



Maharaja Ranjit Singh Punjab Technical University

DABWALI ROAD, BATHINDA-151001

[A state University established by Govt. of Punjab vide Act No. 5 of 2015, UGC Act 2(f) & 12B]

DEAN ACADEMIC AFFAIRS

www.mrsptu.ac.in

Ref. No.: DAA/MRSPTU/Notifications/ 65

daa.mrsstu@gmail.com

Date: 02.07.2019

NOTIFICATION

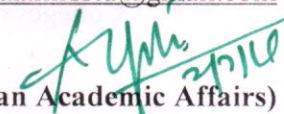
Sub.: REFUND RULES FOR ADJUSTMENT OF FEES ON SEAT SURRENDER

Consequent upon the approval of Hon'ble Vice-Chancellor the "Fee Refund Rules on Seat Surrender during Admission 2019-20" are notified as under;

Sr. No.	Description of Admission	Recommended procedure for Fee Refund on Seat Surrender
1.	Centralized Online Admission conducted by IKGPTU, Kapurthala for AICTE approved courses in MRSPTU Constituent and its Affiliated colleges	<ul style="list-style-type: none">In case a student surrenders his/her seat within 7 days of the end of the online counseling he/she must submit application to the college and register online on I. K. Gujral Punjab Technical University website. The I. K. Gujral Punjab Technical University shall only forward such cases to the concerned colleges/Universities, and colleges must refund his/her full fee after deduction of Rs. 1000/- only.Thereafter, fees will be refunded by the College as per the Approval Process Handbook (APH 2019-20) of AICTE, New Delhi.
2.	i) Centralized/Direct Online Admission Counseling conducted by MRSPTU, Bathinda for University approved AICTE courses in Main campus/Constituent Colleges ii) Direct Online Admission Counseling for AICTE approved courses in Constituent / Affiliated Colleges of MRSPTU	<ul style="list-style-type: none">Refund of fees on seat surrender shall be as per the AICTE norms;In the event of a student withdrawing before the start 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 by the Institution. It would not be permissible for Institutions to retain the School/ Institution Leaving Certificates in original.In case, 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 fees and hostel rent, where applicable.In case the vacated seat is not filled, the Institution shall refund the Security Deposit and return the original documents.The 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 preferably.The last date of admission for AICTE approved / University Approved AICTE courses shall be 15.08.19.

3.	Centralized/Direct Online Admission Counseling conducted by MRSPTU, Bathinda for UGC/Non-AICTE courses in its Main campus/Constituent Colleges/ Affiliated Colleges	<ul style="list-style-type: none"> The last date of Admission shall be 15.09.19. The refund of fees on seat surrender shall be as per UGC Notification on 'Refund of Fees and Non-Retention of Original Certificates, October, 2018' adopted by MRSPTU, Bathinda. If a student chooses to withdraw from the course of study in which he/she is enrolled, the institution concerned shall follow the following five-tier system for the refund of fees* remitted by the student. <table border="1" data-bbox="646 546 1495 1238"> <thead> <tr> <th>Sr. No.</th> <th>Percentage of Refund of fees*</th> <th>Point of time when notice of withdrawal of admission is received in the HEI</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>100%</td> <td>15 days or more before the formally notified last date of admission (i.e. withdrawal of admission before or upto 31st Aug., 2019)</td> </tr> <tr> <td>2.</td> <td>90%</td> <td>Less than 15 days before the formally notified last date of admission (i.e. withdrawal of admission from 1st Sept., 2019 to 14th Sept., 2019)</td> </tr> <tr> <td>3.</td> <td>80%</td> <td>15 days or less after the formally notified last date of admission (i.e. from 16th Sept, 2019 to 30th Sept., 2019)</td> </tr> <tr> <td>4.</td> <td>50%</td> <td>30 days or less, but more than 15 days, after formally-notified last date of admission (i.e. from 01st Oct., 2019 to 15th Oct., 2019)</td> </tr> <tr> <td>5.</td> <td>00%</td> <td>More than 30 days after formally notified last date of admission (i.e. from 16th Oct., 2019 onwards)</td> </tr> </tbody> </table> <p><i>*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)</i></p> <ul style="list-style-type: none"> In case of (1) in the Table above, Institute concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5000/-as processing charges from the refundable amount. Fee shall be refunded by the Institute to an eligible student preferably within 15 days from the date of receiving a written application* from him/her in this regard. 	Sr. No.	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 (i.e. withdrawal of admission before or upto 31 st Aug., 2019)	2.	90%	Less than 15 days before the formally notified last date of admission (i.e. withdrawal of admission from 1 st Sept., 2019 to 14 th Sept., 2019)	3.	80%	15 days or less after the formally notified last date of admission (i.e. from 16 th Sept, 2019 to 30 th Sept., 2019)	4.	50%	30 days or less, but more than 15 days, after formally-notified last date of admission (i.e. from 01 st Oct., 2019 to 15 th Oct., 2019)	5.	00%	More than 30 days after formally notified last date of admission (i.e. from 16 th Oct., 2019 onwards)
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- Application of seat surrender on the **completely and correctly filled prescribed Performa** (available on university web-site) should be submitted to the Head of the concerned Institute with a scanned soft copy to o/o Dean Academic Affairs, MRSPTU at daa.mrsstu@gmail.com **on the same day**.


(Dean Academic Affairs)
(Dr Savina Bansal)

Copy to the following for information and further necessary action, as applicable:

- PA to Vice Chancellor, MRSPTU, Bathinda for information to the Vice Chancellor, please.
- Registrar, MRSPTU, Bathinda
- Finance Officer, MRSPTU, Bathinda.
- Director, IT Enabled Services, MRSPTU, Bathinda for uploading this notification on University website.
- All Director/Principals/HODs of the Constituent/Affiliated colleges/University Main Campus of MRSPTU, Bathinda

MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY, BATHINDA
APPLICATION FOR SEAT SURRENDER DURING ADMISSION 2019-20

To

Principal/Dean Academic,

Name of College:.....

Sir/Madam,

Respectfully, I submit that I want to withdraw my admission from your esteemed Institute. Please allow me to surrender my seat and refund the fee deposited amount after deductions as per University rules. My admission details are as follows:-

1. Name of the Programme: (like B.TECH./M.TECH. etc.)
2. Name of the Student (Mr./Ms.) (In Block Letters):
3. Father's Name (In Block Letters):
4. Course/Branch Allotted:
5. College Allotted:
6. Mode of Counselling: IKGPTU Centralized / MRSPTU Centralized / MRSPTU Direct Online
(Tick the appropriate) Registration ID
7. Category of Admission: Gen./SC/ST/OBC/ Others :
- (Tick the appropriate) Fee Waiver/Scholarship/PMS/CMSS/PMSS:.....
Punjab State Quota 85% / Outside State 15%
8. Date of Allotment of Seat:
- (Attach copy of allotment letter)
9. Date of request for seat withdrawn (**Date of receipt of application in the university shall be counted as date of withdrawal**):
10. Reason for Withdrawal of Seat:

Detail of Admission Fee Deposited:

Mode of Payment (Cash/Online/Draft/Credit Card/Debit Card)

Amount of fee Deposited: Receipt Number & Date :

(Attach proof / Receipt of fee deposit)

11. Name on which refund of fee Required (by Draft/RTGS/NEFT)	:
	IFSC code
	Account No.....
	(Attach cancelled cheque / photocopy of cancelled cheque)

12. Address where Cheque / Draft to be sent:

.....

13. Mobile Number : Telephone Number

Date:

(Signature of Student)

(Signature of Parents/ Guardian)

Note: Scanned copy of the application along with fee receipt & seat allotment letter be forwarded to the Dean Academic, MRSPTU, Bathinda, through email (daa.mrsstu@gmail.com) on the same day, mandatorily as a proof of date of applying for refund.

Handwritten signature in green ink