अंजमन-इ-इस्लाम

मान्वता : ऑल इंडिया कांकसिल फॉर टेकनिकल एज्युकेशन, कांकसिल ऑफ ऑकिंटेक्चर, फार्मसी कांकसिल ऑफ इंडिया, नवी दिल्ली, डायरेक्टोरेट ऑफ टेकनिकल एज्युकेशन मुंबई, महाराष्ट्र. **चंतर**म : मुंबई विद्यापिठ व म.रा.त.शि.म. मुंबई.

स्कूल ऑफ इंजिनियरींग ॲण्ड टेकनॉलॉजि । स्कूल ऑफ फार्मसी । स्कूल ऑफ आर्किटेक्चर



ANJUMAN-I-ISLAM'S

KALSEKAR TECHNICAL CAMPUS

Approved by : All India Council for Technical Education, Council of Architecture, Pharmacy Council of India New Delhi. Recognised by : Directorate of Technical Education, Mumbai, Maharashtra. Affiliated to : University of Mumbai & MSBTE. SCHOOL OF ENGINEERING & TECHNOLOGY | SCHOOL OF PHARMACY | SCHOOL OF ARCHITECTURE

Ref. No. AIKTC/ADMIN/Fee-Refund Policy/2024

19/06/2024

Anjuman-I-Islam's Kalsekar Technical Campus School of Engineering & **Technology Fee Refund Policy**

Ref. :- As per UGC Circular D.O. No. F.2-71/2022 (CPP-II) (C-114546) Dated 12 June 2024

1. Objective

This policy outlines the fee refund guidelines for students seeking admission withdrawal from Anjuman-I-Islam's Kalsekar Technical Campus School of Engineering & Technology in compliance with the University Grants Commission (UGC) directives.

2. Fee Refund Criteria

The refund of fees shall be processed based on the date of withdrawal request submitted by the student, as per the following conditions:

Category	Time of Withdrawal Request	Refund Amount
1	15 days or more before the formally notified last date of admission	100% refund (except processing fee of Rs. 1,000/-)
2	Within 15 days before the formally notified last date of admission	90% refund
3	Between 16-30 days after the formally notified last date of admission.	80% refund
4	Between 31-45 days after formally notified last date of admission.	50% refund
5	After 45 days of formally notified last date of admission	No refund

3. Mode and Timeline of Refund

- The refund will be processed within 15 working days from the date of approval of the withdrawal request.
- Refunds will be made through bank transfer to the original payment source provided by the student at the time of admission.
- Any applicable deductions (such as processing charges) will be clearly mentioned in the refund communication.

4. Documents Required for Refund Processing

Students must submit the following documents for a refund request:

- Written application for withdrawal (signed by the student/Parents/guardian)
- Original fee receipt
- Copy of Admission Letter
- Bank account details for refund processing
- ID proof of the student

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प्लॉट नं. २ व ३, सेक्टर-१६, खांद्रागाव, ठाणा नाक्याजवळ, नवीन पनवेल, नवी मुंबई, ४१०२०६, द्वरध्वनी : + ९१ ९१३७१२३४३९ ई-मेल : aiktc.newpanvel@aiktc.ac.in URL www.aiktc.ac.in अंजुमल-इ-इस्लाम

मान्वता : ऑल इंडिया कांकसिल फॉर टेकनिकल एज्युकेशन, कांकसिल ऑफ ऑकिंटेक्चर, फार्मसी कांकसिल ऑफ इंडिया, नवी दिल्ली, अयरेक्टोरेट ऑफ टेकनिकल एज्युकेशन मुंबई, महाराष्ट्र. **चंतर**म : मुंबई विद्यापिठ व म.रा.त.शि.म. मुंबई.

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5. Grievance Redressal

For any disputes or grievances related to fee refunds, students can contact the Institution's Refund Committee. Appeals must be submitted in writing within 15 days of receiving the refund decision.

6. Compliance & Amendments

This policy aligns with the UGC guidelines and may be revised based on future regulatory updates. Any amendments shall be notified on the institution's official website.

(Dr. Rajendra Magar) Principal, SoET, AIKTC (Dr. R.A. Khatik) Director, AIKTC

