

**Prabha Harjilal College of Pharmacy & Paraclinical Sciences,
Chak Bhalwal, Seri Pandita Chowk, Jammu**

**Format of Application for applying for refund off College fee deposited
for admission to _____ course of session _____.**

The Director,
Prabha Harjilal College of Pharmacy,
& Paraclinical Sciences,
Jammu.

Sub: Refund College fee

1. I have sought admission to _____ course of this College after having been selected by BOPEE vide its notification of _____. or * after accepting offer of admission issued by College administration against available seat .
2. Pursuant to the completion of the above admission process, I deposited an amount of Rs. _____ as partial payment of College fees of fees payable for the academic session _____.
3. *During the subsequent counselling process of BOPEE I have been able to change the choice of my College and therefore make this request of refund.
4. *Due to some personal reasons, I do not want to continue my admission in this College and accordingly request for refund.
5. I have read the refund rules of the College (which are printed on the reverse of this application document) and understand that I am eligible for refund of College fees
6. I am aware that as per rules my refund application, if approved, it will take a processing time of two weeks and the same will be credited by the College in my account, the details of which are already available with the College and are hereby reconfirmed as under;

(Note * Delete if not applicable)

Yours faithfully,

Student & ParentName _____
Course _____

Name and Account No.of student/parent _____
Bank Name & Branch _____
IFSC Code _____

Place:

Date:

For office use

(Receipt)

Date & time of Submission

:

Verified by College authority

Name & signature of designated Authority
(In case email mode of cancellation, a copy of the
email must accompany the cancellation request)

A Xerox copy of the completed document will be returned to the applicant.

RULES FOR REFUND OF COLLEGE FEES AT THE TIME OF ADMISSION B.PHARMACY COURSE AT THE PRABHA HARJILAL COLLEGE OF PHARMACY & PARACLINICAL SCIENCES, JAMMU.

(Applicable from August 01, 2026)

Pharmacy courses along with engineering and technology, Architecture, Management and other courses in terms of section **2 g of AICTE ACT** falls under technical courses and the refund rules framed for refund of fees there under are applicable to all the technical courses. The said rules adopted by the College are reproduced as

1. Cancellation before last date of reporting date of the students at the College as prescribed in the notification of the concluding session of Board of Professional Entrance Examination counseling process for B.Pharmacy course:

“Full refund of fees deposited by the candidate less INR 1000 (processing Fee)”.

2. Cancellation after the last date of reporting of students at the College as prescribed in the BOPEE notification issued after the final Counseling session -till the final permissible date of admission of students including those on waiting list/vacant seats as prescribed by PCI/Hon’ble Supreme Court pronouncement.

“ Full refund of the fees paid by the candidate less INR 1000, in cases the College is able to fill in the seat by offering it to another candidate. In case of failure of the College in filling the seat vacated after the prescribed date of PCI/Apex court cut off date: no refund of fee paid except any refundable component such as Security Deposit/Bus Fee etc.”

The College shall not respond to demands/claims made by the candidate or their parents for refund of fee paid which fall outside the scope of above given modalities. The amount of refunded fee (if approved by College) will show in the account of candidate from where the payment of the fee to the College had originated, after two weeks submission of cancellation request.

- 3 The request for cancellation must be made on prescribed proforma available at the College office or downloadable from College website. The filled in form needs to be submitted at the College office and a receipt obtained from the designated authority. Incompletely filled in form or request or without date will not be considered. In exceptional situations, the filled prescribed cancellation form may be submitted by email on College email ID. In such cases the date of mailing of filled in seat cancellation form will be treated as the submission date.No other mode of cancellation of seat will be considered in any circumstances. Requests for cancellation admission received after expiry of the prescribed date will be summarily rejected and no correspondence in such case may responded to Cancellation request not on prescribed proforma format by any mode of submission shall be summarily rejected.

Source: AICTE NOTIFICATION (Overleapt)



PUBLIC NOTICE

All India Council for Technical Education (AICTE) has been empowered inter alia under section 10(n) of AICTE Act to "take all necessary steps to prevent commercialization of technical education". It has come to the notice of the Council that:

- Some of the AICTE approved Technical Institutions are admitting students to technical education programmes long before the actual starting of an academic session; collecting full fee from the admitted students; and, retaining their school institution's leaving certificates in original;
- Some Institutions are also reportedly confiscating the fee paid, if a student fails to join by such dates.
- Certificates in original are being detained by institutions to force retention of admitted students.
- The time limit for students to join the courses / programmes is also being advanced in some cases unrealistically so as to pre-empt students / candidates from exercising other options of joining other institutions of their choice.
- Some of the Institutes are not following the AICTE prescribed pay scales, salary of faculty & staffs are not paid timely.

AICTE REFUND POLICY

In the event of a student/candidate withdrawing before the starting of the course, the entire fee collected from the student, after a deduction of the processing fee of not more than ₹1000/- (Rupees One thousand only) shall be refunded/returned by the Institution. It would not be permissible for Institutions to retain the School / Institution Leaving Certificates in original. If a student leaves after joining the course and if the vacated seat is consequently filled by another student by the last date of admission, the Institution must refund the fee collected after a deduction of the processing fee of not more than ₹1000/- (Rupees One thousand only) and proportionate deductions of monthly fee and proportionate hostel rent, where applicable. In case the vacated seat is not filled, the Institution should refund the security deposit and return the original documents. Institution should not demand fee for the subsequent years from the students cancelling their admission at any point of time. Fee refund along with the return of Certificates should be completed within 7 days.

PENALTY CLAUSE

Institutions not following guidelines issued by the Council regarding refund of fee on cancellation of admission or delaying refunds shall be liable to any one or more of the following punitive actions by the Council:

- Fine for non-compliance of refund of fee levied against each case shall be twice the total fee collected per student
- Suspension of approval for supernumerary seats, if any, for one Academic Year
- Reduction in "Approved Intake"
- No admission in one/more courses for one Academic Year
- Withdrawal of approval for Programme/Course

WHOM TO APPROACH

In exercise of the powers conferred upon it under clause 1 of section 23 of the AICTE Act, 1987 (52 of 1987), All India Council for Technical Education (AICTE) has framed the AICTE (Establishment of Mechanism for Grievance Redressal) Regulations, 2012 and has notified those Regulations vide notification F.No. 37-3/Legal/2012 dated 25-05-2012. A copy of the Regulations is available on the AICTE web portal www.aicte-india.org>Bureau>Administration>Rules & Regulations.

These Regulations provide for (1) Establishment of a **Grievance Redressal Committee** in each technical Institution approved by the AICTE; and (2) Appointment of **Ombudsman**, by the affiliating Universities for the purpose of redressal of grievance of the students, parents and others.

Accordingly, all AICTE approved Institutions/Affiliating Universities shall comply with the above Regulations. They shall publish detailed information, including name, addresses etc. regarding constitution of the Grievance Redressal Committee, the OMBUDSMAN and its registry etc., in their website (public domain), prospectus and Notice Boards for wide publicity.

All aggrieved students, their parents & others may henceforth approach the Grievance Redressal Committee (GRC) of the institution in the first instance; and if they are not satisfied with the decision of the committee, they may send their appeal to the "OMBUDSMAN" directly. The 'OMBUDSMAN' shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal."

All the AICTE approved Institutions and affiliating Universities are directed to comply the above instructions.