



'येथे बहुतांचे हित ।'

MARATHWADA MITRA MANDAL, PUNE

202/A, Deccan Gymkhana, Pune - 411004

Registration Under Societies Registration Act 1860-Mah./523 Dated 06/01/1967

Registration Under Bombay Public Trust Act 1950-F-338(P) Dated 19/01/1967

Tel. : 020-25665320, 8149032328 | Telefax : 020 -25653039

E-mail : mmandal67@gmail.com

Shivajirao D. Ganage, President
Bhausahab G. Jadhav, Exe.President
Kishor H. Mungale, Secretary

Policy and Procedure Manual Fees waiver/ Fees Concession to Students

1) Introduction

- I. Marathwada Mitra Mandal, Pune was established as a public charitable trust in the year 1967 with a sole objective and motto "Yethe Bahutanche Hit" (Welfare of Masses). The trust since then is working for the welfare of the masses by providing quality education for sustainable development and professional Excellency of the students. With this objective in mind the trust is always inclined and positive to help students who are socially and economically backward.
- II. For many students and families, the costs associated with college fees could be a significant burden. Intune with the above objective Marathwada Mitra Mandal, Pune introduced a fee waiver/concession policy. Fee waivers/concessions can reduce the financial strain, enabling the student to educate him/ her. The purpose of this policy is to ensure that students from socially and economically backward background with limited resources have equal access to gaining education and developing professional skills.

2) Purpose

- I. To Provide monetary assistance to students studying in any Institutions run by the Marathwada Mitra Mandal, Pune , in the form of school/college fee concessions as a part of the welfare measure of the Institutions.
- II. To provide monetary assistance to students studying in any Institutions those having an unsound financial condition, namely due to the death of an earning member or sue to a family member suffering from a major/chronic illness.
- III. This policy will ensure that students will not be deprived of education due to family financial constraints.

3) Scope

1. This policy applies to all staff students studying in any Institution run by Marathwada Mitra Mandal,Pune and includes Pre-Primary, Primary, Secondary, Higher Secondary School, Technical, Non-Technical Degree and Diploma Colleges.
2. This Policy is not applicable to the students studying in any of the aided Institutions.





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4) Eligibility

3. Any student who is not taking benefit of scholarship/free ship/concessions offered by Government body, NGO, or any other private body.
4. The threshold limit of total family income for granting/eligibility for Fees waiver/ Fees Concession to the students is less than 8 lakhs per annum.
5. Fees concessions are applicable to only to the on-roll students of self financing School/ Colleges/Institutions run by Marathwada Mitra Mandal, Pune. This Policy is not applicable to the students studying in any of the aided Institutions.
6. Students in the following categories are not eligible for any fees concession for any year during the course of study.
 - I. Break in study
 - II. Failure in Examination
 - III. Less than 75% attendance
 - IV. Disciplinary action/enquiry/suspension

5) Rules, Terms and conditions:-

1. The Students can avail fees concession on the Tuition Fees, Development fees and examination fees only. The concession is strictly restricted/ calculated only on the Tuition fees, development Fees and Examination fees as per the fee structure of the government authority. All other applicable fees are payable.
2. In order to ensure that the concession provided to the students is utilized for the right cause and actually benefit the students, the students availing this subsidy are expected to ensure adherence to the following criteria :-
 - I. The students successfully complete every semester and clears arrears if any in single attempt.
 - II. The students adheres to all the protocol of the Institution and exhibits good conduct as per the norms of the Institutions; and is not subjected to any kind of disciplinary action.
3. In case of arrears, the following year's concession shall not be provided until such time the student clears all the arrears in one attempt. If the student repeatedly fails in more than 2 or 3 papers/subject and shows very less progress,





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then the Management can decide to withdraw this benefit, as is would be considered as a wasteful investment.

4. This policy applies to the eligible students only as long as they are studying in Institution run by the Marathwada Mitra Manda, Pune. Once the students withdraw his/her admission of the Institution due to failure, any major misconduct, the facility will immediately cease and the student will be expected to pay the availed fees concession amount for that current academic year as well.
5. This is to ensure that while the Institution and the Trust are happy to provide such concession to the students, at the same time it is important to ensure mutual benefit and that both the requirements of the Students and the Institution are fulfilled.
6. Any change /deviation in the policy require scrutiny and approval of the Management and the same shall be decided based on the criticality of the situation faced by the students and / or the Institution.
7. Only one concession can be availed in an academic year. No two concessions can be clubbed together.
8. The Concession is valid only for one academic year A fresh application with relevant supporting documents will have to be submitted in the prescribed format available with the Institute, along with all the relevant supporting documents.

6) Procedure

1. Any student who is unable to pay the college fee, tuition fee and the exam fee should write an application " Application for Concessional Fees " to the principal of the institution, attaching all the relevant documents required with the application.
2. The principal of the institution along with supporting staff will thoroughly scrutinise the application & documents submitted by the student.
3. Once the documents are scrutinised the application is then forwarded to the Executive Committee Members of Marathwada Mitra Mandal, Pune with recommendation for their final approval.





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4. Upon the final approval from the Executive Committee Members the fee of the applicant is either fully or partially waived off as per the application made by the students.
5. The Institution has to ensure that the student does not have any track record of being subjected to any kind of disciplinary action and that he/she has been exhibiting sincere and honest behaviour consistently.
6. In case of any deviation/dispute caused by the student, the same shall be referred by the Principal to Secretary who will take responsibility for investigating the issue and submitting proper and unbiased reports the Management.

7) Responsibility

- I. The student is responsible for applying for this facility as per the terms and conditions mentioned in this policy.
- II. The student is responsible for ensuring that they should utilize this benefit and complete the course successfully with reasonable good marks. They are responsible to adhere to the norms of the Institution and are disciplined in all aspects as per the Institution requirements.
- III. The Office of Principal is responsible for validating the application and the supporting documents and submitting the same to the Management with recommendations on the application.
- IV. Parent/s or guardian/s requesting concession must provide evidence of gross income , Tax etc.

All decisions for the grant of concessions are at the sole discretion of the Management and no representation will be accepted. The management at any time may withdraw the concessions offered without any prior notice.

Place : Pune- 4
Date : 7th March, 2022



Prin. Bhausahab G. Jadhav
Executive President
Marathwada Mitra Mandal, Pune



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Policy and Procedure Manual Fees waiver/ Fees Concession to Students

Sr no	Title	Details
1	Administrative Policy Number	Functional Area- Waiving off either entire or partial fee or giving concession to the socially and economically backward students.
2	Brief description of the policy-	Purpose- To ensure that the students who cannot afford the fees of the colleges/institutions can also have access to education.
3	Policy applied to-	Socially and economically backward students
4	Effective from the year	2022-23
5	Approved by	Executive Committee Members
6	Responsible Authority	Principals of the respective institutions
7	Superseding Authority	Executive Committee Members
8	Last Reviewed/ Updated	New Policy
9	Reason for the policy	Fee waiver/ concessions
10	References of the policy	UGC/ NAAC/ University etc.





Since 1994



Staff and Student Welfare and Development Policy

Introduction - Staff and Student Welfare and Development Policy outlines institute's commitment in creating a supportive environment for both our staff and students. Marathwada Mitra Mandal Trust (MM's Trust) and Institute of Management Education Research and Training (IMERT) strive to foster a culture that promotes personal growth, professional development, health, safety and well-being.

Objectives

The primary objectives of this policy is to:

1. **Enhance Well-Being:** Ensure the physical, mental, and emotional well-being, health and safety of both staff and students.
2. **Promote Development:** Provide opportunities and assistance for personal and professional development that align with individual goals and institutional objectives.
3. **Create a Supportive Environment:** Foster a positive, inclusive and respectful atmosphere that encourages collaboration, innovation and growth.

Scope –

The policy applies to staff and students covering financial and non-financial welfare and developmental measures within the institute.

Financial Welfare and Developmental Measures

1. **Credit Cooperative Society Membership:** MM Trust has an Employee's Credit Cooperative Society. Both teaching and non-teaching staff are eligible to become a member.
 - **Zero interest loan facility:** Staff can avail zero interest loan facility up to Rs. 27,000/- to purchase laptop for educational enhancement of the staff and their family.
 - **Low interest loan facility:** Staff can avail low interest loan facility in proportion to their salary.
2. **Financial assistance for Research and Development plan** – Institute provides financial assistance of Rs. 20,000/- to teaching staff, Rs. 10,000/- to non-teaching staff and Rs. 5,000/- to students for participation in State / National / International Conference, Seminar, Workshop, Enrolment for MOOC certification on SWAYAM, Research and Publication support, Membership of professional bodies, Participation in Job specific Training etc. Any amount over and above the mentioned limit, needs sanction of the Hon. Management Representatives.
3. **Insurance and Mediclaim for staff and students:**
 - Management has provided a **Mediclaim** facility for all staff amounting to Rs. 2,00,000/- per person by Magma HDI General Insurance Company Limited.
 - Management has provided an **Accidental Insurance Policy** of Rs. 5,00,000/- per employee by Magma HDI General Insurance Company Limited.
 - Institute has provided **Amaartya Shiksha Yojana Accidental Insurance Policy**



Since 1994

Marathwada Mitra Mandal's
INSTITUTE OF MANAGEMENT EDUCATION RESEARCH AND TRAINING
(MM's IMERT), Pune



S. No. 18, Plot No. 5/3, CTS No. 205, Behind Vandevi Temple, Karvenagar, Pune – 411052

by National Insurance under which a student will get benefit of Rs. 2,00,000/- in case of death of parent and parent will get a benefit of Rs. 1,00,000/- in case of accidental death of a student.

- During COVID-19 Pandemic, management had provided **Corona Kavach Policy** of sum assured of Rs. 3,00,000/- to each staff by The Oriental Insurance Company Ltd.
- 4. **Financial assistance for qualification enhancement:** Institute provides financial assistance to staff members in the form of direct sponsorship as well as interest free advance against salary for qualification enhancement.
- 5. **Concession on fees:** Institute provides 25% concession on fees to the children of staff members in order to encourage them for higher education.
- 6. **Employee Provident Fund and Gratuity:** Institute has made a provision of Employee Provident Fund and Gratuity for staff.
- 7. **Advance salary for emergency:** In case of emergency on receipt of application from a staff member, institute pays advance salary.

Non- Financial Welfare and Developmental Measures

- **Felicitation of meritorious staff members and their children:** Employee's Credit Cooperative Society felicitates meritorious staff members and their children for their achievements.
- **Sponsored in-house development programs:** IMERT organizes in-house development programs for teaching and non-teaching staff. Such programs are sponsored by the institute.
- **Refreshment:** To keep employees fresh, institute provides refreshments to staff.
- **Casual leave:** Institute grants casual leave to staff as per the norms.
- **Medical leave:** Staff can avail medical leave as per the norms.
- **Birthday leave:** Every year each staff member gets a birthday leave.
- **On Duty/study leave:** Institute grants on duty / study leave to staff for career development and progression and Savitribai Phule Pune University (SPPU) compliances.
- **Wedding Leave:** Wedding leave is granted by the institute to the staff member for his/her wedding.
- **Maternity leave:** Institute grants a paid maternity leave of 3 months to female staff members.
- **Special leave:** Institute grants special leave to its staff members in case of parental death.
- **Compensatory leave:** Institute provide compensatory leaves for extra work other than normal working hours.