

GROUP PERSONAL ACCIDENT

KEY INFORMATION SHEET

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

S. No	Title	Description	Refer to Policy Wordings
1	Product Name	Group Personal Accident	
2	What is covered under the policy ?	The policy covers the Insured Person (or his Nominee/ legal heir, as the case may be) for the occurrence of any Insured Event, as specifically described, under different Benefit(s) (and Extensions - if any) arising due to an Injury sustained by the Insured Person during the Policy Period but not exceeding the Sum Insured as specified under the respective Benefits (and Extensions - if any) under Policy Schedule. The cover is for 24 hours or as mentioned in Part 1 of the policy and on a worldwide basis.	Part I of the Policy
3	Coverage and Optional Add-ons	Benefits: <ul style="list-style-type: none">• Death• Permanent Total Disablement• Permanent Partial Disablement• Temporary Total Disablement Extensions: <ul style="list-style-type: none">• Cover for Expenses related to Burns• Modification of residential accommodation & vehicle:• Repatriation of Mortal Remains• Ambulance Charges• Transportation Allowance (Compassionate visit)• Travel Expenses for Medical Treatment• Catastrophe Evacuation:• Cost of Clothing Damage• Loss of Job Cover• Improved Disability Benefit/ Dismemberment• Daily Cash Allowance:• Carriage of Dead Body• On Duty Cover• Children’s Education Grant• Accidental Hospitalization Expenses• Mysterious disappearance• Treatment outside India (along with travelling cost & boarding & lodging of the attendant):• Medical Expenses• Out Patient Department (OPD) expenses• Loss/damage to School Bag/Books• Widowhood Cover• Purchase of Blood• Prosthesis & Artificial Limbs• Broken Bones• Legal Expenses	Part II of the policy Clause No. 2 (Benefits) and Clause No. 3 (Extensions)
4	What are the major Exclusions in the Policy	<ul style="list-style-type: none">• Suicide, attempt to Suicide or intentionally self- inflicted injury, sexually transmitted conditions, mental disorder, anxiety, stress or depression.• Being under influence of drugs, alcohol, or other intoxication or hallucinogens• Participation in actual or attempted felony, riot, civil commotion, crime misdemeanor• Committing any breach of law of land with criminal intent.• Death or disablement resulting from Pregnancy or childbirth• Professional sports team in respect of specific benefit for inability to perform• Participation in any kind of motor speed contest• While engaged in aviation, or whilst mounting or dismounting from or traveling in any aircraft. (Not applicable for fare Paying Passengers)• Underground mining & contractor specializing in tunneling• Naval, military or air force personnel• Radioactivity, Nuclear risks, ionizing radiation	Part I and Part II (Clause 4) of the policy Indicative list of Exclusions
5	Payout Basis	<ul style="list-style-type: none">• Reimbursement claims of covered benefits upto specified sum insured as per the scope of cover	Part II of the policy clause 4 (i, ii, iii and iv)- Claim Administration
6	Terms of Renewal	(i) The Policy can be renewed as a separate contract under the then prevailing ICICI Lombard Group Personal Accident Insurance product or its nearest substitute (in case the product ICICI Lombard Group Personal Accident Insurance is withdrawn by the Company) approved by IRDA. (ii) The policy shall ordinarily be renewable except on grounds of fraud, moral hazard or misrepresentation or non- cooperation by the insured.	Part II of the policy Clause 10- Terms of renewal
7	Cancellation	<ul style="list-style-type: none">• The Policy shall be void and all premium paid hereon shall be forfeited to the Company, in the event of misrepresentation, mis-description or non-disclosure of any material fact.• Insured or the Company may cancel this Policy by giving the Company or the insured, as the case may be, 15 days written notice for the cancellation of the Policy, and then the Company shall refund premium on short term rates (if initiated by the insured) or pro rata rates (if initiated by the Company) for the unexpired Policy Period. The Company shall follow the short period scale unless otherwise mutually agreed.	Part III of the policy Clause 9- Cancellation/ Termination

GROUP PERSONAL ACCIDENT

UIN- ICIPAGP03004V040203 Misc 05

PREAMBLE

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

Part I of Policy: Policy Schedule

Policy No. 4005/231467154/00/000 (TRUE COPY)	Issued at MUMBAI
1. Name of the Insured:	KASHI INSTITUTE OF TECHNOLOGY
2. Mailing Address of the Insured:	23 Km Milestone Mirzamurad Varanasi 221307 Sant Ravidas Nagar Uttar Pradesh Pin- 221307
3. Intermediary Details:	Agency Code1: ILG59483 Agency Name: MUKESH KUMAR Agent's mobile no.: 9335908850 Agent's E-mail ID : JAJUMUKESH@YAHOO.COM
4. Period of Insurance :	From: 28/09/2021 Time: 00:00 Hours To Midnight of 27/09/2022
5. Total number of persons to be insured:	186
6. Total Capital Sum Insured:	18,600,000.00
7. Details of Persons to be insured:	As per annexure attached

Premium:

Premium Break Up	(Rs.)	Premium (Rs.)
Stamp Duty	(Rs.)	05.00
*Total Premium	(Rs.)	8,779.48

*Premium value mentioned above is inclusive of taxes applicable

9. Conditions/Endorsements

- 1.The policy is issued on Named basis.
- 2.Risk Category : I & II.
- 3.Age Limit 18-65 Years.
- 4.Premium for Addition & deletion to be charged on Pro Rata .
- 5.The coverage is a worldwide cover.

6.	18 - 65 years
7.	Medical Expenses 40% of death/disability claim amount or 10% of S.I or actual which ever is less triggered only when claim is admissible under benefit table A,B,C or D2
8.	Carriage of Dead Body 2% of SI subject to max to Rs 2,500/-
9.	Children Education Welfare Fund for dependent children incase of Death or Permanent Total Disability of Employee will be covered upto 10,000/- per child (Restricted to 2 children max 25 years of age)
10.	Premium to be charged on pro rata scale for addition/ deletion endt
11.	The claim should be intimated within the three months of the occurrence of the event, failing to which company shall not be liable to pay the claim
12.	A = Accidental Death only 100%
13.	B = (A) + Loss of Two Limbs, Two eyes or one limb and one eye -100% Loss of One Limb or One Eye - 50% Permanent Total Disablement (PTD) from injuries other than those named above -100%
14.	C = (A) + (B) + Permanent Partial Disablement (PPD)
15.	D2 = (A) + (B) + (C) + Temporary Total Disablement (TTD) 2% of S.I. Or Rs.10,000/=per week or actual weekly salary which ever is less
16.	Terrorism is covered, however, terrorism activity arising out of Nuclear, Biological and/or Chemical means is excluded from the scope of this policy
17.	Premium shall not be refunded for deletion if any claim is paid during the policy
18.	Any endorsements will be from the date of addition and not from the inception of the policy

10. Exclusions

- 1.Suicide, attempt to Suicide or intentionally self inflicted injury, sexually transmitted conditions, mental disorder, anxiety, stress or depression.
- 2.Being under influence of drugs, alcohol, or other intoxica on or hallucinogens.
- 3.Perils of the sea are excluded from the scope of the policy.
- 4.Participation in any kind of motor speed contest.
- 5.Radioactivity, Nuclear risks, ionizing radiation.
- 6.Participation in actual or attempted felony, riot, civil commotion, crime misdemeanor.
- 7.Committing any breach of law of land with criminal intent.
- 8.Death or disablement resul ng from Pregnancy or childbirth.
- 9.Drivers are excluded from the policy.

10. Professional sports team in respect of specific benefit for inability to perform.
11. While engaged in aviation, or whilst mounting or dismounting from or traveling in any aircraft. (Not applicable for fare Paying Passengers).
12. Naval, military or air force personnel.
13. Risk Category III people are out of the scope of the policy.
14. Underground mining & contractor specializing in tunneling.
15. Persons working in mines, explosives, Electrical installations on high tension lines, Racing, Circus People, skiing, mountaineering, big game hunting, ballooning, hang gliding, river rafting, winter sports, skiing, ice hockey ,polo & such other persons engaged in occupation of similar hazard.
16. Animal bite/Snake Bite/Insect bite is not covered.

11. Insured Details

Sr No	EMP ID	Name Of Insured	Age	Date of Joining	Gender	Coverage	Individual Sum Insured
1	KIT92	Amitendra Kumar Singh	27	28/09/2021	Male		100000
2	KIT26	Yashwant Mohan	36	28/09/2021	Male		100000
3	KIT27	Pratibha Upadhyay	28	28/09/2021	Male		100000
4	KIT144	Phool Dei	45	28/09/2021	Male		100000
5	KIT145	Prabhawati	45	28/09/2021	Male		100000
6	KIT153	Kallu	33	28/09/2021	Male		100000
7	KIT186	Sunita	35	28/09/2021	Male		100000
8	KIT183	Annu Prajapati	29	28/09/2021	Male		100000
9	KIT181	Navneet Singh	25	28/09/2021	Male		100000
10	KIT61	Rahul Pandey	28	28/09/2021	Male		100000
11	KIT62	Salman	26	28/09/2021	Male		100000
12	KIT77	Pawan Kumar Gupta	28	28/09/2021	Male		100000
13	KIT78	Pradeep Kumar	41	28/09/2021	Male		100000
14	KIT99	Pravin Kumar Singh	23	28/09/2021	Male		100000
15	KIT63	Piyush Kumar Singh	29	28/09/2021	Male		100000
16	KIT67	Govind Shekhar	32	28/09/2021	Male		100000
17	KIT68	Suchitra Gupta	25	28/09/2021	Male		100000
18	KIT71	Pramod Kumar Rawat	39	28/09/2021	Male		100000
19	KIT72	Ravishankar Kumar	32	28/09/2021	Male		100000
20	KIT14	Prakash Dubey	30	28/09/2021	Male		100000
21	KIT15	Prakash Shankar Kumar	29	28/09/2021	Male		100000
22	KIT12	Narsingh Gupta	34	28/09/2021	Male		100000
23	KIT19	Sanjay Kumar Tripathi	40	28/09/2021	Male		100000
24	KIT103	Shiv Kumar	34	28/09/2021	Male		100000
25	KIT50	Rahul Soni	29	28/09/2021	Male		100000
26	KIT57	Hemant Rav Patel	33	28/09/2021	Male		100000
27	KIT55	Suraj Shah	28	28/09/2021	Male		100000
28	KIT22	Shasi Bhushan Singh	37	28/09/2021	Male		100000
29	KIT171	Santosh Kumar	38	28/09/2021	Male		100000
30	KIT46	Divya Thakur	29	28/09/2021	Male		100000
31	KIT114	Ramesh Kumar Yadav	27	28/09/2021	Male		100000
32	KIT134	Pramod Gupta	41	28/09/2021	Male		100000
33	KIT136	Jitendra	27	28/09/2021	Male		100000
34	KIT36	Aishwarya Gupta	27	28/09/2021	Male		100000
35	KIT49	Upasana Singh	29	28/09/2021	Male		100000
36	KIT70	Nishtha Sahu	26	28/09/2021	Male		100000
37	KIT175	Ramdhani	51	28/09/2021	Male		100000
38	KIT177	Mahesh	27	28/09/2021	Male		100000
39	KIT90	Vandana Pareek	40	28/09/2021	Male		100000
40	KIT129	Chandra Kant	41	28/09/2021	Male		100000
41	KIT11	Mohit Kumar Srivasatav	31	28/09/2021	Male		100000
42	KIT45	Avinash Kumar Singh	38	28/09/2021	Male		100000
43	KIT17	Randhire Kumar	34	28/09/2021	Male		100000
44	KIT16	Prince Kumar Singh	33	28/09/2021	Male		100000
45	KIT28	Rangoli Singh	29	28/09/2021	Male		100000
46	KIT29	Archana Kumari	33	28/09/2021	Male		100000
47	KIT43	Khusboo Singh	28	28/09/2021	Male		100000
48	KIT47	Neeta Yadav	27	28/09/2021	Male		100000
49	KIT143	Kanti Manni	48	28/09/2021	Male		100000
50	KIT146	Raj Kumari	43	28/09/2021	Male		100000
51	KIT151	Ram chandar	45	28/09/2021	Male		100000
52	KIT172	Amrita	34	28/09/2021	Male		100000
53	KIT60	Suryakant Singh	30	28/09/2021	Male		100000
54	KIT184	Vinay Kumar Maurya	39	28/09/2021	Male		100000
55	KIT48	Vikash Kumar Gupta	31	28/09/2021	Male		100000
56	KIT165	Shivdhari	53	28/09/2021	Male		100000
57	KIT100	Rajesh Kumar Mishra	48	28/09/2021	Male		100000
58	KIT118	Deepshi Prajapati	23	28/09/2021	Male		100000
59	KIT141	Asma	50	28/09/2021	Male		100000
60	KIT142	Geeta Patel	41	28/09/2021	Male		100000
61	KIT76	Santosh Kumar Sharma	38	28/09/2021	Male		100000
62	KIT80	Pappu Kumar	31	28/09/2021	Male		100000
63	KIT119	Shalini Sankrit Rai	28	28/09/2021	Male		100000

64	KIT125	Inshad Ali	24	28/09/2021	Male		100000
65	KIT89	Ishaan Pandey	26	28/09/2021	Male		100000
66	KIT93	Amrit Lal Sonkar	40	28/09/2021	Male		100000
67	KIT21	Shashikant Upadhyay	35	28/09/2021	Male		100000
68	KIT23	Sunil Kumar Gupta	35	28/09/2021	Male		100000
69	KIT148	Rekha	47	28/09/2021	Male		100000
70	KIT154	Murat	35	28/09/2021	Male		100000
71	KIT155	Mohan	45	28/09/2021	Male		100000
72	KIT173	Ashok Kumar	48	28/09/2021	Male		100000
73	KIT176	Vinod Gupta	42	28/09/2021	Male		100000
74	KIT111	Sachin Kumar Verma	33	28/09/2021	Male		100000
75	KIT112	Munna Lal Yadav	28	28/09/2021	Male		100000
76	KIT116	Pramod Kumar Pal	27	28/09/2021	Male		100000
77	KIT56	Ramnath Yadav	34	28/09/2021	Male		100000
78	KIT05	Ashish Kumar	40	28/09/2021	Male		100000
79	KIT10	Kumar Mohit	35	28/09/2021	Male		100000
80	KIT24	Vidyakant Tiwari	35	28/09/2021	Male		100000
81	KIT33	Rahgvendre Pratap Singh	35	28/09/2021	Male		100000
82	KIT44	ShivShankar Pandit	32	28/09/2021	Male		100000
83	KIT117	Faiz Khan	29	28/09/2021	Male		100000
84	KIT69	Kumar Sonu	30	28/09/2021	Male		100000
85	KIT08	Durgesh Pandey	39	28/09/2021	Male		100000
86	KIT162	Barashatu	34	28/09/2021	Male		100000
87	KIT178	Aman Kumar	44	28/09/2021	Male		100000
88	KIT137	Ram Baran Yadav	50	28/09/2021	Male		100000
89	KIT74	Rohit Kumar Gupta	28	28/09/2021	Male		100000
90	KIT02	Gaurav Kushwaha	35	28/09/2021	Male		100000
91	KIT38	Vikash Kumar	28	28/09/2021	Male		100000
92	KIT81	Satish Kumar	26	28/09/2021	Male		100000
93	KIT01	Naveen Kumar Srivastav	39	28/09/2021	Male		100000
94	KIT04	Ajay Vikram Singh	44	28/09/2021	Male		100000
95	KIT09	Krishna Kumar Rai	31	28/09/2021	Male		100000
96	KIT101	Santosh Kumar	39	28/09/2021	Male		100000
97	KIT52	Diksha Pandey	28	28/09/2021	Male		100000
98	KIT95	Daya Shankar Yadav	55	28/09/2021	Male		100000
99	KIT66	Ashutosh	41	28/09/2021	Male		100000
100	KIT84	Gyanendra Singh	34	28/09/2021	Male		100000
101	KIT88	Ashok Kumar Yadav	52	28/09/2021	Male		100000
102	KIT25	Vishal Kumar Rai	39	28/09/2021	Male		100000
103	KIT34	SumitKumar Srivastava	34	28/09/2021	Male		100000
104	KIT149	Sunita	34	28/09/2021	Male		100000
105	KIT106	Saltanat khanam	29	28/09/2021	Male		100000
106	KIT107	Ranjeet Kumar	38	28/09/2021	Male		100000
107	KIT131	Manoj Kumar	38	28/09/2021	Male		100000
108	KIT132	Manoj Tiwari	48	28/09/2021	Male		100000
109	KIT73	Vikas Pandey	33	28/09/2021	Male		100000
110	KIT30	Archana Verma	29	28/09/2021	Male		100000
111	KIT41	Arun Kumar Shahi	29	28/09/2021	Male		100000
112	KIT42	Arti Shukla	32	28/09/2021	Male		100000
113	KIT160	Lalji	52	28/09/2021	Male		100000
114	KIT163	Santram	32	28/09/2021	Male		100000
115	KIT166	Prem Shankar	51	28/09/2021	Male		100000
116	KIT98	Kishan Kumar Singh	26	28/09/2021	Male		100000
117	KIT108	Rakesh Pandey	33	28/09/2021	Male		100000
118	KIT127	Sanju	35	28/09/2021	Male		100000
119	KIT32	Rahila Shami	33	28/09/2021	Male		100000
120	KIT39	Shubham Singh	28	28/09/2021	Male		100000
121	KIT164	Shiv Prasad	57	28/09/2021	Male		100000
122	KIT161	Ashok Tiwari	29	28/09/2021	Male		100000
123	KIT102	Saurabh Upadhyay	40	28/09/2021	Male		100000
124	KIT104	Vijay Kumar Yadav	34	28/09/2021	Male		100000
125	KIT105	Vinod Kumar Singh	35	28/09/2021	Male		100000
126	KIT120	Ashish Kumar Mishra	29	28/09/2021	Male		100000
127	KIT123	Abhishek Mishra	26	28/09/2021	Male		100000
128	KIT128	Karuna Shankar	38	28/09/2021	Male		100000
129	KIT135	Sunil Kumar	50	28/09/2021	Male		100000
130	KIT03	Ajay Kumar Singh	41	28/09/2021	Male		100000
131	KIT18	Ravi Kumar Srivastava	31	28/09/2021	Male		100000
132	KIT20	Shantanu Singh	32	28/09/2021	Male		100000
133	KIT122	Anil Kumar Yadav	28	28/09/2021	Male		100000
134	KIT130	Chunnu Lal Maurya	41	28/09/2021	Male		100000
135	KIT133	Naresh Patel	37	28/09/2021	Male		100000
136	KIT138	Shushil Srivasatava	45	28/09/2021	Male		100000

137	KIT51	Anand Kumar Srivastava	36	28/09/2021	Male		100000
138	KIT53	Amit Kumar Yadav	28	28/09/2021	Male		100000
139	KIT59	Abhimanyu Verma	28	28/09/2021	Male		100000
140	KIT64	Neha Srivastava	30	28/09/2021	Male		100000
141	KIT54	Sachin Jain	27	28/09/2021	Male		100000
142	KIT75	Abhishek Pandey	29	28/09/2021	Male		100000
143	KIT94	Basant Lal Yadav	33	28/09/2021	Male		100000
144	KIT06	Binay Kumar Singh	42	28/09/2021	Male		100000
145	KIT31	Kanchan Kumari	31	28/09/2021	Male		100000
146	KIT35	Ritika Jalan	34	28/09/2021	Male		100000
147	KIT37	Mohammad Parvej	29	28/09/2021	Male		100000
148	KIT147	Razia	41	28/09/2021	Male		100000
149	KIT174	Rajesh Gond	44	28/09/2021	Male		100000
150	KIT96	Ganesh Upadhyay	40	28/09/2021	Male		100000
151	KIT58	Pravin Kumar Pandey	38	28/09/2021	Male		100000
152	KIT40	Nishesh Kumar Gupta	29	28/09/2021	Male		100000
153	KIT139	Radhuka	51	28/09/2021	Male		100000
154	KIT121	Bhupendra Singh	29	28/09/2021	Male		100000
155	KIT185	Santi	53	28/09/2021	Male		100000
156	KIT140	Sushila Devi	37	28/09/2021	Male		100000
157	KIT182	Virendra Patel	51	28/09/2021	Male		100000
158	KIT180	Daya yadav	20	28/09/2021	Male		100000
159	KIT110	Chanika Bharati	30	28/09/2021	Male		100000
160	KIT97	Jai Prakash Yadav	33	28/09/2021	Male		100000
161	KIT109	Neeraj Sharma	26	28/09/2021	Male		100000
162	KIT79	Manoj Kumar Dixit	37	28/09/2021	Male		100000
163	KIT83	Ragini Maurya	35	28/09/2021	Male		100000
164	KIT91	Ajay Vikram Singh	44	28/09/2021	Male		100000
165	KIT115	Ajay Upadhyay	46	28/09/2021	Male		100000
166	KIT126	Kamlesh Kumar Yadav	37	28/09/2021	Male		100000
167	KIT07	Chandra Shekhar Rai	44	28/09/2021	Male		100000
168	KIT13	Pradeep Kumar Sachan	37	28/09/2021	Male		100000
169	KIT150	Sanjay Yadav	28	28/09/2021	Male		100000
170	KIT152	Uday shankar Tripathi	34	28/09/2021	Male		100000
171	KIT156	Pravesh	28	28/09/2021	Male		100000
172	KIT157	Vanshraj	42	28/09/2021	Male		100000
173	KIT158	Satyendra	33	28/09/2021	Male		100000
174	KIT159	Bodhan	32	28/09/2021	Male		100000
175	KIT167	Rajendra Prasad	31	28/09/2021	Male		100000
176	KIT168	Rajendra Prasad Mallu	35	28/09/2021	Male		100000
177	KIT169	Raju	32	28/09/2021	Male		100000
178	KIT170	Sanjay Kumar	28	28/09/2021	Male		100000
179	KIT124	Akash Maurya	20	28/09/2021	Male		100000
180	KIT179	Deepak Kumar	30	28/09/2021	Male		100000
181	KIT113	Yogendra	46	28/09/2021	Male		100000
182	KIT65	Arghya Sarkar	35	28/09/2021	Male		100000
183	KIT82	AjitKumar Pandey	43	28/09/2021	Male		100000
184	KIT85	Anubhav Kumar Prasad	32	28/09/2021	Male		100000
185	KIT86	Neha Mishra Raj	32	28/09/2021	Male		100000
186	KIT87	Raviranjana Kumar Singh	31	28/09/2021	Male		100000

Subject otherwise to terms and conditions of Group Personal Accident Insurance Policy.

Signed for and on behalf of the ICICI Lombard General Insurance Company Limited, at Mumbai on this date 10/11/2021 .



Authorized Signatory
 ICICI Lombard General Insurance
 Company Ltd.



ICICI Lombard General Insurance Company LTD
ICICI LOMBARD HOUSE, 414, Veer Savarkar Marg,
Near Siddhi Vinayak Temple, Prabhadevi, Mumbai 400 025

"The stamp duty of Rs. 5.0000 paid in cash or by demand draft or by pay order, vide Reciept/challan no. CSD17520214442 dated 01/11/2021 ."

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

Part II of Policy

GENERAL DEFINITIONS

The Company (ICICI Lombard General Insurance Company Limited) use certain words in this policy and Schedule, which have a specific meaning and are shown under the heading of Definitions in the policy. They have this meaning wherever they appear in the policy, including any endorsements, or Schedule. Where the context so permits, references to the singular shall also include references to the plural and references to the male gender shall also include references to the female gender, and vice versa in both cases.

- 1) **Accident** - means a sudden, unforeseen and involuntary event caused by external and visible and violent means.
- 2) **Admission** means admission of the insured in a Hospital as an inpatient for the purpose of medical treatment of an Injury and/or Illness.
- 3) **Age** - means the completed years of the Insured Person on his/her last birthday as per the English calendar.
- 4) **Break In Policy** - occurs at the end of the existing policy term, when the premium due for renewal on a given policy is not paid on or before the premium renewal date or within 30 days thereof.
- 5) **Claim** - means a demand made by You or on Your behalf for payment of Medical Expenses or any other expenses or benefits, as covered under the Policy.
- 6) **Company** – means ICICI Lombard General Insurance Company Limited.
- 7) **Co-payment** - is a cost-sharing requirement under a health insurance policy that provides that the policyholder/insured will bear a specified percentage of the admissible claim amount. A co-payment does not reduce the Sum Insured.
- 8) **Condition Precedent** - shall mean a policy term or condition upon which the Insurer's liability under the policy is conditional upon.
- 9) **Contribution** - is essentially the right of the insurer to call upon other insurers, liable to the same insured, to share the cost of an indemnity claim on a ratable proportion.
- 10) **Cover Year** - means duration of twelve months beginning from the Cover Period Start Date as specified in the Policy Schedule, and for subsequent Cover Years, it will include any successive durations of twelve months, till the Cover Period End Date, as specified in the Policy Schedule.
- 11) **Cumulative Bonus** - shall mean any increase in the Sum Insured / Mallus granted by the insurer without an associated increase in premium.
- 12) **Day** - means a period of 24 consecutive hours.

- 13) **Deductible** is a cost sharing requirement under a health insurance policy that provides that the insurer will not be liable for a specified rupee amount in case of indemnity policies and for a specified number of days/hours in case of hospital cash policies, which will apply before any benefits are payable by the insurer. This is to clarify that a deductible does not reduce the sum insured. Deductible shall be applicable per year, per life or per event as stated in Part I of the Policy and specific deductible to be applied shall be as Part I of the Policy.
- 14) **Dental Treatment** – is treatment carried out by a dental practitioner including examinations, fillings (where appropriate), crowns, extractions and surgery excluding any form of cosmetic surgery/implants.
- 15) **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
- 16) **Child** - means dependent child/children including adopted and step child/children of the Insured Person between Ages two (2) years and eighteen (18) years (twenty three (23) years if attending as a full time student in an accredited Institution of Higher Learning) who are unmarried,, and receive the majority of maintenance and support from the Insured Person
- 17) **Emergency Care** - means management of severe illness or injury which results in symptoms which occur suddenly and unexpectedly, and requires immediate care by a medical practitioner to prevent death or serious long term impairment of the insured person's health.
- 18) **Grace Period** – means the specified period of time immediately following the premium due date during which as 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.
- 19) **Family Member** - means an Insured Person's legally wedded spouse, children, siblings, siblings-in-law, parents, mother-in-law, father-in-law, legal guardian, ward, step or adopted children, stepparents.
- 20) **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 Regulations) Act 2010 or under enactments specified under the Schedule of Section 56(1) of the said Act OR comply with all minimum criteria as under:
1. Has at least 10 in-patient beds, in those towns having a population of less than 10,00,000 and 15 inpatient beds in all other places;
 2. Has qualified nursing staff under its employment round the clock;
 3. Has qualified medical practitioner(s) in charge round the clock;
 4. Has a fully equipped operation theatre of its own where surgical procedures are carried out
 5. Maintains daily records of patients and will make these accessible to the Insurance Company's authorized personnel.
- 21) **Hospital Confinement** - means confinement for a continuous uninterrupted period of at least 24 hours in a Hospital as a resident/registered bed patient on the written advice and under the regular care and attendance of Medical Practitioner

- 22) **Hospitalization** - shall mean admission in a Hospital for a minimum period of 24 In patient care consecutive hours except for specified Procedures/Treatments, where such admission could be for a period of less than 24 consecutive hours.
- 23) **Illness** - means a sickness or disease or pathological condition leading to the impairment of normal physiological function which manifests itself during the Policy Period and requires medical treatment.
- a) **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 your rehabilitation or for you to be specially trained to cope with it
 4. it continues indefinitely
 5. it comes back or is likely to come back.
- 24) **Injury** - means any accidental physical bodily harm occurring during the Policy Period, excluding illness or disease solely and directly caused by external, violent, visible and evident means which is verified and certified by a Medical Practitioner.
- 25) **Inpatient Care** - means treatment for which the insured person has to stay in a Hospital for more than 24 hours for a covered event.
- 26) **Insured Event** – means any event specifically mentioned as covered under this policy.
- 27) **Insured Person(s)** - means the individuals (s) covered under the Policy whose name(s) is/are specifically appearing as such in the Policy Schedule and is/are hereinafter referred as “You”/“Your”/ “Yours”/ “Yourself”
- 28) **Medical Advice** -Any consultation or advice from a Medical Practitioner including the issue of any prescription or repeat prescription
- 29) **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.
- 30) **Medically Necessary treatment** - is defines as any treatment, tests, medication, or stay in hospital or part of a stay in hospital which
1. is required for the medical management of the illness or injury suffered by the insured;
 2. must not exceed the level of care necessary to provide safe, adequate and appropriate medical care in scope, duration, or intensity;
 3. must have been prescribed by a medical practitioner;
 4. must conform to the professional standards widely accepted in international medical practice or by the medical community in India.

- 31) **Medical Practitioner** is a person who holds a valid registration from Medical Council of any State or Medical Council of India or Council for Indian Medicine or for Homeopathy set up by the Government of India or a State Government and is thereby entitled to practice medicine within its jurisdiction; and is acting within the scope and jurisdiction of his license. The term Medical Practitioner would include physician, specialist, anesthetist and surgeon but would exclude the insured and his/her Immediate Family.
"Immediate Family would comprise of spouse, dependent children, brother(s), sister(s) and dependent parent(s) of the insured.
- 32) **Nominee** - means the person(s) nominated by You to receive the benefits under this Policy payable on Your death caused by an Accident. For the purpose of avoidance of doubt it is clarified that if You are a minor, Your legal guardian shall appoint the Nominee.
- 33) **Notification of claim** - is the process of notifying a claim to the insurer or Third party administrator by specifying the timelines as well as the address / telephone number to which it should be notified.
- 34) **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 a Medical Practitioner. The Insured is not admitted as a day care or in-patient.
- 35) **Out-patient** is the one in which the Insured who is not hospitalized for more than 24 consecutive hours but who visits a Hospital, clinic, or associated facility for diagnosis or treatment. However any Insured undergoing any specified "Day care surgeries/Treatment" will not be considered as an Out-patient.
- 36) **Period of Insurance** means the period as specifically appearing in the Policy Schedule and commencing from the Policy Period Start Date of the first Policy taken by the insured from the company and then, running concurrent to the current Policy subject to the Insured's continuous renewal of such Policy with the company.
- 37) **Physical Separation** - means with respect to the hand, severance of limb at or above the wrists, and with respect to the foot, severance of limb at or above the ankle.
- 38) **Policy** means these Policy wordings, the Policy Schedule and any applicable endorsements or extensions attaching to or forming part thereof. The Policy contains details of the extent of cover available to the insured, what is excluded from the cover and the terms & conditions on which the Policy is issued to the insured.
- 39) **Policy Holder** means the person(s) or the entity named in the Policy Schedule who executed the Policy Schedule and is (are) responsible for payment of premium(s).
- 40) **Policy Period** means the period commencing from the Policy Period Start Date, Time and ending at the Policy Period End Date, Time of the Policy and as specifically appearing in the Policy Schedule.
- 41) **Policy Year** means a period of twelve months beginning from the Policy Period Start Date and ending on the last day of such twelve- month period. For the purpose of subsequent years, "Policy Year" shall mean a period of twelve months beginning from the end of the previous Policy Year and lapsing on the last day of such twelve-month period, till the Policy Period End Date, as specified in the Policy Schedule.

- 42) **Policy Schedule** - means the Policy Schedule attached to and forming part of the Policy.
- 43) **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.
- 44) **Professional Sports** - means a sport which would remunerate a player in excess of 50% of his or her annual income as a means of their livelihood..
- 45) **Proposal and Declaration Form** - means any initial or subsequent declaration made by the policyholder and is deemed to be attached and which forms a part of this Policy.
- 46) **Scheduled Airline** - means any civilian aircraft operated by a civilian scheduled air carrier, holding a certificate license or similar authorization for civilian scheduled air carrier transport issued by the country of the aircraft's registry, and which in accordance therewith flies, maintains and publishes tariffs for regular passenger service between named cities at regular and at specified times, on regular or chartered flights operated by such carrier.
- 47) **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 .
- 48) **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.
- 49) **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.
- 50) **Sum Insured** - means and denotes the maximum amount of cover available to the Insured Person under each section and extension (s) therein as detailed in Part I of the Policy to this Policy, subject to the terms and conditions of this Policy, which represents the Company's maximum liability for all claims in aggregate payable to such Insured Person by the Company under each of the respective section(s) and extension (s) therein.
- 51) **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.
- 52) **Terrorism/Terrorism Activity** - means any actual or threatened use of force or violence directed at or causing damage, Injury, harm or disruption, or commission of an act dangerous to human life or property, against any individual, property or government, with the stated or unstated objective of pursuing economic, ethnic, nationalistic, political, racial or religious interests, whether such interests are declared or not. Robberies or other criminal acts, primarily committed for personal gain and acts arising primarily from prior personal relationships between perpetrator(s) and victim (s) shall not be considered Terrorist Acts. Terrorism shall also include any act, which is verified or recognized by the relevant Government as an act of terrorism.
- 53) **Third Party Administrator (TPA)** means the services rendered by a TPA to an insurer under an agreement in connection with health insurance business but does not include the business of an insurance company or the soliciting either directly or indirectly, of health insurance business or deciding on the admissibility of a claim or its rejection.

- 54) **War** -means war, whether declared or not, or any warlike activities, including use of military force by any sovereign nation to achieve economic, geographic, nationalistic, political, racial, religious or other ends.
- 55) **You / Your / Yours / Yourself** - means the person(s) that We insure and is/are specifically named as Insured Person(s) in the Policy Schedule.
- 56) **We/ Our / Ours / Us** - means the ICICI Lombard General Insurance Company Limited

1. Scope of Cover

The Company hereby agrees, subject to the terms, exclusions and conditions herein contained or otherwise expressed hereon, to pay to the Insured Person (or his Nominee/ legal heir, as the case may be) a sum as compensation on occurrence of any Insured Event, as specifically described hereunder, under different Benefit(s) (and Extensions - if any) arising due to an Injury sustained by the Insured Person during the Policy Period but not exceeding the Sum Insured as specified under the respective Benefits (and Extensions - if any) under Policy Schedule. The cover is for 24 hours or as mentioned in Part 1 of the schedule and on a worldwide basis. The Company would be liable for the add-on coverages mentioned in Part I of the Policy only if the Insured purchases the same in terms of the policy.

2. Benefit Covers

2.1 Benefit: Insured Event - Death resulting from Accident

The Company hereby agrees, subject to the terms, conditions and exclusions applicable to this Section 2.1 and the terms, conditions, general exclusions stated in the Policy, to pay such Sum Insured as mentioned against Death benefit under the Schedule to this Policy, on the occurrence of death of the Insured Person, provided such death results solely and directly from an Injury, within twelve months from the date of Accident resulting in such Injury, provided that the date of occurrence of the Accident falls within the Policy Period/Policy Year.

2.2 Benefit: Insured Event - Permanent Total Disablement (PTD) resulting from Accident

The Company hereby agrees, subject to the terms, conditions and exclusions applicable to this Section 2.2 and the terms, conditions, general exclusions stated in the Policy, to pay such Sum Insured, in the manner indicated below or as stated in Part I of the Policy, on the occurrence of any of the following losses, provided such losses to the Insured Person are total and irrecoverable losses which result solely and directly from an Injury, within twelve months from the date of Accident resulting in such Injury. Provided that the date of occurrence of the Accident falls within the Policy Period/Policy Year:

1. Loss of Sight of both eyes, or Physical Separation of two entire hands or two entire feet, or one entire hand and one entire foot, or of such Loss of sight of one eye and such Physical Separation/ Loss of one entire hand or one entire foot, then the Sum Insured as stated in the Schedule to this Policy hereto as applicable to such Insured Person.
 2. Loss of Use of two hands or two feet, or of one hand and one foot, or of Loss of sight of one eye and Loss of Use of one hand or one foot, then the Sum Insured as stated in the Schedule to this Policy hereto as applicable to such Insured Person.
- (iii) The sight of one eye, or of the Physical Separation of one entire hand or one entire foot, then fifty percent (50%) of the Sum Insured as stated in the Schedule to this Policy hereto as applicable to such Insured Person.
1. Total and irrecoverable loss of use of a hand or a foot without physical separation then fifty percent (50%) of the Sum Insured as stated in the Schedule to this Policy hereto as applicable to such Insured Person.

2. If such Injury shall as a direct consequence thereof, permanently, and totally, disable the Insured Person from engaging in any employment or occupation of any description whatsoever, then a lump sum equal to hundred percent (100%) of Sum Insured as stated in the Schedule to this Policy hereto as applicable to such Insured Person.

2.3 Benefit: Insured Event - Permanent Partial Disablement (PPD) resulting from Accident

The Company hereby agrees, subject to the terms, conditions and exclusions applicable to this Section and the terms, conditions, general exclusions stated in the Policy, to pay such Sum Insured as mentioned against Permanent Partial Benefit under the Schedule to this Policy as applicable to such Insured Person in the manner indicated below or as stated in Part I of the Policy, on the occurrence of any of the following losses, provided such losses to the Insured Person are irrecoverable losses and result in Loss of Use or Physical Separation which arises solely and directly from an Injury, within twelve months from the date of Accident resulting in such Injury, provided that the date of occurrence of the Accident falls within the Policy Period/Policy Year.

	Losses covered	% of Sum insured
i	Loss of toes - all	20
	Great both phalanges	5
	Great - one phalanx	2
	Other than great if more than one toe lost each	1
ii	loss of hearing- both ears	75
iii	loss of hearing- one ear	30
iv	Loss of four fingers and thumb of one hand	40
v	Loss of four fingers	35
vi	Loss of thumb - both phalanges	25
	one phalanx	10
vii	Loss of Index finger - three phalanges	10
	two phalanges	8
	one phalanx	4
viii	Loss of middle finger - three phalanges	6
	two phalanges	4
	one phalanx	2
ix	Loss of ring finger - three phalanges	5
	two phalanges	4
	one phalanx	2
x	Loss of little finger - three phalanges	4
	two phalanges	3
	one phalanx	2
xi	Loss of metacarpus	
	- first or second (additional)	3
	third, fourth or fifth (additional)	2
xii	Any other permanent partial disablement	% as assessed by the Doctor

2.4 Benefit: Insured Event - Temporary Total Disablement (TTD) resulting from Accident

On the occurrence of Temporary Total Disablement, which means such loss caused to the Insured Person, which results solely and directly from an accidental Injury sustained within the Policy Period/Policy Year, and completely incapacitates the Insured Person from engaging in any employment or occupation of any description whatsoever which he/ she was capable of performing at the time of Accident resulting in such Injury, the Company hereby agrees, subject to the terms, conditions and exclusions applicable to this Section 2.4 and the terms, conditions, general exclusions stated in the Policy, to pay a sum as stated under Temporary Total Disablement, in the Schedule to this Policy per week, for such time period for which the Insured Person is totally disabled from engaging in any employment or occupation of any description whatsoever.

Provided that the compensation payable under this Benefit shall not be payable for more than 104 weeks or as stated in Part I of the Policy in respect of an Injury, calculated from the date of commencement of disablement, provided that the date of occurrence of the Accident falls within the Policy Period/Policy Year. However the Company's liability for payment of all claims under this benefit in aggregate for Policy Period/Policy Year in no case shall exceed the Sum Insured as stated under the Schedule to this Policy hereto as applicable to such Insured Person.

2.5 Maximum Liability of the Company for Benefits Mentioned from Section 2.1 to 2.4

Notwithstanding anything to the contrary stated under this Policy the Company's total liability for payment of compensation for an individual under various benefit(s) mentioned from Section 2.1 to 2.4 in aggregate shall not exceed the amount mentioned as Sum Insured against each individual in Policy Schedule. On payment of the Sum Insured as referred for all the above benefits, such benefits and relevant extensions shall cease to exist.

3. Extension Covers

The Company hereby agrees, subject to the terms, exclusions and conditions herein contained or otherwise expressed hereon, to extend **the above mentioned (Section 2.1 - 2.4) benefit covers** availed under Schedule of the Policy to include the following on payment of additional premium, and reimburse the Insured Person (or his Nominee/ legal heir, as the case may be) a sum as compensation on occurrence of any Insured Event specified in Schedule to this Policy.

Claims under the extensions mentioned hereunder shall be admissible only consequent to the admissibility of the claim under the corresponding Benefits of Section 2 as mentioned in the Schedule to this Policy.

- 3.1 Cover for Expenses related to Burns:** This add-on covers the Insured against expenses incurred during hospitalization because of any degree of burns sustained due to an Accident as specifically mentioned in the policy schedule.
- 3.2 Modification of residential accommodation & vehicle:** The add-on covers the expenses incurred for modification of house and/or vehicle necessitated due to disability resulting from an accident.
- 3.3 Repatriation of Mortal Remains:** This add-on covers the expenses incurred for the repatriation of mortal remains of the Insured from his place of death to his place of residence.

- 3.4 Ambulance Charges:** This add-on covers the reasonable ambulance charges incurred for transporting the Insured to the nearest hospital in the event of a life threatening emergency conditions. Provided that , such life threatening emergency condition must be prescribed by medical practitioner.
- 3.5 Transportation Allowance (Compassionate visit):** In case the Insured is hospitalized and the attending medical practitioner recommends the personal attendance of an immediate family member. This add-on covers the transportation expenses incurred by the Insured's immediate family member in commuting to the hospital to and fro from the place of residence. Provided that, maximum number of family member who can accompany Insured is upto 4 members.
- 3.6 Travel expenses for medical treatment:** This add on covers the travelling expenses incurred to move outside the city of residence at a nearest place as prescribed by treating Medical Practitioner. The cover under this add-on will be subject to the sum insured or actual expenses incurred whichever is less.
- 3.7 Catastrophe Evacuation:** This add-on covers the actual expenses incurred due to necessary immediate evacuation in order to avoid risk of personal Injury or illness on happening of catastrophes like fire, flood, earthquake, storm, lightening, explosion, hurricane or epidemic due to contagious disease).
- 3.8 Cost of clothing damage:** This add-on covers the loss/damage of clothes especially uniforms etc of employees / members of a group as a result of an Accident subject to sum insured for this add-on.
- 3.9 Loss of Job cover:** In the unfortunate event of loss of job to the Insured, as a result of an injury sustained due to Accident during the policy period, this add-on provides the Insured with an amount as specifically stated in the Schedule subject to the sum insured for this add on. Provided that injury sustained should result in disablement rendering the Insured unfit for job.
- 3.10 Improved Disability Benefit/ Dismemberment:** This add-on provides that in the event of Accidental Permanent Total Disablement of the Insured, the Insured shall be paid a lump sum benefit of up to 2 times of the Accidental Death sum insured (or as mentioned in Part I of the Policy) instead of the Accidental Permanent Total Disablement sum insured as specifically mentioned in the policy schedule.
- 3.11 Daily Cash Allowance:** By way of this add-on, the Company will pay the Insured an amount specifically mentioned in the Schedule for each and every completed day of hospitalization on account of Accidental injury as mentioned in Part I of the Policy.
- 3.12 Carriage of Dead Body:** In the event of death of the insured due to Accident, Company will reimburse the expenses incurred for transportation of Insured's dead body to the place of residence from the place of death in India subject to the sum insured or the actual cost incurred whichever is less.
- 3.13 On Duty Cover:** This add-on covers the Insured against injury sustained on account of Accident only during official hours while the Insured is on duty (and not for all the 24 hours of the day & night). This cover will be restricted to injury sustained in office or during official visit, training, seminars, conference etc

- 3.14 Children's Education Grant:** In the event of Death or Permanent Total Disablement of the Insured due to accident, this add-on entitles the Insured's dependent children for the amount as mentioned in Part I of the Policy as education grant.
- 3.15 Accidental Hospitalization Expenses:** This add-on provides coverage for the medical expenses incurred by the insured during hospitalization as an inpatient for more than 24 consecutive hours as a result of an accident
- 3.16 Mysterious Disappearance:** In the event of an accident which leads to 'mysterious disappearance' of the Insured, this add-on pays the insured's nominee the **Sum Insured in lump sum**, provided that such disappearance should be certified by the local police authorities. Provided further that, the cover under this add-on would end on the payment of the sum insured under this add-on after the specific tenure as mentioned in the policy schedule .
- 3.17 Treatment outside India (along with travelling cost & boarding & lodging of the attendant):** This add-on covers the cost of medical treatment along with the travelling cost and cost pertaining to boarding and lodging attendant in a country outside India in case of any accidental injury when required and prescribed by treating Medical Practitioner.
- 3.18 Medical Expenses:** In case the Insured's claim is considered admissible under any of the covered benefits namely Accidental Death/ Permanent Total Disablement on account of Accident/ Permanent Partial Disablement on account of Accident/ Temporary Total Disablement on account of Accident, this add-on covers the medical expenses incurred by the Insured in relation to his treatment which is necessitated due to an Accident which has resulted in the any one out of above mentioned causes.
- 3.19 Out Patient Department (OPD) expenses:** This Add on cover will cover the medical expenses incurred by the Insured as an Outpatient due to Accidental injury only and which does not entail in-patient hospitalization or day-care treatments.
- 3.20 Loss/damage to School Bag/Books:** This add-on covers for the loss or damage to the school bag/books especially text/additional course material etc of the students/members of an education institute as a result of an accident. (the benefit being restricted up to a maximum of Individual Sum Insured)
- 3.21 Widowhood cover:** by way of this add-on, in event of Accidental Death of the Insured, the Policy shall pay the spouse of the Insured a sum not greater than the Sum Insured over and above the claim amount up to a maximum limit of 300 times of the Sum Insured or as mentioned in Part I of the Policy.
- 3.22 Purchase of blood:** This add on will cover for the cost incurred in purchase of blood from blood bank, in the event of accidental injury sustained by the Insured who needs blood.
- 3.23 Prosthesis & Artificial Limbs:** This add on will cover the cost borne by the Insured in the purchase of artificial limbs/prosthesis (artificial devices)in case of Permanent Total Disablement on account of Accident.
- 3.24 Broken Bones:** This Add on will cover the medical expenses borne by the Insured against broken bones resulting from an accident and will be covered to a maximum limit of 200 times of individual Sum insured or as mentioned in Part I of the Policy.

3.25 Legal Expenses: This Add on will cover the legal/court expenses borne by the Insured against any legal litigations resulting due to any involvement in an accident of the insured and will be covered to a maximum limit of 500 times of individual Sum insured or as mentioned in Part I of the Policy.

4. Exclusions:

The Company shall not be liable under this policy for:

- (i) Compensation under more than one of the categories specified in the Benefit covers in respect of the same period of disablement of the Insured Person. However, amounts relating to extensions would be payable in addition, if applicable provided the extension is taken.
- (ii) Any other payment to the same person after a claim under one of the categories 2.1 and 2.2 as specified in the Benefit covers has been admitted and becomes payable. However, amounts relating to extension covers would be payable in addition, if applicable provided the extension is taken.
- (iii) Any payment in case of more than one claim in respect of such Insured Person, under this policy during any one period of insurance by which the sum payable as per the Benefit covers of this policy to such Insured Person exceeds the maximum liability of the Company specified in Part I of the Policy applicable to such Insured Person. However, amounts relating to carriage of dead body would be payable in addition if applicable.
- (iv) Payment of compensation relating to medical expenses until an additional premium is paid for the same as mentioned in Part I Schedule to this policy.
- (v) Payment of compensation in respect of death, injury or disablement of Insured Person (a) from intentional self-injury, suicide or attempted suicide; (b) whilst under the influence of intoxicating liquor or drugs; (c) whilst engaging in aviation or ballooning, or whilst mounting into, or 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. Standard type of aircraft means any aircraft duly licensed to carry passengers (for hire or otherwise) by appropriate authority irrespective of whether such an aircraft is privately owned or chartered or operated by a regular airline or whether such an aircraft has a single engine or multiengine; or Operating or learning to operate any aircraft, or performing duties as a member of the crew on any aircraft, or schedule Airlines;
- (vi) Payment of compensation in respect of death, injury or disablement of Insured Person (a) from Participation in winter sports, skydiving/parachuting, hang gliding, bungee jumping, scuba diving, mountain climbing riding or driving in races or rallies using a motorized vehicle or bicycle, caving or pot-holing, hunting or equestrian activities, skin diving or other underwater activity, rafting or canoeing involving white water rapids, yachting or boating outside coastal waters (2 miles), participation in any Professional Sports, any bodily contact sport or any other hazardous or potentially dangerous sport for which the Insured is untrained, unless specifically covered under the policy (d) directly or indirectly caused by venereal disease or insanity; (e) arising or resulting from the Insured committing any breach of the law.

- (vii) 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 detainment of all kinds.
- (viii) Payment of compensation in respect of death of, or bodily injury or any disease or illness to the Insured Persons.
 - (a) Directly or indirectly caused by or contributed to by or arising from ionising radiation or contamination by radioactivity from any nuclear fuel or from any nuclear waste or from the combustion of nuclear fuel. For the purpose of this exception, combustion shall include any self-sustaining process of nuclear fission.
 - (b) Directly or indirectly caused by or contributed to by or arising from nuclear weapon Materials.
- (ix) Payment of compensation in respect of Death or disablement resulting directly or indirectly caused by contributed to or aggravated or prolonged by childbirth or pregnancy or in consequence thereof.
- (x) Payment of compensation in respect of death of, or bodily injury or any disease or illness to the Insured Persons while serving in any branch of the Military or Armed Forces of any country during war or warlike operations.

Special Condition applicable to all the Exclusion: If the Company alleges that by reason of any of the above Exclusion i.e. any loss, damage, cost or expenses is not covered by this insurance, the onus of proving the contrary shall be upon the Insured.

5. The procedure of lodging the claim shall be as under:

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

- (a) The Insured shall give immediate notice thereof in writing to the Company.
- (b) The Insured shall deliver to the Company, within 14 days of the date on which the event shall have come to his knowledge, a detailed statement in writing as per the claim form and any other material particular, relevant to the making of such claim.
- (c) The Insured shall tender to the Company all reasonable information, assistance and proofs in connection with any claim hereunder.

6. Claim Documents:

A) Mandatory Documents:

a) Death:

- i) Completely filled PA claim Form with Company Stamp & Covering Letter from Employer

- ii) Attested Copy of FIR.
 - iii) Attested Copy of PM Report.
 - iv) Attested Death Certificate.
 - v) Attested Spot Panchnama (In case of spot accidental death)
 - vi) Attested Inquest panchnama (in case of spot accidental death where dead body shifted to hospital without informing to police - In case of panchayat).
 - vii) Attested Railway Police Panchnama and attested Railway station master report (In case of railway Accident)
 - viii) Certificate from State electricity board, Electricity Board's Panchnama (Optional) in case of Electrocutation
 - ix) The Forensic Science Laboratory (FSL) Report (If recommended in PM Report) in case of Snake Bite/Poisonous Animal Bite
- b) Permanent Total Disablement:**
- i) Completely filled PA claim form with Company Stamp & Covering Letter from Employer
 - ii) Attested Copy of FIR. (If reported to police authority)
 - iii) Disability Certificate (Authorised by medical officer/civil surgeon of civil hospital / govt. hospital of the district / units concerned, stating percentage of disablement)
 - iv) Reports like X-rays, etc essential for confirmation of the type and percentage of disability
 - v) Letter from the Employer stating the Description of accident.
 - vi) Colour photograph of the injured reflecting disability.
 - vii) Original medical bills with prescriptions/treatment papers. (If medical benefits are covered)
- c) Permanent Partial Disablement**
- i) Completely filled PA claim Form with Company Stamp & Covering Letter from Employer
 - ii) Attested Copy of FIR. (If reported to police authority)
 - iii) Disability Certificate (Authorised by medical officer/civil surgeon of civil hospital / govt. hospital of the district / units concerned, stating percentage of disablement)
 - iv) Reports like X-rays, etc essential for confirmation of the type and percentage of disability
 - v) Letter from the Employer stating the Description of accident.

- vi) Colour photograph of the injured reflecting disability.
- vii) Original medical bills with prescriptions/treatment papers. (If medical expense is covered)

d) Temporary Total Disablement:

- i) Completely filled PA claim Form with Company Stamp & Covering Letter from Employer
- ii) Medical Certificate (Medical Practitioner's certificate confirming injury and advising rest/ unfit to work for specified number of days. fitness certificate from treating Doctor).
- iii) Attested copy of FIR. (If reported to police)
- iv) Leave certificate from the employer.
- v) Original Medical Bills with prescription, photocopy of Discharge Card, X-ray report in case of fracture or as the case may be. (Original medical bills required if medical expense is covered)

B) If claim payment needs to be on the name of the employee

- i) Indemnity cum Declaration Bond (Rs. 100 Bond Paper)
- ii) No Objection certificate from Insured

C) In case of un-named policy

Salary Certificate (Grade or category) from employer authority and Photo id proof

D) Additional Documents required for Payment of Claims:

- a) If payable to **insured**, following additional documents are required for all nature of loss
 - (i) Payee name of the insured
 - (ii) Account details for Electronic Funds Transfer (EFT mandate form and cancelled cheque)
- b) If payable to **injured**, following additional documents are required for all claims other than death
 - (i) Payee name of the injured
 - (ii) No objection certificate from the insured that claim is paid in the name of injured
 - (iii) Account details for Electronic Funds Transfer (EFT mandate form and cancelled cheque)
 - (iv) AML documents (PAN card/Photo ID, Address proof, and 2 colour photographs) in case of claim amount is more than Rs. 100,000.
- c) If payable to **nominee**, following additional documents for Death claims
 - (i) Payee name of the nominee

- (ii) If the policy is employer employee relation based, then No Objection certificate is required from employer to process the claim in the name of nominee.
- (iii) Account details for Electronic funds transfer (EFT mandate form and cancelled cheque)
- (iv) AML documents (PAN card/Photo ID, Address proof, Relationship proof and 2 colour photographs) in case of payment to Nominee/Legal heir.
- (v) Legal Heir certificate/Consent letter from all nominees/legal heirs in case of more than 1 nominee/legal heir

In addition to above mentioned documents, additional supporting documents may be asked by the company or Third party administrator (TPA), on behalf of the Company, to investigate the Claim or the Company's obligation to make payment for it.

* Attestation should be from a gazette officer or notary.

- 7. Settlement/Rejection of Claim** - The settlement of claims would be done by the Company within 30 days, after the receipt of last necessary documents. The claim shall be paid through Electronic Fund Transfer mode.
Penal interest provision shall be as per Regulation 9(6) of (Protection of Policyholders' Interests) Regulations, 2002

8. Limitation period

In no case whatsoever shall the company be liable, for any expenses after the expiry of 30 days from the date of completion of treatment, unless the claim is the subject of pending action or arbitration; it being expressly agreed and declared that if the Company shall disclaim liability for any claim hereunder and such claim shall not within 12 calendar months from the date of disclaimer have been made the subject matter of a suit in court of law then the claim for all such purposes be deemed to have been abandoned and shall not thereafter be recoverable hereunder.

9. Policy Related Terms and Conditions

(i) Upon the happening of any event, which may give rise to a claim under this Policy, written notice with full particulars must be given to the Company immediately. In case of death, written notice must be given before internment, cremation and in any case, within one calendar month after the death, unless reasonable cause is shown for delay in intimation. In the event of loss of sight or amputation of limbs, written notice thereof must be given within one calendar month after such loss of sight or amputation.

(ii) Proof satisfactory to the Company shall be furnished of all matters upon which a claim is based. Any medical or other agent of the Company shall be allowed to examine the insured Person(s) on the occasion of any alleged injury or disablement when and so often as the same may reasonably be required on behalf of the Company and in the event of death to make a post-mortem examination of the body of the Insured Person. Such evidence as the Company may from time to time require shall be furnished and a post-mortem examination report, be furnished within a period of thirty days.

(iii) In the event of a claim in respect of loss of sight, the Insured Person(s) shall undergo at the Insured's expense such operation or treatment as the Company may reasonably deem desirable. In the event the sight is not regained after such operation or treatment, and such loss of sight is of a permanent nature, compensation shall be payable as specified in the Benefit covers in Part II of the Policy of this Policy.

(iv) Position after a claim:

- (a) In case of death or Permanent Total Disablement of the Insured (as specified in Benefit covers) the Company shall delete the name of the Insured Person in respect of whom such sums shall become payable from the Part I of the Policy without any refund of the premium.
- (b) In case of Permanent Partial Disablement (as specified in Benefit covers) the Company shall reduce the sum insured in respect of person to whom such sum shall become payable, by the amount admissible under the claim.

(v) The Proposer or Insured shall give immediate notice to the Company of any change in any of the business or occupation of any of the Insured Persons. The Proposer shall on tendering any premium for the renewal of this policy give notice in writing to the Company of any disease, physical defect or infirmity with which any of the Insured Person(s) have become affected since the payment of the last preceding premium.

(vi) The scope of cover shall extend on a world wide basis, and therefore the cause of action may arise in India or elsewhere.

10. Terms of Renewal

1. The Policy can be renewed as a separate contract under the then prevailing ICICI Lombard Group Personal Accident Insurance product or its nearest substitute (in case the product ICICI Lombard Group Personal Accident Insurance is withdrawn by the Company) approved by IRDA.
2. The policy shall ordinarily be renewable except on grounds of fraud, moral hazard or misrepresentation or non- cooperation by the insured.

Part III of Policy

Standard terms and conditions applicable to group benefits

1. Incontestability and Duty of Disclosure

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

2. Observance of terms and conditions

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

3. No constructive Notice

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

4. Notice of charge etc.

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

5. Special Provisions

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

6. Overriding effect of Part II of the Policy

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

7. Electronic Transactions

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

8. Fraudulent claims

If any claim 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 or anyone acting on his behalf to obtain any benefit under this policy, or if a claim is made and rejected and no court action or suit is commenced within twelve months after such rejection or, in case of arbitration taking place as provided therein, within twelve (12) calendar months after the Arbitrator or Arbitrators have made their award, all benefits under this policy shall be forfeited.

9. Cancellation/termination

- a. 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.
- b. Insured or the Company may cancel this Policy by giving the Company or the insured, as the case may be, 15 days written notice for the cancellation of the Policy, and then the Company shall refund premium on short term rates (if initiated by the insured) or pro rata rates (if initiated by the Company) for the unexpired Policy Period. The Company shall follow the below short period scale unless otherwise mutually agreed.

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

*The table is applicable only when Free Look Period is not applicable

10. Free Look Period

The insured shall be given a period of 15 days (Free Look Period) from the date of receipt of the Policy to review its terms and conditions. Where the Policy Holder disagrees to any of the terms or conditions of the Policy, he has the option to return the Policy stating the reasons for his objection, when he shall be entitled to a refund of the premium paid, subject only to a deduction of the expenses incurred by the Company on medical examination of the Insured Person(s) and the stamp duty charges.

11. Cause of Action/ Currency for payment

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

12. Policy Disputes

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

13. Arbitration clause

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 to 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 preferable to arbitrations 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

14. Renewal notice

- a) The Company shall ordinarily renew the policy except on grounds of moral hazard, misrepresentation or fraud or non cooperation by the Insured. The Company shall not be bound to give notice that the renewal premium is due. Every renewal premium (which shall be paid and accepted in respect of this Policy) shall be so paid and accepted upon the distinct understanding that no alteration has taken place in the facts contained in the proposal or declaration herein before mentioned and that nothing is known to Insured that may result to enhance Company's risk under the guarantee hereby given. Any change in the risk will be intimated by Insured to the Company. Nothing herein or otherwise shall affect the Companies right to impose any additional terms and conditions on renewal or restrict any renewal terms as to premium or otherwise.

- b) The policy may be renewed by mutual consent and in such event the renewal premium shall be paid to the Company on or before the date of expiry of the previous year policy.

15. 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 of Sum Insured.

This clause shall not apply to any Benefit offered on fixed Benefit basis.

16. Notices

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

- In case of the Insured, at the address specified in Part I of the Policy.
- In case of the Company:
ICICI Lombard General Insurance Company Limited
ICICI Lombard House
414, Veer Savarkar Marg,
Near Siddhi Vinayak Temple,
Prabhadevi, Mumbai 400025

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

17. Customer Service

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

18. Grievance Clause

In case you are aggrieved in any way, You should do the following

- i. For resolution of any query or grievance, Insured may contact the respective branch office of The Company or may call us at toll free no. 1800 2666 or email us at customersupport@icicilombard.com or write to us at

Grievance Redressal Officer
ICICI Lombard General Insurance Company Ltd.
ICICI Lombard House, 414, Veer Savarkar Marg,
Near Siddhi Vinayak Temple, Prabhadevi, Mumbai- 400025.

- ii. If you are not satisfied with the resolution provided, you may approach us at the sub section "Grievance Redressal" on our website www.icicilombard.com (Customer Support section).

- iii. In case your complaint is not fully addressed by the insurer, you may use the Integrated Grievance Management System (IGMS) for escalating the complaint to IRDA. Through IGMS you can register your complaint online and track its status. For registration please visit IRDA website www.irda.gov.in. If the issue still remains unresolved, you may, subject to vested jurisdiction, approach Insurance Ombudsman for the redressal of the grievance.

The details of Insurance Ombudsman are available below:-

Sr. No	Name of office of insurance Ombudsman	Territorial Area of jurisdiction
1	Ahmedabad: 2nd Floor, Ambika House, near C.U. Shah college, Ashram road, Ahmedabad-380014 Tel No. 079-27546840, 27545441 Fax No..079-27546412. Email-bimalokpal.ahmedabad@gbic.co.in	State of Gujarat and Union Territories of Dadra & Nagar Haveli and Daman and Diu.
2	Bengaluru: 19/19, Jeevan Soudha Building, Ground Floor, 24th Main Road, JP Nagar, 1st Phase, Bengaluru-560 078. Tel.:- 080-26652048 / 26652049 Email:- bimalokpal.bengaluru@gbic.co.in	State of Karnataka.
3	BHOPAL: Janak Vihar Complex, 2nd Floor, 6, Malviya Nagar, Opp.Airtel Office, Near New Market, Bhopal-462 033. Tel.:- 0755-2769200/201/202 Fax:- 0755-2769203 Email:- bimalokpalbhopal@gbic.co.in	States of Madhya Pradesh and Chattisgarh.
4	BHUBANESHWAR: 62, Forest park, Bhubaneswar-751 009. Tel.:- 0674-2596461 / 2596455 Fax:- 0674-2596429 Email:- bimalokpal.bhubaneswar@gbic.co.in	State of Orissa.
5	CHANDIGARH: S.C.O. No. 101, 102 & 103, 2nd Floor, Batra Building, Sector 17-D, Chandigarh-160 017. Tel.:- 0172-2706196/5861 / 2706468 Fax:- 0172-2708274	States of Punjab, Haryana, Himachal Pradesh, Jammu & Kashmir and Union territory of Chandigarh.

	Email:- bimalokpal.chandigarh@gbic.co.in	
6	CHENNAI: Fatima Akhtar Court, 4th Floor, 453 (old 312), Anna Salai, Teynampet, CHENNAI-600 018. Tel.:- 044-24333668 / 24335284 Fax:- 044-24333664 Email:- bimalokpal.chennai@gbic.co.in	State of Tamil Nadu and Union Territories - Pondicherry Town and Karaikal (which are part of Union Territory of Pondicherry).
7	DELHI: 2/2 A, Universal Insurance Building, Asaf Ali Road, New Delhi-110 002. Tel.:- 011-23239611/7539/7532 Fax:- 011-23230858 Email:- bimalokpal.delhi@gbic.co.in	State of Delhi
8	ERNAKULAM: 2nd floor, Pulinat Building, Opp. Cochin Shipyard, M.G. Road, Ernakulum - 682 015. Tel.:- 0484-2358759/2359338 Fax:- 0484-2359336 Email:- bimalokpal.ernakulum@gbic.co.in	States of Kerala and Union territory of (a) Lakshadweep (b) Mahe-a part of Union territory of Pondicherry
9	GUWAHATI: 'Jeevan Nivesh', 5th Floor, Nr. Panbazar over bridge, S.S. Road, Guwahati-781001(ASSAM). Tel.:- 0361- 2132204 / 2132205 Fax:- 0361-2732937 Email:- bimalokpal.guwahati@gbic.co.in	States of Assam, Meghalaya, Manipur, Mizoram, Arunachal Pradesh, Nagaland and Tripura.
10	HYDERABAD: 6-2-46, 1st floor, "Moin Court" Lane Opp. Saleem Function Palace, A. C. Guards, Lakdi-Ka-Pool, Hyderabad - 500 004. Tel.:- 040-65504123/23312122 Fax:- 040-23376599 Email:- bimalokpal.hyderabad@gbic.co.in	States of Andhra Pradesh, Telangana and Union Territory of Yanam - a part of the Union Territory of Pondicherry.
11	JAIPUR: Jeevan Nidhi-II Bldg., Ground Floor, Bhawani Singh Marg, Jaipur - 302005. Tel.:- 0141-2740363 Email:- bimalokpal.jaipur@gbic.co.in	State of Rajasthan.
12	KOLKATA: Hindustan Building Annexe, 4th floor, 4, CR Avenue, Kolkata - 700 072. Tel.:- 033-22124339 / 22124340 Fax:- 033-22124341 Email:- bimalokpal.kolkata@gbic.co.in	States of West Bengal, Bihar, Sikkim and Union Territories of Andaman and Nicobar Islands.
13	LUCKNOW: 6th Floor, Jeevan Bhawan, Phase-II, Nawal Kishore Road, Hazratganj, Lucknow-226 001. Tel.:- 0522-2231330 / 2231331 Fax:- 0522-2231310. Email:- bimalokpal.lucknow@gbic.co.in	District of Uttar Pradesh: Lalitpur, Jhansi, Mahoba, Hamirpur, Banda, Chitrakoot, Allahabad, Mirzapur, Sonbhabdra, Fatehpur, Pratapgarh, Jaunpur, Varansi, Gazipur, Jalaun, Kanpur, Lucknow, Unnao, Sitapur, Lakhimpur, Bahraich, Barabanki, Raebareli, Sravasti, Gonda, Faizabad, Amethi, Kaushambi, Balrampur, Basti, Ambedkarnagar, Sulanpur, Maharajganj, Santkabirnagar, Azamgarh, Kaushinagar, Gorkhpur, Deoria, Mau, Chandauli, Ballia, Sidharathnagar.
14	MUMBAI: 3rd Floor, Jeevan Seva Annexe, S. V. Road, Santacruz (W), Mumbai - 400 054. Tel.:- 022-26106928/360/889 Fax:- 022-26106052 Email:- bimalokpal.mumbai@gbic.co.in	States of Goa, Mumbai Metropolitan Region excluding Navi Mumbai & Thane.
15	NOIDA: Bhagwan Sahai Palace, 4th Floor, Main Road, Naya Bans, Sector-15, Gautam Budh Nagar, Noida Email:- bimalokpal.noida@gbic.co.in	States of Uttaranchal and the following Districts of Uttar Pradesh:. Agra, Aligarh, Bagpat, Bareilly, Bijnor, Budaun, Bulandshehar, Etah, Kanooj, Mainpuri, Mathura, Meerut, Moradabad, Muzaffarnagar, Oraiyya, Pilibhit, Etawah, Farrukhabad, Firozabad, Gautam Budh Nagar, Ghaziabad, Hardoi, Shahjahanpur, Hapur, Shamli, Rampur, Kashganj, Sambhal, Amroha, Hathras, Kanshiramnagar, Saharanpur.
16	PATNA: Office of the Insurance Ombudsman, 1st Floor, Kalpana Arcade Building, Bazar Samiti Road,	States of Bihar and Jharkhand.



ICICI Lombard General Insurance Company LTD
ICICI LOMBARD HOUSE, 414, Veer Savarkar Marg,
Near Siddhi Vinayak Temple, Prabhadevi, Mumbai 400 025

	Bahadurpur, Patna - 800 006. Email:- bimalokpal.patna@gbic.co.in	
17	PUNE: Office of the Insurance Ombudsman, Jeevan Darshan Building, 3rd Floor, CTS Nos. 195 to 198, NC Kelkar Road, Narayan Peth, Pune - 411 030 Tel: 020 -32341320 Email:- bimalokpal.pune@gbic.co.in	States of Maharashtra, Area of Navi Mumbai and Thane excluding Mumbai Metropolitan Region.

The updated details of Insurance Ombudsman are available on IRDA website:www.irdaindia.org, on the website of General Insurance Council:www.generalinsurancecouncil.org.in, website of the Company www.icicilombard.com or from any of the offices of the Company

Note :- The policy could be subject to certain changes in terms and conditions including change in premium rate" - this would be applicable to all group product

ICICI Lombard General Insurance Company Limited

IRDA Reg. No. 115

Mailing Address:

401 & 402, 4th Floor, Interface 11,
New Linking Road, Malad (West),
Mumbai - 400 064.

CIN: L67200MH2000PLC129408

Registered Office:

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

Toll free No. : 1800 2666

Alternate No. : +9192236 22666 (chargeable)

Email : customersupport@icicilombard.com

Website : www.icicilombard.com

KASHI INSTITUTE OF TECHNOLOGY

Performance Appraisal Form for Non-Teaching Staff

2021-22

1. Name of the Staff : Munna Lal Yadav
2. Position Title : Office Assistant
3. Date of Entry into Service : 27/02/2018
4. No. of Year in Service : Four years six month.
5. Date of Retirement :
6. Qualification : Bachelor of Art (B.A.)
7. Details of Current Responsibilities : Registrar Office & Other work.

I. PROFESSIONAL COMPETENCE

Sl. No.	Description	Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure		✓			
2	Ability to organize work and carry it out			✓		
3	Ability and willingness to take up additional load in times of exigencies		✓			
4	Creativity and innovation		✓			
5	Ability to learn and perform new duties		✓			
6	Paucity to supervise* (For Supervising Staff Only)		✓			
7	You possess good Knowledge (theory, hands on) For all aspects of the job to perform your job functions satisfactorily?		✓			

II. PERFORMANCE

Sl. No.	Description	Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institutes			✓		
2	Maintenance of Files/Records		✓			
3	Accuracy & Speed of work		✓			
4	Neatness & tidiness of work		✓			
5	Completion of work on schedule			✓		
6	Diligence and sense of responsibility		✓			

III. PERSONAL CHARACTERISTICS

No.	Description	Excellent	Good	Satisfactory	Average	Poor
1	Attendance		✓			
2	Punctuality		✓			
3	Discipline			✓		
4	Integrity and behavior		✓			

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.	Description	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?	✓				
2	Mutual motivation with your colleagues?		✓			

V. ATTITUDE TOWARDS PUBLIC

Sl. No.	Description	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public (Parents, Business Associates, Vendors Well Wishes of the College)?		✓			
2	Rapport with the public when you interact with them?		✓			

VI. STAFF/STUDENT RELATIONS


Sl. No.	Description	Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage motivates, supervise, and effectively work in the interest of students?		✓			
2	Responsibility towards your tasks/areas of management assigned to?		✓			

Declaration

I hereby declare that the information provide is true to the best of my knowledge.

Place:-Vaughanasi

Date: - 19/07/2022

Munna Lal Yadav 
Name and Signature of the non-teaching staff

Countersigned by the Head of the Institution





KASHI INSTITUTE OF TECHNOLOGY

Managed by: Jain Education Society

23 km Milestone, Varanasi-Allahabad Road, Mirzamurad, Varanasi (U. P.)

E-mail: info@kashiit.ac.in, Website: www.kashiit.ac.in

Reception No: - 8115838661

PERFORMA FOR ANNUAL APPRAISAL FOR FACULTY MEMBER

(FOR ACADEMIC YEAR CAY: 2021-22)

(Refer to Annexure I for guidelines for filing annual appraisal)

Part A (To be filled by a faculty member)

Name of Faculty: Dr. Kumar Abhishek

Department: MBA

Designation: Associate Professor

Employee Code:

Date of Joining: September 01, 2021

1. Result Analysis:

Semester	Course Name	Course Code	Pass % in CAY 2021-22 (A)	Pass % in CAY-1 2020-21 (B)	Difference (C = A - B)	Pass % Marks (Out of 15)
ODD	Innovation & Entrepreneurship	KMBN 301	100	Nil	96	15
	Employee Relation & Labor Laws	KMBNHR 02	98	Nil	98	15
	Entrepreneurship & SBM	N 502	98	Nil	98	15
EVEN	Emerging Technology in Global Business Environment	KMBN401	Result Awaited	Nil		
	Performance & Rewards Management	KMBNHR 04	Result Awaited	Nil		
	Human Resource Management	KMBN 202	Classes Going on	Nil		
	Management Information System	N 604	Course Completed	Nil		
					97	100
					Avg. Pass %:	Avg. Pass % Marks:

2. Faculty Feedback is given by students:

Semester	Course Name	Course Code	Feedback %	Feedback Marks (Out of 10)	Average Feedback Marks (10)
ODD	Innovation & Entrepreneurship	KMBN 301	96	9	9
	Employee Relation & Labor Laws	KMBNHR 02	96	9	
	Entrepreneurship & SBM	N 502	96	9	
EVEN	Emerging Technology in Global Business Environment	KMBN401	96	9	
	Performance & Rewards Management	KMBNHR 04	96	9	
	Human Resource Management	KMBN202	Classes Going on		
	Management Information System	N 604	Course Completed		



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E-mail: info@kashiit.ac.in, Website: www.kashiit.ac.in

Reception No: - 8115838661

3. Research Paper Published:

S. No.	Title of Paper	Name of Journal, Vol - Month - Year	Whether SCI/SCOPUS/SPRINGER/ELSEVIER/ IEEE / UGC CARE	Name of Conference	Any other Detail
01.	Assessing Talent Retention Strategies for Sustainability in Private Banks	Taylor & Francis Group, CRC Press, Scopus. May 14, 2022	SCOPUS	ICEICT-2022 International Conference	
02.					

4. FDP / QIP / STTP / Workshop Attended:

S. No.	Whether FDP / QIP / STTP / Workshop	Title of FDP / QIP / STTP / Workshop	From - To	Organized / Sponsored by
01.	FDP	Advanced Research Methodology	May 30 to June 09, 2022	RBVRR Women's College, Hyderabad
01.	FDP	"Entrepreneurship Development & Managing Start-Ups	Nov.18-22, 2021	AICTE, ATAL Academy at B.R.A University, LKO
02.	FDP	Employee Engagement	September 04-08, 2021	AICTE, ATAL Academy at University of Allahabad, Prayagraj
03	FDP	TEACHING & RESEARCH METHOS	August 02-06, 2021	AICTE, ATAL Academy at IIM JAMMU
04	FDP	Quantification of HR with HR Analytics	July19-23, 2021	AICTE, ATAL Academy at DMIM Studies, Maharashtra
05	FDP	Blended Learning & Flipped Classroom	Feb. 01-05, 2021	AICTE, ATAL Academy at NITTTR, Chandigarh
06	FDP	Personal Effectiveness	January 05-09, 2021	AICTE, ATAL Academy at BIT Mesra, Ranchi
07	FDP	Understanding & Implementing OBE in Professional Education	Jan. 23 to 29, 2021	AKTU Sponsored, at GL Bajaj College



KASHI INSTITUTE OF TECHNOLOGY

Managed By: Kashi Education Society

23 km Villapara, Varanasi-Allahabad Road, Noida, Varanasi (U. P.)

E-mail: kashi@kashit.ac.in, Website: www.kashit.ac.in

Registration No. - 3015028660

5. Awards / Achievements:

S. No.	Title of Award	Regional / Zonal / State / National / International	Agency	Date of conferring the award

6. Publication of Book / Writing Book chapter:

S. No.	Title of Book (If book chapter, clearly mention details)	Publisher	Vol. No. (Month - Year), pages.	Name of all Authors (in serial order as mentioned in publication)
01	Social Entrepreneurship ISBN NO: 978-93-92062-03-2	Ayanika Printer Pvt. Ltd	Vol No-01, Chapter-12, Year-2022	Dr. Kumar Abhishek
02	Women Entrepreneurship	Under Process		

7. Research Project / Consultancy / Patent / Copyright / Start Up:

S. No.	Whether Research Project / Consultancy / Patent / Copyright / Start Up	Title / Type	Agency / Sponsor	Date of Commencement / Completion	Other details (Attach separate sheet, if required)
01.	Patent	A smart System enabled with Artificial Intelligence to monitor and predict the performance of employees and support the Human Resource Department	INPA 3797	16/06/2022	Application No: 202211034682



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E-mail: info@kashiit.ac.in, Website: www.kashiit.ac.in

Reception No: - 8115838661

8. Additional Qualification achieved: MOOCs Certificate

S. No.	Name of Course/ Qualification	Status (Enrolled / Completed)	Institute, University, City	Duration/ Date
01.	Managing Innovation	Course Completed, Exam Pending	IIM Bangalore	6 Weeks, January-April 2022
02.	Entrepreneurship	Completed	NPTEL, IIT Madras	12 Weeks, July-October 2021
03.	Human Resource Development	Completed	NPTEL, IIT Kharagpur.	12 Weeks, July-Oct. 2021
04.	Talent Acquisition & Management	Completed	NPTEL, IIT Roorkee	12 Weeks, Jan.-April 2021
05.	Principal of HRM	Completed	NPTEL, IIT Kharagpur	08 Week, Jan.-March 2021

9. Administrative performance at the Department level:

S. No.	Job Performed / Title	Role / Scope of work	Date / Duration
01	In charge SDC	Conduct Student Development Program	Odd & Even Semester

10. Administrative performance at the Institute level:

S. No.	Job Performed / Title	Role / Scope of work	Date / Duration
	Registrar, Kashi Institute of Technology, Varanasi	All the work concerned with the Registrar's Office	28 Sept.2021 to 19 April 2022



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11. Any other achievement which you want to provide: (attach separate sheet in its support)

Signature of Faculty
Date:

Name & Signature of Verifying Authority
Date:

Part B (To be filled by faculty member / Evaluating Authority)

Self-Evaluation Summary:

S. No.	Evaluating Criteria	Maximum Marks	Evaluation by Faculty	Evaluation by Evaluating Authority
1	Result Analysis	15	15	15
2	Faculty Feedback is given by students	10	09	09
3	Research Paper Published	10	10	10
4	FDP / QIP / STTP / Workshop Attended	10	10	10
5	Awards / Achievements	05	00	—
6	Publication of Book / Writing Book chapter	05	05	05
7	Research Project / Consultancy / Patent / Copyright / Start Up	10	05	05
8	Additional Qualification	05	05	05
9	Administrative performance at the Department level	10	05	05
10	Administrative performance at the Institute level	15	15	15
	Total (A)	95	79	79

Signature of Faculty
Date:

Name & Signature of Evaluating Authority
Date:



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Part C (To be filled by Head of Department)

Evaluation by HOD: Personal and Professional skills (Rating on a 5-point scale; 5 being the best and 0 the poorest)

S. No.	Attributes	Rating
1	A self-starter, able to work without constant supervision. Willing to take responsibilities readily	4
2	Commitment to the task assigned, dedication & devotion to duty	5
3	Adherence to academic timelines as per calendar of activities	4
4	Efforts towards NBA accreditation / similar activities	5
5	Contribution to support activities (departmental and college)	5
	Total	23
	Averaged out of 05 (B)	4.6
	GRAND TOTAL (A + B)	85.6 / 100

Remarks about his/her strength and weaknesses, if any. Opinions on any other attributes not covered above may also be expressed.

Name, Signature & Stamp of HOD

DR. Vikas Tripathi

Date: 28/07/2022

Part D (To be filled by Head of Institution)

Overall Grading: Poor / Average / Good / Very Good / Outstanding

Recommendation:

Signature & Stamp of Director



Date:

28/07/22

Certificate of Registration

This is to Certify that The Quality Management Systems of



DHRUVI AND DHRUV

RAEBARELI LALGANJ,UTTARPRADESH-229201

Has been assessed and found to conform to the requirements of:

ISO 9001:2015

For the following scope

CATERING SERVICES TO COLLEGES,SCHOOLS AND
GOVERNMENT INSTITUTION

Certificate Number: TSNUK82505

Date of certification: 19-07-2022

1st Surveillance Audit date: 18-07-2023

2nd Surveillance Audit date: 18-07-2024

Certificate Expiry: 18-07-2025

Signed on Behalf of TSN Certification Limited

Director of Certifications

TSN Certification Limited

Registered with The Registrar of Companies for England and Wales (UK), Registration No. 13793893
UK Address: 17 King Edwards Road, College House, Ruislip, London, United Kingdom, HA4 7AE (UK)
India Address: 5/133, Ground Floor, Vineet Khand-5, Gomti Nagar, Lucknow, Uttar Pradesh-226010

The certificate remains the property of TSN Certification Limited to whom it must be returned on request. Lack of fulfillment of certification terms and conditions at all times, may render this certificate invalid. The approval is subject to the company maintaining its system to the required standards. This certificate can be verified at www.tsncertification.com

Accredited By:

EUAS - Euro Universal Accreditation Systems

USA Address: 1401 Morris Road, Building 1, Suite 600, Alpharetta, GA 30004, Georgia, (USA)

Website: www.euas-ac.org





KASHI INSTITUTE OF TECHNOLOGY

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ISO 9001 : 2015 (QUALITY MANAGEMENT SYSTEM)

HR POLICY FOR TEACHING & NON TEACHING STAFF

IMPLEMENTATION DATE: - 1ST FEB, 2022

Punctuality-

COLLEGE TIMING: 9:00AM-04:30PM.

The College runs 6 days in a week Monday to Saturday.

1st & 3 Saturday, the institute timings for academics only will be up to 1:00 pm; while other Saturday will be of Full day working i.e. 09:00am to 04:30 pm.

PURPOSE OF LEAVE:

Leave granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. It provides a healthy and efficient staff for the Institutions.

LEAVE YEAR AND APPLICABILITY RULES:

- Sanctioning of leave is at Directors discretion based on exigencies of requirement or seriousness of the case.
- Leave year is from 1st July to 30th June (Academic Year)
- The different types of leave given under the policy are:
 - Casual Leave (CL)- 12
 - Medical Leave (ML)- 06
 - Short Leave- 12 (1 in each month for 2 hour duration)
 - Summer Leave (SL)- Teaching Staff- 05 working days, Non-Teaching Staff- 05 working days
 - Winter Leave (WL)- Teaching Staff- 05 working days, Non-Teaching Staff- 05 working days
 - Leave without Pay (LWP) – will not be encouraged, however, if it is a pattern Disciplinary action would be initiated.

Paid Leave guidelines (for teaching staff only)

Maternity Leave & Paternity Leave- (for teaching staff only)

The Leave policy is applicable for all permanent staff of the institution-

- Any Female/Male faculty serving more than 2 years is entitled for Maternity/Paternity Leave as per the norms of the institute.
 - For Female – 1 month (Paid)
 - For Male- 5 Working days (Paid)
- Employees who are appointed during the course in the middle of an academic year shall be entitled for the above leave on pro-rate basis.
- Sanctioning authorities to sign with the date and a copy needs to be sent to HR.
- Application should be properly filled online. Any application not filled properly shall be rejected.
- Application for leave towards the end of a month should be submitted in advance or by next working day. However, in case of an emergency, it can be submitted by 1st of succeeding month, otherwise it would be counted in the next month.

CASUAL LEAVE

ELIGIBILITY:

All permanent staff and Trainees/Probationers

ENTITLEMENT:

1. Casual Leave in a year this will be given as per service period (12 for permanent employees).
2. Employee will be eligible after completion of 1 month from the joining date.
3. A minimum of half CL can be availed.
4. National Holidays/Festival/Declared off/weekly off days can be prefixed and /or suffixed to CL. In case of either prefix or suffix applied on leave, only CL will be deducted. But in case applied leave falls in between prefix and suffix then all the days including prefix and suffix will be treated as CL. It will be deducted from CL if balance or else they will be LWP.
(For instance, if an employee is taking a leave on working Saturday and Monday his 3 days CL/LWP will be marked.)
5. Balance CL/ML remaining unutilized will lapse on 30th June of every session.
6. When leave is taken without prior sanction (Under certain unavoidable circumstances), the absence should be notified to the respective HoD on the same day through phone or mail etc.
7. Approved leave application through ERP should reach the HR department within 2 working days of re-joining, employee have to apply leave online timely.
8. CL can be availed maximum up to 1 day in a month in academic days, during non-academic days faculty can avail as per their leave balance.
9. For employees who have not completed one year, leave will be credited to them on monthly pro-rata basis.

MEDICAL LEAVE (ML)

ENTITLEMENT:

1. 6 days Medical Leave (ML) in an academic year.
2. A minimum of half ML can be availed
3. Employee will be eligible after completion of 1 month from the joining date.
4. If ML extends beyond 3 days, it has to be accompanied with a medical certificate from a Doctor.
5. In case adequate numbers of ML are not available with an employee, then CL can be clubbed with it. If no leave balance is available, then it will be treated as LWP.
6. Intervening National Holidays/Festival/Declared off/ weekly off of any kind will be counted as part of the leave.

Clubbing of Leave/Absence:

1. Any special application approved by Competent Authority should be submitted by next working day of each month HR office for further processing through ERP.
2. Leave should not be clubbed without prior approval.

SHORT LEAVE

ENTITLEMENT:

Short leave of 2 hours, once in each month

GATE PASS (for all except admin, Staff)

A gate pass for 1 hour once in each month (should not be clubbed with lunch time or short leave).

WINTER LEAVE (WL)

Eligibility: Minimum 9 months of service.

ENTITLEMENT:

1. Faculty: 05 days of leave in one slot for full time faculty.
2. Staff: 05 working days in one slot.
3. No half day is admissible for winter leave.
4. One CL may be clubbed with any other leave.
5. It has to be consumed within the approved winter slot by the Director.

SUMMER LEAVE

Eligibility: Minimum 9 months of service.

ENTITLEMENT:

1. 05 days for Teaching Staff who have completed 3 months or more within the organization.
2. Summer leave needs to be availed before the commencement of academic session that too in lean period only.
3. 05 days for non-teaching staff.
4. One CL may be clubbed with any other leave.
5. It has to be availed within the approved summer leave slot approved by the Director, for the Directors, Deans and HoDs the period is flexible, yet has to be availed till 15th July.
6. For those who are a part of admission team, their leave period will be decided by the Competent Authority.

(Note: Even if there is flexibility to take Winter & Summer leave during Examination, prior approved by Director will be needed)

Voluntary Exit from the Organization:

- I. A person who is resigning should inform to appropriate authority during end semester i.e. 1st June to 30th and 15th December to 15th January and vice versa. If you are resigning during the semester (not between the above dates) you have to pay the credited salary of that particular semester to the institute. If no resignation has been received during this period, it will be considered your willingness to continue in the service.
- II. 30th of June/15th of January are final/last date of serving the organization after resignation.
- III. Security equal to one month's salary has to be deposited in the college. The security amount will be deducted over 4 months in 4 equal installments.
- IV. A person may avail all his pending leave during notice period.

All the terms and conditions regarding your job, service rules, code of conduct in Kashi Institute of Technology will be as per the bye laws of the society and rules framed time to time, will be binding upon you.

Paid Leave/Duty Leave:

1. It will be given to faculties for conducting external practical exams assigned by University (Maximum up to 04 days) in one semester.
2. For Evaluation as a special case, CL/SL can be clubbed with summer/Winter Break.
3. Those Faculties who have to attend Convocation for her/his Ph.D. degree will be entitled for paid leave.

Compensatory Leave:

All the regular employees of the college will be entitled for this leave if they worked for college in any off day. (Sunday or declared off by college) for minimum half day.

This leave will be valid till next month only.

Long Term Leave:

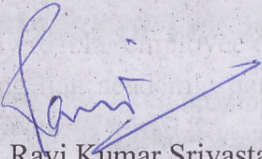
If any regular employee of the college wants to avail a long term leave (15 days to 2 months) during non academic period, they may apply minimum 15 days advance for the same for approval.

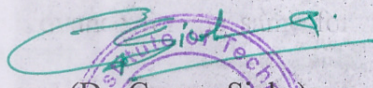
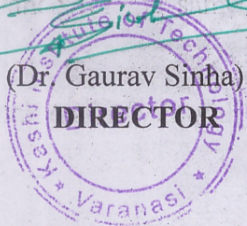
These leave shall be treated as LWP, may be clubbed with summer break or CL/ML with the permission of competent authorities.

To avail these leave minimum 2 years of regular service is required.

Miscellaneous Cases: Any other types of leave (which is not stated in HR Policy) shall be reviewed by a committee constituted by the management.

NOTE: Teaching staff means who impart education to students in the college and rest will be considered as Non-Teaching Staff.


(Mr. Ravi Kumar Srivastava)
HR Department


(Dr. Gaurav Sinha)
DIRECTOR


KASHI INSTITUTE OF TECHNOLOGY

MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

Kashi Institute of Technology
23 Km. Milestone Varanasi-Prayagraj Road, Mirzamurad, Varanasi -221307



And

Suryansh Hospital,
Varanasi-Prayagraj Road, Mirzamurad, Varanasi -221307



SURYANSH HOSPITAL

FOR

Providing Health Care Services



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ISO 9001 : 2015 (QUALITY MANAGEMENT SYSTEM)

MEMORANDUM OF UNDERSTANDING

Between- Kashi Institute of Technology, 23 Km. Milestone Varanasi-Prayagraj Road, Mirzamurad, Varanasi-221307 and Suryansh Hospital, Sadhu Kutiya, Mirzamurad, Varanasi- 221307

Dear Sir,

This has reference to discussion on dated 24/08/21 regarding tie-up for Medical Service for your staff/employee's & management officials in Hospitalization and other service as mentioned on the terms and conditions here in after/enclosed with this document.

Kashi Institute of Technology and Suryansh Hospital both jointly shall be referred to as the "Parties". In this contract Dr. A.K. Yadav signed this document on behalf of College as first party and Dr. Saurabh Singh signed on behalf of Hospital as second party .

TERM:

1-The parties agree that this contract shall be for a period of twelve months effective from 1st September 2021, the date of execution. Each party has the right to terminate this contract without cause with a minimum of 30 days written notice prior to termination.

2-Suryansh Hospital will provide equipped freed ambulance as and when needed for emergency and IPD & OPD patients (subject to availability).

3- Priority in admission to ICU or wards for college employees in minimum possible time.

4- Hospital will coordinate with family members during their enquiries and smooth response as per right & duties of patients displayed in hospital premises.

5- In case of serious patients and required to shifted to higher Centre due any reasons either attendants willing or need of advance facility, treating doctor will provide full support with guidance and explain treatment procedure as and where required in midway and best possible help while shifting the patient.

COLLEGE:

Agrees to co-ordinate with doctors of SURYANSH HOSPITAL and follow their advice; however the choice of hospitalization and right to choose treatments will still lie with the employees of the college.

PAYMENT TERMS:-

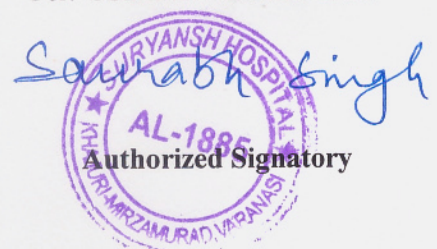
Suryansh Hospital shall raise a bill to patient until unless college management of first party provides written consent for payment for cash. This document supersedes all previous commitments either verbal or written only the terms herein above will be applicable in future. You are requested to counter sign this contract as taken of your acceptance.

Thanking You

For: KASHI INSTITUTE OF TECHNOLOGY



For: SURYANSH HOSPITAL





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ISO 9001 : 2015 (QUALITY MANAGEMENT SYSTEM)

Ref. No.: Kashi (IT)/Office Order/2021-22/12-1

Date:- 29.01.2021

OFFICE ORDER

The following Committee has been constituted for the smooth functioning of Research and Development Activities in Kashi Institute of Technology for the session 2021-22.

RESEARCH & DEVELOPMENT COMMITTEE

S.No.	Name	Department	Responsibility
1	Dr. Kumar Sonu	Head (ME)	Chairman
2	Dr. Kumar Abhishek	Faculty (MBA)	Member
3	Mr. Yashwant Mohan	Faculty (EE)	Member
4	Mr. Abhishek Pandey	Faculty (CE)	Member
5	Mrs. Shobhana Pandey	Faculty (CSE)	Member



Copy to:-

1. Hon'ble VC Sir- For Kind Information
2. The Deputy Director
3. All Deans
4. All HODs
5. Registrar



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ISO 9001 : 2015 (QUALITY MANAGEMENT SYSTEM)

Ref. No. Kashi(IT)/ Office Order /2021-22/07

Date: - 26.08.2021

OFFICE ORDER

Women Welfare Committee

Following faculty members are assigned the responsibility as shown against their names. They are advised to take over the responsibility with immediate effect.

Name	Department	Responsibility	Contact No.
Mrs. Archana	EC/EN	Head	7599215130
Ms. Ragini Maurya	Poly	Member	9125460351
Ms. Sneha Bharti	Pharmacy	Member	8955046935
Ms. Sonali Shaw	Pharmacy	Member	6306288142
Ms. Sangeeta Rai	CS	Member	8135801981



Copy to:-

1. Vice-Chairman
2. Deputy Director
3. Dean Academic
4. Registrar
5. All HODs
6. Administrative Officer
7. Transport In-charge
8. Admission Cell In-charge
9. Hostel Warden (Boy's & Girl's)
10. Account Officer
11. Security Officer
12. All Notice Boards