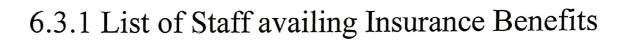
# 6.3.1 The Institution Has Effective Welfare Measures for Teaching and Non- Teaching Staff

Sl.No	List of Documents				
1	List of Staff availing Insurance Benefits				
2	Insurance card				
3	Employee State Insurance Benefit (ESI)				
4	Fee concession Record				
5	Fee Paid Challan				
6	OOD Benefit Availed				
7	Indoor sports facility for staff members				
8	Gym Facility for staff members				
9	Leave Policy				





## RBANM's FIRST GRADE COLLEGE

#12 Annaswamy Mudaliar Road, Opposite Ulsoor Lake, Bangalore-560042 Permanently Affiliated to Bengaluru City University, Reaccredited by NAAC Recognised by Government of Karnataka and Recognized under Section 2 (f) & 12 (B) of the UGC Act, 1956

### LIST OF STAFF AVAILING INSURANCE FACILITIES

Insurance Availed by List of Teaching Staffs					
Name					
Akshaya Kumari M					
Dr.Avinash V					
Banuprakash HV					
Bindu L					
Dr.Chetan Bajaj					
Divya S					
Gayathri K					
Kashinath					
Moka Nanditha Varma					
Mehnaaz Safura					
Mohammed Nawaz					
Dr.Nandhini Bajaj					
Dr.Narayanaswamy					
Lt.Parthasarthy L					
Pavithra S					
Priya K					
Pushphalatha K R					
Savitha G M					
Sheethal Kiran					
Sivyapriya Kannan					
Dr.Sunil Kumar					

Insurance Availed by List of Non Teaching Staffs					
1	Bhaskaran M				
2	Deepa V				
3	Kumar R H				
4	Debora P				
5	Prasant Kumar Biswal				
6	Puttaraju H E				
7	Shivanna N				

PRINCIPAL

R.B.A.N.M'S First Grade College No. 12, Annaswamy Mudaliar Road, BANGALORE - 560 042.

Mob: 8048533572

# 6.3.1 Insurance Card

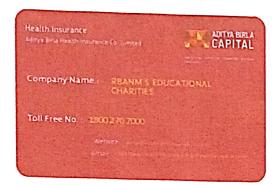


RBANMS'S FIRST GRADE COLLEGE
#12, Annaswamy Mudaliar Road, Opposite Ulsoor Lake, Bengaluru-560042
Reaccredited by NAAC | Permanently Affiliated to Bengaluru City University an recognized by UGC under 2(f) & 12(B)

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

INSURANCE CARD

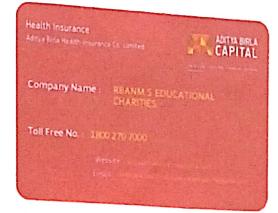
**TEACHING STAFF** 











Adhyl Birk Health Recovered Ca. Limited.

MASTER POLICY NO: 2-81-24-0002205-000
POLICY NO: CHI-81-24-7896936-000
EMPLOYEE CODE: FCC0010
Coverage Start Date: 13/01/2024 Coverage End Date: 12/01/2025

Name Membership No. Relationship DOB
SHEETHAL KIRAN P72190714 Self 02/04/1979

Health Insurance

Salaya Cas Reserved Cas Lores

Company Name REANM S EDUCATIONAL
CHARITES

Toll Free No.: 1800 270 7000

MASTER POLICY NO: 2-81-24-0002205-000
POLICY NO: CHI-81-24-7896888-000
EMPLOYEE CODE: FCC0002
Coverage Start Date: 13/01/2024 Coverage End Date: 12/01/2025

Name Membership No. Relationship DOB
SAVITHA G. M. PT2190746 Self 03/07/1976

Health Insurance

Acrys Engineer Province Co. Legisle

Company Name: REANIN 5 EDUCATIONAL
CHARITIES

Toll Free No.: 1800 270 7000

MASTER POLICY NO : 2-81-24-0002205-000

POLICY NO : CHI-B1-24-7896960-000

EMPLOYEE CODE : FCC0020

Coverage Start Date: 13/01/2024 Coverage End Date: 12/01/2025

Name Membership No. Relationship DOB

S DIVYA PT2190715 Self 04/12/1993

Additional of the present of the present and the fine of the present of the prese

### NON TEACHING STAFF



Adopa Birla Houth Inscence Co. Limited.

MASTER POLICY NO : 2-81-24-0002205-000 POLICY NO : GHI-81-24-7896863-000

EMPLOYEE CODE : FGC0014

Coverage Start Date: 13/01/2024 Coverage End Date: 12/01/2025

Name Membership No. Relationship DOB
PUTTARAJU H E PT2190729 Self 18/06/1985

LOTA BILA CAPITAL

PRINCIPAL

R.B.A.M.M.S First Grade College Ng. 12, Annaswamy Mudaliar Road BANGALORE - 560 042. Ph : 25512976 6.3.1 Employee State Insurance Benefit (ESI)



### **EMPLOYEES' STATE INSURANCE CORPORATION TEMPORARY IDENTITY CERTIFICATE**

Insured Person:

Shivanna

Insurance No.: Date of Registration: 21/05/2015

5343563487

THIS CERTIFICATE IS VALID up to 19/06/2015

### YOUR REGISTRATION DETAILS

		NATION DETAILS			
Employee Name :	Shivanna	Type of Disability :	None		
Name of Father / Husband:	Late Nanjappa	Date of Birth :	05/03/1972		
Marital Status :	Married	Gender:	Male		
Present Address :	# 582, 8th Cross, Bangarappa Nagar Rajarajeshwari Nagar	Permanent Address :	# 582, 8th Cross, Bangarappa Nagar Rajarajeshwari Nagar		
Dispensary / IMP :	Mysore road, KA (ESIS Disp.)	Bangalore-98, Dist Bangalore, Karnataka			
Current Employer Details		First Employer Details			
Employer's Code (*).:	53000288010001303	Employer's Code No. :	None		
Sub Unit's Code N . :	None	Sub Unit's Code No. :	None		
Date of Appointme 1:	01/04/2015	First Insurance No. :	None		
Name of Employer	RBANM's Educational Charities	Name of Employer:	None		
Address of Employer:	#24 GANGADHARA CHETTY ROAD,BANGALORE,560042,Dist:Bangalor	Address of Employer:	None @		

#### Family Details:

Name	Relationship with the Employer	Date of Birth	Whether Residing with Insured Person	State	District
H S Pavithra	Spouse	21/08/1982	Yes	Kamataka	Bangalore
S Dileep Kumar	Minor dependant son	22//7/2000	Yes	Kamalaka	Bangalora
S Sudeep Kumar	Minor dependant son	30/06/2002	Yes	Kamataka	Bangalore
Kempamma	Dependant mother	01/06/1950	Yes	Kamataka	Bangalore

#### Nominee Details:

Name of Nomineo Relationship with I		Percentage	Address of Nominee		
H S Pavithra	Spouse	100	SAME AS ABOVE, Karnataka Dist Bangalore		
1					

### Documents Uploaded:

### Please verify the above Particulars.

In case some error is noticed in this TIC please request your employer for correction.

To get permanent ID card, employee is requested to visit the Branch Office or any nearest ESIC Pehchan Camp Location with family, to get Biometric & Photo captured by 19/06/2015, on 31st day TIC will become invalid. To revalidate the TIC, please visit the Branch office or ESIC Pehchan camp immediatiey. On enrollment the TIC will become valid upto 90th day from Date of Registration in case not de-duplicated. In case de-duplication is detected Orginal number will become active & informed to Employer & IP on IP Portal and the new number de-activated.

Benefit beyond 90th day will be regulated as per the contribution conditions.

## 6.3.1 Fee Concession Record

Established in 1983



First Grade

College

### RBANM's FIRST GRADE COLLEGE

#12 Annaswamy Mudaliar Road, Opposite Ulsoor Lake, Bangalore-560042
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Recognized under Section 2 (f) & 12 (B) of the UGC Act, 1956

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Shakthivel P	30,500	Will talked	30,500	Mar. 19h P	3131100	tribute tribute	
Vignesh A	30,500	MANAGE	30,500	OB-12-2022	7,000	Alternative High 9 v	201
Priya R	30,500	,115,000	11125,500	25-03-2023		3.14 404-89513	
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R.B.A.N.M'S First Grade College Roads

R.B.A.N.M'S First Grade College Roads

R.B.A.N.M'S First Grade College College

# 6.3.1 Fee Paid Challan

Established in 1983



First Grade

College

## RBANM's FIRST GRADE COLLEGE

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# 6.3.1 OOD Benefit Availed

K. Gayathei

ALLIStant professor

Dept of Communes management

R B.A.N.M.S. F.G. C

D: 15/12/2023

The grancipal

RBANM'S FGC

Halasuru

Bangalon-42.

Respected SPr.

Subject: Request for OOD to attend

National Conference at

St. Joseph's College

As mentioned above, there is Confirme at St. Joseph's College on 18/12/2023 at 9:00 A.M. St. Joseph's College on 18/12/2023 at 9:00 A.M. I request you to grant OOD for the day and lembursement of too Rs Today. for the registratein of Conference

Thanking you

X Klara Kyayattai





College

# RBANM's FIRST GRADE COLLEGE

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### **VOUCHER**

RBANMs First Grade College (Day) No 12 Annaswamy Mudaliar Road Bengaluru

State Name : Karnataka, Code : 29 E-Mail : principal fgc@rbanmscharities in

Payment Voucher

Particulars

Dated : 27-Dec-23

Account:

Registration Fee

Amount

750.00

Through:

Cash

On Account of:

BEING REGISTRATION FEES FOR ATTENDING NATIONAL CONFERENCE AT ST. JOSEPH COLLEGE HELD ON 18-12 -2023. AMT PAID BY MRS.K.GAYATHRI NOW REIMBURSED.

Amount (in words) ;

INR Seven Hundred Fifty Only

₹ 750.00

Authorised Signatory

Akshaya kumosi M Hist professor Commerce Repartment RBONIM'S FGC

do, Pusphalatha RBANMS FAL

Sub: Regarding National Confesence Respected madam,

As I Akshaya Kumanim Working as an Ast. Projector
in Commerce department is hearby Informing you
that I need to Attend an National Conference Organised by Adaesha College, on 21st Du 2023 and here forth Requesting to you to

Provide me the legistration Amount of 300/ee hudged pertrict me

Legistration the same.

Legistration Attend the same. Savilly 12/23.

Thanking You Paulha/23. Your faithfully

### RBANMs First Grade College (Day) No 12 Annaswamy Mudaliar Road

Bengaluru

State Name : Karnataka, Code : 29 E-Mail : principal.fgc@rbanmscharities.in

### Payment Voucher

No. : 438

Dated :

18:Dec-23

Through: Cash

Particulars

Amount

Account:

Registration Fee

300.00

On Account of:

BEING AMT PAID TOWARDS REGISTRATION FEES FOR ATTENDING NATIONAL CONFERENCE TO BE HELD AT ADARSHA COLLEGE ON 21ST DEC 2023 AKSHAY KUMARI M

Amount (in words):

INR Three Hundred Only

₹ 300.00

Signature:

Authorised Signatory

Prepared by

Checked by



# A JAIN INSTITUTION SITADEVI RATANCHAND NAHAR ADARSH COLLEGE [ A UNIT OF ADARSH GROUP OF INSTITUTIONS ]

SHAPING THE FUTURE: TRENDS AND INSIGHTS FOR TOMORROW

# CERTIFICATE OF PARTICIPATION

This certificate is proudly presented to:

Asst Prof Akshaya Kumari .M

Of RBANM's FIRST GRADE COLLEGE has Actively participated in the NATIONAL CONFERENCE HELD ON DECEMBER 21ST 2023

DR S PRASHANTH

PRINCIPAL



## CERTIFICATE OF PARTICIPATION



# NATIONAL LEVEL FACULTY DEVELOPMENT PROGRAMME



This is to certify that Dr./Ms./Mr. K Gayathri has participated in a One-Day National Level FDP titled "Reimagining Business: Future-Proofing Commerce and Industry through Innovation" on 27<sup>th</sup> August 2024 organised by Faculty Research Cell - Samshodhana, School of Commerce, JAIN (Deemed-to-be University), Bengaluru in association with Institute of Chartered Accountants of India (ICAI).

Dr. Dinesh Nilkant

Director
School of Commerce
JAIN (Deemed-to-be University)

# **6.3.1** Indoor Sports facility for staff members



Established in 1983

## RBANM's FIRST GRADE COLLEGE

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Recegnized under Section 2 (f) & 12 (B) of the UGC Act, 1956

### RULES FOR INDOOR SPORTS USED BY STAFF MEMBERS AS A PART OF INSTITUTIONAL FACILITY:

#### General Rules

- 1. Eligibility: Only authorized staff members with a valid ID card are allowed to use indoor sports facilities.
- 2. Safety: Use facilities and equipment at your own risk.
- 3. Hygiene: Maintain cleanliness and hygiene.

### **Facility Usage**

- 1. Use facilities for designated sports only.
- 2. Report damaged or malfunctioning equipment.

### Sports-Specific Rules

- 1. Badminton:
  - 1-hour time slots.
  - Maximum 4 players per court.
- 2. Table Tennis:
  - 30-minute time slots.
  - Maximum 2 players per table.
- 3. Basketball:
  - 1-hour time slots.

# **6.3.1** Gym Facility for staff members

Established in 1983



## RBANM's FIRST GRADE COLLEGE

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2 (f) & 12 (B) of the UGC Act, 1956

Institutional Gym Rules for Staff Members

#### **General Rules**

- 1. Eligibility: Only authorized staff members with a valid ID card are allowed to use the gym.
- 2. Hours of Operation: [Insert days and hours].
- 3. Safety: Use gym equipment at your own risk. Warm up before exercising and cool down afterwards.
- 4. Hygiene: Wear clean clothes and shoes, and shower after workout.
- 5. Respect: Treat others with respect and courtesy.

#### **Equipment Usage**

- 1. Familiarize yourself with equipment instructions before use.
- 2. Use equipment for intended purpose only.
- 3. Return equipment to original position after use.
- Report damaged or malfunctioning equipment.
   Access

1. Staff ID required for entry.

### Additional Institutional Policies

- 1. Confidentiality: Respect colleagues' privacy.
- 2. Harassment: Zero tolerance policy.
- 3. Reporting Incidents: Inform gym staff or HR.

- Maximum 10 players per court.

### Access

1. Staff ID required for entry.

### Additional Institutional Policies

- 1. Confidentiality: Respect colleagues' privacy.
- 2. Harassment: Zero tolerance policy.
- 3. Reporting Incidents: Inform facility manager or HR.

#### Note:

- Please carry your staff ID card while using facilities.
- Report concerns or suggestions to facility manager or administration.
- Rules subject to change; updates posted in facilities.

R.B.A.N.M'S First Grade College
No. 12, Annaewan Annaewan

**6.3.1** Leave Policy

Hon Sect No. 110/12 24

1<sup>st</sup> Jan. 2023

Head of all Institutions Under the Charities

**采成组织设备的基础的基础的基础的基础的基础的基础的表现的是是是一种的基础的基础的。** 

### LEAVE POLICY FOR RBANM'S MANAGEMENT EMPLOYEES

Leave is a matter of privilege and not a right. Leave can be granted to an individual if his/her absence does not adversely affect the functioning of the Institution. When a person avails leave, it is his/her responsibility to ensure that the charge he/she holds or the duties he/she performs are properly handed over to another person approved by the Head of the Institution. If the individual proceeding on leave holds keys, sensitive documents, cheques, stamps etc., they must be handed over to another person approved by the Head of the institution. The whole idea is that no work or duty should be held up when any individual proceeds on leave. It is the responsibility of the Head of Institution to regulate leave evenly throughout the year to avoid bunching during certain months or festivals.

The leave policy for RBANM's Management employees effective from January 1st, 2023 is given in the succeeding para.

### 1. Teaching Staff

Since the teaching staff have vacation during summer and Dusshera holidays, they will be entitled to take leave in a calendar year as under:-

- a) CL 10 days
- b) EL 05 days

### 2. Non-Teaching Staff

Staff members of Charity Office, Schools, and Colleges are non-vocational, work throughout the year and do not avail vacation. Hence they are entitled leave as under:-

- a) CL 12 days
- b) EL 10 days (minimum 3 days)

### 3. Carry forward of EL to next academic year is not permitted

Encashment of EL as a welfare measure and to encourage Teaching/Non-Teaching staff of Charity Office, Schools and Colleges to work for more number of days, encashment of unutilised EL will be permitted. Outstanding EL can be encashed at the end of the same year. Payment will be done along with the salary of January of the next calendar year.

( //

### 4. Contract Employees

- a) Contract Lecturers are not eligible for EL for the First year of their service. From the subsequent years they are eligible for:-
- a) EL = 05 days
- b) Contract 1 ecturers in the first year are eligible for one day CL for every completed month of their service.
- b) CL 12 days

### Part time Lecturer

Part time lecturers are not eligible for any leave. However, they may be allowed to adjust the classes an avail CL by compensating the work on some other day during the same month with the permission of the Head of Institution.

Maternity leave as per Government rule. Management full time employees and contract employees are eligible from 2nd year onwards.

> .A. Sanjeev Narrain) Secretary

RBANM's Educational Charities

Copy to: 1) RBANM'S FGC-D 2) RBANM'S FGC-E 3) RBANM'S PUC-D 4) RBANM'S PUC-E