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 : mmmandal67@gmail.com

'येथे बहुतांचे हित ।'

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

Policy and Procedure Manual

Fees Waiver / Fees Concession to Students

A. Policy Overview

Sr. No.	Title	Details
1	Administrative Policy Number	Functional Area – Student Welfare and Financial Assistance. This policy governs the procedure for granting full or partial fee waiver or fee concession to socially and economically backward students studying in self-financing institutions run by Marathwada Mitra Mandal, Pune.
2	Brief Description of the Policy	Purpose: To ensure that students who are unable to afford institutional fees due to financial constraints are not deprived of access to quality education. The policy aims to promote inclusiveness, equity, and social responsibility in higher education.
3	Policy Applied To	Socially and economically backward students
4	Effective From	Academic 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 / Fee concession as a student welfare measure
10	References	UGC Guidelines, NAAC Quality Indicators, University Norms, Government Resolutions

B. Introduction

Marathwada Mitra Mandal, Pune was established as a Public Charitable Trust in the year 1967 with the noble motto "Yethe Bahutanche Hit" (Welfare of the Masses). Since its inception, the Trust has been committed to providing quality education aimed at sustainable development, social upliftment, and professional excellence.

Recognizing that financial hardship remains a major barrier to education for many deserving students, the Trust has always adopted a compassionate and inclusive approach towards students from socially and economically weaker sections. In line with its charitable objectives, Marathwada Mitra Mandal has introduced a structured Fee Waiver / Fee Concession Policy to support students facing genuine financial difficulties.

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C. Rationale of the Policy

For several students and families, payment of institutional fees poses a significant financial burden. Fee waivers or concessions help reduce this burden and enable students to continue their education without interruption.

This policy is designed to ensure that students from economically disadvantaged backgrounds are provided equal opportunity to pursue education and develop their academic and professional capabilities, without compromising institutional financial discipline.

D. Purpose of the Policy

The objectives of this policy are as follows:

I. To provide financial assistance to students studying in institutions run by Marathwada Mitra Mandal, Pune, in the form of fee concessions.

II. To support students facing financial distress due to:

III. Death of the sole or major earning member of the family

IV. Serious or chronic illness of a family member

V. Sudden loss of income or unforeseen financial crisis

VI. To ensure continuity of education for deserving students.

VII. To promote social equity and access to education as part of the Trust's welfare initiatives.

E. Scope of the Policy

This policy applies to students studying in self-financing institutions run by Marathwada Mitra Mandal, Pune, including:

I. Pre-Primary, Primary and Secondary Schools

II. Higher Secondary Schools

III. Technical and Non-Technical Degree Colleges

IV. Diploma Institutions

This policy does not apply to students studying in aided institutions.

F. Eligibility Criteria

A student shall be eligible for fee waiver / fee concession subject to the following conditions:

I. The student is not availing any scholarship, freeship, or concession from: Government bodies,NGOs,Any private or charitable organizations

II. The total annual family income of the student is below Rs.8,00,000 per annum.

III. The student is an on-roll student of a self-financing institution run by Marathwada Mitra Mandal, Pune.

IV. The policy is not applicable to aided institutions under any circumstances.

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Students Not Eligible for Fee Concession

Students falling under the following categories shall not be eligible for any fee concession during the course of study:

I. Break in studies

II. Failure in examination

III. Less than 75% attendance

IV. Subjected to disciplinary action, enquiry, suspension, or misconduct

G. Rules, Terms and Conditions

I. Fee concession shall be applicable only on: Tuition Fees,Development Fees,Examination Fees

II. The concession shall be calculated strictly as per the approved fee structure. All other applicable fees shall be payable by the student.

III. The concession is granted with the expectation that the student: Completes each semester successfully, Clears arrears, if any, in a single attempt

IV. The student must: Adhere strictly to institutional rules and discipline,Exhibit good conduct and responsible behavior at all times

V. In case of arrears:,Concession for the subsequent year shall be withheld until all arrears are cleared, Repeated failure in more than two or three subjects may lead to withdrawal of concession, as decided by Management

VI. The concession is valid only while the student continues studies in the institution.

VII. In case of withdrawal, termination, misconduct, or failure, the concession shall cease immediately and the student shall be liable to pay the waived amount for the current academic year.

VIII. Only one concession can be availed in an academic year. Multiple concessions cannot be clubbed.

IX. Fee concession is valid for one academic year only.

X. Fresh application along with supporting documents must be submitted every year.

Any deviation or relaxation in this policy shall require prior approval of the Management, based on the criticality of the case.

H. Procedure for Grant of Fee Concession

I. The student shall submit a written application titled "Application for Concessional Fees" addressed to the Principal, along with all required supporting documents.

II. The Principal, with the assistance of supporting staff, shall: Scrutinize the application thoroughly, Verify financial documents and student records

III. After scrutiny, the application shall be forwarded to the Executive Committee Members of Marathwada Mitra Mandal, Pune, with recommendations.

IV. Upon final approval by the Executive Committee: The fee shall be partially or fully waived, as approved.

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V. The Institution shall ensure that the student has no past disciplinary record and continues to demonstrate sincere and ethical conduct.

VI. In case of dispute or deviation, the matter shall be referred by the Principal to the Secretary, who shall investigate and submit an unbiased report to the Management.

I. Responsibility

Student

I. To apply for concession in the prescribed manner.

II. To utilize the benefit responsibly and complete the course successfully.

III. To maintain discipline, attendance, and academic progress.

Parents / Guardians

I. To submit accurate income proof, tax records, and supporting documents.

Principal

I. To verify applications and documents.

II. To forward recommendations to Management.

Management

I. All decisions regarding fee concession are at the sole discretion of the Management.

II. The Management reserves the right to withdraw concession without prior notice.

III. No representation or claim shall lie against such decisions.

J. Conclusion

This Fee Waiver / Fee Concession Policy reflects the commitment of Marathwada Mitra Mandal, Pune towards inclusive education and social responsibility. While extending financial support to deserving students, the policy also ensures accountability, discipline, and sustainability of institutional resources.

Marathwada Mitra Mandal Pune

Executive President
Marathwada Mitra Mandal, Pune