

## Manipal Academy of Higher Education, Manipal

General benefits/ welfare measures applicable to MAHE Employees

#	Benefits/Facilities	Particulars	Beneficiaries
<b>Social security/statutory and other benefits</b>			
1	Provident Fund	<p>To provide Employees with the statutory benefits as per the Employee's Provident Fund and Miscellaneous Provisions Act 1952. Any amendments from the government from time to time will be incorporated.</p> <p>« (For Teaching) 12% of the Basic pay, Academic Grade pay &amp; Stagnated pay will be deducted towards PF and an equal amount will be contributed by the employer</p> <p>« (For Non-Teaching) 12% of the Basic Pay, Special Pay &amp; Stagnated pay will be deducted towards PF and an equal amount will be contributed by the employer</p> <p>« Employee may contribute voluntarily to the PF not exceeding an amount of Rs. 2,000.00 per month. However, there will not be matching contribution from the employer.</p>	<p>All employees of MAHE are covered under Provident Fund Scheme till their attain the age of superannuation</p>
2	PF linked Employees' Pension Scheme	<p>Out of 12% of Employer's contribution 8.33% of salary (For Teaching: Basic pay, Academic Grade pay &amp; Stagnated pay) (For Non-Teaching: Basic Pay, Special Pay &amp; Stagnated Pay) subject to a maximum of Rs. 1250.00 will be contributed to pension fund and deposited with PF Department. Balance amount will be credited to the member's PF account.</p>	<p>All eligible employees of MAHE are covered under Employee's Pension Scheme 1995.</p>
3	Employee Deposit Linked Insurance (EDLI) Scheme	<p>In case of death of an employee while in service, the nominee of the deceased will get an amount of as death benefit as per the provisions of Act. (For Teaching &amp; Non-Teaching Staff: Rs. 7,02,000.00)</p>	<p>All employees covered under PF are eligible for EDLI benefit. (EDLI scheme 1976)</p>

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4	Gratuity	<p>To provide retirement benefits to employees as per the Payment of Gratuity Act. Gratuity amounting to 15 days of salary for every completed year of service shall be payable to an employee on separation of his service due to superannuation, voluntary retirement, resignation, death, disablement due to accident or disease or for any other reason. Any fraction of the service in excess of 6 months will be rounded to full years of service for the purpose of gratuity calculation.</p> <p>Gratuity is payable only in case of an employee has rendered continuous service for not less than five years except in case of death of an employee.</p> <p>The maximum limit for payment of gratuity - Rs. 20 lakhs (As per rules laid down in the Payment of Gratuity Act)</p> <p>Eligible for the benefits of ESI Scheme for employee and their dependent family members as per ESI Act 1948.</p> <p>Contribution: Employer: 3.25% and Employee: 0.75%</p> <p>Benefits: Sickness Benefits, Medical Benefits, Maternity Benefits, Disablement benefits, Dependents benefits, funeral expense reimbursement etc. as per the regulations of ESIC.</p>	<p>All employees of MAHE are eligible for gratuity as per the norms.</p>
5	Employee State Insurance Scheme	<p>Eligible for the benefits of ESI Scheme for employee and their dependent family members as per ESI Act 1948.</p> <p>Contribution: Employer: 3.25% and Employee: 0.75%</p> <p>Benefits: Sickness Benefits, Medical Benefits, Maternity Benefits, Disablement benefits, Dependents benefits, funeral expense reimbursement etc. as per the regulations of ESIC.</p>	<p>All employees drawing salary less than Rs.21001 per month are eligible for the benefits.</p>
6	National Pension System (NPS)	<p>This aims to drive retirement savings amongst the employees to enjoy regular income in the form of pension and/or lump sum withdrawal after retirement.</p> <p><b>Employer contribution:</b> monthly 10% of the basic pay will be contributed to NPS during the active service of an employee.</p> <p><b>Employee contribution (optional):</b> Employee have option of voluntary contribution to build corpus fund for his retirement with additional tax benefit up to 50000 per annum.</p>	<p>All the employees of MAHE (excluding foreign nationals and employees engaged under post retirement) are covered under this scheme.</p>



7	Medicare Facility	<p>This policy provides hospital-based prepaid plan offered by MAHE through its network of associated hospitals. It is instituted primarily for the benefit of the employees and employee's dependents. The prepaid health plan assists in extending medical facilities (both IP and OP) for the entire family, subject to limits pre-specified.</p> <p>Coverage: Up to 3 lakhs per annum - for teaching staff Coverage: Up to 1.50 lakhs per annum - for non-teaching</p> <p>Additional Remarks:</p> <ul style="list-style-type: none"> <li>• 70 % and 60% of the Medicare premium is borne by the Management in the case of non-teaching staff and teaching staff respectively.</li> </ul>	<ul style="list-style-type: none"> <li>• All employees of MAHE are covered under Medicare scheme. Coverage for the member, spouse and 2 Children below 24 years of age</li> <li>• Dependent parents can also be covered by paying applicable premium in full.</li> <li>• Employees who have served for a continuous period of not less than five years at the retirement age will be allowed to maintain membership after retirement</li> </ul>
8	Group Life Term Insurance	<p>MAHE insures all staff up to the age of 70 through a group insurance policy payable to nominee in the unfortunate event of death of an employee.</p> <p>Teaching Staff: Life Coverage: 50 lakh per employee. Premium is shared between employee and employer in a ratio of 50:50</p> <p>Non-Teaching Staff: Life Coverage: 10 lakh per employee. Premium is shared between employee and employer in a ratio of 20:80</p>	<p>All employees of MAHE below the age of 70 years are covered under GILI scheme.</p>
9	Group Personal Accident Insurance Scheme	<p>MAHE insures all staff up to the age of 70 through a group insurance policy payable in the event of disablement of an employee due to accident.</p> <ul style="list-style-type: none"> <li>• Permanent total &amp; partial disability benefits arising out of accidents (Road, traffic, train, air) compensation is payable to the member depending upon the nature and degree of disablement.</li> <li>• Also covers the ambulance expenses limited to Rs. 2,500 per case</li> </ul> <p>Teaching Staff: Life Coverage: 50 lakh per employee. Premium is shared between employee and employer in a ratio of 50:50</p> <p>Non-Teaching Staff: Life Coverage: 10 lakh per employee. Premium is shared between employee and employer in a ratio of 20:80</p>	<p>All eligible employees of MAHE below the age of 70 years are covered under GPA scheme.</p>

*C. S. Chhabra*

<p>10</p> <p>School Fees Reimbursement for Employee's Children</p>	<p>This welfare scheme has been initiated with a view to support basic education of the employees' children. Policy provides reimbursement of children's educational expenses up to standard XII or its equivalent course of study in a college/institutions approved by the management.</p> <p>Fee reimbursement: Tuition fee and other fee subject to a ceiling of Rs. 10,000 per child per annum.</p>	<p>All confirmed employees of MAHE are eligible for this benefit. Restricted to 2 children</p>														
<p>11</p> <p>Scholarship on course fee of Employees Children / Spouse's Higher education under Manipal Group of Institutions</p>	<p>This policy provides scholarship to the employees' children and/or spouse to pursue higher education at MAHE and its constituent institutions.</p> <p>Scholarship amount as per the table detailed below:</p> <table border="1" data-bbox="630 757 901 1751"> <thead> <tr> <th>Total Family Income (Annual)</th> <th>Course fee Scholarship</th> </tr> </thead> <tbody> <tr> <td>Up to 3 lakhs</td> <td>100%</td> </tr> <tr> <td>Above 3 to 5 lakhs</td> <td>90%</td> </tr> <tr> <td>Above 5 lakhs to 7.5 lakhs</td> <td>75%</td> </tr> <tr> <td>Above 7.5 lakhs to 10 lakhs</td> <td>50%</td> </tr> <tr> <td>Above Rs 10 lakhs to 12.5 lakhs</td> <td>25%</td> </tr> <tr> <td>Above 12.5 lakhs</td> <td>10%</td> </tr> </tbody> </table>	Total Family Income (Annual)	Course fee Scholarship	Up to 3 lakhs	100%	Above 3 to 5 lakhs	90%	Above 5 lakhs to 7.5 lakhs	75%	Above 7.5 lakhs to 10 lakhs	50%	Above Rs 10 lakhs to 12.5 lakhs	25%	Above 12.5 lakhs	10%	<ul style="list-style-type: none"> <li>• All employees who are on regular rolls for at least three years at the time of admission of their Children / Spouse for Higher education under Manipal Group Institutions are eligible for this benefit.</li> <li>• Students enrolled under Govt. Category, in service quota for PG courses &amp; who obtain any other scholarship from any other source are not eligible for this scholarship benefit.</li> <li>• Students pursuing courses through distance mode are not eligible</li> <li>• Applicable up to two unmarried children of the employee. Successful continuation of the course is a must</li> <li>• Students should have secured admission under General Merit. Students should be within the rank limit / percentage of mark specified for the courses from time to time to get eligible for scholarship.</li> </ul>
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*Chhabhit*

12	Leave Travel Concession	<p>To provide as a measure of welfare travel assistance to the eligible employees and their family members while proceeding on leave for travel from their place of employment to any place in India</p> <p>Annual eligibility for LTC is limited to 50% of Basic pay and the amount eligible for every calendar year can be availed from the beginning of the following year as per the provisions</p>	<p>Teaching: Assistant Professor and above the cadre are eligible.</p> <p>Management engagement policy: Assistant Director &amp; above the cadre are eligible.</p> <p>Non-Teaching: Not eligible for this benefit</p>
13	Interest Subsidy on Utility/Housing Loan	<p>MAHE provides for 4% subsidy on interest paid on the housing loan and/or utility loan availed by the faculty members</p> <p><b>Eligible loan limit:</b>  Assistant Professor / Assistant Director with two years of service: Rs. 5 lakhs ,  Associate Professor / Deputy Director with two years of service: Rs. 7.50 lakhs  Additional Professors and above / Director with one year service: Rs. 10 lakhs</p>	<p>Teaching: Assistant Professor and above the cadre are eligible.</p> <p>Management engagement policy: Assistant Director &amp; above the cadre are eligible.</p> <p>Non-Teaching Staff: Not eligible for this benefit</p>
14	Valley Club Facility	<p>Membership to Valley Club to avail facilities such as swimming pool, dining and concession in the food bills etc.</p> <p>Membership Fee - Rs. 500 + applicable GST per month - Management share  Rs. 250 + applicable GST per month - Employee share</p>	<p>Teaching: Assistant Professor and above the cadre are eligible.</p> <p>Management engagement policy: Assistant Director &amp; above the cadre are eligible.</p> <p>Non-Teaching Staff: Not eligible for this facility</p>
15	MARENA - Recreational and sports Facility	<p>MARENA Sports facility provides excellent recreational facility and to ensure wellness and health of its employees.</p> <p>This includes facilities like gymnasium, jogging track, basketball court, cricket, football, simulated games, badminton court, squash court, steam and sauna etc.</p> <p>Facility is provided at concessional membership fee to employees and their family members &amp; dependents.</p>	<p>All employees of MAHE are eligible for this facility at MARENA</p>

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16	Institutional Accommodation	<ul style="list-style-type: none"> <li>• Accommodation provided on subsidized rates as per the provisions.</li> <li>• The Staff Housing Committee will make the housing allotment to the eligible employees on availability.</li> <li>• Staff member who is in possession of own housing within a radius of seven kilometres from the campus is not eligible for allotment</li> </ul>	Faculty members and non-teaching staff on 'call duty' will be given preference subject to availability.
17	Laptop Facility	To support academic, research and other specific requirement of the employees depending on their nature of work and to enable them to make best use of time and technology. A Faculty/staff member can purchase the laptop provided to him only in the event of his/her leaving the organisation	Faculty members in the scale of pay of Lecturer and above are eligible for laptop facility.
18	Company Owned Company Paid(COCP) Cell phone	Allocation of official cell phone plans for the eligible employees of MAHE, who are required to be in close contact at all times.	Eligible staff members of MAHE
19	Sodexo Meal and Gift Vouchers	Meal vouchers and Gift Vouchers issued by the employer to its employee is exempt from income tax subject to prescribed limits. This would therefore enable employees to save tax on the vouchers availed by them in lieu of an equivalent amount of salary component. Limits: (i) Meal Voucher: Rs. 1300/month (ii) Gift voucher Rs. 5000/annum	All employees of MAHE are eligible for Sodexo facility.
20	Loyalty Allowance	Employees who are having continuous and unblemished service above 5 years are rewarded by payment of loyalty allowance ranging from 500 to 2600 per month.	All non-Teaching staffs confirmed in service are eligible as per norms.
21	Conference facilities	To promote professional development of its faculty members, MAHE provides financial assistance to a maximum of Rs. 50,000/faculty per year for presenting papers/posters in national/international professional conferences and also to meet the cost of publications of research papers, filing patents etc.	Teaching Staff: All faculty members at the rank of Lecturer and above are eligible to avail this facility Officials: Assistant Director & above the cadre are eligible. Non-Teaching: Not eligible

*Sabharwal*

22	Research Incentives	<p>Research Incentives are offered to the faculty members from the Research Grants obtained for specific research projects. Principal Investigator is entitled for 70% of the incentives and the balance 30% will be equally distributed among all co-investigators. Maximum incentives limit for any faculty shall be 20 Lakhs per year. Amount will be payable over the period of grant.</p>	All faculty members are eligible to avail this facility
23	Incentives for excellence in teaching and research	<p>MAHE in pursuance of its initiative to promote excellence in teaching and research and keeping in view the need to recognize contributions of outstanding performers among the teaching faculty, has instituted the following award and incentives:</p> <ul style="list-style-type: none"> <li>* Good Teacher Award</li> <li>* Prizes for AV teaching materials</li> <li>* Incentive award for research and scientific publications</li> <li>* Research incentives for points accrued on published papers/ patents granted.</li> <li>* Dr.TMA Pai gold medal for outstanding research</li> </ul>	All faculty members are eligible to avail this facility
24	Seed Money for research	<p>In order to promote research among the young faculty members and to encourage attracting research funds, a maximum of Rs. 25000 for individualised research and Rs.50000 for interdisciplinary projects will be given as seed money to faculty members to initiate research projects.</p>	Permanent faculty members up to the cadre of Associate Professor / Reader are eligible to avail this facility till he attains the age of 45 years
25	Dr.TMA Pai Endowment Chair	<p>Aiming to attract, recognize and retain scholars who are acknowledged by their peers as being eminent in their fields, MAHE has constituted 20 endowment chairs of Rs. 10 lakh each per year. It is a prestigious academic appointment in MAHE to promote excellence in teaching and research and to extend the frontiers of knowledge by hosting men and women who have won national and global acclaim for their novel contribution.</p>	All faculty members are eligible to apply as per norms.
26	Financial support from MAHE towards filing patent applications	<p>To provide financial support to inventors while filing and prosecuting patent applications.</p> <p>Financial assistance shall be provided to inventors who wish to process their applications through Technology Transfer Office (TTO), Directorate of Research, MAHE. The financial support is limited to a maximum of 30 pages and up to 10 claims for Indian Patent applications.</p>	All eligible inventors of MAHE, as per norms.

*Sathabini*

27	Higher Education Policy	Higher Education Policy (HEP) is being introduced with a view to assist the employees to obtain higher education which would enable them to function more efficiently and effectively. Additional Remarks: • As per the HEP, the employees are eligible to undergo courses conducted by the Directorate of Distance Education, SMU, Sikkim. • The MAHE supports the employees by awarding 50% scholarship on tuition fees for the duration of the course	All regular employees on the rolls of the MAHE are eligible.
28	Subscription to Professional Society	To keep the faculty members abreast to the latest developments in their respective discipline and adapt the same in their professional growth, MAHE provides facilities to connect with the professional bodies and societies up to Rs.7,500 per annum.	All teaching staff in the cadre of Additional Professor and above are eligible to avail this facility
29	Faculty Training and Development	As a measure of sustained approach to faculty empowerment and succession planning, MAHE has initiated leadership development program "SMILE" (Synergic Manipal Integrated Leadership Engagement) program to nurture future academic leaders. This program aimed at developing a pool of leaders to exhibit critical leadership positions across the organisation in future.	Teaching: All faculty members are eligible as per norms.
<b>Leave facilities</b>			
30	Casual Leave	12 days per year	All regular employees on the rolls of the MAHE are eligible.
31	Compensatory Leave	10 days per year	All employees on the rolls of the MAHE are eligible.
32	Commuted Leave	5 days per year	All regular employees on the rolls of the MAHE are eligible.
33	Earned Leave	24 days per year.	All regular employees on the rolls of the MAHE are eligible.



34	Vacation Leave	Any period of the institutional recess which exceeds 10 days in duration shall be treated as vacation. Vacation leave shall be in lieu of and not in addition to the earned leave, the conversion ratio will be 5 days of vacation leave in lieu of 2 days of earned leave.	All faculty members working in vacation department are eligible.
35	Maternity Leave	For first two living children, every married women employee whether permanent or otherwise is entitled to maternity leave with wages for 182 days as per the provisions of Maternity Act 1961, provided she has worked for a period of not less than 80 days in twelve months immediately preceding the date of her expected delivery.	All women employees on the rolls of the MAHE are eligible.
36	Special Casual Leave	15 days per year <ul style="list-style-type: none"> <li>• To attend professional Conferences / Workshops / Seminars / Symposiums.</li> <li>• To attend examination related duties in other Universities and Professional Institutions.</li> <li>• To attend outstation inspection duties and any other work assigned by the Regulatory / Accrediting bodies</li> <li>• To attend academic work related to higher studies.</li> </ul>	All the faculty members are eligible in a calendar year.
37	Special Leave	<ul style="list-style-type: none"> <li>• To undergo sterilization <ul style="list-style-type: none"> <li>- 14 days - Female employees (including intervening Sundays and holidays)</li> <li>- 6 working days for Male employees</li> <li>- 7 days (including intervening Sundays and holidays) for male employees if wife undergoes sterilization</li> </ul> </li> </ul>	All staff members are eligible for Special Leave as per rules.
38	Fellowship Leave	<p>To faculty members to pursue and obtain advanced training in specialized areas, which may be in form of short term fellowship or long term fellowship.</p> <ul style="list-style-type: none"> <li>• Short Term Fellowship leave is to be used for visits academic centres for clinical research or teaching activities. This facility may be extended to other institutions if it is geographically and financially feasible</li> <li>• Long Term Fellowship is to be utilised for obtaining advanced training in specialized areas</li> </ul>	All faculty members are eligible as per norms.

*Chhabhit*

39	Sabbatical Leave	In order to allow faculty member to engage in academic or professional pursuit at an institution of academic repute, they are permitted to avail sabbatical leave. During the leave period faculty will be eligible for basic pay and AGP.	All faculty members are eligible as per norms.
40	Study Leave	MAHE encourages its faculty members in upgrading their qualifications through various schemes. Deputation of faculty members to premier institutes in the country for pursuing doctoral programmes with payment of salary during the study leave.	All faculty members are eligible as per norms as per the prescribed terms and conditions.
41	Overseas Assignment Leave	MAHE has made provisions for the existing faculty members to serve the overseas campuses of Manipal Group in short stint by sanctioning Overseas Assignment Leave. This helps the faculty to gain international exposure	All faculty members are eligible as per norms.

  
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