



# Martin Luther Christian University

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III/8(5)/NOT-HR/86/2016 –

June 06, 2021

**Notification no. 46/HRM/MLCU**

## **Covid Vaccination Policy for Staff**

1. In view of the continuing pandemic, it is necessary to frame guidelines and rules for the protection of the health of the staff and students, and to play a responsible role preventing the further spread of Covid. This policy also supports and complies with the steps taken by the Government of Meghalaya, Deputy Commissioner of East Khasi Hills District and the judgment of the Meghalaya High Court.
2. The University Grants Commission has issued advisories to all higher education institutions relating to Covid-19 appropriate behavior including promotion of awareness for vaccination among faculty, staff and students vide UGC letters dated 12<sup>th</sup> April 2021 and 10<sup>th</sup> May 2021

### **Scope of the policy**

1. All staff to be vaccinated
  - a. It is expected that all staff will be vaccinated for their individual protection and also for the protection of colleagues and students mingling in the offices, classrooms and other common spaces in the campus.
  - b. Complete vaccination must be taken at the earliest opportunity, keeping in mind that maximal protection occurs only several weeks after the second dose.
  - c. The target date for all staff to be partially/ fully vaccinated shall be notified by the Registrar.
  - a. No new staff member shall be recruited unless he/she is vaccinated, or has a pre-approved exemption.
2. Exemption from vaccination
  - a. A staff member may be exempted from vaccination on medical grounds, based on the WHO/ICMR provisions, provided he/she produces a medical certificate issued by a doctor.
  - b. A staff member exempted on medical grounds will have to produce a negative Covid RT-PCR test every 10 days if they are working/studying on campus.
  - c. For those exempted on medical grounds, the University may allow work from home
  - b. If an exemption is sought on non-medical grounds, the staff member will:
    - i. Submit an application addressed to the Registrar that includes a statement of reason for seeking exemption
    - ii. Undertake to provide a negative RT-PCR report every 10 days if the application for exemption is accepted
    - iii. Provide a certificate of completion of a university-approved course on Covid

The Registrar may constitute a committee for considering applications for non-medical exemptions and related matters.

3. Documentation of vaccination
  - a. All staff members should provide a copy of their vaccination certificate to the HR officer. Students will provide a copy to the Dean of Students.
  - b. The University will maintain updated consolidated record of vaccinations, which shall be posted in the University website.
  - c. Such documentation may be shared/reported to government/headman as statutorily required or to provide community reassurance.
  
4. Hospitalization after Covid vaccination for staff of the university
  - a. A staff member who is hospitalized with Covid illness after vaccination may be granted financial aid for the hospital expenses.
  - b. The application for financial aid (with details of expenses appended including insurance claims) shall be considered by the Registrar, and approval if any, shall be given in consultation with the Finance Officer.
  - c. The items and reimbursement of expenses shall be as follow:
    - i. Up to maximum of Rs one lakh in case of staff who are not availing any insurance
    - ii. Balance of the total expenses of up to maximum of Rs one lakh for staff who avail insurance from the university or from any other source of medical reimbursement



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**Dr. Iwamon Wara Joyce Laloo**  
**Registrar**