

# MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

## ACADEMIC SECTION

F. No. F4/S-V-1/25-26-Acad (58-Senate)/

4795

Dated:

19-5-2025

### OFFICE ORDER

**Sub: Fee Refund Policy of the Institute.**

In accordance with the approval granted by the Senate in its 58<sup>th</sup> meeting held on 11<sup>th</sup> March 2025 under Item No. 58-4.11. The guidelines for the Fee Refund Policy of the Institute are as under:

#### Fee Refund Policy


**Candidate admitted through Centralized admission Agencies /Institute and withdraws admission during UG/PG and Ph.D. programme**

| S. No. | Category  | Amount to be refunded   |
|--------|---|---|
| 1.     | In case the candidate seeks to withdraw their admission at such point in time when no further allotment on that seat could be solicited through the designated Central Agency, the seat is liable to remain vacant permanently. | In such cases, withdrawal from the enrolled program shall be permitted with No Refund of fee.   |
| 2.     | In case the candidate seeks to withdraw their admission after the final seat allotment but does not pay the balance fee as per the fee structure of the Institute.  |   |
| 3.     | In case the candidate seeks to withdraw their admission after the seat allotment and pays the balance fee as per the fee structure of the Institute but does not report at the Institute physically.                            | In such case, withdrawal from the enrolled program shall be permitted with refund of Caution Money only.                                      |
| 4.     | In case the candidate seeks to withdraw their admission after the seat allotment, pay the balance fee as per the fee structure of the Institute and report at the Institute physically.   | In such case, withdrawal from the enrolled program shall be permitted with refund of Caution Money only on submission of No Dues Certificate. |
| 5.     | In case the candidate, after the seat allotment, pays the balance fee as per the fee structure of the Institute and reports at the Institute physically but does not fulfill the eligibility criteria for admission.            | Only Institute Caution Money will be refunded.<br>The fee paid by the student shall not be refunded.  |
| 6.     | In case the student withdraws from the enrolled programme in midway (i.e. without its successful completion)  | Only Institute Caution Money will be refunded on submission of the No Dues Certificate. The fee paid by the student shall not be refunded.    |
| 7.     | In case a student is not permitted to continue further due to non-fulfilment of CGPA requirement, but has paid the fee for the semester in which not permitted to continue further.   | Caution Money and Semester fee paid will be refunded on submission of the No Dues Certificate.  |

✓  
REGISTRAR

**Copy to:**

1. All Deans.
2. All Heads of the Departments.
3. Associate Dean (UG) & (PG).
4. All Conveners DPGC, DUGC.
5. PS to Director.
6. PA to Registrar.
7. Webmaster for upload on Institute website.
8. Guard File.

  
Dy. Registrar (Academic)