



**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
(Established under Haryana Act No.XXV of 1975)  
'A' Grade University accredited by NAAC

No. AC-V/Comp./16/ 11051-11600

Dated: 27/6/16

To

All the Principals/Directors,  
Colleges/Institutes affiliated to  
M.D.University, Rohtak.

Subject: Regarding refund of fees and retention of original certificates.

Sir/Madam

Kindly find enclosed herewith a Public Notice issued by University Grants Commission on 23th April, 2007 regarding non -refund of fees and retention of original certificates who opt out after taking admission.

You are requested to take necessary action as per directions of the University Grants Commission and there should be no complaint in violation of these instructions.

DA: As above


  
27/6/16  
Superintendent (Academic)


Endst.No. AC-V/Fee/16/ 11601-11605

Dated: 27/6/16

Copy of the above is forwarded to the following for information and necessary action:-

1. Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi in response to his letter No. D.O.No. 1-3/2007(CPP-II) dated 5.5.2016.
2. The Finance Officer, M.D. University, Rohtak.
- ✓ 3. The Director, University Computer Center, M.D. University, Rohtak with the request to upload the above instructions to University website.
4. The Assistant Registrar (R&S) M.D. University, Rohtak
5. The Assistant Registrar (Colleges) M.D. University, Rohtak

  
27/6/16  
Superintendent (Academic)

  
27/6

CO



UNIVERSITY GRANTS COMMISSION  
NEW DELHI

F.No.1-3/2007 (CPP-II)

23<sup>rd</sup> April, 2007

PUBLIC NOTICE


It has come to the notice of the University Grants Commission that Institutions and Universities including institutions deemed to be universities are admitting students to various programmes of studies long before the actual starting of academic session; collecting full fee from the admitted students; and, retaining their schools / institutions leaving certificate in original. The Institutions and Universities are also reportedly confiscating the fee paid if a student fails to join by such dates.

2. The Commission is of the view that the Institutions / Universities, by way of retaining the certificate in original, force retention of admitted students which limits the opportunities for the candidates from exercising other options of joining other institutions of their choice. However, it would not be permissible for Institutions and Universities to retain the School / Institution Leaving Certificate, mark sheet, caste certificate and other documents in original.

3. The Ministry of Human Resource Development and University Grants Commission have considered the issue and decided that the Institutions and Universities, in the public interest, shall maintain a waiting list of students / candidates. In the event of a student / candidate withdrawing before the starting of the course, the waitlisted candidates should be given admission against the vacant seat. The entire fee collected from the student, after a deduction of the processing fee of not more than Rs.1000/- (one thousand only) shall be refunded and returned by the Institution / University to the student / candidate withdrawing from the programme. Should a student leave after joining the course and if the seat consequently falling vacant has been filled by another candidate by the last date of admission, the Institution must return the fee collected with proportionate deductions of monthly fee and proportionate hostel rent, where applicable.

4. The Universities / Institutions are requested to abide by the instructions issued by the UGC. The UGC, shall on its own or on receipt of specific complaints from those affected, take all such steps as may be necessary to enforce these directions.

5. Institutions / Universities are also required to convey these instructions to the colleges affiliated to them.

  
(Tilak R. Kem)  
Secretary



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