

*Effective Jan 2019*



**UPES**

**UNIVERSITY WITH A PURPOSE**

**UPES PRINCIPLES OF ENGAGEMENT**

*Human Resources*

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## **I. Fee Concession Policy for Wards of Employees**

### **1. Objective**

1.1. To promote higher and technical and profession education and provide employees with a feeling of bonding with the University, UPES encourages employees to avail benefits of acquiring higher education for their children with UPES by providing a fee concession to their wards based on meeting the eligibility criteria at the time of admission.

### **2. Eligibility**

2.1. All regular and confirmed UPES employees (Faculty & Non-Faculty)

2.2. All employees on the allied services roll (Including employees on the roll of HERS/ISPE/M-Power/any other group of company)

### **3. Definitions**

3.1. The fee concession will be provided to the wards of employees of meeting the eligibility criteria to the programme applied for with the University.

3.2. The wards will go through the selection process as defined by the University and quality for admission to the programme applied for.

3.3. The employee will be eligible to get the fee concession for 2 children.

3.4. The fee concession will be given for an amount equivalent to 75% of the Semester Fee (Inclusive of Tuition and Academics Service fee) of the programme for the first year. All other component of the fee will be paid directly employee.

3.5. For continuing 75% of fee concession of the fee in the subsequent years to the ward of the employee the ward shall ensure the he/she is not involved in the disciplinary case and will have to abide with all the rules and regulations of the University.

3.6. The Employee shall continue in service with the University for the period that his/her ward is registered in the programme with the University. In the employee resigns or is terminated from the services, the ward of the employee shall be liable to pay the full amount of fee due to the University post his/her exit from the University.

3.7. The employee seeking this benefit will sign and undertaking in favour of the University as mentioned in clause no 3( 3.5 & 3.6).

### **4. Applicability**

4.1. This policy is applicable w.e.f January 01, 2019.

4.2. The University reserve the rights to amend or repeal any provision of this policy and its own discretion and will inform of any change from time to time.