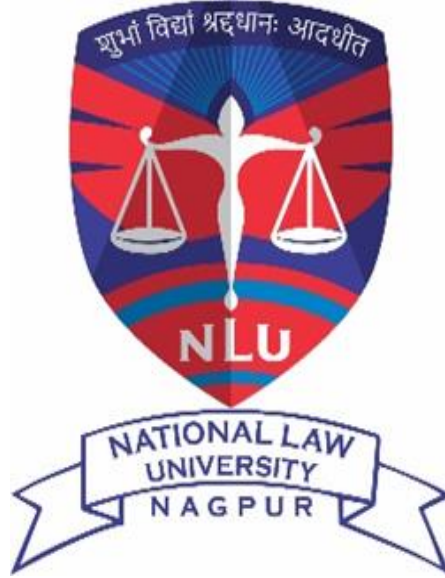


MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR



MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR RECOVERY OF OUTSTANDING STUDENTS' FEE POLICY, 2025

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In order to ensure the principles of financial prudence and sustainability to the University, this policy establishes a structured framework for the recovery of outstanding dues from defaulting students. The policy is formulated in accordance with the principles of fairness, equity, and transparency, ensuring due process and a non-discriminatory enforcement. The University acknowledges the importance of balancing the financial obligations of students' need for higher education and shall ensure that all recovery mechanisms adhere to the principles of natural justice.

1. Short Title and Commencement.

- (i) This Policy shall be called the Maharashtra National Law University, Nagpur Recovery of Outstanding Students' Fee Policy, 2025
- (ii) The policy shall be effective from the date of its notification by the Competent Authority of the University.
- (iii) The policy shall apply to all students who are either on roll/have withdrawn or graduated without clearing their outstanding dues of Undergraduate Degree Courses, Postgraduate Degree Course, any other Degree, Diploma, Certificate Course and Doctor of Philosophy Programme offered by the University from time to time.
- (iv) The provisions of this policy shall be enforced uniformly without any discrimination.

2. Objectives

- (i) To ensure the timely collection of tuition, accommodation, mess charges, and other institutional fees from students.
- (ii) To provide an unambiguous framework for the recovery of outstanding dues.
- (iii) To prescribe penalties and corrective measures for non-compliance while safeguarding students' dignity and educational aspirations.
- (iv) To establish a transparent and equitable mechanism for addressing financial hardships, medical emergencies or familial crises faced by students.

3. Definitions

In this Policy, unless the context otherwise requires:

- (i) '*Act*' means the Maharashtra National Law University Act, 2014 (Act No. VI of 2014).
- (ii) '*Assistant Registrar*' refers to the Assistant Registrar of the University under Reg. No. III.3.9 of the Maharashtra National Law University, Nagpur Service Regulations, 2022.
- (iii) '*Competent Authority*' means the Vice-Chancellor of the University.

- (iv) '*Defaulting Student*' means any student pursuing any of the Degree/Diploma/Certificate programme or has either withdrawn or graduated and fails to pay the outstanding fee as per the schedule notified from time to time.
- (v) '*Deputy Registrar*' refers to the Deputy Registrar of the University under Reg. No. III.3.8 of the Maharashtra National Law University, Nagpur Service Regulations, 2022.
- (vi) '*He*', wherever the pronoun 'He' and its derivatives are used for any person, it shall include male, female and transgender.
- (vii) '*Registrar*' refers to the Registrar of the University under Section 29 of the Maharashtra National Law University Act, 2014.
- (viii) '*Student*' means all students enrolled in any course offered by the University.
- (ix) '*University*' refers to the Maharashtra National Law University, Nagpur, established by the Maharashtra National Law University Act, 2014.
- (x) '*Vice-Chancellor*' refers to the Vice-Chancellor of the University under Section 28 of the Maharashtra National Law University Act, 2014.

4. Payment Schedule and Due Dates

Annual fee shall ordinarily be considered payable as one composite fee; however, if any component of the fee remains unpaid, the outstanding dues shall be payable as per the schedule and manner provided hereafter:

- (i) The University shall collect the Annual fee from all the students on roll, in the manner provided herein: The first year students of Undergraduate Degree Courses, shall pay the entire Annual fee, within the stipulated deadline, as and when notified by the CLAT Consortium or by the University; the second to fifth year students of Undergraduate Degree Courses, shall pay the Annual fee in two instalments within the stipulated deadline as and when communicated by the office of the Assistant Registrar (Academics)-II or any other officer designated by the Competent Authority, from time to time. The students of the Postgraduate Degree Course shall pay the entire Annual fee, within the stipulated deadline as and when notified by the CLAT Consortium or by the University. The research scholars of the Ph.D. programme shall pay the applicable fee in accordance with the Maharashtra National Law University, Nagpur Ph.D. (Doctor of Philosophy) Regulations 2017.
- (ii) The fee for any other Undergraduate Degree Course, Postgraduate Degree Course including Executive course and/or any other Degree, Diploma, Certificate Course offered by the University, shall be collected as notified by the Assistant Registrar (Academics-II) or any other officer designated by the Competent Authority, from time to time.
- (iii) The students shall be communicated of all payable fee including tuition, hostel, library, and other charges at the commencement of each Academic year.
- (iv) The due date for the payment of the Annual fee shall ordinarily be June 20th of calendar year for the first instalment and December 20th of calendar year for the second

instalment, wherever applicable, unless otherwise decided by the Competent Authority.

- (v) The prescribed due date for the fee payment shall be accompanied by a grace period of not less than 10 days, without the imposition of any penalty, ensuring compliance with principles of reasonableness and transparency.
- (vi) The University reserves the right to extend the payment deadline in cases of exceptional circumstances, subject to a written request made by a student with justifiable reason for the delay, which may be accepted and approved by the Competent Authority by following the procedure laid down in this policy.

5. Approved Modes of Payment

- (i) Students may remit fees through any officially sanctioned payment methods, including the designated ERP portal, online banking platforms, demand drafts or direct deposits through a cheque into the designated University bank account.
- (ii) A formal receipt shall be issued for all transactions, ensuring transparency and accountability in financial dealings by the Accounts Section of the University.

6. Recovery Process

- (i) In case, the dues remain unpaid at the end of the ten (10) day grace period i.e., June 30th or December 31st, as the case maybe, a list of defaulting student(s), duly verified and validated shall be submitted by an authorised staff from the Accounts Section, Course-wise and Batch-wise on a formal note-sheet to the office of Assistant Registrar (Academics-II) or any other officer designated by the Competent Authority.
- (ii) A formal reminder notice shall be issued by the Assistant Registrar (Academics-II) or any other officer designated by the Competent Authority to the defaulting student(s) and their parent/guardian based on the report submitted in the previous clause. A grace period of five (5) working days shall be given to the defaulting student(s) from the date of the reminder notice, during which they must settle the outstanding dues.
- (iii) During the grace period, the Assistant Registrar (Academics-II) or any other University official designated by the Competent Authority, shall engage with the defaulting student(s) and if necessary, their parent/guardian to understand their circumstance(s) and submit a report to the Deputy Registrar (Academics).
- (iv) In case, the dues remain unpaid even after the five (5) working days grace period as outlined in previous clause, a show-cause notice shall be issued to defaulting student(s) by the Deputy Registrar (Academics), requiring such student(s) to provide justifiable reason of delay in clearing the outstanding dues and to settle outstanding dues within the next five (5) working days.
- (v) During the show-cause notice period, the Deputy Registrar (Academics) shall give a hearing to the defaulting student(s) and, if necessary, their parent/guardian to understand their circumstance and submit a report to the Registrar.
- (vi) Failure to either comply with the show-cause notice or provide an acceptable written justifiable reason of delay in clearing the outstanding dues, duly approved by the

Competent Authority or on the basis of the report received from the Registrar with his recommendations, the Competent Authority may take cognizance of the matter and dispose it off accordingly.

- (vii) In case the decision of the Competent Authority is not in favour of the defaulting student(s) it may result in imposition of sanctions as outlined in this policy.
- (viii) The decision of the Competent Authority shall be final and binding.

7. Exemptions and Special Considerations

- (i) This policy shall not apply to students who are beneficiaries of Financial Aid under any Central/State/other Scholarship(s), to the extent that such Financial Aid covers the applicable fee, duly certified by the Nodal Officer of the University. The fee component not covered by the concerned Scholarship/ Financial Aid must be paid by the student as and when due, and any failure to comply with clearing the outstanding dues shall attract the sanctions as provided under this policy.
- (ii) Student(s) seeking scholarship benefits, likely to default in payment of outstanding dues as per the schedule, must inform the Nodal Officer of the University about their submission of scholarship applications, status of approval as and when they apply so that the said Nodal Officer submits his report on the status of disbursement of scholarship to the Deputy Registrar (Academics).
- (iii) The students who are beneficiaries of the University's need/merit scholarship(s), the amount received under such scholarship shall only be adjusted in the second instalment. Such a student must pay the remaining amount as and when due, and any failure to comply with clearing the outstanding dues shall attract the sanctions as provided under this policy.
- (iv) Any defaulting student who did not apply for any of the scholarships that he was eligible for may not be given any exemption or special consideration under this policy.
- (v) Any Student who has been found guilty of any misconduct under the Academic Code of Conduct for the Students or Examination Regulations or any other law applicable may not be given any exemption or special consideration under this policy.
- (vi) Notwithstanding anything contained in this policy or any other law for the time being in force, the University reserves the right to protect the interest of the students facing extraordinary hardship, including medical emergencies, familial crises or financial hardship, in the enforcement of this policy. Any student facing such hardship shall submit a written request to the Registrar of the University, along with relevant proof of such hardship. The Registrar shall evaluate such applications in a fair and impartial manner, ensuring adherence to the principles of justice and non-discrimination and submit a report making clear recommendations to the Vice-Chancellor seeking his approval.

8. Sanctions for Non-Payment of Outstanding Dues

In case any student fails to remit outstanding dues within the prescribed timeline, the University may impose one or more of the following corrective measures:

- (i) Levy of fine, which shall be as follows:

OUTSTANDING DUES	FINE
Less than INR 50,000/-	INR 100/- per day
INR 50,001-1,00,000/-	INR 150/- per day
INR 1,00,001-1,50,000/-	INR 200/- per day
INR 1,50,001- 2,00,000/-	INR 250/- per day
More than INR 2,00,001/-	INR 300/- per day

Notes:

- (a) *The fine shall accrue on a daily basis until the outstanding dues are cleared, subject to a cap not exceeding 50% of the original dues amount.*
- (b) *The fine amount shall not be reflected on the ERP and shall not be clubbed with the original dues amount.*
- (c) *The fine amount shall be calculated by the Accounts Section of the University and communicated to the defaulting student(s) which shall be paid by such student directly into the University's account and the receipt of such payment shall be provided by the student to the Accounts Section for payment realisation.*
- (ii) The Assistant Registrar (Academics-II) or any other officer designated by the Competent Authority may send a communication to parents/guardians of the defaulting student(s) regarding the outstanding dues.
- (iii) The Examination Section may withhold the results of the defaulting student(s) as per the details provided by the Assistant Registrar (Academics-II) or any other officer designated by the Competent Authority, until outstanding dues are settled.
- (iv) The defaulting student must settle all his outstanding dues within an Academic year as the outstanding dues of one Academic year shall not be carried to the next Academic year, failing which such a student may be denied his promotion to the next higher class.
- (v) The defaulting student may be denied re-registration in any subject or enrolment in any subsequent Examinations unless he submits the proof of clearing the outstanding dues at least forty-eight (48) hours before the commencement of the scheduled examination.
- (vi) The University Authorities may suspend facilities such as access to library resources including remote access/online database/student ID functionalities, halls of residence, entry to the campus.
- (vii) The University Authorities may deny the issuance of official certifications, including internship endorsements, provisional transcripts, visa letters, demand letters for financial aid and Bar Council documentation/verification.

- (viii) The University Authorities may deny the re-imbursement requests in case of participation in any University sponsored event or competition.
- (ix) The University Authorities may withhold the final degree certificates, marksheets, transcript and forfeit the security deposit.

Aforementioned sanctions may be imposed only after all reasonable efforts to engage with the defaulting student(s) have been exhausted and it has been determined by the officers involved in the process, that the student is avoiding payment of outstanding dues without a justifiable reason.

9. Waiver and Appeals

- (i) Notwithstanding anything contained in this policy or any other law for the time-being in force, the Vice-Chancellor reserves the power to exempt imposition of fine or any of the sanctions for any student who demonstrates genuine financial or any other hardship.
- (ii) A student may submit an appeal against the decision of the Registrar accompanied by supporting documents, to the Vice-Chancellor, whose decision shall be final and binding.

10. Legal Recourse

The University reserves the right to initiate legal proceedings against defaulting students who persistently fail to fulfil their financial obligations, ensuring compliance with contractual and statutory provisions.

11. Confidentiality and Ethical Enforcement

- (i) All matters concerning outstanding dues and recovery actions shall be handled with due care, ensuring that students' dignity.
- (ii) The University shall ensure that no student is subjected to public humiliation or undue hardship in the enforcement of this policy.

12. Policy Review and Amendments

- (i) This policy shall be subject to periodic review and amendments to align with evolving University requirements and legal frameworks.
- (ii) Any modifications shall be undertaken in due consultation with the Officers of the University involved in the recovery process, ensuring adherence to Constitutional principles and regulatory mandates.
- (iii) This policy seeks to balance financial sustainability with students' need for higher education, fostering a fair and equitable academic environment.
