



S.A. COLLEGE OF EDUCATION

A Minority Institution, Run by Nalanda Minority Educational & Welfare Trust
(Recognised by Govt of Bihar)

Ref. No. :

Date : 10/12/2025

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Group Accident Insurance Policy For Employees of the Institution

1. Introduction

The institution is committed to the welfare and safety of its employees. To provide financial security and support in case of unforeseen accidents, the institution has implemented a **Group Accident Insurance Policy** for all eligible employees.

This policy ensures compensation and assistance to employees or their nominees in the event of accidental injury, disability, or death during the policy period.

2. Objectives of the Policy

- To provide financial protection against accidental risks
- To support employees and their families in case of emergencies
- To promote a safe and secure working environment
- To enhance employee welfare and morale

3. Scope & Coverage

The Group Accident Insurance Policy covers:

- Accidental death
- Permanent total disability


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- Permanent partial disability
- Temporary total disability (as per insurer terms)
- Medical expenses arising from accidents (if included in the policy)

Coverage is applicable 24x7, including accidents occurring on or off campus, subject to policy terms.

4. Eligibility

- All permanent teaching and non-teaching staff
- Contractual employees (if approved by management)
- Employees on active rolls of the institution


Coverage becomes effective from the date of inclusion in the policy.

5. Sum Insured

The sum insured shall be decided by the management and may vary based on employee category. Details of coverage are communicated to employees annually.

6. Policy Administration

- The policy is taken in the name of the institution
- Premium is paid by the institution
- The policy is renewed annually
- HR / Administration Department acts as the nodal office


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7. Claim Procedure

7.1 Intimation of Accident

- Accident must be reported immediately to the institution
- Written intimation to HR within 24–48 hours

7.2 Submission of Documents

- Duly filled claim form
- Medical reports / hospital bills
- FIR / Panchanama (if applicable)
- Disability certificate or death certificate

7.3 Settlement

- Claims are forwarded to the insurance company
- Settlement as per insurer's terms and conditions

8. Exclusions

The policy does not cover:

- Self-inflicted injuries
- Accidents under the influence of alcohol or drugs
- Participation in unlawful activities
- Natural death or illness (unless specified)


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9. Roles & Responsibilities

Management

- Ensure policy implementation and renewal

HR / Administration

- Maintain employee insurance records
- Assist employees/nominees in claim process

Employees


- Adhere to safety norms
- Promptly report accidents

10. Awareness & Communication

- Policy details shared with employees at the time of appointment
- Periodic awareness through circulars or meetings

11. Review & Amendments

- Policy reviewed annually
- Amendments made as per management decision and insurer guidelines


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12. Conclusion

The Group Accident Insurance Policy reflects the institution's commitment to employee welfare by providing financial security and support in times of accidental emergencies.

This policy is applicable to all eligible employees of the institution and forms part of the employee welfare measures.

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