



Ref. No. MRIIRS/R&S/2018/154

Dated: 11.06.2018

Notification

Subject: Guidelines regarding Withdrawal / Refund for Technical Courses i.e. Engineering / B.Arch. / MCA / MBA

It is notified for the information of all concerned that AICTE vide letter no. F.No. North-West/2018-19/1-3634045571 dated 10.04.2018 has granted approval to Manav Rachna International Institute of Research and Studies (Deemed to be University), Faridabad, for running Technical courses from 2018-19 and accordingly, AICTE Refund Policy for technical courses shall be as under:

- 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 Rs.1000/- (Rupees one thousand only) shall be refunded/returned by the Institution. It would be not 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 dated of admission, the Institution must refund the fee collected after a deduction of the processing fee of not more than Rs. 1000/- (Rupee 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.

However, Refund Policy in respect of non-technical courses other than as mentioned above shall be as per UGC guidelines as already notified vide this office letter ref. No. MRIU/R&S/2016/428 dated 20.12.2016 (Copy enclosed and soft copy available on MRIIRS website).


REGISTRAR

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under Section 3 of the UGL Act, 1956)

(NAAC Accredited 'A' Grade)

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