

Minutes of Meeting (MOM)

Meeting Title: PTA Meeting on Fee Hike Proposal

Date:

Time:

Venue: School Conference Room

Attendees:

- Principal
- Vice Principal
- Coordinator
- Administration officer
- PTA Members

Agenda:

Discussion and approval regarding proposed 8 % fee hike for the upcoming academic session 2024-25 and finalization of related payment policies.

Discussion Points:

- 1. Proposal for Fee Hike**
 - The school administration presented the requirement of a 8 % increase in school fees.
 - Justification: The hike is necessary to ensure better facilities, infrastructure enhancement, faculty development, and overall school improvement.
 - PTA members were briefed about the utilization of funds for academic and extracurricular betterment.
- 2. Payment Deadline**
 - It was decided that **all fees must be settled by April 10, 2025, at the latest.**
 - Timely payment is essential to ensure smooth functioning of school operations.
- 3. Payment Options**
 - **Full Year Payment:**
 - Parents may choose to pay the entire year's fee upfront.
 - A **3% discount** will be offered on the total fee in this option.
 - **Installment Payment:**
 - Parents may opt to pay fees in **3 installments.**
 - The **1st installment is mandatory before the session begins.**
 - **Last date for 1st installment: April 10, 2025.**
 - Details of subsequent installments will be shared separately in the fee structure table.
- 4. Mode of Payment**



- In line with the **Digital India initiative**, parents are encouraged to make payments online through:
 - E-Mandate, UPI, Wallet, NEFT, RTGS
 - Using the **MCB app**:
https://corp9.myclassboard.com/StudentERP/Master_Student
 - Offline options include payments at the school fee counter through **cheques or demand drafts (DD)** payable as per school fee counter instructions.
5. **PTA Feedback & Decision**
- PTA members acknowledged the importance of investing in the school's development.
 - Members emphasized timely communication with parents regarding the fee hike and instalment schedule.
 - The proposal for a **16% fee hike was unanimously agreed upon and approved.**

Action Items:

1. Circulate official communication to all parents regarding the fee hike and payment structure.
2. Update school website and MCB app with revised fee details.
3. Ensure fee counter staff are equipped with updated instructions for cheque/DD payments.

Conclusion:

The meeting concluded with mutual agreement on the 8 % fee hike, the finalized **payment options and deadlines**, and the emphasis on **digital payment methods** for convenience and transparency.

Prepared By:

Approved By: Principal

Dr. Rashmi

Principal

Dr. Vishwanath Karad
World Peace School, Alandi

