



F. No. AUD/SS/4-1/2021-22/Admission/ 3803

Dated: 12/10/2021

**NOTIFICATION**

**Subject:** - Remittance of fees on withdrawal of admission.

This is for information to all concerned that following is implemented as per the guidelines of UGC w.r.t remittance and refund of fees in the event of withdrawal of admission.

In view of the financial hardship being faced by the parents due to lockdown and related factors, full refund of fee be paid if the cancellation/withdrawal request is received on or before 30<sup>th</sup> November 2021. Thereafter, on cancellation/withdrawal of admission up to 31<sup>st</sup> December 2021 the entire fee collected from a student will be refunded in full after deduction of not more than Rs.1000/- as processing fee.

This issues with the approval of Vice Chancellor.

  
Dean Student Services

Copy for information to:

1. Office of the Vice-Chancellor
2. Office of the Pro Vice-Chancellor
3. Office of the Registrar
4. Office of the Proctor
5. Office of the CoF
6. All Deans-  
SDS/SHE/SUS/SLS/SHS/SES/SCCE/SBPPSE/SDes/SLGC/SVS/SoL,&  
SGA,SHRM,Academic Services, Student Services, Director IT Services,  
Library Services, Planning Division, Estate Division and OSD – KG,KP,LR
7. Webmaster –For uploading on the intranet and website
8. Notification file and Notice Board