

# **JB Institute of Technology**

## **Fee Concession for Employee's Ward Policy**

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# **Fee Concession for Employee's ward Policy**

## **Effective from January'2017**

### **1. Policy brief & purpose**

In an Institute the employees feel encouraged with high degree of bonding when that Institute provides higher technical and professional education for the children / wards of the employees working in that Institute by providing the facility of fee concession and all other needful facilities like books, laptops, uniform etc. to their wards subject to condition that they fulfill the eligibility criteria of admission in-force / applicable by the affiliating University and regulatory bodies at the time of admission. JB Institute of Technology has initiated this measure in its Institute since its inception.

### **2. Scope**

This policy is applicable to all full time and part time regular / permanent employees (Teaching as well as non teaching) of the Institute. The temporary employees who have completed at least two year of regular service in the Institute will also be admissible under this policy. However the employees working in the institute on daily wages or on direct time bound contract or through third party like security guards etc. do not fall under this scheme/policy.

### **3. Fee Concession guidelines**

A 100% fee tuition fee concession may be granted to the deserving wards of the employees in the Institute to the employees' wards and the discretion of granting fee concession lies with the chairperson of the institute. However, all other funds/fees constituents will be payable by the employee.

The request application for grant of fee concession will be submitted by the employee to the Director of the institute along with relevant documentation.

The Director will forward the application of the employee with his/her remarks to the Chairman of the governing body of the institute for approval.

All the conditions, rules and regulation of attendance, pass percentage in internal examination etc. as applicable to all other students will also be applicable to the ward of the employee