

NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING & RESEARCH,
Deemed to be University under Distinct Category
Shamla Hills, Shanti Marg, Bhopal – 462002

F.No. Accts./2026/ 501

Dated: 25.08.2026

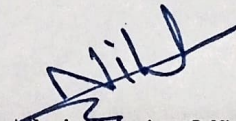
ORDER

With the approval of the Competent Authority, the Fee **Refund Policy** of the Institution is hereby notified as under:-

• **General conditions of fee refund (withdrawal/cancellation of Admission) :-**

1. If a student withdraws before the start of the programme by the university, the entire fee collected shall be refunded after deducting a processing fee of not more than Rs. 1000/-
2. If a student leaves after joining a programme and the vacated seat is filled by another student on or before date of admission, the fee collected shall be refunded after deducting a processing fee of not more than Rs. 1000/- and proportionate deductions of monthly fee and hostel rent, where applicable.
3. Refund of fees, along with return of certificates (TC/Migration) shall be completed upon approval of the competent authority on withdrawal request.
4. Refunds shall be made through the same mode of payment/bank transfer to the student's or parent's account.
5. Withdrawal applications must be submitted in writing (physically, email or through the university admission cell), the date of receipt of the application in the admission cell shall be taken for computing the refund percentage.
6. Any dues or fines outstanding against the student may be adjusted from the refundable amount.
7. In the event of any conflict, the latest UGC/AICTE notification for the relevant academic session shall prevail.
8. If a student withdraws more than 30 days formally commencement of the programme, there will be no refund of fee except university caution money (refundable).

This Order shall come into force with immediate effect.


**Senior Administrative Officer &
Registrar In-Charge**

Copy to:

- All Deans & HODs – for information and record and further dissemination as deemed suitable.
- HOD, DCSE – to upload the policy on Institute's website.
- Administrative Officer
- Store Purchase Officer
- Accounts Officer
- University Website/Notice Board
- Sr. PA to Director Sir
- Office Copy