

राष्ट्रीय होटल प्रबन्ध एवं कैंटरिंग टेकनालॉजी परिषद
(पर्यटन मंत्रालय, भारत सरकार के अधीन स्वायत्तशासी निकाय)
NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND
CATERING TECHNOLOGY

(An autonomous body under Ministry of Tourism, Govt. of India)

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NCHM-10106/18/2021-ADMIN

Date: 10.09.2025

To
Principal,
All Affiliated Institutes
(CIHMs, SIHMs, PSU IHM, Pvt. IHMs, PPP IHMs)

Subject: - Regarding Refund of Fee on Seat cancellation – 2025-2026

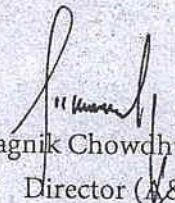
Sir /Madam,

This has reference to the subject cited above, the UGC has circulated the Refund Rules 2024 for vide their letter no. – D.O.No.F.2-71/2022 (CPP-II) (C-114546) dated 12th June 2024.

In accordance to the guidelines contained in UGC's fee refund policy 2024-2025, all the Higher Education Institutes have to make fee refund to a student after deducting only Rs.1000/- as processing fees charge till 31.10.2025. As such in the event of cancellation of seat by any candidate till 31.10.2025 he/she be refunded the fee already deposited after deduction of Rs.1000/- only. However, if any student cancelled the seat after availing the classes (excluding the Induction day) or availed the Hostel facility, a proportionate amount of services availed by them may also be deducted in addition to Rs.1000/- as processing charges and balance amount be refunded.

Accordingly, all the Institutes under the academic umbrella of this Council should deal with the withdrawal/refund cases as per above instructions.

Yours faithfully,


Dr. Sagnik Chowdhury
Director (A&F)

10/09/25