

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

<b>Sr. No.</b>	<b>Details</b>
1.	Sample of PF Challan
2.	Health and Wellness Initiatives
3.	Sample of Leave Sanction Forms
4.	Sample of Faculty Appreciation Certificate
5.	Sample of LTC Claim
6.	Sample of Festival Allowance
7.	Sample of Insurance Policy Document

## **Sample of PF Challan**



COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & With  
EMPLOYEES' PROVIDENT FUND ORGANISATION

TRRN 3102401008067  
ECR Id 99521924  
LN : 1507933610

Dues for the wage month of December 2023

Establishment Code & Name MHBAN0027991000 THADOMAL SHAHANI ENGG. COLLEGE  
Address : 32ND RD, TPS III., BANDRA WEST, MUMBAI, MUMBAI SUBURBAN, MAHARASHTRA

Total Subscribers : EPF EPS EDLI  
214 180 214  
Total Wages : 1,76,57,750 26,96,613 32,06,613

SL.	PARTICULARS	A/C.01 (Rs.)	A/C.02 (Rs.)	A/C.10 (Rs.)	A/C.21 (Rs.)	A/C.22 (Rs.)	TOTAL
1	Administration Charges	0	88,289	0	0	0	88,289
2	Employer's Share Of	48,94,217	0	2,24,717	16,033	0	2,134,967
3	Employee's Share Of	21,18,934	0	0	0	0	2,118,934
Grand Total : Forty-Three Lakh Forty-Two Thousand One Hundred Ninety Rupees Only							43,42,190

(This is a system generated challan on 08-JAN-2024 00:54, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY / ABRV.

	PMRPY	ABRV
A) A/C no 1 (Employer share) (Rs.) -	0	0
B) A/C no 10 (Pension fund) (Rs.) -	0	0
C) A/C no 1 (Employee share) (Rs.) -	0	0
D) Total (A + B + C) (Rs.) -	43,42,190	0
E) Total remittance by Employer (Rs.) -	43,42,190	0
F) Total amount of uploaded ECR (D + E) (Rs.) -	43,42,190	0

PRINCIPAL

Thadomal Shahani Engineering College  
P. G. Kher Marg, T.P.S. III,  
Bandra (W), Mumbai-400 050





COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (With  
EMPLOYEES' PROVIDENT FUND ORGANISATION

TRRN 3102310012423

ECR Id 95641401

LIN : 1507933610

Establishment Code & Name MHBAN0027991000 THADOMAL SHAHANI ENGG. COLLEGE  
Address : 32ND RD, TPS III., BANDRA WEST, MUMBAI, MUMBAI SUBURBAN, MAHARASHTRA

Dues for the wage month of September 2023

Total Subscribers :	EPF 217	EPS 181	EDLI 217
Total Wages :	1,80,33,949	27,15,000	32,55,000

SL.	PARTICULARS	A/C.01 (Rs.)	A/C.02 (Rs.)	A/C.10 (Rs.)	A/C.21 (Rs.)	A/C.22 (Rs.)	TOTAL
1	Administration Charges	0	90,170	0	0	0	90,170
2	Employer's Share Of	19,37,829	0	2,26,250	16,275	0	2,180,354
3	Employee's Share Of	21,64,079	0	0	0	0	2,164,079
Grand Total : Forty-Four Lakh Thirty-Four Thousand Six Hundred Three Rupees Only							44,34,603

(This is a system generated challan on 10-OCT-2023 16:13, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY / ABRY.

	PMRPY	ABRY
A) A/C no 1 (Employer share) ( Rs. ) -	0	0
B) A/C no 10 (Pension fund) ( Rs. ) -	0	0
C) A/C no 1 (Employee share) ( Rs. ) -	0	0
D) Total (A + B + C) ( Rs. ) -	0	0
E) Total remittance by Employer ( Rs. ) -	44,34,603	
F) Total amount of uploaded ECR (D + E) (	44,34,603	



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Thadomal Shahani Engineering College  
P. G. Kher Marg, T.P.S. III,  
Bandra (W), Mumbai-400 050

# **Health and Wellness Initiatives**

### List of Health and Wellness Initiatives

Sr. No.	Nature of activity
1.	International Day of Yoga
2.	Women's Safety Seminar



## NSS-TSEC

National Service Scheme Unit (Affiliated to the Mumbai University)  
Thadomal Shahani Engineering College  
P.G. Kher Marg, TPS III, Bandra (W), Mumbai-400050  
Ph.:022-26495808, Extn: 2501/2401 (E-mail:nsstsec2122@gmail.com)



### **Report on International Day of Yog (IDY'23) Celebration on 21/06/23**

<b>Date: 20/06/2023, 21/06/2023</b>	<b>Duration: 2 Hours</b>
<b>No. of Participants: NSS Vols. TSEC: 25; Male: 8; Female: 17, Teachers: 2</b>	
<b>Venue: College Campus, online</b>	

The International Day of Yoga (IDY) is celebrated globally on June 21st each year to raise awareness about the numerous benefits of practising yoga. NSS-TSEC enthusiastically participated in the IDY'23 celebrations, with strong support from Principal Dr. G.T. Thampi Sir, dedicated teachers, staff, and students. The event also received valuable contributions from the Isha Foundation and Kaivalyadhama, Mumbai.

To kickstart the IDY '23 celebrations, the NSS-TSEC organised an online workshop on June 20th, 2023. It was expertly led by Naina ji, teacher from Kaivalyadhama. The purpose of the workshop was to guide participants through a series of eye exercises and relaxation techniques to promote eye health, reduce eye strain, and improve overall vision. Participants gained knowledge about the importance of eye health and learned practical methods to improve their vision and relieve eye strain. Participants were also briefed about how they incorporate these exercises in their daily routines and how they can take proactive steps towards maintaining healthy eyes. The session was expertly led by a representative from the Kaivalyadhama Foundation and proved to be highly engaging and informative.

On the 21<sup>st</sup>, we celebrated this auspicious International Day of Yoga in our college. Yoga is a timeless practice that connects us with our inner selves and promotes holistic well-being. It is an opportunity for us to come together as a global community and enhance our physical, mental, and spiritual growth. Before starting the session, it was re-announced that all participants should be in light stomach condition i.e., there should be a gap of at least 1 hour and 30 minutes between their meal and this session. In continuation to the Eye Yoga Online

  
Dr. G. T. Thampi  
PRINCIPAL  
Thadomal Shahani Engineering College  
Bandra (W), Mumbai-400 050.



workshop, two additional sessions were scheduled. These sessions lasted for an hour each and focused on basic asanas and their importance in our day-to-day lives. Starting with the first session by: -

### KAIVALYADHAMA, Charni Road, Mumbai.

The event got started by welcoming Prabha Shetty, an accomplished individual who has excelled in holistic Yoga. With 34 years of experience as a manager in the banking sector, Prabha mam has demonstrated dedication and expertise. She is also a Yoga instructor with a Diploma from Kaivalyadham, Mumbai and has completed her Diploma in Acupressure/Acupuncture/Suj-ok/Colour/ Seeds and Magnet Therapy. Throughout the event, she highlighted the numerous physical and mental benefits of practising yoga. These benefits included improved flexibility, increased strength and stamina, stress reduction, enhanced concentration, and overall well-being. The expert also emphasised the importance of incorporating yoga into daily routines for long-term health benefits.

### ISHA FOUNDATION

Isha Foundation is a non-profit, spiritual organisation founded in 1992 near Coimbatore, India, by Jaggi Vasudev. It hosts the Isha Yoga Centre, which offers yoga programs under the name Isha Yoga. The foundation is run “almost entirely” by volunteers. The word Isha means “the formless divine”. The celebration featured various yogic exercises and demonstrations conducted by experienced yoga instructor Ms. Bindu Tandon, Yoga Veera, Isha foundation (Yoga Teacher).

Participants were guided through a series of yoga postures and asanas, focusing on flexibility, strength and balance. The demonstration highlighted the benefits of each asana and its relevance to daily life. They guided us about peace and life according to Sadguru which was really fascinating. Sadguru guided the participants with a specific meditation process called ‘*Isha Kriya*’ which helps in avoiding common suffering by the people. It was a wonderful experience under sadguru’s guided video.

Lemon honey drink, bananas, salad of cucumber, pomegranate, coconut shavings, soaked urad dal and 2 chutney were served as refreshments post event to rejuvenate for the day, nourishment & energy without feeling sleepy as per the Yogic culture.

All the Participants showed patience & enthusiasm during the IDY '23 and it was definitely a resounding success. They also showed their happiness and gratefulness for conducting such an event on a regular basis for the benefit of their personal well-being. They also



suggested/requested conducting such yoga & wellbeing practices in the Institute on a regular basis as it helps in an individual's performance enhancement and improvement in all the activities in the Institute. The freshness and the blissful minds were shown through their bright faces suggesting the success of the event.

The event showcased the transformative power of yoga in promoting physical and mental health. The collaboration with the Isha Foundation and Kaivalyadhama provided valuable expertise and guidance, allowing participants to gain a deeper understanding of various yogic practices. The event served as a reminder of the importance of incorporating yoga into our lives for a healthier and more balanced future.

### NSS-TSEC

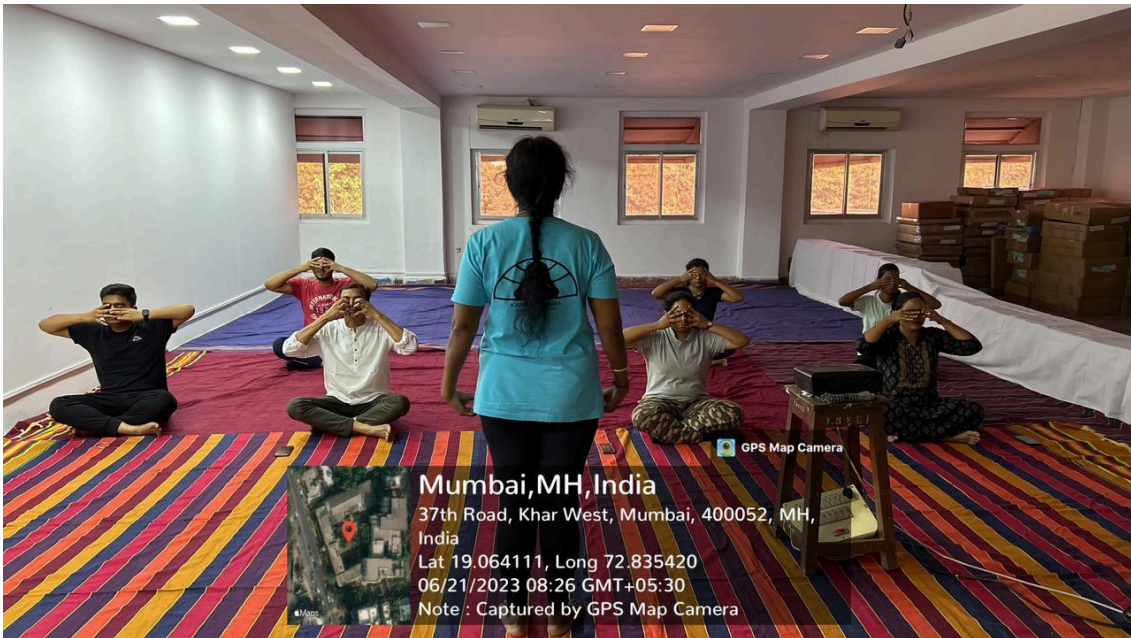
Few Glimpses of IDY'23 in TSEC in the attached pictures below:





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Bandra (W), Mumbai-400 050.





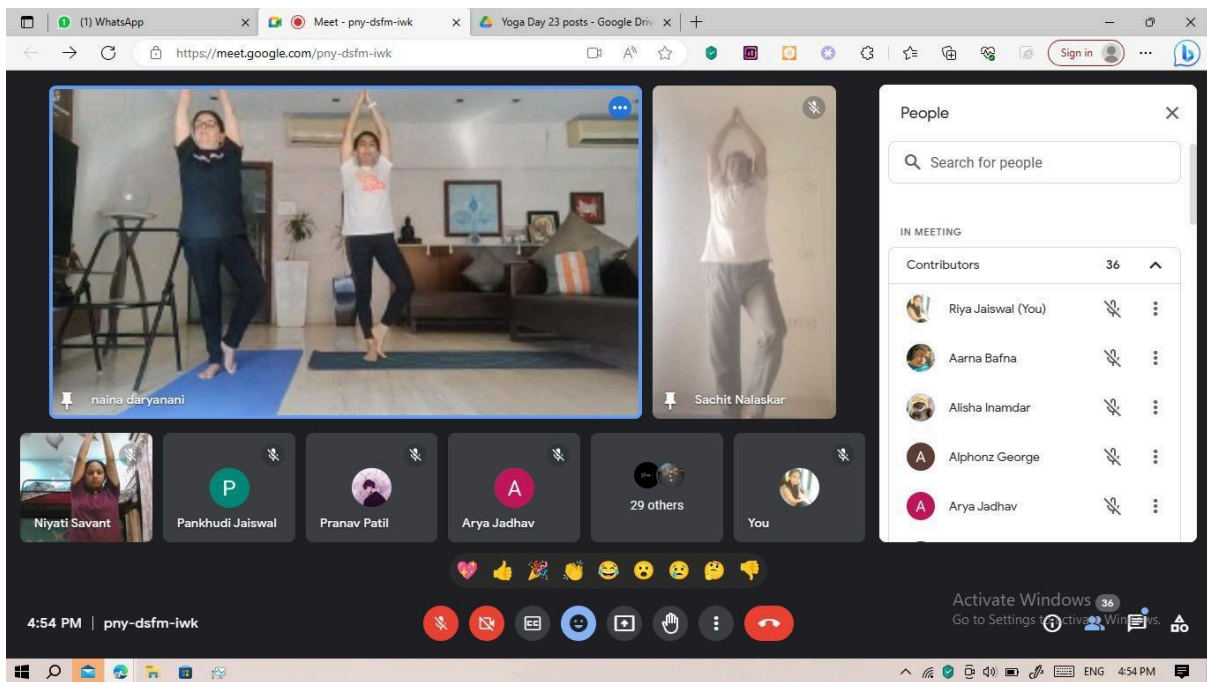
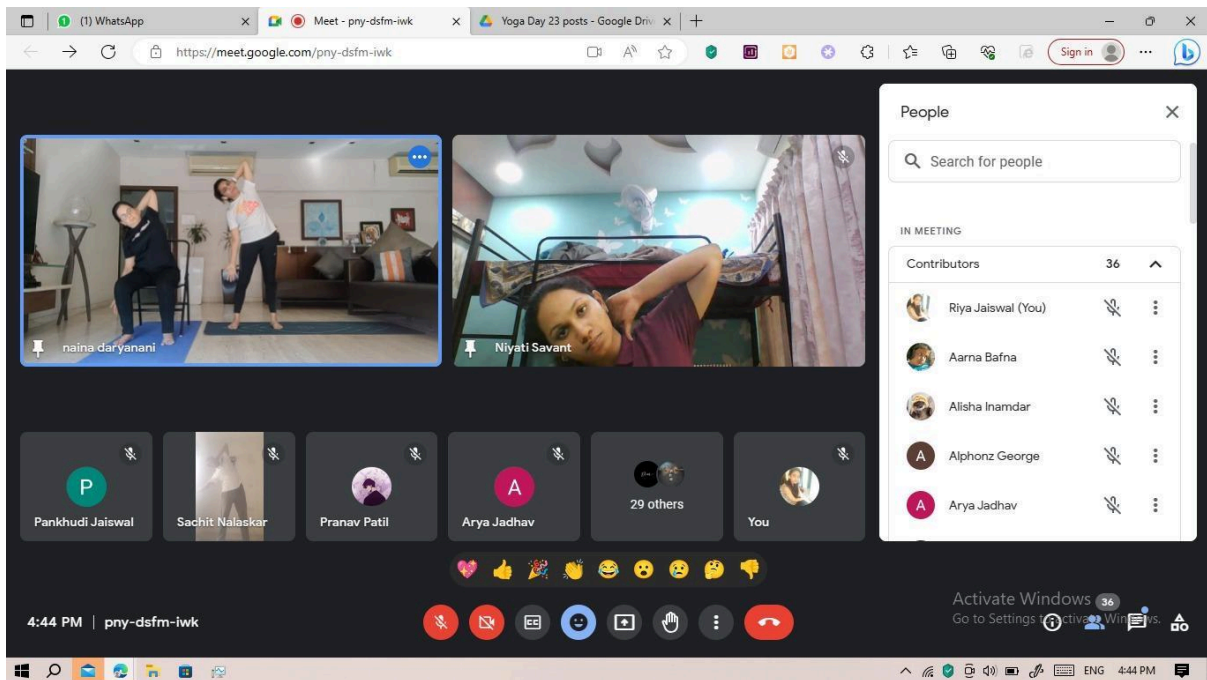


**Dr. G. T. Thampi**  
 PRINCIPAL  
 Thadomal Shahani Engineering College  
 Bandra (W), Mumbai-400 050.





# Online Eye-Yoga Session (20<sup>th</sup> June 23): -



## ONLINE QUIZ

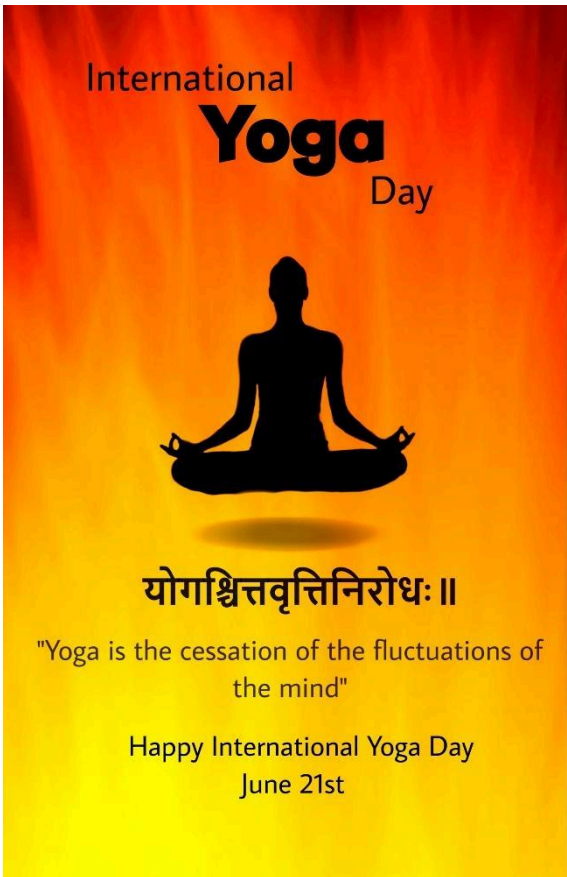
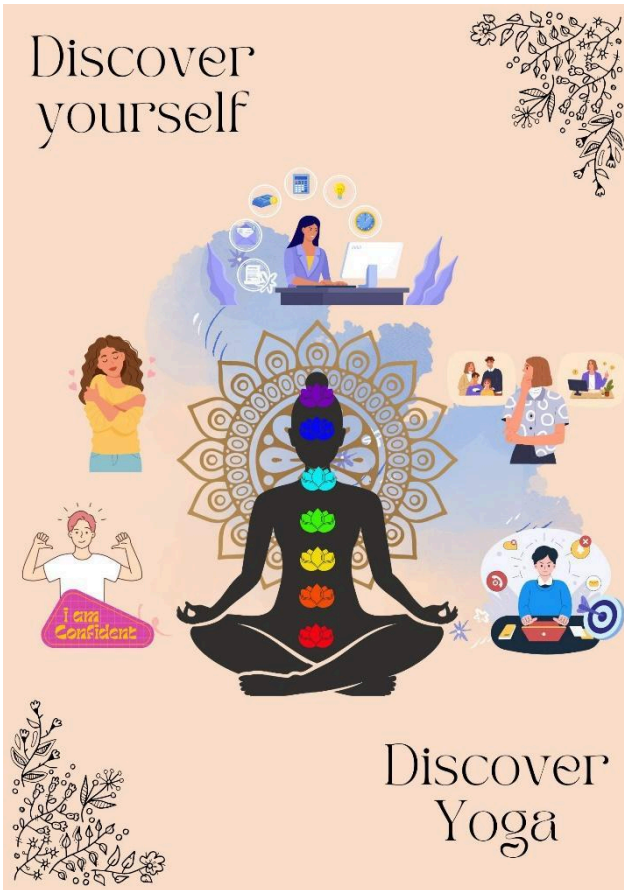
The Online Quiz on Yoga Day event took place on June 21<sup>st</sup> and was organised to commemorate International Yoga Day. The quiz aimed to engage participants in an interactive and educational activity centred around yoga and its significance. Participants were invited to test their knowledge about yoga-related topics through a series of multiple-choice questions. This quiz was organised by the University of Mumbai and was common for all NSS units. By promoting awareness and understanding of yoga, the event contributed to the celebration of International Yoga Day and the overall promotion of a healthy and balanced lifestyle. The organisers and participants showed enthusiasm and interest in the event, making it a successful and enriching experience for all involved.

## ONLINE POSTER MAKING

The Online Poster Making Competition on the topic of Yoga Day was held between June 19<sup>th</sup> to June 21<sup>st</sup>. The competition aimed to encourage participants to creatively express the significance and essence of yoga in the form of visually appealing posters. The Online Poster Making Competition on the topic of Yoga Day successfully provided a platform for participants to showcase their artistic skills and express their understanding of yoga's significance. The competition fostered creativity, spread awareness about yoga, and celebrated the International Day of Yoga. It served as an opportunity for individuals of our college to engage with yoga on a visual and artistic level, contributing to the promotion of a healthy and balanced lifestyle. The participants demonstrated their enthusiasm and dedication towards highlighting the transformative power of yoga through the medium of art.

Here are some the most eye-catching posters:







# International Yoga Day

21 JUNE 2023



Dr. G. T. Thampi  
PRINCIPAL  
Thadomal Shahani Engineering College  
Bandra (W), Mumbai-400 050.





# NSS-TSEC

National Service Scheme Unit (Affiliated to the Mumbai University)  
Thadomal Shahani Engineering College  
P.G. Kher Marg, TPS III, Bandra (W), Mumbai-400050  
Ph.:022-26495808, Extn: 2501/2401 (E-mail:nsstsec2122@gmail.com)



## Report on Crime Against Women

<b>Date: 15/1/2024</b>	<b>Duration: 2 hrs</b>
<b>No. of Participants: NSS Vols. TSEC:48</b>	

Event Report: NSS TSEC Volunteer Meetup and "Jagrut Mumbai" Women Safety and Cyber Security Seminar

### Introduction:

On the 15th of January, NSS TSEC hosted an exciting and informative event combining a volunteer meetup and the "Jagrut Mumbai" Women Safety and Cyber Security Seminar. Attendees were promised a day filled with wisdom, wit, and a touch of quirkiness as they engaged in discussions on making a positive impact and staying safe both in the physical and digital realms.

### "Jagrut Mumbai" Women Safety and Cyber Security Seminar:

Following the volunteer meetup, the focus shifted to the "Jagrut Mumbai" Women Safety and Cyber Security Seminar. With safety as the paramount concern, attendees were guided through discussions on staying street-smart and cyber-savvy in an ever-evolving digital landscape. Expert speakers shared practical tips and strategies for safeguarding personal well-being, both online and offline, empowering participants to navigate potential risks with confidence and resilience.

### Interactive Sessions:

Interactive sessions throughout the day encouraged active participation and engagement from attendees. From group discussions to hands-on activities, participants were invited to share their perspectives, ask questions, and collaborate with fellow attendees to explore innovative solutions to common challenges related to volunteerism, women's safety, and cybersecurity.

The NSS TSEC Volunteer Meetup and "Jagrut Mumbai" Women Safety and Cyber Security Seminar provided a unique opportunity for attendees to come together, learn, and collaborate on topics of social significance. By combining elements of volunteerism, community engagement, and personal safety, the event underscored the importance of collective action in creating a safer, more resilient society for all.

Dr. G. T. Thampi  
PRINCIPAL  
Thadomal Shahani Engineering College  
Bandra (W), Mumbai-400 050.





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Thadomal Shahani Engineering College  
Bandra (W), Mumbai-400 050.





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Thadomal Shahani Engineering College  
Bandra (W), Mumbai-400 050.





**Dr. G. T. Thampi**  
**PRINCIPAL**  
Thadomal Shahani Engineering College  
Bandra (W), Mumbai-400 050.



# **Sample of Leave Sanction Forms**

THADOMAL SHAHANI ENGINEERING COLLEGE  
BANDRA ( WEST ), MUMBAI - 400 050.

01CM

Date: 21/07/23

APPLICATION FOR CASUAL LEAVE ( TEACHING/NON-TEACHING )

❖ Employee Code : 743  
❖ Name of the Employee : Dr. Anil Chhangani  
❖ Designation : Associate Professor  
❖ Department/Section : Computer Engg.  
❖ Period Of Leave : From:- 20/07/23 To — Total Days: One Day  
❖ Reason Of Leave : Personal Reason

Forwarded :  
H.O.D./In-charge


  
( Employee's Signature )

Balance of Leave : 10-01 = 09

Checked by : 

Sanctioned  
  
PRINCIPAL

THADOMAL SHAHANI ENGINEERING COLLEGE  
BANDRA ( WEST ), MUMBAI - 400 050.

  
Date: 05/07/23

APPLICATION FOR C.O. ( TEACHING/NON-TEACHING )

❖ Employee Code : 131  
❖ Name of the Employee : Swaminath Barai  
❖ Designation : Hand. Cum - Peon  
❖ Department/Section : Maintenance.  
❖ Period Of Leave : From:- 04/07/23 To — Total Days: 1 day -  
❖ Reason Of Leave : Urgent work

Forwarded :  
H.O.D./In-charge

  
( Employee's Signature )

Balance of Leave : 26-1 = 25

Checked by :   
05/07/23

Sanctioned  
  
PRINCIPAL

THADOMAL SHAHANI  
ENGINEERING COLLEGE  
BANDRA ( WEST ), MUMBAI - 400 050  
05 JUL 2023  
Inward No. 2201

  
Dr. G. T. Thampi  
PRINCIPAL  
Thadomal Shahani Engineering College  
Bandra (W), Mumbai - 400 050.



*o*

**THADOMAL SHAHANI ENGINEERING COLLEGE**  
**BANDRA ( WEST ), MUMBAI – 400 050.**

DATE:- 28/07/2023

**APPLICATION FOR EARNED LEAVE/COMMUTED/HPL LEAVE ( TEACHING/NON-TEACHING )**

1. EMPLOYEE CODE NO. : 504
2. NAME OF THE EMPLOYEE : Jagatnarayan Gantam
3. DESIGNATION : Homal cum - Peon
4. DEPARTMENT/SECTION : Office
5. NATURE OF LEAVE : Earned Leave.
6. PERIOD OF LEAVE FROM: 31/07/23 TO 04/08/23 TOTAL: 05 Days
7. REASON : Father Expired
8. ADDRESS DURING LEAVE PERIOD

FORWARDED: *D. S. M. S.*  
(H.O.D./INCHARGE)

*Jagat*  
(EMPLOYEE'S SIGNATURE)

BALANCE LEAVE:- (FOR OFFICE USE ONLY)

E.I./COMMUTED/H.P.L./LWP: 243 - 5 = 238

CHECKED BY: *MW*

SANCTIONED

PRINCIPAL



Dr. G. T. Thampi  
PRINCIPAL  
Thadomal Shahani Engineering College  
Bandra (W), Mumbai - 400 050.





# THADOMAL SHAHANI ENGINEERING COLLEGE

BANDRA (WEST), MUMBAI- 400 050.

Date:- 28/7/2023

## APPLICATION FOR LEAVE (Earned Leave / Commuted Leave / H.P.L.)

1. Employee Code No. : 0103
2. Name of the Employee :- Prakash Y Kanade
3. Designation :- Lab Attendant
4. Department/Section :- IT
5. Nature of Leave :- Medical
6. Period of Leave From :- 21/7/23 To 26/7/23 Total days 6
7. Reason :- Not well
8. Address during leave period:- Parishram SRA Buid No ~~121~~  
4/601 A Adarsh Nagar 1'  
Santaacruz (E) Mumbai - 55

Forwarded: [Signature] 28/07/23  
H.O.D./In-charge

[Signature]  
(Employee's Signature)

Balance of Leave:-

E.L./Comm./H.P.L.: 129 - 12 = 117

Checked by :- [Signature]

Sanctioned

PRINCIPAL



Dr. G. T. Thampi  
PRINCIPAL  
Thadomal Shahani Engineering College  
Bandra (W), Mumbai - 400 050.

THADOMAL SHAHANI ENGINEERING COLLEGE  
BANDRA ( WEST ), MUMBAI - 400 050.

Date : 09/11/23

APPLICATION FOR DUTY LEAVE ( TEACHING/NON-TEACHING )

❖ Employee Code :

❖ Name of the Employee :

❖ Designation :

❖ Department/Section :

❖ Period Of Leave :

❖ Reason Of Leave :

Forwarded by : [Signature]

H.O.D./In-charge

275

Runkum Saxena

AP

IT

From:- 08/11/2023

Total Days: 01

Paper setting in MU

[Signature]  
( Employee's Signature )

Balance of Leave : \_\_\_\_\_

Checked by : \_\_\_\_\_

THADOMAL SHAHANI  
ENGINEERING COLLEGE  
Bandra (W), Mumbai - 400 050  
10 NOV 2023  
Inward No. 9099

Sanctioned  
[Signature]  
PRINCIPAL



**Sample of  
Faculty Appreciation Certificate**

# HYDERABAD (SIND) NATIONAL COLLEGIATE BOARD


The Board of Trustees is pleased to bestow this  
*Certificate of Appreciation Upon*

*Dr. Nagaveni Hebbur, Thadomal Shahani Engineering College*

for  
*Ph.D. Degree in the topic of "Blind Tampering  
detection in digital images and Videos" under  
the guidance of Dr. Ashwin Kunte, October - 2023.*



HYDERABAD (SIND)  
NATIONAL COLLEGIATE BOARD

  
Dr. G. T. Thampi  
PRINCIPAL  
Thadomal Shahani Engineering College  
Bandra (W), Mumbai - 400 050.



TRUSTEES

*Kishu H. Mansukhani* *Dr. Niranjan Hiranandani* *Anil Harish* *Lal Chellaram* *Maya Shahani*

Kishu H. Mansukhani      Dr. Niranjan Hiranandani      Anil Harish      Lal Chellaram      Maya Shahani

Date : 24/02/2024



# HYDERABAD (SIND) NATIONAL COLLEGIATE BOARD

The Board of Trustees is pleased to bestow this  
*Certificate of Appreciation Upon*



*Dr. Krunkum Saxena, Thadomal Shahani Engineering College*  
for  
*Ph.D. Degree in the topic of "Investigating ways and means of transforming IT Service Enterprises into a Learning Organization" under the guidance of Dr. Madhuri Rao, August-2023.*



TRUSTEES

*[Signature]*  
Dr. G. T. Thampi  
PRINCIPAL  
Thadomal Shahani Engineering College  
Bandra (W), Mumbai - 400 050.



*[Signature]*  
Kishu H. Mansukhani

*[Signature]*  
Dr. Niranjan Hiranandani

*[Signature]*  
Anil Harish

*[Signature]*  
Lal Chellaram

*[Signature]*  
Maya Shahani

Date: *24/02/2024*



# HYDERABAD (SIND) NATIONAL COLLEGIATE BOARD

The Board of Trustees is pleased to bestow this  
*Certificate of Appreciation Upon*

*Dr. Nita Mehta, Thadomal Shahani Engineering College*

for

*Ph.D. Degree in the topic of "Reaction Network  
Modelling of Processing Reactions in Petroleum Refining"*

*under the guidance of Dr. Vilas Gaihar,*

*January-2024*



## TRUSTEES

*Kishu H. Mansukhani*

Kishu H. Mansukhani

*Dr. Niranjan Hiranandani*

Dr. Niranjan Hiranandani

*Anil Harish*

Anil Harish

*Lal Chellaram*

Lal Chellaram

*Maya Shahani*

Maya Shahani

Date: *14/02/2024*

*Dr. G. T. Thampi*

Dr. G. T. Thampi  
PRINCIPAL  
Thadomal Shahani Engineering College  
Bandra (W), Mumbai - 400 050.





# **Sample of LTC Claim**

**Thadomal Shahani Engineering College**  
P. G. Kher Marg (Off Linking Road),  
TPS III, Bandra (West)  
Mumbai - 400 050.  
Maharashtra - 400050, India  
State Name Maharashtra, Code 27  
E-Mail tsec@tsec.edu

**BANK PAYMENT 1 Voucher**

No : **TS/BP/23/1888**

Dated : **18-Mar-24**

Particulars	Amount
Account : LTC - Teaching Staff	<b>6,640.00</b>

Through :

Axis Bank (Main) Ac.No 028010100242325

On Account of :

Chq. No.346665. Being paid to Mannat Khanwani on account of LTC for the block year 01/01/2023-31/12/2024 for 02 persons V.No March/24/1888

Amount (in words) :

Indian Rupees Six Thousand Six Hundred Forty Only

**₹ 6,640.00**

Receiver's Signature:

*(Signature)*  
22/04/24  
8

Authorised Signatory

*(Signature)*

Dr. G. T. Thampi  
PRINCIPAL  
Thadomal Shahani Engineering College  
Bandra (W), Mumbai - 400 050.



Sum of Rupees:- Rs. 23,735 only

Signature and Designation  
Of the controlling Officer

Voucher No. \_\_\_\_\_

Signature of Employees: [Signature]

Principal  
Thadomal Shahani Engineering College

Signature of Employees: [Signature]

Date:-

Teachers - Staff.

Ms. Mansha Katarani - Teachers

LTC Bkck year 11/12/2013  
Billing 2013  
and A/c

1+1 = 2 Persons  
LTC for retiral pay  
as per service book

1660  
X 2 Persons  
3320  
X 2 for date  
6640

~~Rs 23~~  
Rs. 6640 Cr. Settlement so  
LTC Bkck year 11/12/2013  
MS. Mansha Katarani on account  
of LTC Bkck year 11/12/2013  
to Billing 2013.

[Signature]  
16/13/2013

1660  
X 2  
3320  
X 2  
6640



DETAILS OF JOURNEY PERFORMED

Dr. G. T. Thampi  
PRINCIPAL  
Thadomal Shahani Engineering College  
Bandra (W), Mumbai - 400 050.



Sr. No.	Name of Teaching Staff	Relation	Ages	Number /	Non-Teaching Staff	Of	Fares	Ry Station	From	Date	And	Time	In	Upto	Distance	Kms.	Admissible	Distance	upto	400	Kms.	Beyond	Amount paid	on Col.	Based	10	on Col.	11 & 12	Remark
1-	Dr. Mansha Kotwani	(Asst Prof)		02				Mumbai	Mumbai	21/01/24	3:00	04/02/24	Mumbai	04/02/24	3:00	300		5184/-	5468/-	563)	4952/-							Air ticket Dining charges Hotel charges Airport & boarding Grip's charges	
2-	Dr. Mansha Kotwani	(husband)		02				Mumbai	Mumbai	31/01/24	3:00	04/02/24	Mumbai	04/02/24	3:00	300													

THADOMAL SHAHANI  
ENGINEERING COLLEGE  
Bandra (W), Mumbai - 400 050  
14 MAR 2024  
Inward No. 240960

CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

1. Certified that Shri/Smt./Kum. (Name of the Employee) Dr. Mansha Kotwani has rendered continues service for one year or more than one year on the date of commencing the outward journey.

2. Certified that the necessary entries as required under para 21 of the rules governing travel concession to the employees of the colleges affiliated to them have been made in the service book of Shri./Smt. / Kum/ Dr. Mansha Kotwani

ATC  
check & pay  
W

THADOMAL SHAHANI ENGINEERING COLLEGE,  
BANDRA(W), MUMBAI -400 050.

CERTIFICATE TO BE GIVEN BY ALL EMPLOYEE

- 1) I have not submitted any other claim so far, for leave travel concession in respect of myself of my family for the block of two years 2023 and 2024.
- 2) I have already drawn Travelling allowance for the leave travel concession in respect of Journey performed by me my wife/my husband/with 0 children. This claim is in respect of the Journey performed by my/wife/myself/husband with children, none of whom travelled, with the party on the earlier occasion.



Dr. G. T. Thampi  
PRINCIPAL  
Thadomal Shahani Engineering College  
Bandra (W), Mumbai - 400 050.

- 3) The Journey has been performed by me/my wife/my husband/with children to the declared "home Town" viz. 9

- 4) That my husband/wife is not employed in any of the six non-agricultural Universities/Government of Non-Government Colleges/ that my husband/wife is employed In University/College and the concession has not availed of by him/her separately for himself/herself or for any of the family members for the convened block of the year.

Date: 14/08/2024

(Signature)

SIGNATURE OF THE EMPLOYEE

NAME : Dr. Manisha Vethur  
EMP CODE : 204  
DEP./SEC. : Applied Mathematics

# **Sample of Festival Allowance**

P. G. Kher Marg (Opp. Linking Road),  
TPS III, Bandra (West)  
Mumbai - 400 050.  
State Name : Maharashtra, Code : 27  
E-Mail : tsec@tsec.edu

**BANK PAYMENT 1 Voucher**

No. : **TS/BP/23/1095**

Dated : **1-Nov-23**

Particulars	Amount
Account : Festival Advances	<b>21,18,000.00</b>

**Through :**

Axis Bank (Main) A/c No 028010100242325

**On Account of :**

Chq No 332583 Being paid to "Yourself for NEFT" On account of Diwali Festival Advance for 2023-24 to staff (69\*30000+4\*12000) recoverable in 10 installment wef November-23 salary paid in December-23 (Ref Direct Debit Statement dtd 01/11/23 for Rs 2118000/-). V No Nov/23/1095

**Amount (in words) :**

Indian Rupees Twenty One Lakh Eighteen Thousand Only

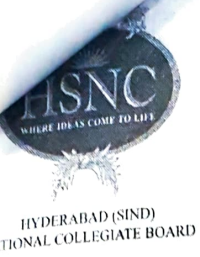
**₹ 21,18,000.00**

Receiver's Signature:

Authorised Signatory

Dr. G. T. Thampi  
PRINCIPAL  
Thadomal Shahani Engineering College  
Bandra (W), Mumbai - 400 050.





# HYDERABAD (SIND) NATIONAL COLLEGIATE BOARD

*Trustee & President*  
**Mr. Anil Harish**

B.A., L.L.M.

*Trustee*  
**Mr. Kishu H. Mansukhani**

B.S.-M.E.

*Trustee*  
**Dr. Niranjan Hiranandan**

B.Com., F.C.A., Ph. D

*Trustee*  
**Mr. Lal Chellaram**

B.Sc. (Econ), London

*Trustee*  
**Mrs. Maya Shahani**

B.Sc.

*Secretary of HSNC Board*  
**Principal Dinesh Panjwan**

B.A.(Hons.), M.Sc., M.Ph

October 20, 2023

## CIRCULAR

### Re: Festival Advance

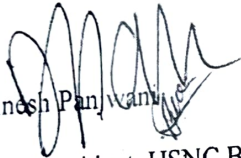
The Board is pleased to sanction Festival Advance for the Non Teaching Staff who wish to avail this facility, as under.

1. Rs. 30000/- for employees who are on Scale.
2. Rs. 12000/- for employees who are drawing consolidated salary

The advance is to be recovered in Ten equal instalments starting from November 2023 salary payable in December 2023.

However, those who have not yet fully cleared their earlier festival advance, they should not be given any further advance now.

This will also be applicable to the employees of the Board.

  
Dinesh Panjwan

c.c. : President, HSNC Board  
Mrs. P.N. Shah, Member & OSD, HSNC Board  
Mr. Rajkumar Nagpal, General Manager, Accounts & Finance, HSNC Board

R D National College  
K.C. College  
K C Law College  
H R College  
Smt. MMK College  
Smt. CHM College  
K C College of Management Studies  
Bombay Teachers' Training College  
Principal KMK College of Pharmacy  
G J Advani Law College  
Watumull Institute of Electronics Engineering & Computer Technology  
Principal KMK Pharmacy Polytechnic  
Thadmoal Shahani Engineering College  
Dr. L H Hiranandani College of Pharmacy  
Nari Gursahani Law College  
H & G H Mansukhani Institute of Management  
Accounts Department, HSNC Board



  
Dr. G. T. Thampi  
PRINCIPAL



THADMOAL SHAHANI ENGINEERING COLLEGE  
BANDRA, MUMBAI-400 050.  
MISHINCHAND CHELLARAM COLLEGE BUILDING, VIDYASAGAR PRINCIPAL CHOWK  
CHURCHGATE, MUMBAI - 400 020.  
ABOVE STAR MARKET,



Sr.No.	Name	Account No	Amount Paid	Bank Name	IFSC	Remarks
1	MANDAKINI RAVIKANT BODHARE	554010015556	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
2	TULSI MADANLAL BRIJWANI	554010008516	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
3	MANVENDRA RANGNATH DHIMATE	554010010833	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
4	SUNITA GUL MIRANI	554010026168	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
5	RASIKA RAJESH BHAVE	554010002667	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
6	HARESH SHYAMLAL PANJABI	554010003509	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
7	MANISH KALYANDAS PARDASANI	554010003735	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
8	VIJAY AMARLAL PARWANI	554010060190	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
9	Haresh Dudani	554010006714	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
10	HARSHA PRAFUL BHOMBE	554010007549	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
11	HARESH ASHOKKUMAR JETHANI	554010007724	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
12	RAM BHAJANLAL TEJWANI	554010010355	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
13	AWADHINARAYAN S UPADHYAY	554010101063	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
14	RAMSUNDER KAHAR	554010030705	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
15	RAJESH DNYANOBA YENPURE	554010025829	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
16	Preetam Raut	554010041733	30000.00	Kotak Mahindra Bank Ltd	KKBK0001364	Diwali Festival Advance -2023-24
17	SEEMA H TALREJA	693010026796	30000.00	Kotak Mahindra Bank Ltd	KKBK0000631	Diwali Festival Advance -2023-24
18	AASAVARI EKNATH GURAV	4412093506	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
19	RAHUL SINGH	6746141199	12000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
20	Pritam Lokhande	554010061637	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
21	SHRIKANT SHIRGAONKAR	554010052770	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
22	SAURABH DATTATRAYA CHAUDHARI	554010061351	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
23	CHANDRAKANT BAJARANG BHOSALE	554010062554	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
24	LAXMAN KIRDAT	679010021709	30000.00	Kotak Mahindra Bank Ltd	KKBK0001405	Diwali Festival Advance -2023-24
25	AMAR PHUKE	554010066963	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
26	VISHAL SHANKARLAL SAROJ	699010017163	30000.00	Kotak Mahindra Bank Ltd	KKBK0001345	Diwali Festival Advance -2023-24
27	Sachin Shinde	4812230815	30000.00	Kotak Mahindra Bank Ltd	KKBK0001350	Diwali Festival Advance -2023-24
28	SHANKARLAL S. SAROJ	554010002162	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
29	RAJENDRAPRASAD R. VARMA	554010002239	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
30	SHIVPRASAD I. TIWARI	554010001875	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
31	UDAYRAJ C. YADAV	554010002406	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
32	CHHEDIRAM TIWARI	554010001346	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
33	BRAHMANAND R. VERMA	554010002212	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
34	CHANDRABHAN B. CHAUBEY	554010002305	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
35	RAGHVENDRAPRASAD S. SHUKLA	554010002247	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
36	DEVI PRASAD JAGATRAM VARMA	554010002348	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
37	SAMAYNARAYAN M. KAHAR	554010003374	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
38	SURYANARAYAN K. SINGH	554010003760	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
39	ANANT SHANTARAM GURAV	554010010170	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24
40	SWAMINATH GANGARAM BARIE	554010009660	30000.00	Kotak Mahindra Bank Ltd	KKBK0001391	Diwali Festival Advance -2023-24

03 NOV 2023

Signature verified  U.V. verified  
**TRANSFER**

Group A

Group B  
 For Thadomal Shahani Engineering College  
 Mumbai

# **Sample of Insurance Policy Document**