



**ANDHRA PRADESH HIGHER EDUCATION
REGULATORY AND MONITORING COMMISSION**

III Floor, Sree Mahendra Enclave, NRI Block (C-Block),
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Office Telephone : 08645 274443 Email Id : aphermc@gmail.com



Lr.No.805/APHERMC/ADMN/Gri./2024

Date 21.11.2024

To

All the Principals of Private Unaided HEIs in Andhra Pradesh

Sir/Madam

Sub: APHERMC – Retention of Original Certificates and Collection of Excess Fees by Private Unaided Higher Educational Institutions – Request for Necessary Action - Reg.

- Ref: 1. Grievances of the students and parents addressed to the Member Secretary & CEO, APHERMC.
2. APHERMC Act, 2019, APHERMC Rules, 2019 and APHERMC Regulations, 2020.
3. Notice No.04/APHERMC/ADMN/2021, dated 05.02.2021 to All HEIs in the state of Andhra Pradesh.
4. UGC Regulation of October 2018 – Para 4.2 Verification and Non-Retention of Students' Academic and Personal Certificates – Penal Action.

* * *

It has come to the Commission's attention through complaints from students and parents across the state that certain Private Unaided Higher Educational Institutions are engaging in unethical practices. These include:

- Retaining original certificates of students even after the completion of their programs.
- Collecting fees in excess of the amounts prescribed by the Government in the relevant GOs.

Such practices not only cause undue mental distress to students and their families but also obstruct students' opportunities for higher education and employment.

As per Rule 11 A(1)(d) of the APHERMC Rules, 2019, read with Section 10 of the APHERMC Act, 2019, the Commission has the authority to impose penalties of up to ₹15,00,000 (Rupees fifteen lakhs) for deliberate and willful retention of original certificates. Furthermore, the Commission can recommend the disaffiliation of institutions indulging in such erratic practices. The University Grants Commission (UGC), as cited in the fourth reference, also strictly prohibits the retention of original certificates. The Commission is continuously and closely monitoring this issue on a priority

Cont.....

basis through its 'Grievance Cell' and official communication with HEIs, as cited in the third reference.

In light of the above, I am directed to request you to use your good offices and direct the concerned to strictly adhere to:

- o The provisions of the APHERMC Act, 2019, and its related rules and regulations.
- o The directives issued by the University Grants Commission (UGC).

Your cooperation in ensuring compliance with these regulations is essential to protect the interests of students and maintaining the integrity of higher education in Andhra Pradesh.

Thank you for your immediate attention to this matter.

Yours faithfully,


MEMBER SECRETARY & CEO

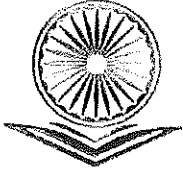
**Member Secretary & CEO
APHERMC**

Encl.:

1. Public notice of University Grants Commission dated 11th August, 2020.
2. APHERMC Circular dated 05.02.2021 to all Higher Educational Institutions in AP.

Copy to:

1. PS to Chairperson, A. P. Higher Education Regulatory and Monitoring Commission, Tadepalli.
2. PS to Principal Secretary to Govt., Higher Education Department, Government of AP.
3. Secretary, Andhra Pradesh State Council of Higher Education, Mangalagiri.
4. Registrars of the University concerns.



ज्ञान-विज्ञान विमूक्तये

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(मानव संसाधन विकास विभाग, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

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F.No.14-12/2019(CPP-II)

11th August, 2020

PUBLIC NOTICE

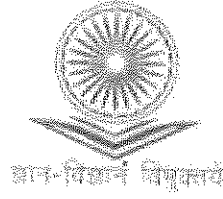
**NON RETENTION OF CERTIFICATES OF TEACHERS BY HIGHER
EDUCATIONAL INSTITUTIONS - REGARDING**

It has come to the notice of the UGC that many of the universities/colleges/institutes collect the original academic certificates, mark-sheets etc. at the time of issuing employment contracts to the teachers and then continue to retain those documents with them. The teachers face tough time recovering their certificates from their employer educational institutions when they leave their job. Many have to forego their better prospects as they are not able to recover their documents in time.

The UGC, taking a serious view on these matters, hereby notifies that no employing Higher Educational Institutions (HEIs) shall keep in their possession any teacher's academic certificates/documents in original which is akin to depriving them of their rights. Further every Higher Educational Institutions (Universities/Colleges/Institutes) are mandatorily required to issue employment contracts clearly specifying all the terms and conditions in accordance with the stipulated norms of the UGC and other statutory bodies concerned.

All the institutions are required to strictly comply the above.

(Rajnish Jain)



University Grants Commission

Notification

on

Refund of Fees and Non-Retention of Original Certificates

October, 2018

1. Introduction:

The Commission has notified University Grants Commission (Grievance Redressal) Regulations, 2012 on redressal of multifarious grievances of students. But given the sheer volume of the complaints regarding non-refund of fees and retention of original certificates by Higher Educational Institutions (HEI), the Commission felt the need to notify elaborate instructions so as to curb such malpractices and decided to issue appropriate instructions in the form of this Notification to all universities and other HEIs under the purview of the UGC.

2. Objective:

To prohibit coercive and profiteering institutional practices in the matters related to refund of fees in case of withdrawal from the programme and retention of original certificates at the time of and / or after admission.

In exercise of powers conferred by Section 12 (d) read with Section 12(j) of the UGC Act, 1956, the UGC issues this Notification for adoption of standard operating procedures in the matters related to refund of fees in the event of student's withdrawal from the program and non-retention of certificates at the time of admission.

3. Application and Enforcement

3.1. The instructions contained in this Notification shall be in supersession to its earlier Public Notice dated 23.04.2007 and its Notification dated 16th December, 2016. It shall be applicable to Undergraduate, Postgraduate and Research Programs run by universities included under Section 2 (f) of UGC Act, together with all colleges under their affiliating domain and institutions declared as deemed to be universities under Section 3 of the UGC Act.

3.2 The provisions contained in this Notification shall come into force with immediate effect and shall have regulatory force on extant as well as future grievances over issues and matters covered herein.

4. Specific provisions for Mandatory compliance by HEIs:

The Commission herewith lays down specific provisions and consequent mandatory compliance on the issues related to:

- (1) Refund of fees by the institution concerned in the event of the withdrawal from the programme by a student; and
- (2) Verification and non-retention of academic and personal certificates of student;

For any complaint in respect of (1) & (2) above, the grievance redressal mechanism as prescribed under UGC (Grievance Redressal) Regulations, 2012, shall be followed.

4.1 Refund of Fees

4.1.1 No HEI shall make it mandatory for applicants to purchase the institutional prospectus at any time during the course of the programme of study. Purchasing prospectus shall be the personal choice of the applicant and he/she shall have rights to decide against it in case he/she wishes to access the information from the institutional website. As laid down in the Right to Information Act, 2005, and reiterated in the UGC Guidelines on Students' Entitlement, all HEIs shall disclose on their website and prospectus information regarding the status of the institution, its affiliation, accreditation

status, physical assets and amenities, course-wise sanctioned intake of students, various types of fees payable for different programmes, total fees payable for an entire programme, last date of admission, details of faculty, members of governing bodies and minutes of the meetings of bodies like Academic/Executive Council, sources of income, the financial situation and any other information about its functioning, necessary for an applicant to make a fully informed choice.

4.1.2 HEIs shall charge fees in advance only for the semester/year in which a student is to engage in academic activities. Collecting advance fees for the entire programme of study or for more than one semester/year in which a student is enrolled is strictly prohibited.

4.1.3 If a student chooses to withdraw from the programme of study in which he/she is enrolled, the institution concerned shall follow the following five-tier system for the refund of fees* remitted by the student.

| S. No | Percentage of Refund of fees* | Point of time when notice of withdrawal of admission is received in the HEI |
|-------|-------------------------------|-----------------------------------------------------------------------------------------------|
| (1) | 100% | 15 days or more before the formally-notified last date of admission |
| (2) | 90% | Less than 15 days before the formally-notified last date of admission |
| (3) | 80% | 15 days or less after the formally-notified last date of admission |
| (4) | 50% | 30 days or less, but more than 15 days, after formally-notified last date of admission |
| (5) | 00% | More than 30 days after formally-notified last date of admission |

NOTE : *Caution money and security deposit, which are not part of the fees chargeable, shall be refunded in full.

4.1.4 In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.

4.1.5 Fees shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

4.2 Verification and Non-retention of Students' Academic and Personal certificates

4.2.1 No HEI shall insist upon a student to submit the original academic and personal certificates, like, mark-sheets, school leaving certificates and other such documents, at the time of submitting admission form, but the submission of self-attested copies thereof shall be mandatory.

4.2.2 HEIs shall physically verify the originals at the time of admission of the student in his/her presence and return them immediately after satisfying themselves about their authenticity, keeping the attested copies for their record.

4.2.3 The self-attested certificates of students shall be held valid and authentic by institution concerned and/or the affiliating university for all purposes and administrative requirements and should there be a need for physical verification at any time during the course of the programme of study, such verification shall be undertaken and the original certificates thus used for verification shall be returned immediately to the student concerned.

4.2.4 Taking the certificates into institutional custody under any circumstance or pretext is strictly prohibited.

4.2.5 In case of any suspicion over the authenticity or genuineness of a certificate, reference may be made to university or the Board which issued the certificate to the student and the admission be subjected to the authentication, but original certificate shall not be retained by the HEI under any circumstance.

4.3 Grievance Redressal Mechanism (GRM)

4.3.1 All HEIs shall mandatorily have a "Grievance Redressal Mechanism" (GRM) as mandated by UGC (Grievance Redressal) Regulations, 2012, as amended from time to time, to address and effectively resolve complaints, representations and grievances related to any of the issues mentioned in this Notification.

4.3.2 The GRM shall be available on HEI website.

4.3.3 HEIs shall ensure that all grievances received are addressed as deemed fit within 30 days.

5. Punitive Actions by Commission against defaulting HEIs

The Commission, in respect of any HEI which contravenes or fails to comply with the provisions of this Notification, shall proceed to take one or more of the following actions, namely:-

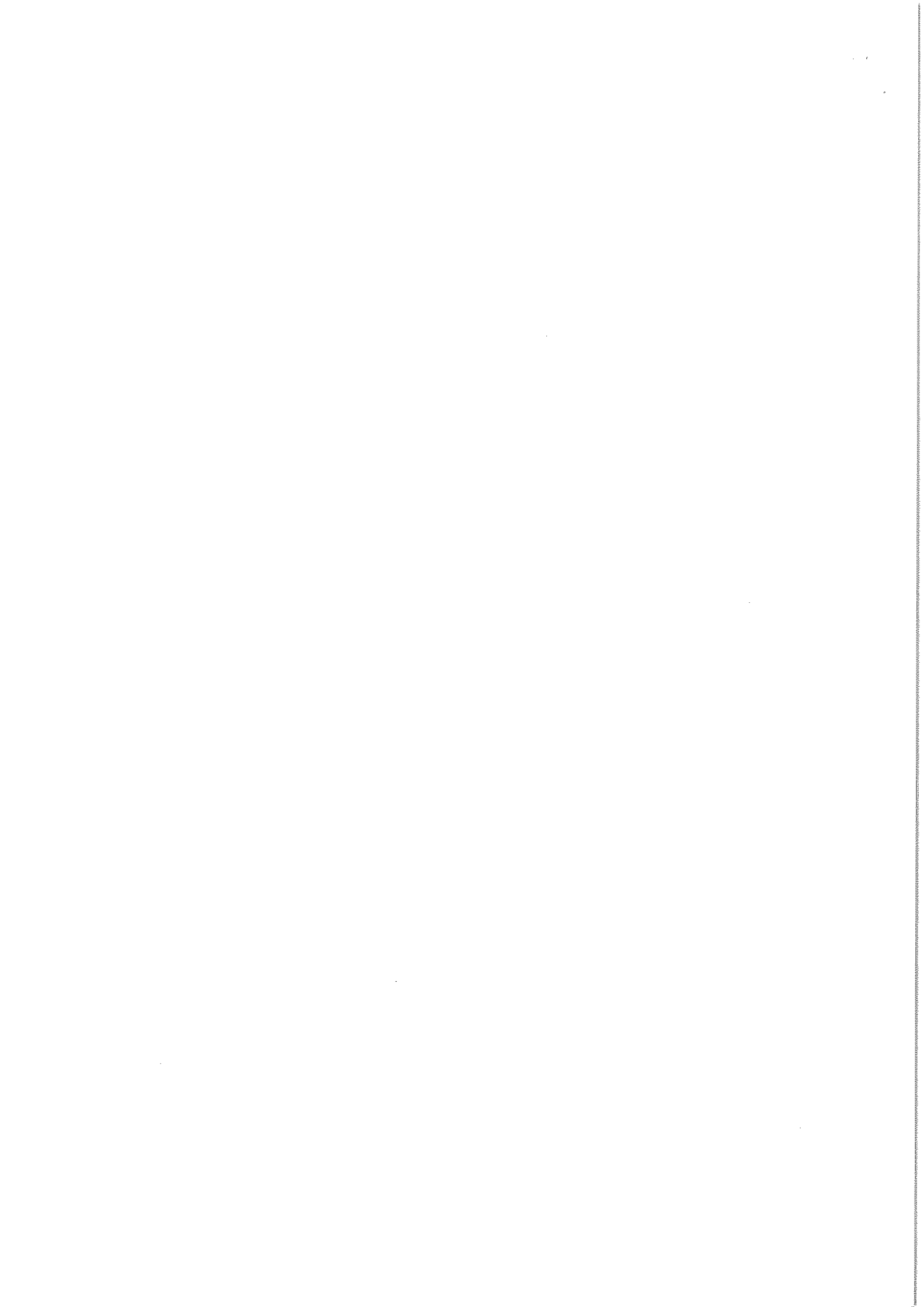
- (a) withdrawal of declaration of fitness to receive grants under Section 12B of the UGC Act, 1956;
- (b) withholding any grant allocated to the HEI;
- (c) declaring the HEI ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- (d) informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, about the non-compliance by the HEI concerned;
- (e) recommend to the affiliating university for withdrawal of affiliation, in case of a college / institute;
- (f) recommend to the Central Government for withdrawal of declaration as Institution deemed to be university, in case of an institution deemed to be university;
- (g) recommend to the appropriate State Government for appropriate necessary action in case of a university established or incorporated under a State Act;

- (h) taking such other action within its powers as the Commission may deem fit.

Provided that no action shall be taken by the Commission under this Notification unless the HEI has been given an adequate opportunity of being heard.



(Rajnish Jain)
Secretary





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From: The Member Secretary & CEO
A.P. Higher Education Regulatory &
Monitoring Commission,
Tadepalli, Guntur District-522501.

To: All the Higher Educational Institutions
And Student Community


Notice No.04 /APHERMC/ADMN/2021 Date:05.02.2021

Sir,

Sub: APHERMC uploading certain information on the website of
APHERMC-Reg

The APHERMC would like to draw the attention of all the higher educational institutions and the student community about varies notices issued by the UGC, pertaining to accreditations, Retention of certificates fee refund, Extension of date for submission of Ph.D/M.Phil and Thesis etc.

1. No.F.4-12/2012(IUC)
2. No.F.1-10/2020(CPP-II)
3. F.No.14-12/2019(CPP-II)
4. Notification on Refund of Fees and Non-Retention of original Certificates


**MEMBER SECRETARY & CEO
MEMBER SECRETARY & CEO
- A.P. HIGHER EDUCATION
REGULATORY AND MONITORING COMMISSION**



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Bahadur Shah Zafar Marg, New Delhi-110002

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NOTICE

No.F.4-12/2012(IUC)

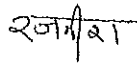
January 29, 2021

Sub: Accreditation of Higher Education Institutions

University Grants Commission has been consistently striving for excellence with a specific focus on quality. Accreditation is considered as one of the most significant and globally recognised means to ensure quality of the education system. Hence, University Grants Commission (Mandatory Assessment and Accreditation of higher Educational Institutions) Regulations 2012 were notified to make it mandatory for each Higher Education Institution to get accredited by the Accreditation Agency after passing out of two batches or six years, whichever is earlier. UGC has also set an ambitious target for itself that institutions should get accredited with a minimum score of 2.5 by the year 2022. To accomplish this target, UGC introduced a new initiative called "Paramarsh" in the year 2019 for mentoring the non-accredited institutions. This initiative intends to promote well-performing accredited institutions to mentor the NAAC accreditation aspiring institutions to upgrade their academic performance and get accredited. A well-designed scheme of Mentor-Mentee relationship will not only benefit both the institutions but also lead to quality education for the students who are currently enrolled in the Indian higher education system. 167 Mentor Institutions have been approved so far under "Paramarsh" to mentor 936 non-accredited HEIs. The list of the Mentor Institutions may be seen on the UGC website, www.ugc.ac.in.

We are aware of the fact that there are still a large number of institutions which are yet to be accredited. These institutions are expected to make all out efforts to get themselves accredited at the earliest. Moreover, the NAAC accreditation aspiring institutions may seek guidance from the Mentor Institutions as well as other high performing institutions so that they can get an exposure to the best practices.

The HEIs are therefore expected to come forward for accreditation so as to maintain global standards and ensure quality of our higher education system.


(Rajnish Jain)



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No.F.1-10/2020(CPP-II)

3rd December, 2020

PUBLIC NOTICE

Extension of date for submission of thesis for terminal M.Phil/Ph.D students

The University Grants Commission has issued Guidelines on Examination and Academic Calendar for the Universities in view of COVID-19 Pandemic and subsequent Lockdown on 29th April, 2020. As per these Guidelines, extension of six months was conveyed for M.Phil/Ph.D students who were to submit their Dissertation/Thesis by 30th June, 2020.

Due to COVID-19 Pandemic, the universities have remained closed for the past several months. Therefore, the students have not been able to conduct their research/experiments in the university laboratories nor they were able to access library services that are critical for completion of thesis.

In view of the above and in the larger interest of the research scholars, a further extension of six months for terminal M.Phil/Ph.D students, who were supposed to submit their thesis by 31st December, 2020, may be granted by the universities i.e. till 30th June, 2021. Extension of six months, as mentioned above, may also be granted for submitting evidence of publication and presentation in two conferences. However, the tenure of fellowship of M.Phil/Ph.D will be the same (5 years).

(RAJNISH JAIN)



प्राम-विज्ञान विमुक्तये

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सचिव

Prof. Rajnish Jain
Secretary



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F.No.14-12/2019(CPP-II)

11th August, 2020

PUBLIC NOTICE

**NON RETENTION OF CERTIFICATES OF TEACHERS BY HIGHER
EDUCATIONAL INSTITUTIONS - REGARDING**

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