



Guru Gobind Singh Indraprastha University
Sector 16 C, Dwarka, New Delhi-110078

F.No.IPU-7/Admissions/2022/ 3088

Date: 25/11/22

Compliance by Affiliated Institutes/Colleges: Academic Session 2022-23

Refund of paid fee in respect of candidates upgraded after reporting through Online Counselling process in Colleges/ Institutes and refund of paid fee in respect of candidates withdrawn after reporting prior to Second Online Spot Counselling.

This is in reference to Sub-para 10.11(Spot Counselling) of Chapter 10: Online Counselling Procedure of Admission Brochure for the Academic Session 2022-23 and notified schedules for Spot Round of Counselling for various programmes for which online spot counselling was held.

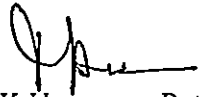
The students who were admitted through the process of Online centralized Counselling and had thereafter reported in the allotted College/ Institution as per the instructions of the University and thereafter also had paid the balance amount of fee (other than Rs. 40,000/-) in the allotted College/ Institutions but later upgraded to other Colleges/ Institutes through the University Counselling process are required to be refunded the amount paid by them in the earlier allotted college.

The candidates who are allotted seat in rounds of Online Counselling and have paid the Part Academic Fee of Rs.40,000/- to confirm admission in any College/ Institute and have also reported to the concerned University School of Studies/College/Institutions as per notified schedules, will be treated as “admitted” at the time of Spot Counselling. It is for information of all the admitted candidates that if during **Spot Counselling** candidates gets upgraded in his / her choice or preference and as a result of such upgradation, there is change of college / institute in respect of such candidate, then the institution / college from which the candidate is being transferred shall have to pay the balance fees (if any), (that is component of the fees paid by the candidate at the institution) directly to the candidates on application by the candidate within **Ten days (10 days) of the receipt of application.**

Some of these students have given representation in the University that some of the Colleges/ Institutions having received the balance amount of fee at the time of reporting are not abiding by the policies issued by the University regarding immediate refund of fee to the student if the student shifts the College/ Institution on account of upgradation as per the procedure of Online Centralized Counselling. Such colleges/ Institutions are also required to refund fee directly to the candidates on application by the candidate within **Ten days (10 days) of the receipt of application.**

The affiliated colleges/ Institutes are also to refund the amount of fee paid at the time of reporting by the candidate to the affiliated College in respect of the candidates who have withdrawn their admission on the University portal as per the schedule notified dates prior to second round of Online Spot Counselling. **The candidates whose name exists in the allotted list of candidates in the Second Round of Counselling (fresh allotted and earlier allotted) are not entitled for any refund of fee as per the University policy.**

The Affiliated Colleges/ Institutions shall submit compliance report to the University that complete fee has been refunded to all such candidates who have lawfully shifted through the process of Online Centralized Counselling from one allotted College/ Institution (after reporting in the allotted college) to the other allotted College/ Institute on account of upgradation in the Spot Round of Online Counselling and who have withdrawn their admission on the University portal as per the schedule notified dates prior to second round of Online Spot Counselling. The Affiliated Colleges/ Institutions shall submit the said compliance report to the University by **10th December, 2022.**


(Brig. P.K. Upmanyu, Retd.)
Incharge, Admissions

Copy forwarded for information to:

1. All Deans / Directors, USS, GGSIPU.
2. All Directors/ Principals of the Colleges/ Institutes affiliated with GGSIPU.
3. Controller of Examination, GGSIPU.
4. Controller of Finance, GGSIPU.
5. AR to the Office of Registrar, GGSIPU.
6. AR to Vice Chancellor, Secretariat, GGSIPU.
7. Head, UITS- with the request to upload the same on University's website.
8. Guard file.