



No. AAMS_UGS/ICC/2024-25/ 42

CIRCULAR:-

Sub: - Refund of Fees for the Academic Year 2024-25.

Ref: - Letter No. UGC letter No.D.O.No.F.2-71/2022 (CPP-II) (C-114546), dated 12th June, 2024

All the Principals of the Affiliated Colleges, Autonomous College, Recognized Institutions, the Head of the University Departments, Deans of all Faculties, Associate Deans, Director of the Thane Sub-Campus, Director of the Kalyan Sub-Campus and the Coordinators of the Ratnagiri Sub-Campus, all University & College teachers, Deputy Registrars, Assistant Registrars and Wardens of Hostel are hereby informed that the Management Council in its meeting held on 25th July, 2024 vide item No. 12 passed the following resolution regarding UGC Refund Policy for the academic session 2024-25.

विद्यापीठ अनुदान आयोगाचे पत्र क्रमांक D.O.No.F..2-71/2022(CPP-II)(C-114546) दिनांक १२ जुन, २०२४ च्या सूचनेप्रमाणे शुल्क परतावा धोरण मान्य करून विद्यार्थ्यांना शुल्काचा परतावा करण्याबाबतच्या विद्यापरिषदेच्या शिफारशीस मान्यता देण्यात आली. तथापि तंत्रशिक्षण विभागा अंतर्गत येणा-या 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) (C-114546). dated 12th June, 2024 is attached herewith.

The following is the fee refund policy for the academic session 2024-25.

1. Students should be allowed a full refund of fees within a specified period to enable them to opt for a course of their choice.
2. The Commission has considered the matter in its 580th meeting held on 15th May, 2024, and after considering the relevant factors decided, the following fee refund policy for the academic session 2024-25.
 - a. "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, 2024 and with a deduction of not more than Rs.1,000/- as a processing fee, up to 31st October, 2024.
 - b. It shall apply to all higher education institution, 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 Grant 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.
 - c. 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.

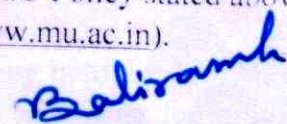
d. For any admission schedule extending/commencing beyond/after 31st October, 2024, the provisions contained in the UGC Notification issued in October, 2018 on Refund of Fees and Non-Retention of Original Certificates shall apply (reproduced below for ready reference).

Category	Percentage of Refund 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.

- e. This policy will remain in force for subsequent academic sessions until the issuance of a revised policy by the UGC.
- 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 2024-25 and redress any grievance by provision of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.
 - Any HEI violating the provisions of UGC Fee Refund Policy 2024-25 shall be liable for punitive action as notified in Cause 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 fees, as per UGC Policy stated above.
(The said circular is available on the University's website www.mu.ac.in).

MUMBAI – 400 032
13th August, 2024


Prof.(Dr.) Baliram Gaikwad
I/c. REGISTRAR

To

All the Principals of the Affiliated Colleges, Autonomous College, Recognized Institutions, the Head 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 Hostel.

M.C/12/25/7/2024

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) Finance & Account Officer,
- 5) The Deputy Registrar, (- Finance & Account) Kalina,
- 6) The Assistant Registrar, (Finance & Account) Kalina.

Copy to :-

- 1. The Deputy Registrar, Academic Authorities Meetings and Services (AAMS),**
- 2. The Deputy Registrar, College Affiliations & Development Department (CAD),**
- 3. The Deputy Registrar, (Admissions, Enrolment, Eligibility and Migration Department (AEM),**
- 4. The Deputy Registrar, Research Administration & Promotion Cell (RAPC),**
- 5. The Deputy Registrar, Executive Authorities Section (EA),**
- 6. The Deputy Registrar, PRO, Fort, (Publication Section),**
- 7. The Deputy Registrar, (Special Cell),**
- 8. The Deputy Registrar, Fort/ Vidyanagari Administration Department (FAD) (VAD), Record Section,**
- 9. The Director, Institute of Distance and Open Learning (IDOL Admin), Vidyanagari,**

They are requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to in the above circular and that on separate Action Taken Report will be sent in this connection.

- 1. P.A to Hon'ble Vice-Chancellor,**
- 2. P.A Pro-Vice-Chancellor,**
- 3. P.A to Registrar,**
- 4. All Deans of all Faculties,**
- 5. P.A to Finance & Account Officers, (F.& A.O),**
- 6. P.A to Director, Board of Examinations and Evaluation,**
- 7. P.A to Director, Innovation, Incubation and Linkages,**
- 8. P.A to Director, Board of Lifelong Learning and Extension (BLLE),**
- 9. The Director, Dept. of Information and Communication Technology (DICT) (CCF & UCC), Vidyanagari,**
- 10. The Director of Board of Student Development,**
- 11. The Director, Department of Students Welfare (DSD),**
- 12. All Deputy Registrar, Examination House,**
- 13. The Deputy Registrars, Finance & Accounts Section,**
- 14. The Assistant Registrar, Administrative sub-Campus Thane,**
- 15. The Assistant Registrar, School of Engg. & Applied Sciences, Kalyan,**
- 16. The Assistant Registrar, Ratnagiri sub-centre, Ratnagiri,**
- 17. The Assistant Registrar, Constituent Colleges Unit,**
- 18. BUCTU,**
- 19. The Receptionist,**
- 20. The Telephone Operator,**
- 21. The Secretary MUASA**

for information.