



ज्ञान विज्ञान विमूक्तये

आचार्य मनिष र. जोशी  
सचिव

Prof. Manish R. Joshi  
Secretary



सत्यमेव जयते



विश्वविद्यालय अनुदान आयोग  
University Grants Commission

शिक्षा मंत्रालय, भारत सरकार  
(Ministry of Education, Govt. of India)

D.O. No.F.2-71/2022 (CPP-II) (C-114546)

12<sup>th</sup> June, 2024 / 22 ज्येष्ठ, 1946

Subject: Fee Refund Policy 2024-25

आदरणीय महोदया/महोदय,

The University Grants Commission receives many representations/complaints from students/parents on the non-refund of fees by the Higher Education Institutions (HEIs) on cancellation/withdrawal of admissions.

2. Students should be allowed a full refund of fees within a specified period to enable them to opt for a course of their choice.

3. The Commission has considered the matter in its 580<sup>th</sup> meeting held on 15 May 2024, and after considering the relevant factors decided, the following fee refund policy for the academic session 2024-25:

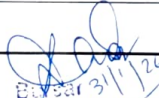
- Notwithstanding anything contained in any guidelines/ prospectus/ notification/ schedule, a full refund of fees shall be made by the HEIs on account of all cancellations of admissions/migrations of students up to 30 September 2024 and with a deduction of not more than Rs. 1,000, as a processing fee, up to 31 October 2024
- It shall apply to all higher education institutions, whether established or incorporated by or under a Central Act or a State Act, and every institution recognized by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a University declared as such under Section 3 therein and to all higher education institutions affiliated to a University.
- These guidelines would also be applicable to organizations, consortiums, committees, associations, etc., constituted for the purpose of conducting counselling or processing admissions and collecting fees on behalf of participating HEIs, and the HEI concerned will be responsible for refund fees.
- For any admission schedule extending/commencing beyond/after 31 October 2024, the provisions contained in the UGC Notification issued in October 2018 on Refund of Fees and Non-Retention of Original Certificates shall apply (reproduced below for ready reference):

Category	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received in the HEI
(1)	100%	15 days or more <b>before</b> the formally notified last date of admission
(2)	90%	Less than 15 days <b>before</b> the formally notified last date of admission
(3)	80%	15 days or less <b>after</b> the formally notified last date of admission
(4)	50%	30 days or less, but more than 15 days <b>after</b> formally notified last date of admission
(5)	00%	More than 30 days <b>after</b> formally notified last date of admission

Cont

## Admission Fees Refund 2025-26

Sl	ACCOUNT HOLDER NAME	Bank Name	Branch	Account No	IFSC	Refundable Amount
1	MITHU DUTTA ROY	HDFC BANK	RAHARA BAZAR	****0807	HDFC0002667	1,896.00
2	SANJUKTA CHOWDHURY	UCO BANK	MADHYAMGRAM	****8316	UCBA0000330	1,896.00
3	SIMRAN RAHIM	CENTRAL BANK OF INDIA	NEW PARK STREET	****1283	CBIN0281041	1,496.00
4	PUJA DAS	BANK OF INDIA	BARRACKPORE	****2309	BKID0004378	1,496.00
5	ISHITA SARKAR	SBI	PATULIA	****4516	SBIN0009169	1,496.00
6	DIPARNA MUKHERJEE	SBI	FARTABAD	****6970	SBIN0007422	1,496.00
7	SHREEPARNA MONDAL	BANK OF BARODA	KESTOPUR	****2302	BARB0KESTOP	1,496.00
8	TRISHA HAZRA	PUNJAB NATIONAL BANK	SHYAMNAGAR	****0124	PUNB0097520	2,456.00
9	DIPTI SHARMA	UNION BANK	HOWRAH	****0523	UBIN0906174	1,544.00
10	DEEPIKA PANDEY	UCO BANK	BURRA BAZAR	****7331	UCBA0000014	1,544.00
11	SAYANTIKA DAS	SBI	KHARDAH	****4709	SBIN0001899	1,544.00
12	ISHA YOUSUF	PUNJAB NATIONAL BANK	BROAD STREET	****1806	PUNB0051720	1,548.00
13	KAINAT IQBAL	PUNJAB NATIONAL BANK	KOLEY MARKET	****1249	PUNB0007520	1,376.00
14	PIASA BHATTACHARYA	CANARA BANK		****1479	CNRB0019795	2,304.00
15	TAPAS MANNA	ICICI BANK	GORKY TERRACE	****9812	ICIC0000312	3,897.00
16	SUBHENDU PAHARI	UCO BANK	SHYAM BAZAR	****2283	UCBA0000530	3,492.00
17	RAJASHREE MAITY	INDIAN BANK	RAJA DINENDRA STREET	****2472	IDIB000G542	3,537.00
18	MOHAMMED SALIM	UCO BANK	SALT LAKE DD BRANCH	****3120	UCBA0001870	3,144.00
19	SOUMI NATH	BANK OF BARODA	KHARDAH	****0474	BARB0KHARDA	1,496.00
20	DEBLEENA MITRA	SBI	ENTALLY	****7785	SBIN0001830	1,683.00
21	AHANA MAITY	SBI	DA BLOCK SALT LAKE	****2171	SBIN0012402	2,264.00
22	NAUSHEEN ALAM	UNION BANK	TOPSIA ROAD	****1385	UBIN0545856	3,104.00
						46,205.00

  
 31/10/26  
**VICTORIA INSTITUTION**  
 (College)



  
 31/10/26  
**Principal**  
**VICTORIA INSTITUTION**  
 (College)