

## 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>	All employees of MAHE are covered under Provident Fund Scheme till their attain the age of superannuation
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>	All eligible employees of MAHE are covered under Employee's Pension Scheme 1995.
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>	All employees covered under PF are eligible for EDLI benefit.(EDLI scheme 1976)

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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>	All employees of MAHE are eligible for gratuity as per the norms.
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>	All employees drawing salary less than Rs.21001 per month are eligible for the benefits.
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>	All the employees of MAHE (excluding foreign nationals and employees engaged under post retirement) are covered under this scheme.

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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:  <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> </p>	<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><b>Teaching Staff:</b> Life Coverage: 50 lakh per employee. Premium is shared between employee and employer in a ratio of 50:50</p> <p><b>Non-Teaching Staff:</b> 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 GTLI 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><b>Teaching Staff:</b> Life Coverage: 50 lakh per employee. Premium is shared between employee and employer in a ratio of 50:50</p> <p><b>Non-Teaching Staff:</b> 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>

*G. Sahil*

10	School Fees Reimbursement for Employee's Children	<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><b>Fee reimbursement:</b> Tuition fee and other fee subject to a ceiling of Rs. 10,000 per child per annum.</p>	All confirmed employees of MAHE are eligible for this benefit. Restricted to 2 children														
11	Scholarship on course fee of Employees Children / Spouse's Higher education under Manipal Group of Institutions	<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="481 630 1478 901"> <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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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	<p>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.</p> <p>A Faculty/staff member can purchase the laptop provided to him only in the event of his/her leaving the organisation</p>	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	<p>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.</p> <p>Limits: (i) Meal Voucher: Rs. 1300/month (ii) Gift voucher Rs. 5000/annum</p>	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.	<p>Teaching Staff: All faculty members at the rank of Lecturer and above are eligible to avail this facility</p> <p>Officials: Assistant Director &amp; above the cadre are eligible.</p> <p>Non-Teaching: Not eligible</p>

  
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22	Research Incentives	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.	All faculty members are eligible to avail this facility
23	Incentives for excellence in teaching and research	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: <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	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.	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	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.	All faculty members are eligible to apply as per norms.
26	Financial support from MAHE towards filling patent applications	To provide financial support to inventors while filing and prosecuting patent applications.  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.	All eligible inventors of MAHE, as per norms.

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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	Commutated 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.

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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	<p style="text-align: center;">15 days per year</p> <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> <li>•</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.

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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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## CHAPTER 8: MANAGEMENT ENGAGEMENT POLICY

### **8.1. Policy Statement**

- 8.1.1. The purpose of this policy is to establish consistent engagement procedures to ensure employment and retention of quality management cadre staff.
- 8.1.2. It is the declared policy of the MAHE to maintain professionalism in the administrative, financial and other functions of both the MAHE and its constituent institutions. The MAHE therefore, shall make a conscious approach to induct and retain qualified and experienced professionals in the main stream of its management cadre. Such an approach is considered to enhance the quality of the decision-making process in the MAHE and the work performed at various institutional levels.
- 8.1.3. The MAHE shall endeavor to eliminate and ensure the continued absence from within its structure of any source of direct or indirect discrimination on the basis of any factors not related to work including caste, creed, citizenship, religious belief, race, colour, disability, nationality, sex, marital status or political conviction.
- 8.1.4. Generally, the selection of management cadre personnel will be made through personal interview by a panel constituted for this purpose with the approval of the Executive Committee.
- 8.1.5. While inducting the services of talented professionals their suitability will be considered on the basis of the following pre-requisites:
  - i) Professional and academic qualifications;
  - ii) Specialized technical skills required for the position;
  - iii) Comparable experience and demonstrated abilities in a related field;
  - iv) Previous position held;
  - v) Position and qualification of personnel who they would supervise;
  - vi) Significant contributions/achievements in career;
  - vii) Recognition received at national/international levels;
  - viii) Level of remuneration in the recent employment/engagement;
  - ix) Recommendation of the selection committee.
- 8.1.6. Engagement under management cadre does not provide for promotions in all cases. Selection is made with reference to a specific position, which does not entail automatic promotion to a higher position.



## **8.2. Terms of Engagement**

- 8.2.1. All positions under the management cadre will be on tenure basis ranging from one year to three years as decided by the executive committee.
- 8.2.2. Employees appointed under this scheme are entitled to all types of leave including encashment of earned leave, as applicable to the regular employees of the MAHE. Apart from the above, officials at the level of Assistant Director and above are eligible for 15 days of special casual leave for the purpose of attending professional conferences subject to their terms of appointment and with the prior approval of the Registrar.
- 8.2.3. Retirement age applicable to employees appointed under this scheme is 60 years. However, their tenure can be extended further as decided by the Executive Committee without service benefits such as PF, Gratuity etc. The leave provisions during the extended period will be as applicable to faculty members under the post retirement engagement.
- 8.2.4. A person who is engaged under MEP may resign by giving one month notice or by paying an equivalent amount for the period based on his/ her monthly gross remuneration in lieu of short notice.
- 8.2.5. Similarly, the MAHE may terminate the tenure engagement of an employee under MEP by giving one month notice or by paying an equivalent amount based on his/ her monthly gross remuneration in lieu of short notice.
- 8.2.6. An appointee to the management cadre is bound by the regulations pertaining to office hours, proceedings, attendance, conduct etc. as notified by the MAHE from time to time and is subject to its disciplinary jurisdiction.

## **8.3. Remuneration Package**

- 8.3.1. The MAHE seeks to provide remuneration that is adequate to attract and retain individuals with the qualifications and level of performance as may be necessary to reach and to maintain the highest levels of excellence. The same will be reviewed keeping in view of the market sensitivity.
  - 8.3.2. The remuneration package will vary from positions to position depends upon academic qualifications, professional experience of the candidate, criticality of the position and location of the posting. The MAHE may fix appropriate remuneration package based on the above criteria.
  - 8.3.3. The remuneration package will be reviewed as and when MAHE revises its salary structure. There will not be any changes in the remuneration package during renewal of the tenure. However, they will be eligible for annual increment as decided by the MAHE from time to time.
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#### ***8.4. Change over from Regular Employment***

- 8.4.1. Regular employee of the MAHE / constituent institutions who hold executive level positions may be allowed to come within the purview of tenure-based engagement.
- 8.4.2. The option to change over from regular employment to tenure-based engagement cannot be exercised as a right. The MAHE reserves the absolute discretion to allow a regular employee to exercise such option.
- 8.4.3. Employees who are given an option to join the tenure-based engagement while they are in regular service or after the date of superannuation may exercise such option by submitting a letter of option in the prescribed form.
- 8.4.4. Following procedural formalities to be complied by the employee concerned before joining the tenure-based engagement.
  - i) Letter of option: The employee shall submit a letter of option in the prescribed form confirming his/ her acceptance of the terms governing the tenure -based engagement.
  - ii) When an employee is moving from regular employment to tenure based employment under MEP, his/her earned leave at credit, as on the date, shall be settled as per the rules in force. However, the provident fund and gratuity will be carried forward to the tenure period.



## **CHAPTER 9: POST RETIREMENT ENGAGEMENT POLICY**

### **9.1. Objective:**

To provide opportunity for experienced and committed teaching faculty and selected category of non-teaching staff members of Manipal Academy of Higher Education (MAHE) to continue their professional relationship with the MAHE even after retirement on mutually beneficial terms.

### **9.2. Scope:**

This policy is applicable to the following category of employees

1. Faculty Members
2. Selected category of non-teaching staff members

### **9.3. Faculty Members:**

Faculty members who have reached the age of superannuation at 60 years are eligible for post-retirement engagement up to the age of 65 years as per the following terms and conditions:

- a. There shall be requirement in the respective department/Institution.
- b. The respective regulatory bodies permits such appointments / extensions
- c. He/ She must be physically fit and capable of satisfactorily executing the requirements of the job.

#### **9.3.1. Process:**

- a. The faculty member interested in PRE should submit a request letter at least a year before retirement to the MAHE through the respective Heads of the Department and Institution.
- b. Every PRE, both new and extensions will have to be approved by the Executive Committee (EC). On fulfillment of the above conditions, the EC will take appropriate decisions on the Appointment/extensions.
- c. The EC reserves the right either to accept or reject the request without assigning any reasons.
- d. The EC may extend the upper age limit, at its discretion, on case to case basis depending on the institutional requirement subject to compliance to the norms of respective regulatory bodies.
- e. All appointments on PRE will be on contract basis. The tenure of appointments/extensions will be decided by the EC on case to case basis.
- f. The working hours / duties under PRE will be same as any other regular staff.



### 9.3.2. Compensation Guidelines:

The following will be the compensation package for faculty members on their appointment under the PRE Policy:

Sl.NO	Category of Faculty Members	Entitlement
1	Clinical Faculty Members	a. 100% of the total pay at the time of retirement. (the total pay includes basic pay, all other pay roll based allowances / reimbursements, stagnated pay, if any. AND b. Professional Fees (HAPS) as per the norms in practice.
2	All other Faculty Members	a. 100% of the total pay at the time of retirement. (the total pay includes basic pay, all other pay roll based allowances / reimbursements, stagnated pay, if any.

### 9.3.3. General Terms:

- Employer's contribution to PF, Gratuity, and Additional Duty Conveyance Allowance for holding additional positions will not be considered while calculating the total pay for this purpose.
- Faculty Members appointed under PRE will not be eligible for PF, Gratuity, and LTC etc.
- They will be covered under the performance evaluation and grading.
- They will not be eligible for annual/stagnated increments.
- The salary fixed during the PRE will remain the same till the EC takes a decision on its revision.
- Compensation on fresh appointments on PRE is to be worked out on the same guidelines.

### 9.4. Non-Teaching Staff:

PRE of non-teaching staff members are restricted only to the following broad category of employees.

- Nursing and other para-medical staff
- Hospital based technical staff
- Other technical staff working in academic areas

Such employees, who have reached the age of superannuation at 58 years are eligible for PRE up to the age of 60 years subject to following conditions.

- There shall be requirement in the respective department/institution.
  - He / she must be physically fit and capable of satisfactorily executing the requirements of the job.
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#### 9.4.1. Process:

- a. The non-teaching staff interested in PRE should apply to the MAHE through prescribed format with the recommendations of the HOD and Head of the institution at least three months before retirement. A committee chaired by the Vice Chancellor will review all such requests and submit its recommendations.
- b. Every PRE, both new and extensions will have to be approved by the EC on fulfillment of the above conditions the EC will take appropriate decisions on the appointment/extensions/tenures.
- c. The EC reserves the right either to accept or reject the request without assigning any reasons.
- d. All appointments on PRE will be on contract basis initially for a period of one year. Further tenure of appointments/extensions will be decided by the EC on case to case basis.
- e. The working hours / duties under PRE will be same as any other staff on regular rolls.
- f. PRE is generally not permitted in other category of employees. However, in exceptional cases, by considering the exigencies of any specific situation, the EC may approve PRE for such position case by case for a period of one year.

#### 9.4.2. Compensation Guidelines:

The following will be the compensation package for non-teaching staff on their appointment under the PRE Policy:

Sl. No.	Category of Employees	Entitlement
1	Non-Teaching staff	A consolidated salary not exceeding 75% of the total emoluments drawn by them at the time of retirement.  Note: Any other allowances sanctioned for holding additional responsibilities will remain unchanged.

#### 9.4.3. General Terms:

- a. Staff appointed under PRE will not be eligible for PF and Gratuity.
- b. They will not be eligible for annual/stagnated increments.
- c. The salary fixed during the PRE will remain the same till the EC takes a decision on its revision.

## CHAPTER 10: MEDICARE / INSURANCE

### 10.1. MAHE MEDICARE

Medicare is a hospital based prepaid plan offered by Manipal Academy of Higher Education (MAHE) through its network of associated hospitals. It is instituted primarily for the benefit of employees and their dependents. The prepaid health plan assists in extending medical facilities for both in-patient & out-patient for the entire family, subject to limits specified.

#### 10.1.1. APPLICABILITY

Medicare is applicable to all the employees of MAHE and its constituent institutions, teaching/ research departments, centers of excellence and associated hospitals. Employees who are covered under the Employee State Insurance Scheme (ESIS) are covered under Special OP Coverage scheme.

#### 10.1.2. FEATURES

##### A. Medicare Plans / entitlement:

Plans	Limit	Ward Entitlement	Beneficiaries
Group 3	Rs. 5.00 lakhs	Special Ward	Top Management
Group 2	Rs. 3.00 lakhs	General/ Semi Private/ Semi Special/ Special Ward	Heads of the Institutions, Faculty member, Officials appointed under Management Engagement Policy
Group 1	Rs.1.50 lakhs	General/ Semi Private/ Semi Special	Non-Teaching Staff

However, during 2017-18 as a one-time opportunity for change of category from Group 1 to 2 was provided to Non-teaching staff subject to payment of differential premium in full. The category opted for 2017-18 shall continue till 2019-20 and no change will be entertained.

- B. Medicare is mandatory for all employees of MAHE institutions excluding those who are covered under ESI Scheme. New employees will enroll for Medicare along with their families from the date of joining service. Family includes spouse and 2 dependent unmarried children up to the age of 28. (Refer sub clause D of clause 10.1.3 for exceptions)
- C. Employees who have served in any of the Manipal institutions for a continuous period of not less than five years at the retirement age will be allowed to maintain membership after retirement.
- D. If the card is not renewed for any reason the Medicare facility will not be extended subsequently.
- E. For MAHE employees, the Medicare fee is contributed by the management for the basic member, spouse, and 2 children below 24 years as given below:

Category	Employee Share	Employer's Share
Group 3	40%	60%
Group 2	40%	60%
Group 1	30%	70%

Membership for the 3<sup>rd</sup> and subsequent children below 24 years is allowed on payment of full Medicare fee applicable for the child.

- F. An option is provided to cover dependent parents and In-laws of members.
- G. Parental cover is offered purely on optional basis and Sum Insured limit chosen shall be in accordance to the entitlement of the primary member (employee). There shall be no option to





choose higher or scale down to lower limit under any circumstances.

- H. Those already enrolled under Parents Medicare and new members enrolled under the parental cover, it is mandatory to remain in the group continuously for a minimum of three years period other than natural deletions.
- I. Dependent parents' enrolment to Medicare is permitted only at the time of renewal. Subsequent enrolment may be approved at the sole discretion of the MAHE. In such cases, the coverage will begin only after one month from the date of payment.
- J. Employees who are leaving/ retiring from the service can utilise the card till the validity of the card.
- K. One time plan change (higher to lower or lower to higher) option will be permitted immediately after the retirement.
- L. Staff /employees going abroad for higher studies/ advanced training for a period of over one year can opt out from the cover for the said duration. However, if their parents are on cover, then they cannot exercise this option lest the parents will also be out of cover. However, it is beneficial to remain in the group such that the continuity is established and will be of help while porting the benefit.
- M. In order to ensure support for those employees falling under group 2 and 3 who are on official travel within India and in case of medical exigencies can avail the required medical facilities at any of the empaneled Network Hospitals of the current Insurer wherein "Cashless" facilities shall be made available under the same MAHE Medicare scheme. For seamless services and approvals, the employee has to inform to HR Department immediately upon getting hospitalized for arranging / extending necessary assistance / support in such an eventuality. In case of admission into non-network hospitals, cashless facility will not be available. However HR Department will attempt to work out cashless facility or undertake any such action as deemed fit under such circumstances.
- N. Ad on Schemes: for employees falling under ESIC bracket**  
Special OP Coverage will be given to the employees covered under ESI Scheme. The coverage introduced in 2017-18 will continue.

#### Key Features

- a) This benefit is restricted to employees and their immediate family (including dependent parents but excluding in-laws) falling under ESIC bracket.
- b) A nominal fee of Rs. 750/- shall be charged and recovered in 3 equal installments from their respective salary.
- c) A nominal fee of Rs. 1000/- shall be charged for Parents Special OP Coverage.
- d) The limit for OP covered under this card for self and dependents and parents will be Rs.10000/- per card as per the Terms and conditions as applicable to MAHE Medicare.
- e) Existing staff (ESIC) covered under Special OP coverage will continue. Staff who surrendered / opted out the facility are not eligible for applying the same again in subsequent years.
- f) Staff who were covered under the Special OP cover and have thus progressed into Medicare Scheme will automatically be excluded from the Special OP cover.
- g) If in case an ESIC employee's spouse is covered under MAHE Medicare by virtue of being an employee of MAHE but not falling under ESIC bracket, then the special OP coverage will not be applicable to such employee.



- h) Employee covered under ESIC who opted cover for Group I for self and dependents and parents/in-laws will be continued. They do not have an option to opt-out. There shall be no contribution from the management and full premium to be paid by the respective employees.
- i) This being as optional add on facility, any midterm requests for additions will not be permitted under any circumstances.
- j) All other terms and conditions governing this scheme shall apply on usual and customary practice.

### 10.1.3. GENERAL PROVISIONS

- A. Natural additions by marriage, birth or adoption and deletions by resignation, marriage, death etc. are permitted. Cardholders who wish to include their spouse or children should apply for inclusion of the name of spouse/ child within three months of marriage/ birth or the date of annual renewal whichever is earlier. Subsequent enrolment may be approved at the sole discretion of the MAHE. In such cases, the coverage will begin only after one month from the date of payment of Medicare fee.
- B. Maternity Benefits are available only for the first two deliveries provided both spouses are enrolled in the same card. Any treatment or diagnostic test, which is incidental or related to pregnancy, shall be considered under Maternity Benefits.
- C. The names of children when married or employed after the last renewal should be deleted. Similarly, name of spouse when divorced/ deceased after the last renewal should be deleted.
- D. Dependent unmarried children may be allowed to continue their membership under their parents Medicare beyond the age of 24 on payment of full premium. However, such coverage will not in any case be extended beyond the age of 28 years. The names of such members shall automatically stand deleted on completion of 28 years of age.
- E. Out-Patient Facility:

Particulars	Discount offered Subject to limit
Consultation, Lab investigations	100%
CT scan, MRI, Lithotripsy, Linear accelerator, Mammography	75%
Skin laser treatment	20%
Dental treatment excluding cost of materials, implants, consumables and other general stores items	100%
Treatment connected to: a) In vitro fertilization (IVF) b) Intra Cytoplasmic Sperm Injection (ICSI)	20%

Outpatient benefits will be restricted to an aggregate of Rs.20000/- only for the entire family unit per annum for employees and direct dependents and for the Parents as well.

- F. In Patient Facility: Refer 10.2 "Re-Insurance of MAHE Medicare Scheme".
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- F. In Patient Facility: Refer 10.2 "Re-Insurance of MAHE Medicare Scheme".
- G. Cosmetic Surgery or treatment is not covered under Medicare.



- H. Trustees (TRS) of various institutions connected with MAHE will be given 50% rebate in the premium payable under appropriate plan
- I. If members opt for facilities higher than the entitlement under the relevant plans, the hospital will be liable to collect the charges in excess of the entitlement.
- J. Admission charges are not covered.
- K. Limits under the plan are for all members under each card.
- L. Limits under each plan are inclusive of drugs in the case of IP only.
- M. Drug limit (IP only) under "Plan 51" is Rs.240, and for Kashi Mutt sponsored member's is Rs.120.
- N. In case of loss of Medicare card, duplicate Medicare card will be issued on payment of Rs.50 with a request letter duly forwarded by the Head of the Institution.
- O. Members shall necessarily produce the Medicare card at the time of availing Medicare facilities, without which no facilities will be extended

**Participating hospitals/clinics:**

Medicare benefits are provided at any of the following hospitals on production of Medicare card/Identity card:

- Kasturba Hospital, Manipal
- Dr. TMA Pai Hospital, Udupi
- Dr. TMA Pai Rotary Hospital, Karkala
- KMC Hospital, Attavar, Mangalore
- KMC Hospital, Ambedkar Circle, Mangalore
- Manipal College of Dental Sciences, Manipal/ Mangalore

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## 10.2. RE-INSURANCE OF MAHE MEDICARE SCHEME

### 10.2.1. DEFINITIONS

*Old Scheme:* Medicare scheme existing prior to April 1, 2004

*New Scheme:* The Re-insured Medicare scheme introduced with effect from March 31, 2004 subject to conditions and limits.

*Third Party Administrator (TPA):* The TPA is processing the claims on behalf of the insurance company.

*Claims:* MAHE Medicare shall accept claims as per New & Old Schemes depending upon the membership.

### 10.2.2. MEMBERSHIP UNDER NEW SCHEME

Following members shall be covered under the New Scheme

1. Members presently covered under the old scheme will be considered as members of the new scheme, except those who belong to specific categories listed in 10.2.3.
2. All the staff members of MAHE, its constituent colleges and associated hospitals who joined after 31.03.2004, their eligible dependents (spouse and children) and dependent parents/parents in law.
3. All staff members in the group institutions who joined after 31.03.2004 and their dependent family members.
4. All new bona-fide students of constituent colleges of MAHE and TAPMI.
5. Students of Sharada Residential School.
6. Age limit:
  - i) There is no minimum age for coverage of members under insurance
  - ii) No insurance coverage will be extended to members beyond the age of 65 years.
  - iii) However present members who have already crossed 65 years as on March 31, 2004 will be covered under this scheme.
  - iv) Members who have reached the age of 65 years after March 31, 2004 are covered under new scheme. However IP claims of such members need not be sent to insurance for reimbursement.





### **10.2.3. MEMEBERSHIP UNDER OLD SCHEME WITH COVERAGE UNDER MAHE MEDICARE**

Following members shall be covered under the Old Scheme

1. Existing and new members covered under Blood donor's category.
2. Existing Privilege card holders.
3. Existing members sponsored by Kashi Mutt Samsthan Welfare Fund

### **10.2.4. COVERAGE UNDER INSURANCE**

Where any member enrolled under the New Medicare Scheme as defined in 6.2.2. contracts any disease or suffers from any illness or sustains any bodily injury through accident during continuance of the policy and if such disease or injury requires any such insured person upon the advice of duly qualified Physician/Medical Specialist/Medical Practitioner or of a duly qualified Surgeon to incur hospitalization expenses for Medical/Surgical treatment at hospitals run by MAHE as an inpatient, the amount of such expenses as are reasonably and necessarily incurred in respect thereof by or on behalf of such insured person but not exceeding the sum insured in aggregate in any one period of insurance.

In the event of any claim/s becoming admissible under this scheme, the insurance company will pay MAHE the amount of such expenses as would fall under different heads mentioned below, and as are reasonably and necessarily incurred thereof by or on behalf of such insured person, but not exceeding the sum insured per person/family in aggregate:

1. Room, boarding expenses as charged by the hospital.
2. Nursing expenses.
3. Fees payable to Surgeon, Anesthetist, Medical Practitioner, Consultants, Specialists.
4. Anesthesia, Blood, Oxygen, Operation Theatre Charges, Surgical Appliances, Medicine & Drugs, Diagnostic Materials, and X-Ray, Dialysis, Chemotherapy, Radiotherapy, cost of Pacemaker, Artificial Limbs & cost of Organs transplantation and similar expenses.
5. Dental treatments or surgery necessitated due to any accident and requiring hospitalization.
6. Maternity expenses incurred as an inpatient subject to Medicare limits. This includes treatment of newborn child till the date of discharge. New born baby with complications will get covered up to 25% of the overall limit of the family.

Any amount in excess of the maternity limit shall be borne by the member.

7. Cost of IOL is restricted to Rs 10,000 only. Any amount exceeding this limit to be borne by the member.





8. Circumcision requiring for treatment of a disease or as may be necessitated due to an accident.

#### **10.2.5. EXCLUSIONS**

Expenses admissible under the New Medicare Scheme, but not covered under insurance, which are listed below, will be borne by MAHE Medicare.

*Admissible under New Medicare Scheme but not covered under insurance:*

1. Injury or disease directly or indirectly caused by or arising from or attributable to War, Invasion, Act of foreign enemy, War like operations (whether war be declared or not).
2. Congenital external disease or defects or anomalies, sterility, venereal disease, intentional self-injury and use of intoxicating drugs/alcohol.
3. All expenses arising out of any condition directly or indirectly caused by or associated with Human T-Cell Lymphotropic Virus Type III (HTLB-III) or Lymphadenopathy Associated Virus (LAV) or the mutants Derivative or Variations Deficiency Syndrome or any Syndrome or condition of a similar kind commonly referred to as AIDS.
4. Injury or disease directly or indirectly caused by or attributed to nuclear weapon materials.
5. Ayurvedic treatment

*Facilities not covered under the Medicare scheme as well as under insurance:*

The following claims are not admissible under the Medicare (New and Old) as well as insurance scheme.

2. Cost of spectacles and contact lenses, hearing aids.
  3. Expenses on vitamins and tonics unless forming part of treatment for injury or disease as certified by the attending physician.
  4. Naturopathy treatment.
  5. Vaccination or inoculation or change of life or cosmetic or aesthetic treatment of any description, plastic surgery other than as may be necessitated due to an accident or as a part of any illness.
  6. All types of diet charges.
  7. Charges incurred at hospital primarily for diagnostic X-Ray or laboratory examination not consistent with or incidental to the diagnosis and treatment of the positive existence or presence of any ailment, sickness or injury for which confinement is required at a hospital.
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8. Expenses incurred in connection with Voluntary Medical Termination of pregnancy during the first twelve weeks from the date of conception.
9. Circumcision unless necessary for treatment of a disease or as may be necessitated due to an accident.
10. Other items not covered are as under, cost of which needs to be collected from the members

<b>ADMINISTRATIVE EXPENSES</b> <ul style="list-style-type: none"> <li>❖ Medical Records / Medico-legal charges</li> <li>❖ Admission /Registration Charges</li> <li>❖ Attendant stay charges.</li> <li>❖ Additional Stay</li> <li>❖ Gate Pass / Attendant Pass</li> <li>❖ Overhead charges</li> <li>❖ Establishment charges</li> <li>❖ Tax / surcharge</li> <li>❖ Incidental charges</li> <li>❖ Waste disposal charges</li> </ul>	<b>APPLIANCES</b> <ul style="list-style-type: none"> <li>❖ Water bed / Air cushion</li> <li>❖ Alpha bed</li> <li>❖ Hot water bag</li> <li>❖ Bed pan / Kidney tray / sputum cup</li> <li>❖ Crutches / Walker</li> <li>❖ Braces / Cervical collar</li> <li>❖ Sling / Splints</li> <li>❖ Knee caps</li> <li>❖ Abdominal belt / LS belt</li> <li>❖ Nebulizer / steam inhaler / Humidifier</li> <li>❖ Thermometer</li> <li>❖ Chest binder</li> <li>❖ Spirometer</li> <li>❖ Spacer</li> <li>❖ Glasses / lenses / goggles/ frames</li> <li>❖ Dentures /dental braces / tooth implants</li> <li>❖ Hearing aid</li> <li>❖ Glucometer</li> <li>❖ BP monitoring device</li> <li>❖ Other monitoring device</li> <li>❖ Feeding Bottle</li> <li>❖ Cradle charges</li> <li>❖ Nipple shield / Breast reliever</li> <li>❖ Baby ID band/Patient ID band.</li> </ul>
<b>SERVICES</b> <ul style="list-style-type: none"> <li>❖ Naturopathy</li> <li>❖ Private Nurse charges</li> <li>❖ Telephone charges</li> <li>❖ Xerox / Fax charges</li> <li>❖ Food / Beverages</li> <li>❖ Diet</li> <li>❖ T V / internet charges</li> <li>❖ Stationery charges</li> <li>❖ Linen / Laundry charges</li> <li>❖ Mortuary / coffin charges</li> <li>❖ Ambulance charges</li> <li>❖ Additional Nursing care</li> </ul>	
<b>DOCUMENTATION EXPENSES</b> <ul style="list-style-type: none"> <li>❖ Medical records charges</li> <li>❖ Documentation charges</li> <li>❖ Birth certificate / Death certificate</li> <li>❖ Medical certificate</li> </ul>	<b>CONSUMABLES</b> <ul style="list-style-type: none"> <li>Antiseptic / disinfectant solutions</li> <li>Soaps</li> <li>Powder [talc]</li> <li>Oil / cream</li> <li>Sanitary pads / Diapers/ Tissue Papers</li> <li>Oxygen cylinder</li> <li>Cassette / CD / Film charges</li> <li>Health foods</li> </ul>



#### **10.2.6. GENERAL PROVISIONS**

1. Drugs are covered under Insurance provided they are purchased from pharmacy stores managed by the respective service provider hospitals of MAHE and included as part of the IP bill.
2. Members at the time of admission to hospital shall produce the Medicare card. In the case of planned hospitalization, Medicare members shall submit the Pre-Authorization letter to the TPA and the authorization shall be given to the hospital within the time frame mutually agreed upon (normally within 30 minutes) after which one can get admitted to the hospital.

In the case of emergency hospitalization, the member can contact the Casualty department of the hospital and the hospital shall admit the patient. Subsequently, authorization request shall be submitted by the hospital to the TPA who in-turn shall send the authorization directly to the respective hospital.

3. TPA would be authorized to cross check the claims under process within the hospital.
4. The service provider hospitals shall provide Authorization letter, original copy of the report of investigations along with the 'Claim form' while submitting the claim. Exceptions could be under Medico Legal cases wherein an authenticated copy of the report could be provided.
5. TPA has setup a help desk at Kasturba Hospital, Manipal. The claims of associated hospitals and MCODS, Manipal/Mangalore will be coordinated from this desk.
6. All claims will have to be forwarded to the help desk at Manipal for further processing by the TPA. All claims forwarded should include the duly filled 'claim form' signed by the patient (Medicare card Member) at the time of discharge, authorization letter, discharge summary, details and breakup of charges, original copies of investigations and tests, etc.

#### **10.2.7. SUBMISSION OF CLAIMS**

Claim must be filed within 7 days from the date of discharge from the hospital

#### **10.2.8. CO-PAYMENT**

All the members enrolled under MAHE Medicare shall pay a "Co-payment" of 5% of the net eligible claim amount (That is after considering all deductions towards Non-Medical expenses and other charges)



### 10.3. MEDICARE PLANS & PREMIUM

a) Medicare premium applicable to the employees for the year 2019-20\*

Category	Group 3	Group 2	Group 1
Sum Insured in Rs.	5,00,000	3,00,000	1,50,000
Family unit of 1	9,693	5,494	3,103
Family unit of 2	13,912	7,727	4,365
Family unit of 3	16,965	9,977	5,636
Family unit of 4	20,354	12,175	6,879
Family unit of 5	22,782	14,426	8,150
Family unit of 6	25,208	16,627	9,394

b) Medicare premium applicable to dependent parents and in-laws for the year 2019-20\*

Category	Group 3	Group 2	Group 1
Sum Insured in Rs.	5,00,000	3,00,000	1,50,000
Family unit of 1	21,981	12,221	6,876
Family unit of 2	30,680	16,865	9,552

(\* Premium for the Medicare plans are subject to review every year at the time of renewal of the policy)



## 10.4. GROUP LIFE TERM INSURANCE

### 10.4.1. Objective:

As a staff welfare measure, the Manipal Academy of Higher Education (MAHE) through a group insurance policy insures the life of all its employees to provide financial assistance to their family members in case of unfortunate event of death. The policy also provides financial assistance to the employees in case of permanent / partial disablement arising out of accidents.

### 10.4.2. Applicability:

This policy covers all the employees of MAHE.

### 10.4.3. Features of the policy:

- ✓ All the employees on the rolls are mandatorily to be covered under this policy.
- ✓ Life cover per employee as per the table mentioned below. Compensation is payable to the nominee in case of an unfortunate event of death of the member during their tenure of service.
- ✓ Permanent total and permanent 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.
- ✓ This shall cover all the employees of the MAHE up to the age of 70 years. However, coverage for employees in the age bracket of 66 to 70 years as on the last birth day will be subject to medical examination and approval of the Insurer.
- ✓ The coverage ceases to exist with immediate effect from the date of separation of the member from the MAHE or its constituent units due to retirement/resignation /termination etc.
- ✓ The premium payable is subsidized by the management and the sharing pattern is given below:

Employment Category	Coverage	Management Contribution	Employee Contribution
Non-Teaching Staff	10 Lakhs	80% of Premium	20% of Premium
All Teaching Staff below the cadre of Lecturers	50 Lakhs	80% of Premium	20% of Premium
Teaching Staff (Lecturer and above)/ MAHE officials under the Management Engagement Policy.	50 Lakhs	50% of Premium	50% of Premium

**Note:**

- ✓ Employee contribution of 20% or 50%, as the case may be, will be deducted from their salary in
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- ✓ In case of newly appointed staff, the premium would be calculated proportionately taking into account the month in which they have joined.
- ✓ Recovery of employee share of premium in case of resignations/terminations:
  - one installment will be recovered from salary if the relieving date falls on or before October 31 of the respective policy year.
  - both the installments will be recovered in case of relieving date falls on or after November 1.
- ✓ Recovery of employee share of premium in case of retirement:
  - one installment will be recovered from salary if the retirement date falls on or before January 31 of the respective policy year.
  - both the installments will be recovered in case of retirement date falls on or after February 1.
- ✓ Percentage of premium share to be collected from the employees engaged under post retirement engagement policy shall be as applicable to other employees, based on their respective category.
- ✓ There is no provision for refund of premium amount paid by the employees.

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## CHAPTER 11: TRAVEL

### 11.1. TRAVEL EXPENSES REIMBURSEMENT RULES

#### 11.1.1. Objective

This policy is designed to provide guidance to employees for travel, per diem, accommodation and other related expenses incurred during official travel and to ensure best use of MAHE resources. This also envisages that employee, while incurring such expenses, will apply reasonable discretion keeping in mind the guidelines of this policy at all times.

#### 11.1.2. Applicability

The travel policy applies to all the employees of MAHE and its constituent institutions, teaching/research departments, centers of excellence and associated hospitals

#### 11.1.3. Policy Statement:

MAHE appreciates the efforts of all the employees, who travel on official duty ensures that both the MAHE and employees do not gain or lose funds on official trips. The MAHE expects the employees to spend prudently and follow the travel policy and obtain reimbursements for all expenses on a timely basis to meet compliance requirements.

#### 11.1.4. Features:

1. Reimbursement of travel expenses including accommodation charges, per diem allowance etc. are granted in accordance with the rules laid down by the Executive Committee/Board of Management from time to time.
2. Reimbursement of travel expenses shall cover the following subject to the limits prescribed in the annexures.
  - Cost of ticket or fare paid for travel
  - Accommodation charges, if any
  - Per diem allowance

#### 3. Definitions:

**Domestic Travel** is defined as travel within and between all states and Union Territories of India. Travel to our neighboring countries such as Nepal, Pakistan, Sri Lanka, Bangladesh and Bhutan are considered under domestic travel for the purpose of travel reimbursements.

**International Travel** is defined as any travel outside India except to any countries other than Nepal, Pakistan, Sri Lanka, Bangladesh and Bhutan.

**Per diem** is defined as an allowance which is granted while on travel to meet the cost of meals, refreshment, restaurant and room tips, laundry charges and other incidental expenses and hence, these expenses are not separately reimbursed.

4. The transportation chosen should be the least costly, consistent with the itinerary and the official requirements of the trip. An upgrade in the mode/class of travel is permissible only when authorized by the MAHE.



5. Prior approval from the MAHE is mandatory to travel by road for claiming reimbursement of travel expenses based on car mileage.
6. Claim for reimbursement on travel between two places is regulated by the shortest of two or more practical routes. When there are alternate routes available and the difference between such routes both in the point of view of time and cost is not considerable, the fare for the route actually used may be admitted.
7. Airfare will be reimbursed strictly against the production of boarding pass, air ticket and payment proof. In the case of all other modes of travel, claims are to be supported by original tickets only for reimbursement.
8. The MAHE does not provide reimbursement for travel and other expenses of family members and others, who accompany the employees on official trips. There are a limited number of situations in which, there is an official purpose for the presence of spouse, family members or others on official trips. Prior approval must be obtained from the MAHE in such cases.
9. If a travel itinerary is created to accommodate personal purposes along with official trip, the employee must pay the incremental cost of personal expenses and document the costs of official expenses incurred, separating personal expenses from official expenses.
10. Use the lowest cost local transportation consistent with official needs. For example, many hotels offer free airport shuttles, which should be used whenever practical. In case of hiring, employees should rent the most economical (compact or midsize) vehicle consistent with official needs and travel circumstances.
11. Employees are entitled for reimbursement of visa charges, related travel expenses and other related special fees wherever applicable, strictly on production of original receipts.
12. Employees are also entitled for reimbursement of travel insurance fee at the minimum required rate during the international travel only in case the same is mandatory for such travel on production of original receipts.
13. The MAHE reserves the right to arrange or prescribe accommodation of its choice for any class of employees while they are on authorized itinerary. The details of accommodation so prescribed will be notified by the MAHE from time to time.
14. When accommodation is not provided, actual room rent within the tariff range given in the annexure is admissible subject to production of original hotel bills with payment receipts. Employees should choose a reasonably priced hotel for accommodation. Accommodation expenses will be reimbursed based on the eligibility even if the accompanying family member(s) sharing the room, without any additional cost.
15. Per Diem travel allowance is admissible from the time of commencement of the journey till the time of return to the actual place of residence upon completion of the itinerary.
16. Per diem travel allowance is reckoned from midnight to midnight hours as under. Itineraries exceeding:



- a. 5 hours but less than 12 hours : 50%
- b. 12 hours and above : Full per diem

17. No per diem allowance is admissible on travel within a radius of 10 km of the MAHE / Institution.
18. No per diem allowance is admissible on travel between Manipal and Mangalore campuses of the MAHE for attending work related to or organized by the MAHE institutions except when overnight stay is authorized as part of the itinerary. However, reasonable expenses on food and refreshments up to the limit of per diem allowance applicable to the employee will be reimbursed on submission of bills exceeding Rs. 150.00 up to which amount no bill shall be required. However, overnight stay should have the approval of the Head of the Institution.
19. No per diem allowance is permissible during the period when an employee goes on leave while on official itinerary.
20. Per diem allowance and accommodation expenses will be restricted to one day prior and one day later to the purpose of the visit as the case may be.
21. Employees are permitted to avail travel advance for the proposed travel with a request letter duly approved by the respective authority. The above advance shall be restricted to 75% of the anticipated expenses. Only one advance is permitted for a particular travel. Request for an advance for any subsequent travel will be considered only after settlement of the advance taken for earlier travel.
22. Reimbursement request along with required supporting documents should be submitted strictly within three (3) working days of incurring the expenses or returning from trip. The travel advance availed shall invariably be settled by submission of the expenditure statement along with relevant receipts and vouchers within the above period. Submission of expense report with partial supporting documents will not be accepted.
23. A claim is settled on the basis of information available on the date of admitting the claim for reimbursement. Revision of a claim for per diem travel allowance once admitted is not permissible. Accordingly, no arrears of per diem travel allowance is payable where an employee is promoted or reverted or is otherwise granted an increase in the basic pay or change in the scale of pay with retrospective effect.
24. Charges towards baggage handling, porter charges, official telephone calls/internet usage etc. will be admissible and will be reimbursed if they are reasonable and / or supported by bills. Personal baggage handling/porter charges are not permitted.
25. When an employee is required to cancel his journey, the difference between the fare actually paid by him including reservation charges, if any, and the amount refunded by the transport authority on such cancellation may be reimbursed subject to the following conditions:
  - a. The cancellation of the journey is due to exigencies of institutional work and the head of the institution has authorized such cancellation.



- b. The claim for reimbursement is restricted to the amount admissible had the journey been made by the shortest route.
  - c. The claim for reimbursement would be in respect of the amount actually paid by the employee for the travel ticket inclusive of reservation, if any or other incidental expenses incurred for reservation.
  - d. The cancellation has been made by the employee, the necessity therefore arose without any loss of time and the advantage of lower rates of cancellation charges has been availed of.
26. If there is a change in travel plans, the employee should make every effort to cancel hotel reservations in advance to avoid any penalties. Penalties or cancellation fees incurred for changes to hotel reservations due to official reasons or circumstances beyond the employee's control will be reimbursed.
27. The travel expenses reimbursement rules do not apply while availing of leave travel facility. Leave travel reimbursement is governed by Leave Travel Concession Rules.
28. This travel reimbursement rule will also be applicable for faculty members towards attending conferences/workshops etc. as per the conference policy.
29. For smooth processing, all claims shall be submitted to the finance office in the prescribed format along with the original bills/payment receipts/boarding pass etc. wherever applicable with the approval of the Head of the Institution.

All are requested to comply with the above provisions to avoid rejection of claims.

The MAHE reserves the rights to modify any of the above provisions at its discretion from time to time.





MANIPAL ACADEMY OF HIGHER EDUCATION						
TRAVEL EXPENSE REIMBURSEMENT RULES - DOMESTIC TRAVEL (Applicable to faculty members effective from July 01, 2015)						
#	Designation	Scale of pay	Mode of Travel	Car Milage (per km.)	Per diem Allowance	Accommodation (upto Max.)
1	Professor	43000-63000	Air (Economy)/ Train - II AC 2 Tier	Rs. 10	Rs. 1,500	Rs. 6,000
2	Additional Professor/ Associate Professor - Senior Scale	40400-56650			Rs. 1,500	Rs. 6,000
3	Associate Professor	37400-51900	Train - II AC 2 Tier		Rs. 1,250	Rs. 5,000
4	Assistant Professor-Selection Grade / Selection Grade Lecturer			Rs. 1,250	Rs. 5,000	
5	Assistant Professor	18600-27600	Train - II AC 2 Tier	N.A.	Rs. 1,000	Rs. 4,500
6	Assistant Professor-Senior Scale/ Senior Grade Lecturer				Rs. 1,000	Rs. 4,500
7	Senior Resident	16050-26100	Train - II AC 2 Tier		Rs. 1,000	Rs. 4,500
8	Assistant Professor/Lecturer	15600-26100	Train - II AC 2 Tier	N.A.	Rs. 1,000	Rs. 4,000
9	Lecturer (Nursing)	12000 - 19500	Train - II AC 3 Tier	N.A.	Rs. 800	Rs. 3,000
10	Assistant Lecturer	12000 - 19500	Train - II AC 3 Tier	N.A.	Rs. 800	Rs. 2,500
11	Tutors/Junior Residents & Any other Academic Staff	N.A.	Train - II AC 3 Tier	N.A.	Rs. 800	Rs. 2,500

**Domestic Travel** - Travel within and between all states and Union Territories of India. Travel to our neighboring countries such as Nepal, Pakistan, Sri Lanka, Bangladesh and Bhutan are considered under domestic travel for the purpose of travel reimbursements.

**Note:** Any employee proceeding to an international destination will be eligible to travel by air in the applicable domestic sector as per the itinerary irrespective of their designation / basic pay as the case may be.



MANIPAL ACADEMY OF HIGHER EDUCATION					
TRAVEL EXPENSE REIMBURSEMENT RULES - DOMESTIC TRAVEL					
NON-TEACHING STAFF MEMBERS (effective from July 01, 2015)					
#	Basic Pay	Mode of Travel	Car Milage (per km.)	Per diem Allowance	Accommodation (upto Max.)
1	Rs. 9725 & Above	Train - II AC 2 Tier	N.A.	Rs. 1,000	Rs. 4,000
2	Rs. 6950 to Rs. 9520	Train - II AC 3 Tier	N.A.	Rs. 800	Rs. 2,500
3	Rs. 4500 to Rs. 6805	Train - II AC 3 Tier	N.A.	Rs. 600	Rs. 2,000

**Domestic Travel** - Travel within and between all states and Union Territories of India. Travel to our neighboring countries such as Nepal, Pakistan, Sri Lanka, Bangladesh and Bhutan are considered under domestic travel for the purpose of travel reimbursements.

**Note:** Any employee proceeding to an international destination will be eligible to travel by air in the applicable domestic sector as per the itinerary irrespective of their designation / basic pay as the case may be.



MANIPAL ACADEMY OF HIGHER EDUCATION					
TRAVEL EXPENSE REIMBURSEMENT RULES - DOMESTIC TRAVEL					
MANAGEMENT CADRE (effective from July 01, 2015)					
#	Designation	Mode of Travel	Car Mileage (per km.)	Per diem Allowance	Accommodation (upto Max.)
1	Chancellor/Pro Chancellor/Vice Chancellor/ Pro Vice Chancellor/Registrar/Vice President Non-official members of the Board/ Committees of the MAHE	Air/ Train - I AC	Rs. 10	Rs. 2,000	Actuals
2	Registrar(Evaluation)/Head of the Institution and Hospital/Director/Additional Director	Air (Economy)/ Train - II AC 2 Tier	Rs. 10	Rs. 1,500	Rs. 6,000
3	Deputy-Registrar/ Deputy Director/ Chief Warden/Chief Security Officer	Air (Economy)/ Train - II AC 2 Tier	Rs. 10	Rs. 1,250	Rs. 5,000
4	Assistant Director/ Executives under MEP	Train - II AC 2 Tier	N.A.	Rs. 1,000	Rs. 4,000
<b>Domestic Travel</b> - Travel within and between all states and Union Territories of India. Travel to our neighboring countries such as Nepal, Pakistan, Sri Lanka, Bangladesh and Bhutan are considered under domestic travel for the purpose of travel reimbursements.					
<b>Note:</b> Any employee proceeding to an international destination will be eligible to travel by air in the applicable domestic sector as per the itinerary irrespective of their designation / basic pay as the case may be.					



MANIPAL ACADEMY OF HIGHER EDUCATION									
TRAVEL EXPENSE REIMBURSEMENT RULES - INTERNATIONAL TRAVEL (Applicable to faculty members effective from July 01, 2015)									
#	Designation	Scale of pay	Mode of Travel	Per Diem Allowance (in USD)			Accommodation (in USD)		
				Type A	Type B	Type C	Type A (upto Max.)	Type B (upto Max.)	Type C (upto Max.)
1	Professor	43000-63000	Air (Economy)	\$ 125	\$ 115	\$ 100	\$ 225	\$ 175	\$ 125
2	Additional Professor/ Associate Professor - Senior Scale	40400-56650		\$ 125	\$ 115	\$ 100	\$ 225	\$ 175	\$ 125
3	Associate Professor	37400-51900		\$ 100	\$ 75	\$ 50	\$ 200	\$ 150	\$ 100
4	Assistant Professor-Selection Grade/ Selection Grade Lecturer			\$ 100	\$ 75	\$ 50	\$ 200	\$ 150	\$ 100
5	Assistant Professor	18600-27600	Air (Economy)	\$ 85	\$ 60	\$ 50	\$ 175	\$ 150	\$ 125
6	Assistant Professor-Senior Scale/ Senior Grade Lecturer			\$ 85	\$ 60	\$ 50	\$ 175	\$ 150	\$ 125
7	Senior Resident			\$ 85	\$ 60	\$ 50	\$ 175	\$ 150	\$ 125
8	Assistant Professor/Lecturer	15600-26100	Air (Economy)	\$ 75	\$ 50	\$ 40	\$ 150	\$ 125	\$ 100
9	Lecturer (Nursing)	12000 - 19500	Air (Economy)	\$ 60	\$ 40	\$ 30	\$ 130	\$ 120	\$ 100
10	Assistant Lecturer	12000 - 19500	Air (Economy)	\$ 50	\$ 30	\$ 30	\$ 120	\$ 110	\$ 100
11	Tutors/Junior Residents & Any other Academic Staff	N.A.	Air (Economy)	\$ 50	\$ 30	\$ 30	\$ 120	\$ 110	\$ 100

**Classification of Countries / Cities:**  
**Type A :** United States of America, United Kingdom, Canada, Germany, France, Hong Kong, China, South Africa, Australia, New Zealand, Switzerland, Sweden, Denmark, Belgium, Netherlands, Singapore, Norway, Finland and equivalent  
**Type B :** Malaysia, Middle East Countries, South American Countries, African Countries, Maldives and other South East Asian Countries and equivalent  
**Type C :** All other countries

*Domestic travel rules will be applicable to countries such as Nepal, Sri Lanka, Pakistan, Bangladesh and Bhutan*



MANIPAL ACADEMY OF HIGHER EDUCATION								
TRAVEL EXPENSE REIMBURSEMENT RULES - INTERNATIONAL TRAVEL								
MANAGEMENT CADRE (effective from July 01, 2015)								
#	Designation	Mode of Travel	Per diem Allowance (in USD)			Accommodation (in USD)		
			Type A	Type B	Type C	Type A (upto Max.)	Type B (upto Max.)	Type C (upto Max.)
1	Chancellor	Air (Business)	\$ 200	\$ 150	\$ 125	Actuals	Actuals	Actuals
2	Pro Chancellor / Vice Chancellor / Pro Vice Chancellor/ Registrar/ Vice President/Non-official members of the Board/ Committees of the MAHE	Air (Business)	\$ 150	\$ 125	\$ 100	\$ 300	\$ 200	\$ 150
3	Registrar(Evaluation)/Head of the Institution and Hospital/ Director/Additional Director	Air (Economy)	\$ 125	\$ 115	\$ 100	\$ 225	\$ 175	\$ 125
4	Deputy-Registrar/Deputy Director/ Chief Warden/Chief Security Officer	Air (Economy)	\$ 100	\$ 75	\$ 50	\$ 200	\$ 150	\$ 100
5	Assistant Director/ Executives under MEP	Air (Economy)	\$ 75	\$ 50	\$ 40	\$ 150	\$ 125	\$ 100
<b>Classification of Countries / Cities:</b> <b>Type A :</b> United States of America, United Kingdom, Canada, Germany, France, Hong Kong, China, South Africa, Australia, New Zealand, Switzerland, Sweden, Denmark, Belgium, Netherlands, Singapore, Norway, Finland and equivalent <b>Type B :</b> Malaysia, Middle East Countries, South American Countries, African Countries, Maldives and other South East Asian Countries and equivalent <b>Type C :</b> All other countries								

*Domestic travel rules will be applicable to countries such as Nepal, Sri Lanka, Pakistan, Bangladesh and Bhutan*

## 11.2. LEAVE TRAVEL CONCESSION

### 11.2.1. Objective

To provide as a measure of welfare, travel assistance to the eligible employees of the MAHE and members of their family while proceeding on leave for travel from their place of employment to any place in India.

### 11.2.2. Applicability

The policy is applicable to confirmed employees of MAHE and its constituent institutions, teaching / research departments, centers of excellence and associated hospitals in the following designations:

Category	Designation	Scale of Pay
Teaching Faculty	Professor	43000-63000
	Additional Professor	40400-56650
	Associate Professor – Senior Scale	40400-56650
	Associate Professor	37400-51900
	Assistant Professor – Selection Grade	37400-51900
	Selection Grade Lecturer	37400-51900
	Assistant Professor	18600-27600
MAHE Officials	Officials at the rank of Assistant Director and above under Management Engagement Policy	

The members of the family includes spouse, dependent children and parents

### 11.2.3 Options to claim leave travel concession:

#### **OPTION - I - Option for claiming LTC with Income Tax benefit:**

Under this option LTC can be claimed twice in a block period of four years in compliance with procedure laid down. First block period begins with calendar year of 1997.

In order to claim the income tax relief, the employees may opt to claim the above benefit in accordance with the following provisions of Section 10 (5) of the Income Tax Act, 1961 and Rule 2B thereof as amended from time to time. Leave travel concession received by or due to an employee for himself/herself and his/her family in connection with his/her proceeding on leave or on retirement or termination of service to any place in India is exempted from tax subject to the following conditions:

- 11.2.3.1. The exemption is limited to the amount of expenses actually incurred by the employee for such travel. The employee is required to keep an account of the actual expenses incurred per person in the family and furnish evidence of such expenditure while availing leave concession under section 10 (5) and Rule 2B.





- 11.2.3.2. Exemptions under section 10(5) will not be allowed in respect of leave travel concession received from the employer in case the employee has not incurred any expenditure.
- 11.2.3.3. The amount exempted under clause 5 of section 10 in respect of the value of travel concession received by or due to individual from the employer for himself/herself and his/her family in connection with his/her proceedings on leave to any place in India shall be the amount actually incurred on the performance of such travel and limited to:
- a) An amount not exceeding air-conditioned second class train fare by the shortest route to the place of destination.
  - b) Where the places of origin of journey and destination are connected by rail and the journey is performed by any other mode of transport. An amount not exceeding air-conditioned II class train fare by the shortest route to the place of destination.
  - c) Where the place of origin of journey and destination are not connected by rail and the journey is performed, the amount eligible for exemption shall be:
    - i) Where a recognized public road transport system exists, an amount not exceeding deluxe class bus fare.
    - ii) Where no recognized public road transport system exists, an amount equivalent to the air-conditioned second class rail fare.
    - iii) The exemption referred to above shall be available to the individual in respect of two journeys performed in a block of four calendar years commencing from January 1997.
    - iv) Employee's tax liability is ascertained: Total amount claimed during two years i.e. two months' basic salary will be adjusted against actual expenses incurred on account of leave travel as evidenced by the supporting voucher such as tickets etc. and surplus, if any, would be included in the total salary income of the year in which travel concession is availed and tax is deducted at source.



#### **OPTION II – Option to claim LTC without Income Tax benefits:**

Under this option, LTC can be claimed once in every year as per procedure laid down.

All claims under this option attract Income Tax under the Income Tax Act, 1961. The benefits to leave travel amount drawn by the employee in such cases will be added to the income from salary of the respective financial year and income tax at source will be deducted at the prescribed rate.

##### **11.2.4. Reimbursement**

- 11.2.4.1. The employees proceeding on leave to any place in India from their place of employment are reimbursed travel fares subject to limit of one month's basic salary once in a block period of two years. However, they may prefer to claim LTC, subject to income tax, at the rate of 50% of one month's basic salary every year. Reimbursement will be made on the basis of employees' preference to the options given in 11.2.3 of the Scheme.
- 11.2.4.2. The employees should avail minimum three days leave so as to be entitled to the benefit under Option – I.
- 11.2.4.3. Benefit of claim not availed during the financial year will be carried over to the next year and will be held to the credit of the respective employee. Accounts offices will make financial provision in their accounts to cover this liability.