

**GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION**

Lr. No. E3/10280/2017

Dated:16 .01.2017

From
Smt. A. VANI PRASAD, I.A.S.,
Commissioner of Technical Education
Telangana Hyderabad

To
The Principals/Managements of All
Professional Institutions approved by
AICTE,.

Madam /Sir,

Sub : Technical Education - Academics – students cancelling their
Admission – Return of Original certificates/Refund of fee –
certain Instructions - Reg.

Ref: : AICTE Approval Process Hand Book 2017-18

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It is to inform that, vide reference cited, in Chapter IV (Penal Action in case of Violation of Regulations/ Approval Process Handbook 2017-18), page No. 55, point 11(Refund cases) is read as follows:

- 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 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 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

Further it is informed that, students approach this office, with a request to issue necessary instructions to the Principal/Management for return of Original Certificates, as they have discontinued their studies and cannot pay the balance fee that is insisted by the Principal/Management of the Institution for return of original certificates.

In view of the above the Principals /Management of the Professional Institutions are informed to strictly follow the above Guidelines/ punitive actions issued by the AICTE and in case any student approaches this office with an instance of irregular practices of any college, then the case will be referred to the University concerned and AICTE for taking necessary action in the matter, as per the above guidelines.

Sd/- A.VANI PRASAD
COMMISSIONER

Copy to:

1. Registrar/secretary, OU/JNTUH/KU/JNAFAU/SBTET/
MGU/TU/SU/PU,
2. Spl. Chief Secretary to Govt, HE.
3. Member secretary, AICTE, New Delhi.
4. Director, SCRO, AICTE, Hyderabad



For COMMISSIONER