



Shri Balasaheb Mane Shikshan Prasarak Mandal's  
**ASHOKRAO MANE GROUP OF INSTITUTIONS**

**Address :** Vathar Tarf Vadgaon, Tal. Hatkanangale, Dist. Kolhapur - 416 112 (Maharashtra)

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**Approved by :** AICTE, New Delhi No. F-No. MS ( NewInt ) 2009 / 08, Higher & Technical Education Department, Govt. of Maharashtra, Directorate of Technical Education, Mumbai. **Affiliated to :** Dr. Babasaheb Ambedkar Technological University, Lonere - Raigad. (B.Tech. & M.Tech. Programs), Shivaji University, Kolhapur. (MBA Program).

**Accredited by NAAC with 'A' Grade CGPA 3.08**

**Founder President**  
**Late Shri. Ashokrao Mane**

**I/C Director**  
**Prof. Pravin B. Ghewari**

**President**  
**Hon. Shri. Vijaysinh A. Mane**

Ref. No. :

AMGOI/AIC/24-25

Date :

12/08/2024

## FEE REFUND POLICY

### 1. Introduction

This Fee Refund Policy outlines the procedure for the refund of fees for students admitted to various programs at Shri Balasaheb Mane Shikshan Prasarak Mandal's Ashokrao Mane Group of Institutions. The policy is applicable to two categories of students:

1. New admissions (First-year & Direct-Second-year students)
2. Regular students (continuing students from one academic year to the next)

This policy is established in compliance with the rules and regulations set by the **Government of Maharashtra, State Common Entrance Test Cell, Mumbai** and the **University Grants Commission (UGC)** norms.

### 2. Fee Refund Policy for New Admissions

The institution follows **Rule No. 15** as published in the Information Brochure for admissions to **B. Tech., M. Tech., and MBA programs** by the **Government of Maharashtra, State Common Entrance Test Cell, Mumbai**.

#### 2.1 Cancellation of Admission and Refund of Fees

(a) Candidates seeking cancellation of admission must apply online on link provided by the CET cell admission portal and submit a duly signed copy of the system-generated application to the Institute. The online request shall be treated as final, irrespective of whether the signed copy is submitted. Once the cancellation is confirmed, the candidate forfeits the claim on the seat, which will then be available for further allotment. The Institute shall refund the total fees after deducting **Rs. 1,000/-** towards processing charges. All original documents submitted at the time of admission shall be returned within **two days** from the submission of the duly signed cancellation application.

(b) If the candidate applies for cancellation **after 5:00 PM on the cut-off date** prescribed by the Competent Authority, no refund shall be granted except for the **Security Deposit and Caution Money Deposit**. The online cancellation link will be deactivated after the cut-off date. Candidates must submit a formal cancellation request to the Institute thereafter.

(c) The Institute shall not withhold any **Certificates, Degrees, Diplomas, or other documents** deposited by the student to compel them to pay fees for any course or program they do not wish to pursue.

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### 3. Fee Refund Policy for Regular Students

At the beginning of every academic year, the Institute appeals to students to confirm their admission after university results are declared as **Pass or Promoted**. Upon confirmation, such students are considered **Regular Students** for that academic year.

#### 3.1 Procedure for Fee Refund for Regular Students

1. If a regular student decides to discontinue their studies for any reason, they must submit a written application stating the reason for cancellation.
2. The student must first meet with their **Class Teacher** and then the respective **Head of Department (HOD)** for counselling regarding retention of admission.
3. If the student still wishes to cancel their admission, they must meet with the **Head of the Institute** to obtain final approval.
4. Upon obtaining the approval, the student must complete the **No Dues Procedure** at the Institute's office.
5. After confirmation of No Dues, the Institute will process the admission cancellation.

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### 4. Conclusion

This policy is formulated to ensure transparency and compliance with regulatory guidelines while addressing the financial concerns of students and their families. All stakeholders, including students, parents, and administrative staff, are required to adhere to the terms of this policy.

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**Approved By:**



**DIRECTOR**

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