



# 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/2021-22/ 3031

Date : 16 OCT 2021

: CIRCULAR :

Sub: Sub: Retention of original certificates and 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 2021 - 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

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

BY ORDER

Registrar,  
VTU Belagavi

16.10.21

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.



- d. Once the approval of the Twinning Programme is withdrawn, the Council shall make an attempt in co-ordination with concerned State Government/ UT to re-allocate the students enrolled in such Programme to other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.
- f. UGC amendments from time to time on the subject shall be applicable.

### 8.13 Fee 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 30th 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.
- Fine for Non-Compliance of refund rules of the Fee levied against each case shall be five times the total Fee collected per student
  - Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
  - Reduction in "Approved Intake"
  - No admission in one/ more Course(s) for one Academic Year
  - Withdrawal of approval for Programme(s)/ Course(s)

**NOTE:** Any changes in the Schedule for any of the academic related activities as notified by the Council from time to time are binding on all the AICTE Approved Universities/Institutions.

### 8.14 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.

**8.15 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.**

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

