



**Janseva Foundation LoniBudruk
Arts and Commerce College, Shendi (Bhandardara)**

At.-Chichondi, Tal.-Akole, Dist.-Ahmednagar (MS) 422604

NAAC Accredited 'B+' Grade

Unipune ID- PU/AN/AC/93/2007 Email- principal.acshendi@pravara.in

Website : www.accollegeshedi.in



Sr. No.	Details of Staff Welfare
1	Group Insurance policy Document
2	Janseva Foundation Loni Budruk, Policy on Duty Leave to attend Seminar, Conferences, workshops and University Work




PRINCIPAL
Janseva Foundation Loni BK's
Art's And Commerce College,
Shendi(Bhandardara)-422604
Tal.Akole. Dist. Ahmednagar,

NAGRIKSURAKSHA INDIVIDUAL POLICY SCHEDULE

Policy No. 164392/48/2024/517 **Prev. Policy No.** -
Cover Note No : - **Cover Note Dt** : -
Insured's Code : 179275348 **Issue Office Code** : 164392
Insured's Name : Janseva Foundation Loni Bk's (GSTIN: 0) **Issue Office Name** : BO SHIVAJI CR. RD. SHRIRAMPUR (GSTIN: 27AAACT0627R4ZW)
Address : A/P- Arts Commerce and Science College, Shendi (Bhandardara) Tal- Akole Dist-Ahmednagar Teaching Staff & **Address** : DADA JOSHI BLDG.
 - SHIVAJI CROSS ROAD
 -
 AHMEDNAGAR MAHARASHTRA 423107 **SHRIRAMPUR MAHARASHTRA 413709**
Tel /Fax /Email : / / 0 / NA **Tel /Fax /Email** : 02422 223566,222253 / /
 sagar.jawale@orientalinsurance.co.in

Agent/Broker Details

Dev.Off.Code : NH0000000040
Agent/Broker : BF000018510 Pravara Institute of Research & Edu in Natutal & SSc(CA0390)
Address : Pravara Institute of Research & Education in Natutal & Social Science(CA0390),0,PIRENS , LONI BK, LONI, Ahmednagar,Maharashtra,AHMEDNAGAR,MAHARASHTRA,413736
Tel /Fax /Email : ////

Period of Insurance : FROM 10:00 ON 27/02/2024 TO MIDNIGHT OF 26/02/2025

Collection No & Dt : CSHCHQ 1068902990 - 27/02/2024 GST INVOICE NO :2722284575431 UIN :0

Gross Premium : 5,846 GST 1,052 Stamp Duty : 0 Total : 6,898

Coinsurance Details : NIL

Particulars of the Persons Covered

Sr. No.	Name of Person Covered	Age	Relationship	Occupation	Disabled/Injured/Sick	Sum Insured		Cumulative bonus
						Personal Accident Section 80%	Hospitalisation Section 20%	
1	Dr.Rokade Visahali Surykant	55	Self	OTHERS	NA	2,40,000	60,000	
2	Prof. Bachhav Archana Valchand	44	Self	OTHERS	NA	2,40,000	60,000	
3	Prof.Dagale Anil Nivrutti	31	Self	OTHERS	NA	2,40,000	60,000	
4	Prof. Wagh Janardhan Namdev	37	Self	OTHERS	NA	2,40,000	60,000	

Place : SHRIRAMPUR

Date : 27/02/2024



IRDA-REGNO-656

For and on behalf of
The Oriental Insurance Company Limited

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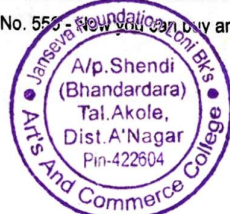
In case of any query regarding the Policy please call Toll Free No. 1800 11 8485 and 011 33208485.

Authorised Signatory

CIN: U66010DL1947GOI007158 All the Amounts mentioned in this policy are in Indian Rupee

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PRINCIPAL
 Janseva Foundation Loni Bk's
 Art's And Commerce College,
 Shendi(Bhandardara)-422604
 Tal.Akole. Dist. Ahmednagar,

Attached to and forming part of policy number 164392/48/2024/517

Particulars of the Persons Covered

5	Prof. Khatik Naim Husen	32 Self	OTHERS	NA	2,40,000	60,000
6	Prof. Bangar Namdev Pandu	32 Self	OTHERS	NA	2,40,000	60,000
7	Prof. Dudhawade Sanjay Khandu	29 Self	OTHERS	NA	2,40,000	60,000
8	Prof. Ghule Shila Mahadu	41 Self	OTHERS	NA	2,40,000	60,000
9	Prof. Pathave Dinkar Mangala	25 Self	OTHERS	NA	2,40,000	60,000
10	Prof. Langhi Gangaram Ganpat	31 Self	OTHERS	NA	2,40,000	60,000
11	Prof. Potkule Varsha Hari	26 Self	OTHERS	NA	2,40,000	60,000
12	Prof. Kaute Vitthal Ranganath	36 Self	OTHERS	NA	2,40,000	60,000
13	Mr. Pradip Dnyaneshwar Pathave	26 Self	OTHERS	NA	2,40,000	60,000
14	Mr. Dnyaneshwar Dhondiram Ghane	24 Self	OTHERS	NA	2,40,000	60,000
15	Mr. Sachin Valiba Divate	28 Self	OTHERS	NA	2,40,000	60,000
16	Mr. Vandana Manohar Nadekar	24 Self	OTHERS	NA	2,40,000	60,000
17	Mr. Laxman Dasharath Ide	26 Self	OTHERS	NA	2,40,000	60,000
18	Shri. Gadage Santosh Vitthal	41 Self	OTHERS	NA	2,40,000	60,000
19	Shri. Sukate Vikas Budha	44 Self	OTHERS	NA	2,40,000	60,000
20	Shri. Bhangare Sunil Eknath	39 Self	OTHERS	NA	2,40,000	60,000
21	Shri. Bande Suresh Namdev	50 Self	OTHERS	NA	2,40,000	60,000
22	Shri. Waghmare Somnath Dagadu	25 Self	OTHERS	NA	2,40,000	60,000
23	Shri. Gangad Tukaram Mangala	27 Self	OTHERS	NA	2,40,000	60,000
24	Shri. Madhe Sunil Tukaram	26 Self	OTHERS	NA	2,40,000	60,000
25	Shri. Waghmare Dinesh Kailas	29 Self	OTHERS	NA	2,40,000	60,000
26	Mr. Aher Rahul Uttam	33 Self	OTHERS	NA	2,40,000	60,000

Place : SHRIRAMPUR



IRDA-REGNO-556

For and on behalf of
The Oriental Insurance Company Limited

Date : 27/02/2024

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(Signature)
PRINCIPAL
Janseva Foundation Loni Bk's
Art's And Commerce College,
Shendi(Bhandardara)-422604
Tal. Akole, Dist. Ahmednagar,

Attached to and forming part of policy number 164392/48/2024/517

Particulars of the Persons Covered

27	Miss. Gawali Jayshri Tukaram	44 Self	OTHERS	NA	2,40,000	60,000
28	Mr. Gholap Vishal Dinkar	37 Self	OTHERS	NA	2,40,000	60,000
29	Miss. Nita Sachin Kandalkar	35 Self	OTHERS	NA	2,40,000	60,000
30	Miss. Rupali Kailas Lhonde	45 Self	OTHERS	NA	2,40,000	60,000
31	Mr. Barde Sunil Tukaram	34 Self	OTHERS	NA	2,40,000	60,000
32	Miss. Bornare Suvma Ajay	32 Self	OTHERS	NA	2,40,000	60,000

Assignee Details

Sr. No.	Name	Assignee Name	Share %	Relationship
1	Dr. Rokade Visahali Surykant			
2	Prof. Bachhav Archana Valchand			
3	Prof. Dagale Anil Nivrutti			
4	Prof. Wagh Janardhan Namdev			
5	Prof. Khatik Naim Husen			
6	Prof. Bangar Namdev Pandu			
7	Prof. Dudhawade Sanjay Khandu			
8	Prof. Ghule Shila Mahadu			
9	Prof. Pathave Dinkar Mangala			
10	Prof. Langhi Gangaram Ganpat			
11	Prof. Potkule Varsha Hari			
12	Prof. Kaute Vitthal Ranganath			
13	Mr. Pradip Dnyaneshwar Pathave			
14	Mr. Dnyaneshwar Dhondiram Ghane			
15	Mr. Sachin Valiba Divate			
16	Mr. Vandana Manohar Nadekar			
17	Mr. Laxman Dasharath Ide			

Place : SHRIRAMPUR



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Date : 27/02/2024

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 Shendi (Bhandardara)-422604
 Tal. Akole, Dist. Ahmednagar,

Attached to and forming part of policy number **164392/48/2024/517**

This Document is Digitally Signed

Signer: MEERA PARTHA BARTHY
Date: Tue, Feb 27, 2024 10:38:10 IST
Location: NOIDA
Reason: Signing Policy for OICL

Assignee Details

- 18 Shri. Gadage Santosh
Vitthal
- 19 Shri. Sukate Vikas
Budha
- 20 Shri. Bhangare Sunil
Eknath
- 21 Shri. Bande Suresh
Namdev
- 22 Shri. Waghmare
Somnath Dagadu
- 23 Shri. Gangad Tukaram
Mangala
- 24 Shri. Madhe Sunil
Tukaram
- 25 Shri. Waghmare Dinesh
Kailas
- 26 Mr. Aher Rahul Uttam
- 27 Miss. Gawali Jayshri
Tukaram
- 28 Mr. Gholap Vishal Dinkar
- 29 Miss. Nita Sachin
Kandalkar
- 30 Miss. Rupali Kailas
Lhonde
- 31 Mr. Barde Sunil Tukaram
- 32 Miss. Bornare Suvrna
Ajay

Total Sum Insured in words : Indian Rupees Ninety-Six Lakhs Only

Total Premium in words : Indian Rupees Six Thousand Eight Hundred Ninety-Eight Only

The insurance under this policy is subject to conditions, clauses, warranties, endorsements .

The policy shall pay for hospitalisation expenses for medical/surgical treatment at any Nursing Home/Hospital in INDIA as an in-patient defined in the policy.

In the event of a claim under the policy exceeding Rs. 1 lac or a claim for refund of premium exceeding Rs. 1 lac, the insured will comply with the provisions of the AML policy of the Company. The AML policy is available in all our operating offices as well as Company's website.

Warranted that in case the person covered under the policy has lodged any claim under the previous policy and the sum insured is enhanced under the current policy, for a further claim for the same disease during the current policy, the earlier Limit of Sum Insured shall be applicable and not the enhanced sum insured.

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).

Place : SHRIRAMPUR



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LEAVE:

- i) This leave rules is subject to the law applicable to the Janseva Foundation. or any agreement settlement or award for the time being in force or the contract of the service.

The leave cannot be claimed as a matter of right; Grant of leave to a permanent employee shall depend on the exigencies of the work of the Janseva Foundation and shall be at the discretion of the leave sanctioning authority.

- ii) The permanent employee who desires to obtain leave of absence shall apply in writing to the leave sanctioning authority.

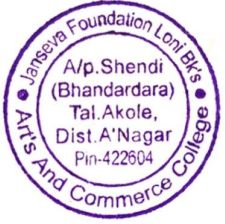
- iii) Except in urgent cases or unforeseen circumstances when it is not possible to do so an application for the leave other than casual or sick leave shall be made, at least 24 hours a day previous to the time from which leave is required when the leave is asked for is for 4 days or less, and 7 days in advance when the leave is asked for is more than 4 days. If the employee is required to proceed suddenly on any leave and for reasons beyond the control, the leave sanctioning authority may on satisfying himself sanction such leave on his request application, which is submitted latter.



- ii) The Officer empowered to sanction the leave shall issue orders on such leave applications within 3 days on the Janseva Foundation of leave application when it is more than 4 days. In case of urgent nature without any delay if the leave is asked for is granted a leave pass shall be issued to the employee.
- iii) No employee shall start on leave before obtaining the leave pass except in urgent cases or unforeseen circumstances when it is not possible for him to do so.
- iv) If the leave is refused or postponed the fact of such refusal or postponement shall be communicated to the employee immediately.
- v) If a permanent employee after preceding on leave desires an extension of leave, shall make an application in writing before the period of his originally sanctioned leave expires. A written reply of the grant or refusal of the extension of leave shall be communicated to the employee at his known address. If such reply is likely to reach him before the expiry of the originally granted leave to him. If an employee overstays the originally sanctioned leave

without prior sanction, he/she will not be eligible for the payment during such overstayed leave also it will be treated as misconduct.

- vi) During the period of long leave the employee should give his address to the Janseva Foundation before going on leave.
- vii) The JANSEVA FOUNDATION has every right to call the employee who is on sanctioned leave if his services are essentially required and the remaining sanctioned leave shall automatically cancelled and the same shall be credited to his leave account.
- viii) Leave without pay may be granted in special circumstances to an employee when no any other leave of any kind is due to him or balance in his leave account. It is at the discretion of the Management.
- ix) Study leave with pay / without pay may be granted by the Management depending on the duration of the course and it is sole discretion of the Management.
- x) If an employee proceeding on sanctioned leave, but afterwards desires to cancel the sanctioned leave can apply to the authority regarding the cancellation of the sanctioned leave. The sanctioning authority shall consider such application.
- xi) The leave year shall be recognized as from January to December every year.
- xii) Holidays declared by the Janseva Foundation and weekly holidays shall be prefixed or suffixed to Casual leave and earned leave. And if above Holidays falls during the period of earned leave, the leave will be calculated including holidays.
- xiii) The Board of Trustees / CEO shall not sanction more than one year leave without pay at a time.
- xiv) A leave record shall be maintained by the Janseva Foundation in a Register of all leave of absence which is sanctioned, refused postponed or cancelled and orders passed and reasons for refusal or postponement, cancellation shall in every case to be entered in the register.



- xv) Every employee shall be provided his leave record showing up to date leave balance on his credit. The leave record shall be open to inspection by the employee during the office hours.
- xvi) No leave can be adjusted against the notice period of resignation.

CASUAL LEAVE :

- i) Every permanent employee including probationer shall be entitled 15 days casual leave every year.
- ii) Casual leave shall be non cumulative and no leave of any kind shall be combined with casual leave.
- iii) Casual leave shall not be availed more than 3 days at a time. Casual leave is intended to Meet special or unforeseen circumstances. It can be extended for a further period of 3 days in certain circumstances.
- iv) Ordinarily the previous permission of the leave sanctioning authority shall be obtained before taking the casual leave. When this is not possible, the management of the Janseva Foundation is informed in writing.
- v) The casual leave for half day can be granted. Absence on Saturday where it is observed as a half working day shall be treated as a Casual leave for full day.
- vi) Casual leave cannot be encased at any circumstances.

SICK LEAVE:

- i) Every permanent employee including probationer shall be entitled to 10 days full or 20 days half pay sick leave during the leave year.
- ii) If such leave is taken for a period less than 3 days, with intimation medical certificate is not essential.
- iii) Sick leave more than 3 days shall be sanctioned only on the submission of Medical Certificate obtained from the Medical Board appointed by the Janseva Foundation every Medical Certificate should be signed by any two Doctors of the board.



- ii) The employee has to produce the unfit certificate obtained from the Medical Board appointed by the Janseva Foundation along with the sick leave application with 3 days. A fitness certificate shall also be required to be produced by such employee on the day on which he resumes his duty if leave is required more than 3 days.
- iii) An employee can accumulate sick leave up to 30 days. Sick leave more than 30 days shall automatically lapse in that year if not availed. No compensatory benefit in the form of Cash or Leave shall be paid in lieu of such lapsed sick leave.
- iv) Holidays including weekly holidays falling within the period of sick leave shall be treated as sick leave.
- v) Sick leave without pay shall be granted to an employee in certain circumstances, on medical ground for the period of one year.
- vi) Sick leave cannot be encased in any circumstances.

MATERNITY LEAVE:

- i) A permanent female employee who has completed 2 years service in the Janseva Foundation / any of its allied institute shall be entitled for 120 days Maternity Leave.
- ii) Sick leave if due shall be granted in continuation of maternity leave to a female employee.
- iii) Maternity Leave shall be granted only for two issues.

EARNED LEAVE :

- i) A permanent non-vocational employee who has completed one year service in Janseva Foundation in time scale shall be granted 30 days Earned Leave.
- ii) Earned leave can be accumulated up to 60 days. No compensatory benefit in the form of cash / leave shall be paid in lieu of lapsed / unveiled Earned Leave.

- iii) Earned leave shall be availed minimum 4 days at a time.
- iv) An employee who has not served for 240 days in Janseva Foundation. shall not be entitled for Earned Leave in respective calendar year.
- v) An employee who is eligible for vacation, if asked to work during the vacation by an written order of CEO / Executive Chairman / Joint Secretary shall be entitled for leave in 3:1 ratio.



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