

Medical Fund and Reimbursement

(Effective from April 1, 2017)

(Revised and reinforced from February 2, 2026)

The Management of BNMIT has instituted a Medical Fund to reimburse medical expenses for employees (teaching and non-teaching), arising from sudden illness or accidents that require hospitalization.

The fund is created from the monthly contributions made by the staff and matched by an equal contribution from the Institution. The combined amount is maintained in a Fixed Deposit, and the interest accrued is added to the fund.

Monthly contributions to the Medical Fund are as follows:

- Non-teaching staff: ₹50
- Teaching staff: ₹200

Contribution for the fund started on April 1, 2017, with an initial contribution of ₹10,00,000 (Rupees Ten Lakhs) provided by the Institution. This initiative got approval from the Governing Council in its meeting held on January 28, 2017.

The following are the general guidelines for disbursement of medical aid.

1. Reimbursement is for staff who have contributed at least for six months.
2. Reimbursement is only for hospitalization expenses and does not include other incidentals.
3. In each financial year the maximum amount that can be disbursed is limited to 50% of the funds available at the end of previous financial year. This amount shall be declared by the committee at the beginning of each

financial year.

4. Maximum amount of aid shall be limited to two lakhs per person in a year.
5. The disbursement will be done with due verification from administrative office to ensure the same has not been claimed elsewhere.
6. The committee shall sanction a suitable amount subject to the maximum limit based on the severity of the medical condition.
7. The following committee shall meet within a week of the submission of claim and recommend the management committee to sanction.
8. The Medical Fund accounts shall be audited along with the college accounts.

Committee for fixing the reimbursement:

1. Principal (Chairman)
2. Head of the department concerned
3. One representative from the teaching staff
4. One representative from the non-teaching staff
5. Manager, Administration

Approval committee:

1. Chairman, Governing Body, BNMIT
2. Director, BNMIT
3. Additional Director, BNMIT
4. Principal, BNMIT
5. Dean, BNMIT
6. Deputy Director, BNMIT