



Criterion 6- Governance, Leadership and Management

6.3 Faculty Empowerment Strategies

6.3.1 - The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

a. Institutions Performance Appraisal System for teaching and non- teaching staff

Sr. No.	Documents	Link	Page
1.	Performance Appraisal is based on: a. Self-Appraisal i. ACR –Teaching ii. ACR – Non Teaching b. Comment and Recommendation from HOD’s for Feedback from students c. HOD’s/Principal’s Interaction Register with faculty	https://www.aitpune.com/FormforDownloading.aspx	3-53
2.	Best Teaching employee award from Parent Society		54-69
3.	Best Non-Teaching employee award from Parent Society		
4.	Best Research Award		
5.	Best Result Award		
6.	Army Commendation GoC-In-C		70-72
7.	Incentive for Research Paper Publication/IPR		73-83
8.	Appreciation Letter		84-86

b. Effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Sr. No.	Documents	Link	Page No.
1.	Salary as Per norms		87-110
2.	Accident Insurance scheme Group Medical Insurance Scheme Group Term Insurance Scheme		111-223
3.	Ex Gratia / Leave Encashment		224-243
4.	Gratuity for staff members		244-252
5.	Diwali Bonus		253-261
6.	Fitness Training For Staff And inter Department Competition		262-277
7.	Free Ambulance and Free Medical assistance during emergency		278-282
8.	Contribution/Ph.D. Completion CAS		283-339
9.	Permission to staff for higher education		340-343

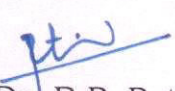
1

PERFORMANCE APPRAISAL

OFFICE OF PRINCIPAL

ANNUAL CONFIDENTIAL REPORT (ACR) FOR FACULTY

1. Refer to UGC Regulation No. F.3-1/2009 dated 30 Jun 2010 and Government of Maharashtra, Higher & Technical Education Department, Government Resolution No. Misc-2018/C.R.56/18/UNI-1, dated 08 March 2019, in pursuance of decision of the College Development Committee taken in its meeting held on 09 Dec 2020 vide Agenda Point I, implementation of New Format for Teaching ACR, said Agenda Point is approved by Chairman, CDC.
2. This format of ACR will be effective from current academic year 2020 – 21. Copy of format is attached herewith and available on AIT website (under Mandatory Information -> Form for Downloading)
3. This ACR Format will be reviewed as and when required.


(Dr. B.P. Patil)
Principal

Copy To -

Director	}	for information please.
Jt Dir		
HOD Mech	}	for information and needful action please.
HOD Comp		
HOD E&TC		
HOD IT		
HOD ASGE		
HOD IT	-	Publish on AIT Web site
Office Supdt	-	for Office Record

Tele- 7249250184/2120

AIT/0227/ACR/Coord

18 May 2021

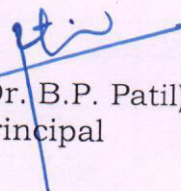
OFFICE OF PRINCIPAL

NOTICE

Annual Confidential Report – Technical & Non Teaching Staff
(01 Jul 2020 to 30 Jun 2021)

Annual Confidential Report (ACR) for the period **01 Jul 2020 to 30 Jun 2021**, in respect of Technical & Non Teaching staff is forwarded herewith for remarks of respective HODs / ICs.

All respective HODs / ICs should submit the same to the undersigned on or before **06 July 2021**.


(Dr. B.P. Patil)
Principal

Copy to:

Director - For information please.

Joint Director
HOD Mech
HOD E&TC
HOD Comp
HOD IT
HOD ASGE
Wksp Suptd
Registrar
IC Library
TPO

} For needful action.



YEAR OF PERFORMANCE APPRAISAL: 1st July _____ To 30th June _____

PART - A

SECTION – A: GENERAL

1.	Name	:	
2.	Designation	:	
3.	Name of Department	:	
4.	Email, Mobile No.	:	
5.	Year of Performance Appraisal	:	

SECTION – B

Appendix II

TABLE 1

Assessment Criteria and Methodology for Teachers

Sr.	Activity	Grading Criteria	Self – Appraisal Grading	Verified Grading																											
1.	Teaching (Number of classes taught / total classes assigned) x 100 (Classes taught includes sessions on tutorials, lab and other teaching related activities)	<table><tr><td>80% & Above</td><td>:</td><td>Good</td></tr><tr><td>Below 80% but 70% & Above</td><td>:</td><td>Satisfactory</td></tr><tr><td>Less than 70%</td><td>:</td><td>Not Satisfactory</td></tr></table>	80% & Above	:	Good	Below 80% but 70% & Above	:	Satisfactory	Less than 70%	:	Not Satisfactory	<table><tr><td>Total Classes Assigned</td><td>:</td><td></td></tr><tr><td>No. of Classes Taught</td><td>:</td><td></td></tr><tr><td>% of Classes Taught</td><td>:</td><td></td></tr><tr><td>Grade</td><td>:</td><td></td></tr></table>	Total Classes Assigned	:		No. of Classes Taught	:		% of Classes Taught	:		Grade	:								
80% & Above	:	Good																													
Below 80% but 70% & Above	:	Satisfactory																													
Less than 70%	:	Not Satisfactory																													
Total Classes Assigned	:																														
No. of Classes Taught	:																														
% of Classes Taught	:																														
Grade	:																														
2.	Involvement in the University/College student related activities/research activities	<table><tr><td>Involved in at least 3 activities</td><td>:</td><td>Good</td></tr><tr><td>1-2 activities</td><td>:</td><td>Satisfactory</td></tr><tr><td>Not involved / undertaken any of the activities</td><td>:</td><td>Not Satisfactory</td></tr></table>	Involved in at least 3 activities	:	Good	1-2 activities	:	Satisfactory	Not involved / undertaken any of the activities	:	Not Satisfactory	<table><tr><th>Sr.</th><th>Yes / No</th></tr><tr><td>(a)</td><td></td></tr><tr><td>(b)</td><td></td></tr><tr><td>(c)</td><td></td></tr><tr><td>(d)</td><td></td></tr><tr><td>(e)</td><td></td></tr><tr><td>(f)</td><td></td></tr><tr><td>(g)</td><td></td></tr><tr><td>Grade</td><td></td></tr></table>	Sr.	Yes / No	(a)		(b)		(c)		(d)		(e)		(f)		(g)		Grade		
Involved in at least 3 activities	:	Good																													
1-2 activities	:	Satisfactory																													
Not involved / undertaken any of the activities	:	Not Satisfactory																													
Sr.	Yes / No																														
(a)																															
(b)																															
(c)																															
(d)																															
(e)																															
(f)																															
(g)																															
Grade																															
<p>Note : Number of activities can be within or across the broad categories of activities. (a) Administrative responsibilities such as head chairperson/ Dean/Co-ordinator, warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counseling study visits, student seminars and other events. Cultural, sports, NCC, NSS and community services. (d) Organization seminar / conference / workshop, other college / university activities. (e) Evidences of activity involved in guiding PhD students. (f) Conducting minor or major research project sponsored by national or international agencies (g) At least one single or joint publication in peer-reviewed or UGC list of journals.</p>																															



ARMY INSTITUTE OF TECHNOLOGY PERFORMANCE APPRAISAL

YEAR OF PERFORMANCE APPRAISAL: 1st July _____ To 30th June _____

TABLE 2

Methodology for College Teacher for Calculating Academic / Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publication, project sanction letter, utilization and completion certificate issued by the Univ/College and acknowledgement for patent filing and approval letters, students' PhD award letter etc.)

Sr.	Academic / Research Activity	Faculty of Engineering / Science	Self-Appraisal Score	Verified Score
1.	(*) Research Papers in Peer – Reviewed UGC-CARE listed Journals	08 per paper		
2.	Publication (Other than Research Papers)			
	(a) Books authored which are published by			
	International Published	12		
	National Published	10		
	Chapter in Edited Book	05		
	Editor of Book by International Publisher	10		
	Editor of Book by National Publisher	08		
	(b) Translation works in Indian and Foreign Languages by qualified faculties			
	Chapter or Research Paper	03		
	Book	08		
3.	Creation of ICT mediated Teaching Learning Pedagogy and content and development of new and innovation course and curricula			
	(a) Development of Innovation Pedagogy	05		
	(b) Design of new curricula and courses	02 per curricula /course		
	(c) MOOCs			
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20		
	MOOCs (developed in 4 quadrant) per module / lecture	05		
	Content writer / subject matter expert for each module of MOOCs (at least one quadrant)	02		
	Course Coordinator for MOOCs (04 credit course) (In case of MOOCs of lesser credits 05 marks / credit)	08		
	(d) E-Content			
	Development of e-Content in 4 quadrant for a complete course/e-book	12		
	e-Content (development in 4 quadrants) per module	05		
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02		
	Editor of e-content for complete course / paper / e-book	10		
4.	(a) Research Guidance			
	PhD	10 per degree awarded		
		05 per thesis submitted		
	M. Phil / PG Dissertation	02 per degree awarded		
	(b) Research Project Completed			
	More than 10 lakhs	10		
	Less than 10 lakhs	05		
	(c) Research Project Ongoing			
	More than 10 lakhs	05		
	Less than 10 lakhs	02		
5.	(d) Consultancy	03		
	(a) Patents			
	International	10		
	National	07		
	(b) * Policy Document s(Submitted to an International body / organization like UNO / UNESCO / World Bank / International Monetary Fund etc. or Central Government or State Government			
	International	10		



ARMY INSTITUTE OF TECHNOLOGY PERFORMANCE APPRAISAL

YEAR OF PERFORMANCE APPRAISAL: 1st July _____ To 30th June _____

	National	07		
	State	04		
	(c) Awards / Fellowship			
	International	07		
	National	05		
6.	* Invited lectures / Resource Person / Paper presentation in Seminar / Conferences / full paper in Conference Proceeding (Paper presented in Seminar / Conference and also published as full paper in Conference Processing will be counted only once)			
	International (Abroad)	07		
	International (within Country)	05		
	National	03		
	State / University	02		
		Total (1 + 2 + 3 + 4 + 5 + 6)		

Signature of the Teacher

Signature of HOD / Principal

Date:

(*) The Research score for research papers and would be augmented as follows: -
Peer – Reviewed UGC–CARE listed journals (Impact factor to be determined as per **Thomson Reuter's list**)

- | | | |
|---|---|---|
| (i) Paper in refereed journal without impact factor | - | 05 Points |
| (ii) Paper with impact factor less than 1 | - | 10 Points |
| (iii) Paper with impact factor between 1 and 2 | - | 15 Points |
| (iv) Paper with impact factor between 2 and 5 | - | 20 Points |
| (v) Paper with impact factor between 5 and 10 | - | 25 Points |
| (vi) Paper with impact factor > 10 | - | 30 Points |
| | | |
| (a) Two authors | - | 70% of total value of publication for each author |
| (b) More than two authors | - | 70% of total value of publication for the first/principal/corresponding author and 30% of total value of publication for each of the joint author |
| (c) Joint Project | - | Principal Investigator and Co-investigator would get 50% each |

NOTE:

- Paper presented if part of edit book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures / Resource person / paper presentation shall have an upper **capping of thirty percent** of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Important Instruction:

Attach all Documentary proofs in support of your claim, otherwise marks / point calculated against your claim will be treated as zero.



ARMY INSTITUTE OF TECHNOLOGY PERFORMANCE APPRAISAL

YEAR OF PERFORMANCE APPRAISAL: 1st July _____ To 30th June _____

PART - 'B'

(Adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the Principal or Head of the Department with a view to make improvement in the work, by the person concerned.)

1. (a) **Assessment by the Principal / Head of the Department (for Teacher) of the work done under each head of activity:**

Overall Grading for TABLE 1 Assessment Criteria and Methodology for Teachers

		Verified Grading
Good in teaching and satisfactory or good in activity at Sr. No. 02 of Table 1	Good	
Satisfactory in teaching and good or satisfactory in activity at Sr. No. 02 Table 1	Satisfactory	
If neither good nor satisfactory in overall grading	Not Satisfactory	
<p>Note: For the purpose of assessing the grading of Activity at Serial no. 01 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment.</p> <p>The teacher shall be assessed for the remaining period of duration and the same be extrapolated for the entire shall not assessed for the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedure laid down in these regulations and as per the acts, ordinances of the parent institute.</p>		

- (b) **Justification of assessment of work as not satisfactory:**

2. **Comments of the Principal / Head of the Department on Table 1 and Table 2:**

3. **Remarks and suggestions:**

Signature
(Head of the Department)

Remarks of the Principal (Adverse remarks as well as remarks of appreciation)

Signature
(Principal)

ARMY INSTITUTE OF TECHNOLOGY
Dighi Hills, Pune 411015

ANNUAL CONFIDENTIAL REPORT

PERIOD FROM : _____ TO _____

PART – I.I PERSONAL DATA AND SELF APPRAISAL

1. Name :
 2. Date of Birth :
 3. Educational Qualifications :
 4. Details of probation period (if any) :
 5. Date of Appointment :
 6. Class(es) and Subject(s) taught :
 7. Period of absence from duty (on leave, training etc) during the year :
 8. Self Appraisal (to be filled in by the individual reported upon) :
- (a) Academic and Professional achievement during the year including degrees / diplomas obtained books articles published and training courses attended etc. :
- (b) Enumerate items of task and targets if any assigned by the Principal / Director / Chairman, Managing Committee to the individual reported upon during the period.:
- (c) Brief resume of the work done by the individual during the period reported upon, bringing out academic, administrative, co-curricular activities and any other special achievement. (The Resume should not exceed 300 words) :

(Signature of Reported upon)

Name : _____ Dept: _____ AY : _____

PART I.II PERFORMANCE VARIABLES ASSESSMENT BY INITIATING OFFICER

1. Does the Initiating Officer agree with all :
that is recorded under para 8 of Part – I by
the individual. If not, enumerate the extent
of disagreement with reasons.
2. Academic Competence (knowledge of the :
subject(s) taught).
3. Contribution to co-curricular activities :
4. Organizing Capacity :
5. Initiative and resourcefulness :
6. Amenability to discipline :
7. Control and Management of the Class :
- (a) Maintenance of order and amongst
students.
- (b) Ability of motivate students.
- (c) Popularity with students.
8. Relations with Faculty and subordinate :
9. Relations with superior staff and students :
10. Honesty and Integrity :
11. Stamina both physical and mental :
12. Capacity to assume higher Responsibility. :
13. General Comments on the functioning and :
results achieved by the individual.
14. Brief mention of outstanding or notable :
work, if any, meriting special
commendation.
15. Whether reprimanded for indifferent work :
or for other causes during the period under
review

17. Grading :
(Confine the grading to the following expression :- (Outstanding / Very Good / Good / Average / Below Average)

(An individual should not be graded Outstanding unless exceptional qualities and performance have been noticed, grounds for given such grading should be clearly brought out).

18. Recommendation for retention in the Post : Recommended / Not Recommended

Signature of Initiating Officer

Date :-

Name & Designation :

PART – I.III REMARKS OF THE REVIEWING OFFICER

1. Grading Confine the grading to the following expressions :-
(Outstanding / Very Good / Good / Average / Below Average) :

(An individual should not be graded Outstanding unless exceptional qualities and performance have been noticed, grounds for given such grading should be clearly brought out).

2. Recommendation for retention in the Post : Recommended / Not Recommended

Signature of Reviewing Officer

Date :-

Name :

Designation

PART – I.IV REMARKS OF THE SENIOR REVIEWING OFFICER

Signature of Senior Reviewing Officer

Date :-

Name:

Designation:

ARMY INSTITUTE OF TECHNOLOGY

CALCULATION OF WEIGHTAGES FOR 360 DEGREE FEEDBACK

1. Teaching Process (Maximum Points 25)

(a) In this process New ACR format (Notice No. AIT/0323/CNO/Princ dated 8th Feb. 2021) is consideration. Calculations are done as follows:

(i) For conduction of the classes
$$= \frac{\text{No.of classes Taught}}{\text{Total No.of classes assigned}} \times 100$$

(aa) Points will be calculated based on followings :-

(aa.1)	if % is $\geq 100\%$	8 Marks /Semester
(aa.2)	% is 90 to 99.99	7 Marks /Semester
(aa.3)	% 80 to 89.99	6 Marks/ Semester
(aa.4)	% 70 to 79.99	5 Marks /Semester
(aa.5)	% less than 60	0 Marks /Semester

ii) Allied activity for teaching process (involvement in university activities, preparation teaching material, Additional assignments, creativity in teaching learning etc..) - 2 marks/Semester

(iii) Total is calculated on the scale of 25.

(iv) In case if faculty teaching more than one subjects in semester his/her Average Score of these subjects to be consider.

TABLE 1

Ser No	Parameter	Credit	Self-Assessm ent	Verified Assessm ent	Remarks
1.	Sem I				
(a)	(Number of classes taught/Total number of classes assigned)/100	8			Ref: New ACR section B Table I: Good =8, satisfactory=6 Not satisfactory=4
(b)	Allied teaching-learning activities (i) Involvement in University activities like paper setting /Assessment conduct of Oral/Practical/Seminar/Pr oject exam (1/2 credit) (ii) Preparation of teaching material and uploading on AIT's LMS system (1/2 Credit)	2			Ref: New ACR Section B Table I: at least 2 activities =2 else 0

Name: _____ Dept _____ AY _____

Ser No	Parameter	Credit	Self-Assessment	Verified Assessment	Remarks
	(iii) Creativity in teaching learning like creating Videos/ Moodle/ designing additional practical/ Lab setting (iv) (other than university list) (1/2 Credit) (v) Creating additional assignments for Theory/ Lab/ Tutorial session (Minimum 2 per subject or tutorial) (1/2 Credit)				
2.	Sem II				
(a)	(Number of classes taught/Total number of classes assigned)/100	8			Ref: New ACR section B Table I: Good =8, satisfactory=6 Not satisfactory=4
(b)	Allied teaching-learning activities (i) Involvement in University activities like paper setting / Assessment conduct of Oral/ Practical/ Seminar/ Project exam (1/2 credit) (ii) Preparation of teaching material and uploading on AIT's LMS system (1/2 Credit) (iii) Creativity in teaching learning like creating Videos/ Moodle/ designing additional practical/ Lab setting (other than university list) (1/2 Credit) (iv) Creating additional assignments for Theory/ Lab/ Tutorial session (Minimum 2 per subject or tutorial) (1/2 Credit)	2			Ref: New ACR Section B Table I: at least 2 activities =2 else 0
Total (Upper Ceiling)		20			

Points on the scale of 25 : _____

2. Contribution to Society (Maximum Points 10)

Name: _____ Dept _____ AY _____

(a) We have identified few activities under this criterion and are as follows:

TABLE 2

Ser No	Parameter	Credit	Self-Assessment	Verified Assessment
1.	Donation to Orphanage/ Meals/ save the life/ Old age Home/ Charitable Trust which runs hospitals, schools, langars etc for needy people.	2		
2.	Help to NGO or Trust working for child, women, poor people	2		
3.	Online or offline help in Nation building activities like Family Planning, Tree Plantation, Technical education Awareness among school students, Fuel saving approach	2		
4.	Monetary or other teaching education purpose donation or help for school equipment donation to village school etc.	2		
5.	Induction Program / Unnat Bharat Abhiyan / Yoga Classes/ Promoting Vocal for Local	2		
6.	Blood Donation	3		
7	Involvement in Unemployment benefit programs (Awareness and guidance or help to such candidate in getting job)	2		
8.	Involvement Women Empowerment programs / Involvement in Anti-Corruption related activities or awareness program for people for the same	2		
9.	Involvement in Swach Bharat Abhiyan at College level or at your living place	2		
10.	Any other relevant activities lead to contribution to society.(can use separate row if more than one activity performed with 2 credits each). _____ _____	2		
Total (Upper Ceiling)		10		

Note: Proofs are to be attached

3. **Departmental Activities (Maximum Points 20)**

(a) This criterion will be evaluated by HOD. We are expecting candidate must contribute in various activities in the department during the academic year.

TABLE 3

Ser No	Parameter	Credit	Self-Assessment	Verified Assessment
1.	Time Table Coordinator	5		
2.	Industry Institute Interaction Cell / MOU Initiatives	3		
3.	Online Exam	2		
4.	Term Work and Practical Exam	2		
5.	Mid Semester and In-semester examination	2		
6.	Seminar In-charge	2		
7.	Dept Project Coordinator for final year	2		
8.	Placement Cell Member/ Alumni Information	3		
9.	Member of Library Committee / Dept Library In-charge	1		
10.	Maintenance Cell / Server Room	3		
11.	Dept Level Annual Inspection In-charge	2		
12.	NBA/ NACC Committee Member	2		
13.	Scholarship Rep. of Dept	2		
14.	Moodle/SIS Data /ERP	5		
15.	R&D and Consultancy Cell/R&D Proposals / Patents and Copyrights (Dept I/C)	2		
16.	Counselor	3		
17.	Lab Incharge/ Lab Development/ Lab Monitoring Committee:	3		
18.	Class Room Maintenance, Class Room Projector, PC/ Classroom/ Staffroom I/C/ Infrastructure Development Coordinator	3		
19.	Professional Body Chapter Activities	2		
20.	Coordinator for Dept Level Workshop/ Dept Level FDP/ Guest lecture	2		
21.	Industrial Visit	2		
22.	MOU Initiatives and execution	2		
23.	Class Teacher	5		
24.	Result Analysis	1		
25.	Dept level Student Activity Incharge	3		

Name: _____ Dept _____ AY _____

Ser No	Parameter	Credit	Self-Assessment	Verified Assessment
26.	Dept level coordinator for Internship and Industrial Training	3		
27.	Departmental Magazine & e-magazine	2		
28.	Value Added Courses, MOOCs-Coordinator	2		
29.	NPTEL Chapter Coordinator	2		
30.	Coordinator for Conduct of NCAT exam	2		
31.	Co-ordinator for Regular Website Updation Involvement	3		
32.	PG Coordination	3		
33.	Dept level co-ordinator for Parent-Faculty Interaction	2		
34.	Co-curricular & Extra-curricular Committee Member	2		
35.	Competitive Exams (like GATE/ IAS/ IEC)	2		
36.	FE Induction Program	3		
37.	Any other Relevant activity by HOD (with justification) _____ _____ _____	2		
Total (Upper Ceiling)		20		

Note : Proofs are to be attached

4. Institute Level Activities (Maximum Points 10)

(a) This criterion will be evaluated by Principal.

TABLE 4

Ser No	Parameter	Credit	Self-Assessment	Verified Assessment
1.	Institute Level NBA/ NAAC Coordinator	In-charge - 05, Member-03		
2.	Akriti – Coordinator	In-charge - 05, Member-03		
3.	TEC/PNC/Market Survey/LPC	In-charge - 03, Member-1.5		
4.	OIC Library	In-charge – 05		
5.	Cultural and music board	In-charge - 03, Member-01		
6.	OSS Club	In-charge - 05, Member-02		
7.	Technical Board	In-charge - 05, Member-02		

Name: _____ Dept _____ AY _____

Ser No	Parameter	Credit	Self-Assessment	Verified Assessment
8.	Maths Club	In-charge - 02, Member-01		
9.	Debating and Dramatics club	In-charge - 02, Member-01		
10.	Nature's Club	In-charge - 02, Member-01		
11.	Supra/ Baja Club	In-charge - 03, Member-01		
12.	Fine Arts Club	In-charge - 02, Member-01		
13.	Scholarship Committee In-charge	In-charge - 05		
14.	Various Chapter at college level like CSI, IEEE,NPTEL etc...	In-charge - 02, Member-01		
15.	Radio Club	In-charge - 02, Member-01		
16.	ME Coordinator	In-charge - 03		
17.	Cycling Club	In-charge – 02, Member-01		
18.	OBE Committee	In-charge - 05, Member-03		
19.	Internet and IT infrastructure Committee	In-charge - 03, Member-02		
20.	LMS development Cell	In-charge - 03, Member-02		
21.	Industry Institution Interaction Cell	In-charge - 03, Member-1.5		
22.	Remote Centre(IIT)	In-charge - 02, Member-01		
23.	ERP Committee	In-charge - 05, Member-03		
24.	Competitive Coding Club	In-charge - 03, Member-01		
25.	Student Development Committee	In-charge - 03, Member-01		
26.	PMSSS/ J&K Nodal Officer Only One	In-charge - 03, Member-01		
27.	Innovation & Entrepreneurship cell	In-charge - 05, Member-02		
28.	Magazine	In-charge - 03, Member-02		
29.	Spiritual Club	In-charge - 02, Member-01		
30.	NSS Club	In-charge - 05, Member-02		
31.	Sports Club	In-charge - 05, Member-02		
32.	Students disciplinary enquiry committee	In-charge - 02, Member-01		

Name: _____ Dept _____ AY _____

Ser No	Parameter	Credit	Self-Assessment	Verified Assessment
33.	Internal complaints committee	In-charge - 02, Member-01		
34.	AIT Grievance Redressal committee	In-charge - 02, Member-01		
35.	Video/photography/Press	In-charge - 02, Member-01		
36.	Institute Level Time table coordinator	In-charge – 03		
37.	R&D cell	In-charge - 05, Member-02		
38.	IIC	In-charge - 05, Member-03		
39.	Centre of excellence for AI and Robotics	In-charge - 05, Member-02		
40.	Anti-ragging squad	In-charge - 02, Member-01		
41.	Central ranking agency NIRF, ARIIA etc..	In-charge - 05, Member-02		
42.	Member of Placement Cell / Social Media	Member 03		
43.	FE Admission	In-charge - 05, Member-03		
44.	Any other activity at college level by Principal (with Justification) _____ _____ _____	In-charge - 02, Member-01		
Total (Upper Ceiling)		10		

Note : Proofs are to be attached

(b) In the criteria c and d some of the activities are common, so candidate has to award point at only once in such situations it is advisable to finalize such marks by Principal and HOD together.

(c) Necessary proofs to be attached for points which are awarded.

5. **Students Feedback (Maximum Points 25)**

(a) Existing student's feedback is the input for evaluation of this criterion based on feedback index marks may be allotted (In case if faculty teaching more than one subject in semester his/her average scoring subject need to be consider.)

TABLE 6

Ser No	Parameter	Credit	Self-Assessment	Verified Assessment	Remarks
1.	Sem-I Students	10			Average Feedback more than 9= 10,

Name: _____ Dept _____ AY _____

Ser No	Parameter	Credit	Self-Assessment	Verified Assessment	Remarks
2.	Feedback				More Than 8 less than 9 =8, More than 7 less than 8=6, more than 6 less than 7 = 4, more than 5 less than 6=2, more than 4 less than 5 =1, less than 04 =0
	Sem-II Student Feedback	10			
Total (Upper Ceiling)		20			

Points on the scale of 25 : _____

Signature of Faculty

Signature of HOD

6. Annual Confidential Report (ACR) (Maximum Points 10)

(a) Existing ACR of the college to be followed while awarding these marks. Director/ Principal will award these marks after final evaluation by Director/ Principal.

TABLE 5

Ser No	Parameter	Credit	Verified Assessment	Remarks
1.	Overall Grade	10		(Extraordinary=10, Excellent=9, Very good=8, Good=6, satisfactory=4)
Total (Upper Ceiling)		10		

7. Disciplinary Award. Any faculty receiving major / minor disciplinary award will penalized as follows :-

- (a) Major Punishment (-) 20
(b) Minor Punishment (-) 10

8. Summary of Points Obtained (To be filled by Principal)

Ser No	Parameters	Max Points	Obtained Points
1.	Teaching Process	25	
2.	Contribution to Society	10	
3.	Departmental Activities	20	
4.	Institute Level Activities	10	
5.	Annual Confidential Report (ACR)	10	
6.	Student Feedback	25	
7.	Disciplinary Award	(-) 20	
8.	Total	100	
9.	Score on the Scale of 10		

Signature of Principal

Name: _____ Dept _____ AY _____

9. **Instructions to Faculty**

- (a) While claiming points all necessary proofs are to be attached.
- (b) Activity which falls in 1st Jul to 30 Jun to be counted in that academic year.
- (c) False data will lead to serious action against individual.
- (d) Activity which is over lapping or similar in nature, points should be claimed only once.

ARMY INSTITUTE OF TECHNOLOGY
ANNUAL CONFIDENTIAL REPORT: TECHNICAL STAFF
PERIOD FROM 01 JULY 2022 TO 30 JUNE 2023

(This report should be written by concerned Head of Branch and reviewed by the Principal / Director)

1. **Personal**

- (a) Name: _____
- (b) Department: _____ (c) Designation: _____
- (d) Date from which continuation appt has been held: _____
- (e) Qualifications: _____
- (f) Special Achievements during Appraisal Period: _____

2. **Appraisal Period** : From : _____ To : _____

3. **Assessment**

A. **Personal Qualities**

B. **Demonstrated Performance**

<u>Factors</u>	<u>Grading</u>
Adaptability/Courtesy	
Ingenuity & Initiative	
Interpersonal Relationship	
Willingness to Learn	
Willingness to take Responsibilities	
Total (A)	

<u>Factors</u>	<u>Grading</u>
Job Related Knowledge	
Application of Knowledge/ Skills	
Timeliness/Punctuality/Attendance	
Participation in College Activities	
Dedication to Work	
Total (B)	

Total = (0.9 A + 1.1 B) =

Overall grading = /10

(If outstanding please justify _____)

4. Whether reprimanded / warned for any indifferent work or for other reasons during the period

5. Pen Picture (in brief)

6. Recommendation for retention:
in the post.

Recommended / Not recommended.

Date:

Signature of HOD

Name

7. **Remarks of Principal**

- (a) Assessment by HOD is: Liberal / Justified / Strict
- (b) Overall grading given by Reviewing authority

Outstanding
90-100

Very Good
80-89.9

Good
70-79.9

Average
50-69.9

Below Average
49.9 or below

- (c) Recommendation for retention in the post.

Recommended / Not recommended

Additional Comments:

Date :

Signature of Principal

Name:

8. **Remarks of Director**

- (a) Grading
- (b) Recommendation for retention in the post.

Recommended / Not recommended

Date:

Signature of Director

Name:



ARMY INSTITUTE OF TECHNOLOGY

Dighi Hills, Alandi Road, Pune-411015

FACULTY FEEDBACK SUMMARY

Feedback For Academic Feedback 2020-21 Sem I (Mid Sem)

Date Oct, 2020

Subject Name Digital Signal Processing

Class TE-E&TC

Staff Name Ms. Rajashree Prashant Suryawanshi

Respondents 68

Avg Index 8.45

#	Question	2	4	6	8	10	Avg
1	Communication skills (i.e Teacher's ability to communicate the Subject clearly & audibly)	7.35	0.00	10.29	30.88	51.47	8.38
2	Ability to Explain subject matter and clear doubts	5.88	2.94	11.76	29.41	50.00	8.29
3	Regular and Punctual in Conducting Classes	4.41	0.00	11.76	30.88	52.94	8.56
4	Presentation (Via the BlackBoard/Power Point/Moodle whichever used while teaching) is clear, organized and easily readable	2.94	2.94	13.24	26.47	54.41	8.53
5	Teaching Methodology (i.e Teaching Pace, examples and illustrations used and handling of Topics	2.94	4.41	14.71	25.00	52.94	8.41
6	Attitude towards students (i.e with regards being approachable, providing guidance, advice and counseling)	4.41	1.47	10.29	32.35	51.47	8.50
7	Overall Interest Created in Subject & motivation to learn the subject	4.41	1.47	11.76	32.35	50.00	8.44
8	Firm and Maintains Class Discipline	4.41	1.47	13.24	26.47	54.41	8.50
9	Syllabus coverage in time and coverage of contents beyond syllabus	4.41	2.94	11.76	29.41	51.47	8.41
10	Quality of Assignments/demonstrations(practicals)/tutorials conducted/tests as applicable	2.94	1.47	14.71	29.41	51.47	8.50

- The feedback is very good
- Conducted 3 tests, MCQs & Quizes.
- Assignments - 3
- Overall response of students was satisfactory in online teaching

Ph

SP



ARMY INSTITUTE OF TECHNOLOGY

Dighi Hills, Alandi Road, Pune-411015

FACULTY FEEDBACK SUMMARY

Feedback For Academic Feedback 2020-21 Sem I (End Sem)

Date Nov, 2020

Subject Name Digital Signal Processing

Class TE-E&TC

Staff Name Ms. Rajashree Prashant Suryawanshi

Respondents 67

Avg Index 8.31

#	Question	2	4	6	8	10	Avg
1	Communication skills (i.e Teacher's ability to communicate the Subject clearly & audibly)	4.48	5.97	8.96	32.84	47.76	8.27
2	Ability to Explain subject matter and clear doubts	2.99	7.46	8.96	32.84	47.76	8.30
3	Regular and Punctual in Conducting Classes	4.48	5.97	10.45	31.34	47.76	8.24
4	Presentation (Via the BlackBoard/Power Point/Moodle whichever used while teaching) is clear, organized and easily readable	4.48	5.97	8.96	31.34	49.25	8.30
5	Teaching Methodology (i.e Teaching Pace, examples and illustrations used and handling of Topics	5.97	4.48	8.96	32.84	47.76	8.24
6	Attitude towards students (i.e with regards being approachable, providing guidance, advice and counseling)	2.99	5.97	8.96	31.34	50.75	8.42
7	Overall Interest Created in Subject & motivation to learn the subject	2.99	7.46	8.96	32.84	47.76	8.30
8	Firm and Maintains Class Discipline	4.48	5.97	7.46	32.84	49.25	8.33
9	Syllabus coverage in time and coverage of contents beyond syllabus	4.48	5.97	8.96	29.85	50.75	8.33
10	Quality of Assignments/demonstrations(practicals)/tutorials conducted/tests as applicable	2.99	5.97	7.46	35.82	47.76	8.39

Overall feedback is very good

[Signature]

[Signature]

ARMY INSTITUTE OF TECHNOLOGY
DEPARTMENT OF ELECTRONICS AND TELECOMMUNICATION ENGINEERING
END-SEMESTER FEEDBACK FOR ONLINE TEACHING LEARNING 2021-22 : SEM-I

Year SE E&TC A
 Subject Name Electronics Circuits
 Faculty Name Ms. Snehal Marathe
 No. of Respondents 60

		Option A				Option B				Option C				Option D				Option E					
Q. No.	Question	(a) %	Act Resp	W tage	Marks	(b) %	Act Resp	W tage	Marks	(c) %	Act Resp	W tage	Marks	(d) %	Act Resp	W tage	Marks	(e) %	Act Resp	W tage	Marks	Total Wtage	Avg Wtage
1	Is Teacher able to engage your attention during online teaching mode ?	93	56	10	560	7	4	6	24	0	0	0	0	---	---	---	---	---	---	---	---	584	9.73
2	Is the teacher able to maintain class discipline during conducting of online sessions ?	98	59	10	590	2	1	6	6	0	0	0	0	---	---	---	---	---	---	---	---	596	9.93
3	What the approach of faculty while conducting online session ?	90	54	10	540	10	6	6	36	0	0	2	0	0	0	-2	0	---	---	---	---	576	9.60
4	What is % syllabus covered (for theory) conducted by faculty ?	83	50	10	500	13	8	6	48	3	2	6	12	0	0	5	0	0	0	0	0	560	9.33
5	What is % lab session (for Practical / TW) conducted by faculty ?	87	52	10	520	13	8	6	48	0	0	6	0	0	0	5	0	0	0	0	0	568	9.47
6	Is the teacher punctual and regular in conduct of online session ?	97	58	10	580	3	2	6	12	0	0	-2	0	---	---	---	---	---	---	---	---	592	9.87
7	Is faculty is asking questions to the student while conducting sessions ?	95	57	10	570	5	3	6	18	0	0	-2	0	---	---	---	---	---	---	---	---	588	9.80
8	Is teacher is giving feedback about your assignment / quiz conducted ?	93	56	10	560	7	4	6	24	0	0	-2	0	---	---	---	---	---	---	---	---	584	9.73
9	Is teacher using different tools like simulation / animation / videos / programing for conduct of session ?	78	47	10	470	8	5	6	30	10	6	5	30	3	2	0	0	---	---	---	---	530	8.83
10	Is faculty is briefing the information about college / univ updates ?	83	50	10	500	8	5	6	30	7	4	5	20	2	1	0	0	---	---	---	---	550	9.17
11	Is the teacher enquiring about your and your family wellbeing ?	63	38	10	380	33	20	6	120	3	2	0	0	---	---	---	---	---	---	---	---	500	8.33
12	Do you face any difficulty in understanding during online learning process ?	48	29	10	290	50	30	6	180	2	1	-2	-2	---	---	---	---	---	---	---	---	468	7.80
13	Is faculty uploaded the learning material on Moodle ?	90	54	10	540	8	5	8	40	0	0	6	0	2	1	4	4	---	---	---	---	584	9.73
14	Is material uploaded by faculty for his / her subject / lab on Moodle useful to you ?	93	56	10	560	5	3	6	18	2	1	0	0	0	0	-2	0	---	---	---	---	578	9.63
15	Does the teacher ask students to present or conduct a flipped class during online sessions ? If Yes give percentage.	70	42	10	420	22	13	8	104	3	2	6	12	5	3	4	12	---	---	---	---	548	9.13
16	How you will rate faculty for online teaching skills on the scale of 10 ?	92	55	9.25	509	7	4	7.70	31	2	1	6.50	7	0	0	4	0	---	---	---	---	546	9.10
																					Avg	9.33	

- 11] I will enquire about their family well being.
 12] Improved because I gave them feedback about Assign./Test.
 Gave them Univ. updates.
 13] Ask & give solution regarding difficulty facing during online learning process.

PR
 9/2/2022



ARMY INSTITUTE OF TECHNOLOGY
Dighi Hills, Alandi Road, Pune-411015

FACULTY FEEDBACK SUMMARY

Feedback For Academic Feedback 2018-19 Sem II (End Sem)

Date Apr, 2019

Subject Name Power Electronics

Class TE-E&TC-A

Staff Name Mr. Jitendra Bhaskar Jawale

Respondents 53

Avg Index 8.81

#	Question	2	4	6	8	10	Avg
1	Communication skills (i.e Teacher's ability to communicate the Subject clearly & audibly)	1.89	1.89	5.66	32.08	58.49	8.87
2	Ability to Explain subject matter and clear doubts	0.00	3.77	5.66	33.96	56.60	8.87
3	Regular and Punctual in Conducting Classes	0.00	5.66	9.43	30.19	54.72	8.68
4	Presentation (Via the BlackBoard/Power Point/Moodle whichever used while teaching) is clear, organized and easily readable	0.00	3.77	5.66	30.19	60.38	8.94
5	Teaching Methodology (i.e Teaching Pace, examples and illustrations used and handling of Topics	0.00	3.77	7.55	30.19	58.49	8.87
6	Attitude towards students (i.e with regards being approachable, providing guidance, advice and counseling)	1.89	1.89	5.66	32.08	58.49	8.87
7	Overall Interest Created in Subject & motivation to learn the subject	0.00	3.77	11.32	30.19	54.72	8.72
8	Firm and Maintains Class Discipline	1.89	3.77	3.77	33.96	56.60	8.79
9	Syllabus coverage in time and coverage of contents beyond syllabus	3.77	1.89	5.66	32.08	56.60	8.72
10	Quality of Assignments/demonstrations(practicals)/tutorials conducted/tests as applicable	3.77	1.89	5.66	28.30	60.38	8.79

Following Points were Discussed with Faculty

- i) The feedback is very good
- ii) Flipped classes - 05
- iii) Used NPTEL Videos & PPTs.
- iv) Assignments based on Bloom's Taxonomy


(Dr. G. R. Kulkarni)
HOD E&TC





ARMY INSTITUTE OF TECHNOLOGY
Dighi Hills, Alandi Road, Pune-411015

FACULTY FEEDBACK SUMMARY

Feedback For Academic Feedback 2018-19 Sem II (End Sem)
Subject Name System Programming and Operating Systems
Staff Name Ms. Shilpa Devram Pawar

Date Apr, 2019

Class TE-E&TC-A

Respondents 53 **Avg Index** 8.24

#	Question	2	4	6	8	10	Avg
1	Communication skills (i.e Teacher's ability to communicate the Subject clearly & audibly)	1.89	0.00	18.87	39.62	39.62	8.30
2	Ability to Explain subject matter and clear doubts	1.89	3.77	15.09	39.62	39.62	8.23
3	Regular and Punctual in Conducting Classes	1.89	0.00	20.75	30.19	47.17	8.42
4	Presentation (Via the BlackBoard/Power Point/Moodle whichever used while teaching) is clear, organized and easily readable	1.89	1.89	15.09	35.85	45.28	8.42
5	Teaching Methodology (i.e Teaching Pace, examples and illustrations used and handling of Topics	1.89	3.77	18.87	35.85	39.62	8.15
6	Attitude towards students (i.e with regards being approachable, providing guidance, advice and counseling)	1.89	1.89	22.64	30.19	43.40	8.23
7	Overall Interest Created in Subject & motivation to learn the subject	5.66	1.89	22.64	33.96	35.85	7.85
8	Firm and Maintains Class Discipline	3.77	0.00	20.75	32.08	43.40	8.23
9	Syllabus coverage in time and coverage of contents beyond syllabus	3.77	0.00	15.09	41.51	39.62	8.26
10	Quality of Assignments/demonstrations(practicals)/tutorials conducted/tests as applicable	1.89	3.77	15.09	33.96	45.28	8.34

Following Points were discussed with faculty

- Feedback is good.
- Conducted flipped classes - (every day 10 min)
- Can work more to create interest about the subject.

PR

NO DEB

18/6/19



ARMY INSTITUTE OF TECHNOLOGY
Dighi Hills, Alandi Road, Pune-411015

FACULTY FEEDBACK SUMMARY

Feedback For Academic Feedback 2019-20 Sem I (End Sem)

Date Oct, 2019

Subject Name Electrical Circuits and Machines

Class SE-E&TC

Staff Name Dr. P B Karandikar

Respondents 56

Avg Index 8.38

#	Question	2	4	6	8	10	Avg
1	Communication skills (i.e Teacher's ability to communicate the Subject clearly & audibly)	1.79	5.36	10.71	33.93	48.21	8.43
2	Ability to Explain subject matter and clear doubts	1.79	5.36	12.50	37.50	42.86	8.29
3	Regular and Punctual in Conducting Classes	1.79	3.57	14.29	32.14	48.21	8.43
4	Presentation (Via the BlackBoard/Power Point/Moodle whichever used while teaching) is clear, organized and easily readable	1.79	3.57	14.29	32.14	48.21	8.43
5	Teaching Methodology (i.e Teaching Pace, examples and illustrations used and handling of Topics	1.79	3.57	16.07	30.36	48.21	8.39
6	Attitude towards students (i.e with regards being approachable, providing guidance, advice and counseling)	1.79	7.14	7.14	39.29	44.64	8.36
7	Overall Interest Created in Subject & motivation to learn the subject	0.00	7.14	16.07	30.36	46.43	8.32
8	Firm and Maintains Class Discipline	0.00	8.93	12.50	32.14	46.43	8.32
9	Syllabus coverage in time and coverage of contents beyond syllabus	0.00	5.36	14.29	32.14	48.21	8.46
10	Quality of Assignments/demonstrations(practicals)/tutorials conducted/tests as applicable	1.79	5.36	16.07	28.57	48.21	8.32

Following points were discussed with faculty

- i) Feedback is good
- ii) Students are made aware about the difficulty level of subject
- iii) Guidance on attempting exam was given

13/11/19



FACULTY FEEDBACK SUMMARY

Feedback For Academic Feedback 2019-20 Sem I (Mid Sem)

Date Aug, 2019

Subject Name Electrical Circuits and Machines

Class SE-E&TC

Staff Name Dr. Parashuram Balwant Karandikar

Respondents 48

Avg Index 8.12

#	Question	2	4	6	8	10	Avg
1	Communication skills (i.e Teacher's ability to communicate the Subject clearly & audibly)	2.08	10.42	8.33	39.58	39.58	8.08
2	Ability to Explain subject matter and clear doubts	2.08	12.50	10.42	27.08	47.92	8.12
3	Regular and Punctual in Conducting Classes	0.00	10.42	12.50	33.33	43.75	8.21
4	Presentation (Via the BlackBoard/Power Point/Moodle whichever used while teaching) is clear, organized and easily readable	2.08	12.50	10.42	27.08	47.92	8.12
5	Teaching Methodology (i.e Teaching Pace, examples and illustrations used and handling of Topics	0.00	12.50	18.75	29.17	39.58	7.92
6	Attitude towards students (i.e with regards being approachable, providing guidance, advice and counseling)	4.17	10.42	6.25	33.33	45.83	8.12
7	Overall Interest Created in Subject & motivation to learn the subject	2.08	16.67	10.42	31.25	39.58	7.79
8	Firm and Maintains Class Discipline	2.08	8.33	12.50	31.25	45.83	8.21
9	Syllabus coverage in time and coverage of contents beyond syllabus	0.00	10.42	10.42	29.17	50.00	8.38
10	Quality of Assignments/demonstrations(practicals)/tutorials conducted/tests as applicable	2.08	10.42	8.33	29.17	50.00	8.29


Following Points were discussed with faculty

i) Feedback is good

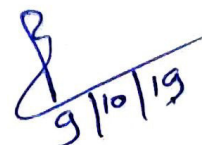
ii) Results of this subject are tough.

iii) Question papers of previous years can be solved by the students & Remedial classes for slow learners can be organised.

iv) PPT are used for 50% of classes


(Dr. A.R. Bahil)
MOD & TC

Received.


9/10/19



ARMY INSTITUTE OF TECHNOLOGY

Dighi Hills, Alandi Road, Pune-411015

FACULTY FEEDBACK SUMMARY

Feedback For Academic Feedback 2019-20 Sem I (End Sem)

Date Oct, 2019

Subject Name Digital Communication

Class TE-E&TC

Staff Name Dr. Renuka Gaurav Bhandari


Respondents 56

Avg Index 9.59

#	Question	2	4	6	8	10	Avg
1	Communication skills (i.e Teacher's ability to communicate the Subject clearly & audibly)	0.00	0.00	1.79	17.86	80.36	9.57
2	Ability to Explain subject matter and clear doubts	0.00	0.00	1.79	17.86	80.36	9.57
3	Regular and Punctual in Conducting Classes	0.00	0.00	1.79	17.86	80.36	9.57
4	Presentation (Via the BlackBoard/Power Point/Moodle whichever used while teaching) is clear, organized and easily readable	0.00	0.00	1.79	19.64	78.57	9.54
5	Teaching Methodology (i.e Teaching Pace, examples and illustrations used and handling of Topics	0.00	0.00	3.57	14.29	82.14	9.57
6	Attitude towards students (i.e with regards being approachable, providing guidance, advice and counseling)	0.00	0.00	3.57	12.50	83.93	9.61
7	Overall Interest Created in Subject & motivation to learn the subject	0.00	0.00	1.79	16.07	82.14	9.61
8	Firm and Maintains Class Discipline	0.00	0.00	1.79	10.71	87.50	9.71
9	Syllabus coverage in time and coverage of contents beyond syllabus	0.00	0.00	3.57	16.07	80.36	9.54
10	Quality of Assignments/demonstrations(practicals)/tutorials conducted/tests as applicable	0.00	0.00	3.57	14.29	82.14	9.57

Following points were discussed with faculty

- i) Feedback is excellent
- ii) Performance of students in midsem is good
- iii) Flipped class - ok


Dr. R. Bahi
HOD E & TC


Ravi
24/10/19



FACULTY FEEDBACK SUMMARY

Feedback For Academic Feedback 2019-20 Sem I (Mid Sem)

Date Aug, 2019

Subject Name Digital Communication

Class TE-E&TC

Staff Name Ms. Renuka Gaurav Bhandari


Respondents 57

Avg Index 9.31

#	Question	2	4	6	8	10	Avg
1	Communication skills (i.e Teacher's ability to communicate the Subject clearly & audibly)	1.75	1.75	1.75	17.54	77.19	9.33
2	Ability to Explain subject matter and clear doubts	1.75	1.75	1.75	19.30	75.44	9.30
3	Regular and Punctual in Conducting Classes	1.75	1.75	0.00	22.81	73.68	9.30
4	Presentation (Via the BlackBoard/Power Point/Moodle whichever used while teaching) is clear, organized and easily readable	1.75	1.75	1.75	19.30	75.44	9.30
5	Teaching Methodology (i.e Teaching Pace, examples and illustrations used and handling of Topics	1.75	1.75	0.00	22.81	73.68	9.30
6	Attitude towards students (i.e with regards being approachable, providing guidance, advice and counseling)	1.75	1.75	5.26	12.28	78.95	9.30
7	Overall Interest Created in Subject & motivation to learn the subject	1.75	1.75	1.75	19.30	75.44	9.30
8	Firm and Maintains Class Discipline	1.75	3.51	0.00	19.30	75.44	9.26
9	Syllabus coverage in time and coverage of contents beyond syllabus	1.75	1.75	1.75	14.04	80.70	9.40
10	Quality of Assignments/demonstrations(practicals)/tutorials conducted/tests as applicable	1.75	1.75	1.75	19.30	75.44	9.30

Following Points were discussed with faculty

- Feedback is excellent
- Syllabus covered 58%.
- Unit-Test - 1 is conducted & students are appraised about their performance
- Response of students to this course is good.


24/8/19
NOD E&TC

Received




ARMY INSTITUTE OF TECHNOLOGY

Dighi Hills, Alandi Road, Pune-411015

FACULTY FEEDBACK SUMMARY

Feedback For Academic Feedback 2019-20 Sem I (End Sem)

Date Oct, 2019

Subject Name Electronic Measuring Instruments & Tools

Class SE-E&TC

Staff Name Mr. Jitendra Bhaskar Jawale

Respondents 55

Avg Index 7.60

#	Question	2	4	6	8	10	Avg
1	Communication skills (i.e Teacher's ability to communicate the Subject clearly & audibly)	7.27	9.09	14.55	23.64	45.45	7.82
2	Ability to Explain subject matter and clear doubts	7.27	9.09	18.18	25.45	40.00	7.64
3	Regular and Punctual in Conducting Classes	7.27	7.27	20.00	27.27	38.18	7.64
4	Presentation (Via the BlackBoard/Power Point/Moodle whichever used while teaching) is clear, organized and easily readable	9.09	9.09	16.36	27.27	38.18	7.53
5	Teaching Methodology (i.e Teaching Pace, examples and illustrations used and handling of Topics	7.27	10.91	16.36	23.64	41.82	7.64
6	Attitude towards students (i.e with regards being approachable, providing guidance, advice and counseling)	9.09	10.91	16.36	25.45	38.18	7.45
7	Overall Interest Created in Subject & motivation to learn the subject	10.91	10.91	12.73	23.64	41.82	7.49
8	Firm and Maintains Class Discipline	9.09	10.91	12.73	27.27	40.00	7.56
9	Syllabus coverage in time and coverage of contents beyond syllabus	9.09	7.27	16.36	27.27	40.00	7.64
10	Quality of Assignments/demonstrations(practicals)/tutorials conducted/tests as applicable	9.09	9.09	14.55	27.27	40.00	7.60

Following Points were discussed with faculty

- i) Feedback is good
- ii) Being a practical oriented subject & no theory related examinations students are less interested in attending the classes

Dr. R. B. J.
MOD E&TC

21/11/19.



ARMY INSTITUTE OF TECHNOLOGY
Dighi Hills, Alandi Road, Pune-411015

FACULTY FEEDBACK SUMMARY

Feedback For Academic Feedback 2019-20 Sem I (Mid Sem)

Date Aug, 2019

Subject Name Electronic Measuring Instruments & Tools

Class SE-E&TC

Staff Name Mr. Jitendra Bhaskar Jawale

Respondents 48

Avg Index 7.70

#	Question	2	4	6	8	10	Avg
1	Communication skills (i.e Teacher's ability to communicate the Subject clearly & audibly)	4.17	4.17	27.08	27.08	37.50	7.79
2	Ability to Explain subject matter and clear doubts	6.25	6.25	22.92	25.00	39.58	7.71
3	Regular and Punctual in Conducting Classes	6.25	2.08	25.00	22.92	43.75	7.92
4	Presentation (Via the BlackBoard/Power Point/Moodle whichever used while teaching) is clear, organized and easily readable	10.42	8.33	20.83	20.83	39.58	7.42
5	Teaching Methodology (i.e Teaching Pace, examples and illustrations used and handling of Topics	8.33	2.08	29.17	16.67	43.75	7.71
6	Attitude towards students (i.e with regards being approachable, providing guidance, advice and counseling)	10.42	10.42	18.75	20.83	39.58	7.38
7	Overall Interest Created in Subject & motivation to learn the subject	10.42	4.17	20.83	25.00	39.58	7.58
8	Firm and Maintains Class Discipline	6.25	8.33	12.50	31.25	41.67	7.88
9	Syllabus coverage in time and coverage of contents beyond syllabus	6.25	6.25	16.67	25.00	45.83	7.96
10	Quality of Assignments/demonstrations(practicals)/tutorials conducted/tests as applicable	8.33	10.42	12.50	29.17	39.58	7.62

Following points were discussed with faculty

- Feedback is good.
- This being a practical subject, not serious about the subject.
- Most of the teaching happens in practical class

Dr. G. R. Patil
Dr. G. R. Patil
HOD E&TC

HOD'S/PRINCIPAL INTERACTION REGISTER WITH FCULTY

INTERACTION REGISTER

Name of Faculty: Dr. Renuka Bhandari Designation: Assoc. Prof.

Academic Year	Date of Interaction	Critical Points discussed	Remark/Suggestion on areas of improvement of performance appraisal	Trg./Skills Suggested	Sign of Faculty	Sign of IO/HOD	Sign of RO	Sign of Director
2023-24	9/1/24	<p>Strength - Dedicated honest problem solver</p> <p>Weakness - Sensitive</p> <p>Achievements: - Got Grant for Indian Patent. Handling College Exam section as CEO.</p>	Publication & Consultancy	<p>NEP related Examination Training.</p> <p>Try to establish exam cell for autonomous Institute</p>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i> 10/1/24

Note: IO and RO must highlight strength, weaknesses, Significant Contribution/Achievements (if any in critical points discussed)

INTERACTION REGISTER

Name of Faculty: DR. PREETI WARRIER

Designation: ASSISTANT PROFESSOR

Academic Year	Date of Interaction	Critical Points discussed	Remark/Suggestion on areas of improvement of performance appraisal	Trg./Skills Suggested	Sign of Faculty	Sign of IO/HOD	Sign of RO	Sign of Director
2022-23	4/1/24	<ol style="list-style-type: none"> 1. Completed PhD in E&TC on April '23 2. Published 1 scopus-indexed journal in IT Journal of Robotics about 3. Published conference paper in 'lecture Note in Electrical Engineering' 4. Worked as reviewer for ISA Transactions 5. Worked in NBA Committee as internal judge 6. Member of AAC 7. EV Club activities 8. Class Teacher of SE E&TC A 9. Central library member. 10. Resource person in FDP organized at AIT. 	<p>Consultancy, Rob ICT Tools Development</p>	<p>Advance of Power Electronics Training</p>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

Note: IO and RO must highlight strength, weaknesses, Significant Contribution/Achievements (if any in critical points discussed)

INTERACTION REGISTER

Name of Faculty: Dr. Shilpa Pawar

Designation: Asst. Professor

Academic Year	Date of Interaction	Critical Points discussed	Remark/Suggestion on areas of improvement of performance appraisal	Trg./Skills Suggested	Sign of Faculty	Sign of IO/HOD	Sign of RO	Sign of Director
2022-23	4/1/24	<p><u>Strength</u></p> <ol style="list-style-type: none"> 1) Optimistic 2) Discipline 3) Creative 4) Patient <p><u>Weakness</u></p> <ol style="list-style-type: none"> 1) Straight forward 2) Simple 3) Never leave my work until it's completed spend more time for work <ul style="list-style-type: none"> - Published 3 paper in journal. - Presented Research Paper in 3 conference - Member of Technical Program Committee (TPC) - Reviewer - IEE International Conference - Conducted Seminar in AIT 	ICT Tools Development	Cloud Computing Training.	<u>Signature</u> 4/1/24	<u>Signature</u> 4/1/24	<u>Signature</u>	<u>Signature</u> 4/1/24





- Organized Guest Lecture "AI Security"
- Attended - 3 FDP.
- Attended KPIT NOVA Industrial Interaction Workshop

Note: IO and RO must highlight strength, weaknesses, Significant Contribution/Achievements (if any in critical points discussed)

- Fill Patent form ATT organization

Name of Faculty: P. S. N. K. Bansode





Designation: professor

Academic Year	Date of Interaction	Critical Points discussed	Remark/Suggestion on areas of improvement of performance appraisal	Trg./Skills Suggested	Sign of Faculty	Sign of IO/HOD	Sign of RO	Sign of Director
2020-21	10 July 2021	<p>① Efforts are started for Research team up with P. Hou on ML/VR/BCI domain.</p> <p>② Possibility to graduate the incoming faculty to inculcate the OBE in teaching learning.</p> <p>③ Demonstrate few possibility to include Research component in Th/PR to other faculty members.</p> <p>④ Co-ordinating the NBN Activity at college level.</p>	<p>① Few proposals can be submitted to funding Agencies</p> <p>② Lab development/Human capability building on ML/VR/BCI can be Explored.</p>	Training on GPU/ML applications choice				

Note: IO and RO must highlight strength, weaknesses, Significant Contribution/Achievements (if any in critical points discussed)

Name of Faculty: P.S. D. N. K. Bansode

Designation: Professor

Academic Year	Date of Interaction	Critical Points discussed	Remark/Suggestion on areas of improvement of performance appraisal	Trg./Skills Suggested	Sign of Faculty	Sign of IO/HOD	Sign of RO	Sign of Director
2020-21	10 July 2021	<p>① Efforts are started for Research team up with P. Hou for ML/VR/BCI domain.</p> <p>② Possibility to graduate the intern faculty to inculcate the OBE in teaching learning.</p> <p>③ Demonstrate few possibility to include Research component in Th/PR to other faculty members.</p> <p>④ Co-ordinating the NBN Activity at college level.</p>	<p>① Few proposals can be submitted to funding Agencies</p> <p>② Lab development/Human capability building on ML/VR/BCI can be Explored.</p>	Training on GPU/ML as per his choice				

Name of Faculty: Priya Roshali PahiDesignation: Asst. Prof.





Academic Year	Date of Interaction	Critical Points discussed	Remark/Suggestion on areas of improvement of performance appraisal	Trg./Skills Suggested	Sign of Faculty	Sign of IO/HOD	Sign of RO	Sign of Director
2020-21	10 July 2021	<p>① She Publish one conference & one Journal Paper.</p> <p>② Conducted all PR/TH online & she is very much satisfied with the same</p> <p>③ She got some difficulty in charge of guide for her phd at vetech Univ</p>	<p>① Suggested to Publish the Research work of phd in Scopus Journal.</p> <p>② Ask her to write Research proposal for funding Agency</p> <p>③ She already did few additional Assignment however suggested to give more variations in the assignments</p> <p>④</p>	suggeste comm on 2021 science	<i>Priya</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

Note: IO and RO must highlight strength, weaknesses, Significant Contribution/Achievements (if any in critical points discussed)

INTERACTION REGISTER

Name of Faculty: Dr. N. K. Bansode

Designation: Prof. 3505



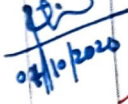

Academic Year	Date of Interaction	Critical Points discussed	Remark/Suggestion on areas of improvement of performance appraisal	Trg./Skills Suggested	Sign of Faculty	Sign of IO/HOD	Sign of RO	Sign of Director
2019-20	14.5.20	<p>① He understood & finding the merits of online tools to improve upon teaching learning skills</p> <p>② Module can be used also to enhance OBE in teaching learning</p> <p>③ He is also contributing in HPC related projects</p>	<p>① Auditing of our dept to be conducted specially for OBE Framework</p> <p>② ASKED TO CHECK the possibility for Research proposal.</p>	AS per his choice				

Note: IO and RO must highlight strength, weaknesses, Significant Contribution/Achievements (if any in critical points discussed)

INTERACTION REGISTER





Name of Faculty: Dr. R. Jayadwan

Designation: Associate Professor

Academic Year	Date of Interaction	Critical Points discussed	Remark/Suggestion on areas of improvement of performance appraisal	Trg./Skills Suggested	Sign of Faculty	Sign of IO/HOD	Sign of RO	Sign of Director
2019-20	14.5.20	<p>① One Journal paper is published in UGC CARE-2 List</p> <p>② He is guiding for PhD student in NTU Belgium</p> <p>③ He is part of Heading Research Committee of our dept. & part of college team.</p> <p>④ Already submitted another paper which is under Review</p>	<p>① Asked him to get involved students spending BE in Research work & publishing.</p> <p>② Asked to prepare any suggestions to improve upon Research centres in dept.</p>	Suggested to do any course of his choice.				

Note: IO and RO must highlight strength, weaknesses, Significant Contribution/Achievements (if any in critical points discussed)

Name of Faculty: Prof (Dr.) R. JayalenaDesignation: Assoc. Professor

Academic Year	Date of Interaction	Critical Points discussed	Remark/Suggestion on areas of improvement of performance appraisal	Trg./Skills Suggested	Sign of Faculty	Sign of IO/HOD	Sign of RO	Sign of Director
2018-19	7. May 2019	<p>① Need of PG/PhD for Research component to enhance so vertical growth can be explored</p> <p>② Autonomy to the need of the hour.</p>	<p>① Part of his Research - work can be given as mini project/BE project/idea.</p> <p>② Research paper in Reputed Journal/Conference with good I.F.</p>	<p>want to explore the course in Data Analytics</p>				

Note: IO and RO must highlight strength, weaknesses, Significant Contribution/Achievements (if any in critical points discussed)

Department of Information Technology

Dr. Rahul Desai

Academic year	Date of interaction	Critical point's discussed	Remark/suggestion on areas of improvement of performance appraisal	Trg. /Skill's suggestion	Sign of faculty	Sign of IO/HOD	Sign of RO (Principal)	Sign of director
2019-20	26/08/19	Infra-structure like UPS, upgradation	1) Feedback is also discussed which is 9.13. MID SEM is good.	1) Suggestion: Projects on NETSIM S/W are proposed.	26/8/19	26/8	26/8/19	26/8/19
11	16/10/19	ERP module change - Pts discussed	2) Feedback for end sem is also very good (9.22)	2) The Projects on above topic are formulated will be given to students in SEM-II (T.E)	16/10/19		16/10/19	16/10/19

Army Institute of Technology
Department of Information Technology

Name of faculty :- **Dr. Ashwini Sapkal.**

Academic year	Date of interaction	Critical point's discussed	Remark/suggestion on areas of improvement of performance appraisal	Trg. /Skill's suggestion	Sign of faculty	Sign of IO/HOD	Sign of RO	Sign of director
Yr 2019-20 2019-20	26/08/19 17/10/19	<p>TE Audit Course can be implemented as mini project using recent ML & AI tech.</p> <p>Audit courses 80% of have produced the projects around 23 mini are using projects ML & AI.</p> <p>Book writing</p>	<p>She has motivated Students to implement using recent ML & AI tech.</p> <p>80% of the projects are using ML & AI.</p>	<p>Suggestion: Project competition can be conducted so act</p> <p>2) Regarding publishing</p> <p>3) Pune (CSI) chapter has sanctioned the competition which will be hosted by</p>	<p><i>Ashwini Sapkal</i> 26/08/19</p> <p><i>Ashwini Sapkal</i> 17/10/19</p>	<p><i>Sapadhar</i> 26/8</p> <p><i>Sapadhar</i> 17/10</p>	<p><i>ptw</i> 17/10/19</p> <p><i>GO</i> 17/10/19</p> <p><i>gud</i></p>	

is in progress.

publishing is in process

Army Institute of Technology
Department of Information Technology

Name of faculty :- Prof Vaishali Ingale.

Academic year	Date of interaction	Critical point's discussed	Remark/suggestion on areas of improvement of performance appraisal	Trg. /Skill's suggestion	Sign of faculty	Sign of IO/HOD	Sign of RO	Sign of director
Yr. 2019-20	25/08/19	1) NPTEL courses discussion & students response.	1) Students are more inclined towards other than NPTEL courses like Coursera etc.	1) Since she conducts ML & DAA. She has enrolled for on-line courses.	<u>Prof</u> 27/08/19	<u>Sejadhar</u> 27/8		<u>Prof</u> 17/10/19
	17/10/19	2) Audit course for T.E. Also the feedback is good	2) MOOC courses knowledge can be implemented through audit course project in SEM - II TE (IT).	2) She has completed course on Data Science	<u>Prof</u> 17/10/19	<u>Sejadhar</u> 17/10.		

Army Institute of Technology
Department of Information Technology

Name of faculty :- prof Rupali Bagate.

Academic year	Date of interaction	Critical point's discussed	Remark/suggestion on areas of improvement of performance appraisal	Trg. /Skill's suggestion	Sign of faculty	Sign of IO/HOD	Sign of RO	Sign of director
Yr 2018-20	1) 27/08/19	The FDS subject uses C prog. but it can be in Python also.	1) She has motivated students to undergo MOOC courses related to FDS.	1) She was asked to undergo Deep learning MOOC course to conduct FDP in next SEM.	<u>Bagate</u> 27/08/19	<u>SOJadhav</u> 27/08		
"	2) 17/10/19	FDP on data science is proposed & discussed	2) feedback is very good She has guided students for Literature survey.	2) She has almost completed the said MOOC course & scheduled for FDP..	<u>Bagate</u> 17/10/19	<u>SOJadhav</u> 17/10.	<u>Pin</u> 17/10/19	<u>SO</u> 17/10/19

Army Institute of Technology
Department of Information Technology

Name of faculty :- prof. Rupali Bagate.

Academic year	Date of interaction	Critical point's discussed	Remark/suggestion on areas of improvement of performance appraisal	Trg. /Skill's suggestion	Sign of faculty	Sign of IO/HOD	Sign of RO	Sign of director
Yr 2018-20	27/08/19	The FDS subject uses C prog. but it can be in Python also.	1) She has motivated students to undergo MOOC courses related to FDS.	1) She was asked to undergo Deep learning MOOC course to conduct FDP in next SEM.	<u>Bagate</u> 27/08/19	<u>Sajadha</u> 27/08		
"	27/10/19	FDP on data science is proposed & discussed	2) Feedback is very good. She has guided students for Literature survey.	2) She has almost completed the said MOOC course & scheduled for FDP.	<u>Bagate</u> 17/10/19	<u>Sajadha</u> 17/10.	<u>plw</u> 17/10/19	<u>[Signature]</u> 17/10/19

Army Institute of Technology
Department of Information Technology

Name of faculty :- Prof. Y. N. Gholap.

Academic year	Date of interaction	Critical point's discussed	Remark/suggestion on areas of improvement of performance appraisal	Trg. /Skill's suggestion	Sign of faculty	Sign of IO/HOD	Sign of RO	Sign of director
2019-20	28/8/19	Mini project in DBMS. can be improvised with new tech. like ML.	1) He motivated students to undergo various MOOC courses related to subject.	1) Suggestion - Guide projects with ML as a new technology in DBMS.	<u>S. Jadhav</u> 28/8/19	<u>S. Jadhav</u> 28/8	<u>H. J.</u> 17/10/19	<u>D.</u> 17/10/19
1	17/10/19	He is also an expert in openGL which is used in CG.	2) He has also involved in IV to TCS. Feedback is also Good.	2) Few projects are executed with above suggestion.	<u>S. Jadhav</u> 17/10/19	<u>S. Jadhav</u> 17/10/19		

Army Institute of Technology
Department of Information Technology

Name of faculty :- **Prof. Geeta Patil**

Academic year	Date of interaction	Critical point's discussed	Remark/suggestion on areas of improvement of performance appraisal	Trg. /Skill's suggestion	Sign of faculty	Sign of IO/HOD ✓	Sign of RO	Sign of director
2019-20	27/08/19	Success of Mentoring session & as a class teacher discussion regarding B.E Attendance & Placements.	The activities related to Entrepreneurship work for are motivated patentable & conducted project & publish of paper.	It is suggested to work for patentable project & publish of paper.	<i>Geeta</i> 27/8/19	<i>Sajadhar</i> 27/8		
	17/10/19	IIC 2.0 related information in security suggested field which	Suggestion regarding Project avenues is in process of patenting & Publishing.	One project under e-cell is in process of patenting & Publishing.	<i>Geeta</i> 17/10/19	<i>Sajadhar</i> 17/10	<i>pti</i> 17/10/19	<i>17/10/19</i>

is recent.
requirement.


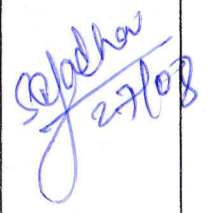

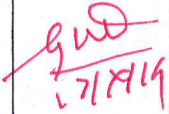


Army Institute of Technology
Department of Information Technology

Name of faculty :- Prof. Aparna Joshi

Academic year	Date of interaction	Critical point's discussed	Remark/suggestion on areas of improvement of performance appraisal	Trg. /Skill's suggestion	Sign of faculty	Sign of IO/HOD	Sign of RO	Sign of director
2019-20	27/08/19	Audit course can be implemented through mini projects	Students are motivated to undergo MOOC courses related cloud	Suggestion. To enroll for online course & publish. related to research.	<u>Ass</u> 27/08/19	<u>Sajadhu</u> 28/8		
11	17/10/19	Around 17 groups with recent technology. have completed mini projects [about 60%]	Students have almost completed the said courses	she has almost completed her cloud computing on-line course. She is in process of publishing paper. & one submitted.	<u>Ass</u> 17/10/19	<u>Sajadhu</u> 17/10.	<u>Pt</u> 17/10/19	<u>gud</u> 17/10/19

Army Institute of Technology
Department of Information Technology

Name of faculty :- **Prof. G.M. Walunjkar.**

Academic year	Date of interaction	Critical point's discussed	Remark/suggestion on areas of improvement of performance appraisal	Trg. /Skill's suggestion	Sign of faculty	Sign of IO/HOD	Sign of RO	Sign of director
2019-20	27/08/19	The B.E project groups & regarding reviews conducted.	Project related work by student should be 40% complete at semester end.	Suggestions 1) To publish papers related to his research. 2) MOOC courses are suggested.	 27/8/19	 27/8/19	 17/10/19	 17/10/19
2019-20	17/10/19	The LATEX course completion as well as object oriented programming.	Most of the groups have completed the targeted work i.e. 40%.	1) Papers are in process of publishing. 2) MOOC courses are completed.	 17/10/19	 17/10/19		

Army Institute of Technology
Department of Information Technology

Name of faculty :- Prof. Nirima Walde.

Academic year	Date of interaction	Critical point's discussed	Remark/suggestion on areas of improvement of performance appraisal	Trg. /Skill's suggestion	Sign of faculty	Sign of IO/HOD	Sign of RO	Sign of director
2019-20	27/8/19	The new course of PAPS (F-E) involves python which is taken by her at short notice.	Students suggested to go through online courses motivated for the same.	Suggested:- Organising of Guest lecture related to Audit course & Career motivation.	<u>Nirima Walde</u> 27/08/19	<u>Sejadha</u> 27/08/19		
	17/10/19	Feedback is good. Regarding FE Students involved in coding by using python.	Around 2530 students have successfully enrolled for the same.	She has successfully conducted the above lectures through experts.	<u>Nirima Walde</u> 17/10/19	<u>Sejadha</u> 17/10/19	<u>Stw</u> 17/10/19	<u>Sud</u> 17/10/19

BEST TEACHING EMPLOYEE AWARD FROM PARENT SOCIETY

2

BEST TEACHING EMPLOYEE AWARD FROM PARENT SOCIETY
AND

BEST NON-TEACHING EMPLOYEE AWARD FROM PARENT SOCIETY
AND

BEST RESEARCH AWARD

AND

BEST RESULT AWARD

Tele- 7249250184/2120

AIT/0323/CNO/Prin

06 Oct 2022

OFFICE OF PRINCIPAL

BEST TEACHER AWARD : 2021-22

Nominations/Applications for the Best Teacher Awards in our institute for 2021-22 are called for.

The purpose of installing these awards is to enhance the quality of Teaching Learning Process in AIT as well to maintain Academically Healthy Environment in the college. The award consists of cash of Rs. 15000 + Certificate.

Applicants applying for award must submit the data in standard format along with the copies of documents in support by **30 Oct 2022** in Registrar Office.

Best Teacher award will be decided by the Committee.


(Dr. B. P. Patil)
Principal

Copy to:-

Director }
Joint Director } For info please.

HOD Mech }
HOD IT }
HOD E&TC } For info to faculty and needful action.
HOD Comp }
HOD ASGE }

Registrar
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Account

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AIT/0323/CNO/Prin

06 Oct 2022

OFFICE OF PRINCIPAL


BEST NON TEACHING STAFF (TECHNICAL / ADMIN) AWARD

Nominations / Applications for the Best Non-Teaching Staff (Technical / Admin) Awards in our Institute for 2021-22 are called for, which are in two categories, The award consists of cash of Rs. 3000 + Certificate in each Category :-

Categories 1) Non-Teaching (Technical)

Categories 2) Non-Teaching (Admin)

The applicant must submit the data in standard format along with the copies of documents in support by **30 Oct 2022** in Registrar Office.


(Dr. B. P. Patil)
Principal

Copy to :-

Director }
Joint Director } For info please.

HOD E&TC
HOD Mech
HOD Comp
HOD IT
HOD ASGE
Wksp Suptd
Registrar
TPO
Library
Project Officer
Store
Rector
Warden (Boys/Girls Hostel)
Accounts
Main Office
Exchange
MT Section
Maintenance
Notice Boards

} For info to staff & needful action.

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06 Oct 2022

OFFICE OF PRINCIPAL

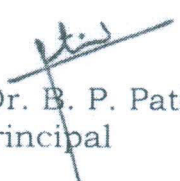
BEST RESEARCH / CONSULTANCY AWARD

1. Refer to SOP, "Criteria for Best Research / Consultancy Award" No. AIT/0351/SOP/PRIN dated 06 Jul 2021.
2. Applications for Best Research & Consultancy Award in our institute for 2021-22 are invited.

The purpose of installing this award is to enhance the quality of Research & consultancy Process in AIT as well to maintain Research & Consultancy Environment in the college. The award consists of cash of Rs. 20000 + Certificate.

Applicants applying for award must submit the data in standard format along with the copies of documents in support by **30 Oct 2022** in Registrar Office.

Best Research / Consultancy award will be decided by the Committee.


(Dr. B. P. Patil)
Principal

Copy to:-

Director }
Joint Director } For info please.

HOD Mech }
HOD IT }
HOD E&TC }
HOD Comp }
HOD ASGE }
Wksp Suptd } For needful action.

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06 Oct 2022

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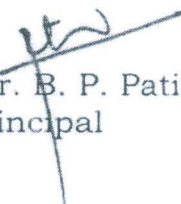
BEST RESULT AWARDS

The Best Result Awards in our institute for 2021-22 are called for.

The purpose of instituting these awards is to enhance the quality of Teaching Learning Process in AIT as well to maintain Academic Healthy Environment in the college. The award consists of cash of Rs. 7000 + Certificate in each Category.

- Categories 1) Best FE Result
2) Best SE Result All Branches
3) Best TE Result All Branches
4) Best BE Result All Branches

The HsOD must submit the data in standard format (as per revised SOP) along with the copies of documents in support by **30 Oct 2022** to Best Result Award Committee.


(Dr. B. P. Patil)
Principal

Copy to:-

Director }
Joint Director } For info please.

HOD Mech }
HOD IT }
HOD E&TC } For needful action.
HOD Comp }
HOD ASGE }
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Accounts

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06 Feb 2024

OFFICE OF PRINCIPAL
SUMMARY OF AWARDS (2022-2023)
AIT DAY (19 FEB 2024)

Best Result Award

Sr No	Year	Name of Faculty	Subject	Dept	Amount (Rs)
1	FE	M. Chandola	Engg Physics	FE	7,000/-
2	SE (All Branches)	Vitthal Hivrale	Engg Maths III	SE	7,000/-
3	TE (All Branches)	MB Lonare	Information Security (Elective II)	TE	7,000/-
4	BE (All Branches)	VR Kulkarni	Industrial Psychology and Organizational Behavior	BE	7,000/-

Best Teacher Award & Best Research & Consultancy Award

Sr No	Details	Name of Faculty	Dept	Amount (Rs)
1	Best Teacher Award	Dr. Ashwini Sapkal	IT	15,000/-
2.	Best Research & Consultancy Award	Prof. Sita Yadav	Comp	20,000/-

Best Technical / Non-Teaching Staff Awards

Sr No	Category	Name of Staff	Dept	Amount (Rs)
1	Category 1 – Best Technical Staff Awards	Mr. Pravin Sangle	E&TC	4,000/-
2	Category 2 – Best Non-Teaching Staff Awards	Mr. C Nagaraj Reddy	TPO Office	4,000/-

G Rajshekhar Memorial Trophy and Library Best User Trophy

Sr No	Name of Award	Students Name	Year & Branch	Award
1	G Rajshekhar Memorial Trophy	Vikrant Kumar	BE E&TC A	Trophy
2.	Library Best User	Karan Dabas	TE E&TC B	Trophy & Certificate


(Dr. B.P. Patil)
Principal

Copy to :

Director
Jt Director
Office Supdt

For information please.

IC AIT Day - for needful action.
Accounts - for needful action.

OFFICE OF PRINCIPAL
SUMMARY OF AWARDS (2021-2022)
AIT DAY (24 FEB 2023)

Best Result Award

Sr No	Year	Name of Faculty	Subject	Dept	Amount (Rs)
1	FE	Prof. Pragati Rana	Basic Electronics Engineering	E&TC	7,000/-
2	SE (All Branches)	Prof. Mangesh Hajare	Digital Electronics and Logic Design	Comp	7,000/-
3	TE (All Branches)	Prof. PR Sonawane	System Programming & Operating System	Comp	7,000/-
		Prof. Nikita Singhal	Computer Networks & Security	Comp	
		Prof. Sandeep Bidwai	Database Management	E&TC	
4	BE (All Branches)	Prof. SM Gaikwad	Automobile Engineering	Mech	7,000/-

Best Teacher Award & Best Research & Consultancy Award


Sr No	Details	Name of Faculty	Dept	Amount (Rs)
1	Best Teacher Award	Dr. Sagar Rane	Comp	15,000/-
2.	Best Research & Consultancy Award	Dr. Sagar Rane	Comp	20,000/-

Best Technical / Non-Teaching Staff Awards

Sr No	Category	Name of Staff	Dept	Amount (Rs)
1	Category 1 – Best Technical Staff Awards	Mrs. Swati Salunke	ASGE	4,000/-
2	Category 2 – Best Non-Teaching Staff Awards	Mr. Avinash Bhosale	Admin	4,000/-

G Rajshekhar Memorial Trophy and Library Best User Trophy

Sr No	Name of Award	Students Name	Year & Branch	Award
1	G Rajshekhar Memorial Trophy	Bhavana Nimmagadda	BE Comp B	Trophy
2.	Library Best User	Anurag Choudhary	BE Comp B	Trophy & Certificate


 (Dr. B.P. Patil)
Principal

Copy to :

Director
 Jt Director
 Office Suptd

For information please.

IC AIT Day - for needful action.
 Accounts - for needful action.

OFFICE OF PRINCIPAL
SUMMARY OF AWARDS (2020-2021)
AIT DAY (24 FEB 2022)

Best Result Award

Sr No	Year	Name of Faculty	Subject	Dept	Amount (Rs)
1	FE	DECIDED NOT TO GIVE THIS YEAR			7,000/-
2	SE (All Branches)				7,000/-
3	TE (All Branches)				7,000/-
4	BE (All Branches)				7,000/-
5.	ME (Design)				7,000/-

Best Teacher Award & Best Research & Consultancy Award

Sr No	Details	Name of Faculty	Dept	Amount (Rs)
1	Best Teacher Award	Dr. Seema Tiwari	ASGE	15,000/-
2.	Best Research & Consultancy Award	Dr. Seema Tiwari	ASGE	20,000/-

Best Technical / Non-Teaching Staff Awards

Sr No	Category	Name of Staff	Dept	Amount (Rs)
1	Category 1 – Best Technical Staff Awards	Rohan Sonawane	IT	4,000/-
2	Category 2 – Best Non-Teaching Staff Awards	B Pradhan	Main Office	4,000/-

G Rajshekhar Memorial Trophy and Library Best User Trophy

Sr No	Name of Award	Students Name	Year & Branch	Award
1	G Rajshekhar Memorial Trophy	Amtul Maswara	BE Comp A	Trophy
2.	Library Best User	Garima Devi	BE E&TC	Trophy & Certificate

(Dr. B.P. Patil)
Principal

Copy to :

Director
Jt Director
Office Suptd

For information please.

IC AIT Day - for needful action.
Accounts - for needful action.

OFFICE OF PRINCIPAL**REVISED****SUMMARY OF AWARDS (2019-2020)****AIT DAY (24 FEB 2021)****Best Result Award**

Sr No	Year	Name of Faculty	Subject	Dept	Amount (Rs)
1	FE	Dr. Ganesh Mundhe	Engg Math - I	ASGE	7,000/-
2	SE (All Branches)	Dr. Sangeeta Jadhav	Foundations of Communication & Computer Network	IT	7,000/-
3	TE (All Branches)	Prof. Geeta Patil	Computer Network Technology	IT	7,000/-
4	BE (All Branches)	Prof. Yuvraj Gholap	Social Media Analysis	IT	7,000/-
5.	ME (Design)	Dr. UV Awasarmol / Prof. RS Verma	Elective - I	Mech	7,000/-

Best Teacher Award & Best Research & Consultancy Award

Sr No	Details	Name of Faculty	Dept	Amount (Rs)
1	Best Teacher Award	Dr. Seema Tiwari	ASGE	15,000/-
2.	Best Research & Consultancy Award	NIL		---

Best Technical / Non-Teaching Staff Awards

Sr No	Category	Name of Staff	Dept	Amount (Rs)
1	Category 1 – Best Technical Staff Awards	Mr. Raghu Babar	ASGE	4,000/-
2	Category 2 – Best Non-Teaching Staff Awards	Mr. DK Singh	Admin	4,000/-

G Rajshekhar Memorial Trophy and Library Best User Trophy

Sr No	Name of Award	Students Name	Year & Branch	Award
1	G Rajshekhar Memorial Trophy	Ms. Arya Kushwah	TE Comp A	Trophy
2.	Library Best User	Mr. Divanshu Tiwari	BE IT	Trophy & Certificate

(Dr. B.P. Patil)
Principal

Copy to :

Director
Jt Director
Office Suptd

For information please.

IC AIT Day - for needful action.
Accounts - for needful action.

OFFICE OF PRINCIPAL
SUMMARY OF AWARDS (2018-2019)
AIT DAY (24 FEB 2020)

Best Result Award

Sr No	Year	Name of Faculty	Subject	Dept	Amount (Rs)
1	FE	Dr. Sujata Marathe	Engg Chemistry	ASGE	7,000/-
2	SE (All Branches)	Prof. RS Verma	Strength of Material	Mech	7,000/-
3	TE (All Branches)	Prof. Dhanashree Patil	Electromagnetic Transmission Lines	E&TC	7,000/-
4	BE (All Branches)	Dr. JD Patil	Hydraulics and Pneumatics	Mech	7,000/-
5.	ME (Design)	Prof. RB Patil & Prof. RS Verma	(a) Design of Material Handling (b) Process Equipment Design	Mech	7,000/-

Best Teacher Award & Best Research & Consultancy Award

Sr No	Details	Name of Faculty	Dept	Amount (Rs)
1	Best Teacher Award	Dr. Ashwini Sapkal	IT	15,000/-
2.	Best Research & Consultancy Award	NIL		---

Best Technical / Non-Teaching Staff Awards

Sr No	Category	Name of Staff	Dept	Amount (Rs)
1	Category 1 – Best Technical Staff Awards	Prashant Karande	IT	4,000/-
2	Category 2 – Best Non-Teaching Staff Awards	Shakuntala Bhambre	Girls Hostel	4,000/-

G Rajshekhar Memorial Trophy and Library Best User Trophy

Sr No	Name of Award	Students Name	Year & Branch	Award
1	G Rajshekhar Memorial Trophy	Palrika Mohan	BE Comp	Trophy
2.	Library Best User	Vijay Pandey	SE E&TC	Trophy & Certificate

(Dr. B.P. Patil)
Principal

Copy to :

Director
Jt Director
Office Suptd

For information please.

IC AIT Day - for needful action.
Accounts - for needful action.

Army, Institute of Technology (College Fund New)

Dighi Hills, Alandi Road, Pune-15

Ph No 02027157534

State Name : Maharashtra, Code : 27

Payment Voucher

No. : 1419

Dated : 20-Jan-23

Particulars	Amount
Account:	
✓ Pragati Rana	7,000.00 ✓
New Ref 1598	7,000.00 Dr
✓ Prof Mangesh Hajare	7,000.00 ✓
New Ref 1598	7,000.00 Dr
✓ Prof Pr Sonware	2,333.00 ✓
New Ref 1598	2,333.00 Dr
✓ Prof Nikita Singhal	2,333.00 ✓
New Ref 1598	2,333.00 Dr
✓ Sandeep Bidwai	2,334.00 ✓
New Ref 1598	2,334.00 Dr
✓ Prof S.M. Gaikwad	7,000.00 ✓
New Ref 1598	7,000.00 Dr
✓ Dr Sagar Rane	15,000.00 ✓
✓ Dr Sagar Rane	20,000.00 ✓
Mrs Swati Salunkhe	4,000.00 ✓
New Ref 1598	4,000.00 Dr
Avinash Bosale	4,000.00 ✓

Through :

Bank of Baroda Savings A/c 12490100001250	7,000.00
Bank of Baroda Savings A/c 12490100001250	7,000.00
Bank of Baroda Savings A/c 12490100001250	2,333.00
Bank of Baroda Savings A/c 12490100001250	2,333.00
Bank of Baroda Savings A/c 12490100001250	2,334.00
Bank of Baroda Savings A/c 12490100001250	7,000.00

For your signature please

[Signature]
23/1/23

[Signature]
23/1/23

[Signature]
23/1/23

AY 2021-22

Army Institute of Technology(College Fund New)

Dighi Hills, Alandi Road, Pune-15
Ph No 02027157534

Cost Centre Summary

1-Apr-21 to 31-Mar-22

Page 1

Particulars	Category: AIT Day		Closing Balance
	Transactions Debit	Credit	
Best Non Technical	4,000.00	4,000.00	
Best Research & Consultancy Award	20,000.00	20,000.00	
Best Teacher	15,000.00	15,000.00	
Best Technical	4,000.00	4,000.00	
Grand Total	43,000.00	43,000.00	

Army Institute of Technology(College Fund New)

Dighi Hills, Alandi Road, Pune-15

Ph No 02027157534

State Name : Maharashtra, Code : 27

Ay - 2020 - 21

Payment Voucher

No. : 1287

Dated : 23-Feb-21

Particulars	Amount
Account : Misc Expense	58,000.00

Through :

Bank of Baroda Savings A/c 12490100001250

On Account of :

CH No-565131 Issued To Neft as per list
Towards Awards AIT Day

Amount (in words) :

INR Fifty Eight Thousand Only

₹ 58,000.00

Receiver's Signature:

Authorised Signatory

Army Institute of Technology(College Fund New)

Dighi Hills, Alandi Road, Pune-15

Ph No 02027157534

Cost Centre Summary

1-Apr-20 to 31-Mar-21

Particulars	Category: AIT Day		Closing Balance
	Transactions Debit	Credit	
Best Result Award	35,000.00		35,000.00 Dr
Best Teacher	15,000.00		15,000.00 Dr
Best Technical	8,000.00		8,000.00 Dr
Grand Total	58,000.00		58,000.00 Dr

Army Institute of Technology(College Fund New)

Dighi Hills, Alandi Road, Pune-15
Ph No 02027157534

AY 2019-20

Cost Centre Summary

1-Apr-19 to 31-Mar-20

Page 1

Particulars	Category: AIT Day		Closing Balance
	Transactions Debit	Credit	
Best Result Award	35,000.00	3,500.00	31,500.00 Dr
Best Teacher	15,000.00		15,000.00 Dr
Best Technical	8,000.00		8,000.00 Dr
Grand Total	58,000.00	3,500.00	54,500.00 Dr

Payment Voucher

No. : 1192

Dated : 18-Feb-20

Particulars	Amount
Account : Teachers Welfare	58,000.00

Through :

Bank of Baroda Savings A/c 12490100001250

On Account of :

Ch. No. : 005241 dt. 18-2-2020 Issued To
Neft As per list Towards Ait Day Awards 24
Feb 2020

Amount (in words) :

INR Fifty Eight Thousand Only

₹ 58,000.00

Receiver's Signature:

Authorised Signatory

6

ARMY COMMENDATION GoC-In-C



जनरल अफसर कमांडिंग-इन-चीफ
दक्षिणी कमान द्वारा
प्रशंसा-पत्र



डॉ संगीता जाधव

01 फरवरी 2022 से 30 जून 2022 की अवधि में

एर आई टी पुणे

में सेवा करते हुए, सार्थक कर्तव्य निष्ठा एवम् कार्यदक्षता का परिचय देने और सेना में अन्य लोगों के लिये उदाहरण प्रस्तुत करने पर मैं आपकी प्रशंसा करता हूँ।

मैंने आदेश दिया है कि इस प्रशस्ति का आपके सेवा अभिलेख में उल्लेख किया जाए।



स्थान : पुणे

दिनांक : 15 जनवरी 2023

अजय सिंह

(अजय कुमार सिंह)

लेफ्टिनेंट जनरल

जी ओ सी-इन-सी

दक्षिणी कमान

जनरल अफसर कमांडिंग-इन-चीफ
दक्षिणी कमान द्वारा
प्रशंसा-पत्र

1160 अशोक काटोले

01 फरवरी 2021 से 30 जून 2021 की अवधि में
आर्मी इंस्टिट्यूट ऑफ टेक्नोलॉजी, पुणे
में सेवा करते हुए, सार्थक कर्तव्य निष्ठा एवम् कार्यदक्षता का परिचय देने
और सेना में अन्य लोगों के लिये उदाहरण प्रस्तुत करने पर मैं आपकी
प्रशंसा करता हूँ।

मैंने आदेश दिया है कि इस प्रशस्ति का आपके सेवा अभिलेख में
उल्लेख किया जाए।



स्थान : पुणे

दिनांक : 15 जनवरी 2022

जयश्री

(जे एस नैन)

लेफ्टिनेंट जनरल

जी ओ सी-इन-सी

दक्षिणी कमान

7

INCENTIVE FOR RESEARCH PAPER
PUBLICATION/IPR

Army Institute of Technology(College Fund New)

Dighi Hills, Alandi Road, Pune-15

Ph No 02027157534

State Name : Maharashtra, Code : 27

Payment Voucher

No. : 442

Dated : 28-Jun-24

Particulars		Amount
Account :		
Pragati Rana		12,000.00
Agst Ref 401	12,000.00 Dr	
Dr B.P.Patil		8,000.00
Agst Ref 401	8,000.00 Dr	

Through :

ICICI BankSaving A/c 215201000341 12,000.00

ICICI BankSaving A/c 215201000341 8,000.00

On Account of :

Being Reimbursement of exp papaer
presenation Cyber Security Detection in IOT
Krill Based Deep Neural Network Stacked
Auto Encoders

Amount (in words) :

INR Twenty Thousand Only

₹ 20,000.00

Receiver's Signature:

Authorised Signatory

Army Institute of Technology(College Fund New)

Dighi Hills, Alandi Road, Pune-15

Ph No 02027157534

State Name : Maharashtra, Code : 27

Journal Voucher

No. : 1982

Dated : 29-Feb-24

Particulars	Debit	Credit
Faculty and Students R &D Expenses Dr	99,999.00	
To Dr U V Awasarmol New Ref 1982	33,000.00 Cr	33,000.00
To Dr.J.D.Patil New Ref 1982	15,333.00 Cr	15,333.00
To Prof R.S Verma New Ref 1982	48,333.00 Cr	3,333.00
To Dr Laxmikant Jathar New Ref 1982		48,333.00

On Account of :

Being Research Publication
Reward -Environmental
Science

₹ 99,999.00

₹ 99,999.00

Authorised Signatory

Army Institute of Technology(College Fund New)

Dighi Hills, Alandi Road, Pune-15

Ph No 02027157534

State Name : Maharashtra, Code : 27

Payment Voucher

No. : 444

Dated : 28-Jun-24

Particulars	Amount
Account :	
Prof Dhanashri Patil	12,000.00
Agst Ref 403	12,000.00 Dr
Sangeeta Jadhav (Cr)	8,000.00
Agst Ref 403	8,000.00 Dr

Through :

ICICI BankSaving A/c 215201000341 12,000.00

ICICI BankSaving A/c 215201000341 8,000.00

On Account of :

Being Reimbursement of exp papaer
presenation Road Network Extraction Using
Multi Path Cascade Covolution Neural
Network From Remote Sensing Image

Amount (in words) :

INR Twenty Thousand Only

₹ 20,000.00

Receiver's Signature:

Authorised Signatory

Army Institute of Technology(College Fund New)

Dighi Hills, Alandi Road, Pune-15

Ph No 02027157534

State Name : Maharashtra, Code : 27

Payment Voucher

No. 384

Dated : 7-Oct-21

Particulars	Amount
Account :	
Prof S.M Gaikwad(Cr)	20,090.00
Agst Ref 618	20,090.00 Dr

Through :

ICICI Bank Saving A/c 215201000341

On Account of :

Being Payment S M Gaikwad Towards CFD
Course Payment

Amount (in words) :

INR Twenty Thousand Ninety Only

₹ 20,090.00

Receiver's Signature:

Authorised Signatory

Minute Sheet

AIT

AIT/E&TC/PATENTS/1257

61

Department of E & Tc

1. We, the undersigned and three students of TE E & Tc want to apply for Patent through our college IPR Cell of AIT Pune.
2. The Model of patent is ready with hardware.
3. The Patent topic "IOT base Asset Tracking and Vehicle safety system"
4. The patent document as per format is placed opposite.
5. Put up for your perusal and approval please.

July 2/09/2021
Ms Shilpa Devram Pawar
E&Tc Dept.

1314 Bharat S
1315 C Khushi
1331 P Divya Bharathi

Forwarded for further action

[Signature]
Dr. G R Patil

3/9/2021

HOD(E & Tc)

Dean(R&D)

Principal

It is necessary to invite the applicants for a presentation to discuss the various aspects of the Patent.

A committee consisting of the following members is recommended to conduct the presentation.

Dr. Surekha KS, Dr. Seema Tiwari, Prof. Hore.

Jt. Director

Put up for your perusal & approval pl.

[Signature]
Dean R&D.
9/9/21

Director

Yes

Principal Office	
\$	No. 2004
Dt	13/9
Sign	<i>[Signature]</i>

NOTING SHEET

AIT


File No. AIT/ R&D /

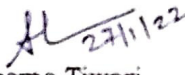
Sheet No. 67


1. Pl refer to notes ante.
2. The IPR Disclosure Form of Prof Shilpa Pawar & the team has been sent to the Institute appointed IPR consultant; M/S Bhate & Ponkshe for the Prior Art Search. The process has been completed by the company and the report is placed opposite (Flag C). The details of invoice (Flag D) & fees for the same are also placed opposite (Flag E).
3. As per the Prior Art search/Novelty search report, the following observations were made by the consultant:
 - (a) Proposed invention is novel ✓
 - (b) Not inventive over the prior art
4. It's essential to add non-obviousness or inventive part in the Patent application to make it patentable. A separate meeting was arranged during the second week of January 2022 to sort out the issue. The following members attended the meeting:

A Team from M/S Bhate & Ponkshe
Prof Shilpa Pawar & team
Dr. Surekha K S, Dean R&D
Dr. Seema Tiwari, In charge IPR Cell

After a thorough discussion, a few modifications are suggested by the consultant and the team will work on these suggestions and incorporate the same in the complete patent filing application.
5. In view of the above, it is recommended by the consultant to file a provisional patent application. The details of fees are placed opposite (Flag E).
6. Put up for perusal and instructions pl.

 27/1/22
Dr. Surekha K S
Dean R&D

 27/1/22
Dr. Seema Tiwari
IPR Cell in charge

Principal Office	
S No.	2449
Dt	27/1
Sign	

11. The IPR disclosure form submitted by the applicant is attached.
12. Put up for your kind perusal and instructions pl.

Dr. Surekha K S, Dean R&D, [Signature] 14/10/21

Dr. Seema Tiwari, In charge IPR cell [Signature] 18/10

Prof Pravin Hore, Member - [Signature] 18/10/21

Mr. Abhijeet Deogirikar, Member

14 Oct 21

Principal [Signature] 18/10/2021

Joint Director

[Signature] 18/10/21

Director

Approved from R&D Fund. Send it to IPR committee and hold a discussion.

[Signature] 10/11/21

Kindly submit the updated IPR Disclosure form.

[Signature] Shilpa Pawar
18/11/21

Submitted the IPR form on (FLAG A).

Shilpa Pawar [Signature] 24/11/2021

Kindly attend the discussion which is scheduled on 26th Nov 21.

[Signature] 25/11/21
Dean R&D

Shilpa Pawar

Submitted the final disclosure form IPR form [Signature]
8/12/2021

Principal's Office	
S No.	21/11
Dt	18/11
Sign	<u>[Signature]</u>

Payment Voucher

No : 665

Dated 9-Feb-2022

Particulars

Amount

Account :

11,800.00

Bhate & Ponkshe

Agst Ref 1235 9-Feb-2022 11,800.00 Dr

Through :

ICICI Bank Saving A/c 215201000341

On Account of :

Being Profession Fess Payment

Bank Transaction Details:

Bhate & Ponkshe

9-Feb-2022 11,800.00

Others

Amount (in words) :

INR Eleven Thousand Eight Hundred Only

₹ 11,800.00

Receiver's Signature:

Authorised Signatory

Put up for approval / signature please

Joint Director

Director

Bhate and Ponkshe
12, Venumadhav Apts.,
104/7, Off Lane No. 14,
Prabhat Road,
Pune- 411 004.
GSTIN/UIN: 27ABUPD4682J1Z3
State Name : Maharashtra, Code : 27

INVOICE

Party : **Army Institute of Technology**
DIGI HILLS,
TAL HAVELI,
PUNE - 411 015
GSTIN/UIN : 27AAECA9497L1ZW
PAN/IT No : AAECA9497L
State Name : Maharashtra, Code : 27
Place of Supply : Maharashtra

Particulars	Amount
Reimbursement of Expenses	1,600.00
<i>Reimbursement Expenses of Government Fees for Drafting and filing of patent application accompanied by Provisional specification of your Patent Application No - 202221021209 Dated - 08-04-2022 in Respect of Invention "IOT BASED ASSET TRACKING AND AUTOMOBILE SAFETY SYSTEM"</i>	
Reimbursement of Bank and Others Charges	500.00
<i>GPA Stamp Paper Charges</i>	
Total	₹ 2,100.00

Amount Chargeable (in words) E. & O.E
INR Two Thousand One Hundred Only

Company's PAN : **ABUPD4682J**

Company's Bank Details
A/c Holder's Name : **Bhate and Ponkshe**
Bank Name : **HDFC A/C NO - 50200021930214**
A/c No. : **50200021930214**
Branch & IFS Code : **Bhandarkar Road & HDFC0000007**
SWIFT Code :

for Bhate and Ponkshe

RAGHAVENDRA
SATYAWRAT PONKSHE
Digitally signed by
RAGHAVENDRA SATYAWRAT
PONKSHE
Date: 2022.04.12 17:53:09 +05'30'
Authorised Signatory

Invoice No. BP/2122/563
Ref. No.

Dated 18-Jan-22

Bhate and Ponshe
12, Venumadhav Apts.,
104/7, Off Lane No. 14,
Prabhat Road,
Pune- 411 004,
GSTIN/UIN: 27ABUPD4682J1Z3
State Name : Maharashtra, Code : 27

Tax Invoice

Party : Army Institute of Technology
DIGI HILLS,
TAL HAVELI,
PUNE - 411 015
GSTIN/UIN : 27AAECA9497L1ZW
PAN/IT No : AAECA9497L
State Name : Maharashtra, Code : 27
Place of Supply : Maharashtra

Particulars	HSN/SAC	GST Rate	Amount
Professional Fees Our Professional Service Charges for Conducting Novelty Search. Title of the Invention - IoT based asset tracking for auto-mobile safety system	998399	18 %	10,000.00
Output CGST			900.00
Output SGST			900.00
Total			₹ 11,800.00

Amount Chargeable (in words) E. & O.E

INR Eleven Thousand Eight Hundred Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
998399	10,000.00	9%	900.00	9%	900.00	1,800.00
Total	10,000.00		900.00		900.00	1,800.00

Tax Amount (in words) : INR One Thousand Eight Hundred Only

Company's PAN : ABUPD4682J

Company's Bank Details
A/c Holder's Name : Bhate and Ponshe
Bank Name : HDFC A/C NO - 50200021930214
A/c No. : 50200021930214
Branch & IFS Code : Bhandarkar Road & HDFC0000007
SWIFT Code :

for Bhate and Ponshe

RAGHAVENDRA
SATYAWRAT PONKSHE
Digitally signed by RAGHAVENDRA SATYAWRAT
PONKSHE
Date: 2022.01.18 16:37:05 +05'30' Authorised Signatory

This is a Computer Generated Invoice

8

APPRECIATION LETTER



Army Institute Of Technology (AIT), Dighi Camp, Pune - 15.

Director : 7249250115, Joint Director : 7249250117, Principal : 7249250186

Exch : 7249250183, 7249250184, 7249250185

Website : www.aitpune.com Email : ait@aitpune.edu.in

Recognised by AICTE and DTE Maharashtra and affiliated to Savitribai Phule Pune University

LETTER OF APPRECIATION

1. Please refer to the point regarding R&D Targets discussed during the HoD meeting on 7th June 2019 and yearly targets set by IQAC of AIT. AIT has been persuading members of faculty to inculcate research and innovation culture in the institute.
2. I would like to express my sincere appreciation for your efforts in publishing 01 paper in international journal and 01 patent during the period Jan 2021 - May 2022.
3. I am confident that you will continue with your excellent R&D work in the future and scale up in terms of quality of your research/innovation.

Dr GR Patil
Offg Principal

Date: 20 Oct 2022

Mrs. Shilpa Pawar

(Abhay A Bhat)
Brig
Director



मेजर जनरल टीएस बैस

अध्यक्ष, कॉलेज डेवेलोपमेंट कमिटी एआयटी
उपाध्यक्ष, गवर्निंग बॉडी एआयटी

Maj Gen TS Bains

Chairman, College Development Committee AIT
Vice Chairman, Governing Body AIT

444315/Sigs/AIT

आर्मी इन्स्टीट्यूट ऑफ टेक्नॉलॉजी
दिघी हिल्स, आलंदी रोड,
पुणे - 411 015

Army Institute of Technology (AIT)
Dighi Hills, Alandi Road,
Pune - 411015.

08 Feb 2024

Dr. Shilpa Pawar
Asst Prof
Army Institute of Technology (AIT)
Alandi Road Dighi Hills
Pune-411015

Dear Dr Shilpa Pawar,

1. Please accept our heartiest felicitations on successful completion of your PhD and making us all proud.
2. Earning a PhD degree is a big stepping stone towards a brighter future and this is great success for you and your family.
3. I wish you all the best in your future endeavours and many more laurels in years to come.

Warm regards

Yours sincerely

Copy to :-

Brig Abhay A Bhat (Retd)
Director
Army Institute of Technology (AIT)
Alandi Road Dighi Hills
Pune-411015

1

SALARY AS PER NORMS

ARMY INSTITUTE OF TECHNOLOGY, PUNE

7TH CPC FIXATION SHEET (OPTION I)							
Name of Staff -		Dr Dhore S R (1029)					
Designation		Professor in Comp					
Payscale		37400 - 67000					
7th Pay	S#	Year	Basic Pay (BP)	Grade Pay (GP)	Total= BP+GP	(BP+GP)X2.57	Basic Fixed
	1	Dec-15	50600.0	9000.0	59600.0	153180.0	156900
		Remark on Promotion	Year	Basic Pay (BP)	Grade Pay (GP)		Revised Basic Pay
	2	Jan-16	156900.0				
	3	Jul-16	161600.0				
	4	Promotion to the post of Professor 1 June 2017	Jun-17	167200.0	10000.0		167200
	5	Jan-18	172200.0				
	6	Jan-19	177400.0				
	7	Jan-20	182700.0				
	8	Jan-21	188200.0				
	9	Jan-22	193800.0				

New Basic As per 7 CPC on 1 April 2022

193800.0

New Basic As per 7 CPC on 1 July 2022

193800.0

Date of Next Increment

1-Jan-23

7TH CPC FIXATION SHEET (OPTION II)							
Name of Staff -		Dr Dhore S R (1029)					
Designation		Professor in Comp					
Payscale		37400 - 67000					
7th Pay	S#	Year	Basic Pay (BP)	Grade Pay (GP)	Total= BP+GP	(BP+GP)X2.57	Basic Fixed
	1	Apr-22	62350.0	10000.0	72350.0	185940.0	188200
	2	Jul-22	193800				

REMARK: Option I is Beneficial

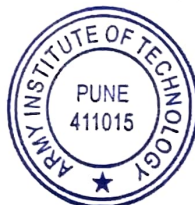
Prasad Desai
Sr Clerk (Accounts)

Mr Vaibhav Khare
Registrar

Dr G R Patil
HOD E & TC

MK Prasad
Colonel
Joint Director, AIT

Name & Signature of Faculty with Date:



ARMY INSTITUTE OF TECHNOLOGY, PUNE

7th CPC Fixation Sheet (OPTION I)						
Name of Staff -		Dr JD Patil (1023)				
Designation		Associate Professor in Mech Engg Dept				
Payscale		37400 - 67000				
Sl#	Year	Basic Pay (BP)	Grade Pay (GP)	Total= BP+GP	(BP+GP)X2.57	Basic Fixed
1	Dec-15	31980.0	8000.0	39980.0	102750.0	104100
	Remark on Promotion	Year	Basic Pay (BP)	Grade Pay (GP)		Revised Basic Pay
2		Jan-16	104100.0			
3		Jul-16	107200.0			
4		Jul-17	110400.0			
5	3 Increments for PhD from May 2018	Jun-18	120600.0			
6		Jul-18	124200.0			
7		Jul-19	127900.0			
8	Promotion to Post of Associate Professor 1 Oct 2019	Oct-19	131400.0	9000.0		135300
9		Jul-20	139400.0			
10		Jul-21	143600.0			
11		Jul-22	147900.0			

New Basic As per 7 CPC on 1 April 2022 143600.0
 New Basic As per 7 CPC on 1 Jul 2022 147900.0
 Date of Next Increment 1-Jul-23

7th CPC Fixation Sheet (OPTION II)						
Name of Staff -		Dr JD Patil (1023)				
Designation		Associate Professor in Mech Engg Dept				
Payscale		37400 - 67000				
Sl#	Year	Basic Pay (BP)	Grade Pay (GP)	Total= BP+GP	(BP+GP)X2.57	Basic Fixed
1	Apr-22	44120.0	9000.0	53120.0	136520.0	139400
2	Jul-22	139400				

REMARK: Option I is Beneficial

Prasad Desai
Sr Clerk (Accounts)

Mr Vaibhav Khare
Registrar

Dr GR Patil
HOD E&TC

MK Prasad
Colonel
Joint Director, AIT

Name & Signature of Faculty with Date



ARMY INSTITUTE OF TECHNOLOGY, PUNE

7TH CPC FIXATION SHEET (OPTION I)							
Name of Staff -		Prof. Shilpa Pawar (1384)					
Designation		Assistant Professor in E&TC					
Payscale		15600 - 39100					
7th Pay							
S#		Year	Basic Pay (BP)	Grade Pay (GP)	Total= BP+GP	(BP+GP)X2.57	Basic Fixed
1		Dec-15	20990.0	7000.0	27990.0	71934.3	73100
	Remark on Promotion	Year	Basic Pay (BP)	Grade Pay (GP)			Revised Basic Pay
2		Jan-16	73100.0				
3		Jul-16	75300.0				
4	CAS 1 Implemented from Aug 2017	Jul-17	77600.0	8000.0			82200
5		Jul-18	84700.0				
6		Jul-19	87200.0				
7		Jul-20	89800.0				
8		Jul-21	92500.0				
9		Jul-22	95300.0				

New Basic As per 7 CPC on 1 April 2022

92500.0

New Basic As per 7 CPC on 1 July 2022

95300.0

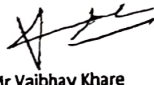
Date of Next Increment

1-Jul-23


7TH CPC FIXATION SHEET (OPTION II)							
Name of Staff -		Prof. Shilpa Pawar (1384)					
Designation		Assistant Professor in E&TC					
Payscale		15600 - 39100					
7th Pay							
S#		Year	Basic Pay (BP)	Grade Pay (GP)	Total= BP+GP	(BP+GP)X2.57	Basic Fixed
1		Apr-22	27580.0	8000.0	35580.0	91440.6	92500
2		Jul-22	95300.0				

REMARK: Both Options are same

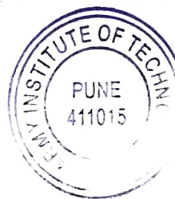

Prasad Desai
Sr Clerk (Accounts)


Mr Vaibhav Khare
Registrar


Dr G R Patil
HOD E & TC

MK Prasad
Colonel
Joint Director, AIT


Name & Signature of Faculty with Date:



MINUTE SHEET
AIT

Sheet: Two

Case No: AIT/0236/GC/Coord

2

2022-23

PAYMENT OF SALARY FOR THE MONTH OF MAR 2023

1. Refer note 4 ante.
2. Salary for the month of Feb 2023 has been approved. Details of payment as under :

S. No.	Particulars	Issued To	Amount (Rs)
a)	Salary A/c with HDFC Bank	HDFC Bank	79,10,342/-
b)	Salary A/c with BOB Bank	Bank of Baroda	48,57,186/-
c)	Salary with Other Banks	Bank of Baroda	6,83,080/-
d)	LIC of India	LIC	1,43,491/-
e)	Transfer of Funds from BOB to HDFC/ICICI to HDFC Bank	For Salary Payment HDFC Bank	79,00,000
f)	Transfer of Funds from BOB to ICICI to BOB	For Salary Payment Bank of Baroda	1,60,00,000

3. For needful action please.

(Mr. Vaibhav Khare)
Registrar

29 Mar 2023

Account Section

Offg Joint Director

Director

29/3/23
Principal
29/03/23

29/3/23

MINUTE SHEET
AIT

Case No:AIT/0236/GC/Coord

Sheet: Two

4

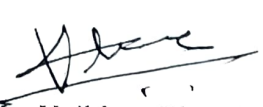
2021-22

PAYMENT OF SALARY FOR THE MONTH OF MAR 2022

1. Refer note 3 ante.
2. Salary for the month of Mar 2022 has been approved. Details of payment are as under :

S. No.	Particulars	Issued To	Amount (Rs)	
a) ✓	Salary A/c with HDFC Bank	HDFC Bank	63,84,812.00	ch N 00012
b) ✓	Salary A/c with BOB Bank	Bank of Baroda	39,99,634.00	ch N 0059
c) ✓	Salary with Other Banks	Bank of Baroda	4,06,640.00	ch N 00591
d) ✓	LIC of India	LIC Bank of Baroda	1,55,087.00	ch N 00591
e) ✓	Transfer of Funds from BOB to HDFC (ICICI to BOB towards Payment of Salary.)		1,30,00,000/-	ch N 036922
f)	Transfer of Funds from BOB to ICICI	-	-	


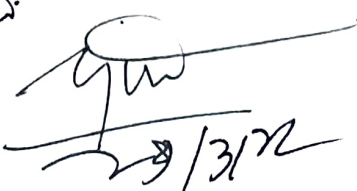
3. For needful action please.


(Mr. Vaibhav Khare)
Registrar

25 Mar 2022

Joint Director

Director



28/3/22

MINUTE SHEET
AIT

PN/1449 &

1450

Sheet: Two

Case No: AIT/0236/GC/Coord

4

2020-21

PAYMENT OF SALARY FOR THE MONTH OF MARCH 2021

1. Refer note 3 ante.
2. Salary for the month of March 2021 has been approved. Details of payment are as under :

S. No.	Particulars	Issued To	Amount (Rs)	Chn
a) ✓	Salary A/c with HDFC Bank	HDFC Bank	56,44,984.00	11D. 00016
b) ✓	Salary A/c with BOB Bank	Bank of Baroda	36,40,826.00	2008 005
c) ✓	Salary with Other Banks	Bank of Baroda	2,52,241.00	005
d) ✓	LIC of India	LIC	1,67,397.00	005
e) ✓	Transfer of Funds from BOB to HDFC		50,00,000	005
f)	Transfer of Funds from BOB to ICICI		—	

3. Kindly do the needful.

(R.P. Ambike)
Registrar

22 Mar 2021

Joint Director

Director

22/3/21

MINUTE SHEET AIT

Sheet: Two

Case No: AIT/0236/GC/Coord

2019-20

PAYMENT OF SALARY FOR THE MONTH OF MAR 2020

1. Refer note 3 ante.
2. Salary for the month of Mar 2020 has been approved. Details of payment are as under :

S. No.	Particulars	Issued To	Amount (Rs)
a)	Salary A/c with HDFC Bank	HDFC Bank	59,13,271.00
b)	Salary A/c with BOB Bank	Bank of Baroda	40,78,524.00
c)	Salary with Other Banks	Bank of Baroda	2,36,756.00
c)	LIC of India	LIC	1,77,601.00

ch no

HDFC
000086

BOB
005300

BOB
005301

BOB
005302

BOB
005303

3. Kindly do the needful.

BOB TO HDFC
(transfer for 2745)

BOB, NOT

(R.P. Ambike)
Registrar

Mar 2020

Account Section

cheque issued to above party.
Put up for your signature etc.

ARMY INSTITUTE OF TECHNOLOGY

ARMY INSTITUTE
SIGNATORY

DIRECTOR

25/3/20.

Salary As per norm. 6.3.1

MINUTE SHEET 2018-19
AIT

Case No _____

Sheet No _____

PAYMENT OF SALARY FOR THE MONTH OF MAR 2019

1. Payments details are as under

S No	Particulars	Issued To	Cheque No	Amount	Amount
a)	Salary A/c With HDFC Bank	HDFC BANK	000068	48,09,699.00	85,26,409.00
b)	Salary A/c With BOB Bank	Bank of Baroda	004018	37,16,710.00	
c)	Fund Transfer Kotak to BOB College a/c	AIT College Account (Kotak Bank Ltd)	000052		90,00,000.00
d)	Fund Transfer Kotak to HDFC Bank College a/c	AIT College Account (Kotak Bank Ltd)	000053		48,00,000.00
f)	LIC of India	LIC	000054		1,75,960.00

2. Put up for your signature please.

Joint Director

Director

The salaries should be credited to individual accounts only on 30/3/19 (Last Working Day). Not earlier; not later. Ensure

Accts

To be intimated to the banks.



ARMY INSTITUTE OF TECHNOLOGY

Dighi Hills, Alandi Road, Pune-411015

Emp. Name	Dr. Sunil Ramdas pant Dhore	Emp. Code	1029	Payslip For	DEC 2023
Department	Computer Engineering	Designation	Professor	PF A/C No.	MH/32027/240
Acc No	12490100003309	Pan No	AFHPD3642P	Bank Name	Bank Of Baroda

Pay in Pay Band	199600.00	Employee Provident Fund	1800.00
Grade Pay	0.00	Profession Tax	200.00
Dearness Allowance @ 23.00%	45908.00	Medicla im/AWES Insurance	4393.00
House Rent Allowance @ 13.50%	26946.00	Income Tax	75200.00
Other Income	23952.00		

Gross Salary	296406.00	Total Deduction	81593.00
		Net Salary	214813.00

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* **"Other income"** includes HRA Arrears wef April 2023 to Nov 2023



ARMY INSTITUTE OF TECHNOLOGY

Dighi Hills, Alandi Road, Pune-411015

Emp. Name	Dr. Sunil Ramdas pant Dhore	Emp. Code	1029	Payslip For	NOV 2022
Department	Computer Engineering	Designation	Professor	PF A/C No.	MH/32027/240
Acc No	12490100003309	Pan No	AFHPD3642P	Bank Name	Bank Of Baroda

Pay in Pay Band	64520.00	Employee Provident Fund	1800.00
Grade Pay	10000.00	Profession Tax	200.00
Dearness Allowance @ 179.00%	133391.00	Income Tax	54750.00
House Rent Allowance @ 30.00%	22356.00	Medicla im/AWES Insurance	5992.00

Gross Salary	230267.00	Total Deduction	62742.00
		Net Salary	167525.00

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ARMY INSTITUTE OF TECHNOLOGY

Dighi Hills, Alandi Road, Pune-411015

Emp. Name	Dr. Sunil Ramdas pant Dhore	Emp. Code	1029	Payslip For	NOV 2021
Department	Computer Engineering	Designation	Professor	PF A/C No.	MH/32027/240
Acc No	12490100003309	Pan No	AFHPD3642P	Bank Name	Bank Of Baroda

Pay in Pay Band	62350.00	Employee Provident Fund	1800.00
Grade Pay	10000.00	Profession Tax	200.00
Dearness Allowance @ 164.00%	118654.00	Income Tax	35000.00
House Rent Allowance @ 30.00%	21705.00	Medicla im/AWES Insurance	5866.00
Other Income	4000.00	Other Deductions / Term Insurance	2009.00

Gross Salary	216709.00	Total Deduction	44875.00
		Net Salary	171834.00

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ARMY INSTITUTE OF TECHNOLOGY

Dighi Hills, Alandi Road, Pune-411015

Emp. Name	Dr. Sunil Ramdas pant Dhore	Emp. Code	1029	Payslip For	NOV 2020
Department	Computer Engineering	Designation	Professor	PF A/C No.	MH/32027/240
Acc No	12490100003309	Pan No	AFHPD3642P	Bank Name	Bank Of Baroda

Pay in Pay Band	60240.00	Employee Provident Fund	1800.00
Grade Pay	10000.00	Profession Tax	200.00
Dearness Allowance @ 164.00%	115194.00	Income Tax	35000.00
House Rent Allowance @ 30.00%	21072.00	Medicla im/AWES Insurance	3686.00
Other Income	4000.00		

Gross Salary	210506.00	Total Deduction	40686.00
		Net Salary	169820.00

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ARMY INSTITUTE OF TECHNOLOGY

Dighi Hills, Alandi Road, Pune-411015

Emp. Name	Dr. Sunil Ramdas pant Dhore	Emp. Code	1029	Payslip For	NOV 2019
Department	Computer Engineering	Designation	Professor	PF A/C No.	MH/32027/240
Acc No	12490100003309	Pan No	AFHPD3642P	Bank Name	Bank Of Baroda

Pay in Pay Band	58190.00	Employee Provident Fund	20784.00
Grade Pay	10000.00	Profession Tax	200.00
Dearness Allowance @ 154.00%	105013.00	Mediclaime	1658.00
House Rent Allowance @ 30.00%	20457.00	Income Tax	40000.00
Other Income	4000.00		

Gross Salary	197660.00	Total Deduction	62642.00
		Net Salary	135018.00

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ARMY INSTITUTE OF TECHNOLOGY

Dighi Hills, Alandi Road, Pune-411015

Emp. Name	Dr. Jitendra Dhondiram Patil	Emp. Code	1023	Payslip For	NOV 2023
Department	Mechanical Engineering	Designation	Associate Professor	PF A/C No.	PUPUN003202700000 00029 Bank Of Baroda
Acc No	12490100001786	Pan No	ADIPP3059M	Bank Name	

Pay in Pay Band	152300.00	Employee Provident Fund	22479.00
Grade Pay	0.00	Profession Tax	200.00
Dearness Allowance @ 23.00%	35029.00	Income Tax	44700.00
House Rent Allowance @ 12.00%	18276.00		

Gross Salary	205605.00	Total Deduction	67379.00
		Net Salary	138226.00

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ARMY INSTITUTE OF TECHNOLOGY

Dighi Hills, Alandi Road, Pune-411015

Emp. Name	Dr. Jitendra Dhondiram Patil	Emp. Code	1023	Payslip For	NOV 2022
Department	Mechanical Engineering	Designation	Associate Professor	PF A/C No.	PUPUN003202700000 00029 Bank Of Baroda
Acc No	12490100001786	Pan No	ADIPP3059M	Bank Name	

Pay in Pay Band	45720.00	Employee Provident Fund	18320.00
Grade Pay	9000.00	Profession Tax	200.00
Dearness Allowance @ 179.00%	97949.00	Income Tax	33500.00
House Rent Allowance @ 30.00%	16416.00		

Gross Salary	169085.00	Total Deduction	52020.00
		Net Salary	117065.00

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ARMY INSTITUTE OF TECHNOLOGY

Dighi Hills, Alandi Road, Pune-411015

Emp. Name	Dr. Jitendra Dhondiram Patil	Emp. Code	1023	Payslip For	NOV 2021
Department	Mechanical Engineering	Designation	Associate Professor	PF A/C No.	PUPUN003202700000 00029 Bank Of Baroda
Acc No	12490100001786	Pan No	ADIPP3059M	Bank Name	

Pay in Pay Band	44120.00	Employee Provident Fund	16828.00
Grade Pay	9000.00	Profession Tax	200.00
Dearness Allowance @ 164.00%	87117.00	Income Tax	20000.00
House Rent Allowance @ 30.00%	15936.00		

Gross Salary	156173.00	Total Deduction	37028.00
		Net Salary	119145.00

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ARMY INSTITUTE OF TECHNOLOGY

Dighi Hills, Alandi Road, Pune-411015

Emp. Name	Dr. Jitendra Dhondiram Patil	Emp. Code	1023	Payslip For	NOV 2020
Department	Mechanical Engineering	Designation	Associate Professor	PF A/C No.	PUPUN003202700000 00029 Bank Of Baroda
Acc No	12490100001786	Pan No	ADIPP3059M	Bank Name	

Pay in Pay Band	42570.00	Employee Provident Fund	16337.00
Grade Pay	9000.00	Profession Tax	200.00
Dearness Allowance @ 164.00%	84575.00	Income Tax	20000.00
House Rent Allowance @ 30.00%	15471.00	Mediclaime/AWES Insurance	3686.00

Gross Salary	151616.00	Total Deduction	40223.00
		Net Salary	111393.00

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ARMY INSTITUTE OF TECHNOLOGY

Dighi Hills, Alandi Road, Pune-411015

Emp. Name	Dr. Jitendra Dhondiram Patil	Emp. Code	1023	Payslip For	NOV 2019
Department	Mechanical Engineering	Designation	Associate Professor	PF A/C No.	PUPUN003202700000 00029 Bank Of Baroda
Acc No	12490100001786	Pan No	ADIPP3059M	Bank Name	

Pay in Pay Band	41060.00	Employee Provident Fund	14953.00
Grade Pay	8000.00	Profession Tax	200.00
Dearness Allowance @ 154.00%	75552.00	Mediclaime	1658.00
House Rent Allowance @ 30.00%	14718.00	Income Tax	29500.00

Gross Salary	139330.00	Total Deduction	46311.00
		Net Salary	93019.00

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ARMY INSTITUTE OF TECHNOLOGY

Dighi Hills, Alandi Road, Pune-411015

Emp. Name	Ms. Shilpa Devram Pawar	Emp. Code	1384	Payslip For	NOV 2023
Department	Electronics & TeleCommunication	Designation	Assistant Professor	PF A/C No.	100350753201
Acc No	12490100011149	Pan No	AKTPP6826C	Bank Name	Bank Of Baroda

Pay in Pay Band	98200.00	Employee Provident Fund	14494.00
Grade Pay	0.00	Profession Tax	200.00
Dearness Allowance @ 23%	22586.00	Income Tax	14500.00
House Rent Allowance @ 12%	11784.00		

Gross Salary	132570.00	Total Deduction	29194.00
		Net Salary	103376.00

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ARMY INSTITUTE OF TECHNOLOGY

Dighi Hills, Alandi Road, Pune-411015

Emp. Name	Dr. Shilpa Devram Pawar	Emp. Code	1384	Payslip For	NOV 2022
Department	Electronics & TeleCommunication	Designation	Assistant Professor	PF A/C No.	100350753201
Acc No	12490100011149	Pan No	AKTPP6826C	Bank Name	Bank Of Baroda

Pay in Pay Band	28650.00	Employee Provident Fund	12270.00
Grade Pay	8000.00	Profession Tax	200.00
Dearness Allowance @ 179.00%	65604.00	Income Tax	13837.00
House Rent Allowance @ 30.00%	10995.00		

Gross Salary	113249.00	Total Deduction	26307.00
		Net Salary	86942.00

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ARMY INSTITUTE OF TECHNOLOGY

Dighi Hills, Alandi Road, Pune-411015

Emp. Name	Ms. Shilpa Devram Pawar	Emp. Code	1384	Payslip For	NOV 2021
Department	Electronics & TeleCommunication	Designation	Assistant Professor	PF A/C No.	100350753201
Acc No	12490100011149	Pan No	AKTPP6826C	Bank Name	Bank Of Baroda

Pay in Pay Band	27580.00	Employee Provident Fund	11272.00
Grade Pay	8000.00	Profession Tax	200.00
Dearness Allowance @ 164%	58351.00	Income Tax	7000.00
House Rent Allowance @ 30%	10674.00		

Gross Salary	104605.00	Total Deduction	18472.00
		Net Salary	86133.00

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ARMY INSTITUTE OF TECHNOLOGY

Dighi Hills, Alandi Road, Pune-411015

Emp. Name	Ms. Shilpa Devram Pawar	Emp. Code	1384	Payslip For	NOV 2020
Department	Electronics & TeleCommunication	Designation	Assistant Professor	PF A/C No.	100350753201
Acc No	12490100011149	Pan No	AKTPP6826C	Bank Name	Bank Of Baroda

Pay in Pay Band	25560.00	Employee Provident Fund	10632.00
Grade Pay	8000.00	Profession Tax	200.00
Dearness Allowance @ 164%	55038.00	Income Tax	4000.00
House Rent Allowance @ 30%	10068.00		

Gross Salary	98666.00	Total Deduction	14832.00
		Net Salary	83834.00

This is a computer generated report and does not require a signature.



ARMY INSTITUTE OF TECHNOLOGY

Dighi Hills, Alandi Road, Pune-411015

Emp. Name	Ms. Shilpa Devram Pawar	Emp. Code	1384	Payslip For	NOV 2019
Department	Electronics & TeleCommunication	Designation	Assistant Professor	PF A/C No.	100350753201
Acc No	12490100011149	Pan No	AKTPP6826C	Bank Name	Bank Of Baroda

Pay in Pay Band	24580.00	Employee Provident Fund	9930.00
Grade Pay	8000.00	Profession Tax	200.00
Dearness Allowance @ 154%	50173.00	Income Tax	7200.00
House Rent Allowance @ 30%	9774.00		

Gross Salary	92527.00	Total Deduction	17330.00
		Net Salary	75197.00

This is a computer generated report and does not require a signature.

2

ACCIDENT INSURANCE SCHEME

AND

MEDICAL INSURANCE SCHEME

AND

TERM INSURANCE SCHEME

SOP OF INSURANCE SCHEME

Telephone and FAX : 26151564

ASCON : 39855

E-Mail : apsinsurance.aweshq@awesindia.edu.in

Army Welfare Education Society (AWES)

FDRC Building No 202

Shankar Vihar, (Near APS)

Delhi Cantt -110 010

B/45785/GPA/Renewal/2023-24/AWES

01 Aug 2023

List 'A'

**GROUP ACCIDENT INSURANCE COVER TO STUDENTS AND EMPLOYEES OF ARMY PRE
PRIMARY SCHOOLS, ARMY PUBLIC SCHOOLS, ARMY PROFESSIONAL COLLEGES AND
EMPLOYEES OF HQ AWES AND AWES CELLS AT FORMATION HQ : POLICY NO
31200042230100000022**

1. Renewal of Group Personal Accident Policy for the year 2023-24 has been executed between HQ AWES and the New India Assurance Company Limited (NIACL) on behalf of the students and employees of Army Pre Primary Schools, Army Public Schools, Army Professional Colleges and employees of HQ AWES and AWES Cells on 27 Jul 2022 vide Policy No **31200042230100000022**.

2. Provisions of the Group Personal Accident Policy alongwith Instructions/Procedure for processing the claim by the Claimants/Beneficiaries and subsequent disposal by the Insurance Company and HQ AWES is covered under following heads :-

- (a) Personnel covered under Insurance policy, Premium and duration of policy.
- (b) Amount payable on death, permanent total disability/ disability due to accident, Medical expenses and under Continuing Education Benefit.
- (c) Procedure for submission of claims.
- (d) Exceptions.
- (e) Miscellaneous aspects.

Personnel Covered Under Insurance Policy, Premium and Duration of Policy

3. **Personnel Covered Under the Insurance Policy.** Group Personal Accident policy covers the following personnel for death or disablement and medical expenses for treatment of injuries sustained during accident:-

- (a) Students of Army Pre Primary Schools/ Army Public Schools.
- (b) Students of Army Professional Colleges.
- (c) Employees of Army Pre Primary Schools, Army Public Schools and Army Professional Colleges **except those on daily wages and outsourced personnel.**
- (d) Employees of HQ AWES and AWES Cells.

4. **Premium.** The annual premium chargeable is Rs 130/- per person. Army Pre Primary Schools, Army Public Schools, Army Professional Colleges and AWES Cells to forward the total amount for one year by NEFT/RTGS/Bank Draft drawn in favour of Army Welfare Education Society, payable at Delhi.

5. **Duration.** The duration of the insurance scheme is one year on 24 hours basis from 01 Aug 2023 to 31 Jul 2024 for accidents arising anywhere i.e. at home, at Schools / Colleges in public whilst engaging in any occupation, vocational activity and / or traveling by any mode of conveyance directly caused by external visible means in sudden, unforeseen manner. The agreement with the Insurance Company may be renewed on yearly basis at the time of expiry of policy period on mutually agreed terms and conditions.

Amount Payable on Death/Permanent Total Disability/Disability due to Accident, Medical Expenses and under Continuing Education Benefit

6. **Accidental Death.** Amount Payable Under the Insurance Policy to the Insured are :-

(a) **Employees/Staff.** ₹ 10.00 Lakh (Rupees Ten Lakh only). This amount is payable on death of the insured person (Staff/ Employee), caused directly and solely due to an accident.

(b) **Students.** ₹ 10.00 Lakh (Rupees Ten Lakh only). This amount is payable on death of the insured student, caused directly and solely due to an accident.

7. **Disablement (For all insured).**

(a) **Permanent Total Disablement.** ₹ 10.00 Lakh (Rupees Ten Lakh only). This amount is payable if such injury shall as direct consequence thereof immediately, permanently, totally and absolutely disable the insured person from engaging in being occupied with or giving attention to any employment or occupation of any description whatsoever, then a lump sum equal to hundred percent (100%) of the Capital Sum Insured i.e Rupees Ten Lakhs as per details below (Permanent total disablement means 100% disability):-

(i) **Loss of Both Eyes and/ or both Limbs.** ₹ 10.00 Lakh (Rupees Ten Lakh only). This amount is payable in case of loss of both eyes and/ or both limbs solely and directly due to an accident.

(ii) **Loss of an Eye and a Limb.** ₹ 10.00 Lakh (Rupees Ten Lakh only). This amount is payable in case of loss of an eye and a limb solely and directly due to an accident.

(iii) **Loss of an eye or a limb.** ₹ 5.00 Lakh (Rupees Five Lakh only). This amount is payable in case of the loss of an eye or a limb (loss of a hand at or above the wrist or loss of a foot at or above the ankle) solely and directly due to an accident.

(b) **Medical Expenses.** Up to ₹ 1.50 Lakh (Rupees One Lakh Fifty Thousand only) are payable to all insured for medical expenses incurred for bodily injury arising out of an accident subject to treatment carried out in any hospital/nursing home, or by Doctor(s) on submission of relevant prescriptions, bills, cash memo, X-Ray film along with reports, discharge summary etc in original.

Note:- This clause is not covered under standard GPA Policy, hence suitable modification has been made in our policy for the Medical Expenses as a special and separate clause.

8 **Coverage of Continuing Education Benefit (For students).** The students of Army Pre Primary Schools, Army Public Schools and Army Professional Colleges are also covered for Continuing Education Benefit in case of death/ permanent total disablement of the fee paying parent/ guardian due to an accident including at border places. However, war is excluded from

the coverage. The limit of compensation for policy period i.e. 01 Aug 2023 to 31 Jul 2024 under continuing education benefit would be **max of ₹ 10.00 Lakhs per student** is given at **Appendix A**.

9. **Payment of Claim Amount to the Beneficiaries.** Payment of all the claims would be made by The New India Assurance Company Limited (NIACL) as per details given below :-

S No	Type of Claim	To be paid to	Remarks
(a)	Death Claim of Employees and Student	Directly to the Beneficiaries	NIACL to transfer the amount by means of NEFT/RTGS in the Bank Account details of beneficiary to be provided alongwith the claim by HQ AWES under intimation to HQ AWES.
(b)	Disability claim of Employees and Students	-do-	-do-
(c)	Medical claim of Employees and Students	-do-	-do-
(d)	CEB claim in respect of students of LKG, UKG, Nursery, 12 th Class and Colleges	-do-	-do-
(e)	CEB claim in respect of students of Class 1 st to Class XI	HQ AWES	NIACL to transfer the amount into the Army Welfare Education Society Account No 535602050000151 of Union Bank of India, Vasant Vihar New Delhi-110057(IFSC Code UBIN0534463). CEB payment in respect of students studying in Class I to Class XI of the APSs only is being credited into the AWES acct and will be released on yearly basis after adding the accrued interest component at the prevalent rates. MoU between HQ AWES and Claimant is a mandatory requirement for CEB beneficiaries from Class I to Class XI. In case any student studying in Class I to Class XI leaves the AWES institutions permanently, then the balance amount of CEB will be paid directly to the Claimants / Beneficiaries for further education of the children upto Class XII.

Procedure for Submission of Claims

10. **Procedure for Submission of Claims.** In the event of accidental death or injury to insured person as outlined above, the following procedure will be adopted:-

(a) **Initial Report.** Initial report will be submitted by Principal/Director of School/College/ AWES Cell to HQ AWES on telephone **within three hours** of occurrence to be followed by written report within 72 hours of the accident by e-mail giving details as per format at **Appendix 'B'**.

(b) **Detailed Report.** The detailed report will be submitted by Principal / Director of School/ College/ AWES Cell to HQ AWES within 25 days of occurrence of accident resulting in death/ injury.

11. Following documents are mandatory for submission by the Claimant/Beneficiary for processing the claim with the Insurance Company :-

- (a) Claim form duly filled and signed by School/ College / competent authorities. Specimen attached as **Appendix 'C'**.
- (b) Original Copy of FIR issued by the Police Station.
- (c) Original Copy of Postmortem Report or Post Mortem waiver certificate from the competent authority.
- (d) Original Death Certificate issued by the Municipality/ or authorities concerned.
- (e) Original Fee Receipt of the student for the month in which the accident took place.
- (f) Original Discharge summary in case of hospitalization. Summary of Bill along with receipts/ cash memos, doctor's prescription, X-Ray films along with X-Ray reports and other such details/ supporting documents.
- (g) Original Medical Certificate as per **Appendix 'D'**.
- (h) Copy of agreement between the employee and the employer (in case of death/ injury to an employee).
- (j) Copy of latest Salary Slip (in case of death/injury to an employee).
- (k) Original/copy of Driving License (in case the death occurred during driving of a vehicle).
- (l) Electronic Clearance System (ECS) details of the claimant/beneficiary as per **Appendix 'E'** alongwith a **Cancelled Cheque** with Name of Account Holder be printed on cheque or **Bank Pass Book** front page with complete particulars of account holder.
- (m) KYC form duly filled along with photographs as per Appendix F.
- (n) Pan Card and Aadhar Card duly signed by Principal.
- (o) MoU between HQ AWES and Claimant for the CEB claim cases in respect of Students studying in Class I to Class XI as per Appendix G.
- (p) Succession Certificate from the District Judge under Section 372 of Indian Succession Act Or Surviving Certificate/Legal heirs Certificate by Competent Authority for Death and Continuing Education Benefit claims.

Notes :-

1. Please note that the term 'Battle Casualty' will not be mentioned while processing the Insurance Claims of Army personnel.
2. Supporting documents of all claims like hospital bills, receipts, summary of medical bills, copy of FIR, copy of Post Mortem Report and copy of digital death certificate should be signed/attested by the Principal/Registrar.
3. A list of document for processing the claim with the Insurance Company att as per Appx 'L'.

12. **Time Limit of submission of claims to the Insurance Company.** The insurance claims are required to reach Insurance Company with the documents within **one month** of the accidents. It is important that the claims reach HQ AWES with all necessary documents at the earliest but **not later than 20 days** of accidents.

13. **Action by HQ AWES.** On receipt of the above information, HQ AWES will inform the Insurance Company on telephone and e-mail giving the above information after vetting and authenticating the same. The relevant documents, when received, will be forwarded to the Insurance Company by HQ AWES. HQ AWES will expedite the issue with the insurance company for early payment of claim amount to the affected party.

Exceptions

14. **For Insured Personnel.** The Insurance Company shall not be liable for payment under the following circumstances:-

(a) Compensation under more than one sub-clauses under Para 7 (a) to (b) in respect of the same period of disablement.

(b) Payment of compensation in respect of Death, Injury or Disablement of the Insured Person :-

(i) From intentional self-injury, suicide or attempted suicide.

(ii) Whilst under the influence of intoxicating liquor or drugs.

(iii) Whilst engaging in aviation or ballooning, or whilst mounting into, dismounting from or traveling in any balloon or aircraft other than as a passenger (fare paying or otherwise) in any duly licensed standard type of aircraft anywhere in the world.

(iv) Directly or indirectly caused by venereal diseases or insanity.

(v) Arising or resulting from the Insured Person committing any breach of law with criminal intent.

(c) Payment of compensation in respect of death injury or disablement of the Insured Person due to or arising out of or directly or indirectly connected with or traceable to War, Invasion, Act of foreign enemy Hostilities (whether war be declared or not) Civil War, Rebellion, Revolution, Insurrection Mutiny Military or Usurped Power Seizure Capture Arrests Restraints and Detainments of all Kings, Princes and people of whatever nation condition or quality.

(d) Payment of compensation in respect of death of or bodily injury or any disease or illness to the Insured Person, which may be :-

(i) Directly or indirectly caused by or contributed to by or arising from ionizing radiations or contamination by radio-activity from any nuclear fuel or from any nuclear waste, from the combustion of nuclear fuel. For this purpose, combustion shall include any self-sustaining process of nuclear fission.

(ii) Directly or indirectly caused by or contributed to by or arising from nuclear weapons materials.

(e) The insurance under this policy shall not extend to cover death or disablement resulting directly or indirectly caused by, contributed to or aggravated or prolonged by childbirth or pregnancy or in consequence thereof.

15. **Continuing Education Benefit (CEB)**. All exclusive conditions listed in Para 14 would be applicable to the CEB also.

Miscellaneous Aspects

16. **Documents.**

(a) All Army Pre Primary Schools, Army Public Schools, Army Professional Colleges, HQ AWES and AWES Cells will maintain nominal roll of students and employees as per format given at **Appendix H** and the same would be available for inspection of the Insurance Company, if required.

(b) All Army Pre Primary Schools, Army Public Schools, Army Professional Colleges and AWES Cells will submit the following to HQ AWES by 30 Sep every year :-

(i) Total No of students and employees as per format given at **Appendix J**.

(ii) Declaration that proper attendance register giving the names of students and employees is maintained throughout the year.

(c) All Army Pre Primary Schools, Army Public Schools, Army Professional Colleges, HQ AWES and AWES Cells will maintain proper records of nominees after ascertaining the same from the insured and obtain their signatures accordingly.

(d) All concerned will also keep record of claims on account of death / disability of students/ employees and under continuing education benefit.

17. **Payment of Premium.** By end Dec, HQ AWES would have ascertained the expected premium for the next academic year. The time schedule to be followed thereafter is as follows :-

- | | | | |
|-----|--------|---|---|
| (a) | 01 Feb | - | AWES intimates the premium amount to all institutions and organizations. |
| (b) | 15 May | - | Institutions and organizations submit the first installment of premium collected by them. |
| (c) | 20 Jul | - | AWES signs MOU with the Insurance Company for the Insurance cover commencing on 01 Aug and pay premium. |
| (d) | 01 Aug | - | AWES intimates Policy No to all. |
| (e) | 15 Sep | - | Institutions and organizations submit to AWES the premium collected after payment of first installment. |
| (f) | 01 Oct | - | HQ AWES pays the supplementary payment to Insurance Company. |
| | | - | Institution and organizations submit Appendix J to AWES. |

18. **Check List.** A check list as per format attached at **Appendix 'K'** alongwith list of documents mentioned at **Appendix 'L'** duly filled will be attached with the claim for amount payable at death, permanent disability due to accident, medical expenses and for Continuing Education Benefit.

Conclusion

19. It is important that details of cases on occurrence are expeditiously intimated to HQ AWES for early settlement of claims.

20. All accidental cases will be forwarded well in time or without delay to HQ AWES for timely processing with the Insurance Company and no claims will be withheld at the School/College/AWES Cell end on the grounds of invalidity of the case.

21. This letter supersedes our letter No B/45785/GPA/Renewal/2022-23/AWES dated 25 Oct 2022.



(Pritpal Chandel)
Col (Retd)
Director Projects
For MD AWES

Copy to :-

B, E & F

Internal

Dir Coord

Dir APPS

Dir Colleges

Dir Schools

Dir S, L & F

Appendix A

(Refers to Para 8 of HQ AWES letter No
B/45785/GPA/Renewal/2023-24/AWES
Dated 01 Aug 2023)

**DETAILS OF CONTINUING EDUCATION BENEFIT (CEB) UNDER
GROUP PERSONAL ACCIDENT POLICY**

<u>Class</u>	<u>Amount payable</u>
Nursery	₹ 10,00,000/-
Class LKG	₹ 10,00,000/-
Class UKG	₹ 10,00,000/-
Class 1	₹ 10,00,000/-
Class II	₹ 9,00,000/-
Class III	₹ 7,50,000/-
Class IV	₹ 7,00,000/-
Class V	₹ 6,50,000/-
Class VI	₹ 6,00,000/-
Class VII	₹ 5,50,000/-
Class VIII	₹ 5,00,000/-
Class IX	₹ 4,00,000/-
Class X	₹ 3,50,000/-
Class XI	₹ 3,00,000/-
Class XII & above	₹ 2,00,000/-

COLLEGE

First Year	₹ 5,00,000/-
Second Year	₹ 3,30,000/-
Third Year	₹ 2,50,000/-
Fourth Year	₹ 2,00,000/-

Appendix B

(Refers to Para 10 (a) of HQ AWES letter No B/45785/GPA/Renewal/2023-24/AWES dated 01 Aug 2023)

SAMPLE OF INITIAL REPORT/ INTIMATION OF CLAIM UNDER GROUP PERSONAL ACCIDENT POLICY

1. Name of the School/ College/ AWES Cell.
2. Name of the insured student/ employee.
3. Class ,Roll Number and Admission Number.
4. Date of birth and age of affected individual.
5. Name of the deceased/injured fee paying parent/guardian (as applicable).
6. **Brief details of the accident. To include Place, Date, Time of accident, Circumstances lead to the accident and details of death/injuries.**
7. Name of Nominee along with full postal address.
8. Relationship of Nominee with the deceased.
9. Whether FIR with police lodged, being lodged.
10. Name and Address of Hospital (if any treatment taken).
11. Name of Hospital where Post Mortem carried out (if applicable).
12. Full postal address of NOK for correspondence.
13. Mobile/Contact Nos of :-
 - (a) Principal/Director/Director AWES Cell.
 - (b) Contact Person of School/College/AWES Cell (Head Clerk/Dealing Clk)
 - (c) NOK of Insured.

Place : (Signature of the Principal/Director/Director AWES Cell)

Date :

(Note :- Natural deaths i.e. Cardiac arrest, cancer etc are not included. Only Deaths occurred due to an accident are covered under this policy).

Appendix C

(Refers to Para 11 (a) of HQ AWES letter
B/45785/GPA/Renewal/2023-24/AWES
dated 01 Aug 2023)

GROUP PERSONAL ACCIDENT CLAIM FORM

Policy No. : 31200042230100000022

Branch /Unit _____

Claim No. _____

TO BE COMPLETED BY THE INSURED

1. (a) Name of the Insured [in full] _____
 (b) Name of the injured Person _____
 (c) Address in full _____
 (d) Profession or occupation _____
 (e) Age at last birthday _____

2. Details of Policy :-

- (a) Policy No : _____
 (b) Sum Insured : _____
 (c) Table of Cover : _____
 (d) Period : _____

3	(a) Date of the accident? (b) Time of accident? (c) Where it happened? (d) Name and address of witness	
4	How did the accident occurred ?	
5.	Nature of injury received (If to limb or eye state whether right or left)	
6.	(a) Nature of disablement (b) Extent of disablement (i) Confined to bed (ii) Confined to house (c) Present state of incapacity	[from _____ to _____] [from _____ to _____]
7.	Name and address of Surgeon in attendance	

8.	(a) Where and when can a Medical Officer of the Company visit you, if necessary? (b) Name of nearest railway station and distance therefrom	
9.	(a) Are you insured in any other office or offices granting compensation for accident (b) If so state name and address of company or companies and amount of insurance	

I hereby declare that the foregoing statements are made by myself and are true in all respect and that I have not attempted to conceal from the Company anything which it ought to be made acquainted and also that I have not abstained from any usual occupation longer than absolutely necessary and I agree that if I have made, or in any further declaration the Company may require, shall make any false or fraudulent statement or any suppression, concealment or untrue averment whatever, the Policy shall be void and my right to compensation forfeited and am willing, if required to make a Statutory Declaration before a Justice of the Peace, of the truth of the whole of the foregoing statement or any other statement I may make in connection with this claim.

Witness:

Name _____ Signature of the Insured/NOK _____
 Signature _____ Date : _____
 Date _____ Mob No : _____
 Address _____

CERTIFIED TO BE FILLED UP AND SIGNED BY AN EYE WITNESS TO THE ACCIDENT

I hereby certify that I was present when the Accident occurred to Mr/Mrs/Ms. _____ On the _____ day of _____ 20 ____ in the manner stated by him over leaf, that it was caused by _____ which * was / was not his/her willful act and that he/she * was/was not under the influence of intoxicating liquor at the time

Signature _____
 Address _____
 Occupation _____
 Date _____

* Strike out which is not applicable

COUNTERSIGNED

Stamp of Institution
 Principal/Dean/Registrar/Director/Director AWES Cell with date with
 Mob No _____

Appendix D

(Refers to Para 11 (g) of HQ AWES letter No
B/45785/GPA/Renewal/2023-24/AWES
dated 01 Aug 2023)

MEDICAL CERTIFICATE

Claims must be Supported by medical Evidence furnished by the Insured and at his expense.

1.	(a) Name of Claimant	(b) Sex	(c) Age
2.	(b) Nature and cause of accident (b) If to eye or limb, state left or right (c) Whether the appearance of the Injuries are consistent with the account given of the accident.		
3.	Date on which you first attended Claimant for this injury		
4.	Has Claimant been totally prevented from attending to any portion of his business ? If so how long ?		
5.	Is Claimant suffering from any disease or illness apart from his injury and is there any illness by circumstances which may tend to retard recovery? If so, give particulars?		
6.	Present Condition		
7.	How long from the happening of the Accident do you consider. Total disablement will last ?		

Having personally examined the above named Insured I certify that the above statements are correct and that the injured person is necessarily disabled by the Accident referred to

Signature _____
 Name & Qualification _____
 Address _____

Date _____

Appendix E

(Refers to Para 11 (I) of HQ AWES letter No B/45785/GPA/Renewal/2023-24/AWES dated 01 Aug 2023)

ECS DETAILS OF THE INSURED

1	Name of the Insured (as appearing in the Bank Account)	
2	Bank Name	
3	Branch and address	
4	Bank Account No.	
5	Bank Account Type	
6	IFSC Code	
7	MICR Code	

Place :

(Signature of the Principal/Dean Institution/
Director AWES Cells)

Date :

Appendix F

(Refers to Para 11 (m) of HQ AWES letter No B/45785/GPA/Renewal/2023-24/AWES dated 01 Aug 2023)

The New India Assurance Co. Ltd

Central KYC Form for Individual

Please fill this form in ENGLISH and in BLOCK LETTERS. All fields marked (*) are mandatory.

1. PERSONAL DETAILS

NAME (same as in ID proof)* : _____

Father's / Spouse' Name* : _____

Mother's Name* : _____

Date of Birth* : _____ Gender* : M / F / T Citizenship* : Indian/Others

Marital Status* : Married/Unmarried/Others

Residential Status* : Resident Individual/NRI/Foreign national/Person of Indian origin

Occupation type* (Tick & Enter code): _____

1. PROOF OF IDENTITY [PoI]* (Certified copy of any one is required)

Proof of ID Submitted	Number
Passport	
Voter ID	
PAN	
Driving Licence	
UID	
NREGA Job Card	
Simplified Measures Account	ID no -
Others (notified by Central Govt)	ID no. -

2. PROOF OF ADDRESS [PoA]* (Certified copy of any one is required)

Proof of ID Submitted	Number
Passport	
Voter ID	
Driving Licence	
UID	
NREGA Job Card	
Simplified Measures Account	ID no -
Others (notified by Central Govt)	ID no. -

3.1 Permanent Address*

Address Details: _____

 Pin Code - _____

3.2 Correspondence Address/Local Address details*

Address Details: _____

 Pin Code - _____

3. Contact Details

Tel (off):

Tel (Res):

Mobile*:

Email:

4. Applicant Declaration*

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting. I am aware that I may be held liable for it.

I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.

Signature/Thumb impression of Applicant

Date:

Place:

5. Attestation/For office use only

Officer's Name/SR No/Designation/Branch

KYC Verification carried out by

Received self-attested copies

Claim no _____

Policy no _____

Appendix G

(Refers to Para 11 (o) of HQ AWES letter No B/45785/GPA/Renewal/2023-24/AWES dated 01 Aug 2023)

Memorandum of Understanding

This MOU is executed at New Delhi on this _____ day of _____, 2023 between:

Army Welfare Education Society, HQ, Building No. 202, Shankar Vihar, Delhi Cantonment, New Delhi-110010, Represented through _____ (Chairman) (referred to as the FIRST PARTY herein after)

AND

Claimant/Next of Kin Sh./Smt./Master _____ of Late Sh/Smt. _____ (Deceased), R/o _____ (referred to as the SECOND PARTY hereinafter)

Whereas all the aforesaid parties are in agreement with respect to the issue of disbursement of payment in terms of Continuing Education Benefit (CEB) stipulated under Group Personal Accident Policy No. _____. The following terms are being mutually agreed between the parties herein.

1. That the SECOND PARTY agrees that the entitled amount i.e. INR _____/- under the CEB shall be retained by the FIRST PARTY in Account No. 535602050000151, _____ Bank, _____ Branch situated at _____. The said Account is being maintained by the FIRST PARTY.
2. That the SECOND PARTY agrees that the said amount i.e. INR _____/- shall be released on yearly basis in equal monthly/quarterly/biannually/yearly instalment to the tune of INR _____/-. The said amount shall be credited by the FIRST PARTY in the Account of the SECOND PARTY i.e. Account No. _____ Bank, _____ Branch situated at _____ held by _____.
3. That in the eventuality of the child of the SECOND PARTY/Deceased leaving the school due to unforeseen circumstances or otherwise the entire balance amount along with accrued interest @ _____% p.a. (till that date) shall be released in a lump-sum to the SECOND PARTY in a time bound manner i.e. no more than 30 days.
4. That the SECOND PARTY undertakes not to file any claims apart from the amount received by the Insurance Company under the CEB along with interest accrued on such amount over a period of time till actual realisation.
5. That the FIRST PARTY shall not be responsible for any claim/compensation etc. barring the amount received by the Insurance Company.

6. That in case of any dispute that arises between the parties only the Court of Delhi shall have the jurisdiction to adjudicate the same.

In witness whereof, all the above parties have set and subscribed their respective hands on the date, month and year noted above in the presence of witnesses.

FIRST PARTY

Name:

Designation:

SECOND PARTY

Name

Relation with the Deceased

Copy of Self-Attested Aadhar Card
attached

WITNESSES:

A.

B.

Appendix H

(Refers to Para 16(a) of HQ AWES letter No B/45785/GPA/Renewal/2023-24/AWES dated 01 Aug 2023)

NOMINAL ROLL OF THE INSURED (STUDENTS)
(TO BE MAINTAINED AND UPDATED FOR EVERY CHANGE)

S/No	Name of Student	Class	Date of birth	Admission No & Date	Parent / Nominee	Address of Parent / Nominee & Tele No	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

NOMINAL ROLL OF THE INSURED (EMPLOYEES/STAFF)
(TO BE MAINTAINED AND UPDATED FOR EVERY CHANGE)

S/No	Name of Employee	Post Designation	Type of Employee	Date of birth	NOK / Nominee	Address of Nominee & Tele No	Remarks To exclude daily wages & outsourced personnel
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

Appendix J

(Refers to Para 16 (b) (i) of HQ AWES letter No B/45785/GPA/Renewal/2023-24/AWES dated 01 Aug 2023)

DETAILS OF PREMIUM SUBMITTED

S/No	Total No of students	Total No of employees	Grand Total	Rate of Premium	Total amount submitted	Submission Details (DD No and date)	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

Remarks

1. Daily wages, outsourced personnel to be excluded.
2. State as on 15 Sep each year.

Note :- To be submitted to HQ AWES by 01 Oct each year through E-mail.

CHECK LIST TO BE SIGNED BY PRINCIPAL/DIRECTOR/DEAN/REGISTRAR/
DIRECTOR AWES CELLs

Place : _____ (Signature of the Principal/Dean/Registrar
Date : _____ Director AWES Cells)

Appendix L

(Refers to Para 18 of HQ AWES letter No B/45785/GPA/Renewal/2023-24/AWES dated 01 Aug 2023)

LIST OF DOCUMENTS FOR INJURY CLAIM

S No	Documents	Remarks
1.	Intimation letter (Initial Report)	
2.	Claim Form as per Para 11 (a) of Appx C	
3.	Medical Certificate as per Para 11(g) of Appx D	
4.	Central KYC Form for indl as per Para 11(m) of Appx F	
5.	Aadhar Card/ PAN Card	
6.	ECS Card Details alongwith Cancelled Cheque	
7.	Copy of agreement between the employee and the Employer - If applicable	
8.	Summary of Bills	
9.	Dr Prescriptions, bills, cash memo, X-Ray alongwith Reports, discharge summary in Original	
10.	Any other document as required by competent authority/claim approving authority	

LIST OF DOCUMENTS FOR CEB CLAIM

S No	Documents	Remarks
(a)	Intimation letter (Initial Report)	
(b)	Death Certificate in Original	
(c)	Copy of FIR (English/Hindi) issued by the Police Station	
(d)	Postmortem Report and Chemical Analysis Report (If applicable) or Post Mortem Waiver Certificate duly signed by SDM	
(e)	Claim Form as per Para 11 (a) of Appx C duly signed by institutional authorities	
(f)	Original Fee Receipt of the student for the month in which the accident took place	
(g)	Central KYC Form for indl as per Para 11(m) of Appx F	
(h)	Aadhar Card	
(j)	Pan Card	
(k)	ECS Card details alongwith Cancelled Cheque	
(l)	Succession Certificate from the District Judge Or Surviving Member Certificate/Legal Heirs Certificate by Competent Authority	
(m)	MoU between HQ AWES and Claimant for the CEB claim cases in respect of Students studying in Class I to Class XI as per Appx G	
(n)	Original/copy of Driving License (In case the death occurred during driving of a vehicle)	
(o)	Any other document as required by competent authority/claim approving authority	

LIST OF DOCUMENTS FOR DEATH CLAIM

S No	Documents	Remarks
(a)	Initial Report	
(b)	Claim Form as per Para 11 (a) of Appx C	
(c)	Central KYC Form for indl as per Para 11(m) of Appx F	
(d)	Death Certificate in Original	
(e)	FIR (English) lodged by concerned Police Station	
(f)	Postmortem Report and Chemical Analysis Report (If applicable) or Post Mortem Waiver Certificate	
(g)	Original Fee Receipt of the student for the month in which the accident took place	
(h)	Aadhar Card	
(j)	PAN Card	
(k)	ECS Card Details alongwith Cancelled Cheque	
(l)	Succession Certificate from the District Judge Or Surviving Member Certificate/Legal Heirs Certificate by Competent Authority	
(m)	Original/copy of Driving License (in case the death occurred during driving of a vehicle).	
(n)	Copy of agreement between the employee and the employer (As per Appx G)- If applicable	
(o)	Any other document as required by competent authority /claim approving authority	

Note : All the documents and photocopy will be signed by Principal.



Personal Accident Insurance ((Group(Unnamed)))
UIN NUMBER - IRDAN190P0003201314

Insured Name	: ARMY WELFARE EDUCATION SOCIETY
Insured's Details	
Customer ID	: PO43256949
Address	: AWES, FDRC BUILDING NO.-202 SHANKAR VIHAR(NEAR APS) DELHI CANTT. NEW DELHI ,DELHI, 110010
Phone No	: XXXXXX6113
E-mail/Fax	: /
PAN No	: AABTA4600K
GSTIN/UIN	: NA / NA
Issuing Office Details	
Office Code	: ANSAL CHAMBERS (312000)
Address	: B-401 , ANSAL CHAMBERS-I,BHIKAJI CAMA PLACE ,110066
Phone No	: 26197724
E-mail/Fax	: nia.312000@newindia.co.in /
S.Tax Regn. No	: AAACN4165CST178
GSTIN	: 07AAACN4165C1ZT
SAC	: 997133 (Accident and health insurance services)

Policy Details

Policy Number	: 31200042230100000022	Business Source Code	
Period of Insurance	: From:01/08/2023 12:00:01 AM To: 31/07/2024 11:59:59 PM	Dev.Off level./Broker/Corp. Agent/IMF/POS/Web Aggregator	: DIRECT BUSINESS - (2D10672718)
Date of Proposal	: 01-Aug-23	Agent/Bancassurance/Spe cified Person/CPSC User	:
Prev. Policy no.	: 31030042220100000218	Phone No	: NA / NA /
Client Type	: Non-Corporate	E-mail/Fax	: / / /
Staff Discount	: No	Type of Cover	: NA

Premium:	GST:	Total (₹)	Stamp Duty	Rupees (in words)	Receipt No. & Date:
₹ 29,745,762	₹ 5,354,238	₹ 3,51,00,000	₹50	RUPEES THREE CRORE FIFTY-ONE LAC ONLY	3120008123000000 0549 - 31/07/23

Benefits under the Policy: GROUP UNNAMED

Number of Persons								500001-1000000		
Sl. No	No of Person	Cadre	Sum Insured per person	Total Sum Insured	Risk Group	Excess	Medical Extension	War & Allied Cover opted		
								Sum Insured	Country	Type of Period
1	270000	Student/st aff/emplo yees	1000000	27000000 0000	Risk Group I	0	Yes	0	NA	NA

Table Details: (Group(Unnamed))

Sl.No	Table A		Table B		Table C		Table D	
	Table A	Sum Insured	Table B	Sum Insured	Table C	Sum Insured	Table D	Sum Insured
1	No	0	No	0	Yes	1000000	No	0

Sl.No	Special Conditions
1	Students,Staff,employees of Army Public Schools,Army Pre Primary Schools, Army Professional Colleges and employees of AWES HQ and AWES Cells at formation Headquarters across the country as per TTD NOT COVRD MED EXP & CEB COVERED

Premium and GST Details

Premium	Rate of Tax	Amount in INR
		₹ 2,97,45,762

Policy No. : 31200042230100000022Document generated by 36464 at 31/07/2023 14:12:11 Hours.

Regd. & Head Office: New India Assurance Bldg., 87 M.G. Road, Fort, Mumbai - 400 001. TOLL FREE No. 1 800 209 1415.

For redressal of your grievance, if any,you may approach any one of the following offices- 1. Policy issuing office 2. Regional office 3. Head office.In case, you are not satisfied with our own grievance redressal mechanism; you may also approach Insurance Ombudsman. For details of our office addresses and addresses of office of Insurance Ombudsman, please visit our website <http://newindia.co.in>.



SGST	9	2677119
CGST	9	2677119
IGST	0	0

The Policy Shall be subject to PERSONAL ACCIDENT INSURANCE ((Group(Unnamed))) policy clauses attached herewith IN WITNESS WHEREOF the undersigned duly authorized hereinto set his hand

Place:-

Date:-

For and on behalf of
The New India Assurance Company Limited

Duly Constituted Attorney(s)

Mudrank _____ Dt. _____ consolidated Stamp Fees Paid by Pay Order Number _____ vide receipt number _____ dt. _____.

Stamp Duty under the Policy is ₹

We hereby declare that though our aggregate turnover in any preceding financial year from 2017-18 onwards is more than the aggregate turnover notified under sub-rule (4) of rule 48, we are not required to prepare an invoice in terms of the provisions of the said sub-rule.

Tax Invoice No : 31200023P0000754

IRDA Registration Number: 190
NIA PAN NUMBER: AAACN4165C

Refer to Para 3 of AIT Notice No
AIT/0075/Notice/Adm
dated 01 Mar 2017

Refer to Para 3 of AIT Notice No
AIT/0075/Notice/Adm
dated 01 Mar 2017

MEDICAL INSURANCE OF STAFF MEMBERS, AIT

Name of Department/Section: _____

[illegible]



National Insurance Company Limited
Regd. Office 3, Middleton Street, Post Box 9229, Kolkata 700 071

PROPOSAL FORM CUM SCHEDULE FOR BARODA HEALTH

1. Name of the Bank Branch _____ Agency Code No 9207010000 _____
2. Name of the Customer _____
3. Type of Account(SB/CA/FDR/Anyother Pl. tick) and Account Number _____
4. PAN No.(if any)-----
5. Postal Address & Telephone No. _____
Pin Code _____
6. Name and Address of the Medical Practitioner & Family Doctor(if any)

7. Date Of Payment of Premium.
Period of Insurance (one year from date of payment of premium) _____ to _____.

8. Sum insured per family:

Sum Insured (Rs.)	Premium up to 65 Years including S.T at 12.36%	Premium above 65 years & upto 80 years
50,000	931/-	1164/-
1,00,000	1748/-	2185/-
1,50,000	2638/-	3298/-
2,00,000	3393/-	4242/-
2,50,000	4063/-	5079/-
3,00,000	4734/-	5917/-
4,00,000	5906/-	7382/-
5,00,000	7079/-	8848/-

Note: Premium amount is same irrespective of number of members joining the policy i.e. either the policy is taken for 1+1 or 1+2 or 1+3 or even one member only

9. Details of Persons to be covered:

Sr No	Name of the insured person	Age	M/F	Relationship	Existing Disease/ illness/injury	Treatment received for the last 3 years*
1				A/c Holder		
2				Spouse		
3				Child - 1		
4				Child - 2		

*Details may be given in a separate sheet, if space is not sufficient.



National Insurance Company Limited
Regd. Office 3, Middleton Street, Post Box 9229, Kolkata 700 071

10. Photographs of the insured Persons:

Account Holder	Spouse	Child - 1	Child - 2
D.O.B.	D.O.B.	D.O.B.	D.O.B.

(D.O.B. = Date of birth)

11. I have existing Medical insurance: Yes / No

If Yes, 1) Name of Insurer, Policy No., Period of Ins. _____

2) Sum insured _____

(In case of existing Mediciam, settlement will be as per rules of the insurance company.)

13. Name of the Third Party Administrator : Given on separate page attached

I hereby declare and warrant that the above statements are true and complete. Myself and family members are maintaining good health subject to item no 9. I have read the salient features of the policy mentioned in the prospectus and willing to accept the coverage subject to the terms, conditions and expectations prescribed by the insurance company as per the agreement between Bank of Baroda and National Insurance Co. Ltd. I understand that in case of any claim under the policy, Bank of Baroda will not undertake any responsibility or will not accept any correspondence and the same have to be pursued with the insurance company / TPA only. I shall personally ensure renewal of the policy. I am aware that the policy will be renewed based on the premium rates, terms and conditions at the time of renewal. In the event of Govt. of India revising the Service Tax rates, I agree to pay the difference in Service Tax amount and for debiting the same to my account mentioned above. *

I have read the terms and conditions of the scheme and I shall abide by the same.

Place :

Date :

Signature of the Proposer

FOR OFFICE USE ONLY

Premium debited on _____

for Rs. _____

Place:

Date:

Signature of the Branch Manager

Originals with Photos to NICL mapped office

NOTE: 1) For scope of coverage, terms and conditions refer to the Baroda Health policy (enclosed)

2) For claim procedures refer to enclosed TPA Guidebook

SOP OF INSURANCE SCHEME

SOP ON INSURANCE COVER TO STUDENTS AND EMPLOYEES OF ARMY PRE PRIMARY SCHOOLS, ARMY PUBLIC SCHOOLS, ARMY PROFESSIONAL COLLEGES AND EMPLOYEES OF HQ AWES AND AWES CELLS AT FORMATION HQ**GENERAL**

1. Insurance of students/employees of Army Public Schools under the technical control of AWES under Group Personal Accident Policy commenced on 01 Aug 2005. The Group Insurance policy now covers the students and employees of Army Pre Primary Schools, Army Public Schools, Army Professional Colleges and employees of HQ AWES and AWES Cells. The insurance policy provides insurance cover from 01 Aug to 31 Jul of the next academic year.

AIM

2. To lay down the terms & conditions and procedures relating to Group Personal Accident Policy.

LAYOUT

3. The subject is covered in five parts as under :-

- (a) **Part - I.** Personnel covered under Insurance policy, Premium and duration of policy.
- (b) **Part - II.** Amount payable on death, permanent total disability/ disability due to accident, Medical expenses and under Continuing Education Benefit.
- (c) **Part - III.** Procedure for submission of claims.
- (d) **Part - IV.** Exceptions.
- (e) **Part - V.** Miscellaneous aspects.

PART- I : PERSONNEL COVERED UNDER INSURANCE POLICY, PREMIUM AND DURATION OF POLICY

4. **Personnel Covered Under the Insurance Policy.** Group Personal Accident policy covers the following personnel for death or disablement and medical expenses for treatment of injuries sustained during accident:-

- (a) Students of Army Pre Primary Schools/ Army Public Schools.
- (b) Students of Army Professional Colleges.
- (c) Employees of Army Pre Primary Schools, Army Public Schools and Army Professional Colleges except those on daily wages and outsourced personnel.
- (d) Employees of HQ AWES and AWES Cells.

5. **Premium.** The premium to be paid will be finalized by HQ AWES in consultation with Insurance company selected to provide the insurance cover disseminated by 01 Feb as per time schedule laid down at para 17 below. Army Pre Primary Schools, Army Public Schools, Army Professional Colleges and AWES Cells will forward the total amount for one year by bank draft drawn in favour of Army Welfare Education Society.

6. **Duration.** The duration of the insurance scheme is one year on 24 hours basis from 01 Aug to 31 Jul next year for accidents arising anywhere ie at home, at Schools / Colleges in public whilst engaging in any occupation, vocational activity and / or traveling by any mode of conveyance directly caused by external visible means in sudden, unforeseen manner. The agreement with the Insurance Company may be renewed on yearly basis at the time of expiry of policy period on mutually agreed terms and conditions.

**PART – II : AMOUNT PAYABLE ON DEATH/ PERMANENT TOTAL DISABILITY/
DISABILITY DUE TO ACCIDENT, MEDICAL EXPENSES AND
UNDER CONTINUING EDUCATION BENEFIT**

Accidental Death

7. Amount Payable Under the Insurance Policy to the Insured are :-

- (a) **Employees/Staff.** Rs 5 Lacs (Rupees Five Lacs only). This amount is payable on death of the insured person (Staff/ Employee), caused directly and solely due to an accident.
- (b) **Students.** Rs 2.50 (Rupees Two Lacs Fifty Thousand only). This amount is payable on death of the insured student, caused directly and solely due to an accident.

Disablement.

- 8. (a) **Permanent Total Disablement.** Rs five lacs. This amount is payable if such injury shall as direct consequence thereof immediately, permanently, totally and absolutely disable the insured person from engaging in being occupied with or giving attention to any employment or occupation of any description whatsoever, then a lump sum equal to hundred percent (100%) of the Capital Sum Insured.

Note :- Permanent total disablement means 100% disability.

- (b) **Loss of Both Eyes and/ or both Limbs.** Rs five lacs. This amount is payable in case of loss of both eyes and/ or both limbs solely and directly due to an accident.
- (c) **Loss of an Eye and a Limb.** Rs five lacs. This amount is payable in case of loss of an eye and a limb solely and directly due to an accident.
- (d) **Loss of an eye or a limb.** Rs 2.5 lacs. This amount is payable in case of the loss of an eye or a limb (loss of a hand at or above the wrist or loss of a foot at or above the ankle) solely and directly due to an accident.
- (e) **Medical Expenses.** Up to Rs 50,000/- (fifty thousand) are payable for medical expenses incurred for bodily injury arising out of an accident subject to treatment carried out in any hospital/nursing home, or by Doctor(s) on submission of relevant prescriptions, bills, cash memo, X-Ray film alongwith reports, discharge summary etc in original.

Continuing Education Benefit.

9 **Coverage.** The students of Army Pre Primary Schools, Army Public Schools and Army Professional Colleges are also covered for Continuing Education Benefit in case of death/ permanent total disablement of the fee paying parent/ guardian due to an accident including at border places. However war is excluded from the coverage. The limit of compensation for policy period ie 01 Aug to 31 Jul under continuing education benefit would be as per **Appendix A** to be suitably disbursed by HQ AWES to the school/ college on yearly basis for the balance period of school/ college and existing course duration, on receipt from the Insurance Company .

10. Payment under the scheme.

(a) The maximum benefit payable is Rs 5 Lacs.

(b) In case any student, eligible for Continuing Education Benefit due to any circumstances whatsoever leaves AWES institutions, the student shall not be eligible for the compensatory education benefit from the date he/ she leaves the school/ college. For this purpose, move from one Army Pre Primary Schools, Army Public Schools to another Army Pre Primary Schools, Army Public Schools will be covered under the policy and such students will continue to get benefit under the policy. The remark that the student is in receipt of Continuing Education Benefit under 'Group Personal Accident Policy' will be endorsed by the school on the Transfer certificate of such students at the time of their leaving the school. The Army Pre Primary Schools, Army Public Schools where admission has been sought by such students will enter the particulars in their record. Both Army Pre Primary Schools, Army Public Schools will intimate the details of such students to HQ AWES on occurrence.

PART – III : PRECEDURE FOR SUBMISSION OF CLAIMS

11. **Procedure for Submission of Claims.** In the event of accidental death or injury to insured person as outlined above, the following procedure will be adopted:-

(a) **Initial Report.** Initial report will be submitted by Principal / Director of School/College/ AWES Cell to HQ AWES on telephone **within three hours** of occurrence to be followed by written report within 72 hours of the accident by fax/ E-mail giving details as per format at **Appendix B**.

(b) **Detailed Report.** The detailed report will be submitted by by Principal / Director of School/ College/ AWES Cell to HQ AWES within 25 days of occurrence of accident resulting in death/ injury as given above to include the following :-

(i) Claim form duly filled and signed by School/ College / competent authorities. Specimen attached as **Appendix C**.

(ii) Original Copy of FIR issued by the police station.

(iii) Original Copy of Postmortem Report or Post Mortem waiver certificate from the competent authority.

(iv) Original Death certificate issued by the Municipality/ or authorities concerned.

(v) Original fee receipt of the student for the month in which the accident took

(vi) Discharge summary in case of hospitalisation along with receipts/ cash memos, prescription, X-Ray films along with X-Ray reports and other such details / supporting documents.

(vii) Copy of agreement between the employee and the employer (in case of death of an employee).

(viii) Copy of latest salary slip (in case of death of an employee).

(ix) Original/copy of Driving Licence (in case the death occurs during driving of a vehicle).

12. **Time Limit of submission of claims to the Insurance Company.** The insurance claims are required to reach Insurance Company with the documents within **one month** of the accidents. It is important that the claims reach HQ AWES with all necessary documents at the earliest but **not later than 25 days** of accidents.

13. **Action by HQ AWES.** On receipt of the above information, HQ AWES will inform the Insurance Company on telephone and fax giving the above information after vetting and authenticating the same. The relevant documents when received will be forwarded to the Insurance Company by HQ AWES. HQ AWES will expedite the issue with the insurance company for early payment of claim amount to the affected party.

PART – IV EXCEPTIONS

14. **For Insured Personnel.** The Insurance Company shall not be liable for payment under the following circumstances :-

(a) Compensation under more than one sub-clauses under Para 8 (a) to (e) in respect of the same period of disablement.

(b) Payment of compensation in respect of Death, Injury or Disablement of the Insured Person :-

(i) From intentional self-injury, suicide or attempted suicide .

(ii) Whilst under the influence of intoxicating liquor or drugs.

(iii) Whilst engaging in aviation or ballooning, or whilst mounting into, dismounting from or traveling in any balloon or aircraft other than as a passenger (fare paying or otherwise) in any duly licensed standard type of aircraft anywhere in the world.

(iv) Directly or indirectly caused by venereal diseases or insanity.

(v) Arising or resulting from the Insured Person committing any breach of law with criminal intent.

(c) Payment of compensation in respect of death injury or disablement of the Insured Person due to or arising out of or directly or indirectly connected with or traceable to War, Invasion, Act of foreign enemy Hostilities (whether war be declared or not) Civil War, Rebellion, Revolution, Insurrection Mutiny Military or Usurped Power

(d) Payment of compensation in respect of death of or bodily injury or any disease or illness to the Insured Person:-

(i) Directly or indirectly caused by or contributed to by or arising from ionizing radiations or contamination by radio-activity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel. For this purpose, combustion shall include any self sustaining process of nuclear fission.

(ii) Directly or indirectly caused by or contributed to by or arising from nuclear weapons materials.

(e) The insurance under this policy shall not extend to cover death or disablement resulting directly or indirectly caused by, contributed to or aggravated or prolonged by childbirth or pregnancy or in consequence thereof.

15. **Continuing Education Benefit.** All exclusion conditions listed in Para 14 would be applicable to the Continued Education Benefit also.

PART V : MISCELLANEOUS ASPECTS

16. **Documents.**

(a) All Army Pre Primary Schools, Army Public Schools , Army Professional Colleges HQ AWES and AWES Cells will maintain nominal roll of students and employees as per format given at **Appendix D** and the same would be available for inspection of the Insurance Company, if required.

(b) All Army Pre Primary Schools, Army Public Schools, Army Professional Colleges and AWES Cells will submit the following to HQ AWES by 30 Sep every year :-

(i) Total No of students and employees as per format given at **Appendix E.**

(ii) Declaration that proper attendance register giving the names of students and employees is maintained through out the year.

(c) All Army Pre Primary Schools, Army Public Schools, Army Professional Colleges, HQ AWES and AWES Cells will maintain proper records of nominees after ascertaining the same from the insured and obtain their signatures accordingly.

(d) All concerned will also keep record of claims on account of death / disability of students/ employees and under continuing education benefit.

17. **Payment of Premium.** By end Dec, HQ AWES would have decided on the Insurance Company that will provide insurance cover during the next academic session and fixed the premium with them. The time lines to be followed thereafter are as follows :-

(a) 01 Feb - AWES intimates the premium amount to all institutions and organizations.

(b) 15 May - Institutions and organizations submit the first instalment of premium collected by them

- (c) 20 Jul - AWES signs MOU with the Insurance Company for the Insurance cover commencing on 01 Aug and pay premium.
- (d) 01 Aug - AWES intimates Policy No to all.
- (e) 15 Sep - Institutions and organizations submit to AWES the premium collected after payment of first instalment.
- (f) 01 Oct - HQ AWES pays the supplementary payment to Insurance Company.
- Institution and organizations submit **Appendix 'E'** to AWES.

18. **Check List.** A check list as per format attached at **Appendix F** will invariably be attached with the claim for amount payable at death, permanent disability due to accident, medical expenses and for Continuing Education Benefit.

CONCLUSION

19. Group Personal Accident Policy will be issued by an Insurance Company selected by AWES to provide insurance cover for deaths/disablement caused by accidents. It covers the students of all Army Pre Primary Schools, Army Public Schools, Army Professional Colleges and their employees (except those on daily wages/outsourced personnel) and employees of HQ AWES and AWES Cells.

20. It is important that details of cases on occurrence are expeditiously intimated to HQ AWES for early settlement of claims.

21. All accidental cases will be forwarded to HQ AWES for processing with the Insurance Company and no claims will be withheld at the School/College/AWES Cell end on the grounds of invalidity of the case.

22. This Circular supersedes Circular No 002/GENERAL/2012 dated 31 Aug 2012.

Case No : B/45549/AWES
Army Welfare Education Society (AWES)
Adjutant General's Branch
Integrated HQ of MoD (Army)
FDRC Building No 202, Shankar Vihar
(Near APS) Delhi Cantt -110 010

Sd/- x x x x x
(JS Yadav)
Col (Retd)
Director S, L & F
For Adjutant General
Chairman Executive
Committee, AWES

07 Nov 2014

Distribution:-

List A

- Ink signed copies.

B, E & F

- Through E-Mail.

Internal

Appendix A

(Refers to Para 9) of Army HQ letter
No B/45549/AWES dated 07Nov 2014)

**DETAILS OF CONTINUING EDUCATION BENEFIT (CEB) UNDER
GROUP PERSONAL ACCIDENT POLICY**

<u>Class</u>	<u>Amount payable</u>
Class LKG	Rs 2,00,000/-
Class UKG	Rs 1,00,000/-
Class 1	Rs. 5,00,000/-
Class II	Rs. 4,60,000/
Class III	Rs. 4,20,000/
Class IV	Rs. 3,80,000/
Class V	Rs. 3,40,000/
Class VI	Rs. 3,00,000/
Class VII	Rs. 2,60,000/
Class VIII	Rs. 2,20,000/
Class IX	Rs. 1,80,000/
Class X	Rs. 1,40,000/
Class XI	Rs. 1,00,000/
Class XII & above	Rs. 60,000/

COLLEGE

First Year	Rs. 2,50,000/-
Second Year	Rs. 1,90,000/-
Third Year	Rs. 1,50,000/-
Fourth Year	Rs. 70,000/-

Appendix B

(Refers to Para 11 (a) of Army HQ letter No B/45549/AWES dated 07 Nov 2014)

SAMPLE OF INITIAL REPORT/ INTIMATION OF CLAIM UNDER GROUP PERSONAL ACCIDENT POLICY

1. Name of the School/ College/ AWES Cell.
2. Name of the insured student/ employee.
3. Class & Roll Number/Admission Number.
4. Date of birth and age.
5. Name of the deceased/injured fee paying parent/guardian (as applicable).
6. Details of accident. Date, place and time of accident.
7. Details of death/ injuries to the insured. Place of Death-City/ State.
8. Name of Nominee alongwith full postal address.
9. Relationship of Nominee with the deceased.
10. Whether FIR with police lodged, being lodged.
11. Name and Address of Hospital (if any treatment taken).
12. Full postal address of NOK for correspondence/Condolence DO.

Place :

(Signature of the Principal)

Date :

(Note :- Natural deaths ie Cardiac arrest, cancer etc are not included. Only Deaths occurred due to an accident are covered under this policy).

Appendix C

(Refers to Para 11 (b) (i) of Army HQ letter
No B/45549/AWES dt 07 Nov 2014)

GROUP PERSONAL ACCIDENT CLAIM FORM

Policy No : **360400/42/12/** _____

Name of Insured : _____

Category of the insured : Student/Employee Sex : _____

Age of insured : _____ Roll No / Emp No, if any _____

Address of institution/Organisation : _____

Address of NOK of deceased/insured for correspondence : _____

Name of Nominee : _____ (Relationship to the insured)

1. State when and where the accident took place ? Give date, place and time _____

2. Case Registered at Police Station _____ vide FIR No
_____ dated _____

3. State how it happened and what the insured/ the life insured was doing at the time ?

4. State as fully as you can the nature and extent of the injuries sustained . _____

5. Give the name and address of the doctor attending. Is he usual Medical Attendant ? Has any other medical man been consulted ? _____

6. If the insured/ the life insured is still disabled, please indicate when he/ she is likely to be fit to resume usual business or occupation either wholly or in part. _____

7. When and where can the insured/ the life insured be visited (if necessary) by medical officer or an official of the insurer _____ (in case of injury only).

8. Was the insured/ Life insured in good health and free from physical defect or infirmity at the time of the accident ?

9. Is a claim being made under any other insurance ? If so, please give particulars. _____

10. Post Mortem carried out at _____ (in case of deaths)

DECLARATION

I, the undersigned do hereby declare that to the best of my knowledge and belief the foregoing particulars are true and correct.

Date :

(Signature of Insured/NOK)

COUNTERSIGNED

Stamp of Institution
Principal with date

Appendix D

(Refers to Para 16(a) of Army HQ letter No B/45549/AWES dated 07 Nov 2014)

NOMINAL ROLL OF THE INSURED (STUDENTS)
(TO BE MAINTAINED AND UPDATED FOR EVERY CHANGE)

S/No	Name of Student	Class	Date of birth	Admission No & Date	Parent / Nominee	Address of Parent / Nominee & Tele No	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

NOMINAL ROLL OF THE INSURED (EMPLOYEES/STAFF)
(TO BE MAINTAINED AND UPDATED FOR EVERY CHANGE)

S/No	Name of Employee	Post Designation	Type of Employee	Date of birth	NOK / Nominee	Address of Nominee & Tele No	Remarks To exclude daily wages & outsourced personnel
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

Appendix E

(Refers to Para 16 (b) (i) of Army HQ letter No B/45549/AWES dated 07 Nov 2014)

DETAILS OF PREMIUM SUBMITTED

S/No	Total No of students	Total No of employees	Grand Total	Rate of Premium	Total amount submitted	Submission Details (DD No and date)	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

Remarks

1. Daily wages, outsourced personnel to be excluded.
2. State as on 15 Sep

Note :- To be submitted to HQ AWES by 01 Oct each year by Fax / E-mail.

Appendix F

(Refers to Para 18 of Army HQ letter No
B/45549/AWES dated 07 Nov 2014)

CHECK LIST TO BE SIGNED BY PRINCIPAL

Ser No	Point	Remarks
1.	Did you intimate the details of the case to HQ AWES on telephone ?	Yes/No, if yes, date _____
2.	Did you submit initial report of the case in writing to HQ AWES ?	Yes/No, if yes, date _____
3.	Have you written the policy No, name of the student/ employee correctly ?	Yes/ No
4.	Have you mentioned the class of the student and the remaining years of education in school/ college ?	Yes/ No
5.	Have you given the date of birth of student/ employee?	Yes/ No
6.	Have you mentioned the name of the school/college/ AWES Cell ?	Yes/ No
7.	Are details of insured filled correctly ?	Yes/ No
8.	Are details of injured/ deceased person filled correctly?	Yes/ No
9.	Have declarations been signed by the injured person/ NOK of deceased ?	Yes/ No
10.	Have you countersigned declaration ?	Yes/ No
11.	Have you given the details of accident ie date, place and time of accident ?	Yes/ No
12.	Are the details of nominee filled correctly and signed by him ?	Yes/ No
13.	Have the following documents been attached ? (a) Death certificate. (b) Postmortem Report waiver of Post Mortem. (c) FIR. (d) Fee receipts-in case of CEB Claims. (e) Discharge summary incase of hospitalisation along with receipts/ cash memos and other such supporting documents.	Yes/No Yes/No Yes/No Yes/No Yes/No

Place :

(Signature of the Principal)

Date :

Star Group Health Insurance
Unique id : SHAHLGP21214V022021
Policy Schedule

Policy No. : P/151100/01/2022/000071	Previous Policy No. :
Proposer's Code : 23033960	GSTIN : 27AAJCS4517L1ZY
Proposer's Name : M/S.ARMAY INSTITUTE OF TECHNOLOGY	SAC Code : 997133/Accident and Health Insurance Services
Address : Alandi Rd, Dighi, Taluka Haveli Pune (M Corp.),Pune,Maharashtra-411015	Issuing Office Code : 151100
Phone No : -/9175068359/-	Issue Office Name : Area office - Pune
Email id : sanjay.gaikwad@kmdastur.com	Address : 3rd floor, Millennium Tower Opp. Kotak Mahindra Bank, Bhandarkar Road
Proposer GSTIN : 27AAECA9497L1ZW	Phone No : 020-25510363/65603966/67/68
Collection No : 1059000114	Email id : pune.aptroad@starhealth.in
Collection Date : 23/07/2021	Place of Supply : Maharashtra / State Code : 27
Premium : Rs. 16,08,275	Fulfiller Code : SH36469
CGST @9% : 144,745 /- SGST/UTGST@9%: 144,745 /-	Intermediary Code : LB0000000005
Stamp Duty : Re. 1	Name : M/S.K.M. DASTUR REINSURANCE BROKERS PVT. LTD.
Total Premium : Rs. 18,97,765	Phone : 9899872053/022 25916553
	Email id : Bhisham.dahiya@kmdastur.com
Total Premium in words : Indian Rupees Eighteen Lakhs Ninety Seven Thousand Seven Hundred Sixty Five Only	
Period Of Insurance From : 24/07/2021 10:00 Hrs To Midnight Of : 23/07/2022 23:59:59	
Co-insurance	

Risk Coverage Details

No. of Employees / Members Covered	72
No. of Dependents Covered	169
Total No. of Persons covered	241
Sum Insured Slab	Rs. 5,00,000/- only
Total Sum Insured	Rs. 3,80,00,000/- only
Total Sum Insured (in words)	Indian Rupees Three Crores Eighty Lakhs Only

Extensions Offered

Entered by : SH27125
Approved by : SH54887

Place : PUNE
Date : 07/08/2021

For and on behalf of
Star Health and Allied Insurance Company Ltd.



Authorised Signatory
Please see overleaf


30 days waiting Period	Exclusion no.1 appearing in the policy clause stands deleted
First Year Exclusion	Exclusion no.2 appearing in the policy clause stands deleted
First Two Year Exclusion	Exclusion no.3 appearing in the policy clause stands deleted
Pre-existing Diseases Exclusion	Exclusion no.4 appearing in the policy clause stands deleted
Corporate Buffer	Extended with corporate buffer sum insured, the limit and usage of corporate buffer sum insured will be as mentioned in the special conditions.

Special Conditions

Family Definition	Family Floater(Employee, Spouse and Children)
Room Rent limits including Boarding, Nursing Charges, etc,	Room Rent limits including Boarding, Nursing Charges : No capping.
Corporate Buffer limits	Corporate buffer with the limit of Rs. 2000000 Corporate Buffer limit restricted to Individual family sum insured . Corporate buffer benefit can be utilized for all ailments.
Pre & Post Hospitalisation limits	- Pre Hospitalization - 30 Days - Post Hospitalization - 60 Days.
Ambulance Expenses limits	Emergency ambulance charges 1% of the sum insured or Rs 3000/- whichever is less
Sub Limits	No Sub Limits
Addition / Deletion of Employees & Dependents	<p>After the inception of the Policy , NO midterm inclusion of any employee & dependents unless he is a new joinee and dependents of the already insured employee unless they are newly married spouse and new born child (only after completion of 5 months of age) and such inclusion is also subject to payment of additional premium on pro rata basis. For newly joined employees, the Insured shall provide the date of joining & for inclusion of dependents of the already insured employees, the Insured should provide the date of marriage for newly married spouse & date of birth for newly born child.</p> <p>The coverage under the policy in respect of the insured persons will cease once they cease to be an employee/ member of the Insured or on the expiry of the policy, whichever is earlier. In respect of deletions, refund will be effected on prorata basis from the date of deletion of the employee under the policy - subject to NO claim for the employee or the family members, for which the Insured shall provide date of relieving of the employee.</p> <p>The Insured shall submit of list of additions and deletions on monthly basis to reach us at the latest by the 10th of subsequent month.</p>

Entered by : SH27125
 Approved by : SH54887
 Place : PUNE
 Date : 07/08/2021

For and on behalf of
 Star Health and Allied Insurance Company Ltd.


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	<p>We agree for providing cover for additions from the date of joining of the new employee by charging prorated premium from the date of joining till the expiry of the policy, subject to maintenance of free and adequate balance under Cash Deposit maintained by the Insured with us or the coverage will be effective from the date of payment of premium.</p> <p>Insured will be allowed a window period of 30 days from the policy Inception date to review the employee list covered under the policy. All Addition / deletion / Correction of the persons to be done subject to additional premium. If there is a change in the group size.</p>
Other conditions	<p>The Cover for Children is only for dependent children. In the case of female children, the cover will cease once they become earning member or on getting married. In the case of dependent Male Children, the cover will cease once they become earning member.</p> <p>Dependent Child means a child (natural or legally adopted) who is financially dependent and does not have his or her independent source of income and not over 30 years.</p>
Other conditions	<p>Internal Congenital Disease covered and External under life threatening situations only Advance Medical Treatment as per our SGHI printed policy clause .</p>
Other conditions	<p>Domiciliary hospitalization covered up to sum insured. Domiciliary hospitalization treatments for a period exceeding three days Coverage for medical treatment for a period exceeding three days, for an illness/disease/injury, which in the normal course, would require care and treatment at a Hospital but, on the advice of the attending Medical Practitioner, is taken whilst confined at home under any of the following circumstances</p> <ol style="list-style-type: none"> 1. The condition of the patient is such that he/she is not in a condition to be removed to a Hospital, or 2. The patient takes treatment at home on account of non-availability of room in a hospital. <p>However, this benefit shall not cover Asthma, Bronchitis, Chronic Nephritis and Nephritic Syndrome, Diarrhoea and all types of Dysenteries including Gastro-enteritis, Diabetes Mellitus and Insipidus, Epilepsy, Hypertension, Influenza, Cough and Cold, all Psychiatric or Psychosomatic Disorders, Pyrexia of unknown origin for less than 10 days, Tonsillitis and Upper Respiratory Tract infection including Laryngitis and Pharyngitis , Arthritis, Gout and Rheumatism. Pre-hospitalisation and Post-hospitalization expenses are not payable for this cover.</p>
Other conditions	<p>We shall issue photo ID cards in respect of all the covered persons and we require the passport size/stamp size photo for the same.</p>

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	<p>AYUSH Treatment: Expenses incurred on treatment under Ayurveda, Unani, Sidha and Homeopathy systems of medicines in a Government Hospital or in any institute recognized by the government and/or accredited by the Quality Council of India/National Accreditation Board on Health up to 25% of the sum insured subject to a maximum of Rs. 25,000/- per policy period.</p> <p>Day care procedures are allowed, as per the printed procedures (405 nos.) attached to this policy.</p>
Other conditions	<p>Any hospitalisation expenses taken in our excluded Hospitals is not admissible. For detailed list on on the excluded service providers kindly visit our website</p> <p>All Other Terms & Conditions Subject to printed Policy (Star - Group Health Insurance Policy) Clauses attached.</p>
<p>The coverage under the policy in respect of the insured persons will cease once they cease to be an employee/ member of the Insured or on the expiry of the policy, whichever is earlier. In respect of deletions, refund will be effected on prorata basis from the date of deletion of the employee under the policy - subject to NO claim for the employee or the family members, for which the Insured shall provide date of relieving of the employee.</p>	
<p>Claims will be settled through Inhouse claims team.</p>	

Sector Classification :

Urban		
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Renewability: In the event of the group policy being discontinued or not renewed or when the members of the group leave the group on account of resignation/retirement/termination or otherwise, the following provision shall apply.

The cover for the persons covered earlier under the group policy will be granted only as per standard retail policies. However, in respect of persons who have been covered continuously for a period of one year under the group policy with our Company, we shall waive the 30 days waiting period and First year exclusions. In respect of persons who have been covered continuously for a period of two years under the group policy with our Company, we shall waive the 30 days waiting period, First year exclusions and First two year exclusions.

In respect of persons who have been continuously covered for a period a four years under the group policy with our Company, we shall grant cover for Pre Existing diseases also.

Condition precedent: In the event of any claim under the policy or intimation should be given to the company immediately, through toll free no: 1800 425 2255 or 1800 102 4477, 044 2826 3300 (chargeable), or email: support@starhealth.in or fax - 1800 425 5522.

STAR value added unique services : Web enabled service for Policy details and health tips
Inhouse Cashless facility for treatment at network hospitals across india.
24*7 customer care center

Entered by : SH27125
Approved by : SH54887
Place : PUNE
Date : 07/08/2021

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P/151100/01/2022/000071

Free General Physician advice

Warranted that in case of dishonour of premium cheque(s) the Company shall not be liable under the policy and the policy shall be void abinitio (from inception).

The insurance under this policy is subject to conditions, clauses, warranties, endorsements as per forms attached.

Entered by : SH27125
Approved by : SH54887
Place : PUNE
Date : 07/08/2021

For and on behalf of
Star Health and Allied Insurance Company Ltd.



Authorised Signatory
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TAX Invoice

Invoice No. : 27E059Y22RC00005	Customer ID : CB0000104108
Invoice Date : 07/08/21	Policy No : P/151100/01/2022/000071
Recipient	Supplier
GSTIN : 27AAECA9497L1ZW	GSTIN : 27AAJCS4517L1ZY
Proposer's Name : M/S.ARMAY INSTITUTE OF TECHNOLOGY	NAME : Star Health and Allied Insurance Co Ltd - Area office - Pune
Address : Alandi Rd, Dighi, Taluka Haveli	Address : 3rd floor, Millennium Tower Opp. Kotak Mahindra Bank, Bhandarkar Road
City :	City : PUNE
State : Maharashtra	State : Maharashtra
Pincode : 411015	Pincode : 411004
Client Category : CORP	Place of Supply : 27 - Maharashtra

HSN / SAC Code	Description of Service(s)	Total A	Discount B	Taxable Value C = A - B	IGST @ 18% D = C * IGST	CGST @ 9% E = C * CGST	UT/SGST @ 9% F = C * UTGST or SGST	CESS @ 1% G = C * Cess	Total Invoice Value H = C + D + E + F + G
997133	Insurance Services	1608275	0	1608275		144745	144745		Rs. 18,97,765

Total Invoice Value (in Figures) : Rs. 18,97,765

Total Invoice Value (in Words) : Indian Rupees Eighteen Lakhs
Ninety Seven Thousand Seven
Hundred Sixty Five Only

Amount of Tax Subject to reverse Charge : No

Important Note:

The invoice is issued as per Section 31 of the CGST Act

In case no GSTIN or incorrect GSTIN is provided by the Proposer at Proposal stage, Star Health and Allied Insurance Co Ltd shall not be responsible for any Input Tax Credit losses and no subsequent revision of invoice will be undertaken.


E. & O.E

This is a digitally signed document and hence no physical signature is required

IRDAI Regn. No 129 Corporate Identity Number U66010TN2005PLC056649 Email ID : stargst@starhealth.in

Entered by : SH27125
Approved by : SH54887
Place : PUNE
Date : 07/08/2021

For and on behalf of
Star Health and Allied Insurance Company Ltd.


Authorised Signatory
Please see overleaf

INSURED PERSON DETAILS :

No of Persons Covered : 241

S.No	Name of Employee	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Emp Id	Occupation	Floater SI	No Dep.	Remarks
1	Mr.Qazi Imdad Ali	Employee	05/01/1969	52	6	Male	230339602200000200	1042	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Shahida Qazi	Spouse	30/12/1973	47	7	Female	230339602200000201					
	Nauman Qazi	Son	27/11/1997	23	8	Male	230339602200000202					
	Hamza Qazi	Son	17/12/2003	17	7	Male	230339602200000203					
2	Mr.Dilip Kumar Singh	Employee	06/02/1979	42	5	Male	230339602200000300	1089	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Vinita Singh	Spouse	03/01/1980	41	6	Female	230339602200000301					
	Mr.Shishir Kumar	Son	27/11/2001	19	7	Male	230339602200000302					
	Mr.Mihir Kumar	Son	15/03/2004	17	4	Male	230339602200000303					
3	Ms.Siby George	Employee	17/02/1973	48	5	Female	230339602200000400	1151	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Mr.George Isac	Spouse	24/05/1967	54	2	Male	230339602200000401					
	Mr.Elwyn George	Son	05/12/1996	24	7	Male	230339602200000402					
4	Mr.Avinash Shantaram Bhosale	Employee	25/06/1981	40	0	Male	230339602200000500	1156	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Harsha Avinash Bhosale	Daughter	17/01/2014	7	6	Female	230339602200000502					
	Ms.Shraddha Avinash Bhosale	Spouse	04/07/1989	32	0	Female	230339602200000501					
5	Mr.Sudhir Chandar Adak	Employee	03/06/1976	45	1	Male	230339602200000600	1681	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Urmila Sudhir Adak	Spouse	28/09/1978	42	9	Female	230339602200000601					
	Ms.Gayatree S Adak	Daughter	08/06/2009	12	1	Female	230339602200000602					
	Ms.Sanskriti S Adak	Daughter	31/08/2012	8	10	Female	230339602200000603					
6	Mr.Rahul P Deokar	Employee	28/12/1973	47	6	Male	230339602200000700	1098	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Ashwini R Deokar	Spouse	05/03/1979	42	4	Female	230339602200000701					
	Mr.Slok R Deokar	Son	29/06/2004	17	0	Male	230339602200000702					
	Mr.Shreyas R Deokar	Son	04/01/2006	15	6	Male	230339602200000703					

S.No	Name of Employee	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Emp Id	Occupation	Floater SI	No Dep.	Remarks
7	Mr.Namdev R Chavan	Employee	02/06/1981	40	1	Male	230339602200000800	1193	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Alka N Chavan	Spouse	20/11/1983	37	8	Female	230339602200000801					
	Mr.Om N Chavan	Son	02/06/2007	14	1	Male	230339602200000802					
8	Mr.Vinod Kale	Employee	05/05/1970	51	2	Male	230339602200000900	1107	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Meena Kale	Spouse	23/08/1971	49	11	Female	230339602200000901					
	Ms.Gauri Kale	Daughter	26/08/1999	21	10	Female	230339602200000902					
	Mr.Omkar Kale	Son	14/05/2002	19	2	Male	230339602200000903					
9	Mr.Arvind R Babar	Employee	01/06/1976	45	1	Male	230339602200001000	1164	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Vasnti A Babar	Spouse	20/07/1985	36	0	Female	230339602200001001					
	Mr.Vedant A Babar	Son	10/03/2007	14	4	Male	230339602200001002					
10	Ms.Leena Reddy	Employee	18/04/1966	55	3	Female	230339602200001100	1132	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Mr.Joshua Reddy	Spouse	08/02/1966	55	5	Male	230339602200001101					
	Ms.Arпита Reddy	Daughter	13/03/1995	26	4	Female	230339602200001102					
	Ms.Mannah Reddy	Daughter	28/11/2007	13	7	Female	230339602200001103					
11	Mr.Nitin Kothari	Employee	12/06/1983	38	1	Male	230339602200001200	1173	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Rekha Kothari	Spouse	12/06/1986	35	1	Female	230339602200001201					
	Mr.Vishal N Kothari	Son	22/08/2006	14	11	Male	230339602200001202					
	Ms.Nikita N Kothari	Daughter	31/03/2011	10	3	Female	230339602200001203					
12	Mr.Dr Bp Patil	Employee	15/03/1969	52	4	Male	230339602200001300	1373	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Rajani Patil	Spouse	01/06/1974	47	1	Female	230339602200001301					
	Ms.Harshada Patil	Daughter	09/01/2004	17	6	Female	230339602200001302					
13	Mr.Ai Devdi	Employee	02/07/1970	51	0	Male	230339602200001400	1081	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				

S.No	Name of Employee	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Emp Id	Occupation	Floater SI	No Dep.	Remarks
	Ms.Shahin A Devdi	Spouse	27/05/1979	42	1	Female	230339602200001401					
	Mr.Mosinkhan A Devdi	Son	05/05/1998	23	2	Male	230339602200001402					
	Ms.Muskan A Devdi	Daughter	20/12/2003	17	7	Female	230339602200001403					
	Mr.C Nagaraja Reddy	Employee	04/02/1968	53	5	Male	230339602200001500	1082	Clerical/Supervisory And Related Workers			
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Sridevi N Reddy	Spouse	27/07/1980	40	11	Female	230339602200001501					
	Mr.Gunashekhar N Reddy	Son	12/06/2001	20	1	Male	230339602200001502					
	Ms.C Jhanshi Reddy	Daughter	05/03/2003	18	4	Female	230339602200001503					
15	Mr.Viresh Pardeshi	Employee	20/02/1976	45	5	Male	230339602200001600	1072	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Sammogita Pardeshi	Spouse	23/08/1980	40	11	Female	230339602200001601					
	Ms.Bhavya Pardeshi	Daughter	19/10/2004	16	9	Female	230339602200001602					
	Mr.Sumansh Pardeshi	Son	20/12/2012	8	7	Male	230339602200001603					
16	Mr.Dhaku Sitaram Sawant	Employee	23/05/1973	48	2	Male	230339602200001700	1083	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Sangita Dhaku Sawant	Spouse	29/01/1980	41	5	Female	230339602200001701					
	Mr.Sitaram Dhaku Sawant	Son	12/05/2001	20	2	Male	230339602200001702					
17	Mr.Prasad Desai	Employee	20/05/1972	49	2	Male	230339602200001800	1047	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Archana Desai	Spouse	18/08/1975	45	11	Female	230339602200001801					
	Ms.Divya Desai	Daughter	29/11/2001	19	7	Female	230339602200001802					
	Mr.Arryan Desai	Son	03/08/2008	12	11	Male	230339602200001803					
18	Mr.Baban Abaji Chaware	Employee	01/06/1970	51	1	Male	230339602200001900	1094	Clerical/Supervisory And Related Workers	500000	1	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Aarjan B Chaware	Spouse	01/06/1974	47	1	Female	230339602200001901					
19	Mr.Shaikh Sattar	Employee	01/08/1976	44	11	Male	230339602200002000	1171	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Nilofar Shaikh	Spouse	05/06/1983	38	1	Female	230339602200002001					
	Mr.Umar Shaikh	Son	15/12/2005	15	7	Male	230339602200002002					

S.No	Name of Employee	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Emp Id	Occupation	Floater SI	No Dep.	Remarks
20	Mr.Alfas Shaikh	Son	15/10/2008	12	9	Male	230339602200002003					
	Mr.Arvind Dongre	Employee	01/03/1973	48	4	Male	230339602200002100	1088	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Saroj Dongre	Spouse	30/09/1976	44	9	Female	230339602200002101					
	Ms.Sakshi Dongre	Daughter	12/09/2000	20	10	Female	230339602200002102					
21	Mr.Sagar P Kaware	Employee	04/02/1988	33	5	Male	230339602200002200	1644	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Jyoti S Kavare	Spouse	16/04/1996	25	3	Female	230339602200002201					
	Mr.Shourya S Kaware	Son	07/09/2018	2	10	Male	230339602200002202					
	Ms.Sharayu S Kaware	Daughter	07/11/2020	0	8	Female	230339602200002203					
22	Mr.S S Parbate	Employee	13/05/1972	49	2	Male	230339602200002300	1045	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Sushma Parbate	Spouse	13/10/1976	44	9	Female	230339602200002301					
	Ms.Akshata Parbate	Daughter	09/11/2000	20	8	Female	230339602200002302					
	Mr.Advay Parbate	Son	26/02/2007	14	4	Male	230339602200002303					
23	Mr.T S Diwakar	Employee	26/01/1970	51	5	Male	230339602200002400	1049	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Gauri Diwakar	Spouse	30/09/1973	47	9	Female	230339602200002401					
	Ms.Bhagyshree Diwakar	Daughter	18/09/1999	21	10	Female	230339602200002402					
	Ms.Anushree Diwakar	Daughter	15/10/2007	13	9	Female	230339602200002403					
24	Mr.Amol Dolas	Employee	06/06/1981	40	1	Male	230339602200002500	1102	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Sneha Dolas	Spouse	13/08/1988	32	11	Female	230339602200002501					
	Ms.Sudarshani	Daughter	11/09/2007	13	10	Female	230339602200002502					
	Mr.Arnav	Son	27/03/2013	8	3	Male	230339602200002503					
25	Mr.Ravindra Ambike	Employee	30/10/1961	59	8	Male	230339602200002600	1103	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Rajashree Ambike	Spouse	05/01/1965	56	6	Female	230339602200002601					
	Mr.Rohan Ambike	Son	05/10/1992	28	9	Male	230339602200002602					

S.No	Name of Employee	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Emp Id	Occupation	Floater SI	No Dep.	Remarks
26	Mr.Dr Ganesh Mundhe	Employee	13/02/1986	35	5	Male	230339602200002700	1325	Clerical/Supervisory And Related Workers	500000	1	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Priyanka S Sangle	Spouse	19/12/1990	30	7	Female	230339602200002701					
27	Ms.Dr Seema Tiwari	Employee	06/11/1979	41	8	Female	230339602200002800	1326	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Mr.S G Tiwari	Spouse	27/11/1976	44	7	Male	230339602200002801					
	Ms.Tanishka Tiwari	Daughter	14/10/2007	13	9	Female	230339602200002802					
	Ms.Prisha Tiwari	Daughter	06/07/2014	7	0	Female	230339602200002803					
28	Mr.Rushikesh Patil	Employee	29/04/1990	31	2	Male	230339602200002900	1594	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Payal R Patil	Spouse	03/10/1993	27	9	Female	230339602200002901					
	Ms.Kriva R Patil	Daughter	16/11/2019	1	8	Female	230339602200002902					
29	Ms.Mrs Swati Salunkhe	Employee	28/04/1972	49	2	Female	230339602200003000	1060	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Mr.Sudhir Salunkhe	Spouse	25/01/1966	55	5	Male	230339602200003001					
	Mr.Sanath Salunkhe	Son	14/07/1996	25	0	Male	230339602200003002					
30	Ms.Ms M Chandola Kamerkar	Employee	14/07/1972	49	0	Female	230339602200003100	1035	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Mr.N Kamerkar	Spouse	28/06/1969	52	0	Male	230339602200003101					
	Ms.Divyal Kamerkar	Daughter	06/09/2007	13	10	Female	230339602200003102					
	Ms.Ms Anokhi Kamerkar	Daughter	20/01/2012	9	6	Female	230339602200003103					
31	Mr.Mahesh B. Lonare	Employee	23/09/1976	44	10	Male	230339602200003200	1224	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Meenakshi M. Lonare	Spouse	02/12/1986	34	7	Female	230339602200003201					
	Ms.Kanchan M. Lonare	Daughter	09/04/2004	17	3	Female	230339602200003202					
	Mr.Vijay M. Lonare	Son	10/01/2006	15	6	Male	230339602200003203					
32	Mr.Kuldeep A. Hule	Employee	21/07/1989	32	0	Male	230339602200003300	1651	Clerical/Supervisory And Related Workers	500000	1	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
		Spouse					230339602200003301					

S.No	Name of Employee	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Emp Id	Occupation	Floater SI	No Dep.	Remarks
33	Ms.Priyanka K. Hule		13/02/1992	29	5	Female						
	Mr.P. R. Sonawane	Employee	06/01/1970	51	6	Male	230339602200003400	1033	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Sulabha P. Sonawane	Spouse	23/01/1971	50	6	Female	230339602200003401					
	Mr.Prabodhan P. Sonawane	Son	29/03/2001	20	3	Male	230339602200003402					
34	Ms.Shushama Shirke	Employee	17/05/1984	37	2	Female	230339602200003500	1246	Clerical/Supervisory And Related Workers	500000	1	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Sanskriti Kumbhar	Daughter	13/11/2006	14	8	Female	230339602200003501					
35	Mr.N. K. Bansode	Employee	06/01/1969	52	6	Male	230339602200003600	1021	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Arati N. Bansode	Spouse	24/09/1971	49	9	Female	230339602200003601					
	Mr.Anurag N. Bansode	Son	08/06/1998	23	1	Male	230339602200003602					
	Mr.Saphalya N. Bansode	Son	24/05/2004	17	2	Male	230339602200003603					
36	Mr.Ravindra P. Desai	Employee	15/05/1988	33	2	Male	230339602200003700	1654	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Archna R. Desai	Spouse	22/07/1988	33	0	Female	230339602200003701					
	Ms.Sanskriti R. Desai	Daughter	18/09/2016	4	10	Female	230339602200003702					
37	Mr.Anant N. Kaulagae	Employee	26/07/1983	37	11	Male	230339602200003800	1610	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Shital A. Kaulage	Spouse	13/09/1990	30	10	Female	230339602200003801					
	Ms.Shambhavi A. Kaulage	Daughter	29/09/2016	4	9	Female	230339602200003802					
38	Ms.Nikita Singhal	Employee	02/12/1988	32	7	Female	230339602200003900	1356	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Mr.Jimmy Singhal	Spouse	27/10/1985	35	8	Male	230339602200003901					
	Ms.Riya Singhal	Daughter	14/04/2016	5	3	Female	230339602200003902					
39	Mr.Rahul Kadam	Employee	07/05/1983	38	2	Male	230339602200004000	1671	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				

S.No	Name of Employee	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Emp Id	Occupation	Floater SI	No Dep.	Remarks
	Ms.Ekta R. Kadam	Spouse	12/03/1991	30	4	Female	230339602200004001					
	Ms.Anavi R. Kadam	Daughter	23/04/2014	7	3	Female	230339602200004002					
40	Mr.Sachin B. Ghag	Employee	21/12/1978	42	7	Male	230339602200004100	1091	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Shital S. Ghag	Spouse	24/02/1981	40	5	Female	230339602200004101					
	Ms.Nihareeka S. Ghag	Daughter	12/09/2010	10	10	Female	230339602200004102					
41	Mr.Avinash R. Rithe	Employee	14/05/1983	38	2	Male	230339602200004200	1162	Clerical/Supervisory And Related Workers	500000	0	
42	Mr.Sunil R. Dhore	Employee	18/07/1972	49	0	Male	230339602200004300	1029	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Mr.Dhruv S. Dhore	Son	14/07/2008	13	0	Male	230339602200004303					
	Ms.Kavita S. Dhore	Spouse	07/03/1975	46	4	Female	230339602200004301					
	Mr.Parth S. Dhore	Son	28/08/2002	18	10	Male	230339602200004302					
43	Mr.Ulhas P. Deolankar	Employee	09/02/1967	54	5	Male	230339602200004400	1056	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Rohini U. Deolankar	Spouse	20/11/1975	45	8	Female	230339602200004401					
	Mr.Tejas U. Deolankar	Son	29/08/1998	22	10	Male	230339602200004402					
44	Mr.Praveen D. Hore	Employee	28/06/1987	34	0	Male	230339602200004500	1659	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Varsha P. Hore	Spouse	14/03/1990	31	4	Female	230339602200004501					
	Ms.Aarohi P. Hore	Daughter	27/11/2013	7	7	Female	230339602200004502					
45	Mr.V. H. Kamble	Employee	09/11/1967	53	8	Male	230339602200004600	1093	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Alka V. Kamble	Spouse	08/08/1973	47	11	Female	230339602200004601					
	Mr.Abhishek V. Kamble	Son	26/01/1996	25	5	Male	230339602200004602					
	Ms.Pranita V. Kamble	Daughter	08/09/2002	18	10	Female	230339602200004603					
46	Mr.Gajanan Rangarao Patil	Employee	05/04/1967	54	3	Male	230339602200004700	1005	Clerical/Supervisory And Related Workers	500000	3	
	Relationship					ID No						

S.No	Name of Employee	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Emp Id	Occupation	Floater SI	No Dep.	Remarks
	Dependant Details		DOB	Age in Yrs	Age in Mths	Sex			Remarks			
	Ms.Sangeeta Gajanan Patil	Spouse	02/12/1970	50	7	Female	230339602200004701					
	Mr.Kaustub Gajanan Patil	Son	26/08/1994	26	10	Male	230339602200004702					
	Ms.Kaumudi Gajanan Patil	Daughter	26/08/1994	26	10	Female	230339602200004703					
47	Mr.P B Karandikar	Employee	08/10/1972	48	9	Male	230339602200004800	1026	Clerical/Supervisory And Related Workers	500000	1	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No		Remarks			
	Mr.Atharva P Karandikar	Son	04/12/2001	19	7	Male	230339602200004801					
48	Ms.Shraddha D Oza	Employee	19/11/1965	55	8	Female	230339602200004900	1464	Clerical/Supervisory And Related Workers	500000	1	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No		Remarks			
	Ms.Shivani Oza	Daughter	25/06/2002	19	0	Female	230339602200004901					
49	Mr.Jitendra B Jawale	Employee	07/02/1974	47	5	Male	230339602200005000	1036	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No		Remarks			
	Ms.Priti Jitendra Jawale	Spouse	15/11/1976	44	8	Female	230339602200005001					
	Ms.Riya Jitendra Jawale	Daughter	05/03/2005	16	4	Female	230339602200005002					
	Mr.Aryan Jitendra Jawale	Son	10/05/2010	11	2	Male	230339602200005003					
50	Mr.Vijay Kumar Karra	Employee	05/12/1976	44	7	Male	230339602200005100	1182	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No		Remarks			
	Ms.Durga Vijay Kumar Karra	Spouse	01/05/1981	40	2	Female	230339602200005101					
	Ms.Medha Vijay Kumar Karra	Daughter	25/01/2008	13	5	Female	230339602200005102					
	Mr.Saisiddharth Vijay Kumar Karra	Son	06/09/2013	7	10	Male	230339602200005103					
51	Mr.Avinash Subhash Patil	Employee	22/07/1981	40	0	Male	230339602200005200	1222	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No		Remarks			
	Ms.Sushma Avinash Patil	Spouse	09/07/1977	44	0	Female	230339602200005201					
	Ms.Shreyasi Avinash Patil	Daughter	15/02/2012	9	5	Female	230339602200005202					
52	Mr.Ashok V Katole	Employee	26/10/1972	48	8	Male	230339602200005300	1160	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No		Remarks			
	Ms.Vaishali Ashok Katole	Spouse	10/06/1978	43	1	Female	230339602200005301					
	Ms.Tehaswini Ashok Katole	Daughter	03/02/2005	16	5	Female	230339602200005302					

"Consolidated stamp paid vide certificate No.CSD/350/2020/1071/2020 DATED 06-MAR-2020"

S.No	Name of Employee	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Emp Id	Occupation	Floater SI	No Dep.	Remarks
53	Mr.Nitesh Sukhadeve	Employee	27/07/1985	35	11	Male	230339602200005400	1664	Clerical/Supervisory And Related Workers	500000	1	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Sarika Nitesh Sukhadeve	Spouse	09/07/1986	35	0	Female	230339602200005401					
54	Mr.Shahaji Kashinath Ranmare	Employee	27/03/1970	51	3	Male	230339602200005500	1084	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Kusum Shahaji Ranmare	Spouse	30/04/1979	42	2	Female	230339602200005501					
	Mr.Pravin Shahaji Ranmare	Son	13/04/1999	22	3	Male	230339602200005502					
55	Mr.Manoj Shivilal Pardeshi	Employee	05/06/1971	50	1	Male	230339602200005600	1085	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Rajeshree Manoj Pardesi	Spouse	03/11/1980	40	8	Female	230339602200005601					
	Mr.Adarsh Manoj Pardesi	Son	03/03/2006	15	4	Male	230339602200005602					
56	Ms.Sujata Nitin Kadam	Employee	03/01/1969	52	6	Female	230339602200005700	1053	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Mr.Nitin Murlidhar Kadam	Spouse	01/03/1962	59	4	Male	230339602200005701					
	Ms.Sanika Nitin Kadam	Daughter	24/01/2000	21	6	Female	230339602200005702					
	Mr.Suneet Nitin Kadam	Son	28/10/2002	18	8	Male	230339602200005703					
57	Ms.Dr. Sangeeta Dhananjay Jadhav	Employee	06/08/1970	50	11	Female	230339602200005800	1017	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Mr.Mr.Dhananjay Jadhav	Spouse	29/10/1964	56	8	Male	230339602200005801					
	Mr.Hrishikesh Dhananjay Jadhav	Son	19/05/1998	23	2	Male	230339602200005802					
	Ms.Vrushali Dhananjay Jadhav	Daughter	01/03/2001	20	4	Female	230339602200005803					
58	Mr.Dhananjay Gopalrao Auradkar	Employee	10/06/1971	50	1	Male	230339602200005900	1020	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Preeti Dhananjay Auradkar	Spouse	28/04/1977	44	2	Female	230339602200005901					
	Mr.Anivedh Dhananjay Auradkar	Son	13/03/2000	21	4	Male	230339602200005902					
	Mr.Anvay Dhananjay Auradkar	Son	23/04/2004	17	3	Male	230339602200005903					

S.No	Name of Employee	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Emp Id	Occupation	Floater SI	No Dep.	Remarks
59	Ms.Vaishali Sachin Ingale	Employee	13/05/1980	41	2	Female	230339602200006000	1227	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Mr.Mr. Sachin Ingale	Spouse	10/06/1982	39	1	Male	230339602200006001					
	Mr.Aariv Sachin Ingale	Son	13/12/2013	7	7	Male	230339602200006002					
60	Mr.Sandeep Dwarkanath Samleti	Employee	12/08/1981	39	11	Male	230339602200006100	1308	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Anjali Sandeep Samleti	Spouse	08/12/1987	33	7	Female	230339602200006101					
	Mr.Priyanshu Sandeep Samleti	Son	02/10/2012	8	9	Male	230339602200006102					
	Ms.Shivanya Sandeep Samleti	Daughter	30/09/2016	4	9	Female	230339602200006103					
61	Mr.Prashant Pradip Karande	Employee	22/09/1990	30	10	Male	230339602200006200	1600	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Ms.Shital Prashant Karande	Spouse	27/09/1995	25	9	Female	230339602200006201					
	Ms.Rajlaxmi Prashant Karande	Daughter	20/05/2020	1	2	Female	230339602200006202					
62	Mr.Rajendra Baban Chavan	Employee	25/03/1969	52	3	Male	230339602200006300	1092	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Shital Rajendra Chavan	Spouse	01/10/1973	47	9	Female	230339602200006301					
	Mr.Rushikesh Rajendra Chavan	Son	16/07/1995	26	0	Male	230339602200006302					
	Mr.Rushiraj Rajendra Chavan	Son	03/02/1997	24	5	Male	230339602200006303					
63	Ms.Jyoti Anant Taralkar	Employee	25/07/1973	47	11	Female	230339602200006400	1043	Clerical/Supervisory And Related Workers	500000	0	
64	Mr.Pankaj Vinayak Dorlikar	Employee	14/05/1975	46	2	Male	230339602200006500	1235	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Neelkamal Pankaj Dorlikar	Spouse	24/10/1982	38	9	Female	230339602200006501					
	Ms.Aardrata Pankaj Dorlikar	Daughter	12/02/2014	7	5	Female	230339602200006502					
	Mr.Siddharth Pankaj Dorlikar	Son	11/10/2016	4	9	Male	230339602200006503					

S.No	Name of Employee	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Emp Id	Occupation	Floater SI	No Dep.	Remarks
65	Mr.Raviraj Bhairu Gurav	Employee	28/06/1980	41	0	Male	230339602200006600	1234	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Manisha Raviraj Gurav	Spouse	14/07/1984	37	0	Female	230339602200006601					
	Mr.Aditya Raviraj Gurav	Son	16/12/2007	13	7	Male	230339602200006602					
66	Mr.Eknath Rambhu Gargote	Employee	03/03/1973	48	4	Male	230339602200006700	1057	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Archana Eknath Gargote	Spouse	02/02/1976	45	5	Female	230339602200006701					
	Ms.Shraddha Eknath Gargote	Daughter	25/04/1999	22	2	Female	230339602200006702					
	Mr.Vineet Eknath Gargote	Son	27/11/2004	16	7	Male	230339602200006703					
67	Mr.Sanjay Mahadev Gaikwad	Employee	07/05/1978	43	2	Male	230339602200006800	1291	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Pramila Sanjay Gaikwad	Spouse	11/06/1984	37	1	Female	230339602200006801					
	Ms.Aarya Sanjay Gaikwad	Daughter	28/08/2009	11	10	Female	230339602200006802					
	Mr.Sumedh Sanjay Gaikwad	Son	29/02/2012	9	4	Male	230339602200006803					
68	Mr.Bhagwan Dattatray Sonawane	Employee	28/07/1967	53	11	Male	230339602200006900	1064	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Sonal Bhagwan Sonawane	Spouse	15/11/1973	47	8	Female	230339602200006901					
	Mr.Devang Bhagwan Sonawane	Son	01/09/2005	15	10	Male	230339602200006902					
69	Mr.Santosh Nivruti Kedari	Employee	26/02/1975	46	4	Male	230339602200007000	1101	Clerical/Supervisory And Related Workers	500000	2	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Padma Santosh Kedari	Spouse	03/04/1972	49	3	Female	230339602200007001					
	Mr.Prathamesh Santosh Kedari	Son	13/07/2002	19	0	Male	230339602200007002					
70	Mr.Sanjay Jagannath Joshi	Employee	11/10/1965	55	9	Male	230339602200007100	1065	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Alka Sanjay Joshi	Spouse	25/07/1974	46	11	Female	230339602200007101					
	Mr.Shubham Sanjay Joshi	Son	26/01/1998	23	5	Male	230339602200007102					
	Mr.Shashank Sanjay Joshi	Son	25/07/2001	19	11	Male	230339602200007103					

In the event of the policy being withdrawn in future, intimation about the withdrawal will be sent 3 months prior to the date when renewal falls

S.No	Name of Employee	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Emp Id	Occupation	Floater SI	No Dep.	Remarks
71	Mr.Vinay Ramchandra Kulkarni	Employee	25/09/1965	55	9	Male	230339602200007200	1028	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Varsha Vinay Kulkarni	Spouse	09/12/1968	52	7	Female	230339602200007201					
	Ms.Ovee Vinay Kulkarni	Daughter	02/08/1999	21	11	Female	230339602200007202					
	Ms.Aarya Vinay Kulkarni	Daughter	02/08/1999	21	11	Female	230339602200007203					
72	Mr.Mahadev Tukaram Sankpal	Employee	01/01/1968	53	6	Male	230339602200007300	1067	Clerical/Supervisory And Related Workers	500000	3	
	Dependant Details	Relationship	DOB	Age in Yrs	Age in Mths	Sex	ID No	Remarks				
	Ms.Pournima Mahadev Sankpal	Spouse	26/06/1970	51	0	Female	230339602200007301					
	Ms.Akshaya Mahadev Sankpal	Daughter	20/04/1996	25	3	Female	230339602200007302					
	Ms.Anangha Mahadev Sankpal	Daughter	13/09/1998	22	10	Female	230339602200007303					

due.The insured will have the option of migrating to any other similar health insurance policy offered by the Company at the relevant time.
Continuity of benefits for waiting period and bonus, if any and if applicable, will be given provided the insured had been renewing the policy without any break (or renewing within the grace period offered)

In witness whereof the undersigned being authorised by and on behalf of the company has / have herein to set his/ their hands at Area office - Pune on 07th Day of August 2021 .

Policy Clause
Star Group Health Insurance
Unique id : SHAHLGP21214V022021

The declaration and other documents if any shall be the basis of this Contract and is deemed to be incorporated herein.

In consideration of the premium paid, subject to the terms, conditions, exclusions and definitions contained herein the Company agrees as under.

That if during the period stated in the Schedule the insured person shall contract any disease or suffer from any illness or sustain bodily injury through accident and if such disease or injury shall require the insured Person/s, upon the advice of a duly Qualified Physician/Medical Specialist /**Medical Practitioner** or of duly **Qualified Surgeon** to incur Hospitalization expenses for medical/surgical treatment at any **Nursing Home / Hospital** in India as an **in-patient**, the **Company** will pay to the **Insured Person/s** the amount of such expenses as are **reasonably and necessarily** incurred up-to the limits mentioned in the schedule but not exceeding the **sum insured** stated in the schedule hereto.

1. Coverage

- A) Room, boarding, nursing expenses as provided by the Hospital / Nursing Home up to the limits mentioned in the schedule
- B) Surgeon, Anesthetist, Medical Practitioner, Consultants, Specialist Fees.
- C) Anesthesia, blood, oxygen, operation theatre charges, ICU Charges, surgical appliances, medicines and drugs, diagnostic materials and X-ray, diagnostic imaging modalities, dialysis, chemotherapy, radiotherapy, cost of pacemaker, stent and similar expenses
- D) Emergency ambulance charges up to the limits mentioned in the schedule for transportation of the insured person by private ambulance service when this is needed for medical reasons to go to hospital for treatment, provided however there is an admissible claim under the policy.
- E) Relevant Pre-Hospitalization and Post-Hospitalization medical expenses up to the limits mentioned in the schedule
- F) **AYUSH Treatment:** Expenses incurred on treatment under Ayurveda, Unani, Sidha and Homeopathy systems of medicines in a Government Hospital or in any institute recognized by the government and/or accredited by the Quality Council of India/National Accreditation Board on Health up to 25% of the sum insured subject to a maximum of Rs.25,000/- per policy period.
- G) **Coverage for Modern Treatments:** The expenses payable during the entire policy period for treatment of the following diseases / conditions (either as a day care or as an in-patient exceeding 24hrs of admission in the hospital) is limited to the amount mentioned in table below

	Uterine artery Embolization and HIFU	Balloon Sinuplasty	Deep Brain Stimulation	Oral Chemotherapy (Sublimits including pre & Post Hospitalization)	Immunotherapy -Monoclonal Antibody to be given as injection	Intra Vitreal injections
Sum Insured Rs.	Limit per person, per policy period for each diseases / Condition Rs.					
Up to Rs.1,00,000	12500	5000	25000	12500	25000/	5000
From Rs.1,00,000/- to Rs.2,00,000/-	25000	10000	50000	25000	50000/	10000
From Rs.2,00,000/- to Rs. 3,00,000/-	37500	15000	75000	37500	75000/	15000
From Rs.3,00,000/- To 4,00,000/-	100000	40000	200000/	100000	200000/	40000
From Rs.4,00,000/- to Rs.5,00,000/-	125000	50000	250000	125000	250000	50000
From Rs.5,00,000/- to Rs.7,50,000/-	125000	50000	250000	125000	275000	60000
From Rs.7,50,000/- to Rs.10,00,000/-	150000	100000	300000	200000	400000	75000
From Rs.10,00,000/- to Rs.15,00,000/-	175000	125000	400000	250000	500000	100000
From Rs.15,00,000/- to Rs.20,00,000/-	200000	150000	450000	275000	550000	125000
From Rs.20,00,000/- to Rs.25,00,000/-	200000	150000	500000	300000	600000	150000
From Rs.25,00,000/- to Rs.50,00,000/-	225000	175000	600000	400000	750000	175000
From Rs.50,00,000/- to Rs.75,00,000/-	250000	200000	700000	500000	900000	200000
From Rs.75,00,000/- to Rs.1,00,00,000/-	300000	200000	750000	600000	1000000	200000

	Robotic surgeries	Stereotactic radio surgeries	Bronchical Thermoplasty, Vaporisation of the prostate(Green laser treatment or holmium laser treatment),IONM-(Intra Operative Neuro Monitoring)	Stem cell therapy: Hematopoietic stem cells for bone marrow transplant for haematological conditions
Sum Insured Rs.	Limit per person, per policy period for each diseases / Condition Rs.			
Up to Rs.1,00,000	25000	25000	Up to Sum Insured	25000
From Rs.1,00,000/- to Rs.2,00,000/-	50000	50000		50000
From Rs.2,00,000/- to Rs. 3,00,000/-	75000	75000		75000
From Rs.3,00,000/- To 4,00,000/-	200000	175000		200000
From Rs.4,00,000/- to Rs.5,00,000/-	250000	200000		250000
From Rs.5,00,000/- to Rs.7,50,000/-	275000	275000		275000
From Rs.7,50,000/- to Rs.10,00,000/-	300000	225000		400000
From Rs.10,00,000/- to Rs.15,00,000/-	400000	250000		500000
From Rs.15,00,000/- to Rs.20,00,000/-	450000	275000		550000
From Rs.20,00,000/- to Rs.25,00,000/-	500000	300000		600000
From Rs.25,00,000/- to Rs.50,00,000/-	600000	350000		750000
From Rs.50,00,000/- to Rs.75,00,000/-	700000	375000		900000
From Rs.75,00,000/- to Rs.1,00,00,000/-	750000	400000		1000000

Expenses on Hospitalization are payable provided the hospitalization is for minimum period of 24 hours. However this time limit will not apply for the day care treatments / procedures taken in the Hospital / Nursing Home where the Insured is discharged on the same day. The company's liability for specified ailment / surgical procedure is up to the limits mentioned in the schedule.

Expenses relating to hospitalization will be considered in proportion to the room rent limit stated in the policy schedule.

Co-payment: Claims payable subject to copayment as stated in the schedule.

2. DEFINITIONS

Accident / Accidental - means a sudden unforeseen and involuntary event caused by external, visible and violent means.

Any One Illness means continuous period of illness and it includes relapse within 45 days from the date of last consultation with the Hospital/Nursing Home where treatment has been taken.

Associated medical expenses means medical expenses such as Professional fees, OT charges, Procedure charges, etc., which vary based on the room category occupied by the insured person whilst undergoing treatment in some of the hospitals. If Policy Holder chooses a higher room category above the eligibility defined in policy, then proportionate deduction will apply on the Associated Medical Expenses in addition to the difference in room rent. Such associated medical expenses do not include Cost of pharmacy and consumables, Cost of implants and medical devices and Cost of diagnostics.

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:

1. Central or State Government AYUSH Hospital or
2. Teaching hospital attached to AYUSH College recognized by the Central Government / Central Council of Indian Medicine/Central Council for Homeopathy; or
3. 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.

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.

AYUSH Treatment refers to the medical and / or hospitalization treatments given under `Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homeopathy systems.

Basic Sum Insured wherever it appears shall mean the amount of insurance for which the premium has been paid. Where coverage is on individual basis / family floater basis the basic sum insured is the amount shown against each individual / family unit respectively

Company means Star Health and Allied Insurance Company Limited

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

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

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

Day Care treatment means medical treatment and/or surgical procedure which is :-

- a. Undertaken under general or local anesthesia in a hospital/day care centre in less than 24 hrs because of technological advancement and
- b. Which would have otherwise required a hospitalization of more than 24 hours

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

Day Care Centre means any institution established for day care treatment of illness and / or injuries or a medical set up within a hospital and which has been registered with the local authorities, wherever applicable, and is under the supervision of a registered and qualified medical practitioner and must comply with all minimum criteria 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.

Dental Treatment means a treatment carried out by a dental practitioner including examinations, fillings (where appropriate), crowns, extractions and surgery.

Dependent Child means a child (natural or legally adopted) who is financially dependent and does not have his or her independent source of income and not over 30 years

Diagnosis means Diagnosis by a registered medical practitioner, supported by clinical, radiological and histological, histo-pathological and laboratory evidence and also surgical evidence wherever applicable, acceptable to the Company.

Disclosure to information norm means the policy shall be void and all premium paid hereon shall forfeited to the Company, in the event of mis-representation, mis description or non disclosure of any material fact

Family means :-

- a. Insured Person / Beneficiary,
- b. Spouse and

c. Dependent Children not exceeding 2 numbers

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.

Group Administrator / Proposer means the person/organization who has signed in the proposal form / declaration form and named in the Policy Schedule. He may or may not be insured under the policy

Hospital/Nursing Home 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 the Clinical Establishments (Registration and Regulation) Act, 2010 or under the enactments specified under the Schedule of Section 56(1) of the said Act OR complies with all minimum criteria as under:

- Has qualified nursing staff under its employment round the clock;
- Has at least 10 in-patient beds in towns having a population of less than 10,00,000 and at least 15 in- patient beds in all other places;
- Has qualified medical practitioner(s) in charge round the clock.
- Has a fully equipped operation theatre of its own where surgical procedures are carried out;
- Maintains daily records of patients and makes these accessible to the insurance company's authorized personnel.

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.

Hazardous Sport / Hazardous Activities means engaging whether professionally or otherwise in any sport or activity, which is potentially dangerous to the Insured Person (whether trained, or not). Such Sport/Activity including but not limited to Winter sports, Ice hockey, Skiing, Skydiving, Parachuting, Ballooning, Scuba Diving, Bungee Jumping, Mountain Climbing, Riding or Driving in Races or Rallies, caving or pot holing, hunting or equestrian activities, diving or under-water activity, rafting or canoeing involving rapid waters, yachting or boating outside coastal waters, jockeys, horseback, Polo, Circus personnel, army/navy/air force personnel and policemen whilst on duty, persons working in underground mines, explosives, magazines, workers whilst involved in electrical installation with high-tension supply, nuclear installations, handling hazardous chemicals.

ICU 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.

In-Patient means an Insured Person who is admitted to Hospital and stays there for a minimum period of 24 hours for the sole purpose of receiving treatment.

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, check-ups, 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 is likely to recur

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.

Insured Person means the name/s of persons shown in the schedule of the Policy

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

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

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.

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

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

Maternity expense shall include a) Medical Expenses traceable to child birth (including complicated deliveries and caesarean sections) incurred during Hospitalization b) expenses towards the lawful medical termination of pregnancy during the Policy Period.

Medical Practitioner is 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 there by entitled to practice medicine within its jurisdiction; and is acting within the scope and jurisdiction of licence.

Network Hospital 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

Non Network Hospital means any hospital, day care center or other provider that is not part of the network

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

Nuclear, Chemical and Biological Terrorism shall mean the use of any nuclear weapon or device or the emission, discharge, dispersal, release or escape of any solid, liquid or gaseous Chemical agent and/or Biological agent during the period of this insurance by any person or group(s) of persons, whether acting alone or on behalf of or in connection with any organisation(s) or government(s), committed for political, religious or ideological purposes or reasons including the intention to influence any government and/or to put the public, or any section of the public, in fear. "Chemical" agent shall mean any compound which, when suitably disseminated, produces incapacitating, damaging or lethal effects on people, animals, plants or material property. "Biological" agent shall mean any pathogenic (disease producing) micro-organism(s) and/or biologically produced toxin(s) (including genetically modified organisms and chemically synthesized toxins) which cause illness and/or death in humans, animals or plants.

Newborn baby means baby born during the Policy Period and is aged between 1 day and 90 days, both days inclusive.

Out-patient treatment is 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.

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

- i. 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
- ii. 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

Pre Hospitalization means Medical Expenses incurred during pre defined number of days preceding the hospitalization of the insured Person, provided that

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

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

- a. Such Medical Expenses are incurred for the same condition for which the insured person's hospitalization was required and
- b. The inpatient hospitalization claim for such hospitalization is admissible by the insurance company.

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

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

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

the associated medical expenses.

Single Standard A/C means a single occupancy air-conditioned room with attached wash room and a couch for the attendant. The room may have a television and /or a telephone. Such room must be the most economical of all accommodations available in that hospital as single occupancy. This does not include Deluxe room or a suite

Sum Insured wherever it appears shall mean the amount of insurance for which the premium has been paid. Where coverage is on individual basis / family floater basis the sum insured is the amount shown against each individual / family unit respectively

Surgery/Surgical Operation 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 of suffering or prolongation of life, performed in a hospital or day care centre by a medical practitioner.

Unproven/Experimental treatment is treatment, including drug Experimental therapy, which is based on established medical practice in India, is treatment experimental or unproven.

3. EXCLUSIONS:

The Company shall not be liable to make any payments under this policy in respect of any expenses what so ever incurred by the insured person in connection with or in respect of:

1. Pre-Existing Diseases : -Code Excl 01

- 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.

2. Specified disease / procedure waiting period -Code Excl 02

- A. Expenses related to the treatment of the following 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.
List of specific diseases/procedures
 - i. Hepato-pancreato-biliary diseases including Gall bladder and Pancreatic calculi
 - ii. All types of management for kidney and genitourinary tract calculi
 - iii. All Diseases of Prostate
 - iv. All types of Hernia
 - v. Hydrocele
 - vi. Congenital Internal disease/defect anomalies (Except to the extent covered under Newborn Baby Cover if specifically opted)
 - vii. Pilonidal sinus and Fistula / Fissure in ano,
 - viii. Piles
 - ix. Sinusitis and related disorders

Expenses related to the treatment of the following listed Conditions, surgeries/treatments shall be excluded until

the expiry of 24 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.

List of specific diseases/procedures

- a) Cataract and diseases of the anterior and posterior chamber of the Eye, Diseases of ENT, Diseases related to Thyroid, Prolapse of intervertebral disc (other than caused by accident), Varicose veins and Varicose ulcers, all Stricture Urethra, all Obstructive Uropathies, Epididymal Cyst, Benign Tumours of Epididymis, Spermatocele, Varicocele, Hemorrhoids, Rectal Prolapse, Stress Incontinence.
 - b) Desmoid tumour of anterior abdominal wall.
 - c) All treatments (conservative, interventional, laparoscopic and open) related to all Diseases of Uterus, Fallopian tubes, Cervix and Ovaries, Uterine bleeding, Pelvic Inflammatory Diseases, Benign breast diseases, Umbilical sinus, Umbilical fistula.
 - d) Conservative, operative treatment and all types of intervention for Diseases related to Tendon, Ligament, Fascia, Bones and Joint Including Arthroscopy and Arthroplasty [other than caused by accident]
 - e) Degenerative disc and Vertebral diseases including Replacement of bones and joints and Degenerative diseases of the Musculo-skeletal system
 - f) Subcutaneous Benign lumps, Sebaceous cyst, Dermoid cyst, Mucous cyst lip / cheek, Carpal tunnel syndrome, Trigger finger, Lipoma , Neurofibroma, Fibroadenoma, Ganglion and similar pathology
 - g) Any transplant and related surgery
- 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.
- F. List of specific diseases/procedures
- i. During the first year of operation of the Insurance cover, the expenses on treatments (conservative, interventional, laparoscopic and open) related to Hepato-pancreato-biliary diseases including Gall bladder and Pancreatic calculi, all types of management for kidney and genitourinary tract calculi., all Diseases of Prostate, all types of Hernia,, Hydrocele, Congenital Internal disease/defect anomalies (Except to the extent covered under Newborn Baby Cover if specifically opted) Pilonidal sinus and Fistula / Fissure in ano, Piles, Sinusitis and related disorders, If these are Pre-Existing at the time of proposal they will be covered subject to exclusion number 3 mentioned below.
 - ii. Cataract and diseases of the anterior and posterior chamber of the Eye, Diseases of ENT, Diseases related to Thyroid, Prolapse of intervertebral disc (other than caused by accident), Varicose veins and Varicose ulcers, all Stricture Urethra, all Obstructive Uropathies, Epididymal Cyst, Benign Tumours of Epididymis, Spermatocele, Varicocele, Hemorrhoids, Rectal Prolapse, Stress Incontinence.
 - iii. Desmoid tumour of anterior abdominal wall.
 - iv. All treatments (conservative, interventional, laparoscopic and open) related to all Diseases of Uterus, Fallopian tubes, Cervix and Ovaries, Uterine bleeding, Pelvic Inflammatory Diseases, Benign breast diseases, Umbilical sinus, Umbilical fistula.
 - v. Conservative, operative treatment and all types of intervention for Diseases related to Tendon, Ligament, Fascia, Bones and Joint Including Arthroscopy and Arthroplasty [other than caused by accident]
 - vi. Degenerative disc and Vertebral diseases including Replacement of bones and joints and Degenerative diseases of the Musculo-skeletal system
 - vii. Subcutaneous Benign lumps, Sebaceous cyst, Dermoid cyst, Mucous cyst lip / cheek, Carpal tunnel syndrome, Trigger finger, Lipoma , Neurofibroma, Fibroadenoma, Ganglion and similar pathology
 - viii. Any transplant and related surgery

3. 30-day waiting period -Code Excl 03

- 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.

4. Investigation & Evaluation -Code Excl 04

- 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.

5. Rest Cure, rehabilitation and respite care -Code Excl 05

Expenses related to any admission primarily for enforced bed rest and not for receiving treatment.

This also includes:

- 1. 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.
- 2. Any services for people who are terminally ill to address physical, social, emotional and spiritual needs.

6. Obesity/ Weight Control -Code Excl 06 : Expenses related to the surgical treatment of obesity that does not fulfill all the below conditions:

- A. Surgery to be conducted is upon the advice of the Doctor
- B. The surgery/Procedure conducted should be supported by clinical protocols
- C. The member has to be 18 years of age or older and
- D. Body Mass Index (BMI);
 - 1. greater than or equal to 40 or
 - 2. 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:
 - a. Obesity-related cardiomyopathy
 - b. Coronary heart disease
 - c. Severe Sleep Apnea
 - d. Uncontrolled Type2 Diabetes

7. Change-of-Gender treatments -Code Excl 07: Expenses related to any treatment, including surgical management, to change characteristics of the body to those of the opposite sex.

8. Cosmetic or plastic Surgery -Code Excl 08: 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.

9. Hazardous or Adventure sports -Code Excl 09: 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.

10. Breach of law -Code Excl 10: Expenses for treatment directly arising from or consequent upon any Insured Person committing or attempting to commit a breach of law with criminal intent.

11. **Excluded Providers -Code Excl 11:** 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.
12. Treatment for Alcoholism, drug or substance abuse or any addictive condition and consequences thereof. **-Code Excl 12**
13. Treatments received in health hydros, 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 Excl 13**
14. 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 Excl 14**
15. **Refractive Error -Code Excl 15 :** Expenses related to the treatment for correction of eye sight due to refractive error less than 7. 5 dioptries.
16. **Unproven Treatments -Code Excl 16:** 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.
17. **Sterility and Infertility -Code Excl 17:** Expenses related to sterility and infertility. This includes:
 - a. Any type of contraception, sterilization
 - b. Assisted Reproduction services including artificial insemination and advanced reproductive technologies such as IVF, ZIFT, GIFT, ICSI
 - c. Gestational Surrogacy
 - d. Reversal of sterilization
18. **Maternity -Code Excl 18 :**
 - a. Medical treatment expenses traceable to childbirth (including complicated deliveries and caesarean sections incurred during hospitalization) except ectopic pregnancy;
 - b. Expenses towards miscarriage (unless due to an accident) and lawful medical termination of pregnancy during the policy period.
19. Circumcision unless necessary for treatment of a disease not excluded under this policy or necessitated due to an accident, Preputioplasty, Frenuloplasty, Preputial Dilatation and Removal of SMEGMA. **-Code Excl 19.**
20. Congenital External diseases/condition defects or anomalies **-Code Excl 20.**
21. Convalescence, general debility, run-down condition, Nutritional deficiency states **-Code Excl 21.**
22. Intentional self injury. **-Code Excl 22.**
23. Venereal disease and Sexually transmitted diseases (Other than HIV) **-Code Excl 23.**
24. Injury/disease directly or indirectly caused by or arising from or attributable to war, invasion, act of foreign

- enemy, warlike operations (whether war be declared or not) **-Code Excl 24.**
25. Injury or disease directly or indirectly caused by or contributed to by nuclear weapons/materials. **-Code Excl 25.**
26. Expenses incurred on Enhanced External Counter Pulsation Therapy and related therapies, Chelation therapy, Hyperbaric Oxygen Therapy, Rotational Field Quantum Magnetic Resonance Therapy, VAX-D, Low level laser therapy, Photodynamic therapy and such other similar therapies. **-Code Excl 26.**
27. Unconventional, untested, experimental therapies. **-Code Excl 27.**
28. Autologous derived Stromal vascular fraction, Chondrocyte Implantation, Procedures using Platelet Rich plasma and Intra articular injection therapy Immunotherapy without proper indication. **-Code Excl 28.**
29. Biologicals, except when administered as an in-patient, when clinically indicated and hospitalization warranted. **-Code Excl 29.**
30. All treatment for Priapism and erectile dysfunctions **-Code Excl 30.**
31. Inoculation or Vaccination (except for post-bite treatment and for medical treatment other than for prevention of diseases). **-Code Excl 31.**
32. Dental treatment or surgery unless necessitated due to accidental injuries and requiring hospitalization. (Dental implants are not payable). **-Code Excl 32.**
33. Medical and / or surgical treatment of Sleep apnea, treatment for endocrine disorders **-Code Excl 33.**
34. Hospital registration charges, admission charges, record charges, telephone charges and such other charges **-Code Excl 34.**
35. Cost of spectacles and contact lens, hearing aids, Cochlear implants and procedures, walkers and crutches, wheel chairs, CPAP, BIPAP, Continuous Ambulatory Peritoneal Dialysis, infusion pump and such other similar aids. **-Code Excl 35.**
36. Any hospitalizations which are not Medically Necessary **-Code Excl 36.**
37. Other Excluded Expenses as detailed in the website " www.starheath.in" **Code- Excl 37.**
38. Existing disease/s, disclosed by the insured and mentioned in the policy schedule (based on insured's consent), for specified ICD codes. **-Code Excl 38.**
39. Naturopathy Treatment **-Code Excl 40.**
- 4. 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.

5. CONDITIONS:

1. Claiming Settlement:

A. **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.

B. **Documents for Cashless Treatment:**

- a. Call the 24 hour help-line for assistance - 1800 425 2255/1800 102 4477
- b. Inform the ID number for easy reference
- c. On admission in the hospital, produce the ID Card issued by the Company at the Hospital Helpdesk
- d. Obtain the Pre-authorisation Form from the Hospital Help Desk, complete the Patient Information and resubmit to the Hospital Help Desk.
- e. The Treating Doctor will complete the hospitalisation/ treatment information and the hospital will fill up expected cost of treatment. This form is submitted to the Company
- f. The Company will process the request and call for additional documents / clarifications if the information furnished is inadequate.
- g. Once all the details are furnished, the Company will process the request as per the terms and conditions as well as the exclusions therein and either approve or reject the request based on the merits.
- h. In case of emergency hospitalization information to be given within 24 hours after hospitalization
- i. Cashless facility can be availed only in networked Hospitals. For details of Networked Hospitals, the insured may visit www.starhealth.in or contact the nearest branch.

In non-network hospitals payment must be made up-front and then reimbursement will be effected on submission of documents.

Note: The Company reserves the right to call for additional documents wherever required.

Denial of a Pre-authorization request is in no way to be construed as denial of treatment or denial of coverage. The Insured Person can go ahead with the treatment, settle the hospital bills and submit the claim for a possible reimbursement.

C. **For Reimbursement claims** : Time limit for submission of

Sl.no.	Type of Claim	Prescribed time limit
1	Reimbursement of hospitalization, day care and pre hospitalization expenses	Claim must be filed within 15 days from the date of discharge from the Hospital.
2	Reimbursement of Post hospitalization	within 15 days after date of discharge from hospital

D. **Notification of Claim** : Upon the happening of the event, notice with full particulars shall be sent to the Company within 24 hours from the date of occurrence of the event irrespective of whether the event is likely to give rise to a claim under the policy or not.

Note: Conditions C and D are precedent to admission of liability under the policy. However the Company will examine and relax the time limit mentioned in these conditions depending upon the merits of the case.

E. **Documents to be submitted for Reimbursement:** The reimbursement claim is to be supported with the following documents and submitted within the prescribed time limit.

- a. Duly completed claim form, and
- b. Pre Admission investigations and treatment papers.
- c. Discharge Summary from the hospital
- d. Cash receipts from hospital, chemists
- e. Cash receipts and reports for tests done

- f. Receipts from doctors, surgeons, anesthetist
- g. Certificate from the attending doctor regarding the diagnosis.
- h. Copy of PAN card

Organ transplant on the Insured Person shall satisfy the requirements of the Transplantation of Human Organs Act of 1994 and any amendments thereto

F. Provision of Penal Interest:

- a) 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.
- b) 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.
- c) 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.
- d) 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.
- e) "Bank rate" shall mean the rate fixed by the Reserve Bank of India.

G. 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.

H. Multiple Policies

- 1. 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.
- 2. 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.
- 3. 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.
- 4. 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.

I. Nomination: The policyholder is required at the inception of the policy to make a nomination for the purpose of payment of claims under the policy in the event of death of the policyholder. Any change of nomination shall be communicated to the company in writing and such change shall be effective only when an endorsement on the policy is made. In the event of death of the policyholder, the Company will pay the nominee {as named in the Policy Schedule/Policy Certificate/Endorsement (if any)} and in case there is no subsisting nominee, to the legal heirs or legal representatives of the policyholder whose discharge shall be treated as full and final discharge of its liability under the policy.

- 2. 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
- 3. All claims under this policy shall be payable in Indian currency.

4. The premium payable under this policy shall be payable in advance. No receipt of premium shall be valid except acknowledged on the official form of the company signed by a duly authorized official of the company. The due payment of premium and the observance of fulfillment of the terms, provision, conditions and endorsements of this policy by the Insured Person/s, in so far as they relate to anything to be done or complied with by the Insured Person/s, shall be a condition precedent to admission any liability of the Company to make any payment under this policy. No waiver of any terms, provisions, conditions, and endorsements of this policy shall be valid unless made in writing and signed by an authorized official of the Company.
5. Any medical practitioner authorized by the company shall be allowed to examine the Insured Person/s in case of any alleged injury or diseases requiring hospitalization when and as often as the same may reasonably be required on behalf of the Company at the Company's cost.

6. Addition / Deletion

1. **Addition : Enrolment of new insured persons / beneficiary** will be made during the period of insurance stated in the master policy schedule. The period of insurance for such newly enrolled insured person / beneficiary will be for a period of one year as stated in the certificate of insurance issued to the insured person / beneficiary.
 2. **Deletion of insured persons / beneficiary** from the Group can be made and refund will be effected on pro-rata basis from the date of request for deletion of the insured person(s) / beneficiary subject to NO claim being made in respect of that insured person(s) / beneficiary or his/her family member(s).
7. **Disclosure to information norms:** The policy shall become void and all premium paid thereon shall be forfeited to the Company, in the event of mis-representation, mis description or non-disclosure of any material fact by the policy holder.
8. **Notices :**Any notice, direction or instruction given under this policy shall be in writing and delivered by hand, post, or facsimile/email to Star Health and Allied Insurance Company Limited, No 1, New Tank Street, Valluvar Kottam High Road, Nungambakkam, Chennai-600034. Fax no: 044-28302200, Toll free no: 1800-425-2255, Toll free fax no: 1800-425-5522 Email: support@starhealth.in
Notice and instructions will be deemed served 7 days after posting or **immediately** upon receipt in the case of hand delivery, facsimile or e-mail.

9. **Territorial Limit :** All medical/surgical treatments under this policy shall have to be taken in India.

10. **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 and the premium paid shall be forfeited.

Any amount already paid against claims made under this policy but which are found fraudulent later shall be repaid by all recipient(s)/policyholder(s), who has made that particular claim, who shall be jointly and severally liable for such repayment to the insurer.

For the purpose of this clause, the expression "fraud" means any of the following acts committed by the insured person or by his agent or the hospital/doctor/any other party acting on behalf of the insured person, with intent to deceive the insurer or to induce the insurer to issue an insurance policy:

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

The Company shall not repudiate the claim and / or forfeit the policy benefits 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.

11. Cancellation:

- a) The policyholder may cancel this policy by giving 15 days written notice and in such an event, the Company shall refund premium for the unexpired policy period as detailed below.

PERIOD ON RISK	RATE OF PREMIUM TO BE RETAINED
Up to one-month	25% of annual premium
Exceeding one month and Up to three months	40% of annual premium
Exceeding three months and Up to six months	60% of annual premium
Exceeding six months and Up to nine months	80% of annual premium
Exceeding nine months	Full annual premium

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.

- b) 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

12. Renewal : The policy shall ordinarily be renewable except on grounds of fraud, misrepresentation by the Insured Person.

1. The Company shall endeavor to give notice for renewal. However, the Company is not under obligation to give any notice for renewal.
2. Renewal shall not be denied on the ground that the insured person had made a claim or claims in the preceding policy years.
3. Request for renewal along with requisite premium shall be received by the Company before the end of the policy period.
4. At the end of the policy period, the policy shall terminate and can be renewed within the Grace Period of 30 days to maintain continuity of benefits without break in policy.
5. Coverage is not available during the grace period.
6. In the event of the group policy being discontinued or not renewed or when the members of the group leave the group on account of resignation/retirement/termination or otherwise, the following provision shall apply.
 - a. The insured person/s covered under this group policy will be granted cover under Indemnity based Individual Health Policy. In respect of persons who have been covered continuously for a period of one year under this group policy with the Company, exclusion Code Excl - 01 shall be waived.
 - b. In respect of persons who have been covered continuously for a period of two years under this group policy with the Company, exclusions Code Excl-01 and Code Excl-02 shall be waived
 - c. In respect of persons who have been covered continuously for a period of four years under this group policy with the Company, exclusions Code Excl-01, Code Excl-02 and Code Excl-03 shall be waived.

- 13. Automatic Termination:** The insurance under this policy with respect to each relevant insured person / family shall terminate immediately on the earlier of the following events:
1. Upon the death of the Insured Person. This also means that in case of family floater policy, cover for the other surviving members of the family will continue, subject to other terms of the policy.
 2. Upon exhaustion of the sum insured

14. 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.

- 15. Arbitration** 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 referable to arbitration, as hereinbefore 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.

It is also further expressly agreed and declared that if the Company shall disclaim liability to the Insured for any claim hereunder and such claim shall not, within three years from the date of such disclaimer have been made the subject matter of a suit in a Court of Law, then the claim shall for all purposes be deemed to have been abandoned and shall not thereafter be recoverable hereunder.

- 16. Automatic Termination of Individual Certificate of Insurance.** The Certificate of Insurance will terminate on the earliest of the following dates:

1. The date of expiry of certificate of insurance or
2. The date the Insured Person / beneficiary is no longer eligible to be within the classification of Insured Person(s) described in the Policy Schedule or
3. The Insured person / beneficiary ceases to be a resident of India or
4. From the date the Certificate of Insurance is cancelled either by the Company

- 17.** All claims under this policy shall be payable in Indian currency. All medical /surgical treatments under this policy shall have to be taken in India.

18. Withdrawal of the policy

1. 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.
2. 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

19. Important Note:

- a. Where the policy is on floater basis the sum insured and sub-limits float amongst family members covered
- b. The Policy Schedule, Certificate of Insurance and Endorsement are to be read together and any word or such meaning wherever it appears shall have the meaning as stated in the Act / Indian Laws. The Special Conditions if any stated in the Schedule supersede these policy wordings.
- c. The terms conditions and exceptions that appear in the Policy or in any Endorsement are part of the contract, must be complied with. Failure to comply may result in the claim being denied.
- d. The attention of the policy holder / Insured Person is drawn to our website www.starhealth.in for anti fraud policy of the company for necessary compliance by all stake holders

20. Role of Group Administrator / Proposer

The Group administrator / Proposer shall play a facilitative role between the Insurer and the Insured Person. Such role includes

- 1) Furnish to the Company detailed list of Insured Person/s for preparation of Individual Certificate and ID cards
- 2) Distribute Individual Certificate and ID cards received from the Company. (However, where the Company issues ID card / Individual Certificates in electronic form directly to the Insured Person/s this will not apply).
- 3) To facilitate Insured Person / s in availing all insurance related services including cashless facility wherever required.
- 4) If a member leaves the group as per group rules, group administrator should facilitate to provide option to migrate to another policy at premium as applicable for such individual insurance. In such event :-
 - a. Members who have been covered continuously for a period of one year under this Star Group Health Insurance Policy with the Company, 30 days waiting period and First year exclusions shall be waived.
 - b. Members who have been covered continuously for a period of two years under this Star Group Health Insurance Policy with the Company, 30 days waiting period, First year exclusions and First two year exclusions / First two year waiting period shall be waived.
 - c. In respect of members who have been covered continuously for a period a four years under this Star Group Health Insurance Policy with the Company, 30 days waiting period, First year, First two year exclusions, 48 months waiting period with reference to Pre Existing diseases shall be waived.

21. Customer Service If at any time the Insured Person requires any clarification or assistance, the insured may contact the office of the Company at the address specified above, during normal business hours.

22. Grievances: Incase of any grievance the insured person may contact the Company through
Website: www.starhealth.in

Toll free: 1800 425 2255/1800 104 2277: Senior Citizens may call at 044-28243923

E-mail: grievances@starhealth.in

Fax: 04428319100

Courier: No 1 New Tank Street, Vallurvar Kottam High Road Nungambakkam Chennai 600034

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 one of the above methods, insured person may contact the grievance officer at 044-28243921
For updated details of grievance officer, kindly refer the link. <https://www.starhealth.in/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/>

List of Insurance Ombudsman

Office Details	Jurisdiction of Office Union Territory, District)
AHMEDABAD - Shri Kuldip 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@ecoi.co.in	Gujarat, Dadra & Nagar Haveli, Daman and Diu.
BENGALURU - Smt. Neerja Shah Office of the Insurance Ombudsman, Jeevan Soudha Building,PID No. 57- 27-N-19 Ground Floor, 19/19, 24th Main Road, JP Nagar, Ist Phase, Bengaluru - 560 078. Tel.: 080 - 26652048 / 26652049 Email: bimalokpal.bengaluru@ecoi.co.in	Karnataka.
BHOPAL - Shri Guru Saran Shrivastava Office of the Insurance Ombudsman, Janak Vihar Complex, 2nd Floor, 6, Malviya Nagar, Opp. Airtel Office, Near New Market, Bhopal - 462 003. Tel.: 0755 - 2769201 / 2769202 Fax: 0755 - 2769203 Email: bimalokpal.bhopal@ecoi.co.in	Madhya Pradesh, Chattisgarh.
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@ecoi.co.in	Orissa.
CHANDIGARH - Dr. Dinesh Kumar Verma 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@ecoi.co.in	Punjab, Haryana, Himachal Pradesh, Jammu & Kashmir, Chandigarh.
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@ecoi.co.in	Tamil Nadu, Pondicherry Town and Karaikal (which are part of Pondicherry).
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@ecoi.co.in	Delhi.
GUWAHATI - Shri Kiriti .B. Saha 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@ecoi.co.in	Assam, Meghalaya, Manipur, Mizoram, Arunachal Pradesh, Nagaland and Tripura.
HYDERABAD - Shri I. Suresh Babu 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@ecoi.co.in	Andhra Pradesh, Telangana, Yanam and part of Territory of Pondicherry.

JAIPUR - Smt. Sandhya Baliga Office of the Insurance Ombudsman, Jeevan Nidhi - II Bldg., Gr. Floor, Bhawani Singh Marg, Jaipur - 302 005. Tel.: 0141 - 2740363 Email: Bimalokpal.jaipur@ecoi.co.in	Rajasthan.
ERNAKULAM - Ms. Poonam Bodra Office of the Insurance Ombudsman, 2nd Floor, Pulinat Bldg., Opp. Cochin Shipyards, M. G. Road, Ernakulam - 682 015. Tel.: 0484 - 2358759 / 2359338 Fax: 0484 - 2359336 Email: bimalokpal.ernakulam@ecoi.co.in	Kerala, Lakshadweep, Mahe-a part of Pondicherry.
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@ecoi.co.in	West Bengal, Sikkim, Andaman & Nicobar Islands.



UNITED INDIA INSURANCE COMPANY LIMITED
SAFIRE PARK, 1ST FLOOR, WING, 4, OLD MUMBAI PUNE ROAD, SHIVAJINAGAR
PUNE - 411005 MAHARASHTRA
PH: (020) 27441480 FAX: EMAIL:

GROUP HEALTH POLICY
UIN NO. IRDA/NL-HLT/UII/P-H/V.1/236/13-14
POLICY NO.: 5006002820P104281519

PERIOD OF INSURANCE FROM
00:00 Hrs on 24/07/2020
To Midnight on 23/07/2021

Insured
ARMY INSTITUTE OF TECHNOLOGY.

DIGHI HILLS, ALANDI ROAD,
PUNE
PUNE
MAHARASHTRA
411015

Agent Name : DECCAN INSURANCE & REINSURANCE
Agent Code : BROKERS PVT LTD.
Mobile/Landline Number/Email : BRC0000077
: 9632884967
: ivyoti@deccaninsurancebrokers.com

The genuineness of the policy can be verified through "Verify Your Policy" link at www.uiic.co.in.

For any Information, Service Requests and Grievances please write to 500600@uiic.co.in

For ID Cards & Claim Intimations Please contact the TPA mentioned in the Policy document.

Download Customer App(www.uiic.co.in). REGD. & HEAD OFFICE, 24, WHITES ROAD, CHENNAI - 600014.
Website: <http://www.uiic.co.in>

Printed By : AMI60065 @ 28/07/2020 11:15:40 AM



GROUP HEALTH POLICY
Schedule

Policy No.	5006002820P104281519	Previous Policy No.	5006002819P105414580
Insured Detail	Name/ID	ARMY INSTITUTE OF TECHNOLOGY./23051739653	
	Tel. (O)	Tel.(R)	Fax
	E-Mail		
	Business/Occupation	None	
Period of Insurance	From	00:00	Hours of
		24/07/2020	To Midnight of 23/07/2021

Coinsurance	UIIC 500600 : 100%
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No.of Employees	93	No.of Lives	308
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Coverage Details:-

Cover Group	Sum Insured(₹)	Premium(₹)
Hospitalization	46,500,000.00	788,420.10
Buffer Sum Insured	500,000.00	0.00
	Total Sum Insured	Premium
	47,000,000.00	788,420.10

Cover Type : Family Floater Basis

Insured Details

As Per Annexure Attached.

Premium:	1,351,728.00
CGST(9%):	121,656.00
SGST(9%):	121,656.00
Stamp Duty:	1.00
Total:	1,595,040.00
Receipt Number :	10150060020104430155
Receipt Date:	28/07/2020
Development Officer Code/ Agent Code:	47125 / BRC0000077
Mrs Vaidehi Rajaraman / DECCAN INSURANCE & REINSURANCE BROKERS PVT LTD.	

Underwriter Remarks	COVERAGES : FAMILY DEFINITION - SELF + SPOUSE + 2 DEPENDENT CHILDREN UPTO 25 YEARS OF AGE AND ONLY 5 DEPENDENT CHILDREN ABOVE 25 YEARS OF AGE UPTO 30 YEARS COVERED, AT THE INCEPTION OF THE POLICY. NO ADDITION OF CHILDREN DURING THE POLICY PERIOD FOR ABOVE 25 YEARS UPTO 30 YEARS. SUM INSURED -RS. 5 LAKHS PER FAMILY (ON FAMILY FLOATER BASIS) . WAIVER OF 30 DAYS WAITING PERIOD . WAIVER OF FIRST YEAR EXCLUSION . WAIVER OF FIRST TWO YEAR EXCLUSION . PRE-EXISTING DISEASES COVERED . NEW BORN BABY COVER FROM DAY 1 . PRE & POST HOSPITALISATION - 30 DAYS AND 60 DAYS RESPECTIVELY PROVIDED THERE IS AN HOSPITALIZATION OF MINIMUM 24 HRS. ROOM RENT - 1% OF SUM INSURED FOR NORMAL & 2% OF SUM INSURED FOR ICU / CCU . NO CO - PAYMENTS & DISEASES CAPPING & SUB LIMIT FOR ANY DISEASE . AMBULANCE CHARGES - UPTO RS. 3000 PER CASE . FESS, KIDNEYSTONE COVERED WITHOUT CAPPING . 50% COPAY IS APPLICABLE ON CYBERKNIFE TREATMENT, STEM CELL TREATMENT, COCHLEAR IMPLANTS LIMITED UPTO 50% FSI. TERRORISM & AOG PERILS COVERED. SEPTOPLASTY COVERED. CORPORATE BUFFER OF RS. 5 LAKHS RESTRICTED TO FAMILY SUM INSURED . LASIK SURGERY IS COVERED IF CORRECTION INDEX IS +/- 7.5 D AND ABOVE AND MONO FOCAL LENS IS USED.IF MULTI FOCAL LENS IS USED, EXPENSES UPTO THE COST OF MONOFOCAL LENS COVERED.
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This Schedule and the attached policy shall be read together as one contract and any word or expression to which a specific meaning has been attached in any part of this Policy or of the Schedule shall bear the same meaning wherever it may appear.

Customer GST/UIN No.:	27AAECA9497L1ZW	Office GST No.:	27AAACU5552C1ZJ
SAC Code:	9971	Invoice No. & Date:	2820I104281519 & 28/07/2020
Amount Subject to Reverse Charges-NIL			

Anti Money Laundering Clause:-In the event of a claim under the policy exceeding ₹ 1 lakh or a claim for refund of premium exceeding ₹ 1 lakh, the insured will comply with the provisions of AML policy of the company. The AML policy is available in all our operating offices as well as Company's web site.

LET US JOIN THE FIGHT AGAINST CORRUPTION. PLEASE TAKE THE PLEDGE AT <https://pledge.cvc.nic.in>.

Date of Proposal and Declaration: 24/07/2020

IN WITNESS WHEREOF, this policy has been signed at LCB PUNE 500600 on this 28th day of July 2020

For and On behalf of

United India Insurance Co. Ltd.

Affix Policy
Stamp here.

Authorized Signatory

Underwritten By - AMI60065 (RO UNDERWRITER_HEALTH)

Details of TPA:

Please contact the following TPA for Issue of Identity Cards, Cashless Approvals & Claims Settlement.

Name of TPA	Medi Assist Insurance TPA Private Limited			
Address	Tower D, 4th Floor, IBC Knowledge Park, 4/1, Bannerghatta Road, Bangalore- 560029,Pune Nagar Road, Wadgaon -Sheri, Pin Code : 560029, Fax No :			
Toll Free number	1800 425 9449			
Contact Details	For General Enquiries	For Cashless approval	For Claim intimation	For Grievances
Telephone Numbers	080 4969 8000	1800 425 9449	For sending SMS 9664172929	8049698066
Email IDs	info@mediassistindia.com	cashless@mediassistindia.com	claimintimation@mediassistindia.com	grievance@mediassistindia.com

Annexure:

POLICY NO.: 5006002820P104281519
UIN NO. IRDA/NL-HLT/UII/P-H/V.1/236/13-14

Name of TPA	Group No.	Person ID.	Insured Name	Age	Sex	Relation	Occupation	Sum Insured
Medi Assist Insurance TPA Private Limited	1004	1	K S Surekha	56	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1004	2	Shriranga Hegde S	15	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1004	3	Seetharama Mb	60	Male	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1005	1	Gajanan Rangarao Patil	53	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1005	2	Kaumudi	25	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1005	3	Kaustub	25	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1005	4	Sangeeta	49	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1017	1	Dr Sangeeta Jadhav	50	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1017	2	Vrushali Jadhav	19	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1017	3	Hrshikesh Jadhav	22	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1017	4	Dhananjay Jadhav	55	Male	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1020	1	D G Auradkar	48	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1020	2	Anivedh	20	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1020	3	Anvay	15	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1020	4	Preeti	43	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1021	1	N K Bansode	51	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1021	2	Anurag	22	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1021	3	Saphlya	16	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1021	4	Arati	47	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1023	1	Jitendra Dhondiram Patil	50	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1023	2	Leena Jitendra Patil	47	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1026	1	Dr P B Karandikar	47	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1026	2	Atharva	19	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1026	3	Rajashree	44	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1028	1	V R Kulkarni	54	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1028	2	Aarya	20	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1028	3	Ovee	20	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1028	4	Varsha	51	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1029	1	S R Dhore	48	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1029	2	Dhruv	12	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1029	3	Parth	17	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1029	4	Kavita	45	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1033	1	P R Sonawane	50	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1033	2	Prabodhan	19	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1033	3	Sulabha	49	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1035	1	Mridula Chandola	48	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1035	2	Anokhi Kamerkar	8	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1035	3	Divyal Kamerkar	13	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1035	4	Nimish Kamerkar	50	Male	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1036	1	J B Jawale	46	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1036	2	Riya	15	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1036	3	Aryan	10	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1036	4	Priti	43	Female	Spouse	Un-Employed	

Medi Assist Insurance TPA Private Limited	1038	1	Ravindra P Ambike	58	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1038	2	Rohan R Ambike	27	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1038	3	Rajashri R Ambike	55	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1042	1	I A Quazi	51	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1042	2	Hamza Qazi	16	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1042	3	Nauman Qazi	22	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1042	4	Shahida Qazi	46	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1043	1	Jyoti Taralkar	47	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1045	1	S S Parbate	48	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1045	2	Akshata S Parbate	19	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1045	3	Advay S Parbate	13	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1045	4	Sushma S Parbate	43	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1047	1	Prasad Desai	48	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1047	2	Divya Desai	18	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1047	3	Aryan Desai	12	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1047	4	Archana Desai	44	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1048	1	Nasim Asif Mulla	48	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1048	2	Asif A Mulla	48	Male	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1048	3	Ayan Asif Mulla	14	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1049	1	T S Diwakar	50	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1049	2	Anushree T Diwakar	12	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1049	3	Bhagyashree T Diwakar	20	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1049	4	Gauri T Diwakar	46	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1053	1	Sujata Kadam	51	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1053	2	Sanika	20	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1053	3	Suneet	17	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1053	4	Nitin	58	Male	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1056	1	U P Deolankar	53	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1056	2	Tejas	21	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1056	3	Rohini	44	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1057	1	E R Gargote	47	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1057	2	Shraddha	21	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1057	3	Vineet	15	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1057	4	Archana	44	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1059	1	Vinoy Daniel	48	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1059	2	Sarah	8	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1059	3	Susan	18	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1059	4	Shirley	45	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1060	1	Swati Salunkhe	48	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1060	2	Sanath Salunkhe	24	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1060	3	Sudhir Salunkhe	54	Male	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1064	1	B D Sonawane	52	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1064	2	Devang	14	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1064	3	Sonal	46	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1067	1	M T Sankpal	52	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1067	2	Akshaya	24	Female	Daughter	Un-Employed	

Medi Assist Insurance TPA Private Limited	1067	3	Anagha	21	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1067	4	Pournima	50	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1069	1	V K Suvarnakar	57	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1069	2	Sakshi	17	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1069	3	Shraddha	19	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1069	4	Sumitra	52	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1070	1	A G Jirgale	49	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1070	2	Atharv	19	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1070	3	Sunila	45	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1071	1	K K Das	53	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1072	1	Viresh Pardeshi	44	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1072	2	Bhavya	15	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1072	3	Somansh	7	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1072	4	Sammogita	39	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1081	1	A I Devadi	50	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1081	2	Muskan	16	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1081	3	Mosinkhan A Devadi	22	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1081	4	Shahin A Devadi	41	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1082	1	C Nagaraja Reddy	52	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1082	2	C Sridevi N Reddy	39	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1082	3	C Gunashekar Nagaraja Reddy	19	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1082	4	C Jhanshi N Reddy	17	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1083	1	D S Sawant	47	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1083	2	Sitaram	19	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1083	3	Sangeeta	40	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1084	1	S K Ranmare	50	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1084	2	Pritee S Ranmare	23	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1084	3	Pravin S Ranmare	21	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1084	4	Kusum S Ranmare	41	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1085	1	M S Pardeshi	49	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1085	2	Adarsh	14	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1085	3	Rajashree	39	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1088	1	Arvind Dongre	47	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1088	2	Sakshi Dongre	19	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1088	3	Saroj Dongre	43	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1089	1	D K Singh	41	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1089	2	Mihir Kumar	16	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1089	3	Shishir Kumar	18	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1089	4	Vinita Dilip Singh	40	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1091	1	Sachin Baburao Ghag	41	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1091	2	Nihareeka	9	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1091	3	Shital	39	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1092	1	R B Chavan	51	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1092	2	Sheetal R Chavan	48	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1092	3	Rushikesh R Chavan	25	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1092	4	Rushiraj R	23	Male	Son	Un-Employed	

Medi Assist Insurance TPA Private Limited	1093	1	Vijayprakash Kamble	52	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1093	2	Pranita Vijayprakash Kamble	17	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1093	3	Abhishek Vijayprakash Kamble	24	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1093	4	Alka Vijayprakash Kamble	46	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1094	1	Baban A Chavare	50	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1094	2	Anjana B Chavare	46	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1098	1	Rahul P Deokar	46	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1098	2	Shlok R Deokar	16	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1098	3	Shreyas R Deokar	14	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1098	4	Ashwini R Deokar	41	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1101	1	Santosh Kedari	45	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1101	2	Dhanashree	20	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1101	3	Prathmesh	18	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1101	4	Padma Kedari	48	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1102	1	Amol Dolas	39	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1102	2	Sudarshani A Dolas	12	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1102	3	Arnav A Dolas	7	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1102	4	Sneha Amol Dolas	31	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1106	1	Nilesh Bhalsingh	43	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1106	2	Ritesh	16	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1106	3	Asha N Bhalsingh	40	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1107	1	Vinod Kale	50	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1107	2	Gauri V Kale	20	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1107	3	Omkar	18	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1107	4	Meena V Kale	48	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1132	1	Leena Reddy	54	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1132	2	Arpita J Reddy	25	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1132	3	Menorah	12	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1132	4	Joshua N Reddy	54	Male	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1139	1	S R Yadav	49	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1139	2	Bhagyashree S Yadav	23	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1139	3	Pratik	19	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1139	4	Savita Yadav	44	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1141	1	Prakash Kurahatti	48	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1141	2	Shreya Kurahatti	12	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1141	3	Prajwal Kurahatti	14	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1141	4	Vanaja Kurahatti	35	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1143	1	Manisha Sandeep Taru	47	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1143	2	Sandeep Madhukar Taru	52	Male	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1143	3	Saurav Sandeep Taru	24	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1143	4	Aniket Sandeep Taru	22	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1151	1	Siby George	47	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1151	2	Elwyn George	23	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1151	3	George Isac	53	Male	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1156	1	Avinash Bhosale	39	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1156	2	Harsha	6	Female	Daughter	Un-Employed	

Medi Assist Insurance TPA Private Limited	1156	3	Shraddha	31	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1160	1	Ashok Katole	47	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1160	2	Tejaswini	15	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1160	3	Vaishali	42	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1162	1	Avinash Ramchandra Rithe	37	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1162	2	Rekha Avinash Rithe	32	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1164	1	Arvind Babar	44	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1164	2	Vedant Arvind Babar	13	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1164	3	Vasanti Arvind Babar	35	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1165	1	S J Joshi	54	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1165	2	Shashank	19	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1165	3	Shubham	22	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1165	4	Alka	46	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1169	1	Ashwini T Sapkal	39	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1169	2	Inesh C Bokhare	7	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1169	3	Rudra C Bokhare	12	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1169	4	Chandraprakash Bokhare	44	Male	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1171	1	S R Shaikh	43	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1171	2	Alfas	11	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1171	3	Umar S Shaikh	14	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1171	4	Nilofar Shaikh	37	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1173	1	Nitin Kothari	37	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1173	2	Nikita N Kothari	9	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1173	3	Vishal N Kothari	13	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1173	4	Rekha N Kothari	34	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1182	1	Vijaykumar Karra	43	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1182	2	Medha	12	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1182	3	Saisiddharth	7	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1182	4	Durga	39	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1186	1	Rahul Desai	44	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1186	2	Reva Desai	4	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1186	3	Amarja Desai	36	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1193	1	Namdev R Chavan	39	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1193	2	Om N Chavan	13	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1193	3	Alka N Chavan	36	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1222	1	Avinash Patil	39	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1222	2	Shreyasi	8	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1222	3	Sushma	43	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1224	1	M B Lonare	43	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1224	2	Kanchan	15	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1224	3	Vijay	13	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1224	4	Meenakshi	34	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1225	1	V Y Ganganwar	40	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1225	2	Anmay	6	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1225	3	Avaneesh	12	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1225	4	Yatish	44	Male	Spouse	Un-Employed	

Medi Assist Insurance TPA Private Limited	1227	1	Vaishali Ingale	40	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1227	2	Aariv Sachin Ingale	6	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1227	3	Sachin Ingale	38	Male	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1234	1	R B Gurav	40	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1234	2	Aditya	12	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1234	3	Manisha	36	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1235	1	Dorlikar Pankaj Vinayak	45	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1235	2	Dorlikar Neelkamal Pankaj	37	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1235	3	Dorlikar Aardrata Pankaj	6	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1235	4	Dorlikar Siddharth Pankaj	3	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1246	1	S A Shirke	36	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1246	2	Sanskriti Kumbhar	13	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1252	1	Yogesh Patel	48	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1252	2	Dhruv	16	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1252	3	Sonali	39	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1260	1	Yogita T Hambir	39	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1260	2	Devansh	5	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1260	3	Tapesh	38	Male	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1278	1	Rushali Patil	37	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1278	2	Ishan	11	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1278	3	Santosh	42	Male	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1291	1	S M Gaikwad	42	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1291	2	Aarya	10	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1291	3	Sumedh	8	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1291	4	Pramila	37	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1292	1	Pritee Purohit	40	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1292	2	Agastya Purohit	14	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1298	1	Swati Kulkarni	43	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1298	2	Saara Kulkarni	6	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1298	3	Saanj Kulkarni	15	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1298	4	Ajay Kulkarni	46	Male	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1308	1	Sandeep Samleti	38	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1308	2	Shivanya Samleti	3	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1308	3	Priyanshu Samleti	7	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1308	4	Anjali Samleti	32	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1311	1	Nilima Walde	35	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1311	2	Saurabh	36	Male	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1311	3	Aveer	2	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1325	1	Ganesh Mundhe	34	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1325	2	Priyanka Sangle	29	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1326	1	Dr Seema Tiwari	41	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1326	2	Prisha Tiwari	6	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1326	3	Tanishka Tiwari	12	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1326	4	Surya Gagan Tiwari	43	Male	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1356	1	Nikita Singhal	32	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1356	2	Riya	5	Female	Daughter	Un-Employed	

Medi Assist Insurance TPA Private Limited	1356	3	Jimmy	34	Male	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1364	1	Girish Kapse	37	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1364	2	Pranav	6	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1364	3	Sanju	32	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1373	1	Dr B P Patil	51	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1373	2	Harshada	16	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1373	3	Nivesh	21	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1373	4	Rajani	46	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1417	1	Ravindra Desai	32	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1417	2	Archana Desai	33	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1417	3	Sanskriti Desai	3	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1436	1	P D Hore	33	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1436	2	Aarohi	6	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1436	3	Varsha	30	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1451	1	Rahul Kadam	37	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1451	2	Anavi	4	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1451	3	Ekta	28	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1464	1	Shraddha Oza	54	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1464	2	Shivani Oza	18	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1492	1	Nitesh Sukhadeve	34	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1492	2	Sarika Sukhadeve	33	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1521	1	Rushikesh H Patil	30	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1521	2	Payal Rushikesh Patil	27	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1521	3	Daughter of Payal Rushikesh Patil	0	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1555	1	Shubhada Bhalerao	27	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1566	1	Anant Kaulage	36	Male	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1566	2	Shambhavi	3	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1566	3	Shital Anant Kaulage	29	Female	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1597	1	Shobha Doiphode	44	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1597	2	Prachiti	14	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1629	1	Maya Gopakumar	50	Female	Self	Employed	500000
Medi Assist Insurance TPA Private Limited	1629	2	Mr Gopakumar V	57	Male	Spouse	Un-Employed	
Medi Assist Insurance TPA Private Limited	1629	3	Ms Manasa Gopakumar	26	Female	Daughter	Un-Employed	
Medi Assist Insurance TPA Private Limited	1629	4	Mr Nanadagopan	22	Male	Son	Un-Employed	
Medi Assist Insurance TPA Private Limited	1647	1	Snehal Sanjay Doke	24	Female	Self	Employed	500000



UNITED INDIA INSURANCE COMPANY LIMITED
REGD.& HEAD OFFICE : No.24, WHITES ROAD, CHENNAI-600014

GROUP HEALTH POLICY

- 1** WHEREAS the insured designated in the Schedule hereto has by a proposal and declaration dated as stated in the Schedule which shall be the basis of this Contract and is deemed to be incorporated herein has applied to UNITED INDIA INSURANCE COMPANY LTD. (hereinafter called the COMPANY) for the insurance hereinafter set forth in respect of Employees/Members (including their eligible family members) named in the Schedule hereto (hereinafter called the INSURED PERSON) and has paid premium as consideration for such insurance.
- 1.1** NOW THIS POLICY WITNESSES that subject to the terms, conditions, exclusions and definitions contained herein or endorsed, or otherwise expressed hereon the Company undertakes that if during the period stated in the Schedule or during the continuance of this policy by renewal any insured person shall contract any disease or suffer from any illness (hereinafter called DISEASE) or sustain any bodily injury through accident (hereinafter called INJURY) and if such disease or injury shall require any such insured Person, upon the advice of a duly qualified Physician/Medical Specialist/Medical practitioner (hereinafter called MEDICAL PRACTITIONER) or of a duly qualified Surgeon (hereinafter called SURGEON) to incur hospitalisation/domiciliary hospitalisation expenses for medical/surgical treatment at any Nursing Home/Hospital in India as herein defined (hereinafter called HOSPITAL) as an inpatient, the Company will pay through TPA to the Hospital / Nursing Home or Insured the amount of such expenses incurred as are Medically Necessary and reasonable and customary in respect thereof by or on behalf of such Insured Person but not exceeding the Sum Insured in aggregate in any one period of insurance stated in the schedule hereto.
- 1.2** In the event of any claim becoming admissible under this scheme, the company will pay through TPA to the Hospital / Nursing Home or insured person the amount of such expenses as would fall under different heads mentioned below and as are reasonably and necessarily incurred thereof by or on behalf of such insured person but not exceeding the Sum Insured in aggregate mentioned in the schedule hereto.
- A.** Room, Boarding and Nursing expenses as provided by the Hospital/Nursing Home not exceeding 1% of the sum insured per day or the actual amount whichever is less. This also includes nursing care, RMO charges, IV Fluids/Blood transfusion/injection administration charges and similar expenses.
- B.** Intensive Care Unit (ICU) expenses not exceeding 2% of the sum insured per day or actual amount whichever is less.
- C.** Surgeon, Anaesthetist, Medical Practitioner, Consultants, Specialists Fees
- D.** Anesthetic, Blood, Oxygen, Operation Theatre Charges, surgical appliances, Medicines & Drugs, Dialysis, Chemotherapy, Radiotherapy, Cost of Artificial Limbs, cost of prosthetic devices implanted during surgical procedure like pacemaker, orthopaedic implants, infra cardiac valve replacements, vascular stents, relevant laboratory/diagnostic tests, X-ray and such similar expenses that are medically necessary.
- E.** Hospitalisation expenses (excluding cost of organ) incurred for/by donor in respect of organ transplant to the insured.
- Note:**
1. The amount payable under 1.2 C & D above shall be at the rate applicable to the entitled room category. In case the Insured person opts for a room with rent higher than the entitled category as in 1.2 A above, the charges payable under 1.2 C & D shall be limited to the charges applicable to the entitled category. This will not be applicable in respect of medicines & drugs and implants.
2. No payment shall be made under 1.2 C other than as part of the hospitalisation bill.

1.2.1 Expenses in respect of the following specified illnesses/surgeries will be restricted as detailed below:

Hospitalisation Benefits	LIMITS per surgery RESTRICTED TO
a.Cataract, Hernia,Hysterectomy	a.Actual expenses incurred or 25% of the sum insured whichever is less
b.Major surgeries*	b.Actual expenses incurred or 70% of the Sum Insured whichever is less

* Major surgeries include Cardiac surgeries, Brain Tumor surgeries, Pacemaker implantation for sick sinus syndrome, Cancer surgeries, Hip, Knee, joint replacement surgery, Organ Transplant.

* The above limits specified are applicable per hospitalization/surgery.

1.3 Pre and Post Hospitalisation expenses payable in respect of each hospitalisation shall be the actual expenses incurred subject to a maximum of 10% of the Sum Insured.

1.4 In addition to the above, the following would apply to claims arising out of persons aged more than 60 years

EXPENSES ON MAJOR ILLNESSES CHARGED AS A TOTAL PACKAGE	TO BE SETTLED WITH A CO-PAY ON 80:20 BASIS. The co-pay of 20% will be applicable on the admissible claim amount.
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2. DEFINITIONS:

2.1 ACCIDENT:

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

- 2.2** 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-
- it needs ongoing or long-term monitoring through consultations, examinations, check-ups and/or tests-
 - it needs ongoing or long-term control or relief of symptoms
 - it requires your rehabilitation or for you to be specially trained to cope with it
 - it continues indefinitely
 - it comes back or is likely to come back.

2.3 ALTERNATIVE TREATMENT:

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

2.4 ANY ONE ILLNESS:

Any one illness will be deemed to mean continuous period of illness and it includes relapse within 45 days from the date of last consultation with the Hospital / Nursing Home where treatment has been taken.

2.5 CASHLESS FACILITY:

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

2.6 CONGENITAL ANOMALY:

Congenital Anomaly refers to a condition(s) which is present since birth, and which is abnormal with reference to form, structure or position.

a.Internal Congenital Anomaly Which is not in the visible and accessible parts of the body.

b.External Congenital Anomaly Which is in the visible and accessible parts of the body.

2.7 CONDITION PRECEDENT:

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

2.8 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 rateable proportion.

2.9 DAY CARE CENTRE:

A day care centre means any institution established for day care treatment of illness and/ or injuries or a medical setup within a hospital and which has been registered with the local authorities, wherever applicable, and is under the supervision of a registered and qualified medical practitioner AND must comply with all minimum criteria as under;-

- Has qualified nursing staff under its employment
- Has qualified Medical Practitioner(s) in charge
- Has a fully equipped operation theatre of its own where surgical procedures are carried out-
- Maintains daily records of patients and will make these accessible to the Insurance Company's authorized personnel.

2.10 DAY CARE TREATMENT:

Day care Treatment refers to medical treatment and or surgical procedure which is

- undertaken under general or local anaesthesia in a hospital/day care centre in less than 24 hours because of technological advancement, and
- which would have otherwise required a hospitalisation of more than 24 hours. Treatment normally taken on an out-patient basis is not included in the scope of this definition.

2.11 DOMICILIARY HOSPITALISATION:

Domiciliary Hospitalisation 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 :

- a) The condition of the patient is such that he/she is not in a condition to be removed to a hospital or
- b) The patient takes treatment at home on account of non-availability of room in a hospital.

2.12 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.

2.13 HOSPITAL/NURSING HOME:

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 the Clinical establishments (Registration and Regulation) Act, 2010 or under the enactments specified under the Schedule of Section 56(1) of the said Act OR complies with all minimum criteria as under

- Has qualified nursing staff under its employment round the clock.
- Has at least 10 in-patient beds in towns having a population of less than 10 lacs and at least 15 in-patient beds in all other places;
- Has qualified medical practitioner(s) in charge round the clock;
- Has a fully equipped Operation Theatre of its own where surgical procedures are carried out;
- Maintains daily records of patients and makes these accessible to the insurance company's authorized personnel.

2.14 HOSPITALIZATION:

Hospitalization means admission in a Hospital/Nursing Home for a minimum period of 24 consecutive hours of inpatient care except for specified procedures/treatments, where such admission could be for a period of less than 24 consecutive hours

2.15 ID CARD:

ID card means the identity card issued to the insured person by the TPA to avail cashless facility in network hospitals.

2.16 ILLNESS:

Illness means a sickness or a disease or pathological condition leading to the impairment of normal physiological function which manifests itself during the policy period and required medical treatment.

2.17 INJURY :

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

2.18 IN-PATIENT CARE:

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

2.19 INTENSIVE CARE UNIT:

Intensive Care Unit means an identifies 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.

2.20 MATERNITY EXPENSES:

Maternity expenses/treatment shall include:

- 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.

2.21 MEDICAL ADVICE:

Any consultation or advice from a medical practitioner/doctor including the issue of any prescription or repeat prescription.

2.22 MEDICAL EXPENSES:

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.

2.23 MEDICALLY NECESARY:

Medically necessary treatment is defined as any treatment, test, medication or stay in hospital or part of a stay in a hospital which

- Is required for the medical management of the illness or injury suffered by the insured;
- Must not exceed the level of care necessary to provide safe, adequate and appropriate medical care in scope, duration or intensity;
- Must have been prescribed by a Medical Practitioner;
- Must confirm to the professional standards widely accepted in international medical practice or by the medical community in India.

2.24 MEDICAL PRACTITIONER:

Medical Practitioner is 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 the 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 the scope and jurisdiction of his license. The term medical practitioner would include physician, specialist and surgeon.

(The Registered practitioner should not be the insured or close family members such as parents, in-laws, spouse and children.)

2.25 NETWORK PROVIDER:

Network Provider means hospitals or health care providers enlisted by an insurer or by a TPA and insurer together to provide medical services to an insured on payment by a cashless facility.

The list of network hospitals is maintained by and available with the TPA and the same is subject to amendment from time to time. Preferred Provider Network means a network of hospitals which have agreed to a cashless packaged pricing for certain procedures for the insured person. The list is available with the company/TPA and subject to amendment from time to time. Reimbursement of expenses incurred in PPN for the procedures (as listed under PPN package) shall be subject to the rates applicable to PPN package pricing.

2.26 NEW BORN BABY:

A new born baby means baby born during the Policy Period aged between one day and 90 days, both days inclusive.

2.27 NON-NETWORK

Any hospital, day care centre or other provider that is not part of the network.

2.28 NOTIFICATION OF CLAIM

Notification of claim is the process of notifying a claim to the insurer or TPA by specifying the timelines as well as the address/telephone number to which it should be notified.

2.29 OPD TREATMENT:

OPD Treatment is 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 medical a practitioner. The insured is not admitted as a day care or in-patient.

2.30 PRE-EXISTING DISEASE

Pre Existing Disease is any condition, ailment or injury or related condition(s) for which you ad signs or symptoms, and/or were diagnosed, and/or received medical advice/treatment, within 48 months prior to the first policy issued by the insurer.

2.31 PORTABILITY:

Portability means transfer by an individual health insurance policyholder (including family cover) of the credit gained for pre-existing conditions and time-bound exclusions if he/she chooses to switch from one insurer to another.

2.32 PRE-HOSPITALISATION MEDICAL EXPENSES

Medical expenses incurred immediately 30 days before the insured person is hospitalized will be considered as part of a claim as mentioned under Item 1.2 above provided that;

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

2.33 POST HOSPITALISATION MEDICAL EXPENSES:

Relevant medical expenses incurred immediately 60 days after the Insured person is discharged from the hospital provided that ;

- a. Such Medical expenses are incurred for the same condition for which the Insured Person's Hospitalisation was required; and
- b. The In-patient Hospitalisation claim for such Hospitalisation is admissible by the Insurance Company.

2.34 QUALIFIED NURSE:

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

2.35 REASONABLE AND CUSTOMARY CHARGES:

Reasonable 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.

- 2.36 RENEWAL:**
Renewal defines 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 all waiting periods.
- 2.37 ROOM RENT**
Room rent shall mean the amount charged by a hospital for the Occupancy of a bed on per day (24 hours) basis and shall include associated medical expenses.
- 2.38 SUBROGATION**
Subrogation shall mean 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.
- 2.39 SURGERY:**
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 of suffering or prolongation of life, performed in a hospital or day care centre by a Medical Practitioner.
- 2.40 THIRD PARTY ADMINISTRATOR**
TPA means a Third Party Administrator who holds a valid License from Insurance Regulatory and Development Authority to act as a THIRD PARTY ADMINISTRATOR and is engaged by the Company for the provision of health services as specified in the agreement between the Company and TPA.
- 2.41 UNPROVEN/EXPERIMENTAL TREATMENT**
Unproven/Experimental treatment is treatment, including drug Experimental therapy, which is not based on established medical practice in India.
- 3. COVERAGES:**
- 3.1** Expenses on Hospitalisation for minimum period of 24 hours are admissible. However, this time limit is not applied to specific treatments, such as

1. Adenoidectomy	19. FESS
2. Appendectomy	20. Haemo dialysis
3. Ascitic/Pleural tapping	21. Fissurectomy/Fistulectomy
4. Auroplasty	22. Mastoidectomy
5. Coronary angiography	23. Hydrocele
6. Coronary angioplasty	24. Hysterectomy
7. Dental surgery	25. Inguinal/ventral/umbilical/ Femoral hernia
8. Dilatation & Curettage	26. Parenteral chemotherapy
9. Endoscopies	27. Polypectomy
10. Excision of Cyst/Granuloma/lump	28. Septoplasty
11. Eye surgery	29. Piles/fistula
12. Fracture/dislocation excluding hairline fracture	30. Prostate
13. Radiotherapy	31. Sinusitis
14. Lithotripsy	32. Tonsilectomy
15. Incision and drainage of abcess	33. Liver aspiration
16. Colonoscopy	34. Sclerotherapy
17. Varicocelelectomy	35. Varicose Vein Ligation
18. Wound suturing	

This condition will also not apply in case of stay in hospital of less than 24 hours provided -

- The treatment is undertaken under General or Local Anesthesia in a hospital/day care centre in less than 24 hours because of technological advancement and
 - Which would have otherwise required a hospitalisation of more than 24 hours.
- Procedures/treatments usually done in out patient department are not payable under the policy even if converted as an in-patient in the hospital for more than 24 hours or carried out in Day Care Centres.

- 3.2** Domiciliary Hospitalisation means medical treatment for a period exceeding three days for such 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 :
- The condition of the patient is such that he/she is not in a condition to be removed to a hospital or
 - The patient takes treatment at home on account of non-availability of room in a hospital.

Subject however that domiciliary hospitalisation benefits shall not cover:

- i) Expenses incurred for pre and post hospital treatment and
- ii) Expenses incurred for treatment for any of the following diseases:-
 - a. Asthma
 - b. Bronchitis
 - c. Chronic Nephritis and Nephritic Syndrome
 - d. Diarrhoea and all type of Dysenteries including Gastroenteritis
 - e. Diabetes Mellitus and Insipidus
 - f. Epilepsy
 - g. Hypertension
 - h. Influenza, Cough and Cold
 - i. All Psychiatric or Psychosomatic Disorders
 - j. Pyrexia of unknown Origin for less than 10 days
 - k. Tonsillitis and Upper Respiratory Tract infection including Laryngitis and pharyngitis
 - l. Arthritis, Gout and Rheumatism

Liability of the company under this clause is restricted as stated in the Schedule attached hereto

- 3.3 For Ayurvedic Treatment, hospitalisation expenses are admissible only when the treatment has been undergone in a Government Hospital or in any Institute recognised by the Government and/or accredited by Quality Council of India/National Accreditation Board on Health.

Company's Liability for all claims admitted in respect of any/all insured person/s during the period of insurance shall not exceed the Sum Insured stated in the schedule.

4. Exclusions:

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

- 4.1 Any pre-existing condition(s) as defined in the policy, until 48 months of continuous coverage of such insured person have elapsed, since inception of his/her first Policy with the Company.
- 4.2 Any disease other than those stated in clause 4.3 below, contracted by the Insured person during the first 30 days from the commencement date of the policy. This exclusion shall not however, apply in case of the Insured person having been covered under an Insurance scheme with our Company for a continuous period of preceding 12 months without any break.
- 4.3 Unless the Insured has 24 months of continuous coverage, the expenses on treatment of diseases such as Cataract, Benign Prostatic Hyperthrophy, Hysterectomy for Menorrhagia, or Fibromyoma, Hernia, Hydrocele, Congenital internal disease, Fistula in anus, piles, Sinusitis and related disorders, Gall Bladder Stone removal, Gout & Rheumatism, Calculus Diseases are not payable. Internal Congenital Disease means anomaly which is not visible and accessible parts of the body.
- 4.4 Unless the Insured has 48 months of continuous coverage, the expenses related to treatment of Joint Replacement due to Degenerative Condition and age-related Osteoarthritis & Osteoporosis are not payable. If these diseases mentioned in Exclusion no.4.3 and 4.4 (other than Congenital Internal Diseases) are pre-existing at the time of proposal they will not be covered even during subsequent period of renewal subject to the pre-existing disease exclusion clause. If the Insured is aware of the existence of congenital internal disease before inception of the policy, the same will be treated as pre-existing.
- 4.5 Injury / disease directly or indirectly caused by or arising from or attributable to War, invasion, Act of Foreign enemy, War like operations (whether war be declared or not).
- 4.6
 - a. Circumcision unless necessary for treatment of a disease not excluded hereunder or as may be necessitated due to an accident.
 - b. Vaccination or inoculation
 - c. Change of life or cosmetic or aesthetic treatment of any description such as correction of eyesight, etc.
 - d. Plastic surgery other than as may be necessitated due to an accident or as a part of any illness.
- 4.7 Cost of spectacles, contact lenses and hearing aids.
- 4.8 Dental treatment or surgery of any kind unless necessitated by accident and requiring hospitalisation.
- 4.9 Convalescence, general debility; run-down condition or rest cure, obesity treatment and its complications including morbid obesity, Congenital external disease or defects or anomalies, treatment relating to all psychiatric and psychomatic disorders. Infertility, Sterility, Venereal disease, intentional self injury and use of intoxication drugs / alcohol
- 4.10 All expenses arising out of any condition directly or indirectly caused to or associated with Human T-Cell Lymphotropic Virus Type III (HTLV - III) or lymphadenopathy Associated Virus (LAV) or the Mutants Derivative or Variation Deficiency Syndrome or any syndrome or condition of a similar kind commonly referred to as AIDS.

- 4.11** Charges incurred at Hospital or Nursing Home primarily for diagnosis, x-ray or Laboratory examinations or other diagnostic studies not consistent with or incidental to the diagnosis and treatment of positive existence or presence of any ailment, sickness or injury, for which confinement is required at a Hospital / Nursing Home
- 4.12** Expenses on vitamins and tonics unless forming part of treatment for injury or diseases as certified by the attending physician
- 4.13** Injury or Disease directly or indirectly caused by or contributed to by nuclear weapon / materials
- 4.14** Treatment arising from or traceable to pregnancy, childbirth, miscarriage, abortion or complications of any of these including caesarean section, except abdominal operation for extra uterine pregnancy (Ectopic Pregnancy) which is proved by submission of Ultra Sonographic report and Certificate of Gynaecologist that it is life threatening one if left untreated.
- 4.15** Naturopathy Treatment, acupressure, acupuncture, magnetic therapies, experimental and unproven treatments/therapies. Treatment including drug experimental therapy which is not based on established medical practice in India, is treatment experimental or unproven.
- 4.16** External and or durable Medical / Non-medical equipment of any kind used for diagnosis and/or treatment and/or monitoring and/or maintenance and/or support including CPAP, CAPD, Infusion pump, Oxygen concentrator etc., Ambulatory devices i.e., walker, crutches, Belts, Collars, Caps, Splints, Slings, Braces, Stockings, elastrocepe bandages, external orthopaedic pads, sub cutaneous insulin pump, Diabetic foot wear, Glucometer/Thermometer, alpha/water bed and similar related items etc. and also any medical equipment, which are subsequently used at home.
- 4.17** Genetic disorders and stem cell implantation/surgery.
- 4.18** Change of treatment from one system of medicine to another unless recommended by the consultant/hospital under whom the treatment is taken.
- 4.19** Treatment for Age Related Muscular Degeneration (ARMD), treatment such as Rotational Field Quantum Magnetic Resonance (RFQMR), Enhanced External Counter Pulsation (EECP), etc.
- 4.20** All non-medical expenses including convenience items for personal comfort such as charges for telephone, television, ayah, private nursing/barber or beauty services, diet charges, baby food, cosmetic, tissue paper, diapers, sanitary pads, toiletry items and similar incidental expenses.
- 4.21** Any kind of Service charges, Surcharges, Admission Fees/Registration Charges, Luxury tax and similar charges levied by the hospital.
- 4.22** All non-Medical expenses. For detailed list of non-medical expenses, please log on to our website www.uiic.co.in.
- 5. CONDITIONS:**
- 5.1** Contract: The Proposal form, Prospectus, Pre-acceptance Health check-up and the Policy issued shall constitute complete Contract of Insurance.
- 5.2** Every notice or communication regarding hospitalization or claim to be given or made under this Policy shall be delivered in writing at the address of the TPA office as shown in the Schedule. Other matters relating to the policy may be communicated to the policy issuing office.
- 5.3** The premium payable under this Policy shall be paid in advance. No receipt for Premium shall be valid except on the official form of the company signed by a duly authorised official of the company. The due payment of premium and the observance and fulfilment of the terms, provisions, conditions and endorsements of this Policy by the Insured Person in so far as they relate to anything to be done or complied with by the Insured Person shall be a condition precedent to any liability of the Company to make any payment under this Policy. No waiver of any terms, provisions, conditions and endorsements of this policy shall be valid unless made in writing and signed by an authorised official of the Company.
- 5.4** Notice of Communication: Upon the happening of any event which may give rise to a claim under this Policy notice with full particulars shall be sent to the TPA named in the schedule immediately and in case of emergency hospitalization within 24 hours from the time of Hospitalisation/Domiciliary Hospitalisation
- 5.5** All supporting documents relating to the claim must be filed with TPA within 15 days from the date of discharge from the hospital. In case of post-hospitalisation, treatment (limited to 60 days), all claim documents should be submitted within 7 days after completion of such treatment.

Note:Waiver of this Condition may be considered in extreme cases of hardship where it is proved to the satisfaction of the Company that 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.

- 5.6** The Insured Person shall obtain and furnish to the TPA with all original bills, receipts and other documents upon which a claim is based and shall also give the TPA / Company such additional information and assistance as the TPA / Company may require in dealing with the claim.
- 5.7** Any medical practitioner authorised by the TPA / Company shall be allowed to examine the Insured Person in case of any alleged injury or disease leading to Hospitalisation if so required.
- 5.8** The Company shall not be liable to make any payment under this policy in respect of any claim if such claim be in any manner fraudulent or supported by any fraudulent means or device whether by the Insured Person or by any other person acting on his behalf.
- 5.9** **DISCLOSURE TO INFORMATION NORM**
The Policy shall be void and all premium paid hereon shall be forfeited to the Company, in the event of misrepresentation, mis-description or non-disclosure of any material fact.
- 5.10** If at the time when a claim arises under the policy, there is in existence any other insurance taken by the insured to indemnify the treatment costs, the insured person shall have the right to require a settlement of the claim in terms of any of his policies. If the amount to be claimed exceeds the sum insured under a single policy, after considering deductibles or co-pay, the insured person shall have the right to choose the insurers by whom the claim is to be settled. In such cases, the Company shall not be liable to pay or contribute more than its rateable proportion of any loss, liability, compensation costs or expenses.
Note: The insured person must disclose such other insurance at the time of making the claim under this policy.
- 5.11** 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 Policy or of the subsequent renewal thereof. The Company shall not be bound to give notice that such renewal premium is due, provided however that if the insured shall apply for renewal and remit the requisite premium before the expiry of this policy, renewal shall not normally be refused, unless the Company has reasonable justification to do so.
- 5.12** **ENHANCEMENT OF SUM INSURED**
The insured may seek enhancement of Sum Insured in writing at or before payment of premium for renewal, which may be granted at the discretion of the Company. However, notwithstanding enhancement, for claims arising in respect of ailment, disease or injury contracted or suffered during a preceding policy period, liability of the company shall be only to the extent of the Sum Insured under the policy in force at the time when it was contracted or suffered during the currency of such renewed policy or any subsequent renewal thereof.
Any such request for enhancement must be accompanied by a declaration that the insured or any other insured person in respect of whom such enhancement is sought is not aware of any symptoms or other indications that may give rise to a claim under the policy. The Company may require such insured person/s to undergo a Medical examination to enable the company to take a decision on accepting the request for enhancement in the Sum Insured.
- 5.13** **Cancellation Clause :**
The Company may at any time cancel the Policy on grounds of misrepresentation, fraud, non-disclosure of material fact or non-cooperation by the insured by sending fifteen days notice in writing by Registered A/D to the insured at his last known address in which case the Company shall return to the insured a proportion of the last premium corresponding to the unexpired period of insurance if no claim has been paid under the policy. The insured may at any time cancel this policy and in such event the Company shall allow refund of premium at Company's short period rate table given below provided no claim has occurred upto the date of cancellation.

PERIOD ON RISK	RATE OF PREMIUM TO BE CHARGED.
Upto one month	1/4 th of the annual rate
Upto three months	1/2 of the annual rate
Upto six months	3/4th of the annual rate
Exceeding six months	Full annual rate.

- 5.14** If any dispute or difference shall arise as to the quantum to be paid under the 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 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 and 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 referable 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 award by such arbitrator/arbitrators of the amount of the loss or damage shall be first obtained.

- 5.15** If the TPA, as per terms and conditions of the policy or the Company shall disclaim liability to the Insured for any claim hereunder and if the Insured shall not within 12 calendar months from the date or receipt of the notice of such disclaimer notify the TPA/ Company in writing that he does not accept such disclaimer and intends to recover his claim from the TPA/Company then the claim shall for all purposes be deemed to have been abandoned and shall not thereafter be recoverable hereunder.

- 5.16** All medical/surgical treatments under this policy shall have to be taken in India and admissible claims thereof shall be payable in Indian currency. Payment of claim shall be made through TPA to the Hospital/Nursing Home or the Insured Person as the case may be.

Upon acceptance of an offer of settlement, the payment of amount due shall be made within 7 days from the date of acceptance of offer by the Insured. In the cases of delay in the payment, the insurer shall be liable to pay interest at a rate which is 2% above the bank rate prevalent at the beginning of the financial year in which the claim is reviewed by it.

- 5.17** Low Claim Ratio Discount (Bonus)

Low Claim Ratio Discount at the following scale will be allowed on the total premium at renewal only depending upon the incurred claim ratio for the entire group insured under the Group Medclaim Insurance Policy for the preceding 3 completed years excluding the year immediately preceding the date of renewal where the Group Medclaim Insurance Policy has not been in force for 3 completed years, such shorter period of completed years excluding the year immediately preceding the date of renewal will be taken in to account

Incurred Claim ratio under the group policy	Discount %
Not exceeding 60%	5
Not exceeding 50%	15
Not exceeding 40%	25
Not exceeding 30%	35
Not exceeding 25%	40

- 5.18 High Claims Ratio Loading (MALUS)**

The total premium payable at renewal of the Group Policy will be loaded at the following scale depending upon the incurred claims ratio for the entire group insured under the Group Medclaim Insurance Policy for the preceding year (immediately preceding the date of renewal).

Incurred claims ratio under this group policy	Loading
Between 70% and 100%	25%
Between 101% and 125 %	55%
Between 126 % and 150 %	90%
Between 151 % and 175 %	120%
Between 176 and 200	150%
Over 200 %	Cover to be reviewed

Note:

- Low Claim Ratio Discount (Bonus) or High Claim Ratio loading (Malus) will be applicable to the Premium at renewal of the Policy depending on the incurred claims Ratio for the entire Group Insured.
- Incurred claim would mean claims paid plus claims outstanding in respect of the entire group insured under the policy during the relevant period.

The insured shall throughout the period of insurance keep and maintain a proper record of register containing the names of all the insured persons and other relevant details as are normally kept in any institution/ Organisation. The insured shall declare to the company any additions in the number of insured persons as and when arising during the period of insurance and shall pay the additional premium as agreed.

It is hereby agreed and understood that, that this insurance being a Group Policy availed by the Insured covering Members, the benefit thereof would not be available to Members who cease to be part of the group for any reason whatsoever.

Such members may obtain further individual insurance directly from the Company and any claims shall be governed by the terms thereof.

6 MATERNITY EXPENSES BENEFIT EXTENSION: (Wherever applicable)

This is an optional cover, which can be obtained on payment of 10% of total basic premium for all the Insured Persons under the Policy.

Option for Maternity Benefits has to be exercised at the inception of the Policy period and no refund is allowable in case of Insured's cancellation of this option during currency of the policy.

The hospitalization expenses in respect of the new born child can be covered within the Mother's Maternity expenses. The maximum benefit allowable under this clause will be up to Rs. 50,000/- or the sum insured opted by the group whichever is lower.

Special conditions applicable to Maternity expenses Benefit Extension:

1. These Benefits are admissible only if the expenses are incurred in Hospital / Nursing Home as in-patients in India
2. A waiting period of 9 months is applicable for payment of any claim relating to normal delivery or caesarean section or abdominal operation for extra uterine pregnancy. The waiting period may be relaxed only in case of delivery, miscarriage or abortion induced by accident or other medical emergency.
3. Claim in respect of delivery for only first two children and / or operations associated therewith will be considered in respect of any one Insured Person covered under the policy or any renewal thereof. Those Insured Persons who are already having two or more living children will not be eligible for this benefit.
4. Expenses incurred in connection with voluntary medical termination of pregnancy during the first 12 weeks from the date of conception are not covered.
5. Pre-natal and postnatal expenses are not covered unless admitted in Hospital / Nursing Home and treatment is taken there.

Note: When group policy is extended to include Maternity Expenses Benefit, the exclusion No.4.14 of the policy stands deleted.

7

IRDA REGULATIONS : This policy is subject to IRDA (Health Insurance) Regulations 2013 and IRDA (Protection of Policyholders' Interest) Regulations 2002 as amended from time to time.

- 8. GRIEVANCE REDRESSAL :** In the event of the policyholder having any grievance relating to the insurance, the insured person may submit in writing to the Policy Issuing Office or Grievance cells at Regional Office of the Company for redressal. If the grievance remains unaddressed, the insured person may contact the Officer, Uni-Customer Care Department, Head Office.

9 IMPORTANT NOTICE

The Company may revise any of the terms, conditions and exceptions of this insurance including the premium payable on renewal in accordance with the guidelines/rules framed by the Insurance Regulatory and Development Authority (IRDA) and after obtaining prior approval from the Authority. We shall notify you of such changes at least three months before the revision are to take effect.

The Company may also withdraw the insurance as offered hereunder after following the due process as laid down by the IRDA and after obtaining prior approval of the Authority and we shall offer to cover you under such revised/new terms, conditions, exceptions and premium for which we shall have obtained prior approval from the Authority.

* * * * *



Reg. Off.: ICICI Pru Life Towers, 1089 Appasaheb Marathe Marg, Prabhadevi, Mumbai 400025. Tel.: +91 22 40391600.

To,	Quotation No:	00035459/01
ARMY INSTITUTE OF TECHNOLOGY	UIN :	105N119V06
DIGI HILLS, TAL HAVELI, PUNE, Pune, Maharashtra,	Quote Date :	August 18, 2023
Pune 411015	Valid Upto :	October 17, 2023
From,	Quote Type:	Non Profit Sharing
Pune - FC Road - Maharashtra	Risk Commencement Date	August 11, 2023
	Policyholder's GSTIN	27AAECA9497L1ZW
	ISD no of Policy holder	

NEW BUSINESS QUOTE

ICICI Prudential Life Insurance Company Limited takes pleasure in offering you The ICICI Pru Group Term Plus Insurance Plan for your employees. Our understanding of the scheme features and the details of our proposal are set out in the sections below:

A. Scheme Details

Company :	ARMY INSTITUTE OF TECHNOLOGY		
Group Type :	Formal		
Total No of Members :	105	Base Cover :	As per data provided
No. of Members Covered :	105	Riders :	NIL
No. of Members excluded (Annexure 1) :-	0	Death history (last 3 yrs):	Nil Death in 2020-2021 Nil Death in 2021-2022 Nil Death in 2022-2023

B. Cost Summary (Rs.)

Benefit Name	Free Cover Limit	Total Sum Assured	Rate (Per Thousand)	Annualised Premium
Base Cover (Flat Cover)	1000000.00	105000000.00	2.166	227430.00
TOTAL Sum Assured (Rs.)		105000000.00	Gross Premium	227430.00
Goods and Service Tax @18%				40937.40
NET PREMIUM (Rounded)				268367.40

Free Cover Limit (FCL) - Applicable upto the age of 65 Years

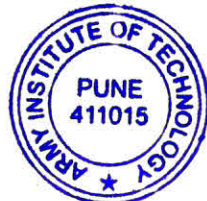
Benefit Name	Free Cover Limit	No of Member above FCL (Annexure 2) #
Base Cover	1000000.00	0

Intermediary details

Intermediary type	Intermediary name	Intermediary code
BR	Pune Deccan Insurance & Reinsurance Brokers Pvt. Ltd.	00375503

The following assumptions have been made while preparing this quote:


Director
Army Institute of Technology
Dighi Hills, Pune - 411015.



1. The quote is derived based on the census data provided by the company. The quote details are subject to change if there is a change in the census data and/ or as per the information detailed in section A above.
2. All potential member(s) whose cover(s) is above the Free Cover Limit (FCL) will be required to provide evidence of health as determined by ICICI Prudential Life Insurance Company Ltd. The final coverage for potential members above the FCL will be determined after the individual underwriting process is satisfactorily completed and confirmed by ICICI Prudential Life Insurance Company Ltd.

Group Eligibility Conditions:

1. Coverage is provided to all full time and permanent employees of ARMY INSTITUTE OF TECHNOLOGY residing in India.
2. All the members are within the age band of 15 and 79 last birthday.
3. All the members are Actively-at-work on the day the coverage commences. For those employees who have availed leave on grounds of health for a continuous period of 7 days or more in the year preceeding the risk commencement date of coverage, the underwriting for such members shall be done as per the applicable underwriting guidelines of ICICI Prudential Life Insurance Co Ltd.

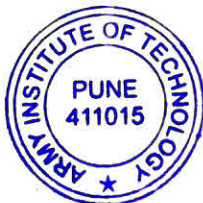
Notes :

1. The quote is based on a 'Non Profit Sharing' basis
2. ICICI Prudential reserves the right to change the rates if on receipt of the final data:
 - a. There is a change in the number of lives/age to be covered under the group term insurance plan
 - b. There is a change in the benefit structure of the group.
 - c. There is a variation in the past death details provided in the assumption details
3. This quote is for information only and not a promise for assuming risk coverage. In case of any contradiction between this quote and the final policy contract document, the policy contract document will prevail.
4. Any additional levy/ tax/ surcharge charged by the Government on the policy risk during the policy year will be payable by the policyholder
5. Notwithstanding other provisions of this quotation, ICICI Prudential Life shall not be deemed to provide cover and be liable to pay any claim or provide any benefit hereunder to the extent that the provision of such cover, payment of such claim or provision of such benefit would expose us to any sanction, prohibition or restriction under United Nations resolutions or the trade or economic sanctions laws or regulations of the European Union (or) Republic of France (or) United States of America.
6. Premium cheque/ draft should be drawn in favour of ICICI Prudential Life Insurance Company Limited, A.c.No. 000405022215. & write your Name & Telephone Number on the reverse of the instrument. The risk shall commence upon receipt of credit of the premium.
7. Goods & Services Tax and Cess (if any) are charged as per prevailing rates on the premium amount as on the risk commencement date. Tax laws are subject to amendments from time to time.
8. Category of Service: Life Insurance Service. GST No. visit <http://www.iciciprulife.com/gstin.html>
9. Servicing Account Code : 997132 Life insurance services (excluding reinsurance services)
10. IN ULIPS, THE INVESTMENT RISK IN THE INVESTMENT PORTFOLIO IS BORNE BY THE POLICYHOLDER
11. Unit linked insurance products are subject to market risk, which affect the Net Asset Values & the customer shall be responsible for his/her decision. The names of the Company, Product names or fund options do not indicate their quality or future guidance on returns. Funds do not offer guaranteed or assured returns

Terms & Condition

1. Our quotation is based on the data provided. If any of the information given is incorrect, or misrepresented or has been altered or if there is any change/modification to data after its submission to us, we reserve the right to amend the quotation, or cancel the group policy/ application or reject the cover for affected members.
2. All information arising from this quotation shall be treated in the strictest of confidence by ICICI Prudential Life and ARMY INSTITUTE OF TECHNOLOGY and both parties agree not to publish, communicate, divulge, or disclose to any unauthorized third party or parties any such confidential information without prior written consent.
3. In case if the group is seeking Group Term policy for first time or there is a break in existing policy cover, the shared quote shall be valid if there are no active COVID positive cases as on Risk Commencement. The employer shall be under an obligation to notify the insurer status of COVID positive cases/members subsequent to sharing initial quote by the insurer, and before the Risk commencement date. The insurer shall hold the sole right to void the Group Term policy on failure to notify existence of COVID positive cases from the date of sharing the quote until the Risk Commencement date. For the purpose of this clause, knowledge of the employer of existence of the COVID positive cases/members, is immaterial.
4. Please note that the coverage under compulsory employer-employee shall not exceed 10 times annual CTC for any employee.
5. Please note that the FCL is applicable up to age 65 years (age last birthday); for full time and permanent employees only.
6. Members above age 65 years (age last birthday) have to be medically underwritten.
7. Should the membership or the sum assured of the scheme change by more than 10% during the year of cover, we reserve the right to review and amend the quoted rate.
8. The Total liability of ICICI prudential life insurance co ltd, under this Group insurance contract shall be limited to Rs 300 crores for any one event. All claims occurring directly as a result of such event, irrespective of the date of the claim itself, shall be aggregated for the purpose of this limitation. The event limit refers to the amount paid by the insurer.
9. Members travelling to/ residing in attached negative country list will not be covered, and for other countries if member's residency period (continuous/ interrupted) exceeds 180 days then we reserve right to review and amend the quoted rate.
10. The maximum sum assured at any time during the policy period shall not exceed INR 1000000 for any member.
11. Actively at Work clause shall be applicable for the group. The underwriting for such employees shall be done as per the standard applicable underwriting guidelines of ICICI Prudential. The coverage shall be subject to underwriting decision of ICICI Prudential and free cover limit will not apply for such employees.

Authorised Official	For ICICI Prudential Life Insurance Company Limited
Name	



[Signature]
Director
Army Institute of Technology
Dighi Hills, Pune - 411015.

Designation	
Signature	

BEWARE OF SPURIOUS PHONE CALLS AND FICTITIOUS/FRAUDULENT OFFERS

IRDAI clarifies to public that :

- IRDAI or its officials do not involve in activities like sale of any kind of insurance or financial products nor invest premiums.
- IRDAI does not announce any bonus. Public receiving such phone calls are requested to lodge a police complaint along with details of phone call, number.

1. Registered Office: ICICI Prudential Life Insurance Company Limited, ICICI PruLife Towers, 1089, Appasaheb Marathe Marg, Prabhadevi, Mumbai 400 025. This manual quote is indicative of the terms, conditions, warranties and exceptions contained in the insurance policy. For further details, please refer to the sales literature or the policy document. In the event of conflict, if any, between the terms and conditions contained in the manual quote and those contained in the policy document, the terms and conditions contained in the policy document shall prevail. Insurance is the subject matter of the solicitation. © 2016, ICICI Prudential Life Insurance Company Limited. Registered Address: - ICICI PruLife Towers, 1089 Appasaheb Marathe Marg, Prabhadevi, Mumbai-400025. IRDAI Regn No. 105. CIN: L66010MH2000PLC127837. Call us on 1-860-266-7766 (10am-7pm, Monday to Saturday, except national holidays and valid only for calls made from India). Trade Logo displayed above belongs to ICICI Bank Ltd & Prudential IP services Ltd and used by ICICI Prudential Life Insurance Company Ltd under license. Comp code No. Comp/doc/July/2017/0284 UIN<105N119V06>

Annexure 1

No. of Members excluded : * If any exclusions as stated above, mail attached

Sr No.	Emp ID	Emp Name	Date of Birth	Date of Joining	SA	Reason for Exclusion
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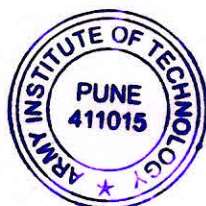
Annexure 2

No. of Members above FCL: # If any medicals triggered for any member as stated above, mail attached

Sr No.	Emp ID	Emp Name	Date of Birth	Date of Joining	SA	Medical Required
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UNIT DETAILS

Location Code	Location Name	GSTIN	Total SA	Gross Premium	GST				Net Premium
					CGST	SGST	UGST	IGST	
1	ARMY INSTITUTE OF TECHNOLOGY	27AAECA9497L1ZW	105000000.00	227430.00	20468.70	20468.70	0.00	0.00	268367.40




 Director
 Army Institute of Technology
 Dighi Hills, Pune - 411015.

Fwd: Group Term Life Insurance policy quote for Sum Assured of Rs. 10 Lacs per person - Army Institute of Technology

Dhananjay Auradkar <dgaauradkar@aitpune.edu.in>

Tue 8/22/2023 02:28 PM

To: PA to Director <patodir@aitpune.edu.in>

Get [Outlook for Android](#)

From: Satish Patil <pune@deccaninsurancebrokers.com>

Sent: Tuesday, August 22, 2023 2:06:08 PM

To: Dhananjay Auradkar <dgaauradkar@aitpune.edu.in>

Cc: Director AIT <director@aitpune.edu.in>; Jt Director AIT <jd@aitpune.edu.in>; Principal AIT <principal@aitpune.edu.in>

Subject: Re: Group Term Life Insurance policy quote for Sum Assured of Rs. 10 Lacs per person - Army Institute of Technology

Dear Sir,

As discussed, pl see the clarification on below mentioned definition :

" Coverage is provided to all full time and permanent employees of ARMY INSTITUTE OF TECHNOLOGY residing in India ".

Employee means a person in the permanent employment of the Employer, and shall include a person who is on probation for a permanent post but shall not include a trainee/apprentice or a personal or domestic, servant.

and

Other than permanent employee which are on payroll of ARMY INSTITUTE OF TECHNOLOGY will be covered in the policy. It means they must get Salary slip and Salary directly from ARMY INSTITUTE OF TECHNOLOGY.

Thanks & Regards,

Satish Patil

General Manager

Deccan Insurance & Reinsurance Brokers Pvt. Ltd.

201, Mont Vert Zenith, Opp. Kundan Garden, Baner Road, Pune - 411 045

Office Tel. No. +91 20 46702565

Office mobile no. +91 9970391013

Mobile No. +91 7709579946

www.deccaninsurancebrokers.com

IRDAI License No.178, Composite Broker. License Validity : 27.06.2021 to 26.06.2024

Insurance is the Subject Matter of Solicitation

From: Satish Patil <pune@deccaninsurancebrokers.com>

Sent: 21 August 2023 16:07

To: Dhananjay Auradkar <dgaauradkar@aitpune.edu.in>

Cc: Director AIT <director@aitpune.edu.in>; Jt Director AIT <jd@aitpune.edu.in>; Principal AIT <principal@aitpune.edu.in>

Subject: Re: Group Term Life Insurance policy quote for Sum Assured of Rs. 10 Lacs per person - Army Institute of Technology

Dear Sir,

As discussed, PFA final quote from " ICICI Prudential Life Insurance Co. Ltd. " on which GTL Policy will be get issued. Request you to kindly share the attached all pdf files duly signed and stamped for policy issuance process.

Thanks & Regards,

Satish Patil

General Manager

Deccan Insurance & Reinsurance Brokers Pvt. Ltd.

201, Mont Vert Zenith, Opp. Kundan Garden, Baner Road, Pune - 411 045

Office Tel. No. +91 20 46702565

Office mobile no. +91 9970391013

Mobile No. +91 7709579946

www.deccaninsurancebrokers.com

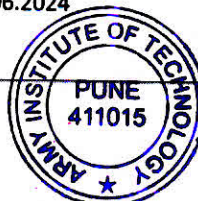
IRDAI License No.178, Composite Broker. License Validity : 27.06.2021 to 26.06.2024

Insurance is the Subject Matter of Solicitation

From: Satish Patil <pune@deccaninsurancebrokers.com>

Sent: 09 August 2023 15:09

To: Dhananjay Auradkar <dgaauradkar@aitpune.edu.in>



Director
Army Institute of Technology
Dighi Hills, Pune - 411015.

Please Note:

- Our quotation is based on the data provided. If any of the information given is incorrect, or misrepresented or has been altered or if there is any change/modification to data after its submission to us, we reserve the right to amend the quotation, or cancel the group policy/application or reject the cover for affected members.
- All information arising from this quotation shall be treated in the strictest of confidence by ICICI Prudential Life and Army Institute of Technology and both parties agree not to publish, communicate, divulge, or disclose to any unauthorized third party or parties any such confidential information without prior written consent.
- In case if the group is seeking Group Term policy for first time or there is a break in existing policy cover, the shared quote shall be valid if there are no active COVID positive cases as on Risk Commencement. The employer shall be under an obligation to notify the insurer status of COVID positive cases/members subsequent to sharing initial quote by the insurer, and before the Risk commencement date. The insurer shall hold the sole right to void the Group Term policy on failure to notify existence of COVID positive cases from the date of sharing the quote until the Risk Commencement date. For the purpose of this clause, knowledge of the employer of existence of the COVID positive cases/members, is immaterial.
- Please note that the coverage under compulsory employer-employee shall not exceed 10 times annual CTC for any employee.
- Please note that the FCL is applicable up to age 65 years (age last birthday); for full time and ~~permanent~~ employees only.
- Members above age 65 years (age last birthday) have to be medically underwritten.
- Should the membership or the sum assured of the scheme change by more than 10% during the year of cover, we reserve the right to review and amend the quoted rate.
- The Total liability of ICICI prudential life insurance co ltd, under this Group insurance contract shall be limited to Rs 300 crores for any one event. All claims occurring directly as a result of such event, irrespective of the date of the claim itself, shall be aggregated for the purpose of this limitation. The event limit refers to the amount paid by the insurer.
- Members travelling to/ residing in attached negative country list will not be covered, and for other countries if member's residency period (continuous/ interrupted) exceeds 180 days then we reserve right to review and amend the quoted rate.
- The maximum sum assured at any time during the policy period shall not exceed INR 1000000 for any member.
- Actively at Work clause shall be applicable for the group. The underwriting for such employees shall be done as per the standard applicable underwriting guidelines of ICICI Prudential. The coverage shall be subject to underwriting decision of ICICI Prudential and free cover limit will not apply for such employees.

We used below details while preparing SQ.

RCD – 11 AUG 2023

RA – 65 Years

Intermediary - Pune Deccan Insurance & Reinsurance Brokers Pvt. Ltd. (00375503)

Unit Rate – 2.166 Ex Gst.




Director
Army Institute of Technology

Rules of the Scheme

1. Definitions: -

Unless excluded by or repugnant to the context in the Rules: -

a) "Annual Renewal date" is	the date in any calendar year, subsequent to the year in which the Master Policy comes into effect, corresponding numerically with the Master Policy Commencement date, in that subsequent year
b) "Beneficiary" means	the insured Member or the person nominated by the Member as the recipient of the Benefits under the Rules of the Scheme.
c) "Benefits" means	the Cover provided to the Members, under this Master Policy.
d) "Company" means	ICICI Prudential Life Insurance Company Limited which expression shall include its successors and assigns.
e) "Cover" refers to	the Group Term Insurance provided to a Member under this Master Policy.
f) "Date of commencement of Cover" means	<p>the date of commencement of Cover for the individual Members under the Master Policy.</p> <p>(i) at the time of issuance of the Master Policy the date of acceptance of risk subject to receipt of Member data and premium towards these Members.</p> <p>(ii) for new Members joining during the term of the Master Policy, will be the date of acceptance of risk subject to receipt of Member data and premium towards these Members.</p> <p>Member Data means the necessary details of the Members required to provide risk Cover.</p>
g) "Earning Spouse" or "Earning Guardian" means	the spouse or the guardian (as the case may be) of a Member, who has reasonable periodic income.
h) "Employee" means	a person in the permanent employment of the Employer, and shall include a person who is on probation for a permanent post but shall not include a trainee /apprentice or a personal or domestic, servant
i) "Employer" means	the company, firm or body corporate which is or which may in future be managed or control the named Employer. by or become associated with the proposer and which agrees to be bound by the Rules.
j) "Free Cover Limit" means	the amount of the Benefit granted to a Member without undergoing medical examination.
k) "Group" means	A group of Members accepted by the Company as constituting a Group for the purposes of the Master Policy.
l) "Member" is	someone who is covered under the Scheme and is therefore eligible for the Benefits under the Master Policy.
m) "Member Joining Date" means	the date on which a Member joins the Scheme and is covered under the Master Policy.



A handwritten signature in blue ink, appearing to be "S. S. S." or similar, written over a light blue horizontal line.

n) "Policy Commencement Date "means	the date on which the Master Policy comes into effect.
o) "Rules " or "Scheme" or "Rules of Scheme" mean	the rules governing the grant of Benefits to the Members that are framed by the Master Policyholder and accepted by the Company.
p) "Terminal Age" is	the age as stipulated by the Master Policyholder under Rules of Scheme, on which the Membership ceases.
q) "Terminal date" means	the date when a Member attains the maximum risk cover ceasing age or the date on which he ceases to be a Member of the Scheme whichever is earlier.

2. Eligibility for Membership:

- (a) Employees who are of at least the minimum age at entry (last birthday) and not more than the maximum age at entry (last birthday) or the Terminal Age, whichever is lower as on the Policy Commencement Date will be eligible for Membership of the Scheme.
- (b) New Employees who join the Group after the Policy Commencement date shall be eligible for Membership of the Scheme, subject to them being within the age limits specified above.
- (c) The eligibility of an Employee to join the scheme as specified in (a) and (b) above is subject to the Company receiving an intimation of eligibility of the Employee and premium amount within 45 days of the Employee becoming eligible.
- (d) The Employee should not have remained absent or availed of leave of absence on grounds of health for a continuous period of 7 days or more in the year preceding his admission into the Scheme. In the event of an Employee not satisfying this condition, he shall join the Scheme on the day on which he satisfies the conditions. The membership may be granted if in any such individual case, the Company is satisfied on the basis of medical underwriting, done solely at the cost of the Employer, that the Employee could be admitted to the Membership of the Scheme.
- (e) An Employee shall cease to be a Member of the Scheme if;
 - (i) he/she ceases satisfy any of the eligibility criteria;
 - (ii) the Master Policy is discontinued/terminated for any reason whatsoever;
 - (iii) his/her employment with the Employer ceases for any reason whatsoever; or
 - (iv) he/she reaches the Terminal Date or Terminal Age;
 - (v) If premium is not paid within the grace period
 - (vi) he/ she ceases to be an Employee/ Member for what so ever reason;

3. Cover of Members:

- (a) The Master Policy provides life cover equal to the Sum Assured for Members of the group covered by the Master Policy.
- (b) The Sum Assured applicable for each Member would be as notified by the Master Policyholder to the Company. However, it might be possible that Sum Assured varies between Members of the same Master Policy. The Company would cover the Member subject to underwriting.
- (c) The Master Policyholder shall hold this Master Policy of Group Term Insurance



[Signature]
Director

- d) All Benefits arising out of the Master Policy shall be solely for the Benefit of the Members.
- e) The Company will pay the Benefit on occurrence of an event upon which the Benefit becomes payable, and only on receipt of documents authenticated by the Master Policyholder, and to the satisfaction of the Company.
- f) The Members' shall nominate a beneficiary to receive the benefits under the Master Policy. The Master Policyholder shall furnish the details of nominees/ legal heir to the Company.
- g) The Cover under the Master Policy shall be effective for a period of one year from the Policy Commencement Date or the Annual Renewal Date, as applicable. A Member shall be entitled to the Benefits of the Master Policy from the Date of Commencement of Cover up to his Terminal Date or Terminal Age which ever is earlier, subject to him/her being a Member.
- h) A Member who joins the Scheme after the Policy Commencement Date will be charged premium for the proportionate period calculated from the date of joining of the Member to the Annual Renewal Date.
- i) The Master Policyholder may renew the Master Policy on every Annual Renewal Date for a period of one year each by payment of the premium then payable and complying with the other terms as specified by the Company.

4. Method of effecting and renewing the scheme of life insurance:

- a) The Master Policyholder shall immediately make available to the Company with all such original documents and the premium payable for effecting Cover to the Member or renewal of the Master Policy.
- b) In the event of the personal statement/ declaration of good health, if any or any other factor relating to the insurability of a life not being to the satisfaction of the Company, it may terminate the Cover for such a person/ Member. The decision of the Company thereon shall be final and binding on the Master Policyholder and the Member.
- c) This Master Policy has been effected in accordance with the Rules. Any amendment of the Rules by the Master Policyholder shall be operative only, if the amendment is specifically approved by us in writing and not otherwise.
- d) The Company shall have the right to vary the terms and conditions of the Master Policy including the premium payable or to discontinue/terminate the Master Policy, by giving a written notice of one month.

5. Benefits payable under the Master policy subject to the Master Policy being in-force:

I. If during the period of the Cover;

- a) In the event of death of the Member covered under the Master Policy at the time of death, the Sum Assured with respect to such a Member shall be paid to the Nominee as per the Master Policy.
- b) There is no maturity benefit payable under the product.

II. Optional benefits applicable from Policy inception or Annual Renewal Date. (Only if the optional benefit is chosen by the Master policy holder):



[Signature]
Director

- a) **Single Rate facility** – The Master Policy Premium rate determined at Policy inception or renewal, shall be applicable for all new Members joining the group before the date of next Policy renewal. There is no additional fee / charge for this facility.
- b) **Sum Assured Reset Benefit** – Provided the life cover for the Member is in force, the Sum Assured for each Member can be increased or decreased by the Master Policyholder during the term of the Master Policy, subject to underwriting. The pro-rated excess premium will be payable by or payable to the Master Policyholder, as the case may be.
- c) **Earning Spouse or Earning Guardian Cover** – The Company will extend Cover to Member's Earning Spouse, Earning Guardian subject to insurable interest and underwriting. Additional premium for the earning spouse/guardian cover will be payable by the Master Policyholder / Member.
- d) **Voluntary Additional Sum Assured Benefit** – Each Member covered under the Master Policy can choose to enhance his or her benefits and increase his or her Sum Assured over and above that provided by the Employer, subject to underwriting. Additional premium for Voluntary additional Sum Assured benefit will be payable by the Master Policyholder / member(s) from the time this benefit is opted for. A Member must choose to increase his or her benefits within two months of being covered under the Master Policy or within two months after each renewal of the Master Policy.
- e) **Terminal Illness** – This benefit provides for an acceleration of all of the Sum Assured on diagnosis of Terminal Illness. Additional premium for Terminal Illness benefit will be payable by the Master Policyholder.

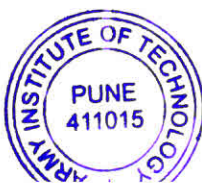
A Member shall be regarded as terminally ill only if that Member is diagnosed as suffering from a condition which, in the opinion of two appropriate independent medical practitioners, is highly likely to lead to death within 6 months. The Terminal Illness must be diagnosed and confirmed by medical practitioners registered with the Indian Medical Association and approved by us. We reserve the right for independent assessment. Terminal illness due to AIDS is explicitly excluded for the purpose Terminal Illness benefit payment. The definition of medical practitioner will be as per Guidelines on Standardization in Health Insurance:

"A Medical Practitioner is a person who holds a valid registration from the medical council of any state of India and is thereby entitled to practice medicine within its jurisdiction; and is acting within the scope and jurisdiction of his license. The Medical Practitioner should neither be the insured person(s) himself nor related to the insured person(s) by blood or marriage."

On claim intimation of a terminal illness that is accepted, no further Member benefits will be payable and life cover shall cease with respect to that member.

- f) **Group Term Insurance in lieu of Employee Deposit Linked Insurance (EDLI)**
This policy can be offered in lieu of EDLI to meet the conditions set out by the Regional Provident Fund Commissioner (RPFC) from time to time

6. Termination of Life Insurance:





Director
Army Institute of Technology

In case the Employer does not pay the due premium before the end of the grace period of the Master Policy, the Master Policy will be terminated and Cover to the Members shall cease.

7. Non-encumbrance of Benefits:-

The Benefits secured by the Scheme shall not be attached or charged or in any other manner encumbered by the Member.

8. Surrender and Withdrawal

- a) You may surrender the Policy during the term of the Policy, by providing a notice of 30 days. In case the Master Policyholder surrenders the Master Policy, the members of the group will be given the option to continue life cover till the end of policy term. On Policy Surrender, Surrender Value only in respect of those members who do not opt for continuance of cover is payable to the Master Policyholder as below.

$$\begin{aligned} \text{Surrender Value} = & \text{(Premium paid} \\ & \text{less actual stamp duty paid} \\ & \text{less medical costs incurred in issuance of the} \\ & \text{Policy)} \\ & \times \frac{\text{Outstanding policy term in days}}{\text{Total policy term in days}} \end{aligned}$$

- b) On Member Withdrawal the premium paid towards the member, is pro-rated to reflect the life cover not yet provided and this is the Withdrawal Benefit.

$$\begin{aligned} \text{Withdrawal Benefit} = & \text{Premium paid} \\ & \times \frac{\text{Outstanding member term in days}}{\text{Total member term in days}} \end{aligned}$$

9. Loans

No loans are allowed under this Master Policy.

10. Maturity benefit

There is no maturity benefit payable under the product.

11. Contract subject to Indian laws

All assurances under the Scheme shall be subject to Indian laws including any regulations made or advice or directive given by the Insurance Regulatory and Development Authority.

12. Incontestability

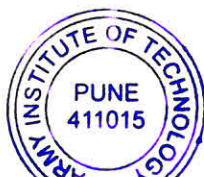
In case of fraud or misrepresentation the company can cancel the policy. The company shall pay the surrender value or refund the premiums paid as applicable. This shall be as per Section 45 of the Insurance Act, 1938, as amended from time to time

Name of the employer:

Name & Signature of the authorized person

Date:

Place:




Director
Army Institute of Technology

ICICI Prudential Life Insurance Company Limited

Beneficial Ownership Declaration

Entity Name: _____

Entity type: ☐ Company* ☐ Partnership Firm ☐ Co-operative Society ☐ Trust
☐ Hindu Undivided Family ☐ Limited Liability Partnership
☐ Unincorporated association or body of individuals

Sr. no.	Beneficial Owner details ¹					
	Full name	Date of birth/ incorporation	Nationality	Address	% share holding	PAN / CIN

☐ *Company listed on stock exchange or a majority owned subsidiary of such a company
(Please tick if beneficial owner is a company falling under above criteria)

Date: _____

Signature and Stamp
(Director/partner/trustee/Company secretary/Chartered accountant)

Note:
Aforesaid declaration will be applicable if customer is other than "individual"

¹ The beneficial owner shall be determined as follows:

(a) where the client is a company, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest (more than twenty-five percent of shares or capital or profits of the company) or who exercises control through other means

(b) where the client is a partnership firm, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of/entitlement to more than fifteen percent of capital or profits of the partnership

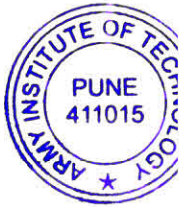
(c) where the client is an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals

(d) where the client is a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership

(e) where no natural person is identified under (a) or (b) or (c) or (d) above, the beneficial owner is the relevant natural person who holds the position of senior managing official



[Signature]
Director



Company : The Army Institute of Technology

Employee Details: As On Date 08.08.2023

Retirement Age - 65

Sr. No.	Employee Code	Employee Name	Dt. of Birth (dd/mm/yyyy)	Designation / Department	Gender	Sum Assured	Premium Rate	Premium	GST	Premium with tax
1	1373	Dr BP Patil	15/03/1969	Principal	M	10,00,000	2.166	2166	389.88	2555.88
2	1042	Qazi Imdad Ali	05-01-1969	Admin	M	10,00,000	2.166	2166	389.88	2555.88
3	1089	Dilip Kumar Singh	06-02-1979	Admin	M	10,00,000	2.166	2166	389.88	2555.88
4	1151	Siby George	17/02/1973	Admin	F	10,00,000	2.166	2166	389.88	2555.88
5	1156	Avinash Shantaram Bhosale	25/06/1981	Admin	M	10,00,000	2.166	2166	389.88	2555.88
6	1098	Rahul P Deokar	28/12/1973	Admin	M	10,00,000	2.166	2166	389.88	2555.88
7	1107	Vinod Kale	05-05-1970	Admin	M	10,00,000	2.166	2166	389.88	2555.88
8	1164	Arvind R Babar	01-06-1976	Admin	M	10,00,000	2.166	2166	389.88	2555.88
9	1132	Leena Reddy	18/04/1966	Admin	F	10,00,000	2.166	2166	389.88	2555.88
10	1173	Nitin Kothari	12-06-1983	Admin	M	10,00,000	2.166	2166	389.88	2555.88
11	1081	Al Devdi	02-07-1970	Admin	M	10,00,000	2.166	2166	389.88	2555.88
12	1082	C Nagaraja Reddy	04-02-1968	Admin	M	10,00,000	2.166	2166	389.88	2555.88
13	1072	Viresh Pardeshi	20/02/1976	Admin	M	10,00,000	2.166	2166	389.88	2555.88
14	1083	Dhaku Sitaram Sawant	23/05/1973	Admin	M	10,00,000	2.166	2166	389.88	2555.88
15	1047	Prasad Desai	20/05/1972	Admin	M	10,00,000	2.166	2166	389.88	2555.88
16	1094	Baban Abaji Chaware	01-06-1970	Admin	M	10,00,000	2.166	2166	389.88	2555.88
17	1045	S S Parbate	13/05/1972	Admin	M	10,00,000	2.166	2166	389.88	2555.88
18	1049	T S Diwakar	26/01/1970	Admin	M	10,00,000	2.166	2166	389.88	2555.88
19	1102	Amol Dolas	06-06-1981	Admin	M	10,00,000	2.166	2166	389.88	2555.88
20	1092	Mr. Rajendra Baban Chavan	25/03/1969	Admin IT	M	10,00,000	2.166	2166	389.88	2555.88
21	1644	Sagar P Kaware	04-02-1988	Admin Library	M	10,00,000	2.166	2166	389.88	2555.88
22	1696	Vinod V Shetkar	32485	Admin Library	M	10,00,000	2.166	2166	389.88	2555.88
23	1088	Arvind Dongre	26-06-1967	Admin Library	M	10,00,000	2.166	2166	389.88	2555.88
24	1760	Mrs.Vishaka Laxman Shinde	14/1/1990	Admin Library	F	10,00,000	2.166	2166	389.88	2555.88
25	1854	Shaikh Nilofar	21-03-2000	Admin Computer	F	10,00,000	2.166	2166	389.88	2555.88
26	1855	Shivdas Tade	10-07-1998	Admin Mechanical	F	10,00,000	2.166	2166	389.88	2555.88
27	1048	Naseem A Mulla	16/09/1971	Admin ASGE	F	10,00,000	2.166	2166	389.88	2555.88
28	1143	Manisha Sandeep Taru	15/06/1973	Admin Registrars Office	F	10,00,000	2.166	2166	389.88	2555.88
29	1129	Devendra More	10-09-1976	Admin Principals Office	M	10,00,000	2.166	2166	389.88	2555.88
30	1105	Jaicy S Chacko	15/05/1976	Admin Placement office	F	10,00,000	2.166	2166	389.88	2555.88
31	1690	Shobha Anand Doiphode	06-02-1976	Admin ASGE	F	10,00,000	2.166	2166	389.88	2555.88
32	1139	Subhash Raghunath Yadav	18/6/1971	Admin ASGE	M	10,00,000	2.166	2166	389.88	2555.88
33	1786	Deepali Apraj	14-04-1978	Technical E&TC	F	10,00,000	2.166	2166	389.88	2555.88
34	1745	S.C Adak	03-06-1976	Admin	M	10,00,000	2.166	2166	389.88	2555.88
35	1171	Shaikh S.R	01-08-1976	Admin	M	10,00,000	2.166	2166	389.88	2555.88
36	1193	Mr. Namdev R Chavam	02 Jun-81	Admin Hostel	M	10,00,000	2.166	2166	389.88	2555.88
37	1084	Shahaji Kashinath Ranmare	27/03/1970	Admin E&TC	M	10,00,000	2.166	2166	389.88	2555.88
38	1085	Manoj Shivilal Pardeshi	05-06-1971	Admin E&TC	M	10,00,000	2.166	2166	389.88	2555.88
39	1769	Vishal Deepak Pardeshi	13-12-1985	Physical Director	M	10,00,000	2.166	2166	389.88	2555.88

40	1057	Mr Eknath Rambhau Gargote	03-03-1973	Technical Mechanical	M	10,00,000	2.166	2166	389.88	2555.88
41	1291	Mr Sanjay Mahadev Gaikwad	07-05-1978	Teaching Mechanical	M	10,00,000	2.166	2166	389.88	2555.88
42	1064	Mr Bhagwan Dattatray Sonawane	28/07/1967	Technical Mech Workshop	M	10,00,000	2.166	2166	389.88	2555.88
43	1101	Mr Santosh Nivruti Kedari	26/02/1975	Admin Mechanical	M	10,00,000	2.166	2166	389.88	2555.88
44	1065	Mr Sanjay Jagannath Joshi	10-11-1965	Technical Mech Workshop	M	10,00,000	2.166	2166	389.88	2555.88
45	1067	Mr Mahadev Tukaram Sankpal	01-01-1968	Technical Mech Workshop	M	10,00,000	2.166	2166	389.88	2555.88
46	1292	Pritee Manoj Purohit	27/01/1980	Teaching Mechanical	F	10,00,000	2.166	2166	389.88	2555.88
47	1873	Gauri D Bhasale	17-05-1993	Teaching Mechanical	F	10,00,000	2.166	2166	389.88	2555.88
48	1252	Yogesh V Patel	27-05-1972	Teaching Mechanical	M	10,00,000	2.166	2166	389.88	2555.88
49	1249	Dr. U.V. Awasarmol	09-11-1974	Teaching Mechanical	M	10,00,000	2.166	2166	389.88	2555.88
50	1070	Adarsh Gopalrao Jirgale	19/10/1970	Technical Mechanical	M	10,00,000	2.166	2166	389.88	2555.88
51	1698	Sunil B Shikare	17/10/1987	Technical Mechanical	M	10,00,000	2.166	2166	389.88	2555.88
52	1778	Nishad Barhate	20-07-1992	Technical Mechanical	M	10,00,000	2.166	2166	389.88	2555.88
53	1160	Ashok V Katole	26/10/1972	Technical , E&TC	M	10,00,000	2.166	2166	389.88	2555.88
54	1664	Nitesh Sukhadeve	27/07/1985	Technical , E&TC	M	10,00,000	2.166	2166	389.88	2555.88
55	1005	Dr.G.R, Patil	05-04-1987	Teaching E&TC	M	10,00,000	2.166	2166	389.88	2555.88
56	1182	Vijay Kumar Karra	12-05-1976	Teaching E&TC	M	10,00,000	2.166	2166	389.88	2555.88
57	1364	Girish Kapse	13-03-1983	Teaching E&TC	M	10,00,000	2.166	2166	389.88	2555.88
58	1026	Dr. P.B.Karandikar	08-10-1972	Teaching E&TC	M	10,00,000	2.166	2166	389.88	2555.88
59	1770	Ms. Vidya Jadhav	19-09-1972	Technical E&TC	F	10,00,000	2.166	2166	389.88	2555.88
60	1222	Avinash Patil	22-07-1981	Teaching E&TC	M	10,00,000	2.166	2166	389.88	2555.88
61	1097	Rajashree Challamard	16-06-1975	Technical E&TC	F	10,00,000	2.166	2166	389.88	2555.88
62	1701	Pravin Shivajirao Sangle	19/05/1993	Technical , E&TC	M	10,00,000	2.166	2166	389.88	2555.88
63	1053	Sujata Nitin Kadam	03-01-1969	Technical , E&TC	F	10,00,000	2.166	2166	389.88	2555.88
64	1186	Dr.Rahul Desai	07-12-1976	Teaching IT	M	10,00,000	2.166	2166	389.88	2555.88
65	1227	Ms. Vaishali Sachin Ingale	13/05/1980	Teaching IT	F	10,00,000	2.166	2166	389.88	2555.88
66	1308	Mr. Sandeep Dwarkanath Samleti	12-08-1981	Teaching IT	M	10,00,000	2.166	2166	389.88	2555.88
67	1043	Jyoti Anant Taralkar	25/07/1973	Technical IT	F	10,00,000	2.166	2166	389.88	2555.88
68	1272	Rupali Bagate	21-03-1984	Teaching IT	F	10,00,000	2.166	2166	389.88	2555.88
69	1017	Dr.Sangeeta Jadhav	08-Jun-70	Teaching IT	F	10,00,000	2.166	2166	389.88	2555.88
70	1226	GM Walunjkar	04-09-1981	Teaching IT	M	10,00,000	2.166	2166	389.88	2555.88
71	1169	Dr. Ashwini T Sapkal	30/01/1981	Teaching IT	F	10,00,000	2.166	2166	389.88	2555.88
72	1331	Yuvraj N Gholap	15/05/1982	Teaching IT	M	10,00,000	2.166	2166	389.88	2555.88
73	1020	Dhananjay Gopalrao Auradkar	10-06-1971	Teaching IT	M	10,00,000	2.166	2166	389.88	2555.88
74	1325	Dr Ganesh Mundhe	13/02/1986	Teaching ASGE	M	10,00,000	2.166	2166	389.88	2555.88
75	1326	Dr Seema Tiwari	11-06-1979	Teaching ASGE	F	10,00,000	2.166	2166	389.88	2555.88
76	1594	Mr Rushikesh Patil	29/04/1990	Teaching ASGE	M	10,00,000	2.166	2166	389.88	2555.88
77	1060	Mrs Swati Salunkhe	28/04/1972	Teaching ASGE	F	10,00,000	2.166	2166	389.88	2555.88
78	1795	Vitthal Hivrale	03-06-1988	Teaching ASGE	M	10,00,000	2.166	2166	389.88	2555.88
79	1298	DR.Swati Kulkarni	20-Nov-76	Teaching ASGE	F	10,00,000	2.166	2166	389.88	2555.88
80	1310	Dr.Ashok Kumar Singh	10-03-1968	Teaching ASGE	M	10,00,000	2.166	2166	389.88	2555.88
81	1310	Anita Suryawanshi	27-05-1984	Teachin ASGE	F	10,00,000	2.166	2166	389.88	2555.88
82	1692	Raghu kakaso Babar	27/04/1985	Technical ASGE	M	10,00,000	2.166	2166	389.88	2555.88
83	1061	Varsha Kulkarni	01-Nov-70	Technical ASGE	F	10,00,000	2.166	2166	389.88	2555.88

84	1029	Dr. S.R. Dhore	18-07-1971	Teaching Computer	M	10,00,000	2.166	2166	389.88	2555.88
85	1870	Kuldeep,Hule	21-07-1989	Teaching Computer	M	10,00,000	2.166	2166	389.88	2555.88
86	1246	Sushma Shirke	17-05-1984	Teaching Computer	F	10,00,000	2.166	2166	389.88	2555.88
87	1278	Rushali Patil	23-09-1982	Teaching Computer	M	10,00,000	2.166	2166	389.88	2555.88
88	1463	Dr. Jayadevan R	18-02-1981	Teaching Computer	M	10,00,000	2.166	2166	389.88	2555.88
89	1260	Yogita Hambir	24-03-1981	Teaching Computer	F	10,00,000	2.166	2166	389.88	2555.88
90	1784	Mangesh Hajare	01-08-1984	Teaching Computer	M	10,00,000	2.166	2166	389.88	2555.88
91	1225	Vaishali Ganganwar	23-03-1980	Teaching Computer	F	10,00,000	2.166	2166	389.88	2555.88
92	1224	Mahesh B. Lonare	23/09/1976	Teaching Computer	M	10,00,000	2.166	2166	389.88	2555.88
93	1021	N. K. Bansode	06-01-1969	Teaching Computer	M	10,00,000	2.166	2166	389.88	2555.88
94	1654	Ravindra P. Desai	15/05/1988	Technical , Comp	M	10,00,000	2.166	2166	389.88	2555.88
95	1356	Nikita Singhal	02-12-1988	Teaching Computer	F	10,00,000	2.166	2166	389.88	2555.88
96	1671	Rahul Kadam	07-05-1983	Technical , Comp	M	10,00,000	2.166	2166	389.88	2555.88
97	1162	Avinash R. Rithe	14/05/1983	Technical , Comp	M	10,00,000	2.166	2166	389.88	2555.88
98	1056	Ulhas P. Deolankar	09-02-1967	Technical , Comp	M	10,00,000	2.166	2166	389.88	2555.88
99	1093	V. H. Kamble	09-11-1967	Admin Computer	M	10,00,000	2.166	2166	389.88	2555.88
100	1857	Sandip Sonwalkar	15-04-1992	Technical Computer	M	10,00,000	2.166	2166	389.88	2555.88
101	1071	K.K.Das	04-Nov-67	Technical Computer	M	10,00,000	2.166	2166	389.88	2555.88
102	1783	Dr.Sagar Rane	22-03-1992	Teaching Computer	M	10,00,000	2.166	2166	389.88	2555.88
103	1754	Pramod S Patil	25/10/1996	Technical Computer	M	10,00,000	2.166	2166	389.88	2555.88
104	1868	Shraddha Suvarnkar	24-10-2000	Technical Computer	F	10,00,000	2.166	2166	389.88	2555.88
105	1774	Mohini Shendge	15-12-1992	Technical E&TC	F	10,00,000	2.166	2166	389.88	2555.88
106	1192	Dr. Sushma Avinash Patil	09-07-1977	Technical E&TC	F	10,00,000	2.166	2166	389.88	2555.88
TOTAL						10,60,00,000				
							2,29,596	41,327	2,70,923	

3

EX GRATIA

Telephone : 26151564
Tele Fax : 26152642
ASCON : 35538
E-Mail : awescolleges@gmail.com
aweshq@gmail.com

Army Welfare Education Society (AWES)
Building No 202, Shankar Vihar
Delhi Cantonment
New Delhi - 110010

B/45840/Pay /AWES

07 Sep 2018

List A, B & E

PAYMENT OF EX GRATIA TO EMPLOYEES OF ARMY PROFESSIONAL COLLEGES / INSTITUTIONS WHO DIE WHILE ON ACTIVE SERVICE

1. Refer HQ AWES Letter No B/45840/Pay/AWES dated 05 Jan 2018. p-91
2. Having analysed the feedback / comments received from the environment on the subject, approval of the competent authority has been obtained for following changes :-
- (a) A separate Ex Gratia Corpus of Rs 50.00 lakh will be created by all Colleges / Institutes through modalities approved by respective College / Institute Management Committee.
- (b) The un-utilised interest accrued from the Corpus will be transferred to 'Development Fund' at the end of each financial year. The same will not be ploughed back into the Corpus.
3. The contents of our letter quoted above should be amended appropriately.

Himmat Singh

(Himmat Singh)
Col (Retd)
Director Colleges
For Managing Director

PAYMENT OF EX GRATIA TO EMPLOYEES OF ARMY PROFESSIONAL COLLEGES / INSTITUTIONS WHO DIE WHILE ON ACTIVE SERVICE (91)

1. The competent authority has approved the payment of Rupees three lakhs as ex gratia lump sum, as a welfare measure, to next of kin (NOK) of the employees where death occurs while on active employment with the AWES professional college irrespective of the fact that the next of kin is being compensated by the GPAP/ ESI/ AGI EI, or Insurance company etc.

2. Eligibility.

(a) The ex gratia, instituted as a welfare measure, is eligible to the next of kin of deceased employee provided he/she has served with the college/ institute for a minimum three years. A maximum gap of one month with two consecutive terms is permissible for calculation of minimum qualifying service.

(b) The ex gratia would not be liable under following circumstances to the NOK in case death of the employee is:-

- (i) From intentional self injury or suicide.
- (ii) Whilst under influence of intoxicating liquor or drugs.
- (iii) Due to directly or indirectly caused by sexually transmitted disease or insanity.
- (iv) Arising or resulting from committing any breach of law with criminal intent.
- (v) During absentee from college/ institute without leave without valid reason.

3. Date of Effect. The ex gratia of Rupees three lakhs is applicable prospectively wef 01 Jan 2018. No repeat No previous cases are eligible for said ex gratia.

4. Guidelines / Instructions. The following guidelines/ instructions would be strictly followed by the colleges/ institutes:-

(a) Ex Gratia Corpus of Rs 1.00 crore will be created by the college/ institute by setting aside 1% of annual revenue income. The Corpus may be enhanced at the discretion of the BOA of respective HQ Commands. Interest from Corpus to be used for payment of ex gratia. Unutilised interest to be ploughed back into Corpus.

(b) Ex gratia lump sum of Rs 3.00 lakhs will be paid to NOK of eligible deceased employee, who was on active service with college/ institute irrespective of other Insurance benefits received by NOK from GPAP/ESI/EI or Insurance etc subject to compliance of eligibility criteria.

(c) Colleges to keep record of NOK of all their employees. In case of dispute as regards NOK, the ex gratia will be paid to the individual as adjudicated in the 'Will of Probate/ Succession Certificate/ First Class Legal Heir by the competent Court

(d) Ex gratia will be released to the eligible NOK(s) in his/ her bank account after due verification within 30 days of occurrence of death of the employee.

(e) Details of death to be reported as per instructions on subject. Clearance of all dues to the NOK of the deceased will be reported in the Monthly DO letter to the MD AWES by the Director/ Dean/ Principal of concerned college.

(f) CFA for approval of payment of ex gratia would be as per Para 5 of SOP on Financial Powers as issued vide AG / PS Dte letter No B/37900/CEA/38/AG/PS-3(B)/2016 (AWES) dt 31 Mar 2016 as amended from time to time.

5. Documents for CFA Approval. The following documents will be put up to the CFA by the college/ institute for sanction of ex gratia:-

- (a) Contingent bill duly signed by Registrar & HOA and Director/Dean/Principal.
- (b) Copy of Inquiry proceedings.
- (c) Original Death Certificate and attested copy of post mortem report.
- (d) Certified true copy of FIR registered with police authorities, as applicable.
- (e) No Demand Certificate.
- (f) Copy of appointment and extension letters.
- (g) All the above documents will be authenticated.

6. All colleges to formulate their respective comprehensive SOP on subject and forward a copy to this office by 19 Feb 2018.

PAY
File No: B/45840/Dir Conf/AWES

Army Welfare Education Society (AWES)
Building No 202, Shankar Vihar
Delhi Cantonment
New Delhi - 110010

(SK Garg)
Col (Retd)
Director Colleges
For Adjutant General

Dated : 05 Jan 2018

Distribution

List A, B & E

Case No : AIT/0054/ Staff Gen/Adm

Sheet No : One

**PAYMENT OF EX GRATIA TO EMPLOYEES OF ARMY
PROFESSIONAL COLLEGES/ INSTITUTIONS WHO DIE WHILE
ON ACTIVE SERVICE**

1

1. Mr Vinoy Daniel, Programmer of this institute passed away on 18 Sep 2021 after sudden deterioration of his medical condition at his native place. Initial report of death (natural) fwd vide this institute letter No AIT/0069/INS(VSK)/Adm dated 18 Sep 2021 (PUC).

PUC

2. HQ AWES New Delhi vide their letter No B/45840/PAY/AWES dated 05 Jan 2018 (Flag 'A') and 07 Sep 2018 (Flag 'B') has directed to create separate Ex-Gratia Corpus of Rs 50 lakhs by each institute and the unutilized interest accrued from this to be transferred to development fund for payment of Rs 3 lakhs as Ex-Gratia to NoK of deceased employee who die while on active service.

Flag 'A'
Flag 'B'

3. Accordingly AIT has created an "Ex Gratia Fund" of Rs 50 lakhs by investing in FD @5% interest per annum in Apr 2019 for this purpose. Total interest on this FD as on Mar 2021 is Rs 5 Lakhs.

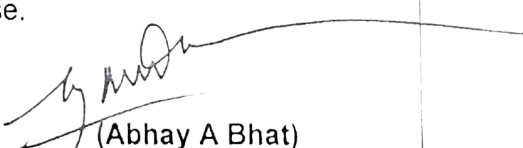
4. Following documents are placed opposite:-

- (a) Contingent bill duly signed by Director AIT (Flag 'C').
- (b) Death Certificate downloaded (Flag 'D').
- (c) No Demand Certificate (Flag 'E').
- (d) Copy of initial appointment letter (Flag 'F').

Flag 'C'
Flag 'D'
Flag 'E'
Flag 'F'

5. It is recommended that an Ex Gratia of Rs 3 lakhs may please be released to Mrs Shirley Vinoy, the NoK of Late Mr Vinoy Daniel.

6. Put up for your approval, please.


(Abhay A Bhat)
Brig (Retd)
Director

06 Oct 2021

2

Chairman AIT
(Through SO)


7/10

NOTING SHEET

AIT

Case No : AIT/0054/ Staff Gen/Adm

Sheet No : Two

DSSO

3

1. Ref Notes anti.
2. Para 5 of Note 1 need please

Chairman AIT

4


Amr
0904-24

1. Ref note anti.
2. Note 03 approved.
3. Process as per extant orders.

9
0904-24

5

SD to Chairman


11/7/24.

my
title

Original number
issued to AIT

AIT/0069/INS(VSK)/Adm

16 Feb 2023

Headquarters
Southern Command (AWES)
Pune – 411001

FWD OF INITIAL REPORT : NATURAL DEATH

1. Ref Article 185 of Blue Book and Para 10 (a) of Army HQ letter No B/45549/AWES dt 25 Oct 2022.
2. Initial Report of death in respect of Mr Sachin B Ghag, Lab Attendant, died at around 1125 hours on 16 Feb 2023 (while taking to Sahyadri Hospital, Shastri Nagar, Pune), is fwd herewith.
3. It is for information that Funeral Allowance of Rs 5,000/- is being sent to NOK shortly after conduct of post mortem of the deceased.
4. Detailed report is being forwarded shortly.


(MK Prasad)
Col (Retd)
Offg Director

Encls: As stated

Copy to:

Army Welfare Education Society (AWES) Adjutant General's Branch IHQ OF MoD (Army) Bldg No 202, Shankar Vihar Delhi Cantt, New Delhi – 110010	-	For info please.
HQ Southern Comd (Sigs) Pune – 411001	-	for info please.

Appendix

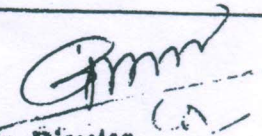
(Ref AIT letter No ait/0069/INS(VSK)/Adm
dated 16 Feb 2023)

INITIAL REPORT : NATURAL DEATH

1.	Name of the School/College/AWES-Cell	Army Institute of Technology, Alandi Road, Dighi Hills, Pune - 411015
2.	Name of the insured student/employee	Mr. Sachin B Ghag
3.	Class & Roll Number/Admission Number	NA, being regular staff member
4.	Date of birth and age of affected individual.	12 Dec 1978 (44 years 02 months)
5.	Name of the deceased/injured fee paying parent/guardian (as applicable)	NA, being staff
6.	Details of accident. Date, place and time of accident	Natural death, due to cardiac arrest, Death Certificate awaited
7.	Details of death/injuries to the insured. Place of Death-city/State	At about 1125 hours on 16 Feb 2023, brought death to hospital
8.	Name of Nominee	Smt Shital
9.	Relationship of Nominee with the deceased	Wife
10.	Whether FIR with police lodged, being lodged	NA, being natural death
11.	Name and Address of Hospital (if any treatment taken)	Sahyadri Hospital, Shastri Nagar, Pune
12.	Name of Hospital where postmortem carried out (if applicable)	NA
13.	Full postal address of NOK for correspondence / condolence DO	Smt Shital Sachin Ghag (NOK) Flat No 1206, Charoli Budruk, Pune-412105
14.	Mobile/ Contact Nos of	
	(a) Principal/ Director/ Director AWES Cell/	Director - 7249250186 Principal - 7249250115 Director AWES Cell - 020-26363217, Army No - 2478, 2541
	(b) Contact person of School/College/ AWES-Cell	Col MK Prasad, Joint Director 9717473840
	(c) NOK of Insured	Smt Shital Sachin Ghag (NOK)

Place: Pune

Date: 16 Feb 2023


Offg. Director
Army Institute of Technology
Dighi Hills, Pune-411015.
(Signature of the Director)

Payment Voucher

No. : 1609

Dated : 28-Feb-23

Particulars	Amount
Account :	
Shital Sachin Ghag	3,00,000.00
Agst Ref 1805	3,00,000.00 Dr

Through :

Bank of Baroda Savings A/c 12490100001250

On Account of :

ch no-006243 Issued To Shital Sachin Ghag
Ex Gratia Payment

Amount (in words) :

INR Three Lakh Only

₹ 3,00,000.00

Receiver's Signature:

Authorised Signatory

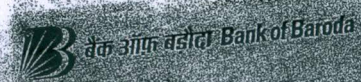
Put up for

pleas

Joint D

Director

F. No. 405



COMMON DEPOSIT SLIP

F. No. 405

My account is with
FULL NAME

SHITAL SACHIN GHAG

Account No.

12490100016488

Type of Account

Particulars

CHQ NO 6243	3,00,000/-	Rs.
DT 28/2/23		
(Cash / Cheque) TOTAL	3,00,000/-	

Total Amount in words Rupees

Three Lakh

Officer / Cashier / Teller

(CHEQUE(S) SUBJECT TO REALISATION)



बैंक ऑफ बड़ौदा
Bank of Baroda

दिघी शाखा, पुणे - 411015

DIGHI BRANCH, PUNE - 411015

RTGS / NEFT IFSC CODE: BARB0DIGHIX

जारी की गई तारीख से तीन माह के लिए वैध / VALID FOR THREE MONTHS FROM THE DATE OF ISS

CBS

2802202

बचत खाता / SAVINGS ACCOUNT

D D M M Y Y Y

Pay SHITAL SACHIN GHAG A/C NO 12490100016488

Or Be

Rupees रुपये THREE LAKH ONLY

या धारक

अदा करें

₹ 3,00,000/-

खा. स.
A/c No.

12490100001250

05210000109421

SB/2023/SE

भारत की सभी शाखाओं में सममूल्य पर देय
Payable at par at all branches in India

DIGHI

FOR ARMY INSTITUTE OF TECHNOLOGY

[Signature]
AUTHORISED
SIGNATORY

[Signature]
DIRECTOR

Please sign above

"006243" 411012017: 001250" 31

NOTING SHEET
AIT

Case No : AIT/0054/Staff Gen/Adm

Sheet No : One

PAYMENT OF EX GRATIA TO EMPLOYEES OF ARMY
PROFESSIONAL COLLEGES/ INSTITUTIONS WHO DIE WHILE
ON ACTIVE SERVICE

1

1. Mr Sachin B Ghag, Lab Attendant of this institute passed away on 16 Feb 2023 due to cardiac arrest at Pune. Initial report of death (natural) fwd vide this institute letter No AIT/0069/INS(VSK)/Adm dated 16 Feb 2023 (PUC).

PUC

2. HQ AWES New Delhi vide their letter No B/45840/PAY/AWES dated 05 Jan 2018 (Flag 'A') and 07 Sep 2018 (Flag 'B') has directed to create separate Ex-Gratia Corpus of Rs 50 lakhs by each institute and the unutilized interest accrued from this to be transferred to development fund for payment of Rs 3 lakhs as Ex- Gratia to NoK of deceased employee who die while on active service.

Flag 'A'
Flag 'B'

3. Accordingly AIT has created an "Ex Gratia Fund" of Rs 50 lakhs by investing in FD @5% interest per annum in Apr 2019 for this purpose. Accrued interest on this FD as on Mar 2022 is Rs 7.66 Lakhs.

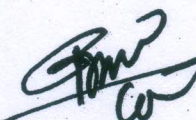
4. Following documents are placed opposite:-

- (a) Contingent bill duly signed by Director AIT (Flag 'C').
- (b) Death Certificate (Flag 'D').
- (c) No Demand Certificate (Flag 'E').
- (d) Copy of initial appointment letter (Flag 'F').

Flag 'C'
Flag 'D'
Flag 'E'
Flag 'F'

5. It is recommended that an Ex Gratia of Rs 3 lakhs may please be released to Mrs Shital Sachin Ghag, the NoK of Late Mr Sachin B Ghag.

6. Put up for your approval, please.



(MK Prasad)
Col
Joint Director

27 Feb 2023

Director

JD

Approved


27/2/23

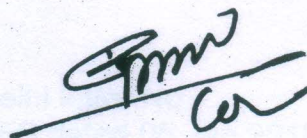
NO DEMAND CERTIFICATE

1. This is to certify that there is nothing outstanding against Late Mr Sachin B Ghag, Lab Attendant, AIT who passed away 16 Feb 2023, due to cardiac arrest at Pune.
2. This certificate has been issued for payment of Ex-Gratia to the NoK of the deceased.

File No : AIT/0054/ Staff (Gen)/Adm

Army Institute of Technology
Dighi Hills, Pune - 411015

Date: 27 Feb 2023


(MK Prasad)
Col
Jt Director

RECEIVED PAYMENT

COUNTERSIGNER

CONTINGENT BILL

Voucher No AIT/0054/Staff Gen/Adm Dated: 27 Feb 2023 for Rs 3 Lakhs

Bankers :

Bank of Baroda
Branch Name : Dighi Camp, Pune-15
A/C No : 12490100016488
IFSC : BARB0DIGHIX

Expenditure on account of : Amount claimed on account ex gratia to Mr Sachin B Ghag who died (natural) while on active service on 16 Feb 2023.

Incurred by : Mrs Shital Sachin Ghag (W/o Mr Sachin Ghag)

During the month of : Feb 2023

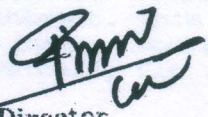
Authority : HQ AWES New Delhi letter No B/45840/PAY/AWES dated 05 Jan 2018

S No	Date	Details of Expenditure	Amount
1.	Feb 2023	Amount claimed on account of ex gratia to Mr Sachin B Ghag who died (natural) while on active service on 16 Feb 2023.	Rs 3 lakhs
			Rs 3 lakhs

NET AMOUNT CLAIMED: RUPEES THREE LAKHS ONLY

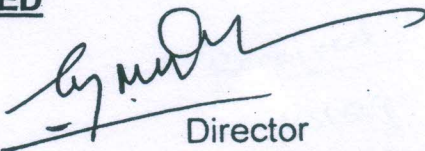
RECEIVED PAYMENT

Station : Pune
Date : 27 Feb 2023


Joint Director
Army Institute of Technology
Dighi Hills, Pune-411015.

COUNTERSIGNED

Station : Pune
Date : 27 Feb 2023


Director
Army Institute of Technology
Dighi Hills, Pune - 411015.

ARMY INSTITUTE OF TECHNOLOGY
DIGHI HILLS, PUNE - 411 015

Appointment order
(Non-Teaching)

Ref No. : AIT/Adm/0032/A.S.

Date : 1st Aug 98

To,

Mr. Sachin Ghag

Ref : Your Appointment Order No . AIT/Adm/0032/A.S. dated 29 Jul 97

Dear Sir,

1 With reference to your above referred order and your CR received through HOD, we are pleased to inform you that you are here by appointed as Lab Attendant in this institute with effect from 01 Aug 98.

You will be paid :

- (a) Starting pay of Rs. 762/- per month in the time scale of pay of Rs. 750-940
- (b) Dearness Allowance, City Compensatory allowance, Home allowance and such other allowance as prescribed by the Army Welfare Education Society, as per rules prevailing at present and as may be revised from time to time.

Your appointment is subject to the following conditions :-

- (a) You are on probation for a period of two years.
- (b) After completion of one year out of probation period of two years you will be entitled to an annual increment subject to your satisfactory performance, good conduct and a report thereof from the concerned superior officer.
- (c) Your appointment on probation shall not be deemed as confirmed unless you are issued with an order of confirmation at the end of your probation.
- (d) Your services will be governed by the rules and regulations of the Army Welfare Education Society and this Institution.
- (e) Your services may be terminated at any time by the Management giving one month's notice or one month's pay in lieu of the notice.
- (f) If for some reason you decide to leave this job, you must give one full month's notice in writing or surrender one month's pay in lieu of it.
- (g) You will not be allowed to run any business/ or take up any profession or employment, part time or full time in your name or in the name of your relations.
- (h) You will have to undergo at your own expense medical examination by the medical officer of this institute or a reputed and qualified civil doctor as approved by this institution within three months of this appointment. This appointment is provisional pending submission of medical certificate by you stating that you are free from any contagious disease and that you are physically fit for employment with Army Institute of Technology.
- (j) You should submit the original as well as true copies of passing certificates, marksheets, experience certificate, discharge/relieving certificate, L.P. Certificates etc. before joining.

Received
S. Ghag
25/8/98.

**Appointment order
(Non-Teaching)**

RefNo. : AIT/Adm/0032/A.S.

Date : 29th Jul 97

To,

Mr Sachin Ghag
Pune

Dear Sir,

With reference to your application dated 21 Jul 97 we are pleased to inform you that you are here appointed as Lab Attendant in this institute with effect from dated 1 Aug 97

You will be paid :

(a) Starting pay of Rs. 750/- per month in the time scale of pay of Rs. 750-940.

(b) Dearness Allowance, City Compensatory Allowance, House Allowance and such other allowance as prescribed by the Army Welfare Education Society, as per rules prevailing at present and as may be revised from time to time.

2. You will be allotted a residential accommodation for the period of your employment as per the availability of accommodation subject to A.I.T. Rules and Regulations and you will be liable to pay appropriate charges per month towards the same.

Your appointment is subject to the following conditions :-

(a) Purely temporary from 1 Aug 97 to 31 Jul 98.

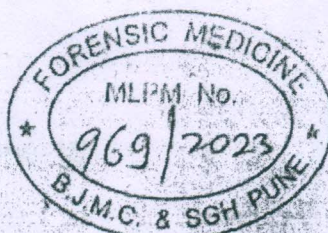
(b) Your services will be governed by the rules and regulations of the Pune University, the State Government of Maharashtra, the Army Welfare Education Society and this Institution.

(c) Your services may be terminated at any time by the Management giving one month's notice or one month's pay in lieu of the notice.

(d) If for some reason you decide to leave this job, you must give one full month's notice in writing or surrender one month's pay in lieu of it.

Cont'd ...2/-

**FORENSIC MEDICINE DEPARTMENT B. J. MEDICAL COLLEGE AND
SASSOON GENERAL HOSPITALS, PUNE
MEDICAL NOTIFICATION OF DEATH**



MLPM No.: 969/2023.

TIME OF P.M. EXAMINATION

FROM TO

DATE: 16/02/2023

Reg. No. Date of Death 16/02/2023 Date of Notification 16/02/2023

M.L.C. No. 110/2023 Place of M.L.C. Reg. Sahyadri Hospital Pune

Date of admission Block No.

Name of deceased Sachin Baburao Chag

Age 45 yrs

Sex male

Address R/O

Tanish peatl

Flat No. 1206

J. wing

Charhali Budruk

Haveli

Pune

Brought by

H.C.

V.K.

Gaikwad

402

Identified by

H.C.

V.K.

Gaikwad

402

Police station

Dighi police station

OPINION AS TO THE PROBABLE CAUSE OF DEATH

"Coronary Artery Disease"

Dr.

Jyotesh Thakare

Designation

J.P.T.

Department of Forensic Medicine

B. J. Govt. Medical College & Sassoon

General Hospital Pune-1

NOTE IF ANY:

ARMY INSTITUTE OF TECHNOLOGY

DIGHI HILLS PUNE 411 015

CONTRACT OF SERVICE

MADE THIS CONTRACT ON THIS 01 AUG 2023

BETWEEN

Army Institute of Technology, an educational institute affiliated to Savitribai Phule Pune University having its office at Dighi Hills, Pune 411015, (herein after referred to as **AIT**) by its **Director**.

AND

Smt Shital Sachin Ghag

Age: 42, Occupation -

Address: Dighi, Pune - 411015 (Mobile No.-7249162082)

(hereinafter referred to as an **Employee**)

WHEREAS AIT, Pune is an Engineering College run for the benefit of the Wards of Army Personnel and is one of the several projects including professional colleges and public schools administered by its parent body called Army Welfare Education Society (AWES), a Society registered under the Societies Registration Act under the control of the Board of Governors headed by the serving Chief of the Army Staff and other serving Vice Chief of Army Staff, Army Commanders/officials as its Vice Presidents and members AND

WHEREAS the wage structure, the manpower planning, the financial control and identification and approval of vacancies within all these parameters depending upon the varying intakes of students and/or introduction of courses/subjects are controlled by the Society from its Headquarters, New Delhi under the guidance, rules and instructions of the Board of Governors, AND

WHEREAS in the absence of any specific identified vacancies and/or in the absence of approval of vacancies from the Board and/or in the absence of availability of any posts prescribed under the law/rules applicable to the Educational Institutions affiliated to a University, there arise ad-hoc temporary manpower requirements for specified periods for performance of certain activities/work, AND

WHEREAS AIT is required to assign certain work of temporary nature maintained by it for the period **04 Sep 2023 to 03 Aug 2024** (First three months will be probation period) AND

WHEREAS the employee above named has offered to undertake the said work purely on temporary basis for the aforesaid period and AIT, after having been satisfied about the qualification/suitability of the employee has decided to offer the said assignment to her accordingly, AND

WHEREAS both the parties hereto agree to reduce to writing the terms and conditions agreed between them.

NOW THEREFORE THIS CONTRACT OF SERVICE WITNESSES AS UNDER:-

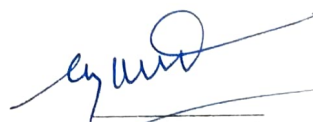
1. **Smt Shital Sachin Ghag** hereby agrees to perform the work relating to the management of AIT purely on temporary basis and this temporary assignment will be for the period mentioned above for work and she will be designated for the sake of convenience as **Peon**.
2. It is agreed and understood between the parties that this Agreement is purely on temporary basis and shall expire automatically on **03 Aug 2024** unless it is terminated before the expiry of the said period as per the stipulations mentioned here below and/or unless the work assigned to the employee is itself completed or does not necessitate engaging any person or the requirement is otherwise over. The parties may, however, agree to renew the contract for further period if so required by AIT.
3. AIT shall pay the employee a total consideration of **Rs. 10,000/-** per month.
4. The service conditions for employee will be governed by AWES rules and regulations Vol-II for Army Institute (Blue Book Apr 2009 Edition) as amended from time to time to the extent they are applicable to the temporary / adhoc assignments. Employee will study these rules and regulations at the time of joining and submit a certificate before joining duty, that employee has read the rules and regulations contained in AWES rules and regulations Vol-II for Army Colleges/Institute (Blue Book Apr 2009 Edition) and would comply with them. Employee will also abide by orders and instructions (Oral or written) given by or on behalf of AIT.
5. The employee will have to submit an Affidavit on Rs. 100/- stamp paper regarding her appointment and service conditions in this Institute (Format enclosed herewith) as a condition-precedent before giving effect to this Agreement and before taking up the work under this Agreement.
6. It will be mandatory on the part of the employee to keep a security deposit equivalent to one month's total emoluments with the Institute. The amount will be recovered from her salary in three equal installments. The security deposit shall be refunded to the employee at the time of leaving the Institute. If the employee resigns from the service during academic session and / or leave the service without acceptance of her resignation by the competent authority, the security deposit will stand forfeited.
7. This agreement is executed on the basis of information given by the employee in her application for employment and at the time of interview. In case any information given by the employee is found to be false or incorrect, this agreement will be deemed void abinitio and liable for termination without any notice or salary in lieu of notice.
8. The address, email id and mobile no. as indicated in the application by the employee shall be deemed to be correct for sending any communication to her. Every communication addressed to her at the given address / email id shall be deemed to have been served upon her. In case there is any change in the residential address or email id, the employee will intimate the same in writing to this office within three days from the date of such change and get such change of address recorded.

9. This contract of temporary assignment can be terminated by AIT without assigning reasons at any time by giving one month's notice to the employee or one month's consideration in lieu of the notice. The employee may also similarly terminate this contract by giving one month's notice or one month's consideration in lieu of notice.
10. This contract shall be automatically terminated at any time in the event of completion of the assignment/work assigned to the employee under this contract or does not necessitate engaging any person or the requirement is otherwise over.
11. In the event of any pecuniary loss or damage to the Institute occasioned by the employee due to disregard or failure to comply with any requirement, order or departmental instructions or from any neglect whatsoever on her part, he shall be liable to deductions from her salary to make good the loss or damages(s) or any part thereof, the amount of which shall be fixed by Management Committee of the Institute.
12. In case the employee is found to be involved in illegal and unlawful activities or found irregular or negligent, or committing any other misconduct then her services can be terminated without any notice.
13. The employee shall perform all such duties as may be assigned to her and /or as directed by the authorities of AIT from time to time.
14. You will be entitled Leaves during your period of this appointment as follows :
- CL 08 days – Per Year
SL ½ day - Per Month
PL 12 days – Per Year
15. While in service, the employee shall not undertake any other part-time, full-time paid or honorary job or employment.
16. This Agreement does not confer any right to the employee to claim employment with AIT, either permanent or temporary. The employee will not claim any right for employment on permanent vacancies, if any, or for preference in employment by virtue of this contract.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE EXECUTED THIS CONTRACT ON THE DAY AND DATE FIRST HEREIN ABOVE MENTIONED.

In the presence of

1. P. S. Sawant - 


Director, AIT

2. A. I. Desai 


(Smt Shital Sachin Ghag)

Copy to : Account Section AIT.
Personal file.

State Name : Maharashtra, Code : 27

Authorised Signatory

4

GRATUITY FOR STAFF MEMBER

DIRECTOR'S SECRETARIAT

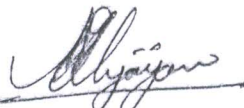
NOTICE – 59/2018

IMPLEMENTATION OF GROUP GRATUITY SCHEME

1. Adoption of Group Gratuity Scheme for regular employees of AIT, through the LIC of India, has been approved by the Competent Authority. Necessary funds so earmarked for provision of Gratuity to the employees have also been transferred to the LIC of India in the month of Jun 2018 for implementation of the said scheme.
2. Prior to adoption of such scheme, in case of unfortunate demise of an employee, gratuity was payable only for the period of service. However, on adoption of the above scheme, estimated gratuity for balance service (as life cover) will be payable to the family of each individual in case of his/ her demise.
3. Amount of actual payments will be governed by Govt orders prevalent at the time of claiming gratuity. A sample calculation for Gratuity is enclosed herewith for information by all concerned please.

Case No : AIT/0075/Notice/Adm
Army Institute of Technology
Alandi Road, Dighi Hills
Pune – 411015

20 Jul 2018


(KE Vijayan)
Col (Retd)
Joint Director
For Director

Appx
(Refer para 3 of Notice
No 59/2018 dt 20 Jul 2018)

Gratuity Calculation

1. Age on exit- 40, Service- 6 Yrs, Ret Age- 60 , Salary on exit – Rs 40,000/-,
Future Service – 20 Yrs

Gratuity on Resignation-> $40000 \times 6 \times 15/26 = \text{Rs. } 138461/-$ will be payable

Gratuity on unfortunate Death->

$(40000 \times 20 \times 15/26 = 461538) + (40000 \times 6 \times 15/26 = 138461) = \text{Rs. } 599999/-$
will be payable.

Rs. 138461/- from Gratuity Fund and Rs. 461538/- as a Term Insurance

2. Age on exit- 29, Service- 2 Yrs, Ret Age- 60 , Salary on exit – Rs 40,000/-,
Future Service – 31 Yrs

Gratuity on Resignation-> Nil

Gratuity on unfortunate Death->

$(40000 \times 31 \times 15/26 = 715384) + (40000 \times 2 \times 15/26 = 46153) = \text{Rs. } 76,1537/-$
will be payable.

Rs. 46153/- from Gratuity Fund and Rs. 715384/- as a Term Insurance

3. Gratuity on Retirement -> Salary Rs 1,00,000/-, Service 25 Yrs

$100000 \times 25 \times 15/26 = \text{Rs } 1442307/-$ will be payable.

4. Gratuity on Retirement -> Salary Rs 2,00,000/-, Service 25 Yrs

$200000 \times 25 \times 15/26 = \text{Rs } 28,84,615/-$ but employee will get
Rs. 20,00,000/- by virtue of Ceiling of 20 Lakhs.



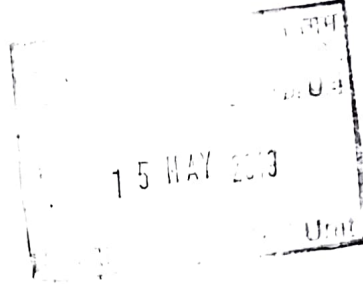
2018-19 6-1-19
Army Institute of Technology (AIT) Dighi Camp, Pune -15.
Director : (020) 27157758, Joint Director : (020) 27157977, Principal : (020) 27157741
Exch : (020) 27157612, (020) 27157534 Fax : Extn : (020) 27157534
Website : www.aitpune.com, Email : ait@aitpune.edu.in
Recognised by AICTE and DTE Maharashtra and affiliated to Savitribai Phule Pune University

AIT/0002/Gen/Adm

14 May 2019


To,

Manager P&GS,
L I C of India,
Pune D O,
Pune.

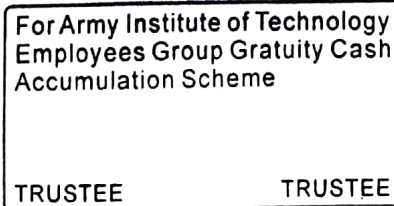



Ref : Master Policy No.-GGCA- 709003255
Sub: Intimation of Retirement

1. Name of member: Mr. Shamlal Pathania
2. Emp no: 1489
3. Date of joining: 06 June 2013
4. Date of normal retirement: 28 Feb 2019
5. Date of Exit: 28 Feb 2019
6. Cause Of exit: Retirement due to Superannuation.
In case of death cause of death
(Original death certificate to be attached)
7. Salary for the purpose of Scheme: Rs 20,600/- (Consolidated)
on the date exit.
8. No. of years qualifying for gratuity: 5.9 Yrs
9. Rate for calculation of gratuity: 26 days per month salary for completed
years of service.
10. Total gratuity payable as per rules: Rs. 68,333/-


(K.R. Vijayan)
Colonel
Joint Director

Signature of Trustees of gratuity scheme




(Dr. B.P. Patil)
Principal

6.1.14 gratuity for faculty



Army Institute of Technology (AIT) Dighi Camp, Pune -15.

Director : (020) 27157758, Joint Director : (020) 27157977, Principal : (020) 27157741

Exch : (020) 27157612, (020) 27157534 Fax : Extn : (020) 27157534

Website : www.aitpune.com, Email : ait@aitpune.edu.in

Recognised by AICTE and DTE Maharashtra and affiliated to Savitribai Phule Pune University



AIT /0002/Gen/Adm

06 Feb 2020

To,
Life Insurance Corporation of India,
PUNE DIVISIONAL OFFICE - I
Pension and Group Scheme Department,
"JEEVAN PRAKASH", G709, Pune P&GS UNIT,
University Road, Shivajinagar, Pune - 411005

Ref : Master Policy No.-GGCA- 709003255

Sub: Intimation of Retirement

1. Name of member: Mr. A.D. Kumbhar
2. Emp no: 1066
3. Date of joining: 01-07-1995
4. Date of normal retirement: 31-05-2020
5. Date of Exit: 31-05-2020
6. Cause Of exit: Retired

In case of death cause of death
(Original death certificate to be attached)

7. Salary for the purpose of Scheme: Basic + AGP + DA
on the date exit. 18100 + 4300 + 36736 = 59,136/-
8. No. of years qualifying for gratuity: 24 Years 11 Months
9. Rate for calculation of gratuity: 26 days per month salary for completed years of service
10. Total gratuity payable as per rules. : Rs. 8,52,923/-

Signature of Trustees of gratuity scheme.

(K.E. Vijayan)
Col
Joint Director

(Dr. B.P. Patil)
Principal

For Army Institute of Technology
Employees Group Gratuity Cash
Accumulation Scheme

TRUSTEE



GC

Army Institute Of Technology (AIT), Dighi Camp, Pune - 15.

Director : 7249250115, Joint Director : 7249250117, Principal : 7249250186

Exch : 7249250183, 7249250184, 7249250185

Website : www.aitpune.com Email : ait@aitpune.edu.in

Recognised by AICTE and DTE Maharashtra and affiliated to Savitribai Phule Pune University

AIT/0002/Gen/Adm

27 Sept 2021

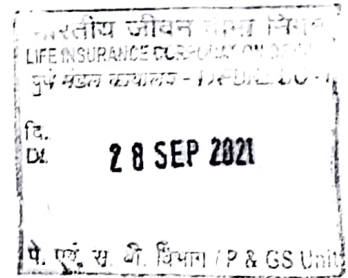
To,

Life Insurance Corporation of India,
PUNE DIVISIONAL OFFICE - I
Pension and Group Scheme Department,
"JEEVAN PRAKASHI", G709, Pune P&GS UNIT,
University Road, Shivajinagar, Pune - 411005

Ref : Master Policy No.-GGCA- 709003255

Sub: Intimation of Retirement

1. Name of member: Mr. R.P. Ambike
2. Emp no: 1038
3. Date of joining: 03/04/1995
4. Date of normal retirement: 31-10-2021
5. Date of Exit: 31-10-2021
6. Cause of exit: Retired
7. Salary for the purpose of Scheme: Basic + AGP + DA
on the date exit. 38,470/- + 7,600/- + 75,555/- = 1,21,625/-
8. No. of years qualifying for gratuity: 26.7 Yrs (Approx 27 yrs)
9. Rate for calculation of gratuity: 26 days per month salary for completed years of service.
10. Total gratuity payable as per rules. : Rs. 18,94,543/-.



Signature of Trustees of gratuity scheme.



(Abhay A Bhat)
Brig (Retd)
Director

(Dr. B.P. Patil)
Principal

For Army Institute of Technology
Employees Group Gratuity Cash
Accumulation Scheme



OC

Army Institute of Technology (AIT), Dighi Hills, Alandi Road, Pune - 411015.

Director : 7249250115, Joint Director : 7249250117, Principal 7249250186

Exch : 7249250183, 7249250184, 7249250185

Website : www.aitpune.com Email : ait@aitpune.edu.in

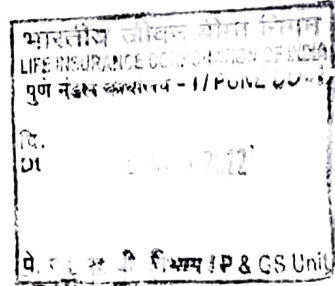
Recognised by AICTE and DTE Maharashtra and affiliated to Savitribai Phule Pune University

AIT/0002/Gen/Adm

17 Aug 2022

To,

Life Insurance Corporation of India,
PUNE DIVISIONAL OFFICE - I
Pension and Group Scheme Department,
"JEEVAN PRAKASHI", G709, Pune P&GS UNIT,
University Road, Shivajinagar, Pune 411005



Ref: Master Policy No.-GGCA- 709003255

Sub: Intimation of Retirement

1. Name of member : Mr. R.B. Patil
2. Emp no : 1010
3. Date of joining : 24/01/1997
4. Date of normal retirement: 31-08-2022
5. Date of Exit : 31-08-2022
6. Cause of exit : Retired due to superannuation.
7. Salary for the purpose of Scheme: Basic + AGP + DA (179%)
on the date exit. 59,260/- + 10,000/- + 1,23,975/- = 1,93,235/-
8. No. of years qualifying for gratuity: 25.7 Yrs (Approx 26 yrs)
9. Rate for calculation of gratuity: 26 days per month salary for completed years of service.
10. Total gratuity payable as per rules. : Rs. 28,98,525/-.
11. However, as per Govt. notification S.O. 1420 (E) dated 29/03/2018 maximum Gratuity payable is Rs. 20 Lakhs (copy attached).
12. Amount of Gratuity payable is Rs. 20,00,000/-

Signature of Trustees of gratuity scheme.




(Mr. R.B. Patil)

Col

Joint

(Dr. B.P. Patil)

Principal

For Army Institute of Technology
Employees Group Gratuity Cash
Accumulation Scheme



By Hand. OC

Army Institute of Technology (AIT), Dighi Camp, Pune-15

Director : 7249250115, Joint Director : 7249250117, Principal : 7249250186

Exch : 7249250118, 7249250183, 7249250184, 7249250185

Website : www.altpune.com, Email : alt@altpune.edu.in

Recognised by AICTE and DTE Maharashtra and affiliated to Savitribai Phule Pune University

AIT/0002/Gen/Adm

23 Nov 2023

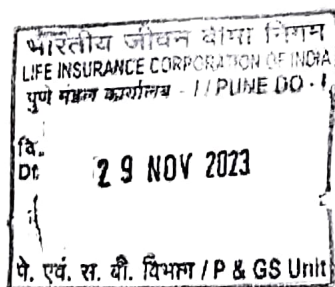
To,

Life Insurance Corporation of India,
PUNE DIVISIONAL OFFICE - I
Pension and Group Scheme Department,
"JEEVAN PRAKASH", G709, Pune P&GS UNIT,
University Road, Shivajinagar, Pune - 411005

Ref: Master Policy No.-GGCA- 709003255

Sub: Intimation of Retirement

1. Name of member : Dr. Surekha KS
2. Designation : Professor (E&TC)
3. Emp no : 1004
4. Date of joining : 31/01/1997
5. Date of normal retirement: 30/11/2023
6. Date of Exit : 30/11/2023
7. Cause of exit : Retired due to superannuation.
8. Salary for the purpose of Scheme: Basic + DA (23%)
on the date exit. 1,99,600/- + 45,908/- = 2,45,508/-
9. No. of years qualifying for gratuity: 26.10 Yrs (Approx 27 yrs)
10. Rate for calculation of gratuity: (Average Salary (Basic + DA) x 15 days x Number
of service years) / 26
11. Total gratuity payable as per rules. : Rs. 38,24,259/-.
12. However, as per Govt. notification S.O. 1420 (E) dated 29/03/2018 maximum Gratuity payable is Rs. 20 Lakhs (copy attached).
13. Amount of Gratuity payable is Rs. 20,00,000/-



Signature of Trustees of gratuity scheme.

(MK Prasad)

Col

Joint Director

(Dr. B.P. Patil)
Principal

Army Institute of Technology
Employees Group Gratuity Cash
Accumulation Scheme

TRUSTEE

TRUSTEE



Army Institute of Technology (AIT), Dighi Camp, Pune-15

Director : 7249250115, Joint Director : 7249250117, Principal : 7249250186

Exch : 7249250118, 7249250183, 7249250184, 7249250185

Website : www.aitpune.com, Email : ait@aitpune.edu.in

Recognised by AICTE and DTE Maharashtra and affiliated to Savitribai Phule Pune University

16 Apr 2024

AIT/0002/Gen/Adm

To,

Life Insurance Corporation of India,
PUNE DIVISIONAL OFFICE - I
Pension and Group Scheme Department,
"JEEVAN PRAKASH", G709, Pune P&GS UNIT,
University Road, Shivajinagar, Pune - 411005.

Ref : Master Policy No.-GGCA- 709003255

Sub: Intimation of Retirement

1. Name of member: Mrs. Leena Reddy
2. Designation : PA to Director
3. Emp no: 1132
4. Date of joining: 14/05/2003
5. Date of normal retirement: 30/04/2024
6. Date of Exit: 30/04/2024
7. Cause of exit: Retirement on Superannuation.
8. Salary for the purpose of Scheme: Basic (As per 7th CPC) + DA (25%)
on the date exit. 66,100/- + 16,525/- = 82,625/-
9. No. of years qualifying for gratuity: 20 Yrs 11 Months (Apprx 21 Yrs)
10. Rate for calculation of gratuity: (Average Salary (Basic + DA) x 15 days x Number of service years) / 26
11. Total gratuity payable as per rules. : Rs. 10,01,034/-

Signature of Trustees of gratuity scheme.

(MK Prasad)

Col

Joint Director

(Dr. B.P. Patil)

Principal

For Army Institute of Technology
Employees Group Gratuity Cash
Accumulation Scheme

TRUSTEE

TRUSTEE

5

DIWALI BONUS

Army Institute of Technology(College Fund New)

Dighi Hills, Alandi Road, Pune-15

Ph No 02027157534

State Name : Maharashtra, Code : 27

Payment Voucher

No. : 860

Dated : 14-Oct-22

Particulars	Amount
Account :	
Pay and Allowances of AIT Staff	53,500.00

Through :

Bank of Baroda Savings A/c 12490100001250 20,500.00
Bank of Baroda Savings A/c 12490100001250 33,000.00

On Account of :

CH NO-566391,566393 Issued to Diwali Gift
To D Staff

Amount (in words) :

INR Fifty Three Thousand Five Hundred Only

₹ 53,500.00

Receiver's Signature:

Authorised Signatory

[Handwritten Signature]
14/10/22

Put up for approval / signature please

Joint Director

[Handwritten Signature]

Director

[Handwritten Signature]
14/10/22

NOTING SHEET

Case No : AIT/0066/P&A (Stf)/Adm

Sheet No. One

DIWALI GIFT : GP 'D' STAFF

1

1. Ref HQ AWES letter No B/45807/Pay/AWES dt 28 Feb 2013 (**PUC**).
2. It is proposed to pay the following Diwali gift as directed be HQ AWES:-

(a)	19 x Regular Staff @ Rs 1500/-	Rs 28,500/-	✓
(b)	25 x Contractual Staff @ Rs 1000/-	<u>Rs 25000/-</u>	✓
	Total	<u>Rs 53,500/-</u>	

PUC

Flag 'A'

Flag 'A'

3. Put up for your approval, please.


(B Pradhan)
Office Supdt

11 Oct 2022

2

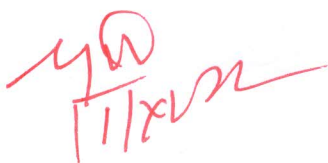
✓ Jt Director

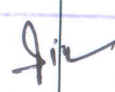

11/10/22

3

Director




11/10/22

MAIN OFFICE	
SR No.	566
Dt.	12/10
Sign	

DIWALI GIFT : STAFF

Sr No	Name of Staff Member	Department	Amount
1	Mr. Avinash Bhosale ✓	Dir Office	1500 ✓
2	Mr. Arvind Babar ✓	Jt Dir Office	1500 ✓
✓ 3	Mr. Al Devdi ✓	Principal Office	1500 ✓
4	Mr. Amol Dolas ✓	Registrar	1500
5	Mr. Dilip Singh ✓	Main Office	1500 ✓
6	Mr. SK Ranmare ✓	E&TC	1500 ✓
7	Mr. Manoj Pareshi ✓	E&TC	1500 ✓
8	Mr. Avinash Rithe ✓	Computer	1500 ✓
9	Mr. Sachin Ghag ✓	Computer	1500 ✓
10	Mr. SR Yadav ✓	ASGE	1500 ✓
11	Mr. RB Chavan ✓	IT	1500 ✓
12	Mr Santosh Kedari ✓	Mech	1500 ✓
13	Mr. Nagraj Reddy ✓	TPO	1500 ✓
✓ 14	Mr. DS Sawant ✓	Library	1500 ✓
15	Mr. UK Nair ✓	BH	1500
16	Mr. Namdev Chavan ✓	BH	1500 ✓
17	Mr. Baban Chaware ✓	Maint	1500 ✓
18	Mr. Dilip Shinde ✓	Maint	1500 ✓
19	Mr Nitin Kothari ✓	MT	1500 ✓
	Total		28500 ✓

DIWALI GIFT : CONTRACTUAL STAFF

Sl No	Name of Staff Member	Department	Amount
1	Mr Ashish Mishra ✓	Maint	1000 ✓
2	Om Prakash Singh Yadav ✓	Maint	1000 ✓
3	Amjad Sheikh ✓	Maint	1000 ✓
4	Mr Sandeep Walke ✓	Garden	1000 ✓
5	Mr Sangmeshwar Made ✓	Garden	1000 ✓
6	Mr Parmeshwar Gharule ✓	Garden	1000 ✓
7	Mr Tej Narayan Singh Yadav ✓	Maint	1000 ✓
8	Mr Puran Singh ✓	Labour	1000 ✓
9	Hari Damu Tayade ✓	Labour	1000 ✓
10	Kamal Zanjare ✓	Garden	1000 ✓
11	Mrs Zakhubai Thubal ✓	Garden	1000 ✓
12	Mrs Yogita Kanade ✓	Garden	1000 ✓
13	Mrs Akkatai Jadhav ✓	Garden	1000 ✓
14	Ms. Shobha Doiphode ✓	ASGE	1000 ✓
15	Mr. Sudhir Adak ✓	MT	1000 ✓
16	Mr. Kisan Bamdale ✓	MT	1000 ✓
17	Mr K Dasu ✓	MT	1000 ✓
18	Mr Manmohan Singh Mehra ✓	MT	1000 ✓
19	Ms Mamta Palande ✓	GH	1000 ✓
20	Ms Shubhangi Bharmel ✓	GH	1000 ✓
21	Ms Maya Shirsat ✓	GH	1000 ✓
22	Ms Sadhna Band ✓	GH	1000 ✓
23	Mr Dhanjee Singh ✓	Supvr	1000 ✓
24	Ms Vishakha Laxman Shinde ✓	Library	1000 ✓
25	Mr AN Salve	Auto Driver	1000 ✓
	Total		25000 ✓

Telephone : 26151564
Tele Fax : 26152642
ASCON : 35538
E-Mail : awescolleges@gmail.com
aweshq@gmail.com

Army Welfare Education Society (AWES)
Adjutant General's Branch
Integrated Headquarters
Ministry of Defence (Army)
Building No 202, Shankar Vihar
Delhi Cantt - 110010

B/45807/Pay/AWES

28 Feb 2013

HQ K&K Sub Area (AWES)

Cubbon Road

Bangalore-560 001

Army Inmate

7524

7524

Date

15/3/2013

GRANT OF BONUS FOR GP 'D' EMPLOYEES

1. Please refer your letter No 04700/1/A4 (AIFD) dt 04 Feb 2013.
2. During annual conf of Directors / Heads of the colleges held at Kolkata on 08-09 Nov 2012, a decision was taken to grant Rs 1500/- as Diwali gift to all Gp 'D' staff of colleges.
3. This is for your info and necessary action please.

(PK Bali)
Lt Col (Retd)
Dir Colleges
For Adjutant General

Copy to :-

HQ Southern Command (AWES)
Pune-411001

HQ ATNK & K Area (AWES)
Island Grounds Chennai-1

All professional Colleges

PUC
OS

Journal Voucher

No. : 657

Dated : 20-Oct-21

Particulars	Debit	Credit
Pay and Allowances of AIT Staff	Dr 30,000.00	
To Pay and Allowances Payable		30,000.00

On Account of :

Being Grant Of Bonus For
Gp D Employees Nov 2021

₹ 30,000.00 ₹ 30,000.00

Authorised Signatory

Army Institute of Technology(College Fund New)

Dighi Hills, Alandi Road, Pune-15

Ph No 02027157534

State Name : Maharashtra, Code : 27

Ay 2019-20

Payment Voucher

No. : 666

Dated : 17-Oct-19

Particulars	Amount
Account :	
Pay and Allowances of AIT Staff	51,000.00

Through :

Bank of Baroda Savings A/c 12490100001250

On Account of :

Ch. No. : 004843 dt. 17-10-2019 Issued To
Yourself For Neft As Per List Towrdas D
Staff Diwali Bonus

Amount (in words) :

INR Fifty One Thousand Only

₹ 51,000.00

Receiver's Signature:

Authorised Signatory

Payment Voucher

No. : 801

Dated : 12-Nov-20

Particulars	Amount
Account :	
Pay and Allowances of AIT Staff	48,000.00

Through :

Bank of Baroda Savings A/c 12490100001250

On Account of :CH No-005409 Issued To B Pradhan
Towards D Staff Yearly Incentitive**Amount (in words) :**

INR Forty Eight Thousand Only

₹ 48,000.00

Receiver's Signature:

Authorised Signatory

6

FITNESS TRAINING FOR STAFF
AND
INTER DEPARTMENT COMPETITION

Sports Aakriti 2022-23

Asha P Sathe <asathe@aitpune.edu.in>

Fri 10/28/2022 9:23 AM

To: All Students 23-24 AIT <AllStudents@aitpune.edu.in>

Cc: Director AIT <director@aitpune.edu.in>; Jt Director AIT <jd@aitpune.edu.in>; Principal AIT <principal@aitpune.edu.in>; Dr Sunil Dhole <hodcomp@aitpune.edu.in>; HOD ASGE <hodasge@aitpune.edu.in>; HOD Mechanical <hodmech@aitpune.edu.in>; H.O.D.-E&TC <hodetc@aitpune.edu.in>; Dr Mrs Sangeeta Jadhav, HOD IT <hodit@aitpune.edu.in>; Computer Faculty <computerfaculty@aitpune.edu.in>; Mechanical Faculty <mechanicalfaculty@aitpune.edu.in>; IT Faculty <itfaculty@aitpune.edu.in>; ASGE Faculty <asgefacy@aitpune.edu.in>; ETC Faculty <etcfaculty@aitpune.edu.in>

Dear All

Happy and Healthy Morning!!!!!!

With reference to notice from office of Principal dt.17 OCT 2022, the Sports Aakriti 2022-23 is scheduled between [7th Nov-12 Nov 2022](#). The detailed Schedule will be displayed by **31st OCT 2022**.

My humble request to all students to strictly attend the classes and lab sessions. Special request to TE and BE students to complete their submissions laboratories, Seminars and Project Work in given deadlines by respective departments. SPPU Schedule for TE and BE ORAL/PRACT/TW Examination has been already declared and with its knowledge prepare everything on time.

I hereby informed Sports Secretary, Branch heads and all event heads to strictly adhere to schedule especially First Year Students involvements.

My sincere hope to display true/pure sportsmanship, especially discipline, integrity and sending you lots of wishes and blessings.

Looking forward for great passion and grand success.


With Reverence
Sports Club

Sports Activity[18 July-22 July] Timings:3:15 PM-5:00 PM

Asha P Sathe <asathe@aitpune.edu.in>

Thu 7/14/2022 4:52 PM

To:Computer Faculty <computerfaculty@aitpune.edu.in>;Mechanical Faculty <mechanicalfaculty@aitpune.edu.in>;ETC Faculty <etcfaculty@aitpune.edu.in>;IT Faculty <itfaculty@aitpune.edu.in>;ASGE Faculty <asgefacy@aitpune.edu.in>;Computer Technical Staff <comptechnicalstaff@aitpune.edu.in>;Mechanical Technical Staff <mechtechnicalstaff@aitpune.edu.in>;ETC Technical Staff <etctechnicalstaff@aitpune.edu.in>;IT Technical Staff <ittechnicalstaff@aitpune.edu.in>;ASGE Technical Staff <asgetechnicalstaff@aitpune.edu.in>
Cc:Director AIT <director@aitpune.edu.in>;Jt Director AIT <jd@aitpune.edu.in>;Principal AIT <principal@aitpune.edu.in>;Dr Sunil Dhere <hodcomp@aitpune.edu.in>;HOD Mechanical <hodmech@aitpune.edu.in>;H.O.D.-E&TC <hodetc@aitpune.edu.in>;Dr Mrs Sangeeta Jadhav, HOD IT <hodit@aitpune.edu.in>;HOD ASGE <hodasge@aitpune.edu.in>;Mr. Vishal Pardeshi, Physical Director AIT <physicaldirector@aitpune.edu.in>

 1 attachments (350 KB)

Sports Activity Schedule.pdf;

Dear All

Happy and Healthy Evening!!!!!!!!!!!!

With reference to Principal Sir notice, We the Sports Club of Army Institute of Technology, cordially invite you to participate in Sports Activity which are scheduled from [18 July 2022-22 July 2022](#). Find Details of the same herewith.

Reporting Time :**3:15 pm at Raman Theatre[Everyday]**

With Reverence
Sports Club

ARMY INSTITUTE OF TECHNOLOGY, PUNE

RECREATIONAL ACTIVITIES FOR STAFF

18 JULY - 22 JULY 2022

SR. No	Date	Time	Activities
1.	18/07/2022	3:30 to 4:15 pm	Recreational Activities - Hoodni Hoopla
		4:15 to 5:00 pm	Meditation/ Yoga By Heart fullness Institute
2.	19/07/2022	3:30 to 4:15 pm	Recreational Activities - Five –a- side Flatball.
		4:15 to 5:00 pm	Meditation/ Yoga By Heart fullness Institute
3.	20/07/2022	3:30 to 4:15 pm	Recreational Activities - Hearty Hoopla
		4:15 to 5:00 pm	Meditation/ Yoga By Heart fullness Institute
4.	21/07/2022	3:30 to 4:15 pm	Recreational Activities - Pick Up the Cone
		4:15 to 5:00 pm	Meditation/ Yoga By Heart fullness Institute
5.	22/07/2022	3:30 to 4:15 pm	Recreational Activities – Tug of War, Pick up the Cone
		4:15 to 5:00 pm	

Collect the Cone

Five a side flat ball

Pick up the cone

Harty hoopla

Hoops Exchange

Fitness Drive Mon-Fri 4pm -5pm

Asha P Sathe <asathe@aitpune.edu.in>

Tue 9/28/2021 9:25 AM

To: Computer Faculty <ComputerFaculty@aitpune.edu.in>; IT Faculty <itfaculty@aitpune.edu.in>; Mechanical Faculty <mechanicalfaculty@aitpune.edu.in>; ETC Faculty <etcfaculty@aitpune.edu.in>; ASGE Faculty <asgefaculty@aitpune.edu.in>; Computer Technical Staff <Comptechstaff@aitpune.edu.in>; IT Technical Staff <ittechstaff@aitpune.edu.in>; Mechanical Technical Staff <Mechanicaltechnicalstaff@aitpune.edu.in>; ETC Technical Staff <etctechnicalstaff@aitpune.edu.in>; Administrative Staff <adminait@aitpune.edu.in>; Training Placement Officer TPO <tpo@aitpune.edu.in>; Registrar AIT <registrar@aitpune.edu.in>; Project Officer <projectofficer@aitpune.edu.in>
Cc: Director AIT <director@aitpune.edu.in>; Jt Director AIT <jd@aitpune.edu.in>; Principal AIT <principal@aitpune.edu.in>; Dr Sunil Dhole <hodcomp@aitpune.edu.in>; Dr Mrs Sangeeta Jadhav, HOD IT <hodit@aitpune.edu.in>; H.O.D.-E&TC <hodetc@aitpune.edu.in>; HOD ASGE <hodasge@aitpune.edu.in>; Dr Sanjiv M Sansgiri <hodmech@aitpune.edu.in>; Mr. Vishal Pardeshi, Physical Director AIT <physicaldirector@aitpune.edu.in>; Alumni Comp 22 Manish Kumar <manishkumar_18028@aitpune.edu.in>; Alumni Comp 23 Nammagadda Bhavana <bhavana_19233@aitpune.edu.in>

 1 attachments (82 KB)

Fitness for Staff.pdf;

Dear All

Happy and Healthy Morning!!!!!!

We Sports Club Team are pleased to announce that with Director Sir, Joint-Director Sir and Principal Sir's permission, We can invest daily one Hour from Monday-Friday Timings :4Pm-5Pm for our health and Happiness.

Commencement of Programme: **1 Oct 2021**.

Timings: **4 Pm -5 Pm**

Days: **Monday-Friday**

Guidelines and Protocols are enclosed herewith. Its not mandatory ,interested individuals can participate.

For any queries ,feel free to connect us.

With Reverence

Asha Sathe

Prof.Vijaykumar Karra

Prof.GM Walunekar

Prof.SM Gaikwad

Prof.Vitthal Hivrale

Mr.Vishal Pardeshi

Sports Secretary

FITNESS TRAINING FOR STAFF

Request from staff and faculty has been received for fitness and recreational activities to be conducted for their personal health benefits. Following are the stipulated points for consideration.

Program Structure:-

1. One hour physical activities such as regular sports involvement and recreational health related activities.
2. 3 dedicated to Sports & Fitness + 2 days for Yoga + 1 Day for recreational Activity
3. Time :- 4 PM to 5 PM | Monday to Friday
4. Sports Infrastructure and equipment required – As available in AIT premises. In case any specific equipment is required the same on personal condition will be procured by the respective participant

OutCome:-

- Active participation in the fitness drive started by Sports Authority of India
- Participation and preparation for AICTE FIT INDIA CHALLENGE
- Personal Fitness Goals for the Staff and Faculty
- A healthy and fit atmosphere in AIT Campus
- Wellness and Healthy Life style awareness

DIRECTOR'S SECRETARIAT

NOTICE - 92/2022

SPORTS AAKRITI 2.0

1. Sports Club, AIT is organizing Sports Aakriti 2.0 wef 01 Aug 2022 to 14 Aug 2022. But there is a twist the event. In place of students their teaching and non-teaching staff will be representing their Branches. Event details are mentioned below:-

Ser No	Sports	Events	Category
(a)	Badminton	Singles	Men & Women
		Doubles	Men & Women
		Mix Doubles	Men + Women
(b)	Table Tennis	Team Event	3 Men + 2 Women
(c)	Chess	Team Event	3 Men + 2 Women
(d)	Squash	Team Event	3 Men + 2 Women

2. Google Forms for participation will be circulated to all depts by 23 Jul 2022. HoDs are requested to ensure maximum participations from their depts.

3. **Sports Attire.** T-shirts and Shorts/Lowers

4. **Schedule of Matches.** Schedule for the matches will be fixed by organiser and timings will be finalised based on mutual consent of teams.

File No : AIT/0075/Notice/Adm

Army Institute of Technology
Dighi Hills, Pune - 411015

Date: 21 Jul 2022

Distribution:-

Director }
Principal } - For info please

HOD ASGE
HOD E&TC
HOD Comp
HOD Mech
HOD IT
Registrar
Trg and Plmt Office
Physical Director

Project Office

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Exch

MT

Central Stores

Accts Section

Estate Supvr

I/C Website

Warden, BE

Warden, TE

Warden, SE

Warden, FE

Warden, Kalpana Chawla Hostel

(MK Prasad)

Col

Jt Director


For Director

Fw: World fitness day event for Teachers, Administrative Staff and non Teaching Staff

Mr. Vishal Pardeshi, Physical Director AIT <physicaldirector@aitpune.edu.in>

Tue 7/16/2024 1:47 PM

To: Supriya Kalamkar <supriyakalamkar@aitpune.edu.in>

 2 attachments (895 KB)

Rule Book.docx; World Fitness Day Creative.jpg;

You don't often get email from physicaldirector@aitpune.edu.in. [Learn why this is important](#)

From: Mr. Vishal Pardeshi, Physical Director AIT

Sent: Monday, September 21, 2020 9:25 AM

To: Jyoti AIT <jyoti@aitpune.edu.in>

Cc: SITA YADAV <syadav@aitpune.edu.in>; Principal AIT <principal@aitpune.edu.in>

Subject: World fitness day event for Teachers, Administrative Staff and non Teaching Staff

Dear Madam,
Good morning !!!

As discussed over call. Please find the attached sheet having Event Creative and Rulebook.

It is to inform you that sports club is conducting fitness activities for Teachers, Administrative staff and non-teaching staff on the occasion of World Fitness Day which is on 25th of Sept.

There are 5 physical activities which is mentioned in rulebook. The performer can choose any one activity which he needs to perform in 1 Min and record His/ Her video.

The last date of video submission is 28th of sept.

For any query performer can contact -

Sita Yadav Madam - 9158362868

Physical Director - 9689514932

Sports Secretaries

Arya Kushwaha - 9767684452

Shiva Charak - 9622386411

Regards,
Vishal Pardeshi
Physical Director

ON THE OCCASION OF,
WORLD FITNESS DAY
ARMY INSTITUTE OF TECHNOLOGY
PRESENTS

"With the new day
comes new strength
and new thoughts."



**Open Competition for
both parents and teachers**



chair squats



skipping



vrikshasana



**leg raise
90 degree**



suryanamaskar

WIN
PRIZE + CERTIFICATES

for any query call

Physical Director

Army Institute of Technology

vishal pardeshi
(9689514932)
Physical Director

Sita Yadav
(9158362868)
Sports Club incharge

Shiva Charak
(9622386411)
Sports Secretary

Arya Kushwaha
(9767684452)
Sports Secretary

ARMY INSTITUTE OF TECHNOLOGY
WORLD FITNESS DAY (25 SEP)
RULE BOOK

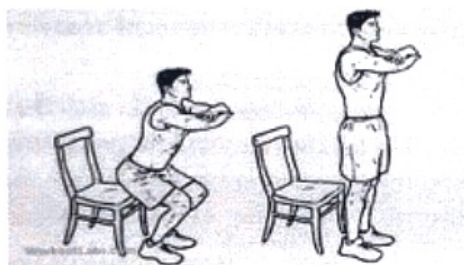


A COMMON OPEN COMPETITION FOR Teachers, Administrative staff and Non-Teaching staff.

EVENT 1: CHAIR SQUATS

TIME: 1 min

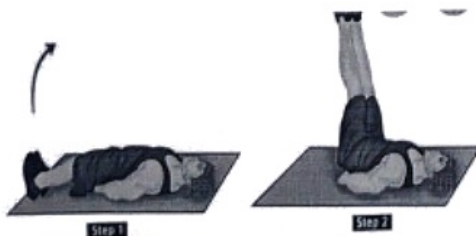
- Place a chair behind you. Stand up straight with a tight core and flat back. Fold your arms in front. Your feet should be shoulder-width and toes pointing forward.
- Slowly descend by bending your hips back. Keep your chest and head up.
- Touch the chair with your butt then slowly rise back to the starting position.



EVENT 2: LEG RAISE 90 DEGREE

TIME: 1 min

- Lie with your back flat, legs extended with your toe pointing forward, and the hands either by your side or under the hips.
- Slightly bend your legs exhale and raise both the legs until they make a 90-degree angle to the floor.
- Give your best in a time limit of 1 minute.



V. J. Ambekar
Physical Director
Army Institute of Technology
Dighi, Pune - 411015.

EVENT 3: SKIPPING

TIME: 1 min

- a) Hold the jump rope in front of you with your hands together and your elbows in close to your body.
- b) Practice a toe catch.
- c) Place the rope behind you and turn the jump rope over your head.
- d) Catch the jump rope under your toes and lift up your heels and let it out from underneath your feet.



EVENT 4: SURYANAMSHKAR

TIME: 1 min

Step 1 (Prayer Pose)

Stand at the edge of your mat, keep your feet together and balance your weight equally on both the feet.

Step 2 (Raised Arms pose)

Breathing in, lift the arms up and back, keeping the biceps close to the ears.

Step 3 (Hand to Foot pose)

Breathing out, bend forward from the waist, keeping the spine erect. As you exhale completely, bring the hands down to the floor, beside the feet.

Step 4 (Equestrian pose)

in, push your right leg back, as far back as possible. Bring the right knee to the floor and look up.

Step 5 (Stick pose)

As you breathe in, take the left leg back and bring the whole body in a straight line and keep your arms perpendicular to the floor.

Step 6 (Saluting with eight points or parts)

Gently bring your knees down to the floor and exhale. Take the hips back slightly, slide forward, rest your chest and chin on the floor. Raise your posterior a little bit. The two hands, two feet, two knees, chest and chin (eight parts of the body) should touch the floor.

Step 7 (Cobra pose)

Slide forward and raise the chest up into the cobra posture. You may keep your elbows bent in this pose, the shoulders away from the ears.

Step 8 (Mountain pose)

out, lift the hips and the tail bone up, chest downwards in an 'inverted V' (∇) posture.

Step 9 (Equestrian pose)

in, bring the right foot forward in between the two hands, left knee down to the floor, press the hips



Breathing

As

Breathing

Breathing

V. P. D. S. L.
Physical Director
Army Institute of Technology
Dighi, Pune - 411015.

down and look up and place the right foot exactly between the two hands and the right calf perpendicular to the floor.

Step 10 (Hand to foot pose)

Breathing out, bring the left foot forward. Keep the palms on the floor. You may bend the knees, if necessary. Gently straighten the knees and if you can, try and touch your nose to the knees. Keep breathing.

Step 11 (Raised Arms pose)

Breathing in, roll the spine up, hands go up and bend backwards a little bit, pushing the hips slightly outward. Ensure that your biceps are beside your ears.

Step 12

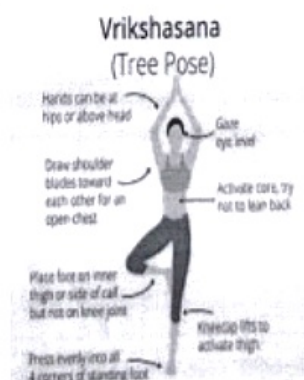
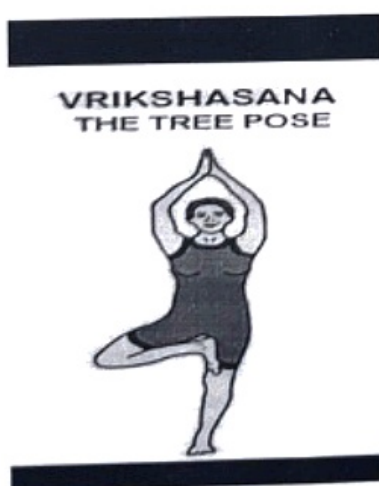
As you exhale, first straighten the body, and then bring the arms down. Relax in this position.

EVENT 5: VRIKSHASANA (TREE POSE)

Balance is something many of us take granted, but everyone can benefit from improving it. Balance training exercises strengthen core muscles and improve stability, making you lighter on your feet.

1. Stand with 2 inches feet apart.
2. Focus on a point in front. While exhaling, bend the right leg and place the foot on the inside of the left thigh. The heel should be touching the perineum.
3. Inhale and extend the arms up and join the palms in Namaste.
4. In this position continue deep breathing pulling in the tummy muscles and expanding the spine upwards with every exhalation.
5. Stay here as long as you can focusing on one point.

This is not for 1 minute, you can balance yourself for as much as you can, the one with maximum time balancing will win.



N. Patel
Physical Director
Army Institute of Technology
Dighi, Pune - 411015.

NOTE:

PARTICIPANT WITH MAX. NUMBER OF COUNTS WILL BE DECLARED WINNER
FOR EACH EVENT PRIZES WILL BE GIVEN TO:

*WINNER

*RUNNER UP


*FOR ANY QUERY FEEL FREE TO CALL -

SITA YADAV Madam : 9158362868

Physical Director - 9689514932

ARYA KUSHWAH: 9767684452

SHIVA CHARAK: 9622386411


Physical Director
Army Institute of Technology
Dighi, Pune - 411015.




Tele- 7249250184/2120

AIT/0323/CNO/Prin

17 Jun 2021

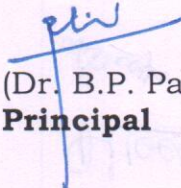
OFFICE OF PRINCIPAL

INTERNATIONAL YOGA DAY

Sports Club of AIT is celebrating "INTERNATIONAL YOGA DAY" on 21st June 2021 (Monday). All Faculty and Non-Teaching Staff Members are requested to attend and grace the event at RAMAN THEATRE, 7.00 am to 08.00 am. All are instructed to seated in RAMAN THEATRE by 6.45 am.

Yoga Day Celebration is mandatory for staff members who are staying in Campus and optional for outsiders.

Please wear appropriate attire and bring yoga mats to perform asana.


(Dr. B.P. Patil)
Principal

Copy to :

Director }
Joint Director } For information please.

HOD Mech }
HOD E&TC }
HOD Comp }
HOD IT }
HOD ASGE }
TPO } For circulation to Faculty & Staff Members.
All Section ICs }
All Hostels }

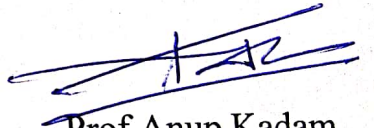
Army Institute of Technology

Dighi Hills, Pune-15

NOTICE

Spiritual Club of AIT is celebrating "INTERNATIONAL YOGA DAY" on 21st June 2019(Friday). All Students, Faculty and Nonteaching staff members are requested to attend and grace the event at RAMAN THEATER, 7.15 am to 8.15 am. Please wear appropriate attire and bring yoga mats to perform asana.

Thank you


Prof. Anup Kadam
Spiritual club In-charge

Copy to:

Director,

Jt. Director

Principal

All Dept. HODs for circulation

All teaching and non-teaching staffs

NBH Notice board.

OBH Notice board.

Girls Hostel notice board.

Rectors

Wardens

Student section

Account Section

All Notice boards

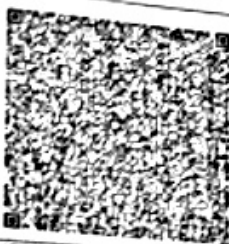
7

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21434

IRN Ack No: 122214628102793

IRN Ack Date: 31/10/2022

To:
ARMY INSTITUTE OF TECHNOLOGY
DIGHI HILLS, TAL: HAVELI, DIST: PUNE

PUNE, PUNE CITY, PUNE
Maharashtra(27), India, Pin: 411015
A/C Code: 1-28UNG201
Contact # 8875010812
Email id:
Place of Supply: MH
Customer PAN: AAECAG97L
Customer GSTIN: 27AAECAG97L1ZW
Facebook ID:
Twitter Handle:
Hypothecation: SELF
NO HYP

ARN: AR62-22-118252629425
Invoice no: ISWPAK2223001219
Invoice Date: 31/10/2022
Customer P.O. No.: Date:
Transaction no: 1-28UNG12X
Order No: SO-SegWH-2223-001400
Delivery at:
HP / HPA / LEASE / SELF LEASE
Dealer PAN: AAAC06970G
Dealer GSTIN: 27AAAC06970G1Z9

Date: 31/10/2022 01:08:34 PM

Billing Address: DIGHI HILLS, TAL: HAVELI, DIST: PUNE, PUNE CITY, PUNE, MH, India, Pin: 411015

Shipping Address: DIGHI HILLS, TAL: HAVELI, DIST: PUNE, PUNE CITY, PUNE, MH, India, Pin: 411015

Particulars	Qty	Unit Price (Rs.)	Amount (Rs.)
Product Code (55504732AG3R) -HSN(8702.10.11A)TATA PORCLN WHITE WINGER FL AMB-B 3200 7+P AC WITH 3-DOOR HIGH ROOF, POWER STEERING, HVAC VENT VODH+ABS, V9.1 BRAKE SYSTEM, HTG+DMST, 2.2L DICOR 11 BSVI ENGINE, TA 70 GEAR BOX, 5 NOS 195R15LT BPR TYRES 5 NOS 5.5JX15 WHEEL RIMS 3200 MM WB	1	1,408,923.00	1,408,923.00
		Concession:	58,277.69
		Unit Price After Concession:	1,350,645.31
CGST@14% 189,090.34	SGST@14% 189,090.34		
		Total tax:	378,180.69
		Gross Total:	1,728,826.00
		Adjustment Amount:	0.00
		Total(Including GST):	1,728,826.00
Color: PORCLN WHITE	Chassis no: MAT557022NUK07437	Engine No: VARICOR11KXXJ25309	Body Serial No:
		TCS Amount:	17,288.26
		Grand Total:	1,746,114.00

Rupees Seventeen Lakh Forty Six Thousand One Hundred Fourteen only
Note: On this invoice the Tax Collection at Source under Section 206C of the Income Tax Act, 1961 is Rs. 17,288.00 and the total amount payable by customer is Rs. 1,746,114.00

Tax Payable under Reverse Charge - No
NFA No: N1022WSC0052

Terms and Condition

- Above prices are current ex-showroom prices. Buyers will have to pay prices prevailing at the time of delivery.
- Optionals, accessories, insurance, registration, taxes, other levies etc. will be charged extra as applicable.
- Prices are for current specifications and are subject to change without notice.
- Prices and additional charges as above will have to be paid completely, to conclude the sales.
- Invoice Value/Ex Showroom Price is inclusive of HSRP amount.
- Payments by account payee Cheques / Demand Drafts may be in favor of SEHGAL WHEELS PRIVATE LIMITED payable at AKRUDI.
- Acceptance of advance / deposits by the seller is merely an indication of an intention to sell and does not result into a contract of sale.
- All disputes arising between the parties hereto shall be referred to arbitration according to the arbitration laws of the country.
- The company shall not be liable due to any prevention, hindrance, or delay in manufacture, delivery of vehicles or accessories/optionals due to shortage of material, strike, riot, civil commotion, accident, machinery breakdown, government policies, acts of god and nature, and all events beyond the control of the company.
- The company shall have a general lien on the goods for all moneys due to the seller from the buyer on account of this, or other transaction as provided by law.
- The seller shall have a general lien on the goods for all moneys due to the seller from the buyer on account of this, or other transaction as provided by law.
- Taxes as applicable.
- Consideration charged for supply of vehicle is inclusive of benefits under membership to Tata Delight program.
- I hereby consent and authorize SEHGAL WHEELS PRIVATE LIMITED and Tata Motors Limited for usage of all the data disclosed above and also to share all my details and documents for promotional, marketing and transactional activities of Tata Motors Ltd. or any of its group companies/subsidiaries/ authorized dealers, in accordance with Tata Motor's Privacy Policy.
- I shall inform in writing to SEHGAL WHEELS PRIVATE LIMITED and Tata Motors Limited, if I intend to withdraw my aforesaid consent.

For SEHGAL WHEELS PRIVATE LIMITED

Customer Signature with Date

- Reg. Off.
- Sales & Service
- Marunji
- Wagholi Sales
- Wagholi Service
- Bhosari
- Email ID
- CIN

D II - 64 6 MIDC Telco Chinchwad Road, Chinchwad, Pune - 411019. Tel: 020-30635100, 30635102
D-3, Plot No P-1, MIDC Chinchwad, Pune - 411019. Landmark: Near Mehta Hospital. Tel: 020-30635101 / 22
Vehicle Storage Yard: S No 30, Hissa No. 5 B & 6, Shivhar Vasti Road, Marunji, Dist. Pune- 411052. Tel: 020-30635100
Vishwaraj Residency, Anand developers, Pan Mula Wasti, Near HP Petrol Pump, Pune Nagar Road Wagholi, Tal Haveli, Dist. Pune.
Gat No. 812, Kotikawadi, Pune Nagar Road, Wagholi, Tal Haveli, Dist. Pune - 411039
Sr No. 211, Alandi Road, Bhosari, Pune - 411039
Johnysahgal@sehgalswheels.com; sales@sehgalswheels.com
US0101PN2003PTC017770 GST No.: 27AAAC06970G1Z9

: 7249250184/ 7249250185/2106

Army Institute of Technology
Dighi Hills
Pune – 411 015

AIT/SO/0810/24/2022-23/Proj

17 Oct 2022

M/s Sehgal Wheels Pvt Ltd
Plot no P-1, D-3 Block, MIDC,
Mumbai Pune Road, Akurdi,
Pune – 411035

AIT GSTN :27AAECA9497L1ZW

SUPPLY ORDER: PROCUREMENT OF AMBULANCE FOR AIT

1. Please refer your Commercial Quotation No 009 dated 06 Aug 2022 against our tender no AIT/SO/0810/24/2022-23/Proj dt 25 July 2022.
2. Please supply/install the items as per the following specification. :-

Sr No	Details	Specifications	Qty	Price (Rs.)	Total Amount (Rs.)
1	Supply and delivery of Ambulance Vehicle in AIT	TATA Winger AMB PT BS6 7+P AC SI	01 NO	13,50,645/-	13,50,645/-
	Incl – Ex Showroom Price, Tax Collected at Source (TCS), CRTEM, Fast tag, RTO Charges, Insurance etc				
				GST 18%	3,78,180/-
				Grand Total	17,95,114/-

Amr/strm 7/552
31/05/22

3. **TERMS AND CONDITIONS**

- (a) The vehicle should be delivered to this Institute at Dighi Hills, Pune-411015 with all relevant accessories, RTO charges and Insurance paid receipt etc.
- (b) Bill should be sent in duplicate showing taxes if any.
- (c) The stamped pre-receipt for an amount of bill should be sent along with the bill.
- (d) Delivery Schedule. The supply & delivery be completed as follow:-
 - (i) Delivery of vehicle - Four weeks from the date of Supply Order. (14 Nov 22)
- (e) Acceptance Testing. The vehicle supplied will be subjected to detailed acceptance testing procedure to test the vehicle by expert team appointed by AIT. The expert team will check for any external visible damage, engine



performance, performance of Medical equipment provided if any etc. The customers would issue an Acceptance Certificate on successful completion of acceptance testing. The date of issue of Acceptance Certificate shall be deemed to be the date of commencement of warranty.

(f) Payment Terms -

- (i) 100% advance payment with along with Performa Invoice and supply order.

(g) Performance Bank Guarantee. The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 5% of the contract value within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of warranty.

(h) Warranty. Vendors will provide free onsite comprehensive warranty for the complete systems for a minimum period of three years or 3,00,000 km whichever is earlier as provided by OEM. During the warranty, the vendor will repair/replace without any cost any equipment/parts, which becomes, defective. During the warranty period all warranty benefits received by vendor from the OEMs, for any equipment pertaining to third parties will be passed on in to the Customer. The Customer may invoke the bank guarantee in case vendor fails to ensure rectification of defects within one week of the defect being intimated to the vendor by concerned department. Failure to provide this Information shall be treated as all items components consumables are covered under warranty.

(j) Taxes are subject to change due to change in Government Policies for GST.

(k) Other terms and conditions as per our Tender enquiry No AIT/SO/0810/24/2022-23/Proj dt 25 July 2022.




(MK Prasad)
Col
Jt Director
For Director

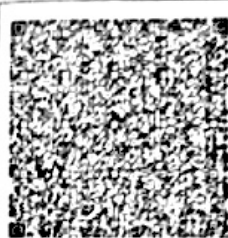


**SEHGAL WHEELS PVT. LTD.**

Commercial Vehicle Dealer

TATA MOTORS**TAX INVOICE**

Issued under Rule No.46 of CGST Rules, 2017.

Original : For Recipient
Duplicate : For Transporter
Triplicate : For SupplierIRN: ec801d56847ef480f45fe83d4b25a97870c35b6eeba8e9a504966316322 IRN Ack No: 122214628102793 IRN Ack Date: 31/10/2022
21434To,
ARMY INSTITUTE OF TECHNOLOGY
DIGHI HILLS, TAL. HAVELI, DIST. PUNEARN : AR02-22-1182524299425
Invoice no : ISWPAK2223001219
Invoice Date : 31/10/2022
Customer P.O. No. : Date
Transaction no. : 1-2BUNG1ZX
Order no : SO-SegWht-2223-001400
Delivery at
HP / HPA / LEASE / SELF LEASE
Dealer PAN : AAAC06970G
Dealer GSTIN : 27AAAC06970G1Z9

Date: 31/10/2022 01:08:34 PM

PUNE PUNE CITY PUNE
Maharashtra(27), India, Pin - 411015
A/C Code : 1-2BUNG201
Contact # 8875010812
Email id
Place of Supply : MH
Customer PAN : AAECAB497L
Customer GSTIN : 27AAECAB497L1ZW
Facebook ID
Twitter Handle
Hypothecation SELF
NO HYP

Billing Address: DIGHI HILLS, TAL. HAVELI, DIST. PUNE, PUNE, PUNE CITY, PUNE MH, India, Pin - 411015

Shipping Address: DIGHI HILLS, TAL. HAVELI, DIST. PUNE, PUNE, PUNE CITY, PUNE MH, India, Pin - 411015

Particulars	Qty	Unit Price (Rs.)	Amount (Rs.)
Product Code (55504732AG3R)-HSN(8702 10 11A)TATA PORCLN. WHITE. WINGER FL AMB-B 3200 7+P AC WITH 3-DOOR HIGH ROOF, POWER STEERING, HVAC VENT, VODH+ABS, V9 1 BRAKE SYSTEM, HTG+DMST, 2 ZL DICOR 11 BSVI ENGINE, TA 70 GEAR BOX, 5 NOS 195R15LT MPR TYRES 5 NOS 5.5JX15 WHEEL RIMS 3200 MM WB	1	1,408,923.00	1,408,923.00
		Concession:	58,277.69
		Unit Price After Concession:	1,350,645.31
CGST@14%: 189,090.34	SGST@14%: 189,090.34		
		Total tax:	378,180.69
		Gross Total:	1,728,826.00
		Adjustment Amount:	0.00
		Total(Including GST):	1,728,826.00
Color : PORCLN. WHITE	Chassis no. MAT557022NUK07437	Engine No. VARI-COR11KXXJ25309	Body Serial No.:
		TCS Amount:	17,288.26
		Grand Total:	1,746,114.00

Rupees Seventeen Lakh Fourty Six Thousand One Hundred Fourteen only
Note: On this invoice the Tax Collection at Source under Section 206C of the Income Tax Act, 1961 is Rs. 17,288.00 and the total amount payable by customer is Rs. 1,746,114.00Tax Payable under Reverse Charge - No
NTA No. N1022WSC0052**Terms and Condition**RV/AIT/Store/M1/554
Dated: 31/10/2023 E. & O. E.

- Above prices are current ex-showroom prices. Buyers will have to pay prices prevailing at the time of delivery.
- Optionals, accessories, insurance, registration, taxes, other levies etc. will be charged extra as applicable.
- Prices are for current specifications and are subject to change without notice.
- Prices and additional charges as above will have to be paid completely, to conclude the sales.
- Invoice Value/Ex Showroom Price is inclusive of HSRP amount.
- Payments by account payee Cheques / Demand Drafts may be in favor of SEHGAL WHEELS PRIVATE LIMITED payable at AKRUDI.
- Acceptance of advance / deposits by the seller is merely an indication of an intention to sell and does not result into a contract of sale.
- All disputes arising between the parties hereto shall be referred to arbitration according to the arbitration laws of the country.
- Only the courts of AKRUDI shall have jurisdiction in any proceedings relating to this contract.
- The company shall not be liable due to any prevention, hindrance, or delay in manufacture, delivery of vehicles or accessories/optionals due to shortage of material, strike, riot, civil commotion, accident, machinery breakdown, government policies, acts of god and nature, and all events beyond the control of the company.
- The seller shall have a general lien on the goods for all moneys due to the seller from the buyer on account of this, or other transaction as provided by law.
- Taxes as applicable.
- Consideration charged for supply of vehicle is inclusive of benefits under membership to Tata Delight program.
- I hereby consent and authorize SEHGAL WHEELS PRIVATE LIMITED and Tata Motors Limited for usage of all the data disclosed above and also to share all my details and documents for promotional, marketing and transactional activities of Tata Motors Ltd. or any of its group companies/subsidiaries/ authorized dealers, in accordance with Tata Motor's Privacy Policy.
- I shall inform in writing to SEHGAL WHEELS PRIVATE LIMITED and Tata Motors Limited, if I intend to withdraw my aforesaid consent.

For SEHGAL WHEELS PRIVATE LIMITED

Customer Signature with Date

Authorized Signatory

- Reg. Off. : D II - 64 6 MIDC Telco Chinchwad Road, Chinchwad, Pune - 411019. Tel: 020-30635100, 30635102
- Sales & Service : D-3, Plot No P-1, MIDC Chinchwad, Pune - 411019. Landmark: Near Mehta Hospital. Tel: 020 - 30635101 / 22
- Marunji : Vehicle Storage Yard, S No 30, Hissa No. 5 B & 6, Shivar Vasti Road, Marunji, Dist. Pune- 411057. Tel: 020-30635100
- Wagholi Sales : Vishnwaraj Residency, Anand developers, Pan-Mala Wasti, Near HP Petrol Pump, Pune Nagar Road Wagholi Pune-412707
- Wagholi Service : Gat No. 812, Katkawasti, Pune Nagar Road, Wagholi, Tal Haveli, Dist. Pune.
- Bhosari : Sr No. 211, Alandi Road, Bhosari, Pune - 411030.
- Email ID : johnny@sehgalwheels.com; sales@sehgalwheels.com
- CIN : U50101PN2003PTC017770
- GST No.: 27AAAC06970G1Z9

8

CONTRIBUTION/Ph.D. COMPLETION CAS

CAS POLICY

ARMY INSTITUTE OF TECHNOLOGY

STANDARD OPERATION PROCEDURE (SOP) FOR GUIDELINES / RULES FOR PROMOTION OF FACULTY UNDER CAREER ADVANCEMENT SCHEME (CAS)

SHORT TITLE, APPLICATION AND COMMENCEMENT

1. These Rules and Regulations are called the AIT Rules for Promotion of Faculty under Career Advancement Scheme (CAS) and will be read and implemented in conjunction with the All India Council for Technical Education (AICTE) (Career Advancement Scheme for the Faculty and Other Academic Staff in Technical Institutions-Degree) Regulations, 2012 amended from time to time.
2. These Rules and Regulation shall apply to every regular faculty members of the Institute.
3. A faculty member of the Institute means Professors, Associate Professors and Assistant Professors, who is a full time salaried employee of the Institute and does not include honorary, visiting, part-time, contractual and ad-hoc faculty.
4. These Rules and Regulations shall come into force with immediate effect.
5. In these Rules & Regulations, the context; otherwise requires
 - (a) "AICTE" means the All India Council for Technical Education, New Delhi.
 - (b) "Appendix" means the Appendix appended to these Rules.
 - (c) "Appointing Authority" means the Director, AIT.
 - (d) "CAS" means Career Advancement Scheme for the faculty of the Institute.
 - (e) "CGPA" means Cumulative Grade Point Average
 - (f) "Chairman" means the Chairman, AIT.
 - (g) "Department" in relation to the Institute means an academic unit of the Institute engaged in academic activities (like teaching, research, etc) generally relating to a particular discipline or area.
 - (h) "Director" means the Director of the Institute.
 - (i) "HoD" means head of the Teaching Department of the Institute
 - (j) "Institute/AIT" means Army Institute of Technology, Dighi Hills, Pune 411015
 - (k) "MHRD" means Ministry of Human Resource Development, New Delhi.
 - (l) "UGC" means University Grants Commission, New Delhi.
 - (m) "ÄPL" means Academic Pay Level
 - (n) Anything, otherwise, not contained in these rules shall be governed / regulated by the AICTE/MHRD guidelines issued in this regard from time to time.
 - (o) If any revision / rules of CAS are notified by MHRD / AICTE, the same will be applicable from the date adoption by the Institute.



GENERAL PROCEDURE/GUIDELINES

6. Faculty members who wish to be considered for promotion under Career Advancement Scheme may submit in writing to the Registrar, within three months in advance of the due date, stating that he/she fulfils all qualifications under CAS and submit the Performance Based Appraisal System (PBAS) on prescribed proforma as evolved by the Institute duly supported by all credentials as per the Academic Performance Indicator (API) guidelines set out in the Institute Regulations. In any event, the Institute shall send a general circular "Call for Applications for CAS" promotions from eligible candidates.
7. The incumbent faculty must be on the roll and active service of the Institute on the date of consideration by the Selection Committee for Promotion through Career Advancement Scheme.
8. Candidates who do not fulfil the minimum score requirement under the API Scoring System (Given in Rule-4) or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she is successfully got re-assessed. **However, in case of in-ordinate delay in re-assessment of candidate, the date of promotion can be decided by the Selection Committee considering minimum period of one year from the date of previous assessment.**
9. If a candidate applies for promotion immediately on completion of the minimum eligibility period and is successful, the date of promotion will be made applicable from the date of completion of minimum period of eligibility.
10. If, however, the candidate finds that he/she fulfils the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be affected from the date of fulfillment of the eligibility conditions.
11. The period spent on Extra Ordinary Leave, Study Leave (Leave without Pay) during the period of assessment will not be counted towards service for the purpose of promotion under Career Advancement Scheme.
12. **The candidate should not hold any disciplinary action record for last 5 Years of service in AIT. However two major disciplinary actions on candidate will debar him from the CAS process , permanently**

STAGES OF PROMOTION UNDER CAS AND ELIGIBILITY CRITERIA

13. The eligibility criteria along with proposed scores for Academic Performance Indicators (APIs) for promotions under Career Advancement Scheme(CAS) has been devised based on the guidelines prescribed by the AICTE, New Delhi duly adopted by the Institute in its Date. The stages of Promotions of faculty under Career Advancement Scheme and eligibility criteria are described below:

13.1 Entry Level Assistant Professor (Stage 1, APL-10) to Assistant Professor (Stage 2, APL-11).

- (a) Entry Level Assistant Professor APL-10 (Stage 1) or equivalent Grade Pay in 6th CPC, possessing Ph.D. Degree in the relevant discipline shall be eligible, for moving to the higher APL-11 (Stage 2) after completion of **four years' of continuous service at AIT** as Assistant Professor.
- (b) Entry Level Assistant Professor APL-10 (Stage 1) or equivalent Grade Pay in 6th CPC, possessing M.Phil. Degree or a Post-Graduate Degree in the professional courses (M.E. / M.Tech.), approved by the relevant statutory body, shall be eligible, for moving to the higher Academic Pay Level-11(Stage 2) after **completion of five years' of continuous service at AIT** as Assistant Professor.



(c) Entry Level Assistant Professor APL-10 (Stage 1) or equivalent Grade Pay in 6th CPC, who does not have Ph.D. or M.Phil. or a Master's Degree in the relevant professional course (M.E. / M.Tech.), shall be eligible, for moving to the higher Academic Pay Level-11 (Stage 2) only after completion of **six years' of continuous service at AIT** as Assistant Professor.

(d) Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.

OR

(e) One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE (**Other MOOC courses for required duration mentioned will be considered after approval through proper channel**)

OR

(f) Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE. (**Other MOOC courses for required duration mentioned will be considered after approval through proper channel**)

AND

(g) Should have satisfied any one of the below mentioned (TABLE 1) set of requirements.

TABLE 1

Set No.	Add Qualification	To have acquired in the cadre of Assistant Professor (STAGE-1)		
		Experience (Years)	Research publications in SCI journals /UGC /AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1.	-	4	2	8 to 10
2.	-	5	1	8 to 10
3.	-	5	2	5 to < 8

(h) Consistently Good Annual Performance Appraisal Reports (ACRs) for the assessment period.

(j) Screening-cum-Verification process for recommending promotion. Candidates may be asked to appear before the Screening-cum-Verification Committee for personal interaction.

(k) **Minimum 2 weeks** of relevant Industrial Training / Professional Training **approved through proper channel** is required during service period of Stage I. (applicable w.e.f. July 2022)

13.2 Assistant Professor (Stage 2, APL-11) to Assistant Professor (Stage 3, APL-12)

(a) Assistant Professor who has completed five years of service in the APL-11 (Stage 2) or equivalent Grade Pay in 6th CPC shall be eligible, subject to meeting



API based PBAS requirements laid down by these Regulations, to move up to next higher APL-12 (Stage 3).

(b) Two weeks of Faculty Development Programme (FDP) in the relevant area recognized by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

(c) One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE (**Other MOOC courses for required duration mentioned will be considered after approval through proper channel**)

OR

(d) Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE. (**Other MOOC courses for required duration mentioned will be considered after approval through proper channel**)

AND

(e) Should have satisfied any one of the below mentioned (TABLE 2) set of requirements.

TABLE 2

Set No.	To have acquired in the cadre of Assistant Professor (Stage 2, APL-11)			
	Addl Qualification	Experience (Years)	Research publications inSCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1.	-	4	1	8 to 10
2.	-	4	2	5 to < 8

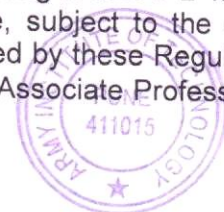
(f) Consistently Good Annual Performance Appraisal Reports (ACRs) for the assessment period.

(g) Screening-cum-Verification process for recommending promotion. Candidates may be asked to appear before the Screening-cum-Verification Committee for personal interaction.

(h) **Minimum 2 weeks** of relevant Industrial Training / Professional Training **approved through proper channel** is required during service period of Stage I. (applicable w.e.f. July 2022)

13.3 Assistant Professor (Stage-3, APL-12) to Associate Professor (Stage 4, APL-13 A1)

(a) Assistant Professor completing **three years** of teaching in the APL-12 (Stage-3) or equivalent Grade Pay in 6th CPC shall be eligible, subject to the qualifying conditions and the API based PBAS requirement prescribed by these Regulations, to move to the APL-13A (Stage-4) and to be designated as Associate Professor. Ph.D.



Degree is mandatory requirement for moving to the higher grade of Associate Professor (Stage 4, APL-13A).

(b) Two weeks of Faculty Development Programme (FDP) in the relevant area recognized by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

(c) One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE (**Other MOOC courses for required duration mentioned will be considered after approval through proper channel**)

OR

(d) Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE. (**Other MOOC courses for required duration mentioned will be considered after approval through proper channel**)

AND

(e) Should have satisfied any one of the below mentioned (TABLE 3) set of requirements

TABLE 3

Set No.	To have acquired in the cadre of Assistant Professor (Stage-3, APL-12)		
	Experience (Years)	Research publications in SCI journals UGC AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1.	3	2	5 to < 8
2.	3	1	8 to 10

(f) Consistently Good Annual Performance Appraisal Reports (ACRs) for the assessment period.

(g) A Selection Committee process as stipulated in these Regulations.

(h) **Minimum 2 weeks** of relevant Industrial Training / Professional Training **approved through proper channel** is required during service period of Stage I. (applicable w.e.f. July 2022)

13.4 Associate Professor (Stage-4, APL-13A1) to Professor (Stage-5, APL-14)

(a) Associate Professor completing **three years** of service in Stage-4, APL-13A or equivalent Grade Pay in 6th CPC and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher Academic Pay Level-14 of Rs.144200-211800 (Stage-5). Three years' experience as Associate Professor after acquiring Ph.D. degree is must for promotion to the post of Professor (Stage-5).

(b) Should have satisfied any one of the below mentioned (TABLE 4) set of requirements

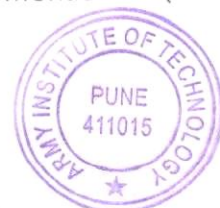


TABLE 4

Set No.	Ph.D. Guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor.		
			Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to < 8
3	-	16	3	4	8 to 10

(c) Consistently Good Annual Performance Appraisal Reports (ACRs) for the assessment period. A selection committee process as stipulated in these Regulations.

13.5 Professor (Stage-5, APL-14) to Senior Professor (Stage-6, APL-15-HAG). Upto 10% of the post of Professor in Institute.

(a) Professor completing ten years of service in Stage-5, APL-14 or equivalent Grade Pay in 6th CPC and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Senior Professor and be placed in the next higher Academic Pay Level 15-HAG 2(Stage-6).

(b) At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have at least 2 successful Ph. D. guided as Supervisor / Co-Supervisor as a Professor.

OR

(c) At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided academic leadership as institution head at least for 3 years at the level of Professor.

OR

(d) At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided educational leadership at state / national level at least for 3 years at the level of Professor.

AND

(e) At least one patent awarded

OR

(f) Development of one MOOC course applicable at national platform

APPLICATION FORM/PROFORMA FOR PROMOTION UNDER CAS

14. The Proforma to be filled up by the faculty for promotion under Career Advancement Scheme has been devised by the Institute as per AICTE, New Delhi Regulations 2010 and 2012. The same is attached at **APPENDIX**.



15. All the faculty seeking promotion under Career Advancement Scheme are required to apply for the same in the prescribed proforma only. Any application for promotion under CAS, which is not on the prescribed proforma will not be entertained and will be rejected straightway.

COUNTING OF PAST SERVICE

16. The regular active service within the Institute will only be considered for promotion under CAS. The service rendered by any faculty other than the AIT will not be considered towards promotion under CAS.

SCREENING CUM VERIFICATION COMMITTEE for STAGE 1 to STAGE 2 and STAGE 2 to STAGE3

17. All CAS promotions application forms will be submitted to "Screening cum Verification Committee"

18. The CAS promotions of a lower grade to a higher grade of Assistant Professor (**for STAGE 1 to STAGE 2 and STAGE 2 to STAGE 3**) shall be decided by a "Screening cum Verification Committee".

19. The Screening Cum Verification Committee shall consist of the following:

Screening CUM Verification Committee

(i)	Head of the Dept. to be nominated by the Director / Principal	: Chairman
(ii)	Two Professors or Associate Professors of the Department to be nominated by the Director	: Member
(iii)	One Professor or Associate Professor of other Department	: Member

20. The Committee will scrutinize the application of the faculty seeking promotion under CAS to assess that the application is complete in all respect and supporting with all requisite documents.

21. To assess eligibility of the candidate for promotion under CAS in terms of length of service required qualifications and other general conditions.

22. The Screening Cum Selection Committee if satisfied that the candidate is fulfilling the pre-requisite qualifications to be considered for promotion under CAS may recommend the Director to consider the candidate(s).

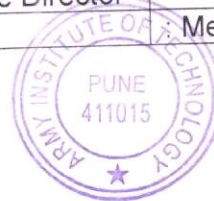
23. The CAS application forms for promotion of faculty from Assistant Professor to Associate Professor (Stage-3 to Stage-4) and Associate Professor to Professor (Stage-4 to Stage-5) will be forwarded to Selection committee after verification of above 6.2 and 6.3

SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCESS

24. Selection Committees

(a) The Selection Committee for promotion of faculty from Assistant Professor to Associate Professor (Stage-3 to Stage-4) and Associate Professor to Professor (Stage-4 to Stage-5) shall consist of :-

(i)	Director / Principal	: Chairman
(ii)	One Expert from the Directory of Subject Experts approved by the Director to be nominated by the Director	: Member
(iii)	HOD to be nominated by the Director/Principal	: Member



(iv)	Head of the Department concerned (if the post of selection is being made higher in status than occupied by the Head of the Department, one nominee of the Director be included).	: Member
------	---	----------

(b) The Selection Committee if satisfied that the candidate is fulfilling the pre-requisite qualifications to be considered for promotion under CAS may recommend the Director to consider the candidate(s) for further processing of selection by University Selection Committee.

(c) Recommendations of the Selection Committee will be placed before the Director / Chairman, for final approval and subsequent issue of promotion/appointment orders.

(d) If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons about it.

DIRECTORY OF SUBJECT EXPERTS

25. The Institute will create a panel of Subject Experts and update it preferably on annual basis.

26. The list will be prepared by taking inputs from Departments. Director / Principal may also add extra names or delete some from the list.

27. Normally, the experts should be drawn from NITs, IITs, IIMs, NITTTRs, IISERs, IISc, IEST, Centre / State University Departments, major R&D Laboratories/Technical & R&D Institute of repute such as CSIR, ICAR, DAE, ISRO, DRDO etc., CFTIs, major industry and top 100 NIRF Ranking Institutes' of current year.

28. The list, along with postal and electronic address, designation, specialization and other relevant particulars of proposed experts is to be placed before the Board of Management for approval.

29. It is extremely important that the suggested panel of experts is examined critically by the Board and any member with questionable integrity is removed.

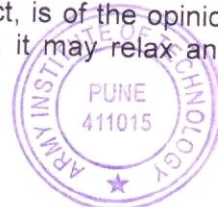
30. Normally, the experts shall be invited by the Director from the approved Directory of Subject Expert. However, in case the experts from the approved Directory is / are unable to attend / not available, the Director may invite experts other than those in the Directory of Experts preferably from IITs / NITs, with intimation to the Chairman.

RESIDUARY MATTERS

31. In regard to matters not specified or referred to in these Rules, the faculty in the posts specified in these Rules shall be governed by the directions/regulations of the AICTE and other Orders applicable to the teaching employees of the AIT in general.

POWER OF RELAX

32. If the BOM, on recommendations made by the Director to that effect, is of the opinion that it is necessary or expedient to do so for reasons to be recorded in writing, it may relax any of the provisions of these Rules.



REPEAL AND SAVINGS

33. All the earlier guidelines/decisions of any authority regarding the matters governing method of promotion of faculty in respect of the posts included in these Recruitment Rules shall stand repealed on the date on which these Rules come into force.

INTERPRETATIONS

34. Any question relating to interpretation of these Rules, the decision of the College Management will be final unless otherwise specifically included in these Rules.

ABBREVIATIONS RELATED TO THESE RULES AND REGULATIONS

- (a) "API" means Academic Performance Indicators
- (b) "PBAS" means Performance Based Appraisal System
- (c) "TEQIP" means Technical Education Quality Improvement Programme.
- (d) "CPC" means Central Pay Commission
- (e) "ISTE" means Indian Society for Technical Education
- (f) "NITTR" means National Institute Technical Faculty Training & Research
- (g) "IIT" means Indian Institute of Technology
- (h) "DTE" means Directorate of Technical Education
- (i) "NIT" means National Institute of Technology
- (j) "DRDO" means Defence Research and Development Organization
- (k) "SCI" means Science Citation Index
- (l) "NIRF" means National Institute Ranking Framework
- (m) "NPTEL" means National Programme on Technology Enhanced Learning
- (n) "QIP" means Quality Improvement Programme
- (o) "HAG" Means Higher Administrative Grade

File No : AIT/00351/SOP/PRIN

Army Institute of Technology
Dighi Hills, Pune - 411015

Date: 08 Nov 2021



(Signature)

(Abhay A Bhat)
Brig
Director

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Appendix

(SOP For Guidelines / Rules For
Promotion Of Faculty Under Career
Advancement Scheme (CAS))

ARMY INSTITUTE OF TECHNOLOGY**PROFORMA FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS)**

Application for Promotion from _____

Period of Assessment for the purpose of promotion (including grace period, if any)

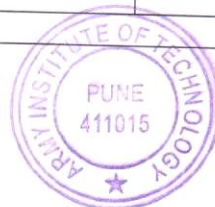
From _____ to _____

PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name (in Block Letters)	:	
2.	Father's Name / Mother's Name	:	
3.	Department	:	
4.	Current Designation & Grade Pay	:	
5.	Date of Last Promotion with date and order number	:	
6.	Position and Grade Pay / Level for which an application under CAS ?	:	
7.	Date of Eligibility for Promotion	:	
8.	Date of Birth	:	
9.	Contact Number	:	
10.	Email ID	:	

11. Academic Qualification (Matric Onwords) :

Examination	Specialization	University / Board	Year	CGPA / % of Marks obtained	Division & Distinction
Matric					
Intermediate (10+2)					
Bachelor's Degree (BE/ B. Tech)					
Master's Degree (ME/ M. Tech)					
Ph. D.					
D. Sc. / D. Litt					
Other Exam (if any)					
Serial Number of Proof Attached _____					



12. Record of Service in AIT

Designation	Essential Qualification for the post at the time of Appointment	Nature of Appointment (Regular / Fixed Term / Temporary / Adhoc)	Nature of Duties	Pay Scale	Period		Total Experience
					From	To	

13. Total period of Teaching Experience in AIT (in years) :

14. Short Term Courses Attended :-

Sr. No.	Title	Place	Duration	No. of Weeks (1/2/3)	Sponsoring Agency

Serial Number of Proof Attached _____

15. List of Publication (for the purpose of evaluation, attach copy of only best five publications)

Sr. No.	Authors	Title	Journal	Vol / No. / Yr / PP	Indexed by	Impact Factor

16. Any other relevant information :-

17. Future Plans

(Please Provide a brief write up of your future plans for teaching and research)

(a) Teaching : _____

(b) Research : _____

18. List of self-attested testimonials attached (original to be produced at the time of interview)

- (i) Graduation Marksheet / Degree
- (ii) Post - Graduation Marksheet / Degree
- (iii) M. Phil. Degree
- (iv) Ph. D. / M. Phil. Degree
- (v) Experience Certificate other than AIT

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- | | | |
|--------|---|--------------------------|
| (vi) | Post-Doctoral Fellowship | <input type="checkbox"/> |
| (vii) | Award(s) / Fellowship(s) | <input type="checkbox"/> |
| (viii) | Research Publications including Books | <input type="checkbox"/> |
| (ix) | Research Guidance (No. of Students Guided) | <input type="checkbox"/> |
| (x) | Research Project | <input type="checkbox"/> |
| (xi) | Papers presented in Seminar / Conferences / Workshops | <input type="checkbox"/> |
| (xii) | Peer recognition / citation of publications | <input type="checkbox"/> |
| (xiii) | Consultancy undertaken | <input type="checkbox"/> |
| (xiv) | Others | <input type="checkbox"/> |

Total Number of above self-attested testimonials attached _____ (in words)

Note : Application without the above self-attested testimonials will not be accepted.

OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contribution, awards received etc. not mentioned earlier.

Sr. No.	Details (Mention Year, Value etc where relevant)
Serial number of Proof Attached, if any _____	

CERTIFICATE / DECLARATION

I, _____ son / daughter of _____ hereby declare that all statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the Selection Committee or any other stage, my candidature / appointment may be cancelled by the AIT, Pune without prejudice to initiation of any other disciplinary action.

Signature of Applicant

Date :

Name _____

Verified by Reporting Officer / HoD

Date :

Signature of Head of Department

Note : The application form duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the Institute as necessary and placed before the Screening-Cum-Evaluation Committee or Selection Committee for assessment / verification.



Name : _____ Present Designation : _____

Department : _____

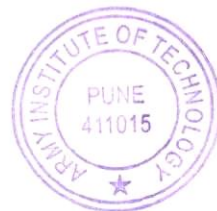
INFORMATION TO BE FILLED BY THE SCREENING COMMITTEE

Sr. No.	Contents	Verification by Screening Committee
1.	Whether application has been received within the due date	Yes / No
2.	Whether fulfilling the requisite educational qualification required under CAS	Yes / No
3.	Whether completed the qualified service required under CAS	Yes / No
4.	Whether attended the required number of STC etc.	Yes / No
5.	Whether having required number of Research Publication	Yes / No
6.	Whether requisite documents have been attached with the application form	Yes / No
7.	Whether claimed the minimum required yearly / cumulative API score	Yes / No

Recommendations of the Preliminary Screening Committee :

The candidate is eligible /non-eligible to be considered for Screening-cum-Verification / Selection Committee as the case may be with respect of basic minimum requisitions under CAS.

Name and Signature of the Screening Committee Members



Name : _____ Present Designation : _____

Department : _____

INFORMATION TO BE FILLED BY THE OFFICE

Sr. No.	Contents	Verification by Screening Committee
1.	Whether any minor / major penalty has been imposed on him / her during the said assessment period	Yes / No
2.	Whether work and conduct of the candidate as observed from the Annual Self-Appraisal Report for the assessment period has been found to be Good	Yes / No

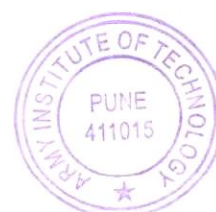
2.1 Proforma for Annual Performance Appraisal Report Grading

Assessment Period						
Grading of Annual Assessment Report						

Recommendations of the Office

The candidate is eligible / non-eligible to be considered for Screening-cum-Verification / Selection Committee as the case may be with respect to work and conduct.

Name and Signature of the Officials Verified the Particulars

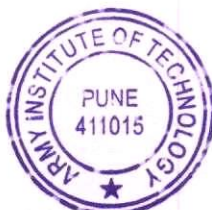


ARMY INSTITUTE OF TECHNOLOGY

STANDARD OPERATION PROCEDURE (SOP) FOR GUIDELINES/ RULES FOR PROMOTION OF FACULTY UNDER CAREER ADVANCEMENT SCHEME (CAS)

SHORT TITLE, APPLICATION AND COMMENCEMENT

1. These Rules and Regulations are called the AIT Rules for Promotion of Faculty under Career Advancement Scheme (CAS) and will be read and implemented in conjunction with the All India Council for Technical Education (AICTE) (Career Advancement Scheme for the Faculty and Other Academic Staff in Technical Institutions-Degree) Regulations, 2012 amended from time to time.
2. These Rules and Regulation shall apply to every regular faculty members of the Institute.
3. A faculty member of the Institute means Professors, Associate Professors and Assistant Professors, who is a full time salaried employee of the Institute and does not include honorary, visiting, part-time, contractual and ad-hoc faculty.
4. These Rules and Regulations shall come into force with immediate effect.
5. In these Rules & Regulations, the context; otherwise requires
 - (a) "AICTE" means the All India Council for Technical Education, New Delhi.
 - (b) "Appendix" means the Appendix appended to these Rules.
 - (c) "Appointing Authority" means the Director, AIT.
 - (d) "CAS" means Career Advancement Scheme for the faculty of the Institute.
 - (e) "CGPA" means Cumulative Grade Point Average
 - (f) "Chairman" means the Chairman, AIT.
 - (g) "Department" in relation to the Institute means an academic unit of the Institute engaged in academic activities (like teaching, research, etc) generally relating to a particular discipline or area.
 - (h) "Director" means the Director of the Institute.
 - (i) "HoD" means head of the Teaching Department of the Institute
 - (j) "Institute/AIT" means Army Institute of Technology, Dighi Hills, Pune 411015
 - (k) "MHRD" means Ministry of Human Resource Development, New Delhi.
 - (l) "UGC" means University Grants Commission, New Delhi.
 - (m) APL" means Academic Pay Level
 - (n) Anything, otherwise, not contained in these rules shall be governed/ regulated by the AICTE/MHRD guidelines issued in this regard from time to time.
 - (o) If any revision / rules of CAS are notified by MHRD/ AICTE, the same will be applicable from the date adoption by the Institute.



GENERAL PROCEDURE/ GUIDELINES

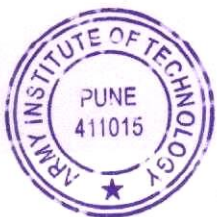
6. Faculty members who wish to be considered for promotion under Career Advancement Scheme may submit in writing to the Registrar, after fulfilling the criterion of CAS promotion on prescribed proforma as evolved by the Institute duly supported by all credentials as per the Academic Performance Indicator (API) guidelines set out in the Institute Regulations. For the Post of Professor and above API verification from SPPU is must. This is to be done through Individual Teacher's Log in on SPPU portal. In any event, the Institute shall send a general circular "Call for Applications for CAS" promotions from eligible candidates.
7. The incumbent faculty must be on the roll and active service of the Institute on the date of consideration by the Selection Committee for Promotion through Career Advancement Scheme.
8. (a) The candidate should make application immediately after fulfilling the criterion of CAS promotion, CAS promotion only be considered on submission of completed application as per Proforma **Appendix –'A'** supported by documentary proofs.
(b) Date of promotion for all the date of applicants will be from the date on which applicant satisfies all required eligibility criteria as confirmed by the Screening / Evaluation Committee or/and Selection committee.
9. If, however, the candidate finds that he/she fulfils the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be affected from the date of fulfillment of the eligibility conditions.
10. The period spent on Extra Ordinary Leave, Study Leave (Leave without Pay) during the period of assessment will not be counted towards service for the purpose of promotion under Career Advancement Scheme.
11. **The candidate should not hold any disciplinary action taken by Disciplinary Committee headed by Chairman-AIT on record for last 3 Years of service in AIT.**
12. **However, two disciplinary actions on candidate will debar him from the CAS process, permanently**

STAGES OF PROMOTION UNDER CAS AND ELIGIBILITY CRITERIA

13. The eligibility criteria along with proposed scores for Academic Performance Indicators (APIs) for promotions under Career Advancement Scheme(CAS) has been devised based on the guidelines prescribed by the AICTE, New Delhi duly adopted by the Institute in its Date. The stages of Promotions of faculty under Career Advancement Scheme and eligibility criteria are described below:

13.1 Entry Level Assistant Professor (Stage 1, APL-10) to Assistant Professor (Stage 2, APL-11).

- (a) Entry Level Assistant Professor APL-10 (Stage 1) or equivalent Grade Pay in 6th CPC, possessing Ph.D. Degree in the relevant discipline shall be eligible, for moving to the higher APL-11 (Stage 2) after completion of **four years of continuous service at AIT** as Assistant Professor.
- (b) Entry Level Assistant Professor APL-10 (Stage 1) or equivalent Grade Pay in 6th CPC, possessing M.Phil. Degree or a Post-Graduate Degree in the professional courses (M.E./ M.Tech.), approved by the relevant statutory body, shall be eligible, for



moving to the higher Academic Pay Level-11(Stage 2) after **completion of five years of continuous service at AIT** as Assistant Professor.

(c) Entry Level Assistant Professor APL-10 (Stage 1) or equivalent Grade Pay in 6th CPC, who does not have Ph.D. or M.Phil. or a Master's Degree in the relevant professional course (M.E./ M.Tech.), shall be eligible, for moving to the higher Academic Pay Level-11 (Stage 2) only after completion of **six years of continuous service at AIT** as Assistant Professor.

(d) Two weeks of Faculty Development Program (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognized by AICTE / UGC/ TEQIP/ NITTTR/ PMMMNMTT/ IISc/ IIT/ University/ Government/ DTE/ Board of Technical Education/ CoA/ IIA/ SPA / ITPI / NRCs/ ARPIT research organization/ other institute of National Importance/ Design Studio.

OR

(e) One-week faculty development program as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE (**Other MOOC courses for required duration mentioned will be considered after approval through proper channel**)

OR

(f) Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE. (**Other MOOC courses for required duration mentioned will be considered after approval through proper channel**)

AND

(g) Should have satisfied any one of the below mentioned (TABLE 1) set of requirements.

TABLE 1

Set No.	Add Qualification	To have acquired in the cadre of Assistant Professor (STAGE-1)		
		Experience (Years)	Research publications in Scopus/ WOS/ SCI/ ESCI/ SCIE Journals	Avg. 360° feedback score (out of 10)
1.	-	4	2	8 to 10
2.	-	5	1	8 to 10
3.	-	5	2	5 to < 8

(h) Consistently Good Annual Performance Appraisal Reports (ACRs) for the assessment period.

(j) Screening-cum-Verification process for recommending promotion. Candidates may be asked to appear before the Screening-cum-Verification Committee for personal interaction.

(k) **Minimum 2 weeks** of relevant Industrial Training/ Professional Training **approved through proper channel** is required during service period of Stage 1. (Refer Appendix 'B')



13.2 Assistant Professor (Stage 2, APL-11) to Assistant Professor (Stage 3, APL-12)

(a) Assistant Professor who has completed five years of service in the APL-11 (Stage 2) or equivalent Grade Pay in 6th CPC shall be eligible, subject to meeting API based PBAS requirements laid down by these Regulations, to move up to next higher APL-12 (Stage 3).

(b) Two weeks of Faculty Development Program (FDP) in the relevant area recognized by AICTE/ UGC/ TEQIP/ NITTTR/ PMMMNMTT/ IISc/ IIT/ University/ Government/ DTE/ Board of Technical Education/ CoA/ IIA/ SPA/ ITPI/ NRCs/ ARPIT/ research organization/ other institute of National Importance/ Design Studio.

OR

(c) One week faculty development program as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE (**Other MOOC courses for required duration mentioned will be considered after approval through proper channel**)

OR

(d) Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE. (**Other MOOC courses for required duration mentioned will be considered after approval through proper channel**)

AND

(e) Should have satisfied any one of the below mentioned (TABLE 2) set of requirements.

TABLE 2

Set No.	To have acquired in the cadre of Assistant Professor (Stage 2, APL-11)			
	Addl Qualification	Experience (Years)	Research publications in Scopus/ WOS/ SCI/ ESCI/ SCIE Journals	Avg. 360° feedback score (out of 10)
1.	-	4	1	8 to 10
2.	-	4	2	5 to < 8

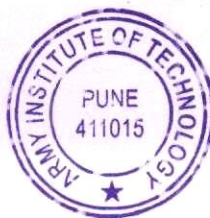
(f) Consistently Good Annual Performance Appraisal Reports (ACRs) for the assessment period.

(g) Screening-cum-Verification process for recommending promotion. Candidates may be asked to appear before the Screening-cum-Verification Committee for personal interaction.

(h) **Minimum 2 weeks** of relevant Industrial Training / Professional Training **approved through proper channel** is required during service period of Stage 2. (Refer Appendix 'B')

13.3 Asst Professor (Stage-3, APL-12) to Associate Professor (Stage 4, APL-13 A1).

(a) Assistant Professor completing **three years** of teaching in the APL-12 (Stage-3) or equivalent Grade Pay in 6th CPC shall be eligible, subject to the qualifying



conditions and the API based PBAS requirement prescribed by these Regulations, to move to the APL-13A (Stage-4) and to be designated as Associate Professor. Ph.D. Degree is mandatory requirement for moving to the higher grade of Associate Professor (Stage 4, APL-13A).

(b) Two weeks of Faculty Development Programme (FDP) in the relevant area recognized by AICTE/ UGC/ TEQIP/ NITTTR/ PMMMNMTT/ IISc/ IIT/ University/ Government/ DTE/ Board of Technical Education/ CoA/ IIA/ SPA/ ITPI/ NRCs/ ARPIT/ research organization / other institute of National Importance/ Design Studio.

OR

(c) One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE (**Other MOOC courses for required duration mentioned will be considered after approval through proper channel**).

OR

(d) Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE. (**Other MOOC courses for required duration mentioned will be considered after approval through proper channel**).

AND

(e) Should have satisfied any one of the below mentioned (TABLE 3) set of requirements.

TABLE 3

Set No.	To have acquired in the cadre of Assistant Professor (Stage-3, APL-12)		
	Experience (Years)	Research publications in Scopus/ WOS/ SCI/ ESCI/ SCIE Journals	Avg. 360° feedback score (out of 10)
1.	3	2	5 to < 8
2.	3	1	8 to 10

(f) Consistently Good Annual Performance Appraisal Reports (ACRs) for the assessment period.

(g) A Selection Committee process as stipulated in these Regulations.

(h) **Minimum 2 weeks** of relevant Industrial Training/ Professional Training **approved through proper channel** is required during service period of Stage 3. (Refer Appendix 'B')

13.4 Associate Professor (Stage-4, APL-13A1) to Professor (Stage-5, APL-14).

(a) Associate Professor completing **three years** of service in Stage-4, APL-13A or equivalent Grade Pay in 6th CPC and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher Academic Pay Level-14 (Stage-5). Three years' experience as Associate Professor after acquiring Ph.D. degree is must for promotion to the post of Professor (Stage-5).

(b) Should have satisfied any one of the below mentioned (TABLE 4) set of requirements.

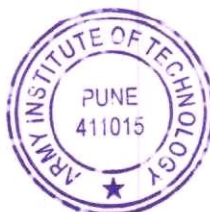


TABLE 4

Set No	PhD Guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor.		
			Experience (Years)	Research publications in Scopus/ WOS/ SCI/ ESCI/ SCIE Journals	Avg. 360° feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to < 8
3	-	16	3	4	8 to 10

- (c) Consistently Good Annual Performance Appraisal Reports (ACRs) for the assessment period. A selection committee process as stipulated in these Regulations.
- (d) A Selection Committee process as stipulated in these Regulations.

13.5 Professor (Stage-5, APL-14) to Senior Professor (Stage-6, APL-15-HAG). Upto 10% of the post of Professor in Institute.

- (a) Professor completing ten years of service in Stage-5, APL-14 or equivalent Grade Pay in 6th CPC and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Senior Professor and be placed in the next higher Academic Pay Level 15-HAG 2(Stage-6).
- (b) At least 8 research publications in Scopus/ WOS/ SCI/ ESCI/ SCIE approved list of journals, should have at least 2 successful Ph. D. guided as Supervisor / Co-Supervisor as a Professor.

OR

- (c) At least 8 research publications in Scopus/ WOS/ SCI/ ESCI/ SCIE approved list of journals, should have provided academic leadership as institution head at least for 3 years at the level of Professor.

OR

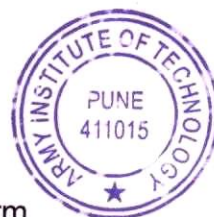
- (d) At least 8 research publications in Scopus/ WOS/ SCI/ ESCI/ SCIE approved list of journals, should have provided educational leadership at state / national level at least for 3 years at the level of Professor.

AND

- (e) At least one patent awarded

OR

- (f) Development of one MOOC course applicable at national platform
- (g) A Selection Committee process as stipulated in these Regulations.



13.6 Stages of Promotion Under CAS for Librarian and Eligibility Criterion.

- (i) The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a

teaching department shall be covered by the provisions given under sections 6.4 (B) of UGC Regulations for Colleges/ Institutions.

(ii) College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

13.6.1. From College Librarian (Stage 1, Level 10) to College Librarian (Stage 2, Senior Scale / Academic level 11).

(a) **Eligibility.** An Assistant Librarian/ College Librarian who is in Academic Level 10 (stage 1) and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years of experience, having at least a M.Phil. Degree, or six years of service for those without a M.Phil. or a Ph.D. degree.

(i) He / she has attended at least one Orientation course of 21 days duration;

AND

(ii) Training, Seminar or Workshop on automation and digitalization, maintenance and related activities, of at least 5 days, as per **Appendix 'C'**.

(b) **CAS Promotion Criteria:** An Assistant Librarian/College Librarian may be promoted if:

(i) He/ she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in **Appendix 'C'**,

AND

(ii) The promotion is recommended by a screening-cum-evaluation committee.

13.6.2. From College Librarian (Stage 2, Senior Scale/ Academic level 11) to College Librarian (Stage 3, Selection Grade/ Academic level 12).

(a) **Eligibility.** He/ she has completed five years of service in that grade. He/she has done any two of the following in the last five years :

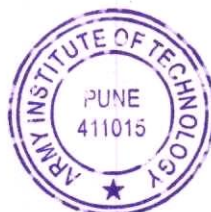
(i) Training/ Seminar/ Workshop/ Course on automation and digitalization.

(ii) Maintenance and other activities as per **Appendix 'C'**, of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/ programmes of at least two weeks (ten days) duration).

(iii) Taken/ developed one MOOCs course in the relevant subject (with e-certification),

OR

(iv) Library up-gradation course.



(b) **CAS Promotion Criteria.** An individual shall be promoted if:

(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in **Appendix 'C'**;

AND

(ii) The promotion is recommended by a screening-cum-evaluation committee.

13.6.3. College Librarian (Stage 3, Selection Grade/ Academic level 12) to College Librarian (Stage 4, Academic Level 13A).

(a) **Eligibility.** He/ she has completed three years of service in that grade. He/she has done any one of the following in the last three years:

(i) Training/ Seminar/ Workshop/ Course on automation and digitalization.

(ii) Maintenance and related activities as per **Appendix 'C'**, of at least two weeks' (ten days) duration.

(iii) Completed two courses of at least one week (five days) duration in lieu of every single course/ programmes of at least two weeks (ten days) duration).

(iv) Taken/ developed one MOOCs course in the relevant subject (with e-certification).

AND

(v) Library up-gradation course.

(b) **CAS Promotion Criteria.** An individual shall be promoted if:

(i) He/ she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in **Appendix 'C'**;

AND

(ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

13.6.4. The criteria for CAS Promotions from College Librarians (Stage 4, Academic Level 13 A) to College Librarians (Stage 5, Academic Level 14) shall be the following:

(a) **Eligibility.** He/ she has completed three years of service in that grade. He/she has done any one of the following in the last three years:

(i) Training/ Seminar/ Workshop/ Course on automation and digitalization.

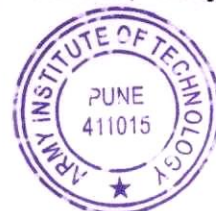
(ii) Maintenance and related activities as per **Appendix 'C'**, of at least two weeks' (ten days) duration.

(iii) Completed two courses of at least one week (five days) duration in lieu of every single course/ programmes of at least two weeks (ten days) duration).

(iv) Taken/ developed one MOOCs course in the relevant subject (with e-certification),

AND

(v) Library up-gradation course.



- (b) Evidence of innovative library services, including the integration of ICT in a library.
- (c) A Ph.D. Degree in Library Science/Information Science/ Documentation/ archives and Manuscript- Keeping
- (d) **CAS Promotion Criteria:** An individual shall be promoted if:
- (i) He/ she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in **Appendix 'C'**;
- AND**
- (ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

APPLICATION FORM/ PROFORMA FOR PROMOTION UNDER CAS

14. The Proforma to be filled up by the faculty for promotion under Career Advancement Scheme has been devised by the Institute as per AICTE, New Delhi Regulations 2010 and 2012. The same is attached at **Appendix 'A'**.
15. All the faculty seeking promotion under Career Advancement Scheme are required to apply for the same in the prescribed proforma only. Any application for promotion under CAS, which is not on the prescribed proforma will not be entertained and will be rejected straightway.

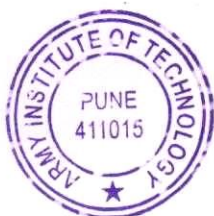
COUNTING OF PAST SERVICE

16. The regular active service within the Institute will only be considered for promotion under CAS. The service rendered by any faculty other than the AIT will not be considered towards promotion under CAS.

SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCESS

Screening Cum Evaluation Committee

17. All CAS promotions application forms will be submitted to "Screening cum Evaluation Committee"
18. The CAS promotions of a lower grade to a higher grade of Assistant Professor (**for STAGE 1 to STAGE 2 and STAGE 2 to STAGE 3**) will be decided by a "Screening cum Evaluation Committee".
19. The composition of Screening Cum-Evaluation Committee is as under :-
- | | | | |
|-----|----------|------|--|
| (a) | Chairman | - | Head of the Dept. to be nominated by the Director |
| (b) | Member | (i) | - Two Professors or Associate Professors of the Department to be nominated by the Director |
| | | (ii) | - One Professor or Associate Professor of other Department to be nominated by the Director |



20. The Committee will scrutinize the application of the faculty seeking promotion under CAS to assess that the application is complete in all respect and supporting with all requisite documents.

21. To assess eligibility of the candidate for promotion under CAS in terms of length of service required qualifications and other general conditions.

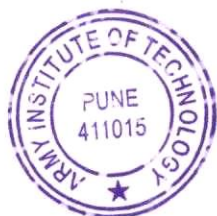
22. The report of the Screening Cum Evaluation Committee will be forwarded to The Director with the recommendations of the Principal for final approval of promotions for **STAGE 1 to STAGE 2 and STAGE 2 to STAGE 3.**

23. The CAS application forms for promotion of faculty from Assistant Professor to Associate Professor (Stage-3 to Stage-4) and Associate Professor to Professor (Stage-4 to Stage-5) will be forwarded to Selection committee after verification of above point 20 and point 21

Selection Committee

24 (a) The composition of Selection Committee for promotion of faculty from Assistant Professor to Associate Professor (Stage-3 to Stage-4) and Associate Professor to Professor (Stage-4 to Stage-6) is as under :-

Ser No.	Nomination	Member Type	Remark
(i)	The Chairperson of the Governing Body or his nominee, from amongst the member of the Governing Body	Chairman	Director - AIT
(ii)	The Principal of the College	Member	
(iii)	Head of the Department	Member	
(iv)	Two University representatives not below rank of Professor nominated by VC ,one whom shall be Dean of College Development council or equivalent position in University and other must be expert in concerned subject.	Member	
(v)	Two subject experts not connected with college to be nominated by Chairperson of the Governing body of the college out of a panel of five names recommended by VC from the list of subject experts approved by the relevant statutory body of the University concerned	Member	
(vi)	An academicians not below the rank of Professor belonging to SC/ ST/ OBC/ Minority/ Women/ Differently abled categories to be nominated by VC if any of the above members of the selection committee does not belong to that category	Member	If required



(b) Recommendations of the Selection Committee will be placed before the Chairman-AIT, for final approval and subsequent issue of promotion/ appointment orders.

(c) If the Chairman, AIT is unable to accept the recommendations of the Selection Committee, he/ she shall record its reasons about it.

RESIDUARY MATTERS

25. In regard to matters not specified or referred to in these Rules, the faculty in the posts specified in these Rules shall be governed by the directions/regulations of the AICTE and other Orders applicable to the teaching employees of the AIT in general.

REPEAL AND SAVINGS

26. All the earlier guidelines/decisions of any authority regarding the matters governing method of promotion of faculty in respect of the posts included in these Recruitment Rules shall stand repealed on the date on which these Rules come into force.

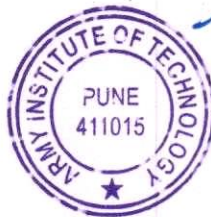
INTERPRETATIONS

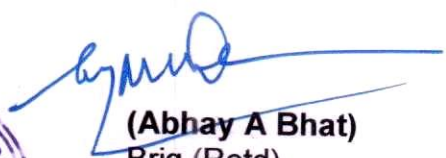
27. Any question relating to interpretation of these Rules, the decision of the College Management will be final unless otherwise specifically included in these Rules.

ABBREVIATIONS RELATED TO THESE RULES AND REGULATIONS

- (a) "API" means Academic Performance Indicators
- (b) "PBAS" means Performance Based Appraisal System
- (c) "TEQIP" means Technical Education Quality Improvement Programme.
- (d) "CPC" means Central Pay Commission
- (e) "ISTE" means Indian Society for Technical Education
- (f) "NITTTR" means National Institute Technical Faculty Training & Research
- (g) "IIT" means Indian Institute of Technology
- (h) "DTE" means Directorate of Technical Education
- (i) "NIT" means National Institute of Technology
- (j) "DRDO" means Defence Research and Development Organization
- (k) "SCI" means Science Citation Index
- (l) "ESCI" means Emerging Sources Citation Index
- (m) "SCIE" means Science Citation Index Expanded
- (n) "WOS" means Web of Science
- (o) "NIRF" means National Institute Ranking Framework
- (p) "NPTEL" means National Program on Technology Enhanced Learning
- (q) "QIP" means Quality Improvement Program
- (r) "HAG" Means Higher Administrative Grade

File No : AIT/0023/Retn Faculty/Adm
Army Institute of Technology
Alandi Road, Dighi Hills, Pune - 15




(Abhay A Bhat)
Brig (Retd)
Director

Date: 17 Aug 2023

Distribution

- | | | | | |
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| 1. Principal. | 2. All HsOD | 3. TPO | 4. Library | 5. Registrar. |
| 6. Office Copy. | | | | |

Appendix 'A'

(Ref Para 8 and 14 : SOP For Guidelines / Rules For Promotion Of Faculty Under Career Advancement Scheme (CAS))

ARMY INSTITUTE OF TECHNOLOGY**PROFORMA FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS)**

Application for Promotion from _____

Period of Assessment for the purpose of promotion (including grace period, if any)

From _____ to _____

PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name (in Block Letters)	:	
2.	Father's Name / Mother's Name	:	
3.	Department	:	
4.	Current Designation & Grade Pay	:	
5.	Date of Last Promotion with date and order number	:	
6.	Position and Grade Pay / Level for which an application under CAS ?	:	
7.	Date of Eligibility for Promotion	:	
8.	Date of Birth	:	
9.	Contact Number	:	
10.	Email ID	:	

11. Academic Qualification (Matric Onwards) :

Examination	Specialization	University / Board	Year	CGPA / % of Marks obtained	Division & Distinction
Matric					
Intermediate (10+2)					
Bachelor's Degree (BE/ B. Tech)					
Master's Degree (ME/ M. Tech)					
Ph. D.					
D. Sc. / D. Litt					
Other Exam (if any)					
Serial Number of Proof Attached _____					



12. Record of Service in AIT

Designation	Essential Qualification for the post at the time of Appointment	Nature of Appointment (Regular / Fixed Term / Temporary / Adhoc)	Nature of Duties	Pay Scale	Period		Total Experience
					From	To	

13. Total period of Teaching Experience in AIT (in years) :

14. Short Term Courses Attended :-

Sr. No.	Title	Place	Duration	No. of Weeks (1/2/3)	Sponsoring Agency

Serial Number of Proof Attached _____

15. List of Publication (for the purpose of evaluation, attach copy of only best five publications)

Sr. No.	Authors	Title	Journal	Vol / No. / Yr / PP	Indexed by	Impact Factor

16. Any other relevant information :-

17. Future Plans

(Please Provide a brief write up of your future plans for teaching and research)

(a) Teaching :

(b) Research :

18. List of self-attested testimonials attached (original to be produced at the time of interview)

- (i) Graduation Marksheet / Degree ☐
- (ii) Post - Graduation Marksheet / Degree ☐
- (iii) M. Phil. Degree ☐
- (iv) Ph. D. / M. Phil. Degree ☐
- (v) Experience Certificate other than AIT ☐
- (vi) Post-Doctoral Fellowship ☐
- (vii) Award(s) / Fellowship(s) ☐
- (viii) Research Publications including Books ☐



- (ix) Research Guidance (No. of Students Guided) ☐
- (x) Research Project ☐
- (xi) Papers presented in Seminar / Conferences / Workshops ☐
- (xii) Peer recognition / citation of publications ☐
- (xiii) Consultancy undertaken ☐
- (xiv) Others ☐

Total Number of above self-attested testimonials attached _____ (in words)

Note : Application without the above self-attested testimonials will not be accepted.

OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contribution, awards received etc. not mentioned earlier.

Sr. No.	Details (Mention Year, Value etc where relevant)
Serial number of Proof Attached, if any _____	

CERTIFICATE / DECLARATION

I, _____ son / daughter of _____ hereby declare that all statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the Selection Committee or any other stage, my candidature / appointment may be cancelled by the AIT, Pune without prejudice to initiation of any other disciplinary action.

Signature of Applicant

Date :

Name _____

Verified by Reporting Officer / HoD

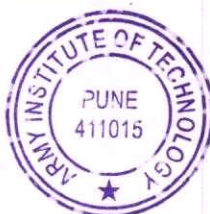
Date :

Signature of Head of Department

Note : The application form duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the Institute as necessary and placed before the Screening-Cum-Evaluation Committee or Selection Committee for assessment / verification.

Name : _____ Present Designation : _____

Department : _____



INFORMATION TO BE FILLED BY THE SCREENING COMMITTEE

Sr. No.	Contents	Verification by Screening Committee
1.	Whether application has been received within the due date	Yes / No
2.	Whether fulfilling the requisite educational qualification required under CAS	Yes / No
3.	Whether completed the qualified service required under CAS	Yes / No
4.	Whether attended the required number of STC etc.	Yes / No
5.	Whether having required number of Research Publication	Yes / No
6.	Whether requisite documents have been attached with the application form	Yes / No
7.	Whether claimed the minimum required yearly / cumulative API score	Yes / No

Recommendations of the Preliminary Screening Committee :

The candidate is eligible /non-eligible to be considered for Screening-cum-Verification / Selection Committee as the case may be with respect of basic minimum requisitions under CAS.

Name and Signature of the Screening Committee Members

Name : _____ Present Designation : _____

Department : _____

INFORMATION TO BE FILLED BY THE OFFICE

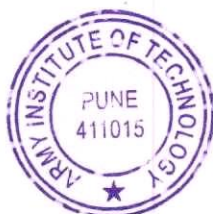
Sr. No.	Contents	Verification by Screening Committee
1.	Whether any minor / major penalty has been imposed on him / her during the said assessment period	Yes / No
2.	Whether work and conduct of the candidate as observed from the Annual Self-Appraisal Report for the assessment period has been found to be Good	Yes / No

2.1 Proforma for Annual Performance Appraisal Report Grading

Assessment Period						
Grading of Annual Assessment Report						

Recommendations of the Office

The candidate is eligible / non-eligible to be considered for Screening-cum-Verification / Selection Committee as the case may be with respect to work and conduct.

Name and Signature of the Officials Verified the Particulars

Appendix 'B'

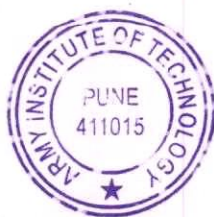
(Ref Para 13.1 (k), 13.2 (h) and 13.3 (h) :
SOP for Guidelines / Rules for Promotion
of Faculty Under Career Advancement
Scheme (CAS))

CLARIFICATION OF INDUSTRY TRAINING/ PROFESSIONAL TRAINING**1. Industrial Training**

- (a) Minimum two weeks (Min 50 Hrs) training which is physically done in industry for learning industry practices/ processes which are relevant his/ her branch/ domain and is useful for the students directly or indirectly at large.
- (b) Training with reputed industry only will be counted.
- (c) Prior permission for such training from Principal/ Director is mandatory.
- (d) Those who have undergone such training should submit certified report from industry.

2. Professional Training

- (a) Minimum two weeks (Min 50 Hrs) training that teaches skills relevant to working in a certain professional (related to teaching /learning/research / new technology/ new technique and will directly or indirectly benefit the students)
- (b) Full time training conducted by IITs/ NITs/ Academic Institution (Top 100 NIRF Ranked) industry experts/ eminent person in relevant domain will be counted. The training can be ONLINE/OFFLINE or in HYBRID MODE.
- (c) Prior permission for such training from Principal/ Director is mandatory.



Appendix 'C'

(Ref Para 13.6: SOP for Guidelines / Rules for Promotion of Librarian Under Career Advancement Scheme (CAS))

ARMY INSTITUTE OF TECHNOLOGY**PROFORMA FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS) OF COLLEGE LIBRARIAN**

Application for Promotion from _____

Period of Assessment for the purpose of promotion (including grace period, if any)

From _____ to _____

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

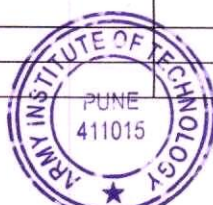
1.	Name (in Block Letters)	:	
2.	Father's Name / Mother's Name	:	
3.	Department	:	
4.	Current Designation & Grade Pay	:	
5.	Date of Last Promotion with date and order number	:	
6.	Position and Grade Pay / Level for which an application under CAS?	:	
7.	Date of Eligibility for Promotion	:	
8.	Date of Birth	:	
9.	Contact Number	:	
10.	Email ID	:	

11. Academic Qualification (Matric Onwards):

	Examination	Specialization	University / Board	Year	CGPA / % of Marks obtained	Division & Distinction
1	Matric					
2	Intermediate (10+2)					
3	Bachelor's Degree (B.Lib. & I.Sc.)					
4	Master's Degree (M.Lib. & I.Sc.)					
5	NET/SET					
6	Ph. D.					
7	D.Sc./D. Litt					
8	Other Exam if any					
	Serial Number of Proof Attached – _____					

12. Record of Service in AIT

Designation	Essential Qualification for the post at the time of Appointment	Nature of Appointment (Regular / Fixed Term / Temporary / Adhoc)	Nature of Duties	Pay Scale	Period		Total Experience in years
					From	To	



13. Total period of Service Experience in existing stage/level in AIT (in years):

14. List of Short Term Courses /Orientation Course /Refresher Courses:-

Sr. No.	Title	Place	Duration From-To	No. of Weeks (1/2/3)	Sponsoring Agency
Serial Number of Proof Attached – _____					

15. List of Publication (for the purpose of evaluation, attach copy of only best five publications)

Sr. No.	Authors	Title	Journal	Vol / No. / Yr / PP	Indexed by	Impact Factor

16. List of Training/Seminar/Workshop/Course attended on automation and digitalization

Sr. No.	Title	Place	Duration From-To	No. of days	Sponsoring Agency
Serial Number of Proof Attached – _____					

Any other relevant information: -

17. List of MOOCs course Taken/ developed in the relevant subject (with e-certification)

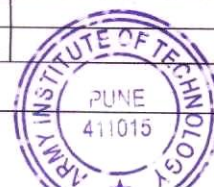
Sr. No.	Title	Place	Duration From-To	No. of days	Sponsoring Agency
Serial Number of Proof Attached – _____					

18. List Library up-gradation course attended.

Sr. No.	Title	Place	Duration From-To	No. of days	Sponsoring Agency
Serial Number of Proof Attached – _____					

19. List of Courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),

Sr. No.	Title	Place	Duration	No. of Weeks (1/2/3)	Sponsoring Agency
Serial Number of Proof Attached – _____					

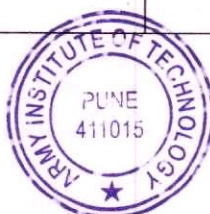


20. List of Evidence of innovative library services, including the integration of ICT in a library.

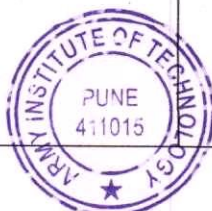
Sr. No	Name of Library Services	Description about Library services	Year of implementation

21. Details of Maintenance and other activities as per Appendix 'C', Table 4

Sr. No.	Activity	Self-Assessment	Compliance (Yes/No) Verified by OIC Library	Grading Criteria	Remark of Assessing officer/ committee
1	<p>Regularity of attending library (Calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> Library Resource and Organization and maintenance of books, journals and reports. Provision of Library reader services such as literature retrieval services to researchers and analysis of report. Assistance towards updating institutional website 			<p>90% and Above – Good</p> <p>Below 90% but 80% and above – Satisfactory</p> <p>Less than 80% - Not satisfactory</p>	
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.			<p>Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory – 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>	



Sr. No.	Activity	Self-Assessment	Compliance (Yes/No) Verified by OIC Library	Grading Criteria	Remark of Assessing officer/ committee
3.	<p>If library has a computerized database, then</p> <p>OR</p> <p>if library does not have a computerized database</p>			<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not Falling under good or satisfactory.</p> <p>OR</p> <p>Good – 100% Catalogue database made up to date Satisfactory – 90% catalogue database made up to date Unsatisfactory – Catalogue database not upto mark. (to be verified in random by the CAS Promotion Committee)</p>	
4.	Checking inventory and extent of missing books			<p>Good : Checked inventory and missing books less than 0.5%</p> <p>Satisfactory – Checked inventory and missing books less than 1%</p> <p>Unsatisfactory – Did not check inventory</p> <p>Or</p> <p>Checked inventory and missing books 1% or More.</p>	



Sr. No.	Activity	Self-Assessment	Compliance (Yes/No) Verified by OIC Library	Grading Criteria	Remark of Assessing officer/ committee
5.	1) Digitization of books database in institution having no computerized database. 2) Promotion of library network. 3) Systems in place for dissemination of information relating to books and other resources. 4) Assistance in college administration and governance related work including work done during admission, examinations and extracurricular activities. 5) Design and offer short-term courses for users. 6) Publications of at least one research paper in UGC approved journals.			Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory: Not involved/ undertaken any of the activities.	

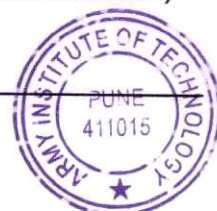
Sr. No of Proof Attached: _____

Overall Grading	Good: Good in Items 1 and Satisfactory /good in any two other items including Item 4. Satisfactory: Satisfactory in Item 1 and Satisfactory /good in any other two items including Item 4. Not satisfactory
Note :	1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment. 2) The Librarian must submit evidence of published paper, participation certificate for refresher of methodology course, successful research guidance from Head of Department of the concerned department, project completion. 3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

17. Future Plans

(Please provide a brief write up of your future plans for library development and research)

(a) Overall growth and development of Library



(b) Research:

18. List of self-attested testimonials attached (original to be produced at the time of interview)

- | | | |
|--------|---|--------------------------|
| (i) | Graduation Marksheet / Degree | <input type="checkbox"/> |
| (ii) | Post - Graduation Marksheet / Degree | <input type="checkbox"/> |
| (iii) | M. Phil. Degree | <input type="checkbox"/> |
| (iv) | Ph. D. / M. Phil. Degree | <input type="checkbox"/> |
| (v) | Experience Certificate other than AIT | <input type="checkbox"/> |
| (vi) | Post-Doctoral Fellowship | <input type="checkbox"/> |
| (vii) | Award(s) / Fellowship(s) | <input type="checkbox"/> |
| (viii) | Research Publications including Books | <input type="checkbox"/> |
| (ix) | Research Guidance (No. of Students Guided) | <input type="checkbox"/> |
| (x) | Research Project | <input type="checkbox"/> |
| (xi) | Papers presented in Seminar / Conferences / Workshops | <input type="checkbox"/> |
| (xii) | Peer recognition / citation of publications | <input type="checkbox"/> |
| (xiii) | Consultancy undertaken | <input type="checkbox"/> |
| (xiv) | Others | <input type="checkbox"/> |

Total Number of above self-attested testimonials attached ----- (in words _____)

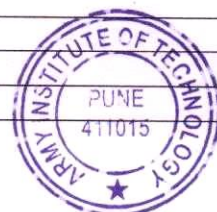
Note: Application without the above self-attested testimonials will not be accepted.

OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contribution, awards received etc. not mentioned earlier.

Sr. No.	Details (Mention Year, Value etc. where relevant)

Serial number of Proof Attached, if any _____



CERTIFICATE / DECLARATION

I, _____ son / daughter of _____ hereby declare that all statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the Selection Committee or any other stage, my candidature / appointment may be cancelled by the AIT, Pune without prejudice to initiation of any other disciplinary action.

Signature of Applicant

Name _____

Date:

Verified by Reporting Officer / HOD

Date:

Signature of Head of Department

Note: The application form duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the Institute as necessary and placed before the Screening-Cum-Evaluation Committee or Selection Committee for assessment / verification.

Name: _____

Present Designation: _____

Department: _____

INFORMATION TO BE FILLED BY THE SCREENING COMMITTEE

Sr. No.	Contents	Verification by Screening Committee
1.	Whether application has been received within the due date	Yes / No
2.	Whether fulfilling the requisite educational qualification required under CAS	Yes / No
3.	Whether completed the qualified service required under CAS	Yes / No
4.	Whether attended the required number of STC etc.	Yes / No
5.	Whether having required number of Research Publication	Yes / No
6.	Whether requisite documents have been attached with the application form	Yes / No
7.	Whether claimed the minimum required yearly / cumulative API score	Yes / No

Recommendations of the Preliminary Screening Committee:

The candidate is eligible /non-eligible to be considered for Screening-cum-Verification / Selection Committee as the case may be with respect of basic minimum requisitions under CAS.

Name and Signature of the Screening Committee Members

Name: _____ Present Designation: _____

Department: _____

INFORMATION TO BE FILLED BY THE OFFICE

Sr. No.	Contents	Verification by Screening Committee
1.	Whether any minor / major penalty has been imposed on him / her during the said assessment period	Yes / No
2.	Whether work and conduct of the candidate as observed from the Annual Self-Appraisal Report for the assessment period has been found to be Good	Yes / No

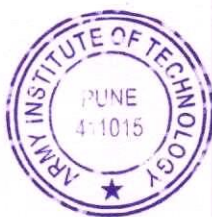
2.1 Proforma for Annual Performance Appraisal Report Grading

Assessment Period						
Grading of Annual Assessment Report						

Recommendations of the Office

The candidate is eligible / non-eligible to be considered for Screening-cum-Verification / Selection Committee as the case may be with respect to work and conduct.

Name and Signature of the Officials Verified the Particulars



Tele- 7249250186/2018

AIT/0250/CAS/Coord

29 Aug 2022

OFFICE OF PRINCIPAL

INTER OFFICE NOTE

1. Following faculty are promoted under Career Advancement Scheme (CAS).

<u>S No</u>	<u>Name</u>	<u>Stage of Promotion</u>	<u>AGP</u>	<u>With effect from</u>
1.	Mrs. Rupali Bagate	Stage 2 to Stage 3	7000/- To 8000/-	Jan 2022
2.	Dr Ganesh Mundhe	Stage 2 to Stage 3	7000/- To 8000/-	Aug 2021
3.	Mrs Preeti Warriar	Stage 2 to Stage 3	7000/- To 8000/-	Jan 2022
4.	Dr Urmila Lalbahadur Jagtap	Stage 2 to Stage 3	7000/- To 8000/-	Jan 2022
5.	Ms Nikita Singhal	Stage 2 to Stage 3	7000/- To 8000/-	Jan 2022
6.	Mr Sandeep Samleti	Stage 2 to Stage 3	7000/- To 8000/-	Aug 2021

2. This is for information to all concern.

(Dr B P Patil)
Principal

Copy to-

Director
Joint Director
All Concern
All HODs
Registrar
Accounts

For information please.

Tele:27157534/2101

Website: www.aitpune.com

Email - ait@aitpune.edu.in



Army Institute of Technology
Alandi Road, Dighi Hills
Pune - 411 015

15 Oct 2019

AIT/0221/TPF/Coord/2019

To,

Dr. Ashwini Sapkal,

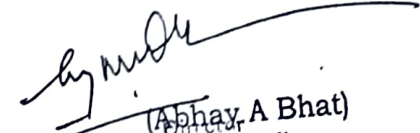
Ref- Your application dated 01 July 2019...

With reference to your application dated 01 July 2019, management is pleased to inform you that, you are hereby promoted to the post of Associate Professor in IT department w.e.f 10th Oct 2019.

Your salary would be in the pay scale of PB IV i.e 37,400-67000 with AGP of Rs. 9000/- from the said date.

All other terms and conditions will remain same as per your appointment order dated 02 July 2004.

Please accept and acknowledge.


(Abhay A Bhat)
Brig (Retd)
Army Institute of Technology
Dighi Hills
Director, AIT

Copy to:-

HOD IT
Accounts

Received
Asapkal
15/10/19



23001201



सावित्रीबाई फुले पुणे विद्यापीठ

गणेशखिंड, पुणे - ४११ ००७.

Savitribai Phule Pune University

Ganeshkhind, Pune - 411007.



स्वातंत्र्याचा अप्रत घातक

शैक्षणिक विभाग (मान्यता कक्ष)

Academic Section (Approval Cell)

वेबसाइट / Website: www.unipune.ac.in

दूरध्वनी क्रमांक : ०२०-२५६२११५५/५७/५९

Telephone : 020-25621156/57/59

ईमेल / Email : approval@unipune.ac.in

Date:- 15/09/2023

Ref.No.- CCO/3034

To,

The Principal/Director

Army Institute Of Technology Army

Institute of Technology Addr: Alandi Road

Dighi hills Tal: Haweli(excluding


Corporation Area) Dist: Pune Pincode:

411015

Subject : Approval to the Appointment of Teacher...

Sir/Madam

With reference to the Selection Committee report of teacher submitted by the college authorities to the Academic Section of the University and your subsequent letter No. 05, Dated : 30/06/2023 regarding the proposal for seeking teacher approval, I am directed to inform you that the appointment of following teacher is hereby approved with following particular:-

Sr.No	Name of the teacher	Post	Subject	Date and period of approval
1	Smt. Ashwini Tukaram Sapkal  220901621	Associate Professor (Full Time)	Information Technology	W.e.f.11.07.2023 to end of Academic Year 2023-2024 (On adhoc basic only)

The above said approval is issued on the basis of the certificate issued by the college authorities regarding fulfillment of all prescribed eligibility criteria, such as qualifications, experience (if essential), etc. by the candidate before calling them for interview and the recommendations made by the Selection Committee to the University for according approval to the appointment of candidate recommended by it.

If any suggestion / correction in the content of this approval letter, then please notify the same in writing within a period of three months from the date of issuance of this letter to the undersigned. No communication will be entertained thereafter.

In the event of any information or document submitted by the college authorities being found false or incorrect at any stage, an appropriate action will be initiated against the college authorities and the candidate concerned.

Teacher Approval awarded by the University shall stand cancelled from the date on which the teacher ceases in service of the affiliated college/recognized institute for any reason, except the transfer of services from one college to other under the same society. It is essential to inform the University about transfer of teacher from one college to another under the same society within a period of fifteen days from the date of joining of the services in new college. It is essential for the appointing authority of the affiliated College/Recognized Institutes to inform the University if the approved teacher resigned/terminated/superannuated from the services of the affiliated College/Recognized Institute.



23001201

Rasve

Dr. M. V. Rasve
Deputy Registrar

Copy to:-

1. Smt. Ashwini Tukaram Sapkal
2. The Deputy Registrar, Reservation Cell, Savitribai Phule Pune University, Pune-411007



Army Institute of Technology (AIT), Dighi Hills, Alandi Road, Pune - 41101

Director : 7249250115, Joint Director : 7249250117, Principal 7249250186

Exch : 7249250183, 7249250184, 7249250185

Website : www.aitpune.com Email : ait@aitpune.edu.in

Recognised by AICTE and DTE Maharashtra and affiliated to Savitribai Phule Pune University

EXPERIENCE CERTIFICATE


This is to certify that, Dr Ashwini T Sapkal is working in this Institute in the Department of Information Technology during the following period:-

01 Apr 2003 to 30 Apr 2003	-	Lecturer (Adhoc basis)
01 July 2003 to 20 May 2004	-	Lecturer (Against SC)
01 July 2004 to 30 June 2009	-	Lecturer (Regular UGC Order)
01 Jul 2009 to 09 Oct 2019	-	Asst Professor
10 Oct 2019 to till date	-	Asso Professor

This certificate is issued on her request for applying for Ph.D guide to Savitribai Phule Pune University, Pune, under Computer Science and Engineering dept.

Date : 14 Jul 2023

Place : Pune


(Dr B P Patil)
Principal
Army Institute of Technology
Dighi Hills, Pune - 411015

Received
Asapkal
17/7/2023

Tele: 7249250115/2101
Website: www.aitpune.com
Email – ait@aitpune.edu.in



Army Institute of Technology
Alandi Road, Dighi Hills
Pune – 411 015

AIT/0234/TAppt/Coord

07 Feb 2021

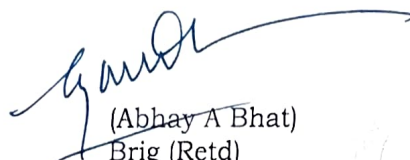
To,

Dr. (Mrs) Renuka Bhandari,

This is to inform you that, you are hereby promoted to the post of Associate Professor in E&TC dept. w.e.f. 10 Feb 2021.

Your salary would be in the pay scale of 37400-67000 and AGP 9,000/- from the said date.

This is for your information please.


(Abhay A Bhat)
Brig (Retd)
Director, AIT



Copy to:-

HOD (E&TC)
Accounts Section
Personal file

Director
Army Institute of Technology
Dighi Hills, Pune - 411015.

Received by
Ramu
9/2/21

NOTING SHEET

AIT, PUNE

Case No: AIT/0236/GC/Coord

Sheet No: 1

Application of Dr. Preeti Warriar for increments of PHD

1. Refer Application of Dr. Preeti Warriar, Assistant Professor E&TC (Regular Appt) regarding grant of appropriate Ph.D benefits and recommendations for the same.
2. Presently Dr. Preeti Warriar drawing Basic salary as per 7th CPC Rs. 87,200/-. If three additional non-compounded PhD increments granted, then her basic would be **Rs. 95,048/-** w.e.f. May 2023.
3. Put up for your perusal and approval please.

(Handwritten signature)

(Mr. Vaibhav Khare)
Registrar

10 May 2023

Principal
11/05/2023

Joint Director

Director

MAIN OFFICE	
SR No.	2497
Dr.	12/5
Sign	<i>(Signature)</i>

Compounded
 $87,200 \times 1.03 \times 1.03 \times 1.03 = 95,285.79 \approx 95,286/-$
 As per UGC - Non Compound
 $95,286 - 87,200 = 8,086$
 $8,086 / 15 = 539.06$

And if an employee has been promoted post PhD,

And

The above is example

(Signature)
15/5/23

Correct method is

Correct

Correct if any anomaly in earlier grant

Registrar

50 +

revised Pay Scale of Rs. 12000-18300 as on 1.1.2006 shall be eligible to be fixed in the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000.

- (iv) All incumbents to the post of Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade) whose services in the un-revised Pay Scale of Rs. 12000-18300 fall short of three years which would have made them eligible to move to the higher Pay Band, shall be placed at an appropriate stage at the AGP of Rs. 8000 in the Pay Band of Rs. 15600-39100 till they complete the required service of three years as Deputy DPE/ ADPE (Selection Grade)/ College DPE (Selection Grade) in the un-revised Pay Scale.
- (v) Pay of the directly recruited Deputy DPE shall be initially fixed with the AGP of Rs. 8000 in the Pay Band of Rs. 15600-39100, and after completing 3 years of service directly recruited Deputy DPE and equivalents shall move to Pay Band Rs. 37400-67000 with AGP of Rs. 9000.

Incentives for Ph.D. / M.Tech. and other higher qualification:

- (i) Five non-compounded advance increments shall be admissible at the entry level of recruitment to persons possessing the degree of Ph.D. awarded in the relevant discipline by a university following the process of registration, course-work and external evaluation as prescribed by UGC.
- (ii) M.Phil degree holders at the time of recruitment to the post of lecturer shall be entitled to two non-compounded advance increments.
- (iii) Those possessing Post Graduate degree in a professional course such as M.Tech. in relevant branch / discipline recognised by a statutory University shall also be entitled to 2 non-compounded advance increments at the entry level.
- (iv) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments if such Ph.D. is in the relevant branch / discipline and has been awarded by a university complying with the process prescribed by the UGC for enrolment, course-work and evaluation etc.
- (v) However, teachers in service who have been awarded Ph.D. at the time of coming into force of this Scheme or having been enrolled for Ph.D. have already undergone course-work, If any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even If the university awarding such Ph.D. has not yet been notified.
- (vi) Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D, while in service only if such enrolment is with a university recognized by UGC.
- (vii) Teachers who acquire M.Phil. degree or a M.Tech degree in a relevant Branch / discipline recognised by a Statutory University while in service, shall be entitled to one advance increment.
- (viii) Five non-compounded advance increments shall be admissible to Assistant Librarian/ College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
(PAY SCALES, SERVICE CONDITIONS AND QUALIFICATIONS FOR THE TEACHERS
AND OTHER ACADEMIC STAFF IN TECHNICAL INSTITUTIONS (DIGREE)
REGULATIONS 2010

NOTIFICATION, S.O. -----

F.No:37-3/Legal/2010

New Delhi, the January 22, 2010

In exercise of its powers conferred under sub-section (1) of section 23 read with section 10 (i) and (v) of the All India Council for Technical Education Act, 1987 (52 of 1987) the All India Council for Technical Education makes the following Regulations:-

1. Short Title, Application and Commencement:

- 1.1 These Regulations may be called the All India Council for Technical Education (Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff In Technical Institutions (Degree) Regulations, 2010.
- 1.2 They shall apply to technical institutions and Universities including deemed Universities imparting technical education and such other courses / Programs and areas as notified by the Council from time to time.

They shall come into force with effect from the date of their publication in the Official Gazette

General

- (i) There shall be only three designations in respect of teachers in universities and colleges, namely, Assistant Professors, Associate Professors and Professors. However, there shall be no change in the present designation in respect of Library Personnel at various levels.
- (ii) No one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possesses a Ph.D. and satisfies other academic conditions, as laid down by the AICTE from time to time. This shall, however, not affect those who are already designated as 'Professor'.
- (iii) The pay of teachers and equivalent positions in Technical institutions shall be fixed according to their designations in two pay bands of Rs. 15600-39100 and Rs. 37400-67000 with appropriate "Academic Grade Pay" (AGP in short). Each Pay Band shall have different stages of Academic Grade Pay which shall ensure that teachers and other equivalent cadres covered under this Scheme, subject to other conditions of eligibility being satisfied have multiple opportunities for upward movement during their career.
- (iv) Posts of Professors shall be created in under-graduate (UG) institutions as well as in post-graduate (PG) institutions. The ratio of Professors to Associate Professors to Assistant Professors in a UG College shall be in the ratio, ordinarily of 1:2:6. The ratio of Professors to Associate Professors and or Assistant Professor in a PG College shall be in the ratio ordinarily of 1:2
- (v) Up to 10% of the posts of Professors in Technical Institutions shall be in the higher Academic Grade Pay of Rs. 12000 with eligibility conditions to be prescribed by the AICTE as applicable.



ज्ञानविज्ञान विभूतये

University Grants Commission
Bahadur Shah Zafar Marg
New Delhi-110 002

Sample copy

SPEED POST

F.No.1-2/2009(EC/PS)Pt.VII

June, 2013

The Vice-Chancellor
Swami Ramanand Teerth Marathwada University
Dnayanteerth Vishnupuri,
Nanded-431 606

10 JUN 2013

Sub:-Grant of Non-Compounded increments on acquiring M.Phil / Ph.D Degree-regarding
Sir/Madam,

With reference to the subject cited above, I am directed to state that advance increments, on acquiring M.Phil / Ph.D Degree shall be calculated on non-compounded basis but will be merged with the Basic Pay (Pay in the Pay band + AGP).


For example: If a candidate is appointed as an Assistant Professor in the Pay Band of Rs.15600-39100+ AGP of Rs.6000/- with a Ph.D Degree acquired as per UGC norms, the calculation of 5 non-compounded increments admissible to him/her will be made as under:

(Rupees)

Pay in the Pay Band (PB)	Academic Grade Pay(AGP)	Basic Pay	Add 5 non-compounded increments @3% granted on acquiring Ph.D	Total Basic Pay in the Pay band(1+4)
1	2	3	4	5
15600	6000	21600	15% of 21600 =3240	18840+AGP

Allowances like DA etc shall also be admissible on these increments.

Yours faithfully,


(Satish Kumar)
Under Secretary

To,
The Principal,
Army Institute of Technology,
Dighi Hills,
Pune :- 411015

Date :- 8/5/23

Subject :- Application for increments of PHD.

Respected Sir,

I, the undersigned, am working as Assistant Professor in the E&TC department of AIT from 9th August 2010. I have completed my PhD in E&Tc Engineering on 6th April 2023 from Symbiosis International University, Pune. I would hence like to apply for the increments of PhD. My provisional degree certificate is attached with this application. I humbly request you to consider my application and kindly grant me the same.

Thanking you,

Yours sincerely

[Signature]
8/5/23

Dr. Preeti Warriar

Asst. Professor, E&TC

Emp. ID : 1333

MAIN OFFICE	
S No.	2463
Dt	9/5
Sign	<i>[Signature]</i>

Basic 87200
x 91. 7848
Non compounded increments. 95048

Forwarded for Consideration

HoD E&TC

Dr. G.R. Patil

[Signature]
8/5/2023

[Signature]
Principal

Recommended for three non compounded increments for
PhD.

[Signature]
JD

[Signature]
08/5/23
Records

[Signature]
Dir

[Signature]

[Signature]
8/5/23

[Signature]

Principal Office	
S No.	4333
Dt	8/5
Sign	<i>[Signature]</i>

Date: 11/07/2022

MINUTE SHEET

AIT

Case No. AIT/IT/ Staff/ 1351

Sheet No: 01

HOD IT:

pls do needful. Its already mentioned
in letter AIT/0310/SSA/Prin.
at Pt. 6 - which approves
the 3-increment award to
Dr. Walunjkar ps.

The Principal

Sir
Academic level 12 / entry 06. in 7th CPC.
current Basic as per 7 CPC - 98200/-
New (Revise basic w. e. f. Feb. 23 - Rs. 107200/-
Ph.D. Degree Received on 18/11/2022. Total
Arrears Payable from Feb 23 to June 23 is Rs. 59850/-
copy enclosed along with pay scale. 11/7/23

Accountant 1. Ret note out.

2. Feb - June

i) Gross Pay (Already Paid) : Rs. 6,53,030/-
on Basic Pay of Rs. 98,200/-

ii) Gross Pay to pay with : Rs. 7,12,880/-
three Ph.D. In on
Basic Pay of Rs. 1,07,200/-

Arrears to pay Rs. 59,850/-
3. For your optimal plan

The Jt. Director

The Director

MAIN OFFICE	
S.R. No.	3046
Dt.	14/7
Sign	

Principal Office	
\$ No.	4551
Dt.	11/7
Sign	

**Accompaniment to Government Resolution,
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /**

UNI-1, dated 08 March, 2019.

Appendix I

Pay Matrix

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
Grade Pay (Rs.)	6,000	7,000	8,000	9,000	10,000	0
Index of Rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay (Rs.)	21,600	25,790	29,900	49,200	53,000	67,000
Academic Level	10	11	12	13A	14	15
Rationalized Entry Pay (Rs.)	57,700	68,900	79,800	1,31,400	1,44,200	1,82,200
1	59,400	71,000	82,200	1,35,300	1,48,500	1,87,700
2	61,200	73,100	84,700	1,39,400	1,53,000	1,93,300
3	63,000	75,300	87,200	1,43,600	1,57,600	1,99,100
4	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
5	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
6	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
7	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
8	73,000	87,300	1,01,100	1,66,400	1,82,700	
9	75,200	89,900	1,04,100	1,71,400	1,88,200	
10	77,500	92,600	1,07,200	1,76,500	1,93,800	
11	79,800	95,400	1,10,400	1,81,800	1,99,600	
12	82,200	98,300	1,13,700	1,87,300	2,05,600	
13	84,700	1,01,200	1,17,100	1,92,900	2,11,800	
14	87,200	1,04,200	1,20,600	1,98,700	2,18,200	
15	89,800	1,07,300	1,24,200	2,04,700		
16	92,500	1,10,500	1,27,900	2,10,800		
17	95,300	1,13,800	1,31,700	2,17,100		
18	98,200	1,17,200	1,35,700			
19	1,01,100	1,20,700	1,39,800			
20						

Prof GM Walunjkar

1. Feb Basic Pay : ₹ 98200/-

2. Feb Basic Pay with : ₹ 1,07,200/-

1226 Mr. Gajanan Madhavrao Walunjkar

Feb	98200	0	20622	11784	0	130606
Mar	98200	0	20622	11784	0	130606
Apr	98200	0	20622	11784	0	130606
May	98200	0	20622	11784	0	130606
June	98200	0	20622	11784	0	130606
Salary Paid						653030

Feb	107200	0	22512	12864	0	142576
Mar	107200	0	22512	12864	0	142576
Apr	107200	0	22512	12864	0	142576
May	107200	0	22512	12864	0	142576
June	107200	0	22512	12864	0	142576
Salary After Ph.D. effect						712880
Arrears of salary Payable						59850

Date: 11/07/2023

To

The Director

Army Institute of Technology Pune

Sub: Application for three additional PhD increments with arrears from date of completion of
PhD degree i.e. 30/12/2022.

Respected Sir,

I am Dr Walunjkar Gajanan Madhavrao working as Assistant Professor in Information technology .


I have completed my PhD degree in computer Science and Engineering on 30/12/2022.

Certificate is also attached here for your reference.

Three PhD increments are already sanctioned as per letterNo. AIT/0310/S&A/Prin dated 04/07/2023.

It is requested to give the three additional increments along with the arrears from 30/12/2022.

Thank you



11/7/2023

(Dr Walunjkar Gajanan Madhavrao)

Assistant Professor , IT

Emp ID-1226

Date: 11 Nov, 2021

To

The Registrar

AIT, Pune

Subject: Application for Promotion under the Career Advancement Scheme (CAS) [from Stage 2, APL - 11 to Stage 3, APL - 12] (7000/- to 8000/-)

Respected Sir

I, Nikita Singhal, working in the Department of Computer Engineering of Army Institute of Technology, since 11 July 2011. I am currently working as an Assistant Professor (Stage 2, APL - 11), with Grade Pay as 7000. I was promoted from Grade Pay 6000 to Grade Pay 7000 on 01st Aug 2017.


I would like to apply for Promotion for Assistant Professor (Stage 2, APL - 11) to Assistant Professor (Stage 3, APL - 12), according to the new guidelines issued for the Promotion of Faculty under Career Advancement Scheme (CAS) in AIT/00351/SOP/PRIN, and dated 08 Nov 2021.

The relevant Documents, in required Format, along with Proofs are attached herewith.

Looking for a positive response.

Thank You.

Regards.


Ms. Nikita Singhal

Forwarded

18.11.21

MINUTE SHEET
AIT

PV/1009
9/11/2022

Case No: AIT/IT/135/Staff

Sheet: 06

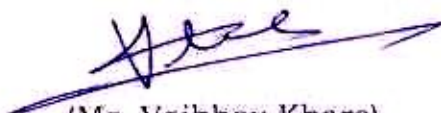
PAYMENT OF CAS ARREARS

1. Refer note ante. Difference of CAS arrears wef Nov 2021 in respect of following faculty is placed opposite.

Sr. No.	Emp No.	Name
1.	1272	Mrs. Rupali Bagate
2.	1356	Ms. Nikita Singhal

2. Total amount payable after deductions of 20% Income Tax amounted to **Rs. 19,019/-**.

3. Put up for your perusal and approval please.


(Mr. Vaibhav Khare)
Registrar

03 Nov 2022

Account Section

Joint Director

Director

MAIN OFFICE	
SR	2/11
DI	2/11
Slr	2/11

ch No- 006157 issued to HFL

MINUTE SHEET
AIT

Case No: AIT/0236/GC/Coord

Sheet: ~~000~~

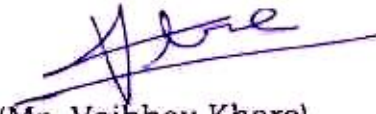
PAYMENT OF CAS ARREARS

1. Payment of CAS arrears in respect of following faculty is placed opposite:

Sr. No.	Emp No.	Name
1.	1272	Mrs. Rupali Bagate
2.	1325	Dr. Ganesh Mundhe
3.	1333	Mrs. Preeti Warriar
4.	1312	Dr. Urmila Lalbahadur Jagtap
5.	1356	Ms. Nikita Singhal
6.	1308	Mr. Sandeep Samleti

2. Total amount payable after deductions of 20% Income Tax amounted to **Rs. 2,66,468/-**

3. Put up for your perusal and approval please.


(Mr. Vaibhav Khare)
Registrar

22 Aug 2022

Account Section


24/23/8/14

Joint Director


24/8/22

Director


24/8/22

SR No.	119
Dt.	24/8
Sign	

9

PERMISSION TO STAFF FOR HIGHER EDUCATION


NO OBJECTION CERTIFICATE

This is to certify that Mr. Rushikesh H. Patil is serving in our Institution as Assistant Professor (Civil) in Applied Science and General Engineering department since 01 April 2016 on adhoc basis.

The Institution has no objection for his Ph.D. Course at Dr. D.Y. Patil Institute of Technology, Pimpri (Pune).

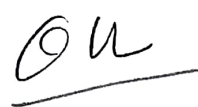


Place : Pune

Date: 29 Aug 2022


(Dr. B.P. Patil)
Principal, AIT

Principal
Army Institute of Technology
Dighi Hillis, Pune - 411015






Principal
Army Institute of Technology
Dighi Hillis, Pune - 411015

NO OBJECTION CERTIFICATE

This is to certify that Vitthal D Hivrale has been working in this Institute as Assistant Professor (Mathematics) in Applied Science & General Engineering Department on adhoc basis as per period mentioned below:-

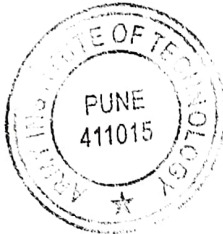
07 July 2014 To 31 May 2015
15 June 2015 To 15 April 2016
01 June 2016 To 30 April 2017
15 June 2017 To 30 April 2018
25 June 2018 To 30 April 2019
11 June 2019 To 10 May 2020
01 July 2020 To 31 May 2021
01 July 2021 To 31 May 2022

The Institute has no objection for his Ph.D course at Department of Mathematics, SP College, Pune.

This certificate is issued to him on his request.

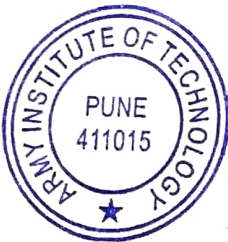
Date: 19 April 2022

Place: Pune



(Dr. B. P. Patil)
Principal

Principal
Army Institute of Technology
Dighi Hillis, Pune - 411015



Principal

Army Institute of Technology
Dighi Hillis, Pune - 411015

Received

19/4/22

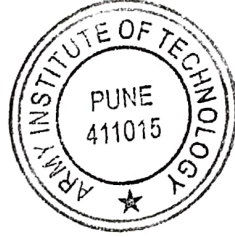
NO OBJECTION CERTIFICATE


This is to certify that Mr. Mangesh Mhalu Hajare is serving in our Institution as Assistant Professor in Computer Engineering Department since 20 July 2021 on adhoc basis.

The Institution has no objection for his Ph.D. Course at Dr. D.Y. Patil Institute of Technology, Pimpri (Pune).


Place : Pune


Date: 10 May 2022




(Dr. B.P. Patil)
Principal, AIT

Principal
Army Institute of Technology
Dighi Hillis, Pune - 411015

Received

10/5/22



Principal
Army Institute of Technology
Dighi Hillis, Pune - 411015

