



ज्ञान-विज्ञान विमुक्तये

आचार्य मनिष र. जोशी
सचिव

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सत्यमेव जयते



आज़ादी का
अमृत महोत्सव
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)

12th 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 580th 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 before the formally notified last date of admission
(2)	90%	Less than 15 days before the formally notified last date of admission
(3)	80%	15 days or less after the formally notified last date of admission
(4)	50%	30 days or less, but more than 15 days after formally notified last date of admission
(5)	00%	More than 30 days after formally notified last date of admission

Cont...

e. This policy will remain in force for subsequent academic sessions until the issuance of a revised policy by the UGC.

4. It may also be noted that the UGC has notified the Redressal of Grievances of Students Regulations, 2023, wherein *"delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the Commission, from time to time"* has been defined as one of the grievances.

5. The Higher Education Institutions are requested to ensure compliance with the fee refund policy for the academic session 2024-25 and redress any grievance by the provisions of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

6. Any HEI violating the provisions of UGC Fee Refund Policy 2024-25 shall be liable for punitive action as notified in Clause 5 of the UGC Notification on Refund of Fees and Non-Retention of Original Certificates issued in October 2018.

सादर,

भवदीय,

(मनिष जोशी)

सेवा में,

सभी विश्वविद्यालयों के कुलपति।

सभी महाविद्यालयों के प्राचार्य।



GOVERNMENT OF MAHARASHTRA
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No.HED-1124/CR.No.08/ACAP-2024/Notice No.4/1635/2024

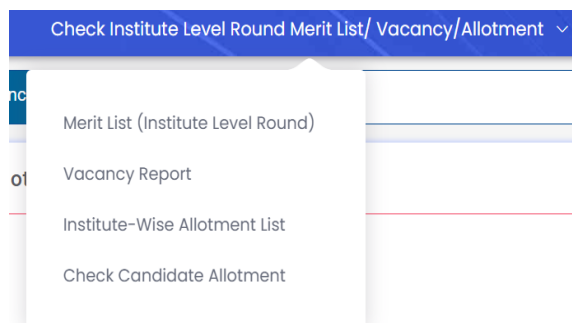
Date : 09 Sep 2024

Notice No. 4
ACAP Round-IV

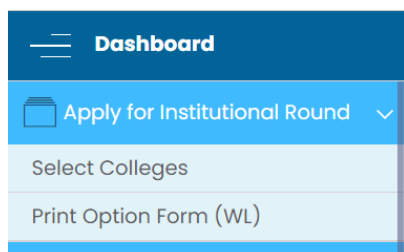
**Instructions to Candidates and Institutes for Institutional
Level Round for BPed, MPed & M.Ed**

- Ref No.**
- 1) Government of Maharashtra Gazette, Extraordinary Part-IV-B, extraordinary No. 113, and Dated 5th May 2017.
 - 2) Government Extraordinary Gazette No 182 14th June 2019 Page No. 8 In communication with Government Extraordinary Gazette Part IV-B, 13th August 2020.
 - 3) Government Extraordinary Gazette, Part-IV B No 252 30th June 2023.
1. Candidate should Edit/Upload the required documents in the CAP application form if any mistake is observed in their CAP application form & should fill the college choices for Institutional level Round IV.
 2. **College Options filled for Round-III or previous Rounds will not be considered for Institutional Level Round.**
 3. **It is mandatory for all the candidates to fill the fresh college choices for the Institutional Level Round IV.**
 4. The Fourth and Final Institutional Level Round of Admissions will be conducted at the level of Admitting College as per the Schedule declared on the Course Website. The Institutes & the Candidates should follow the deadlines of Stages of Round IV Schedule Scrupulously.
 5. All **ACAP/Institutional Level** seats available for admission in Round IV (Institutional Level Round) will be filled in through the system generated Merit list.
 6. It is obligatory on the part of the admitting College to intimate the process of admission to the candidates in the Merit List, via E-mail & SMS and publishing notices on the College web site and Notice Board
 7. Making free and fair transparent admission in Institutional Level Round is the responsibility of the admitting colleges. Colleges should communicate the process of the admission to all the candidates who have given choice/s for Institutional level Round and whose names are appearing in the Merit list.

8. Candidates giving multiple choices for Institute level Round should keep in touch with the College and take judicious decision as per their own merit and place in the individual college merit list.
9. Candidates can seek the vacancy position of each college on the CAP portal.
10. Candidates will give choices to the colleges of their choice.
11. After generation of college wise Institute level round merit list, Candidates check their merit in respective college online through the link given on website home page and accordingly take the decision to visit the college.



12. The Candidate will get separate link for options for ACAP/Institute Level Seats.



13. Colleges/Institutes will admit the Candidates as per the System generated Merit List taking in to account availability of seats. Before admitting the candidate there will be thorough verification of documents of the Candidate. Then college should assist the candidate to pay the one-time Seat acceptance fees of Rs. 1000/- (if not paid previously).
14. Eligibility for Institutional Level Round :-
 - (a) All **CAP Registered Non Admitted** Candidates are eligible to participate in Institutional Level Round Admission Process.
 - (b) **Admitted** Candidates are eligible to participate in Institutional Level Round Admission Process provided they **cancel the admission of Round I or Round II or Round-III** through admitted college log in.
 - (c) The Cancelled seat will be forfeited and will not be made available to the candidate if he fails to get the admission in the Institutional level Round in the desired college.
15. Editing the CAP Application form and Giving College Choices :-
 - (a) Already registered Candidates [**excepting already Admitted candidates**] **will be able to** edit their application form and can change

any information, upload documents as per their profile and education. However, their Application will not be E- scrutinized by the Scrutiny Team. The Candidates should carefully edit the form matching the details with the documents uploaded. The Candidate will have to confirm their application form. After Confirming the CAP Application form, they can give college choices.

- (b) Already Locked/Confirmed CAP Application can also be edited by the candidates by unlocking it from own log in. **"Unlock Application form"** link is available in Candidate's Login.
- (c) College Choice Selection link is available in Candidate Login. Candidate is prohibited to give single option while giving choices. **Candidate Login > Apply for Institutional Round > Select Colleges. On** that interface, select University, College Status, Medium and College Type. By Clicking on **Search College** Button, college list will appear. Select the colleges of your choice and then click on **Add Selected Options** Button. Candidate Can Take Print of selected choices.

Candidate can change their choices any time during the scheduled period as per the updated schedule of the Course. Candidates are required to give minimum **two** choices. There is no maximum limit on filling college choices.

16. **Institutional Level Round Admission Guidelines:**

Colleges should admit the Candidates as per the system generated Institutional Level Common Merit list by verifying Candidate's Eligibility, Category, and Candidature Type - wise Vacancies.

No candidates are to be admitted without due scrutiny of document uploaded and verification of Original Documents. Any wrong admission will be liability of the admitting college.

a) Priority Order Candidate's Admission: (As per Ref No. 1 and 2.)

- i. If vacancy is available in the college, then admit the candidates of same Quota (MS/OMS), as per Institutional Level Merit List.
- ii. If there is a vacancy in category, allocate the seat to the same category & candidate as per the system generated merit list.
- iii. If the Candidate of the same category is not available in the Merit list, then the college has to admit the candidate from Inter SE Merit List of all Category Candidates. If all category candidates are exhausted, then all remaining seats are to be filled in though **Inter SE Merit** of all Candidates including Open Category Candidates. (Reference No-2 Page 10, Section 5 (b).
- iv. If there is vacancy and if same quota Candidate is not available, then convert the Quota (MS to OMS or OMS to MS. Inter Se Merit considering all the candidates as open Candidates shall fill in these seats.) and admit the Candidate.

b) How to fill the NRI/OCI PIO vacant seats in Unaided and Unaided Minority Colleges : -

If the seats reserved for NRI or Foreign Student or OCI or PIO quota remains vacant, then those seats should be filled in by the Institute, from the Eligible Candidates: Provided that while filling of these vacant seats the preference shall be given to the Maharashtra State Candidature Candidates on the basis of Inter-Se- Merit. (Reference No 1. Page 50)

c) How Fill in NRI seats in Government/ Aided/Aided Minority Institutions:

If the seats remain vacant from NRI, OCI, PIO, Foreign Student Candidates Quota, then these seats should be filled from the All India Candidature Candidates based on Inter-Se-Merit by Competent Authority. (Reference GR dated 12 May 2017 page No 4.)

d) How to fill Vacant All India Quota (OMS) seats in Government /Aided/ Unaided Institutes.

If the seats remain vacant from All India (OMS) Candidates Quota, Then these seats should be filled from the Maharashtra State (MS) Candidature from Open Category Candidates only strictly based on Inter-Se-Merit.

e) Minority Quota Seats: The stages of allotment are as follows, — (Reference No 1 page No 53)

Stage- I: The seats under minority quota in the minority institutes (linguistic or religious) shall be allotted to the candidate belonging to respective Minority candidates.

Stage- II: If the Seats remains vacant, shall be allotted to the Maharashtra State candidature candidates.

Stage- III: If the seats remains vacant, shall be allotted to the all India candidature Candidates.

17. No candidate without Caste Validity/Tribe Validity/EWS/NCL certificate (NCL valid up to 31 March 2025) is to be admitted in institute level Round. Any court case arising out of wrong admission confirmed by the college will be sole responsibility of the Admitting College.
18. Economically Weaker Section (EWS) seats will be filled in by the EWS candidates only. If there are no EWS candidates available in the system generated merit list, the remaining seats will remain vacant and will not be transferred to any other category in any case.
19. Only SEBC & OBC Candidates who have uploaded receipt of CVC will have to submit original CVC within the 6 month from the date of filling the CAP Application form.
20. Submission of Caste Validity Certificate for the period of 6 months is only for SEBC & OBC candidates. This due period is not valid for any other reserved category candidate.

21. SEBC Caste Certificate may be on the same page with NCL Certificate or both Certificate may be separated. Both are valid certificate. College should verify the caste certificate issued as per Government of Maharashtra Gazette, Extra-Ordinary, Part VIII, dated 26th February, 2024, Maharashtra State Reservation for Socially and Educationally Backward Classes Act, 2024.
22. Candidate should upload the EWS certificate issued as per सामान्य प्रशासन विभाग, शासन निर्णय क्र. राआधो ४०१९/प्र.क्र.३१/१६-अ दिनांक ३१/०५/२०२१ & सामान्य प्रशासन विभाग शासन निर्णय क्र.राआधो ४०१९/प्र.क्र.३१/१६ अ दिनांक १२/०२/२०१९.
23. College should verify the EWS certificate issued as per सामान्य प्रशासन विभाग, शासन निर्णय क्र. राआधो ४०१९/प्र.क्र.३१/१६-अ दिनांक ३१/०५/२०२१ & सामान्य प्रशासन विभाग शासन निर्णय क्र.राआधो ४०१९/प्र.क्र.३१/१६ अ दिनांक १२/०२/२०१९.
24. The Admitting Colleges should take day wise attendance by seeking signature of the candidates present for Institutional level Round. It must be countersigned by the Team members of Admission Committee duly constituted by the Principal/Head of the Department.
25. For all cancellation of Admissions, before the cutoff date of Admission declared in the updated schedule, Colleges/Institutes should deduct Rs. 1,000/- as Processing Fee. All the documents of the Candidate must be returned, and remaining amount of fees must be refunded to the candidate and receipt of payment received be obtained without any delay.
26. **There will be no admissions after Cut-Off date as per the schedule declared by the Competent Authority.**



Sd/-
(Dileep Sardesai, IAS)
Commissioner and Competent Authority
State Common Entrance Test Cell,
Maharashtra State, Mumbai.

- (4) If a minority institution fails to admit minimum fifty-one percent of its sanctioned intake from the persons belonging to the concerned minority, for a period of three consecutive years, the Competent Authority shall inform the Department accordingly. The Department shall forward such cases along with observations to the Minorities Development Department as per the provisions of sub-section (2) of section 6 of the Act.

15. Cancellation of Admission and Refund of fees, return of documents by Institutions

- (a) The Candidate shall apply online for cancellation and submit duly signed copy of system generated application for cancellation of admission to the Institution. Once the candidate submits online request for cancellation, his admission shall be treated as cancelled. The Institute shall consider the online request made by candidate for cancellation as final, irrespective of whether he has submitted duly signed copy of system generated application to the Institute. Upon such cancellation, the candidate shall lose the claim on the seat and such seat shall become available for further allotment. The Institute shall refund the entire fees to the candidate after deduction of Rupees one thousand only towards processing charges and return all his/her original documents submitted to the Institute within two days from submission of duly signed copy of system generated application to the Institute;
- (b) Candidate shall not be entitled to any refund of his/her fee except the Security Deposit and Caution Money Deposit if the online cancellation is effected by the candidate after 5.00 p.m. of the cut-off date prescribed by the Competent Authority. Link for online cancellation for admission shall be deactivated after cut off date. Candidate has to apply for cancellation of admission to the institute by submitting application to the Institute after the cut off date;
- (c) No institution, who has in its possession or custody, of any document in the form of Certificates, Degree, Diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, shall refuse to return such Certificate, Degree, Diploma, award or any other document with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue or avail any facility in such institution;
- (d) The Institution shall not entitle to recover the fees for the subsequent years from the student seeking cancellation of his admission at any point of time.

16. Change of Course or Institution after First, Second or Third year of Under Graduate and Dual Degree or integrated programme. -

- (1) The candidate seeking for a change in course or shift after successfully completing the First Year of studies or both first and second semester examination in all subjects or failed in one of the heads of passing, shall be allowed to do so in the same institution subject to the availability of seats and changes shall be carried out based on the marks of First Year or First and Second Semester together. The Principal