



OSMANIA UNIVERSITY
HYDERABAD – 500 007

No. MR- 87 /H/Acad-IV-5/2019

Date: 12 -02-2020.

To
All the Principals/Correspondents of affiliated colleges
under the jurisdiction of Osmania University.

Sir/Madam,

Sub:- Osmania University – Retention of Original Certificates and
Collection of Excess Fee – Implementation of UGC Notification - Reg.
Ref:- Univ. Letter No. MR-45/H/Acad-IV/2019, Dated 19-01-2019.

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The students who have completed/discontinued their Degree/P.G. Courses (Professional/ Non-Professional) are approaching the University frequently and requesting to instruct the respective colleges to return back their Original Certificates and not to insist for payment of tuition fee for the remaining year(s) of study. In this regard, the University Grants Commission, New Delhi has issued a Notification in the month of October, 2018 on Refund of Fees and Non-Retention of Original Certificates by Higher Educational Institutions (HEI). The details of Notification are mentioned below.

No College 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 personal choice of the applicant and he/she shall have right to decide against it in case he/she wishes to access the information from the institutional website. The College 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.**

No College shall insist upon a student to submit the original academic and personal certificates, like, mark-sheets and other such documents, at the time of submitting admission form, but the submission of self-attested copies thereof shall be mandatory. Further, the College 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 the authenticity, keeping the attested copies for the record.

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

In case of any suspicion over the authenticity or genuineness of a certificate, reference may be made to University which issued the certificate to the student and the admission be subjected to the authentication, **but original certificates shall not be retained by the college under any circumstances.** Further, the UGC has informed that in respect of any HEI (Higher Educational Institution) which contravenes or fails to comply with the provisions of their Notification shall proceed to take action under the rules.

In light of the UGC Notification and in view of the students' representation, all the Principals/Correspondents of affiliated colleges offering UG/PG (Professional/Non-Professional) courses are directed to return back the original certificates of the students and also not to insist for payment of tuition fee for the remaining year(s) of study, if any student cancel/discontinue the admission. If any college violates the above directions, University will take stringent action against such college.

Yours faithfully,



DEPUTY REGISTRAR
(Academic)

Copy to:-

- 1) The Director, Directorate of Academic Audit, OU.
- 2) The Dean, Students Affairs, OU.
- 3) The P.A., to Registrar/OSD to VC, OU.
- 4) The Secretary to Vice-Chancellor, OU.