



MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL
(Formerly West Bengal University of Technology)

Office of the Inspector of Colleges

BF-142, Salt Lake City, Kolkata – 700 064

Tel No. (033)2321-7588, (033) 2334-1014/1021/1025/1028/1031, Fax : (033) 2321-8776

No. 1880/IC-107/2017

Date : 01.08.2017

NOTICE

This is hereby notified for general information of all concerned that this University receives complaints from the student/guardians, who admitted themselves/their wards in different colleges affiliated to this University from time to time, regarding refund of fees.

Subsequently, we are asking the colleges to refund the fees as per directive laid down in public Notice No. F.No. 1-3/2007(CPP-11) dated 23rd April, 2007 of UGC, New Delhi and another public Notice No. AICTE/Legal/04(01)/2007 of AICTE, New Delhi. The copies of the above public notice of the two regulatory bodies are being enclosed.

In this context the AICTE has given directive in their AICTE approval process Hand Book (2017-2018) which is being reproduced below for urgent attention of all concerned:

“ In the event of a student withdrawing before the starting of the Course, the entire fee collected from the student, after a deduction of the processing fee of not more than Rs.1000/- (Rupees One thousand only) shall be refunded by the Institution. It would not be permissible for Institutions to retain the School/Institution Leaving Certificates in original. Should a student leave after joining the Course and if the vacated seat is consequently filled by another student by the last date of admission, the Institution must refund the fee collected after a deduction of the processing fee of not more than Rs.1000/- (Rupees One thousand only) and proportionate deductions of monthly fee and proportionate hostel rent, where applicable. In case the vacated seat is not filled, the Institution should refund the security deposit and return the original documents. Institution should not demand fee for the subsequent years from the students cancelling their admission at any point of time. Fee refund along with the return of Certificates should be completed within 7 days.

Institutions not following guidelines issued by the Council regarding refund of fee on cancellation of admission or delaying refunds shall be liable to any one or more of the following punitive actions by the Council.

- Fine for non-compliance of refund of fee levied against each case shall be twice the total fee collected per student
- Suspension of approval for supernumerary seats, if any for one Academic Year
- Reduction in “Approved Intake”
- No admission in one/more Courses for one Academic Year
- Withdrawal of approval for Programme/ Course”

In view of the above all concerned are hereby requested to note and act in accordance with the said directives as stated above.

This has got reference to the approval dated 28.07.2017 of the Competent Authority in File No. IC-107/2011.

Encl: As stated.

sdl
(S. K. Maity)
Inspector of Colleges

Copy forwarded for information and necessary action to :

- 1) The Principal/ Director, all affiliated colleges of MAKAUT, WB.
- 2) The P.A. to Vice Chancellor- Please bring it into the kind notice of the Hon'ble Vice Chancellor.
- 3) The Information Scientist, MAKAUT, WB – with a request to kindly upload this in our University website.
- 4) The Convener, CWMS, MAKAUT, WB.

(Signature)
(S. K. Maity)
Inspector of Colleges