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

Order No.: 1517

19th 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.

- a. 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**:
 - I. **Up to 30th September 2024 – Full refund without deduction**
 - II. **Up to 31st October 2024 – Refund after deduction of not more than ₹1,000/- as processing fees.**
 - III. **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.**
- b. 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:
 - I. **From 30.07.2025**
 - II. **Till issuance of the Admission Closure Letter dated 13.11.2025.**
 - III. **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.**

Principal
Karanjiya Autonomous College,
Karanjiya, Mayurbhanj
Principal
Karanjiya Autonomous College,
Karanjiya, Mayurbhanj
Administrative Bursar
Karanjiya Autonomous College,
Karanjiya, Mayurbhanj
Accounts Bursar
Karanjiya Autonomous College,
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Academic Bursar
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