



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT Odisha

At: Baniatangi, PO: Bajapur, Khurdha, PIN: 752060, Bhubaneswar

Supporting Document for Qualitative Metric 6.3.1



**Submitted to NAAC
By
Einstein Academy of Technology and Management (EATM),
Bhubaneswar**



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

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Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

**EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT**

Approved by AICTE, Affiliated to BPUT Odisha

At: Baniatangi, PO: Bajapur, Khurdha, PIN: 752060, Bhubaneswar

Sl. No.	Name	Year of PhD Degree Awarded
1	Dr. Pramod Kumar Behera	2018
2	Dr. Sunita Barik	2019
3	Dr. Tapan Kumar Panda	2022
4	Dr. Sunita Pahadsingh	2022
5	Dr. Sanjaya Kumar Sen	2022
6	Dr. Smruti Ranjan Nayak	2022
7	Dr. Ajaya Kumar Sahoo	2022
8	Dr. Bijaya Kumar Mohapatra	2023
9	Dr. Aurobinda Dash	2023
10	Dr. Mamuni Arya	2023
11	Dr. Jagannath Paramguru	2023
12	Dr. Sudeepta Kumar Mohapatra	2023

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



16/08/19, 02:08PM

EinsteinAcademvofTechnoloovAndManagementMail- Congratulations for Doctorate Degree Prof. (Dr.) Sunita Barik



ExamEATM<exam@eatm.in>

Congratulations for Doctorate Degree Prof. (Dr.) Sunita Barik

principal eatm <principal@eatm.in>

Fri, Aug 16, 2019 at 02:08 PM

To: sunita barik@eatm.in

Cc: "All HODs"<all.hods@eatm.in>, Dean Academics <dean.academics@eatm.in>, accounts@eatm.in, Exam EATM <exam@eatm.in>

Dear Dr. Barik

Congratulations on achieving your doctorate degree. Now that you have completed such a milestone I pray you find happiness and satisfaction in life as well.

Prof.(Dr.)SuvenduPrasadSahu
Principal



EINSTEIN

ACADEMY OF TECHNOLOGY AND MANAGEMENT
Approved by AICTE, MHRD, Govt. of India, New Delhi. Affiliated to BPUT, Govt. of Odisha, Bhubaneswar.
An ISO 9001:2008 Certified Institute

At: Baniatangi, PO: Bajapur, Dist: Khordha
BHUBANESWAR-752060 (ODISHA)
Mobile: +91-8984937607, 9437827763

principal@eatm.in

https://mail.google.com/mail/u/0/?ik=6785540c650&view=pt&search=all&permthid=thread-f_122267856785486589&simlams=f_1222678567854868...1/1

Principal
Einstein Academy of Technology & Management
Baniatangi, Khurdha, Bhubaneswar, Odisha



4/3/22, 10:53AM

EinsteinAcademvofTechnolovvAndManagementMail: Congratulations for Doctorate Degree Prof. (Dr.) Tapan Kumar



ExamEATM<exam@eatm.in>

Congratulations for Doctorate Degree Prof. (Dr.) Tapan Kumar Panda

Wed, Apr 6, 2022 at 10:53 AM

principal eatm <principal@eatm.in>

To: tapan.panda@eatm.in

Cc: "All HODs"<all.hods@eatm.in>, Dean Academics <dean.academics@eatm.in>, accounts@eatm.in, Exam EATM <exam@eatm.in>

Dear Dr. Panda

Congratulations on successfully completing your Ph.D. and making us all proud. You have always been so dedicated and sure it is very inspiring indeed.

Prof.(Dr.)SuvenduPrasadSahu

Principal



EINSTEIN

ACADEMY OF TECHNOLOGY AND MANAGEMENT
Approved by AICTE, Affiliated to BPUT Odisha, Govt. of Odisha, Bhubaneswar
An ISO 9001:2015 Certified Institute

At: Baniatangi, PO: Bajapur, Dist: Khordha

BHUBANESWAR-752060 (ODISHA)

Mobile: +91-8984937607, 9437827763

principal@eatm.in

<https://mail.google.com/mail/u/0/?ik=0992629c50&view=pt&search=all&permthid=thread-f17708540678548658&siml=msg-f17708540678548658> 1/1

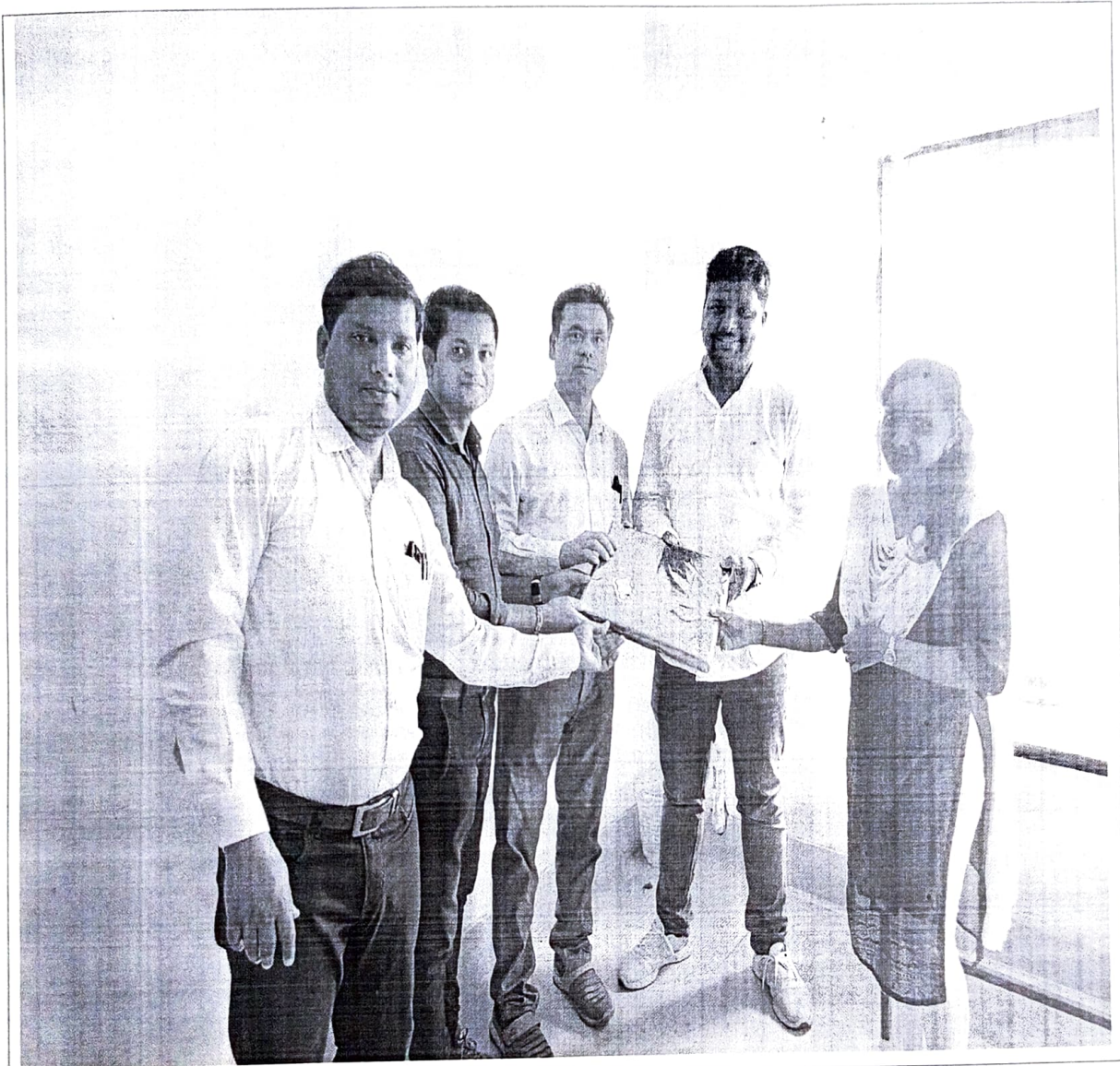

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Approved by AICTE, Affiliated to BPUT Odisha

At: Baniatangi, PO: Bajapur, Khurdha, PIN: 752060, Bhubaneswar



Congratulating Dr. Tapan Kumar Panda for the achievement of his Doctoral Degree


Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



LEAVE RULES:

Definition:

- “Chairman” means Chairman of EATM, Bhubaneswar.
- “Secretary” means Secretary, EATM, Bhubaneswar.
- “Principal” means Principal, EATM, Bhubaneswar.
- “Year” means Academic year starting from 1st July and ending at 30th June.
- “Faculty” means all teaching staff of EATM Bhubaneswar.
- “Authority” means “Principal”, “Chairman” & “Secretary” to whom powers have been delegated.
- “Leave” means absence from duty with prior permission of competent authority.

Type of Leave: Casual Leave

Admissibility of Leave: 15 days

Admissible to Whom: All faculty

Sanctioning Authority: Principal

Conditions of Leave

- Sundays & public holidays availed in combination of CL shall not be counted for the purpose of arriving at the total amount of leave.
- The CL is not to be treated as absence from duty.
- CL can be availed with prior approval of the authority. The CL is to be applied at least 1 day before the intended date of leave.
- Ex-post- facto sanction of CL is permissible only twice in a semester. Such sanction must however be done within 1 working days from the date of joining duty after leave. Noncompliance of the aforesaid process shall result in loss of pay for the period of absence.


Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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At: Baniatangi, PO: Bajapur, Khurdha, PIN: 752060, Bhubaneswar



EINSTEIN
Academy of Technology and Management
BHUBANESWAR

F. No: EATM/LA/11/2

LEAVE APPLICATION

1 Name of the Staff(Block Letters)		SUSHREER SUBHARANOJ BHERA	
2 Academic year		2023-2024	
3 Department		BSH	
4 Type of leave(CL/OD/SPL)		CL	
5 Reason		personal	
6. Leave applied		From	To
		26/02/24	26/02/24
		No. of days	
		1 day	
7 Holidays	Prefixing		
	Suffixing		
8. Address while on leave:			
Phone/Mobile (if any): 8249852767 E-mail:			

Recommended by Course
Co-ordinator (For faculty only)

Signature of Applicant with Date

(Classes have to be adjusted before applying the leave)

For Office Use

i	Leave available before this application	
ii	Leave applied	
iii	Balance of leave after current sanction	
iv	No. of days without salary	

Approved/Not approved

PRINCIPAL

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



EINSTEIN

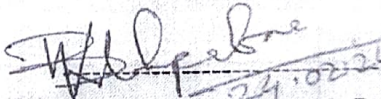
Academy of Technology and Management
BHUBANESWAR

F. No: EATM/IA/11/23

LEAVE APPLICATION

1. Name of the Staff(Block Letters)		DR. BIJAYA KUMAR MOHAPATRA		
2. Academic year		2023-24		
3. Department		EEE		
4. Type of leave(CL/OD/SPL)		CL		
5. Reason		To attend brother in law marriage ceremony		
6. Leave applied		From	To	No. of days
		21.02.24	22.02.24	02
7. Holidays	Prefixing			
	Suffixing			
8. Address while on leave: Khordha				
Phone/Mobile (if any): 8395712501		E-mail: bmohapatra@eatm.in		

Recommended by Course
Co-ordinator (For faculty only)


Signature of Applicant with Date

(Classes have to be adjusted before applying the leave)

For Office Use

i	Leave available before this application	
ii	Leave applied	
iii	Balance of leave after current sanction	
iv	No. of days without salary	

Approved/Not approved

PRINCIPAL


Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



EINSTEIN

F. No: EATM/LA/11/2

**Academy of Technology and Management
BHUBANESWAR**

LEAVE APPLICATION

1. Name of the Staff (Block Letters)		BANAHANSI KHORHANTY		
2. Academic year		2023-24		
3. Department		BSH		
4. Type of leave (CL/OD/SPL)		CL		
5. Reason		Family function		
6. Leave applied		From	To	No. of days
		02.02.24	03.02.24	02
7. Holidays	Prefixing			
	Suffixing			
8. Address while on leave:		K4, KAUNGI VIHAR, BBER - 19		
Phone/Mobile (if any):		9937478756 E-mail: Banahansik@rediffmail.com		

Recommended by Course
Co-ordinator (For faculty only)

Signature of Applicant with Date

(Classes have to be adjusted before applying the leave)

For Office Use

i	Leave available before this application	
ii	Leave applied	
iii	Balance of leave after current sanction	
iv	No. of days without salary	

Approved/Not approved

PRINCIPAL

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



Type of Leave: On Duty Leave

Admissibility of Leave: Applicable for them who are going out of station for the work related to the institute

Admissible to Whom: All faculty and staff

Sanctioning Authority: Principal/ Chairman



EINSTEIN Academy of Technology and Management BHUBANESWAR

F.No. EAT/MA/01/00

LEAVE APPLICATION

1. Name of the Staff (Block Letters)		SURGIT KOL CHoudhary		
2. Academic year		2022-23		
3. Department		ECE		
4. Type of leave (CL/OD/SPL)		OD		
5. Reason		Tech-maintenance 7 days		
4. Leave applied		From	To	No. of days
		11/12/22	11/1/23	01
5. Holidays	Prefixing			
	Suffixing			
6. Address while on leave:		B.O. S.R.		

Phone/Mobile (if any): 7978786881 E-mail: surjit.choudhary@eam.ac.in

Recommended by Course Co-ordinator (For faculty only)

Signature of Applicant with Date

(Classes have to be adjusted before applying the leave)

For Office Use

i	Leave available before this application	
ii	Leave applied	
iii	Balance of leave after current sanction	
iv	No. of days without salary	

Approved/Not approved

PRINCIPAL

Principal

Einstein Academy of Technology & Management Bhubaneswar, Khurda



OD (Industrial visit on 28/12/23)

F. No: EATM/LA/11/23



EINSTEIN
Academy of Technology and Management
BHUBANESWAR

LEAVE APPLICATION

1. Name of the Staff (Block Letters)		JAGANNATH MALIK	
2. Academic year		2023-24	
3. Department		CIVIL	
4. Type of leave (CL/OD/SPL)		OD	
5. Reason		Industrial visit	
6. Leave applied		From	To
		28.12.23	
			No. of days
			01
7. Holidays	Prefixing		
	Suffixing		
8. Address while on leave: <u>Bhubaneswar</u>			
Phone/Mobile (if any): <u>7205700402</u> E-mail:			

R. S. H. C.
29/12/23
Recommended by Course
Co-ordinator (For faculty only)

J. M. B.
29.12.23
Signature of Applicant with Date

(Classes have to be adjusted before applying the leave)

For Office Use

i	Leave available before this application	
ii	Leave applied	
iii	Balance of leave after current sanction	
iv	No. of days without salary	

Approved/Not approved

PRINCIPAL

[Signature]
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



EINSTEIN

Academy of Technology and Management
BHUBANESWAR

F No. FATMA/AB/03

LEAVE APPLICATION

1. Name of the Staff (Block Letters)		K. PITAMBAR PATRA		
2. Academic year		2023-24		
3. Department		E.C.E		
4. Type of leave (CL/OD/SPL)		OD		
5. Reason		BPUT		
4. Leave applied		From	To	No. of days
		06/01/24	-	01
5. Holidays	Prefixing			
	Suffixing			
6. Address while on leave:				
BPUT, ROURKELA				
Phone/Mobile (if any):		9938996989		E-mail:

Recommended by Course
Co-ordinator (For faculty only)

Signature of Applicant with Date

(Classes have to be adjusted before applying the leave)

For Office Use

i	Leave available before this application	
ii	Leave applied	
iii	Balance of leave after current sanction	
iv	No. of days without salary	

Approved/Not approved

PRINCIPAL

[Signature]

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Approved by AICTE, Affiliated to BPUT Odisha

At: Baniatangi, PO: Bajapur, Khurdha, PIN: 752060, Bhubaneswar



EINSTEIN

Academy of Technology and Management
BHUBANESWAR

FORM EAT/MA/201

LEAVE APPLICATION

1. Name of the Staff (Block Letters)		SUMIT RA CHAKRABARTY		
2. Academic year		ASST. PROF		
3. Department		ECE		
4. Type of leave (CL/OID/SPL)		OD		
5. Reason		NPTEL WORKSHOP AT IIT		
6. Leave applied		From	To	No. of days
		6/1/23	6/1/23	02
5. Holidays	Prefixing			
	Suffixing			

6. Address while on leave:

Phone/Mobile (if any): 7978786881 E-mail: Sumit.Chakrabarty@eaton.com

K. D. Jyoti
Recommended by Course
Co-ordinator (For faculty only)

Sumit R Chakrabarty
Signature of Applicant with
Date: 5/1/23

(Classes have to be adjusted before applying the leave)

For Office Use

i	Leave available before this application	
ii	Leave applied	
iii	Balance of leave after current sanction	
iv	No. of days without salary	

Approved/Not approved

PRINCIPAL

[Signature]
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



Type of Leave: Medical / Sick Leave

Admissibility of Leave: (Half pay Leave) Up to 30 days

Admissible to Whom: Faculty who have completed at least continuous service of 2 years.

Sanctioning Authority: Principal/ Chairman

Conditions of Leave

- Sick leave up to a maximum of 7days shall be granted if this absence is certified by a registered medical practitioner. Sickness beyond 7- days need to be certified by a doctor not less than the rank of a CDMO.


Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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At: Baniatangi, PO: Bajapur, Khurdha, PIN: 752060, Bhubaneswar



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT, Odisha

At: Baniatangi, PO.: Bajapur, Khordha, PIN: 752060

LEAVE APPLICATION FORM

Date: 19.5.21

To

The Principal

Einstein Academy of Technology & Management

Bhubaneswar

Subject: Requesting to avail Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave

Sir,

With reference to the subject cited above, I Poojita Aranya am working as Asso. Prof. from the department of B.S.H requesting you to allow 7 days leave as Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave from 10.5.21 to 17.5.21. I have adjusted my assigned classes, so that the regular classes will not hamper during my absence. Your kind consideration and necessary action is highly solicited.

Thanking you.


Poojita Aranya

Forwarding Authority:

*Respected sir,
Do the needful &
kindly allow her the
leave.*


Signature of HOD

Approval Authority:


Signature of Principal

Einstein Academy of Technology & Management
Bhubaneswar, Odisha


Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT Odisha

At: Baniatangi, PO: Bajapur, Khurdha, PIN: 752060, Bhubaneswar



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT, Odisha
At: Baniatangi, PO: Bajapur, Khordha, PIN: 752060

LEAVE APPLICATION FORM

Date: 15/04/2022

To

The Principal

Einstein Academy of Technology & Management

Bhubaneswar

Subject: Requesting to avail Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave

Sir,

With reference to the subject cited above, I Kumangorab Das am working as Asst Prof from the department of Mechanical requesting you to allow 10 days leave as Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave from 04/04/2022 to 12/04/2022. I have adjusted my assigned classes, so that the regular classes will not hamper during my absence. Your kind consideration and necessary action is highly solicited.

Thanking you.

Kumangorab Das

Forwarding Authority:

May be considered.

Signature of HOD

Approval Authority:

Approved to avail 10 days leave.

Signature of Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurdha

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurdha



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT Odisha

At: Baniatangi, PO: Bajapur, Khurdha, PIN: 752060, Bhubaneswar



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT, Odisha

At: Baniatangi, PO.: Bajapur, Khordha, PIN: 752060

LEAVE APPLICATION FORM

Date: 2.9.2023

To

The Principal

Einstein Academy of Technology & Management

Bhubaneswar

Subject: Requesting to avail Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave

Sir,

With reference to the subject cited above, I Dr. J.N. Biswal am working as Professor from the department of Mech. Engg. requesting you to allow 10 days leave as Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave from 4.9.2023 to 13.9.2023. I have adjusted my assigned classes, so that the regular classes will not hamper during my absence. Your kind consideration and necessary action is highly solicited.

Thanking you.

Dr. Jitendra Narayan Biswal

Forwarding Authority:

May be considered.

Signature of HOD

Approval Authority:

Allowed to avail

Signature of Principal

Einstein Academy of Technology & Management
Bhubaneswar, Khurda

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

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At: Baniatangi, PO: Bajapur, Khurdha, PIN: 752060, Bhubaneswar



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Approved by AICTE, Affiliated to BPUT, Odisha

At: Baniatangi, PO.: Bajapur, Khordha, PIN: 752060

LEAVE APPLICATION FORM

Date: 17.02.2024

To

The Principal

Einstein Academy of Technology & Management

Bhubaneswar

Subject: Requesting to avail Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave

Sir,

With reference to the subject cited above, I Sadaromoh Panda am working as Chem. Teacher from the department of B.S.A. requesting you to allow 5 days leave as Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave from 12.02.2024 to 16.02.2024. I have adjusted my assigned classes, so that the regular classes will not hamper during my absence. Your kind consideration and necessary action is highly solicited.

Thanking you,

Sadaromoh Panda

Forwarding Authority:

Respected Sir
Please do the needful.

TB
Signature of HOD

Approval Authority:

[Signature]
Signature of Principal
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

[Signature]
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT Odisha

At: Baniatangi, PO: Bajapur, Khurdha, PIN: 752060, Bhubaneswar

Type of Leave: Maternity Leave

Admissibility of Leave: 60 days.

Admissible to Whom: Lady Faculty

Sanctioning Authority: Principal/ Chairman

Conditions of Leave

- Lady Faculty who have completed at least continuous service of 3 years. Maternity leave is to be allowed only up to the second issue.


Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

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At: Baniatangi, PO: Bajapur, Khurdha, PIN: 752060, Bhubaneswar



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT, Odisha

At: Baniatangi, PO.: Bajapur, Khordha, PIN: 752060

LEAVE APPLICATION FORM

Date: 26/11/2022

To

The Principal

Einstein Academy of Technology & Management

Bhubaneswar

Subject: Requesting to avail Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave

Sir,

With reference to the subject cited above, I diptimayee Das am working as asst. Prof. from the department of BSH requesting you to allow 60 days leave as Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave from 30/11/23 to 02/02/23. I have adjusted my assigned classes, so that the regular classes will not hamper during my absence. Your kind consideration and necessary action is highly solicited.

Thanking you.

Diptimayee Das

Forwarding Authority:

Dear Sir,
Kindly approve
the application

[Signature]
Signature of HOD

Approval Authority:

[Signature]

Signature of Principal
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Odisha

[Signature]
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT Odisha

At: Baniatangi, PO: Bajapur, Khurdha, PIN: 752060, Bhubaneswar

Type of Leave: Special Leave

Admissibility of Leave: 10 days

Admissible to Whom: Faculty who have completed at least continuous service of 1 years

Sanctioning Authority: Principal/ Chairman

Conditions of Leave

- For attending obsequies of parents and spouse. OR - For Marriage of Self.


Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT
Approved by AICTE, Affiliated to BPUT, Odisha
At: Baniatangi, PO.: Bajapur, Khordha, PIN: 752060

LEAVE APPLICATION FORM

Date: 20/12/2022

To

The Principal

Einstein Academy of Technology & Management

Bhubaneswar

Subject: Requesting to avail Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave

Sir,

With reference to the subject cited above, I Dr. Biswajit Rajak am working as Dean (Academics) from the department of Mechanical requesting you to allow 10 days leave as Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave from 09/12/2022 to 19/12/2022. I have adjusted my assigned classes, so that the regular classes will not hamper during my absence. Your kind consideration and necessary action is highly solicited.

Thanking you.

Forwarding Authority:

Signature of HOD

Approval Authority:

Signature of Principal
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Approved by AICTE, Affiliated to BPUT, Odisha
At: Baniatangi, PO.: Bajapur, Khordha, PIN: 752060

LEAVE APPLICATION FORM

Date: 04.09.2019

To

The Principal

Einstein Academy of Technology & Management

Bhubaneswar

Subject: Requesting to avail Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave

Sir,

With reference to the subject cited above, I Dipali Jena am working as Asst. Prof. from the department of Civil Engg. requesting you to allow 10 days leave as Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave from 09.09.2019 to 19.09.2019. I have adjusted my assigned classes, so that the regular classes will not hamper during my absence. Your kind consideration and necessary action is highly solicited.

Thanking you.

Dipali Jena

Forwarding Authority:

Respected sir. do the needful.
(Marriage leave)

Dr Bahadur

Signature of HOD

Approval Authority:

[Signature]

Signature of Principal
Principal

Einstein Academy of Technology & Management
Bhubaneswar, Khurda

[Signature]
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT Odisha

At: Baniatangi, PO: Bajapur, Khurdha, PIN: 752060, Bhubaneswar



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT, Odisha
At: Baniatangi, PO: Bajapur, Khordha, PIN: 752060

LEAVE APPLICATION FORM

Date: 18/01/2022

To

The Principal

Einstein Academy of Technology & Management

Bhubaneswar

Subject: Requesting to avail Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave

Sir,

With reference to the subject cited above, I Riswajit Sahoo am working as Accountant from the department of Finance requesting you to allow 10 days leave as Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave from 20/02/2022 to 29/11/2022. I have adjusted my assigned classes, so that the regular classes will not hamper during my absence. Your kind consideration and necessary action is highly solicited.


Thanking you.

Riswajit Sahoo

Forwarding Authority: May be approve (Marriage Leave)


Signature of HOD

Approval Authority:


Signature of Principal
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda


Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT, Odisha

At: Baniatangi, PO: Bajapur, Khurdha, PIN: 752060, Bhubaneswar



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT, Odisha
At: Baniatangi, PO: Bajapur, Khordha, PIN: 752060

LEAVE APPLICATION FORM

Date: 22/01/2024

To
The Principal
Einstein Academy of Technology & Management
Bhubaneswar

Subject: Requesting to avail Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave
Sir,

With reference to the subject cited above, I N. Bedita Chhafoi am working as Asst. Professor from the department of CSE requesting you to allow 16 days days leave as Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave from 27/01/2024 to 05/02/2024. I have adjusted my assigned classes, so that the regular classes will not hamper during my absence. Your kind consideration and necessary action is highly solicited.

Thanking you.

N. Bedita Chhafoi

Forwarding Authority: May be considered
Marriage Leave

[Signature]
Signature of HOD

Approval Authority:

Approved

[Signature]
Signature of Principal
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

[Signature]
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

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At: Baniatangi, PO: Bajapur, Khurdha, PIN: 752060, Bhubaneswar



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Approved by AICTE, Affiliated to BPUT, Odisha
At: Baniatangi, PO: Bajapur, Khordha, PIN: 752060

LEAVE APPLICATION FORM

Date 10/06/19

To

The Principal

Einstein Academy of Technology & Management

Bhubaneswar

Subject: Requesting to avail Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave

Sir,

With reference to the subject cited above, I Ranjit Mohapatra am working as Asst Prof. from the department of Electrical requesting you to allow 10 days leave as Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave from 15/06/19 to 25/06/19. I have adjusted my assigned classes, so that the regular classes will not hamper during my absence. Your kind consideration and necessary action is highly solicited.

Thanking you.

Ranjit Mohapatra.

Forwarding Authority:

Respected Sir-
Please do the needful on

Signature of HOD

Approval Authority:

(Marriage leave)

Signature of Principal
Principal

Einstein Academy of Technology & Management
Bhubaneswar, Khurda

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT, Odisha
At: Baniatangi, PO.: Bajapur, Khordha, PIN: 752060

LEAVE APPLICATION FORM

Date: 26/12/2022

To
The Principal
Einstein Academy of Technology & Management
Bhubaneswar

Subject: Requesting to avail Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave

Sir,

With reference to the subject cited above, I Dr. Biswajit Nayak am working as Dean (Academics) from the department of Mechanical requesting you to allow 10 days leave as Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave from 09/12/2022 to 19/12/2022. I have adjusted my assigned classes, so that the regular classes will not hamper during my absence. Your kind consideration and necessary action is highly solicited.

Thanking you.

Forwarding Authority:

Signature of HOD

Approval Authority:

Signature of Principal
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



Type of Leave: Extra Ordinary Leave

Admissibility of Leave: 15 days

Admissible to Whom: All faculties that have completed at least continuous service of 1 years

Sanctioning Authority: Principal/ Chairman

Conditions of Leave

Extra Ordinary Leave (Clause-i) shall be granted primarily for in special circumstances:

- When no other leave is admissible;
- When other leave is admissible, but the employee applies in writing for the grant of extraordinary leave.
- EOL can be availed for up gradation of teaching skill/higher studies/Refresher Course/Family health Issue etc. provided there are no classes or teaching/non-teaching assignment in the intervening period.
- EOL cannot be availed concurrently during the notice period when going on Voluntary Retirement.
- Application for the E.O.L. should be submitted at least before 15 days from the date of actual requirement.


Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

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At: Baniatangi, PO: Bajapur, Khurdha, PIN: 752060, Bhubaneswar



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT, Odisha

At: Baniatangi, PO.: Bajapur, Khordha, PIN: 752060

LEAVE APPLICATION FORM

Date: 12-02-2019

To

The Principal

Einstein Academy of Technology & Management

Bhubaneswar

Subject: Requesting to avail Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave

Sir,

With reference to the subject cited above, I Jyoti Raju Pat am working as Asst. Prof. from the department of MBA requesting you to allow 04 days leave as Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave from 07-02-2019 to 11-02-2019. I have adjusted my assigned classes, so that the regular classes will not hamper during my absence. Your kind consideration and necessary action is highly solicited.

Thanking you

Jyoti Raju Pat, Asst. Prof. Dept. - MBA
9124982447

Forwarding Authority:

Honorable Sir,
Kindly allow
him to take leave.
(Father's Demise)

TB
Signature of HOD

Approval Authority:

[Signature]
Signature of Principal

Einstein Academy of Technology & Management
Bhubaneswar, Khurda

[Signature]
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT Odisha

At: Baniatangi, PO: Bajapur, Khurdha, PIN: 752060, Bhubaneswar



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT, Odisha

At: Baniatangi, PO: Bajapur, Khordha, PIN: 752060

LEAVE APPLICATION FORM

Date 30/05/23

To

The Principal

Einstein Academy of Technology & Management

Bhubaneswar

Subject: Requesting to avail Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave

Sir,

With reference to the subject cited above, I Posrajit Mohapatra am working as Asst Prof from the department of Electrical requesting you to allow 05 days leave as Maternity Leave/ Sick Leave/ Special Leave/ Extra Ordinary Leave/ Study Leave from 03/06/23 to 08/06/23. I have adjusted my assigned classes, so that the regular classes will not hamper during my absence. Your kind consideration and necessary action is highly solicited.

Thanking you

Posrajit Mohapatra

Forwarding Authority:

Sir, Please do the needful on

Signature of HOD

Approval Authority:

maternity leave

Signature of Principal
Principal

Einstein Academy of Technology & Management
Bhubaneswar, Khurda

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



Type of Leave: Study/ Sabbatical /Academic leave

Admissibility of Leave: 1 year

Admissible to Whom: Faculty who have completed continuous service of 7 years at least

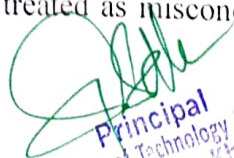
Sanctioning Authority: Chairman

Conditions of Leave

- Study leave/ Sabbatical /Academic leave is allowed only if the intended study shall be gainfully used for the benefit of the organization & for the object of increasing their proficiency and usefulness to the institution & higher education system.
- The same shall only be allowed after the faculty swears by an undertaking (Duly registered by an appropriate authority), to the effect that he/she shall continue to serve in the organization for at least a period equal to 2 times of the actual leave taken.
- Only 1/3rd of the pay due to the staff shall be disbursed during the course of the leave. Balance 2/3rd of the pay shall be disbursed in two instalments after completion of 1st and 2nd year from the date of return of such leave.

Other Terms and Conditions:

- The provisions of these rules are applicable to all faculties of this institution.
- The leave cannot be claimed as a matter of right. The sanctioning authority concerned may however consider the sanction of leave keeping the interest of the institution in view.
- Due weight should also be given to the genuineness of the leave applied for.
- The year means academic year i.e. 1st July to 30th June. Officers/ officials joined in the middle of the year shall be entitled to leave proportionate to the period of employment during the calendar year.
- Sundays & public holidays availed as leave in combination with other leaves shall not be counted for CL only.
- The CL is not to be treated as absence from duty. No leave of any kind can be granted to faculty under suspension.
- Faculty during leave is prohibited from taking any other service/ employment.
- For all other type of leave other than CL & EL, the recommendation of the principal along with the proposal of alternative arrangement for management of the works during the period of Leave is necessary.
- Every unauthorized/unapproved leave is subjected to debit of 1.5 CL or proportionate deduction of salary in lieu of CL.
- Will-full absence from duty after expiry of leave will be treated as misconduct leading to disciplinary action.


Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



- Work in official holidays can be compensated as additional CL. For entitlement of such CL, applications with proper authentication and approval have to reach the HR within 2 working days.


Relaxation: Secretary/ Vice Chairman reserve the right to relax any or all of the above provisions as per the circumstances without assigning any reason thereof.

Faculty Coming late / Going early:

- The faculty shall remain present for not less than 7:00 hours per day in the college.
- As per norms, the expected working hours in the college for a faculty are 42 hours for six days of duty in a week.
- The faculty, who is coming late / going early / deputed on OD, should get prior permission from appropriate authority.
- The faculties are required to give biometric thumb impression at arrival and at the time of departure from college. Where log for either in or out is not available, the same shall be taken as 4 hours or half day presence in the college.
- If a faculty fails to get prior permission on coming late / going early / deputation on OD, he/she should intimate the appropriate authority, the reasons of such irregularity within 3 days.
- A faculty shall compensate the short fall if any, within seven days of its occurrence.

Absence without intimation:

- If a faculty remains absent from the college without prior intimation/approval of appropriate authority, the absence shall be treated as a day on leave without pay.
- However, in case of unavoidable circumstances, the faculty should intimate his/her absence with a mail/application confirming his/her inability to attend the duties.

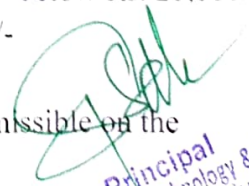

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Odisha



Faculties and staff are provided with TA and DA for attending and presenting technical papers in national /international conferences:

1. TA & DA RULES:

- These rules may be called the Einstein Academy of Technology and Management (EATM) TA & DA rules.
- These rules apply to all faculties under the administrative control of EATM. Payments claimed under these rules shall be subject to submission of detailed feedback / report with justification to the authority within 7- days of completion of tour otherwise, the advance amount will be recovered from his/her salary.
- Actual travelling allowance means the actual cost of bus / train fare and DA for the journey made by the employee. No other allowance except DA is admissible to the employee on Journey or on tour. Bus fare / Train fare should be supported with the tickets along with the reservation charges. The tour performed by the employees shall be by the shortest and cheapest route.
- A daily allowance is a uniform allowance for each day of absence on duty from headquarters, which is intended to cover the ordinary daily expenses by employee in consequence of such absences.
- Daily allowance may not be drawn for any day on which an EATM employee does not reach a point more than 8 K.M. from his headquarters or return to headquarters from such point. Daily allowance shall not be allowed to any employee inside Bhubaneswar in any working days. However, any staff allotted duty in Bhubaneswar for office work with permission from competent authority shall be allowed food allowance @ Rs. 40/- provided he/she is availing lunch facility in the college canteen in working days. In case of holidays food allowance of @Rs. 40/- is permitted inside Bhubaneswar for office work with permission from competent authority.
- Daily allowance may not be drawn for continuous halt of more than 10 days at any one place, provided that the competent authority may grant generally or in individual exemption from the operation of this rule, if it is considered in the interest of the EATM work.
- For the purpose of calculating the travelling allowance, the EATM employees are divided into 4 grades.
 - a) Grade I: Employee having salary above Rs. 30,000/-
 - b) Grade II: Employee having salary above Rs. 20,000/- below Rs. 30,000 -
 - c) Grade III: Employee having salary above Rs. 10,000/- below Rs. 20,000 -
 - d) Grade IV: Employee having salary below Rs. 10,000/-
- For journeys inside and outside state, daily allowance is admissible on the following categories as follows:


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Einstein Academy of Technology & Management
Bhubaneswar, Khurdha



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Grade	Inside State	Outside State
Grade I	500	750
Grade II	350	500
Grade III	300	400
Grade IV	250	300

(N.B.: The amount shown including tea, water, lunch, dinner, snacks, breakfast etc.)

- When no official accommodation is made available to the employees of EATM, they will be entitled to reimbursement of accommodation charges of a single room accommodation in lodging suitable to his status besides the daily allowance, as per the following:

(Note: Accommodation charges under this rule shouldn't be sanctioned unless the authorities are satisfied with reference to the voucher (Lodging Bill) produced by the employee.)

Sl.	Grade	Inside State	Outside State	Metro City
1	Grade I	700	1000	1200
2	Grade II	500	750	900
	If 2 people accompany the same tour	800	1200	1500
3	Grade III	400	600	750
4	Grade IV	350	500	600
	If 2 people accompany the same tour	600	800	1000

However, if the faculty arranged his/her own accommodation 50% of lodging charge (without any bill) will be permissible provided the destination does not belong to his home town / native place. Further, if the faculty move to his home town/ native place 50% of lodging charge shall be payable. However, no DA will be allowed.

- Partial DA: - Partial daily allowance shall be admissible at the graduated rates according to the period of absence from headquarters as stated below.

	Absence from the headquarters	Daily allowance allowed
i	Less than 6 hours	30%
ii	Exceeding 6 hours but less than 12 hours	60%
iii	Exceeding 12 hours, but less than 24 hours	Full DA


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Day means a calendar day beginning and ending at midnight. As per the above rules if the total period of absence exceeds 24 hours, it will be treated as absence within one day and the total entitlement of DA will be calculated on the basis of graduated rates according to the period of absence from the headquarters as stated above.

- An EATM employee of Grade I and II shall be entitled to the reimbursement of actual expenses up to a maximum of Rs 600/- per day, at any place of halt outside the state, on production of receipt. However, the management may relax the upper limit in exceptional circumstances. For Grade III & IV, faculty the limit shall be a maximum of Rs. 300/- per day only.
- Mileage allowance by road (other than by public motor services)
 - a) By own Car Rs. 7.50/- per K.M
 - b) By own Motor Cycle / Scooter Rs. 4.00/- per K.M.
 - c) By own moped Rs. 3.00/-per K.M.
- For journey by train, entitlement of class for the following categories is as follows:

Grade	Travelling in Train
Grade I	2 tier A.C (with Res. Charge)
Grade II	3 tier A.C (with Res. Charge)
Grade III & IV	2nd Sleeper Coach (with Reservation charge)


Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



Teaching and non-teaching members are provided with free transport facility:

Free Transport facilities

EATM ensures free transport facilities to all the employees for safe and secure commute of all employees from their place of work to their residence free. The company believes in creating a stress-free work environment and, in this effort, it provides a reliable and safe transport facility.

Rules

- Employees wishing to avail of transport facility should contact PRO to register themselves. However, the Company may or may not approve such requests depending on availability, situation and criticality.
- Women employees have to avail College's transport facility for their own safety and security.
- All details with regards to pickup and drop points, timings, type of vehicle, etc., will be dealt with by PRO.
- If the above arrangement is not possible for whatever reason, a male security person has to accompany the cab.
- The Company is not responsible for any loss of or damage to personal belongings of employees while they are travelling in company-provided cabs.
- Employees should inform about change in address at least two days in advance to Pro for making logistical changes.
- Employees are expected to behave in a cordial manner with drivers to avoid discussion of any of their work/personal life/politics, etc., or have arguments with them at all times.
- Employees are expected to be on time for the pickup/drop and should not delay the process of buses as it would cause inconvenience to fellow employees.
- Any change in route as a result of strikes/bandhs/road repair/etc, should be promptly informed to all the employees.
- Employees are expected to maintain cleanliness in the bus and also to maintain personal hygiene. They should not inflict any damage to College-provided buses.
- Violation of this policy is subject to disciplinary action, up to and including termination.


Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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At: Baniatangi, PO: Bajapur, Khurdha, PIN: 752060, Bhubaneswar



Free Bus facilities for Staff

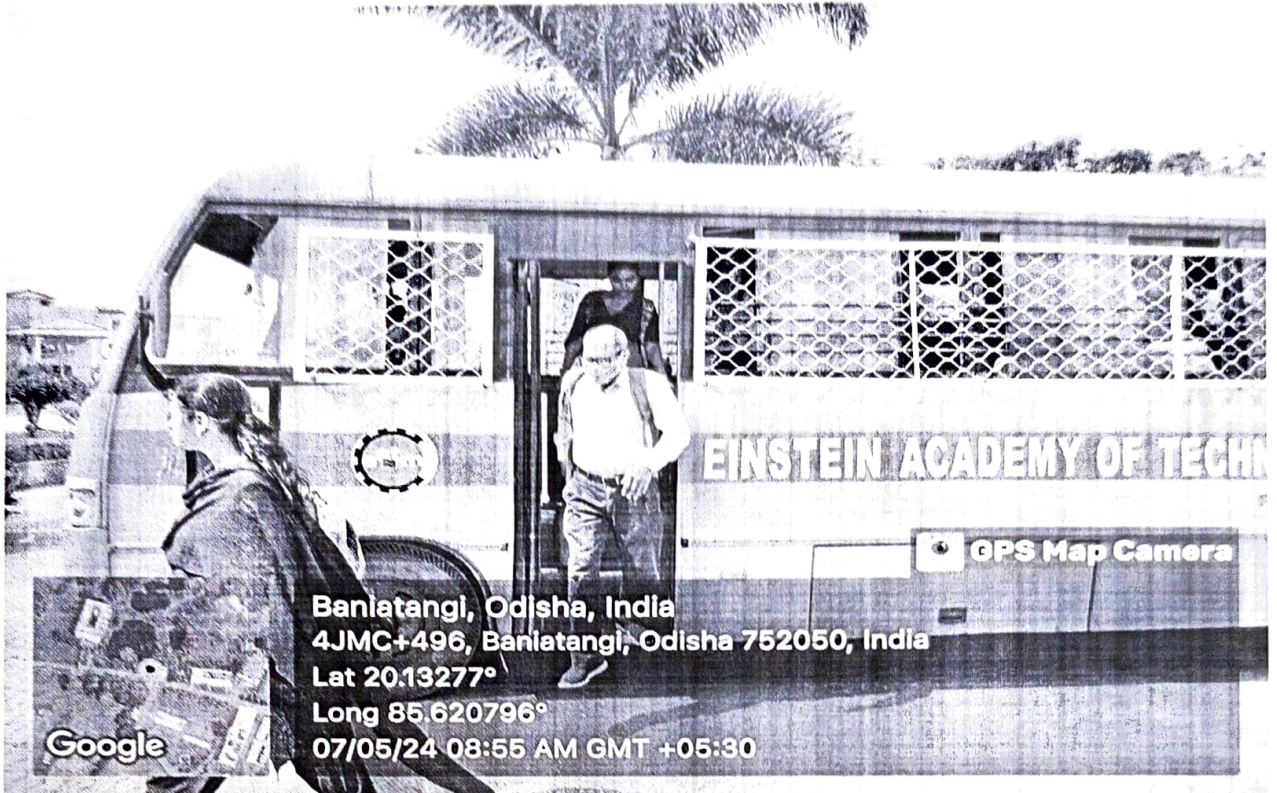
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Principal
 Einstein Academy of Technology & Management
 Bhubaneswar, Khurda




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Free Bus facilities for staff


Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



ATM facilities inside the campus

Eatm has a Punjab National Bank ATM within its premises. The ATM provides round-the-clock banking services to the university. The faculty members, staff, and students of the College, which include both the day-scholars and the ones who reside in the campus' hostels, avail themselves of the ATM facility for withdrawing cash and other banking-related activities.

Rules

- When waiting in line to use the ATM, wait well behind the person(s) ahead of you, and do not approach the ATM until they complete their transaction.
- Protect your Personal Identification Number (PIN). Memorize your PIN. Do *not* write your PIN on your ATM card or carry your PIN in your wallet or purse.
- Select a PIN that is different from other numbers noted in your wallet or purse, such as your address, birth date, telephone or social security number.
- When using the ATM, stand directly in front of the keyboard, blocking the view of others. Do not enter the PIN if anyone else can see the screen.
- If anyone will face any problem in ATM, Don't hesitate to inform the security personnel as soon as possible.


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Einstein Academy of Technology & Management
Bhubaneswar, Khurda



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT Odisha

At: Baniatangi, PO: Bajapur, Khurdha, PIN: 752060, Bhubaneswar



In campus ATM Point

[Signature]
Principal
 Einstein Academy of Technology & Management
 Bhubaneswar, Khurda



Subsidized meal facilities for staff

Eatm provides subsidized meals with delicious and healthy food at affordable price for their staff to help their employees cover the cost of their meals. This allows college to be more efficient and cost-effective while taking into consideration what is best for employee well-being and productivity. Subsidize food, in any capacity, encourages healthier diets which contribute positively towards overall well being. With employers supporting dietary needs, it leads them in a direction that promotes success.

Rules

- Staff must not misbehave with the canteen staff at the canteen.
- Staff must reach to the canteen in time.
- Staff should seat exactly in the staff table.
- All should scan their canteen card before taking the meals
- Canteen card is not transferable.


Principal
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Bhubaneswar, Khurda



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Baniatangi, Odisha, India
 4JJC+JCG, Baniatangi, Odisha 752050, India
 Lat 20.132167°
 Long 85.621633°
 07/05/24 09:18 AM GMT +05:30



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[Handwritten Signature]
 Principal
 Einstein Academy of Technology & Management
 Bhubaneswar, Odisha



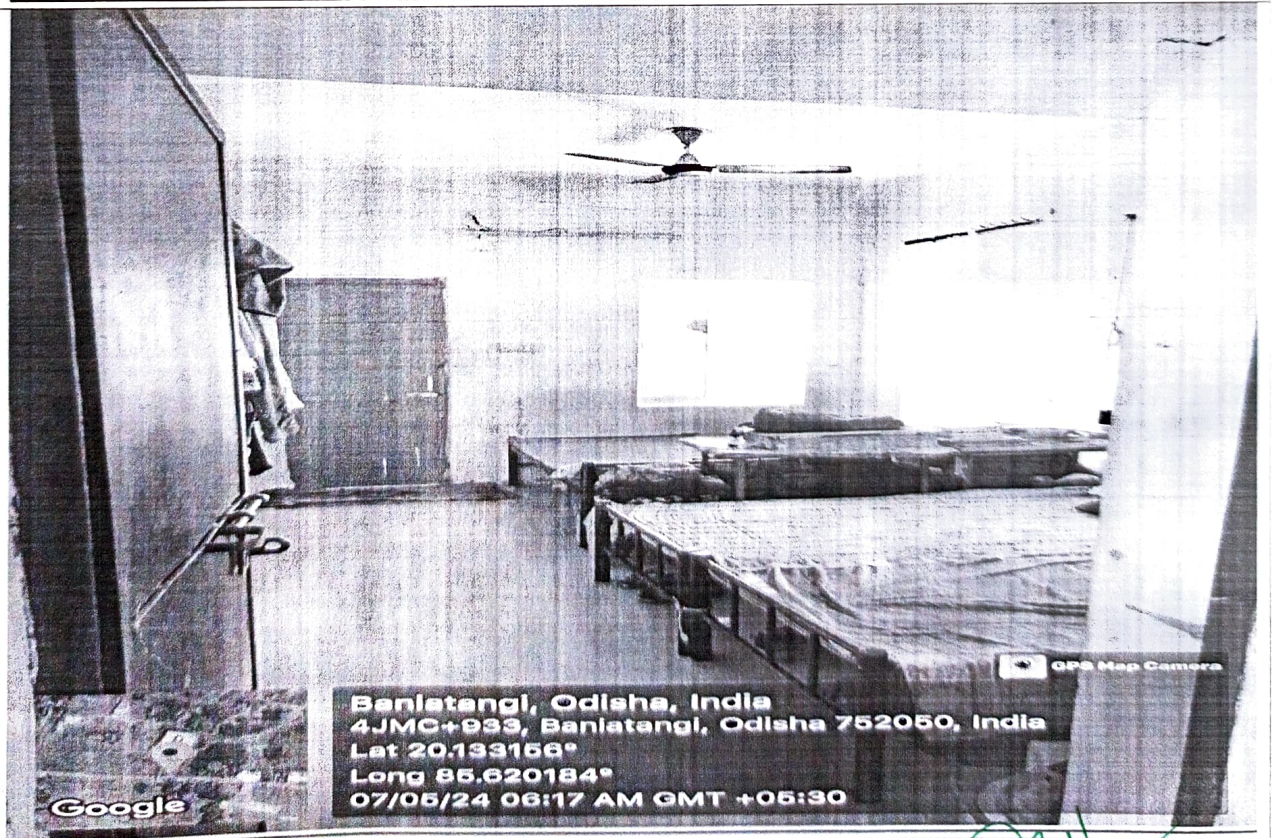
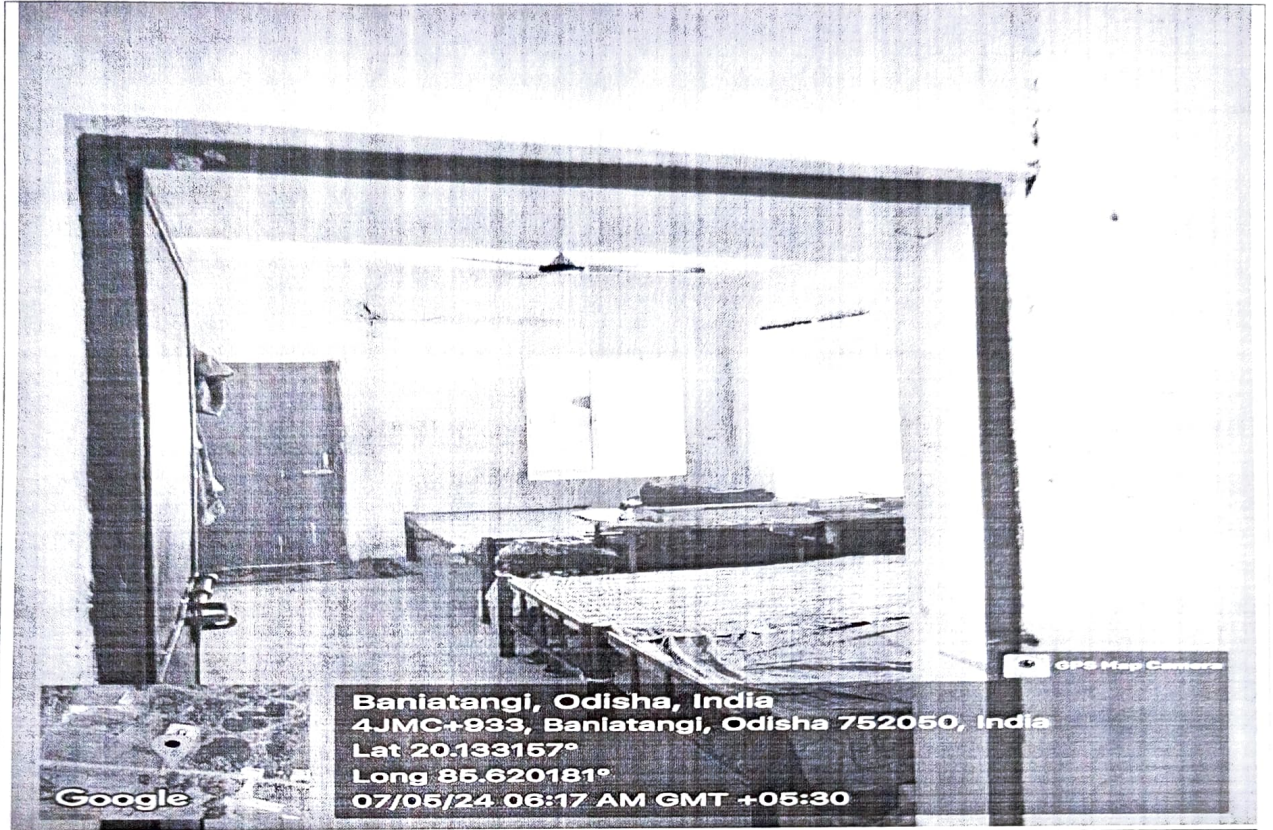
Accommodation facilities for Teaching and Non-Teaching Staff

EATM provides accommodation for single and married staff members who are providing their services to the institution. With a well-planned society and purpose built staff accommodation, all staff can have a peaceful life while working at the campus.

Rules

- Staffs who require a reasonable accommodation must notify Principal.
- The organization will engage in an interactive process with the employee to determine the most appropriate reasonable accommodations.
- The organization will consider the employee's request and determine whether the requested accommodation is reasonable and effective.
- The organization will communicate its determination to the employee in writing, including the reason for any denial of the requested accommodation.
- All the staff should obey the rules of the hostel.
- No staffs are allowed to move to the hostel during working hours.


Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



[Signature]
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



Free Medical checkup camp for faculty, staff and students

Eatm provides free health checkups for their employees; it's good for both the College and Staff. it's like a smart investment. These checkups are like a special thing the College does for its staff, and it makes the bond stronger. This makes the team work better, and when the team does better, it helps both the employees and the organization to move forward and do well.

Rules

- Staff who has completed one year of service in this college may avail free medical checkups.
- Free medical checkups at the institute premises
- All the employees should go through weekly medical checkups without fail.



[Handwritten Signature]
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

**Provident fund**

EATM provides (provident fund) facility to all the staff for the betterment of their future. The Employee Provident Fund (EPF) and Employee Pension Scheme (EPS) are the two types of retirement saving schemes offered under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952, intended for the salaried employees. List of beneficiaries are attached herewith.

**EINSTEIN ACADEMY OF TECHNOLOGY & MANAGEMENT
EPF FOR THE MONTH OF FEB-2024**

Sl No	UAN No	Name
1	101235835512	ARUPANANDA MOHANTY
2	101252842048	KUMAR GOURAB DAS
3	101541909530	BIBHUTI BARAD
4	101252856410	RADHESHYAM HOTA
5	101252764122	K PITAMBER PATRA
6	101252765582	SUMEET CHOUDHURY
7	101235881126	JYOTIRANJAN PATI
8	101235849346	PUSPITA ACHARYA
9	101247733183	DEEPTI RANJAN SABAT
10	101252738208	DEEPAK RANJAN SATAPATHY
11	100826426864	MANAS RANJAN PATNAIK
12	100947183124	BAIDYANATH DAS
13	100823808728	DILLIP JENA
14	100830485991	SARAT KUMAR SAHOO
15	100825104764	JITENDRA JENA
16	100831397538	SUMANTA PARIDA
17	100831010744	SIBA PRASAD PARIDA
18	100821722612	ALOK KUMAR BHANJA
19	100829436173	RASMI RANJAN BADIJENA
20	100824886895	JAGAN NAYAK
21	100827999169	PANKAJINI SAHOO
22	100823767289	DIBAKAR BEHERA
23	101194132777	PRADIPTA SATAPATHY
24	101195927926	TRINATH SWAIN
25	102029138793	OM PRAKASH SATAPATHY
26	101283896227	ARAJIT MALLA
27	102025589195	SUBHAKANTA MOHANTY
28	101926928552	SUSMITA MOHAPATRA
29	102037637425	SAUMYA RANJAN NAYAK
30	102037643492	RAJENDRA KUMAR RAUTRAY
31	100764215913	DHUNMAYA PRADHAN
32	102038257328	SUKANTA KUMAR JENA
33	102038270594	ANIRUDHA BEHERA
34	102038281298	TULU BEHERA
35	101572383736	DEVI PRASAD MAHAPATRA
36	101648921056	JAYANANDA DEHURY
37	102038500537	PRADOSH NAYAK
38	102038501248	BADAL BEHERA
39	102038515723	NITYANANDA PRUSTY
40	101899277969	NIRMAL BEHERA
41	102043096009	SATYABRAT BARIK
42	101252748140	BINAY KUMAR MALIK

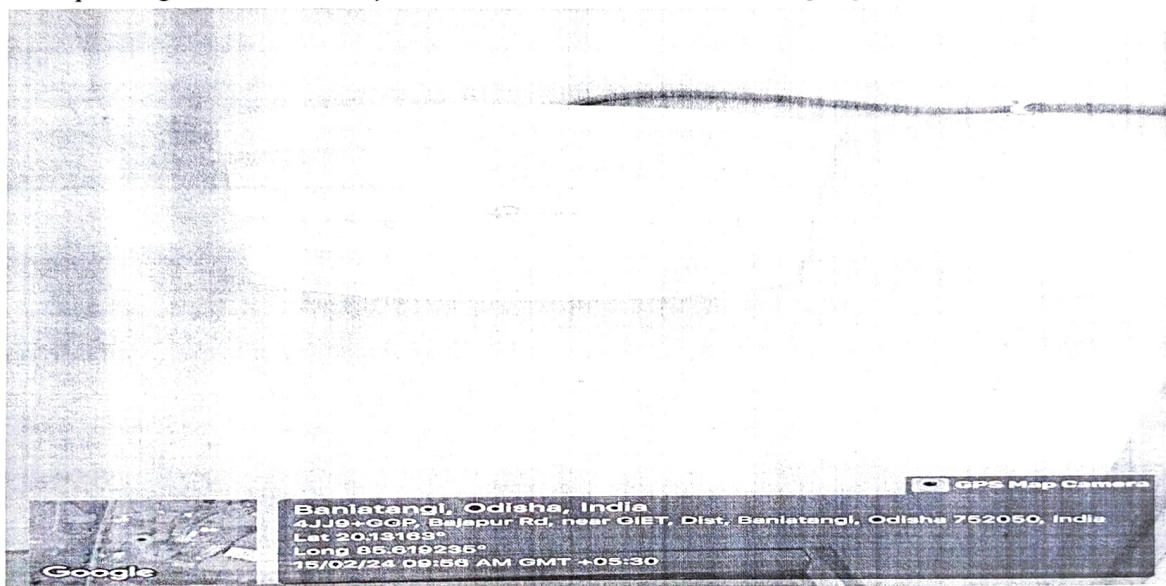
[Signature]
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

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Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

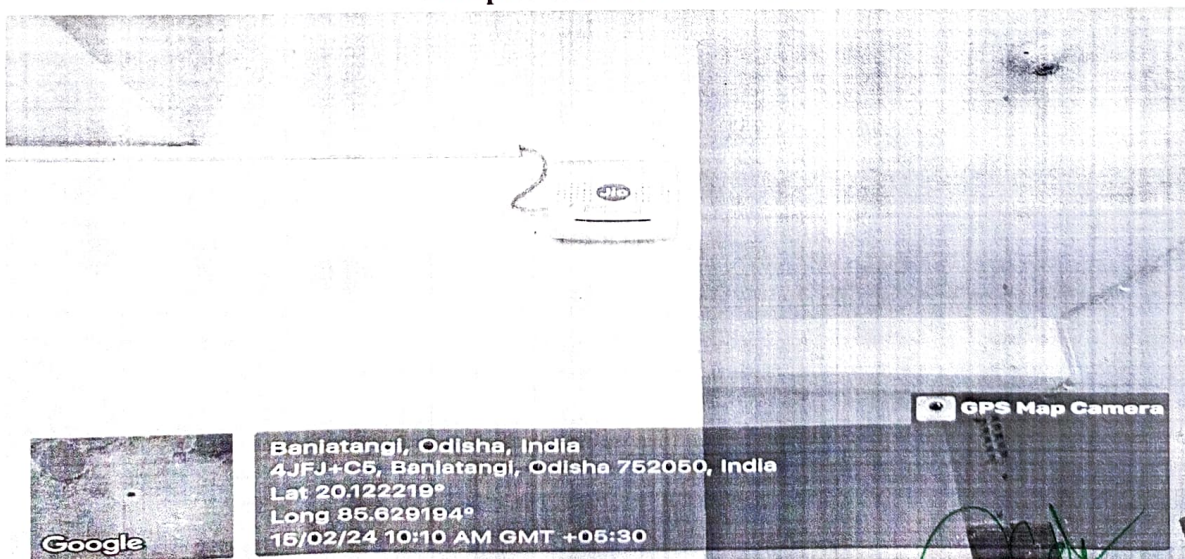


Free Wi-Fi for all

EATM provides High speed internet connectivity on smart devices like laptops; phones and tablets, connected with single password generation can be seamlessly accessible from all areas of the campus, including hostel dormitories, at dead of night!! Students and teachers are boding to experience a great benefit, and at the same time the challenge of leaving out "lack of resources" as an excuse for delayed submission of assignments. As with more power comes more responsibility, the 24/7 internet access makes a worthwhile approach for a diversified campus environment. By giving freedom of internet usage, it gives them better opportunity to grow, given the terms that many students come from villages and rural areas, and connecting on social media and other "resources" via internet, gives them a better chance of improving their vocabulary, in terms of communication, language and technology.



Campus WIFI Access Point



Boys Hostel WIFI Access point

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurdha

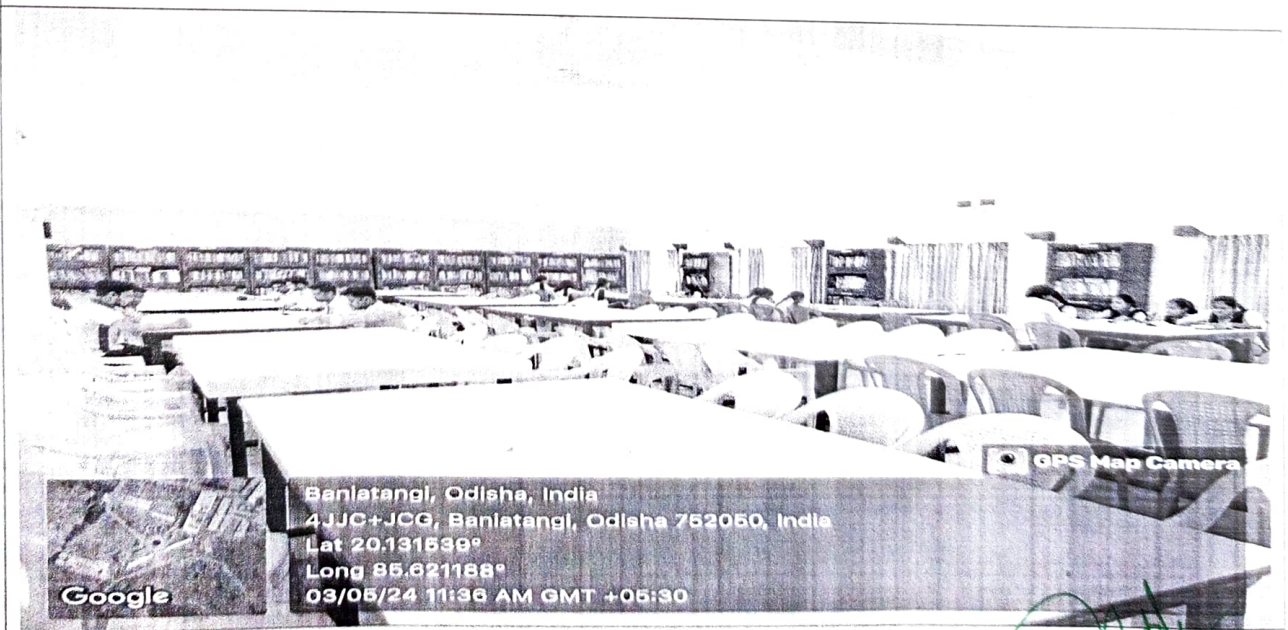
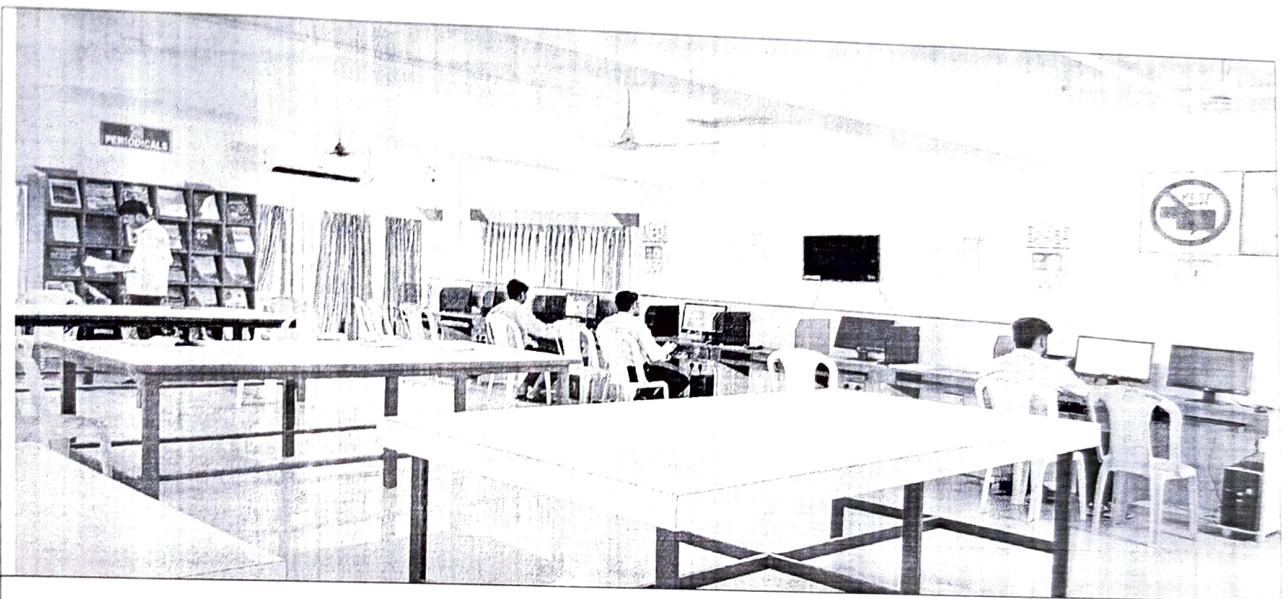



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT Odisha
At: Baniatangi, PO: Bajapur, Khurdha, PIN: 752060, Bhubaneswar

E-Resources and Library Facility at EATM

Einstein Academy of Technology and Management has excellent library facilities. It supports there search initiatives of the faculty and students with the following resources. Printed reference and other latest books, Subscribes e-journals and printed journals. Assistance to faculty in buying books related to projects Make available specific research papers to students through inter library loan through DELNET.




Principal
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Baniatangi, Khurdha, Odisha



DELNET

Developing Library Network

New Delhi

www.delnet.in



Certificate of Membership

This certifies that

***Einstein Academy of
Technology & Management
Bhubaneswar, District Khurda***

is an Institutional Member of

DELNET – Developing Library Network

and their bonafide Faculty, Students, Researchers, Scholars and
Officials are entitled to all benefits and privileges of access to
DELNET Resources and Services.

Membership Number *IM – 5488* has been renewed and next
renewal is due on December 19, 2024



Dr. Sangeeta Kaul
Director
DELNET, New Delhi

Date of Issue: December 18, 2023

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



Dr. Sangeeta Kaul
Director



DELNET

Developing Library Network

J.N.U. Campus, Nelson Mandela Road
Vasant Kunj, New Delhi 110070, India

Tel: 91-11-26742272, 26741266

91-9810329992 (Mobile)

E-mail: sangee@delnet.nmri.in,

sangee@delnet.in,

sangeekaul2003@yahoo.co.in

Web: www.delnet.in

DELNET/ML/1403/2024/ATML/MEM/001

December 18, 2023

Sub: DELNET Membership Renewal

Dear Mr. Raut,

We acknowledge with thanks the receipt of ₹ 11,570 (Eleven Thousand Five Hundred Seventy only) received through NEFT dated 08.12.2023 made towards the DELNET Annual Institutional Membership fee for the period 20.12.2023 to 19.12.2024. The receipt no. 77588 dated 08.12.2023 is enclosed for the office records.

You are requested to access DELNET databases through the World Wide Web using the following procedure:

Web Address: <http://delnetnmri.in>

Kindly click on a "New Discovery Portal". Since the IP address provided by you is registered with us, you should be able to open the landing page without login prompt. Please let us know if you encounter any difficulty.

We are also glad to provide the following login & password for accessing DELNET records:

Login : admin
Password : admin5488

Kindly note your User Library Name (ILL) for Books Password is "00000000" to be used while registering a request. You are also welcome to send us the bibliographical references at sangee@delnetnmri.in, sangeekaul2003@yahoo.co.in for the resources needed by you. We will try our best to locate those resources. We would like to inform you that DELNET has launched WIDWIDEM Youtube channel which contains a large number of video recordings of Webinars organized by DELNET including sessions on DELNET resources and services. The link is available at the Discovery Portal. We would further like to inform you that Usage Report can be generated through "SAGE STATISTICS" link which appears at the top right of the landing page of the discovery portal. Kindly use the password as 5488****999 to download the pdf containing usage report of your institution.

I would like to mention that DELNET provides access to more than 3.5 crore catalog records of books, journals, articles, etc. through Discovery Portal and also more than one crore and fifty lakh full text e-books, e-journals & e-articles through Knowledge Center Portal. We are pleased to inform you that DELNET has also recently launched VEDON Portal which contains video Recordings of Lectures on varied subjects. We request you to kindly contribute the video lectures of the Faculty Members of your Institution. Kindly contact us for further information. DELNET also provides Display software free of charge for library automation purpose. DELNET Guest House facility at New Delhi can also be availed by members. Library on payment basis. Also, we are pleased to inform you that DELNET has developed DELNET55 Portal exclusively for Schools, which is of great relevance to the school students, teachers and administrators.

We would also like to mention that DELNET offers (i) iThenticate software for plagiarism detection for an annual subscription of ₹ 40,000 (inclusive of GST) for 500 documents checking.

We would also like to inform you that DELNET shall be glad to organize a one hour webinar on DELNET Networked Resources and Services at a mutually convenient date and time for the students, faculty, researchers and scholars of Einstein Academy of Technology & Management, Dist. Khurda, Odisha. It will help in the effective utilization of DELNET resources and services.

I am enclosing a poster on DELNET and a Certificate of Membership. Please kindly let us know if you wish to get any books on ILL or the journal articles.

With best regards,

Sangeeta Kaul

Mr. Anil Raut
Librarian
Einstein Academy of Technology & Management
At: Baniatangi, PO: Bajapur, Bhubaneswar, Dist. Khurda-752060
Odisha

Encl: (1) Receipt no. 77588 dated 08.12.2023 of ₹ 11,570
(2) Tax Invoice
(3) DELNET Poster
(4) Certificate of Membership

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

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

Sl. No.	Name of the welfare measure	Page No.
1	Faculty members are provided with appreciation after completing Doctoral Degree.	1-4
2	Casual leave, Duty Leave, Medical Leave, Maternity Leave, Special Leave, Extra Ordinary Leave is provided to the faculties for various purposes.	5-29
3	Extending facilities like study leave is provided to the faculty members for completing higher education.	30-31
4	Faculties and staff are provided with TA and DA for attending and presenting technical papers in national /international conferences.	32-34
5	Teaching and non-teaching members are provided with free transport facility.	35-37
6	ATM facility is provided for all inside the campus.	38-39
7	Subsidized meal is available for all with monthly payment basis.	40-41
8	Accommodation facilities in campus for Teaching and Non-Teaching Staff	42-43
9	Free medical checkup for faculty and staff members	44-44
10	Implementation of EPF and EPS	45-45
11	Free Wi-Fi for all	46-46
12	Books, E-Resources and Library Facility at EATM for faculty and staff	47--49
13	Group Accident Guard Policy	50-82
Appraisal system		
1	Format of the Self-Appraisal form for teaching staff	83-86
2	Format of the Self-Appraisal form for non-teaching staff	87-88


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Einstein Academy of Technology & Management
Bhubaneswar, Khurda

Star Group Health Insurance
Unique id : SHAHLGP23021V032223
Policy Schedule

Policy No. : P/191211/01/2024/000293	Previous Policy No. :
Proposer's Code : 35016688	GSTIN : 21AAJCS4517L1ZA
Proposer's Name : UDAYANATH EDUCATIONAL & CHARITABLE TRUST	SAC Code : 997133/Accident and Health Insurance Services
Address : 297/4002,JAYADEV VIHAR NAYAPALLI BHUBANESWAR Bhubaneswar,Khordha,ODISHA-751013	Issuing Office Code : 191211
Phone No : 0/9437036266/	Issue Office Name : Branch Office - Bhubaneswar
Email id : udayanath@gmail.com	Address : Annapurna complex,Plot No - 263, Bapuji Nagar, adj to HDFC Bank , Bhubaneswar-751009
Proposer GSTIN : -	Phone No : 0674 - 2597590 / 2597500
Collection No : 1249024115	Email id : bhubaneshwar@starhealth.in
Collection Date : 09/03/2024	Place of Supply : -
Premium : Rs. 2,65,839	Fulfiller Code : SH6190
CGST @9% : 23,926 /- SGST/UTGST@9% : 23,926 /-	Intermediary Code : BA0000528480
Stamp Duty : Re. 1	Name : BAIDYA NATH DAS
Total Premium : Rs. 3,13,691	Phone : 9040066770/9040066770
	Email id : das.baidyanath90@gmail.com


Total Premium in words : Indian Rupees Three Lakhs Thirteen Thousand Six Hundred Ninety One Only
Period Of Insurance From : 09/03/2024 00:00 Hrs To Midnight Of : 08/03/2025 23:59:59
Co-insurance

Risk Coverage Details

No. of Employees / Members Covered	84
No. of Dependents Covered	0
Total No. of Persons covered	84
Sum Insured Slab	Rs. 1,00,000/- only
Total Sum Insured	Rs. 84,00,000/- only
Total Sum Insured (in words)	Indian Rupees Eighty-Four Lakhs Only


Extensions Offered

30 days waiting Period	Exclusion no.3 appearing in the policy clause stands deleted
First Year Exclusion	Exclusion no.2 (12 months)appearing in the policy clause stands del


Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

Entered by : SH21523
Approved by : SH74124
Place : BHUBANESWAR
Date : 17/04/2024

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


Authorised Signatory
Please see overleaf

IRDAI Regn. No 129
Corporate Identity Number L66010TN2005PLC056649

First Two Year Exclusion	Exclusion no.2 (24 months) appearing in the policy clause stands deleted
Pre-existing Diseases Exclusion	Exclusion no.1 appearing in the policy clause stands deleted

Special Conditions

Family Definition	Individual Sum Insured(Employee only)
Room Rent limits including Boarding, Nursing Charges, etc,	<p>Restricted to 2% of Sum Insured subject to a Maximum of Rs. 2000/- for normal and ICU on actuals.</p> <p>If the Insured occupies a room with a room rent limit other than his eligibility as per the insurance policy, then all the other charges shall be limited to the charges applicable for the eligible room rent or actuals, whichever is lower.</p>
Pre & Post Hospitalisation limits	<p>- Pre Hospitalization - 30 Days</p> <p>- Pre hospitalization expenses incurred prior to inception of policy with the company is inadmissible.</p> <p>- Post Hospitalization - 60 Days.</p>
Ambulance Expenses limits	Emergency ambulance charges up-to a sum of Rs.750/- per hospitalization and overall limit of Rs.1,500/- per policy period.
Sub Limits	Sublimits only for Cataract Rs.20,000/- per eye and Modern Treatment Sublimit as per SGHI clause
Addition / Deletion of Employees & Dependents	<p>After the inception of the Policy, NO midterm inclusion of any employee unless he is a new joinee and such inclusion is also subject to payment of additional premium on pro rata basis. For newly joined employees the Insured shall provide the date of joining.</p> <p>We agree for providing cover for additions from the date of joining of the new employee by charging prorata premium from the date of joining till the expiry of the policy, subject to maintenance of free and adequate balance under Cash Deposit maintained by the Insured with us or through coverage will be effective from the date of payment of premium.</p> <p>The Insured shall submit of list of additions and deletions on monthly basis to reach us at the latest by the 10th of subsequent month.</p> <p>Insured will be allowed a window period of 30 days from the policy Inception date to review the employee list covered under the policy. Addition / deletion / Correction of the persons to be done subject to additional premium, if there is a change in the group size.</p>

Entered by : SH21523
 Approved by : SH74124
 Place : BHUBANESWAR
 Date : 17/04/2024

(Signature)
Principal
 Einstein Academy of Technology & Management
 Bhubaneswar, Khurda

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

(Signature)
 Authorised Signatory
 Please see overleaf

<p>Other conditions</p>	<p>We shall issue photo ID cards in respect of all the covered persons & we require the passport size/stamp size photo for the same.</p> <p>AYUSH Treatment: Expenses incurred on treatment under Ayurveda, Unani, Sidha and Homeopathy systems of medicines in a Government Hospital or in any institute recognized by the government and/or accredited by the Quality Council of India/National Accreditation Board on Health up to 25% of the sum insured subject to a maximum of Rs.25,000/- per policy period.</p> <p>All Day Care Procedures covered</p> <p>Any hospitalisation expenses taken in our excluded Hospitals is not admissible. For detailed list on on the excluded service providers kindly visit our website</p> <p>Hospitalization arising out of Terrorism covered.</p> <p>Dental Treatment : Covered if due to accident and requiring Hospitalization.</p>
<p>Other conditions</p>	<p>Treatment in our network hospitals only, However in the case of Medical Emergencies & Accidents, treatment can be taken in other Hospitals. In all cases immediate intimation shall be given to our Call Center within 24 hours of Hospitalization.</p>
<p>Other conditions</p>	<p>Claims will be settled through Inhouse claims team.</p> <p>All Other Terms & Conditions Subject to printed Policy (Star Group Health Insurance Policy) Clauses attached.</p>

Sector Classification :

<p>Urban Social</p>	<p>Unorganised Sector</p>	<p>Unorganised sector includes self-employed workers such as agricultural labourers, bidi workers, brick kiln workers, carpenters, cobblers, construction workers, fishermen, hamals, handicraft artisans, handloom and khadi workers, lady tailors, leather and tannery workers, papad makers, powerloom workers, physically handicapped self-employed persons, primary milk producers, rickshaw pullers, safai karmacharis, salt growers, seri culture workers, sugarcane cutters, tendu leaf collectors, toddy tappers, vegetable vendors, washerwomen, working women in hills, or such other categories of persons.,</p>
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Renewability: In the event of the group policy being discontinued or not renewed or when the members of the group leave the group on account of resignation/retirement/termination or otherwise, the following provision shall apply.

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

Entered by : SH21523
 Approved by : SH74124
 Place : BHUBANESWAR
 Date : 17/04/2024

(Signature)
Principal
 Einstein Academy of Technology & Management
 Bhubaneswar, Khurda

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

(Signature)
 Authorised Signatory
 Please see overleaf

P/191211/01/2024/000293

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

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

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


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

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

Entered by : SH21523
Approved by : SH74124
Place : BHUBANESWAR
Date : 17/04/2024


Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

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


Authorised Signatory
Please see overleaf

TAX Invoice



Invoice No. : 21A249Y25P000009	Customer ID : CB0000133283
Invoice Date : 17/04/24	Policy No : P/191211/01/2024/000293
Recipient	Supplier
GSTIN : -	GSTIN : 21AAJCS4517L1ZA
Proposer's Name : UDAYANATH EDUCATIONAL & CHARITABLE TRUST	NAME : Star Health and Allied Insurance Co Ltd - Branch Office - Bhubaneswar
Address : 297/4002,JAYADEV VIHAR NAYAPALLI BHUBANESWAR	Address : Annapurna complex,Plot No - 263, Bapuji Nagar, adj to HDFC Bank , Bhubaneswar-751009
City :	City : BHUBANESWAR
State : ODISHA	State : Odisha
Pincode : 751013	Pincode : 751009
Client Category : CORP	Place of Supply : -

HSN / SAC Code	Description of Service(s)	Total	Discount	Taxable Value	IGST @ 18%	CGST @9%	UT/SGST@9%	CESS@1%	Total Invoice
		A	B	C = A - B	D = C * IGST	E = C *CGST	F = C *UTGST or SGST	G=C*Cess	H=C+D+E+
997133	Insurance Services	265839	0	265839		23926	23926		Rs. 3,13,691

Total Invoice Value (in Figures) : Rs. 3,13,691
 Total Invoice Value (in Words) : Indian Rupees Three Lakhs Thirteen Thousand Six Hundred Ninety One Only
 Amount of Tax Subject to reverse Charge : No

Important Note:

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

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

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

E. & O.E

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

IRDAI Regn. No 129 Corporate Identity Number L66010TN2005PLC056649 Email ID : stargst@starhealth

Entered by : SH21523
 Approved by : SH74124
 Place : BHUBANESWAR
 Date : 17/04/2024

(Signature)
Principal
 Einstein Academy of Technology & Management
 Bhubaneswar, Khurda

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

(Signature)
 Authorised Signatory
 Please see overleaf

Attached to and forming part of Policy P/191211/01/2024/000293

NSURED PERSON DETAILS : No of Persons Covered : 0

S.No	Name of Employee	Occupation	Emp Id	Relationship	DOB	Age in Yrs	Age in Mths	Sex	SI	ID C
1	Mr. Abdul Kalam	Others	1	Employee	15/03/1977	46	11	Male	100000	350166882
2	Mr. Amar Kumar Behura	Others	2	Employee	15/05/1987	36	9	Male	100000	350166882
3	Mr. Amarendra Pradhan	Others	3	Employee	08/02/1983	41	1	Male	100000	350166882
4	Ms. Anamika Mohapatra	Others	4	Employee	14/06/1979	44	8	Female	100000	350166882
5	Mr. Anil Panda	Others	5	Employee	07/05/1987	36	10	Male	100000	350166882
6	Ms. Ankita Rath	Others	6	Employee	04/12/2000	23	3	Female	100000	350166882
7	Mr. Arabinda Dash	Others	7	Employee	18/06/1984	39	8	Male	100000	350166882
8	Ms. Asha Marandi	Others	8	Employee	15/05/1998	25	9	Female	100000	350166882
9	Mr. Ashok Kumar Parida	Others	9	Employee	10/03/1996	27	11	Male	100000	350166882
10	Mr. Asish Kumar Mohanty	Others	10	Employee	08/07/1992	31	8	Male	100000	350166882
11	Mr. Asutosh Mangaraj	Others	11	Employee	15/04/1999	24	10	Male	100000	350166882
12	Mr. Bibhuprasad Barik	Others	12	Employee	19/06/1998	25	8	Male	100000	350166882
13	Mr. Bibhuti Bhusan Panigrahi	Others	13	Employee	08/05/1975	48	10	Male	100000	350166882
14	Mr. Bidyutkanta Sahu	Others	14	Employee	18/11/1987	36	3	Male	100000	350166882
15	Mr. Biswajit Mohapatra	Others	15	Employee	16/09/1986	37	5	Male	100000	350166882
16	Mr. Biswajit Champaty Ray	Others	16	Employee	03/05/1994	29	10	Male	100000	350166882
17	Mr. Biswajit Nayak	Others	17	Employee	01/07/1995	28	8	Male	100000	350166882
18	Mr. Biswajit Pany	Others	18	Employee	18/05/1996	27	9	Male	100000	350166882
19	Mr. Biswajit Sahu	Others	19	Employee	03/05/1991	32	10	Male	100000	350166882
20	Mr. Biswajit Tripathy	Others	20	Employee	25/05/1982	41	9	Male	100000	350166882
21	Mr. Biswajit Tripathy	Others	21	Employee	25/05/1969	54	9	Male	100000	350166882
22	Mr. Biswalochan Jena	Others	22	Employee	25/06/1999	24	8	Male	100000	350166882
23	Mr. Bulu Barad	Others	23	Employee	08/06/1977	46	9	Male	100000	350166882
24	Mr. Chandrakant Ranasingh	Others	24	Employee	15/08/1989	34	6	Male	100000	350166882
25	Mr. Chinmay Kumar Panda	Others	25	Employee	02/08/2000	23	7	Male	100000	350166882
26	Mr. Chinmay Pradhan	Others	26	Employee	08/07/1991	32	8	Male	100000	350166882
27	Mr. Chintamani Rana	Others	27	Employee	15/04/1985	38	10	Male	100000	350166882

Attached to and forming part of Policy P/191211/01/2024/000293

S.No	Name of Employee	Occupation	Emp Id	Relationship	DOB	Age in Yrs	Age in Mths	Sex	SI	ID C
37	Mr. Jyendra Narayan Biswal	Others	37	Employee	26/08/1972	51	6	Male	100000	350166882
38	Ms. Kirtimayee Kar	Others	38	Employee	20/01/2000	24	1	Female	100000	350166882
39	Mr. Rishore Chandra Barik	Others	39	Employee	02/07/1983	40	8	Male	100000	350166882
40	Mr. Kunal Pradhan	Others	40	Employee	09/02/1998	26	0	Male	100000	350166882
41	Mr. Lakshmidhar Panda	Others	41	Employee	01/07/1975	48	8	Male	100000	350166882
42	Mr. Madan Mohan Prusty	Others	42	Employee	05/01/1979	45	2	Male	100000	350166882
43	Mr. Makhan Pattanaik	Others	43	Employee	15/07/1991	32	7	Male	100000	350166882
44	Ms. Manmayee Mohapatra	Others	44	Employee	04/05/1991	32	10	Female	100000	350166882
45	Mr. Md. Adil Akhtar	Others	45	Employee	12/06/1995	28	8	Male	100000	350166882
46	Mr. Mukesh Sikha	Others	46	Employee	01/10/1991	32	5	Male	100000	350166882
47	Mr. Narottam Das	Others	47	Employee	06/02/1991	33	1	Male	100000	350166882
48	Mr. Napoleon Pradhan	Others	48	Employee	01/06/1995	28	9	Male	100000	350166882
49	Ms. Nibedita Chhatoi	Others	49	Employee	02/05/1997	26	10	Female	100000	350166882
50	Mr. Nihar Ranjan Pattanaik	Others	50	Employee	20/06/1982	41	8	Male	100000	350166882
51	Mr. Parthasarathi Panigrahi	Others	51	Employee	10/02/1985	39	0	Male	100000	350166882
52	Mr. Pradipta Kumar Samantray	Others	52	Employee	25/09/1992	31	5	Male	100000	350166882
53	Mr. Prakash Parida	Others	53	Employee	03/04/1995	28	11	Male	100000	350166882
54	Mr. Prasanjit Mishra	Others	54	Employee	23/01/1984	40	1	Male	100000	350166882
55	Mr. Priyadarshan Nayak	Others	55	Employee	08/03/1997	27	0	Male	100000	350166882
56	Mr. Purna Chandra Jena	Others	56	Employee	10/09/1955	68	5	Male	100000	350166882
57	Ms. Puspajali Panigrahi	Others	57	Employee	07/05/1996	27	10	Female	100000	350166882
58	Mr. Rajanikanta Nayak	Others	58	Employee	11/05/1988	35	9	Male	100000	350166882
59	Mr. Rajat Kumar Digal	Others	59	Employee	10/06/1992	31	8	Male	100000	350166882
60	Mr. Rajendra Pradhan	Others	60	Employee	05/08/1998	25	7	Male	100000	350166882
61	Mr. Rajkishora Mahapatra	Others	61	Employee	06/05/1995	28	10	Male	100000	350166882
62	Mr. Rati Ranjan Sahoo	Others	62	Employee	03/04/1972	51	11	Male	100000	350166882
63	Ms. Rojalin Mangaraj	Others	63	Employee	17/07/1986	37	7	Female	100000	350166882
64	Ms. Rojalin Samantasinghar	Others	64	Employee	18/05/1995	28	9	Female	100000	350166882

Einstel Academy of Financial Technology Management
 Bhubaneswar, Khurda

Attached to and forming part of Policy P/191211/01/2024/000293

S.No	Name of Employee	Occupation	Emp Id	Relationship	DOB	Age in Yrs	Age in Mths	Sex	SI	ID C
74	Mr. Sajid Juddin Mohammed	Others	74	Employee	10/04/1995	28	10	Male	100000	350166882
75	Ms. Smarnika Pattanaik	Others	75	Employee	05/02/2000	24	1	Female	100000	350166882
76	Mr. Sarutiranjjan Panda	Others	76	Employee	27/04/1992	31	10	Male	100000	350166882
77	Mr. S. Bibas Sahoo	Others	77	Employee	25/05/1989	34	9	Male	100000	350166882
78	Ms. Subhadra Biswal	Others	78	Employee	15/07/1994	29	7	Female	100000	350166882
79	Mr. Subrat Kumar Mohanty	Others	79	Employee	10/07/1971	52	7	Male	100000	350166882
80	Mr. Sudeep Kumar Swain	Others	80	Employee	04/06/1992	31	9	Male	100000	350166882
81	Mr. Sukanta Kumar Nayak	Others	81	Employee	27/04/1978	45	10	Male	100000	350166882
82	Mr. Sushanta Kumar Panigrahi	Others	82	Employee	12/07/1973	50	7	Male	100000	350166882
83	Mr. Suvendu Prasad Sahu	Others	83	Employee	02/03/1974	50	0	Male	100000	350166882
84	Ms. Swati Senapati	Others	84	Employee	05/04/1998	25	11	Female	100000	350166882

In the event of the policy being withdrawn in future, intimation about the withdrawal will be sent 3 months prior to the date when renewal falls due. The insured will have the option of migrating to any other similar health insurance policy offered by the Company at the relevant time. Continuity of benefits for waiting period and bonus, if any and if applicable, will be given provided the insured had been renewing the policy without any break (or renewing within the grace period offered)

In witness whereof the undersigned being authorised by and on behalf of the company has / have herein to set his/ their hands at Branch Office - Bhubaneswar on 17th Day of April 2024.

PREAMBLE

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

A.DEFINITIONS

Standard Definitions

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

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

AYUSH Day Care Centre: AYUSH Day Care Centre means and includes Community Health Centre (CHC), Primary Health Centre (PHC), Dispensary, Clinic, Polyclinic or any such health centre which is registered with the local authorities, wherever applicable and having facilities for carrying out treatment procedures and medical or surgical/para-surgical interventions or both under the supervision of registered AYUSH Medical Practitioner (s) on day care basis without in-patient services and must comply with all the following criterion:

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

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

- a. Central or State Government AYUSH Hospital; or
- b. Teaching hospital attached to AYUSH College recognized by the Central Government/Central Council of Indian Medicine/Central Council for Homeopathy; or
- c. AYUSH Hospital, standalone or co-located with in-patient healthcare facility of any recognized system of medicine, registered with the local authorities, wherever applicable, and is under the supervision of a qualified registered AYUSH Medical Practitioner and must comply with all the following criterion:
 - i. Having at least 5 in-patient beds;
 - ii. Having qualified AYUSH Medical Practitioner in charge round the clock;
 - iii. Having dedicated AYUSH therapy sections as required and/or has equipped operation theatre where surgical procedures are to be carried out;
 - iv. Maintaining daily records of the patients and making them accessible to the insurance company's authorized representative.

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


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

- a) **Internal Congenital Anomaly:** Congenital anomaly which is not in the visible and accessible parts of the body
- b) **External Congenital Anomaly:** Congenital anomaly which is in the visible and accessible parts of the body

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

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

- i) has qualified nursing staff under its employment;
- ii) has qualified medical practitioner/s in charge;
- iii) has fully equipped operation theatre of its own where surgical procedures are carried out;


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

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

- i. Undertaken under General or Local Anesthesia in a hospital/day care centre in less than 24 hrs because of technological advancement, and
- ii. which would have otherwise required hospitalization of more than 24 hours Treatment normally taken on an out-patient basis is not included in the scope of this definition

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

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

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

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

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

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

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

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


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

1. It needs ongoing or long-term monitoring through consultations, examinations, check-ups, and /or tests
2. it needs ongoing or long-term control or relief of symptoms
3. it requires rehabilitation for the patient or for the patient to be specially trained to cope with it
4. it continues indefinitely
5. it recurs or is likely to recur

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

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

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


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

Maternity expenses: Maternity expenses means;

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

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

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

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

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

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

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

New Born Baby: Newborn baby means baby born during the Policy Period and is aged upto 90 days.

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

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

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

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


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

a) That is/are diagnosed by a physician within 48 months prior to the effective date of the policy issued by the insurer or its reinstatement

or

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

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

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

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

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

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

Reasonable and Customary Charges: Reasonable and Customary charges means the charges for services or supplies, which are the standard charges for the specific provider and consistent with the prevailing charges in the geographical area for identical or similar services, taking into account the nature of the illness / injury involved.

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

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

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

Specific Definitions

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

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

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

Company: Company means Star Health and Allied Insurance Company Limited

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


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

Family: Family means

- a. Insured Person / Beneficiary
- b. Spouse and
- c. Dependent Children not exceeding 2 numbers

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

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

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

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

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

B. COVERAGE

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

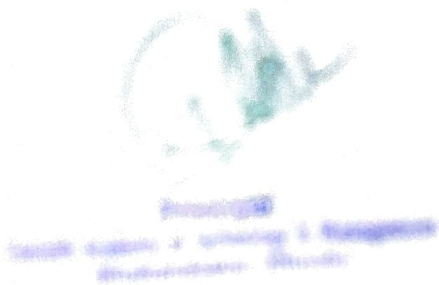
That if during the period stated in the Schedule the insured person shall contract any disease or suffer from any illness or sustain bodily injury through accident and if such disease or injury shall require the insured Person/s, upon the advice of a duly Qualified Physician/Medical Specialist /Medical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

- A) Room, boarding, nursing expenses as provided by the Hospital / Nursing Home up to the limits mentioned in the schedule
- B) Surgeon, Anesthetist, Medical Practitioner, Consultants, Specialist Fees.
- C) Anesthesia, blood, oxygen, operation theatre charges, ICU Charges, surgical appliances, medicines and drugs, diagnostic materials and X-ray, diagnostic imaging modalities, dialysis, chemotherapy, radiotherapy, cost of pacemaker, stent and similar expenses
- D) Emergency ambulance charges up to the limits mentioned in the schedule for transportation of the insured person by private ambulance service when this is needed for medical reasons to go to hospital for treatment, provided however there is


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1. [Illegible text]
2. [Illegible text]
3. [Illegible text]

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Star Group Health Insurance
Unique id : SHAHLP23021V032223
Policy Schedule

Sum Insured Rs	Uterine artery Embolization and HIFU	Balloon Sinuplasty	Deep Brain Stimulation	Oral Chemotherapy (Sublimits including pre & Post Hospitalization)	Immunotherapy- Monoclonal Antibody to be given as injection	Intra Vit injector
	Limit per person, per policy period for each diseases / Condition Rs.					
Up to Rs. 1,00,000	12500	5000	25000	12500	25000	5000
From Rs. 1,00,001/- to Rs. 2,00,000/-	25000	10000	50000	25000	50000	10000
From Rs. 2,00,001/- to Rs. 3,00,000/-	37500	15000	75000	37500	75000	15000
From Rs. 3,00,001/- To 4,00,000/-	100000	40000	200000	100000	200000	40000
From Rs. 4,00,001/- to Rs. 5,00,000/-	125000	50000	250000	125000	250000	50000
From Rs. 5,00,001/- to Rs. 7,50,000/-	125000	50000	250000	125000	275000	60000
From Rs. 7,50,001/- to Rs. 10,00,000/-	150000	100000	300000	200000	400000	75000
From Rs. 10,00,001/- to Rs. 15,00,000/-	175000	125000	400000	250000	500000	100000
From Rs. 15,00,001/- to Rs. 20,00,000/-	200000	150000	450000	275000	550000	125000
From Rs. 20,00,001/- to Rs. 25,00,000/-	200000	150000	500000	300000	600000	150000
From Rs. 25,00,001/- to Rs. 50,00,000/-	225000	175000	600000	400000	750000	175000
From Rs. 50,00,001/- to Rs. 75,00,000/-	250000	200000	700000	500000	900000	200000
From Rs. 75,00,001/- to Rs. 1,00,00,000/-	300000	200000	750000	600000	1000000	200000


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Star Group Health Insurance
Unique id : SHAHLGP23021V032223
Policy Schedule

Sum Insured	Robotic surgeries	Stereotactic radio surgeries	Bronchical Thermoplasty, Vaporisation of the prostate(Green laser treatment or holmium laser treatment),IONM-(Intra Operative Neuro Monitoring)	Stem cell therapy, Hematopoietic stem cells for bone marrow transplant for haematological conditions
	Limit per person, per policy period for each diseases / Condition Rs.			
Up to Rs.1,00,000	25000	25000	Up to Sum Insured	25000
From Rs.1,00,001/- to Rs.2,00,000/-	50000	50000		50000
From Rs.2,00,001/- to Rs.3,00,000/-	75000	75000		75000
From Rs.3,00,001/- To 4,00,000/-	200000	175000		200000
From Rs.4,00,001/- to Rs.5,00,000/-	250000	200000		250000
From Rs.5,00,001/- to Rs.7,50,000/-	275000	275000		275000
From Rs.7,50,001/- to Rs.10,00,000/-	300000	225000		400000
From Rs.10,00,001/- to Rs.15,00,000/-	400000	250000		500000
From Rs.15,00,001/- to Rs.20,00,000/-	450000	275000		550000
From Rs.20,00,001/- to Rs.25,00,000/-	500000	300000		600000
From Rs.25,00,001/- to Rs.50,00,000/-	600000	350000		750000
From Rs.50,00,001/- to Rs.75,00,000/-	700000	375000		900000
From Rs.75,00,001/- to Rs.1,00,00,000/-	750000	400000		1000000

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

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


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

Special Condition : Treatment in network hospital only. However, in case of medical Emergencies and Accidents, treatment can be taken at other hospitals. In all cases immediate intimation shall be given to our Call Center within 24 hours of Hospitalisation

C.EXCLUSIONS

Standard Exclusions

1. Pre-Existing Diseases - Code Excl 01

- A. Expenses related to the treatment of a pre-existing Disease (PED) and its direct complications shall be excluded until the expiry of 48 months of continuous coverage after the date of inception of the first policy with insurer.
- B. In case of enhancement of sum insured the exclusion shall apply afresh to the extent of sum insured increase.
- C. If the Insured Person is continuously covered without any break as defined under the portability norms of the extant IRDAI (Health Insurance) Regulations, then waiting period for the same would be reduced to the extent of prior coverage.
- D. Coverage under the policy after the expiry of 48 months for any pre-existing disease is subject to the same being declared at the time of application and accepted by Insurer.


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

- A. Expenses related to the treatment of the following listed Conditions, surgeries/treatments shall be excluded until the expiry of 12 months of continuous coverage after the date of inception of the first policy with us. This exclusion shall not be applicable for claims arising due to an accident.
List of specific diseases/procedures
 - i. Hepato-pancreato-biliary diseases including Gall bladder and Pancreatic calculi
 - ii. All types of management for kidney and genitourinary tract calculi
 - iii. All Diseases of Prostate
 - iv. All types of Hernia
 - v. Hydrocele
 - vi. Congenital Internal disease/defect anomalies (Except to the extent covered under Newborn Baby Cover if specifically opted)
 - vii. Pilonidal sinus and Fistula / Fissure in ano,
 - viii. Piles
 - ix. Sinusitis and related disorders

Expenses related to the treatment of the following listed Conditions, surgeries/treatments shall be excluded until the expiry of 24 months of continuous coverage after the date of inception of the first policy with us. This exclusion shall not be applicable for claims arising due to an accident.

List of specific diseases/procedures

- a) Cataract and diseases of the anterior and posterior chamber of the Eye, Diseases of ENT, Diseases related to Thyroid, Prolapse of intervertebral disc (other than caused by accident), Varicose veins and Varicose ulcers, all Stricture Urethra, all Obstructive Uropathies, Epididymal Cyst, Benign Tumours of Epididymis, Spermatocele, Varicocele, Hemorrhoids, Rectal Prolapse, Stress Incontinence.
- b) Desmoid tumour of anterior abdominal wall.
- c) All treatments (conservative, interventional, laparoscopic and open) related to all Diseases of Uterus, Fallopian tubes, Cervix and Ovary. Uterine bleeding, Pelvic Inflammatory Diseases, Benign breast diseases, Umbilical sinus, Umbilical fistula.
- d) Conservative, operative treatment and all types of intervention for Diseases related to Tendon, Ligament, Fascia, Bones and Joint including Arthroscopy and Arthroplasty [other than caused by accident]
- e) Degenerative disc and Vertebral diseases including Replacement of bones and joints and Degenerative diseases of the Musculo-skeletal system
- f) Subcutaneous Benign lumps, Sebaceous cyst, Dermoid cyst, Mucous cyst lip / cheek, Carpal tunnel syndrome, Trigger finger, Lipoma Neurofibroma, Fibroadenoma, Ganglion and similar pathology
- g) Any transplant and related surgery
- B. In case of enhancement of sum insured the exclusion shall apply afresh to the extent of sum insured increase.
- C. If any of the specified disease/procedure falls under the waiting period specified for pre-Existing diseases, then the longer of the two waiting periods shall apply.
- D. The waiting period for listed conditions shall apply even if contracted after the policy or declared and accepted without a specific exclusion.
- E. If the Insured Person is continuously covered without any break as defined under the applicable norms on portability stipulated by IRDAI


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then waiting period for the same would be reduced to the extent of prior coverage.

F. List of specific diseases/procedures

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

3.30-day waiting period - Code Excl 03

A. Expenses related to the treatment of any illness within 30 days from the first policy commencement date shall be excluded except claim arising due to an accident, provided the same are covered

B. This exclusion shall not, however, apply if the Insured Person has Continuous Coverage for more than twelve months

C. The within referred waiting period is made applicable to the enhanced sum insured in the event of granting higher sum insured subsequently

4. Investigation & Evaluation - Code Excl 04

A. Expenses related to any admission primarily for diagnostics and evaluation purposes only are excluded


B. Any diagnostic expenses which are not related or not incidental to the current diagnosis and treatment are excluded

5. Rest Cure, rehabilitation and respite care - Code Excl 05: Expenses related to any admission primarily for enforced bed rest and nursing for receiving treatment. This also includes:

- i. Custodial care either at home or in a nursing facility for personal care such as help with activities of daily living such as bathing, dressing, moving around either by skilled nurses or assistant or non skilled persons
- ii. Any services for people who are terminally ill to address physical, social, emotional and spiritual needs

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

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


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- c. Severe Sleep Apnea
- d. Uncontrolled Type2 Diabetes

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

8.Cosmetic or plastic Surgery - Code Excl 08: Expenses for cosmetic or plastic surgery or any treatment to change appearance unless for reconstruction following an Accident, Burn(s) or Cancer or as part of medically necessary treatment to remove a direct and immediate health risk to the insured. For this to be considered a medical necessity, it must be certified by the attending Medical Practitioner.

9.Hazardous or Adventure sports - Code Excl 09: Expenses related to any treatment necessitated due to participation as a professional in hazardous or adventure sports, including but not limited to, para jumping, rock climbing, mountaineering, rafting, motor racing, horse racing or scuba diving, hand gliding, sky diving, deep-sea diving.

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

11.Excluded Providers - Code Excl 11: Expenses incurred towards treatment in any hospital or by any Medical Practitioner or any other provider specifically excluded by the Insurer and disclosed in its website / notified to the policyholders are not admissible. However, in case of life threatening situations or following an accident, expenses up to the stage of stabilization are payable but not the complete claim.

12.Treatment for Alcoholism, drug or substance abuse or any addictive condition and consequences thereof - Code Excl 12

13.Treatments received in health hydros, nature cure clinics, spas or similar establishments or private beds registered as a nursing home attached to such establishments or where admission is arranged wholly or partly for domestic reasons - Code Excl 13

14.Dietary supplements and substances that can be purchased without prescription, including but not limited to Vitamins, minerals and organic substances unless prescribed by a medical practitioner as part of hospitalization claim or day care procedure - Code Excl 14

15.Refractive Error - Code Excl 15: Expenses related to the treatment for correction of eye sight due to refractive error less than 7.5 dioptries.

16.Unproven Treatments - Code Excl 16: Expenses related to any unproven treatment, services and supplies for or in connection with treatment. Unproven treatments are treatments, procedures or supplies that lack significant medical documentation to support their effectiveness.

17.Sterility and Infertility - Code Excl 17: Expenses related to sterility and infertility. This includes;

- a. Any type of contraception, sterilization
- b. Assisted Reproduction services including artificial insemination and advanced reproductive technologies such as IVF, ZIFT, GIFT, ICSI
- c. Gestational Surrogacy
- d. Reversal of sterilization

18.Maternity - Code Excl 18


- i. Medical treatment expenses traceable to childbirth (including complicated deliveries and caesarean sections incurred during hospitalization) except ectopic pregnancy;
- ii. Expenses towards miscarriage (unless due to an accident) and lawful medical termination of pregnancy during the policy period.

Specific Exclusions

19.Circumcision unless necessary for treatment of a disease not excluded under this policy or necessitated due to an accident, Preputioplasty, Frenuloplasty, Preputial Dilatation and Removal of SMEGMA. -Code Excl 19.

20.Congenital External diseases/condition defects or anomalies -Code Excl 20.

21.Convalescence, general debility, run-down condition, Nutritional deficiency states -Code Excl 21.


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22. Intentional self injury. -Code Excl 22.

23. Venereal disease and Sexually transmitted diseases (Other than HIV) -Code Excl 23.

24. Injury/disease directly or indirectly caused by or arising from or attributable to war, invasion, act of foreign enemy, warlike operations (whether war be declared or not) -Code Excl 24.

25. Injury or disease directly or indirectly caused by or contributed to by nuclear weapons/materials. -Code Excl 25.

26. Expenses incurred on Enhanced External Counter Pulsation Therapy and related therapies, Chelation therapy, Hyperbaric Oxygen Therapy, Rotational Field Quantum Magnetic Resonance Therapy, VAX-D, Low level laser therapy, Photodynamic therapy and such other similar therapies. -Code Excl 26.

27. Unconventional, untested, experimental therapies. -Code Excl 27.

28. Autologous derived Stromal vascular fraction, Chondrocyte Implantation, Procedures using Platelet Rich plasma and Intra articular injection therapy Immunotherapy without proper indication. -Code Excl 28.

29. Biologicals, except when administered as an in-patient, when clinically indicated and hospitalization warranted. -Code Excl 29.

30. All treatment for Priapism and erectile dysfunctions -Code Excl 30.

31. Inoculation or Vaccination (except for post-bite treatment and for medical treatment other than for prevention of diseases). -Code Excl 31.

32. Dental treatment or surgery unless necessitated due to accidental injuries and requiring hospitalization. (Dental implants are not payable). -Code Excl 32.

33. Medical and / or surgical treatment of Sleep apnea, treatment for endocrine disorders -Code Excl 33.

34. Hospital registration charges, admission charges, record charges, telephone charges and such other charges -Code Excl 34.

35. Cost of spectacles and contact lens, hearing aids, Cochlear implants and procedures, walkers and crutches, wheel chairs, CPAP, BIPAP, Continuous Ambulatory Peritoneal Dialysis, infusion pump and such other similar aids. -Code Excl 35.

36. Any hospitalizations which are not Medically Necessary -Code Excl 36.

37. Other Excluded Expenses as detailed in the website " www.starhealth.in" Code- Excl 37.

38. Existing disease/s, disclosed by the insured and mentioned in the policy schedule (based on insured's consent), for specified ICD codes. -Code Excl 38.

39. Naturopathy Treatment -Code Excl 40.

D. CONDITIONS

Standard Conditions

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

2. Claim Settlement

A. **Condition Precedent to Admission of Liability:** The terms and conditions of the policy must be fulfilled by the insured person for the Company to make any payment for claim(s) arising under the policy.

B. **Documents for Cashless Treatment:**

- a. Call the 24 hour help-line for assistance - 1800 425 2255/1800 102 4477
Senior Citizens may call at 044 40020888
- b. Inform the ID number for easy reference


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

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

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

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

C.For Reimbursement claims : Time limit for submission of

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

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

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

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

- a. Duly completed claim form, and
- b. Pre Admission investigations and treatment papers.
- c. Discharge Summary from the hospital
- d. Cash receipts from hospital, chemists
- e. Cash receipts and reports for tests done
- f. Receipts from doctors, surgeons, anesthetist
- g. Certificate from the attending doctor regarding the diagnosis.
- h. KYC (Identity Proof, Address Proof) of the proposer where claim liability is above Rs.1 Lakh as per AML Guidelines.

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

3.Provision for Penal Interest

- i) The Company shall settle or reject a claim, as the case may be, within 30 days from the date of receipt of last necessary document
- ii) In the case of delay in the payment of a claim, the Company shall be liable to pay interest to the policyholder from the date of receipt of last necessary document to the date of payment of claim at a rate 2% above the bank rate
- iii) However, where the circumstances of a claim warrant an investigation in the opinion of the Company, it shall initiate and complete such investigation at the earliest, in any case not later than 30 days from the date of receipt of last necessary document. In such cases, the Company shall settle or reject the claim within 45 days from the date of receipt of last necessary document
- iv) In case of delay beyond stipulated 45 days, the Company shall be liable to pay interest to the policyholder at a rate 2% above the bank rate from the date of receipt of last necessary document to the date of payment of claim
- v) "Bank rate" shall mean the rate fixed by the Reserve Bank of India (RBI) at the beginning of the financial year in which claim has fallen


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due.

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

5.Multiple Policies

- i. In case of multiple policies taken by an insured person during a period from one or more insurers to indemnify treatment costs, the insured person shall have the right to require a settlement of his/her claim in terms of any of his/her policies. In all such cases the insurer chosen by the insured person shall be obliged to settle the claim as long as the claim is within the limits of and according to the terms of the chosen policy
- ii. Insured person having multiple policies shall also have the right to prefer claims under this policy for the amounts disallowed under any other policy / policies even if the sum insured is not exhausted. Then the insurer shall independently settle the claim subject to the terms and conditions of this policy
- iii. If the amount to be claimed exceeds the sum insured under a single policy, the insured person shall have the right to choose insurer from whom he/she wants to claim the balance amount
- iv. Where an insured person has policies from more than one insurer to cover the same risk on indemnity basis, the insured person shall only be indemnified the treatment costs in accordance with the terms and conditions of the chosen policy

6.Fraud: If any claim made by the insured person, is in any respect fraudulent, or if any false statement, or declaration is made or used in support thereof, or if any fraudulent means or devices are used by the insured person or anyone acting on his/her behalf to obtain any benefit under this policy, all benefits under this policy and the premium paid shall be forfeited.

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

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

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

The Company shall not repudiate the claim and / or forfeit the policy benefits on the ground of Fraud, if the insured person / beneficiary can prove that the misstatement was true to the best of his knowledge and there was no deliberate intention to suppress the fact or that such misstatement of or suppression of material fact are within the knowledge of the insurer.

7.Cancellation

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

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


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

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

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

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

9. Withdrawal of policy

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

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

11. Redressal of Grievance: In case of any grievance the insured person may contact the Company through

Website : www.starhealth.in

E-mail : grievances@starhealth.in, gro@starhealth.in

Ph. No. : 044-69006900 | Toll Free No. 1800 425 2255

Senior Citizens may call at 044-69007500

Courier : 4th Floor, Balaji Complex, No.15, Whites Lane, Whites Road, Royapettah, Chennai- 600014

Insured person may also approach the grievance cell at any of the company's branches with the details of grievance.

If Insured person is not satisfied with the redressal of grievance through one of the above methods, insured person may contact the grievance officer at 044-43664600

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

If Insured person is not satisfied with the redressal of grievance through above methods, the insured person may also approach the office of Insurance Ombudsman of the respective area/region for redressal



of grievance as per Insurance Ombudsman Rules 2017

Grievance may also be lodged at IRDAI Integrated Grievance Management System - <https://igms.irda.gov.in/>

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

Specific Conditions

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

14.All claims under this policy shall be payable in Indian currency.

15.The premium payable under this policy shall be payable in advance. No receipt of premium shall be valid except acknowledged on the official form of the company signed by a duly authorized official of the company. The due payment of premium and the observance of fulfillment of the terms, provision, conditions and endorsements of this policy by the Insured Person/s, in so far as they relate to anything to be done or complied with by the Insured Person/s, shall be a condition precedent to admission any liability of the Company to make any payment under this policy. No waiver of any terms, provisions, conditions, and endorsements of this policy shall be valid unless made in writing and signed by an authorized official of the Company.

16.Any medical practitioner authorized by the company shall be allowed to examine the Insured Person/s in case of any alleged injury or diseases requiring hospitalization when and as often as the same may reasonably be required on behalf of the Company at the Company's cost.

17.Addition / Deletion

- 1. Addition : Enrolment of new insured persons / beneficiary** will be made during the period of insurance stated in the master policy schedule. The period of insurance for such newly enrolled insured person / beneficiary will be for a period of one year or less as stated in the certificate of insurance issued to the insured person / beneficiary.
- 2. Deletion of insured persons / beneficiary** from the Group can be made and refund will be effected on pro-rata basis from the date of request for deletion of the insured person(s) / beneficiary subject to NO claim being made in respect of that insured person(s) / beneficiary or his/her family member(s).

18.Notices :Any notice, direction or instruction given under this policy shall be in writing and delivered by hand, post, or facsimile/email to Star Health and Allied Insurance Company Limited, No 1, New Tank Street, Valluvar Kottam High Road, Nungambakkam, Chennai-600042. Fax no: 044-28302200, Toll free no: 1800-425-2255, Toll free fax no: 1800-425-5522 Email: support@starhealth.in
Notice and instructions will be deemed served 7 days after posting or **immediately** upon receipt in the case of hand delivery, facsimile or e-mail.


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

20.Automatic Termination: The insurance under this policy with respect to each relevant insured person / family shall terminate immediately on the earlier of the following events:

- Upon the death of the Insured Person. This also means that in case of family floater policy, cover for the other surviving members of the family will continue, subject to other terms of the policy.
- Upon exhaustion of the sum insured

21.Policy disputes: Any dispute concerning the interpretation of the terms, conditions, limitations and/or exclusions contained herein is to be understood and agreed to by both the Insured and the Company to be subject to Indian Law.

22.Arbitration If any dispute or difference shall arise as to the quantum to be paid under this policy (liability being otherwise admitted) such difference shall independently of all other questions be referred to the decision of a sole arbitrator to be appointed in writing by the parties.


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the dispute/difference, or if they cannot agree upon a single arbitrator within 30 days of any party invoking arbitration, the same shall be referred to a panel of three arbitrators, comprising of two arbitrators, one to be appointed by each of the parties to the dispute/difference and the third arbitrator to be appointed by such two arbitrators. Arbitration shall be conducted under and in accordance with the provisions of Arbitration and Conciliation Act, 1996.

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

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

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

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

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

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


25. Important Note:

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

26. Role of Group Administrator / Proposer

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

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


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IN SENATE, January 1, 1914.
REPORT OF THE ATTORNEY GENERAL ON THE PROCEEDINGS OF THE COMMISSIONERS OF THE LAND OFFICE, IN CONNECTION WITH THE SALE OF THE STATE LANDS, UNDER THE ACT OF MARCH 1, 1892, CHAP. 107, AS AMENDED.

WALTER C. BROWN,
ATTORNEY GENERAL.

List of Ombudsman

Office Details	Jurisdiction of Office Union Territory, District)
AHMEDABAD Office of the Insurance Ombudsman, Jeevan Prakash Building, 6th floor, Tilak Marg, Relief Road, AHMEDABAD - 380 001. Tel.: 079 - 25501201/02/05/06 Email: bimalokpal.ahmedabad@cioins.co.in	Gujarat, Dadra & Nagar Haveli, Daman and D
BENGALURU Office of the Insurance Ombudsman, Jeevan Soudha Building, PID No.57-27-N-19, Ground Floor, 19/19, 24th Main Road, JP Nagar, 1st Phase, Bengaluru-560 078. Tel.:-080-26652048/26652049 Email:- bimalokpal.bengaluru@cioins.co.in	Karnataka.
BHOPAL Office of the Insurance Ombudsman, Janak Vihar Complex, 2nd Floor, 6, Malviya Nagar, Opp.Airtel Office, Near New Market, Bhopal - 462 033. Tel.:- 0755-2769201/202 Email:- bimalokpal.bhopal@cioins.co.in	Madhya Pradesh Chattisgarh.
BHUBANESHWAR Office of the Insurance Ombudsman, 62, Forest park, Bhubneshwar - 751 009. Tel.:- 0674-2596461 / 2596455 Email:- bimalokpal.bhubaneswar@cioins.co.in	Odisha.
CHANDIGARH Office of the Insurance Ombudsman, S.C.O. No. 101, 102 & 103, 2nd Floor, Batra Building, Sector 17 - D, Chandigarh - 160 017. Tel.:- 0172-2706196/ 2706468 Email:-bimalokpal.chandigarh@cioins.co.in	Punjab, Haryana (excluding Gurugram, Farida Sonepat and Bahadurgarh), Himachal Pradesh, Union Territories of Jammu & Kashmir, Ladakh & Chandigarh.
CHENNAI Office of the Insurance Ombudsman, Fatima Akhtar Court, 4th Floor, 453, Anna Salai, Teynampet, CHENNAI - 600 018. Tel.: 044 - 24333668 / 24335284 Email: bimalokpal.chennai@cioins.co.in	Tamil Nadu, Puducherry Town and Karaikal (which are part of Puducherry).


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DELHI

Office of the Insurance Ombudsman,
2/2 A, Universal Insurance Building, Asaf Ali Road,
New Delhi - 110 002. Tel.:- 011 - 23232481/23213504
Email:- bimalokpal.delhi@cioins.co.in

Delhi & following Districts of Haryana -
Gurugram, Faridabad, Sonapat & Bahadurgarh.

ERNAKULAM

Office of the Insurance Ombudsman,
2nd floor, Pulinat Building, Opp. Cochin Shipyard,
M.G. Road, Ernakulum - 682 015. Tel.:- 0484-
2358759/2359338
Email:- bimalokpal.ernakulum@cioins.co.in

Kerala, Lakshadweep,
Mahe-a part of Union Territory of Puducherry

GUWAHATI

Office of the Insurance Ombudsman,
'Jeevan Nivesh', 5th Floor, Nr. Panbazar over bridge, S.S. Road,
Guwahati - 781001(ASSAM). Tel.:- 0361 - 2632204 / 2602205
Email:- bimalokpal.guwahati@cioins.co.in

Assam, Meghalaya, Manipur, Mizoram,
Arunachal Pradesh, Nagaland and Tripura.

HYDERABAD

Office of the Insurance Ombudsman,
6-2-46, 1st floor, "Moin Court" Lane Opp. Saleem Function
Palace, A. C. Guards, Lakdi-Ka-Pool, Hyderabad - 500 004.
Tel.:- 040-23312122
Email:-bimalokpal.hyderabad@cioins.co.in

Andhra Pradesh, Telangana, Yanam and part of
Union Territory of Puducherry.

JAIPUR


Office of the Insurance Ombudsman,
Jeevan Nidhi-II Bldg., Ground Floor,
Bhawani Singh Marg, Jaipur - 302005.
Tel.:- 0141-2740363 Email:-
bimalokpal.jaipur@cioins.co.in

Rajasthan.

KOLKATA

Office of the Insurance Ombudsman,
Hindustan Building Annexe, 4th floor, 4, CR Avenue,
Kolkata - 700 072. Tel.:- 033-22124339 / 22124340
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West Bengal, Sikkim, Andaman & Nicobar
Islands.


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LUCKNOW

Office of the Insurance Ombudsman,
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Hazratganj,
Lucknow-226 001.
Tel.:- 0522-2231330 / 2231331
Email:- bimalokpal.lucknow@cioins.co.in

Districts of Uttar Pradesh: Lalitpur, Jhansi, Maho
Hamirpur, Banda, Chitrakoot, Allahabad, Mirzapur,
Sonbhadra, Fatehpur, Pratapgarh,
Jaunpur, Varanasi, Gazipur, Jalaun, Kanpur,
Lucknow, Unnao, Sitapur, Lakhimpur, Bahraich,
Barabanki, Raebareli, Sravasti, Gonda, Faizabad,
Amethi, Kaushambi, Balrampur, Basti,
Ambedkarnagar, Sultanpur, Maharajgang,
Santkabinagar, Azamgarh, Kushinagar, Gorkhp
Deoria, Mau, Ghazipur, Chandauli, Ballia,
Sidharathnagar.

MUMBAI

Office of the Insurance Ombudsman,
3rd Floor, Jeevan Seva Annexe,
S. V. Road, Santacruz (W),
Mumbai - 400 054.
Tel.: 69038821/23/24/25/26/27/28/29/30/31
Email: bimalokpal.mumbai@cioins.co.in

Goa, Mumbai Metropolitan Region (excluding N
Mumbai & Thane).

NOIDA

Office of the Insurance Ombudsman,
Bhagwan Sahai Palace
4th Floor, Main Road, Naya Bans, Sector 15,
Distt: Gautam Buddha Nagar, U.P.-201301.
Tel.: 0120-2514252 / 2514253
Email: bimalokpal.noida@cioins.co.in

State of Uttarakhand and the following Districts
of Uttar Pradesh: Agra, Aligarh, Bagpat, Bareilly,
Bijnor, Budaun, Bulandshehar, Etah, Kannauj,
Mainpuri, Mathura, Meerut, Moradabad,
Muzaffarnagar, Oraiyya, Pilibhit, Etawah,
Farrukhabad, Firozbad, Gautam Buddha nagar,
Ghaziabad, Hardoi, Shahjahanpur, Hapur,
Shamli, Rampur, Kashganj, Sambhal, Amroha,
Hathras, Kanshiramnagar, Saharanpur.

PATNA

Office of the Insurance Ombudsman,
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Bihar, Jharkhand.

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 -41312555
Email:- bimalokpal.pune@cioins.co.in

Maharashtra, Areas of Navi Mumbai and Tha
(excluding Mumbai Metropolitan Region).


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<u>Items that are to be subsumed into Room Charges</u>	
Sl. No.	Item
1	BABY CHARGES (UNLESS SPECIFIED/INDICATED)
2	HAND WASH
3	SHOE COVER
4	CAPS
5	CRADLE CHARGES
6	COMB
7	EAU-DE-COLOGNE / ROOM FRESHNERS
8	FOOT COVER
9	GOWN
10	SLIPPERS
11	TISSUE PAPER
12	TOOTH PASTE
13	TOOTH BRUSH
14	BED PAN
15	FACE MASK
16	FLEXI MASK
17	HAND HOLDER
18	SPUTUM CUP
19	DISINFECTANT LOTIONS
20	LUXURY TAX
21	HVAC
22	HOUSE KEEPING CHARGES
23	AIR CONDITIONER CHARGES
24	IM IV INJECTION CHARGES
25	CLEAN SHEET
26	BLANKET/WARMER BLANKET


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27	ADMISSION KIT
28	DIABETIC CHART CHARGES
29	DOCUMENTATION CHARGES / ADMINISTRATIVE EXPENSES
30	DISCHARGE PROCEDURE CHARGES
31	DAILY CHART CHARGES
32	ENTRANCE PASS / VISITORS PASS CHARGES
33	EXPENSES RELATED TO PRESCRIPTION ON DISCHARGE
34	FILE OPENING CHARGES
35	INCIDENTAL EXPENSES / MISC. CHARGES (NOT EXPLAINED)
36	PATIENT IDENTIFICATION BAND / NAME TAG
37	PULSEOXYMER CHARGES



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<u>Items that are to be subsumed into Procedure Charges</u>	
Sl. No.	Item
1	HAIR REMOVAL CREAM
2	DISPOSABLES RAZORS CHARGES (for site preparations)
3	EYE PAD
4	EYE SHEILD
5	CAMERA COVER
6	DVD, CD CHARGES
7	GAUSE SOFT
8	GAUZE
9	WARD AND THEATRE BOOKING CHARGES
10	ARTHROSCOPY AND ENDOSCOPY INSTRUMENTS
11	MICROSCOPE COVER
12	SURGICAL BLADES, HARMONICSCALPEL,SHAVER
13	SURGICAL DRILL
14	EYE KIT
15	EYE DRAPE
16	X-RAY FIL
17	BOYLES APPARATUS CHARGES
18	COTTON
19	COTTON BANDAGE
20	SURGICAL TAPE
21	APRON
22	TORNIQUET
23	ORTHOBUNDLE, GYNAEC BUNDLE


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Items that are to be subsumed into costs of treatment

Sl. No.	Item
1	ADMISSION/REGISTRATION CHARGES
2	HOSPITALISATION FOR EVALUATION/ DIAGNOSTIC PURPOSE
3	URINE CONTAINER
4	BLOOD RESERVATION CHARGES AND ANTE NATAL BOOKING CHARGE
5	BIPAP MACHINE
6	CPAP/ CAPD EQUIPMENTS
7	INFUSION PUMP & COST
8	HYDROGEN PEROXIDE \ SPIRIT \ DISINFECTANTS ETC
9	NUTRITION PLANNING CHARGES - DIETICIAN CHARGES - DIET CHARGE
10	HIV KIT
11	ANTISEPTIC MOUTHWASH
12	LOZENGES
13	MOUTH PAINT
14	VACCINATION CHARGE
15	ALCOHOL SWABS
16	SCRUB SOLUTION/STERILLIUM
17	GLUCOMETER & STRIPS
18	URINE BAG



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EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT Odisha
At: Baniatangi, PO: Bajapur, Khurdha, PIN: 752060, Bhubaneswar

Performance Appraisal Report (Teaching)

Academic Year:

General Information:

- (a) Name :
- (b) Designation :
- (c) Department :
- (d) Institute :

Recent Coloured
Photograph

Part-I

Self assessment of the faculty members

(A) Teaching

(1) Course Taught

L. Lecture

T. Tutorial

P. Practical


Class	Course Title/ Semester	Periods allotted per week			Periods actually taught in the semester		
		L	T	P	L	T	P
1) Degree	Odd						
	Even						
2) M.E/ M. Tech/ MBA/ MCA	Odd						
	Even						

(2) Did you supply the lecture teaching plans of the course to the students?

If yes, give a specimen copy

(3) Internal evaluation of student carried out: (Numbers)

- 1) Class Test:
- 2) Quiz:
- 3) Home Assign:
- 4) Any Other:


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(4) Results of the course taught (Last published results)

Name of the Course /subject	Semester/ Branch	No. of students appeared	No. of students cleared	No. of students secured "O" Grade	No. of students secured "E" Grade	No. of students secured "A" Grade	No. of students secured "B" Grade	No. of students secured "C" Grade	No. of students secured "D" Grade

(B) Innovations in Teachings


- (1) Contribution, if any to development of curriculum, give a description :
- (2) Innovation in teaching method :
- (3) Innovation in Laboratory Experiments, If any give a brief description :
- (4) Innovation in evaluation methods :
- (5) Preparation of teaching materials, Text books, Laboratory Manual, etc
- (6) Preparations and upload of e-contents in the college website :

(C) Improvement of qualification: (B.Tech/M.Tech/Ph.D)

Name of Course	Diploma/ Degree/ P.G/ PhD	Name of the University	Subjects with Specialization	Duration Year	Marks/Grade Obtained
B.Tech					
M. Tech					
Ph.D					

(D) Refresher Courses, Summer/Winter Schools attended

Sl. No.	Name of Course	University/ Institution	Duration From-to	Certificates/Marks Obtained


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(E) **Research Work Done:**

(1) No. of students awarded M.E/Ph.D. Degree:

Sl. No	Name of the student	Title of Thesis

(2) No. of Research papers published:

Sl. No	Title of Paper	Name of the journal/ Conference	Date & Year of Publication	Remarks (Co- Authors)

(3) No. of Seminars/Conferences attended

Name of Seminar/ Conference/ Symposia	Name of the Sponsoring agency and date	Country	Name of Paper Contributed	Remarks

(4) Project in progress/ Completed

Title of project	Name of the Funding Agency	Date of Sanction & Duration	Complete/ Not Complete (Date of Completion)

(5) Seminars/Conference/ Seminar/ Winter School Organized


Name of the course	Duration	Sponsored	No of Participants attended

(6) Patents taken, if any give a brief description

(7) Membership of Professional Bodies

(F) **Administration:**

Please give a short account of your contribution


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- (1) Administration of the College/ Department :
- (2) Organization of Curricular and Extra- Curricular activities:
- (3) Whether member of any committee (specify details):
- (4) Monitoring the student Discipline:
- (5) Decision making and advisory bodies of your and other University/Academic Institutions:

(G) General Data :

- (a) What in your judgment was your most important contribution?
- (b) What were the major difficulties that you faced?
- (c) What are your suggestions for the future?

(H) Whether Academic audit of the Department is completed (to be filled by HOD)

Signature of Teacher

NB: Attach separate sheet wherever necessary

Part-2

OBSERVATION BY THE HEAD OF DEPARTMENT/ REPORTING AUTHORITY

- (1) Verification of Actual Data :
- (2) Observations Regarding Academic work
 - (a) Teaching
 - (b) Research
 - (c) Project
- (3) Observation about character sociability and integrity of the teacher


Signature of the Head of the
Department/Reporting Authority

Part-3

Remarks of Principal

Date:

Signature of the Principal


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Bhubaneswar, Khurda



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT Odisha

At: Baniatangi, PO: Bajapur, Khurdha, PIN: 752060, Bhubaneswar

Performance Appraisal Report (Non- Teaching)

Academic Year:

General Information:

- (a) Name:
- (b) Designation:
- (c) Section:
- (d) Institute:

Recent Coloured
Photograph

Part-I

Self-assessment of the faculty members

(A) Improvement of qualification:

Name of Course	Name of the University	Subjects with Specialization	Duration Year	Marks/ Grade Obtained

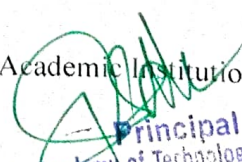
(B) Training Programs attended

Sl. No.	Name of Course	University/ Institution	Duration From- to	Certificates/Marks Obtained

(C) Administration:

Please give a short account of your contribution

- (1) Administration of the College/ Department:
- (2) Organization of Curricular and Extra- Curricular activities:
- (3) Whether member of any committee (specify details):
- (4) Monitoring the student Discipline:
- (5) Decision making and advisory bodies of your and other University/Academic Institutions:


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Bhubaneswar, Khurda

(D) General Data:

- (a) What in your judgment was your most important contribution?
- (b) What were the major difficulties that you faced?
- (c) What are your suggestions for the future?

Signature of staff

NB: Attach separate sheet wherever necessary

Part-2

OBSERVATION BY THE HEAD OF DEPARTMENT/ REPORTING AUTHORITY

- (1) Verification of Actual Data:
- (2) Observations Regarding Academic work
- (3) Observation about character sociability and integrity of the teacher

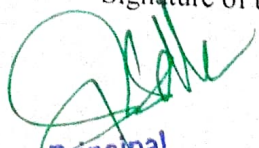
Signature of the Section Head

Part-3

Remarks of Principal

Date:

Signature of the Principal


Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda