

University of Mumbai



No. AAMS_UGS/ICC/2023-24/61

CIRCULAR:-

Sub:- Refund of Fees for the Academic Year 2023-24.

Ref:- Letter No. UGC letter No. D.O. No. F.2-71/2022 (CPP-II), dated 03rd July, 2023

All the Principals of the Affiliated Colleges, Autonomous College, 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 are hereby informed that the recommendation of the Academic Council at its meeting held on 07th July, 2023 vide item No. 9.3 sent to Management Council in its meeting held on 12th September, 2023 vide item No. 14 and Management Council passed the following resolution regarding UGC Refund Policy for the academic session 2023-24.

“ विद्यापीठ अनुदान आयोगाचे पत्र क्रमांक D.O. No. F.2-71/2022 (CPP-II) दिनांक ३ जुलै, २०२३ च्या सूचनेप्रमाणे शुल्क परतावा धोरण मान्य करून विद्यार्थ्यांना शुल्काचा परतावा करण्याबाबतच्या विद्यापरिषदेच्या शिफारशीस मान्यता देण्यात आली. तथापि तंत्रशिक्षण विभागा अंतर्गत येणाऱ्या अभ्यासक्रमांना AICTE / DTE / CET इ. संस्थांनी ठरवून दिलेल्या निर्देशाप्रमाणे शुल्क परतावा करण्यास मान्यता देण्यात आली. ”

The UGC letter No. D.O. No. F.2-71/2022 (CPP-II), dated 03rd July, 2023 is attached herewith.

The following is the 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 30th September, 2023 and with a deduction of not more than Rs. 1,000/- as a processing fee, up to 31st October, 2023.

For any admission schedule extending /commencing beyond/after 31st 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 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.

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 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.

You are directed to ensure the compliance of refund of fess, as per UGC Policy stated above. (The said circular is available on the University's website www.mu.ac.in).



(Prof. Sunil Bhirud)
I/c. REGISTRAR

MUMBAI – 400 032
27th October, 2023

To,

All the Principals of the Affiliated Colleges, Autonomous College, 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.

A.C./9.3/07/07/2023

M.C/14/12/09/2023

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.

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.**