



Ref. No.KAHER/24-25/D- 20092410

20th September 2024

C I R C U L A R

Sub: Waiver of tuition fee to the faculty members who enroll for the Doctor of Philosophy (Ph.D.) Program of KAHER.

In partial modification of the earlier Circular No. KAHER/24-25/D-11092418 dated 11th September 2024, I have been directed to inform you that **waiver of tuition fee** to the **faculty members** of KAHER and its constituent units is applicable only for the minimum duration of Ph.D. Program as notified by KAHER. However, in case the candidate (Ph.D. Scholar) is unable to complete the Ph. D. Program within the minimum duration as notified by KAHER, then the candidate will have to pay the prescribed tuition fee as applicable for the remaining period till completion of the Ph.D. Program.

The contents of this Circular be brought to the notice of all the faculty members of your Institution.

Prof. Dr. M.S.Ganachari
Registrar



To

The Principals,
All constituent units,
KAHER, Belagavi.

The KAHER Officials

CC to:

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

KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH

(Deemed-to-be-University established u/s 3 & 12B of the UGC Act, 1956)

Accredited **A⁺ Grade** by NAAC (3rd Cycle)

Placed in **Category A** by MoE (GoI)

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

0831-2444444

info@kledeemeduniversity.edu.in

www.kledeemeduniversity.edu.in



Ref. No.KAHER/24-25/D-06062412

6th June 2024

C I R C U L A R

Sub: Introduction of KAHER's Pension Scheme.

We are pleased to inform that the Management of the KLE Academy of Higher Education and Research (KAHER), Deemed-to-be-University, Belagavi has approved the Employees' Pension Scheme viz. **KAHER's Employees' Pension Scheme Trust (K-EPST)**.

It is to be noted that the aforesaid Trust is registered in the office of the Senior Sub-Registrar, Belagavi vide Registration No.BEL-4-00085-2024-25 on 21st May 2024. The aforesaid Pension Scheme is very attractive and is beneficial to the employees (faculty / teaching and non-teaching staff members). The guidelines governing the functioning of the aforesaid Trust are enclosed. The same is applicable to all the faculty and staff members working at KAHER and its constituent units including its attached Hospital and other Units / Centers.

The aforesaid Scheme is effective from **1st May 2024**.

The existing employees who wish to opt for the aforesaid pension may give consent for the same and submit the duly filled applications in the prescribed formats so as to reach the undersigned on or before **30th June 2024**. There is no joining fee for those employees who join K-EPST on or before **10th August 2024**. Any employee who join K-EPST **after 31st July 2024**, he / she has to pay joining fee **equivalent to one-month contribution**. The monthly contribution will be deducted from the salary of the faculty members / staff members **w.e.f. 1st July 2024 or from the following month of joining to the Scheme**.

The contents of this Circular be brought to the notice of all the faculty and staff members of your Institution.



Prof. Dr. M.S.Ganachari
Registrar

To

1. The Principals, Constituent Units, KAHER at Belagavi.
- **With a request to circulate amongst all the faculty / staff members.**
2. The MD & CE, KLE Cancer Hospital, Belagavi.
3. The MD, KLE Dr. PKH and MRC, Belagavi.
4. The Medical Superintendent, KLE Dr. PK Charitable Hospital, Belagavi.
5. All Officials and Staff Members, KAHER, Belagavi.

CC to:

1. The PA to Hon. Chancellor, KAHER, Belagavi.
2. The Special Officer to Hon. Vice-Chancellor, KAHER, Belagavi.
3. The Secretary, BoM, KLE Society, Belagavi.

KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH

(Deemed-to-be-University established u/s 3 & 12B of the UGC Act, 1956)

Accredited A⁺ Grade by NAAC (3rd Cycle)

Placed in Category A by MoE (GoI)

**KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH'S EMPLOYEES PENSION
SCHEME TRUST**



EMPLOYEE PENSION SCHEME GUIDELINES

Registered Address:

JNMC Campus, Nehru Nagar, Belagavi, Pin: 590010

KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH'S EMPLOYEES PENSION SCHEME TRUST

EMPLOYEE PENSION SCHEME GUIDELINES

1. TITLE:

The PENSION SCHEME HEREBY constituted shall be called **KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH'S EMPLOYEES PENSION SCHEME TRUST**. (Herein after referred to as "the Fund" or "the Scheme").

2. DEFINITIONS:

In this scheme, unless the context otherwise requires;

- A) "Act" means Karnataka Societies Registration Act, 1960.
- B) "KAHER" means **KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH**, JNMC Campus, Nehru Nagar, Belagavi – 590010
- C) Member means any permanent Employee appointed by the KAHER who opts to become member of the said Pension Scheme and contribute to the scheme according to the rules their on.
- D) "Employer" means **KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH**, Belagavi herein referred as KAHER.
- E) "Board of Trustee" means the Board of trustees of "**KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH'S EMPLOYEES PENSION SCHEME TRUST**".
- F) "Date of Retirement" means the last working day of the month in which the employee attains the superannuation or as provided under Subsidiary Rules of the KAHER.
- G) Employee beneficiary means any person employed permanently of the service of the KAHER and who opted for the scheme and contributed, retired/Died on and after 31/03/2024 after putting 10 years of minimum service or on attainment of Superannuation whichever is earlier.
- H) Retired Employee beneficiary means a Permanent Employee of the KAHER who retired on or after 31/03/2024 after continuous service of 10 years and / or living as of 31/03/2024 and who opts to become member of the said scheme by contributing the amount as specified in **Schedule- A**.
- I) "Financial Year" means the year commencing from the 1st day of April and ending with 31st day of March of the following year.
- J) "Fund or Scheme" means the pension fund of **KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH'S EMPLOYEES PENSION SCHEME TRUST**.
- K) "Superannuation" means the date on which the employee attains the age as fixed by the KAHER from time to time.
- L) "Trust" means **KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH'S EMPLOYEES PENSION SCHEME TRUST**.
- M) Words which are not defined or interpreted in these Rules shall carry the same means as defined or interpreted in Subsidiary Rules/Service rules/ Bye-law of the KAHER.

OBJECT:

To provide retirement relief to the employees of the KLE Academy of Higher Education and Research, Belagavi by way of Monthly Pension payments.

The main objective of this Trust is to give Pension to the Employees after their retirement (i.e., after attaining the age of Superannuation), Pension to the Nominee of the Employee in case of death of such employee and Pension to the employees who becomes disable during the employment.

The sole purpose of this Trust is the welfare of the employees and their dependents of The KLE Academy of Higher Education and Research, Belagavi.

APPLICATION OF THE SCHEME:

1. This Scheme shall apply to:
 - a. Employee Beneficiary means any person employed permanently of the service of the KAHER and who opted for the scheme and contributed, retired/ Died on or after 31/03/2024 after putting 10 years of minimum service and on attainment of Superannuation whichever is earlier.
 - b. Retired Employee beneficiary means a Permanent Employee of the KAHER who retired on or after 31/03/2024 after continuous service of 10 years and or living as of 31/03/2024 and who opts to become member of the said scheme by contributing the amount as specified in SCHEDULE-A.
 - c. If at the time of retirement, any employee falls short of the amount to be contributed to the fund to be eligible for the scheme, he/she shall pay the balance amount of the contribution at the time of retirement in single installment.
 - d. The employee shall be eligible to the pension based on the grade of his employment on the date of his retirement (restricted to the maximum calculated fund for 20 years) as specified in the rules as on the date of retirement. In case of any shortfall of contribution as per the grade applicable on the date of retirement, the same shall be paid in full and thereafter the retired employee shall be eligible for the pension.
 - e. The Scheme is not applicable to the persons working on temporary basis/contract basis/daily wages basis/on deputation basis and KAHER's consultants.
 - f. The sole purpose of the Scheme shall be for extending Retirement Relief to the surviving retired employees, retired as per the subsidiary Rules of the KAHER and his/her spouse in the event of death of the employee subject to fulfillment of the required conditions stipulated in the scheme.
 - g. The Retirement Relief as fixed by the Board shall be paid to the eligible employees as per the scheme on monthly basis out of the yield generated out of the corpus fund.
 - h. In the event of death of the employee during employment, the surviving spouse/parents/children shall be eligible for 50% of the pension amount which was to be paid to the employee at his superannuation. The pension amount shall be divided among the spouse/children and parents in the proportion given as provided by the employee. However, the same shall be paid from the following month of the death subject to submission of relevant documents.

- i. In the event of death of employee after retirement from the service, the spouse of the employee and the parents of the employee shall receive the eligible pension respectively in the proportion as provided by the employee.
- j. Situation where the employee is not serving for 10 years (minimum service period required to be eligible for pension scheme), Midway exist from the scheme, terms of repayment- **SCHEDULE-B** is applicable.
- k. Any Employee beneficiary/Retired employee beneficiary whose service falls short of minimum 10 years, at the time of retirement, shall be liable to pay a sum of equal to half of the monthly contribution paid grade wise for the shortfall of the months not served by him taking 10 years as minimum service period. Further this sum shall be paid in addition to the minimum contribution required grade wise. (This point is applicable only to such employees whose entire service period in the KAHER is less than 10 years).
- l. In case of permanent disability of the employee during the employment, because of which he is unable to continue the service, such employee shall be eligible for the pension amount subject to the payment of balance contribution immediately from the following month. Further in case of death of the disabled employee, the spouse/parents/children shall be paid the pension amount.
- m. The monthly retirement relief shall not be extended to the spouse of the deceased employees in the event of her/his appointment in the KAHER on the compassionate ground or appointment to the children of the deceased on the consent of the spouse on compassionate ground. Further the spouse or children employed on compassionate grounds shall be eligible to pay only the balance contribution being shortfall payable by the deceased employee and shall be eligible for pension on attainment of Superannuation.
- n. In case of Re-marriage of spouse of the deceased employee, he/she shall not be eligible for Pension amount but the minor children will be paid.
- o. In cases where an employee or the survivor has been removed from the service on grounds of financial fraud or caused damage to the property of the KAHER, he shall not be eligible for any pension under the scheme even if he has fulfilled the conditions under the scheme.
- p. The retired employee shall at the beginning of each financial year (i.e., before April 25th) should submit Survival certificate counter signed by the manager of the pension disbursement branch or Pensioner's Life Certificate / Jeevan Praman or Digital Life Certificate, failing which his pension shall be held up till the submission of the said certificate.
- q. In case of any practical situations where it is difficult to decide, for the beneficiary of the pension scheme, the board shall be authorized to take the decisions.

SCHEDULE-A: The Pension amount shall be worked out and made applicable to all the employees based on the grades. Further, the scheme approved once shall be made applicable to all the employees as on date of approval, any changes shall be made applicable prospectively to new employees.

The total Pension payable to any employee shall be restricted to the maximum of pension for 20 years. In case of death of employee, the nominees shall be eligible for 100% of the amount as calculated for 20 years period reduced by the amount already received by the employee before his/her death. But shall be paid at 50% of the amount of pension payable each month. (The period shall get extended but the maximum payable shall be constant).

Classification of Employees: Based on Salary

GRADE	SALARY RANGE (Salary per month)	Total Contribution	Monthly contribution	No. of months for total contribution
A+	Equal to or more than Rs.2,00,000/-	Rs.12,00,000/-	Rs.15,000/-	80
A	Between Rs.1,00,000/- & Rs. 2,00,000/-	Rs.10,00,000/-	Rs.12,500/-	80
B	Between Rs.50,000/- & Rs.1,00,000/-	Rs.6,00,000/-	Rs.6,000/-	100
C	Between Rs.25,000/- & Rs.50,000/-	Rs.5,00,000/-	Rs.4,000/-	125
D	Between Rs.10,000/- & Rs.25,000/-	Rs.2,00,000/-	Rs.1,000/-	200

SCHEDULE -B

In Case of	Explanation	Conditions for pension payments/ Repayment terms
Regular retirement	Employees completing the entire service period & then retiring from the KAHER.	Pension will be paid as per the specified Grade after retirement.
Employees leaving before 10 years of service	Employees leaving the service of the KAHER before completing minimum service of 10 years.	Repayment of the amount which is contributed by the employee till the date of leaving the service. No interest is paid on that amount. Repayment shall be made in 12 equal installments from the following month.
Employees leaving after 10 years of service	Employees leaving the service of the KAHER after completing minimum service of 10 years but NOT OPTING for pension scheme.	Repayment of the amount which is contributed by the employee till the date of leaving the service along with 5% Interest on that balance. (Interest is calculated on the amount outstanding on the date of leaving the service). The total amount (contribution+ interest) will be paid in 12 equal installments from the following month.

In Case of	Explanation	Conditions for pension payments/ Repayment terms
Employees leaving after 10 years of service	Employees leaving the service of the KAHER after completing minimum service of 10 years but OPTING for pension scheme.	<p>Employee contribution is paid fully: No repayment while leaving the service & employees will be eligible for Pension payment of the grade in which employee belonged before leaving the service of KAHER. After the age of superannuation (58/60 years).</p> <p>Employee contribution is partially paid: No repayment while leaving the service & employees will be eligible for Pension payment of the grade in which employee belonged before leaving the service of KAHER if they pay the balance contribution required.</p> <p>Employee contribution is partially paid & did not pay the balance contribution: No repayment while leaving the service & employees will be eligible for Pension payment of the lower grade only to the extent the contribution is paid.</p>

Note:

- The Scheme will be effective from 01/05/2024.
- Interested Employees of KAHER and its constituent units (including its attached Hospitals and Centres / Units) needs to submit the duly filled information in the prescribed formats along with their two Passport size photos, PAN Card, Aadhar card and Cheque/DD/Online payment for payment of contribution for the initial / first month contribution (May 2024) as per Schedule A to the Establishment Department of their respective institutions. The concerned Principal / Head of the Institution shall then forward the applications along-with the requisite documents to KAHER so as to reach on or before 30th June 2024. They are also requested to submit soft copy of the same to the following email ID – pension@kledeemeduniversity.edu.in
- There is no Joining fees initially to all the existing employees upto 10th August 2024.
- Any existing Employee who wishes to join after this period, has to pay one month's contribution as joining fee plus the normal contribution as per the Scheme along-with Interest worked out @ 10% p.a. from the date of implementation of the scheme based on the shortfall of contribution each year.
- A new employee will be eligible for joining the scheme from the date of confirmation / regularization of his / her services after satisfactory completion of the probation period as mentioned in the terms and conditions of Appointment. He / She will be given grace period upto 60 days to join the Pension Trust from the date of completion of probationary period / regularization of services. If he / she wishes to join after this free look in period, he/she can do so by paying one month contribution as joining fees plus the normal contribution as per the scheme along with Interest at 10% p.a. from the date of completion of probationary period / regularization of services till such time the contribution amount towards pension Trust is deducted from his/her salary.
- Pension payment for the employees will begin from the coming financial year for those employees retiring within 2 years of the implementation of this scheme.
- Any employee retiring after 2 years from the implementation of the Scheme, the pension payment will be made from the following month only.

- In case any employee avails Sabbatical or any other Leave (Leave Without Pay), then he / she has to pay the monthly contribution immediately after reporting back for duty and pay the total contribution along-with 10% interest on monthly outstanding balance or
- The employee has to pay the monthly contribution by giving ECS mandate.

**PENSION SCHEME AS APPROVED BY THE BOARD OF TRUSTEES
AS ON 31/03/2024**

The KLE Academy of Higher Education and Research 'S

EMPLOYEES PENSION SCHEME TRUST

EMPLOYEE CLASSIFICATION BASED ON SALARY

Category of Employee	EMPLOYEES CONTRIBUTION PATTERN						
	Total Contribution	Monthly Contribution	No of months required to complete the Contribution (Installments)	Pension per month			
				People retiring in 1 st -5 th year	People retiring in 6 th -10 th year	People retiring in 11 th -15 th year	People retiring in 16 th -20 th year
Grade A+	12,00,000	15,000	80 months	35,000	37,100	40,100	44,100
Grade A	10,00,000	12,500	80 months	30,000	31,800	34,300	37,700
Grade B	6,00,000	6,000	100 months	15,000	15,900	17,200	19,000
Grade C	5,00,000	4,000	125 months	10,000	10,600	11,500	12,700
Grade D	2,00,000	1,000	200 months	5,000	5,300	5,700	6,300

Note: The KAHER will contribute Rs.1.00 crore every year towards KAHER's Employees' Pension Scheme Trust.

**KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH's EMPLOYEES
PENSION SCHEME TRUST**



Registered Address:

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

**KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH's EMPLOYEES
PENSION SCHEME TRUST**

EMPLOYEE DATA-BASE

Please affix ID
Card Photo
recently taken

1. Name : _____
2. Designation : _____
3. Department : _____
4. Institution : _____
5. Mobile No. : _____
6. E-mail ID : _____
7. Employee ID No. : _____
8. Aadhar No. : _____
9. PAN No. : _____
10. Date of Birth : ____/____/____ [DD/MM/YEAR]
11. Local Address : _____

12. Permanent Address : _____

13. Gross Salary per month :

Sl. No.	Gross Salary per month	Gross Salary per annum

Classification:

1. Salary More than Rs. 2,00,000 per month A+
2. Salary between Rs.1,00,000 & 2,00,000 per month A
3. Salary between Rs.50,000 & 1,00,000 per month B
4. Salary between Rs.25,000 & Rs.50,000 per month C
5. Salary between 10,000 & 25,000 per month D

Date: _____

Signature of the Employee

**KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH's EMPLOYEES
PENSION SCHEME TRUST
CONSENT LETTER**

To

The Secretary,
KAHER Employees Pension Scheme Trust,
Belagavi.

Sir,

Sub: **Request for Membership to KAHER's Employees Pension Scheme Trust.**

I have gone through the guidelines of the KAHER's Employees Pension Scheme Trust which was communicated vide KAHER Circular No.KAHER/24-25/D-06062412 dated 6th June 2024 and I, hereby give my consent for enrolling in to the aforesaid Pension Scheme. I hereby agree to contribute my share for the fund as decided by the Board of Trustees of the KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH'S EMPLOYEES PENSION SCHEME TRUST, Belagavi from time to time. I also give my consent for deduction of applicable contribution from my salary towards pension scheme from next month onwards.

Date:

Place:

Signature of the Employee

**KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH'S
EMPLOYEES PENSION SCHEME TRUST**

MEMBERSHIP APPLICATION

A. Basic Details:

1	Member Name (In Block Letters)	
2	Designation	
3	Department	
4	Institution	
5	Employee ID No.	
6	Aadhar No.	
7	PAN No.	
8	PF No.	
9	Gender	
10	Marital Status	
11	Date of Birth	
12	Date of Joining	
13	Mobile No.	
14	Email ID	
15	Address	

B. Family details:

	Name	Date of Birth	
1	Father		
2	Mother		
3	Spouse		
4	Son		
5	Daughter		

C. DETAILS OF NOMINEE(S):

Sl. No.	Name	Date of Birth	Relationship	Aadhar No.	% of Share

D. SAVINGS BANK ACCOUNT DETAILS OF THE EMPLOYEE:

Name of the Bank	
Type of Account	SB Account
Branch	
IFSC Code	

I hereby declare that the above-mentioned details are true and correct.

Place: _____

Date: _____

Signature of Applicant

Enclosures:

1. Aadhar Card
2. PAN Card
3. 2 Passport size photos of the employee
4. Face-sheet of the Pass Book

OFFICE USE

After verification of the documents, _____ has been allotted Pension Membership No. _____ for KAHER's Employees Pension Scheme Trust subject to the guidelines of the same.

Secretary

Chairman

Date : _____

**KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH'S
EMPLOYEES PENSION SCHEME TRUST**

PAYMENT DETAILS

I _____ hereby enclose the Cheque
bearing No. _____ dated _____ for Rs.* _____
Rupees _____) drawn on
_____ (Name of the Bank) in favor of
KAHER's Employee's Pension Scheme Trust towards my initial contribution for
KAHER's Employees Pension Scheme.

OR

On-line Transfer of amount through NEFT/ Phone Pay/Google Pay or any other electronic means of Transfer to the following Account: -

Account Number : 110177524282
IFCS Code : CNRB0010504
Name of the Bank : CANARA BANK
Name of the Account Holder : KAHERS EMPLOYEES PENSION SCHEME TRUST

UTR/UPI Reference Number :

Amount Transferred: -

- Note: - Transferor has to Provide UTR/UPI Reference Number of the amount transferred to above Account through E-mail to : pension@kledeemeduniveristy.edu.in
- * One month contribution (May, 2024) as per Schedule "A" as provided in Guidelines
[i.e. Rs.1,000/- / Rs.4,000/- / Rs.6,000/-, Rs.12,500/- / Rs.15,000/- - as applicable]

Signature of Member

Date: _____

KLE UNIVERSITY, BELGAUM

LEAVE POLICY FOR THE TEACHING STAFF MEMBERS OF THE KLE UNIVERSITY

Sl. No	Type of Leave	No. of days leave eligible	Regulations recommended
1.	Casual Leave	15	<ol style="list-style-type: none"> 1. The Teacher shall be eligible for 15 days Casual Leave in a calendar year or as prescribed by the University Grants Commission or Central Councils and accepted by the University from time to time. 2. The teacher shall obtain prior permission for Casual Leave ordinarily before the day from which it is required. In exceptional circumstances, where application of casual leave cannot be submitted before it begins, the Teacher shall apply for ex-post-facto sanction on the day of resuming on duty. 3. In case the teacher is unable to attend his/her duty for reasons of natural calamity, the competent authority shall sanction the same as Casual Leave. 4. The Teacher shall be eligible not more than five days Casual Leave at a time. The Sunday and/or Public Holidays so also a holiday or a series of holidays are permitted to interpose between the period of casual leave. However, the total period of casual leave and holidays enjoyed in continuation at one time shall not exceed seven days. 5. Casual Leave cannot be combined with any other kind of leave except duty leave and special casual leave subject to the condition specified in Item 4 above regarding maximum period of 7 days. 6. Accounts of all types of leaves availed of by the Teacher shall be maintained separately by the respective Institutions. 7. The Competent Authority may refuse Casual Leave if it is requested on flimsy pretext. The Competent Authority shall have the power to grant casual leave in proportion to the period of the academic year and the casual leave availed of until then. 8. The Competent Authority may grant leave without pay (LWP) of shorter duration if no casual leave <u>and other leaves</u> is available to the teacher. 9. There is no provision to avail half day CL. 10. CL is to be credited @ one day per month of completion of service for first year. Thereafter, CL is to be credited @ 15 days p.a. at the beginning of the calendar year i.e. on 1st of January every year. 11. Carry forward of CL for the next calendar year is not permitted.
2.	Restricted Holiday	02	The Teacher is eligible to avail any two of the Restricted Holidays declared by the University in that particular calendar year.



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Sl. No	Type of Leave	No. of days leave eligible	Regulations recommended
3.	Earned Leave	20	<ol style="list-style-type: none"> 1. All the teaching faculty of the constituent colleges / institutions of the KLE University are considered as non-vacational staff. They shall be eligible for Earned Leave for the services rendered at the rate prescribed by the Board of Management from time to time. 2. The Earned Leave can be availed only after one year of satisfactory services @ 20 days per annum. 3. Earned Leave is to be credited @ 10 days on 1st of January and on 1st of July every year. 4. The Teacher shall apply in a prescribed form at least ten days in advance and proceed on leave only after obtaining prior approval / sanction of the competent authority. 5. Ordinarily a Teacher shall not be allowed to accumulate the Earned Leave more than 180 days. <ul style="list-style-type: none"> • Provided that if Teacher asks for the Earned Leave, the same shall not be refused by the Appointing Authority. • Provided further that if Appointing Authority refuses to sanction the Earned Leave on administrative grounds, the same shall be sanctioned in the subsequent year. • Earned Leave cannot ordinarily be availed less than 10 days or more than 60 days at a time. • Earned Leave of less than 10 days at a time can be availed only after exhausting the Casual Leave, in the particular calendar year. • For any vocational staff if they are asked to work during vacation, they will be eligible to proportionate Earned Leave.
4.	Half Pay Leave	20 (10 full days if commuted)	<ol style="list-style-type: none"> 1. Normally HPL shall be availed only after exhausting of all other available leaves including Earned Leave. The teacher shall be eligible to avail leave on half pay to the extent of 20 days for every completed year of service. The leave so earned can be accumulated without limit during the entire service. The teacher shall not be eligible to avail leave on half pay during the first year of the service. The leave if requested on medical grounds shall be supported by the Certificate from the competent Medical Authority. 2. Provided that the period of suspension if any finally treated as suspension shall be excluded for counting completed years of service for this purpose. 3. The Half Pay Leave can be availed only after 1 year of satisfactory services @ 20 days per annum which is to be credited on the day of completion of service every year. 4. 2 days of HPL can be commuted to 1 day Full Pay Leave.
5.	Maternity Leave	90	<ol style="list-style-type: none"> 1. The lady teacher who is a permanent teacher and has less than two living children, on the date of the application, shall be eligible to full pay maternity leave for a period of 90 (ninety) days. 2. The lady teacher appointed on probation or on temporary basis and who has put in at least two years of continuous services shall be eligible for maternity leave referred to in clause (1). 3. The lady teacher who is appointed on probation or temporary basis and who has put in continuous service for a period exceeding one year, but less than two years, shall be eligible to maternity of ninety days, on half pay, subject to having less than 2 children.



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Sl. No	Type of Leave	No. of days leave eligible	Regulations recommended
			<p>4. The lady teacher on temporary basis with less than one year service shall not be entitled to maternity leave and the period of absence shall be treated as Extra-ordinary Leave (leave without pay). However, the Vice-Chancellor can permit Half Pay Maternity Leave in exceptional cases provided she has less than 2 children</p> <p>5. The application for maternity leave shall be supported by medical certificate with probable date of confinement.</p> <p>6. The lady teacher may avail other leave viz. medical/half pay leave/earned leave including commuted leave, if she so desires in continuation of the maternity leave, up to a maximum of sixty days confirm production of a medical certificate.</p> <p>7. The application for the maternity leave is to be supported by Medical Certificate issued by competent medical authority.</p>
6.	Special Medical Leave		<p>The teacher shall be eligible for twelve months full pay leave, if he / she is suffering from tuberculosis, leprosy, cancer, AIDS or brain ailment or such other diseases, which may be specified by the Competent Medical Authority, from time to time and is undergoing treatment in a recognized clinic or under a specialist recognized by the University, from time to time, on production of valid certificate</p>
7.	Study Leave		<p>Study Leave is granted for undergoing advanced training or to perform research or to acquire a higher qualification. The teacher shall be eligible for study leave in the following manner.</p> <ul style="list-style-type: none"> ▪ The Study Leave to the teacher may be sanctioned by the Board of Management on the recommendations of the Vice-Chancellor. ▪ The study leave with basic pay may be granted to the teacher whose services are confirmed and who has served the University for not less than ten years subject to the condition that the Teacher shall enter into an agreement / bond to serve the University for a period of at least three years from the date of completion of study leave and also that he / she is doing fellowship / research not as regular employee of that institution. <p style="text-align: center;">or</p> <ul style="list-style-type: none"> ▪ Provided that the teacher who once avails study leave shall not be eligible for such a leave again unless he / she works for a period of five years after availment of the study leave. ▪ Provided further that, if study leave is sanctioned to the teacher, no substitute appointments shall be made against such vacancy and the work load of such teacher shall be distributed by the Principal amongst the remaining teachers working in the Department. ▪ The teacher, for study leave, shall ordinarily apply at least one month (or lesser period with the approval of the Vice-Chancellor) in advance to the Vice-Chancellor, with the details such as nature of studies to be undertaken, duration, permission letter of the Authority where the teacher intends to work etc. through his/her Head of the Department and Principal who will make the alternative arrangements for his / her teaching work. ▪ If any teacher is awarded a short term fellowship by University Grants Commission or any other funding agencies within India or abroad; he / she shall be granted Study Leave as per conditions of award provided such Study leave shall not be granted to more than two teachers in the Department at a time.



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Sl. No	Type of Leave	No. of days leave eligible	Regulations recommended
			<ul style="list-style-type: none"> The total period spent on study leave shall not exceed more than forty-eight months in the entire service of the teacher. In exceptional cases, the Vice- Chancellor may sanction study leave with or without pay for a period not exceeding the above-said limit in his / her opinion; the study undertaken by the teacher is beneficial to the University / Institution. However, the period of study leave granted without pay shall not be considered for incremental or promotional benefits. The teacher shall refund the salary to the University, earned during the period of the study leave (if sanctioned with salary), if he / she does not rejoin his / her duties immediately after availing the study leave, does not comply with the terms and conditions as laid down in the agreement.
8.	Special Casual Leave	15	The Teacher is eligible to avail Special Casual Leave for attending State / Regional / Zonal / National / International Conferences & Foreign University work / Examination work in any University
9.	Duty Leave	15	The Duty Leave may be granted by the Vice-Chancellor as and when required for any other work specified, other than in Special Casual Leave.
10.	Surrender Leave	30	<ul style="list-style-type: none"> The teacher is entitled to avail Earned Leave encashment facility by surrendering 30 days Earned Leave once in three years subject to a minimum balance of credit of Earned Leave to an extent of 60 days at his / her credit at the time of submission of the leave application. The amount of encashment is limited only to the payment of Basic Pay of the employees who are on regular scale.
11.	Leave for Persons re-appointed after retirement or on contract basis		Casual Leave - 15 days Special Casual Leave - 15 days Medical Leave - 15 days As per the terms and conditions already mentioned above against the respective Leaves.
12.	Extra Ordinary Leave (Leave without pay) with lien on the post		The Teacher is eligible to avail Extra Ordinary Leave (LWP) with the approval of the Competent Authority not exceeding two years. However, only lien is kept and the period of leave shall not be considered for promotion.



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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 (2nd Cycle)

Placed in Category 'A' by MHRD (GoI)

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

☎: 0831-2444444

FAX: 0831-2493777

Web: <http://www.kledeemeduniversity.edu.in>
www.kleuniversity.edu.in

E-mail info@kledeemeduniversity.edu.in
info@kleuniversity.edu.in

Ref. No.KAHER/18-19/D- 739

18th June 2018

C I R C U L A R

Sub: Revision in the period of grant of Maternity Leave from 90 days to 180 days.

Ref: Proceedings of the 46th meeting of the Board of Management of KAHER held on 25-09-2017 (Agenda No.BOM/XLVI-08/17)

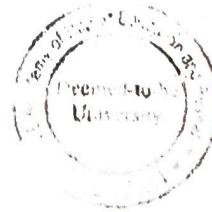
The Board of Management of the KAHER in its meeting held on 25th September 2017 has approved **revision** in the **period of grant of Maternity Leave** from **90 days to 180 days** to the woman employees working in the KAHER and its constituent units.

In pursuance of the same, the Clause 5, Sl.No. (1) of the Leave Policy of KAHER issued by this office vide No.KLEU/Est/08-09/D-13831-13855 dated 21st February 2009 stands revised as under:

'The lady teacher who has completed more than two years of services is entitled to full pay maternity leave for a period of 180 (one hundred and eighty) days for less than or upto two living children'.

All other terms and conditions stipulated in the aforesaid Circular shall remain unaltered. The same shall be applicable w.e.f. **25th September 2017**.

The contents of this Circular be brought to the notice of all concerned of your Institution.



Prof. Dr. J.D.Patil
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 Secretary, Board of Management, KLE Society, Belagavi.
4. The KAHER Officials

KLE UNIVERSITY

(Formerly known as KLE Academy of Higher Education & Research)

[Declared as Deemed-to-be-University u/s 3 of the UGC Act, 1956 vide Government of India Notification No.F.9-19/2000-U.3(A)]
Accredited with 'A' Grade by NAAC (2nd Cycle) Placed in Category 'A' by MHRD (GoI)

ಕೆ.ಎಲ್.ಇ. ವಿಶ್ವವಿದ್ಯಾಲಯ

(ಕೆ.ಎಲ್.ಇ. ಎಕ್ಯಾಡಮಿ ಆಫ್ ಹೈಯರ್ ಎಜ್ಯುಕೇಶನ್ ಆಂಡ್ ರಿಸರ್ಚ್ ಎಂದು ಮುಂಚೆ ಗುರುತಿಸಿದೆ)
[ಭಾರತ ಸರ್ಕಾರದ ಅಧಿಸೂಚನೆ ಕ್ರ: ಎಫ್.ಇ-೧೯/೨೦೦೦-ಯು.೩ (ಎ)ರನ್ವಯ ೧೯೫೬ರ ವಿ.ಧ.ಆ.ಕಲಂ ೩ರಡಿ ಸ್ವಾಯತ್ತ ವಿಶ್ವವಿದ್ಯಾಲಯವೆಂದು ಘೋಷಿಸಲ್ಪಟ್ಟಿದೆ]
ನ್ಯಾಕ್‌ನಿಂದ 'ಎ' ಶ್ರೇಣಿ ಮಾನ್ಯತೆ ಪಡೆದಿದೆ (2ನೇ ಸೈಕಲ್) ಮಾ.ಸಂ.ಅ.ಸ (ಭಾರತ ಸರ್ಕಾರ) ದಿಂದ 'ಎ' ವರ್ಗದಲ್ಲಿ ಸ್ಥಾನೀಕರಿಸಲಾಗಿದೆ.

Ref. No.KLEU/17-18/D-370

11th May 2017

C I R C U L A R

Sub: Application format for Sabbatical Leave (Leave Without Pay).

With reference to the above, please find enclosed the application format in which the faculty members are required to submit the information for consideration of grant of Sabbatical Leave (Leave Without Pay) [Other than Medical / Sick and Earned Leave] by the University. The faculty members are required to submit their leave applications to the University in the prescribed format, at least one month in advance, duly signed by the concerned Head of the Department and the Principal. The faculty members are required to proceed on leave only after ensuring that the leave requested by them has been considered and approved by the University.

The Principals of the constituent units shall ensure that before relieving of the duties of the faculty member from the Institution, he / she has paid the instalments in advance to the **Bank / KLE Co-op. Society / KLE University** towards **Housing Loan or Personal Loan, etc. / towards Staff Welfare Fund** for the period of leave, if applicable. A NoC to this effect may be obtained from the concerned Bank / Society / University for the same and also ensure that alternative arrangements are made for allotment of PG Guide / Ph.D. Guide to the students, in case the faculty member who is proceeding on leave, is guiding them.

The contents of this Circular be brought to the notice of the faculty members working in your Institution to note and comply with the same.

*Email sent to officials
& Principals on 11/05/2017.*

To

1. The Principals, All Constituent Units, KLE University, Belagavi
2. All Officials, KLE University, Belagavi.



V.D. Patil
Prof. Dr. V.D. Patil
Registrar



KLE UNIVERSITY
(Formerly known as KLE Academy of Higher Education & Research)
[Declared as Deemed-to-be-University w/s 3 of the UGC Act, 1956 vide Government of India Notification No.F.9-19/2000-U.3(A)]
Accredited 'A' Grade by NAAC

ಕೆ.ಎಲ್.ಇ. ವಿಶ್ವವಿದ್ಯಾಲಯ

(ಕೆ.ಎಲ್.ಇ. ಎಕ್ಸ್ಯಾಡಮಿ ಆಫ್ ಹೈಯರ್ ಎಜ್ಯುಕೇಶನ್ ಆಂಡ್ ರಿಸರ್ಚ್ ಎಂದು ಮುಂಚೆ ಗುರುತಿಸಿದೆ)
(ಭಾರತ ಸರ್ಕಾರದ ಅಧಿಕೃತತೆ: ಉ.ಆ.ಸಿ-೧೯/೨೦೦೦-ಯು.೩ (ಎ) ರನ್ವಯೆ ೧೯೫೬ರ ವಿ.ಛ.ಆ.ಕೆ.ಲಾ ೩ರಡಿ ಸ್ವಾಯತ್ತ ವಿಶ್ವವಿದ್ಯಾಲಯವೆಂದು ಘೋಷಿಸಲ್ಪಟ್ಟಿದೆ)
ನ್ಯಾಕನಿಂದ 'ಎ' ಶ್ರೇಣಿ ಮಾನ್ಯತೆ ಪಡೆದ

Ref. No.KLEU/13-14/D- 1207.

13th June 2013

CIRCULAR

Sub: Age of superannuation for the teaching faculty members of the University.

The Board of Management of the University in its meeting held on 16th May 2013 has prescribed the age of superannuation at 60 years to the teaching faculty members working in the constituent units of the University w.e.f. 1st July 2013.

In pursuance of the same, the teaching faculty members who complete 60 (sixty) years of age shall retire from the service and he / she shall be relieved from the duties of the Institution on the afternoon of the last day of the month in which he / she attains the age of superannuation. However, the University shall consider extension of services of such faculty members for a period of one year which is extendable till attainment of 65 years, on consolidated salary (equivalent to last pay drawn), depending upon the needs and requirements in the Department / Institution.

Under the circumstances, the Principals of the constituent units are hereby informed to send the details of such teaching faculty members who attain the age of superannuation to the University at least two months in advance.

The contents of this Circular be brought to the notice of all the teaching faculty members working in your Institution.



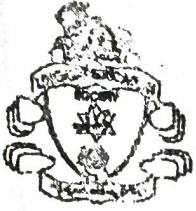
Prof. (Dr.) V.D.PATIL
Registrar

To

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

CC to:

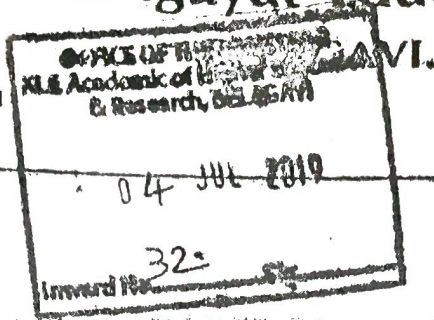
1. The PA to Hon. Chancellor, KLE University, Belgaum.
2. The Special Officer to Hon. Vice-Chancellor, KLE University, Belgaum.
3. The Secretary, Board of Management, KLE Society, Belgaum.
4. The Director, KLE University Research Foundation, Belgaum.
5. The Co-ordinator, KLE University, Belgaum.
6. The Director, KLES Health Science Institutions, Belgaum.
7. The MD & CE, KLE Dr. PK Hospital & MRC, Belgaum.
8. The Medical Superintendent, KLE Dr. PK Charitable Hospital, Belgaum.
9. The Co-ordinator, KLE Dr. PK Basic & Applied Science Research Centre, Belgaum.
10. All the University Officials.



☎ : 0831-2404040 (4 Lines)
0831-2404555
Fax : 0831-2404060

Karnatak Lingayat Education Society,

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



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

Ref. No. Est (2)/1617

Date: 4 - JUL 2019

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 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 domains 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.

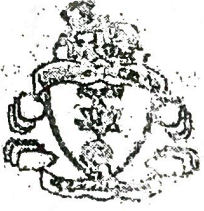
In an attempt to address this issue, especially in context of inclusion of the "Girl Child" in the main stream, Hon'ble Chairman of KLE Society, Dr. Prabhakar Kore has conceptualized an initiative that aims at extending a helping hand for daughters of Women Employees of Group C and D at KLE Society's 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 08.03.2019.

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: DAMEE/D-0607/9002





☎ : 0831-2404040 (4 Lines)
0831-2404555
Fax : 0831-2404060

Karnatak Lingayat Education Society, BELAGAVI.

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

Office of the Board of Management,
K.L.E. 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 elicit 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 remains 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
KLE Society, Belagavi



KLE UNIVERSITY

(Formerly known as KLE Academy of Higher Education & Research, Belgaum)
(Declared as Deemed-to-be-University vis J of the UGC Act, 1956 vide Government of India Notification No.P.9.19/2000-UL3(A))

Accredited 'A' Grade by NAAC

Office of the Registrar, KLE University,

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

☎: 0831-2444444/2493779 FAX: 0831-2493777 Web: <http://www.kleuniversity.edu.in> E-mail: info@kleuniversity.edu.in

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

26th February 2011

CIRCULAR

Sub: Introduction of KLE University Staff Welfare Fund Scheme for the benefit of teaching and non-teaching employee 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/XVIII-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 10th 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. 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.

KLE UNIVERSITY

(Formerly known as KLE Academy of Higher Education & Research, Belgaum)
[Declared as Deemed-to-be-University u/s 3 of the UGC Act, 1956 vide Government of India Notification No F 9-19/2000-11 3 (A)]

Accredited 'A' Grade by NAAC

Office of the Registrar, KLE University,

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

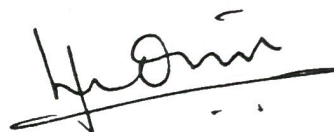
☎: 0831-2444444/2493779 FAX: 0831-2493777 Web: <http://www.kleuniversity.edu.in> E-mail: info@kleuniversity.edu.in

- 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. 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.

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 Employee:

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.

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. Ceassion 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, 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 dependent 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.

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 Fund:

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 amount:

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.

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.

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

Ref. No. KLEU/10-11/D-13277-13322

27th September 2010

CIRCULAR


Sub: Extending 50% concession in payment of tuition fee.

Ref: Circular No.KLEU/10-11/D-9987-11029 dated 11th August 2010.

In partial modification of the Circular cited at Reference, it is hereby informed that the University, with a view to encourage the teaching faculty & non-teaching employees of the KLE University and KLE Society's Institutions to take up higher studies / research, has decided to extend 50% concession in payment of tuition fee only to the teaching faculty & non-teaching employees of the constituent units of the University and the KLE Society who enrol for admission to the academic programs [viz. Diploma / Fellowship Programs / Certificate Courses / Allied Courses in Medical, Dental, Pharmacy, Ayurveda, Physiotherapy & Nursing Science and Doctor of Philosophy (Ph.D) Programs both in the disciplines of Health Science and Inter-disciplinary Area] of the KLE University w.e.f. the academic year 2010-11 subject to execution of Service Bond to serve the University / Institution for a period of 3 (three) years from the date of completion of the academic program / course.

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




(Prof. (Dr.) P.F.KOTUR)
Registrar

To

The Principal,
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 Co-ordinator, KLE University, Belgaum.
6. The MD & CE, KLES Dr. PKH & MRC, Belgaum.
7. The Medical Superintendent, KLE Dr. PK Charitable Hospital, Belgaum.
8. The Secretary, BOM, KLE Society, Belgaum
- with a request to circulate the same amongst all KLE Society's Institutions.
9. The University Officials.
10. The Technical Officer (IT), KLE University, Belgaum - for website

V CARE HEALTH SERVICES

2nd Floor, Adarsha Plaza, College Road, Belagavi.

□ vcarehealthservicebgm@gmail.com

Ph : +91-76187-04468

GSTIN # 29AACAV9240Q1ZM



To,
The Registrar
KLE University,
Belagavi.

26-09-2020

Dear Sir,

Sub: Enrollment Under Vaidyashree (E) and (D) Scheme - reg.

With respect to the above subject and reference, we would like to forward our proposal for the health coverage for all your staff and their dependents.

We are forwarding this proposal for the benefit of all your employees and dependents. Here, it is assumed that you will extend all concessions as being presently extended to KLE Belgaum Healthcare Services for covering your hospital staff and dependents.

We request you to kindly cover all your staff and dependents under this scheme. The scheme will be effective from 15.10.2020. We request your good selves to send us the details of the Employees/Dependents to be covered by 12.10.2020.

FEE STRUCTURE

Category	Self	Spouse	Below 18	Parents (Per Head)	Max Limit	Parents (Per Head)	Drug
B-Private	5100	5100	2550	12480	1,30,000	1,15,000	50,000
C- Spl.Semiprivate	3900	3900	1950	10380	1,20,000	95,000	40,000
D-General	2200	2200	1100	5580	80,000	70,000	30,000

GST WILL BE APPLICABLE @ 18% ON ABOVE METIONED PREMIUM

The detailed scheme along with application form is attached herewith.

Thanking You,

Yours faithfully
V Care Health Services

205

V CARE HEALTH SERVICES

VAIDYASHREE (E) and (D)

Vaidyashree (E) & (D) 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, within one month of joining.

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 new born baby is covered up to Rs.10000/- (At the time of delivery)

III. GENERAL FEATURES

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

b) Outpatient treatment: For employee 90% and for family members 30% 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 entitled, the patient should pay the deference amount.

IV. SERVICE PROVIDER:

KLES Dr. PRABHAKAR KORE HOSPITAL & MEDICAL RESEARCH CENTER,
BELAGAVI.

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

VI. EXCLUSIONS

1. CHEMOTHERAPY DRUGS AND TREATMENT NOT COVERED.
2. CT/MRI, SKIN LASER, RADIO FREQUENCY TREATMENT, ETC., (BOTH IN IP/OP): 20% DISCOUNT MAY BE AVAILABLE.
3. ARC RELATED TREATMENT & FERTILITY PANEL INVESTIGATIONS.
4. COSMETIC SURGERY OR TREATMENT IS NOT COVERED (UNLESS IT IS MEDICALLY REQUIRED).
5. SKIN – HAIRLOSS, ACNE, LEUCODERMA INVESTIGATIONS AND TREATMENT NOT COVERED.
6. DIALYSIS / TREATMENT IS NOT COVERED.
7. THE COST OF LENS UP TO Rs.500/- & COST OF INSTRUMENT & IMPLANTS UP TO Rs.2000/- COVERED.
8. THE COST OF STENT /VALVE NOT COVERED.
9. THE SURGERIES LIKE HIP/KNEE REPLACEMENT ETC., NOT COVERED UNLESS DUE TO ACCIDENTS.
10. THE CHILD AT THE TIME OF DELIVERY IS COVERED UP TO Rs.10,000/- ONLY. THE NEW BORN BABIES MAY BE ENROLLED ONLY AT THE TIME OF RENEWAL (NEXT YEAR).
11. ALL IN PATIENT TREATMENT INCLUDING A COST OF DRUGS & MATERIALS IN RESPECTIVE CATEGORY AS PER THE LIMITS.
12. OUT-PATIENT TREATMENT FOR EMPLOYEES 90% DISCOUNT ON CONSULTATIONS, INVESTIGATIONS & PROCEDURES COVERED (EXCLUDING DRUGS & MATERIALS).
13. FOR OUT-PATIENT TREATMENT FOR FAMILY MEMBERS 30% DISCOUNT ON INVESTIGATIONS PROCEDURES COVERED (EXCLUDING DRUGS & MATERIALS).
14. THE FEE ONCE COLLECTED CANNOT BE REFUNDED.
15. NO REIMBURSEMENT IS ALLOWED AT ANY POINT OF TIME.
16. NON-MEDICAL EXPENSES ARE NOT COVERED.

NOTE:

1. The fee once collected cannot be refunded.
2. V-Care Health may change, add or modify all or any of the terms and conditions set out herein without any advance notice.
3. Jurisdiction: All the disputes or differences arising between the parties out of this Agreement shall be settled within the jurisdiction of Belgaum only.
4. The facilities available in the KLES Dr. Prabhakar Kore Hospital Belagavi are only covered.
5. No reimbursement is allowed at any point of time.

V CARE HEALTH SERVICES

APPLICATION FOR ENROLMENT

_____ CATEGORY

To,
V Care Health Services

Employee Name:

Dept:

Designation:.....

Sir,

Kindly enroll me/my family / parent to the 'Vaidyashree (E) and (D) 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;

Sr.No.	NAME	MIDDLE NAME	SURNAME	AGE	SEX	RELATION
1						SELF
2						WIFE/ HUSBAND
3						CHILD
4						CHILD
5						CHILD
6						FATHER
7						MOTHER

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

Yours faithfully

Date:

Signature

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 and parent only.

The Principal
Jawaharlal Nehru Medical
College,
Belagavi.

FEES

Category	Self	Spouse	Below 18	Parents (Per Head)	Max Limit	Parents (Per Head)	Drug
B-Private	5,100	5,100	2,550	12,480	1,30,000	1,15,000	50,000
C- Spl.Semiprivate	3,900	3,900	1,950	10,380	1,20,000	95,000	40,000
D-General	2,200	2,200	1,100	5,580	80,000	70,000	30,000

GST WILL BE APPLICABLE @ 18% ON ABOVE METIONED PREMIUM

Note: Child means -Children below 18 years of age. Above 18 years, full Fee to be paid.

(Please Note that only dependent / unmarried children can only be enrolled)

EXCLUSIONS & TERMS & CONDITIONS

- CHEMOTHERAPY DRUGS AND TREATMENT NOT COVERED.
- CT/MRI, SKIN LASER, RADIO FREQUENCY TREATMENT, ETC., (BOTH IN IP/OP): 20% DISCOUNT MAY BE AVAILED.
- ARC RELATED TREATMENT & FERTILITY PANEL INVESTIGATIONS.
- COSMETIC SURGERY OR TREATMENT IS NOT COVERED (UNLESS IT IS MEDICALLY REQUIRED).
- SKIN – HAIRLOSS, ACNE, LEUCODERMA INVESTIGATIONS AND TREATMENT NOT COVERED.
- DIALYSIS TREATMENT IS NOT COVERED.
- THE COST OF LENS UP TO Rs.500/- & COST OF INSTRUMENT & IMPLANTS UP TO Rs.2000/- COVERED.
- THE COST OF STENT /VALVE NOT COVERED.
- THE SURGERIES LIKE HIP/KNEE REPLACEMENT ETC., NOT COVERED UNLESS DUE TO ACCIDENTS.
- THE CHILD AT THE TIME OF DELIVERY IS COVERED UP TO Rs.10,000/- ONLY.
- THE NEW BORN BABIES MAY BE ENROLLED ONLY AT THE TIME OF RENEWAL (NEXT YEAR).**
- ALL IN PATIENT TREATMENT INCLUDING A COST OF DRUGS & MATERIALS IN RESPECTIVE CATEGORY AS PER THE LIMITS.
- OUT-PATIENT TREATMENT FOR EMPLOYEES 90% DISCOUNT ON CONSULTATIONS, INVESTIGATIONS & PROCEDURES COVERED (EXCLUDING DRUGS & MATERIALS).
- FOR OUT-PATIENT TREATMENT FOR FAMILY MEMBERS 30% DISCOUNT ON INVESTIGATIONS PROCEDURES COVERED (EXCLUDING DRUGS & MATERIALS).
- THE FEE ONCE COLLECTED CANNOT BE REFUNDED.
- REIMBURSEMENT IS ALLOWED ONLY IN CASE OF EMERGENCY.
- NON-MEDICAL EXPENSES ARE NOT COVERED.

Note:

- The new employees, who are joining institution after the date of commencement of scheme, have to fill up this application, along with joining report within one month of joining, so that health coverage is extended to them.

I AGREE FOR ABOVE TERMS AND CONDITIONS

Signature



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

Ph : 2404040 (4 Lines) / 2404555
Fax : 0831-2404060

KARNATAK LINGAYAT EDUCATION SOCIETY, BELAGAVI.

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

Ref. No. SC2/2647

Date : 25.08.2018

CIRCULAR

To

The Heads of all the Institutions of the
K.L.E. Society.


Sir / Madam,

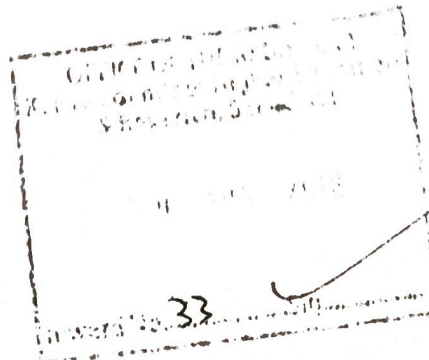
Sub: Maternity Leave Under ESI Scheme.

The ESI Corporation have extended the Maternity Leave benefit to the Women Employee under ESI Scheme from 12 weeks to 26 weeks, subject to certain conditions. A copy of the ESI Letter No.4/14/13/99-BFT.II dated 18.07.2017 is enclosed along with this letter, for information and necessary action.

Please note that the Maternity Leave Encashment shall be availed under ESI Scheme in respect of all those eligible employees who are covered under ESI Scheme. **No payment is to be made from Society / Institutional funds in respect of these employees.** The rules shall not apply to Employees not covered under ESI Scheme.

The Heads of the institutions are responsible to implement the ESI Rules to the employees covered under ESI Scheme.


SECRETARY,
Board of Management,
K.L.E. Society, Belagavi.





42103360 / 26761877

Email : kea@kea.co.in

Web : www.kea.co.in

KARNATAKA EMPLOYERS' ASSOCIATION

NO.74, 2nd FLOOR, SHANKARA ARCADE, VANIVILAS ROAD, BASAVANAGUDI

BENGALURU - 560 004

Reg. No. TU 507 / 20-3-1962

Date : 22-07-2017

CIRCULAR No.91/2017

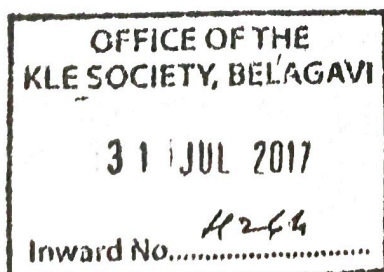
To
All Members of the Association

Sub: MATERNITY LEAVE UNDER ESI SCHEME

1. The ESI Corporation have also enhanced the Maternity Leave to the Women Employees from 12 weeks to 26 weeks, subject to certain conditions. The details of the Amendment, which have come into force with effect from 20.1.2017 have been circulated vide KEA Circular No.13/2017 dated 27.1.2017.
2. The ESI Authorities have now issued certain Guidelines with regard to 'Extension of the Maternity benefits' to the Women Employees. A copy of the Letter No.4/14/13/99-BFT.II dated 18.7.2017 is enclosed along with its Enclosure.
3. The Establishment may display the Letter dated 18.7.2017 of the ESI Corporation, for the information of the Insured Women Employees.

for KARNATAKA EMPLOYERS' ASSOCIATION

sd/-
(B.C. PRABHAKAR)
PRESIDENT



*Circular be sent to all the
Institutions - For information*

[Signature]



HEADQUARTER OFFICE
EMPLOYEES STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN: CIG MARG NEW DELHI

No.R/14/13/99-BR.II

Dated: 18.07.2017

To,

All Regional Directors/Director (I/Cs)/Jt. Dir.(I/Cs)
SSMCs/SMCs
MS ESI Model Hospitals
Regional Offices/Sub-Regional Offices,
ESI Corporation,

Sub: Amendment in Employees State Insurance (Central) Rules, 1950 relating to Maternity Benefits under ESI Scheme.

Sir/Madam,

Please refer to this office letter of even No. dated 06.02.2017 whereby instructions regarding Maternity Benefit was issued.

In view of the amendment in Employees State Insurance (Central) Rules 1950, for the first two maternity benefits Insured Woman shall be entitled to receive Maternity Benefit for 26 weeks of which not more than 8 weeks shall precede the expected date of confinement. For having two or more than two surviving children, IW shall be entitled to receive maternity benefit during the 12 weeks of which not more than 6 weeks shall precede the expected date of confinement.

Instances have come to notice of Hqrs. that the family particulars of IP/IW vary from those available in the IP Portal which lead to undue benefit. In order to obviate this issue, it has been decided to obtain a self declaration from the IW for number of her surviving children as on date of presenting the maternity benefit claim. The requisite Self-Declaration form is enclosed herewith.

It has also been decided that on the basis of Self-Declaration given by the IW, if found varying from family particulars available on IP Portal, the Branch Manager will ensure payment of total 12 week of maternity benefit immediately. Remaining payment, if any, shall be made to IW within 14 days subject to verification of the records of the employer etc.

Contd....

You are requested to bring it to the notice of all branch offices under your control and ask them to obtain Self-Declaration Form alongwith claim form No.19 from IW for settlement of Maternity Benefit claim.

This issues with the approval of Insurance Commissioner.

Yours faithfully,

- sd -

(S.S.Srivastava)
Deputy Director (Bft.)

Copy to:

1. All Officers and Branches of Hqrs. Office.
2. Joint Director, Official Language for translation.
3. ✓ Web Content Manager for uploading on ESIC Website.
4. Director, ICT (Hqrs. Office) to make necessary changes in system module.
5. Guard file.


Deputy Director (Bft.)

• SELF DECLARATION OF IW FOR SURVIVING CHILDREN FOR MATERNITY BENEFIT CLAIM

EMPLOYEES STATE INSURANCE CORPORATION

Employer's Code No. _____

Signature or thumb impression
of the Insured Woman

Insured Woman's Name _____

Insurance No. _____

Name & Signature of Employer

Wife/Daughter of _____

I do hereby declare that as on date, I have the following surviving child/children.

SL.No.	Name of IW	Gender	Date of Birth
First Child			
Second Child			
Third Child			
Fourth Child			

Further, I do hereby declare that information furnished above is true. Nothing has been concealed. Therefore, my claim for payment of Maternity for the first/second/third/forth—child may be accepted for payment.

DATE:

Signature or thumb-impression of
the Insured Woman

IMPORTANT: Any person who makes a false statement or representation for the purpose of obtaining benefit, whether for herself or for some other person commits an offense punishable with imprisonment for a term which may extend upto six months, or with a fine upto Rs.2000/- or with both.



Off : 26613091 / 26607167
42103360 / 26761877
Email : kea@kea.co.in
Web : www.kea.co.in

KARNATAKA EMPLOYERS' ASSOCIATION

NO.74, 2nd FLOOR, SHANKARA ARCADE, VANIVILAS ROAD, BASAVANAGUDI
BENGALURU - 560 004
Reg. No. TU 507 / 20-3-1962

Date : 31-10-2017

CIRCULAR No.115/2017

To
All Members of the Association

SUB: MATERNITY BENEFIT ACT - CRECHE FACILITY

1. The Maternity Benefit Act was Amended and the Amended provisions of the Act have been circulated and reference may be made to the following Circulars:

- KEA circular No.45/2017 dt. 30-3-2017
- KEA circular No.46/2017 dt. 1-4-2017
- KEA circular No.56/2017 dt. 6-4-2017
- KEA circular No.58/2017 dt. 10-4-2017
- KEA circular No.60/2017 dt. 13-4-2017

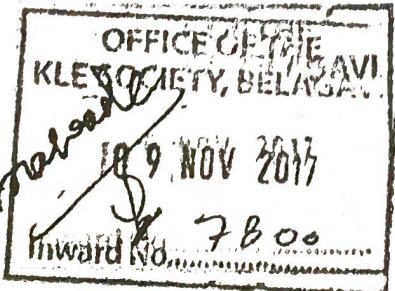
2. The Association has been receiving repeated queries from the Members whether the cost of crèche can be charged and recovered from the employees who leave their child at crèche maintained by the establishment or arranged through the common facility.

3. The Ministry of Labour & Employment, Govt. of India, in reply to the information sought under the RTI Act, 2005 have clarified as under:

"As per Sec. 11-A recently added in the Maternity Benefit Act, 1961, it has been made mandatory for the employers employing 50 or more employees to provide crèche facility, either separately or through the common facility. Therefore, cost/ expenditure on this account is to be borne by the employer."

Copy of the letter No.RTI/01/2017/SS-Vol.2 dated. 12-10-2017 of Ministry of Labour & Employment, Govt. of India is enclosed.

4. The above clarification sets at rest the confusion which was prevailing among some members. The members may note the above and ensure compliance accordingly.



for KARNATAKA EMPLOYERS' ASSOCIATION

sd/-
(B.C. PRABHAKAR)
PRESIDENT

Ref. No.KAHER/23-24/D-07092301

7th September 2023

C I R C U L A R

Sub: Revision in the guidelines and quantum of financial grant.

Ref: Circular No.KAHER/19-20/D-211219003 dated 16th December 2019.

The competent authority has approved revision in the guidelines and quantum of financial assistance as mentioned in **Sl.No.II, Clause 05** of the Circular cited at Reference as given below:

In pursuance of the same, the KAHER will consider financial assistance to the faculty members of the University for presentation / invited talk / oration / guest speaker / resource person / chairing the session once in a year as detailed below, **Please note that no financial assistance is provided merely for attending the Event [Conference / Workshop / CMEs / Symposium, etc.]:**

1. Actual Registration charges (early bird) or maximum of Rs.12,000/- whichever is less subject to production of original bills and other documents.
No spot registration is permitted.
2. Travelling Allowance - AC II Tier fare - where the places are connected with Train with shortest route.
3. Travelling Allowance – where the places are not connected with Train
Maximum distance - 600 KMs (To and Fro) – Rs.8/- per KM
4. Dearness Allowance - for the Event days only (maximum 3 days whichever is less):
Tier-1 Cities* - Rs.4,000/- per day
Other Cities - Rs.3,000/- per day

*[Bengaluru, Delhi, Chennai, Hyderabad, Mumbai, Pune, Kolkata and Ahmedabad]

Note: Please note that the reimbursement of expenses will be restricted to the actual expenses subject to production of original bills / receipts and other documents.

All other terms and conditions as notified earlier in the aforesaid Circular shall remain unaltered.

The contents of this Circular be brought to the notice of all the faculty members of your Institution.



Prof. Dr. M.S.Ganachari
Registrar

To
The Principals, All Constituent Units, KAHER, Belagavi.
The KAHER Officials.

CC to:

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

LIST OF FORMATS FOR FINANCIAL GRANT FOR 2023-24

1.	'Best Ph.D. Thesis' Award	Annexure-I
2.	'Best Post-Graduate Dissertation' Award	Annexure-II
3.	'Best Scientist' Award	Annexure-III
4.	'Best Young Scientist' Award	Annexure-IV
5.	Cash Incentive to the faculty members on the financial grant received from funding agencies	Annexure-V
6.	'Earn While You Learn' Scheme	Annexure-VI
7.	Research Grant for UG, PG students	Annexure-VII
8.	Cash Award / Incentive for publication of Text Book / Reference Book	Annexure - VIII
9.	Financial Grant for research projects upto Rs.1.00 lakh for faculty	Annexure-IX
10.	Financial assistance for IPR activities (Patent/ copyright/ Design/ Trademark)	Annexure-X

KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH

INNOVATIVE SCHEMES INTRODUCED FOR THE BENEFIT OF STAFF AND STUDENTS

Sl. No.	Particulars of the Award	Eligibility Criteria	No. of Awards p.a.	Quantum of Award	Call for Applications	Reference
1.	'Best Ph.D. Thesis' Award	Any Research Scholar (Full Time / Part Time) who has submitted high-quality thesis leading to acceptance of Doctor of Philosophy (Ph.D) Degree by the KAHER. The candidates who have been awarded the Ph.D. Degree during the Calendar Year 2022 (1 st January to 31 st December 2022) are eligible for the aforesaid Award. (One Award for every Ten Thesis)	Two	Rs.20,000/- per Awardee	Once in a Year	Annexure-I
2.	'Best Post-Graduate Dissertation' Award	The Post-Graduate students who have done quality research during the course of their completion of their Post-Graduate courses at KAHER shall be eligible for the aforesaid Award. The Post-Graduate students who have submitted their dissertations during the Calendar Year 2022 (1 st January to 31 st December 2022) are eligible for the aforesaid Award (One per Faculty with minimum of 10 PG students in a faculty, max. 5 awards).	Five	Rs.15,000/- per Awardee	Once in a Year	Annexure-II
3.	'Best Scientist' Award	Any faculty member (above 45 years) as on the last date of receipt of application working in the KAHER / Constituent Units / KAHER Departments who have made outstanding / significant contributions towards research / publication works done in any of the health science disciplines primarily in India during the last three calendar years (2019-20 to 2021-22) - 1 st January to 31 st December) shall be eligible for the aforesaid Award.	Two	Rs.30,000/- per Awardee	Once in a Year	Annexure-III
4.	'Best Young Scientist' Award	Any faculty member (below the age of 45 years) as on the last date of receipt of application working in the KAHER / Constituent Units / KAHER Departments who have made outstanding / significant contributions towards research / publication works done in any of the health science disciplines primarily in India during the last three years (2019-20 to 2021-22 - 1 st January to 31 st December) shall be eligible for the aforesaid Award.	Two	Rs.20,000/- per Awardee	Once in a Year	Annexure-IV

Sl. No.	Particulars of the Award	Eligibility Criteria	No. of Awards p.a.	Quantum of Award	Call for Applications	Reference
5.	Cash Incentive to the faculty members on the financial grant received from funding agencies	The KAHER with a view to encourage the faculty members who receive financial grant / assistance from other funding agencies like VGST, DST, ICMR, BARC, CSIR, DBT, ICAR, etc. intends to grant them monetary benefits provided there is no provision of remuneration to the teacher concerned. The faculty members who have received financial grant during the Calendar Year 2022 (1 st January to 31 st December 2022) eligible for the aforesaid Award.	--	@ 2% on the quantum of financial grant received from the funding agencies not exceeding Rs.50,000/-	Once in a Year	Annexure-V
6.	'Earn While You Learn' Scheme	The KAHER with a view to extend financial assistance to the needy students introduced 'Earn While You Learn' Scheme which would facilitate such students to earn during h=their studies subject to the condition that the Annual Income of the parents of such students shall not exceed R. 2,50,000/- per annum. The students who have enrolled for the course for the academic year 2021-22 are eligible for coverage under the Scheme.	25	Rs. 3,000/- to Rs. 7,500/- per month for 1 year depending on the nature of assignment s / duties entrusted by the KAHER for that particular job / post (25 candidates)	Once in a Year	Annexure-VI
7.	Research Grant for UG, PG students	The KAHER with a view to encourage the research activities / projects by the Under-Graduate & Post-Graduate students	-	Rs. 10,000/- for UG students and Rs. 25000/- for	Once in a Year	Annexure-VII

Sl. No.	Particulars of the Award	Eligibility Criteria	No. of Awards p.a.	Quantum of Award	Call for Applications	Reference
				PG students		
8.	Cash Award / Incentive for publication of Text Book / Reference Book	Any faculty member (Professor level with minimum eight years of standing) working in the KAHER / Constituent Units / KAHER Departments who wishes to publish the Text Book / Reference Book in any of the disciplines of Health Science shall be eligible for the aforesaid cash award. The faculty member (Author) shall publish the Text Book / Reference Book on his / her own and make available 10 copies of the same to the KAHER. The royalty component will be with the Author. However, financial assistance from the KAHER shall be prominently acknowledged in all the editions of the book. The applicant has to submit the proposal with synopsis of the text (chapter-wise) along-with application.	Three	Rs. 30,000/- Rs.6,000/- for Chapter contribution in Text Book and Rs.9,000 for Sole Author of Text Book / Reference Book	Once in a Year	Annexure-VIII
9.	Research grants for faculty members	The KAHER with a view to encourage the research activities / projects by the faculty members, will be providing seed money for projects with a duration of up to one year or more	-	Rs. 1,00,000/- per project	Applications are accepted throughout the year	Annexure - IX
10.	Financial assistance for IPR activities (Patent/ copyright/ Design/ Trademark)	The KAHER with the view to encourage novel research work will select and assist for applying for patent / copyright / design / trademark registration with patent office (National / International)	-	Financial implications will be borne by KAHER as per norms	Applications are accepted throughout the year	Annexure - X

Ref. No: KAHER/23-24/D- 26092306

25th September 2023

C I R C U L A R

Sub: Consideration of financial grant for major research projects exceeding Rs.5.00 lakhs per project involving multi-disciplinary / inter-disciplinary research projects.

The KLE Academy of Higher Education and Research (KAHER), Deemed-to-be-University, Belagavi has been encouraging and motivating the Faculty Members, Departments and the Institutions to conduct research activities by introducing various schemes from time to time.

The KAHER with a view to support financial grant to the researchers / faculty members / departments / institutions, has introduced a new research grant scheme viz. **KAHER Major Research Project Grant (KMRPG) Scheme** under which financial grant exceeding Rs.5.00 lakhs will be considered involving major research projects with multi-disciplinary / inter-disciplinary research. The Information Brochure containing the complete details like Preamble, Guidelines and Application Format is enclosed vide **Annexure-I**. The same shall be applicable w.e.f. **3rd October 2023**.

The contents of this Circular be brought to the notice of all the Heads of the Departments and Faculty Members of your Institution with a request to take benefit of the same for major research projects by submitting application along-with supportive documents through proper channel to the **Director-Research (RDC), KAHER, Belagavi**.



Prof. Dr. M.S.Ganachari
Registrar

To

The Principals,
All Constituent Units,
KAHER, Belagavi.

The KAHER Officials.

CC to:

1. The PA to Hon. Chancellor, KAHER, Belagavi.
2. The Special Officer to Hon. Vice-Chancellor, KAHER, Belagavi.
3. The Secretary, Board of Management, KLE Society, Belagavi.

KAHER MAJOR RESEARCH PROJECT GRANT FOR FACULTY MEMBER(S)

(More than Rs.5.00 LAKHS per Project)

Preamble:

The successful execution of the research project depends not only on the effort of the researcher but also entails expenses on man and material, making funding essential to meet these requirements. Research grant funding is a requisite for conduct of scientific project especially when a researcher is envisaging a multicentric or a multidisciplinary study. Applying to external funding agencies is encouraged but many a times, due to the competitiveness involved, not all researchers may be able to get external funds.

There is an existing policy for provision of seed money to all faculty members which is upto Rs. 1.00 Lakh and has been extended upto Rs. 5.00 Lakhs for exceptional projects. However, for major projects that are multi-disciplinary / Inter-disciplinary that are budgeted more than 5.00 Lakhs, KLE Academy of Higher Education and Research (KAHER) will support the researchers with a new scheme called as KAHER Major Research Project Grant for Faculty Member(S)

Guidelines:

- a) The applications for this grant can be submitted throughout the year to the Director-Research, KAHER through the Head of the Department and the Principal of the constituent college of the Principal Investigator. The grant proposal applications will be reviewed on a quarterly basis.
- b) Preference will be given to research projects fulfilling the following criteria:
 - a. Objectives of the research projects are aligned with the following priority research areas of the University:
 - i. Nutrition and Metabolic Disorders
 - ii. Maternal, Newborn, Child and Adolescent Health
 - iii. Infectious Diseases - Microbiome in Health and Disease
 - iv. Cancer Biology - Epidemiology, Screening, Molecular genetics, prevention and treatment
 - v. Drug Discovery and Development
 - vi. Integrative Medicine
 - vii. AI Algorithms, Bioinformatics
 - viii. Others
 - b. The research team is multi-disciplinary or inter-disciplinary
 - c. The investigators have attempted to secure funding from state / national / international funding agencies. Additional weightage will be given to proposals that have been approved during the initial review of funding agencies, but, did not eventually get funded.



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 (3rd Cycle) Placed in Category 'A' by MHRD (GoI)

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

☎: 0831-2444444 Web: <http://www.kledeemeduniversity.edu.in> E-mail: info@kledeemeduniversity.edu.in

Ref. No.KAHER/22-23/D-210022314

21st February 2023

C I R C U L A R

Sub: Financial grant for Research Projects by the Faculty Members upto Rs. 1.00 Lakh.

Ref KAHER Order No. KAHER/22-23/D-12092208 dated 10-09-2022.

With reference to the above, please find enclosed the format in which the faculty members of the constituent units of KAHER, need to submit their applications for financial grant for research projects upto Rs.1.00 lakh.

Interested faculty members who wish to avail financial grant under the aforesaid Scheme may submit their applications in the prescribed format along with necessary Annexures through proper channel in hard copy to Director-Research (Research and Development Cell) and soft copy through email rdkahe@kledeemeduniversity.edu.in

The contents of this Circular be brought to the notice of all the faculty members of your Institution.




Prof. Dr. V.A.Kothiwale
Registrar

To

The Principals,
All Constituent Units,
KAHER, Belagavi.

The KAHER Officials.

CC to:

1. The PA to Hon. Chancellor, KAHER, Belagavi.
2. The Special Officer to Hon. Vice-Chancellor, KAHER, Belagavi.
3. The Director-Research (Research and Development Cell), KAHER, Belagavi.
4. The MD, KLE Dr. Prabhakar Kore Hospital and MRC, Belagavi.
5. The MD & CE, KLE Cancer Hospital, Belagavi.
6. Dr. Ramesh Paranjpe, I/c Director, KLE Dr.Prabhakar Kore BSRC, Belagavi.
7. Padma Shree Dr. Madan M. Godbole, Distinguished Professor, KAHER, Belagavi.
8. The Finance Officer, KAHER, Belagavi.



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APPLICATION FOR RESEARCH GRANT BY FACULTY MEMBER(S)

(UPTO Rs.1.00 LAKH per faculty)

(To be submitted to the Director-Research, KAHER through the concerned HOD & Principal)

A.	To be filled by the Applicant:	
1.	Name of the Applicant	
2.	Designation	
3.	Name of the Institution	
4.	Contact details of the applicant	
	a) Mobile No.	
	b) E-mail	
5.	Particulars of the research project:	
a)	Title of the research project	
b)	Objective of the Project	
c)	Summary of the proposed research project (up to 150 words) indicating overall aims of the research and importance of the research proposal. Application of the work in the context of national priorities of health science research, if any, may also be mentioned [Enclosed separate sheet].	
d)	Detailed research plan. (give here the design of study, indicating the total number of cases/samples/animals to be studied, the mode of selection of subjects specially in experiments involving human beings, equipment and other materials to be used, methodology/techniques to be employed for evaluating the results including statistical methods any potential to obtain patents etc.) [Enclosed separate sheet]	

**APPLICATION FOR FINANCIAL ASSISTANCE TO FACULTY MEMBERS FOR PRESENTATION / INVITED
TALK / ORATION / GUEST SPEAKER / RESOURCE PERSON ONCE IN A THREE YEARS OUTSIDE INDIA**

(To be submitted to the University through the concerned HoD& Principal)

A. To be filled by the faculty member:	
1. Name	
2. Qualification	
3. Designation	
4. Department	
5. Institution	
6. Date of joining the Institution	
7. Objectives of the Conference / Seminar / Symposium	
8. Benefits to be derived from participation in the aforesaid Conference / Seminar / Symposium	Please enclose a separate sheet.
9. Assignment in the aforesaid Conference / Seminar / Symposium	<p>a) Delivering Key-note address / Presentation / Invited Talk / Oration / Guest Speaker</p> <p>b) International collaboration exchange program (only on invitation)</p> <p>Note :</p> <p>i) <u>Not eligible for attending or chairing the session.</u></p> <p>ii) The financial grant is provided once in three years (block period).</p>
10. Particulars of the financial support previously extended by the University to attend the International Conference during the block period of three years (1st January to 31st December)	
a) Title of the Conference / Seminar / Symposium	
b) Date of conduct	
c) Venue	
d) Financial support extended by the University	
e) Copy of the sanction letter to be enclosed	
11. Particulars of the organizers of the proposed Conference / Seminar / Symposium	
a) Name of the Organizer	
b) Title of the program	
c) Venue	
d) Duration	
e) Date of Conference	

a) North / South America	Rs.1,25,000-00																
b) Europe, Africa and Australia	Rs. 75,000-00																
c) China and Japan	Rs. 60,000-00																
d) Asian countries[except Sri Lanka, Pakistan, Bangladesh, Nepal, Afghanistan, Bhutan, Myanmar, Maldives]	Rs. 30,000-00																
e) Other Asian countries [Sri Lanka, Pakistan, Bangladesh, Nepal, Afghanistan, Bhutan, Myanmar, Maldives]	Rs. 20,000-00																
12. Travelling (by shortest route) and other expenses involved																	
	<table border="1"> <tr> <th>International</th> <th>Domestic</th> </tr> <tr> <td>a) Place</td> <td></td> </tr> <tr> <td>b) Mode of journey</td> <td></td> </tr> <tr> <td>c) Fare</td> <td></td> </tr> <tr> <td>d) To and Fro</td> <td></td> </tr> <tr> <td>e) Accommodation charges</td> <td></td> </tr> <tr> <td>f) Registration / Delegation Fee</td> <td></td> </tr> <tr> <td>g) Air-port Tax</td> <td></td> </tr> </table>	International	Domestic	a) Place		b) Mode of journey		c) Fare		d) To and Fro		e) Accommodation charges		f) Registration / Delegation Fee		g) Air-port Tax	
International	Domestic																
a) Place																	
b) Mode of journey																	
c) Fare																	
d) To and Fro																	
e) Accommodation charges																	
f) Registration / Delegation Fee																	
g) Air-port Tax																	
13. Documents to be submitted:																	
a) Copy of the letter of invitation from the organizers. b) Copy of the full text of documents / abstract / paper prepared by the applicant for presentation.																	
14. Signature of the faculty member																	

DECLARATION

I hereby declare that :

- The information furnished in this application is true to the best of my knowledge and belief.
- I am not getting any financial assistance / support from the sponsorers / organizers of the Conference or any other funding agency for attending the aforesaid Conference. **I am aware that I am liable for any disciplinary action by the University in case it is found at a later stage that the information furnished in this application is wrong / false, in support of my application for financial grant.**
- I shall produce necessary bills / receipts along-with Attendance / Participation Certificate within fifteen days to the University from the date of attending the aforesaid Conference.
- I shall conduct a seminar for the benefit of the faculty members of the Department / Institution to share the knowledge and experience gained from attending the aforesaid Conference.

Date : _____ Signature of the faculty member _____

**APPLICATION FOR FINANCIAL ASSISTANCE TO FACULTY MEMBERS FOR PRESENTATION / INVITED
TALK / ORATION / GUEST SPEAKER / RESOURCE PERSON ONCE IN A YEAR WITHIN INDIA**

(To be submitted to the University through the concerned HoD& Principal)

A. To be filled by the faculty member:	
1. Name	
2. Qualification	
3. Designation	
4. Department	
5. Institution	
6. Email ID	
7. Date of joining the Institution	
8. Objectives of the Event	
9. Benefits to be derived from participation in the aforesaid Event	Please enclose a separate sheet.
10. Assignment in the aforesaid Event	a) Scientific paper presentation (poster or oral) b) For Invited Talk c) For Oration d) Guest Speaker e) Resource Person Note: No financial grant is considered mere for attending or chairing the session.
11. Particulars of the Event:	
a) Name of the Organizers	
b) Title of the Event	
c) Place	
d) Duration	
e) Date	
f) Amount claimed	
g) Level of the Event	
12. Amount eligible	
a) State Level	Rs. 8,000/-
b) National level	Rs.16,000/-

13. Expenses involved towards attending the Event	
a) Place	
b) Mode of journey	
c) Fare	
To and Fro expenses	
Registration / Delegation Fee	
Accommodation charges	
Total Expenses	
14. Documents to be submitted:	
a) Copy of the letter of invitation from the organizers.	
b) Copy of the full text of documents / abstract / paper prepared by the applicant for presentation.	

DECLARATION

I hereby declare that :

- I have furnished the information in this application which is true to the best of my knowledge and belief.
- I am not getting any financial assistance / support from the sponsors of the Conference or any other funding agency for attending the aforesaid Conference,
- I shall produce necessary bills / receipts along-with Attendance / Participation Certificate within fifteen days to the University from the date of attending the aforesaid Conference,
- I shall conduct a seminar for the benefit of the faculty members of the Department / Institution to share the knowledge and experience gained from attending the aforesaid Conference.
- I shall reimburse the amount to the University in excess of the eligibility.

Date : _____ Signature of the faculty member _____

**APPLICATION FOR FINANCIAL ASSISTANCE FOR PUBLICATION OF SCIENTIFIC
PROCEEDINGS OF THE WORKSHOP / CONFERENCE, ETC.**

(To be submitted to the University through the concerned HOD & Principal)

1. Name of the Institution	
2. Name of the Department	
3. Particulars of the Conference	
a) Level of Conference	Regional / Zonal / State / National / International
b) Title of the Conference	
c) Date of Conference	
d) Venue of the Conference	
e) No. of papers published in the Scientific Proceedings	
f) Name of the Journal / Scientific Proceedings	
g) Indexing Agency	
h) Amount claimed	Rs.20,000/- or actual amount whichever is less

Encl: Scientific Proceedings Book

[]

Date: _____

Signature of the Organizing Secretary

Signature of the Scientific Convener

4. Recommendations:

Date: _____

Signature of Chairperson of Org. Com.

Date: _____

Signature of the Principal

APPLICATION FOR GRANT OF INCENTIVES FOR RESEARCH PUBLICATIONS BY THE FACULTY MEMBERS

(To be submitted to the University through the concerned HOD & Principal)

A. To be filled by the Teacher:	
1. Name	
2. Designation	
3. Department	
4. Institution	
5. Nature / Type of publication (Please specify whichever is applicable)	Original Article / Case Report / Any other (specify)
6. Name of the First Author	
7. Name of the Corresponding Author	
8. Scientific Articles published in the Journals included in :	(Amount claimed)
9. 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) The incentive will also be given to other authors in case of multi-centric studies, in high impact journals (with minimum impact factor of 1.0 Thomson Reuters) and fulfilling other indexing criteria	Rs.10,000/-
11. Short Communications / Letter to the Editor / Clinical Commentary / Other correspondences like Picture of the month	Rs.2,000/-
a) Authors along-with affiliation	
b) Title of the paper	
c) Ethical Clearances Ref. No.	
d) Year	
e Vol. / Issue / Page	
f) Indexing Agency	
Encl:	
1. Photocopy of the cover page of the Journal	[]
2. Photocopy of the publication / text book / reference book (all pages)	[]



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DECLARATION

I hereby declare that the information furnished by me as above is true to the best of my knowledge & belief and that I have not claimed incentives for same publication of the same in the past.

I hereby declare that the research article prepared by me is original-one and does not involve plagiarism anywhere. In case at a later stage it is found that I have indulged in plagiarism, then I am solely responsible for the same and the Institution is at liberty to take any disciplinary action against me including refund of grant of publication incentive and any other penalties imposed by the University.

Date: _____

Signature of the faculty

• Recommendations:

Date: _____

Signature of HOD

Date: _____

Signature of the Principal



**KLE ACADEMY OF HIGHER EDUCATION AND
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Annexure-IV

**APPLICATION FOR FINANCIAL ASSISTANCE TO THE STAFF / STUDENTS / RESEARCH SCHOLARS
FOR PRIZE WINNING SCIENTIFIC PRESENTATIONS AT NATIONAL / INTERNATIONAL LEVEL ONLY**
(To be submitted to the University through the concerned HOD & Principal)

A.	To be filled by the Applicant / Presenter :		
1.	Name of the Applicant / Presenter		
2.	Name & Designation / Course pursuing Faculty /Student/Research Scholar		
3.	Employee No. / Registration No.		
4.	Department and Institution		
5.	E-mail ID		
6.	Mobile No.		
7.	Nature / Type of presentation (Please specify whichever is applicable)Presentations : Oral / Poster / Quiz		
8.	Name of the organization conducting the Conference (Recognized by Professional Bodies)		
9.	Type of the award applied for (Tick whichever applicable)		
		National Level	International Level
	1 st Prize	Rs.4,500/-	Rs.7,500/-
	2 nd Prize	Rs.3,000/-	Rs.4,500/-
	3 rd Prize	Rs.1,500/-	Rs.3,000/-
10.	Enclosures (attested copies)	1. Certificate of Award 2. Conference Brochure 3. Photograph while receiving the Award. 4. AbstractCopy.	

DECLARATION

I hereby declare that the information furnished by me as above is true to the best of my knowledge & belief.

Date: _____

Signature of the Participant _____

11. Recommendations of the Head of the Department/Institution:

The request of the above applicant is enclosed herewith for grant of cash incentive for further consideration by the University.

Date: _____



**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]

Ref. No. _____

Date _____

To

The Registrar,
KLE Academy of Higher Education and Research,
Belagavi.

Dear Sir,

Sub: **Request for grant of cash incentive for prize winning presentations.**

Ref: University Circular No. _____ dated _____.

With reference to the above, please find enclosed the application submitted by the above faculty/candidate for grant of cash incentive for further consideration.

Thanking you,

Yours faithfully,

Encl: As above.



PRINCIPAL

Note: This letter is only for reference and the same is to be typed on the letterhead of the concerned Institution.
