



कस्तूरबा गांधी इंस्टीट्यूट ऑफ हायर एजुकेशन, रोइंग

KASTURBA GANDHI INSTITUTE OF HIGHER EDUCATION, KEBALI, ROING
LOWER DIBANG VALLEY DISTRICT, ROING - 792110, ARUNACHAL PRADESH

Recognized by NCTE, (A Statutory body of the Govt. of India)
Affiliated to Rajiv Gandhi University, Rono Hills, Doimukh, Arunachal Pradesh

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OFFICE ORDER

No.: LDV/KGIHE/FRC/2026/256

Date: 01/09/2026

Subject: Constitution of Fee Refund Committee

In accordance with the UGC Fee Refund Policy and guidelines issued from time to time, the following Committee is hereby constituted to ensure transparent, fair, and timely processing of students' fee refund applications arising from the cancellation or withdrawal of admission

FEE REFUND COMMITTEE

SL. NO.	NAME	DESIGNATION	MOBILE NUMBER
1	DR. KAILASH CHANDRA PRADHAN, PRINCIPAL	CHAIRMAN	8787314263
2	NAINA BEGUM, VP	MEMBER	9863764689
3	NAPI METO	MEMBER	8416099125
4	PURAN THAPA	MEMBER	9863868345
5	MASUM APRALO	MEMBER	7085169619

Functions of the Committee

The Committee shall:

1. Receive and scrutinize fee refund applications.
2. Ensure refunds are made as per the applicable UGC Fee Refund Policy.
3. Coordinate with the Accounts Section for timely release of approved refunds.
4. Maintain proper records of refund applications and payments.
5. Examine and redress grievances relating to fee refund.

The Committee shall remain in force until further orders and shall comply with revised UGC guidelines issued from time to time.

Dr. K. C. Pradhan

Principal

Kasturba Gandhi Institute of Higher Education


Principal Seal & Sign
Kasturba Gandhi Institute of Higher Education, Kebali
Roing, Arunachal Pradesh