



KSIT
K.S. INSTITUTE OF TECHNOLOGY

Kammavari Sangham (R) 1952
K.S. GROUP OF INSTITUTIONS

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K.S. INSTITUTE OF TECHNOLOGY

Affiliated to VTU, Belagavi & Approved by AICTE, New Delhi, Accredited by NBA (CSE, ECE) & NAAC with A+ Grade

14, Raghuvanahalli, Kanakapura Road, Bengaluru - 560 109.

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E-mail : principal.ksit@gmail.com / principal@ksit.edu.in | Website : www.ksit.edu.in



Ref: KSIT/UGC/001/2024-25

Date : 20.08.2024

Joint Secretary,
University Grants Commission (UGC),
Bahadur Shah Zafar Marg,
New Delhi – 110002.

Sub : Compliance with UGC Guidelines on Fee Refund Policy

Respected Sir,

This is to formally confirm that K S INSTITUTE OF TECHNOLOGY, Bengaluru is fully complies with the University Grants Commission (UGC) guidelines regarding the refund of fees for students withdrawing from courses before the commencement of classes or within the prescribed time limits.

In accordance with the UGC Notification [D.O. No.F.2-71/2022 (CPP-II) (C-1 14546), dated 12.06.2024 and any subsequent amendments, our institution ensures that students who withdraw their admission within the stipulated period are refunded the fees as per the refund slabs prescribed by UGC. Necessary deductions, if any, are made strictly as permitted under the norms.

We have duly informed all prospective students and parents of the refund policy through our website and college notice boards. Our aim is to maintain transparency and protect the interests of students, in line with regulatory expectations.

Kindly consider this letter as our official declaration of adherence to the UGC fee refund policy.

Thanking you,

Yours faithfully,

(Dr DILIP KUMAR K)

PRINCIPAL
K.S. INSTITUTE OF TECHNOLOGY
BENGALURU - 560 109



ज्ञान-विज्ञान विमुक्तये

आचार्य मनिष र. जोशी
सचिव

Prof. Manish R. Joshi
Secretary



सत्यमेव जयते



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:

- a. 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.
- b. 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.
- c. 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.
- d. 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.

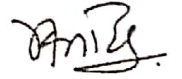
4. It may also be noted that the UGC has notified the Redressal of Grievances of Students Regulations, 2023, wherein "delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the Commission,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

भवदीय,




(मनिष जोशी)

सेवा में,

सभी विश्वविद्यालयों के कुलपति।

सभी महाविद्यालयों के प्राचार्य।

To SHO / ES / NB / Dir (Admin)


K S INSTITUTE OF TECHNOLOGY

Quality Policy

"We, at KSIT, are committed to pursue global standards of excellence in teaching as well as research and remain accountable to our stakeholders"

K S INSTITUTE OF TECHNOLOGY

VISION

"To impart quality technical education with ethical values, employable skills and research to achieve excellence"

NOTICE BOARD

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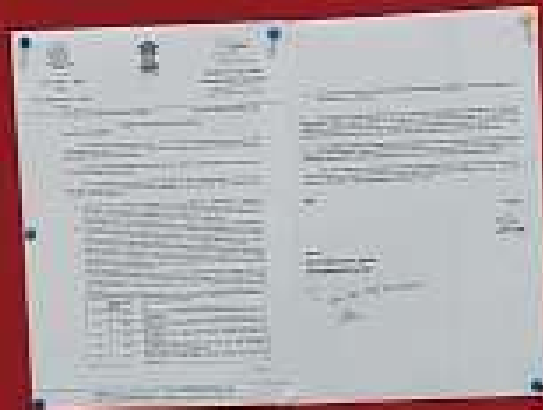
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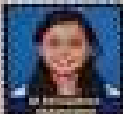
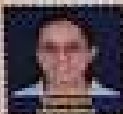
With Highest Package of
19.75 LPA



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Congratulations

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**With the Package of
4.50 LPA**

K S INSTITUTE OF TECHNOLOGY

Quality Policy

"We, at KSIT, are committed to pursue global standards of excellence in teaching as well as research and remain accountable to our stakeholders"

K S INSTITUTE OF TECHNOLOGY

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मानव संसाधन विभाग
प्रो. मनीष र. जोशी
सचिव



राष्ट्रीय उच्च शिक्षा आयोग
University Grants Commission
(Ministry of Education, Govt. of India)

D.O. No. F-2-713022 (UPP-II) (C-14848)

12th June, 2024 / 22 Jyeshtha, 1946

Subject: Fee Refund Policy 2024-25

अनुरोधित सूचनाएँ

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

- Students should be allowed a full refund of fees within a specified period to enable them to opt for a course of their choice.
- 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 to the academic session 2024-25.

- Notwithstanding anything contained in any guidelines/prospectus/regulations of admissions/regulations of students up to 31 September 2024 and with a deduction of not more than Rs. 1,000, on a pro-rata basis, 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 recognised by the University Grants Commission under clause (1) 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 thereof and to all higher education institutions affiliated to a University.
- These guidelines would also be applicable to organizations, corporations, committees, associations, etc., constituted for the purpose of conducting counselling or processing admissions and collecting fees on behalf of participating HEIs, and the HEIs concerned will be responsible for refund fees.
- For any admission schedule commencing beyond/after 31 October 2024, the provisions contained in the UGC Notification issued in October 2016 on Refund of Fees and Non-Retention of Original Certificates shall apply insofar as they may be applicable.

Category	Percentage of Refund of Fee	Period 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)	95%	Less than 15 days before the formally notified last date of admission
(3)	85%	15 days or more after the formally notified last date of admission
(4)	50%	21 days or more, but more than 15 days after formally notified last date of admission
(5)	0%	More than 30 days after formally notified last date of admission

Contd.

संलग्नक संख्या: एच. ई. 2-713022 (UPP-II) (C-14848)
दिनांक: 12/06/2024
पृष्ठ संख्या: 1/2
संलग्नक संख्या: एच. ई. 2-713022 (UPP-II) (C-14848)

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

- 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 grievance.

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

- 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 2016.

आदेश

आदेश

प्रो. मनीष र. जोशी
(सचिव, उच्च शिक्षा विभाग)

वैकल्पिक
उप सचिव/उप निदेशक के रूप में
उप सचिव/उप निदेशक के रूप में

To: SPP/ES/NB/Dir (Admin)

साक्षात्