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REGISTRAR

Lr.No.AICTE/SA3/2017

Date: 07.08.2017

To

1. The Principal of all Government / Self-financing Engineering Colleges / Autonomous Colleges affiliated under Anna University.
2. The Dean of all Constituent Colleges of Anna University.

Sir / Madam,

Sub: Anna University – Criteria for refund of fee and Return of Original Certificates – Issued by AICTE Approval Process Handbook 2017-18 – Circular issued to all Engineering colleges – Reg.

Ref: AICTE Approval Process Handbook 2017-18.

I am to inform that the University receives many complaints regarding refusal to return the original certificates and refund of fee by the college authorities, in case of student's withdrawing the admission or discontinuing of the course. Due to this, the disvalues arise between the students and institutions, which create an unpleasant atmosphere among the students, parents, affiliated colleges and University.

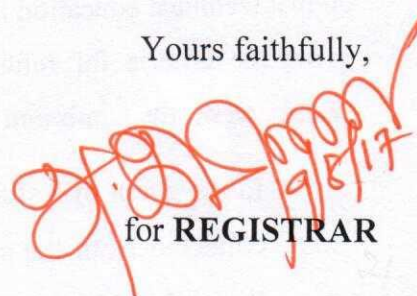
In this regard, AICTE has issued an Approval Process Handbook for 2017-18 to create an academic ambience in the Technical Institutions for nurturing and supporting quality so that technical education in India will be one of the best in the world. Further, AICTE has also given the criteria for refund of fee and return of original certificates in case of student's withdrawal of the admission before and after the commencement of the course are as follows;

- ❖ In the event of a student withdrawing before the starting of the Course, the entire fee collected from the student, after a deduction of the processing fee of not more than Rs.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.
- ❖ Should a student leave 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 Rs.1000/- (Rupees One thousand only) and proportionate deductions of monthly fee and proportionate hostel rent, where applicable.

- ❖ In case the vacated seat is not filled, the Institution should refund the security deposit and return the original documents.
- ❖ 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.
- ❖ Institutions not following guidelines issued by the Council regarding refund of fee on 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 of fee levied against each case shall be twice the total fee collected per student
 - Suspension of approval for supernumerary seats, if any for one Academic Year
 - Reduction in “Approved Intake”
 - No admission in one/ more Courses for one Academic Year
 - Withdrawal of approval for Programme/ Course

In this regard, you are informed to abide by the criteria in your educational institution in such circumstances as well as to display this circular in the notice board of the college, in order to spread awareness among the students and send the action taken report to the Director, Centre for Student Affairs, Anna University, Chennai.

Yours faithfully,


for REGISTRAR

Encl: As above

Copy to:

1. The Commissioner, DOTE, Chennai – 25.
2. Stock file.

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