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**OFFICE OF THE PRINCIPAL KARANJIA AUTONOMOUS COLLEGE, KARANJIA**  
**DIST- MAYURBHANJ, PIN- 757037 (ODISHA)**  
 (NAAC 3<sup>rd</sup> CYCLE ACCREDITED-B)  
 ESTD - 1964

Order No.: 1517

19<sup>th</sup> November 2025

**Revised Fee Refund Policy- 2024-25**

After careful consideration of the representations received from various stakeholders including students & parents regarding the refund of admission fees in cases of College Leaving Certificate (CLC), Slide-up cases, Withdrawal or cancellation of admission and in compliance with the following:

- **UGC Fee Refund Policy Notification No. F.2-71/2022 (CPP-II)(C-114546) dated 12.06.2024**
- **Higher Education Department, Government of Odisha Notification No. 29299 dated 30.07.2024 & Notification No. 62577 dated 18.11.2025.**

The College Authority has framed the following **revised Fee Refund Policy** for the benefit of the student/parent community.

The matter was placed before the College Authority in a meeting held on **19 November 2025**. After long deliberation and consideration of all relevant factors, the following Fee Refund Policy was approved, with **retrospective effect from the Academic Session 2024–25**.

- Notwithstanding anything contained in any guidelines, prospectus, notification, or admission schedule, **a full refund of admission fees** shall be made in cases of obtaining **CLC, cancellation of admission or migration**:
  - Up to 30<sup>th</sup> September 2024 – Full refund without deduction**
  - Up to 31<sup>st</sup> October 2024 – Refund after deduction of not more than ₹1,000/- as processing fees.**
  - No refund shall be admissible beyond the closure date of the e-admission process and this provision applies only to first year P.G. students.**
- The College shall **refund the entire admission fees**, after deducting **₹500/- as processing fees**, to students who will take **CLC for any reason** during the period:
  - From 30.07.2025**
  - Till issuance of the Admission Closure Letter dated 13.11.2025.**
  - This provision is applicable to **First Year U.G. students** of the **Academic Session 2024–25**. Details of eligible students and the amounts deposited shall be available in the **SAMS portal**.

*[Signature]*  
 19/11/25  
 Principal

Karanja Autonomous College,  
 Karanja, Mayurbhanj

*[Signature]*  
 19/11/25  
 Administrative Bursar

Karanja Autonomous College,  
 Karanja, Mayurbhanj

*[Signature]*  
 19/11/25  
 Accounts Bursar

Karanja Autonomous College,  
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