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Employee Welfare

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CHAPTER 13: EMPLOYEE WELFARE: FACILITIES & BENEFITS

13.1. INSTITUTIONAL ACCOMMODATION POLICY

13.1.1. Custodial

The staff housing facilities on all campuses of MAHE are managed and maintained by the department of General Services.

13.1.2. Authority for allotment

The authority for allotment of staff housing, except where it is so excluded, vests with a Staff Housing Committee constituted from time to time for each campus by the MAHE.

13.1.3. Eligibility for allotment

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Staff members employed or otherwise engaged by various constituent colleges, associated teaching hospitals and related institutions of MAHE are eligible to apply for allotment of housing in their respective campuses subject to the following:

- a. A staff member who is in possession of own housing within a radius of 7 kilometers from the campus is not eligible for allotment. However, the Staff Housing Committee may, keeping in view the exigencies of service or otherwise in the interest of the institution, approve allotment of housing to such a staff member.
- b. A staff member who acquires own housing subsequent to the allotment is required to send within 30 days of such acquisition an intimation to that effect in writing to the Secretary of Staff Housing Committee. Failure to do so may result in the cancellation of the housing allotment and consequent eviction of such staff member from the allotted premises.

Provided, the Staff Housing Committee may, considering the circumstances of each case and at its discretion, decide whether to permit the staff member to retain the allotted housing or to require him / her to vacate it within a specified period.

13.1.4. Classification of Housing

The housing facilities on each campus are broadly classified under the following categories for the purpose of allotment:

Category	Facility
A	Housing with 3 bedrooms
B	Housing with 2 bedrooms
C	Housing with 1 bedroom
D	Housing with 1 bedroom or limited facilities including accommodation for domestic aids


13.1.5. Criteria for allotment:


The general criteria for allotment of housing under various categories, subject to priority determination, are as under:

Category	Eligible employees
A	Professor / Additional Professor / Sr. Management Cadre Staff
B	Associate Professors / Management Cadre Staff
C	Staff Members who are not covered by category A & B
D	Others, as per guidelines to be adopted by the Staff Housing Committee

13.1.6. Priority for allotment:

The priority for allotment will be considered as under:


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Manipal Academy of Higher Education
on Thursday

The Federation of Indian Chambers of Commerce and Industry (FICCI), in collaboration with Manipal Academy of Higher Education (MAHE), initiated the third batch of the Leadership Development Program (LDP) today. This exclusive three-day residential program is hosted at the MAHE

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- a. Teaching Staff
- b. Non-teaching staff engaged in essential duties
- c. Other non-teaching staff.

Heads of the Institutions and staff members belonging to the management cadre are considered for housing allotment on the basis of their terms of appointment and any such allotment will be outside the purview of these rules

13.1.7. Credit Point criteria for prioritization:

Priority inter se in allotment of housing will be guided by the following credit point criteria:

Employment category	Criteria	Points
Teaching Staff	i. Each year of completed service in the present cadre	1
	ii. Attachment to a clinical department	1
	iii. Institutionally employed spouse who is entitled to house allotment	1
	iv. Headship of Department / Unit	2
Non-Teaching Staff	i. Engaged in services of essential nature (Eg. Liable for shift duties, Night calls etc. Or Engages on duties involving arrival and departure between 21:00 to 05:00 hours	1 1
	ii. Institutionally employed spouse who is entitled for housing allotment	1
	iii. Headship of an administrative department within the institution	2

[Note: Non-teaching staff members who are allotted housing on the basis of the priority determination given above will not be entitled to hold the allotment sixty days after there has been a change in their assignment / duties leading to a reduction of the credit points (the basis on which they were allotted the subject housing)]

13.1.8. Allotment

The Staff Housing Committee will make the house allotment on consideration of a written application received from an eligible staff member. The application must bear the recommendation of the head of the institution or of the Registrar / Director if the applicant is a MAHE staff.

It is understood that the provision for submission of an application for allotment or its recommendation by the head of institution/Registrar/Director does not entitle the staff member to claim allotment of housing. In all cases, the decision of the Staff

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Housing Committee is final, subject only to the review of the Vice Chancellor/President.

13.1.9. Change of Housing

Staff members who are in possession of institutional housing may apply for change of housing as under:

- a. For a higher category of housing than the one provided.
- b. For an independent housing in place of an apartment/flat, or vice-versa.
- c. For a similar type of housing situated in a different location

Applications for change of housing will be given due consideration on merits subject to fulfillment of various eligibility criteria specified in these rules

13.1.10. Occupation of Housing

The housing allotted must be occupied within a week of allotment or within the extended time, if any, permitted by the Staff Housing Committee. If the housing is not occupied within the stipulated time, it is liable to be allotted to the next eligible staff member.

13.1.11. Allotment of Garage

- a. Occupants of category "A" and "B" housing who possess vehicles and are desirous of having garage from the common pool may apply separately. Occupants of category "A" housing will have priority over category "B".
- b. In case of availability of garages, allotment may be made to occupants of category "C" housing subject to the applicants rendering an undertaking to vacate the garage on 15 days' notice.

13.1.12. Vacating

- a. A staff member occupying an institutionally provided housing should vacate such housing not later than 30 days from the date of occurrence of any of the following events in addition to those provided otherwise in these rules.
 - i. Retirement on attaining the age of superannuation
 - ii. Resignation from employment
 - iii. Termination of service
 - iv. Transfer of services to another institution outside the campus.
 - v. Acquisition of or obtaining possession of own housing situated within a radius of seven kilometers from the campus.
- b. A staff member proceeding on long leave for more than 6 months shall vacate the housing. However, specific authorization may be obtained from the Staff Housing Committee to retain the housing for maintaining the depended members of the family. The Staff Housing Committee will fix appropriate rent.

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- c. During the initial period of thirty days (after being required to vacate the housing in terms of these Rules), the occupant will be charged at the rate of 10% of the last drawn basic pay as house maintenance fee. The Staff Housing Committee may permit an occupant to continue occupying the housing for a further period not exceeding three months on payment of standard maintenance fee to facilitate the occupant to make alternative housing arrangements.
- d. In case the housing is not vacated as specified, appropriate penalty will be levied by the management in addition to any other action which may be taken to obtain vacant possession of the housing as deemed necessary.
- e. While vacating the housing, the occupant is required to carry out the following:
 - i. Remove all fixtures or fitting or other attachments belonging to the occupant
 - ii. Restore changes effected in original fixtures, fittings etc.
 - iii. Clear the walls and floors of all posters, pasting, nails, floorings, carpets etc.
 - iv. Clear the premises of debris, dirt or accumulated trash.
 - v. Clean the floors enabling a new occupant to move in without delay.
- f. The Department of General Services will carry out the above described activities if requested to do so or otherwise when the occupant fails to do so and bill it to the occupant.

13.1.13. House Maintenance Fee

- a. A house maintenance fee will be collected from the staff member from the date of occupancy as per rates fixed by the Staff Housing Committee from time to time. If both husband and wife are institutionally employed, the house maintenance fee will be deducted from the payroll of the spouse who is drawing the higher basic pay.
- b. A staff member who is occupying the house of a higher category than the entitlement shall pay a higher house maintenance fee as fixed by the Staff Housing Committee. Those who occupy a lower category than the entitlement may be charged at a lower rate as may be decided by the Staff Housing Committee.

13.1.14. Standard Maintenance Fee

A Standard House Maintenance fee calculated at 2.5 times (2½) the housing maintenance fee of respective category of housing or the amount rounded off to the nearest tenth rupee will be charged to the staff members who are not entitled for housing but allotted on request subject to availability.

13.1.15. Electricity, Water and Utility Charges

Electricity, water and other utility charges, if any, will be recovered from the occupant separately either through payroll or otherwise as decided by the Staff Housing Committee,

13.1.16. Upkeep of Housing Premises

The occupant is required to maintain the housing facility in the same condition and manner in which it has been allotted to him/her and return in the same condition when vacating the housing subject only to normal wear and tear.

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13.1.17. Inventory of Fixtures

The occupant is required to acknowledge in writing the list of fixtures/installations provided in the housing after verifying them. The occupant is required to retain those fixtures/installations in good condition and return them in the same condition while vacating the housing premise subject only to normal wear and tear.

13.1.18. Additions, Alterations or Modification

- a. The occupant is prohibited from adding any new structures or making any alteration or modification in the housing or in its premises without obtaining specific permission from the office of the Director, General Services.
- b. Any addition, alteration or modification required in the building or in its premises will be effected only under the authority of the Department of General Services. The cost of such addition, alteration or modification will be recovered from the occupant either directly or through payroll.

13.1.19. Maintenance of Premises

- a. The Dept of General Services will be responsible for the maintenance of the physical plant of the building and the premises and for this purpose will carry out detailed maintenance work at least once in five years including colour washing of both interiors and exteriors.
- b. The occupants are required to permit such maintenance including vacating the premises temporarily to help carry out the maintenance work. The Department of General Services will not be liable for any inconvenience or loss of income on account of the maintenance work being carried on the housing or its premises.

13.1.20. Income-tax Liability

The perquisite value of the housing provided shall be taken into account, while computing the income-tax liability of the staff member for the purposes of tax deduction at source.

13.1.21. Inspection of the Premises

- a. The department of General Services will be entitled to carry out inspection of the housing and its premises whenever it is considered necessary but only after giving due notice to the occupant. The Department of General Services will carry out at least one such inspection annually and also at the time of the occupant vacating the premises.
- b. Whenever an inspection report contains information about any deficiency in the upkeep of the housing or its premises or any breakage of fixtures/installations provided in the housing, the occupant will be given an estimate of work to be carried out or fixtures/installations to be replaced. The work, replacement or installation will be carried out by the Department of General Services and the cost of such work, replacement or installation will be collected from the occupant either directly or through payroll.

13.1.22. Occupants

The institutional housing is allotted to an employee purely for accommodating the employee and his/her immediate dependents, viz. Spouse, children and aged parents. Other persons, whether related to the employee or not, shall not be allowed to occupy the housing premises for residential or other purpose on a regular basis without the written consent of the Staff Housing Committee. The

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Staff Housing Committee may, while granting such consent impose such conditions including levy of additional house maintenance fee as the committee may deem necessary.

13.1.23. Pets

Occupants of apartments/flats are prohibited from keeping pets in their premises. Occupants of independent housing will keep the pets inside the compound and in case the pets include dogs, the dogs should be always on leash and should be accompanied by a person when they are taken outside the compound.

13.1.24. Discipline

- a. The occupant of institutionally allotted housing is prohibited from:
 - i. Indulging in any activity, which causes inconvenience or disturbance to neighbors.
 - ii. Subletting the house/ flat or its premises either in full or a portion thereof.
 - iii. Providing shelter to criminal/anti-social elements in the housing premises which will be an offence.
- b. The occupant is also expected to be vigilant and assist the authorities in preventing unauthorized entry/trespass in to the campus by undesirable persons including unauthorized hawkers/sales persons
- c. The Occupant shall comply with all the rules and regulations framed from time to time by the Staff Housing Committee.
- d. The occupant will vacate the housing forthwith in case he/she including dependents residing in the house if found to violate any of the provisions of discipline as stated in these rules, besides being liable for other legal process as may be warranted in the circumstances.

13.1.25. Present Maintenance Charges per month

Annexure I

MANIPAL ACADEMY OF HIGHER EDUCATION, MANIPAL						
RENT DETAILS - HEALTH SCIENCES CAMPUS						
FACULTY MEMBERS / MANAGEMENT STAFF						
RENOVATED				NON-RENOVATED		
TYPE	PRESENT RENT	REVISED RENT		TYPE	PRESENT RENT	REVISED RENT
A Type Flats (New Valley Flat)	13000	15000		A Type Flats (Old Valley Flat)	11250	12000
A Type Quarters	12500	14000		A Type Quarters	11500	12500
B Type Flats	10000	11000		B Type Flats	9000	10000
B Type Quarters	10000	11000		B Type Quarters	9000	10000

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C Type Flats	7000	8000		C Type Flats (End Point / Old Valley Flat)	6000	7000
C Type Quarters	7000	8000		C Type Quarters	6000	7000
Royal Embassey 3 BHK(SF)	18250+4500=22750	19250+4500=23750		-	-	-
Royal Embassey 3 BHK(SF)	17500+4500=22000	18500+4500=23000		-	-	-
Royal Embassey 2 BHK(SF)	14000+3000=17000	15000+3000=18000		-	-	-
Royal Embassey 2 BHK(SF)	13500+3000=16500	14500+3000=17500		-	-	-
Royal Embassey 3 BHK(FF)	20500+4500=25000	21500+4500=26000		-	-	-
Royal Embassey 2 BHK(FF)	15000+3000=18000	16000+3000=19000		-	-	-
Faculty Members availing the housing facility on sharing basis	10% of Basic Pay	15% of Basic Pay		-	-	-
Research Persons	1500	2500		Flats	1500	2000

Annexure II

MANIPAL ACADEMY OF HIGHER EDUCATION, MANIPAL						
RENT DETAILS - TECHNOLOGY & MANAGEMENT CAMPUS						
FACULTY MEMBERS / MANAGEMENT STAFF						
RENOVATED				NON-RENOVATED		
TYPE	PRESENT RENT	REVISED RENT		TYPE	PRESENT RENT	REVISED RENT
A Type Flats (A1/A2)	13000	15000		A Type Flats (Yashas)	11250	12000
A Type Quarters	12500	14000		A Type Quarters	11500	12500
B Type Flats	-	-		B Type Flats (Shreyas)	9000	10000
B Type Quarters	10000	11250		B Type Quarters	9000	10000
C Type Flats	-	-		C Type Flats (Varchas)	6000	7000
C Type Quarters	7000	8000		C Type Quarters	6000	7000
OJAS -II (AC)	3500	4000		One Room Flats	10% Basic Pay	15% Basic Pay
Faculty Members availing the housing facility on sharing basis	10% Basic Pay	15% Basic Pay		-	-	-
Research Persons	1500	2500		Flats	1500	2000

Annexure III

MANIPAL ACADEMY OF HIGHER EDUCATION, MANIPAL						
RENT DETAILS - HEALTH SCIENCES CAMPUS						
NON-TEACHING STAFF						
RENOVATED				NON-RENOVATED		
TYPE	PRESENT RENT	REVISED RENT		TYPE	PRESENT RENT	REVISED RENT
C Type Flats	3250	4000		C Type Flats (End Point)	2750	3000

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C Type Quarters	3250	4000		C Type Quarters	2750	3000
D Type Quarters				D Type Quarters	2750	3500
E Type Quarters				E Type Quarters	750	1000
Sharing Quarters				Flats	250	500
OTHERS						
C Type Flats	7500	8500		End Point	6500	7500
C Type Quarters	7500	8500		C Type Quarters	6500	7500

Annexure IV

MANIPAL ACADEMY OF HIGHER EDUCATION, MANIPAL						
RENT DETAILS - TECHNOLOGY & MANAGEMENT CAMPUS						
NON-TEACHING STAFF						
RENOVATED				NON-RENOVATED		
TYPE	PRESENT RENT	REVISED RENT		TYPE	PRESENT RENT	REVISED RENT
C Type Flats	-	-		C Type Flats (Varchas)	2750	3000
C Type Quarters	3250	4000		C Type Quarters	2750	3000
D Type Quarters	-	-		D Type Quarters	2500	3000
E Type Quarters	-	-		E Type Quarters	1500	1500
OJAS - I/II	3500	4000		One Room Flats	1500	1750
TEJAS - I/II	-	-		One Room Flats	1500	1750
OTHERS						
E Type Quarters	-	-		Individual	2000	2250
OJAS/TEJAS	-	-		Flats	2000	2250

MANIPAL ACADEMY OF HIGHER EDUCATION, MANIPAL							
RENT DETAILS - MANGALORE CAMPUS (effective 01.01.2024)							
FACULTY MEMBERS / NON - TEACHING STAFF							
MAHE STAFF // NON - RENOVATED					MAHE STAFF // RENOVATED		
SI No	Accommodation Type	PRESENT RENT	REVISED RENT		Accommodation Type	PRESENT RENT	REVISED RENT
1	A Block - 3 BHK	11250	12500		A Block - 3 BHK	11250	15000
2	B Block- 2 BHK	9000	10000		B Block- 2 BHK	9000	11000
3	C Block 2 BHK	9000	10000		C Block 2 BHK	9000	11000
4	C Block 1 BHK	6000	7000		C Block 1 BHK	6000	8000
5	Parkview Flats- 2 BHK	9000	10000		Parkview Flats-2 BHK	9000	11000
6	Faculty Members availing on sharing basis	10% of Basic Pay	15% Basic Pay		Faculty Members availing on sharing basis	10% of Basic Pay	15% of Basic Pay
7	Non-Teaching Staff availing on sharing basis	1000	1250		Non-Teaching Staff availing on sharing basis	1000	1250
NON-MAHE STAFF // NON - RENOVATED					NON-MAHE STAFF // RENOVATED		

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SI No	Accommodation Type	PRESENT RENT	REVISED RENT		Accommodation Type	PRESENT RENT	REVISED RENT
1	A Block - 3 BHK	12000	13000		A Block - 3 BHK	12000	15500
2	B Block- 2 BHK	9500	10500		B Block- 2 BHK	9500	11500
3	C Block 2 BHK	9500	10500		C Block 2 BHK	9500	11500
4	C Block 1 BHK	7000	8000		C Block 1 BHK	7000	9000
5	Faculty Members availing on sharing basis	50% of applicable rent	50% of applicable rent		Faculty Members availing on sharing basis	50% of applicable rent	50% of applicable rent
6	Non-Teaching Staff availing on sharing basis	2000	2500		Non-Teaching Staff availing on sharing basis	2000	2500

13.2. SCHOLARSHIP ON COURSE FEE OF EMPLOYEES CHILDREN AND/OR SPOUSE

13.2.1. Objective:

As a measure of welfare, this scheme provides scholarship to the employees' children and/or spouse to pursue higher education at MAHE and its constituent institutions.

13.2.2. Eligibility:

- The employee should be on the regular roll/service of MAHE or any of its constituent units for at least three years at the time of admission of his/her children/spouse to the course.
- The employees who have not completed minimum three years of service at the time of admission of his/her children/spouse to the course are not eligible for the scholarship. However, they may apply for the same after completing three years of service only if his/her children/spouse pursuing the course is on the regular rolls of the respective institutions. The scholarship will be given only for the remaining period of the course duration. There is no provision for disbursement/ reimbursement of the scholarship amount once the student has completed the course/passed out from the institution prior to the employee's completion of minimum three years of service.

13.2.3. Applicability:

- Those students who are seeking admission to / pursuing certificate / diploma / degree / postgraduate courses at MAHE, Manipal and Manipal Group Educational Institutions such as Sikkim Manipal University, Sikkim (SMU), Manipal University, Jaipur (MUJ) and Manipal College of Medical Sciences, Nepal (MCOMS) and Manipal University College Malaysia (MUCM) under General Category only.
- Only up to two unmarried children of the employee. Successful continuation of the course is a must.
- Children / Spouse of regular faculty members who are covered by FDS 97(Revised) / FDS II / Professional Fee for Service (PFFS) excepting those who are on long / overseas leave.

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d) Minimum requirement of Rank / Percentage of Marks / CGPA

1. For Medical & Dental courses: Students who have secured admission through NEET as per the general merit.

2. For B.Tech and B.Pharm courses: Students who have secured admission through Manipal Entrance Test for B.Tech / B.Pharm courses as per the merit and having general category rank as mentioned below :

* up to 10000 only (for B.Tech) and

* up to 1500 only for (B.Pharm)

Students who have secured rank more than the rank mentioned above for the respective courses are not eligible for scholarship and such students, if admitted, shall pay the full course fee.

3. For other courses : Students who have secured admission through Manipal Entrance Test / Merit list prepared based on Qualifying Examination marks under General Merit, as the case may be, and should have secured minimum 70% marks in aggregate or CGPA 7.00 as per the selection criteria mentioned for the courses. Students who have secured less than 70% marks in aggregate or CGPA 7.00 as per the selection criteria mentioned for the courses are not eligible for scholarship and such students, if admitted, shall pay the full course fee.

e) Eligible Scholarship amount

General Category:

Students joined in the academic year	Scholarship amount
Up to 2010-11	50% on tuition fee
2011-12	As per notification no. MU/REG/CIR dated March 4, 2011 for 2011-12 academic year and as per Table-1 below from 2012-13 academic year onwards
2012-13 & 2013-14	As indicated in the Table – 1 below
2014-15 & Onwards	As indicated in the Table - 2 below

NRI Category:

Students joined in the academic year	Scholarship amount
2007-08 & 2008-09	50% on Tuition fee
2009-10 & 2010-11	50% on Course fee
2011-12	As per notification no. MU/REG/CIR dated March 4, 2011 for 2011-12 academic year and as per Table – 1 below from 2012-13 academic year onwards
2012-13	As indicated in the Table – 1 below
Between 2013-14 and 2017-18	50% on course fee
2018-19 and onwards	No Scholarship will be offered for NRI category

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Table – 1

Sl. #	Total Family income (in Rs) per annum	Scholarship on course fee
1.	Up to 5 Lakhs	90%
2.	Above 5 lakhs up to 7.5 lakhs	75%
3.	Above 7.5 lakhs up to 10 lakhs	50%
4.	Above 10 lakhs up to 12.5 lakhs	25%
5.	Above 12.5 lakhs	10%

Table – 2

Sl. #	Total Family income (in Rs) per annum	Scholarship on course fee
1.	Up to 3 Lakhs	100%*
2.	Above 3 lakhs up to 5 lakhs	90%
3.	Above 5 lakhs up to 7.5 lakhs	75%
4.	Above 7.5 lakhs up to 10 lakhs	50%
5.	Above 10 lakhs up to 12.5 lakhs	25%
6.	Above 12.5 lakhs	10%

For Certificate Courses: # Candidates need to pay a nominal amount of 5% of annual course fee or 5% of total family income as yearly fee, whichever is minimum.

For Other Courses: * Candidates need to pay a minimum of Rs. 10000 or course fee after deducting scholarship amount, whichever is higher. This is applicable to students joined during the academic year 2018-19 and onwards.

13.2.4. Not Applicable in the Following Cases:

- i) Students enrolled under Government Category and NRI Category.
- ii) Students admitted under in-service quota for PG courses.
- iii) Students who obtain any other scholarship from any other source.
- iv) Employees on Post Retirement Engagement scheme.
- v) Faculty members appointed on contract basis.
- vi) Senior Residents appointed on temporary basis.
- vii) Students pursuing courses through distance education mode.

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13.2.5. Application Procedure:-

- a) Those fulfilling the above criteria may send their applications on behalf of their children/spouse in the format prescribed, along with relevant enclosures
- b) The applications are to be submitted through the Head of the Institution concerned who will authenticate the particulars furnished in the application.
- c) Latest Income Tax Returns (current assessment year) of the parents/spouse shall be submitted along with the application. ITR is must, irrespective of employment status of the parents/ spouse. If parent(s) / spouse working abroad are not able to submit ITR, they shall submit copy of their recent 12 month's salary slip along with Employment Visa details.
- d) The application should be submitted to the office of the Registrar, MAHE, Manipal, by September 30
- e) Manipal Foundation will disburse the scholarship on the basis of eligibility.

13.2.6. Following guidelines are applicable only for students joined during the academic year 2014 – 15 and onwards

a) *Scholarship amount in the subsequent years:*

Percentage of scholarship will be constant throughout the course duration irrespective of changes (increase / decrease) in family income.

b) *Continuation of scholarship in the subsequent years:*

- ❖ Scholarship will be extended in the subsequent years only to those students who have cleared all subjects in the University Examinations of the previous year before the due date for payment of annual course fee/dues.
- ❖ Students, who were promoted to next year with backlog, will not be eligible for scholarship in that academic year.
- ❖ Students have to apply for this scholarship in the first year of admission only. For the subsequent years, if the student has cleared all subjects of previous year, the above scholarship will be applied automatically and need not be applied for.

c) *Interest Subsidy on Education Loan Scholarship [only for general category students]:*

The students (employees' children and / or spouse) are also eligible for "Interest subsidy on Education Loan Scholarship" in addition to the above mentioned scholarship, as per MAHE norms. The interest subsidy to be reimbursed by MAHE shall be determined as mentioned in the table shown below:

Sl. #	Total Family income (in Rs) per annum	Interest subsidy
1.	Up to 3 Lakhs	100%
2.	Above 3 lakhs up to 5 lakhs	90%
3.	Above 5 lakhs up to 7.5 lakhs	75%
4.	Above 7.5 lakhs up to 10 lakhs	50%
5.	Above 10 lakhs up to 12.5 lakhs	25%
6.	Above 12.5 lakhs	10%

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13.3. REIMBURSEMENT OF CHILDREN'S EDUCATIONAL EXPENSES**13.3.1. Objective:**

This welfare scheme has been initiated with a view to support basic education of the employees' children.

13.3.2. Applicability:

This is applicable to all the confirmed employees of MAHE and its constituent institutions, teaching / research departments, centres of excellence and associated hospitals.

13.3.3. Features

1. Reimbursement is permitted up to standard XII or its equivalent course of study in a college / institutions as listed in 13.3.5.
2. The privilege of reimbursement is restricted to two children.
3. No reimbursement is allowed in respect of children who are repeaters (failed students).

13.3.4. Reimbursement Limit

Class/ Standard	Reimbursement limit per child / per annum
Nursery/Kindergarten to Standard X / Standard XI & XII / PUC	Tuition Fee, Betterment Fee, Infrastructural Fee, Maintenance & Development fee, Corpus Fund and Promotion of Co-Curricular Activities subject to the ceiling of Rs. 10,000/-

13.3.5. List of Approved Institutions at Manipal Campus

Manipal Campus	
1	Academy Higher Primary School, Manipal
2	T.A. Pai English Medium High School, Udupi
3	Indrali English Medium Nursery & Primary School, Udupi
4	Indrali English Medium High School, Udupi
5	Madhavakripa English Medium Nursery & Primary School, Manipal
6	Mukundakripa English Medium Nursery & Primary School, Udupi
7	Sharada Residential School, Udupi
8	M.G.M. College, Udupi
9	Sri Sharada Nursery School, Kadiyali
10	U. Kamala Bai Higher Primary School, Kadiyali
11	T A Pai Modern Higher Primary School, Kadbett, Udupi
12	Dr. TMA Pai High School, Kallianpur
13	Perdoor High School, Perdoor

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14	Bandarkar's College, Kundapur
15	Sri Bhuvanendra College, Karkala
16	Vijaya College, Mulki
17	Vasudevakripa Vidya Mandira Primary School, Bailoor, Udupi
MANGALORE & BANGALORE CAMPUS The scheme is open to all schools in Mangalore and Bangalore region until specified institutions are notified.	

13.4. SCHOLARSHIP FOR ACADEMY OF GENERAL EDUCATION STUDENTS (SAGES)

MAHE Manipal awards SaGES Scholarship to students who have studied the following from any of the Academy of General Education (AGE) / Dr TMA Pai Foundation institutions :

- * 2 years (11th & 12th) of pre-university course (PUC) for under graduate (UG) courses
- * 3 years of degree course (all years / semesters) for post graduate (PG) courses
- * 3 years (6 semesters) of Diploma for Lateral entry to BTech courses

Bonafide Certificate mentioning the period of study issued by the College / Institute should be produced at the time of admission.

Academy of General Education (AGE Institutions)	Dr. TMA Pai Foundation Institutions
Bhandarkars Arts & Science College, Kundapura Madhava Kripa School, Manipal Mahatma Gandhi Memorial College, Udupi SNM Polytechnic, Moodabidri Sri Bhuvanendra College, Karkala Sri JCBM College, Shringeri Sri Mahaveera College, Moodabidri Vjaya College, Mulki	Dr. TMA Pai College of Education, Udupi Dr. TMA Pai Polytechnic, Manipal Sharada Residential School, Udupi Upendra Pai Memorial College, Udupi Vaikunta Baliga College of Law, Udupi

Scholarship Guidelines

- * Admission will be done as per the admission criteria mentioned for the respective course.
- * The SAGES Scholarship taken together is limited to 5% of the GENERAL category intake
- * Scholarship is applicable for the entire program duration, starting from the year of admission
- * Eligibility requirements :
 - * Under Graduate (UG) program : 70% aggregate (asper selection criteria) in 12th
 - * Post Graduate (PG) program : 70% aggregate in Under Graduate (UG)
 - * BTech (lateral entry) program : 60% aggregate in Diploma

13.4.1. B.Tech @ MIT, Manipal, B.Pharm @ MCOPS, Manipal

SAGES scholarship is restricted to 5% of branch intake

Scholarship	BTech	BPharm
75% Fee waiver	MET Rank 1-10,000	MET Rank 1 – 1500
Full Fee Payment (NO Fee waiver)	MET Rank >10,000	MET Rank > 1500

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13.4.2. MBBS @ KMC Manipal / Mangalore and BDS @ MCODS Manipal / Mangalore:

- * There is no preferential seat for these courses and admission / seat allotment will be done by MCC / KEA / JCECEB.
- * SAGES scholarship seats is restricted to
 - * 5 seats for KMC Manipal & 5 seats for KMC Mangalore
 - * 4 seats for MCODS Manipal & 4 seats for MCODS Mangalore
- * SAGES scholarship involves 75% waiver of the course fee payable
- * SAGES scholarship is NOT applicable for MBBS Admissions through KEA / JCECEB at KMC Mangalore / MTMC Jamshedpur.

13.4.3. B.Tech (Lateral Entry) @ MIT Manipal:

- * SAGES Scholarship is restricted to 5% of branch intake
- * SAGES scholarship involves 75% waiver of the course fee payable

13.4.4. All other Under Graduate (UG) Programs:

- * The SAGES Scholarship taken together is limited to 5% of the GENERAL category intake
- * SAGES scholarship involves 75% waiver of the Course fee payable

SAGES Scholarship:

- * The Scholarship involves 75% waiver of the Course fee payable and is applicable for the entire program duration, starting from the year of admission
 - * Candidates are required to pay the full first year course fee including refundable caution deposit of Rs. 10,000/-at the time of Admission / Reporting
 - * The scholar will have to take care of other expences such as hostel accomodation, food, books etc.
- * After due verification, the list of students eligible for the SAGES Scholarship will be displayed on the institute notice boards within 1 month of class commencement. The excess amount paid shall be refunded within 2 months of class commencement, only on submission of duly filled Scholarship Application form to the MAHE Manipal Admission office.
- * The award of SAGES Scholarship for the subsequent years will be same as given at the time of admission
 - * Scholarship will be extended in the subsequent years only to those students who have cleared all subjects in the University Examinations of previous year before the due date for payment of annual course fee
 - * Students, who are promoted to next year with failures (F) / Incomplete (I) / Detention (DT) grades will NOT be eligible for scholarship for that academic year
 - * The scholarships will be forfeited in the instances of irregularity in attendance, proven charges of indiscipline, bringing disrepute to the Department / Institution / University etc.
- * In case the SAGES scholar leaves the course before the course completion (for any reason), he / she MUST reimburse the total course fee (as per Prospectus) for the year of scholarship utilized, back to MAHE Manipal.

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13.5. LAPTOP FACILITY**13.5.1. Objective:**

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.

13.5.2. Eligibility:

- Faculty members in the scale of pay of Lecturer and above.
- Officials at the level of Deputy Director and above.

13.5.3. Process:

- Eligible faculty members and officials of MAHE and its constituent institutions should apply for the said facility through proper channel.
- Laptop shall be returned to the IT department and obtain no dues at the time of leaving the organization.
- Employees are also given an option to buy the same through the process defined in 13.5.4.

13.5.4. Option for purchase

- a. A faculty / staff member can purchase the laptop provided to him for his official use only in the event of his / her leaving the organization by way of resignation, retirement or otherwise.
- b. Purchase price of the laptop will be determined as follows

Life of the Asset	Purchase price as % of cost
On completion of 1 year	75 percent
On completion of 2 years	50 percent
On completion of 3 years	25 percent
On completion of 4 years & thereafter	15 percent or as decided by the MAHE

After the first year, the cost price shall be reduced further by 12.5 percent for any fraction of a year which is more than 6 months.

13.6. MAHE INTEREST SUBSIDY SCHEME ON HOUSING / UTILITY LOANS**13.6.1. Objective**
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The Objective of the scheme is to subsidize the interest payable on the housing / utility loans availed by the employees from banks for the purpose of purchase or acquisition of house property, construction of house, purchase of vehicles, professional equipment, household appliances etc.

13.6.2. Coverage of the scheme

Interest subsidy on loans will be available under the scheme for the following purposes.

- a. Purchase of house site
- b. Purchase or construction of house / flat.
- c. Purchase of vehicle.
- d. Payment of tuition and other fees of dependent children.
- e. Purchase of household furniture / equipment.
- f. Repayment of loan including interest on account of loans / advances availed from banks, co-operative societies, housing finance corporations, public financial institutions etc. for any of the eligible purposes under the scheme.
- g. Any other purpose as approved by the MAHE Executive Committee.

13.6.3. Applicability & Loan Limit

Eligibility	Scale of Pay	Service Requirement under MAHE	Loan Limits(Rs.)	
			Prior to 15.01.09	Effective 15.01.09
Assistant Professor	24000-33000	2 years as a full time faculty on regular pay scale/ senior management personnel	3,50,000	5,00,000
Assistant Director	MEP			
Associate Professor	42000-56500	2 years as a full time faculty on regular pay scale / senior management personnel	5,00,000	7,50,000
Assistant Professor Selection Grade with Ph.D.	42000-56500			
Selection Grade Lecturer with Ph.D.	42000-56500			
Deputy Director	MEP			
Professor	50000-70000	1 year as a full time faculty on regular pay scale /	7,50,000	10,00,000
Additional Professor	46000-62250			
Associate Professor – Senior Scale	46000-62250			

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Officials at the level of Director & above	Administration	senior management personnel		
The benefit is also applicable to any other groups or category of employees to whom the scheme is extended as per the terms of employment.				

If both spouses are employees of the MAHE and are eligible under the scheme, they may avail the loan facility on the same property as co-owners as may be admissible by the administering Bank.

Limitation

Prior to 15.01.09	Revised(effective from 15.01.2009)
<p>a. Loan can be availed for various purposes within the limits specified for each category of faculty.</p> <p>b. Loan can be availed only once during the period of service for each of the purposes listed in the scheme.</p> <p>c. If faculty has availed a loan for any of the purposes under the earlier scheme extended by the MAHE, he will not be eligible to avail the benefit of interest subsidy on loan for a similar purpose under this scheme.</p> <p>d. Faculty may shift the outstanding loan amount to any of the banks for the benefit of lesser interest rate</p> <p>e. Interest subsidy will be calculated on the reduced balance of the eligible amount of loan.</p> <p>f. Where a faculty member is already enjoying the benefits of interest subsidy on a loan and is promoted subsequently, fresh eligibility limit for a subsidy may be ascertained by adding the increase in the limits as applicable to the promoted cadre to the outstanding amount of loan</p>	<p>a. Loan can be availed for various purposes within the limits specified for each category of faculty.</p> <p>b. Loan can be availed more than once for any of above purpose mentioned in the scheme, within the limits prescribed above, provided that the previous loan availed for a similar purpose has been repaid in full.</p> <p>c. Faculty may shift the outstanding loan amount to any of the banks for the benefit of lesser interest rate.</p> <p>d. Interest subsidy will be calculated on the reduced balance of the eligible amount of loan.</p> <p>e. Where a faculty member is already enjoying the benefits of interest subsidy on a loan and is promoted subsequently, fresh eligibility limit for a subsidy may be ascertained by adding the increase in the limits as applicable to the promoted cadre to the outstanding amount of loan considered for interest subsidy prior to promotion.</p>

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considered for interest subsidy prior to promotion.	
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13.6.4. Interest:

Computation of Interest: MAHE provides interest subsidy at 4% subject to Income Tax

13.6.5. Administration:

The loan will be administered by bank/institution which may arrange issue of certificate for receipt of loan installment and interest amount thereon for each quarter to enable employees to claim the interest subsidy.

13.6.6. Illustrations:

1. An Assistant Professor avails bank loan of Rs.10 lakhs. He avails interest subsidy on eligible amount of Rs.5 lakhs. Later he is promoted as Associate Professor and eligible to avail interest subsidy on Rs.7.50 lakhs.

Interest subsidy to be calculation when he was Assistant Professor:

Bank Interest amount \times eligible amount under the scheme (i.e. Rs. 5 lakhs) \times interest subsidy rate as per the scheme (i.e.4%).

Total Loan Amount \times Rate of interest charged.

Interest subsidy calculation on promotion will be:

- a) Ascertain the balance in the present eligibility as Rs.5 lakhs Less the proportionate amount of principal repaid + difference between new and old limits (i.e., Rs.2.50 lakhs in this case).
- b) Calculation of interest subsidy –

Interest amount as per bank \times eligible amount as calculated in 'a' above \times interest subsidy rate (i.e. Rs.4%)

Full loan amount \times rate of interest charged

1. A faculty member has a loan account in a Bank. He wants to shift to another Bank for the benefit of lesser rate of interest.
 - a) Ascertain the balance in the present loan a/c and determine the outstanding amount by reducing the principal amount repaid from the eligibility amount and apply the interest subsidy calculation formula.

13.7. SODEXO MEAL & GIFT CARDS**13.7.1. Objective:**

Meal card and gift cards issued by an employer to its employees are exempt from income tax subject to the limits. This would therefore enable employees to save tax on the value of cards availed by them.

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13.7.2. Applicability:

This facility is applicable to all employees of MAHE and its constituent institutions, teaching / research departments, centres of excellence and associated hospitals.

13.7.3. Guidelines:

- a) The cards would be issued by Sodexo SVC India Pvt. Ltd with whom MAHE has entered into an agreement.
- b) The meal cardss could be redeemed for food and beverages at specified grocery, hotel and other food outlets and the gift cards could be redeemed for any articles.
- c) Meal cards will be issued in denominations of 10, 20, 35, 50, 75.
- d) The upper limit to the amount of vouchers that could be availed are as follows
 - i) Meal cards – Rs. 1300 per month.
This could be availed in amounts of Rs.500, Rs.1000 and Rs.1300
 - ii) Gift cards – Rs.5000 per annum
This could be availed in amounts of Rs.2000, Rs.3000 and Rs.5000
- e) An amount equivalent to the cards would be reduced from the Variable Allowance payable to the employee every month. This amount will not be stated in the pay slip or in the salary certificate (Form 16)
- f) The amount of card opted for shall remain a constant throughout the financial year. No changes could be made during the year to the amount once opted for.
 - An employee may choose to avail this facility from the beginning of any month during the financial year.
 - However he could opt to withdraw from this arrangement only at the beginning of the subsequent financial year and accordingly the amount of variable allowance so reduced against the issue of cards would be paid to him as part of salary effective from such date of withdrawal.
- g) Vouchers booklet would be issued to employees every month for the value opted for.
- h) Vouchers are non-transferable.
- i) Vouchers once availed cannot be surrendered for refund.
- j) Employees who wish to avail this facility may exercise their option by filling in the prescribed format and submit to their respective institutional offices.
- k) The individual institutional offices shall place orders with Sodexo for coupons required and pay for them as per the terms agreed upon.

13.8. HONOURING OF EMPLOYEES ON THEIR SUPERANNUATION

Manipal Academy of Higher Education recognizes and honours its employees, who have a minimum 20 or more years of continuous and unblemished / impeccable service at MAHE or its constituent institutions / hospitals, by presenting a memento and citation on their superannuation / voluntary retirement. The memento will be presented to the employee concerned in the formal farewell meeting of the department / institution. MAHE allocates a maximum of Rs. 5000 per employee for the memento and citation.

Such farewell process shall be observed at the time of superannuation irrespective of continuance of their service to the institution under post retirement engagement policy.

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13.9. MARENA SPORTS FACILITY**13.9.1. Objective:**

To encourage and promote sports activity and to provide recreational facility for the benefit of students, faculty and staff of MAHE

13.9.2. Eligibility to use MARENA

- Faculty, Staff and Students of MAHE have access to the facilities listed in 13.9.4 free of cost.
- Members of the MARENA have access to all the facilities listed in 13.9.3 and 13.9.4.

13.9.3. Facilities Available on membership.

- * Fitness Center
- * Sauna and Steam
- * Locker Rooms
- * Squash
- * Badminton
- * Basketball
- * Swimming Pool
- * Simulation Games
- * Cricket Net Practice
- * Futsal
- * Tennis

13.9.4. Facilities free of charges:

- * Jogging Track
- * Table Tennis

13.9.5. Fee for MARENA Membership**a) For MAHE Students**

- Yearly (all facilities including swimming pool): Rs. 15000
- Monthly (Gym only): Rs. 1750
- Monthly (all facilities excluding swimming pool): Rs. 2000
- Monthly (all facilities including swimming pool): Rs. 2400
- Monthly (swimming pool only): Rs. 400
- Yearly (swimming pool only): Rs. 3000

b) For MAHE Staff

- Yearly (all facilities including swimming pool): Rs. 10000
- Monthly (Gym only): Rs. 1000
- Monthly (all facilities excluding swimming pool): Rs. 1500

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d. Monthly (all facilities including swimming pool): Rs. 1900

e. Monthly (swimming pool only): Rs. 400

f. Yearly (swimming pool only): Rs. 3000

c) For MAHE Staff dependents

a. Yearly (all facilities including swimming pool): Rs. 10000

b. Monthly (Gym only): Rs. 1000

c. Monthly (all facilities excluding swimming pool): Rs. 1500

d. Monthly (all facilities including swimming pool): Rs. 1900

e. Monthly (swimming pool only): Rs. 400

f. Yearly (swimming pool only): Rs. 3000

13.9.6. Timings

Monday to Saturday:

* 05:30 am to 09:30 am & 04:00 pm to 09:30 pm (Gymnasium)

* 05:30 am to 08:30 am & 04:00 pm to 09:30 pm (Sports area)

* 05:30 am to 09:00 am & 04:00 pm to 09:00 pm (Steam and Sauna)

* 05:30 am to 08:30 am & 04:00 pm to 08:00 pm (Swimming Pool)

Note : MARENA Indoor sports complex facility at Manipal will remain closed on all Sundays and MAHE holidays.

13.9.7. How to be a Member.

a) Membership Registration shall be made through online portal <http://sports.manipal.edu/marena>

13.10. VALLEY CLUB

13.10.1. Facility:

Valley Club functions at the Fortune Inn Valley View extending various facilities like gym, swimming pool, dining etc., for members of the club along with their family and friends. MAHE shares the monthly membership fee of the faculty for the club.

13.10.2. Eligibility

The following employees are covered under this facility.

Category	Designation	Scale of Pay
Faculty Members	Professor	50000-70000
	Additional Professor	46000-62250
	Associate Professor – Senior Scale	46000-62250
	Associate Professor	42000-56500
	Assistant Professor – Selection Grade	42000-56500
	Selection Grade Lecturer	42000-56500

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	Assistant Professor	24000-33000
MAHE Officials	President	NA
	Pro Chancellor	
	Vice Chancellor	
	Pro Vice Chancellor	
	Registrar	
	Registrar (Evaluation)	
	Deputy Registrar	
	Director	
	Deputy Director	

13.10.3. Membership Fee:

Rs.750/- per month plus applicable taxes

13.10.4. Subsidy on Membership Fee:

- Rs.500/- plus applicable taxes per month per eligible faculty members / officials will be borne by the management.
- Balance Rs.250/- plus applicable taxes will be recovered from the salary of respective faculty members/ officials.
- Actual expenses incurred by the club members towards use of facilities required to be paid directly to Valley Club.

13.11. NATIONAL PENSION SYSTEM**13.11.1. Introduction**

On the occasion of 80th birthday of Chancellor Dr. Ramdas M. Pai MAHE has decided to roll out the National Pension System (NPS) to all the employees on regular rolls effective April 01, 2016. The MAHE has decided to associate with HDFC Securities as Point of Presence (POP) and HDFC Pension Management Company as Pension Fund Managers for managing NPS.

13.11.2. Objective

As an employee welfare measure, this initiative aims to drive retirement savings amongst the employees. The MAHE through NPS will facilitate the social security benefits to its employees and contribute to their pension fund. This contribution during the active service of an employee allows him/her to build a corpus and enjoy regular income in the form of pension and lump sum withdrawal post retirement.

13.11.3. Scope / Coverage of employees

1. All the employees on the regular rolls of the MAHE are entitled to NPS.
2. NPS coverage ceases to exist on attaining the superannuation. Accordingly, the employees who are on Post Retirement Engagement (PRE) are not entitled for the coverage.
3. As specified by the regulatory authority governing NPS - Pension Fund Regulatory and Development Authority (PFRDA), only Indian citizens can be enrolled to the scheme. Accordingly, employees with foreign citizenship, PIO/OCI card holders are not eligible to be covered under the above scheme.

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4. Employees who are on deputation / overseas assignment leave and drawing their full salary from an institution outside India are not entitled for NPS during that period. In such cases, employees can maintain their pension account by directly contributing a minimum of Rs.6000/- per financial year during the deputation/leave period.

5. Further, person of unsound mind, un-discharged insolvent (individuals who are not granted an 'order of discharge' by a court) are not entitled for the said scheme.

13.11.4. Contribution to NPS:

1. The MAHE will contribute 10% of Basic of the employee's salary every month to the NPS.
2. Employees have an option for voluntary contribution over and above the MAHE's contribution by directly contributing to their pension fund.

13.11.5. Tax Benefit:

Contributions to NPS by employer and employee will qualify for deduction from the taxable income as per the Income-tax Act, 1961, subject to limits prescribed and amendments from time to time.

13.11.6. Enrollment to NPS:

Every eligible employee has to be individually enrolled to the NPS scheme effective

April 1, 2016 and will be allotted a unique Permanent Retirement Account Number (PRAN). Following documents are **mandatory** for enrollment:

- Copy of Self attested Permanent Account Number (PAN) card.
- Copy of Self attested address proof (Aadhaar card/Ration card/Voter ID card/Passport).
- One copy of latest passport size colour photograph.

13.11.7. Special Benefits for the employees retiring from the regular service from April 01, 2016 to March 31, 2021:

- A. As a special gesture, the MAHE has decided to sanction an ex-gratia as specified below for the employees retiring from the regular service from April 01, 2016 to March 31, 2021 to compensate limited benefits from NPS.

1. Employees retiring during 01.04.2016 - 31.03.2017 - 10 times of last drawn basic pay.
2. Employees retiring during 01.04.2017 - 31.03.2018 - 8 times of last drawn basic pay.
3. Employees retiring during 01.04.2018 - 31.03.2019 - 6 times of last drawn basic pay.
4. Employees retiring during 01.04.2019 - 31.03.2020 - 4 times of last drawn basic pay.
5. Employees retiring during 01.04.2020 - 31.03.2021 - 2 times of last drawn basic pay.

- B. The above said payment of ex-gratia is subject to applicable tax as per the Income Tax Act.

- C. Above payment will be applicable only to the employees who superannuate from the MAHE during April 01, 2016 to March 31, 2021 as stated above.

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D. Accordingly those who separate from the service prior to the superannuation for whatever reason are not entitled to the above lump sum payment.

13.11.8. Disclaimer

NPS is launched by the Government of India (GOI) and regulated by PFRDA. Accordingly, the amendment to the rules and regulations passed from time to time by GOI or PFRDA will be binding on each member.

Developed and Maintained by Department of Digital & Information Technology, MAHE, Manipal
No of online users:2
muportalweb2

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