



RCMAS
RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES
KAKKANAD, KERALA

Criterion VI

Governance, Leadership and Management

RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE

6.3 Faculty Empowerment Strategies

6.3.1

Monetary Welfare Measures

Submitted to



Welfare Measures

Rajagiri College of Management and Applied Sciences has put in place a wide range of welfare measures to promote a happy workplace that increases job satisfaction for both teaching and non-teaching staff. Our staff welfare program, SWAR (Staff Welfare Association of Rajagiri College of Management and Applied Sciences), is dedicated to enhancing the holistic well-being of our staff members. SWAR offers a range of initiatives, including health and wellness workshops, counseling services, and recreational activities, designed to advance the welfare, economic stability, and career advancement of the workforce. By fostering a supportive and enriching environment, SWAR ensures that our staff are empowered and motivated to excel in both their professional and personal lives. The welfare measures proposed for the employees' benefit are listed as Monetary Welfare Measures and Non -Monetary Welfare Measures.

Monetary Welfare Measures

These financial supports are designed to reward staff achievements, cover medical expenses, and facilitate further professional development, thereby enhancing their overall job satisfaction and financial security.

- **Life Insurance Policy (LIC)** - This policy provides financial security and support to employees.
- **Health Insurance** - This policy provides financial protection and access to quality medical care in the event of illness or injury.
- **Maternity Leave** - As part of our commitment to support the well-being and family needs of our employees, RCMAS is pleased to offer a comprehensive maternity leave policy as a welfare measure.
- **Salary Advances** - A salary advance is a financial benefit that allows staff members to access a portion of their upcoming salary before the regular payday. This advance can help employees manage urgent expenses or unforeseen financial needs.





- **Seed Money for attending FDP** - It helps to cover expenses like registration fees, travel and accommodation, enabling faculty members to enhance their skills and knowledge.
- **Festival Allowance**- It is a monetary benefit provided to employees, usually around major festivals to help them celebrate and manage additional expenses.
- **Personal Accident Benefit** - It provides financial compensation to employees in the event of accidental injuries, disability or death.
- **Provident Fund for Non- Teaching Staff** - It is a welfare measure that provides financial security and stability to employees by saving a portion of their salary each month.
- **Academic Grade Pay (AGP)** - It is part of the salary structure designed to reward and recognize the academic and professional qualifications of the staff. The Grade Pay is assigned based on the individual's educational qualifications, professional achievements, and experience.
- **City Compensatory Allowance (CCA)**- It is an integral part of our educational framework, supporting our staff members as part of our efforts to enhance their overall well-being. The allowance is designed to compensate for the increased expenses associated with living in cities where the cost of living is significantly higher compared to rural or less developed areas.
- **Dearness Allowance (DA)** -At RCMAS, the Dearness Allowance (DA) is a critical component of our staff remuneration package, designed to help employees manage the cost-of-living adjustments.
- **House Rent Allowance (HRA)**-The primary aim of HRA is to provide financial support to staff members for housing expenses. This allowance helps to alleviate the burden of rent payments, especially in urban areas where living costs can be high, thus ensuring that staff members can maintain a comfortable living standard.
- **Employees' State Insurance (ESI)**-At RCMAS, Employees' State Insurance (ESI) is a key benefit provided to non-teaching staff members. ESI is a comprehensive social security and health insurance scheme designed to offer

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financial and medical support to employees in the event of sickness, maternity, disability, or other health-related issues.

- **Honorarium Paid** - It is provided to staff members for their additional contributions beyond their regular duties. This includes involvement in special projects, administrative roles, committee work, or other responsibilities that require extra time and expertise.
- **Staff Welfare Expenses** - It is allocated to enhance the well-being and job satisfaction of our employees. These expenses cover a range of initiatives and benefits aimed at supporting the physical, mental, and financial health of our staff members.
- **Gratuity** - Gratuity is a form of financial benefit provided to employees who have completed a specified period of continuous service with the college. This payment is typically made upon retirement, resignation, or termination of employment, provided the staff member has met the minimum service requirement.

Legal



2021-2022	Maternity Leave		
01-09-2021	Elsa Jacob	1,08,408	Maternity salary from July 2021 to September 2021 paid
15-03-2022	Tiji Thomas	55,458	Maternity salary for from December 2021 to February 2022 paid
14-03-2022	Indu G Krishnan	1,14,690	Maternity salary from December 2021 to February 2022 paid
14-03-2022	Maria Athira Shalet	1,11,492	Maternity salary from December 2021 to February 2022 paid
		3,90,048	

Legal

2022-2023	Maternity Leave		
01-01-2022	Veena Ranjini S	2,33,242	Maternity salary for the period of January 2022 to June 2022 paid
05-04-2022	Maria Athira Shalet	1,11,492	Maternity salary for the period of March, April and May 2022 paid
05-04-2022	Indu G Krishnan	1,14,690	Maternity salary for the period of march, April and May 2022 paid
30-04-2022	Mekha Sebastian	2,26,134	Maternity salary for the period of April 2022 to September 2022 paid
01-09-2022	Sai Parvathy I R	1,24,331	Maternity Salary for the period of August 2022 to October 2022 paid
04-02-2023	Sai Parvathy I R	1,21,320	Maternity Salary for the period of November 2022 to January 2023 paid

Legal

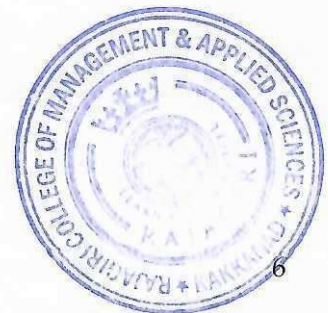


01-03-2023	Bilin Baby	25,850	Maternity Salary for the period of February 2023 & March 2023 paid
31-03-2023	Kavitha Krishnadas	46,271	Maternity salary for the period of March 2023 paid
		1,003,333	

Legal

2023-2024	Maternity Leave		
06-06-2023	Kavitha Krishnadas	2,81,678	Maternity Salary for the period of March 2023 to May 2023 paid
06-06-2023	Bilin Baby	1,37,000	Maternity Salary for the period of April 2023 to July 2023 paid
06-06-2023	Dona Maria Mani	1,15,939	Maternity Salary for the period of March 2023 to May 2023 paid
		5,34,617	

Legal



- **Soft Loan facility** – This interest-free loan service provides short-term financial assistance to help staff to meet unexpected expenses. The facility aims to alleviate financial stress and ensure that staff can focus on their work without worrying about financial burdens.

2019-2020	Loan And Salary Advances		
06-04-2019	Anila Thilakan	5,000	Temporary Loan
21-05-2019	Anila Thilakan	20,000	Temporary Loan
07-01-2019	Anila Thilakan	5,000	Onam Advance
07-09-2019	Anitha Krishnan	5,000	Onam Advance
07-07-2019	Behula Jena	5,000	Onam Advance
19-02-2019	Behula Jena	20,000	Temporary Loan
19-03-2020	Mani Krishnan	25,000	Loan For Medical Purpose
15-05-2019	Rahul M K	50,000	For Marriage Purpose
02-09-2019	Ranjith K J	5,000	Onam Advance
02-09-2019	Renu V Nambhoothiri	5,000	Onam Advance
07-09-2019	Tiji Thomas	5,000	Onam Advance
07-09-2019	Mani Krishnan	5,000	Onam Advance
		1,55,000	

Legal



2021-2022	Loan And Salary Advances		
04-10-2021	Anila Thilakan	25,000	Temporary Loan
04-10-2021	Behula Jena	30,000	Temporary Loan
18-03-2022	Jotty Jacob	20,000	Temporary Loan
09-08-2021	Ranjith Kj	10,000	Temporary Loan
24-02-2022	Renju Ac	2,00,000	Temporary Loan
		2,85,000	

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2022-2023	Loan And Salary Advances		
01-02-2023	Behula Jena	10,000	Advance Amount
30-08-2022	Dineesh U K	50,000	Temporary Loan
16-08-2022	Ranjith K J	25,000	Temporary Loan
20-06-2022	Renju A C	2,00,000	Advance Amount
23-08-2022	Renju A C	2,00,000	Advance Amount
02-12-2022	Renju A C	2,00,000	Advance Amount
29-06-2022	Tiji Thomas	50,000	Advance Amount
27-05-2022	Jotty Jacob	20,000	Advance Amount
12-07-2022	Jotty Jacob	20,000	Advance Amount
		7,75,000	

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2023-2024	Loan And Salary Advances		
03-01-2024	Anila Thilakan	30,000	Temporary Loan
10-05-2023	Rahul M K	50,000	Temporary Loan
09-05-2023	Ranjith K J	50,000	Temporary Loan
09-02-2024	Renju A C	2,00,000	Advance Amount
08-08-2023	Tiji Thomas	20,000	Temporary Loan
25-05-2023	Jincy Sunil	15,000	Temporary Loan
08-11-2023	Jithu Tom Eapen	20,000	Temporary Loan
17-11-2023	Jithu Tom Eapen	15,000	Temporary Loan
04-03-2024	Jithu Tom Eapen	10,000	Temporary Loan
27-03-2024	Jithu Tom Eapen	9,496	Temporary Loan
16-05-2023	Jotty Jacob	20,000	Temporary Loan
19-10-2023	Mani Krishnan	10,000	Temporary Loan
22-12-2023	Rahul Mk	5,000	Temporary Loan
08-12-2023	Renju A C	20,000	Advance Amount
17-10-2023	Sai Parvathy	20,000	Temporary Loan
17-10-2023	Salu Vargheese	20,000	Temporary Loan
		5,14,496	

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- **Privilege card** - This card helps for availing discount on consultation and Health check at Rajagiri Hospital - It offers exclusive discounts on consultation and health check services at Rajagiri hospital. This privilege card is extended to all staffs providing them with access to quality health care at affordable rates.



Proof of Privilege Card



Dear Rev. Father,

Greetings from Rajagiri hospital !!!

We are immensely happy to offer special privileges at Rajagiri Hospital for the employees of institutions under SH Province. It is with great excitement and pride, I wish to inform you the launch of "SH Province Institutions - Institutions Privilege Card".

We would request you to kindly advise the beneficiaries of this scheme to produce the ID Card of the institution or an authorization letter from their respective institutions along with the **Institutions Privilege Card** issued to avail aforesaid discounts. The proposed scheme shall not be clubbed with other schemes or insurance.


Sl No	Particulars	Discounts
1	Registration	Waived
2	OPD Consultation	50%
4	Out Patient Radiology/Lab Investigations	10%
5	In-Patient's Bills	7%
6	Health Check Up Packages	20%

The discount is proposed for employees of Institutions under SH Province

Warm Regards,



Fr. Johnson Vazhappilly CMI
Executive Director & CEO



Proof of Payment Confirmation Receipt of Employees' Provident Fund



ജനകീയാർജ്ജിത ട്രസ്റ്റ് ഓഫീസ്
Employees' Provident Fund Organization
ജനകീയാർജ്ജിത ട്രസ്റ്റ് ഓഫീസ്, എസ്.എസ്.ടി. ബിൽഡിംഗ്, 11-ാം ഫ്ലോർ,
മുൻകൈ നഗർ, കോളർ, 16, എൻ.എസ്. റോഡ്, ന്യൂ ഡൽഹി - 110066

Generated On: 11/04/2024 11:11

Payment Confirmation Receipt

TRRN No.	273240300A056
Challan Status	Payment Confirmed
Challan Generated On :	14-MAR-2024 10:30:07
Establishment ID	KRKCH0024506000
Establishment Name	RAJAGIRI COLLEGE OF MANAGEMENT & APPLIED SCIENCES
Challan Type	Monthly Contribution Challan
Total Members :	10
Wage Month	FEB-2024
Total Amount (Rs) :	36,265
Account-1 Amount (Rs) :	23,500
Account-2 Amount (Rs) :	750
Account-10 Amount (Rs) :	11,250
Account-21 Amount (Rs) :	750
Account-22 Amount (Rs) :	15
Payment Confirmation Bank :	State Bank of India
CRN	002140324697188
Payment Date	14-MAR-2024
Payment Confirmation Date :	14-MAR-2024
Total PMRPY Benefit	0



Legal



Proof of Payment Confirmation Receipt of Life Insurance Policy

RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES						
P. A CODE 80000406077 - AMOUNT DEDUCT FOR THE MONTH OF 01/2020						
S. NO	NAME	POLICY NO.	SUM ASSD.	DATE OF COMMENCEMENT	MONTH	AMOUNT
1	MEGHA MOHAN	340344576	360000	28/12/2019	Jan-20	1238
2	RENU A. C	340344577	370000	28/12/2019	Jan-20	1541
3	ASWATHY K M	340344578	390000	28/12/2019	Jan-20	1056
4	VEENA RENJINI S	340344579	380000	28/12/2019	Jan-20	1067
5	SANGEETHA JOSE	340344581	300000	28/12/2019	Jan-20	2064
6	TESSYMOL MATHEW	340344582	400000	28/12/2019	Jan-20	1507
7	SIJO JACOB	340344583	360000	28/12/2019	Jan-20	1238
8	ANNA GEORGE	340344584	360000	28/12/2019	Jan-20	1090
9	JITHU TOM EAPPEN	340344588	350000	28/12/2019	Jan-20	1261
10	GEETHU JOHNY	340344589	350000	28/12/2019	Jan-20	1105
11	ANNU JAMES	340344590	420000	28/12/2019	Jan-20	1747
12	ELSA JACOB	340344594	420000	28/12/2019	Jan-20	1063
13	NEETHU MARIA JOSE	340344596	420000	28/12/2019	Jan-20	1063
14	ANUPA STANLY	340344597	430000	28/12/2019	Jan-20	1884
15	AMMU K V	340344598	380000	28/12/2019	Jan-20	1065
16	SALU VARGHESE	340344599	380000	28/12/2019	Jan-20	1150
17	JOSE FRANCIS	340344600	370000	28/12/2019	Jan-20	1076
18	GEETHU GIBY	340344601	350000	28/12/2019	Jan-20	1105
19	JOBY JACOB	340344602	520000	28/12/2019	Jan-20	3306
20	JESMI JACOB	340344603	360000	28/12/2019	Jan-20	1238
21	DR. CHANDRALAL V S	340344604	390000	28/12/2019	Jan-20	1545
22	KAVYA KRISHNAKUMAR	340344605	420000	28/12/2019	Jan-20	1063
23	ANEESHA K JOSE	340344606	370000	28/12/2019	Jan-20	1076
24	SEKHAR PANKAJAKSHAN	340344607	320000	28/12/2019	Jan-20	1057
25	ANILA VARGHESE	340344608	480000	28/12/2019	Jan-20	2101
26	VINITHA VARGHESE	340344609	360000	28/12/2019	Jan-20	1135
27	NEHA ANNE VARGHESE	340344610	390000	28/12/2019	Jan-20	1056
28	CHRISTY BABU LUKOSE	340344611	420000	28/12/2019	Jan-20	1063
29	JISSY JOSEPH	340344612	420000	28/12/2019	Jan-20	1943
30	ASHISH C PIUS	340344613	390000	28/12/2019	Jan-20	1545
31	AMALA MANAVANAN	340344614	520000	28/12/2019	Jan-20	2356
32	KAVITHA KRISHNADAS	340344615	380000	28/12/2019	Jan-20	1150
33	FR. ANTONY PUTHUSERRY	340344616	490000	28/12/2019	Jan-20	2407
34	DR. BIPINDAS U R	340344617	360000	28/12/2019	Jan-20	1047
35	SARAH REX VARGHESE	340344618	330000	28/12/2019	Jan-20	1137
36	NIDHI VARGHESE	340344619	390000	28/12/2019	Jan-20	1404
37	LIBINA BABU	340344620	400000	28/12/2019	Jan-20	1047
38	MARTINA A A	340344621	410000	28/12/2019	Jan-20	1544
39	NILEENA SASIDHARAN	340344622	380000	28/12/2019	Jan-20	1306
40	DR. INDU G KRISHNAN	340344623	360000	28/12/2019	Jan-20	1090
41	SUNITHA VARGHESE	340344624	360000	28/12/2019	Jan-20	1238
42	MARIA ATHIRA SHALET	340344625	400000	28/12/2019	Jan-20	1047
43	JUBY GEORGE	340344626	360000	28/12/2019	Jan-20	1185
44	AMALA LINUS	340344627	360000	28/12/2019	Jan-20	1185

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45	LAKSHMY K RAGHAVAN	340344628	370000	28/12/2019	Jan-20	1466
46	RAJI T	340344630	390000	28/12/2019	Jan-20	1711
47	BRIDIN ROCHA	340344631	380000	28/12/2019	Jan-20	1065
48	MEKHA SEBASTIAN	340344632	430000	28/12/2019	Jan-20	1052
49	DIANA JOSEPH	340344633	400000	28/12/2019	Jan-20	1665
50	MARY ANTONY	340344640	200000	28/12/2019	Jan-20	1664
51	DEEPTHI S NAIR	340344641	360000	28/12/2019	Jan-20	1185
52	PRIYA P GOPINATHAN	340344644	370000	28/12/2019	Jan-20	1076
53	ARDRAC MICHAEL	340344645	380000	28/12/2019	Jan-20	1065
54	MANJU R MENON	340344652	300000	28/12/2019	Jan-20	2064
55	SAIPARVATHY I R	340344653	360000	28/12/2019	Jan-20	1297
56	CHITHRA V MENON	340344654	350000	28/12/2019	Jan-20	1261
57	AJISH V NAIR	340344655	390000	28/12/2019	Jan-20	1806
58	AMRUTHA ANTONY	340344656	390000	28/12/2019	Jan-20	1056
59	MERLEENA ANTONY	340344657	450000	28/12/2019	Jan-20	1099
60	JOTTY JACOB	340344658	360000	28/12/2019	Jan-20	1579
PAGE TOTAL						82702
NON TEACHING STAFF						
61	RAHUL M K	340344585	350000	28/12/2019	Jan-20	1155
62	ROBIN JOSEPH	340344586	350000	28/12/2019	Jan-20	1105
63	SAVIO VARGHESE	340344587	340000	28/12/2019	Jan-20	1579
64	TIJI THOMAS	340344591	350000	28/12/2019	Jan-20	1105
65	JINCY SUNIL	340344592	500000	28/12/2019	Jan-20	3389
66	DINEESH U K	340344593	370000	28/12/2019	Jan-20	1120
67	MANIMOHAN T V	340344595	370000	28/12/2019	Jan-20	1716
68	RANJITH K J	340344629	420000	28/12/2019	Jan-20	1664
69	ANITHA KRISHNAN	340344642	140000	28/12/2019	Jan-20	1179
70	ANILA THILAKAN	340344643	200000	28/12/2019	Jan-20	1055
71	SARASWATHI SHARMA	340344649	160000	28/12/2019	Jan-20	1074
72	BEHULA JENA	340344651	440000	28/12/2019	Jan-20	2844
	RENU V NAMBOOTHIRI 1240	340351519	350000	28/12/2019		
GRAND TOTAL						18985

101687

Legal



LIFE INSURANCE CORPORATION OF INDIA
ERNAKULAM DIVISION

LIFE INSURANCE CORPORATION OF INDIA

To: Rajagiri College of Management and Applied Sciences, Rajagiri Valley, Kakknad -682039 | From: LIC of INDIA, Br. Code: 78F, "ELIAS CHAMBERS", BANERJEE ROAD, ERNAKULAM, KOCHI

Ref: /NB/SSS

Date: 05/02/2020

Dear Sir/Madam,

Reg: Authorization Letter in respect of New Policies
PA Code - 8000406077

We have pleasure in enclosing Authorisation Letters in respect of your Employee-policy-holders who have taken up Life Insurance policies with us. You are requested to see that Premium + G.S.T. as noted in Authorisation letters and as per details given below are recovered from the salary for the month noted against the policies and remit the same to the undernoted servicing branch along with the premia for the earlier policies for which you will be getting the usual demand notice.

Servicing Branch : 78F
ERNAKULAM-II
"ELIAS CHAMBERS"
BANERJEE ROAD
ERNAKULAM, KOCHI

Yours faithfully,

[Signature]
P. Sr. /Branch Manager.

PIN - 682018

Policy No. Date of Comm DO-CLIA/Agency	Short Name Sum Assured Plan Pay-Term	Dept. No. Premium G.S.T.	Employee Code Deduct for month TOTAL AMOUNT
340344576 28/12/2019 0000677/3091578F	MEGHA 360000 814 - 26	1165.00 52.00	02/2020 1217.00
340344577 28/12/2019 0000677/3091578F	RENJU 370000 814 - 22	1455.00 65.00	02/2020 1520.00
340344578 28/12/2019 0000677/3091578F	ASWATHY 390000 814 - 32	990.00 45.00	02/2020 1035.00
340344579 28/12/2019 0000677/3091578F	VEENA 380000 814 - 31	999.00 45.00	02/2020 1044.00
340344581 28/12/2019 0000677/3091578F	SANGEETHA 300000 814 - 14	1955.00 88.00	02/2020 2043.00

0226731

LIFE INSURANCE CORPORATION OF INDIA
ERNAKULAM DIVISION


Policy No. Date of Comm DO-CLIA/Agency	Short Name Sum Assured Plan Pay-Term	Dept. No. Premium G.S.T.	Employee Code Deduct for month TOTAL AMOUNT
340344667 28/12/2019 0000677/3091578F	MERLEENA 450000 814 - 35	1033.00 46.00	02/2020 1079.00
340344658 28/12/2019 0000677/3091578F	JOTTY 360000 814 - 21	1492.00 67.00	02/2020 1559.00

Total Policies : 72.

Rs. 100157/-



0006308



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

मंडल DIVISION : Ernakulam

ERNAKULAM BR 2, Code No. 761
K. I. AS CHANDRER
BANERJEE ROAD
ERNAKULAM, KOCHI
Pin: 682018 Ph: 42334463

शाखा - Branch Ernakulam Br 2, Code No. 761
तिथि - Date
कम संख्या Tr. No.

SSS COLLECTION RECEIPT

Rs. NIL By Cash
निम्नीकरण के लिये सुधुन्यवाक्यभक्तों 100157.00 By Cheque
Received with thanks No. Rs. 58938 Cheq Date 12/02/2020
Rajagiri College of Management. नकद और/या चेक द्वारा
By Cash and/or
By Cheque from

श्रीमता/सुश्री/श्री Smt./Ms./Sri.
Towards the following Collection Amount - 100157.00

Collection Number 1897


P.A. Code 8000406077

Sub-P.A. Code

Due Date (From) 02/2020
Due Date (To) 02/2020

Rupees One lakh one hundred fifty seven only

चेकद्वारा भुगतान होने पर जारी की गयी रसीद चेक की
Receipt of payment made by cheque is issued
realisation of the cheque.



हस्ताक्षर Signature


Rajagiri College of Management
and Applied Sciences
Rajagiri Valley,
Kakkanad

<< "FOR MORE DETAILS ABOUT YOUR POLICY" >>
<< "CONTACT LIC S IVRS TEL NO. 04842374242" >>

Legal



Proof of Payment Confirmation Receipt of Health Insurance Policy



ICICI Lombard
Nibhaye Vaade

Group Health (Floater) Insurance

a. POLICY SCHEDULE

Insured Detail
 Policy Number :
 Insured At : 40167X/O/327763824/00/000
 Name of the Insured : MUMBAI
 Mailing Address of the Insured : RAJAGIRI COLLEGE OF MANAGEMENT & APPLIED SCIENCES
 RAJAGIRI VALLEY, KAKKANAD, KAKKANAD, KERALA - 682039

Interventor/Exposed Person (IE/EP) (Relative of PEP) : No

Intermediary Details
 Agency/Broker Code :
 Agency/Broker Name : 200253685747
 Agent's/Broker's Mobile No. : THE SOUTH INDIAN BANK
 : 8976984281
 Agent's/Broker's Email ID : afsalvn08@gmail.com

Policy Details
 Period of Insurance :
 Product : From: 00:00 Hours of Jan 25, 2024 To Midnight Jan 24, 2025
 Total Lives Insured : GROUP HEALTH (FLOATER) INSURANCE
 Sum Insured : 49
 Details of Person Insured : ₹98,00,000.00
 Basic Premium : As per Annexure Premium Computation
 Stamp Duty : ₹1,45,762.00
 *Total Premium : ₹0.50
 : ₹1,72,000.00

*Premium value mentioned above is inclusive of taxes applicable

Coverages

1	Special Condition 1	Lasik Surgery is covered if correction index is +/-6.5
2	Pre-Post Hospitalisation	Pre Hospitalisation and Post Hospitalisation for 60-90 days respectively are covered.
3	Special Condition 2	Terrorism is covered
4	Sum Insured	SI is restricted to Rs. 200000 per person during the policy period as per annexure attached herewith.
5	Room Rent	1% of SI(200000) maximum upto Rs.3500 for Normal and 2% of SI(200000) maximum upto Rs.5000 for ICU (inclusive of nursing charges) . If insured is admitted in a higher category, then insured will bear difference of all medical expenses as in final hospital bill in same proportion.
6	Age Band	91 days to 80 years
7	Family Definition	Employee covered under policy.
8	Add-Del of Lives	Premium to be charged on Pro Rata Basis for addition/deletion endorsement. No Refund for deletion-if lives less than minimum required and if insured has claimed during policy
9	Ambulance Service	Ambulance Charges limited to Rs 1000 per person.
10	Pre-Existing Disease	Pre-Existing diseases are covered
11	Health Assistance Services	Health Assistance is a dedicated medical care service that assists you in all your health related queries for identifying Specialist/Hospital/fixing an appointment with Doctors/Nutritionist /facilitating 2nd opinion, etc. To avail this facility please call our Helpline at 040 6627 4205 (9:30 am to 6 pm Mon to Sat, excluding public holidays) or write to healthassistance@icicilombard.com.
12	Domiciliary Hospitalisation	Excluded
13	Exclusion	Septoplasty, Infertility and Related Ailments incl. "Male sterility"; Treatment on trial/experimental basis; Admin/Registration/Service/Misc. Charges; Expenses on fitting of Prosthesis; Any

ICICI Lombard General Insurance Company Limited
 IRDA Reg. No. 115 CIN: L67200MH2000PLC129408 UIN : ICILGP2401V/392324 GROUP HEALTH (FLOATER) INSURANCE
 Mailing Address: Registered Office Address Toll free no : 1800 2565
 661 & 607, 6th Floor, Interface 16 ICICI Lombard House, A14, Vener Savarkar Alternate no : 86592 22506 (chargeable)
 Mumbai, Maharashtra, India Chennai, Tamil Nadu, India Email : customercare@icicilombard.com

Legal



Proof of Payment Confirmation Receipt of Group Personal Accident Policy

ICICI Lombard
Nishchay Mantri

E. I. Insurance Limited Insurance Company Ltd
E. I. Insurance Limited Insurance Company Ltd
New South Indian Bank Temple, Ernakulam, Mumbai 400025

GROUP PERSONAL ACCIDENT

BIN: IIPAGP230179061122 - Misc II

Part I of Policy: Policy Schedule

Policy No: 4005 32803007200300 (TRUE COPY)
Name of the Insured: Issued at: MUMBAI
RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES
Mailing Address of the Insured: Rajagiri Valley, Karkkanad
Karkkanad
Ernakulam
Kerala Pin- 682039

Politically Exposed Persons (PEP)/close relative of PEP: No
Intermediary Details: Agency Code: CA0067
Agency Name: THE SOUTH INDIAN BANK
Agent's mobile no.: 8976984281
Agent's E-mail ID: afsalvn08@gmail.com

Period of Insurance: From: 25/01/2024 Time: 00.00 Hours
To: 24/01/2025 Time: 24.00 Hours

Total number of persons to be insured: 83
Total Capital Sum Insured: 16,600,000.00
Details of persons to be insured: As per annexure attached
Benefit Table:
Premium

Premium Break Up	(Rs.)	Premium (Rs.)
Stamp Duty	(Rs.)	10.00
*Total Premium	(Rs.)	3,314.00

*Premium value mentioned above is inclusive of taxes applicable

D. Conditions/Endorsements

- A-Death
- B-Death +PTD
- C-Death +PTD +PPD
- Animal/Snake/Insect Bite Covered except Mosquito bite
- Terrorism is covered in the policy except for that arising out of Nuclear, Biological and/or Chemical means which is out side the scope of the policy.
- Premium for Addition & deletion to be charged on pro - rata
- Premium shall not be refunded for deletion if any claim is paid during the policy.
- Any endorsements will be from the date of addition and not from the inception of the policy.
- Exclusion: While engaged in aviation, or whilst mounting or dismounting from or traveling in any aircraft. (Not applicable for fare Paying Passengers)
- Exclusion: Perils of the sea are excluded from the scope of the policy While engaged in aviation, or whilst mounting or dismounting from or traveling in any aircraft. (Not applicable for fare Paying Passengers)
- Exclusion: Animal bite/Snake Bite/Insect bite is not covered. (*This will be a part of exclusion list on pdf only when it is not covered*)
- Exclusion: Risk Category III people are out of the scope of the policy
- Exclusion: Committing any breach of law of land with criminal intent.
- Exclusion: Death or disablement resulting from Pregnancy or childbirth
- Exclusion: Naval, military or air force personnel
- Exclusion: Radioactivity, Nuclear risks, ionizing radiation

Legal



**Proof of Payment Confirmation Receipt of Various Allowances received
by Teaching Staff**



RCMAS
RAJAGIRI COLLEGE OF MANAGEMENT &
APPLIED SCIENCES

RAJAGIRI VALLEY, KAKKANAD-682039

0484-2955270

finance@rajagiricollege.edu.in

Salary Slip

Period	DECEMBER 2023		
Employee ID	RCMAS-020		
Designation	Asst.Professor		
Employee Name	BRIDIN ROCHA		
Account No	0587053000008786		
Earnings	Amount	Deductions	Amount
Basic Salary	23333	T.D.S	0
AGP	7000	L.I.C	1021
DA	15167	Professional Tax	0
HRA	1500	Advance	0
CCA	350	Leave	
Any Other/ Festival allowance	2500	Any Other	0
Total Earnings :49851	Total Deductions :1021		
Current Net Salary: 48830			
Employee Signature:			
Employer Signature:			

Legal



**Proof of Payment Confirmation Receipt of Various Allowances received
by Non -Teaching Staff**



RAJAGIRI VALLEY, KAKKANAD-682039
0484-2955270
finance@rajagiricollege.edu.in

Salary Slip

Period		JUNE 2024	
Employee ID		RCMAS NTS-01	
Designation		OFFICE SUPERINTENDENT	
Employee Name		RANJITH K.J	
Account No		0587053000001084	
Earnings	Amount	Deductions	Amount
Basic Salary	34205	P.F	1800
AGP	0	L.I.C	1605
DA	3907	Professional Tax	0
HRA	2000	Advance	0
CCA	400	Leave	
Any Other	0	Any Other	0
Total Earnings :40512		Total Deductions :3405	
Current Net Salary: 37107			
Employee Signature:			
Employer Signature:			

Legal





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RAJAGIRI COLLEGE OF MANAGEMENT & APPLIED SCIENCES

RAJAGIRI VALLEY, KAKKANAD-682039

0484-2955270

finance@rajagiricollege.edu.in

Salary Slip

Period		AUGUST 2024	
Employee ID		RCMAS -NST 11	
Designation		Sweeper	
Employee Name		ANITHA KRISHNAN	
Account No		0587053000009150	
Earnings	Amount	Deductions	Amount
Basic Salary	15900	PF	1800
AGP	0	L.I.C	1132
DA	1769	Professional Tax	0
HRA	750	Advance	0
CCA	350	ESI	141
Any Other /Festival allowance	2500	Any Other	0
Total Earnings :21269		Total Deductions :3073	
Current Net Salary: 18196			
Employee Signature:			
Employer Signature:			

(Handwritten Signature)

PRINCIPAL

Rajagiri College of Management & Applied Sciences
Rajagiri Valley, P. O., Kakkanad - 682 039

