BY EMAIL
MOST URGENT

No. AMRU/Acad/General/2022/Vol-II/- 10665-72
Atal Medical & Research University, H.P
(A State Govt. University)

From

The Vice-Chancellor,
Atal Medical & Research University,
Nerchowk, Distt. Mandi, (H.P)

To

All the Principals of Govt./Private Colleges affiliated with
Atal Medical & Research University, H.P.

Dated, Nerchowk-175008, the 19 NOV 2026

Subject:- **Regarding ensuring transparency and adherence to Government-approved fee structure by affiliated colleges in various streams/courses.**

Sir/Madam,

I am directed to invite your attention to the directions received from the Secretary (Health), Government of Himachal Pradesh vide letter No. HFW-B-B015/66/2021 dated 16.11.2026 regarding ensuring transparency in the fee structure and preventing the collection of any excess or unauthorized fees from students by the affiliated colleges offering various streams/courses.

In this regard, all the principals of affiliated colleges are hereby directed to ensure strict compliance with the following instructions in letter and spirit:

1. **Display of Approved Fee Structure:** All affiliated colleges shall ensure that the complete approved stream/course-wise fee structure, including all admissible charges, is prominently displayed on the notice board of the college as well as on the respective college website. The fee structure shall be displayed in such a manner that it is easily accessible and visible to all students and parents. The colleges shall ensure that only the approved fee structure is displayed and followed.

2. **Communication of Fee Structure to Students:** All affiliated colleges shall ensure that the complete Government-approved stream/course-wise fee structure is duly communicated to every student who has been allotted a seat in the respective college through e-mail, WhatsApp and registered post. The colleges shall maintain proper records/evidence of such communication for verification by the University, whenever required.
3. **Prohibition on Collection of Excess Fees:** All affiliated colleges shall strictly refrain from charging any fee, contribution or levy over and above the Govt. approved fee structure. No additional or unauthorized charges shall be collected from students under any pretext whatsoever.
4. **Non-Compulsory Hostel Accommodation:** Hostel accommodation shall not be made compulsory for any student. No hostel fee shall be charged from students who have not opted for hostel accommodation. Hostel fees shall be payable only by those students who voluntarily avail themselves of the hostel facility and strictly as per the approved fees. No student shall be compelled, either directly or indirectly, to avail of hostel facilities as a condition for admission, continuation of studies or appearing in examinations. All affiliated colleges shall ensure that the provision and operation of hostel facilities, are strictly in conformity with the applicable rules and regulations prescribed by the concerned regulatory bodies.
5. **Grievance Redressal Mechanism:** Each affiliated college shall designate a responsible officer/nodal person to deal with complaints relating to the collection of excess or unauthorized fees. The designated officer shall ensure that all complaints received from students or their parents are promptly examined and appropriate action is taken in accordance with the Government-approved fee structure and the directions issued by the University from time to time.

   The colleges shall establish a dedicated telephone number for receiving and addressing fee-related grievances and ensure its accessibility to students and their parents. The name, designation, contact number, dedicated telephone number and e-mail address of the designated nodal person/officer shall be communicated to the University within one week from the date of issuance of this letter.
6. **Dedicated Complaint Redressal Mechanism at the University level:** The University has established a dedicated e-mail address and telephone number for receiving complaints from students and their parents regarding the collection of excess or

unauthorized fees by affiliated colleges. An appropriate mechanism has also been put in place at the University level to ensure the timely examination, processing and redressal of such complaints.

For this purpose, the Superintendent Grade-II of the University shall act as the Nodal Officer for receiving, monitoring and coordinating the redressal of complaints received from students and their parents regarding the collection of excess or unauthorized fees by affiliated colleges.

The details of the dedicated e-mail address and telephone number are as under:

- **Dedicated E-mail Address: -** coemedicaluniv.mandi@gmail.com
- **Dedicated Telephone/Helpline Number: -** 94591-39364/90158-00418

All affiliated colleges shall bring the details of the said e-mail address and telephone number to the notice of students and their parents and shall ensure that they are adequately informed about the availability of this facility.

7. **Awareness Regarding Complaint Mechanism:** Each college shall ensure that students and parents are made aware of the appropriate mechanism for lodging complaints regarding excess or unauthorized fee collection may also be lodged through the **Mukhya Mantri Sewa Sankalp Helpline (1100).**

In view of the above, all Principals are hereby directed to ensure that the aforesaid instructions are brought to the notice of all concerned officials and ensure their strict and time-bound implementation in their respective institutions. The approved fee structure shall be adhered to without any deviation, and necessary steps shall be taken to ensure transparency, accountability and protection of student's interests.

Any violation of the above instructions or collection of fees beyond the approved fees shall be viewed seriously and may invite appropriate action as per the applicable rules and regulations. Compliance with the above directions shall be ensured forthwith.

Registrar
Atal Medical & Research University,
Nerchowk, Distt. Mandi, (H.P)

Endst No: as above/- **Dated, Nerchowk-175008, the** 19 NOV 2026

Copy to:-

1. The Secretary (Health) to the Govt. of H.P., w.r.t his letter No. HFW-B-B015/66/2021 dated 16.11.2026 for information, please.
2. The Controller of Examinations, AMRU, H.P., for information & necessary action to ensure compliance with the directions conveyed vide letter referred to above.
3. The Finance Officer, AMRU, H.P.
4. The Superintendent Gr-II, AMRU, H.P., for information & necessary action. He is directed to bring the complains immediately to the notice of the officer(s) of the University as and when any complaint regarding excess or unauthorized fee collection. compulsory hostel fee or any other violation of the Government – approved fee structure by an affiliated college is received.
5. The Web Administrator, AMRU, H.P., with the direction to upload the detail of nodal officer along with the dedicated e-mail address and telephone/helpline number on the University website immediately.
6. The DPRO, Mandi, for information and wider public information dissemination.
7. PA to Vice-Chancellor, AMRU, H.P. for kind information of the Vice-Chancellor.

Registrar
Atal Medical & Research University,
Nerchowk, Distt. Mandi, (H.P)