



# Visvesvaraya Technological University

(State University of Government of Karnataka Established as per the VTU Act, 1994)

“Jnana Sangama” Belagavi-590018, Karnataka, India

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Ref: VTU/BGM/Aca-OS-Cirs/2020-21/ 2143

Date : 8 SEP 2020

: CIRCULAR :

Sub: Retention of original certificates demanding fees for entire Course  
from the student – reg..

With reference to the above, the University is receiving many petitions / requests w.r.t. retention of original certificates for fee for the entire course from the students.

In this regard, the following are enclosed for your kind information and necessary action:

1. AICTE letter No. F. No. 1-01/DPC/AICTE/Regulations/2018 dt: 6-4-2018
2. AICTE – Extract from Approval process handbook 2020-21 – Fee Refund Cases
3. UGC Notification – Refund of Fees and Non –retention of Original Certificates
4. VTU Regulations Governing Institutions Malpractice – 2015 – Sl.No 13 of Clause No. VIII – Penalties and punishments .
5. Further, in W.P. 62299/2016 and 47380/2017 Hon'ble High Court ordered that no educational institution can retain the original documents of students.

In light of all the above (1, 2, 3 and 4), you are hereby informed not to retain the original documents of any student.

Follow the directions of AICTE as mentioned above in this regard, failing which, the University will be forced to initiate action against the college and will also report to AICTE, UGC and State Govt.

This is for strict compliance.

Encl: As above

BY ORDER

Registrar,  
VTU Belagavi

To,

The of Principals of All Engineering (Affiliated/ Constituent) Colleges under the ambit of VTU, Belagavi

Copy to:

1. Hon'ble Vice Chancellor through the Secretary to VC, VTU, Belagavi for kind information
2. The Registrar (Evaluation), VTU, Belagavi for kind needful
3. The Regional Directors (I/C) of all the Regional Offices of VTU for circulation
4. The Director, Computer Network Centre, VTU, Belagavi- to upload on VTU website and also incorporation in Registration portal
5. The PS to Registrar, VTU, Belagavi
6. All the concerned Special Officers and Case-workers of Academic Section, VTU, Belagavi for information and necessary action
7. Circular file
8. Office Copy.



- b. Withdrawal of approval of the Institution
- c. Withdrawal of graded autonomy granted by the Council

#### **8.12 Violation of norms in case of Collaboration and Twinning Programme**

- a. If a Foreign University/ Institution fails to comply with any of the conditions as contained in the Approval Process Handbook, the Council after giving reasonable opportunity of being heard through Standing Appellate Committee shall withdraw the approval of the Twinning Programme granted to such University/ Institution to offer their Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree in India and forbid such Foreign University/ Institution to either open Centres or enter into any Collaborative arrangement with any University/ Institution in India.
- b. The Council shall also inform the concerned agencies including Ministry of External Affairs, Ministry of Home Affairs, RBI of such decisions and advise these agencies to take any or all of the following measures
  - Refusal/ withdrawal for grant of visa to employees/ teachers of the said Foreign University/ Institution.
  - Stop repatriation of funds from India to home Country.
  - Informing the Public about the withdrawal of approval of the Twinning Programme with Foreign University/ Institution and the consequence thereof.
- c. In case, it comes to the notice of the Council, that a Foreign University is offering Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level Programme in Technical Education in India directly or in Collaboration with an Indian Partner without obtaining approval, the Council shall initiate immediate action under the Indian Penal Code for Criminal breach of Trust, misconduct, fraud, cheating, etc.
- d. Once the approval of the Twinning Programme is withdrawn, the Council shall make an attempt in co-ordination with concerned State Government/ UT to re-allocate the students enrolled in such Programme to other approved Institutions of the Council. The Institution shall have to return the entire Fee collected from such students to the Institutions in which the students are accommodated.
- e. Such Foreign University/ Institution shall not be allowed to collaborate with any other Centre/ Institution or enter into a Collaborative arrangement in India for at least next 3 years.

#### **8.13 Refund cases**

- 8.13.1 In the event of a student withdrawing before the start 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.
- 8.13.2 In case, if a student leaves 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 hostel rent, where applicable.
- 8.13.3 The last date for withdrawal of PGDM admission for the purpose of refund of Fee shall be 30<sup>th</sup> June of every year.





**8.13.4** In case the vacated seat is not filled, the Institution should refund the Security Deposit and return the original documents.

**8.13.5** The 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.

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

- a. Fine for Non-Compliance of refund rules of the Fee levied against each case shall be five times the total Fee collected per student
- b. Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- c. Reduction in "Approved Intake"
- d. No admission in one/ more Course(s) for one Academic Year
- e. Withdrawal of approval for Programme(s)/ Course(s)

**8.14** AICTE shall initiate appropriate penal action, if Plagiarism is found in the academic, research, project work, journal publication, etc. of the Institutions. Each Institution should have a Plagiarism Software to check the integrity of the work of the students and Faculty by ensuring that all content is unique.

**8.15 Security Deposit**

In case of Institutions where FDRs are encashed before the date of maturity or not depositing the required Security Deposit at the time of LoA, a penalty of 10% of the value of the FDR shall be imposed. However, Institutions that had not created FDR/created FDR for lesser duration/ lesser amount than prescribed at the time of LoA have to create the same accordingly as specified in the Approval Process Handbook.

**8.16** Complaints regarding the use of fake Certificates of SC/ ST/ OBC to be investigated in time bound manner and if found guilty, such admission should be cancelled. Further, appropriate action shall be initiated accordingly with due intimation to AICTE.

**8.17** Penalty amount shall be paid online to the Council as per the instructions.

**8.18 Complaint Cases**

All Institutions shall have Grievance Redressal mechanism as notified by the Council.

- a. In case of receipt of any Complaint(s) about an Institution, the same shall be processed by Public Grievance Redressal Cell (PGRC) of AICTE.
- b. The Complaint shall be placed before a Standing Complaint Scrutiny Committee (SCSC) for further necessary action. If necessary, the complainant may be called to appear before SCSC at his/ her own cost. Based on the recommendation of SCSC, a Warning or Show Cause Notice may be issued to the Institution or Expert Visit Committee may be conducted through Approval Bureau.
- c. The report of the Expert Visit Committee/ Show Cause notice, if issued shall be placed before the Standing Hearing Committee.
- d. Two representatives of the Institution (Chairman/ Secretary of the Trust/ Society/ Company or Principal/ Director/ Faculty of the Institution/ Trustee duly authorized by them) along

