

5. For further details regarding the fee structure of each courses refer www.spdtcollege.ac.in.

CANCELLATION OF ADMISSION & REFUND OF FEES FOR PG COURSES:

Vide University CIRCULAR NO.: UG/253 OF 1996 DATED 28/05/1996. (0.3574)

a] The registration fee once paid for the Post Graduate course will not be refunded for any reason.

b] The tuition fee paid by a candidate for the course in which he is registered as a Post Graduate student will be refunded to him / her if he/she leaves the said course without attending any lectures, seminars or practicals, subject to a deduction of 25% of the tuition fee only there from the administrative charges. An application by the candidate for such refund will only be entertained if it is received by the Registrar / Head of the University Department within fifteen days from the date of commencement of the lectures of the academic year in which the fee is paid.

c] The tuition fee paid by a candidate for the course in which he is registered as a Post Graduate student will be refunded to him if he leaves the said course and joined the another course of this University for which he applied at the same time and the selection for the new course of this University is made later, subject to a deduction of 25% of the tuition fee only there from for administrative charges. An application by the candidate for such refund will only be entertained if it is received by the Registrar / Head of the University Department within fifteen days from the date of his paying tuition fee for the new course.

FOR UG COURSES:O. 2859: Circular number UG/412 of 2008 of 11 Sept. 2008 Refund of Tuition, Development and all other fees after cancellation of admissions:

The candidates who have taken admission in Under Graduates courses in Govt. Colleges, In Govt. aided and unaided courses conducted by affiliated colleges and recognized Institutions may request for refund of fees after applying in writing for cancellation of their admission to the course. The refund of fees as applicable shall be made on or before 30th day after the date of cancellation and thereafter.

Table-1: Fee Deduction on cancellation of admission

Period and percentage of deduction charges					
(i)	(ii)	(iii)	(iv)	(v)	(vi)
* Prior to commencement of academic term and instruction of the course	Upto 20 days after the commencement of academic term of the course.	From 21 st day upto 50 days after commencement of the academic term of the course.	From 51 st day upto 80 days after the commencement of academic term of the course or August 31 st whichever is earlier.	From September 1 st to September 30 th .	After September 30 th .
Rs. 500/ lump sum	20% of the total amount of fees.	30% of the total amount of fees.	50% of the total amount of fees.	60% of the total amount of fees.	100% of the total amount of fees.

NOTE: The total amount considered for the refund of fees from the commencement of academic term of the courses includes the following:-

- i) All the fee items chargeable for one year are as per relevant University circulars for different Faculties (excluding the courses for which the total amount is fixed by other competent authorities).
- ii) The Fee charged towards group Insurance and all fee components to be paid as University share (including Vice-Chancellor fund,

University fee for sports and cultural activities, E-charge, disaster management fund, exam, fee and Enrollment fee) are non-refundable if payment is made by the college prior to the date of cancellation.

- iii) Fee collected for Identity card and Library card, admission form and prospectus, enrollment and any other course specific fee are not refunded after the commencement of the academic term.
- iv) All refundable deposits (Laboratory, Caution Money and Library etc.) will be fully returned at the time of cancellation. Provided that wherever admissions are made through centralized admission process for professional and / or for any other courses by other competent Authorities, the Refund Rules are applicable if specified by such authorities (as per the rules of relevant agencies) for the 1st year admission. In case of admission to subsequent years of the course. O.2859 is applicable for cancellation of admission.

Provided further that this refund rule is concurrent with the rules and guideline of other professional statutory bodies appointed for admission for relevant courses.

Further that O. 2859-A & O. 2859-B have been repealed and the amended O.2859 relating to the refund of Tuition Fees, Development and all other fees after cancellation of admission for the Under Graduate.

Note :

- 1) Sanction of NOC of Second Year and Third Year will be on the discretion of the management.
- 2) Refund is applicable only if student pay full fees for taking admissions in First Year of degree course of the academic year.

FREESHIPS AND SCHOLARSHIPS

Students belonging to SC / ST / DT - NT / EBC / PTC etc., and those who wish to avail of the Government Scholarship and freeships should apply in the prescribed form along with the necessary documents to the college office within one month from the commencement of the academic year or any other date notified by the college office.

The application forms for: (1) Economically Backward Class Free Studentship (EBC), (2) Primary / Secondary Teachers' Pupil Free Studentship (PTC) / STC) can be collected from the college office.

Shri Rajasthani Seva Sangh Trust provides endowment scholarship and prizes ever year to the ten per cent of the total number of students those who are economically backward.

COLLEGE OFFICE

- ◆ Student applying for certificates, certified copy, testimonials etc. should submit their application forms to the Office Superintendent / Head Clerk. The certificates / testimonials will be issued usually within two days after the submission of application form.
- ◆ Railway concession forms (local) will be issued to bonafide students on the prescribed days during office hours :
- ◆ Long journey Railway concession will be issued to students to their native place only during vacations. No students should approach the office for concession during the term.

LIBRARY

- ◆ The College library has a good collection of reference books, text books, magazines and periodicals on all subjects of Arts and Commerce. The text books are issued to students for home reading and reference for reading in the library only.