



# माँ शाकुम्भरी विश्वविद्यालय, सहारनपुर

(पुर्वारका, सहारनपुर, उ०प्र०, पिन-247120)

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पत्रांक : 253/43/ACD/एम०एस०यू०/जांच समिति/2025-26

दिनांक: 20/08/2025

सेवा में,

01. प्राचार्य/प्राचार्या,

समस्त सम्बद्ध महाविद्यालय, राजकीय, अनुदानित एवं स्ववित्त-पोषित,  
जनपद-सहारनपुर, शामली एवं मुजफ्फरनगर।

02. शैक्षणिक समन्वयक, विश्वविद्यालय परिसर।

**विषय:-** प्रवेश प्रक्रिया में विश्वविद्यालय द्वारा विश्वविद्यालय अनुदान आयोग द्वारा जारी की गई शुल्क वापसी नीति का अनुपालन किये जाने विषयक।

महोदय/महोदया,

उपर्युक्त विषयक कुलाधिपति के राज्यपाल सचिवालय, उत्तर प्रदेश, लखनऊ से प्राप्त पत्र संख्या सं०-ई-4879/32-जी०एस०/(एम)/103-3/141/2025 दिनांक 30.07.2025 तथा सचिव, विश्वविद्यालय अनुदान आयोग नई दिल्ली, द्वारा पत्र सं० D.O. No.F. 2-71/2022 (CPP-II) Date- 3 July, 2023 का सन्दर्भ ग्रहण करने का कष्ट करें।


इस सम्बन्ध में मुझे यह करने का निदेश हुआ है कि प्रवेश प्रक्रिया के दौरान किसी प्रवेशार्थी द्वारा प्रवेश वापिस कराने की स्थिति में निचे दी गयी विश्वविद्यालय अनुदान आयोग द्वारा जारी की गयी शुल्क वापसी नीति में उल्लिखित सारिणी के अनुसार कार्यवाही करना सुनिश्चित करें :-

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 the formally notified last date of admission
(5)	00%	More than 30 days after the formally notified last date of admission

  
20-8-25  
कुलसचिव

**प्रतिलिपि निम्नलिखित को सूचनार्थ:-**

01. कुलपति कार्यालय को मा० कुलपति जी के संज्ञानार्थ।
02. वित्त अधिकारी।
03. परीक्षा नियंत्रक।
04. प्रवेश समन्वयक एवं सह-समन्वयक को सूचनार्थ एवं आवश्यक कार्यवाही हेतु।
05. विश्वविद्यालय प्रोग्रामर, समर्थ पोर्टल (प्रवेश सैल)।
06. विश्वविद्यालय वैबसाइट मेन्टेनर को विश्वविद्यालय वैबसाइट पर अपलोड कराये जाने हेतु।
07. गार्ड फाइल।

  
उपकुलसचिव

VLO/1036  
7/8/25

ई-मेल द्वारा

राज्यपाल सचिवालय, उत्तर प्रदेश

लखनऊ-226027

संख्या:ई-4879/32-जी0एस0/(एम)/103-3/141/2025

दिनांक 30 जुलाई, 2025

प्रेषक,

श्री राज्यपाल/कुलाधिपति के विशेष कार्याधिकारी,  
उत्तर प्रदेश।

सेवा में,

कुलपति/निदेशक,  
समस्त राज्य विश्वविद्यालय/संस्थान,  
उत्तर प्रदेश।

57

माँ शाकुम्भरी वि० वि० सहारनपुर  
को 21/08/25 को  
आवश्यक कार्यवाही हेतु प्रेषित।  
Date 11 Month 08 Year 25  
11-8-25  
11-08-25

विषय: विश्वविद्यालयों एवं उनसे सम्बद्ध महाविद्यालयों द्वारा विश्वविद्यालय अनुदान आयोग  
की शुल्क वापसी नीति का अनुपालन न किये जाने विषयक।

महोदय/महोदया,

कृपया उपर्युक्त विषयक सचिव, विश्वविद्यालय अनुदान आयोग, नई दिल्ली के संलग्न  
पत्र दिनांक 08-07-2025 का अवलोकन करने का कष्ट करें।

इस सम्बन्ध में मुझे आपसे यह कहने का निदेश हुआ है कि प्रश्नगत प्रकरण में  
आवश्यक कार्यवाही करने का कष्ट करें।

भवदीय

( डॉ. पंकज एल. जानी )

कुलाधिपति के विशेष कार्याधिकारी।

संलग्नक: यथोपरि।

प्रतिलिपि वित्त नियंत्रक/वित्त अधिकारी, समस्त राज्य विश्वविद्यालय/संस्थान, उत्तर प्रदेश को  
इस आशय से प्रेषित कि छात्रों की शुल्क वापसी के संबंध में उपरोक्त निर्देशों का अनुपालन करने  
का कष्ट करें।

DR/2450

शाकुम्भरी वि० वि० सहारनपुर  
को 21/08/25 को  
आवश्यक कार्यवाही हेतु प्रेषित।  
Date 11 Month 08 Year 25  
उप कुल सचिव

( हेमन्त कुमार चौधरी )

कुलाधिपति के उप सचिव।

Register  
6/8/25  
कुलपति

WS 2-1751800  
Date 21/03/2025

Gmail

Governor House <gov.pgsoffice@gmail.com>

wd: Non-Compliance with the UGC Fee Refund Policy by Higher Education Institutions  
(HEIs) in the Uttar Pradesh State

message

mt. Anandiben Patel <hgovup@gov.in>

o: bobdesmup <bobdesmup@nic.in> gov.pgsoffice <gov.pgsoffice@gmail.com>

08.07.25

Tue, Jul 8, 2025 at 3:16 PM

संख्या ई- 4940 जी०एस०  
दिनांक 11/7/25

संख्या ई- 4940 जी०एस०  
दिनांक 11/7/25

===== Forwarded message =====

From: Fee Nivaran UGC <feenivaran-ugc@gov.in>

To: "Smt. Anandiben Patel" <hgovup@gov.in>

Cc: "Secretary UGC" <secy.ugc@nic.in>, "Sunita Siwach" <ssiwach.ugc@nic.in>

Date: Tue, 08 Jul 2025 15:14:16 +0530

Subject: Non-Compliance with the UGC Fee Refund Policy by Higher Education Institutions (HEIs) in the Uttar Pradesh State

===== Forwarded message =====

Hon'ble Madam / Sir,

Please find the attach herewith a copy of the UGC letter dated 03.07.2025 on the subject mentioned above.

Regards,

Fee Nivaran Cell  
University Grants Commission  
(Ministry of Education, Government of India)  
University of Delhi, South Campus  
New Delhi – 110 021



International Year  
of Cooperatives

Cooperatives Build  
a Better World



International Year  
of Cooperatives

Cooperatives Build  
a Better World





गान-विज्ञान विमुक्तये

आचार्य मनिष र. जोशी  
सचिव

Prof. Manish R. Joshi  
Secretary



सत्यमेव जयते



विश्वविद्यालय अनुदान आयोग  
University Grants Commission  
(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)

मि0सं01-3/2025(CDB/FeeNivaranCell)(CaseNo.2)

10 आषाढ़, 1947 / 1<sup>st</sup> July, 2025

आदरणीय महोदया/महोदय,

This is with reference to the University Grants Commission (UGC) Fee Refund Policy, which was framed to safeguard the interest of the students.

In this regard, I wish to bring to your kind attention the persistent non-compliance of the University Grants Commission (UGC) Fee Refund Guidelines/Policy by certain Higher Educational Institutions (HEIs). Despite repeated correspondence and telephonic communication with the university and their affiliated colleges, the following institutions continue to disregard these guidelines, causing undue distress to students (the list of institutions is attached at Annexure-I).

The UGC has issued multiple circulars and notifications dated 17<sup>th</sup> December 2020, July 2021, 2<sup>nd</sup> August 2022, 3<sup>rd</sup> July 2023, 9<sup>th</sup> February 2024, and 12<sup>th</sup> June 2024 (Annexure-II) mandating the timely refund of fees to students who cancel their admissions within the stipulated timeline. The students' details are attached at (Annexure-III).


Despite these clear instructions, numerous complaints from students regarding non-refund of fees remain unresolved. The UGC has made considerable efforts to ensure compliance, including forwarding student complaints to the concerned institutions and organising consultative meetings to address the issue. (R)

However, despite these directives, the concerned institutions continue to disregard the UGC guidelines. This blatant violation not only infringes upon students' rights but also undermines the integrity of the higher education system.

I hereby request the intervention of the Hon'ble Governor, which would be crucial to ensure compliance and to safeguard the interests of the student community and urge His Excellency to warn these institutions to prevent further violations by the above institutions.

सादर,

भवदीय,

  
(मनिष जोशी)

संलग्नक: उपरोक्तानुसार

सेवा में,

The Secretary to the Governor  
Raj Bhavan Lucknow,  
Lucknow – 226 027 Uttar Pradesh



प्रो. रजनीश जैन

सचिव

Prof. Rajnish Jain  
Secretary



विश्वविद्यालय अनुदान आयोग  
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)

(Ministry of Education, Govt. of India)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337

Fax: 011-2323 8858

E-mail: secy.ugc@nic.in

No. F. 14-17/2020(CPP-II)

17<sup>th</sup> December, 2020

Respected Madam/Sir,

Your kind attention is invited to the UGC Guidelines on Academic Calendar for the First Year of Under-Graduate and Post-Graduate Students of the Universities for the Session 2020-21 in View of COVID-19 Pandemic which provide that:

*"In order to avoid financial hardship being faced by the parents due to lockdown and related factors, full refund of fees be made on account of all cancellation of admissions/ migration of students, up to 30.11.2020, for this very session as a special case. To be crystal clear, the entire fees including all charges be refunded in totality (Zero Cancellation charges) on account of cancellation/ migration up to 30.11.2020. Thereafter, on cancellation/ withdrawal of admissions up to 31.12.2020, the entire fee collected from a student be refunded in full after deduction of not more than Rs.1000/- as processing fee."*

The guidelines are available on UGC website [https://www.ugc.ac.in/pdfnews/1019576\\_Guideline.pdf](https://www.ugc.ac.in/pdfnews/1019576_Guideline.pdf)

The Commission has been receiving several references in the form of RTI applications/ complaints/ public grievances/ court cases in respect of non refund of fee by the universities/ institution in violation of the UGC Guidelines. The Commission has taken a very serious view of such complaints. Most of these complaints have come from the students who have taken admission in private or self financing universities and deemed to be universities and later opted out for one or the other reasons.

It is reiterated that the UGC guidelines are to be followed mandatorily by all the universities in letter and spirit. Any institution/ university found to be violating the guidelines and refusing to refund the fee by giving its own interpretation of the guidelines shall be liable for punitive actions as notified in clause 5 of the UGC notification refund of fees and non-retention of original certificate issued in October 2018 ([https://www.ugc.ac.in/pdfnews/5437737\\_UGC-Notice-reg-Fees-refund-Eng.pdf](https://www.ugc.ac.in/pdfnews/5437737_UGC-Notice-reg-Fees-refund-Eng.pdf).)

You are once again requested to ensure the compliance of the UGC directions in respect of refund of fee in accordance with the UGC Guidelines on Academic Calendar for the First Year of Under-Graduate and Post-Graduate Students of the Universities for the Session 2020-21 in view of COVID-19 Pandemic.

With kind regards,

Yours sincerely,

(Rajnish Jain)

The Vice-Chancellors of All Universities

**UGC Guidelines on Examinations and  
Academic Calendar in view of  
the COVID-19 Pandemic**



ज्ञान-विज्ञान विमुक्तये

**University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi**

**July, 2021**

**UGC Guidelines on Examinations and Academic Calendar  
in view of the COVID-19 Pandemic – July, 2021**

J (R)

**I. Introduction**

Keeping in view the prevailing situation due to the COVID-19 pandemic; the order of the Hon'ble Supreme Court of India regarding the cancellation of School Board examinations for class/grade-XII; the earlier order of the Hon'ble Supreme Court upholding the UGC's guidelines of July 6, 2020 regarding terminal semester/ final year examinations; the earlier UGC guidelines on examination and academic calendar dated April 29, 2020, July 6, 2020 and September 24, 2020; and, the larger interest of students, the following guidelines are being issued by the UGC in respect of examinations and the academic calendar for universities, colleges and institutions deemed to be universities (who are collectively called "**Higher Education Institutions**" in these guidelines) in continuation of the earlier guidelines.

**II. Examinations**

The provisions as contained in the guidelines issued earlier as mentioned above shall apply for the current academic session 2020-21. Further, the Terminal Semester/ Final Year Examinations (2020-2021) be compulsorily conducted in offline (pen & paper)/ online/ blended (online + offline) mode by no later than August 31, 2021 following the prescribed protocols/ guidelines related to the COVID-19 pandemic.

For intermediate semester/year students, assessment shall be based on internal evaluation and previous semester as suggested in 2020 guidelines.

**III. Academic Calendar**

The provisions contained in the UGC Guidelines dated 24.09.2020 shall be applicable for the academic session 2021-2022. For students of the intermediate semester/year, the Higher Education Institutions may start their academic session (in online/offline/blended mode) as early as possible, following the guidelines/directions related to the COVID-19 pandemic issued by the appropriate government/competent authority.

In addition, the following guidelines shall also apply regarding the academic calendar for the first-year under-graduate and post-graduate students in Higher Education Institutions:

1. The Hon'ble Supreme Court of India's order dated June 22, 2021 in Writ Petition(s) (Civil) No. 522 of 2021 (Mamta Sharma versus Central Board of Secondary Education & Others) has noted as follows:



*"....Attorney General for India by pointing out that U.G.C. will be issuing necessary instructions to ensure that the admission process by the colleges and institutions should commence only after the declaration of results by the C.B.S.E. and I.C.S.E., including the State Boards."*

Accordingly, Higher Education Institutions shall ensure that the admission process for undergraduate courses/programmes for the academic session 2021-2022 commences only after the declaration of results by the CBSE, ICSE and State Boards. It is expected that all the School Boards will declare their results for the class/grade-XII examinations by July 31, 2021.

2. Admissions to the first year courses/programmes for the session 2021-2022 shall be completed by no later than September 30, 2021. The last date for admissions to fill up the remaining vacant seats shall be October 31, 2021. The relevant documents of the qualifying examination can be accepted up to December 31, 2021.
3. The academic session 2021-2022 shall commence latest by October 1, 2021 for first semester/year students.
4. Accordingly, Higher Education Institutions shall follow the calendar given below for the academic session 2021-2022:

Admission Process for Undergraduate Level Programmes (in view of point no. 1 of Academic Calendar)	To Commence only after the declaration of results by the C.B.S.E. and I.C.S.E., including the State Boards. It is expected that School Boards will declare the results of the class/grade-XII examinations by 31.07.2021.
Completion of Admission Process for Undergraduate and Postgraduate Programmes in online/offline/blended mode	30.09.2021
Commencement of Classes for intermediate semester/year students in online/offline/blended mode	As early as possible
Commencement of Classes of Undergraduate and Postgraduate students' Fresh batch (First Semester/Year)	*Latest by 01.10.2021
Preparatory Break	**To be planned by the Higher Education Institutions
Conduct of Examinations	
Semester Break	
Commencement of Classes for Even Semester	
Preparatory Break	
Conduct of Examinations	
Semester Break begins	
Semester Break ends	31.07.2022
Commencement of Next Academic Session for this batch	01.08.2022





प्रो. रजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



विश्वविद्यालय अनुदान आयोग  
University Grants Commission

(विश्वविद्यालय अनुदान आयोग)  
(Ministry of Education, Govt. of India)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002  
Bahadur Shoh Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugc@nic.in

D.O.No.2-71/2022(CPP-II)

2<sup>nd</sup> August, 2022

**Subject: Fee refund policy 2022-2023**

Respected Madam/Sir,

As you are aware that the University Grants Commission has issued 'the UGC guidelines on examination and academic calendar in view of the Covid-19 pandemic' on 16<sup>th</sup> July, 2021, wherein UGC has stipulated the provision of refund of fees on account of all cancellations of admissions/ migrations of students during the academic session 2021-2022. Also, UGC on 12<sup>th</sup> July, 2022 has requested the higher educational institutions to fix the last date of their under graduate admission process after declaration of result of class XII by CBSE so as to provide sufficient time to such students for admission in under graduate courses. Also, it may be noted that several entrance examinations including CUET, JEE Main, JEE Advance etc. have been delayed, due to which admissions may continue up to October, 2022.

In view above, and in order to avoid financial hardships being faced by parents, it has been decided by UGC that full refund of fees should be made by the higher educational institutions on account of all cancellations of admissions/ migrations of students up to October 31, 2022 for the academic session 2022- 2023 as a special case. It is made clear that the entire fee, including all charges, should be refunded (i.e., there should be zero cancellation charges) on account of cancellations/ migrations up to October 31, 2022. Thereafter, on cancellation/ withdrawal of admissions up to December 31, 2022, the entire fee collected from a student should be refunded in full after deducting not more than Rs.1000/- as processing fee.

All the Higher Educational Institutions are requested to ensure the compliance of the UGC directions in respect of refund of fee in view of COVID-19 Pandemic related factors.

With kind regards,

Yours sincerely,

(Rajnish Jain)

To,

The Vice-Chancellors of all universities  
The Principals/Directors of all colleges / institutes



प्रा. मनिष र. जोशी  
सचिव

**Prof. Manish R. Joshi**  
Secretary



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)

3 July 2023 / 12 अगस्त 1945

**Subject: Fee Refund Policy 2023-24**

Respected Madam/Sir,

The University Grants Commission receives many representations/complaints from the students/parents on the non-refund of fees by the Higher Education Institutions (HEIs) on cancellation/withdrawal of admissions.

Students should be allowed a full refund of fees within a specified period to opt for a course they choose.

The Commission has considered the matter in its 570th meeting held on 27 June 2023, and after considering the relevant factors decided, the following fee refund policy for the academic session 2023-24:

- 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 admission/migrations of students up to 30 September 2023 and with a deduction of not more than Rs. 1,000, as a processing fee, up to 31 October 2023.
- For any admission schedule extending/commencing beyond/after 31 October 2023, 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

Contd...

विश्व एक, एक परिवार, एक भविष्य  
ONE EARTH, ONE FAMILY, ONE FUTURE