnish Jain)

e Vice-Chancellors of All Universities



Copy for information and necessary action :-

1. **The Deputy Registrar, College Affiliations & Development Department (CAD),**
2. **College Teachers Approval Unit (CTA),**
3. **The Deputy Registrar, (Admissions, Enrolment, Eligibility and Migration Department (AEM),**
4. **The Deputy Registrar, Academic Appointments & Quality Assurance (AAQA)**
5. **The Deputy Registrar, Research Administration & Promotion Cell (RAPC),**
6. **The Deputy Registrar, Executive Authorities Section (EA)**
He is requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to the above circular.
7. **The Deputy Registrar, PRO, Fort, (Publication Section),**
8. **The Deputy Registrar, Special Cell,**
9. **The Deputy Registrar, Fort Administration Department (FAD) Record Section,**
10. **The Deputy Registrar, Vidyanagari Administration Department (VAD),**

Copy for information :-

1. **The Director, Dept. of Information and Communication Technology (DICT), Vidyanagari,**
He is requested to upload the Circular University Website
2. **The Director of Department of Student Development (DSD),**
3. **The Director, Institute of Distance and Open Learning (IDOL Admin), Vidyanagari,**
4. **All Deputy Registrar, Examination House,**
5. **The Deputy Registrars, Finance & Accounts Section,**
6. **The Assistant Registrar, Administrative sub-Campus Thane,**
7. **The Assistant Registrar, School of Engg. & Applied Sciences, Kalyan,**
8. **The Assistant Registrar, Ratnagiri sub-centre, Ratnagiri,**
9. **P.A to Hon'ble Vice-Chancellor,**
10. **P.A to Pro-Vice-Chancellor,**
11. **P.A to Registrar,**
12. **P.A to All Deans of all Faculties,**
13. **P.A to Finance & Account Officers, (F & A.O),**
14. **P.A to Director, Board of Examinations and Evaluation,**
15. **P.A to Director, Innovation, Incubation and Linkages,**
16. **P.A to Director, Department of Lifelong Learning and Extension (DLLE),**
17. **The Receptionist,**
18. **The Telephone Operator,**

Copy with compliments for information to :-

19. **The Secretary, MUASA**
20. **The Secretary, BUCTU.**

**UGC Guidelines on Academic Calendar for the
First Year of Under-Graduate and Post-Graduate
Students of the Universities for the Session 2020-21
in View of COVID-19 Pandemic**



**University Grants Commission
Bahadur Shah Zafar Marg
New Delhi**

September, 2020

UGC Guidelines on Academic Calendar for the First Year of Under-Graduate and Post-Graduate Students of the Universities for the Session 2020-21 in View of COVID-19 Pandemic

Introduction

The University Grants Commission taking a note of the COVID-19 pandemic constituted an Expert Committee in April, 2020 to safeguard the interests of the academic fraternity in general and students in particular to ensure health, safety and security of the students, faculty and staff and also to continue academic activities, conducting the examinations and declaration of results, facilitating the students to participate in further admissions, placement processes, research and training etc. and charting out a plan for the next academic session.

The Expert Committee deliberated on various issues and also consulted other stake holders and noted that the lockdown has been imposed by the Ministry of Home Affairs and the State Governments to prevent the spread of COVID-19 and also the results of the Class XII Board examinations are likely to be declared in the month of July 2020.

The Expert Committee submitted its report in April, 2020, based on which the UGC issued the Guidelines on 29.04.2020.

The University Grants Commission in June 2020 noted that the number of COVID-19 cases was rising exponentially and as per the reports the number would increase further. In view of the then prevalent situation and projected growth of cases due to COVID-19 pandemic, it was not feasible to conduct the examination even in the month of July 2020. Accordingly, the University Grants Commission requested the Expert Committee to review the Guidelines dated 29.04.2020, in view of emerging COVID-19 pandemic situation.

The Expert Committee again deliberated on the specific issues and also after due consultation with other stakeholders submitted its report in July, 2020, based on which the UGC issued the Guidelines on 06.07.2020.

The University Grants Commission in August 2020 requested the Expert Committee to revisit the guidelines dated 29.04.2020 and 06.07.2020 and suggest a revised Admissions and Academic Calendar, and other connected matters, for the first year of UG and PG programmes for the session 2020-2021.

The Commission at its emergent meeting held on 21.09.2020 considered the Report of the Expert Committee and based on the Report approved the “UGC Guidelines on Academic Calendar for the First Year of Under-Graduate and Post-Graduate Students of the Universities for the Session 2020-21 in View of COVID-19 Pandemic”.

Guidelines

In continuation of the UGC Guidelines dated 29.04.2020 (including in partial modification thereof) and 06.07.2020, the following guidelines have been framed on academic calendar for the first year under graduate and post graduate students in the Universities and colleges:-

1. The institutions where admissions are solely through entrance tests and have completed the necessary requirements or are likely to complete these requirements in near future, may start their academic session of 1st year at the earliest. If necessity arises, provisional admissions may also be made. The relevant documents of qualifying examination be accepted up to 31.12.2020.
2. Merit/ entrance based admissions to the first year programmes for the session 2020-21 be completed by the end of October 2020. The last date for admissions to fill up the remaining vacant seats shall be 30.11.2020
3. The academic calendar for the first year students' proposed in the Guidelines dated 29.04.2020 stands amended. Hence, the academic Session 2020-21 may commence from 01.11.2020 for first year students. Accordingly, the following calendar is suggested for the academic session 2020-2021:

| | |
|--|--------------------------|
| Admission Process (To be completed) | 31.10.2020 |
| Commencement of Classes of above students Fresh batch (First Semester/Year) | 01.11.2020* |
| Preparatory Break | 01.03.2021 to 07.03.2021 |
| Conduct of Examinations | 08.03.2021 to 26.03.2021 |
| Semester Break | 27.03.2021 to 04.04.2021 |
| Commencement of Classes for Even Semester | 5.04.2021 |
| Preparatory Break | 01.08.2021 to 08.08.2021 |
| Conduct of Examinations | 09.08.2021 to 21.08.2021 |
| Semester Break | 22.08.2021 to 29.08.2021 |
| Commencement of Next Academic Session for this batch | 30.08.2021 |

* If there is a delay in declaration of result of the qualifying examinations, the universities may plan and start the academic session by 18.11.2020. The teaching learning process may continue in offline/ online/ blended mode.

4. All the universities may follow a 6-day week pattern for the academic session 2020-21 and 2021-2022 to compensate the loss for this batch of students.

5. In order to avoid financial hardship being faced by the parents due to lockdown and related factors, full refund of fees be made on account of all cancellation of admissions/ migration of students, up to 30.11.2020, for this very session as a special case. To be crystal clear, the entire fees including all charges be refunded in totality (Zero Cancellation charges) on account of cancellation/ migration up to 30.11.2020. Thereafter, on cancellation/ withdrawal of admissions up to 31.12.2020, the entire fee collected from a student be refunded in full after deduction of not more than Rs.1000/- as processing fee.
6. The universities are requested to compensate the delay in the start of academic session in the subsequent years by curtailing the breaks/ vacations so that this batch of students would get their final results for award of degree timely.
7. The Guidelines as issued on 29.04.2020 and 06.07.2020 highlighting the modes of teaching, conduct of examinations, importance of physical & social distancing etc. shall remain unchanged and shall remain mandatory in that respect.
8. In view of the present scenario and future uncertainties:
 - i. The universities may adopt and implement these Guidelines in a transparent manner by making alterations/ additions/ modifications/ amendments to deal with particular situation(s) in the best interest of students, educational institution and the entire education system, except in respect of those guidelines that are mandatory.
 - ii. If the university faces difficulty in making admissions as per the existing policy, it may adopt alternative modes of admission process, if otherwise legally tenable.
 - iii. In case of educational institutions located at places where the Government (Centre/ State) have imposed restrictions on gathering of public, the institutions may plan accordingly. In any case, the above recommendations shall not cause any restrictions on the guidelines/directions issued by the appropriate Government/ competent authority.

Notwithstanding the above Guidelines, every university/ college has to ensure that it is prepared in all respects to carry out the academic activities following necessary advisories/guidelines/directions issued by the Central/State Government, MHRD or UGC from time to time to prevent the spread of COVID-19.