



‘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 : mmmandal67@gmail.com

Shivajirao D. Ganage, President

Bhauasaheb G. Jadhav, Exe.President

Kishor H. Mungale, Secretary

## Marathwada Mitra Mandal

202/A, Deccan Gymkhana, Pune - 411004

### 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.







‘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 : mmmandal67@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.







‘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 : mmmandal67@gmail.com

Shivajirao D. Ganage, President

Bhausahab G. Jadhav, Exe. President

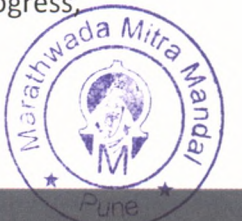
Kishor H. Mungale, Secretary

## 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,







‘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 : mmmandal67@gmail.com

Shivajirao D. Ganage, President

Bhausahab G. Jadhav, Exe. President

Kishor H. Mungale, Secretary

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.







# 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

Shivajirao D. Ganage, President

Bhauseheb G. Jadhav, Exe. President

Kishor H. Mungale, Secretary

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. Bhauseheb G. Jadhav**

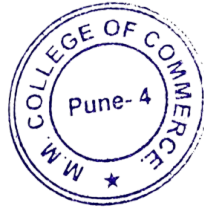
Executive President

Marathwada Mitra Mandal, Pune



Welfare of Masses

# **Welfare Policy For Teaching & Non Teaching Staff**

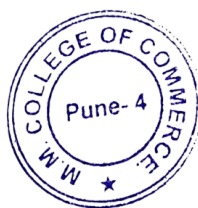


Marathwada Mitramandal's College of Commerce

202/A, Deccan Gymkhana, Pune 411004

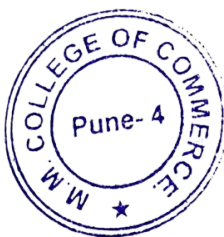
## Welfare Committee

Sr. No.	Name of Member	Designation
1	Dr. Devidas Golhar	Chairman
2	Prof. S M Edke	Member
3	Dr. M.R.Gaikwad	Member
4	Dr. Anpat S M	Member
5	Dr. S S Kolhatkar	Member
6	Dr. Ashwini Parkhi	Member
7	Mrs. Harshala Wadkar	Member
8	Mrs. Shilpa Lad	Member



## Contents

1. Introduction
2. Welfare measures
  - Education
  - Avenues for professional development
  - Medical
  - Financial assistance
  - Financial Incentives
  - Other Benefits





## Introduction

The college promotes and practices the motto, 'Welfare of Masses' and adhering to this motto, college takes efforts and initiatives to develop welfare schemes for the betterment of our stakeholders especially students, parents, teachers and the society at large. The purpose is to invoke awareness amongst students and teachers with regard to social accountability and social responsibility through various activities, schemes and measures. The college with its vision, "To impart quality education for professional excellence and sustainable development through continuous improvement, teamwork and efforts so as to promote welfare to all our stakeholders" is moving with steady growth and development.

The Welfare Policy attempts to provide welfare measures for its staff members in education, career development, medical, finance etc. to promote and practice equality amongst all.

## Welfare measures

### 1. Education

- Provision of educational assistance to children of economically weaker section from staff
- Provision of scholarship to the meritorious children of staff

### 2. Avenues for professional development

- Encouragement to faculty for FDP/ Research
- Provision of financial support to attend/organize national/international workshops / conferences
- Provision of leave to attend Academic programmes/ workshops/ Seminars/ Conferences
- Provision of leave to engage in extension and community work
- Financial reward on academic value addition

### 3. Medical

- Provision of group insurance for faculty and staff
- Provision of medical emergency assistance for hospitalization
- Provision of free annual health check up
- Provision of maternity leave for women employees

### 4. Financial assistance

- Provision of assistance for research publication in UGC-CARE listed journals
- Provision of assistance for attending seminar/ conference/ workshops/ FDP

### 5. Financial Incentives

- Promotion of teaching and non teaching staff as per norms
- Annual staff occasional tours and common celebration of festivals



## 6. Other Benefits

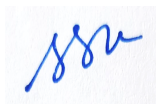
- Awareness programmes for Non-Teaching Staff.
- Annual retreat / orientation/ Cultural programme/ staff appreciation / festivals/ motivational programmes for teaching and non- teaching every year.
- The three levels of designation for teaching staff – Assistant Professor, Associate Professor, and Professor.
- The non-teaching staff posts are promoted as per norms.

Prepared & Signed by:



Dr. Ashwini Parkhi  
NAAC Criteria VI Incharge

Verified & Signed by:



Dr. Swapna Kolhatkar  
IQAC Coordinator



Prof. S.M. Edke  
Secretary-Staff Welfare

Approved & Signed by:



Seal of College:



Dr. Devidas Golhar  
Principal