



KJ COLLEGE OF ENGINEERING & MANAGEMENT RESEARCH

(Accredited by NAAC)

Approved by AICTE, New Delhi, DTE Maharashtra & Affiliated to Savitribai Phule Pune University, Pune (ID No: PU/PN/Engg./378/2009)
DTE College Code - EN 6320 Website: www.kjel.edu.in/kjcoemr E-mail: principalkjcoemr@gmail.com

Fee Refund Policy (Academic Session 2025-26)

1. Introduction

This Fee Refund Policy is formulated in accordance with the guidelines issued by the Savitribai Phule Pune University, Pune, University Grants Commission (UGC) and Directorate Technical Education, Mumbai, Maharashtra. for refund of fees in case of cancellation or withdrawal of admission. The policy ensures transparency, fairness, and uniformity in the refund process.

2. Applicability

This policy shall be applicable to all students admitted to KJ's KJ College of Engineering and Management Research, Pune, who cancel or withdraw their admission during the academic session 2025-26.

3. General Guidelines

- Students are eligible for fee refund within the stipulated time frame to enable them to opt for alternative academic opportunities.
- All refund requests must be submitted in writing in the prescribed format along with necessary supporting documents.
- A maximum processing charge of ₹1,000/- may be deducted, wherever applicable.

4. Fee Refund Structure

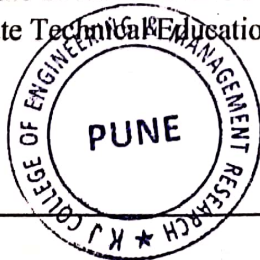
Sr. No.	Refund Percentage	Time of Withdrawal
1	100%	15 days or more before the last notified date of admission
2	90%	Less than 15 days before the last notified date of admission
3	80%	Within 15 days after the last notified date of admission
4	50%	More than 15 days but within 30 days after the last notified date
5	0%	More than 30 days after the last notified date of admission

6. Important Conditions

- The date of submission of the written withdrawal application shall be considered for calculating the refund amount.
- The Institute shall return all original certificates/documents submitted by the student without any delay.
- Under no circumstances shall the Institute retain original documents of the students.

7. Validity

This policy shall remain valid for the academic session 2025-26 and shall be subject to revision as per further directives issued by the Savitribai Phule Pune University, Pune, University Grants Commission (UGC) and Directorate Technical Education, Mumbai, Maharashtra.



Principal

KJ's EDUCATIONAL INSTITUTE

KJ COLLEGE OF ENGINEERING & MANAGEMENT RESEARCH

Head Office: 408/10, 2nd Floor, "Pudandare Complex",

Mukundnagar, Industrial Estate, Pune - 411 030

Phone: 91-20-24269100, 24267100, Fax: 91-20-24264375

Campus: Sr. No. 25 & 27, Pisoli, Near Bopdeo Ghat,
Tal: Haveli, Dist: Pune - 411 048, Maharashtra, India.
Phone: +91 8446021199, 8446031199,



सावित्रीबाई फुले पुणे विद्यापीठ

गणेशखिंड, पुणे - ४११००७

Savitribai Phule Pune University

Ganeshkhind, Pune - 411007



सावित्रीबाई फुले पुणे विद्यापीठ
७५ वर्षे सन्मान

दूरध्वनी क्रमांक : ०२०-२५६२१२०५

Telephone No.: 020-25621205

Email: pgadmis@pun.unipune.ac.in

शैक्षणिक प्रवेश विभाग

P.G. Admission Section

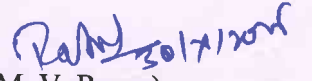
Website: www.unipune.ac.in

Circular No. 285 /2025

Sub : Regarding Admission Cancellation and refund of fees for the A. Y. 2025-26.

It is hereby informed to all the concerned that the University Grants Commission has given directives vide Circular No. D.O.No.F.12-5/2024 (FNT/NET)-FeeNivaran(Notice), 27th October, 2025 regarding cancellation of admission and refund of fees in all Affiliated Colleges/ Recognized Institutes/University Departments. Copy of the same is attached herewith.

All University Departments, Affiliated Colleges/Recognized Institutions of the University are requested to strictly adhere the provisions of said UGC Notification.


(Dr. M. V. Rasve)
Deputy Registrar

Ganeshkhind, Pune - 7 }
Ref. No. PGS/ 2799 }
Date : 30 /10/2025 }

Copy to :

1. The Head of the Departments, Presenting University.
2. The Principal/Director, all Affiliated Colleges & Recognized Institutions, Presenting University.



गान-वेदान विमुक्तये

आचार्य मनिष र. जोशी
सचिव

Prof. Manish R. Joshi
Secretary



सत्यमेव जयते

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आज़ादी का
अमृत महोत्सव

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

D.O.No.F.12-5/2024(FNT/NET)–Fee Nivaran(Notice) 5 कार्तिक, 1947/ October 27, 2025

Subject: Regarding Non-Compliance of UGC Fee Refund Policy

आदरणीय महोदया/महोदय,

The University Grants Commission (UGC) has issued several notifications, guidelines, and letters regarding Fee Refund and Non-Retention of Original Certificates on October 2018, 17th December 2020, July 2021, 2nd August 2022, 3rd July 2023, 12th June 2024 and 26th June 2024. (Copies attached for reference). It is reiterated that HEIs must strictly adhere to the fee refund policy issued by the UGC from time to time.

All Higher Educational Institutions (HEIs) are once again requested to resolve all pending fee refund cases on a fast-track basis to prevent inconvenience to students. (List of defaulter institutions is attached as Annexure-V).

Please note that non-compliance with the UGC's Fee Refund Policy will attract punitive action as per Clause 5 of the UGC Notification dated October 2018 and the Circular dated 26th June 2024.

You are therefore requested to kindly cooperate with students and personally intervene the matter in the interest of student's welfare.

सादर,

भवदीय,

(मनिष जोशी)

सेवा में,

सभी विश्वविद्यालयों के कुलपति।

सभी महाविद्यालयों के प्राचार्य।



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

D.O.No.F.12-5/2024(FNT/NET)-FeeNivaran(Notice)

5 कार्तिक, 1947/ October 27, 2025

Subject: UGC Fee Refund Policy for Academic Session 2025-26

आदरणीय महोदया/महोदय,

The University Grants Commission, vide Circular No. D.O. No.F.2-71/2022 (CPP-II) (C-114546) dated 12th June 2024, issued the Fee Refund Policy applicable for the academic year 2024-25. It is hereby informed that the Fee Refund Policy for the year 2024-25 is currently in existence and the same policy will remain in force for subsequent academic sessions until the issuance of new policy by UGC with the cut-off date of 31st October 2025.

All Higher Educational Institutions are requested to strictly adhere to the cut-off date mentioned in the Fee Refund Policy issued by the UGC for the academic years 2021-22 to 2024-25 to resolve the old pending cases respectively.

Any HEI violating the provisions of UGC Fee Refund Policy shall be liable for punitive action as notified in Clause 5 of the UGC Notification on Refund of Fees and Non-Retention of Original Certificates issued in October 2018. Copies of the above-mentioned Fee Refund Policies are attached for your reference.

सादर,

भवदीय,


(मनिष जोशी)

सेवा में,

सभी विश्वविद्यालयों के कुलपति।

सभी महाविद्यालयों के प्राचार्य।



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सचिव

Prof. Manish R. Joshi
Secretary



सत्यमेव जयते

75
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अमृत महोत्सव

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) (C-114546)

12th June, 2024 / 22 ज्येष्ठ, 1946

Subject: Fee Refund Policy 2024-25

आदरणीय महोदया/महोदय,

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

2. Students should be allowed a full refund of fees within a specified period to enable them to opt for a course of their choice.

3. The Commission has considered the matter in its 580th meeting held on 15 May 2024, and after considering the relevant factors decided, the following fee refund policy for the academic session 2024-25:

- 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 admissions/migrations of students up to 30 September 2024 and with a deduction of not more than Rs. 1,000, as a processing fee, up to 31 October 2024.
- It shall apply to all higher education institutions, whether established or incorporated by or under a Central Act or a State Act, and every institution recognized by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a University declared as such under Section 3 therein and to all higher education institutions affiliated to a University.
- These guidelines would also be applicable to organizations, consortiums, committees, associations, etc., constituted for the purpose of conducting counselling or processing admissions and collecting fees on behalf of participating HEIs, and the HEI concerned will be responsible for refund fees.
- For any admission schedule extending/commencing beyond/after 31 October 2024, 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

Cont...



e. This policy will remain in force for subsequent academic sessions until the issuance of a revised policy by the UGC.

4. It may also be noted that the UGC has notified the Redressal of Grievances of Students Regulations, 2023, wherein "delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the Commission, from time to time" has been defined as one of the grievances.

5. The Higher Education Institutions are requested to ensure compliance with the fee refund policy for the academic session 2024-25 and redress any grievance by the provisions of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

6. Any HEI violating the provisions of UGC Fee Refund Policy 2024-25 shall be liable for punitive action as notified in Clause 5 of the UGC Notification on Refund of Fees and Non-Retention of Original Certificates issued in October 2018.

सादर,

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सभी महाविद्यालयों के प्राचार्य।

Category	Percentage	Days
Category I	100%	15 days
Category II	100%	15 days
Category III	100%	15 days
Category IV	100%	15 days
Category V	100%	15 days