



PONDICHERRY UNIVERSITY  
ACADEMIC SECTION

Shri. P. RAJASEKARAN, M.Com  
ASSISTANT REGISTRAR (ACA-ADMISSIONS)

R.V. NAGAR, KALAPET  
PUDUCHERRY

PU/AS/Aca4/UGC/2016/376

11.02.2016

To

- ✓ 1) All the Deans/Heads/Centre Heads/Coordinators, Pondicherry University
- 2) All the Directors/Principals of the Affiliated Colleges/Institutions

Sir/Madam,

Sub: UGC instructions regarding non-refund of fees and retention of original certificates of students - Reg.

Ref: D.O.No.F. 1.3/2007(CPP-II) dt: 13.01.2016.

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Please find enclosed herewith, a copy of the UGC communication cited on the above subject. You are requested to ensure compliance of the instructions of UGC on the said matter in your School/Dept./Centre/Affiliated Institution as instructed therein.

*S. Rajasekaran*

ASST. REGISTRAR (ACA-AD)

Encl: As above

copy to:-

✓ The Systems Manager, Computer Centre, Pondicherry University  
.... with a request to Post  
in the University website.



प्रो (डॉ) जसपाल एस सन्धु  
सचिव

*Prof. Dr. Jaspal S. Sandhu*  
MBBS, MS (Ortho), DSM, FAIS, FASM, FAFSM, FFIMS, FAMS  
Secretary



विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**

(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

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**By Speed Post**

**D.O.No. F. 1-3/2007(CPP-II)**

**11<sup>th</sup> January, 2016**

Dear Sir/Madam,

This is in reference to the Public Notice issued by the UGC on **23<sup>rd</sup> April, 2007** regarding non-refund of fees and retention of original certificates of the students who opt out after taking admission (copy enclosed as Annexure – I).

The Commission is still receiving complaints from students / parents regarding non refund of fees by universities / colleges / institutions which are collecting full fee from the admitted students; retaining their schools / institutions leaving certificates in original; confiscating the fee paid if a student fails to join within specified date.

You are requested to kindly abide by the instructions issued by UGC in the Public Notice referred to above and ensure compliance of these instructions by your University as well as all the colleges / institutions affiliated to your university. This may be treated as **'important'**.

With kind regards,

Yours sincerely,

(Jaspal S. Sandhu)

To

The Vice-Chancellors of all Universities

Copy to:

✓ The Publication Officer, Website Division, UGC ( for uploading on the UGC Website)

*Jaspal S. Sandhu*  
(Jaspal S. Sandhu)





UNIVERSITY GRANTS COMMISSION  
NEW DELHI

F.No.1-3/2007 (CPP-II)

23<sup>rd</sup> April, 2007

PUBLIC NOTICE

It has come to the notice of the University Grants Commission that Institutions and Universities including institutions deemed to be universities are admitting students to various programmes of studies long before the actual starting of academic session; collecting full fee from the admitted students; and, retaining their schools / institutions leaving certificate in original. The Institutions and Universities are also reportedly confiscating the fee paid if a student fails to join by such dates.

2. The Commission is of the view that the Institutions / Universities, by way of retaining the certificate in original, force retention of admitted students which limits the opportunities for the candidates from exercising other options of joining other institutions of their choice. However, it would not be permissible for Institutions and Universities to retain the School / Institution Leaving Certificate, mark sheet, caste certificate and other documents in original.

3. The Ministry of Human Resource Development and University Grants Commission have considered the issue and decided that the Institutions and Universities, in the public interest, shall maintain a waiting list of students / candidates. In the event of a student / candidate withdrawing before the starting of the course, the waitlisted candidates should be given admission against the vacant seat. The entire fee collected from the student, after a deduction of the processing fee of not more than Rs.1000/- (one thousand only) shall be refunded and returned by the Institution / University to the student / candidate withdrawing from the programme. Should a student leave after joining the course and if the seat consequently falling vacant has been filled by another candidate by the last date of admission, the Institution must return the fee collected with proportionate deductions of monthly fee and proportionate hostel rent, where applicable.

4. The Universities / Institutions are requested to abide by the instructions issued by the UGC. The UGC, shall on its own or on receipt of specific complaints from those affected, take all such steps as may be necessary to enforce these directions.

5. Institutions / Universities are also required to convey these instructions to the colleges affiliated to them.

  
(Tilak R. Kem)  
Secretary