



राष्ट्रीय दंत चिकित्सा आयोग
National Dental Commission
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & Family Welfare
भारत सरकार
Government of India

CIRCULAR

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Dated: 03 June, 2026

To

The Principals/Heads of all the Dental Colleges in the Country

Sub: - **Refund of Fees and Non-Retention of Original Certificates of Student(s) by Dental Colleges/Institutions – regarding**

Madam/Sir,

It has come to the notice of the National Dental Commission that various Dental Colleges are retaining the original certificates/documents of candidates even after the completion of admission process. Several complaints of the students have been received in this office. Such retention is not permissible, as per the UGC guidelines.

2. Further, the Under-Graduate and Post-Graduate Dental Education Board, National Dental Commission (24.04.2026) considered the said matter and decided to direct all dental colleges/institutions to strictly follow the UGC guidelines regarding "Refund of Fees and Non-Retention of Original Certificates". The relevant extracts of the UGC Notification, is re-produced here-under:-

4.1 Refund of Fees

4.1.1 No HEI (Higher Education Institution) 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.

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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 Student's Academic and Personal certificates


4.2.1 No HEI (Higher Education Institution) shall insist upon a student to submit the original academic and personal certificates, like, mark-sheet, 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 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.*

3. Accordingly, all dental colleges/institutions are directed to ensure strict compliance with the above said UGC guidelines, failing which necessary punitive action shall be taken, as per section 5 of the above said UGC notification.

4. This issues with the approval of the competent authority.

Yours faithfully,

(Arindam Modak)
Secretary

Copy for information and necessary action to:

1. The Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi - 2
2. All the Registrars of the concerned Universities
3. Directorate of Medical Education of all States/Union Territories


(Arindam Modak)
Secretary

CC:

1. PS to the Chairperson, National Dental Commission, New Delhi
2. PS to the President DARB/EDRB
3. Members of UGPG-DEB/DARB/EDRB/National Dental Commission
4. IT Team of NDC for upload on website
5. UGPG-DEB – Guard File
6. Board Meeting File (24.04.2026)/25