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कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization

भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 02/08/2023 12:48:

Payment Confirmation Receipt

TRRN No :	3152306018678
Challan Status :	Payment Confirmed
Challan Generated On :	12-JUN-2023 15:12:12
Establishment ID :	PUPUN0302754000
Establishment Name :	INDIRA COLLEGE OF ENGINEERING & MANAGEMENT
Challan Type :	Monthly Contribution Challan
Total Members :	108
Wage Month :	MAY-2023
Total Amount (Rs) :	4,01,854
Account-1 Amount (Rs) :	2,53,080
Account-2 Amount (Rs) :	8,037
Account-10 Amount (Rs) :	1,32,700
Account-21 Amount (Rs) :	8,037
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	HDFC Bank
CRN :	240220623002274
Payment Date :	22-JUN-2023
Payment Confirmation Date :	22-JUN-2023
Total PMRPY Benefit :	0





**COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (With
EMPLOYEES' PROVIDENT FUND ORGANISATION)**

TRRN 3152306018678

ECR Id 90147045

LIN : 1905565847

Establishment Code & Name PUPUN0302754000 INDIRA COLLEGE OF ENGINEERING & MANAGEMENT
Address : FLAT NO 1 RUNWAL SARITA PLOT NO 4, S NO 258/1/3 BALAJI PARK, BANER, PUNE, MAHARASHTRA

Dues for the wage month of May 2023

Total Subscribers :	EPF 108	EPS 107	EDLI 108
Total Wages :	16,07,417	15,92,417	16,07,417

SL.	PARTICULARS	A/C.01 (Rs.)	A/C.02 (Rs.)	A/C.10 (Rs.)	A/C.21 (Rs.)	A/C.22 (Rs.)	TOTAL
1	Administration Charges	0	8,037	0	0	0	8,037
2	Employer's Share Of	60,190	0	1,32,700	8,037	0	200,927
3	Employee's Share Of	1,92,890	0	0	0	0	192,890
Grand Total : Four Lakh One Thousand Eight Hundred Fifty-Four Rupees Only							4,01,854

(This is a system generated challan on 12-JUN-2023 15:12, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY / ABRY.

	PMRPY	ABRY
A) A/C no 1 (Employer share) (Rs.) -	0	0
B) A/C no 10 (Pension fund) (Rs.) -	0	0
C) A/C no 1 (Employee share) (Rs.) -	0	0
D) Total (A + B + C) (Rs.) -	0	0
E) Total remittance by Employer (Rs.) -	4,01,854	
F) Total amount of uploaded ECR (D + E) (4,01,854	





EMPLOYEE'S PROVIDENT FUND

ELECTRONIC CHALLAN CUM RETURN (ECR)

Name of Establishment	INDIRA COLLEGE OF ENGINEERING & MANAGEMENT		
Establishment Id	PUPUN0302754000	LIN	1905565847
Wage Month	MAY-2023	Return Month	JUN-2023
Contribution Rate (%)	12	ECR Type	ECR
Salary Disbursement Date	12-JUN-2023	Uploaded Date Time	12-JUN-2023 15:12
Exemption Status	Unexempted	TRRN Number	
Remarks	MAY 2023 PF	ECR Id	90147045
Total Members	108		
Contribution and Remittance Details (In Rupees) :			
Total EPF Contribution Remitted	1,92,890	Total EPS Contribution Remitted	1,32,700
Total EPF-EPS Contribution Remitted	60,190	Total Refund Advance	0
PMRPY Upfront Benefit Details (In Rupees) :			
Total PMRPY Upfront EPF Amount	0	Total PMRPY Upfront EPS Amount	0
PMRPY benefit remarks	NA		
ABRY Upfront Benefit Details (In Rupees) :			
Total ABRY benefit Amount	Employee EPF Share	Employer EPS Share	Employer EPF Share
	0	0	0
ABRY benefit remarks	Establishment is not eligible for ABRY scheme.		

Member Details :-

Sl. No.	UAN	Name as per		Wages				Contribution Remitted				Refunds	PMRPY / ABRY Benefit			Posting Location of the member
		ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	NCP Days		Pension Share	ER PF Share	EE Share	
1	101198048940	ABHAY ANANT KURGUND	ABHAY ANANT KURGUND	13,000	13,000	13,000	13,000	1,560	1,083	477	0	0	-	-	-	N.A.
2	101793381522	ADITEE RONAK SHAH	ADITEE RONAK SHAH	45,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
3	101880614846	AISHWARYA BHIMRAO PATIL	AISHWARYA BHIMRAO PATIL	16,323	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
4	101286142749	AKSHAY BABAN BHUVAD	AKSHAY BABAN BHUVAD	32,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
5	101492311526	AKSHAY SITARAM SURVE	AKSHAY SITARAM SURVE	18,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
6	100417228568	AMAR BUWA BHOTE	AMAR BUWASAHEB BHOTE	18,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
7	101123066716	AMIT GANGADHAR NARWADE	AMIT GANGADHAR NARWADE	59,598	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
8	101159012716	ANIL ANANTRAO JADHAV	ANIL ANANTRAO JADHAV	42,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
9	101752719074	ANITA ATUL PATIL	ANITA ATUL PATIL	46,968	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
10	100417236349	ANITA T. SURVE	ANITA TUKARAM SURVE	51,747	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
11	100417238324	ANKUSH GAUTAM KADAM	ANKUSH GAUTAM KADAM	20,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
12	100089078267	ARCHANA RAVINDRA SALVE	ARCHANA RAVINDRA SALVE	1,35,400	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
13	100713126511	ASHWIN SHRIRAM DHARME	ASHWIN SHRIRAM DHARME	59,598	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
14	101711091901	ASHWINI AMOL JOSHI	ASHWINI AMOL JOSHI	32,742	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
15	100417251244	ASHWINI ATUL ADMANE	ASHWINI ATUL ADMANE	59,598	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
16	100926265985	ASHWINI SADASHIV GAIKWAD	ASHWINI SADASHIV GAIKWAD	59,598	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
17	101606376476	ATUL DNYANOBA SHELAR	ATUL DNYANOBA SHELAR	15,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
18	100417252796	ATUL S. TALASHIKAR	ATUL SHRINIWAS TALASHIKAR	36,930	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.

Sl. No.	UAN	Name as per		Wages				Contribution Remitted				Refunds	PMRPY / ABRY Benefit			Posting Location of the member
		ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	NCP Days		Pension Share	ER PF Share	EE Share	
19	101123066697	AVINASH SANTRAM BANSODE	AVINASH SANTRAM BANSODE	69,598	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
20	100711089889	BOBU BANAJI BOTRE	BABU BANAJI BOTRE	18,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
21	100105924676	BALU SAKHARAM RATHOD	BALU SAKHARAM RATHOD	26,951	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
22	100417269515	BASHIR RAJASAB SOMBAD	BASHIR RAJASAB SUMBAD	35,572	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
23	100109929988	BHAGAVAN SHIVAJI PATIL	BHAGAVAN SHIVAJI PATIL	46,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
24	101885705965	BHUSHAN ASHOKRAO NIKAM	BHUSHAN ASHOKRAO NIKAM	42,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
25	100417302478	DARSHANA J. DESAI	DARSHANAB EN JIGNESH DESAI	1,35,400	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
26	100417302817	DASHRATH ANANDA PATIL	DASHARATH ANANDA PATIL	29,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
27	100417303672	DATTATRAYA A. BHALERAO	DATTATRAY AATMARAM BHALERAO	19,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
28	100417303395	DATTATRAYA ASHOK DABHADE	DATTATRAYA ASHOK DABHADE	20,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
29	101414061304	DAYANAND BUGALIA	DAYANAND BUGALIA	19,355	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
30	101897938734	DEEPALI RAHUL LOTHE	DEEPALI RAHUL LOTHE	24,194	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
31	100132847324	DEEPALI RANGNATH DAGALE	DEEPALI SHASHIKANT DHADWAD	74,965	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
32	101916657011	DHANASHREE VISHAL PISAL	DHANASHREE VISHAL PISAL	40,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
33	100417316018	BHAGWATE DHEERAJ S.	DHIRAJ SHASHIKANT BHAGWATE	65,798	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
34	100417307265	KHALDE DEEPAK SUDHAKAR	DIPAK SUDHAKAR KHALDE	35,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
35	101251413362	DIPALI NIKHIL JUNANKAR	DIPALI NIKHIL JUNANKAR	65,484	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
36	101714009671	DIPASHRI VIJAY SURYAWANSHI	DIPASHRI VIJAY SURYAWANSHI	12,419	12,417	12,417	12,417	1,490	1,034	456	0	0	-	-	-	N.A.
37	100316519352	RUPA VEERAYYA HIREMATH	DR. RUPA VEERAYYA HIREMATH	1,50,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.

Sl. No.	UAN	Name as per		Wages				Contribution Remitted				Refunds	PMRPY / ABRY Benefit			Posting Location of the member
		ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	NCP Days		Pension Share	ER PF Share	EE Share	
38	100417583501	GAJARMAL RAJ UTTAM	GAJARMAL RAJ UTTAM	25,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
39	100599579005	ATUL KUDALIK GORE	GORE ATUL KUNDLIK	59,598	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
40	100417359053	HEMANT V. DAROKAR	HEMANT VASANT DAROKAR	70,586	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
41	100178090348	JORA GURUCHARAN SIDHU	JORASINGH GURUCHARA NSINGH SIDHU	75,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
42	100250215486	JUNDRE NARAYAN SHANKAR	JUNDRE NARAYAN SHANKAR	59,598	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
43	101165149177	MR. KIRAN DATTATRAY DEVADE	KIRAN DATTATRAY DEVADE	1,35,400	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
44	100417426083	KIRAN VITHOBA BHOTE	KIRAN VITHOBA BHOTE	16,694	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
45	100417429093	KISHOR HARIBHAU CHAVAN	KISHOR HARIBHAU CHAVAN	37,912	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
46	100711857435	MADHURI SHAILESH BORE	MADHURI SHAILESH BORE	59,598	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
47	100417465340	MAHESH GANPAT BHONG	MAHESH GANPAT BHONG	1,18,768	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
48	101447567604	MALI NILESH DATTATRAY	MALI NILESH DATTATRAY	70,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
49	101907119703	MANDAKINI SANJAY DAHIWADE	MANDAKINI SANJAY DAHIWADE	29,677	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
50	101352068910	MANISHA ABURAO DHIWAR	MANISHA ABURAO DHIWAR	25,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
51	100417477443	MANJUSHA ASHWIN TOMAR	MANJUSHA ASHWIN TOMAR	1,25,925	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
52	100417477427	MANJUSHA PRADIP JAIN	MANJUSHA RAHUL TATIYA	81,633	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
53	101262530134	MAYUR SUDHAKAR NAPTE	MAYUR SUDHAKAR NAPTE	30,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
54	100417487463	MEENAKSHI SOMNATH PATIL	MEENAKSHI SOMNATH PATIL	65,798	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
55	100227537315	MILIND DESHPANDE	MILIND DESHPANDE	43,548	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
56	101847150648	MINAL PRAVIN JUNGARE	MINAL PRAVIN JUNGARE	50,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.

Sl. No.	UAN	Name as per		Wages				Contribution Remitted				Refunds	PMRPY / ABRY Benefit			Posting Location of the member
		ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	NCP Days		Pension Share	ER PF Share	EE Share	
57	101201828741	NIKHIL VITTHAL MULIK	NIKHIL VITTHAL MULIK	37,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
58	100417528624	NITIN HINDURAO KHANDAIT	NITINKUMAR HINDURAO KHANDAIT	37,912	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
59	100852254311	POORNA SHANKAR	POORNA SHANKAR	1,50,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
60	100431302120	PRAGATI M. CHOUDHARI	PRAGATI BALRAM KINAGE	71,619	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
61	101793381514	PRAGATI SAMBHAJI MALUSARE	PRAGATI SAMBHAJI MALUSARE	50,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
62	100712688436	PRANALI BALASAHEB KHATAKE	PRANALI RAHUL ROTE	59,598	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
63	100278554644	PRATAP BHAGWANT GADEKAR	PRATAP BHAGWANT GADEKAR	23,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
64	100417566512	PRATIMA AMRUT GAIKWAD	PRATIMA AMRUT GAIKWAD	67,738	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
65	100417567868	PRAVIN DEVIDAS CHARDE	PRAVIN DEVIDAS CHARDE	43,860	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
66	101878106686	PRAVIN MAHADEO GHANEGAONKAR	PRAVIN MAHADEO GHANEGAONKAR	65,000	15,000	0	15,000	1,800	0	1,800	0	0	-	-	-	N.A.
67	101711091889	PRAVIN NAMDEO THORAT	PRAVIN NAMDEO THORAT	40,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
68	101936970606	PRITI ABHIJIT SHINDE	PRITI ABHIJIT SHINDE	15,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
69	100417571629	PRIYA JEEVAN PISE	PRIYA JEEVAN PISE	1,45,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
70	100281683229	PRIYANKA AMOL PAWAR	PRIYANKA AMOL PAWAR	76,705	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
71	101885705977	PRIYANKA SHIRISH SHINDE	PRIYANKA SHIRISH SHINDE	45,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
72	101312850205	RACHANA KHUSHALRAO BELEKAR	RACHANA KHUSHALRAO BELEKAR	20,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
73	100311245196	RAVINDRA GHARE	RAVINDRA SHANTARAM GHARE	18,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
74	100534371406	RESHMA PARAG KOHAD	RESHMA PARAG KOHAD	42,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
75	100417633571	RUPALI VILAS SALUNKE	RUPALI VILAS SALUNKE	65,798	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.

Sl. No.	UAN	Name as per		Wages				Contribution Remitted				Refunds	PMRPY / ABRY Benefit			Posting Location of the member
		ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	NCP Days		Pension Share	ER PF Share	EE Share	
76	100996280829	SACHIN BHASKAR UGALMUGLE	SACHIN BHASKAR UGALMUGAL E	25,250	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
77	101854134307	SACHIN PANDURANG SURVE	SACHIN PANDURANG SURVE	50,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
78	101229390928	SACHIN RAJENDRA INGLE	SACHIN RAJENDRA INGLE	35,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
79	100417642939	SACHIN RAMCHANDRA KAMBLE	SACHIN RAMCHANDR A KAMBLE	1,00,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
80	100417645716	SAGAR UTTAMRAO CHIRADE	SAGAR UTTAMRAO CHIRADE	59,598	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
81	100417672749	SANTOSH D. SAWANT	SANTOSH DADA SAWANT	45,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
82	101897938747	SARIKA SANJAY CHOUDHARI	SARIKA SANJAY CHOUDHARI	12,000	12,000	12,000	12,000	1,440	1,000	440	0	0	-	-	-	N.A.
83	101861113258	SARITA HEMANT PARDESHI	SARITA HEMANT PARDESHI	25,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
84	100585773635	SAVITA ACHYUT JANGALE	SAVITA ACHYUT JANGALE	59,598	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
85	101897932910	SHELLY SINHA	SHELLY SINHA	58,268	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
86	101159012737	SHIVAJI SUBHASH PATIL	SHIVAJI SUBHASH PATIL	41,180	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
87	101325744789	SHIVKUMAR CHANDRASHEK HAR ALAND	SHIVKUMAR CHANDRASH EK HAR ALAND	23,387	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
88	101201828606	SHREYAS RAJENDRA SATPUTE	SHREYAS RAJENDRA SATPUTE	39,500	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
89	100417712504	SHRIKANT T. JAMBLE	SHRIKANT TATYARAM JAMBALE	54,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
90	100417713374	SHUBHANGI A. MANWATKAR	SHUBHANGI JAGDISH KAMBLE	67,738	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
91	100431699594	SHWETKRANTI NANASAHEB TAWARE	SHWETKRAN TI SUSHANT GAIKWAD	70,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
92	100417716435	SIDDHESHWAR SHIRBHATE	SIDDHESHW AR SURESH SHIRBHATE	67,738	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
93	101808641668	SMITA MAKARAND HONKALAS	SMITA MAKARAND HONKALAS	21,516	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.

Sl. No.	UAN	Name as per		Wages				Contribution Remitted				Refunds	PMRPY / ABRY Benefit			Posting Location of the member
		ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	NCP Days		Pension Share	ER PF Share	EE Share	
94	100417724448	SOMNATH NIVRUTTI BHOTE	SOMNATH NIVRUTTI BHOTE	26,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
95	100417235879	ANITA KISHOR CHAVAN	SOU ANITA KISHOR CHAVAN	33,528	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
96	100452679911	SOUMITRA SIBSANKAR DAS	SOUMITRA SIBSANKAR DAS	1,60,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
97	100417738799	SUJATA DEO	SUJATA DEO	10,000	10,000	10,000	10,000	1,200	833	367	0	0	-	-	-	N.A.
98	100417747580	SUNIL BHIMRAO INGOLE	SUNIL BHIMRAO INGOLE	2,63,001	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
99	100371155136	SUNIL DAMODAR RATHOD	SUNIL DAMODAR RATHOD	1,18,768	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
100	100599885005	SUNUL SUDAM PHUGE	SUNIL SUDAM PHUGE	20,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
101	100417752017	SUPRIYA DEEPAK KUMBHAR	SUPRIYA DEEPAK KUMBHAR	67,738	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
102	100417761709	SUSHIL BHASKARRAO CHOPADE	SUSHIL B CHOPADE	67,738	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
103	101629402116	TEJAS CHANDRAKANT PAWAR	TEJAS CHANDRAKANT PAWAR	34,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
104	100712861646	VIJAY KUMAR SAINI	VIJAY KUMAR SAINI	59,598	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
105	100827425638	VIKAS NARAYAN NANDGAONKAR	VIKAS NARAYAN NANDGAONKAR	1,18,768	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
106	100417812166	VISHAL ABHIMAN MESHRAM	VISHAL ABHIMAN MESHRAM	69,578	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
107	101831217374	VISHAL SUBHASH CHAUGULE	VISHAL SUBHASH CHAUGULE	35,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
108	101945387956	VRUSHALI SATYAJIT PATIL	VRUSHALI SATYAJIT PATIL	38,710	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.

Note:

1) UANs are prefixed with Asterisk sign (*) in case AADHAAR is not seeded /unverified

2) EPS Contribution Remitted is prefixed with Hash sign (#) when Member's age is more than 58 years.

Please ensure that this is the case of "Deferred Pension".

PMRPY Benefit Not Given Remarks :-

ABRY Benefit Not Given Remarks :-

Reason Code	Reason Name
EC10001	ECR already filed for this member
EC10002	Parallel Employment: ECR already filed for this
EC10003	Benefit already availed for this member
EC10004	Gross/EPF wages greater than 15,000/-
EC10005	Mismatch in EPF and EPS wages
EC10006	Mismatch in Due and Remitted values
EC10007	UAN Deactivated

Reason Code	Reason Name
GK10001	EPF wages are greater than or equal to 15,000/-
GK10002	Mismatch in EPF and EPS wages
GK10003	EPF contribution remitted is greater than due remittance
GK10004	EPS contribution remitted is greater than due remittance
GK10005	(EPF - EPS) difference contribution remitted is greater than due
GK10006	EPS contribution remitted is greater than due remittance
GK10007	Aadhaar not seeded

Indira College of Engg. & Management (2023-24)

Gat. No. 276, A/P Parandwadi,

Tal- Maval, Dist - Pune

State Name : Maharashtra, Code : 27

Indusind Bank Payment Voucher

No. : 3

Dated : 3-May-24

Particulars	Amount
Account : Gratuity Exp. Payable	2,12,307.00
Through : Indusind Bank Ltd Current A/c 201025452641	
On Account of : Ch No : 625990 , Dt 03.05.2024 Being amount paid to Dr Sunil Ingole towards Gratuity lnd Installement	
Bank Transaction Details: Cheque 625990 3-May-24 2,12,307.00	
Amount (in words) : Indian Rupees Two Lakh Twelve Thousand Three Hundred Seven Only	
	₹ 2,12,307.00

Receiver's Signature:

Checked by

Authorised Signatory

Verified by

Indira College of Engg. & Management (2023-24)

Gat. No. 276, A/P Parandwadi,

Tal- Maval, Dist - Pune

State Name : Maharashtra, Code : 27

Indusind Bank Payment Voucher

No. : 2

Dated : 3-Apr-24

Particulars	Amount
Account : Salary Payable Teaching Staff 23-24	2,37,174.00
Through : Indusind Bank Ltd Current A/c 201025452641	
On Account of : Ch No : 625995 , Dt 03.04.2024 Being amount paid to Dr Sunil Ingole towards EL Encashment	
Bank Transaction Details: Cheque 625995 3-Apr-24 2,37,174.00	
Amount (in words) : Indian Rupees Two Lakh Thirty Seven Thousand One Hundred Seventy Four Only	
	₹ 2,37,174.00

Receiver's Signature:

Checked by

Authorised Signatory

Verified by

Indira College of Engg. & Management (2023-24)

Gat. No. 276, A/P Parandwadi,

Tal- Maval, Dist - Pune

State Name : Maharashtra, Code : 27

Indusind Bank Payment Voucher

No. : 1

Dated : 3-Apr-24

Particulars	Amount
Account : Gratuity Exp. Payable	2,12,306.00
Through : Indusind Bank Ltd Current A/c 201025452641	
On Account of : Ch No : 625979 , Dt 03.04.2024 Being amount paid to Dr Sunil Ingole towards Gratuity	
Bank Transaction Details: Cheque 625979 3-Apr-24 2,12,306.00	
Amount (in words) : Indian Rupees Two Lakh Twelve Thousand Three Hundred Six Only	
	₹ 2,12,306.00

Receiver's Signature:

Authorised Signatory

Checked by

Verified by



Shree Chanakya Education Society's
Indira College of Engineering & Management

Gat No 276, Tal. Maval, S.NO 64,65, Indira College Road, Parandvadi, Maharashtra 410506

Statement of Gratuity Calculation

Date :- 6-Mar-24

Name :- Dr. Sunil Bhimrao Ingole
Designation :- Director I/C Principal

Date of Joining 11-Dec-19
Date of Relieving 28-Feb-24

Gratuity : As per Gratuity Act 1972

$(\text{Basic} + \text{DA}) \times 15 \times \text{Number of Years of Continuous Service} / 26$

Current Salary		Total Number of years in service 4 Years 2 Months	
Particular	Amount		
Basic	79,310		
Dearness Allowance	1,04,689		
		Numbers of Days Eligible for Gratuity	Per Day Salary
		50	7077
			4,24,613/-
			4,24,613/-
Total	1,83,999	Amount in Words- Four Lakh Twenty-Four Thousand Six Hundred & Thirteen only	

Remark :-

Received cheque of Rs. 4,24,613/- towards my full and final settlement

Employee Signature

Director
ICEN

Chief Finance Officer
IGI

Chief People Officer
IGI

Registrar
ICEN

Chairperson & Chief Mentor
IGI

1st Installment : 2,12,306/-

2nd Installment : 2,12,307/-

4,24,613/-

Received in
28/03/2024

Shree Chanakya Education Society's
INDIRA COLLEGE OF ENGINEERING & MANAGEMENT
Parandwadi

=====

Date: 28/02/2024

Internal Correspondence

To,
The Chief People Officer
Indira Group of Institutes
Wakad, Pune

Respected Sir,

Dr.Sunil Bhimrao Ingole was working as a Director/ I/c Principal in this institution since 11/12/2019 & relieved on 28/02/2024 after working hours. His total service in this Institution was 4 yrs & 2 months & 17 days and his last month i.e. January.2024 salary details for calculation of Gratuity payment are as follows –

January.2024 salary details -

Pay Band Rs.- 37400-67000

Pay in Pay Band (Rs.69310) + AGP (Rs.10000) = Basic Pay (Rs.79310)

Rs. 132

This is for your kind information and necessary action.


Mrs. Anita Surve
Registrar
ICEM

Submitted for approval to –


Mr. Sandeep Gaekwad
Chief People officer
IGI

Relieving Order

With reference to your resignation submitted to this office, your resignation is accepted by the management and you have been relieved from duty of Director/ I/c Principal w.e.f. 28/02/2024 after office hours.

We wish him all success in his future life.



Mr. Sandeep Gaekwad
Chief People Officer
Indira Group of Institutes



To

Dr. Sunil Bhimrao Ingole
E1003 Royal Entrada,
S.No.138 to 141, Phase 2
Wakad Bhumkar Nagar,
Pune City, Wakad, Pune Maharashtra-411057

Ref.No./ICEM/Est./181/2024

No Dues for staff:

Name of employee Dr. Sunil Mihirap Ingole
 Deptt. ICEM Post Director / etc Date of joining 11/12/2019
 Alternate mail ID _____ Mobile no. 9422340370

S. N	Department	Signature	Date	Points noted • Labs, all equipment (if any) are handed over • Equipment issued are handed over • Office / table keys are handed over.
1.	Computer	NIL <i>[Signature]</i>	5/2/24	
2	Mechanical	NIL <i>[Signature]</i>	6/2/24	
3.	Civil	NIL <i>[Signature]</i>	6/2/24	
4.	MBA	NIL <i>[Signature]</i>	5/2/24	
5.	MCA	NIL <i>[Signature]</i>	05.02.24	
6	First year	NIL <i>[Signature]</i>	5.2.24	
7.	workshop	NIL <i>[Signature]</i>	5.2.24	
8.	Admin	NIL <i>[Signature]</i>	5/2/2024	

Sr. No	Dept / Sections	Particulars	Sign	
01	Accounts	Settled all advance and bills. <input type="checkbox"/>	<i>[Signature]</i> 06/02/24	Office (Accounts) PUNE
02	Exam	Deleted BCUD data. BCUD ID NO. <input type="checkbox"/>	<i>[Signature]</i>	EXAM PUNE
03	Library	Books deposited to library. <input checked="" type="checkbox"/>	<i>[Signature]</i>	LIBRARY PUNE
04	IT Support	Mail ID is blocked: <input checked="" type="checkbox"/> Mail is deleted from group of dept. & all <input checked="" type="checkbox"/> Name is removed from website. <input type="checkbox"/>	<i>[Signature]</i>	IT Support PUNE
05	HR	I Card & I PIN returned <input checked="" type="checkbox"/> Medi-claim card returned <i>NA</i> <input type="checkbox"/> Deleted name from Master list <input checked="" type="checkbox"/>	<i>[Signature]</i>	HR PUNE
06	Registrar		<i>[Signature]</i>	

Kindly forwarded by Registrar, to issue relieving letter and experience certificate.

Submitted to - The Principal, ICEM

D:\New folder (3)\All D drive\Forms\Format_No dues for staff.docx



[Signature]
Principal, ICEM
01/02/24



Staff No Dues Form
Shree Chanakya Education Society,
Tathawade, Pune 411033

Name of Employee : Dr. Sunil B. Ingole Emp ID: 1827
Institute : ILCM
Designation : Director/Principal
Date of Resignation : 23/11/2024
Date of Joining : 11/12/2019
Date of Relieving : 28/02/2024

Sr.No	Department	Particulars	Remark	Sign & Stamp
1	Accounts	Settled all Advance & Bills	Nil	
2	Library	Books returned to Library	NIL	
3	IT	1. Biometric Blocked 2. Mail ID Blocked 3. IT Devices Received if any.	Nil	
4	Transport Department		Nil	
5	Hand over Received	1. Received all data Follow ups pending	2. Any	
6	Canteen	Any payments pending	Nil	
7	HR Department	1. Badge Submitted 2. I-Card Submitted	Nil	
8	Registrar		Nil	
9	Director/Principal Institute		NIL	
10	Director - Admin & HR IGI			
11	Employee Signature			

FOR LITTLE CHEF CAFE

PROPRIETOR



Date : 23rd January 2024

NOTE

Subject: Charge Handover to I/C Principal

The Charge of ICEM I/C Principal is handed over to I/C Principal Dr.Chetankumar M.Sedani (Prof.Mechanical) on 23.01.2024.

Sr.no.	Particulars	Responsible Person
1.	All original approvals from AICTE, DTE	Mrs.Anita Surve, Registrar
2.	All affiliation letters from UOP, Committee Reports & MOM.	
3.	Personal files of all the staff members	
4.	All salary & accounts related files.	Mr. Mahesh Mahamunkar Accountant
5.	All Academic records	With HOD's & Deans

Thanking You,

With Regards,


Dr.Sunil Ingole

I had taken over the Charge & Responsibilities for the post of 'I/C Principal' ICEM from Dr.Sunil Ingole


Dr.Chetankumar M. Sedani





Date : 28/02/2024

INTERNAL CORRESPONDANCE

To,
Sr. Accountant
ICEM

Sub : Salary for the month of February 2024 in lieu of notice period.

Dear Sir,

Dr. Sunil Ingole has been relieved from the post of Director/I/c Principal ICEM on 28/02/2024.

Kindly release his salary for the month of February 2024 in lieu of notice period.

Prepared by

Mrs. Anita Surve
Registrar
ICEM

Approved by

Mr. Sandeep Gaekwad
Chief People Officer
IGI



Date : 28/02/2024

INTERNAL CORRESPONDANCE

To,
Mr. Sandeep Gaekwad
Chief People Officer
IGI

Sub : Encashment of Earn Leave balance of Dr. Sunil Ingole, Director/I/c Principal.

Respected Sir,

Dr. Sunil Ingole has been relieved from the post of Director/I/c Principal ICEM on 28/02/2024. His Earn Leave balance as on 28/02/2024 is 58 days. Kindly approve his Earn Leave balance for encashment.

His salary details for the month of January 2024 for calculation is as follows –

Pay Band : 37400-67000

Basic Salary : 79310 (Pay in Pay Band 69310 + GP 10000)

This is for your approval please.

Mrs. Anita Surve
Registrar
ICEM

Approved by-

Mr. Sandeep Gaekwad
Chief People Officer
IGI

**INDIRA COLLEGE OF ENGINEERING AND MANAGEMENT**Parandwadi, Pune – 410506, Ph. 02114 661500, www.indiraicem.ac.in

F-001

Date : 28/02/2024

Calculation of EL Encashment is as follows -

Name : Dr. Sunil Ingole, Director ICEM
Date of Joining : 11/12/2019
Date of Relieving : 28/02/2024

Earn leave encashment amount is as follows -

Basic	79310
DA	104689
Total:	183999
A. Per day Salary	6133.3
B. No. of Earn Leave	58
C. Leave calculated at a ratio of 3:2	38.67
Total=A x C	237174.00

**Registrar
ICEM****Chief People Officer
IGI****Chairperson & Chief Mentor
IGI**

LEAVE RULES

Information given herein regarding leaves is applicable to all the institutes of IGI.

Leave: General Principles

The following general principles shall govern the grant of leave to the employees:

- Leave cannot be claimed as a right.
- Except in an emergency, leave must be applied for in advance through the proper channel.
- Except where otherwise provided for, leave can be availed only after it has been sanctioned by a competent authority.
- Depending upon exigencies of service, the leave sanctioning authority may:
 - (a) Refuse, postpone, revoke, or reduce Leave of any type.
 - (b) Recall any member of staff from leave before it is wholly availed
 - (c) Permit an employee, if he/she so requests, to rejoin duties before expiry of leave period.
- An employee shall not take up or accept any employment with or without remuneration during the period of leave, except where otherwise permitted.
- Competent Authority may sanction or refuse the leave applied for by an employee.
- Except in the case of casual leave, it is obligatory for every employee to furnish the leave sanctioning authority the address during the period of leave with telephone number, if any, before proceeding on leave.
- If an employee who is on leave seeks an extension thereof, he/she shall make an application in writing to the competent authority giving reasons for seeking the extension. Such an application shall be made sufficiently in advance, to enable the office to process the application and communicate the decision to the employee before the expiry of the leave sanctioned earlier.

- No leave or extension of leave shall be deemed to have been granted unless it is sanctioned and communicated to the employee.
- Absence in excess of the sanctioned leave shall be treated as leave without pay. However, before taking this action, the competent authority shall satisfy itself that there were no sufficient reasons that prevented the employee from obtaining prior sanction.
- Employees are admissible for leave after the end of their probation period. Besides, if the employee avails any leave during the period of probation, the leave is on approval by the concerned authority, will be considered as leave without pay, but it will be counted as a reckonable period of service. This period will be counted on for their service.
- When employee avails leave without proper approval from the competent authority, the absence period shall be treated as breach of service. Hence, this period will not be reflected in their service counts.
- If the employee is dismissed or removed from service, his entitlement to apply /claim for leaves ceases from the date of such dismissal or removal.
- No Leave is admissible to the employee during the notice period of resignation except Medical Leave.

TYPES OF EMPLOYEES:

A] Vacational Staff includes: -

All Teaching Staff of University affiliated colleges and AICTE approved institutes who have completed one year of continuous service.

B] Non-Vacational Staff includes:

- All Teaching staff of the Institutes which are not affiliated to SPPU or approved by AICTE.
- All vacational & non vacational teaching & non-teaching staff who have not yet completed one year of continuous service

- All Head of Colleges, Institutes, Director/Principal, Executive Director, Head - Admin, Head-Finance, Head-Placement, Head- Events, Director and Deputy Directors, Advisors and Chief Officers.
- Librarian, Library Staff viz. Assistant Librarian, Library Attendant who have completed one year of continuous service.
- Laboratory Staff, Lab Technician, Lab Assistant, Lab Attendant, Lab In charge, Technical Assistants) who have completed one year of continuous service.
- All Administrative, Accounts, stores, maintenance, security related & support Staff

SANCTIONING AUTHORITIES

Sr. No	Name of the Post	Verifying Authority	Recommending Authority	Sanctioning Authority
1	CEO/ Advisors/ Executive Director, Director / Dean / Principal (Academics).	-	Chairperson and Chief Mentor - IGI	Chairperson and Chief Mentor - IGI
2	Professor / Head of Department	Registrar	-	Director
3	Asst. Professor / Manager IT/Project Facilitator (R&D), Manager Corporate Relations (ISC)/Reader/ Registrar/Vice Principal/ Deputy Director (Academics)/ Deputy Director (Corporate Relations) / Chief Librarian/Physical Director/ Chief Accounts Officer	Registrar	Dy Director / HOD	Director
4	Lecturer (Sr. Scale) / Accounts Manager/Lecturer/Asst. Registrar	Registrar	Dy Director / HOD	Director

5	Executive Asst. to Chairperson/Group Director	Registrar	Dy Director / HOD	Chairperson/Group Director
6	Accounts Officer / Finance Officer /Sr. Accounts Officer / Sr. System Administrator / Manager Purchase/ Sr. Exam Coordinator	Registrar	Dy Director / HOD	Director
7	Office Superintendent / System Administrator / head Clerk/ Examination Coordinator / Sr. Academic Coordinator / Manager Society Affairs	Registrar	Dy Director / HOD	Director
8	Research Facilitator (R&D)	-	HOD	Director
9	Maintenance Engineer / Maintenance Supervisor / Programmer / Asst. Office Superintendent / Estate manager Tech. Asst./ Accountant / Academic Coordinator / Gym Instructor / Language Lab In-charge / Lab Assistant / Asst. Librarian /Academic Coordinator / Coordinator Placements, Hostel Rector/ Secretary / Academic Administrator	Registrar	Dy Director / HOD	Director
10	Sr. Technician / Gym Instructor	Registrar	Dy Director / HOD	Director
11	Storekeeper / Stores In-charge/ Sr. Receptionist/ Asst. Exam Coordinator	Registrar	Dy Director / HOD	Director
12	Sr. Clerk / Steno-Typist / P A / Hostel Warden	Registrar	Dy Director / HOD	Director
13	Jr. Clerk / Accounts Clerk / Telephone Operator / Lab Assistant / Library Assistant / Carpenter / Electrician / Plumber/ Receptionist / Office Assistant	Registrar	Dy Director / HOD	Director

14	Office Peon / Library Attendant / Sweeper / Comp. Lab Attendant / Comp. Lab. Peon / Auditorium Attendant	Registrar	Dy Director / HOD	Director
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Types of Leaves for Employees

The confirmed teaching/non-teaching employees shall be entitled for following types of leave:

1. Casual Leave
2. Earned Leave
3. Medical Leave /Commutated Leave
4. Maternity Leave
5. Study Leave
6. Extraordinary Leave
7. Special Leave
8. Sabbatical Leave

IGI is using Precise software for leave management. It is mandatory for all employees to use this software for all time, attendance and leave related work. Registrars of all institutes are entrusted with the responsibility of ensuring that all employees make use of Precise.

An application for leave other than the Casual Leave or extension of leave or to proceed on leave after vacation shall be made at least one week before the date from which the leave or its extension is sought. Even in exceptional cases where it is not possible to apply before having circumstance beyond the control of the employee, the application shall be made within 3 days from the date of absence.

In the case of a permanent employee, who without sufficient cause fails to apply for leave within 3 days from the date of his absence, it shall be treated as an act of indiscipline.

A permanent employee who is absent from duty continuously for a period exceeding 3 months shall be deemed to have voluntarily abandoned his

services such employee shall cease to be in service from the date of his absence.

Casual Leave (For Vocational & Non Vocational Staff)

What is Casual Leave?

Casual Leave is a Leave provided for emergencies / unforeseen circumstances that may arise which are personal in nature.

Casual Leave Eligibility

Every Employee (Teaching/Non- Teaching) whether he/she is vocational or Non Vocational shall be entitled to avail Casual Leave.

Application and Approval

Casual Leave may be availed only with prior approval of approving authority. When prior approval is not feasible the employee has to intimate his superior telephonically or by mobile and must seek approval on immediate resumption of duty.

Casual Leave Entitlement

Every Employee shall be entitled for 08 days' Casual leave in a calendar year in proportion to the service rendered.

- An Employee during his/her first year of service no other type of leave is admissible, is entitled to one Casual Leave per 40 days of continuous service up to 8 casual leaves in a calendar year.

General Rules: -

- The application for casual leave shall ordinarily be sent before the date from which casual leave is required.
- Casual leave cannot be combined with any other kind of leave or cannot be prefixed or sufficed with vacation.
- Holidays and Sundays falling between two periods of casual leave as well as holidays and Sundays immediately preceding or following the day/days of casual leave shall not be treated as casual leave.

- An employee shall not be entitled to casual leave of more than four days at a time together with prefix or suffix Sundays/ holidays.
- Prefix, Suffix & Intervening holiday: - Each employee shall not generally be entitled for more than four days Causal Leave at a time together with prefix or suffix Sundays / holidays. Holidays or Sundays falling between the periods of Causal leave shall not be counted as Casual Leave.
- Casual Leave shall not be prefixed or suffixed to vacation and all other types of Leave.
- Un-availed Casual Leave will lapse at the end of every calendar year.
- It is permissible to enjoy half a day's casual leave, if the period of absence is half or less than half a working day. Absence on the Saturday, if it is half working day or any other day, which is observed by the Institute or Society as a half working day shall be treated as casual leave for full day and not as a half day casual leave.

EARNED LEAVE:

What is Earned Leave?

Earned leave is paid leave that all non-vacational employees receive for each completed year of employment.

Earned Leave Eligibility

Each permanent / regular, non-vacational employee who has completed one year of continuous service is entitled to Earned Leave.

Calculation of Earned Leave

A) Earned leave shall be credited to the leave account of the employee at the rate of 2½ days for each completed calendar Month of service which he is likely to render. The earned leave shall be calculated and credited at the rate of every six months of completed service.

B) While calculating credit of earned leave, fractions of a day shall be rounded off to the nearest day. The leave at the credit of the employee at

the close of the previous half-year shall be carried forward to the next half-year, subject to the condition that the leave so carried forward plus the credit for the half-year do not exceed the maximum limit of 50 days.

Application and Approval

Earned Leave should be applied for at least 7 days in advance of commencement of the leave. Prior written approval of the sanctioning authority must be obtained before proceeding on leave. The onus is on the employee to ensure that written approval is obtained before proceeding on leave.

General Rules: -

1. Accumulation of Earned Leave: - The total accumulated Earned Leave of any employee is restricted to 50 days. Beyond 50 days the EL lapses.
2. Prefix, Suffix & Intervening holiday: - Earned Leave could be prefixed and suffixed to holidays and weekends. Intervening holidays will be counted as a part of Earned Leave. Earned Leave cannot be combined with Casual Leave. Earned may be combined with Sick Leave & maternity leave, with specific approval of sanctioning authority.
3. An employee shall not be entitled to avail an Earned Leave during the period of notice given for resignation or voluntary retirement.
4. During the first year of service no employee is entitled to earned leave.
5. Earned Leave should not be taken along with Discretionary Leave (Vacational Leave), Casual Leave.
6. If any employee is transferred from the vacational Department to non-vacational department or vice versa then the rules of Earned Leave of the concerned department to which he is transferred will be applicable.

Earn Leave Entitlement

1) Earned Leave for Non-vacational Staff

Each permanent / regular employee is entitled for 30 days Earned Leave during the calendar year

2) Earned Leave for Vacational Staff

If an employee is detained during their pre-approved vacation period, they may be entitled to a proportionate amount of their earned leave for the duration of the detention, subject to a maximum of thirty (30) days within a calendar year.

MEDICAL LEAVE:

What is Medical Leave?

Medical leave is paid leave granted to an employee for a period of time during which the employee is unable to attend work due to illness or incapacity.

Medical Leave Eligibility

Each permanent / regular employee who has completed one year of continuous service is entitled to Medical Leave.

Medical Leave Entitlement

Employees shall be entitled to leave on medical ground 10 days to be credited in a calendar year (Jan. to Dec.) 5 days every six months.

Application and Approval

Application for Sick / Medical Leave beyond two days must be given along with an R.M. P's certificate.

General Rules: -

- 1 Medical Leave is applicable to every Vacational / Non Vacational Employee after completion of one year of continuous service.
- 2 Prefix, Suffix & Intervening holiday: - Medical Leave cannot be prefixed or suffixed with casual Leave. Intervening holidays will be counted as a part of Medical Leave. Medical may be combined with maternity leave, with specific approval of sanctioning authority.
- 3 Unused Medical Leave will not be reimbursed when employees leave the organization.

MATERNITY LEAVE:

Maternity Leave is a Leave that a pregnant employee takes for the birth of her child; and/or to enable her to be the child's primary caregiver.

Maternity Leave Eligibility

Maternity Leave of 90 days will be sanctioned by the competent authority to female employee who is permanent/ regular employee. This period is counted from the date of its commencement.

Application and Approval

The application for maternity leave from an employee shall invariably be supported by medical opinion as to the probable dates of confinement, and her undertaking to the effect that she shall communicate the date of confinement supported by a medical certificate.

General Rules: -

1. In the case of a female employee entitled to vacation, if the date of confinement falls during the vacation, the maternity leave shall commence from the date of confinement, and it shall run concurrent with the vacation
2. In the case of miscarriage or medical rumination of pregnancy, for her health or the health of the offspring, a female employee, on production of prescribed proof, shall be entitled, to forty-five days leave with pay, immediately following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only once in the entire service span of an employee.
3. In case of miscarriage, abortion, including medical termination of pregnancy, the employee shall be entitled to maternity leave for maximum period of six weeks.
4. Maternity leave shall not be debited to the leave account. In continuation of maternity leave, the lady employee can take maximum

60 days leave depending on the balance of Earned or Medical Leave available and in case, no admissible leave is at her credit, may apply for leave without pay.

5. Maternity Leave may be combined with leave of any other kind except Casual Leave.
6. During maternity leave, leave salary equal to last pay drawn is admissible.

Maternity Leave Entitlement

- 1 All Permanent female married employee can be granted Maternity Leave for a period not exceeding 90 days from the date of its commencement.
- 2 Maternity leave is granted up to two living children. Entitlement is based on the number of living children and not on the number of deliveries. A woman employee given birth to twins in the first delivery is not entitled for the maternity leave on the second delivery. However, a female employee with one living child on the first delivery is eligible for the maternity leave, even if she gives birth to twins on the second delivery.
- 3 The Maternity Leave will be considered as a special leave with full pay and it will not be debited. In the case of employee who has put in two years' continuous service or more on the date of commencement of such leave i.e. in case of a permanent employee, she shall be granted maternity leave with full pay.
4. Maternity leave shall be granted on half pay to an employee, who has put in more than one year's but less than two years of continuous service i.e. during the probation period before the date of commencement of such leave. In such a case, the probation period will be extended accordingly, if applicable.

4. In case of female employee with less than one years' continuous service she shall be granted extraordinary (without pay) leave for a similar period. In such a case, the probation period will be extended accordingly.

STUDY LEAVE:

Study leave provides for periods of release from regular teaching and administrative duties for the primary purpose of research, scholarly work and advanced studies in the interest of society.

Leave for Qualification Improvement / Faculty Development / Vision Planning

General Rules: -

1. The teacher who has been sanctioned study leave for his doctorate shall submit to the HOD /Director /Principal monthly reports of his progress in his / her studies through Supervisor. If the report does not reach to the HOD /Director / Principal within the specified time, payment of the study leave salary may be deferred till receipt of such report. In case the teacher leaves the institute within one year, he/she shall be liable to refund the total amount received on this account to the institute.

2. The teacher

- a) who is unable to complete his studies within the period of study leave granted to him or
- b) who fails to re-join the service on the expiry of his study leave, or
- c) who re-joins the service but leaves the service without completing the prescribed period of service after re-joining the service.
- d) Who within the said period is dismissed or removed from the service by the competent authority as per the procedure shall be liable to refund to the College / Institute the amount of leave salary, allowances and other expenses, incurred on the teacher or paid to him or on his behalf in connection with the course of study.

Objective

- To give an opportunity to the faculty to improve his Qualification along with his career path i.e. the job.
- To meet norms of sanctioning authorities – IGI initiative
- This qualification improvement may help him to progress vertically in his career path. This will assist him to enhance his academic and professional status.
- To give an opportunity to the sincere, dedicated, loyal faculty to progress along with the institution and society, thereby recognizing his qualities.
- To develop competent manpower having knowledge i.e. advanced study for the existing discipline or keeping in view the future requirement as per vision.

Types

- Leave for Ph. D/ Research -Local centers / Pune City Colleges/Outside Pune.
- Leave for Post-Graduation- Local centers /Pune city Colleges/ Outside Pune
- Leave for Summer School, Winter School, Conference, Workshop.
- Leave for study tours.
- Partial timetable adjustment for the post-graduation, research or continuing education (evening programmers)

ELIGIBILITY

- Full time, regular faculty who has completed probation satisfactorily.
- Minimum two CR's in consecution are with excellent grade.
- For a faculty completing probation, four six monthly performance reports must be with excellent grade.

- For ad hoc and temporary faculty no such leave to be granted.

CONDITION & SANCTION

- Incumbent shall be eligible for 50% of monthly salary for the period of leave.
- Faculty should give 3 years of service bond (Cognizable)
- If Faculty resigns earlier, basic salary to be recovered for the Period left for time, years along with salary paid in this period of study.
- The department should depute only one eligible faculty for Ph D and two eligible faculties for post-graduation once in two years.

STUDY LEAVE ENTITLEMENT

Study leave may be granted with full pay and allowances for Ph. D. in India. The study leave may be granted in the following manner. Total 14 hours for synopsis preparation @ 2 hours per day.

- In addition to that 2 hours per day may be granted for other research related work i.e. Lit. search, questionnaire, data collection, data interpretation, data analysis and rough draft as per the need to be decided by the HOD.
- Further 10 days may be granted for final thesis, report writing and submission. However, candidate can avail maximum 30 days leave on this account wherein 20 day's leave can be adjusted against his/her earned leave or L.W.P. as decided by the concerned Director.

EXTRAORDINARY LEAVE:

- The extra ordinary leave shall be granted without pay if no other leave by the rule is admissible and available to his/her credit. The extra ordinary leave may be granted for a period of 45 days in combination with any other leave admissible and available. In case earned leave is not available his/her leave will be treated as LWP.

- Employees may be granted leave without pay at their request and at the discretion of your leave approving official. It may be granted whether or not the employees have annual or sick leave to their credit. Extended leave without pay may be approved for such purposes as attending to parental or other family responsibilities, education which would be of benefit to the institute, recovery from illness or disability or protection of employee status and benefits pending action on claims for disability retirement or injury compensation.

SPECIAL LEAVE:

1. The leave sanctioning authority may sanction the special leave to the Employees who have put at least three-year continuous service, for attending conferences, seminars, examination work etc. on behalf of the society / institutes or for participation in any institute related work. Provided that, a special leave so sanctioned shall not be more than 10 days in a calendar year.

SABBATICAL Leave

- Sabbatical leave is to be utilized for the purpose of engaging in academic and/or professional pursuit at an institution of academic merits, subject to the following conditions: -
- Only permanent faculty members of the leave of Professor/Associate Professor are eligible for the leave.
- Sabbatical Leave of one year will be permissible for every period of ten years of service as faculty in the constituent college/institute.
- In special cases, a maximum of two years of Sabbatical Leave may be granted for a period of fifteen years of service as faculty in constituent college/institute.

- The Board of Management shall decide about the pay during the period of sabbatical leave.
- The period of sabbatical leave shall count for seniority.
- A teacher desirous of availing this leave shall have to furnish a service bond for two years for every year of leave. The amount of bond shall be equivalent to one-year emoluments of the concerned teacher.
- The applicant shall also have to provide a bank guarantee for an amount equal to three months' salary.
- Not more than one professor at a time shall be permitted to go on Sabbatical Leave in a department.
- On completion of Sabbatical Leave, the teacher shall submit a report incorporating the result of the work done during the period of Sabbatical Leave. This may be in the form of a memoir, a scientific report or a book.

VACATION:

What is a Vacation?

Vacation is paid holiday time that all vocational employees receive for each completed year of employment.

Vacation Eligibility

All Teaching staff of SPPU affiliated colleges and AICTE approved institutes who have completed one year of continuous service are entitled for Vacation.

GENERAL RULES: -

- All Vacational staff of Institutes which are AICTE approved should avail themselves of Summer Vacation. This period is counted from the date of its commencement during 1st May to 30th June of every academic year by rotation.

- All Teaching staff members of all institutes of IGI should take avail Summer Vacation by rotation depending on the closure of their semester /annual pattern as per University of Pune Circular.
- College / Institute has the right to call anybody during vacation for some assignments / duties. If such assignments duties are carried out for up to 20 days, then a teacher is entitled to get 3:1 EL.

VACATION ENTITLEMENT

All Teaching staff / vocational staff who have completed one year of continuous service are entitled for Vacation Leave of 31 days Summer + 07 days Diwali + 08 Days winter vacation + 10 days' discretionary leave (total 56 days' vacation, Ref. UGC regulations No. F3-1/2009 dtd. 20th June 2010.

LEAVE FOR ADJUNCT FACULTY

Adjunct faculty indicates a part time or temporary appointment, also may denote a faculty member from other academic department whose research or teaching interests overlap substantially with those of the appointing department".

In case of Adjunct Faculty leave entitlement per year without accumulation will be as under subject to discretion of the concerned Director: -

<i>Work type</i>	Entitlement
Faculty with Six-day week	Leaves – 08
Faculty with Five-day week	Leaves – 07

LEAVE ON ACCOUNT OF 'BANDH'

When a "Bandh" is called /declared by any political party or any other organization, such "Bandh" day will be treated as a normal working day. In far some unforeseen reason, an employee is absent on that day, he / she would be required to apply for Casual leave. If such an employee does not

have any casual leave balance in his / her account, then the day of absence would be adjusted against earned leave entitlement. If not, a single due admissible leave is available in the account of the employee, then such leave will be treated as a Leave without Pay.

LEAVE ON ACCOUNT OF NATURAL CALAMITIES

Because of natural calamities, mass dislocation of public transport systems employees may be permitted to avail one day Earned Leave or Casual Leave as a special case. However, a decision on this should be taken by management and it should be followed.



Leave Application

Date of Application 30/09/24

Leave Type: OD / SL / EL / CL

Staff ID : 0964Name: Ashwini A. Admane Designation : Asst. Prof. Dept: MechanicalLeave Address Wakod No. of Days 12 From: 23/09/24 To 23/10/24Balance Leave - SL/EL/CL CL-4 & SL-24Ground for Leave: Meeting with Alumni-director (Dr. Priya Pise) at Wakod

(OD - write place & Purpose, attach proof, as required)

Signature of Applicant Ashwini A. Admane

Alternative adjustment

Date	Time	Subject	Teacher name	Sign
23/9	2:00	Sign Authority	Pronali Khobai	<u>Pronali Khobai</u>
	5:00	on Alumni		
		Modules		

Recommended / Not Recommended

No. of Emp. on Leaves on _____

Sign of HOD/Registrar hym 30/09/24Approved / Not Approved : By Principal 30/09/24

Mail - Ashwini Adhikari - Outlook

INDIRA Outlook

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- Junk Email 10/0
- Archive
- Notes
- Outbox 33

Inbox

- HR DWAD VACATION 2024 - Mrs S22 DWAD VACATION 2024 CIRCULAR - 1
- Personnel ICDR MIA Director AL Meeting Invitation Alu... - Mrs S22 Dear Sir, Meetings of the day 1 (Ref...)
- hradit@indiraedu.com Birthday Wishes - Mr R... - Mrs S22 Dear Sir, We are very happy and suc...
- hradit@indiraedu.com Birthday Wishes - Mrs P... - Mrs S22 Dear Sir, We are very happy and suc...
- hradit@indiraedu.com Birthday Wishes - Mr A... - Mrs S22 Dear Sir, We are very happy and suc...
- Unsubscribe You have 7 new subscrip... - Mrs S22

Meeting Invitation: Alumni Relations Dept. Updates and Upcoming Events

Dear Sir,


Greetings!

In light of the recent updates and upcoming events planned by the Alumni Relations Department, a meeting has been scheduled as follows:

Date: Monday, 23rd September 2024
Time: 2:30pm - 3:30pm
Venue: ICP Conference Room, 3rd Floor, Universal Campus

Kindly make a note of the meeting, and I request your presence.

Thank you for your time and cooperation.

 **Dr. Pooja Rave**
Director - Alumni Relations
Indira Group of Institutions, Pune.

Activate Windows
Go to Settings to activate Windows.

Mail - Ashwini Adhikari - Outlook

INDIRA Outlook

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- Unsubscribe You have 7 new subscrip... - Mrs S22

Meeting Invitation: Alumni Relations Dept. Updates and Upcoming Events

Personnel ICDR MIA - Personnel ICDR MIA Director AL Meeting Invitation Alu... - Mrs S22 Dear Sir, Meetings of the day 1 (Ref...)

To: Bhagwan
Cc: Director ICDR - Principal ICDR
Subject: ICDR MIA Meeting Invitation Alu... - Mrs S22 Dear Sir, Meetings of the day 1 (Ref...)

Dear Sir,

Greetings of the day!

Following the past mail, I wish to make request for a vehicle arrangement at 1:30 pm today for attending the Alumni Coordinators meeting at ICP Campus.

Thanks to be needed!

Warm Regards,

Dr. Pooja Rave
Alu. Prod. ICDR

Reply Reply All Forward

Activate Windows
Go to Settings to activate Windows.



Indira College of Engineering & Management, Pune 410506

Leave Application

Date of Application 12/09/2024

Leave Type: OD / SL / EL / CL

Staff ID: 2742

Name: Mrs. Anita Patil

Designation: Asst. Professor Dept: Computer Engg.

Leave Address: Ravet No. of Days 1 From: 16/09/24 To: 16/09/2024

Balance Leave - SL/EL/CL - CL-06

Ground for Leave: Personal (My son was not feeling well.)

(OD - write place & Purpose, attach proof, as required)

Signature of Applicant

Alternative adjustment

Recommended / Not Recommended

Date	Time	Subject	Teacher name	Sign
16/9/24	9:40-11:20	SLP IX Lab-A3	Shradha Suryawanshi	
16/9/24	12:20-1:10	ST QA - Div-A	Shradha Suryawanshi	

No. of Emp. on Leaves on 01/01

Sign of HOD/Registrar

Approved / Not Approved : By Principal

19.9

To,

Date – 10/05/2024

The Principal,

Indira College of Engineering and Management

Parandwadi.

Subject – Regarding Maternity leave

Respected Sir,

Myself Prof. Madhuri Bore from Civil Engineering department working as a Asst. Prof. The reason for writing this application is I want a permission to apply for Maternity leave after my vacation slot.

As my vacation slot is from 14/05/2024 to 12/06/2024 and wants permission to take Maternity leave from 13/06/2024 onwards.

Sir, kindly grant permission

Thanking you,

Forwarded to
Resp. Sandeep Sir
for Approval

[Signature]
10/5

[Signature]
10/5/24

Your's Sincerely,

[Madhuri Bore]

To,
Principal ICEM Pune

Indira College of Engg. & Management (2023-24)
Gat. No. 276, A/P Parandwadi,
Tal- Maval, Dist - Pune
State Name : Maharashtra, Code : 27

Payment Voucher

No. : CP\2023-24\492

Dated : 6-Feb-24

Particulars	Amount
Account : Faculty Development Programme Exp.	500.00
Through : Cash in Hand	
On Account of : Being cash paid to Ashwini Gaikwad for Registration fees Enterprenership Development center as per details attached	
Amount (in words) : Indian Rupees Five Hundred Only	
	₹ 500.00

Receiver's Signature:

Checked by

Authorised Signatory

Verified by



VENTURE CENTRE

ENTREPRENEURSHIP DEVELOPMENT CENTER

100, NCL Innovation Park, Pashan, Pune - 411008

Phone: 020-25865877 / 64011026

www.venturecenter.co.in

Receipt No.: 2880

EOC-EV-2824-133

Date: 21/16/2023

Received From: Prof. Ashwini Gaikwad

Payment towards: workshop / event / offer Mini Workshop (1200)

Date: 26-7/10/23

Payment received

₹ 5001-

Rs.:

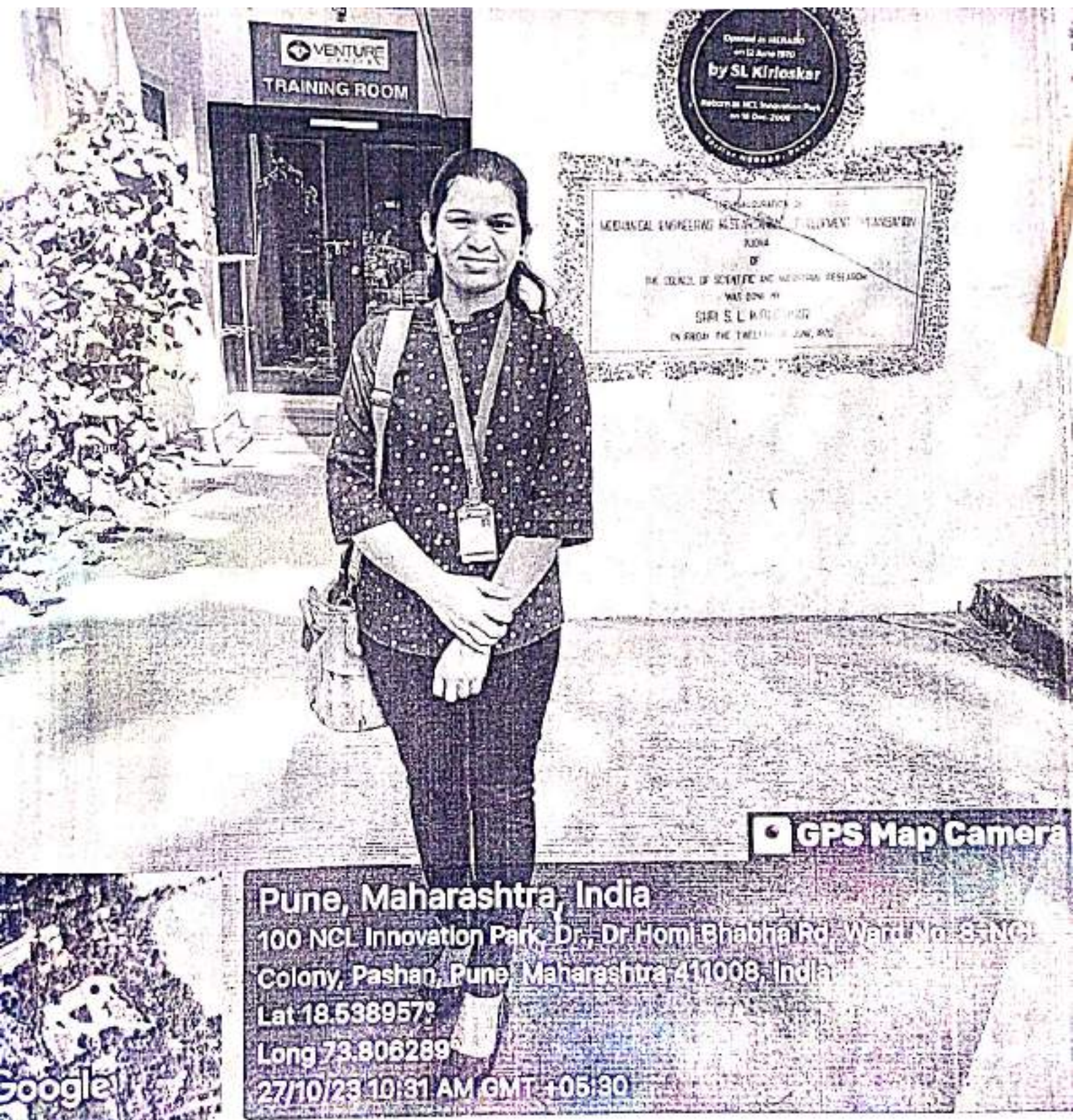
by CASH / CHEQUE / RTGS / DP

Dated 21/10/23 Drawn on ENTREPRENEURSHIP DEVELOPMENT CENTER

Application form ref.:

For Entrepreneurship Development Center

Signature



Indira College of Engg. & Management (2023-24)

Gat. No. 276, A/P Parandwadi,

Tal- Maval, Dist - Pune

State Name : Maharashtra, Code : 27

Payment Voucher

No. : CP\2023-24\063

Dated : 9-Jun-23

Through : Cash in Hand

Particulars

Account :

Faculty Development Programme Exp.

2,360.00

Amount

On Account of :

Being cash paid to Darshana Desai for IFEE Mumbai
Bill No-MSWA/POCO/028 as per details attached

Amount (in words) :

Indian Rupees Two Thousand Three Hundred Sixty Only

₹ 2,360.00

Receiver's Signature:

Checked by

Authorised Signatory

89/2-

Verified by

Date: 13-05-2023

To,
The Principal,
ICEM,
Parandwadi, Pune.

Subject: Permission to attend IEEE POCO Meeting

Respected Sir,

With reference to the subject I 'Darshana Desai' need to attend POCO IEEE Meeting at Mumbai for IEEE student branch faculty member and counsellor. Kindly allow me and Dr. Soumitra Das to attend the meeting on 8th June 2023 and request you to sanction the registration amount POCO workshop: Rs. 1,000/- (+ 18% GST) per participant and on duty leave with transport facility. Kindly sanction the same. Looking forward for your kind cooperation.

Thanking you,

Dr. Darshana Desai
Asso. Prof. & HOD-MCA
ICEM

OK
/r

OK



IEEE
BOMBAY
SECTION

CONFERENCE
COMMITTEE

PRESENTS

POCO 2023

KEY TAKEAWAYS

- Pre-Conference Planning & Application
- Roles and Functions of Committees
- Financial, Planning, Sponsorship & Collaboration with IEEE Societies
- Managing the Review Process Effectively
- Publishing with IEEE Xplore

Attending POCO is mandatory for Institutes who want to organize conference with IEEE Xplore publication in order to obtain Co-sponsorship approval from IEEE Bombay Section

DATE : Thursday, 8 June 2023

TIME : 9:00 am - 4:00 pm

VENUE: Mumbai

For More Information : conference@ieeebombay.org

Conference Quality Management Workshop - POCO

Time	Program
09.00 – 09.30	Registration / Breakfast
09.30 – 09.45	Welcome address Santosh Chapaneri, Chair, Conference Committee, IEEE Bombay Section
09.45 – 10.15	Introduction to IEEE, Bombay Section, and Initiatives B. Satyanarayana, Imm Past Chair IEEE Bombay Section
10.15 – 11.15	Pre-Conference Planning & Filling IEEE Conference Application Mansi Subhedar, Vice Chair, Conference Committee, IEEE Bombay Section
11.15 – 11.30	Tea/Coffee Break
11.30 – 12.30	Role of Authors, Plagiarism Ethics, Role of Reviewers and Managing the Review Process Effectively, Santosh Chapaneri, Chair, Conference Committee, IEEE Bombay Section
12.30 – 13.30	Reviewers Role and How to Review Papers, Saurabh Mehta, Secretary, IEEE Bombay Section
13.30 – 14.30	Lunch Break
14.30 – 15.00	Preparing Conference Proceedings for Publishing with IEEEExplore Anjali Deshpande, Chair, Awards Committee, IEEE Bombay Section
15.00 – 15.30	Financial Planning for an IEEE Conference Kiran Talele, Treasurer, IEEE Bombay Section
15.30 – 16.15	Question and Answers B. Satyanarayana, Anjali Deshpande, Kiran Talele, Saurabh Mehta, Santosh Chapaneri, Mansi Subhedar
16.15 – 16.30	Vote of Thanks Mansi Subhedar, Vice Chair, Conference Committee, IEEE Bombay Section
16.30 – 16.45	High Tea
16.45 – 18.00	Inauguration Ceremony of LS18 & IBSSC 2023


**IEEE
BOMBAY
SECTION**
IEEE Mumbai Section Welfare Association
DBIT, Premier Automobiles Road, Kurla (West), Mumbai - 400 070
PAN : AAAAI6455J
GST : 27AAAAI6455J1ZG

Email: bombaysection@ieee.org

Invoice No.: MSWA/POCO/028 Dt: 02/06/2023

Place of Supply : Maharashtra (27)

 To,
 Darshana Desai
 darshana.j.desai@gmail.com
 9766539521

 Company / Institute / Organisation,
 Indira College of Engineering and Management
 Parandwadi, Pune

Sr. No.	HSN/SAC	DESCRIPTION	Qty. Unit	RATE	AMOUNT
1	998596	POCO Registration Charges	1	2,000.00	2,000.00

RCM Applicable		Not Applicable	Sub Total		2,000.00
State		27 - Maharashtra	Freight		
			Insurance		
			P&F		
			CGST	9.00%	180.00
			SGST	9.00%	180.00
			IGST		
			Round Off		
Grand Total					2,360.00

(Rupees Two Thousand Three Hundred Sixty Only)

I/We hereby certify that our registration certificate under the Goods & Services Tax Act, 2017 is in force on the date on which the sales of the goods specified in this bill/cash memorandum is made by me/us and that the transaction covered by this bill/Tax Invoice has been effected by me/us in the regular course of my/our business. The due Tax & Returns will be filled by me/us. The above statement is true and correct to the best of my knowledge and belief.

For IEEE Mumbai Section Welfare Asso.

Authorised Signatory

Subject to Mumbai Jurisdiction

TAX INVOICE


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SECTION**
IEEE Mumbai Section Welfare Association
DBIT, Premier Automobiles Road, Kurla (West), Mumbai - 400 070
PAN : AAAAI6455J
GST : 27AAAAI6455J1ZG

Email: bombaysection@ieee.org

Invoice No.: MSWA/POCO/028 Dt: 02/06/2023

Place of Supply : Maharashtra (27)

To,
Darshana Desai
darshana.j.desai@gmail.com
9766539521
Company / Institute / Organisation,
 Indira College of Engineering and Management
 Parandwadi, Pune

Sr. No.	HSN/SAC	DESCRIPTION	Qty. Unit	RATE	AMOUNT
1	998596	POCO Registration Charges	1	2,000.00	2,000.00
				Sub Total	2,000.00
RCM Applicable	Not Applicable	Freight			
State	27 - Maharashtra	Insurance			
		P&F			
		CGST	9.00%	180.00	
		SGST	9.00%	180.00	
		IGST			
		Round Off			
				Grand Total	2,360.00

(Rupees Two Thousand Three Hundred Sixty Only)

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For IEEE Mumbai Section Welfare Assoc.



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darshana.j.desai@gmail.com
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Company / Institute / Organisation,
Indira College of Engineering and Management
Parandwadi, Pune

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1	998596	POCO Registration Charges	1	2,000.00	2,000.00
				Sub Total	2,000.00
RCM Applicable		Not Applicable	Freight		
State		27 - Maharashtra	Insurance		
			P&F		
			CGST	9.00%	180.00
			SGST	9.00%	180.00
			IGST		
			Round Off		
				Grand Total	2,360.00

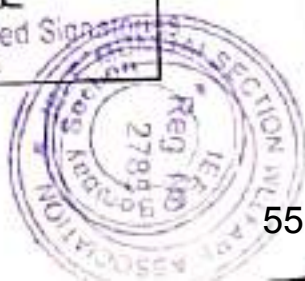
(Rupees Two Thousand Three Hundred Sixty Only)

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Subject to Mumbai Jurisdiction

For IEEE Mumbai Section Welfare Association

[Signature]
Authorised Signatory
Authorised Signatory





Ref: ICEM/T&D/FDP/222/2024

Date: - 5/4/2024

NOTICE

We are pleased to announce a Faculty Development Program (FDP) on "Effective Integration of Pedagogy & Technology" in association with IIT, Bombay scheduled on the 6th and 7th of April 2024. The program will run from 9:30 AM to 5:00 PM on both days.

Attendance at this FDP is mandatory for all faculty members of the MCA, AI & DS, and Computer Engineering Departments. Your active participation is vital in ensuring the success and effectiveness of this program.

FDP Details:

Date: 6th & 7th April 2024

Time: 9:30 AM to 5:00 PM

Dr. Priyanka Pawar
Dy Director T & D- ICC



Dr. Soumitra Das
I/C Principi-ICEM



**One Page Report on Faculty Development Program (FDP)
On
“Effective Integration of Pedagogy & Technology” in Association
with IIT Bombay**

Date: April 6th & 7th 2024

Time: 10:00 AM - 5:00 PM

Venue: Sir Vishweswarayya Hall, Indira College of Engineering and Management

The Faculty Development Program (FDP) for Computer Science domain faculty was conducted on April 6th and 7th, 2024, focusing on innovative teaching methods and effective integration of educational technologies. The sessions aimed to enhance pedagogical skills and foster engaging learning environments.

Session Details:

Introductions and Setting Expectations:

The program commenced with introductions and setting clear expectations for participants, creating a conducive atmosphere for learning and collaboration.

Active Learning: Why, What, How:

Participants delved into the significance of active learning methodologies, exploring the rationale behind its implementation, identifying suitable strategies, and understanding practical implementation methods.

Effective Teaching with Visualizations:

This session emphasized the importance of incorporating visual aids in teaching, providing insights into leveraging visualizations to enhance comprehension and retention of complex concepts in Computer Science.

Generative AI for Teaching and Research:

Attendees were introduced to the concept of Generative AI and its applications in both teaching and research domains, offering innovative approaches to content creation and problem-solving.

Tools Utilized:

Muddy Points: A technique to identify and address areas of confusion or misunderstanding among students.

Word Cloud: Engaging visualization tool representing frequently used words or concepts, facilitating discussions and brainstorming sessions.

Mentimeter: Interactive presentation software enabling real-time audience engagement through polls, quizzes, and surveys.

EdPuzzle: Platform for creating interactive video lessons, enhancing student engagement and comprehension.

ChatGPT: AI-based chatbot facilitating interactive discussions and providing instant feedback.

Padlet: Collaborative digital canvas for brainstorming ideas, sharing resources, and fostering collaborative learning environments.

The FDP concluded with participants equipped with new insights, practical strategies, and innovative tools to enhance their teaching methodologies in the Computer Science domain. Feedback from attendees was overwhelmingly positive, indicating a strong desire for further exploration and implementation of the techniques and tools introduced during the program.

Overall, the FDP served as a valuable platform for professional development, empowering faculty members to effectively integrate modern teaching methodologies and educational technologies into their instructional practices, ultimately enriching the learning experiences of students in Computer Science disciplines.





PM45+R6Q Indira College Of
Engineering And Management,
Pune, Maharashtra 410506, India
07 Apr 2024 02:36 pm

few clouds
37.0 °C

Pawar
Dr. Priyanka Pawar
Dy Director- T & D

Das
Dr. Soumitra Das
I/C Principal ICEM



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Indira College of Engineering and Management, Pune.

A. Y.:

Department: Training & Development

Date: 6th April 2024

Event Name: Faculty Development Program

Time: Session 1- 10 am to 1 pm

Event Coordinator Name: Dr. Priyanka Pawar

Subject/ Agenda: "Effective integration of pedagogy and technology"

Sr. No.	Name	Mobile Number	Sign	Institute Name
1	Pranjali Manmode	8329371795		ICEM
2	Dipali Junanker	9920789183		ICEM
3	Nillesh Mali	8975751261		ICEM
4	Harshad Mahajan	9922964354		ICEM
5	Sumil D. Rathod	9766584199		ICEM Comp
6	Leshma Kohad	9595425003		ICEM (Comp)
7	Dr. Manjusha Teli	9730019882		(ICEM) (AIIDS)
8	Dr. Vikas Nandgaonkar	9822397772		ICEM Comp.
9	Shital Pashankar	9766636451		ICCS
10	Awantika Bijwe	962344574		ICCS
11	Ganesh Bhondve	9665242426		ICCS
12	Monali Chaudhari	9822486458		ICCS
13	Aparna Jagtap	9022966775		ICCS
14	Gouri A. Vaidya	9850064970		ICCS
15	Shilpa Pawale	9422512779		ICCS
16	Ujjwal Pawar	9762837620		ICEM-MCA
17	Shreya Shenai	9766036002		ICEM-MCA
18	Dr. Poorva Shankar	8237816742		ICEM
19	Dr. Darshana Desai	9766539521		ICEM-MCA
20	Milind P. Deshpande	9923743565		ICEM-MCA

Event Coordinator / Meeting Head

HOD / Principal



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A. Y.:

Department: Training & Development

Date: 6th April 2024

Event Name: Faculty Development Program

Time: Session 10 am to 1 pm

Event Coordinator Name: Dr. Priyanka Pawar

Subject/ Agenda: "Effective integration of pedagogy and technology"

Sr. No.	Name	Mobile Number	Sign	Institute Name
1	Prof. Rupali Adhau	9923597399		ICEM
2	Prof. Anvita Patil	8668263718		ICEM
3	Ms. Shwetkranti Taware	9763858530		ICEM.
4	Deepali Dhawad	9970291553		ICEM
5	Ms. Savitri Chetan Pawar	9892592874		ICEM
6	Pragati Maturase	9022318540		ICEM
7	Manisha Patil	9890364857		ICCS
8	Carita Byagar	9860703743		ICCS
9	Madhuri Arhankar	9823549423		ICCS
10	Suvarna Kedari	9922603527		ICCS
11	Ashwini Shivane	9011037957		ICCS
12	Dr. Dhanashri Kulkarni	9145440050		ICCS
13	Kavita Dhakad	9422564681		ICCS
14	Vividha Bahut	8390554148		ICCS
15	Shubhangi Chavan	9511681875		ICCS
16	Tejashri Phalle	9975157372		ICCS
17	Sumit Sasane	8421350958		ICCS
18	Badshaha Nadaf	8983720571		I.C.C.S.
19	Pallavi Chavan	9175151731		ICEM
20	Deepa Padwal	9421451066		ICEM

Event Coordinator / Meeting Head

HOD/Principal



Indira College of Engineering and Management, Pune.

A. Y.:

Department: Training & Development

Date: 6th April 2024

Event Name: Faculty Development Program

Time: Session 1- 10 am to 1 pm

Event Coordinator Name: Dr. Priyanka Pawar

Subject/ Agenda: "Effective integration of pedagogy and technology"

Sr. No.	Name	Mobile Number	Sign	Institute Name
1	Prof. Dhanashree Pisal	7972308184	Pisal	ICEM
2	Dr. Shivendu Bhushan	9890686216	Bhushan	IGCS
3	Vishal Veoma	9975268516	Veoma	ICCS
4	Dr. Santosh Kulkarni	7385816902	Kulkarni	ICCS
5	NINAD THORAT	8275130292	Thorat	ICCS
6	Dr. Vikas Nandgaonkar	9822397772	Nandgaonkar	ICEM
7	Pallavi Chavan	9175151731	Chavan	ICMM
8	Dr. Mangurha Tatiya	9730013882	Tatiya	ICEM
9	Deepa Padwal	9421451064	Padwal	ICEM
10	Ashwini Shrivare	9011037957	Shrivare	ICCS
11	Dr. Dhanashri Kulkarni	9145440050	Kulkarni	ICCS
12	Kavita Phakad	9428564681	Phakad	ICCS
13	Suvarna Kedari	9922603522	Kedari	ICCS
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Event Coordinator / Meeting Head

HOD / Principal



Indira College of Engineering and Management, Pune.

A. Y.:

Department: Training & Development

Date: 6th April 2024

Event Name: Faculty Development Program

Time: Session 2- 10 am to 1 pm
2:15 pm onwards

Event Coordinator Name: Dr. Priyanka Pawar

Subject/ Agenda: "Effective integration of pedagogy and technology"

Sr. No.	Name	Mobile Number	Sign	Institute Name
1	Dr. Dhanashri Kulkarni	9145440050	[Signature]	ICCS 16
2	Ashwini Shrivane	9011037957	[Signature]	ICCS 15
3	Sumona S. Kedari	9922603527	[Signature]	ICCS 14
4	Kavita Phatak	9423564681	[Signature]	ICCS 13
5	Deepa Padwal	9421481064	[Signature]	ICEM 14
6	Dr. Manjusha Totiya	9730019882	[Signature]	ICEM 15
7	Pallavi Chavan	9175151731	[Signature]	ICEM 14
8	HINAD THAKAT	8275130292	[Signature]	ICCS 16
9	Dr. Santosh Kulkarni	7385816902	[Signature]	ICCS 14
10	Dr. Shivendu Bhushan	9890686216	[Signature]	ICCS 10
11	Vishal Desai	9975268516	[Signature]	ICCS 11
12	Dr. Dusharna Desai	9766539521	[Signature]	ICEM 17
13	Tejas Pawar	9162837620	[Signature]	ICEM-MCA 20
14	Milind P. Deshpande	9923743565	[Signature]	ICEM-MCA 21
15	Shreya Shenai	9766036012	[Signature]	ICEM-MCA 22
16	Dr. Pooja Shankar	8237816740	[Signature]	ICEM 18
17	Madhuri Arhankar	9823549423	[Signature]	ICCS 8
18	Sarita Byagar	9860703743	[Signature]	ICCS 7
19	Manisha Patil	9890364857	[Signature]	ICCS 6
20	Vividha Bahety	8390554148	[Signature]	ICCS 5

Event Coordinator / Meeting Head

HOD / Principal



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A. Y.:

Department: Training & Development

Date: 6th April 2024

Event Name: Faculty Development Program

Time: Session 2- 10 am to 1 pm

Event Coordinator Name: Dr. Priyanka Pawar

2:15 pm to 5 pm

Subject/ Agenda: "Effective integration of pedagogy and technology"

Sr. No.	Name	Mobile Number	Sign	Institute Name
1 C	Prof. Rupali Adhary	9923597399	Adhary	ICEM 1
2	Prof. Dhanashree Pisal	7972308184	Pisal	ICEM 2
3 C	Prof. Pooja Patil	8668263718	Patil	ICEM 3
4 C	Ms. Shwetakranti Taware	8763858530	Taware	ICEM 4
5 C	Deepali Bhadwad	9970291553	Bhadwad	ICEM 5
6 C	Mrs. Savitri Chetan Pawar	889259284	Pawar	ICEM 6
7 C	Pragati Malware	3022318540	Malware	ICEM 7
8	Shubhangi Chavan	9511681875	Chavan	ICCS 17
9	Tejashri Phalle	9975157372	Phalle	ICCS 18
10	Shital Pashankar	9766636457	Pashankar	ICCS 19
11	Badshaha Nadaf	8983720571	Nadaf	ICCS 20
12	Sunait Sajane	8421350986	Sajane	ICCS 21
13	Ganesh Bhondve	9665242425	Bhondve	ICCS 22
14	Awanilca Bijme	9623441574	Bijme	ICCS 23
15 C	Dipali Junanker	9920789183	Junanker	ICEM 8
16 C	Peshma Kohad	9595425003	Kohad	ICEM 9
17 C	Pranjali Masmode	8329371795	Masmode	ICEM 10
18 C	Nilesh D Mali	8975751261	Mali	ICEM 11
19 C	Harshal Mahajan	9922964354	Mahajan	ICEM 12
20 C	Sunil D Rathay	9766582139	Rathay	ICEM 13

Event Coordinator / Meeting Head

HOD (Principal)



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A. Y.:

Department: Training & Development

Date: 6th April 2024

Event Name: Faculty Development Program

Time: Session 2- 10 am to 1 pm

Event Coordinator Name: Dr. Priyanka Pawar

2:15 pm to 5 pm

Subject/ Agenda: "Effective integration of pedagogy and technology"

Sr. No.	Name	Mobile Number	Sign	Institute Name
1	Dr. Vikas Nondgaonkar	982239772		FCBM 1A
2	Gouri A. Vaidya	9850064970		Iccs 4
3	Apurva Jagtap	8022966775		ICCS 8
4	Monali Chaudhari	9822486456		ICCS 2
5	Shilpa Pawale	9422512779		ICCS 1
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Event Coordinator / Meeting Head

HOD / Principal



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A. Y.:

Department: Training & Development

Date: 7th April 2024

Event Name: Faculty Development Program

Time: Session 1- 10 am to 1 pm

Event Coordinator Name: Dr. Priyanka Pawar

Subject/ Agenda: "Effective integration of pedagogy and technology"

Sr. No.	Name	Mobile Number	Sign	Institute Name
1	Ms. Sarita Byagar	9860703743	<i>Sarita</i>	ICCS
2	Dr. Manisha M. Patil	9890364857	<i>Manisha</i>	ZUS
3	Madhuri Arhankar	9823549423	<i>Madhuri</i>	ICCS
4	Dr. Dhanashri Kulkarni	9145440050	<i>Dhanashri</i>	ICCS
5	Suvarna Kedari	9922603527	<i>Suvarna</i>	ICCS
6	Ashwini Shivane	9011037957	<i>Ashwini</i>	ICCS
7	Kavita Phatak	9422564681	<i>Kavita</i>	ICCS
8	Aruntila Bijme	9623441876	<i>Aruntila</i>	ICCS
9	Ganesh Bhondve	9665242426	<i>Ganesh</i>	ICCS
10	Badshaha Nadaf	8983720571	<i>Badshaha</i>	ICCS
11	Tajashri Phalle	9975157372	<i>Tajashri</i>	ICCS
12	Sumit Sasane	8421350956	<i>Sumit</i>	ICCS
13	Shital Pashankar	9766636451	<i>Shital</i>	ICCS
14	Shilpa Pawale	9422512779	<i>Shilpa</i>	ICCS
15	Shubhangi Chavhan	9511681875	<i>Shubhangi</i>	ICCS
16	Gouri A. Vaidya	9850064970	<i>Gouri</i>	ICCS
17	Aparna Jagtap	9022966775	<i>Aparna</i>	ICCS
18	Monali Chaudhari	9822486488	<i>Monali</i>	ICCS
19	Dr. Santosh Kulkarni	7385816902	<i>Santosh</i>	ICCS
20	Vishal Verma	9975268516	<i>Vishal</i>	ICCS

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HOD / Principal



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A. Y.:

Department: Training & Development

Date: 7th April 2024

Event Name: Faculty Development Program

Time: Session 1- 10 am to 1 pm

Event Coordinator Name: Dr. Priyanka Pawar

Subject/ Agenda: "Effective integration of pedagogy and technology"

Sr. No.	Name	Mobile Number	Sign	Institute Name
1	Dr. Shirendu Bhurhan	9890686216		ICCS
2	NINAD THORAT	8275130292		ICCS
3	Vividha Bahety	8390554142		ICCS
4	Deepa Padwal	9421451064		ICEM
5	Dr. manjusha Totijo	9730019882		ICEM
6	Pallavi Chavan	9175151231		ICEM
7	Dr. Darshana Desai	9766539521		ICEM
8	Milind P. Deshpande	9933743565		ICEM MCA
9	Prof. Dhanashree Pinal	7972308184		ICEM
10	Prof. Tejdas Pawar	9765837690		ICEM-MCA
11	prof Shreya Shenai	9766036002		ICEM-MCA
12	Prof. Rupali Adhau	9923597399		ICEM
13	Prof. Dipali Junankar	9920789183		ICEM
14	Prof. Shwetkranti Taware	9763858530		ICEM
15	Pragathi Malwadkar	9022318640		ICEM
16	Deepali Dhadwalad	9970291553		ICEM
17	Savitri Chetan Pawar	8892592844		ICEM
18	Prof. Aniket Patil	8668263108		ICEM
19	Pranav Manmode	8329371795		ICEM
20	Sunil Rathod	9766582129		ICEM-Ex

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A. Y.:

Department: Training & Development

Date: 7th April 2024

Event Name: Faculty Development Program

Time: Session 1- 10 am to 1 pm

Event Coordinator Name: Dr. Priyanka Pawar

Subject/ Agenda: "Effective integration of pedagogy and technology"

Sr. No.	Name	Mobile Number	Sign	Institute Name
1	Reshma Kohed	9595425003		ICEM
2	Nitesh D. Mali	8975751261		ICEM
3	Harshad Mahajan	9922964354		ICEM
4	Dr. Vikas Nandgaonkar	9822397772		ICEM
5	Dr. Pooja Shankar	8237816742		ICEM
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A. Y.:

Department: Training & Development

Date: 7th April 2024

Event Name: Faculty Development Program

Time: Session 2 – 2:15pm to 5 pm

Event Coordinator Name: Dr. Priyanka Pawar

Subject/ Agenda: "Effective integration of pedagogy and technology"

Sr. No.	Name	Mobile Number	Sign	Institute Name
1	Madhavi Avhankar	9823569423		ICCS
2	Sarita Byagar	9860703743		ICCS
3	Manisha M. Patil	9890366485		ICCS
4	Prof. Rupali Aethay	9923597329		ICEM
5	Prof. Dipali Junankar	9920789183		ICEM
6	Deepali Phadwad	9970291553		ICEM
7	Savitri Chetan Pawar	8892572349		ICEM
8	Prof. Anvita Patil	8665263418		ICEM
9	Pragati Malware	9022318640		ICEM
10	Ms. Shwetkranti Toware	9763858550		ICEM
11	Monali Chaudhari	9822486658		ICCS
12	Aparna Jagtap	9022966775		ICCS
13	Gouri A. Vaidya	9850064970		ICCS
14	Shilpa Pawale	9422512779		ICCS
15	Shubhangi Chavan	9511681875		ICCS
16	Vividha Bahety	8390554148		ICCS
17	Ashwini Srivane	9011037957		ICCS
18	Suvarna Kedari	9922603527		ICCS
19	Dr. Dhanashree Kulkarni	9145440050		ICCS
20	Prof. Dhanashree Pisal	7972308184		ICEM

Event Coordinator / Meeting Head

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Event Coordinator Name: Dr. Priyanka Pawar

Subject/ Agenda: "Effective integration of pedagogy and technology"

Sr. No.	Name	Mobile Number	Sign	Institute Name
1	Kavita Phalad	9422564681	[Signature]	ICCS
2	Dr. Vikas Nandgaonkar	9822397772	[Signature]	ICEM
3	Sunil D. Rathod	9766582199	[Signature]	ICEM
4	Reshma Kohad	9595425003	[Signature]	ICEM
5	Pranali Manmode	8329371795	[Signature]	ICEM
6	Nilesh Mali	8975751261	[Signature]	ICEM
7	Harshad Mahajan	9922964954	[Signature]	ICEM
8	Tejashvi Phalle	9975157372	[Signature]	ICCS
9	Ganesh Bhandre	9665242426	[Signature]	ICCS
10	Sumit Sajane	8421350956	[Signature]	ICCS
11	Ashwals Nadaf	898372057	[Signature]	ICCS
12	Shital Pashankar	9766636451	[Signature]	ICCS
13	Avantika Bijme	9623441574	[Signature]	ICCS
14	Pallavi Chavan	9175151731	[Signature]	ICEM
15	Dr. Manjusha Tetiya	9730019882	[Signature]	ICEM
16	Deepa Padwal	9421451064	[Signature]	ICEM
17	Milind P. Deshpande	9923743525	[Signature]	ICEM
18	Dr. Darshana Desai	9766539521	[Signature]	ICEM
19	Prof. Shreeya Shenai	9766036002	[Signature]	ICEM MCA
20	Prof. Tejas Pawar	9762837620	[Signature]	ICEM-MCA

Event Coordinator / Meeting Head

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A. Y.:

Department: Training & Development

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Event Name: Faculty Development Program

Time: Session 2 – 2:15pm to 5 pm

Event Coordinator Name: Dr. Priyanka Pawar

Subject/ Agenda: "Effective integration of pedagogy and technology"

Sr. No.	Name	Mobile Number	Sign	Institute Name
1	Ashpak B. Nadaf	8983720571		ICCS
2	Vishal Verma	9975268516		ICCS
3	Dr. Santosh Kulkarni	7385814902		ICCS
4	NINAD THORAT	8275130292		ICCS
5	Dr. Pooja Shankar	8237816742		ICCS
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Event Coordinator / Meeting Head

HOD / Principal

Staff Group Medclaim policy for A.Y. 2023-24

registrar <registrar@indiraicem.ac.in>

Mon 9/4/2023 10:28 AM

To: All <all@indiraicem.ac.in>

Cc: Principal ICEM <principal@indiraicem.ac.in>; HR ICEM <hr@indiraicem.ac.in>

1 attachments (24 KB)

SCES_23_24_GMC_Enrollments.xlsx;

Dear All,

SCES's Staff Group Medclaim Insurance Policy for AY 2023-24 will be renewed by 28th September 2023.

PFA last year's medclaim data (2022-23) in the attachment for your reference and update. Kindly send if any changes in your data or if any one wants to apply for medclaim policy can send mail to hr@indiraicem.ac.in on and before by 10th September 23.

- 1) Verify previous years employee's data (refer attachment).
- 2) Provide additional names for new enrollments (if any).
- 3) Ensure to provide accurate information in all columns , as corrections will not be amended later.
- 4) Ensure all employee enrollment details are submitted as per the given date, as no additional names will be endorsed after 11th September'23 and once the policy gets renewed.

The insurance company has given us two options of sum insured:-

1. **Sum Insured for Rupees Two Lakh** – Last year's (2022-23) premium per employee was Rs.3213/- (With GST), however the current year's premium and contribution ratio between employee and SCES will be revealed to you, once we receive new quotes.
2. **Sum Insured for Rupees Three Lakh**- Last year's (2022-23) premium per employee was Rs 4195/- (With GST), however the current year's premium and contribution ratio between employee and SCES will be revealed to you, once we receive new quotes.

Please note :-

- 1) Age Criteria for dependent (child/children) who are eligible to be insured should be below 24yrs & should be unmarried.
- 2) Above all mentioned premium will be deducted from the employee's salary. (Final premium amount will be revealed to you, once the renewal is finalized)

Thanks & Regards

Registrar
Indira College of Engineering & Management
(02114)661521

ENROLLMENT FOR ICEM MEDICLAIM INSURANCE POLICY AY 2023-24

Sr No	EMPLOY EE ID	INSURED NAME	Gender (Male /Female)	Relation (Self/Spouse/ Child 1/ Child 2)	DOB (dd/mm/yy)	AGE	SUM INSURED	INSTITUTE	Employees Registered Mobile No.	Employee's Email ID	Gross Salary per month
1	177	Balu Sakharan Rathod	Male	Self	07/04/1982	40	300000	ICEM	9158302525	balu_rathod@indiraicem.ac.in	
2	177	Aradhana Balu Rathod	Female	Spouse	07/05/1996	26	300000	ICEM	9158302525	balu_rathod@indiraicem.ac.in	
3	177	Prarthana Balu Rathod	Female	Child 1	14/03/2016	6	300000	ICEM	9158302525	balu_rathod@indiraicem.ac.in	
4	261	Mr. Dattatray Atmaram Bhalerao	Male	Self	05/05/1974	48	200000	ICEM	9623307803	dattatray.bhalerao@indiraicem.ac.in	
5	277	Atul Shriniwas Talashikar	Male	Self	08/08/1977	45	200000	ICEM	9822959725	atul.talashikar@indiraicem.ac.in	
6	277	Kirti Atul Talashikar	Female	Spouse	27/10/1980	41	200000	ICEM	9822959725	atul.talashikar@indiraicem.ac.in	
7	277	Sharvil Atul Talashikar	Male	Child 1	16/12/2014	7	200000	ICEM	9822959725	atul.talashikar@indiraicem.ac.in	
8	286	Mr. Bashir Rajasab Sumbad	Male	Self	16/09/1975	47	200000	ICEM	9881414578	bashir.sombad@indiraicem.ac.in	
9	286	Mrs. Ameena Bashir Sumbad	Female	Spouse	02/02/1983	39	200000	ICEM	9881414578	bashir.sombad@indiraicem.ac.in	
10	435	Mr. Anil Anantrao Jadhav	Male	Self	11/04/1970	52	300000	ICEM	9767828384	anil.jadhav@indiraicem.ac.in	
11	472	Manjusha Tatiya	Female	Self	30/01/1983	39	200000	ICEM	9730019882	manjusha.tatiya@indiraicem.ac.in	
12	472	Mitali Tatiya	Female	Child 1	24/06/2012	10	200000	ICEM	9730019882	manjusha.tatiya@indiraicem.ac.in	
13	472	Mayara Tatiya	Female	Child 2	12/05/2019	3	200000	ICEM	9730019882	manjusha.tatiya@indiraicem.ac.in	
14	474	Somnath Nivrutti Bhote	Male	Self	18/06/1988	34	200000	ICEM	9881950297	somnath.bhote@indiraicem.ac.in	
15	474	Madhuri Somnath Bhote	female	Spouse	13/05/1998	24	200000	ICEM	9881950297	somnath.bhote@indiraicem.ac.in	
16	474	Miss. Aaradhya Somnath Bhote	female	Child 1	05/01/2018	4	200000	ICEM	9881950297	somnath.bhote@indiraicem.ac.in	
17	479	Mr. Ankush Gautam Kadam	Male	Self	06/11/1988	33	300000	ICEM	9623007745	ankadam45@gmail.com	
18	482	Mr. Amar Buwasaheb Bhote	Male	Self	21/05/1987	35	200000	ICEM	9623449969	amar.bhote@indiraicem.ac.in	
19	482	Mrs. Jayashree Amar Bhote	Female	Spouse	06/01/1993	29	200000	ICEM	9623449969	amar.bhote@indiraicem.ac.in	
20	482	Mast. Aryan Amar Bhote	Male	Child 1	27/3/2012	10	200000	ICEM	9623449969	amar.bhote@indiraicem.ac.in	
21	482	Mast. Sai Amar Bhote	Male	Child 2	10/09/2014	8	200000	ICEM	9623449969	amar.bhote@indiraicem.ac.in	
22	496	Deepali Shashikant Dhadwad	Female	Self	25/04/1986	36	300000	ICEM	9970291553	deepali.dagale@indiraicem.ac.in	
23	496	ASHWIN SHRIRAM DHARME	Male	Self	10/11/1986	35	200000	ICEM	9764408057	ashwin.dharme@indiraicem.ac.in	
24	496	PRIYA ASHWIN DHARME	Female	Spouse	11/11/1993	28	200000	ICEM	9764408057	ashwin.dharme@indiraicem.ac.in	

25	496	Miss. Kartiki Ashwin Dharne	Female	Child 1	09/05/2018	4	200000	ICEM	9764408057	ashwin.dharne@indiraicem.ac.in	
26	521	MAHESH MAHAMUNKAR	Male	Self	30/09/1978	44	300000	ICEM	7767984719	mahesh.mahamunkar@indiraicem.ac.in	
27	521	SUGANDHA MMAHAMUNKAR	Female	Spouse	25/01/1979	43	300000	ICEM	7767984719	mahesh.mahamunkar@indiraicem.ac.in	
28	521	SHREYA M MAHAMUNKAR	Female	Child 1	29/12/2004	17	300000	ICEM	7767984719	mahesh.mahamunkar@indiraicem.ac.in	
29	521	VEDANT MMAHAMUNKAR	Male	Child 2	29/12/2008	13	300000	ICEM	7767984719	mahesh.mahamunkar@indiraicem.ac.in	
30	624	Shubhangi Ashish Manwatkar	Female	Self	17/03/1983	39	200000	ICEM	9765857398	shubhangikamble@indiraicem.ac.in	
31	624	Ashish B. Manwatkar	Male	Spouse	29/10/1977	44	200000	ICEM	9765857398	shubhangikamble@indiraicem.ac.in	
32	624	Abhinandan Ashish Manwatkar	Male	Child 1	15/11/2011	10	200000	ICEM	9765857398	shubhangikamble@indiraicem.ac.in	
33	643	Siddheshwar Suresh Shirbhate	Male	Self	19/09/1983	39	300000	ICEM	9158030101	siddheshwar.shirbhate@indiraicem.ac.in	
34	643	Nayana Siddheshwar Shirbhate	Female	Spouse	05/04/1989	33	300000	ICEM	9158030101	siddheshwar.shirbhate@indiraicem.ac.in	
35	643	Shruti Siddheshwar Shirbhate	Female	Child 1	18/09/2021	1	300000	ICEM	9158030101	siddheshwar.shirbhate@indiraicem.ac.in	
36	645	Mrs. Supriya D. Kumbhar	Female	Self	30/06/83	39	200000	ICEM	8788952270 / 9604644869	supriya.kumbhar@indiraicem.ac.in	
37	645	Mr. Deepak D. Kumbhar	Male	Spouse	20/06/82	40	200000	ICEM	8788952270 / 9604644869	supriya.kumbhar@indiraicem.ac.in	
38	645	Ms. Saloni Deepak Kumbhar	Female	Child 1	04/09/2012	10	200000	ICEM	8788952270 / 9604644869	supriya.kumbhar@indiraicem.ac.in	
39	645	Master Shreyas D. Kumbhar	Male	Child 2	29/09/2008	14	200000	ICEM	8788952270 / 9604644869	supriya.kumbhar@indiraicem.ac.in	
40	743	Shivaji Subhash Patil	Male	Self	10/11/1981	40	200000	ICEM	9657107541	shivaji.patil@indiraicem.ac.in	
41	743	Jyoti Shivaji Patil	Female	Spouse	07/06/1991	31	200000	ICEM	9657107541	shivaji.patil@indiraicem.ac.in	
42	743	Sahil Shivaji Patil	Male	Child 1	07/11/2013	8	200000	ICEM	9657107541	shivaji.patil@indiraicem.ac.in	
43	743	Aditi Shivaji Patil	Female	Child 2	09/12/2019	2	200000	ICEM	9657107541	shivaji.patil@indiraicem.ac.in	
44	1326	Vijay Kumar Saini	Male	Self	24/08/1990	32	200000	ICEM	9819298069	vijaykumar.saini@indiraicem.ac.in	
45	1326	Anupama Saini	Female	Spouse	07/02/1990	32	200000	ICEM	9555030649	vijaykumar.saini@indiraicem.ac.in	
46	1360	Mr. Atul Kundlik Gore	Male	Self	24/08/1980	42	200000	ICEM	9922980399	gore.atul@indiraicem.ac.in	
47	1360	Master, Shourya Atul Gore	Male	Child 1	10/02/2015	7	200000	ICEM	9922980399	gore.atul@indiraicem.ac.in	
48	1390	Mrs. Madhuri Shailesh Bore	Female	Self	17/10/1989	32	300000	ICEM	9420015870	madhuri.bore@indiraicem.ac.in	
49	1390	Master Medhansh Shailesh Bore	Male	Child 1	14/10/2020	1	300000	ICEM	9420015870	madhuri.bore@indiraicem.ac.in	
50	1415	Mr. Babu Banaji Botre	Male	Self	06/06/1976	46	200000	ICEM	9822626172	babu.botre@indiraicem.ac.in	

51	1486	Sachin Bhaskar Ugalmugale	Male	Self	17/02/1994	28	200000	ICEM	9689541425	ugalmugale.s@gmail.com	
52	1486	Punam sachin Ugalmugale	Female	Spouse	30-Jul-93	29	200000	ICEM	9689541425	ugalmugale.s@gmail.com	
53	1486	Sajini sachin Ugalmugale	Female	Child 1	24-Sep-17	5	200000	ICEM	9689541425	ugalmugale.s@gmail.com	
54	1522	Mr. Narayan Shankar Jundre	Male	Self	15/11/1983	38	300000	ICEM	9763843306	narayansjundre2014@gmail.com	
55	2107	Mr. Kiran Vithoba Bhoti	Male	Self	05/10/1987	35	200000	ICEM	9765414981	kiran.bhoti@indiraicem.ac.in	
56	2112	Mr. Sachin Pandurang Surve	Male	Self	11/06/1980	42	300000	ICEM	8446008055	sachin.surve@indiraicem.ac.in	
57	2112	Mrs. Anita Sachin Surve	Female	Spouse	12/09/1983	39	300000	ICEM	8446008055	sachin.surve@indiraicem.ac.in	
58	2112	Ms. Navya Sachin Surve	Female	Child 1	08/01/2017	5	300000	ICEM	8446008055	sachin.surve@indiraicem.ac.in	
59	2172	Ravindra Shantaram Ghare	Male	Self	27/11/1988	33	200000	ICEM	9881768948	ravindra.09.ghare@gmail.com	
60	2172	Priyanka Ravindra Ghare	Female	Spouse	17/10/1995	26	200000	ICEM	9881768948	ravindra.09.ghare@gmail.com	
61	2172	Shambhavi Ravindra Ghare	Female	Child 1	26/11/2018	3	200000	ICEM	9881768948	ravindra.09.ghare@gmail.com	
62	2208	Sunil Sudam Phuge	Male	Self	12/05/1986	36	200000	ICEM	9561869724	sunil.phuge@indiraicem.ac.in	
63	2212	Mr. Akshay Sitaram Surve	Male	Self	04/01/1999	23	200000	ICEM	7770086197	akshay.surve@indiraicem.ac.in	
64	2213	Dattatraya Ashok Dabhade	M	Self	15/10/1976	45	300000	ICEM	9370583331	dattatray.dabhade@indiraicem.ac.in	
65	2213	Jyoti Dattatraya Dabhade	F	Spouse	02/05/1982	40	300000	ICEM	9370583331	dattatray.dabhade@indiraicem.ac.in	
66	2213	Shravani Dattatraya Dabhade	F	Child 1	05/01/2005	17	300000	ICEM	9370583331	dattatray.dabhade@indiraicem.ac.in	
67	2213	Daksh Dattatraya Dabhade	M	CHILD 1	15/11/2011	10	300000	ICEM	9370583331	dattatray.dabhade@indiraicem.ac.in	
68	2217	Mr. Atul Dnyanoba Shelar	Male	Self	04/05/1987	35	200000	ICEM	9921181892	atul.shelar@indiraicem.ac.in	
69	2217	Ms. Anisha Atul Shelar	Female	Spouse	10/12/1994	27	200000	ICEM	9921181892	atul.shelar@indiraicem.ac.in	
70	2217	Mast. Aadiraj Atul Shelar	Male	Child 1	09/01/2015	7	200000	ICEM	9921181892	atul.shelar@indiraicem.ac.in	
71	2217	Mast. Shreeraj Atul Shelar	Male	Child 2	23/11/2019	2	200000	ICEM	9921181892	atul.shelar@indiraicem.ac.in	
72	2254	AKSHAY BABAN BHUVAD	MALE	Self	16/03/1993	29	200000	ICEM	9595941881	akshaybhuvad93@gmail.com	
73	2254	DIPALI AJSHAY BHUVAD	FEMALE	Spouse	08/01/1995	27	200000	ICEM	9595941881	akshaybhuvad93@gmail.com	

ICEM	
ICEM SELF 2 LAKHS	20
ICEM DEPENDENT 2 LAKHS	30
ICEM SELF 3 LAKHS	10
ICEM DEPENDENT 3 LAKHS	13
TOTAL (S+D) 2L	50
TOTAL(S+D) 3L	23
GRAND TOTAL	73

Group Health (Floater) Insurance

Customer Information Sheet

DISCLAIMER NOTE: The information mentioned below is illustrative and not exhaustive. The information must be read in conjunction with the policy wordings. In case of any conflict between the Customer Information Sheet and the policy wordings, the terms and conditions mentioned in the policy wordings shall prevail.

S. No	Title	Description	Policy Clause Number
1	Product Name	Group Health (Floater) Insurance	
2	What am I Covered for	The policy provides indemnification of medical expenses incurred by the Insured during day care treatment, hospitalization, domiciliary hospitalization, for any illness or injury suffered during the Policy Period.	a. Policy schedule
3	Optional Add On Covers	<ul style="list-style-type: none"> • Cover for Pre-Existing Diseases • Maternity Expenses • Out Patient Department (OPD) Expenses • HIV • Cost of Prescribed External Medical Aid • Baby Day One Cover • Critical Illnesses Cover • Travel Expenses For Medical Treatment • Dental Expenses • Cover for Alternate Methods Of Treatment • Donor Expenses • Ambulance Charges • Pre and Post Hospitalization • Health Check-Up • Disease-Wise Sub-Limit • Domiciliary Hospitalization • Treatment Outside India • Convalescence Benefit • Loss of Wages/Salary Due To Hospitalization (Hospital Daily Cash Allowance) • Cover for Allied Hospital Charges • Limit on Room Rent, Nursing Charges, Consultation Fees, Diagnostic Charges, OT Charges etc. • Wellness & Preventive Care 	d. Benefits covered under the policy
4	Waiting Period	<ul style="list-style-type: none"> • Initial Waiting Period • Pre Existing Disease : 1 year • Specific Waiting Periods Maternity Expenses: 9 months 	e. Exclusions
5	What are the major exclusions in the Policy	<ul style="list-style-type: none"> • Pre-Existing Diseases • Circumcision, plastic surgery Cost of spectacles, contact lenses, hearing aids, etc. • Dental treatment or surgery of any kind unless requiring hospitalization. • Convalescence, Sterility, general debility, • Intentional self-Injury and use of intoxicating drugs and/or alcohol • Voluntary medical termination of pregnancy during the first 12 weeks from the date of conception • Naturopathy treatment • (Note: the above is a partial listing of the policy exclusions. Please refer to the policy clauses for the full listing) 	e. Exclusions
6	Payment Basis	• Cashless or Reimbursement claims of covered medical	g. Other Terms and Conditions

ICICI Lombard General Insurance Company Limited

IRDA Reg. No. 115

Mailing Address:

601 & 602, 6th Floor, Interface 16
 New Linking Road, Malad (West)
 Mumbai - 400 064

CIN: L67200MH2000PLC129408

Registered Office Address

ICICI Lombard House, 414, Veer Savarkar
 Marg, Near Siddhi Vinayak Temple,
 Prabhadevi, Mumbai 400 025

UIN : ICILGP24019V062324

Toll free no : 1800 2666

Alternate no : 86552 22666 (chargeable)

E-mail : customersupport@icicilombard.com

Website : www.icicilombard.com

GROUP HEALTH (FLOATER) INSURANCE

		expenses up to specified Sum Insured as per the scope of cover	
7	Loss Sharing	<ul style="list-style-type: none"> In case of a claim, this policy requires you to share the following costs: Expenses exceeding the sub limits Room/ICU changes 	a. Policy schedule
8	Renewal Conditions	<ul style="list-style-type: none"> The Policy can be renewed as a separate contract under the then prevailing ICICI Lombard Group Health (Floater) Insurance product or its nearest substitute (in case the product ICICI Lombard Group Health (Floater) Insurance is withdrawn by the Company) approved by IRDA. The policy shall ordinarily be renewable except on grounds of fraud, moral hazard or misrepresentation or non-cooperation by the insured. 	f. General Terms and Clauses
9	Cancellation	<ul style="list-style-type: none"> The Policy shall be void and all premium paid hereon shall be forfeited to the Company, in the event of misrepresentation, misdescription or non-disclosure of any material fact. Insured or the Company may cancel this Policy by giving the Company or the insured, as the case may be, 15 days written notice for the cancellation of the Policy, and then the Company shall refund premium on short term rates (if initiated by the insured) or pro rata rates (if initiated by the Company) for the unexpired Policy Period. The Company shall follow the below short period scale unless otherwise mutually agreed. 	f. General Terms and Clauses
10	Claims	<ul style="list-style-type: none"> For Cashless Service Cashless treatment is only available at our Network Provider Please refer www.icicilombard.com for updated list of our Network Providers For Reimbursement of claim Claims should be intimated 48 hours prior to Hospitalization or within 24 hours post admission in case of emergency Document to be submitted within 30 days from the date of completion of treatment 	g. Other terms & conditions
11	Policy Servicing/Grievance s/Complaints	<ul style="list-style-type: none"> Call the Company at the toll free number 1800 266 or email us at customersupport@icicilombard.com In case of Insured is not satisfied, he/she may approach us at the sub section "GrievanceRedressal" on www.icicilombard.com Otherwise Insured may use IGMS If the issue remains unresolved, Insured may approach Ombudsman 	g. Other terms & conditions
12	Insured's Obligations	<ul style="list-style-type: none"> Disclosure of Material Information during the Policy Period 	f. General Terms and Clauses

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GROUP HEALTH (FLOATER) INSURANCE

Group Health (Floater) Insurance

a. POLICY SCHEDULE

Insured Detail

Policy Number : 4016/X/310693810/00/000
 Issued At : MUMBAI
 Name of the Insured : M/S SHREE CHANAKYA EDUCATION SOCIETY
 Mailing Address of the Insured : FLAT NO. 1, SHREE CHANAKYA EDUCATION SOCIETY,-RUNWAL SARITA, BALAJI PARK, BANER,-GANESHKHIND, PUNE, MAHARASHTRA, 411007, . , MAHARASHTRA - 411007

Politically Exposed Person (PEP)/close relative of PEP:	No
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Intermediary Details

Agency/Broker Code : 201371419602
 Agency/Broker Name : INVOQ LOOP INSURANCE BROKERS PRIVATE LIMITED
 Agent's/Broker's Mobile No. : 9823010457
 Agent's/Broker's Email ID : bhalchandra.bodas@loophealth.com

Policy Details

Period of Insurance : From: 00:00 Hours of Oct 04, 2023 To Midnight Oct 03, 2024
 Product : GROUP HEALTH (FLOATER) INSURANCE
 Total Lives Insured : 490
 Sum Insured : ₹5,88,00,000.00
 Details of Person Insured : As per Annexure Premium Computation
 Basic Premium : ₹24,33,331.00
 Stamp Duty : ₹0.50
 *Total Premium : ₹28,71,332.00

*Premium value mentioned above is inclusive of taxes applicable

Coverages

1	Physical Health Card	N
2	Maternity Benefit for Normal & C-Section	For Metro 35000-40000 & For Non-Metro 30000-35000 for First 2 children
3	Ambulance Service	Ambulance Charges limited to Rs.1000 per hospitalization
4	1st Year waiting period	Waived Off
5	Mid-Term Inclusion	Mid term inclusion of dependents will be possible only in case of-a) spouse (on account of marriage during the policy term)b) children (childbirth during the policy term but after the the child has completed 91 days of age) subject to not more than four children
6	Special Condition 4	Air Ambulance is covered upto Rs 100,000 or family sum insured whichever is less.
7	Disclaimer	This policy is underwritten as a assumption of a fresh policy
8	Pre/Post Natal Expenses	Pre-Post Natal Expenses to the limit of Rs 5000 is covered Above Maternity Limit
9	OTC/Non OTC	OTC
10	Wellness & Preventive care	Not Covered
11	Claim submission clause	Claim must be filed within 30 days from the date of completion of treatment. However, the Company may at its discretion consider waiver based on merits of the claim, where there is delay in intimation or in submission of documents due to unavoidable circumstances and it is proved that the delay was for reasons beyond the control of the insured and under the circumstances in which the insured was placed it was not possible for him or any other person to give such notice or file claim within the prescribed time-limit
12	Room Rent	2% of SI maximum upto 4000 for Normal & 4% of SI maximum upto 7000 for ICU (inclusive of nursing charges). If insured is admitted in a higher

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GROUP HEALTH (FLOATER) INSURANCE

Coverages

		category, then insured will bear difference of all medical expenses as in final hospital bill in same proportion.
13	Special Condition 2	Terrorism is covered
14	Termination	Policy will cease to be in effect from the date of termination of relationship with the organization.
15	Sum Insured	Sum Insured Per Family Rs.-----200000-----300000----- during the policy period as per annexure attached herewith.
16	OPD/IPD	IPD
17	AOY Clause	Total claims in any one year cannot be greater than 5 crores
18	Health Assistance Services	Health Assistance is a dedicated medical care service that assists you in all your health related queries for identifying Specialist/Hospital/fixing an appointment with Doctors/Nutritionist /facilitating 2nd opinion, etc. To avail this facility please call our Helpline at 040 6627 4205 (9-30 am to 6 pm Mon to Sat, excluding public holidays) or write to healthassistance@icicilombard.com.
19	Co-Payment	Overall Co-Payment-No Copay ,Parental Co-Payment- Nil Copay but If overall co-pay is opted then overall copay will be applicable on parents as well.
20	Last year claim details	Not Applicable
21	Special Condition 8	50% Co-Pay for cyberknife treatment/Stem Cell Transplantation.Cochlear Implant treatment shall be restricted to 50% of the SI.
22	Service Category	Both Cashless & Reimbursement
23	Family Definition	Employee, Spouse and 4 dependent children upto 25 yrs of age
24	Pre - Post Hospitalisation	Pre Hospitalisation and Post Hospitalisation for 60 days & 90 days respectively are covered.
25	Health Check Up	30 employees can avail benefit of Health Checkup
26	Special Condition	Policy also covers hospitalization arising out of Psychiatric ailments within a limit of Rs. 30,000 as well as treatment of Functional Endoscopic Sinus Surgery within a limit of Rs. 35,000. The coverage for treatment of mental illness is also covered upto Rs 30000 within the sum insured.
27	Add-Del of Lives	Premium to be charged on Pro-Rata for addition/deletion endorsement. , No Refund for deletion-if lives less than minimum required & if insured has claimed during policy
28	Special Condition 7	Internal Congenital disease is covered and External congenital disease is covered in life threatening situation.
29	Special Condition 5	Attendant charges are cover upto Rs 5,000 (Per life incase case of Employee only policy or else it's Per Family within Family sum insured) if length of stay for the patient is more than 5 days. Add on covers cost pertaining to boarding and lodging of the attendant in a hospital/location prescribed by treating Medical Practitioner on reimbursement basis by presenting original Bills for each cost incurred.
30	Disease wise Sublimits	No Limits
31	Policy type	Floater
32	30 Days waiting period	Waived Off
33	9 months waiting period	Waived off
34	OPD Cover (Reimbursement)	Not covered
35	Domiciliary Hospitalisation	Excluded
36	Reasonable and Customary Charges	Not Applicable
37	Third Party Administrator	ICICI Lombard Healthcare
38	corporate floater	NA
39	Baby Day 1	Within Family SI
40	Tele Health	Not Applicable
41	Day Care Procedures	Day Care Procedures are Covered as per the standard list
42	Special Condition 1	Lasik Surgery is covered if correction index is +/- 6.5 D
43	Portability	Portability is available on this product as per IRDA directive and product features.

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GROUP HEALTH (FLOATER) INSURANCE

Coverages

44	Policy Construct	Employer Employee
45	Age Band	1 day - 80 yrs
46	Pre-Existing Diseases	Pre-Existing Diseases Expenses Covered
47	Preferred Provider Network (PPN)	Not Applicable
48	Exclusion	Septoplasty, Infertility & Related Ailments incl. "Male sterility"; Treatment on trial/experimental basis; Admin/Registration/Service/Misc. Charges; Expenses on fitting of Prosthesis; Any device/instrument/machine contributing/replacing the function of an organ; Holter Monitoring are outside the scope of the policy.
49	Claim Intimation & Network clause	Not Applicable
50	Special Condition 6	Lucentis is covered upto Rs 50,000 Per family within the Sum Insured

Conditions

- 1 No. of Employees : 239
- 2 No. of Dependents : 251
- 3 Third Party Administrator (TPA)/ In house :

For TPA Address and Contact details please visit our website
www.icicilombard.com (Download Section)

Policy shall stand cancelled ab initio in the event of non realisation of the premium.

Disclaimer: This document to be read in conjunction with the Schedule II & Schedule III of the policy.

GSTIN Reg. No : 27AAACI7904G1ZN

IL GIC GSTIN Address : 414, ICICI Lombard House Veer Sawarkar Marg Mumbai-Prabhadevi Maharashtra 400025

HSN SAC code : 997133 GENERAL INSURANCE SERVICES

Signed for and on behalf of the ICICI Lombard General Insurance Company Limited at Mumbai on Oct 04, 2023

Yours sincerely



Authorized Signatory

For ICICI LOMBARD GENERAL INSURANCE COMPANY LIMITED



Scan QR for Key Information Sheet and Policy-wordings.

To view Policy- wordings on our website

b. Preamble

ICICI Lombard General Insurance Company Limited ("the Company"), having received a Proposal and the premium from the Proposer named in the Schedule referred to herein below, and the said Proposal and Declaration together with any statement, report or other document leading to the issuance of this policy and referred to therein having been accepted and agreed to by the Company and the Proposer as the basis of this contract do, by this Policy agree, in consideration of and subject to the due receipt of the subsequent premiums, as set out in the Schedule with all its Parts, and further, subject to the terms and conditions contained in this Policy, as set out in the Schedule with all its Parts, that on proof to the satisfaction of the Company of the compensation having become payable as set out in Part (a) of the Schedule to the title of the said person or persons claiming payment or upon the happening of an event upon which one or more benefits become payable under this Policy, the Sum Insured/appropriate benefit will be paid by the Company.

c. DEFINITIONS

For the purposes of this policy, the terms specified below shall have the meaning set forth wherever appearing/specified in this Policy or related Extensions/Endorsements:

Where the context so requires, references to the singular shall also include references to the plural and references to any gender shall include references to all genders. Further any references to statutory enactment include subsequent changes to the same.

1. Standard Definitions whose wordings are specified by IRDAI

1. Accident:

An accident means sudden, unforeseen and involuntary event caused by external, visible and violent means.

2. Any One Illness:

Any one illness means continuous period of illness and includes relapse within 45 days from the date of last consultation with the Hospital/Nursing Home where treatment was taken.

3. Cashless Facility:

Cashless facility means a facility extended by the insurer to the insured where the payments, of the costs of treatment undergone by the insured in accordance with the policy terms and conditions, are directly made to the network provider by the insurer to the extent pre- authorization approved.

4. Condition Precedent:

Condition Precedent means a policy term or condition upon which the Insurer's liability under the policy is conditional upon.

5. Congenital Anomaly:

Congenital Anomaly means a condition which is present since birth, and which is abnormal with reference to form, structure or position

a. Internal Congenital Anomaly

Congenital anomaly which is not in the visible and accessible parts of the body

b. External Congenital Anomaly

Congenital anomaly which is in the visible and accessible parts of the body

6. Co-Payment:

Co-payment means a cost sharing requirement under a health insurance policy that provides that the policyholder/insured will bear a specified percentage of the admissible claims amount. A co-payment does not reduce the Sum Insured.

7. Cumulative Bonus:

Cumulative Bonus means any increase or addition in the Sum Insured granted by the insurer without an associated increase in premium.

8. Day Care Center:

A day care center means any institution established for day care treatment of illness and/or injuries or a medical setup with a hospital and which has been registered with the local authorities, wherever applicable, and is under supervision of a registered and qualified medical practitioner AND must

comply with all minimum criterion as under

i) has qualified nursing staff under its employment

ii) has qualified medical practitioner/s in charge

iii) has a fully equipped operation theatre of its own where surgical procedures are carried out

iv) maintains daily records of patients and will make these accessible to the Insurance Company's authorized personnel.

9. Day Care Treatment:

Day care treatment means medical treatment, and/or surgical procedure which is:

i. undertaken under General or Local Anesthesia in a hospital/day care centre in less than 24 hours

because of technological advancement, and

ii. Which would have otherwise required hospitalization of more than 24 hours.

Treatment normally taken on an out-patient basis is not included in the scope of this definition

10. Deductible:

Deductible means a cost sharing requirement under a health insurance policy that provides that the insurer will not be liable for a specified rupee amount in case of indemnity policies and for a specified number of days/hours in case of hospital cash policies which will apply before any benefits are payable by the insurer. A deductible does not reduce the Sum Insured.

Deductible is applicable per year, per life or per event as stated in part I of the policy and specific benefit/cover based deductible shall be applied if specified in the part I of the policy.

11. Dental treatment:

Dental treatment means a treatment related to teeth or structures supporting teeth including examinations, fillings (where appropriate), crowns, extractions and surgery

12. Disclosure to information norm:

The policy shall be void and all premium paid thereon shall be forfeited to the Company in the event of misrepresentation, mis-description or non-disclosure of any material fact.

13. Domiciliary Hospitalization:

Domiciliary hospitalization means medical treatment for an illness/disease/injury which in the normal course would require care and treatment at a hospital but is actually taken while confined at home under any of the following circumstances

i) The condition of the patient is such that he/she is not in a condition to be removed to the

Hospital, or

ii) The patient takes treatment at home on account of non-availability of room in a hospital

14. Emergency Care:

Emergency care means management for an illness or injury which results in symptoms which occur suddenly and unexpectedly, and requires immediate care by a medical practitioner to prevent death or serious long term impairment of the insured person's health.

15. Grace Period:

Grace period means the specified period of time immediately following the premium due date during which a payment can be made to renew or continue a policy in force without loss of continuity benefits such as waiting periods and coverage of pre-existing diseases. Coverage is not available for the period for which no premium is received.

16. Hospital:

A hospital means any institution established for in-patient care and day care treatment of illness and/or injuries and which has been registered as a hospital with the local authorities under Clinical Establishments (Registration and Regulation) Act 2010 or under enactments specified under the Schedule of Section 56(1) of the said act Or complies with all minimum criteria as under:

i) has qualified nursing staff under its employment round the clock;

ii) has at least 10 in-patient beds in towns having a population of less than 10,00,000 and at least 15 inpatient beds in all other places;

iii) has qualified medical practitioner(s) in charge round the clock;

iv) has a fully equipped operation theatre of its own where surgical procedures are carried out;

v) maintains daily records of patients and make these accessible to the Insurance Company's authorized personnel.

17. Hospitalization:

Hospitalization means admission in a Hospital for a minimum period of 24 consecutive 'In-patient Care' hours except for specified procedures/ treatments, where such admission could be for a period of less than 24 consecutive hours.

18. Illness:

Illness means a sickness or a disease or pathological condition leading to the impairment of normal physiological function and requires medical treatment.

(a) Acute condition- Acute condition is a disease, illness or injury that is likely to respond quickly to treatment which aims to return the person to his or her state of health immediately before suffering the disease/ illness/ injury which leads to full recovery.

(b) Chronic condition- A chronic condition is defined as a disease, illness, or injury that has one or more of the following characteristics:

1. it needs ongoing or long-term monitoring through consultations, examinations, checkups, and / or tests

2. it needs ongoing or long-term control or relief of symptoms

3. it requires rehabilitation for the patient or for the patient to be specially trained to cope with it

4. it continues indefinitely

5. it recurs or it likely to recur

19. Injury

Injury means accidental physical bodily harm excluding illness or disease solely and directly caused by external, violent, visible and evident means which is verified and certified by a Medical Practitioner

20. Inpatient care:

Inpatient care means treatment for which the insured person has to stay in a hospital for more than 24 hours for a covered event.

21. Intensive Care Unit:

Intensive care unit means an identified section, ward or wing of a hospital which is under the constant supervision of a dedicated medical practitioner(s), and which is specially equipped for the continuous monitoring and treatment of patients who are in a critical condition, or require life support facilities and where the level of care and supervision is considerably more sophisticated and intensive than in the ordinary and other wards.

22. ICU Charges:

ICICI Lombard General Insurance Company Limited

IRDA Reg. No. 115

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CIN: L67200MH2000PLC129408

Registered Office Address:

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UIN : ICIHLGP24019V062324

Toll free no : 1800 2666

Alternate no : 86552 22666 (chargeable)

E-mail : customersupport@icicilombard.com

Website : www.icicilombard.com

Group Health (Floater) Insurance

ICU (Intensive Care Unit) Charges means the amount charged by a Hospital towards ICU expenses which shall include the expenses for ICU bed, general medical support services provided to any ICU patient including monitoring devices, critical care nursing and intensivist charges.

23. Maternity Expenses:

Maternity expenses means

- a) Medical treatment expenses traceable to childbirth (including complicated deliveries and caesarean sections incurred during hospitalization)
- b) Expenses towards lawful medical termination of pregnancy during the policy period

24. Medical Advice:

Medical Advice means any consultation or advice from a Medical Practitioner including the issuance of any prescription or follow-up prescription.

25. Medical Expenses:

Medical expenses means those expenses that an Insured Person has necessarily and actually incurred for medical treatment on account of Illness or Accident on the advice of a Medical Practitioner, as long as these are no more than would have been payable if the Insured Person had not been insured and no more than other hospitals or doctors in the same locality would have charged for the same medical treatment.

26. Medical Practitioner:

Medical Practitioner means a person who holds a valid registration from the Medical Council of any State or Medical Council of India or Council for Indian Medicine or for Homeopathy set up by the Government of India or a State Government and is thereby entitled to practice medicine within its jurisdiction; and is acting within its scope and jurisdiction of license.

The term medical practitioner would include physician, specialist, anaesthetist and surgeon but should not be the Insured or Insured's Immediate Family. "Immediate Family" would comprise of spouse, children, brother(s), sister(s) and parent(s).

27. Medically Necessary Treatment:

Medically necessary treatment means any treatment, tests, medication, or stay in hospital or part of a stay in hospital which:

- i) is required for the medical management of the illness or injury suffered by the insured;
 - ii) must not exceed the level of care necessary to provide safe, adequate and
 - iii) must have been prescribed by a medical practitioner;
 - iv) must conform to the professional standards widely accepted in international medical practice or
- by the medical community in India

28. Network Provider:

Network Provider means hospitals or health care providers enlisted by an insurer, TPA or jointly by an Insurer and TPA to provide medical services to an insured by a cashless facility

29. New born Baby:

Newborn baby means baby born during the Policy Period and is aged upto 90 days.

30. Non- Network Provider:

Non-Network provider means any hospital, day care Centre or other provider that is not part of the network.

31. Notification of Claim:

Notification of claim means the process of intimating a claim to the insurer or TPA through any of the recognized modes of communication.

32. OPD treatment:

OPD treatment means the one in which the Insured visits a clinic / hospital or associated facility like a consultation room for diagnosis and treatment based on the advice of a Medical Practitioner. The Insured is not admitted as a day care or in-patient.

33. Pre-existing Disease:

Pre-existing Disease means any condition, ailment, injury or disease:

- a) That is/are diagnosed by a physician within 48 months prior to the effective date of the policy issued by the insurer or its reinstatement or
- b) For which medical advice or treatment was recommended by, or received from, a physician within 48 months prior to the effective date of the policy issued by the insurer or its reinstatement

34. Pre Hospitalization Medical Expenses:

Pre-hospitalization Medical Expenses means medical expenses incurred during pre-defined number of days preceding the hospitalization of the Insured Person, provided that:

- i. Such Medical Expenses are incurred for the same condition for which the Insured Person's Hospitalization was required, and
- ii. The In-patient Hospitalization claim for such Hospitalization is admissible by the Insurance Company.

35. Post Hospitalization Medical Expenses:

Post-hospitalization Medical Expenses means medical expenses incurred during pre-defined number of days immediately after the insured person is discharged from the hospital provided that:

- i. Such Medical Expenses are for the same condition for which the Insured Person's Hospitalization was required, and
- ii. The In-patient Hospitalization claim for such Hospitalization is admissible by the Insurance Company.

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UIN : ICICILGP24019V062324 **Group Health (Floater) Insurance**
Toll free no : 1800 2666
Alternate no : 86552 22666 (chargeable)
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Website : www.icicilombard.com

36. Qualified Nurse:

Qualified nurse means a person who holds a valid registration from the Nursing Council of India or the Nursing Council of any state in India.

37. Reasonable and Customary Charges:

Reasonable and Customary charges means the charges for services or supplies, which are the standard charges for the specific provider and consistent with the prevailing charges in the

geographical area for identical or similar services, taking into account the nature of the illness / injury involved

38. Renewal

Renewal means the terms on which the contract of insurance can be renewed on mutual consent with a provision of grace period for treating the renewal continuous for the purpose of gaining credit for pre-existing diseases, time-bound exclusions and for all waiting periods.

39. Room Rent:

Room Rent means the amount charged by a Hospital towards Room and Boarding expenses and shall include the associated medical expenses.

40. Subrogation:

Subrogation means the right of the insurer to assume the rights of the insured person to recover expenses paid out under the policy that may be recovered from any other source

41. Surgery or Surgical Procedure:

Surgery or Surgical Procedure means manual and / or operative procedure (s) required for treatment of an illness or injury, correction of deformities and defects, diagnosis and cure of diseases, relief from suffering and prolongation of life, performed in a hospital or day care center by a medical practitioner

42. Unproven/Experimental treatment:

Unproven/Experimental treatment means the treatment including drug experimental therapy which is not based on established medical practice in India, is treatment experimental or unproven.

43. AYUSH Hospital:

An AYUSH Hospital is a healthcare facility wherein medical/surgical/para-surgical treatment procedures and interventions are carried out by AYUSH Medical Practitioner(s) comprising of any of the following:

- a. Central or State Government AYUSH Hospital; or
- b. Teaching hospital attached to AYUSH College recognized by the Central Government/Central

Council of Indian Medicine/Central Council for Homeopathy; or

- c. AYUSH Hospital, standalone or co-located with in-patient healthcare facility of any recognized

system of medicine, registered with the local authorities, wherever applicable, and is under the

supervision of a qualified registered AYUSH Medical Practitioner and must comply with all the

following criterion:

- i. Having at least 5 in-patient beds;
- ii. Having qualified AYUSH Medical Practitioner in charge round the clock;
- iii. Having dedicated AYUSH therapy sections as required and/or has equipped operation theatre

where surgical procedures are to be carried out;

- iv. Maintaining daily records of the patients and making them accessible to the insurance company's

authorized representative.

44. AYUSH Day Care Centre:

AYUSH Day Care Centre means and includes Community Health Centre (CHC), Primary Health Centre (PHC), Dispensary, Clinic, Polyclinic or any such health centre which is registered with the

local authorities, wherever applicable and having facilities for carrying out treatment procedures and medical or surgical/para-surgical interventions or both under the supervision of registered

AYUSH Medical Practitioner (s) on day care basis without in-patient services and must comply with all the following criterion:

- i. Having qualified registered AYUSH Medical Practitioner(s) in charge;
- ii. Having dedicated AYUSH therapy sections as required and/or has equipped operation theatre where surgical procedures are to be carried out;
- iii. Maintaining daily records of the patients and making them accessible to the insurance company's authorized representative.

45. Migration:

"Migration" means, the right accorded to health insurance policyholders (including all members under family cover and members of group health insurance policy), to transfer the credit gained for pre-existing conditions and time bound exclusions, with the same insurer.

46. Portability:

"Portability" means the right accorded to an individual health insurance policyholder (including all members under family cover), to transfer the credit gained for pre-existing conditions and time bound exclusions, from one insurer to another insurer

Specific Definitions

1. Admission

Admission means admission of the insured in a Hospital as an inpatient for the purpose of medical treatment of an Injury and/or Illness.

2. Alternative treatments

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Alternative treatments are forms of treatments other than treatment "Allopathy" or "modern medicine" and include Ayurveda, Unani, Siddha and Homeopathy in the Indian context.

3. Annual Sum Insured:

Annual sum insured means and denotes the maximum amount of cover available to the insured during each Policy Year of the Policy Period, as stated in the Policy Schedule or any revisions thereof based on Claim settled under the Policy

4. Contribution:

Contribution is essentially the right of an insurer to call upon other insurers, liable to the same insured, to share the cost of an indemnity claim on a rate able proportion of Sum Insured. This clause shall not apply to any Benefit offered on fixed benefit basis.

5. Out-patient:

Out-patient means the Insured who is not hospitalized for more than 24 consecutive hours but who visits a Hospital, clinic, or associated facility for diagnosis or treatment. However, any Insured undergoing any specified "Day care surgeries/Treatment" will not be considered as an Out-patient.

6. Period of Insurance:

Period of insurance means the period as specifically appearing in the Policy Schedule and commencing from the Policy Period Start Date of the first Policy taken by the insured from the company and then, running concurrent to the current Policy subject to the Insured's continuous renewal of such Policy with the company.

7. Policy:

Policy means these Policy wordings, the Policy Schedule and any applicable endorsements or extensions attaching to or forming part thereof. The Policy contains details of the extent of cover available to the Insured person, what is excluded from the cover and the terms & conditions on which the Policy is issued to The Insured person

8. Policy Holder:

Policy holder means the person(s) or the entity named in the Policy Schedule who executed the Policy Schedule and is (are) responsible for payment of premium(s).

9. Policy Period:

Policy period means period of one policy year as mentioned in the schedule for which the Policy is issued

10. Policy Year:

Policy year means a period of twelve months beginning from the date of commencement of the policy period and ending on the last day of such twelve-month period. For the purpose of subsequent years, policy year shall mean a period of twelve months commencing from the end of the previous policy year and lapsing on the last day of such twelve-month period, till the policy period, as mentioned in the schedule.

11. Proportionate deduction:

Proportionate deduction means

a. When higher room category is chosen, following expenses are not allowed under 'associate medical expenses' - Cost of pharmacy/consumables, Cost of implants/medical devices, Cost of diagnostics.

b. Proportionate deductions not allowed for ICU expenses

12. Senior Citizen:

Senior citizen means any person who has completed sixty or more years of age as on the date of commencement or renewal of a health insurance policy.

13. Third Party Administrator (TPA):

Third Party Administrator (TPA) means a Company registered with the Authority, and engaged by an insurer, for a fee or by whatever name called and as may be mentioned in the health services agreement, for providing health services

14. Standard Nomenclature and Procedures for Critical Illnesses:

"Critical Illness" for the purpose of this Policy (if covered as an extension in Part (a) of the Policy) includes the following:

1. CANCER OF SPECIFIED SEVERITY

I. A malignant tumor characterized by the uncontrolled growth and spread of malignant cells with invasion and destruction of normal tissues. This diagnosis must be supported by histological evidence of malignancy. The term cancer includes leukemia, lymphoma and sarcoma.

II. The following are excluded –

i. All tumors which are histologically described as carcinoma in situ, benign, pre-malignant, borderline malignant, low malignant potential, neoplasm of unknown behavior, or non-invasive, including but not limited to: Carcinoma in situ of breasts, Cervical dysplasia CIN-1, CIN - 2 and CIN-3.

ii. Any non-melanoma skin carcinoma unless there is evidence of metastases to lymph nodes or beyond;

iii. Malignant melanoma that has not caused invasion beyond the epidermis;

iv. All tumors of the prostate unless histologically classified as having a Gleason score greater than 6 or having progressed to at least clinical TNM classification T2N0M0

v. All Thyroid cancers histologically classified as T1N0M0 (TNM Classification) or below;

vi. Chronic lymphocytic leukaemia less than RAI stage 3

vii. Non-invasive papillary cancer of the bladder histologically described as TaN0M0 or of a lesser classification,

viii. All Gastro-Intestinal Stromal Tumors histologically classified as T1N0M0 (TNM Classification) or below and with mitotic count of less than or equal to 5/50 HPFs;

2. MYOCARDIAL INFARCTION

(First Heart Attack of specific severity)

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Group Health (Floater) Insurance

I. The first occurrence of heart attack or myocardial infarction, which means the death of a portion of the heart muscle as a result of inadequate blood supply to the relevant area. The diagnosis for Myocardial Infarction should be evidenced by all of the following criteria:

- i. A history of typical clinical symptoms consistent with the diagnosis of acute myocardial infarction (For e.g. typical chest pain)
- ii. New characteristic electrocardiogram changes
- iii. Elevation of infarction specific enzymes, Troponins or other specific biochemical markers.

II. The following are excluded:

- i. Other acute Coronary Syndromes
- ii. Any type of angina pectoris
- iii. A rise in cardiac biomarkers or Troponin T or I in absence of overt ischemic heart disease OR following an intra-arterial cardiac procedure.

3. OPEN CHEST CABG

I. The actual undergoing of heart surgery to correct blockage or narrowing in one or more coronary artery(s), by coronary artery bypass grafting done via a sternotomy (cutting through the breast bone) or minimally invasive keyhole coronary artery bypass procedures. The diagnosis must be supported by a coronary angiography and the realization of surgery has to be confirmed by a cardiologist.

II. The following are excluded:

- i. Angioplasty and/or any other intra-arterial procedures

4. OPEN HEART REPLACEMENT OR REPAIR OF HEART VALVES

I. The actual undergoing of open-heart valve surgery is to replace or repair one or more heart valves, as a consequence of defects in, abnormalities of, or disease-affected cardiac valve(s). The diagnosis of the valve abnormality must be supported by an echocardiography and the realization of surgery has to be confirmed by a specialist medical practitioner. Catheter based techniques including but not limited to, balloon valvotomy/valvuloplasty are excluded.

5. COMA OF SPECIFIED SEVERITY

I. A state of unconsciousness with no reaction or response to external stimuli or internal needs. This diagnosis must be supported by evidence of all of the following:

- i. no response to external stimuli continuously for at least 96 hours;
- ii. life support measures are necessary to sustain life; and
- iii. permanent neurological deficit which must be assessed at least 30 days after the onset of the coma

II. The condition has to be confirmed by a specialist medical practitioner. Coma resulting directly from alcohol or drug abuse is excluded.

6. KIDNEY FAILURE REQUIRING REGULAR DIALYSIS

I. End stage renal disease presenting as chronic irreversible failure of both kidneys to function, as a result of which either regular renal dialysis (hemodialysis or peritoneal dialysis) is instituted or renal transplantation is carried out. Diagnosis has to be confirmed by a specialist medical practitioner.

7. STROKE RESULTING IN PERMANENT SYMPTOMS

I. Any cerebrovascular incident producing permanent neurological sequelae. This includes infarction of brain tissue, thrombosis in an intracranial vessel, haemorrhage and embolisation from an extracranial source. Diagnosis has to be confirmed by a specialist medical practitioner and evidenced by typical clinical symptoms as well as typical findings in CT Scan or MRI of the brain. Evidence of permanent neurological deficit lasting for at least 3 months has to be produced.

II. The following are excluded:

- i. Transient ischemic attacks (TIA)
- ii. Traumatic injury of the brain
- iii. Vascular disease affecting only the eye or optic nerve or vestibular functions.

8. MAJOR ORGAN / BONE MARROW TRANSPLANT

I. The actual undergoing of a transplant of:

- i. One of the following human organs: heart, lung, liver, kidney, pancreas, that resulted from irreversible end stage failure of the relevant organ, or
- ii. Human bone marrow using haematopoietic stem cells. The undergoing of a transplant has to be confirmed by a specialist medical practitioner

II. The following are excluded:

- i. Other stem-cell transplants
- ii. Where only islets of Langerhans are transplanted

9. PERMANENT PARALYSIS OF LIMBS

I. Total and irreversible loss of use of two or more limbs as a result of injury or disease of the brain or spinal cord. A specialist medical practitioner must be of the opinion that the paralysis will be permanent with no hope of recovery and must be present for more than 3 months.

10. MOTOR NEURON DISEASE WITH PERMANENT SYMPTOMS

I. Motor neuron disease diagnosed by a specialist medical practitioner as spinal muscular atrophy, progressive bulbar palsy, amyotrophic lateral sclerosis or primary lateral sclerosis. There must be progressive degeneration of corticospinal tracts and anterior horn cells or bulbar efferent neurons. There must be current significant and permanent

ICICI Lombard General Insurance Company Limited

functional neurological impairment with objective evidence of motor dysfunction that has persisted for a continuous period of at least 3 months.

11. MULTIPLE SCLEROSIS WITH PERSISTING SYMPTOMS

I. The unequivocal diagnosis of Definite Multiple Sclerosis confirmed and evidenced by all of the following:

i. investigations including typical MRI findings which unequivocally confirm the diagnosis to be multiple sclerosis

and

ii. there must be current clinical impairment of motor or sensory function, which must have persisted for a continuous period of at least 6 months.

II. Neurological damage due to SLE is excluded

d. Benefits covered under the policy

Insured may also avail the following additional covers/add-ons under the policy. Risk Premium would be charged as per the cover provided in Part (a) of the Policy:

1. Cover for Pre-Existing Diseases: By way of this add-on, Pre-existing Diseases shall be covered after 1 year (or as stated in Part (a) of the Policy).

For the purpose of avoidance of doubt, it is to clarified that,

The term 'Pre-existing Disease' means any condition, ailment or injury or disease

a. diagnose by physician within 48 month prior to the effective date of the policy issued by insurer or its reinstatement or

b. For which medical advice or treatment was recommended by, or received from, a physician within 48 month prior to the effective date of the policy issued by the insurer or its reinstatement

2. Maternity Expenses: This add-on provides cover for medical expenses incurred for delivery, during hospitalization or lawful medical termination of pregnancy during the Policy Period. This coverage may be offered with or without any waiting period. The cover also extends to provide child birth related expenses up to a specified limit and pre-post natal expenses as specifically stated in Part (a) of the Policy. Provided that-

a) The cover under this add-on shall be available after 9 months (or as stated in Part (a) of the Policy) of continuous coverage have elapsed since the inception of the first Policy with the Company

b) Expenses incurred in connection with voluntary medical termination of pregnancy during the first 12 weeks from the date of conception are not covered.

3. Out Patient Department (OPD) Expenses: The Company will reimburse medical expenses incurred by the Insured as an Outpatient.

For the purpose of this add-on, Outpatient means the Insured person who is not hospitalized for more than 24 consecutive hours but who visits a hospital, clinic or associated facility for diagnosis or treatment. However, any Insured person undergoing any named day care procedure/ treatment will not be considered as an Outpatient.

4. Cost of Prescribed External Medical Aid: The Company will reimburse Insured for the charges incurred by Insured during the Policy Period on account of procuring medically necessary prosthetic or artificial devices or any medical equipment including but not limited to hearing aids, spectacles, contact lenses etc.

5. Baby Day One Cover: This add-on will cover medical expenses incurred on the "new born baby" only as an in-patient in hospital for a maximum period up to 91 days.

6. Critical Illnesses Cover: The Company will pay the sum insured for this add-on, in case Insured is diagnosed as suffering from one or more of the Critical Illnesses for the first time in life, during the Policy Period.

This benefit can be availed only by the Insured only once during his lifetime.

7. Travel Expenses for Medical Treatment: The Company will reimburse the travel expense incurred outside the city of residence at a nearest place as prescribed by treating Medical Practitioner wherein the treatment is not possible in his place.

8. Dental Expenses: The Company will reimburse the medical expenses related to dental treatment incurred by the Insured during the Policy Period.

9. Cover for Alternate Methods of Treatment: By way of this add-on, the Company will reimburse the Insured for medical expenses incurred on homeopathic, Ayurvedic, Siddha, Unani, Acupressure, Acupuncture, Yoga and Naturopathy treatment provided that such treatment is administered by medical practitioner.

10. Donor Expenses: The Company will indemnify the Insured for the medical expenses incurred in respect of donor for any of the organ transplant surgery during the Policy Period, provided the organ donated is for Insured's use and the claim is considered admissible by the Company.

11. Ambulance Charges: Ambulance charges would include transportation cost to the nearest hospital in case of life threatening emergency conditions.

12. Pre and Post Hospitalization: By way of this add-on, the Company will pay medical expenses incurred 30 days prior to hospitalization and 60 days after hospitalization or as stated in Part (a) of the Policy.

13. Health Check-Up: The Company by way of this add-on, will cover the cost of health check-up incurred by the Insured for medical examination undergone being a requirement from employer. Such medical examination is generally conducted to understand health status of the employee.

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Group Health (Floater) Insurance

14. **Disease-Wise Sub-Limit:** By way of this add-on, the company can introduce sub-limits on certain diseases based on the claim experience and the requirement of the Insured.

15. **Domiciliary Hospitalization:** The Company will reimburse the Insured for medical expenses incurred by the Insured during domiciliary hospitalization.

16. **Treatment Outside India (along with traveling cost & boarding & lodging of the attendant):** This add-on covers the cost of medical treatment along with the travelling cost and cost pertaining to boarding and lodging of the cost and cost pertaining to boarding and lodging of the attendant in a country outside India when required and prescribed by treating Medical Practitioner.

17. **Convalescence Benefit:** The Company will pay the Insured up to a certain amount as stated in Part (a) of the Policy if the Insured is hospitalized for a minimum period of consecutive days as specified in Part (a) of the Policy, due to any injury or illness as covered under the Policy. This benefit is payable only once to an Insured person during the Policy period.

18. **Loss of wages/salary due to hospitalization (Hospital Daily Cash Allowance):** The Company will pay the Insured a fixed amount for each day of his hospitalization to compensate against the loss of wage/salary incurred by Insured on account of hospitalization.

19. **Cover for allied hospital charges:** By way of this add-on, Company will reimburse either one or combinations of the expenses incurred on the allied hospital charges such as ambulance charges, administration charges, service charges and miscellaneous charges, boarding/lodging charges, including transportation costs of machine/medical instruments of any special medical team to the city of the insured or any such other charges wherever prescribed by medical practitioner.

20. **Limit on room rent, nursing charges, consultation fees, diagnostic charges, OT charges etc.:** This add-on restricts the coverage for respective heads up to a specified amount. In cases, where the claim amount exceeds this amount, the entire admissible claim amount which includes various hospital bills etc, will be reduced in the proportion which the eligible room rent limit bears to the actual room rent.

21. **Wellness & Preventive Care:** By way of this add-on the insured can avail any or all of the below mentioned:

- Health Risk Assessment
- Health Check-up's (add-on of report evaluation service)
- Medical Centre Management Diet & Nutrition Plans
- Online Doctor Chat
- Health Camps - on campus Expert Sessions - on campus
- Second Opinions: Domestic and International markets
- Discounted offerings - on health and wellness services (Eg Gyms, Diagnostic Centers, Medicines, Beauty clinics etc)

- Disease Management Programs: Eg Diabetes, Healthy Heart, Stress Management etc
- Lifestyle/Wellness Management Programs: Eg Maternity, Quit Smoking PHR - Personalized Health Records Health Assistance Services : Opinions - Doctor on call/home - Ambulance-Health tools
- Health & Wellness Reminder Services Health Concierge Desk
- Others

e. EXCLUSION

The Company shall not be liable to make any payment under this policy in connection with or in respect of any expenses whatsoever incurred by any Insured Person in connection with or in respect of:

i. Standard exclusions for which standard wordings are specified by IRDAI

A. Pre-Existing Diseases - Code- Excl01

a) Expenses related to the treatment of a pre-existing Disease (PED) and its direct complications shall be excluded until the expiry of 48 months of continuous coverage after the date of inception of the first policy with insurer.

b) In case of enhancement of sum insured the exclusion shall apply afresh to the extent of sum insured increase.

c) If the Insured Person is continuously covered without any break as defined under the portability norms of the extant IRDAI (Health Insurance) Regulations, then waiting period for the same would be reduced to the extent of prior coverage.

d) Coverage under the policy after the expiry of 48 months for any pre-existing disease is subject to the same being declared at the time of application and accepted by Insurer.

B. Specific disease/procedure waiting period- Code-Excl02

a) Expenses related to the treatment of the listed Conditions, surgeries/treatments shall be excluded until the expiry of 12 months of continuous coverage after the date of inception of the first policy with us. This exclusion

shall not be applicable for claims arising due to an accident.

b) In case of enhancement of sum insured the exclusion shall apply afresh to the extent of sum insured increase.

c) If any of the specified disease/procedure falls under the waiting period specified for pre-Existing diseases, then the longer of the two waiting periods shall apply.

d) The waiting period for listed conditions shall apply even if contracted after the policy or declared and accepted without a specific exclusion.

e) If the Insured Person is continuously covered without any break as defined under the applicable norms on portability stipulated by IRDAI, then waiting period for the same would be reduced to the extent of prior coverage.

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f) List of specific diseases/procedures

Cataract, Benign Prostatic Hypertrophy, Hysterectomy for Menorrhagia or Fibromyoma, Hernia, Hydrocele, Congenital Internal Diseases, Fistula in anus, piles, Sinusitis and related disorders

C.30-day waiting period- Code- Excl03

- a) Expenses related to the treatment of any illness within 30 days from the first policy commencement date shall be excluded except claims arising due to an accident, provided the same are covered.
- b) This exclusion shall not, however, apply if the Insured Person has Continuous Coverage for more than twelve months.
- c) The within referred waiting period is made applicable to the enhanced sum insured in the event of granting higher sum insured subsequently.

D. Investigation & Evaluation- Code- Excl04

- a) Expenses related to any admission primarily for diagnostics and evaluation purposes only are excluded.
- b) Any diagnostic expenses which are not related or not incidental to the current diagnosis and treatment are excluded.

E. Rest Cure, rehabilitation and respite care- Code- Excl05

- a) Expenses related to any admission primarily for enforced bed rest and not for receiving treatment. This also includes:
 - I. Custodial care either at home or in a nursing facility for personal care such as help with activities of daily living such as bathing, dressing, moving around either by skilled nurses or assistant or non-skilled persons.
 - II. Any services for people who are terminally ill to address physical, social, emotional and spiritual needs.

F. Obesity/ Weight Control: Code- Excl06

Expenses related to the surgical treatment of obesity that does not fulfil all the below conditions:

- 1) Surgery to be conducted is upon the advice of the Doctor
- 2) The surgery/Procedure conducted should be supported by clinical protocols
- 3) The member has to be 18 years of age or older and
- 4) Body Mass Index (BMI);
 - a) greater than or equal to 40 or
 - b) greater than or equal to 35 in conjunction with any of the following severe co- morbidities following failure of less invasive methods of weight loss:
 - i. Obesity-related cardiomyopathy
 - ii. Coronary heart disease
 - iii. Severe Sleep Apnea
 - iv. Uncontrolled Type2 Diabetes

G. Gender treatments: Code- Excl07

Expenses related to any treatment, including surgical management, to change characteristics of the body to those of the opposite sex.

H. Cosmetic or plastic Surgery: Code-Excl08

Expenses for cosmetic or plastic surgery or any treatment to change appearance unless for reconstruction following an Accident, Burn(s) or Cancer or as part of medically necessary treatment to remove a direct and immediate health risk to the insured. For this to be considered a medical necessity, it must be certified by the attending Medical Practitioner.

I. Hazardous or Adventure sports: Code- Excl09

Expenses related to any treatment necessitated due to participation as a professional in hazardous or adventure sports, including but not limited to, para-jumping, rock climbing, mountaineering, rafting, motor racing, horse racing or scuba diving, hand gliding, sky diving, deep-sea diving.

J. Breach of law: Code- Excl10

Expenses for treatment directly arising from or consequent upon any Insured Person committing or attempting to commit a breach of law with criminal intent.

K. Excluded Providers: Code- Excl11

Expenses incurred towards treatment in any hospital or by any Medical Practitioner or any other provider specifically excluded by the Insurer and disclosed in its website / notified to the policyholders are not admissible. However, in case of life threatening situations or following an accident, expenses up to the stage of stabilization are payable but not the complete claim

L. Treatment for, Alcoholism, drug or substance abuse or any addictive condition and consequences thereof. Code- Excl12

M. Treatments received in health spas, nature cure clinics, spas or similar establishments or private beds registered as a nursing home attached to such establishments or where admission is arranged wholly or partly for domestic reasons. Code- Excl13

N. Dietary supplements and substances that can be purchased without prescription, including but not limited to Vitamins, minerals and organic substances unless prescribed by a medical practitioner as part of hospitalization claim or day care procedure. Code- Excl14

O. Refractive Error: Code- Excl15

Expenses related to the treatment for correction of eye sight due to refractive error less than 7.5 dioptries.

P. Unproven Treatments: Code- Excl16

Expenses related to any unproven treatment, services and supplies for or in connection with any treatment. Unproven treatments are treatments, procedures or supplies that lack significant medical documentation to support their effectiveness.

Q. Sterility and Infertility: Code- Excl17

Expenses related to sterility and infertility. This includes:

(i) Any type of contraception, sterilization

(ii) Assisted Reproduction services including artificial insemination and advanced reproductive technologies

such as IVF, ZIFT, GIFT, ICSI

(iii) Gestational Surrogacy

(iv) Reversal of sterilization

R. Maternity: Code Excl18

i. Medical treatment expenses traceable to childbirth (including complicated deliveries and caesarean sections

incurred during hospitalization) except ectopic pregnancy;

ii. Expenses towards miscarriage (unless due to an accident) and lawful medical termination of pregnancy

during the policy period

ii. Specific Exclusions other than those mentioned under e (i) above

1. Circumcision whether or not necessitated by vaccination or inoculation or change of life or cosmetic or aesthetic treatment of any description, plastic surgery unless necessary for treatment of a disease not excluded by the terms of the policy or as may be necessitated due to treatment of an accident.

2. The cost of spectacles and contact lenses, hearing aids.

3. Dental treatment or surgery of any kind unless requiring hospitalization.

4. Convalescence, general debility, run-down condition or rest cure, congenital external disease or defects or anomalies, intentional self-injury (whether arising from an attempt to suicide or otherwise) and use of intoxicating drugs and/or alcohol.

5. Charges incurred at Hospital or Nursing Home primarily for diagnostic, X-Ray or laboratory examinations or other diagnostic studies not consistent with or incidental to the diagnosis and treatment of the positive existence or presence of any diseases illness or injury whether or not requiring Hospitalization/Domiciliary Hospitalization.

6. Expenses on vitamins and tonics unless forming part of treatment for injury or disease as certified by the attending Medical Practitioner.

7. Diseases, illness, accident or injuries directly or indirectly caused by or contributed to by nuclear weapons/materials or contributed to by or arising from ionising radiation or contamination by radioactivity by any nuclear fuel or from any nuclear waste or from the combustion of nuclear fuel.

8. Voluntary medical termination of pregnancy during the first 12 weeks from the date of conception.

9. Naturopathy treatment

10. Diseases, illness, accident or injuries 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).

If any Add-On has been opted as mentioned in Part (a) of the Policy, then the respective Exclusion as mentioned above will not be applicable

f. . General Terms and Clauses

Standard General Terms and Clauses (General Terms and clauses whose wordings are specified by IRDAI)

1. Claim Settlement (provision for Penal Interest)

(i) The Company shall settle or reject a claim, as the case may be, within 30 days from the date of receipt of last necessary document.

(ii) In the case of delay in the payment of a claim, the Company shall be liable to pay interest to the policyholder from the date of receipt of last necessary document to the date of payment of claim at a rate 2% above the bank rate.

(iii) However, where the circumstances of a claim warrant an investigation in the opinion of the Company, it shall initiate and complete such investigation at the earliest, in any case not later than 30 days from the date of receipt of last necessary document- In such cases, the Company shall settle or reject the claim within 45 days from the date of receipt of last necessary document.

(iv) In case of delay beyond stipulated 45 days, the Company shall be liable to pay interest to the policyholder at a rate 2% above the bank rate from the date of receipt of last necessary document to the date of payment of claim. Interest provision shall be as per IRDAI (Protection of Policyholders' Interests) Regulations, 2017 or any amendments made thereto from time to time.

2. LIMITATION PERIOD

In no case whatsoever shall the Company be liable for any claim under the Policy, if the requirement of Clause V (1) (b) (iii) (b) above are not complied with, unless the claim is the subject of pending action or arbitration; it being expressly agreed and declared that if the Company shall disclaim liability for any claim hereunder and such claim shall not within 12 calendar months from the date of the disclaimer have been made the subject matter of a suit in court of law then the claim shall for all purposes be deemed to have been abandoned and shall not thereafter be recoverable hereunder.

3. Condition Precedent to Admission of Liability

The terms and conditions of the policy must be fulfilled by the insured person for the Company to make any payment for claim(s) arising under the policy

4. Complete Discharge

Any payment to the policyholder, insured person or his/ her nominees or his/ her legal representative or assignee or to the Hospital, as the case may be, for any benefit under the policy shall be a valid discharge towards payment of claim by the Company to the extent of that amount for the particular claim.

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5. POLICY RELATED TERMS AND CONDITIONS

a) Claim must be filed within 30 days from the date of completion of treatment. However, the Company may at its discretion consider waiver based on merits of the claim, where there is delay in intimation or in submission of documents due to unavoidable circumstances and it is proved that the delay was for reasons beyond the control of the insured and under the circumstances in which the insured was placed it was not possible for him or any other person to give such notice or file claim within the prescribed time-limit.

b) The Insured Person shall obtain and furnish the Company with all original bills, receipts and other documents upon which a claim is based and shall also give the Company such additional information and assistance as the Company may require in dealing with the claim.

c) Any medical practitioner authorised by the Company shall be allowed to examine the Insured Person in case of any alleged diseases, illness, accident or injuries requiring Hospitalisation or Domiciliary Hospitalisation when and so often as the same may reasonably be required on behalf of the Company.

d) All medical/surgical treatment under this policy shall have to be taken in India (unless agreed upon in Part (a) of the Policy) and admissible claims thereof shall be payable in Indian currency.

e) Low Claim Ratio Discount (Bonus): Low Claim Ratio Discount will be allowed on the total premium at renewal depending upon the incurred claims ratio for the entire group insured under the Group Mediclaim Insurance Policy as mutually agreed by the insured and the insurer.

f) High Claim Ratio loading (Malus): The Total Premium payable at renewal of the Group Policy will be loaded depending upon the incurred claims ratio for the entire group insured under the Group Mediclaim Insurance Policy as mutually agreed by the insured and the insurer.

Note: Incurred claim would mean claims paid, claims outstanding and claims incurred but not reported (IBNR) in respect of the entire group insured under the policy during the relevant period.

6. TERMS OF RENEWAL

a) The Policy can be renewed as a separate contract under the then prevailing ICICI Lombard Group Health Insurance product or its nearest substitute (in case the product ICICI Lombard Group Health Insurance is withdrawn by the Company) approved by IRDA.

b) The policy shall ordinarily be renewable except on grounds of fraud, moral hazard or misrepresentation or non-cooperation by the insured.

c) The policy could be subject to certain changes in terms and conditions including change in premium rate.

Possibility of Revision of Terms of the Policy including the Premium Rates- the Company, with prior approval of IRDAI, may revise or modify the terms of the policy including the premium rates. The insured person shall be notified three months before the changes are effected.

7. Possibility of Revision of Terms of the Policy including the Premium Rates- the Company, with prior approval of IRDAI, may revise or modify the terms of the policy including the premium rates. The insured person shall be notified three months before the changes are effected.

8. Incontestability and Duty of Disclosure

The policy shall be null and void and no benefit shall be payable in the event of untrue or incorrect statements, misrepresentation, misdescription or on non-disclosure in any material particular in the proposal form, personal statement, declaration and connected documents, or any material information having been withheld, or a claim being fraudulent or any fraudulent means or devices being used by the Insured or any one acting on his behalf to obtain any benefit under this policy.

9. Observance of terms and conditions

The due observance and fulfilment of the terms, conditions and endorsement of this policy in so far as they relate to anything to be done or complied with by the Insured, shall be a condition precedent to any liability of the Company to make any payment under this policy.

10. No constructive Notice

Any of the circumstances in relation to these conditions coming to the knowledge of any official of the Company shall not be the notice to or be held to bind or prejudicially affect the Company notwithstanding subsequent acceptance of any premium.

11. Notice of Charge etc.

The Company shall not be bound to notice or be affected by any notice of any trust, charge, lien, assignment or other dealing with or relating to this policy but the receipt of the Insured or his legal personal representative shall in all cases be an effectual discharge to the company.

12. Special Provisions

Any special provisions subject to which this policy has been entered into and endorsed in the policy or in any separate instrument shall be deemed to be part of this policy and shall have effect accordingly.

13. Overriding effect of Part (c to g) of the Policy

The terms and conditions contained herein and in Part (c to g) of the Policy shall be deemed to form part of the policy and shall be read as if they are specifically incorporated herein; however in case of any inconsistency of any term and condition with the scope of cover contained in Part (c to g) of the Policy, then the term(s) and condition(s) contained herein shall be read mutatis mutandis with the scope of cover/terms and conditions contained in Part (c to g) of the Policy and shall be deemed to be modified accordingly or superseded in case of inconsistency being irreconcilable. In case of any inconsistency in terms and conditions mentioned in Part (c to g) of the Policy with Part (a) of the Policy then terms and conditions contained in Part (a) of the Policy will prevail over Part (c to g) of the Policy.

14. Electronic Transactions

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The Insured agrees to adhere to and comply with all such terms and conditions as the Company may prescribe from time to time, and hereby agrees and confirms that all transactions effected by or through facilities for conducting remote transactions including the Internet, World Wide Web, electronic data interchange, call centers, teleservice operations (whether voice, video, data or combination thereof) or by means of electronic, computer, automated machines network or through other means of telecommunication, established by or on behalf of the Company, for and in respect of the policy or its terms, or the Company's other products and services, shall constitute legally binding and valid transactions when done in adherence to and in compliance with the Company's terms and conditions for such facilities, as may be prescribed from time to time. The Insured agrees that the Company may exchange, share or part with any information to or with other ICICI Group Companies or any other person in connection with the Policy, as may be determined by the Company and shall not hold the Company liable for such use/application.

15. Fraud

If any claim made by the insured person, is in any respect fraudulent, or if any false statement, or declaration is made or used in support thereof, or if any fraudulent means or devices are used by the insured person or anyone acting on his/her behalf to obtain any benefit under this policy, all benefits under this policy shall be forfeited. Any amount already paid against claims which are found fraudulent later under this policy shall be repaid by all person(s) named in the policy schedule, who shall be jointly and severally liable for such repayment. For the purpose of this clause, the expression "fraud" means any of the following acts committed by the Insured Person or by his agent, with intent to deceive the insurer or to induce the insurer to issue a insurance Policy:-

- the suggestion, as a fact of that which is not true and which the Insured Person does not believe to be true;
- the active concealment of a fact by the Insured Person having knowledge or belief of the fact;
- any other act fitted to deceive; and
- any such act or omission as the law specially declares to be fraudulent

The company shall not repudiate the policy on the ground of fraud, if the insured person / beneficiary can prove that the misstatement was true to the best of his knowledge and there was no deliberate intention to suppress the fact or that such misstatement of or suppression of material fact are within the knowledge of the insurer. Onus of disproving is upon the policyholder, if alive, or beneficiaries.

16. Cancellation

- The Insured may cancel this Policy by giving 15 days' written notice, and in such an event, the Company shall refund premium on short term rates for the unexpired Policy Period as per the rates detailed below.

Short Period Scales- Policy Cancellation*	
Covered Upto Days	% of Refund
7	Up to 90%
30	Up to 75%
60	Up to 65%
90	Up to 50%
120	Up to 40%
180	Up to 25%
240	Up to 15%
Exceeding 240	Up to 0%

Notwithstanding anything contained herein or otherwise, no refunds of premium shall be made in respect of Cancellation where, any claim has been admitted or has been lodged or any benefit has been availed by the Insured person under the Policy.

- The Company may cancel the Policy at any time on grounds of misrepresentation, non-disclosure of material facts, fraud by the Insured Person, by giving 15 days' written notice. There would be no refund of premium on cancellation on grounds of misrepresentation, non-disclosure of material facts or fraud.

17. Portability

The Insured Person will have the option to port the Policy to other insurers as per extant Guidelines related to portability. If such person is presently covered and has been continuously covered without any lapses under any health insurance plan with an Indian General/Health insurer as per Guidelines on portability, the proposed Insured Person will get all the accrued continuity benefits in waiting periods as under:

- The waiting periods specified in Section 6 shall be reduced by the number of continuous preceding years of coverage of the Insured Person under the previous health insurance Policy.
- Portability benefit will be offered to the extent of sum of previous sum insured and accrued bonus (as part of the base sum insured), portability benefit shall not apply to any other additional increased Sum Insured.

For Detailed Guidelines on Portability, kindly refer the link

https://www.irdai.gov.in/ADMINCMS/cms/frmGuidelines_Laout.aspx?page=PageNo3987

18. Migration:

The Insured Person will have the option to migrate the Policy to other health insurance products/plans offered by the company as per extant Guidelines related to Migration. If such person is presently covered and has been continuously covered without any lapses under any health insurance product/plan offered by the company, as per Guidelines on migration, the proposed Insured Person will get all the accrued continuity benefits in waiting periods as per below:

i. The waiting periods specified in Section 6 shall be reduced by the number of continuous preceding years of coverage of the Insured Person under the previous health insurance Policy.

ii. Migration benefit will be offered to the extent of sum of previous sum insured and accrued bonus/multiplier benefit (as part of the base sum insured), migration benefit shall not apply to any other additional increased Sum Insured.

For Detailed Guidelines on Migration, kindly refer the link

https://www.irdai.gov.in/ADMINCMS/cms/frmGuidelines_Layout.aspx?page=PageNo3987

19. Multiple Policies-

i. in case of multiple policies taken by an insured person during a period from one or more insurers to indemnify treatment costs, the insured person shall have the right to require a settlement of his/her claim in terms of any of his/her policies. In all such cases the insurer chosen by the insured person shall be obliged to settle the claim as long as the claim is within the limits of and according to the terms of the chosen policy.

ii. insured person having multiple policies shall also have the right to prefer claims under this policy for the amounts disallowed under any other policy / policies even if the sum insured is not exhausted. Then the insurer shall independently settle the claim subject to the terms and conditions of this policy.

iii. If the amount to be claimed exceeds the sum insured under a single policy, the insured person shall have the right to choose insurer from whom he/she wants to claim the balance amount.

iv. Where an insured person has policies from more than one insurer to cover the same risk on indemnity basis, the insured person shall only be indemnified the treatment costs in accordance with the terms and conditions of the chosen policy.

20. Premium Payment in Instalments:

If the insured person has opted for Payment of Premium on an instalment basis i.e. Half Yearly, Quarterly or Monthly, as mentioned in Your Policy Schedule/Certificate of Insurance, the following Conditions shall apply (notwithstanding any terms contrary elsewhere in the Policy)

i. Grace Period of 15 days would be given to pay the instalment premium due for the Policy.

ii. During such grace period, Coverage will not be available from the instalment premium payment due date till the date of receipt of premium by Company.

iii. The Benefits provided under - "Waiting Periods", "Specific Waiting Periods" Sections shall continue in the event of payment of premium within the stipulated grace Period.

iv. No interest will be charged If the instalment premium is not paid on due date.

v. In case of instalment premium due not received within the grace Period, the Policy will get cancelled.

21. Free Look Period-

The Free Look Period shall be applicable on new individual health insurance policies and not on renewals or at the time of porting/migrating the policy. The insured person shall be allowed free look period of fifteen days from date of receipt of the policy document to review the terms and conditions of the policy, and to return the same if not acceptable. If the insured has not made any claim during the Free Look Period, the insured shall be entitled to

i. a refund of the premium paid less any expenses incurred by the Company on medical examination of the insured person and the stamp duty charges or

ii. Where the risk has already commenced and the option of return of the policy is exercised by the insured person, a deduction towards the proportionate risk premium for period of cover or

iii. Where only a part of the insurance coverage has commenced, such proportionate premium commensurate with the insurance coverage during such period

Policies would however be subject to all limits, sub limits, co-payments as per the policy.

22. Arbitration Clause

If any dispute or difference shall arise as to the quantum to be paid under this policy (liability being otherwise admitted) such difference shall independently of all other questions be referred to the decision of a sole arbitrator to be appointed in writing by the parties to the dispute/difference or if they cannot agree upon a single arbitrator within 30 days of any party invoking arbitration, the same shall be referred to a panel of three arbitrators, comprising of two arbitrators, one to be appointed by each of the parties to the dispute/difference and the third arbitrator to be appointed by such two arbitrators. Arbitration shall be conducted under and in accordance with the provisions of the Arbitration and Conciliation Act, 1996.

It is clearly agreed and understood that no difference or dispute shall be preferable to arbitration, as herein before provided, if the Company has disputed or not accepted liability under or in respect of this policy.

It is hereby expressly stipulated and declared that it shall be a condition precedent to any right of action or suit upon this policy that the award by such arbitrator/ arbitrators of the amount of the loss or damage shall be first obtained.

23. Renewal Notice

a) The policy shall ordinarily be renewable except on misrepresentation by the insured person on grounds of fraud, The Company shall endeavour to give notice for renewal. However, the Company is not under obligation to give any notice for renewal. Renewal shall not be denied on the ground that the insured person had made a claim or claims in the preceding policy years. Request for renewal along with requisite premium shall be received by the Company before the end of the policy period. At the end of the policy period,

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the policy shall terminate and can be renewed within the Grace Period of 30 days to maintain continuity of benefits without break in policy. Coverage is not available during the grace period. No loading shall apply on renewals based on individual claims experience

b) The policy may be renewed by mutual consent and in such event the renewal premium shall be paid to the Company on or before the date of expiry of the previous year policy and in no case later than Grace Period of 30 days from the expiry of the Policy. However, risk coverage shall not be available for such a period.

24. Moratorium Period

After completion of eight continuous years under the policy no look back to be applied. This period of eight years is called as moratorium period. The moratorium would be applicable for the sums insured of the first policy and subsequently completion of 8 continuous years would be applicable from date of enhancement of sums insured only on the enhanced limits. After the expiry of Moratorium Period no health insurance claim shall be contestable except for proven fraud and permanent exclusions specified in the policy contract. The policies would however be subject to all limits, sub limits, co-payments, deductibles as per the policy contract. The policies would however be subject to all limits, sub limits, co-payments as per the policy.

25. Policy Disputes

Any dispute concerning the interpretation of the terms, conditions, limitations and/or exclusions contained herein is understood and agreed to by both the Insured and the Company to be subject to Indian Law. Each party agrees to submit to the jurisdiction of the Courts in India and to comply with all requirements necessary to give such Court the jurisdiction. All matters arising hereunder shall be determined in accordance with the law and practice of such Court.

26. Cause of Action/ Currency for Payments

No Claims shall be payable under this policy unless the cause of action arises in India, unless otherwise specifically provided in Part (c to g) of the Schedule to this policy. All claims shall be payable in India in Indian Rupees only.

27. Withdrawal of Policy-

In the likelihood of this product being withdrawn in future, the Company will intimate the insured person about the same 90 days prior to expiry of the policy. Insured Person will have the option to migrate to similar health insurance product available with the Company at the time of renewal with all the accrued continuity benefits such as cumulative bonus, waiver of waiting period. As per IRDAI guidelines, provided the policy has been maintained without a break.

g. Other terms & conditions:

1. SCOPE OF COVER

The Company hereby agrees subject to the terms, conditions and exclusions herein contained or otherwise expressed herein, that, if during the policy period stated in Part (a) of the Policy, any

Insured Person shall contract any disease or suffer from Any One Illness or sustain any bodily injury through accident, and if such disease, illness, accident or injury shall require any such Insured Person, upon the advice of a Medical Practitioner to incur Hospitalisation or Domiciliary Hospitalisation expenses or Outpatient department expenses as stated in Part (a) of the Policy, the Company will pay to the Insured Person, the amount of such expenses as are reasonably and necessarily incurred thereof, by or on behalf of such Insured Person but not exceeding the sum insured for the person as mentioned in the Part (a) of the Policy hereto, to the extent and the manner hereinafter provided. The Company would be liable for the add-on coverage's mentioned in Part (a) of the Policy only if the Insured purchases the same in terms of the policy.

2. CLAIM ADMINISTRATION

The fulfilment of the terms and conditions of this Policy (including payment of premium by the due dates mentioned in the Policy Schedule) insofar as they relate to anything to be done or complied with by each of the insured shall be conditions precedent to admission of the Company's liability. Further, upon the discovery or happening of any Illness or Injury that may give rise to a Claim under this Policy, then as a condition precedent to the admission of the Company's liability, the insured shall undertake the following:

1. Claims Procedure

a. For Cashless Settlement

Cashless treatment is only available at a Network Provider (List of Network Providers is available at our website). In order to avail of cashless treatment, the following procedure must be followed by the insured:

Pre-authorization

Prior to taking treatment and/or incurring Medical Expenses at a Network Provider, the insured must contact the company or the TPA accompanied with full particulars namely,

- i. Policy Number,
- ii. Name of the insured,
- iii. Your relationship with Policy Holder,
- iv. Nature of Illness or Injury, name and
- v. address of the Medical Practitioner/Hospital and any other information that may be relevant to the Illness/ Injury/ Hospitalization.

Request for pre- authorisation should be received at least 48 hours before a planned Hospitalization and in case of an emergency situation, within 24 hours of Hospitalization. To avail of Cashless Hospitalization facility, the insured is required to produce the health card, as provided to him/her with this Policy, subject to the terms and conditions for the usage of the said health card. The request of insured shall be considered after having obtained accurate and complete information for the Illness or Injury for which cashless hospitalization facility is sought by the insured and the Company will confirm the request in writing.

ICICI Lombard General Insurance Company Limited

IRDA Reg. No. 115

Mailing Address:

601 & 602, 6th Floor, Interface 16,
New Linking Road, Malad (West)
Mumbai - 400 064

CIN: L67200MH2000PLC129408

Registered Office Address:

ICICI Lombard House, 414, P Balu Marg,
Off Veer Savarkar Road, Near Siddhi Vinayak Temple,
Mumbai 400 025

UIN : ICILGP24019V062324

Toll free no : 1800 2666

Alternate no : 86552 22666 (chargeable)

E-mail : customersupport@icicilombard.com

Website : www.icicilombard.com

Group Health (Floater) Insurance

b. For Reimbursement Settlement

(i) All claims have to be intimated 48 hours prior to hospitalization or within 24 hours post admission in case of emergency for prompt settlement of claims.

(ii) The insured shall give notice to the TPA by calling the toll free number as specified in the Policy provided to the insured and also in writing at the Company's address with particulars as below:

- Policy number;
- Name of the insured;
- Relationship of the proposer with the Policyholder;
- Nature of Illness or Injury;
- Name and address of the attending Medical Practitioner and the Hospital;
- Any other information that may be relevant to the Illness / Injury/Hospitalisation

(iii) The procedure for lodging the claim shall be as under:

Upon the happening of any event giving rise or likely to give rise to a claim under this policy:

- a) The Insured shall give immediate notice thereof in writing to the Company.
- b) The Insured shall deliver to the Company, within 30 days from the date of completion of treatment, a detailed statement in writing as per the claim form together with bills, vouchers and any other material particular, relevant to the making of such claim.
- c) The Insured shall tender to the Company all reasonable information, assistance and proofs in connection with any claim hereunder.

2. Basis of assessment of claims

a) Basis of assessment of the claim shall be as under:

The benefit payable shall be such expenses reasonably and necessarily incurred by or on behalf of the Insured Person under the following categories but not exceeding the Sum Insured in respect of such Insured person as specified in Part (a) of the Policy.

Heads of compensation payable:

- (i) Room and Boarding Expenses as incurred at the Hospital/ Nursing Home;
- (ii) Nursing Expenses;
- (iii) Fee paid to Medical Practitioner, Surgeon, Anaesthetics, Consultants and Specialist
- (iv) Anaesthesia, Blood, Oxygen, Operation Theatre Charges, Surgical Appliances, Medicines & drugs, Diagnostic Materials and X - Ray, Dialysis, chemotherapy, Radiotherapy, Cost of Pacemaker, Artificial Limbs & Cost of Organs and similar expenses; and /or
- (v) Pre Hospitalisation and Post Hospitalisation expenses, wherever applicable.

b. Claim documents:

The Insured shall be required to furnish the following for or in support of a claim:

- (i) Duly completed claim form signed by the insured
- (ii) Original bills, receipts and discharge certificate/card from the Hospital
- (iii) Original bills from Chemists supported by proper prescription
- (iv) Original investigation test reports and payment receipts
- (iv) Indoor case papers
- (v) Medical Practitioner's referral letter advising Hospitalization in non-Accident cases
- (vi) Account details for Electronic Fund Transfer (EFT mandate form and cancelled cheque)
- (viii) Any other document as required by the Company or the TPA to investigate the Claim or the Company's obligation to make payment for it.

3. Notices

Any notice, direction or instruction given under this policy shall be in writing to:

- In case of the Insured, at the address specified in Part (a) of the Policy.
- In case of the Company:

ICICI Lombard General Insurance Company Limited ICICI Lombard House, 414, Veer Savarkar Marg, Near Siddhi Vinayak Temple, Prabhadevi, Mumbai 400025

Notice and instructions will be deemed served 7 days after posting or immediately upon receipt in the case of hand delivery or e-mail.

4. Customer Service

If at any time the Insured requires any clarification or assistance, the Insured may contact the offices of the Company at the address specified, during normal business hours.

5. Redressal of Grievance-

In case of any grievance, the insured person may contact the company through Website: www.icicilombard.com

Toll Free: 1800 2666

E-Mail: customersupport@icicilombard.com

Courier: ICICI Lombard General Insurance Company Limited.

ICICI Lombard House, 414, Veer Savarkar Marg,

Near Siddhi Vinayak Temple, Prabhadevi, Mumbai- 400025.

insured person may also approach the grievance cell at any of the company's branches with the details of grievance If insured person is not satisfied with the redressal of grievance through

ICICI Lombard General Insurance Company Limited

one of the above methods, insured person may contact the grievance officer at Manager- Service Quality,

Corporate Manager- Service Quality, National Manager- Operations & finally Director-services and Business development at the following address:

ICICI Lombard General Insurance Company Limited, ICICI Lombard House, 414, Veer Savarkar Marg, Near Siddhi Vinayak Temple, Prabhadevi, Mumbai- 400025

For updated details of grievance officer, kindly refer the link: <https://www.icicilombard.com/grievance-redressal>

If insured person is not satisfied with the redressal of grievance through above methods, the insured person may also approach the office of insurance Ombudsman of the respective area/region for redressal of grievance as per insurance Ombudsman Rules 2017.

Grievance may also be lodged at IRDAI integrated Grievance Management System

- <https://ligms.irda.gov.in/>

If the issue still remains unresolved, the insured may, subject to vested jurisdiction, approach Insurance Ombudsman for the redressal of the grievance.

The details of Insurance Ombudsman are available below:-

S no	Name of office of insurance Ombudsman	Territorial Area of jurisdiction
1	AHMEDABAD - Shri Kuldeep Singh Office of the Insurance Ombudsman, Jeevan Prakash Building, 6th floor, Tilak Marg, Relief Road, Ahmedabad – 380 001. Tel.: 079 - 25501201/02/05/06 Email: bimalokpal.ahmedabad@cioins.co.in	Gujarat, Dadra & Nagar Haveli, Daman and Diu.
2	BENGALURU - - Mr. Vipin Anand Office of the Insurance Ombudsman, Jeevan Soudha Building, PID No. 57-27- N-19 Ground Floor, 19/19, 24th Main Road, JP Nagar, 1st Phase, Bengaluru – 560 078. Tel.: 080 - 26652048 / 26652049 Email: bimalokpal.bengaluru@cioins.co.in	Karnataka
3	BHOPAL – Shri R M Singh Office of the Insurance Ombudsman, Janak Vihar Complex, 2nd Floor, 6, Malviya Nagar, Opp. Airtel Office,	Madhya Pradesh Chattisgarh.

	Near New Market, Bhopal – 462 003. Tel.: 0755 - 2769201 / 2769202 Fax: 0755 - 2769203 Email: bimalokpal.bhopal@cioins.co.in	
4	BHUBANESHWAR - Shri Suresh Chandra Panda Office of the Insurance Ombudsman, 62, Forest park, Bhubneshwar – 751 009. Tel.: 0674 - 2596461 / 2596455 Fax: 0674 - 2596429 Email: bimalokpal.bhubaneswar@cioins.co.in	Orissa.
5	CHANDIGARH - Mr. Atul Jerath Office of the Insurance Ombudsman, S.C.O. No. 101, 102 & 103, 2nd Floor, Batra Building, Sector 17 – D, Chandigarh – 160 017. Tel.: 0172 - 2706196 / 2706468 Fax: 0172 - 2708274 Email: bimalokpal.chandigarh@cioins.co.in	Punjab, Haryana, Himachal Pradesh, Jammu & Kashmir, Chandigarh.
6	CHENNAI - Shri M. Vasantha Krishna Office of the Insurance Ombudsman, Fatima Akhtar Court, 4th Floor, 453, Anna Salai, Teynampet, CHENNAI – 600 018. Tel.: 044 - 24333668 / 24335284 Fax: 044 - 24333664 Email: bimalokpal.chennai@cioins.co.in	Tamil Nadu, Pondicherry Town and Karaikal (which are part of Pondicherry).
7	DELHI - Shri Sudhir Krishna Office of the Insurance Ombudsman, 2/2 A, Universal Insurance Building, Asaf Ali Road, New Delhi – 110 002. Tel.: 011 - 23232481/23213504 Email: bimalokpal.delhi@cioins.co.in	Delhi
8	GUWAHATI - Shri Somnath Ghosh Office of the Insurance Ombudsman, Jeevan Nivesh, 5th Floor, Nr. Panbazar over bridge, S.S. Road, Guwahati – 781001(ASSAM). Tel.: 0361 - 2632204 / 2602205 Email: bimalokpal.guwahati@cioins.co.in	Assam, Meghalaya, Manipur, Mizoram, Arunachal Pradesh, Nagaland and Tripura.
9	HYDERABAD – Shri N	Andhra Pradesh,

ICICI Lombard General Insurance Company Limited

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Alternate no : 86552 22666 (chargeable)

E-mail : customersupport@icicilombard.com

Website : www.icicilombard.com

Group Health (Floater) Insurance

	Sankaran Office of the Insurance Ombudsman, 6-2-46, 1st floor, "Moin Court", Lane Opp. Saleem Function Palace, A. C. Guards, Lakdi-Ka-Pool, Hyderabad - 500 004. Tel.: 040 - 67504123 / 23312122 Fax: 040 – 23376599 Email: bimalokpal.hyderabad@cioins.co.in	Telangana, Yanam and part of Territory of Pondicherry.			Lakhimpur, Bahraich, Barabanki, Raebareli, Sravasti, Gonda, Faizabad, Amethi, Kaushambi, Balrampur, Basti, Ambedkarnagar, Sultanpur, Maharajgang, Santkabirnagar, Azamgarh, Kushinagar, Gorkhpur, Deoria, Mau, Ghazipur, Chandauli, Ballia, Sidharathnagar.	
10	JAIPUR - Smt. Rajiv Dutta Sharma Office of the Insurance Ombudsman, Jeevan Nidhi – II Bldg., Gr. Floor, Bhawani Singh Marg, Jaipur - 302 005. Tel.: 0141 - 2740363 Email: Bimalokpal.jaipur@cioins.co.in	Rajasthan.		14	MUMBAI - Shri Bharatkumar S. Pandya Office of the Insurance Ombudsman, 3rd Floor, Jeevan Seva Annexe, S. V. Road, Santacruz (W), Mumbai - 400 054. Tel.: 022 - 26106552 / 26106960 Fax: 022 - 26106052 Email: bimalokpal.mumbai@cioins.co.in	Goa, Mumbai Metropolitan Region excluding Navi Mumbai & Thane.
11	ERNAKULAM - Shri G Radhakrishnan Office of the Insurance Ombudsman, 2nd Floor, Pulinat Bldg., Opp. Cochin Shipyard, M. G. Road, Ernakulam - 682 015. Tel.: 0484 - 2358759 / 2359338 Fax: 0484 - 2359336 Email: bimalokpal.ernakulam@cioins.co.in	Kerala, Lakshadweep, Mahe-a part of Pondicherry.		15	NOIDA - Shri Chandra Shekhar Prasad Office of the Insurance Ombudsman, Bhagwan Sahai Palace 4th Floor, Main Road, Naya Bans, Sector 15, Distt: Gautam Buddh Nagar, U.P-201301. Tel.: 2514252 / 2514253 Email: bimalokpal.noida@cioins.co.in	State of Uttaranchal and the following Districts of Uttar Pradesh: Agra, Aligarh, Bagpat, Bareilly, Bijnor, Budaun, Bulandshehar, Etah, Kanooj, Mainpuri, Mathura, Meerut, Moradabad, Muzaffarnagar, Oraiyya, Pilibhit, Etawah, Farrukhabad, Firozbad, Gautambodhanagar, Ghaziabad, Hardoi, Shahjahanpur
12	KOLKATA - Shri P. K. Rath Office of the Insurance Ombudsman, Hindustan Bldg. Annexe, 4th Floor, 4, C.R. Avenue, KOLKATA - 700 072. Tel.: 033 - 22124339 / 22124340 Fax : 033 - 22124341 Email: bimalokpal.kolkata@cioins.co.in	West Bengal, Sikkim, Andaman & Nicobar Islands.		16	PATNA - Shri N. K. Singh Office of the Insurance Ombudsman, 1st Floor, Kalpana Arcade Building,, Bazar Samiti Road, Bahadurpur, Patna 800 006. Tel.: 0612-2680952 Email: bimalokpal.patna@cioins.co.in	Bihar, Jharkhand.
13	LUCKNOW -Shri Justice Anil Kumar Srivastava Office of the Insurance Ombudsman, 6th Floor, Jeevan Bhawan, Phase-II, Nawal Kishore Road, Hazratganj, Lucknow - 226 001. Tel.: 0522 - 2231330 / 2231331 Fax: 0522 - 2231310 Email: bimalokpal.lucknow@cioins.co.in	Districts of Uttar Pradesh : Laitpur, Jhansi, Mahoba, Hamirpur, Banda, Chitrakoot, Allahabad, Mirzapur, Sonbhabdra, Fatehpur, Pratapgarh, Jaunpur, Varanasi, Gazipur, Jalaun, Kanpur, Lucknow, Unnao. Sitapur.				

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E-mail : customersupport@icicilombard.com
Website : www.icicilombard.com
Group Health (Floater) Insurance

17	PUNE - Shri Vinay Sah Office of the Insurance Ombudsman, Jeevan Darshan Bldg., 3rd Floor, C.T.S. No.s. 195 to 198, N.C. Kelkar Road, Narayan Peth, Pune – 411 030. Tel.: 020-41312555 Email: bimalokpal.pune@cioins.co.in	Maharashtra, Area of Navi Mumbai and Thane excluding Mumbai Metropolitan Region.
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The updated details of Insurance Ombudsman are available on IRDA website: www.irdaindia.org, on the website of General Insurance Council: www.gbic.co.in, website of the Company www.icicilombard.com or can be obtained from any of the offices of the Company.

Statutory Warning: Prohibition of Rebates (Under Section 41 of Insurance Act, 1938) as amended by the Insurance Laws (Amendment) Act, 2015.

- 1) No person shall allow or offer to allow, either directly or indirectly as an inducement to any person to take out or renew or continue an insurance in respect of any kind of risk relating to lives or property, in India, any rebate of the whole or part of the commission payable or any rebate of the premium shown on the policy, nor shall any person taking out or renewing or continuing a Policy accept any rebate, except such rebate as may be allowed in accordance with the published prospectuses or tables of the Insurer.
- 2) Any person making default in complying with the provisions of this section shall be liable for a penalty, which may extended to ten lakh rupees.

WOMEN WELFARE POLICY

Policy Statement:

To create an environment that will help women realize their full potential and give their best and promote general well-being of female students.

1 MAJOR POLICY ELEMENTS

1.1 The 'Women Welfare Policy' adopted by the Institute therefore is aimed at:

- (a) ❖ To promote a culture of respect and equality for female gender.
- ❖ To create awareness about health and hygiene among female staff and students.
- ❖ To create social awareness about the problems of women in general and gender discrimination in particular by means of programs.
- ❖ To prevent sexual harassment at workplace.
- ❖ To develop skills among the female staff and students by means of workshops and training programs for their overall personality development as well as for the encouragement of self-reliance among them.
- ❖ To create legal awareness among women by informing about Women Welfare Laws.

1.2 Implementation Mechanism:

- ❖ To organize regular booming session, seminar, and workshop to impart knowledge of opportunities and tools available and train the women.
- ❖ Make a conducive counselling environment for female gender to share their problems.
- ❖ Provide appropriate working conditions in respect of work, leisure, health and hygiene.
- ❖ First half hour for yoga & meditation for all female staff & students.
- ❖ Organize socially relevant programs.
- ❖ Encourage participation of NGOs working in the area of women's development in the activities of the Cell.
- ❖ Organize cultural programs with the basic objective of increasing awareness in women.
- ❖ Session on Women Empowerment and Constitutional Provisions.

- ❖ Maternity leaves available to the working women to be increased from 12 weeks to 26 weeks for the first two children.
- ❖ The institute may permit a woman to work from home if her baby is below one year and for those who has critical health issue.
- ❖ Institute may provide day care facility for those women staff whose baby is less than five years

Year of implementation: A Y 2020-2021




Dr Sunil Ingole
Director ICEM



Ref.No./ICEM/Office order/188 (6) /2023

Date : 03/07/2023

OFFICE ORDER

INTERNAL COMPLAINEE COMMITTEE / ICC / WOMEN CELL)

w.e.f.01.07.2023 for the Academic Year 2023-2024

Sr No.	Name of the staff	Designation
1.	Dr.Manjusha Tomar	Presiding Officer
2.	Prof.Manjusha Tatiya	Secretary *
3.	Prof.Ashwin Dharme	Faculty
4.	Mrs.Anita Surve	Non Teaching Staff Member
5.	Mrs.Sonali Pradhan	Non Teaching Staff Member
6.	Mr.Omkar Waman	Student
7.	Mr.Harshal Kakre	Student
8.	Ms.Pallavi Patil	Student (Girl)
9.	Mr.Vasant Papal	Civilian/ NGO

- For any assistance / complaint call 02114 – 661666 or mail manjusha.tomar@indiraicem.ac.in
- 24 hours' helpline no.is 7720010705




Principal / Director
ICEM



Outlook

Admissions to Son/Daughter of IGI Employees at Institutions/Courses under IGI.

From **Gita** **bishti@dirduom**
Date **Mon 11/19/24**
To **hdira@updirgoup@dirduom**

Dear Sir and Maam ,

As instructed by Chairperson & Chief Mentor-IGI, any IGI employee who seeks to enroll his/her son/daughter to a course of study at an institution under IGI, should submit proper application in writing to Chairperson & Chief Mentor-IGI at her office. **Said application should be submitted before 30th June 2024.**

Any application received after 30th June 2024 will not be entertained, whatsoever. Also, no concession in fees will be granted to Son/Daughter of any employee.

All Directors are requested to inform the same to their respective staff.

Sincerely,

Gautam
Chairpersons Office

It from [Outlook for Android](#)

TRANSPORT POLICY

Policy Statement:

The purpose of the policy is help the transport dept. and the users to manage ICEM owned vehicles efficiently and in a cost effective manner, vehicles are a major cost to the society, both in terms of running cost and potential liability.

1 MAJOR POLICY ELEMENTS

1.1 The 'Transport Policy' adopted by the Institute therefore is aimed at:

- (a) Pick up and drop facility will be provided from the college premises for students, teaching & non-teaching, admin staff.

1.2 Implementation Mechanism:

- ❖ ICEM Vehicles are to be used only for official purpose or University related approved activities.
- ❖ Clearly mention the reason for official visits on requisition form without which vehicle will not be allotted.
- ❖ Vehicle requisition with Principal approval shall be submitted to the transport dept. at least one day in advance, Pls avoid sending requisitions late in the evening.
- ❖ Vehicles will not be allotted for those visiting research centers as guides or any other related work.
- ❖ We have limited number of vehicles and are assigned on a first requested, first served basis, subject to availability.
- ❖ No ICEM vehicle may be kept overnight at someone's home without the authorization of the Vehicle Administrator.
- ❖ Pick up and drop facility will be provided from the college premises only, except those coming late from airports etc.
- ❖ In case of non-availability of vehicle, all are advised to use their own vehicle, reimbursement will be done at prescribed rate after submitting of the requisition form to Principal office.
- ❖ In case of non-availability of vehicle, we may have to hire vehicle from outside agency, hiring of vehicle from outside agency to be done in extreme exigencies only.



- ❖ All registrars and office superintend are directed to use state transport or Volvo buses for Mumbai official visits.
- ❖ Male staff requiring airport pickup from Mumbai or Pune are advised to hire a cab available at the airports.
- ❖ Users are requested to sign the logbook which is kept with the driver.
- ❖ Only "college drivers (approved)" may operate ICEM owned vehicles.
- ❖ In case any driver is found driving rash, please report the incident with details immediately to Admin / Transport dept.
- ❖ Accidents or damages to ICEM vehicles while in use to be reported immediately to Admin / Transport Dept.
- ❖ Volvo buses or state transport buses can be used for DTE / Mumbai visits, most of the buses have their stops at Major Stops.

Year of implementation- A Y 2020-21




Dr Sunil Ingle
Director ICEM

PG/PH.D. SPONSORSHIP POLICY

Policy Statement:

To encourage students to gain knowledge and pursue higher levels of research in their respective fields of study.

1 Implementation Mechanism: General Leave Rules and Regulation-

- ❖ Sponsorship cannot be claimed as a matter of right.
- ❖ Except in an emergency, application for sponsorship must be applied in advance through proper channel; sponsorship can be availed only after it has been sanctioned by a competent authority.
- ❖ In case of exigencies of work or for administrative reasons the sanctioning authority may refuse postpone, revoke or reduce the period of sponsorship.
- ❖ Sponsorship will be applicable to full time, regular faculty who has completed 2 years of continuous service.
- ❖ NOC will be issued only after submission of all required documents and approval from the authority.
- ❖ 15 Days of leave for course work may be granted on proper submission of documents and approval from the authority.
- ❖ On duty leave for course work examination and for progress seminar presentation as and when required may be granted on proper submission of documents and approval from the authority.
- ❖ If an employee, who is on leave, seeks extension thereof, he/she shall make an application in writing to the competent authority giving reasons for seeking the extension. Such an application shall be made sufficiently in advance, so as to enable the office to process the application and communicate the decision to the employee before the expiry of the leave sanctioned earlier.
- ❖ No leave or extension of leave shall be deemed to have been granted unless an order to that effect is sanctioned and communicated to the employee.
- ❖ When employee avails leave without proper approval from the competent authority, the absence period shall be treated as breach of service and shall be liable for termination of service.
- ❖ If the employee is dismissed or removed from service, his entitlement to apply /claim for leaves ceases from the date of such dismissal or removal.



SANCTIONING AUTHORITIES

Sr. No	Name of the Post	Verifying Authority	Recommending Authority	Sanctioning Authority
				Director of institute
1	All Teaching Staff	O.S.(HR)	Head of Department	Director of institute

Year of implementation: 2019-2020



[Signature]

Dr Supil Ingole

Director ICEM