

# KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH



(Formerly known as KLE University)

(Deemed-to-be-University established u/s 3 of the UGC Act, 1956)

Accredited 'A' Grade by NAAC (2<sup>nd</sup> Cycle)

Placed in Category 'A' by MHRD (GoI)

JNMC Campus, Nehru Nagar, Belagavi-590 010, Karnataka State, India

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Ref. No.KAHER/19-20/D-211219003

16<sup>th</sup> December 2019

## C I R C U L A R

**Sub: Revision in the quantum of financial grant to the faculty and students for research activities.**

- Ref:**
1. Proceedings of the 53<sup>rd</sup> Meeting of the Board of Management held on 11<sup>th</sup> October 2019 [Agenda No.BOM/LIII-07/19 dated 11<sup>th</sup> October 2019]
  2. Proceedings of the 26<sup>th</sup> Meeting of the Finance Committee held on 27<sup>th</sup> September 2019 [Agenda No.FC/XVI-06/19 dated 27<sup>th</sup> September 2019].

The Board of Management of the University in its 11<sup>th</sup> October 2019, based on the recommendations of the Finance Committee meeting held on 27<sup>th</sup> September 2019 has approved revision in the quantum of financial grant to the faculty and students for research activities, as detailed in the Annexure (enclosed). The same shall be applicable w.e.f. 1<sup>st</sup> January 2020.

The contents of this Circular be brought to the notice of all the faculty, students and the concerned employees working in your Institution.



  
**Prof. Dr. V.A.Kothiwale**  
**Registrar**

To

The Principals,  
All Constituent Units,  
KAHER,  
Belagavi.

CC to:

1. The PA to Hon. Chancellor, KAHER, Belagavi.
2. The Special Officer to Hon. Vice-Chancellor, KAHER, Belagavi.
3. The Finance Officer, KAHER, Belagavi.

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## Revision in the quantum of financial assistance to the faculty and students for conduct of research activities / research grants

Sl. No.	Particulars	Approved [w.e.f. 1 <sup>st</sup> January 2020]
I)	<b>:: RESEARCH PUBLICATIONS ::</b>	
01.	<b>Incentives for publication by the faculty members:</b>	
a.	<ul style="list-style-type: none"> <li>For publication of a scientific article in an indexed peer reviewed journal as the first author or corresponding author (Publication in SCI Index, UGC-CARE, Pubmed, Web of Science and Scopus)</li> <li>The incentive will also be given to other authors in case of multicentric studies, in high impact journals (with minimum impact factor of 1.0 Thomson Reuters) and fulfilling other indexing criteria.</li> </ul>	Rs. 10,000.00
b.	Chapter contribution in Text Book	Rs. 6,000.00
c.	Sole Author of Text Book / Reference Book	Rs. 9,000.00
d.	Short Communications / Letter to the Editor / Clinical Commentary / Other correspondences like Picture of the month	Rs. 2,000.00
02.	<b>Financial assistance for publication of scientific proceedings of the Workshop / Conference, etc.</b>	Rs. 20,000.00
03.	<b>Financial assistance to the staff / students / research scholars for prize winning scientific presentation</b>	
a.	<b>1<sup>st</sup> Prize</b>	
	National Level	Rs. 4,500.00
	International Level	Rs. 7,500.00
b.	<b>2<sup>nd</sup> Prize</b>	
	National Level	Rs. 3,000.00
	International Level	Rs. 4,500.00
c.	<b>3<sup>rd</sup> Prize</b>	
	National Level	Rs. 1,500.00
	International Level	Rs. 3,000.00
II)	<b>:: RESEARCH GRANTS ::</b>	
04.	<b>Financial support for conduct of Conferences, Workshops, CMEs, Symposia, etc. by the Departments / Constituent Units</b>	
a.	International Level (with minimum participation of delegates from 4 countries)	Rs. 2,25,000.00
b.	National Level (with minimum participation of delegates from 7 states)	Rs. 75,000.00
c.	Zonal Level (with minimum participation of delegates from 4 states)	Rs. 60,000.00
d.	State Level	Rs. 45,000.00
e.	CMEs (once a year for one specialty)	Rs. 20,000.00
05.	<b>Financial assistance to the faculty members of the University for presentation / invited talk / oration/ guest speaker / resource person once in a year (No assistance for attending or chairing the session)</b>	
a.	State Level	Rs. 8,000.00
b.	National Level	Rs. 16,000.00

<b>06.</b>	<b>Financial assistance to Full-Time Research Scholars enrolled for the Doctor of Philosophy (Ph.D) Programs of the University (for 2 years)</b>	
<b>a.</b>	<b>Medicine:</b>	
<b>i.</b>	Stipend per month per Research Scholar	Rs. 60,000.00
<b>ii.</b>	Contingency amount per year	Rs. 60,000.00
<b>b.</b>	<b>Dental:</b>	
<b>i.</b>	Stipend per month per Research Scholar	Rs. 30,000.00
<b>ii.</b>	Contingency amount per year	Rs. 50,000.00
<b>c.</b>	<b>Pharmacy</b>	
<b>i.</b>	Stipend per month per Research Scholar	Rs. 20,000.00
<b>ii.</b>	Contingency amount per year	Rs. 40,000.00
<b>d.</b>	<b>Ayurveda / Physiotherapy / Nursing:</b>	
<b>i.</b>	Stipend per month per Research Scholar	Rs. 20,000.00
<b>ii.</b>	Contingency amount per year	Rs. 40,000.00
<b>e.</b>	<b>Inter-disciplinary Area:</b>	
<b>i.</b>	Stipend per month per Research Scholar	Rs. 12,000.00
<b>ii.</b>	Contingency amount per year	Rs. 40,000.00
<b>07.</b>	<b>Financial assistance to the faculty members for presentation / invited talk / oration / guest speaker) attending overseas (outside India) Conferences (once in three years)</b>	
<b>a.</b>	North / South America	Rs. 1,25,000.00
<b>b.</b>	Europe, Africa and Australia	Rs. 75,000.00
<b>c.</b>	China and Japan	Rs. 60,000.00
<b>d.</b>	Asia countries	Rs. 30,000.00
<b>e.</b>	Asia countries	Rs. 20,000.00
<b>08.</b>	<b>Quantum of financial grant (maximum) eligible for Research Projects:</b>	
<b>a.</b>	<b>Medical:</b>	
<b>i.</b>	Under Graduate	Rs. 10,000.00
<b>ii.</b>	Post Graduate	Rs. 25,000.00
<b>iii.</b>	Faculty Members	Rs. 1,00,000.00
<b>b.</b>	<b>Dental:</b>	
<b>i.</b>	Under Graduate	Rs. 10,000.00
<b>ii.</b>	Post Graduate	Rs. 25,000.00
<b>iii.</b>	Faculty Members	Rs. 50,000.00
<b>c.</b>	<b>Others (Pharmacy / Ayurveda / Physiotherapy / Nursing Science and Allied Courses)</b>	
<b>i.</b>	Under Graduate	Rs. 10,000.00
<b>ii.</b>	Post Graduate	Rs. 25,000.00
<b>iii.</b>	Faculty Members	Rs. 50,000.00
<b>d.</b>	<b>KAHER Departments (BSRC / UDEHP / Scientists)</b>	Rs. 75,000.00

III)	<b>:: RESEARCH PUBLICATIONS / GRANTS ::</b>	
9.	Remuneration to the Resource Persons / Speakers (external) who deliver lectures in the UDEHP Workshops	Rs. 2,000.00
10.	'Best Ph.D. Thesis' Award (For every 10 Thesis 1 Award) (Maximum 2 awards)	Rs. 20,000.00
11.	'Best Post-Graduate Dissertation' Award (1 per Faculty with minimum of 10 PG students in a faculty, max. 5 awards total)	Rs. 15,000.00
12.	'Best Scientist' Award (2 awards) for outstanding work	Rs. 30,000.00
13.	'Best Young Scientist' Award (2 awards)	Rs. 20,000.00
14.	'Earn While You Learn' Scheme	Rs. 3,000/- to Rs. 7,500.00 per month, for one year depending on the nature of assignments / duties entrusted by the KAHER for that particular job / post. (25 candidates)
15.	Cash Incentive to the faculty members on the financial grant received from funding agencies	@ 2% on the quantum of financial grant received from the funding agencies not exceeding Rs.50,000/-
16.	Patents	
a)	Indian patent	Rs.15,000/-
b)	International Patent	Rs.25,000/-
17.	Grants to the Department for developing Thrust Areas upto 2 Departments in Medical College and 1 Department in other Faculties (Interdisciplinary / Interdepartmental Research)	
a.	Incubation Centre	Rs.2.00 to Rs.5.00 lakhs
b.	For generating baseline data for grants	
c.	For International collaboration	
d.	For support staff / outsourcing some work But should result in at least three publications in a year	

  
Hon. Vice-Chancellor



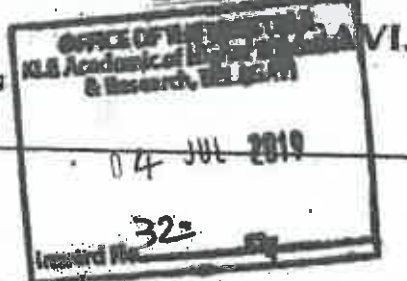
  
Registrar



# Karnatak Lingayat Education Society,

Web : <http://www.klesociety.org>  
E-Mail : [infodesk@klesociety.org](mailto:infodesk@klesociety.org)

Ph : 0831-2404010 (4 Lines)  
0831-2404055  
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Office of the Board of Management,  
K.L.E. Society, Belagavi-590001,  
(Karnataka State)

Date : 4 - JUL 2019

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*For Circulation*

## Rules for Free Education to Girl Child of Women Employees (Group 'C' & 'D') working in KLE Society's Institutions

KLE Society was established on 13<sup>th</sup> Nov. 1916 by seven eminent teachers. "Saptarshis", to educate children of the poor, especially the farming community. Their dream of transforming the lives of underprivileged poor people in this part of country was realized by establishing educational institutions that cater the needs of the public. The Saptarshis resolved that poverty should not be an obstacle for education and set about adding meaning and purpose to the lives of common man by providing educational opportunities at school and collegiate levels. In more than a century of service to society at large, KLE Society has evolved to accommodate more expansive geographies and to incorporate academic avenues in technical, professional and health sciences education, yet, the founder philosophy continues to be both the guiding light and the practice.

Poverty affects the prospects especially in "Higher Education" and is a major issue of concern especially in view of the intelligent students who hail from humble origins. More often than not, we have families embracing academic domination on the basis of the affordability. This forced compromise is a major limiting factor in the harnessing of quality human resource that can contribute to overall national development.

In an attempt to address this issue, especially in context of inclusion of the "Girl Child" in the main stream, Hon'ble Chairman of KLE Society, Dr. Prabhakar Kore has conceptualized an initiative that aims at extending a helping hand for daughters of Women Employees of Group C and D of KLE Society's Institutions. The said initiative provides for a waiver of the tuition fees of these students for continuation of education in the disciplines of Engineering and Health Sciences at institutions of KLE Society. A statement in this regard was released on the occasion of "International Women's Day" organized at KLE Centenary Convention Centre, Belagavi, on 04.03.2019.

### Terms and Conditions:

- The Group "D" women employees from the un-aided category working at KLE Society's Institutions should have satisfactory service record of a minimum of 5 years
- Free education will be given to the Girl child in any Course from Pre Primary to Higher Education
- In case the Girl child secures admissions in any KLE Society's Engineering / Medical Colleges through CET / NEET ranking or through the rules framed by the State / Central Government, only through Government allotted seats, she is eligible for free education at KLE Society's Institutions under this scheme

Ref No: DAHEL/D-060749002

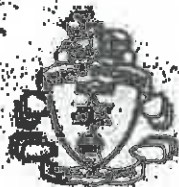


ATTESTED

*[Signature]*  
Dr. V.A. Kothiwale  
Registrar

KLE Academy of Higher Education and Research,  
(Deemed-to-be University) u/s 3 of the UGC Act, 1956  
Belagavi-590 010, Karnataka





# Karnatak Lingayat Education Society, BELAGAVI.

Web : <http://www.klesociety.org>  
E-Mail : [info@klesociety.org](mailto:info@klesociety.org)

B : 081-2404001 to 081-2404005  
Fax : 081-2404005

Office of the Board of Management,  
KLE Society, Belagavi-590001,  
(Karnataka State)

Ref. No. \_\_\_\_\_


Date \_\_\_\_\_

-2-

- Only one daughter of the said employee will be considered for the concession
- The facility will be withdrawn if the student is not eligible for the next academic year semester or for unsatisfactory academic performance. Improper conduct on part of the student would also attract immediate discontinuation of the free education facility
- In the event of the employee suspension/ discontinuation of services on account of resignation / improper conduct or other related issues, the facility shall be withdrawn immediately.

## For Group "C" women employees

- A girl child of group "C" women employee working at KLE Society's institutions will get 50% concession on the fees against the admissions.
- Conditions mentioned for group "D" women employees remain same for a girl admission from group "C" women employees.
- The candidate should serve in KLE Society / University / Hospital for a period of two years on completion of the course.

  
SECRETARY  
Board of Management  
KLE Society, Belagavi

ATTESTED



Dr. V.A. Kothiwale  
Registrar

KLE Academy of Higher Education and Research,  
(Deemed-to-be-University u/s 3 of the UGC Act, 1956)  
Belagavi-590 001, Karnataka



# KLE UNIVERSITY

(Formerly known as KLE Academy of Higher Education & Research, Belgaum)  
(Deemed to be University u/s 3 of the UGC Act, 1956 vide Government of India Notification No.FA-10220-13 (A))  
Accredited 'A' Grade by NMAC

Office of the Registrar, KLE University,

JNMC Campus, Halve Nagar, Belgaum-590 016, Karnataka State, India

Ph: 0831-2444444/2483779 Fax: 0831-2483777 Website: <http://www.kleuniversity.edu.in> E-mail: [info@kleuniversity.edu.in](mailto:info@kleuniversity.edu.in)

Ref No. KLEU/10-11/D-21046-21090

15<sup>th</sup> February 2011

## CIRCULAR

**Sub:** Introduction of KLE University Staff Welfare Fund Scheme for the benefit of teaching and non-teaching employees of the KLE University and its constituent units.

**Re:** Minutes of the meeting of the Board of Management meeting held on 1<sup>st</sup> December 2010 (Item No.BOM/XVII-10/10)

The Board of Management of the University in its meeting held on 1<sup>st</sup> December 2010 has accorded administrative approval for introduction of KLE University Staff Welfare Fund Scheme (Scheme) w.e.f. 1<sup>st</sup> January 2011.

The Scheme is applicable to all the teaching and non-teaching employees of the University including KLE University Research Foundation, Belgaum & KLE University's School of Music (including those who are on transfer / deputation from KLE Society to the KLE University). The guidelines including the application forms as approved by the Board of Management in this regard are appended to this Circular for information.

The Principals of the respective constituent institutions are hereby informed to comply with the following in this regard:

- The duly filled applications of all the teaching and non-teaching employees working in their institutions have to be submitted to the University on or before 10<sup>th</sup> March 2011 after due verification of the records furnished by the employee in the application form.
- Eligible subscription amount towards the aforesaid Scheme is to be deducted every month from out of the salary of all the employees working in their institutions w.e.f. 1<sup>st</sup> January 2011. In case any employee proceeding on long / subletical leave, the Membership shall continue in abeyance and the Principals shall ensure that the subscription amount to be paid during the aforesaid period is collected from him / her under intimation to the University.
- The amount deducted from the salary be sent to the University by cheque drawn in favour of Registrar, KLE University Staff Welfare Fund Scheme, Belgaum.

ATTESTED

*k*

Dr. V.A.Kothiwale  
Registrar

KLE Academy of Higher Education and Research,  
(Deemed-to-be-University u/s 3 of the UGC Act,1956)  
Belagavi-590 010,Karnataka



## KLE UNIVERSITY

(Formerly known as KLE Academy of Higher Education & Research, Belgaum)  
(Deemed to be University) vide 3 of the UGC Act, 1956 vide Government of India Notification No. P.2-10302-23 (A)

Accredited 'A' Grade by NAAC

Office of the Registrar, KLE University,

JVMC Campus, Nalru Nagar, Belgaum-590 010, Karnataka State, India

Ph: 0831-2444444/2483778, FAX: 0831-2483777, Web: <http://www.kleuniversity.edu.in>, E-mail: [info@kleuniversity.edu.in](mailto:info@kleuniversity.edu.in)

- 2 -

The University shall open a separate account in the name of KLE University Staff Welfare Fund Scheme and the amount so collected towards the aforesaid Fund shall be deposited in this account.

The contents of this Circular be brought to the notice of all the teaching and non-teaching employees working in your Institution.



*[Signature]*  
(Prof. (Dr.) P.P.KOTUR)  
Registrar

To  
The Principals,  
All Constituent Units,  
KLE University,  
Belgaum.

CC to:

1. The PA to Hon. Chancellor, KLE University, Belgaum.
2. The Special Officer to Hon. Vice-Chancellor, KLE University, Belgaum.
3. The Director, KLE University Research Foundation, Belgaum.
4. The Director, KLES Health Science Institutions, Belgaum.
5. The MD & CB, KLE Dr. PK Hospital and Medical Research Centre, Belgaum.
6. The Medical Superintendent, KLE Dr. PK Charitable Hospital & MRC, Belgaum.
7. The Director, KLE University's School of Music, Belgaum.
8. All University Officials and Staff Members, KLE University, Belgaum.
9. The Finance Officer, KLE University, Belgaum.

ATTESTED

*[Signature]*

Dr. V.A.Kothiwale  
Registrar

KLE Academy of Higher Education and Research,  
(Deemed-to-be University) vide 3 of the UGC Act, 1956)  
Belagavi-Sat 600, Karnataka



## KLE UNIVERSITY STAFF WELFARE FUND SCHEME

RULES & REGULATIONS GOVERNING THE KLE UNIVERSITY STAFF WELFARE FUND SCHEME  
FOR THE BENEFIT OF TEACHING AND NON-TEACHING EMPLOYEES  
WORKING IN THE UNIVERSITY AND ITS CONSTITUENT UNITS

### 1. Preamble:

Unforeseen situations on account of the death of an employee may leave the families of the deceased employee in great financial distress. At such times, benevolence in the form of immediate financial assistance must be readily available so as to enable the dependant family to tide over their genuine financial crisis/burden. Keeping this in view, the KLE University proposes to set up a Welfare Fund. The Fund shall be sustained by initial financial assistance from the KLE University and contribution of subscription amount from the employees enrolled as Members.

### 2. Name of the Fund

'KLE University Staff Welfare Fund Scheme' hereinafter, referred to as 'Fund / Scheme'.

### 3. Definition of the Employees

An 'Employee' means - a person serving as teaching / non-teaching / technician or in any post in the KLE University and its constituent units including KLE University Research Foundation & KLE University's School of Music, either on permanent or temporary / adhoc basis appointed by the KLE University or working at KLE University / its constituent unit on deputation / transfer from KLE Society.

### 4. Salient features

The main features of the Scheme are as under

- i) All teaching faculty and non-teaching employees of the KLE University and its constituent units including KLE University Research Foundation & KLE University's School of Music, including those working in the University / its constituent unit on deputation / transfer from KLE Society are eligible to become Members for the aforesaid Fund / Scheme on payment of required amount of subscription.
- ii) Membership of the Fund / Scheme is voluntary.
- iii) Benefits of the Fund / Scheme will be extended to the Members only.
- iv) Subscriptions will be deducted from the salary of the Members on monthly basis.

Page 1 of 1

ATTESTED

  
Dr. V.A. Kothiwale  
Registrar

KLE Academy of Higher Education and Research,  
(Deemed-to-be-University u/s 3 of the UGC Act, 1956)  
Belagavi-590 010, Karnataka

## KLE UNIVERSITY STAFF WELFARE FUND SCHEME

### 5. Objective of the Fund:

The aim and object of the Fund is to grant financial relief to the employees - both teaching and non-teaching staff of the University and its constituent Units; in case of death of an employee while in service.

### 6. Administration of the Fund:

The Committee comprising of the following members shall ensure effective administration of the Fund:

Vice-Chancellor, KLE University	...	Chairman
Principals of constituent units	...	Member
Finance Officer, KLE University	...	Member
Registrar, KLE University	...	Member-Secretary

The University shall have the powers to co-opt any Member, at any time, as deemed fit necessary and essential. The decision taken by the Committee for execution and interpretation of the Scheme shall be final and binding on all the Members of the Scheme.

### 7. Sources of the Fund:

- a) The Grant-in-Aid / contribution from the University,
- b) Subscription from the Members of the Fund.
- c) Other voluntary contributions or donations to the Fund.

### 8. Eligibility for Membership:

- a) The Membership of the Fund / Scheme shall be open to all teaching faculty and non-teaching employees of the University including KLE University Research Foundation and KLE University's School of Music, including those who are working in the University / its constituent unit on deputation / transfer from KLE Society.
- b) A Member of the Fund shall be a person, who having been admitted as a Member in accordance with the Rules & Regulations, governing the Fund and shall have paid his / her subscription and shall not have resigned.

### 9. Subscription from Members:

Every employee desirous to become a Member of the Fund shall submit an application to the University through respective Principal / Head of the Institution within a period of one month from the date of issue of Notification. The employees who are appointed newly are required to submit their applications within one month from the date of joining for duty.

Page 1 of 5

**ATTESTED**



**Dr. V.A. Kothiwala**  
Registrar

KLE Academy of Higher Education and Research,  
(Deemed-to-be-University u/s 3 of the UGC Act, 1956)  
Belagavi-590 010, Karnataka

## KLE UNIVERSITY STAFF WELFARE FUND SCHEME

In the event of death of an employee, the amount of financial relief shall be paid to the nominee as per the nomination given by him/her. He / She shall have the right to change the nomination at any time during his/her service with prior intimation to the University.

### 10. Management of the Funds

The fund collected under the Scheme in the form of voluntary contribution / subscription amount / donations / grant-in-aid from the University, etc. shall be invested in the form of Term Deposits / Fixed Deposits with Nationalized / Scheduled Banks. The interest earned on these Deposits shall form part and parcel of the Fund / Corpus.

### 11. Quantum and mode of payment of subscription amounts

All the members of the Fund have to contribute towards the Fund. The subscription amount payable by each member per month is as follows:

For non-teaching employee	Rs. 50/- (Rs. fifty only)
For teaching employee	Rs.100/- (Rs. one hundred only)

The subscription amount shall be deducted by the respective Heads of the Institutions from his/her monthly salary and remitted to the University towards depositing the same in the aforesaid Fund. The employees who are / will be on study leave / sabbatical leave or any other leave, keeping lien of his/her job in the University/Institution, he / she shall require to remit the subscription amount immediately after rejoining for duty at the Institution. However, the Membership shall continue during the aforesaid period.

The employee of the University and its constituent units shall continue to pay the subscription amount from his/her monthly salary till he / she continues to work in the University/Institution or till his/her retirement. After the retirement, the entire amount contributed towards the aforesaid Fund by the employee shall be returned to him/her without interest, within a month's time. In case an employee leaving the University/Institution before attaining the age of superannuation, the subscription amount paid by him/her till the date of his/her leaving, shall be refunded without interest.

ATTESTED



Dr. V.A. Kothiwale  
Registrar

KLE Academy of Higher Education and Research,  
(Deemed-to-be-University) U-3 of the UGC Act, 1956)  
Belagavi-590 010, Karnataka.

## KLE UNIVERSITY STAFF WELFARE FUND SCHEME

### 12. Application for Membership:

- a) Any employee who wishes to become a Member of the Fund voluntarily, shall submit his/her application to the Registrar, KLE University, Belagavi in the prescribed format (Annexure-I).
- b) The employee has to authorize the University / Institution for deduction of subscription amount towards the Fund from out of his/her salary every month (Annexure-II).

### 13. Cession of Membership:

A Member shall cease to be a member of the Fund in the event of:

- a) Resignation from membership of the Fund.
- b) Ceases to be employee of the University / Institution on account of resignation/retirement/dismissal/death, etc.
- c) Non-payment of subscription of the Fund continuously for more than three months, except those employees who proceed on long / sabbatical / study leave.
- d) Any employee whose transfer / deputation to the University / its constituent units is cancelled by the KLE Society, Belagavi.

### 14. Beneficiaries:

- a) The benefits of the Fund shall be confined to only those Members who have enrolled themselves as Members of the Fund.
- b) Members of the families consisting of widow / widower and dependant sons, daughters and parents or to a Member as per the nomination form.

### 15. Quantum of financial relief:

In case of death of an employee while in service, his/her immediate family member will be entitled for financial relief / compensation of Rs.50,000/- in the form of following:

An amount of Rs.10,000/- in the form of cash for funeral expenses shall be paid on the date of his/her death within a few hours by the Head of the Institution along-with University representative.

The remaining amount of Rs.40,000/- shall be paid in the form of Cheque to the member (nominee) of the deceased employee within 4-8 weeks of the death of the employee.

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ATTESTED

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Dr. V.A.Kothiwale  
Registrar

KLE Academy of Higher Education and Research,  
(Deemed-to-be-University u/s 3 of the UGC Act,1956)  
Belagavi-590 010,Karnataka

**KLE UNIVERSITY  
STAFF WELFARE FUND SCHEME**

**16. Bankers:**

- a) The Bankers of the Fund shall be any nationalized / scheduled Bank as approved by the University.
- b) The Bank Account shall be operated by the Registrar of the University.

**17. Audit of Accounts:**

The accounts of the Fund shall be audited by a Chartered Accountant.

**18. General conditions:**

1. The teaching faculty of the University / constituent units employed / re-employed (after attaining the age of superannuation not exceeding the age prescribed by the respective Regulating Councils) is eligible for the above Scheme subject to further continuation of his/her contribution of subscription amount towards the Fund.
2. The Scheme shall be reviewed periodically by the University and the decision of the Board of Management of the University as regards continuation / discontinuation of the Fund / Scheme shall be final / binding.
3. The University reserves its right to revise the subscription amount payable by the Member.
4. The University reserves its right to alter / modify any of the aforesaid Rules & Regulations.

  
Registrar  
KLE UNIVERSITY

Page 2 of 2

**ATTESTED**



**Dr. V.A. Kothiwale  
Registrar**

KLE Academy of Higher Education and Research,  
(Deemed-to-be-University u/s 3 of the UGC Act, 1956)  
Belagavi-590 010, Karnataka

**KLE UNIVERSITY  
STAFF WELFARE FUND SCHEME**

**APPLICATION FOR MEMBERSHIP TO  
KLE UNIVERSITY STAFF WELFARE FUND SCHEME**

To

The Registrar,  
KLE University,  
Belgaum.

Recent  
Photograph of  
the employee

Date: \_\_\_\_\_

Sir,

Sub: Membership for KLE University Staff Welfare Fund Scheme.

I hereby apply for Membership to the KLE University Staff Welfare Fund Scheme.

I have read the Rules & Regulations of the Fund and I hereby agree to abide by them and also by the Rules & Regulations that may be made thereafter. In this connection, I furnish below the necessary particulars for the same:

1.	Name	
2.	Date of Birth	
3.	Designation	
4.	Date of Joining	
5.	Department in which working	
6.	Institution in which working	
7.	Mode of appointment	Adhoc / Temporary / Permanent
8.	Address for communication	
9.	Contact details	
	Mobile No.	
	Telephone No.	(STD) Tel. No. _____

**ATTESTED**

  
**Dr. V.A. Kothiwale**  
Registrar

KLE Academy of Higher Education and Research,  
(Deemed-to-be-University u/s 3 of the UGC Act, 1956)  
Belagavi-590 010, Karnataka



**KLE UNIVERSITY  
STAFF WELFARE FUND SCHEME**

- 2 -

10. Details of dependents and relationship		
Name	Age	Relationship with the employee

In this regard, I enclose herewith the following:

- a) Authorization Letter for deduction of subscription amount from out of my salary every month.
- b) Nomination Form appointing Nominee to receive the amount from KLE University Staff Welfare Fund Scheme.

Thanking you,

Yours faithfully,

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Name: \_\_\_\_\_

**Recommendations of the HOD & Principal / Head of the Institution:**

The particulars furnished by the above employee have been verified and found correct. He/She may be enrolled as Member for the KLE University Staff Welfare Fund Scheme in accordance with the Rules & Regulations aforesaid Fund.

Signature of the HOD

Seal

Signature of the Principal

**ATTESTED**

*h*

**Dr. V.A.Kothiwale  
Registrar**

KLE Academy of Higher Education and Research,  
(Deemed-to-be-University vis 3 of the UGC Act, 1956)  
Belagavi-586 010, Karnataka

**KLE UNIVERSITY  
STAFF WELFARE FUND SCHEME**

To  
The Principal,

Dear Sir,

Sph: Authorization Letter.

In consideration of my request for Membership to KLE University Staff Welfare Fund Scheme, I hereby authorize you to deduct a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) per month being the monthly contribution / subscription towards the aforesaid Fund from the salary payable to me every month commencing from \_\_\_\_\_.

This authorization for deduction of subscription amount from out of my salary shall continue to be effective till I continue to work in your Institution. I also hereby undertake that in case I intend to avail Study Leave / Sabbatical Leave / Leave Without Pay or any other leave, my Membership may be kept in abeyance and the subscription amount to be paid by me towards the aforesaid Fund during such period shall be paid after rejoining for duty at the Institution. I am also further aware that the Membership for the aforesaid Fund shall cease in case of non-payment of subscription amount towards the Fund continuously for more than 3 (three) months and also in case of cancellation of transfer / deputation to the KLE University / Institution is cancelled by the KLE Society.

I have read the Rules and Regulations governing the KLE University Staff Welfare Fund Scheme.

Thanking you,

Yours faithfully,

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_

**ATTESTED**

  
**Dr. V.A. Kothiwale**  
Registrar

KLE Academy of Higher Education and Research,  
(Deemed-to-be-University vis 3 of the UGC Act, 1956)  
Belagavi-590 010, Karnataka

## KLE UNIVERSITY STAFF WELFARE FUND SCHEME

### NOMINATION FORM

Appointment of Nominee for 'KLE University Staff Welfare Fund Scheme'

I, Dr. / Prof. / Mr. / Ms. \_\_\_\_\_ son / daughter / wife /

instead of \_\_\_\_\_ hereby nominate the person mentioned below and confer on him/her the right to receive the amount that may be granted under the KLE University Staff Welfare Fund Scheme in the event of my death while in service:

<b>Details of the Employee:</b>	
Name & Designation	
Date of Birth & Age	
<b>Details of the Nominee:</b>	
Name & Address of the Nominee	
Relationship with the Employee	
Date of Birth	
<b>Details of the Guardian appointed: (In case of Nominee being Minor):</b>	
Name of the Nominee	
Relationship with the Member	
Present Address	

Signature of the Member

### FOR OFFICE USE

Membership No.	Nomination Registration	Signature

**ATTESTED**

*(Signature)*

**Dr. V.A.Kothiwala  
Registrar**

KLE Academy of Higher Education and Research,  
(Deemed-to-be-University u/s 3 of the UGC Act, 1956)  
Belagavi-590 010, Karnataka

**KLE UNIVERSITY  
STAFF WELFARE FUND SCHEME**

**KLE UNIVERSITY STAFF WELFARE FUND SCHEME**

**CLAIM FORM**

To

The Registrar,  
KLE University,  
Belgaum.

Sir,

Sub: Claim under KLE University Staff Welfare Fund Scheme.

I am submitting the following claim for your kind consideration.

1.	Name of the deceased Member	
2.	Designation	
3.	Institution / Department in which working	
4.	Date of Death (Death Certificate enclosed)	
5.	Name of the claimant and his / her relation with the deceased Member	
6.	Name of the Claimant / Nominalee	
7.	Full Address for correspondence	
8.	Relationship of the applicant to the deceased member	

I request you to kindly grant me financial relief in accordance with the Rules & Regulations of the KLE University Staff Welfare Fund Scheme at the earliest.

Thanking you,

Yours faithfully,

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Signature of the Claimant

**ATTESTED**



**Dr. V.A. Kothiwale  
Registrar**

**KLE Academy of Higher Education and Research,  
(Deemed-to-be-University u/s 3 of the UGC Act, 1956)  
Belagavi-590 010, Karnataka**

**KLE UNIVERSITY  
STAFF WELFARE FUND SCHEME**

**RECEIPT**

I, \_\_\_\_\_  
Nominnee of Late Dr. / Prof. / Sd / Ms/ (Smt.) \_\_\_\_\_  
residing at \_\_\_\_\_  
(full address) hereby acknowledge that I have received a sum of Rs. \_\_\_\_\_/-  
(Rupees \_\_\_\_\_ only) from KLE University Staff Welfare Fund Scheme  
by way of Cheque/Cash bearing No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on  
\_\_\_\_\_ (Bank) \_\_\_\_\_ (Branch)  
on account of death in harness of Dr. / Prof. / Sd / Ms/ Smt. \_\_\_\_\_  
(Member of KLE University Staff Welfare Fund  
Scheme) and who was working as \_\_\_\_\_ (designation)  
in \_\_\_\_\_ (Name of the Institution).

Date : \_\_\_\_\_

Place : \_\_\_\_\_

SIGNATURE

NAME

**ATTESTED**

*h*

**Dr. V.A.Kothiwale  
Registrar**

**KLE Academy of Higher Education and Research,  
(Deemed-to-be University) 3 of the UGC Act, 1956)  
Belagavi-590 010, Karnataka**



# KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH

(Formerly known as KLE University)

[Deemed-to-be-University established u/s 3 of the UGC Act, 1956]

## ANNUAL PERFORMANCE EVALUATION REPORT FOR GRANT OF INCENTIVE AWARD FOR THE NON-TEACHING EMPLOYEE / BEST SUPPORTING STAFF

Name of the Award \_\_\_\_\_

Assessment Year : 2017  
(1<sup>st</sup> January to 31<sup>st</sup> December 2017)

<b>1. Particulars of the employee:</b>				
a)	Name			
b)	Department			
c)	Institution			
d)	Date of Birth			
e)	Qualifications			
<b>2. Particulars of the employment:</b>				
a)	Date of appointment			
b)	Date of joining and post (Initial)			
c)	Date of regularization of services			
d)	Date of joining and designation (present post)			
<b>3. Performance Indicators:</b>				
a)	Quality & Efficiency of Work			
b)	Job knowledge			
c)	Communication Skills			
d)	Punctuality			
e)	Attendance			
<b>4. Human Relations</b>				
a)	Relationship with the colleagues			
b)	Relationship with Public			
c)	Relationship with Superiors			
<b>5. Character Traits:</b>				
a)	Loyalty			
b)	Integrity			
c)	Honesty			
<b>6. Particulars of Training Programs attended:</b>				
Sl. No.	Title of the Program	Date	Venue	Duration

Recommendations of the Principal: \_\_\_\_\_

Date : \_\_\_\_\_

Signature of the Principal \_\_\_\_\_

Eligibility criteria for recommending the employee for the Awards:

- The employee shall be a regular employee.
- The employee should have put in at least five years of service in the Institution.
- The employee should not have been received similar awards by KAHER in the past.
- The employee should not have been initiated any disciplinary action against him / her.
- Any relaxation should be justified.

Dr. V.A.Kothiwale  
Registrar

KLE Academy of Higher Education and Research,  
(Deemed-to-be-University u/s 3 of the UGC Act, 1956)  
Belagavi-590 010, Karnataka



# V CARE HEALTH SERVICES

2<sup>nd</sup> Floor, Adarsha Plaza, College Road, Belagavi.

✉ vcarehealthservicebgm@gmail.com

☎ Ph: +91-76187-04468

GSTIN # 29AACAV9240Q1ZM



Vaidyashree is a unique health plan offered by V-Care Health Services. It is instituted primarily for the benefit of employees and their family members of KLE Society's institutions. The prepaid health plan assists in extending medical care for the individual / entire family.

KLES Dr. Prabhakar Kore Hospital & Medical Research Center, Belagavi will provide all hospitalization services.

## I. APPLICABILITY

Vaidyashree is applicable to the following:

1. Employees who are working and are on the rolls of respective Institutions.
2. The family members of such employee. Here it may be noted that to enroll the family, employee also has to be enrolled. For the purpose of Vaidyashree family includes spouse and dependent unmarried children and parents.
3. The employees, who are joining after enrollment date, have to fill up the V-Care Health form along with the joining report. His/her application will be processed and sent to our office by respective institutions.

## II. SPECIAL FEATURES

1. Vaidyashree enrollment is only through the respective institution.
2. All pre-existing disease covered.
3. Delivery / childbirth covered.
4. No age limit
5. The Child at the time of Delivery is covered up to Rs.10,000/-.

## III. GENERAL FEATURES

a) **All In-Patient treatment:** (Including cost of 50% drugs and materials) in respective category, as per the limits.

b) **Outpatient treatment:** For employee and his/her family members 20% discount on investigations and procedures (Excluding Drugs and materials)

The scheme covers the cost of hospitalization for each employee/family as per the table attached. If the hospital bill exceeds the sanctioned limit the individual employee is required to pay the difference amount to the hospital. If the patient is admitted in upper category than entitled, the patient should pay the deference amount.

## V. PAYMENT OF MEMBERSHIP FEE:

- i) Employees are required to pay the membership fee (Individual & family) in advance at the time of their enrollment to this scheme through their respective organization. The application should be in the prescribed format, which is attached here with.

ATTESTED

Dr. V.A.Kothiwale  
Registrar

KLE Academy of Higher Education and Research,  
(Deemed-to-be-University u/s 3 of the UGC Act,1956)  
Belagavi-590 010,Karnataka

- ii) The membership is valid only for the period mentioned in the Vaidyashree Card. Before the membership expires the premium should be paid and membership to be applied.

The Vaidyashree benefits are provided at the KLES Dr. Prabhakar Kore Hospital & MRC and associated Hospitals on production of the Vaidyashree Card at the reception / registration / billing counter.

#### VI. EXCLUSIONS

1. CT Scan MRI, Skin Laser Treatment, etc (both as OP & IP): a discount of 20% may be availed.
2. The procedures listed below are not covered under Vaidyashree. However, all scheme members can claim a discount of 20% on these procedures.
  - a) Invitro Fertilization
  - b) Intra Cytoplasmic sperm Injection
2. Cosmetic Surgery or treatment is not covered (unless it is medically required)
3. Hemodialysis not covered.
4. HIV /AIDS related treatment not covered.
5. The cost of stent /Valve/ mesh/ lens not covered.
6. The surgeries like hip/knee replacement etc., not covered unless due to accidents.
7. Cost of Drug / consumable 50% to be borne by the patient.

### SCHEME LIMITS

Category	Self	Spouse	Below 18	Parents (Per Head)	Max Limit	Parents (Per Head)	Drug
B-Private	3500	3500	1750	5000	1,30,000	1,15,000	50,000
C- Spl.Semiprivate	2600	2600	1300	4500	1,20,000	95,000	40,000
D-General	1500	1500	750	2400	80,000	70,000	30,000

#### NOTE:

**PLEASE NOTE GST WILL BE APPLICABLE @ 18% ON THE ABOVE MENTIONED PREMIUMS**

- 20% discount for staff and dependents on all OPD investigations. Child means -Children below 18 years of age. Children above 18 years and above –full Fee to be paid
- The fee once collected cannot be refunded.
- V-Care Health may change, add or modify all or any of the terms and conditions set out herein without any advance notice
- Jurisdiction: All the disputes or differences arising between the parties out of this Agreement shall be settled within the jurisdiction of Belgaum only

**ATTESTED**



**Dr. V.A.Kothiwale**  
Registrar

KLE Academy of Higher Education and Research,  
(Deemed-to-be-University u/s 3 of the UGC Act, 1956)  
Belagavi-590 010, Karnataka

# V CARE HEALTH SERVICES

## APPLICATION FOR ENROLMENT TO VAIDYASHREE AAROGYA SCHEME

To,  
V Care Health Services

Through proper channel

.....  
.....  
.....

Sir,

Kindly enroll me/my family to the 'Vaidyashree Aarogya' scheme. Having fully understood the rules and regulations of the scheme I /we agree to abide by the same. I furnish the particulars as under: -

Sl. No.	Name	Age	Sex	Relation	Category
1					B-Private <input type="checkbox"/>
2					
3					
4					C-Semiprivate (Special) <input type="checkbox"/>
5					D-General <input type="checkbox"/>
6					

**Note:** Cost of Medicine / Consumables – 50% to Be Borne By Patient.

I am herewith paying Rs .....towards the annual fee and authorize my organization to deduct the money from my account/ salary.

Yours faithfully,

Signature

Mobile No : .....

**Note:** Please fill in all columns suitably. Incomplete form may not be considered. Also attach one stamp size photograph of each individual. Family means spouse/dependent children only. Kindly go through the details over leaf before signing the document.

Principal

P T O

ATTESTED

*(Signature)*

Dr. V.A.Kothiwale  
Registrar

KLE Academy of Higher Education and Research,  
(Deemed-to-be University) U.S. 1 of the UGC Act,1956  
Belagavi-590 010,Karnataka

## Fee Table

Category	Self	Spouse	Below 18	Parents (Per Head)	Max Limit	Parents (Per Head)	Drug
B-Private	3500	3500	1750	5000	1,30,000	1,15,000	50,000
C- Spl.Semiprivate	2600	2600	1300	4500	1,20,000	95,000	40,000
D-General	1500	1500	750	2400	80,000	70,000	30,000

### NOTE:

**GST WILL BE APPLICABLE @ 18% ON THE ABOVE MENTIONED PREMIUMS.**

20% discount for staff and dependents on all OPD investigations. Child means -Children below 18 years of age. Children above 18 years and above –full Fee to be paid

## EXCLUSIONS

1. IN CASE OF UNAVAILABILITY OF SELECTED CATEGORY THE EMPLOYEE OR DEPENDENT IS NOT AUTHORIZED FOR HIGHER CATEGORY.
2. COST OF MEDICINE / CONSUMABLES – 50% TO BE BORNE BY PATIENT.
3. CT/MRI, SKIN LASER TREATMENT, ETC., (BOTH IN IP/OP): 20% DISCOUNT MAY BE AVAILED.
4. THE PROCEDURES LISTED BELOW ARE NOT COVERED UNDER THIS SCHEME. ALL MEMBERS CAN CLAIM 20% DISCOUNT ON THE FOLLOWINGPROCEDURE.
  - A) INVITRO FERTILIZATION.
  - B) INTRA CYTOPLASMIC SPERUM INJECTION.
5. COSMETIC SURGERY OR TREATMENT IS NOT COVERED (UNLESS IT IS MEDICALLY REQUIRED).
6. DIALYSIS NOT COVERED.
7. HIV/AIDS RELATED NOT COVERED
8. THE COST OF STENT /VALVE /MESH /LENCE IS NOT COVERED.
9. THE SURGERIES LIKE HIP/KNEE REPLACEMENT ETC., NOT COVERED UNLESS DUE TO ACCIDENTS.
10. NON-MEDICAL EXPENSES ARE NOT COVERED.

### Note:

1. Treatment due to illness / accident only. No admissions for diagnostic purposes.
2. New born babies may be enrolled at the time of renewal only(NEXT YEAR ONLY).

Applicant Signature

**ATTESTED**



Dr. V.A.Kothiwale  
Registrar

KLE Academy of Higher Education and Research,  
(Deemed-to-be University u/s 3 of the UGC Act,1956)  
Belagavi-590 010,Karnataka