



Dr. SHYAMA PRASAD MUKHERJEE UNIVERSITY
(Following Upgradation of Ranchi College, Ranchi, under RUSA Programme, Component-I)
Ranchi, Jharkhand.

**OFFICE OF THE
REGISTRAR**

NOTIFICATION

The following policy for withdrawal of admission and refund of fee is implemented by Dr. Shyama Prasad Mukherjee University, from the Academic Session : 2021 onward as per guideline of UGC :

(A) For all the students who have opted for admission to various regular courses of the University

(i) If a student chooses to withdraw from the programme of study in which he/she is enrolled, the University shall follow the following five-tier system for the refund of fees* remitted by the student.

S. No.	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received by DSPMU
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

(ii) In case of (1) in the table above, the DSPMU shall deduct an amount not more than 5% of the fees paid by the student.

(iii) Fees shall be refunded by DSPMU to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard, as per the table.

(B) For all the students who have opted for admission to various vocational courses of the University

(i) If a student chooses to withdraw from the programme of study in which he/she is enrolled, the University will be refunding 80% amount of the total course fees before closing of admissions (last date of admission).

By the Order of the Vice-Chancellor,
Sd/-
Registrar

Memo No. : DSPMU/G/540/21

Date : 29/11/2021

With a Copy to:

1. The DSW, DSPMU, Ranchi
2. The Finance Officer, DSPMU, Ranchi.
3. The Proctor, DSPMU, Ranchi.
4. The Controller of Examinations, DSPMU, Ranchi.
5. The Accountant, S.O. (A/C) DSPMU, Ranchi.
6. Dr. I. N. Sahu, IT In-charge, DSPMU, Ranchi.
7. The P.A. to V.C. and Registrar, for information to V.C. and Registrar, DSPMU, Ranchi.

Handwritten signature
29.11.21
**Registrar
DSPMU, Ranchi**