



**SRI SATYA SAI**  
**UNIVERSITY OF TECHNOLOGY & MEDICAL SCIENCES**  
(Established Under Govt. of MP & Register Under UGC 2 (F), 1956)

Ref: SSSUTMS/ESTD/2024/03/24

Date: March 08, 2024

## NOTIFICATION

In Compliance of UGC notification No-F-12/5/2023 (FNT/NET) - Fees Nivaran Feb 09,2024 regarding non-refund of Fees and Fees Refund Policy 2024-2025, we also adopt and implement it from the academic year 2024-2025 onwards.

Registrar

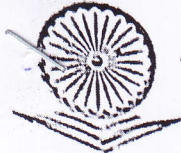
Sri Satya Sai University of Technology  
& Medical Sciences Sehore

### Copy to :

1. Vice-Chancellor , SSSUTMS
2. CFO , SSSUTMS
3. All Dean / HOD of Department / Faculties

Registrar

Sri Satya Sai University of Technology  
& Medical Sciences Sehore



एतन् विनाम विमुक्तये

आचार्य मनिष र. जोशी  
सचिव

Prof. Manish R. Joshi  
Secretary

D.S.W.  
To be circulated among  
all affiliated colleges



सत्यमेव जयते

*[Handwritten Signature]*  
21/12/24



आज़ादी का  
अमृत महोत्सव

विश्वविद्यालय अनुदान आयोग  
University Grants Commission  
(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)

February 9, 2024/20 मार्च, 1945

No.F 12-5/2023(FNT/NET)-FeeNivaran

Subject: Regarding Non-Refund of Fee

Respected Madam / Sir,

It is submitted that UGC has issued notifications / guidelines / letters regarding the refund of fees which are also available on the UGC website [www.ugc.gov.in](http://www.ugc.gov.in). The said notifications / guidelines are applicable to Undergraduate, Postgraduate and Research Programmes offered by all Universities included under Section 2(f) & 12(B) of UGC Act, 1956.

UGC has been receiving several complaints regarding non-refund of fee against many Higher Educational Institutions (HEIs). UGC has requested all the HEIs vide mails and reminders to act on the complaints received from the students seeking a refund of fees paid to the Institutes after those students migrated to other Institutions.

Further, your attention is also invited towards the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 in which at point no. 3 (f) (xiii) (copy attached) it is clearly mentioned that:

**"3. DEFINITION:**

(f) "grievance" means, and includes, complaint(s) made by an aggrieved student in respect of the following, namely:

xiii. "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."

In view of above, you are hereby advised to pay special attention towards fee refund of the aggrieved students and abide by UGC's guidelines / regulations issued with respect to fee refund of the students.

Non-compliance to the above shall attract punitive action as prescribed under the relevant guidelines/regulations."

With regards,

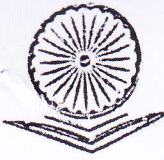
Yours sincerely,

*[Handwritten Signature]*  
(Manish Joshi)

Copy to:

1. All Vice-Chancellors of Universities
2. All Principals of Colleges

UL-808  
89/10/24



मान-विज्ञान विमुक्तये

आचार्य मनिष र. जोशी  
सचिव

Prof. Manish R. Joshi  
Secretary

D.S.W  
To be circulated among  
all affiliated colleges



सत्यमेव जयते

Handwritten signature and date: 19/6/24



आज़ादी का  
अमृत महोत्सव

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:

- 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 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.
- b. 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.
- 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 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 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

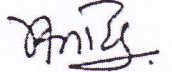
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- e. This policy will remain in force for subsequent academic sessions until the issuance of a revised policy by the UGC.
4. It may also be noted that the UGC has notified the Redressal of Grievances of Students Regulations, 2023, wherein "delay in, 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।