



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]

APPLICATION FORM FOR GRANT OF 'KAHER BEST SCIENTIST AWARD' (To be submitted to the KAHER through the concerned HoD & Principal)

1. Name	
2. Qualification	
3. Designation	
4. Department	
5. Institution	
6. Date of Birth	
7. Age as on the last date of receipt of application	Years Months Days
8. Date of joining the Institution	
9. Total years of Experience (in years):	Teaching _____ Research _____
10. No. of students guided	PG students _____ Research Scholars _____
11. Field of specialization (Medical / Dental / Pharmacy / Ayurveda / Physiotherapy / Nursing Science / Inter-disciplinary Research)	_____
12. a) List of peer-reviewed publications in reputed journals with good impact factor	
b) Attach copies of not more than three research papers which you consider the best.	
c) Patents, if any.	
13. Impact of the contributions to the specific field	
14. Have the achievements already been recognized by Awards by any learned body. If so, the name of the body, award and the year of award may be given. (A copy of the citation should be enclosed).	
15. Any relevant / additional information which the faculty member intends to provide regarding his / her research / publication work	

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



DECLARATION

I hereby declare that the above information provided by me is true and correct. I also hereby declare that the research / publication work carried out by me is original-one and it does not involve act of plagiarism. I shall be solely held responsible for any wrong information provided in this application and liable for any action taken by the KAHER.

Place : _____

Date : _____

Signature of the Applicant

15. Recommendations of the HOD / Principal:

The details and the documents submitted by the above faculty member have been verified and found correct. The application submitted by the above faculty member has been forwarded to the KAHER for further consideration.

Signature of the HoD

Seal

Principal

ATTESTED

Dr. V.A. Kothiwale
Registrar



BEST SCIENTIST AWARD OF KAHER

Scope / Purpose:

The KAHER has instituted 'Best Scientist Award' for its faculty members who have made significant contribution towards research in any branch of Health Sciences within the purview of the KAHER.

Any faculty member working in the KAHER / Constituent Units / KAHER Departments who have made outstanding contributions towards research / publication works done primarily in India during the last three years shall be eligible for the aforesaid Award. The awards shall be given in the following disciplines / fields:

- i) Medicine
- ii) Dentistry
- iii) Pharmacy
- iv) Ayurveda
- v) Physiotherapy
- vi) Nursing Science
- vii) Inter-disciplinary Area.

Number of Awards:

The number of awards every year shall be two.

Age Limit:

Any faculty member above 45 years of age as on the last date of submission of applications to the KAHER shall be eligible for the Award.

Quantum of Award:

The KAHER shall give citation and a cash prize of Rs.30,000 (Rupees thirty thousand) for each Awardee.

Selection Procedure:

The KAHER shall constitute a Selection Committee with three external experts to finalize the candidates for the aforesaid Award, based on the quality of research publications, its societal relevance / application, etc. Only original research articles in peer-reviewed journals with good impact factor shall be considered for the award.

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 ACADEMY OF HIGHER EDUCATION AND RESEARCH

(Formerly known as KLE University)

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

APPLICATION FORM FOR GRANT OF ONE-TIME CASH AWARD / FINANCIAL ASSISTANCE, FOR PUBLICATION OF TEXT BOOK / REFERENCE BOOK BY THE FACULTY MEMBERS OF THE KAHER (To be submitted to the KAHER through the concerned HoD & Principal)

1. Name of the faculty member	
2. Qualification	
3. Designation	
4. Department	
5. Institution	
6. Date of promotion and joining to the post of Professor	
7. Title of the Text Book	
8. Whether the book contains any illustrations. If so, indicate the nature / type and number of illustrations Note: Copyright clearance must be obtained for the textual matter, illustrations and maps, etc. obtained from other sources and included in the book proposed for publication.	
9. Specialty / Sub-specialty, Discipline / Sub-discipline and a short note about the subject matter of the book	
10. Beneficiaries of the Text Book / Reference Book (Under-Graduate / Post-Graduate / Researchers / Teachers / Others, if any, please specify)	
11. Approximate time required for publication of the book after it is approved by the KAHER	
12. Have you published any Text Book / Reference Book in the past. If yes, please furnish: a) Title of the Text Book / Reference Book b) Name and address of the Publisher c) No. of Editions d) No. of copies sold	
13. Any relevant / additional information which the faculty member intends to provide regarding publication of the proposed Text Book / Reference Book	

DECLARATION

I hereby declare that the above information provided by me is true and correct. I also hereby declare that the Text Book / Reference Book proposed for publication does not involve act of plagiarism and necessary copyright clearance (s) has / have been obtained, wherever required. I shall be solely held responsible for any wrong information provided in this application and liable for any action taken by the KAHER including the liability for the plagiarism / copyrights. I hereby undertake to publish the aforesaid Text Book / Reference Book on my own and make available 10 copies of the same to the KAHER.

Place : _____

Date : _____

ATTESTED

Signature of the Applicant

Dr. VA. 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



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14. Recommendations of the HOD / Principal:

The details and the documents submitted by the above faculty member have been verified and found correct. The application submitted by the above faculty member has been forwarded to the KAHER for further consideration.

Signature of the HoD



Principal

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 ACADEMY OF HIGHER EDUCATION AND RESEARCH

(Formerly known as KLE University)

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

GUIDELINES FOR GRANT OF CASH AWARD / FINANCIAL ASSISTANCE TO THE FACULTY MEMBERS FOR PUBLICATION OF THE TEXT BOOK / REFERENCE BOOK

Scope / Purpose:

The KAHER with a view to encourage the senior faculty members (Professors) for publication of the Text Books / Reference Books in the relevant health science discipline intends to consider grant of cash award / financial assistance.

Any faculty member (Professor level with minimum eight years of standing) working in the KAHER / Constituent Units / KAHER Departments who publishes the Text Book / Reference Book in any of the following disciplines of Health Science shall be eligible for the aforesaid cash award:

- i) Medicine
- ii) Dentistry
- iii) Pharmacy
- iv) Ayurveda
- v) Physiotherapy
- vi) Nursing Science
- vii) Inter-disciplinary Area.

Number of Awards:

The number of awards every year shall be three.

Quantum of Award:

The KAHER shall consider one-time grant of cash award / financial assistance of Rs.30,000 (Rupees thirty thousand) in the relevant health science discipline to three faculty members in a year for publication (Text Book / Reference Book). The royalty component will be with the author. However, financial assistance from the KAHER shall be prominently acknowledged by the faculty members in all the editions of the book.

Selection Procedure:

The KAHER shall constitute a Committee comprising of two experts to go through the contents of the Text Book / Reference Book proposed for publication by the faculty member. The concerned faculty member, after publication of the Text Book / Reference Book, shall make available 10 copies (complementary) to the KAHER.

ATTESTED

Dr. V.A. Kothiwale
Registrar

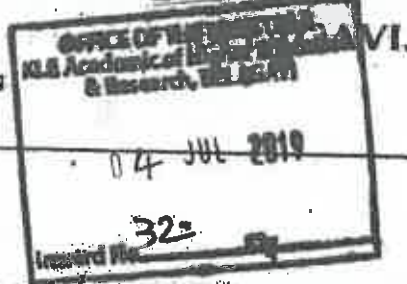
KLE Academy of Higher Education and Research,
[Deemed-to-be-University established u/s 3 of the UGC Act, 1956]
Belagavi-590 010, Karnataka



Karnatak Lingayat Education Society,

Web : <http://www.klesociety.org>
E-Mail : infodesk@klesociety.org

☎ : 0821-2404419 (4 Lines)
0821-2404355
Fax : 0821-2404000



Office of the Board of Management,
K.L.E. Society, Belagavi-590001,
(Karnataka State)

Date : 4 - JUL 2019

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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 13th Nov. 1916 by seven eminent teachers. "Saptarshis", to educate children of the poor, especially the farming community. Their dream of transforming the lives of uneducated 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 finding meaning and purpose in 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 domain 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

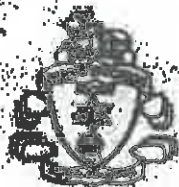
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ATTESTED

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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



Karnatak Lingayat Education Society, BELAGAVI

Dist: Belagavi
Pin: 591101
Fax: 0831-240000

Web : <http://www.klesociety.org>
E-Mail : info@klesociety.org

Office of the Board of Management,
K.L.E. Society, Belagavi-59001,
(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 because of unsatisfactory academic performance. Improper conduct on part of the student would also alien the 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 employee.
- The candidate should serve in KLE Society / University / Hospital for a period of two years on completion of the course.


SECRETARY
Board of Management
K.L.E. 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-590 010, Karnataka



KLE UNIVERSITY

(Formerly known as KLE Academy of Higher Education & Research, Belgaum)
(Deemed as Deemed-to-be-University u/s 3 of the UGC Act, 1956 vide Government of India Notification No. F-1/1956-13 641)
Accredited 'A' Grade by NAAC

Office of the Registrar, KLE University,

JNAC Campus, Halavi Nagar, Belgaum-590 010, Karnataka State, India

Ph: 0831-2444444/2423779 Fax: 0831-2423777 Website: <http://www.kleuniversity.edu.in> E-mail: info@kleuniversity.edu.in

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

20th 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.

Ref: Minutes of the meeting of the Board of Management meeting held on 1st December 2010 (Item No.BOM/KVII-10/10)

The Board of Management of the University in its meeting held on 1st December 2010 has accorded administrative approval for introduction of KLE University Staff Welfare Fund Scheme (Scheme) w.e.f. 1st 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 16th March 2011 after due verification of the records furnished by the employees 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. 1st January 2011. In case any employee proceeding on long / sabbatical 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

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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

(Formerly known as KLE Academy of Higher Education & Research, Belgaum)
(Deemed to be University) Act 3 of the UGC Act, 1956 vide Government of India Notification No. 23-1/1980-23 (A)

Accredited 'A' Grade by NAAC

Office of the Registrar, KLE University,
JYMC Campus, Nalru Nagar, Belgaum-590 010, Karnataka State, India
Ph: 0831-2444444/2463778, FAX: 0831-2463777. Web: <http://www.kleuniversity.edu.in> E-mail: 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.




(Prof. (Dr.) P.F.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 & CE, KLE Dr. P.K Hospital and Medical Research Centre, Belgaum.
6. The Medical Superintendent, KLE Dr. P.K 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

Dr. V.A.Kothiwale
Registrar

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

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 vis 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, Belgaum 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. Cessation 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) Cessation 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, Belgaum.

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.

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 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**

**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



Signature of the Principal

ATTESTED

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**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,

Sub: 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 / deposition 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:

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

Signature of the Member

FOR OFFICE USE

Membership No.	Nomination Registration	Signature

ATTESTED

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**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 / Nomininee	
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
(1st January to 31st December 2017)

1. Particulars of the employee:				
a) Name				
b) Department				
c) Institution				
d) Date of Birth				
e) Qualifications				
2. Particulars of the employment:				
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)				
3. Performance Indicators:				
a) Quality & Efficiency of Work				
b) Job knowledge				
c) Communication Skills				
d) Punctuality				
e) Attendance				
4. Human Relations				
a) Relationship with the colleagues				
b) Relationship with Public				
c) Relationship with Superiors				
5. Character Traits:				
a) Loyalty				
b) Integrity				
c) Honesty				
6. Particulars of Training Programs attended:				
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

2nd 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.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

V CARE HEALTH SERVICES

APPLICATION FOR ENROLMENT TO VAIDYASHREE AROGYA 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					
2					B-Private <input type="checkbox"/>
3					
4					C-Semiprivate (Special) <input type="checkbox"/>
5					
6					D-General <input type="checkbox"/>

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

I am herewith paying Rstowards 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



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

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.Kothhwal
Registrar

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