

SHARDA GROUP OF INSTITUTIONS

11th December 2017

OFFICE MEMORANDUM

Guidelines for Remittance and refund of Fees and other Student - Centric Issues.

College is adopting a new Regulation policy on Remittance and refund of Fees and other Student-Centric issues.

- (1) A prospective candidate seeking admission in College shall be offered provisional admission provided he/she deposits the requisite fee with the Accounts section and completes the Registration formalities on the dates notified by the College.
- (2) These Guidelines shall be applicable to all Diploma/UG/PG programme run by the College.
- (3) These Guidelines shall come in to force with immediate effect.

(A) Guidelines for Registration

- (1) Student has to submit his/her full fees (Academic and Facilities Fee) at the time of registration, but in exceptional cases for a financially weak student, 50% of Tuition Fee can be charged for that semester, but a proper approval from Director/Registrar must be taken provided he/she submits a post-dated cheque in Accounts Department.
- (2) Student has to submit his full facilities fees (Bus Fee / Hostel Fee) but in exceptional cases Minimum 50% of facilities fee should be charged/taken at the time of registration.
- (3) For Diploma students, registration is only possible if they submit full college fee.
- (4) Students who have taken Loan from bank have to submit their fee within 30 days after the declaration of the results subject to the condition that they have to submit full fee.
- (5) For registration in Even Semester students have to submit their rest of the fees (including college fee, Hostel/Bus fee) otherwise fine will be imposed as per Fine Policy.

(B) Verification and Non-retention of Students' Academic and Personal Testimonials

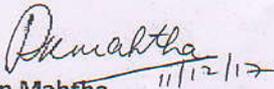
- (1) Any prospective candidate seeking admission in the College shall submit self-attested photocopies of Original Academic Certificates and Testimonials like Mark - sheets/Degrees/Birth Certificate/ proof of Residence, Aadhar Card, PAN card, copies of Passport etc.
- (2) The College shall verify the Testimonials at the time of admission. Such self-attested testimonials of students shall be held valid and authentic for all purposes and administrative requirements.

Pranav
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- (3) In case of any suspicion over the authenticity or genuineness of the testimonials, it should be immediately referred to the Admission Cell.

(C) Remittance and Refund of Fees

- (1) In First Year, if student attends even a single class then his/her fee should be forfeited and will not be refunded.
- (2) CAC : The admission Cell shall be the nodal agency for processing refund applications for the 1st year student. Candidates will be required to fill the Fee Refund Form and get it approved from Director, Admissions and collect the refund from Accounts Branch of the College
- (3) **Hostel Fee Refund:** As Students are submitting 50% of Hostel Fee for a semester, so no fee can be refunded for that semester, in the event he/she withdraws from the hostel.
- (4) **Bus Fee Refund:** As Students are submitting 50% of Bus Fee for a semester, so no fee can be refunded for that semester, in the event he/she withdraws from availing the bus facility.
- (5) **Caution Money Refund :** Caution money shall be refunded after submission of 'No Dues certificate only.
- (6) **Mess Fee Refund:** Mess fee shall be refunded after pro-rata deductions of withdrawal from Hostel. Part stay in a month shall be considered as full month.
- (7) **Final No dues certificate** for Alumni student will be System Generated. For this all the Registrars are requested to have a meeting with Rajat Gupta (G.I.) to implement the process as soon as possible.



Pradeep Mahtha
Executive Vice President

Vice Chairman, SGI

Director, Finance

Director, HCST

Director, HITM

Director, HIMCS

Director, AEC

Dean, ACA

Dean, ACP

Mr. Manish Gupta, Dy. Registrar, Administration and Corporate Affairs

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