



# College of engineering and Management, Kolaghat (CEMK)

## Fee Refund Policy

*(In accordance with UGC Fee Refund Policy and UGC Notification on Refund of Fees and Non-Retention of Original Certificates)*

### 1. Preamble

The College of Engineering and Management, Kolaghat (CEMK) is committed to maintaining transparency, fairness, and student-centric administrative practices in all admission-related matters. This Fee Refund Policy has been formulated in accordance with:

- University Grants Commission (UGC) Fee Refund Policy 2024-25;
- UGC Notification on Refund of Fees and Non-Retention of Original Certificates (October 2018);
- UGC (Redressal of Grievances of Students) Regulations, 2023; and
- Other directives issued by UGC, AICTE, MAKAUT, Government of West Bengal, or any competent statutory authority from time to time.

### 2. Objectives

The objectives of this policy are to:

1. Ensure fair treatment of students seeking cancellation or withdrawal of admission.
2. Facilitate refund of fees in a timely and transparent manner.
3. Protect the rights of students as prescribed by UGC regulations.
4. Establish a clear mechanism for processing fee refund requests.
5. Minimize grievances arising from admission cancellation and fee refund matters.

### 3. Applicability

This policy will apply to:

- All Undergraduate Programmes
- All Postgraduate Programmes
- Diploma/Certificate Programmes (where applicable)
- Lateral Entry Admissions
- Admissions conducted through centralized counselling or institutional admission processes

The policy will be applicable to all students admitted to CEMK during any academic session unless modified by UGC or any statutory authority.

#### 4. General Principles

4.1 No student will be compelled to retain admission against his/her will.

4.2 Refund of fees will be processed only upon submission of a formal application for cancellation/withdrawal of admission.

4.3 The date of receipt of the written application by the College will be considered the effective date for determining refund eligibility.

4.4 Refunds will be made through the same banking channel used for fee payment wherever feasible.

4.5 Original certificates and documents submitted during admission will not be retained by the College beyond the period required for verification, in accordance with UGC regulations.

#### 5. Fee Refund Schedule

##### 5.1 UGC Fee Refund Policy (Applicable for Academic Sessions where UGC issues specific refund dates)

Notwithstanding anything contained in the prospectus, admission brochure, or institutional notification:

Category	Refund Provision
Cancellation/Withdrawal of Admission up to the date specified by UGC for the academic session	100% Refund of Fees
Cancellation after the above date but within the extended period prescribed by UGC	Full Refund after deduction of not more than ₹1,000 as processing fee

For Academic Session 2024-25, UGC directed that a full refund of fees be made for all cancellations/migrations up to 30 September 2024 and with deduction of not more than ₹1,000 as processing fee up to 31 October 2024.

##### 5.2 Refund Schedule under UGC Notification (October 2018)

Where admissions extend beyond the specific dates notified by UGC, the following refund schedule will apply:

Point of Time when Notice of Withdrawal is Received	Percentage of Refund of Fees
15 days or more before the formally notified last date of admission	100%
Less than 15 days before the formally notified last date of admission	90%
15 days or less after the formally notified last date of admission	80%
More than 15 days but up to 30 days after the formally notified last date of admission	50%
More than 30 days after the formally notified last date of admission	Nil

## **6. Components of Refundable Fees**

Subject to applicable UGC guidelines, the following fee components may be considered for refund:

- Tuition Fee
- Development Fee
- Library Fee
- Laboratory Fee
- Student Activity Fee
- Other Institutional Fees collected at the time of admission

Refund will be made after deduction, if any, permitted under UGC regulations.

## **7. Non-Refundable Charges**

The following may not be refundable, where applicable and permissible under statutory regulations:

- University Registration Charges already remitted to the University
- Examination Fees already paid to the University/Board
- Charges paid to external agencies on behalf of the student
- Fees specifically declared non-refundable by the concerned statutory authority

Provided that such deductions are consistent with UGC regulations and applicable laws.

## **8. Procedure for Seeking Refund**

### **Step 1: Submission of Application**

The student will submit:

- Application for cancellation/withdrawal of admission;
- Admission receipt(s);
- Bank account details for refund;
- Copy of identity proof;
- Any other document as required.

### **Step 2: Verification**

The Admission Section will verify:

- Admission status;
- Fee payment details;
- Date of withdrawal request;
- Eligibility under the refund schedule.

### **Step 3: Approval**

The refund request will be processed and approved by:

- Admission Coordinator
- Accounts Officer
- Registrar/Administrative Officer

- Director (or authorized officer)

#### **Step 4: Refund Processing**

The Accounts Section will process the refund through electronic transfer.

#### **9. Timeline for Refund**

CEMK will endeavour to process eligible refund claims within:

15 to 30 working days from the date of receipt of a complete application and approval by the competent authority.

Any delay due to incomplete documentation or statutory verification requirements will be communicated to the applicant.

#### **10. Migration to Another Institution**

Students who obtain admission in another institution through a recognized counselling process or centralized admission system will be eligible for fee refund as per applicable UGC regulations.

The College will facilitate such migration without imposing unreasonable restrictions.

#### **11. Refund in Case of Cancellation of Programme**

If a programme is cancelled by CEMK due to insufficient enrollment, regulatory requirements, or other valid reasons:

- 100% of fees collected will be refunded.
- No deduction will be made.
- Refund will be processed within a reasonable period.

#### **12. Student Grievance Redressal**

Any grievance relating to fee refund may be submitted to:

##### **Student Grievance Redressal Committee (SGRC)**

The grievance may include:

- Delay in refund;
- Partial refund;
- Denial of refund;
- Improper deductions;
- Non-compliance with UGC guidelines.

Such grievances will be addressed in accordance with the UGC (Redressal of Grievances of Students) Regulations, 2023.

#### **13. Maintenance of Records**

The College will maintain:

- Refund applications;
- Processing records;
- Approval notes;
- Payment records;

- Grievance records;

for audit and regulatory compliance purposes.

#### **14. Compliance and Penalties**

All officers and staff members involved in admission and fee processing will ensure strict compliance with UGC Fee Refund Policy and related regulations.

Any violation of UGC fee refund provisions may attract regulatory action by the competent authorities.

#### **15. Interpretation and Amendment**

Any matter not specifically covered under this Policy will be governed by:

- UGC Regulations;
- AICTE Regulations;
- MAKAUT Regulations;
- Government of India and Government of West Bengal directives.

In case of any inconsistency between this Policy and UGC regulations, the provisions of the latest UGC regulations will prevail.

The College reserves the right to amend this Policy in accordance with changes in statutory requirements.

#### **16. Effective Date**

This Policy will come into force upon approval by the Governing Body of the College of Engineering and Management, Kolaghat (CEMK) and will remain effective until revised or superseded.