Reff. No.: TGPCET/FD/2024-25/   Date : 17-06-2024

Policy on Fee Adjustment and Re-admission

1. Fee Adjustment for DC Students

- ✓ DC students of our College are eligible for a fee adjustment if they request a refund within one year from the date of payment.
- ✓ **Request Submission**:
  - o **Students must submit a written request for a fee adjustment to the Accounts Department.**
  - o **The request must include:**
    - Student's full name & ID number
    - Date of fee payment
    - Reason for the refund request
    - The request can be submitted in person to the Accounts Department.
  - o **Processing the Request:**
    - The Accounts Department will verify the details and ensure the request is within the eligible timeframe.
  - o **The verification process will take up to 10 working days.**
  - o **Approval and Adjustment:**
    - Upon approval, the fee adjustment will be processed.
  - o **The adjusted amount will be refunded to the student's bank account within 15 working days.**
  - o **Forfeiture of Fees:**
    - If the refund request is made after one year, the fees will be forfeited, and no adjustment will be made.

2. Readmission and Absorption Fees

- **Eligibility for Readmission/Absorption**:
  - Students seeking readmission or absorption must meet the academic and administrative requirements set by the college.
- **Application for Readmission/Absorption**:
  - Students must submit a readmission/absorption application form to the Admissions Office.
- **The application must include:**
  - Student's full name & ID number
  - Previous program details
  - Desired program for readmission/absorption
  - Reason for readmission/absorption
- **The application can be submitted in person to the Admissions Office.**
- **Review and Approval**:
  - The Admissions Office will review the application and verify the eligibility criteria.
  - The review process will take up to 10 working days.

- **Fee Payment:**
  - Upon approval, students must pay the applicable readmission/absorption fee as follows:
  - Soft Programs (CSE, IT, Data Science): Rs. 40,000
  - Other Programs (Rest of All Excluded Above): Rs. 25,000
  - Polytechnic Programs: Rs. 20,000
  - Payment can be made via bank transfer, online payment portal, or in person at the Accounts Department.
- **Confirmation of Readmission/Absorption:**
  - Upon receipt of the fee payment, the student's readmission/absorption will be confirmed.

This policy is effective and applies to all current and prospective students of Gaikwad Patil Group of Institutions.

Date of Issue:

Authorised Signature:

Director (Finance)
Tulsiramji Gaikwad Patil College
Of Engineering & Technology, Nagpur

Principal
Tulsiramji Gaikwad Patil
College of Engineering &
Technology, Nagpur

Secretary
Vidarbha Bahu-uddeshiya Shikshan
Sanstha, Nagpur