

- (3) If unaided 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 provisions of section 12C of the National Commission for Minority Educational Institutions Act 2004.

**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/her admission shall be treated as cancelled. The Institute shall consider the online request made by Candidate for cancellation as final irrespective of whether he/she 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. The candidate shall then become entitled to and the Institute shall refund the entire fees to the candidate after deduction of Rs.1000/- towards processing charges and return all his/her original documents submitted to the Institute within three days from submission of duly signed copy of system generated application to the Institute;
- (b) Notwithstanding clause (a) above, 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 5.00 P.M of the cut-off date prescribed by the Competent Authority;
- (c) No institution, who has in its possession or custody, of any document in the form of certificates or any other documents deposited with it by a person for the purpose of seeking admission in such institution, shall refuse to return such certificates or 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. In such cases action shall be taken as per the directives given by

the Government from time to time.

- (d) The institution shall not 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 Year.-**

- (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 full or failed in one of the heads of passing will be allowed to do so in the same institution subject to the availability of seats and changes will 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 Candidates as laid down by the MSBTE for the course to which the Candidate is being transferred.
- (2) Transfer of Candidates Course and / or Institution after first or second year shall be made in the following manner,-
- (a) The Candidate once admitted in first year 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) examinations in full 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;
- (c) The transfer of Student from the existing Institution to any other institution shall be as per the Schedule-V;
- (d) Transfer to Unaided Institutions.- The Principal of Unaided institution shall consider the Candidates from other institutions for transfer with prior approval from the Directorate of Technical Education on submission of No Objection Certificate (NOC) from institution, Eligibility Certificate from the MSBTE and vacancy position. The Principal or Director shall ascertain the eligibility of Candidates as laid down by the MSBTE for the course to which the Candidate is being transferred;

- (e) No Application without recommendation of the Principal of Institution shall be entertained by the Directorate of Technical Education;
- (f) If the result of the MSBTE or Institution is not declared before the process of transfer, Candidates of that Board or Institution will lose claim on transfer.
- (3) The candidate not fulfilling the eligibility criteria for transfer shall not be transferred to any institute in any circumstances.
- (4) The Candidates admitted under Supernumerary Quota seats are not eligible for change of Course or Institution.
- (5) The candidates from the educational institutions which are outside the purview of this Rules shall be eligible for transfer to the unaided private educational institutions subject to the fulfilment of eligibility criterion and requirements as may be notified by the Government from time to time and the fulfillment of the conditions stated above in sub rule (2).
- (6) List of all transfers shall be communicated to the Competent Authority for final approval.

**17. Fees and Concessions-**

17.1 Fees Prescribed for Government and Non-Government Aided Institutes Fee structure for the academic year 2022-23 shall be as follows:

Fees	First year and Direct Second year admission of Post SSC Diploma Courses: Non Autonomous and Autonomous Government Institutes and Non-Government Aided Institutes	First year of Post HSC Diploma Courses: Non Autonomous and Autonomous Government Institutes and Non-Government Aided Institutes.
Tuition Fee	Rs. 6,000/- per year	Rs. 6,000/- per year
Development Fee	Rs. 1,000/- per year	Rs. 3,000/- per year
Other Fee	Rs. 550/- per year	Rs. 550/- per year
Total	Rs. 7550/- per year	Rs. 9550/- per year