

# V. M. SALGAOCAR INSTITUTE of International Hospitality Education

Manora-Raia, Salcete, Goa - 403720. India
Tel +91 (832) 6623000 Fax +91 (832) 6623111 info@vmsiihe.edu.in www.vmsiihe.edu.in
Established by Vishwa Saraswati Society (Reg. No. 10/Goa/2007)

	CRITERION – 6
	GOVERNANCE, LEADERSHIP AND MANAGEMENT
Key Indicator	6.3 Faculty Empowerment Strategies
Metric No.	6.3.1

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

### **Table of Contents**

Sr.No.	Documents	Pg.No.
1.	Group Insurance Policy – Sample	2 - 9
2.	Compensatory Off - Sample	10 - 10
3.	Staff Uniforms	11 - 11



### INTERNAL MEMO

To, Ms. Sushma Lotliker Executive - Administration From, Secretarial & Corporate Law SEC/INS/145/2020

VSS'sVMSIIHE-Raia

Date: 01/10/2020

Sub.: GROUP MEDICLAIM POLICY FROM 18/09/2020 TO 17/09/2021.

Dear Sushma,

We are forwarding herewith the Group Mediclaim Policy No. 131700/48/2021/1012 covering 39 persons for the period of one year w.e.f. 18/09/2020 to 17/09/2021 issued by the Oriental Insurance Co. Ltd.

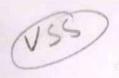
Kindly acknowledge the receipt in having received the above policy on gbghatge@vmsalgaocarcorp.com

Regards,

Gurugas Gnaige

Encl:vas above.

20 riginal Invoice & teceips. attached.



This Document is Digitally Signed

Signer: ATUL JERATE Date: Thu, Sep. 7, 20 Location: NOISA Reason: Signing Policy

### GROUP MEDICLAIM POLICY SCHEDULE

Policy No.

62782100

EDUCATION

403720

Cover Note No.

red's Code

ed's Name

Tel Fax Email

GOA SOUTH DIST 403720 0/0/9923975828/ gbghatge@vmsalgaocarcorp.com

THA SARASWATI SOCIETY'S

fin: 30AAAAV4308H1ZX)

WM SALGADCAR INSTITUTE OF

INTERNATIONAL HOSPITALITY

MANORA -RAIA, SALCETE, GOA

Prev. Policy No. : -

Cover Note Date : -

Issue Office Code: 131700

Issue Office Name: DO VASCO (GSTIN:

30AAACT0627R3ZA)

PEREIRA CHAMBERS, 1ST FLOOR FR. JOSE VAZ ROAD P.O.BOX NO 105

VASCO-DA -GAMA GOA 403802

GOA GOA 403802

Tel. /Fax /Email

Address

0832-2519516,2518062,2512204,9082730056

/ 0832-2512625 /

chavan rajendra@orientalinsurance.co.in

;131700@orientalinsurance.co.i

Agent/Broker Details

: NA0000004096 DIRECT VASCO DA GAMA D.O. Dev.Off.Code

Agent/Broker

Address : //// Tel/Fax/Email

Period of Insurance: FROM 00:00 ON 18/09/2020 TO MIDNIGHT OF 17/09/2021

Collection No. & Dt.:

DC\_I\_IND 9245003221 - 17/09/2020

**GST INVOICE NO:301963537** 

UIN:0

2,12,857

Service Tax: 38,314

Stamp Duty

: 12,51,171 Total

insurance Details : NIL

TPA Details:

TPA ID TPA Name

Address

M/S MD INDIA HEALTH INSURANCE TPA

PVT. LTD.

MD INDIA HOUSE, SURVEY NO.147/8 Sr. Bo. 46/1, Espace, A2 Big, 4th floor, Pune Nagar

Road, Vadgaonsheri, Pune 411014 customercare@mdindia.com, info@mdindia.com Toll Free No. : 18002331166, 18002334446

Telephone No.

**PUNE 411038** 

YA0000000334

FAX No.

Number of persons covered

Particulars of the Persons covered :

Limit of Liability for Relationship Sum Insured Sr No Emp/Dependant Name Age Sex Domicilliary Hospitalisation

39 MEMBERS AT INCEPTION

58 M Self

1,06,00,000

0

Pre-existing Diseases / Diability Declared :

Place:

GOA

Date :

16/09/2020

For and on behalf of The Oriental Insurance Company Limited

This is an electronically generated document (Policy Schedule). The Policy document duly stamped will be sent by post.

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

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

Authorised Sig

Page 1 of 3

IRDA Regn. No. 556 - Now you can buy and renew selected policies online at www.orientalinsurance.org.in

# Attached to and forming part of policy number 131700/48/2021/1012

Total Sum Insured in words : Indian Rupees One Crore Six Lakhs Only

: Indian Rupees Two Lakhs Fifty-One Thousand One Hundred Seventy-One Only Total Premium in words

The insurance under this policy is subject to conditions, clauses, warranties, endorsements . The policy shall pay for hospitalization expenses for medical/surgical treatment at any Nursing Home/Hospital in INDIA as

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 an in-patient defined in the policy insured will comply with the provisions of the AML policy of the Company. The AML policy is available in all our operaing offices as well as Company's website.

TERMS AND CONDITIONS AS PER STANDARD MEDICLAIM POLICY.

EXP. POLICY NO. 131700/48/2020/979

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).

"In the event of discontinuation of this group policy an individual member covered herein can migrate to Individual Mediclaim policy or Happy Family Floater policy as the case may be so that the he /she may continue to enjoy the continuity benefits as per the provisions of the IRDA circular no.52/15/IRDA/Health/SN/08-09 dt.March'31,2009 regarding 'Renewability of Health Insurance Policies."

at Orecas continuously strive to ensure that you get the best possible treatment from our network hospitals. TPA or any of the Oriental offices for our preferred hospitals in your area before going for a mr. This will help us serve you in the best possible manner."

in witness whereof the undersigned being authorised by and on behalf of the Company has/have herein to set his/their hands at GOA on 16TH DAY OF SEPTEMBER 2020.

In case of grievance related to any issue related to this policy the same may be addressed to the office In-Charge or the Grievance Officer at above policy address. If the grievance remains pending, it may be escalated to Grievance Officer of the concerned Regional Office TOWN CENTRE, TOWER 1,601-605, 6TH FLOOR, ANDHERI KURLA ROAD, NERA MITTAL ESTATE, ANDHERI EAST. The next escalation in case grievance remains unresolved is CSD, Head Office, situated at Oriental House, A-25/27, Asaf Ali Road, New Delhi-

If the insured is not satisfied with the resolution/reply provided by the company, he/she may approach the Office of Insurance Ombudsman, within his/her jurisdiction. The list of offices of Ombudsman is available on Company's portal."

Place:

GOA

16/09/2020 Date :

For and on behalf of The Oriental Insurance Company Limited For and on behalf of

This is an electronically generated document (Policy Schedule). The Policy document duly stamped will be sent by post.

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

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

IRDA Regn. No. 556 - Now you can buy and renew selected policies online at www.orientalinsurance.org.in

Authorised Signatory

Page 2 of 3

This Document is Digitally Signed Signer: ATUL JERATH Date: Thu, Sep. 7, 20 Location: NOISA Reason: Signing Polis

# Attached to and forming part of policy number 131700/48/2021/1012

Entered By

Ms. Swapna Santosh Owal

Examined By

MS. K. VRUNDA A. RAO

Policy Printed By: 703893

IP:

Policy Printed On: 17-SEP-20 13:27:56

MAC:

For and on behalf of The Oriental Insurance Company Limited

Authorised Signa

Place:

GOA

Date :

16/09/2020





For and on behalf of The Oriental Insurance Company Limited

This is an electronically generated document (Policy Schedule). The Policy document duly stamped will be sent by post.

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

Page 3 of 3

IRDA Regn. No. 556 - Now you can buy and renew selected policies online at www.orientalinsurance.org.in

### Signer, ATU: Date: Thu, Sept. A Location: NO ISA Reason: Signing Col. for Oik.

# Attached to and forming part of Policy number 131700/48/2021/1012 Annexure

Sr.No.	Emp	No./ ID No	Mairie	D.O.B.	Sex	Relationship	Basic Cover S.I.	Domiciliary Hospitalisation S.I.	Maternity Benifit S.I.	Floater/ Organisatio nal Buffer S.
	-			30-JAN-62	м	Self	5,00,000			
1		1	Irfan Mirza		F	Self	3,50,000	)		
2		2	Sujatha Madhavan	16-APR-75	F	Self	3,00,000	0		
3		3	Jinnie, Rodrigues	29-JUN-78		Self	3,00,000	0		
4		4	Nagraj Naik	24-DEC-71	M		3,00,00	0		
5		5	Sushma Lotliker	22-MAY-75	F	Self	3,00,00			
6		6	Sherlaine Viegas	05-MAR-85	F	Self				
7		7	Gauri Alias Rama Pandurang Patil	23-AUG-90	F	Self	3,00,00			
8		8	Savio Cyril D'Souza	07-JUL-83	М	Self	3,00,00			
		9	Sharada Prabhu	03-OCT-84	F	Self	3,00,00	00		
11		10	Nelissa Andrea	23-AUG-89	F	Self	3,00,00	00		
			Alcasoas Valerie Jacques	28-JUL-90	F	Self	3,00,0	00		
1		11		26-SEP-48	F	Self	3,50,0	00		
1	2	12	Dr Marie Raj	10-DEC-79	F	Self	2,50,0	000		
1	13	13	Manisha Borkar	10-APR-90	F	Self	2,50,0	000		
13	14	14	Chaitra Phaldesai		M	(Second)	2,00.0	000		
- 9	15	15	Vikraman Pillai D	20-MAY-62			2,00,0	000		
	16	16	Ramesh V. Singh	24-DEC-79	N	752.53	3,00,	000		
	17	17	Sudhir Desai	05-DEC-74	N		3.50.			
	18	18	Johannes Sebastian	14-DEC-68	N	A Self	3,30.	000		
		-	Breitinger Sharayu Nagueshk	ar 09-DEC-83	F	Self	2.00.	000		
	19	19	Rajesh Gopal Naik			M Self	2,00	.000		
	20	20		23-SEP-81		M Self	2,00	,000		
	21	21	Sarfaraz Can	13-JAN-93		F Self	3.00	0000		
	22	22	Alethea Baracho	T. Participant		M Self	2,00	000,		
	23	23	Sarfaraz Madiwale			TOTAL TOTAL	3.00	0000		
	24	24	Frazer Rodrigues	21-AUG-9			2.50	0.000		11
	25	25	Dinesh Mukhia	08-JUL-88	1	M Self		(	and on behalf of	1

Place GOA Date 16/09/2020

Authorise Signatory

Page 1 of 2 '

All the amounts mentioned in this policy are in Indian Rupees

....



		A 21405-000	art of Policy number 1	31700/48/2021	11012		and the		Domiciliary	Maternity	Floater/ Organisatio
tached to				D.O.B.	Sex	Re	lationship	Basic Cover S.I.	Hospitalisation S.I.	Benifit S.I.	nal Buffer S.
Sr.No.	Emp t	OI LON	Name							alm (h	
					м	S	elf	2,00,000	0		
26	;	26	Gagan Gurappa Biradar	14-MAY-92	F	5	elf	2,00,00	0		
2	7	27	Maria Jeniffer Gonsalves	10-JUL-69	13211		Self	3,00,00	00		
2	28	28	Sandeep Dattaram Bandodkar	03-JUL-70	M		Self	3,00,0	00		
	29	29	Issac Mathew	03-SEP-72 06-OCT-58	M		Self	3,00,6			
	30	30	Martha Rebello	70			Self	3,00,0	000		
	31	31	Amelia Edna Castro Cota Cruz			И	Self	3,00.			
	32	32	Anup Murlidhar Bhi	07-APR-90		F	Self	2,00			
	33	33	Beverly Steffie Fernandes	01-JUN-8		м	Self	380	0,000		
	34	34	Sabeer Sayed Manjunath Halaba			М	Self		0,000		
	35	35 36	Maksud Ali Khan	25-MAY-		м	Self		60,000		
	36	37	Migel Pereira	18-JUL-7		F	Self		000,000		
	38	38		27-JUL- 06-DEC		F	Self	3,	000,000		
	39	39	Tanvi Shenvi Manerikar	00-000							

Place GOA 16/09/2020 For and on behalf The Oriental Insurance C

DO: VASCO DA GAMA PERA CHAMBERS, 1ST FLOOR FR.JOS VAZ ROAD P.O.BOX NO 105 VASCO-GAMA GOA 403802, , , GOA , 403802

GST NO: 30AAACT0627R3ZA

### RECEIPT

Office Code & Name

: 131700 - DO VASCO

Bank Code

: 9100(C-131700-01)

Bank

Name

: 51-01/9245003221

Posted Doc No.

: 9245003220

Collection No.

: 17/09/2020 13:25

**Collection Date** 

Code

Posted Doc Dt..

17/09/2020

Received with thanks From Sh./Smt./ M/s.

: VISHWA SARASWATI SOCIETY'S

The Sum of

: Indian Rupees Two Lakhs Fifty-One Thousand One Hundred Seventy-One Only

: Premium collections

Towards the following Dept. Policy No. Policy End/Ren/Dec/ Dev. Off. Code Source Status Claim No.

Amount C/D GL Collected

SL Code Code

Pay Mode Bank Branch Instrument Instr. Dt./CC Exp. Dt. No.

2,51,171.00 C

AA0000000001 DC\_I\_IN 5083

HDFCR520 17/09/2020 200916977

2021/1012 New

Policy

2,51,171.00 Total

GST

: Rs. 38314

NA0000004096

GST NO Of Insured

: 30AAAAV4308H1ZX

Policy Type / Zone

GROUP MEDICLAIM INSURANCE COMPANY LTD

17474

Cashier Addrensed Signatory

Note: For Payment by cheque, receipt will be valid subject to realisation of Cheque

The Oriental Insurance Company Ltd.

DO : VASCO DA GAMA PEREIRA CHAMBERS, 1ST FLOOR FR. JOSE VAZ ROAD P.O.BOX NO 105 VASCO-DA -GAMA GOA 403802 , , , GOA , 403802

30AAACT0627R3ZA Tax Invoice

ice Code

131700 - DO VASCO GST NO :30AAACT0627R3ZA

ORIGINAL FOR RECIPIENT

avoice No.

: 301963537

Invoice Date : 17-09-2020

Billing Details Sh./Smt./ M/s.

VISHWA SARASWATI SOCIETY'S V.M. SALGAOCAR INSTITUTE OF INTERNATIONAL HOSPITALITY EDUCATION MANORA -RAIA, SALCETE, GOA 403720

GA 403720

STATE CODE :30 GSTIN:30AAAAV4308H1ZX

UIN : 0

Tax is Payable on Reverse Charge : No

Towards HSN/SAC - 997133 - General

Ins	urance	e Service	•			-1V14		IGST	IGST Amt	CGST	CGST Amt		SGST/UTGST Amt	
S1 No.	Dept Code	No.	Polic Y Statu	Endorsemen t No	Amount Colle	cted	Taxable Valu	Perc		Perc		Perc		
		-			2.51	171.00	2,12,857.00	)		9%	19,157.00	9%	19,157.00	
1	48	2021/1012	New Policy		2.5.1						19,157.0	0	19,157.00	
	-	-	-	Total	2,51,1	71.00	2,12,857.	00			Suctinguity		-	

: Indian Rupees Two Lakhs Fifty-One Thousand One Hundred Seventy-One Only

Policy Type / Zone

GROUP MEDICLAIM

Note: For Payment by cheque, receipt will be valid subject to realisation of Cheque

CE COMPANY LTD

CIN: U55010DL1947GOI007158 IRDA Regn. No. 556 - All the amounts Towards HSN/SAC General Insurance Services Indian Rupees

PAGE NO.

: 1 of 1



## **Compensatory Off Card**

Employee Name :

Emp. ID.:

Designation: Department : Ramappa Navalotte 410200036
Cotty Painter | Poliste Civil belper Engineery

Sr.	Date	Tin	ne	Reason	Employee Sig.	HOD	HR	Administrator	Director	C.O. availed on
No.		Time In	Time Out			76		1	1	100
01	8/03/2m/	q (copin)	18:00 pm	OFF day working done.	6168	Lower	4	XXX418	duy	1332
		40	11(1)	(Swimmany poor)		thindred!	1	Luciela	Line	4) 01. 1
	30/8/21		14:00	wooked on off Day	的磁性	Zigirdin	- 7	1 9 1	ann	- 419121
13	32/1921	8.00	19-01	Worked on off publiciti	45,108	Horal	M	huy 5/96	B.	_
										-
			-			-			-	State of the
		*								
							1			
	-									

Real	5x 120 X	Security Coats	469	Quarte 12	Owners had good hard board to 25 John Home	South State	S.E. Jane	Name	Sept	Standing	Remarks	15
Sec   415  18   Shirth   OS   2   5  18   OS   Shirth   OS   Control     Sec   415  18   Shirth   OS   2   5  18   OS   Shirth     Sec   415  18   Shirth   OS   2   215  18   OS   Shirth     Sec   415  18   Shirth   OS   Control   OS   Shirth   OS   Control     Sec   415  18   Shirth   OS   Control   OS   Shirth   OS   Control     Sec   415  18   Shirth   OS   Control   OS   Shirth   OS   Shirth     Sec   415  18   Shirth   OS   Control   OS   Shirth   OS   Shirth     Se   415  18   Shirth   OS   Shirth   OS   Shirth   OS   Shirth     Se   415  18   Shirth   OS   Shirth   OS   Shirth   OS   Shirth     Se   415  18   Shirth   OS   Shirth   OS   Shirth   OS   Shirth     Se   415  18   Shirth   OS   Shirth   OS   Shirth   OS   Shirth     Se   415  18   Shirth   OS   Shirth   OS   Shirth   OS   Shirth     Se   415  18   Shirth   OS   Shirth   OS   Shirth   OS   Shirth     Se   415  18   Shirth   OS   Shirth   OS   Shirth   OS   Shirth     Se   415  18   Shirth   OS   Shirth   OS   Shirth   OS   Shirth     Se   415  18   Shirth   OS   Shirth   OS   Shirth   OS   Shirth     Se   415  18   Shirth   OS   OS   OS   OS   OS   OS   OS   O			Charleman Sub	20	00 C F F F F F F F F F F F F F F F F F F	कर/क्रीरक	65	Rajibar	Richard	No.		105
	89		Shoole	00	2 17.6	c.   c.   c.	F	100				
	1	R. J. S.	Powts	0.6	0 3 7 6		1	100	E-Market			1
			Sloves	Fa	1	1	. Fo	*		2		5/2
			Stark.	10			id		Ser July	-		2
10   10   10   10   10   10   10   10	or or	- 1	Shuits	0.3	59:	-	50	)	The state of			
19   19   18   18   18   18   18   18			Paul	0.2	\$15 84	20/2/2012	D.T.	2000	Secum L	+ 10 mm		
79 / 13/3/18 State 32 aut (18 7 replits 02 Englis Danis of Copy of State of Copy of Co		The same of	Blocks	6.4	100	-	63			T	3 3	41
		81/8/81 /6	Shark.	25	aulich g	0		8	Barrell			N/A
74 75318 Shikit Do Carte Garage States States Commercial Commercia			Paul	0.02	0	1.00	0.00		Sactor Of		一	. 7
18 applies Society States 1 paid 3 letter 5 letter 02 December 1, 200 per 18 18 letter 02 December 18 18 18 letter 02 December 18 letter 02 letter 02 december 02 letter 02 lett	Y		Skin F	90	The second						1	3
18 apl 18 Commission of the civilis civilis of post decoming the civilis civilis civilis commission of the civilis civilis civilis commission of the civilis civilis commission of the civilis civilism commission of the civilism comm			Parits	20.	8 4 9 9 9	J. 6 6. 18	200	Arrend .		1月間東 2		
18 416 8 Survey Cost Ora 616118 616118 Ora 3 6441 Comme 2 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6			Sofely Blaze	J pai	8 k 109	3.15/18	De 10	Amount		NO.	The state of the s	- 1
48 74.13 (committee) 02 (40.18 (22 (form) Committee) 148 (42 (form) Committee) 148 (42 (form) Committee) 148 (42 (form) Committee) 148 (43 (form) Committee) 148 (form) Committe	the same	अ। अ	Smarts Cost	Dis.	salah s	6/4/18	20	30.00		0.2		
12 This 12 Committee or (4/1) 1/2/10 (22 (Euron Committee or (4/1)) 1/2/10/10 (Committee or (4/1)) 1/2/10/10 (Committee or (4/1)) 1/2/10/10/10/10/10/10/10/10/10/10/10/10/10/	7	The second of	Angeron Depart	-	\$16118	211812	40		Camer -5	4	Sales A	
48 (4) 18 (charteen by 2) (18) (4) (18) (2) (18) (18) (2) (18) (2) (18) (2) (18) (2) (18) (2) (18) (2) (18) (2) (2) (18) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2	75550	4/4/18	( commentant	2 Ames	A SECTION ASSESSMENT	+	100	000	100	*	The life	
Service court Dry Zelelis Soldies Cr. Shows Schools Charles Cr. Shows Schools S. Schools			Provided (Free	10	134 64 34 7	1 - 16 118	-20	Berry	Carmen	-	- Apriles	100
35 12 61.2	Y			3.0		0	100					
35 12 61.00 countries on 20 6115 2016118 O2 Backers Countries 35 12, 61.00 countries 3	9		Louis Cont.	63	(615/18	186.18	3	Showness.	Charles is	1 10	*	
25 12 12 15 15 15 15 15 29 618 29 618 02 Exection Committee Both 618 02 Exection Committee Both 618 02 15 03 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1		Albert Chilles	200	A STATE OF THE STA	1	3			8	今事	10.0
351 h. 6.18 square no 3		A Table	Chermonthe	2-0	211.9 40	2916118	0	E. change	Comments	316	0 920	-
C C C C C C C C C C C C C C C C C C C		A 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	- Comment	ST LANGE	Total State of		100			-	The state of the s	1
	-	27 10 11 12	Mark of the second	6.9	200	-	20	500	,		ú	+