

University Fee Refund Policy:

The Fee Refund Policy of the University is hereunder:

%age of Fee	Timeline
100% Fee Refund	Up to 7 th day of Commencement of Semester/Classes
50% Fee Refund	From 8 th -15 th day of Commencement of Semester/Classes
No Fee (0%) Refund	From 16 th day of Commencement of Semester/Classes

% age of Fee shall be applicable on all components of Fee, except for admission charges, further timeline shall be calculated continuously, covering both weekdays and weekend.

An enrolled student will not be refunded any fee if he/she drops a course or semester after the beginning of the classes.

Semester Fees will be transferred/adjusted to the next semester if a student drops a semester within one week of the start of classes.

Important Notes

1. Fines for late payment of fees/installments will be charged as per policy of the University. However, the students must submit their dues within specified time period; otherwise their admission will stand cancelled, and they will be charged readmission Fee, if they want to continue.
2. At the time of readmission, a student will be required to pay full readmission fee of Rs. 10,000/-, for Undergraduate and Rs. 15,000/-, for Graduate Degree Program, respectively.
3. Transcripts/certificates will be issued within 21 days after the written request from the student.
4. Semester transcripts will be issued only after clearance of the semester dues plus fines if any.
5. Final transcript will be issued only after submission of the university clearance form.
6. University has the right to revise any or all of the fees as and when required. The decision taken by the university, in this regard, shall be final and cannot be challenged in any court of law. However, any suggestion/contention can be forwarded to the Registrar.
7. Waivers of library fines and damages are at the discretion of the Rector only. However, the students should apply through proper channel without approaching the Rector directly. The Rector may grant a waiver up to 50%, depending on the student's situation and past history.
8. To sit in the Examinations, the enrolled student must clear all his pending fees for the current semester.
9. Students' study trips and transportation involved shall be charged in the fee.
10. PhD Thesis Evaluation fee may vary depending on international evaluation requirements prescribed by HEC and international faculty thesis evaluation rates.