



भूपेन्द्र नारायण मंडल विश्वविद्यालय

लालूनगर, मधेपुरा – 852113 (बिहार)

पत्रांक:.....

दिनांक:.....

सेवा में,

सभी विश्वविद्यालय विभागाध्यक्ष/ प्रधानाचार्य/प्रभारी प्रधानाचार्य/प्रो० इंजार्थ/ समन्वयक,
सभी, स्नातकोत्तर विभाग (शैक्षणिक एवं पश्चिमी परिसर)/ अंगीभूत एवं संबद्ध महाविद्यालय/
शिक्षाशास्त्र विभाग एवं महाविद्यालय, विश्वविद्यालय पुस्तकालय एवं सूचना विज्ञान विभाग,,
भूपेन्द्र नारायण मंडल विश्वविद्यालय क्षेत्रान्तर्गत।

विषय-शुल्क वापसी हेतु दिशानिर्देशों के अनुपालना के संबंध में।

प्रसंग-यू०जी०सी०, नई दिल्ली के D.O. NO.F.2-71/2022(CPP-II) (C-114546)
दिनांक:12.06.2024

महाशय/ महाशया,

उपर्युक्त विषयक एवं प्रसंगाधीन पत्र के आलोक में निदेशानुसार सूचित करना है कि विश्वविद्यालय/ महाविद्यालय एवं अन्य संस्थानों में नामांकित छात्र-छात्राओं के विविध प्रकार के शुल्क की वापसी के संबंध में विश्वविद्यालय अनुदान आयोग के दिशानिर्देशों (संलग्न) का अनुपालन सुनिश्चित करेंगे।

सभी महाविद्यालय/ विभाग/ संस्था द्वारा किए जाने वाले शुल्क वापसी संबंधी विवरणी आवश्यक रूप से अद्योहस्ताक्षरी कार्यालय में हस्तगत कराना सुनिश्चित करेंगे।

अतएव, सूचनार्थ एवं आवश्यक कार्यार्थ।

विश्वासभाजन

अनु०-यथोक्त।

ह०/-

कुलसचिव

ज्ञापांक- GS(DSW-588/24)- 38/2025
प्रतिलिपि

दिनांक- 11/01/2025

01. सभी कोषांग/ विभाग, भूपेन्द्र नारायण मंडल विश्वविद्यालय, मधेपुरा मुख्यालय।

02. कुलपति के निजी सहायक/ कुलसचिव कार्यालय, भूपेन्द्र नारायण मंडल विश्वविद्यालय, मधेपुरा।

[Signature]
कुलसचिव 11/1/25

[Signature]
8/1/25



आचार्य मनिष र. जोशी
सचिव

Prof. Manish R. Joshi
Secretary



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)

12th 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 580th meeting held on 15 May 2024, and after considering the relevant factors decided, the following fee refund policy for the academic session 2024-25:

- 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.
- 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.
- 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.
- 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

Cont...

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।