

- (2) The Admission-approval proposal shall include the list of all candidates admitted which shall have the quota, Candidature Type, Reservation, Qualification Marks, etc., as well as, the required documents of the candidates admitted at institution level.
- (3) The Institute is responsible for enrolling the candidates on the portal of “Academic Bank of Credits” within eight days after confirmation of admission of the candidate in the Institute. Institute shall confirm the enrolment of the candidate on “Academic Bank of Credits” portal before submitting the admission approval proposal to the Directorate of Technical Education. The admission approval proposal shall consist of list of admitted candidates along with enrolment number of the candidate on the portal of “Academic Bank of Credits”. Admission of the candidates shall not be recommended for approval to the Admission Regulating Authority unless all admitted candidates in the institute are enrolled on the “Academic Bank of Credits” portal.
- (4) If a minority institution fails to admit minimum fifty-one percent of its sanctioned intake from the persons belonging to the concerned minority, for a period of three consecutive years, the Competent Authority shall inform the Department accordingly. The Department shall forward such cases along with observations to the Minorities Development Department as per the provisions of sub-section (2) of section 6 of the Act.

#### **15. Cancellation of Admission and Refund of fees, return of documents by Institutions**

- (a) The Candidate shall apply online for cancellation and submit duly signed copy of system generated application for cancellation of admission to the Institution. Once the candidate submits online request for cancellation, his admission shall be treated as cancelled. The Institute shall consider the online request made by candidate for cancellation as final, irrespective of whether he has submitted duly signed copy of system generated application to the Institute. Upon such cancellation, the candidate shall lose the claim on the seat and such seat shall become available for further allotment. If the candidate cancels admission on or before the last day for cancellation of seats with full fees refund as specified by the Competent Authority, the Institute shall refund the entire fees to the candidate after deduction of rupees one thousand only towards processing charges and return all his original documents submitted to the Institute within two days from submission of duly signed copy of system generated application to the Institute;
- (b) Candidate shall not be entitled to any refund of his/her fee except the Security Deposit and Caution Money Deposit if the online cancellation is effected by the candidate after the last day for cancellation of seats with full fee refund as specified by the Competent Authority. Link for online cancellation for admission shall be deactivated after cut off date. Candidate has to apply for cancellation of admission to the Institute by submitting application to the Institute after the cut off date;
- (c) No institution, who has in its possession or custody, of any document in the form of Certificates, Degree, Diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, shall refuse to

return such Certificate, Degree, Diploma, award or any other document with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue or avail any facility in such institution;

- (d) The Institution shall not entitle to recover the fees for the subsequent years from the student seeking cancellation of his admission at any point of time.

**16. Change of Course or Institution after First, Second or Third year of Under Graduate and Dual Degree or integrated programme. -**

- (1) The candidate seeking for a change in course or shift after successfully completing the First Year of studies or both first and second semester examination in all subjects or failed in one of the heads of passing, shall be allowed to do so in the same institution subject to the availability of seats and changes shall be carried out based on the marks of First Year or First and Second Semester together. The Principal shall be responsible for ascertaining the eligibility of the candidate as laid down by the concerned University for the course to which the candidate is being transferred.;

- (2) Transfer of candidates (Course and/or Institution) after first or second or third year shall be made in the following manner.-

(a) The candidate once admitted in first or second year shall not be eligible for transfer to any other Institution during the same academic year;

(b) The candidate passing the first year (both first and second semester) or second year (both third and fourth semester) or third year (both fifth and sixth semester) examinations in all subjects or failed in one of the heads of passing are considered as eligible for transfer of Institution or course:

Provided that for transfer after second year the candidate should have passed the first year, and for transfer after third year the candidate should have passed first and second year;

(c) There shall be no transfer of students at any stage in any case from Unaided Institutions to the Government or Government Aided, University Departments, University Managed Institutions. However, the candidate from the Government or Government Aided, University Departments, University Managed Institution may seek transfer to the Unaided Educational Institution;

(d) There shall be no transfer of students at any stage to Autonomous Institutions;

(e) Transfer to Unaided Institutions.- The Principals of Unaided institutions shall consider the candidate from other institutions for transfer with prior approval from the Director of Technical Education on submission of No Objection Certificate (NOC) from Institution, Eligibility Certificate from University and Vacancy position. The Principal or Director shall ascertain the eligibility of candidates as laid down by the concerned University for the course to which the candidate is being transferred;