



IIITDMJ/AR (Acad.)/2023/05/45

May 15, 2023

Notification

Subject : Revised rules for refund of fees for UG & PG Programme

The following rules for refund of fee for UG & PG programmes have been framed. These rules will supersede the previously issued refund rules dated 04.06.2021

1. For the candidates admitted through **CSAB/CCMT/QIP/DASA/UCEED or other such central admitting authorities**
 - a. In case a vacant seat is not advertised or offered to other candidate, the refund policy as advertised by the concerned admitting authority will be applicable. In such cases normal rule is to forfeit the tuition fees and one time deposit. However, the refund policy of the admitting agency will be the final.
 - b. In case a vacant seat is advertised or offered to other candidate before the date of registration, the candidate will be refunded full fees after a deduction of Rs. 1000/- . This will supersede condition (a).
 - c. In case a vacant seat is advertised or offered to other candidate after the date of registration, the candidate will be refunded full fees after a deduction of Rs. 1000/- + charges towards Hostel and mess fee for 15 days or actual period of stay, whichever is higher on prorated basis.
 - d. In case a student is transferred by the admission authority like CSAB/CCMT/UCEED, etc. after the spot round, the candidate will be refunded full fees. However, if a student is transferred after taking admission and staying at hostel. Hostel and mess fee will be charged for 15 days or actual period of stay, whichever is higher.
2. For the candidates admitted through the **direct admission process of the Institute:**
 - a. If a candidate withdraws from the programme before the closing of admission process the entire fee collected from the candidate will be refunded after a deduction of Rs 1000/-
 - b. If the candidate withdraws from the programme after closing of admission process, but not later one month of commencement of classes, the candidate will be refunded 50% of tuition fee, caution money and remaining mess advance at the time of cancellation.
 - c. If the candidate withdraws from the programme after one month of the commencement of classes, the candidate will be refunded only the caution money and the remaining mess advance.
3. If a student takes **semester leave on medical ground within 15 days of the start of classes**, tuition fees will be fully refunded for the student for that particular semester. However, hostel and mess fees on prorated basis will be charged.



4. If a student takes **semester leave on medical ground after 15 days of the start of classes**, only the 50% of the tuition fees will be refunded for that particular semester. In addition, the student will be charged hostel and mess fees on prorate basis.
5. If a student takes **withdrawal from the program during the running semester**, he/she will be eligible for refund of caution money and remaining mess advance only. No other fees will be refunded to the student.


(Priti Patel)

Assistant Registrar (Acad.)

- Cc:
1. Dean, (Acad.)-----for kind information, pls.
 2. All Heads
 3. All Students