



ANDHRA PRADESH HIGHER EDUCATION REGULATORY AND MONITORING COMMISSION

Government Of Andhra Pradesh



2nd Floor, Sree Mahendra Enclave, NRI Block (C-Block), Tadepalli, Guntur Dist. - 522 501

☎ : 08645 274442, ✉ E-mail: aphermc@gmail.com 🌐 Website: www.aphermc.ap.gov.in

Lr.No. 822/APHERMC/ADMN/2025

Dt. 04.11.2025

From
Prof. D. Suryachandra Rao
Member Secretary & CEO
A.P. Higher Education Regulatory
and Monitoring Commission (APHERMC)
Tadepalli, Guntur District-522501.

To
The **Principals** of the Private
Unaided Higher Educational
Institutions in A.P. and,
The **Registrars** of all the Private
Universities in A.P.

Sir,

Sub: APHERMC – Retention of Original Certificates and Collection of
Excess Fees by Private Unaided Higher Educational Institutions –
Directions for Strict Compliance – Reg.

- Ref: 1. Representations and grievances received from students and
parents addressed to the Member Secretary & CEO,
APHERMC.
2. APHERMC Act, 2019; APHERMC Rules, 2019; and APHERMC
Regulations, 2020.
3. A.P. Private Universities (Establishment and Regulation) Act,
2016; A.P Private Universities (Establishment) Rules, 2017.
4. Notice No. 04/APHERMC/ADMN/2021, dated 05.02.2021,
issued to all HEIs in Andhra Pradesh.
5. UGC Regulations, October 2018 – Para 4.2 on Verification and
Non-Retention of Students' Academic and Personal Certificates
– Penal Action.

* * *

It has come to the serious notice of the Commission, through several
complaints received from students and parents, that certain Private Unaided
Higher Educational Institutions, including some Private Universities in the
State, continue to indulge in grossly irregular and unethical practices such
as:

- Retaining students' original academic and personal certificates even
after completion of their programmes;
- Retaining original certificates of the faculty, and
- Collecting fees in excess of the amounts prescribed by the Government
in the relevant G.O.s.

Such acts are illegal, unethical, and in total violation of statutory norms. They cause undue hardship and distress to students and faculty members, and directly obstruct students' rights to higher education and employment opportunities.

The Commission hereby issues a serious directive to all Private Unaided HEIs and Private Universities that any deviation or non-compliance with the statutory directives of the Commission and the UGC will invite strict regulatory and penal action without further notice.

As per Rule 11(1)(d) of the *APHERMC Rules, 2019* read with Section 10 of the *APHERMC Act, 2019* and Section 32 of the *A.P. Private Universities (Establishment and Regulation) Act, 2016* read with Rule 13 of the corresponding Rules, the Commission is empowered to:

- Impose penalties up to ₹15,00,000 (Rupees Fifteen Lakhs only) for deliberate and wilful retention of original certificates; and
- Recommend disaffiliation or withdrawal of recognition of the concerned institution or university found guilty of such violations.

Further, as per UGC Regulations (October 2018), the retention of original certificates of students or faculty is strictly prohibited. Institutions shall verify original certificates in the presence of the candidate at the time of admission or appointment and return them immediately after verification.

The Commission, through its Grievance Redressal Cell, is continuously monitoring this issue and will not hesitate to initiate stringent action, including imposition of penalties and recommendations for disaffiliation, against defaulting institutions.

Accordingly, all Principals and Registrars are hereby directed to:

1. Immediately return all original certificates of students and faculty, if any are currently held by the institution.
2. Refund forthwith any excess fees collected beyond the amounts approved by the Government.

3. Strictly adhere to all provisions of the APHERMC Act, 2019, Rules and Regulations, and A.P. Private Universities (Establishment and Regulation) Act, 2016 and Rules.
4. Ensure full compliance with UGC directives regarding non-retention of original certificates and fee regulations.

Failure to comply with the above directions will be viewed as wilful disobedience of statutory authority and will attract immediate punitive and regulatory action by the Commission.

Thank you for your immediate and strict attention.

Yours faithfully,

D.SURYACHANDRA RAO
MEMBER SECRETARY & CEO

Member Secretary & CEO
A.P. Higher Education

Regulatory & Monitoring Commission

Encl.:

1. Public Notice of University Grants Commission dated 11.08.2020.
2. APHERMC Circular dated 05.02.2021 to all HEIs in A.P.
3. Lr.No.6133/APHERMC/ADMN/2022 dated 10.08.2022
4. Lr.No.3014/APHERMC/ADMN/2023 dated 28.11.2023
5. Lr.No.805/APHERMC/ADMN/Gri./2024 dated 21.11.2024

Copy to:

1. The Principal Secretary to CMO, Higher Education Department, Government of Andhra Pradesh.
2. The Secretary to Government, Higher Education Department, Government of Andhra Pradesh.
3. PS to Chairperson, Andhra Pradesh Higher Education Regulatory and Monitory Commission (APHERMC), Tadepalli, Guntur District.
4. PS to Chairperson, Andhra Pradesh State Council of Higher Education (APSCHE), Mangalagiri, Guntur District.
5. PS to the Vice Chancellors/Registrars of all State Universities in A.P.
6. PS to Vice Chancellors/Registrars of all the Private Universities in A.P.



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)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

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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.

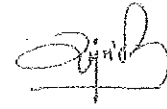
5. Punitive Actions by Commission against defaulting HEIs

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



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

III Floor, Sree Mahindra Enclave, NRJ Block (C-Block),
NH-16, Tadepalli, Guntur District - 522501
Office Telephone: 08645 274443 Email Id : aphermc@gmail.com



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 various 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



ज्ञान-विज्ञान विमुक्तये

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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Bahadur Shah Zafar Marg, New Delhi-110002

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NOTICE

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

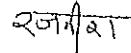
January 29, 2021

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.

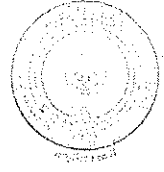
The HEIs are therefore expected to come forward for accreditation so as to maintain global standards and ensure quality of our higher education system.


(Rajnish Jain)



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NH-16, Tadepalli, Guntur District - 522501
Office Telephone : 08645 274443 Email Id : aphermc@gmail.com



NOTICE

Lr.No.6133/APHERMC/ADMN/2022

Date: 10.08.2022

To

All Higher Educational Institutions in the State of Andhra Pradesh.

Ref: 1) Lr.No.345/ADMN/APHER&MC/2019-20 of the Member Secretary & CEO, APHERMC dated 09.01.2020 addressed to all the Universities/Higher Educational Institutions in A.P regarding collection of excess fee over and above the fee notified by the Government.

2) Lr.No.1113/APHERMC/ADMN/2022 of the Member Secretary & CEO, APHERMC dated 21.01.2022 addressed to the Principals of all the Private Colleges in A.P., directing them to display the notified fee by the Government on the notice board.

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The Andhra Pradesh Higher Education Regulatory and Monitoring Commission (APHERMC) and the Government have been receiving several grievances from students, parents, faculty and public both individuals and associations pertaining to:

1. Collection of excess fee other than the fee notified by the Government under various unauthorized heads like Project Work, Seminars, Placement Training etc.
2. Non-Return of Original Certificates of the students with the demand for payment of excess fee under various heads of accounts.
3. Threatening the students that they will not be permitted to appear for the examinations, if the demanded excess fee is not paid.
4. Faculty recruitment and selection procedure, service conditions, non-payment or under payment of salaries, ill-treatment, forceful resignation, termination from service of staff without proper procedure and such related issues.
5. Non-Payment or Underpayment of stipend to the serving students/doctors, wherever applicable (i.e., Medical and Dental Courses).

6. Failure to follow the merit order in admitting the students under Management and NRI Quotas, and demanding excess fee under various guises.
7. Exorbitant charges for hostels and transport.

In the light of these the Commission is reiterating the Act, Rules and Regulations posted on APHERMC website (www.aphermc.ap.gov.in) and informing to reinforce the following:

- Display of detailed Fee Structure (year-wise and Course-wise) notified by the Government on the website of the Institution and notice boards (Institution and Classroom).
- Attend to the grievances of the students, staff and send the compliance reports to APHERMC in a time bound manner.
- Original Certificates of the students shall not be with held after the completion of their admission process.
- Excess fee other than the fee notified by the Government shall not be collected under any guise. ***Collection of higher fee than the prescribed amounts to collection of Capitation fee and is punishable under the provisions of the Andhra Pradesh Educational Institutions (Regulation of Admissions and Prohibition of Capitation Fee) Act, 1983 (Act No.5 of 1983) and the APHERMC Act of 2019.***
- Fee shall not collected in advance from the students who are eligible for full fee reimbursement under Jagananna Vidya Deevena (JVD) scheme.

The Commission will monitor the Institutions and conduct **surprise visits from time to time**. The Commission shall interact with students and various functionaries, verify the records to ascertain the functioning of the Institutions. Discrepancies, if any observed by the Commission would lead to **penalization and recommendation for withdrawal of affiliation by the concerned University and other regulatory bodies**.

This Notice is issued as curtain raiser for the Academic Year 2022-23.


(Dr. N. Rajasekhara Reddy)
MEMBER SECRETARY & CEO

Member Secretary & CEO
A.P. Higher Education
Regulatory & Monitoring Commission



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Office Telephone: 08645 274443 E-mail Id : aphermc@gmail.com



Lr.No.3014/APHERMC/ADMN/2023

Date:28.11.2023

C I R C U L A R

To
All the Universities/Higher Educational Institutions
Andhra Pradesh.

Sir / Madam,

Sub: Grievances of the parents and students on the collection of extra fees in the pretext of affiliation, examination, library, and other such fees - Directed the HEIs to confine to the G.Os issued by the Government of Andhra Pradesh with regard to student fees - reg.

Ref: APHERMC Act, Rules and Regulations.

* * *

In the pursuance of the subject and reference cited above, it is brought to the notice of all the Higher Education Institutions (HEIs) in the state of Andhra Pradesh that some of the students and parents are forwarding their grievances to APHERMC with regard to the collection extra amounts from the students in the pretext of affiliation fee, examination fee, library fee, sports fee, etc., by some of the Higher Educational Institutions. It is quite an unfortunate trend which is adversely affecting the genuine interests of the stakeholders.

In this context, it is informed to all the Higher Education Institutions that the institutions are entitled to tuition fees notified by the Government of Andhra Pradesh based on the recommendations of the APHERMC for the block period 2023-26. Since the tuition fee notified by the Govt. of AP in the GOs is an all-inclusive annual fee, the Higher Education Institutions in the state of Andhra Pradesh shall not charge any fee either directly or indirectly any other amount over and above the fixed fee in the pretext of affiliation fee, examination fee, library fee, sports fee, etc., In case of deviation from these directions, the Commission will initiate serious penal action as per the provisions of the Act and Rules made there under.

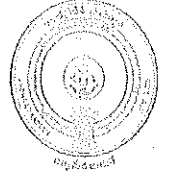

MEMBER SECRETARY (FAC)

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



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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:

- o Retaining original certificates of students even after the completion of their programs.
- o 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

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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.