

Welfare Measures for the Staff

Faculty Development Programmes

1. Workshop on: *Online Attendance Management System: Methods and Considerations*

Objective of the programme was to familiarize the specialties of OAM systems in ensuring accuracy, transparency, and ease of access to attendance records

On the 19th of July, 2023, the seminar hall witnessed an insightful workshop on the topic of "Online Attendance Management System: Methods and Considerations," organized by the college. The workshop aimed at familiarizing participants with modern methods and the unique features of online attendance management systems, which have become increasingly pertinent in the current era of digital transformation in educational institutions. The workshop began with an inaugural session presided over by Principal Dr. Gireesh Kumar G.S., who emphasized the importance of integrating technology into academic administration. He highlighted how an efficient attendance management system could not only streamline the process of recording student attendance but also enhance overall institutional productivity by reducing administrative burdens. Dr. Nisha Joseph, the coordinator of the College Online Attendance Management System in her welcome address, underscored the significance of the workshop in providing faculty and administrative staff with the necessary skills to adapt to and implement online attendance solutions.

The core of the workshop was the session conducted by Mr. Sirajudeen M.V., a Consultant Software Engineer from TCS and MeshiLogic, Malappuram. With his extensive experience and expertise in software engineering, particularly in developing and implementing attendance management systems, Mr. Sirajudeen provided a thorough overview of the subject. Mr. Sirajudeen began his session by outlining the fundamental concepts of an online attendance management system. He explained how these systems work, starting from data collection to the storage and retrieval of attendance records. He emphasized the use of cloud-based solutions that allow for real-time updating and accessibility of data, making it easier for both students and faculty to monitor attendance records. He then delved into the various methods of recording attendance, including biometric systems, RFID cards, and mobile applications. Each method's advantages and potential drawbacks were discussed, giving participants a comprehensive understanding of the options available. Mr. Sirajudeen highlighted the importance of selecting the right system based on the specific needs and resources of the institution. A significant portion of the session was dedicated to discussing the specialties of online attendance management systems. Mr. Sirajudeen demonstrated how these systems could be integrated with existing Learning Management Systems (LMS) and Enterprise Resource Planning (ERP) systems, ensuring seamless data flow and reducing redundancy. He showcased features like automated attendance marking, analytics for attendance trends, and notifications for absenteeism, which collectively contribute to a more efficient management process. Throughout the workshop, Mr. Sirajudeen engaged the participants with

interactive discussions and live demonstrations. This hands-on approach helped attendees grasp the practical aspects of the system, making the session highly informative and engaging.

The workshop concluded with a vote of thanks proposed by Mr. Justin J Paul, Assistant Coordinator of OAMS. He expressed gratitude to Principal Dr. Gireesh Kumar G.S. for his support, Dr. Nisha Joseph for her coordination, and Mr. Sirajudeen M.V. for sharing his valuable insights. He also thanked all the participants for their active involvement and enthusiasm throughout the session.

Outcome: the workshop on the Online Attendance Management System was a resounding success, equipping the participants with the knowledge and skills needed to implement and manage advanced attendance systems in their respective classes. It underscored the crucial role of technology in enhancing educational administration and set the stage for further innovations in the field.



HENRY BAKER COLLEGE
MELUKAVUMATTAM, KOTTAYAM. Founded 1961
Accredited by NAAC 'A' Grade and ISO 9001:2015 certified institution
A Christian Minority Educational Institution run by C.M.I. (Kerala) Diocese
Affiliated to Mahatma Gandhi University, Kottayam

Workshop on
*Online Attendance Management System:
Methods and Considerations*

RESOURCE PERSON
MR. SIRAJUDEEN MV

An online attendance management system is a digital solution designed to track and manage the attendance of students or employees efficiently. It automates the process of recording attendance

DR. GIREESH KUMAR G.S
PRINCIPAL

Date 19/07/2023
VENUE: SEMINAR HALL

COORDINATORS
DR. NISHA JOSEPH
MR. JUSTIN J PAUL



2. Workshop On Bibliometric Analysis & Scholarly Publishing

Objectives

Familiarize participants with the concept of bibliometrics and its significance in research. Guide participants on installing and using VOS viewer and Biblioshiny for bibliometric analysis. Demonstrate how to perform bibliometric analysis effectively. Provide appropriate guidelines for research publication. Show how bibliometric analysis can strengthen academic careers through research.

A one-day workshop on Bibliometric Analysis & Scholarly Publishing was held on January 20, 2024, in association with the IQAC and the Faculty Development Cell. The workshop was conducted by Mr. Jobin Jose, Librarian of Maarian College, Kuttikkanam. Dr. Nisaha Joseph delivered the welcome speech, followed by an address by Dr. Gireesh Kumar G S, Principal, who presided over the workshop. The event concluded with a vote of thanks by Mr. Justin Jose, Staff Secretary.

The workshop focused on bibliometrics, a quantitative analysis of academic literature, which is crucial for assessing research trends, emerging fields of study, and the interconnectedness of modern scientific research. Bibliometric analysis helps in exploring unexplored research areas, enhancing the performance of institutions and researchers, framing research policies, and identifying sources of research funding.

Understanding Bibliometrics and its Significance

The workshop commenced with a comprehensive introduction to bibliometrics, emphasizing its role as a quantitative analysis method applied to academic literature. Bibliometrics was presented as an essential tool for evaluating research trends and identifying emerging fields of study, enabling researchers to map the interconnectedness of modern scientific research. Through the analysis of citation patterns, publication counts, and other metrics, bibliometrics helps highlight underexplored areas, guiding researchers towards potential new avenues for investigation. The session also covered the various types of bibliometric indicators, including impact factors, h-index, and citation analysis, explaining their relevance in assessing the influence and reach of scientific work. By providing a framework for measuring the impact of research, bibliometrics aids institutions in evaluating the performance of their researchers, helping to ensure that academic contributions are recognized and valued appropriately.

Application of Bibliometrics in Research Policy and Strategic Planning

The second session delved into the practical applications of bibliometrics in shaping research policy and strategic planning. It was demonstrated how institutions and governments can leverage bibliometric data to make informed decisions about funding allocation and research priorities. By identifying high-impact

research areas and trends, policymakers can prioritize funding to support innovative and impactful studies. Additionally, bibliometrics assists in the development of long-term strategic plans by highlighting key areas of growth and potential collaboration. The session highlighted real-world examples where bibliometric analysis had been instrumental in guiding institutional strategies and improving research outcomes. Participants learned about various tools and databases available for conducting bibliometric analysis, gaining hands-on experience in extracting and interpreting bibliometric data. Overall, the session underscored the importance of integrating bibliometric insights into research management and policy-making processes to foster a more efficient and impactful research ecosystem.

Outcome

The workshop successfully met its objectives, providing participants with a solid understanding of bibliometric analysis and its applications. The hands-on sessions were particularly beneficial, enabling participants to: Gain practical experience with VOS viewer and Biblioshiny. Understand how to interpret bibliometric data to identify research trends and gaps. Learn best practices for publishing research. Explore ways to leverage bibliometrics for career advancement.

HENRY BAKER COLLEGE
WELLS, WILTSHIRE, WILTSHIRE, ENGLAND
Aristotle's Way of Learning
A Quality Standard for Higher Education
A Quality Standard for Higher Education
A Quality Standard for Higher Education
A Quality Standard for Higher Education

IQAC in association with
Faculty Development Centre

One Day Workshop on
BIBLIOMETRIC ANALYSIS & SCHOLARLY PUBLISHING

20 th
JANUARY
2024

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http uk
level tools use
bibliometrics

RESOURCE PERSON
MR. JOBIN JOSE
LIBRARIAN, MARIAN COLLEGE
KUTTIKANAM (AUTONOMOUS)



3. Workshop on: MGU-UGP (Honours); Institutional Implementation

Objective: To provide faculty members with a comprehensive understanding of the major regulations and foundational components of the Mahatma Gandhi University Undergraduate Programme (Honours) 2024.

A workshop on "Institutional Implementation of MGU UGP (Honours)" was held on 16th April 2024. The programme commenced at 10:00 AM with a warm welcome by Dr. Nisha Joseph, Coordinator of the Faculty Development Cell (FDC). The session was presided over by Dr. Gireesh Kumar GS, the Principal of the college. Dr. Anitta Shaji, Assistant Professor at St. George College, Aruvithura, served as the resource person for the workshop. She initiated the morning session by discussing the major regulations of Mahatma Gandhi University (MGU) concerning the new changes in the Undergraduate Programme (UGP). Ma'am also provided an in-depth overview of the program's structure and foundation components, the discipline-specific pathways, the advisory system, and the various committees involved in the programme's implementation.

In the afternoon session of the workshop Dr. Anitta provided an in-depth overview of Outcome-Based Education (OBE) principles. She highlighted the significance of aligning teaching methods with Bloom's Taxonomy to foster a structured learning environment. Participants were guided on crafting assessments and objectives that enhance students' critical thinking and comprehension. The session emphasized integrating these methodologies to improve curriculum effectiveness and meet MGU-UGP standards. During the session, Dr. Anitta Shaji explored the Academic Bank of Credits (ABC) option mechanism, explaining how it enables students to personalize their academic pathways with greater flexibility. She explained the academic levels, highlighting how students can progress through different stages of their education. She also discussed teacher-specific content, emphasizing the importance of tailored instruction to meet the diverse needs of students. The session concluded with a thorough exploration of the internal and external evaluations, ensuring that participants understood the comprehensive assessment mechanisms embedded within the MGU UGP (Honours) framework.

The workshop was highly interactive, with teachers engaging actively throughout the sessions. The discussions provided valuable insights into the practical implementation of the program, addressing various concerns and queries raised by the participants. The programme concluded with a vote of thanks proposed by Mr. Justin Jose, the Staff Secretary, who expressed gratitude to Dr. Anitta Shaji for her enlightening presentations and to all participants for their enthusiastic involvement. The workshop successfully equipped the faculty with the knowledge and tools needed to effectively implement the MGU UGP (Honours) in their respective disciplines.

Outcome: Faculty members gained a thorough understanding of the MGU UGP (Honours) regulations and structure, equipping them with the knowledge to effectively implement the program within their respective departments. Participants were introduced to practical strategies for establishing discipline-specific pathways, advisory systems, and committees, facilitating a smooth and coherent integration of the program at the institutional level. Faculty members were able to grasp the intricacies of the ABC option mechanism and evaluation processes, enabling them to offer flexible academic pathways and comprehensive assessments tailored to individual student needs.



Staff Association 2023-24

The Henry Baker College Staff Association acts as a representative body for staff members and works towards promoting their welfare, interests, and professional development. It fosters a sense of community among staff members and advocates for the needs and concerns of the staff member. The Staff Association was formed in 2017. It will be registered in the imminent future.

OBJECTIVES OF THE ASSOCIATION

The purpose of the Henry Baker College Staff Association is to represent the interests of the staff of the college by:

1. Making a bridge between the college staff and the HBC Management as a formal line of communication.
2. Fostering a sense of shared community among staff members.
3. Providing a helping hand when a staff is in need.
4. Providing a forum for discussing the policies, procedures and conditions of employment of the institution.
5. Identifying and presenting the concerns of the college staff to the HBC Management.
6. Acting as a participative decision making body for matters specifically related to the staff.
7. Arranging picnics, providing grand farewells to our retiring staff, visiting the homes of our alumni staff and any other ancillary activities so as to attain the preceding objectives.

Farewell Functions:

Henry Baker College, Melukavu Staff Association organizes farewell events to honour retiring staff members for their dedication and service. The events provide a platform to express gratitude and acknowledge their contributions. Colleagues share fond memories and anecdotes about the retiring staff members. Gifts and mementos are presented as a token of appreciation. The events create a memorable and emotional experience for all involved.



Farewell to Sri. John Joseph

Birthday Celebrations:

Celebrating the birthdays of staff with cake creates a positive work environment. It boosts morale and makes staff feel valued and appreciated. This tradition fosters teamwork and camaraderie among colleagues.

Celebrating individual birthdays also recognizes the unique contributions of each staff member. Overall, it's a way to show staff they are valued and respected.



Onam and Christmas Celebrations:

Organizing get-togethers and celebrations for staff members create a sense of appreciation and togetherness. They foster teamwork and a sense of community. Onam and Christmas celebrations are special events. They provide opportunities for staff to socialize and strengthen relationships. These events celebrate accomplishments and create a positive work culture. They make staff feel valued and part of a team.

Onam Celebrations 2023-24





Christmas Celebrations 2023-24:



Carol Service 2023-24

One-Day Trip to Thenmala Ecotourism Centre and Palaruvi Waterfalls

On October 14, 2024, the teaching staff of Henry Baker College, Melukavu, embarked on a one-day tour to Thenmala Dam and Palaruvi Waterfalls. The trip was organized as a means to foster camaraderie among the staff, provide a refreshing break, and explore the natural beauty of Kerala.

The group assembled at the college at 4:30 AM, and after a brief orientation, we boarded the bus by 5:00 AM. The atmosphere was filled with excitement and anticipation as everyone looked forward to a day filled with exploration and relaxation.

Upon arrival, we were greeted by a guide from the Eco-Tourism Centre, who provided an introductory talk about the Deer Rehabilitation Centre and its purpose. Established with the aim of providing a safe habitat for injured and rescued deer, the centre focuses on the rehabilitation and release of these animals back into the wild, whenever possible. This mission aligns with Thenmala's eco-tourism focus on preserving biodiversity and promoting conservation.

We reached Thenmala Dam by 10:00 AM. Thenmala, known as India's first planned eco-tourism destination, offered a unique experience. The staff enjoyed a guided tour of the dam area, observing its intricate construction and appreciating the breathtaking views. Some staff members took the opportunity to capture the serene landscape and enjoy nature walks around the area.

The boating session was organized as part of our visit to the Thenmala Eco-Tourism Center, where staff members could explore the natural beauty of Thenmala's reservoir. Thenmala Dam, known for its pristine environment, provided the perfect backdrop for a calm and scenic boating experience.

Thenmala also offered adventure activities, including a short trekking experience and river views. The team spent around two hours exploring the surroundings, enhancing our appreciation for eco-friendly tourism and sustainable development.

After a short lunch break, we proceeded to Palaruvi Waterfalls, a 300-foot cascading waterfall that is renowned for its scenic beauty. Palaruvi, meaning "stream of milk," is one of the most popular waterfalls in Kerala. We reached around 3:30 PM and were immediately captivated by the sheer beauty of the falls amidst lush greenery. The cool breeze and refreshing ambiance made for a perfect setting to relax and unwind. The staff had a wonderful time taking photos, relaxing by the falls, and sharing joyful conversations. Some even took a dip in the natural pools, which added to the thrill of the experience.

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The return journey began at around 6:00 PM, with everyone feeling rejuvenated and grateful for the day spent amidst nature. The bus ride back was filled with lively conversations and shared memories from the day. We arrived back at Henry Baker College around 10:00 PM, concluding a day that had not only strengthened the bond between colleagues but also renewed our connection with nature.

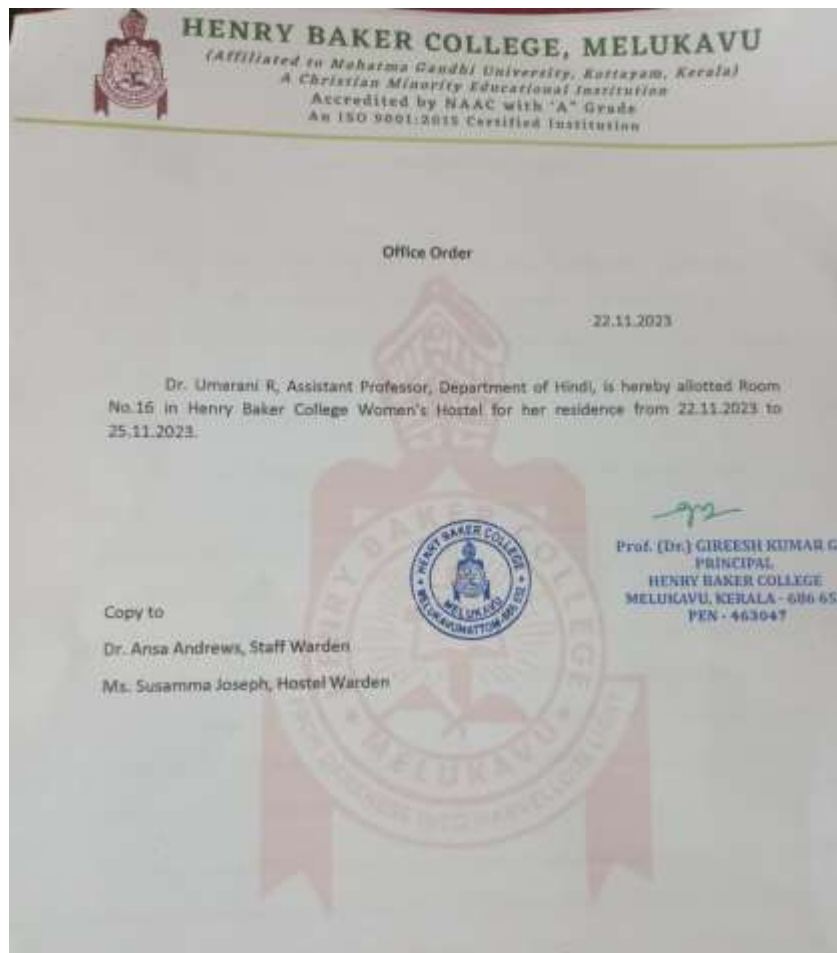
The one-day tour to Thenmala Dam and Palaruvi Waterfalls was a resounding success. It provided a well-deserved break, encouraged team bonding, and offered a chance to experience the serene landscapes of Kerala. The tour allowed the teaching staff to relax, rejuvenate, and return with fond memories and renewed enthusiasm.





Residential facilities- Henry Baker College Women's Hostel, Melukavu

Henry Baker College Women's Hostel offers accommodation for the staff members, especially for those who live far from the college or those who prefer to have accommodation on hostel. It provides convenience, reduces commuting time, and enables staff members to be fully engaged in their work without the added stress of long-distance travel.



Library Facilities

Henry Baker College has a well maintained library which offers adequate facilities for teachers and students. Special library facilities including a separate reading area provided for the teachers. It offers a conducive environment for research, study, and preparation. It allows teachers to have access to a wide range of resources, references, and academic materials specific to their subjects.



Recreation Facility

Recreational facilities are always a great addition to any workplace. Henry Baker College offers recreational facilities for the staff members to recharge and rejuvenate during breaks or after a long day of work. Engaging in recreational activities like chess, gym, or badminton can also promote physical fitness and overall well-being. These recreational options not only promote a healthy lifestyle but also help foster team building and friendly competition among colleagues.



Indoor Stadium

Indoor stadium in the college provides a space for various sports and recreational activities. It offers opportunities for the students and staff to engage in physical exercise, team sports, and other events, promoting a healthy lifestyle, teamwork, and physical fitness.



Staff Rest Room

The staff rest room with a bathroom provides a comfortable and convenient space for the staff members to take breaks and attend to personal needs. It offers privacy, hygiene, and allows staff members to relax and recharge during their working hours, ultimately improving their well-being and productivity.



Cooperative Society

Cooperative society caters to the academic need of student and teaching and non-teaching community at discounted rates. It provides study materials and stationery materials to the teachers as and when needed.



Parking Facility

Separate vehicle parking space is provided for the teaching and non-teaching staff to ensure convenience and accessibility. The parking area is covered by CCTV camera for security monitoring.



Computer and Internet Facility in the Departments

Computer and internet and printing facilities in each department offers seamless access to online resources, research materials, and academic tools.



Computer Lab

The well-equipped computer lab in the college provides opportunity to enhance the technology skills of its users. Teachers can learn new software applications, develop proficiency in digital tools, and gain experience in integrating technology into their teaching practices. It also serves as a hub for professional development workshops and training sessions, allowing teachers to expand their knowledge and skills in areas related to educational technology.



CCTV Surveillance

To help in enhancing the security of staff and students and ensuring the safety of students, staff, and college property, the entire college and its premises are under surveillance of 24X7 CCTV cameras.



Wash Room Facilities

Separate Washrooms are ensured in all blocks for teachers. It is clean and well maintained.



College Canteen

Henry Baker College Canteen serves as a central gathering place for students and staff during meal times. It provides nutritious meals, snacks, and cool drinks and ensures that students and staff have access to a balanced diet throughout their day. There are separate seating arrangements for teaching and non-teaching staff. It has a well-furnished and hygienic kitchen.



Fitness Centre

The college has a well-managed gym within the campus for students and faculties. It offers an accessible space for students and staff to engage in various exercise and fitness activities. It promotes a healthy lifestyle, encourages physical well-being, and can help in reducing stress and improving mental health.



Group Insurance Scheme

The Students and the staff of Henry Baker College is covered under group Insurance Scheme.

THE NEW INDIA ASSURANCE CO. LTD.
(Government of India Undertaking)



POLICY SCHEDULE FOR STUDENTS SAFETY PACKAGE INSURANCE

UIN NUMBER - IRDAN190P0004201314

| | | | |
|----------------|--|-----------------|--|
| Insured's Name | HENRY BAKER COLLEGE | | |
| | Insured's Details | | Issuing Office Details |
| Customer ID | PO79753182 | Office Code | PALA DO (762500) |
| Address | MELUKAVU MELUKAVUMATTOM KERALA 686552 | Address | 1ST FLOOR, MUNICIPAL SHOPING COMPLEX, PALA 686575 |
| Phone No | XXXXXX0018 | Phone No | 04822212573 |
| E-mail/Fax | / | E-mail/Fax | nia.762500@newindia.co.in / |
| PAN No | AABTH9209H | S. Tax Regn. No | AAACN4165CST178 |
| GSTIN/UIN | NA / NA | GSTIN | 32AAACN4165C4ZX |
| | | SAC | 997139 (Other non-life insurance services excl RI) |

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|---------------------|--|---|--|
| Policy Details | | | |
| Policy Number | 76250048232300000001 | Business Source Code | |
| Period of Insurance | From 03/11/2023 12:00:01 AM To: 02/11/2024 11:59:59 PM | Dev. Off. level/Broker/Corp. Agent/Web Aggregator/CPSC User | DI_PALA DO DI_PALA DO - (DI762500) |
| Date of Proposal | 03-Nov-23 | Agent/Bancassurance/Specified Person | Mr. DICKSON JAMES (NIAAG00038750) DICKSON JAMES (S300071625) |
| Prev. Policy no. | 76250048222300000001 | Phone No | 9961671702 / 04822212573 |
| Client Type | Non-Corporate | E-mail/Fax | / / |

| | | | | |
|------------|--------|-----------|---|-------------------------------------|
| Premium(₹) | GST(₹) | Total (₹) | Total (₹ in words) | Receipt No. & Date |
| 38,440 | 6,920 | 45,360 | RUPEES FORTY-FIVE THOUSAND THREE HUNDRED SIXTY ONLY | 7625008123000000824 0 - 02/11/23 |

| | | | |
|--------------------|---------|---|----------------------------------|
| No of Students | 324 | Medical Expenses per student (Inclusive of OPD) | 10000 |
| Limit per student | 100000 | Special conditions | AS PER CLAUSE/AGREEMENT ATTACHED |
| Limit per accident | 1000000 | | |

| | | | |
|---|---|---|---|
| No of parents | 0 | | |
| Total SI of Parents or Guardian for payment of Tution and Hostel fees | 0 | Payment of tultion and hostel fee for remaining semesters in the students account with the institute in case the Parent/Guardian dies due to accident | 0 |

This policy shall be subject to STUDENTS SAFETY PACKAGE INSURANCE policy clauses attached herewith.

Premium and GST Details

| | | | |
|-------------------|--|-------------|---------------|
| Premium | | Rate of Tax | Amount in INR |
| SGST | | 9 | ₹ 3460 |
| CGST | | 9 | 3460 |
| IGST | | 0 | 0 |
| KERALA FLOOD CESS | | 0 | 0 |

Signature and
Stamp of
Authorized
Person
Date: 2023-11-02

Policy No. : 76250048232300000001 Document generated by 28501 at 02/11/2023 15:48:25 Hours.
Regd. & Head Office: New India Assurance Bldg., 87 M.G. Road, Fort, Mumbai - 400 001. TOLL FREE No. 1 800 209 1415.
For redressal of your grievance, if any you may approach any one of the following offices- 1. Policy issuing office 2. Regional office 3. Head office In case, you are not satisfied with our own grievance redressal mechanism, you may also approach Insurance Ombudsman. For details of our office addresses and addresses of office of Insurance Ombudsman, please visit our website <http://newindia.co.in>.



COLLECTION RECEIPT CUM ADJUSTMENT VOUCHER

Issuing Office : PALA DO (762500)
Address : 1ST FLOOR, MUNICIPAL SHOPING COMPLEX, PALA
886575
PALAI
Insured Pan Number : AABTH9209H
Phone : 04822212573
Email : nia.762500@newindia.co.in
Fax :
Collection Number : 76250081230000008240
Collection Date : 02/11/2023
Business Source Code : DI762500
PAN No of Payer : AABTH9209H

Received with thanks from HENRY BAKER COLLEGE

The amount received/adjusted is towards -

| Policy No. | A/C Description | Amount ₹ | A/C Code | Sub A/C Code |
|----------------------|-----------------|----------|-------------|------------------------|
| 76250048232300000001 | Bank-762500 | 45360.00 | 9100 762500 | BA00018693-762500-9100 |
| Total = ₹ 45360.00 | | | | |

Your Payment/Adjustment Details are as under -

| Mode | Amount ₹ | Cheque No. | Cheque Date | Drawee Bank | Drawee Branch | Reference No. | Scroll/BG/A PD Balance |
|--------------------|----------|------------|-------------|-------------|---------------|------------------|------------------------|
| Cash | 45360.00 | N.A. | N.A. | N.A. | N.A. | 7625002310020214 | N.A. |
| Total = ₹ 45360.00 | | | | | | | |

Utilization details of the Collected Amount :

| Premium | GST | Stamp Duty | Excess Amount |
|----------|---------------|---------------|-----------------|
| 38440.00 | 6920.00 | 0.00 | 0 |
| Sl no. | Agency Code | Agency Name | Department Code |
| 1 | NIAAG00038750 | DICKSON JAMES | 48 |

For The New India Assurance Company Limited

Revenue Stamp



Date of issue: 02/11/2023

[Signature]
Cashier's Initial

Authorized Signatory

Note -

- Please note the Policy Number, Collection Number and date in all future correspondence.
- NIA shall not be liable for any claim arising out of sales made during the period between the due date and date of payment of the installment if the premium paid has been exhausted by turnover declarations/if there is insufficient premium balance.

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.

Tax Invoice No : 76250023E0013445

IRDA Registration Number: 190
NIA PAN NUMBER: AAACN4165C

Signature App
Verified
Digitally signed
by JAGGA KAYEE
PANIQUAYE
Date: 2023.11.02
15:49:24 +05'30'

Policy No. : 76250048232300000001 Document generated by 28501 at 02/11/2023 15:49:23 Hours.

Regd. & Head Office: New India Assurance Bldg., 87 M.G. Road, Fort, Mumbai - 400 001. TOLL FREE No. 1 800 209 1415.

THE NEW INDIA ASSURANCE CO. LTD.
(Government of India Undertaking)



Member of the
INIA ASS

In witness whereof the undersigned being duly authorised by the Insurers and on behalf of the Insurers has (have) hereunder set his (their) hand(s) on this 02nd day of November, 2023.

For and on behalf of
The New India Assurance Company Limited

Date of Issue: 02/11/2023

Mudrank _____ Dt. _____ consolidated Stamp Fees Paid by Pay Order Number _____
number _____ dt. _____ SR No. 33336 vide receipt

[Signature]
Duly Constituted Attorney(s)
SMITHA S.
SR No. 33336
OFFICE INCHARGE
PALA B.O.

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.

Tax Invoice No : 76250023E0013445

IRDA Registration Number: 190
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Policy No. : 7625004823200000001 Document generated by 28901 on 02/11/2023 16:49:23 Hours.
Regd. & Head Office: New India Assurance Bldg., 87 M.G. Road, Fort, Mumbai - 400 001. TOLL FREE No. 1 800 209 1415.
For redressal of your grievance, if any you may approach any one of the following offices- 1. Policy issuing office 2. Regional office 3. Head office. In case, you are not satisfied with our own grievance redressal mechanism, you may also approach Insurance Ombudsman. For details of our office addresses and addresses of office of Insurance Ombudsman, please visit our website <http://newindia.co.in>.



[Signature]
PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

