

UNIVERSITY OF MUMBAI

No. SW/43/of 2012

Dr. Mrudul Nile.
Director



Department of Students' Welfare
Vidyapeeth Vidyarthi Bhavan,
'B' Road, Churchgate,
Mumbai - 400 020.
Tel. No. 22042859/22040360

CIRCULAR:

To
All the Head of the University Departments,
Principals/ Directors of the Colleges and Constituent Institutions
affiliated to the University of Mumbai.

Sir/Madam,

This is in continuation to our circular regarding the Group Insurance Scheme "YUVA RAKSHA" which was introduced from the year '2002-2003' for students studying in the affiliated Colleges and at the University Departments/Institutions. In this regard, it has been decided by the competent authorities of the University to continue "YUVA RAKSHA" Scheme **only with The National Insurance Company Ltd. (Malad Branch) and The Oriental Insurance Company Ltd. (Thane Divisional Office) for the academic year 2012-13.** The said companies are the approved companies for the University Scheme of "YUVA RAKSHA"; Students Insurance for one year.

I am enclosing herewith the details of the Insurance Scheme (YUVA RAKSHA) alongwith forms, modalities of the schemes and addresses of the Insurance Company for your information and necessary action.

You are also requested to take care that each and every student of your Institution is insured under Yuva Raksha Scheme and after obtaining the scheme, you are requested to intimate to this office about details of the policy.

It is necessary to insure student immediately after their admission.

Place: Mumbai - 400 020
Date: 16th October, 2012.

Sd/-
[Dr. Mrudul Nile]
Director Students' Welfare

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MODALITIES OF GROUP INSURANCE SCHEME

1. Scheme will be called as YUVA RAKSHA GROUP INSURANCE SCHEME FOR STUDENTS. THIS POLICY IS DESIGNED BY THE UNIVERSITY OF MUMBAI.
2. University of Mumbai has recognized "The National Insurance Company Ltd. and The Oriental Insurance Company Ltd," official agencies (The addresses are mentioned below for your ease of reference its mandatory.)
3. The Scheme is Mandatory all Principals/Heads/Directors are requested to charge the students at the time of admission only for the scheme. (vide Circular No.Concol/fee/292/of 2008) It shall be obligatory that the students are covered under this scheme.
4. The Scheme is applicable to all students admitted in the affiliated colleges/ Institutions/Departments of the University of Mumbai, vide circular No. CONCOL/Fee/292/of 2008 dated 7th July, 2008)
5. Principals of Colleges will implement the scheme at their level and He/She will sign the M.O.U. (Memorandum of Understanding) with the company that He/She deems fit.
6. At the Departments the Head of the Departments will sign and implement the scheme while the Institute Directors will be implementing the Scheme and also be its signatory to MOU.
7. The Scheme will be implemented year -wise (12 months) and is to be renewed every year. The Principals/Heads/Directors will collect the amount of premium at the time of admissions of the students and the same will be sent to the Insurance Company for the academic year 2012-13.
8. The Registration form will be issued at the time of admission to cover the students under the Scheme.
9. Designated College will collect the premium amount from students at the time of admission when the fees are collected in case Department/Institute/College wants to pay premium in advance the same will be accepted as a deposit premium in academic year started only given to letter and cheque of the college authority and list will be sent to completed at the admission process and risk will be covered on the day a cheque issued and given to the insurance company.
10. The premium will be sent in below given the address and mentioned person no other agent or person given the premium.

A DETAIL OF THE POLICIES AS FOLLOWS:

Premium rates are mentioned below:

Sr. No.	Scheme	Sum Insured for	Premium per Annum per student
1	A	Rs. 50,000-00	Rs. 12/-
2	B	Rs. 1,00,000-00	Rs. 27/-
3	C	Rs. 2,00,000-00	Rs. 42/-

Directors/Heads of the University Departments and Principals of Colleges shall deduct sum of Rs.3 (Rupees Three only) at their level of premium collected from the students as administrative charges.

The Policy will cover the following three contingencies in case of Accidents.

- A. 100% coverage in case of sad demise of the insured.
- B. 100% coverage for permanent disability (Disability means loss of limbs, loss of eye sight or sense of hearing or paralysis).
- C. 100% coverage for hospitalization expenses arising out of accidents which includes cost of medicines as well as expenses for Doctors fees.

Accidents death includes Rail/Road/Air Accidents injury due to any violent collision, Accidents while crossing road, Fall injury due to fire, Explosion, Snakebite, Frostbite Burn injury, Drowning and Poisoning.

Accidents while sight-seeing, tour or excursion, swimming, NSS Camps/NCC Camps/Sports Activities.

Natural calamity, riots but it will not include suicide or attempt to suicide.

These are only illustrative and not an exhaustive list of types of accidents.

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FUNCTIONING AT THE DEPARTMENT & COLLEGE LEVEL

- A. Principal
- B. N.S.S. Programme Officer
- C. N.C.C. Officer
- D. Gymkhana Chairman
- E. Students Council Secretary.

At University Departments and Institutions level a Committee to look after the scheme consisting of:

- A. Registrar
- B. Director, Students' Welfare
- C. N.S.S. Co-ordinators
- D. Sports Officer/Sports Director
- E. Students' Council President

The Directors of the institutions, Heads of the University Departments and Principals of the Colleges will collect the money against the premium from the students at the time of admission and it will be sent to the concerned recognized agency with the list of the students covered under the scheme. The cheque should be drawn in the name of the insurance company (any one of the above). A separate list would be prepared for various categories of the Scheme i.e. for scheme "A", & Scheme "B"

The Directors/Heads of the University Departments only are hereby informed that they should deduct an amount of Rs.3/- (Rupees Three only) from the premium college per student basis on Insurance sum of Rs.1,00,000/- (Rupees One Lakh only) towards administrative charges for the University. The total amount deducted will be sent to the Finance & Accounts Officer, University of Mumbai to the account on Group Insurance Scheme for students.

1. If a student is insured in a particular College/Department/Institution and later if he/she takes admission in another College/Institution anywhere in India the premium will not be refunded and the insurance claim of the student will be settled through the authorities where He/She has paid the premium.
2. Directors/Heads/Principals and Registrars of the respective Departments/College would obtain a certificate of Registrations from the Insurance Company issued by the Insurance Regulatory and Development Authority under the Ministry of Finance, Govt. of India (IRDA).
3. The name of the persons should be clearly mentioned in the MOU with whom all the claims will be made by the Directors/Heads/Principals and Registrars of the respective Department/College.
4. Insurance company will submit a scheme of administration by giving the list of the items.
5. The Directors/Heads/Principals and Registrars of the respective Department/College will get the consent from the parents of the students.

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6. Directors/Heads/Principals and Registrars of the respective Departments should open a separate account for students Group Insurance Scheme.

Insurance Policy will be in the name of the Department/College. Every year Director/Head/Principal of the Department/College pay their premium to the recognized agencies directly.

The policy will be issued by the Insurance Company on the day on which the cheque is received by them.

The list of the students who are insured will be acknowledged by the Insurance Company.

Principals may send their premium amount in two lots after completion of admission process of each course.

The list of the students who are insured will be acknowledged by the Insurance Company.

Insurance cover will be enforced for one full year from the date of issue of their Policy.

The addresses of the recognized agencies are mentioned below:

The Oriental Insurance Company Ltd.,
Thane Divisional Office
Saraswati Mandir, 3rd Floor,
(Marathi Granth Sangrhalaya)
Opp. Zilla Parishad Office
Subhash Road, Thane (W) – 400 601
Tel:022-25402721/22,25401172 /022-25369996
Fax.022-25378618

(Contact Person Mr. Rohan R.Ghodgekar
9820934701/9757282913/022-65872859
e-mail- 1. v.tawde@orientalinsurance .co.in
2. rghodgekar04@gmail.com
for claim-1. rema.kp@orientalinsurance.co.in
2. skadhav@orientalinsurance.co.in

The National Insurance Company Ltd.
Branch III, 1st Floor, Satguru Darshan,
Wing 'C', Liberty Garden, Road No.3,
Malad (W), Mumbai – 400 064
[Contact Person Mr. Rajesh Mane (9969017106)
Mr. Mangesh Palve (9869288168)]

The Colleges/Departments are requested to send copy of drawn policy and compliance report to the Department of Students Welfare within eight days of the signing of MOU.

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Claim Procedure

At the College/Institute level Principal/Director will Co-ordinate with the insurance Companies in case of any claim on behalf of the students and issue the necessary documents/Certificates required by the concerned Insurance Company.

The insurance companies should be intimated within **seven days** in case of any type of accident.

At the University level the same will be Co-ordinated by the Head of the Department/Registrar.

Students should preserve the copy of fee payment receipt issued by the College/Department/institute.

Claims will be considered even if a student meets with an accident anywhere in India or abroad.

Enclosed:

1. A copy of format of MOU to be signed by the Director of the Institution/Head of the Department /Principal or Registrar of the Department and College.
2. Proforma of Student Registration Form to be filled by the Student at the time of admission will be printed by the respective Institute/Department/College.
3. Pro-forma of the list of the students to be sent to Insurance Company will be Below:

Sr. No.	Name of the Student	Class	Roll No.

Contd...6/-

MEMORANDUM OF UNDERSTANDING

The M.O.U. is made on this 18th June 2009 at Mumbai between _____ (Name of Department /Institute/ _____ having _____ Registered Office at _____ (for example : One of Registered Office: (1) Registered Office at The Oriental Insurance Company Ltd., Thane Divisional Office Saraswati Mandir, 3rd Floor, (Marathi Granth Sangrhalaya), Opp. Zilla Parishad Office, Subhash Road, Thane (W) – 400 601. Or (2) The National Insurance Company Ltd. Branch III, 1st Floor, Satguru Darshan, Wing ‘C’, Liberty Garden, Road No.3, Malad (W), Mumbai – 400 064

_____ (Name of the any Insurance Company) made a finance offer vide letter dated 20th August, 2009 to renew the “YUVA RAKSHA” Insurance Scheme which to cover the College and University Students’ under a Group Personal Accident Policy coverage including Death, Permanent Disability and Hospitalization Expenses arising out of accident covered under the policy. Participation in any adventurous sports and hazardous activities has to be with prior consent of the Department/Institute/College/24 hours coverage will be within and outside India for 1 year (from the date of shall not expire after the end of the academic year).

The premium date quoted by _____ (Name of the any one Insurance Company) as mentioned in the report of the meeting held on October, 2012, _____ is final and will not undergo any change for a period of one year.

Designated college of the University will collect the premium amount from the students at the time of admission when the fees are collected, in case Department/Institute/College wants to pay premium in advance the same will be accepted as a deposit premium.

Such collected premium will be paid alongwith the list of Students to the following office of _____ (Name of any one Insurance Company) would issue an annual policy covering the students from the day the premium cheque is handed over to them. One acknowledged copy should also reach to the Director Students’ Welfare after the policy is drawn.

At the time admission the concerned college would be provided with brochures for students laying down the scope of cover as also the claim procedure and documents to be submitted at the time of claim.

Claim would be entertained only after the Directors/Heads/Principal of the Department/College certifies the occurrence of on event and consequent injury to student. Claim documents would be routed through the respective colleges.

All claim payments will between Director/Head/Principal or Registrar of the Department/College and Divisional Manager of _____

_____ (Any one of the Insurance Company) will be valid for period of three years from the date of execution.