



# ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A STATUTORY BODY OF THE GOVERNMENT OF INDIA)

Nelson Mandela Marg, Vasant Kunj, New Delhi – 110070

Ph : 011 - 29581000 Website : [www.aicte-india.org](http://www.aicte-india.org)

## PUBLIC NOTICE

All India Council for Technical Education (AICTE) has been empowered inter alia under section 10(n) of AICTE Act to "take all necessary steps to prevent commercialization of technical education". It has come to the notice of the Council that:

- Some of the AICTE approved Technical Institutions are admitting students to technical education programmes long before the actual starting of an academic session; collecting full fee from the admitted students; and, retaining their school institution's leaving certificates in original;
- Some Institutions are also reportedly confiscating the fee paid, if a student fails to join by such dates.
- Certificates in original are being detained by institutions to force retention of admitted students.
- The time limit for students to join the courses / programmes is also being advanced in some cases unrealistically so as to pre-empt students / candidates from exercising other options of joining other institutions of their choice.
- Some of the Institutes are not following the AICTE prescribed pay scales, salary of faculty & staffs are not paid timely.

## AICTE REFUND POLICY

In the event of a student/candidate 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 ₹1000/- (Rupees One thousand only) shall be refunded/returned by the Institution. It would not be permissible for Institutions to retain the School / Institution Leaving Certificates in original. If a student leaves 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 ₹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.

## PENALTY CLAUSE

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

## WHOM TO APPROACH

In exercise of the powers conferred upon it under clause 1 of section 23 of the AICTE Act, 1987 (52 of 1987), All India Council for Technical Education (AICTE) has framed the AICTE (Establishment of Mechanism for Grievance Redressal) Regulations, 2012 and has notified those Regulations vide notification F.No. 37-3/Legal/2012 dated 25-05-2012. A copy of the Regulations is available on the AICTE web portal [www.aicte-india.org](http://www.aicte-india.org)>Bureau>Administration>Rules & Regulations.

These Regulations provide for (1) Establishment of a **Grievance Redressal Committee** in each technical Institution approved by the AICTE; and (2) Appointment of **Ombudsman**, by the affiliating Universities for the purpose of redressal of grievance of the students, parents and others.

Accordingly, all AICTE approved Institutions/Affiliating Universities shall comply with the above Regulations. They shall publish detailed information, including name, addresses etc. regarding constitution of the Grievance Redressal Committee, the OMBUDSMAN and its registry etc., in their website (public domain), prospectus and Notice Boards for wide publicity.

All aggrieved students, their parents & others may henceforth approach the Grievance Redressal Committee (GRC) of the institution in the first instance; and if they are not satisfied with the decision of the committee, they may send their appeal to the "OMBUDSMAN" directly. The 'OMBUDSMAN' shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal."

**All the AICTE approved institutions and affiliating Universities are directed to comply the above instructions.**



## PUBLIC NOTICE

Advt. No.AICTE/Legal/04(01)/2007

**Sub: Instructions to Technical Institutions, Universities including Deemed to be Universities imparting Technical Education regarding matters concerning charging of fees, refund of fees and other student related issues.**

All India Council for Technical Education (AICTE) has been empowered *inter alia* under section 10 (n) of AICTE Act to "take all necessary steps to prevent commercialization of technical education". In compliance with the provisions under AICTE Act and in the light of directions of Govt. of India issued under section 20 (1) of AICTE Act vide Letter No. (U.1 (A) Section), it has been decided to issue instructions to the Technical institutions, Universities including Deemed to be Universities imparting Technical Education in the matters concerning students.

Whereas it has come to the notice of the AICTE that Technical Institutions and Universities including Deemed to be Universities, are admitting students to technical education programmes long before the actual starting of an academic session; collecting full fee from the admitted students; and, retaining their school/institution's leaving certificates in the original;

And Whereas, Institutions and Universities are also reportedly confiscating the fee paid if a student fails to join by such dates;

And, Whereas, certificates in original are being detained by institutions and Universities to force retention of admitted students;

And, Whereas the time-limit for students to join the courses/programmes is also being advanced in some cases unrealistically so as to pre-empt students/candidates from exercising other options of joining other institutions of their choice.

In the event of a student/ candidate withdrawing before the starting of the course, the wait listed candidates should be given admissions against the vacant seat. 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 and returned by the Institution/ University to the student/candidate withdrawing from the programme. It would not be permissible for Institutions and Universities to retain the School/Institution Leaving Certificates in original. 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.

Any violation of instructions issued by the AICTE, shall call for punitive action including withdrawal of approval and recognition of erring institutions and Universities. AICTE 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.

**(Dr. K. Narayana Rao)**  
**Member Secretary**

14-4/2007-U.3(A)  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
[U.3 (A) Section]

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2007-04-14

Whereas it has come to the notice of the Government of India that Institutions and Universities, including Institutions Deemed to be Universities, are admitting students to technical education programmes long before the actual starting of an academic session; collecting full fees from the admitted students; and, retaining their school / institution's leaving certificates in the original;

And Whereas, Institutions and Universities are also reportedly confiscating the fee paid if a student fails to join by such dates;

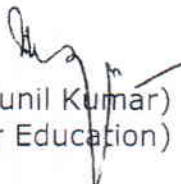
And, Whereas, certificates in original are being detained by institutions and universities to force retention of admitted students;

And, Whereas the time-limit for students to join the courses / programmes is also being advanced in some cases unrealistically so as to pre-empt students / candidates from exercising other options of joining other institutions of their choice.

Now, therefore, in exercise of the powers conferred in it by Section 20(1) of the University Grants Commission Act and Section 20(1) of the All India Council of Technical Education Act, the Central Government hereby directs the UGC and the AICTE to instruct Institutions and Universities in the public interest to maintain a

waitlist of students / candidates. In the event of a student / candidate withdrawing before the starting of the course, the wait listed candidates should be given admissions against the vacant seat. The entire fees 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. It would not be permissible for Institutions and Universities to retain the School / Institution Leaving Certificates in original. Should a student leave after joining the course and if the seat consequently falling vacant gets filled by another candidate by the last date of admission, the Institution must return the fees collected with proportionate deductions of monthly fee and proportionate hostel rent, where applicable.

Any violation of instructions issued, by the UGC, and the AICTE, shall call for punitive action including withdrawal of approval and recognition of erring institutions and universities. The UGC and the AICTE shall on their own or on receipt of specific complaints from those affected, take all such steps as may be necessary to enforce these directions.

  
(Sunil Kumar)  
Joint Secretary (Higher Education)

1. PS to HRM
2. PS to MOS
3. Secretary, Higher Education
4. Joint Secretary (T)
5. Chairman, UGC
6. Chairman, AICTE
7. PIO, PIB