

# NISH

## NATIONAL INSTITUTE OF SPEECH & HEARING

(An autonomous organisation under the Social Justice Department, Government of Kerala)

Accredited as Excellent Institution by RCI | ISO 9001:2015 Certified | Accredited by NAAC with A Grade

### **SPECIFIC FACILITIES PROVIDED FOR WOMEN ON NISH CAMPUS**

#### **I. SAFETY AND SECURITY OF WOMEN ON CAMPUS**

The safety and security of women on campus have been ensured. With regular classes on self-defense for girl students of PG and UG courses by the Pink Battalion of Kerala Police Academy, they were given the training to equip themselves to face hostile people in everyday life. Gender protection in the institution is facilitated by the functioning of committees like Committee to Address Sexual Harassment (CASH-NISH) Redressal Forum for ensuring Non-discrimination and Accessibility, Women's Cell, Students' Council, Anti-ragging Cell, etc. 24x7 camera surveillance and security personnel service on campus. G

#### **a. GRIEVANCE REDRESSAL MECHANISM AT NISH**

##### **1. CASH-NISH - Committee to Address Sexual Harassment at NISH**

Sexual harassment is defined as any unwelcome physical contacts of sexual nature, requests for sexual favors, verbal or visual sexual suggestions, and other sexually oriented conduct which is offensive to the recipient.

##### **Objectives of CASH-NISH**

To provide an environment free from all forms of behavior and conduct which can be considered intimidating, harassing, luring, bullying, or disturbing that can be termed as sexual harassment. Anyone engaging in sexually harassing conduct will be subject to punishment, ranging from a warning to termination of employment. Within 15 days after a written complaint is made, the sub-committee will investigate the complaint. Depending on the complexity of the investigation, you should be contacted within 15 days about the status of your complaint. Appropriate punitive measures will be taken against the accused if the charge is proven.

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CASH-NISH has been constituted by the Executive Director in 19/3/2001 and has staff representatives and a representative of an NGO. This committee has no student representatives. This committee will oversee complaints from employees, students or visitors regarding sexual harassment. A sub-committee will perform the investigation and report to the full body CASH-NISH so as to review and take appropriate action.

The members of CASH-NISH are

Ms. Daisy Sebastian, Coordinator - Academic and Intervention Programs (Chairperson)

Ms. Raji Gopal, Coordinator - DHI, (Convenor)

Dr. Anne Varghese, Head - Allied Services

Ms. Anu Rajan, Faculty - Degree (HI)

Mr. Gopakumar G, Finance Officer

Adv. Elsamma Prayikalam, Representative of NGO- SAKHI

Dr. Vinitha George, Head- ASLP

Ms. Raji N.R., Incharge- BSc CS

Ms. Soja Oliver - Administrative Officer

## 2. ANTI-RAGGING CELL

Ragging is a cognizable offence and NISH will not hesitate to take stern action against offenders. NISH has Anti-Ragging policy and procedure to curb the menace of ragging. Any form of ragging, if reported, is liable for punishment under penal law.

### Objectives of ANTI-RAGGING CELL

To define the procedures for curbing the menace of ragging in campus.

To create awareness among the students.

It is mandatory as per the Hon. Supreme Court & UGC/AICTE Regulations that all students fill in an Anti-Ragging Affidavit, each year.



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To make the process easy MHRD has developed an ONLINE facility.

As per the directions of Supreme Court of India, UGC and the University of Kerala regulations require the formation of anti-ragging committee and anti-ragging squad. This was constituted in 2010 at NISH.

Directions regarding members of the committee, members of squad and steps to be taken to curb ragging at NISH are followed as per directions from time to time. A copy of the UGC Regulations on curbing the menace of ragging in higher educational institutions is given to each student admitted to the first year degree program. Affidavit by the new students, senior students and parent/guardian are collected every year from all students. The goal at NISH is to eliminate completely this bad behavior through counseling, creating awareness and encouraging students to think differently. The ARC meets at least twice in a year and reviews the situation. Affidavits can be filed ONLINE at:

1. [www.amanmovement.org](http://www.amanmovement.org) (OR)
2. [www.antiragging.in](http://www.antiragging.in)

### **b. Self Defence Classes from Pink Battalion of Kerala Police Academy**

As part of the activities of the NISH to Address Sexual Harassment, it was decided to offer self-defense classes for the women on our campus. The Kerala Police Training Department (Pink Police Battalion) was more than willing to train the women staff and students in self-defense techniques for four days for each group on Saturdays from 2 to 4 pm. This was started in 2017 and these classes have made more than 300 students more confident. The session could not be continued due to the covid pandemic.

Given below are some of the snaps of self-defence classes conducted.

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Self Defence Class Image 1



Self Defence Class Image 2



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Self Defence Class Image 3



Self Defence Class Image 4

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### II. COUNSELLING:

#### Gender Equity Counselling:

The Department of Psychology have been actively involved in providing counselling services for different populations over the years. The main focus of the services provided to women included individual and group counselling sessions who are in need of psychological support.

Complaints and concerns that the Department has dealt with includes providing counselling for domestic violence, harassment, violence against children, marital discord, poor family support, concerns related to loss of opportunities due to the child's disability and to psychologically equip them in utilising their coping mechanisms. Awareness sessions were given for mothers on children with disabilities on parenting techniques, and sessions on good touch and bad touch were provided for school children with hearing impairment to report and prevent any kind of abuse happening to them.

The stress a working woman has to undergo is severe. They may face difficulty in managing household activities, responsibilities on children and spouse, work related issues and so on. The stress management sessions provided have helped these populations to identify the stressors they are having in their life and how to deal with them. The coping strategies that were taught to them include relaxation techniques, changing or diverting their negative thoughts, and by bringing changes in their lifestyle.

COVID - 19 pandemic had led to mental health issues wherein the Department of Psychology stepped forward and conducted psychological well-being sessions during the first and second wave considering confidentiality, privacy and other Tele Psychological Code of Ethics.

Sessions during the first wave of COVID -19, was carried out for students and staff relating to issues like higher levels of stress and anxiety, fear of being diagnosed with COVID-19 or fear for

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family members, disruption of regular classes, increasing disharmony within familial interaction. The objective was to enhance their psychological well-being during COVID-19 by providing management techniques in the areas of lifestyle, family, work, financial and academic.

During the second wave the sessions were continued considering the problems such as returning to online teaching and learning, anxiety, fear, increasing number of cases, post COVID complications and death. grief due to loss. The objective was to identify factors that are leading to stress and to help build resilience among the participants.

The procedures involved designing a questionnaire to assess the stressors and needs of the students and staff as the baseline for conducting the sessions. The information was obtained through Google forms and the content for the session was planned accordingly. Online sessions were conducted separately for staff and students through Google Meet. Class wise sessions were conducted for students which included a total of 18 groups. A total of 18 groups for the staff were conducted online and offline depending on the working situation.

The sessions during the second wave are ongoing. The staff and students are being trained to accept the situation as it is and to focus on their present rather than worrying about their future. They were also given an opportunity to vent out during the online session and were encouraged to seek professional help.

References of clients on record

[Client Register](#)

[First Wave](#)

[Staff](#)

[Students](#)

[Second Wave](#)

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[Staff](#)

[Students](#)

### III. COMMON ROOMS

A feeding room is set up in the Dhyan building for the benefit of clients as well as other females on campus. Separate sickrooms are provided on the third floor of the Thejus building for both males and females. Students as well as staff can make use of these facilities. A log is maintained for this purpose.

Photographs of the facilities are given below:



Feeding Room



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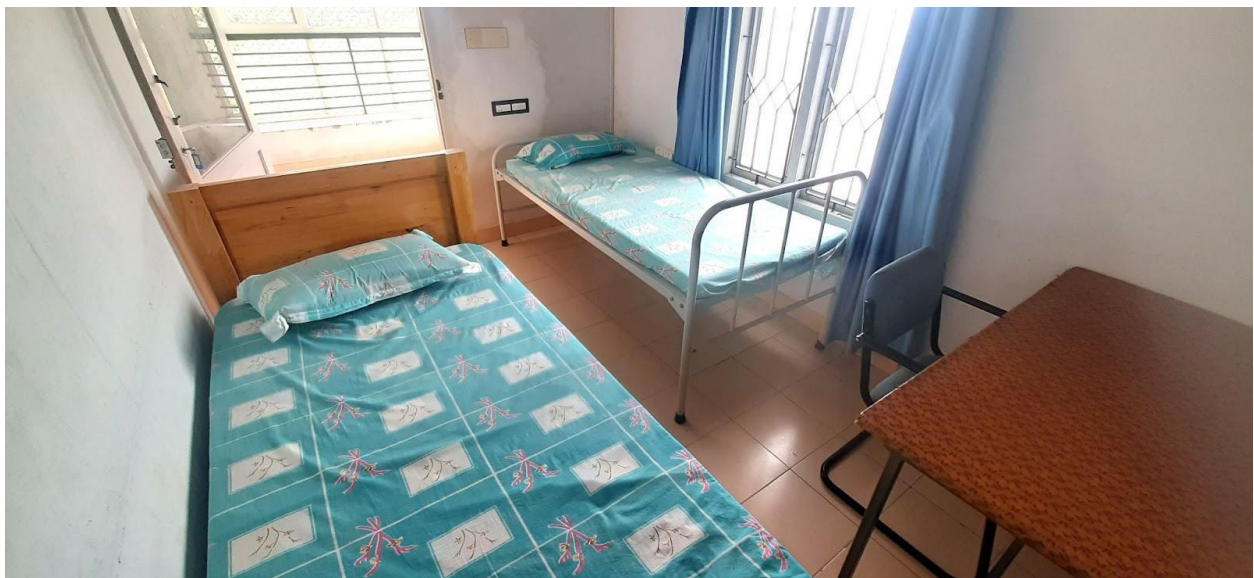
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Feeding Room Inside



Girls Sickroom

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Boys Sickroom

#### IV. CRECHE

As per the Maternity Benefit (Amendment) Act, 2017, it has been made obligatory for the establishments employing 50 or more workers to have a crèche facility in the Campus. A crèche is a place where parents can leave their children when they go to work, and where the children are given a stimulating atmosphere in which to learn holistically. Creche was inaugurated on Monday the 2nd of July 2018 in the Dhyan building. The age range of admission is 6 months to 6yrs respectively. Maximum capacity of admitting children is 12 to 15. Full time facility for small kids and after school for school going students. First preference will be given for full time kids and second preference for after school care, depending upon the availability of seats. 2 full time and 1 par time staff were working there. Fees fixed as Rs. 2,500/- for full time kids, Rs. 1,500/- for after school care for children coming for more than 15 days a month. Fees to be collected in advance. If staff wanted to use the facility for one day, the rate will be Rs. 150/-. Creche timings will be from 8.15 am to 5.15 pm.



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Some photographs of the facility are given below:



Creche Image 1



Creche Image 2

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Creche Image 3



Creche Image 4

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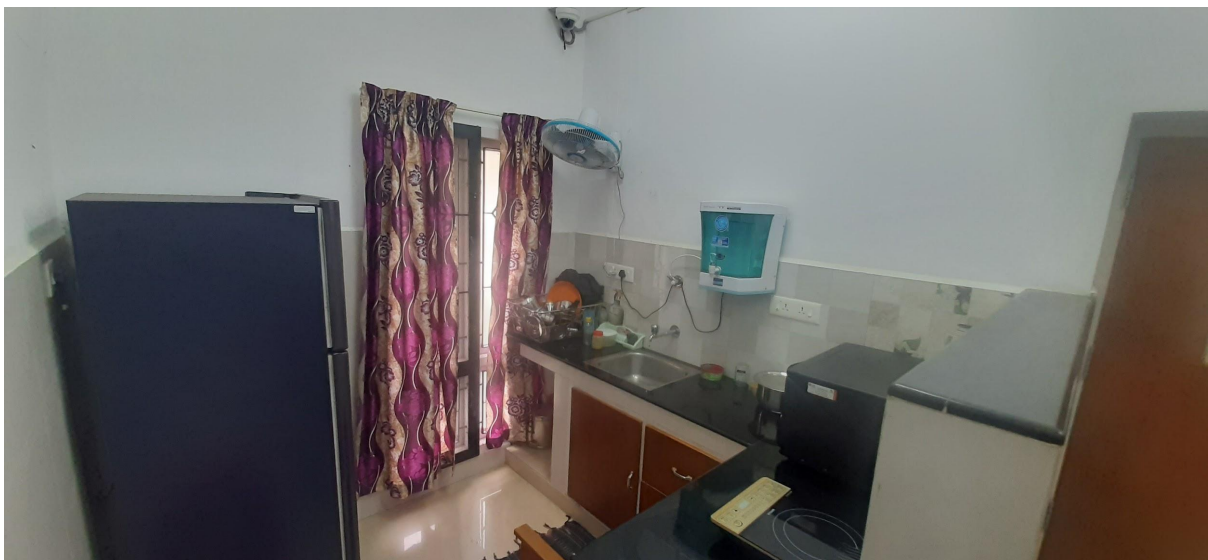
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Creche Image 5



Creche Image 6



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### OTHER SUPPORT SYSTEMS:

#### a. Transport Facility Provided for Staff

Free Staff transportation facility made available through the outsourced service contract with the qualified bidder. 3 buses and an office car deployed for the purpose of staff pick up and drop off on daily basis on three different routes. Public transport is made available by the Kerala Road Transport Corporation by providing single trips in the morning and evening to reach NISH from the city. The public transport system is being used by the students and clients of NISH. Transportation service contract details as below.

Sl. No.	Year	Contractor Details	Contract Type
1	2021-22	M/s My Own Trips Tours & Travels TC9/3220(1), Dharul Rahma, PKC Nagar, Karyavattom P O Trivandrum - 81	Contract Renewal
2	2020-21	M/s My Own Trips Tours & Travels TC9/3220(1), Dharul Rahma, PKC Nagar, Karyavattom P O Trivandrum - 81	Qualified bidder through tender process
3	2019-20	M/s Suresh Travels Bypass Road, Near Infosys Kulathoor P.O, Trivandrum Pin- 695581	Contract Renewal
4	2018-19	M/s Suresh Travels Bypass Road, Near Infosys Kulathoor P.O, Trivandrum Pin- 695581	Qualified bidder through tender process
5	2017-18	M/s Suresh Travels Bypass Road, Near Infosys Kulathoor P.O, Trivandrum Pin- 695581	Contract Renewal
6	2016-17	M/s Suresh Travels Bypass Road, Near Infosys Kulathoor P.O, Trivandrum Pin- 695581	Qualified bidder through tender process

#### b. Minimum Wages:

**Minimum wage** is ensured to all contract/daily wages employees and it has been also insisted for the outsourced staff like those in housekeeping, security, and gardening, etc.

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### c. Refreshments Kiosks & Canteen

**Refreshments Kiosks & Canteen** function on NISH campus for staff as well as the general public, especially for women and children.

NISH has a setup of modern canteen facility for the patients, by-standers, parents, staff and students of 300 sq meter. It is equipped with a kitchen area for food, preparation, washing/cleaning, and storage. It is provided with cooking wares and furniture with a facility for preparing food for 150 numbers and a dining hall of 80 seats with tables and chairs. Power and water/hot water supply are provided. The kitchen is facilitated with LPG and Biogas connection. A tea/coffee kiosk also functions each in two of the buildings to cater to the refreshment needs of staff, students and clients. Both the canteen and kiosk provide food at subsidized rates. A Canteen Committee is functioning with student representatives as well as staff representatives to ensure quality service to the Institute. The Committee convenes periodical meetings to monitor and evaluate the functioning of the canteen on the campus. The canteen and kiosk operations are outsourced by an annual service contract.

The contract details and photographs of the facilities are as below.

Sl no	Year	Contractor Details	Contract Type
1	2021-22	Under Process	Temporary Arrangement
2	2020-21	M/s Arikathu Family Restaurant	Qualified bidder through tender process
3	2019-20	M/s RN Traders	Qualified bidder through tender process
4	2018-19	M/s Homely Cafe	Qualified bidder through tender process
5	2017-18	Ms Sreekala	Qualified bidder through tender process
6	2016-17	M/s Kudumbashree	Upon request

Some of the photographs of the facilities are given below:

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Canteen Image 1



Canteen Image 2



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Canteen Image 3



Canteen Image 4

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Canteen Image 5



Kiosk at Thejus



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Kiosk at Dhyana

d. **Sanitary napkin vending machines & incinerators**

Sanitary napkin vending machines and incinerators have been installed in Thejus and Dhyana buildings of NISH. A photograph of the item installed is given below:

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Incinerator

- e. **Feeding permission** of 2 hours per day has been provided for new mothers for a period of 1.5 years. It is for 1½ hrs including lunch time for nursing mothers.

- f. **Breastmilk Collection and Storage Facilities**

For feeding mothers working in NISH, breastmilk collection and storage facilities are provided. Refrigerators and microwave ovens are made available in each and every department. A breastmilk pump is also available to make use of as and when required.

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Refrigerator and Owen

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- g. **Guestroom facilities with accessible toilets** provided on campus; successfully utilized by female as well as PwDs guests.

Guestroom facilities with accessible toilets are provided on campus which are successfully utilized by female as well as PwDs guests. A well-furnished guest room is there on the 6th floor of Thejus building with accessible toilets for the convenience of PwDs. Guests with and without disabilities can make use of the facilities as and when required. Females guests can also avail of the facilities and comfortably stay inside the campus with 24x7 CCTV surveillance and security service. Photographs of the facility are given below:





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Entrance of the Guestroom



Inside of the Guestroom 1



Inside of the Guestroom 2

## **GRIEVANCE REDRESSAL MECHANISM AT NISH**

### **1. CASH-NISH - Committee to Address Sexual Harassment at NISH**

Sexual harassment is defined as any unwelcome physical contacts of sexual nature, requests for sexual favors, verbal or visual sexual suggestions, and other sexually oriented conduct which is offensive to the recipient.

#### **OBJECTIVES of CASH-NISH**

- ✚ To provide an environment free from all forms of behavior and conduct which can be considered intimidating, harassing, luring, bullying, or disturbing that can be termed as sexual harassment.
- ✚ Anyone engaging in sexual harassing conduct will be subject to punishment, ranging from a warning to termination of employment.
- ✚ Within 15 days after a written complaint is made, the sub-committee will investigate the complaint.
- ✚ Depending on the complexity of the investigation, you should be contacted within 15 days about the status of your complaint.
- ✚ Appropriate punitive measures will be taken against the accused if the charge is proven.

CASH-NISH has been constituted by the Executive Director in 19/3/2001 and has staff representatives and a representative of an NGO. This committee has no student representatives.

This committee will oversee complaints from employees, students or visitors regarding sexual harassment. A sub-committee will perform the investigation and report to the full body CASH-NISH so as to review and take appropriate action.

The members of CASH-NISH are

- Ms. Daisy Sebastian, Coordinator - Academic and Intervention Programs (Chairperson)
- Ms. Raji Gopal, Coordinator - DHI, (Convenor)
- Dr. Anne Varghese, Head - Allied Services
- Ms. Anu Rajan, Faculty - Degree (HI)
- Mr. Gopakumar G, Finance Officer
- Adv. Elsamma Prayikalam, Representative of NGO- SAKHI
- Dr. Vinitha George, Head- ASLP
- Ms. Raji N.R., Incharge- BSc CS
- Ms. Soja Oliver - Administrative Officer

## **2. ANTI-RAGGING CELL**

- Ragging is a cognizable offence and NISH will not hesitate to take stern action against offenders.
- NISH has Anti-Ragging policy and procedure to curb the menace of ragging.
- Any form of ragging, if reported, is liable for punishment under penal law.

### **OBJECTIVES of ANTI-RAGGING CELL**

- ✚ To define the procedures for curbing the menace of ragging in campus.
- ✚ To create awareness among the students.

It is mandatory as per the Hon. Supreme Court & UGC/AICTE Regulations that all students II in an Anti-Ragging Affidavit, each year. To make the process easy MHRD has developed an ONLINE facility.

As per the directions of Supreme Court of India, UGC and the University of Kerala regulations require the formation of anti-ragging committee and anti-ragging squad. This was constituted in 2010 at NISH.

Directions regarding members of committee, members of squad and steps to be taken to curb ragging at NISH are followed as per directions from time to time. A copy of the UGC Regulations on curbing the menace of ragging in higher educational institutions is given to each student admitted to the first year degree program. Affidavit by the new students, senior students and parent/guardian are collected every year from all students.

The goal at NISH is to eliminate completely this bad behavior through counseling, creating awareness and encouraging students to think differently.

The ARC meets at least twice in a year and reviews the situation.

Affidavits can be filed ONLINE at:

1. *[www.amanmovement.org](http://www.amanmovement.org)* (OR)
2. *[www.antiragging.in](http://www.antiragging.in)*



# GROUP - I

Course: SELF DEFENSE

Batch

Semester:

Subject Code:

Subject Code:

Faculty:

Month: BASLP 1st Year Year: .....

Sl. No.	Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14
		12/8	19/8	26/8	10/9/17										
1.	Aleena Elizabeth	a	a	✓	✓										
2.	Anupama Jayan	a	a	✓	a										
3.	Ascha. S. Babu	a	a	✓	a										
4.	Aschana Ramachandran	✓	a	✓	✓										
5.	Aswathi. P.S	✓	✓	✓	✓										
6.	B. Abhisamy	a	a	✓	a										
7.	Christine Sarah Thomas	a	a	a	a										
8.	Christy Kurian	a	a	✓	✓										
9.	Devika. K	a	a	✓	a										
10.	Fathima Zeba	a	a	✓	a										
11.	Jeevana John	a	a	✓	✓										
12.	Joan Annie Jacob	a	✓	✓	✓										
13.	Juniya Joby	a	a	✓	✓										
14.	Kavya. A.S	a	a	✓	✓										
15.	Lakshmi Sathieshan	a	a	✓	✓										
16.	Mekha Panth	a	a	✓	✓										
17.	Naffa. P.V	a	a	✓	✓										
18.	Najummuneesa. A.K.	a	a	✓	a										
19.	Naseeba	a	a	✓	✓										
20.	Seethal	a	a	✓	✓										
21.	Sherin Manoj	a	a	✓	a										
22.	Surya Surendran	a	a	✓	✓										
23.	Varsha Byju	a	a	✓	✓										
24.	Varsha. R.	a	a	✓	a										
25.	Vineetha Susan Babu	a	a	✓	✓										

BASLP 2nd Year.

26.	Alwasya Sasi. L.	a	✓	✓	✓										
27.	Aleesha. M.H	✓	✓	✓	✓										
28.	Ammu Parvathy. P	✓	✓	a	a										
29.	Ameesa. R.	✓	✓	✓	✓										

Hours:

Signature:



Semester:

Faculty:

Month: ..... Year: .....

[illegible]



# GROUP - II

Course: SELF DEFENCE

Batch

Semester:

Month: DEGREE (HJ) Year:

Subject Code:

Subject Code:

Faculty:

Sl. No.	Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1.	Cuckoo. V.K (B.Com)	✓	✓												
2.	<del>Vinitha. W</del>	<del>a</del>	<del>a</del>												
3.	Parvithra Elizabeth George	✓	✓												
4.	Merin Jose	✓	✓												
5.	Archana Krishnan (BFA)	✓	✓												
6.	Anjali Jose (Bsc)	a	a												
7.	Anju. P.K	a	✓												
8.	Anoop Mathew	a	✓												
9.	Aryaheshmi. V. S	a	a												
10.	Daymi. K. Jose	a	a												
11.	Joicy John	a	a												
12.	Meera Muralinathan	a	✓												
13.	Neha Pillai	a	✓												
14.	Parvathy Krishnan	a	a												
15.	Ameey Arackal	a	a												
16.	Anjali. C	a	a												
17.	Divya Sunny	✓	a												
18.	Lekshmi. J.B	a	a												
19.	Liji Reji	✓	a												
20.	Lini Eldhose	a	a												
21.	Nithya Babu	✓	a												
22.	Rose Mary Joseph	✓	✓												
23.	Roopa. S.M (P.Y) (Bsc)	✓	✓												
24.	Aleena Joy	✓	✓												
25.	Sreejishna. K.S	✓	a												
26.	Neethu. C	✓	a												
27.	Rajeshwari Srinivas Rao	✓	a												
28.	Athira. K.S	✓	✓												
29.	Jolda Joshy	✓	a												
30.	Megha. M	✓	a												
31.	Nanditha. N	✓	✓												
32.	Minnu Syriac	✓	✓												

Hours:

Signature:



Course:  
Batch  
Semester:

Subject Code:  
Subject Code:  
Faculty:

Month: ..... Year: .....

[illegible]



# GROUP - III

Course: SELF DEFENCE

Batch

Semester:

Subject Code:

Subject Code:

Faculty:

Month: ..... Year: .....

Sl. No.	Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14
		2/12	2/12	2/12	10/12	2/12									
1.	Vinitha. W (Bcom)	✓													
2.	Chris Maria "	✓				✓									
3.	Manju S.k (P.Y) (Bcom)		✓												
4.	Arya. J. S	✓	✓	✓	✓	✓									
5.	Millet Medelene		✓	✓		✓									
6.	Karthika. B. S	✓	✓	✓	✓	✓									
7.	Ashitha Narayanan	✓	✓	✓	✓	✓									
8.	Arya. C. V (DisLi)					✓									
9.	Vandana. J					✓									
10.	Nadiya. S														
11.	S. Vaishnavi Maya					✓									
12.	Divya					✓									
13.	Steffy Nivedha. J					✓									
14.	Litty. J. S														
15.	Akshara Biju (HEFP)														
16.	Lekshmi. J		✓												
17.	Anupriya. K														
18.	Abhisami Krishna. U. S														
19.	Anjana. C. Wilson		✓												
20.	Pallavi Ravas														
21.	Sreedakshmi. K														
22.	Akshaya. K. C (DECSE)														
23.	Gowri. G.														
24.	Mehana. M. S														
25.	Sindhoora. S														
26.	Sourmya. V. K														
27.	Aneesha Dev. S														
28.	Hlima Das. S														
29.	Surya Mole. K. R														
30.	Summayya Begum. T. V														

Hours:

Signature:



Course: SELF DEFENCE  
Batch HEFP Preparatory  
Semester:

Subject Code:  
Subject Code:  
Faculty:

9567586142

9847439135

9895780851

Month: October - November Year: 2018

Sl. No.	Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14
		27		3Nov	10N	17	24		Dec 1						
1	Akshara Biji	✓		✓	a		✓								
2	Anakha Suresh	✓		a	a		✓								
3	Pallavi Pawar	✓		✓	a		✓								
4	Ruchi Singh	✓		✓	a		a								
5	Malavika Muralidharan	a		a	a		✓								
6	Riya Rathi	✓		✓	✓		✓								
7	Ahuliyas Antony	✓		✓	✓		✓								
8	Hiba Thameem	✓		✓	a		✓								
9	Rinsha Np	a		✓	a		✓								
10	Febina V	✓		✓	a		✓								
11	Fariza Kay	✓		✓	✓		✓								
12	Sneha B. Ps	✓		✓	✓		a								
13	Sneha Santhosh	✓		✓	✓		✓								
14	Sreelekshmi K	✓		✓	✓		✓								
15	Aijana C Wilson	a		✓	a		✓								
16	Sreelekshmi N.J.	✓		✓	✓		✓								
	Interpreters														
1	Gowri														
(2)	Litty														

Cancelled due to inconvenience of police team

Hours:



Course: SELF DEFENCE  
 Batch: BASLP  
 Semester:

Subject Code:  
 Subject Code:  
 Faculty:

Month: Feb - March Year: 2019

Sl. No.	Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14
		Feb													
1	AP Shubila Sherin	✓													
2	Akshaya Dev.	✓													
3	Amal Asok	✓													
4	Ameena Riyas E	✓													
5	Ansitha Anthosh	✓													
6	Anaga PS	✓													
7	Anay Thampi	✓													
8	Anusly Lal Mathan	✓													
9	Anu Isaac	✓													
10	Arana Biji	a													
11	Deva Priya PS.	✓													
12	Devika Rajendran	✓													
13	Divya Anna Dares	✓													
14	Dipthi S	✓													
15	Jubi Jose	✓													
16	Maziana Mahasani H	✓													
17	Keshma KS	✓													
	Rovalthy A	✓													
	Rinku Thomas	✓													
	Safa Nafsa Killa	✓													
	Sanjana Mof	✓													
	Sneha PP.	✓													
	Sneha Say ✓	✓													
	Sree Lebell miss.	✓													

Jayamany - 9497902049 / 9847439135  
 Anathy R. 8281744325



Course:  
Batch  
Semester:

Subject Code:  
Subject Code:  
Faculty:

Month: February Year: 2020

Sl. No.	Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14
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NAME	GROUP	15/2/20	22/2/20	29/2/20	7/2/2020
1. Abhilasha Wilson	ASLP	<i>Abhilasha</i>	<i>Abhilasha</i>		
2. Adheeba Thasneem	ASLP	<i>Adheeba</i>	<i>Adheeba</i>		
3. Aksa Susan Biju	ASLP	<i>Aksa</i>	<i>Aksa</i>		
4. Amrutha T.V.	ASLP	<i>Amrutha</i>	<i>Amrutha</i>		
5. Anu Raveendhran	ASLP		<i>Anu</i>		
6. Aparna S.	ASLP	<i>Aparna</i>	<i>Aparna</i>		
7. Devika V.	ASLP	<i>Devika</i>	<i>Devika</i>		
8. Diya Elsa Benny	ASLP	<i>Diya</i>	<i>Diya</i>		
9. Fathima Nourin	ASLP	<i>Fathima</i>	<i>Fathima</i>		
10. Fathimath Bineesha	ASLP	<i>Fathimath</i>	<i>Fathimath</i>		
11. Fathimath Nidha	ASLP	<i>Fathimath</i>	<i>Fathimath</i>		
12. Jesna Joseph	ASLP	<i>Jesna</i>	<i>Jesna</i>		
13. Joshmy Wilson	ASLP	<i>Joshmy</i>	<i>Joshmy</i>		
14. Karnika S.S.	ASLP	<i>Karnika</i>	<i>Karnika</i>		
15. S. Salma	ASLP	<i>Salma</i>	<i>Salma</i>		
16. Safa M.	ASLP	<i>Safa</i>	<i>Safa</i>		
17. Sahra Ullas	ASLP	<i>Sahra</i>	<i>Sahra</i>		
18. Shahana Salim	ASLP	<i>Shahana</i>	<i>Shahana</i>		
19. Shana Gafoor K.	ASLP	<i>Shana</i>	<i>Shana</i>		
20. Shilpa S.S.	ASLP	<i>Shilpa</i>	<i>Shilpa</i>		
21. Tanya Nizam	ASLP	<i>Tanya</i>	<i>Tanya</i>		
22. Thazlima N.	ASLP	<i>Thazlima</i>	<i>Thazlima</i>		
23. Vaishnavi Raj	ASLP	<i>Vaishnavi</i>	<i>Vaishnavi</i>		
1. Riya Raphi	PREP				
2. Athulya Antony	PREP	<i>Athulya</i>	<i>Athulya</i>		
3. Namishna Lakshmanan	PREP	<i>Namishna</i>	<i>Namishna</i>		
4. Saliha	PREP				
5. Lisha Shaji	PREP				
6. Tilgiya Manoj	PREP	<i>Tilgiya</i>	<i>Tilgiya</i>		
7. Praveena M R	PREP		<i>Praveena</i>		
8. Reshna Raj	PREP		<i>Reshna</i>		
9. Ammu S	PREP	<i>Ammu</i>	<i>Ammu</i>		
10. Steffi Sam	PREP	<i>Steffi</i>	<i>Steffi</i>		
1. Aswathy Prasad	HEFP	<i>Aswathy</i>	<i>Aswathy</i>		
2. Anagha T P	HEFP	<i>Anagha</i>	<i>Anagha</i>		
3. Bhavana B Nair	HEFP		<i>Bhavana</i>		
4. Ardhra C P	HEFP	<i>Ardhra</i>			
5. Devika Das	HEFP		<i>Devika</i>		
6. Shifitha A.T	HEFP		<i>Shifitha</i>		
7. Ajeena Joy	HEFP	<i>Ajeena</i>			
1. Jincy	DISLI	<i>Jincy</i>			
2. Aparna	DISLI	<i>Aparna</i>			
3. Amritha	DISLI		<i>Amritha</i>		
4. Stefi	DISLI		<i>Stefi</i>		
5. Meera	DISLI				
6. Deepika	DISLI	<i>Deepika</i>			
<i>Kaarthika</i>	HEFP	<i>Present</i>			



Sick Room  
Register



No.	Date	Name of P. Student	Name of the Teacher	Time in	Time Out	Ta. Sign	Student Sign	Remarks
1.	19/3/17	Abinaya Mahesh	Shereen Rahman	1:45 pm	3:45 pm			
		(BSc 7 <sup>th</sup> Sem)						
2	24/7/14	Abdul Baheem	Sulash chand					
		(B com 5 <sup>th</sup> Sem)						
3.	24/3/17	Baith (Prop. Sec)	Shereen Rahman					
4	26/7/17	Angela C (V Sem)	Dr. Anu Mukund	8:55 am				
5	27/7/17	Meera (VII Sem)	Parrathy Parvathy	12:20 pm	3:55 pm			
6	01/08/17	Abdul Baheem	Sulash chand	14:27 pm	3:30 pm			
7	4/8/17	Anu Pariza K.	Dr. Anu Mukund	10:30 am	11:00 am			
8	"	Vinitha Wilson	"	1:55 pm	3:25			
9	7/8/17	Liji Lini Balasa	"	1:41 pm	3:50			
10	9/8/17	Manju S K	Dr. Anu Mukund	12:15 am	1:05 pm			
11	10/8/17	Allen James	Neena M	8:45	12:00 pm			
12	"	Abdul Baheem M.C	Dr. Anu Mukund	3:20 pm	4:10 pm			
13	10/8/17	John Paul	Rishni Vri	11:00 am				
14	16/8/17	Akshay Shaji	Dr. Anu Mukund	11:00 am	2:55 pm			
15	16/8/17	Nerhu C	Anaathy R	1:45 pm	3:35 pm			
16	17/8/17	Seetha Lakshmi D.	Dr. Anu Mukund	10:15 am				
17	18/8/17	Abdul Rehman	"	9:40 am				
18	21/8/17	Merin Jose	Silky	10:30 am				
19	21/8/17	Blavith	Shereen	1:40 pm				
20	22/8/17	Rishni P.C	Dr. Anu Mukund	9:00 am	12:30 pm			
21	27/08/17	Bhavith	Shereen	10:25 am				
22	28/8/17	Lithi	Chitra Parvathy	1:00 pm	3:40 pm			
23	6/8/17	Greeshma	Dr. Anu Mukund	1:00 pm	2:00 pm			
24	23/8/17	JEREMIAH J	Raji Gopal	9:30 am	1:00 pm			
25	24/8/17	Sofia	Dr. Anu Mukund	9:45				
26	29/8/17	Neha Pillai	Bhavana	12:10 pm	3:45 pm			
27	28/8/17	Aparna Xavier	Dr. Anu Mukund	2:15 pm				
28	30/8/17	Ashwathi Raja		2:20 pm				
29	13/09/17	Parvathy	Silky	1:15 pm				
30	14/09/17	Rishni (V Sem)	Dr. Anu Mukund	10:45 am				
31	19/09/17	Anup	Dr. Anu Mukund	11:10 am				
32	"	Abdul Baheem	Sulash	1:40 pm	3:20 pm			



No.	Date	Name of the student	Name of the Teacher	Time In	Time Out	St. Sign	Tr. Sign	Remarks
33	14/09/17	Anyali-C	Roshni V N	12:00	3:30		Roshni	
34	15/09/17	Divya Sunny	Roshni V N	9:45				
35	15/09/17	Alena Jay						
36	15/11/17	Sandeep	Sandeep	1:45pm			Sandeep	
37	20/1/18	Gauri Ghosh	Arin Nathu	10:00am				
38	4/10/2017	Anyali-C	Roshni V N	11:00			Roshni	
39	6/10/2017	Meera Muband	Dr. Anu Muband	10:10				
40	6/10/2017	Mohammed Asif	Prasanth	1:37	4:10pm			
41	9/10/2017	Jithu Pal	Dr. Anu Muband	10:55	1:00pm			
42	11/10/17	Kavya	Mini	1:30				
43	23/10/17	Marshall M	Prasanth	1:45				
44	24/10/17	Kasi	Roshni V N	11:00	2:45		Roshni	
45	25/10/17	Rithun	Dr. Anu Muband	11:00				
46	26/10/17	Anandith S.	Lishu-C	10:45				
47	21/10/17	Rajeshwar Reddy	Lishu-C	12:10				
48	3/10/17	Marsha Sunny (Sunny)		10:55				
49	9/10/17	Marsha Sunny (Sunny)		9:30				
50	6/11/17	Thasna Thaha		10:10				
51	4/11/17	Vijal Vijayan		11:35am	12:55pm			
52	7/11/17	Vikram Biji	Dr. Anu M.	11:55am	1:00pm			
53	7/11/17	Ebin Elson	Dr. Anu	3:05	3:35			
54	09/11/17	Joisy John	Dr. Anu	1:45pm	2:45pm			
55	10/11/17	Siddhanta Ghosh	Lily Mena	9:20am	2:50pm			
56	10/11/2017	Rithun P.C.	Dr. Anu Muband	1:45	3:00			
57	11/11/2017	Sapna K.S.		11:00				
58	14/11/2017	Vijal Vijayan		9:20am	12:45pm			
59	16/11/2017	Jayakrishnan J	Dr. Anu Muband	10:30am	11:15am			
60	16/11/2017	Aranya Chellam		10:50am	11:10pm			
61	20/11/17	Remya (Mason)	Dr. Anu Muband	1:00				
62	20/11/17	Siddhanta (Bijoy)		2:25				
63	20/11/17	Ank	Lishu-C	1:05				
64	22/11/17	Anandha V	Lishu-C	9:11am	5:00pm			
65	23/11/17	Sandeep	SL Teacher	3:00pm	4:30pm			
66	27/11/17	Aanya T.S	Lily	10:10am				
67	28/11/17	Aradhita	Lily	10:10am				

No.	Date	Name of student	Name of Teacher	Time In	Time Out	St. Sign	Tr. Sign	Remarks
68	28/11/17	Parvathy Krishnan	Bhavanal B	1:45pm				
69	28/12/17	Vishnu Lakshmi K	Dr. Anu Muband	3:20	4:20			
70	6/12/17	Nivedhya Maria	Dr. Anu Muband	10:30	12:30			
71	9/12/17	Allina	Mr. Praveena Davis	12:00				
72	11/12/17	Nilisha		12:00				
73	12/12/17	Muhammed Hani's		01:00am	11:40am			
74	15/12/17	Chandini		11:04				
75	18/12/17	S. S. Greshma, Ragana	Dr. Anu Muband	02:30	3:45pm			
76	18/12/17	Pooja	Dr. Anu Muband	2:10				
77	19/12/17	Manisha (Mase)		9:00				
78	10/1/2018	Shruthi		9:45	1:00			
79	17/1/2018	Mo Satib Alam	Tinhu	10:00	10:50			
80	22/1/2018	Parvathy	Lishu-C	2:45	3:50			
81	23/01/2018	Althea	Dr. Anu Muband	11:00	1:00pm			
82	25/01/2018	Leishani P	Chithra	11:00am	1:00pm			
83	29/01/2018	Vijil Vijayan	Dr. Anu Muband	11:00am	1:45pm			
84	29/02/2018	Mangy J. I		11:30				
85	30/1/2018	Menin Jose		12:55				
86	5/2/2018	Alshana Biji		11:00	1:20			
87	5/2/2018	Anya	Chithra	1:00				
88	11/2/2018	Meera						
89	14/2/2018	Rathin	Lishu-C	1:55				
90	14/2/2018	Anupriya K	Dr. Anu Muband	10:55	2:00pm			
91	14/2/2018	Jeali		11:15	12:00			
92	15/02/2018	Mo Satib Alam	Lishu-C	8:45am				
93	19/02/2018	Thasna Thaha		8:45am				
94	20/02/18	Pallavi	Chithra	9:50am	11:15			
95	23/02/18	Mangy	Chithra	11:45	1:00pm			
96	26/02/18	Pallavi	Dr. Anu Muband	10:40	1:35			
97	27/02/18	Chithra		11:30				
98	28/02/18	Benin	Prasanth	8:40				
99	1/3/18	Truthy	Apenna	4:30				
100	5/3/18	Chais Maria George	Bhavanal B	8:40	1:05			
101	6/3/18	Rutha		10:55	12:35			
102	7/3/18	Nithin M	Sandeep	10:10				



No	Date	Name of the Student	Name of the Teacher	Time In	Time Out	St. Sign	Tr. Sign	Remarks
117	7/3/17	Maria M. Kyi			12:45 pm			
118	7/3/17	A. H. H. A. H.			2:08 pm			
119	8/3/17	Svetla	Svetla	9:30				
120	8/3/17	Poorvathy V. Nal	Ana Teacher	1:44	3:30			
121	8/3/17	Nafna Thaha	Anumadim	2:15	3:35			
122	9/3/18	Aysha S		9:15				
123	10/3/18	Vijil Vijayan	Tinku	9:00 am	10:45 am			
124	14/3/18	Sayed		10:50				
125	15/3/18	Thasna Thaha		2:30	4:00			
126	17/3/18	Manju S. K		11:45				
127	19/3/18	M. P. S. S. S.		2:51 pm	4:10			
128	20/3/18	Marshall Martin		12:05 pm				
129	21/3/18	Rithun PC	R. S. H. N. V. N.	1:00				
130	21/3/18	Aparna Xavier		10:50	1:00 pm			
131	21/3/18	Durga S		1:05 pm	2:30			
132	21/3/18	Nisha C		2:00 pm				
133	22/3/18	Sandhya		9:00	9:00			
134	25/3/18	Sandhya		9:40				
135	26/3/18	Janaid, S. G. B. S.		9:00				
136	26/3/18	Sandhya		10:10	10:35			
137	27/3/18	Sandhya (P. S.)		12:00	4:05			
138	27/3/18	Sharon George		1:41	4:03			
139	28/3/18	Kay		9:00	10:15			
140	4/4/18	Shritha Narayanan		1:30				
141	4/4/18	Chris Maria Blom		1:45	4:00			
142	5/4/18	Thasna Thaha		12:15	3:30 pm			
143	6/4/18	Vijil Vijayan	Dr. Anu Mathew	1:45	10:50			
144	11/4/18	Rajana S. J. S.	Dr. Anu Mathew	2:10	04:30			
145	10/4/18	Chris Maria Blom	Sharon Rahman	11:07	1:00			
146	10/4/18	Dayani Jose	Sharon Rahman	1:51 pm				
147	10/4/18	Aparna C. Wilson		2:30 pm				
148	12/4/18	Aysha		12:01	1:15 pm			
149	13/4/18	Anuma		10:30	12:15			
150	16/4/18	Aysha	Poorvathy	10:45	12:00			

No	Date	Name of the Student	Teacher's Name	Time In	Time Out	To Sign
151	16/4/2018	Shibil Kabee	Chithra	2:25	3:15	
152	16/4/2018	Aysha J. S.	Chithra	2:00	3:15	
153	16/4/2018	Meera Muralinathan	Bhavana	1:50 pm	3:55 pm	
154	17/4/2018	Lekshmi	R. S. H. N.	9:20 am	1:00 pm	
155	17/4/2018	Meera Muralinathan	Parvathy	1:45 pm	3:45 pm	
156	18/4/2018	Chithra	Parvathy	1:15 pm		
157	19/4/2018	Sakheem	Subash	01:05 pm		
158	19/4/2018	Neha	Bhavana	1:45 pm	2:55	
159	20/4/2018	Mohammed Mithaluddin		10:05 am	12:45 pm	
160	23/4/2018	Muhammad Harris T. T.	Shreini	2:05 pm	11:35 am	
161	23/4/2018	Fawaz	R. S. H. N.	1:45 pm	4:05 pm	
162	30/4/2018	Nafna Thaha	Anu Mathew	10:50 am	1:03 pm	
163	30/4/2018	Manu S. K.	Anu Mathew	11:55 am	4:00 pm	
164	30/4/2018	Prayag	Anu Mathew	11:56 am	4:00 pm	
165	30/4/2018	Chithra Maria		1:46	4:00	
166	2/5/18	Siddharth Bharath		9:24	4:00	
167	2/5/18	Aysha		1:55	4:00 pm	
168	3/5/18	Nashra	Bhavana	8:45	4:00 pm	
169	5/5/18	Sigitha	Shreini	10:00 am		
170	5/5/18	Sigitha	R. S. H. N.	10:00 am		
171	5/5/18	Chandini		11:45		
172	7/5/18	Mithalababu	Anu	2:00	4:00 pm	
173	7/5/18	Kyana	Anu	4:00	4:00 pm	
174	9/5/18	Vinod Dev		9:12		
175	8/5/18	Vijil Vijayan		12:00 pm	1:10 pm	
176	8/5/18	Anu Mathew		1:30	3:00	
177	8/5/18	Sigitha		1:50	3:15	
178	9/5/18	S. S. S.		2:00		
179	11/5/2018	Aysha P. K.		11:30		
180	14/5/2018	Yasir H. H. H.	Subash	10:50	1:45 pm	
181	15/5/18	Aparna Xavier		1:30		
182	15/5/18	Sandeep K.		3:00		
183	15/5/18	Sony A. R. S.		1:35 pm	10:00 pm	
184	16/5/18	Yasir Arafath	Bhavana	11:05 pm	1:15 pm	



No	Date	Name of the student	Name of the teacher	Time In	Time out	Start Time	End Time
16/5/18	Manju	Anyu madam	3:10	4:15			
17/5/18	Ashitha	Anyu madam	10:50				
18/5/18	Akshay	Anyu madam	10:50	11:50			
19/5/18	Akshay Shaji		11:50	1:20			
19/5/18	Chris Maria George		11:40				
19/5/18	Anoop Mathew						
19/5/18	Nikanya	Anyu Madam	10:45	12:45			
21/5/18	Shane George Chacko		11:10	1:21			
21/5/18	Muhammed Faleh		11:00	1:21			
22/5/18	Abid Elson	Roshni V.N	8:35				
23/5/18	Tinu	Roshni V.N	10:45	1:00			
24/5/18	Alkat	Roshni V.N	1:15				
24/5/18	Lini	Roshni V.N	1:40				
25/5/18	Muhammed Haris T.T	Tinku Anna	10:55	1:20			
25/5/18	Eyle		11:40				
25/5/18	Lini	Roshni V.N	1:30				
25/5/18	Parvathy V. Nair	Nisha teacher	11:00				
25/5/18	Muhammed Haris T.T	Anyu madam	11:15	3:40			
26/5/18	Aswathi		4:00	5:00			
26/5/18	Geetha	Anyu madam	10:20	1:00			
28/5/18	Nanditha M	Nisha teacher	3:30	3:45			
29/5/18	Jeyanath John	Shalini A. Math	10:10	1:25			
30/5/18	Parvathy V.	Parvathy teacher	12:40				
30/5/18	Parvathy	Parvathy teacher	11:00				
31/5/18	ANALIC	Roshni V.N	11:35				
31/5/18	Megha M	Nisha teacher	11:00				
1/6/18	Tejvina	Shalini A. Math	10:40	1:00			
5/6/18	Aiswarya V.N	Tinku	9:20	1:20			
5/6/18	Alex	Chithra	11:20	1:00			
5/6/18	Shayana	Chithra	11:10	1:10			
5/6/18	Abid Elson	Eyle	1:40				
5/6/18	ya Shrey	Eyle	2:00	3:00			
6/6/18	Christine Mukund	Anyu Madam	9:20	12:00			

No	Date	Name of the student	Name of the teacher	Time in	Time out	Start Time	End Time
6/6/18		Ashitha Krishnan	Anu madam	2:40	4:02		
7/6/18		Anyu S	Praveena Davis	10:45			
10/6/18		Steffy . I	Sandeep Krishnan	9:43	12:55		
21/6/18		Govil . S	Sandeep Krishnan	9:43	12:55		
22/6/18		Jaya Raj . J	Sandeep Krishnan	11:20	1:00		
25/6/18		Archana Parashandran	Archana	9:10			
26/6/18		Ashitha Alexeyan	Silvy madam	10:10			
27/6/18		Nisha	Ms. Sanku	10:40			
27/6/18		Nisha	Ms. Sanku	10:30			
3/7/18		Swetha		11:40	5:30		
7/7/18		Sandeep		1:30	2:00		
11/7/18		Sandeep		3:20	4:10		
12/7/18		Nithin . M		1:30	3:15		
15/7/18		Zameer		9:00	10:50		
18/7/18		Christy		10:45	12:45		
20/7/18		Abhinav		2:00	4:30		
21/7/18		Praveena . P. Anna		10:00	11:45		
23/7/18		Dr. P. S. (M. An)		12:45	3:15		
24/7/18		Hariz M. Raj (M. An)		10:20			
26/7/18		Vijayini M. An	Sandeep	11:25	2:45		
27/7/18		Nayana . S		10:10	12:20		
27/7/18		Praveena		1:50	2:35		
1/8/18		Sathish	Ms. Tanika	10:05	10:35		
11/8/18		Sreejish . K	Tiku	11:40	1:10		
21/8/18		Suhail . M	Semina	11:40	1:00		
21/8/18		Anupa		11:40	1:00		
04/9/18							
Mohamedsija							
11-00-18		Lakshmi . JB	Raj . N . K	1:15	3:40		
11-01-18		Ravi		1:15	4:35		
12/9/18		Vivek . S . V . An	Chithra	7:50			



Date	Name of the Student	Name of the Teacher	Time in	Time Out	Start Sign	Time	Remarks
15/9/2018	Malavika Nivalathampillai	Dr. Anu	10:56	11:47	Marked		
17/9/2018	Harishtha Sanyal	Bhavana Davis	9:20		Marked		
25/9/2018	Athulya Antony		2:00		Marked		
26/10/2018	Najma Talha	Bhavana UB	10:50	12:55	Marked		
3/10/2018	Athul	Rashmi V. N	10:50		Marked		
4/10/2018	Shubla Sharm A.P	Lekha M	1:00	1:10	Marked		
5/10/2018	Muhammed Faruq	Rashmi V. N	10:45	1:00	Marked		
6/10/2018	Minnu Sanyal		12:55	1:00	Marked		
9/10/2018	Shubla Sharm A.P	Lekha M	12:45	1:00	Marked		
11/10/2018	Ichitha Anshu	Silvi	11:45	1:30	Marked		
11/10/2018	Anu	Rashmi V. N	9:20	1:00	Marked		
2/10/2018	Abhinav	Chithra	10:33	12:41	Marked		
3/10/18	Malavika	Chithra	11:00	2:45	Marked		
5/10/18	Vivek S. V. S.	Chithra	12:45	3:45	Marked		
9/10/18	Shubla Sharm A.P	Lekha M	1:15	1:25	Marked		
9/10/18	Minnu Sanyal	Ananth	11:55	1:5	Marked		
11/10/18	Ebin Ebin	Karj Adal	1:55	2:5	Marked		
10/10/18	Anura Chellu	Dr. Anu	2:55	1:50	Marked		
10/10/18	Ebin Ebin	Karj Adal	3:00		Marked		
10/10/18	Nagmanne		9:30		Marked		
10/10/18	Ruchi Singh		1:45	3:15	Marked		
11/10/18	Benin	Neena	9:45		Marked		
11/10/18	Dhanya Sanyal	Lisha	11:00	3:45	Marked		
11/10/18	Ash	Neena	2:00	3:30	Marked		
15/10/18	Anura	Ms. Subha			Marked		
12/10/18	Najma Talha		7:10		Marked		
12/10/18	Minnu Sanyal	Pooja	12:50		Marked		
12/10/18	Equani	Pooja	12:50		Marked		
15/10/18	Mahammed Anu		12:50		Marked		
15/10/18	Minnu Sanyal	Lekha M	11:30		Marked		
15/10/18	Pooja	Chithra	1:15		Marked		
18/10/18	Abbas		10:25	4:00	Marked		
16/10/18	Manju S.K		10:25	4:00	Marked		
26/10/18	Athulya	Silvi	10:49	4:10	Marked		
27/10/18	Minnu Sanyal	Chithra	11:00	1:50	Marked		

Date	Name of the Student	Name of the Teacher	Time in	Time Out	Start Sign	Time	Remarks
29/10/18	Manju S.K		1:40	4:30	Marked		
29/10/2018	Akshara Biju		12:15		Marked		
31/10/18	Nagmanne		9:00		Marked		
1/11/18	Varsha Biju		11:30		Marked		
7/11/18	Nithin M		9:45		Marked		
7/11/18	Do Sreelekshmi	Ms. Sila	9:45		Marked		
7/11/18	Asha	Ms. Subha	10:45		Marked		
9/11/18	Aishwarya		9:30		Marked		
9/11/18	Rithu	Rashmi	11:00		Marked		
12/11/18	Anjana		10:05		Marked		
12/11/18	Minnu	Lisha teacher	10:45		Marked		
15/11/18	Minnu	Lisha teacher	12:25		Marked		
15/11/18	Aishwarya		10:45		Marked		
16/11/18	Anjali C	Silvi teacher	1:55		Marked		
21/11/18	Shravan George	Lisha teacher	11:05		Marked		
21/11/18	Sreehar P.S	Lisha teacher	1:25		Marked		
21/11/18	Anjana C Wilson	Lisha teacher	9:05		Marked		
22/11/18	Shravan George		12:00		Marked		
22/11/18	Ms.	Neena	1:45		Marked		
23/11/18	Anu	Sandheep Sir	9:00		Marked		
23/11/18	Nijal	Sandheep	1:45		Marked		
26/11/18	Luffy Christie	Sandheep	2:00		Marked		
27/11/18	Varsha Biju	Ms. Subha	3:30		Marked		
3/12/18	Varsha Biju	Ms. Subha	10:30		Marked		
4/12/18	Pallavi Paul	Lisha teacher	10:35		Marked		
4/12/18	Sneha C M	Lisha teacher	10:45		Marked		
4/12/18	Leona Sanyal	Lisha teacher	2:35		Marked		
5/12/18	Malvika M		11:00		Marked		
6/12/18	Ashana	Ms. Anshu	1:00		Marked		
17/12/18	Pravara	Ms. Anu S.S	1:00		Marked		
20/12/18	Joan	Ms. Anu S.S	12:00		Marked		
27/12/18	Ashwani	Ms. Anu S.S	11:00		Marked		
9/1/2019	Manisha	Pooja	1:50		Marked		
17/1/2019	Benin		10:35		Marked		



18/1/19 Anagha P Kumar  
23/1/19 Ashish Chatterjee

1:55pm 2:15pm  
11:40pm

Date	Name of Student	Class	Name of Teacher	Time in	Time Out	Signature	Teacher Sign
18/1/19	Anagha P Kumar			1:55pm	2:15pm		
21/1/19	Ashish Chatterjee	Prep Year	Lisha C	11:40pm	3:40pm		
23/1/19	Vijil Vijayan	3 <sup>rd</sup> (M)	Lisha C	1:35pm	3:30pm		
24/1/19	Nagmeswari	B.A. U	Ms. Sreebha	9:45am	12:00pm		
25/1/19	Archana	2 <sup>nd</sup> Yr		3:10pm			
26/1/19	Ridhuan	8 <sup>th</sup> Sem BSc	ROSHNI V N	10:30am	12:30pm		
28/1/19	Shreelakshmi N.J	pre primary	Lisha C	10:15am	12:50pm		
28/1/19	Lilly J.S.	DIS L	Santhi	3:00pm	3:50pm		
30/1/19	Anshu R	B. Com	Ch	12:45pm			
30/1/19	Anjana C. Wilson	pre primary	Lisha C	8:35am	10:55am		
30/1/19	Vijil Vijayan	B. Com (H)	Simra	8:45am			
30/1/19	Dr. Arun Mukund	NEEP	Ch	11:30am			
04/2/19	K. C. Deepak	B. Sc (H)		9am			
04/2/19	Shwami	Intern		10:30am	12:30pm		
05/2/19	Manjiv Sh	B. Com		1:25pm			
05/2/19	Martin Tara	B. Com		1:35pm	3:45pm		
06/2/19	Ebin Elson	BSc	ROSHNI V N	8:35am			
6/2/19	Tikku Aral	BSc	ROSHNI V N	10:45am	11:55am		
6/2/19	Aziz S	BSc		11:20am			
11/2/19	Rajeshwari K. K. K. K.	BSc	Silvy	2:40pm			
12/2/19	Cham Sharan	B.A. U	Ms. Sreebha	5:00pm	3:25pm		
13/2/19	Nikhil M	Intern		9:00am			
13/2/19	Nisat Rahman	B. Com	Simran	10:54am			
15/2/19	Shreelakshmi N.J	pre primary	Silvy	1:30pm			
18/2/19	K. C. Deepak	B. Sc (H)		2:05pm			
19/2/19	Sarun Sarun	D.H.I		9am			
18/2/19	Archie Chaudhary	B.A. U		10:30am	11:00am		
22/2/19	Tanya Raj. S	Intern		1:47pm	4:30pm		
26/2/19	S. T. Lakshmi	BSc		10:10am			



Date	Name of the User	Class/Degrees	Name of the User	Time In	Time Out	St. Sign	St. Sign
22/02/19	Muhammed Syad	BSc	Preparatory	2:25	3:20		
25/02/19	Minaa Syad	BSc	Preparatory	12:45	12:45		
25/02/19	Muhammed Syad	BFA	Chitra	1:35pm	3:20		
26/02/19	Allen J. Jones	BSc	Chitra	9:55am			
26/02/19	Ashwathi Ramprasad	B.Com		10:45			
27/2/19	Ashish	B.Com	Preparatory	1:30			
28/2/19	Aryali C	B.Sc	Roshni	1:40			
6/3/2019	Sufidha	BASLP	Murali	10:30			
7/3/2019	Nithin	Preparatory		1:30			
7/3/2019	Sneha Sathish	Preparatory	Preparatory	1:30	3:45pm		
7/3/2019	Sandeep K	ISL Teacher		1:50pm			
11/3/2019	Ashwathi Lal	Ind MASLP	Chitra	11:20	3:45pm		
12/3/2019	Divya Sunny	BSc CS	Roshni	8:30	11:05		
14/3/2019	Tanya Raji	Preparatory		1:42			
13/3/2019	Ashwathi Lal	MASLP	Chitra	1:42			
15/3/2019	Lilly	DISLI		9:40			
15/3/19	Ashish	B.Sc		10:30	12:45pm		
15/3/19	Nithin	Preparatory		1:30	3:15		
18/03/19	Muhammed Junaed N	BSc (CS)	Roshni	9:00am	12:30pm		
15/04/19	Solaman	BSc (CS)	Neelna	12:00pm	4:15		
19/03/19	Muhammed Junaed N	BSc (CS)	Neelna	1:30pm	4:15		
19/03/19	Ancy	BSc (CS)	Raji	1:30pm	4:15		
22/03/19	Sreeraj	Preparatory	Preparatory	10:15am	12:45		
21/3/19	Arushi	Preparatory		11:00 am			
21/03/19	Pallavi Ganes	Preparatory	Chitra	1:25 am	11:10		
22/03/19	Manoj Shari	Preparatory	NISHA	1:35 am	3:35		
22/03/19	Srinivas	8th BSc		1:45	3:45		
25/3/19	Liji Raji	8th BSc	Roshni	9:30 am			
25/3/19	Sreeraj	2nd Prepara	Simma	10:46			
25/3/19	Parvathi	B.Com	Aashu	10:45			
25/3/19	Mena	B.Com	Aashu	10:45			
27/3/19	Ancy	BSc	Aashu	10:45			

27/03/19	Anjana C. Wilson	Preparatory year	Lishali	1:25pm	3:45pm
27/03/19	Mithun Raj	BSc	Lishali	1:43 pm	2:53pm
27/03/19	Anjali Mariam	BASLP - 3rd yrs.		10:30 am	12:45 pm
27/03/19	Mithun Raj	2nd Preparatory year		11:26 am	3:20 pm
27/03/19	Mithun Raj	B.Com		12:40	1:20
29/3/19	Haxes	BSc (CS)	Roshni	3:25 pm	4:45 pm
1/3/19	Shreya	BFA preparatory		2:40 pm	3:50 pm
1/3/19	Ashwathi	B.Com	Simma		
4/3/19	Alkhal V B	Preparatory Year	Anna Teacher	12:30 pm	1:20 pm
4/3/19	Lini	BSc (CS)		1:40 pm	3:40 pm
4/3/19	Mithun	B.Com		1:00 am	1:00 pm
9/4/19	Muhammed Syad	B.Sc	Raji	2:50 pm	3:40 pm
11/4/19	Ruchi Singh	Preparatory Year		11:20 am	3:30 pm
11/4/19	S.A. Atharsh	Preparatory Year		11:26 am	1:25 pm
11/4/19	Anjana C. Wilson	Preparatory Year		1:25 pm	
12/4/19	Sreelakshmi	Preparatory Year	Chitra	2:35 pm	3:30 pm
16/4/19	Ashwathi Lal	MASLP	Chitra	1:30 pm	3:30 pm
24/4/19	Najmunnissa	BASLP		9:30 am	
24/4/19	Liji Raji	BSc (CS)	Roshni	10:45 am	
24/4/19	Varsha Raji	BASLP		11:45 am	
25/4/19	Varsha Raji	BASLP		9:30 am	1:30 pm
25/4/19	Anna Cyriac	B.Com	Simma	1:40 pm	
21/4/19	K.C. Deepak	B.Sc		9:30 am	
21/4/19	Najmunnissa	11th year BASLP			
21/4/19	Arushi	11th year BASLP		9:30 am	
21/4/19	Hadi	11th year BASLP		10:30	
6/05/2019	Mithun Raj	11th year BASLP		11:25 am	
9/05/2019	Muhammed Junaed N	8th year BSc (CS)		8:35 am	12:45 pm
9/5/19	Mithun	11th year BASLP		8:30 am	12:45 pm
16/5/19	Kash	BSc (CS)		8:30 am	12:45 pm
22/5/19	Varsha	BASLP		12:25 - 1:30	
24/5/19	Christy Kurian	BASLP		1:30 to 4:00	
28/5/19	Siddhant	B.Sc		10:02 am	1:05 pm
28/5/19	Liji Raji			1:20 pm	



08/09	Ashana	BASLP only	8:30 to 4:30 pm
20/09	Najmuna	BASLP 2 <sup>nd</sup> yr	11:30 to 1:30 pm
06/10/19	Jasoda Jashy	4 <sup>th</sup> (BSc)	11:30 to 1 pm
7/10/19	Venka Jyoti	2 <sup>nd</sup> yr (BASLP)	1:30 to 4:10
13/10/19	Christy Kellan	2 <sup>nd</sup> yr (BASLP)	2:30 to 4:30
21/10/19	Ann Mary	Intan (ext)	10:30 to 11:30
2/11/19	Athulya Antony	Preparatory	11:5 to 3:50
8/11/2019	Mona Muralidharan	Youth 4 jobs	3:30 pm to 5:00 pm
11/11/2019	Riya Rathi	Preparatory	1:45 pm to 3:45 pm
14/11/2019	Liche	Preparatory	9:47 pm to 11:20 pm
21/11/19	Ponadif		12:50 pm
22/11/19	Shiritha	BSc	11:30 pm to 3:35 pm
05/12/19	Najmuna	BASLP 2 <sup>nd</sup> yr	2:30 pm to 4:20 pm
12/12/19	Manoj shah	BSc	2:30 pm to 3:55 pm
02/01/20	Anu cyril	B.com	2:45 pm to 3:50
7/1/2019	Rahul Sankar	B.Sc	2:50 pm to 10:00 am
6/2/19	Ash Sunny	BSc	10:55
4/3/19	Anitha P	BASLP 1 <sup>st</sup> yr	1:30 to 4:00
8/03/19	Anandhi P	BASLP 3 <sup>rd</sup> yr	2:30 to 4:45
14/03/19	Ashana	BASLP 3 <sup>rd</sup> yr	11:0 to 11:45
14/03/19	Chithi	BASLP 7 <sup>th</sup> yr	9:25 to 11:00
14/03/19	Manu S.K	BASLP 3 <sup>rd</sup> yr	2:28 to 3:35
21/03/19	Najmuna	BASLP 3 <sup>rd</sup> yr	9:15 am to 11:00 am
21/03/19	Rashna	Preparatory	11:45
22/03/19	Shiritha	HEFP	1:25 to 3:10
26/03/19	Kopika S.D		3:35 to 5:00
27/03/2019	Rakesh P	Final Ash	10:45 to 12:40
28/03/19	Najmuna	1 <sup>st</sup> yr BASLP	12:00 to 1:00
30/03/19	Sree Lakshmi	1 <sup>st</sup> sem BSc (C/M)	11:00

3/4/19	Anuja	Youth 4 jobs	11:10 to 12:00 pm
11/4/19	Minna Sybil	5 <sup>th</sup> (BSc)	10:45 to 12:25
4/5/19	Pallavi Pawan	3 <sup>rd</sup> sem BPA	11:45 to 1:45
4/9/19	Vishnu VS	Youth 4 jobs	1:42 to 3:45 pm
6/9/19	Mindhala Murali	Youth 4 jobs	10:00 to 1:15 pm
6/9/19	Shalini		3:00 to 4:00
16/9/19	Neetha C	BSc	11:00 am to 12:00 pm
17/9/19	Pishish Chander	B.com	11:40 pm to 1:30
18/9/19	Haranya	MASLP	1:50 pm to 4:00
22/9/19	Rama	B.Sc	10:45 to 4:10 pm
25/9/19	Aswini	Youth 4 jobs	01:50
27/9/19	Chandru	BASLP 3 <sup>rd</sup> year	9:20
01/10/19	Abhirami	BASLP 3 <sup>rd</sup> year	11:00
11/10/19	Merin Jose	B.com 3 <sup>rd</sup> semester	11:30 am to 1:30
11/10/19	Pavithra Elizabeth Chacko	B.com 3 <sup>rd</sup> semester	2:10 to 3:30
31/10/19	Panna	B.Sc	9:10
31/10/19	Tilgoya Manoj	BPA pre	10:47
4/10/19	Annu S	BSc year	1:53 to 3:33
9/10/19	Minna Sybil	BSc 5 <sup>th</sup> semester	1:36 to 3:30
10/10/19	Thasna Thaha	B.com	10:40 am to 12:10 pm
14/10/19	Anuja	Youth 4 jobs	11:25 am to 1:00 pm
15/10/19	Shreya Sankar	3 <sup>rd</sup> BSc CS	8:30 am to 10:00 am
18/10/19	Parika	BASLP staff	9:25 am to 10:00 am
18/10/19	Mohammed Ayad N	BSc 5 <sup>th</sup> semester	8:45 am to 10:00 am
18/10/19	Davika Das	HEFP	10:45 am to 12:00 pm
22/10/19	Saeed	AT course	1:53 pm to 3:00 pm
22/10/19	Anya H	(Youth for job)	3:50 pm to 4:50 pm
23/10/19	Shreya	B.Sc (3 semester)	10:45 am to 12:00 pm
24/10/19	Linaish	Dejre (H2)	2:00 pm to 3:00 pm
24/10/19	Thasna	MSF	1:00 pm to 2:00 pm
26-10-19	Aadhna	HEFP	12:35 pm to 1:45 pm
28-10-19	Vinika	BASLP	1:45 pm to 2:00 pm
30-10-19	Vashta	BASLP	1:25 am to 2:00 pm
30-10-19	Aadhna	HEFP	1:5



30/10/2019	Nanditha	BSc (5 Semster)	2pm
31/10/19	Mithara	BASLP (1st year)	
1/11/19	Sneha Santhosh	3rd B.Sc. CSE	10:20 AM to 12:54
7/11/19	Malanka	Youth Job	2:50pm to 3:45
8/11/19	Staff's Abashan	DISC	8:45am to 10:30am
11/11/2019	Neeha C	BSc	9:30am to 1:45pm
11/11/2019	Devika	HEFP	9:20am to 1:45pm
11/11/2019	Ashtha Neelapra	5th B.Com (H)	10:30am to 1:45pm
11/11/19	Akhil L	1st yr B.Com	11:30am to 12:50
13/11/19	Alcena	1st yr BASLP	1:20pm to 4:30pm
15/11/19	Abitha	Discl	11:55am
18/11/19	Athulya Antony	Preparatory year	1:20pm to 1:35pm
21/11/19	Vinod S. Viji	BSc 7th Semster	1:55pm to 2:50pm
22/11/19	Christy Kumar	BASLP 1st yr	1:10pm to 4:10pm
9/12/19	Ajitha Joy	HEFP	11:10am to 2:30pm
11/12/19	Mahamuna	BASLP	8:30am to 9:20am
11/12/19	Vishal (4th yr)	Pre clac	1:45pm
3/12/19	Sarun	DH	9:50am to 11:45pm
16/12/19	Safa	2nd year BASLP	1:05 to 3:05
18/12/19	Miby	Integr (DH)	11:40 to 12:40pm
18/12/19	Asha	3rd yr BASLP	1:15pm
20/12/19	Devika	3rd yr BASLP	1:15pm
27/12/19	KOISC		
27/12/19	Chengay overnight		4:50pm
21/12/20	Sardapka	BSL 2	2:00pm to 5pm
21/12/20	Sarun	DH	1:30 to 3:30pm
13/1/2020	Asha	Ascp	2:30 to 4:30pm
16/1/20	Calada	BS	8:50 to 10:10pm
20/1/2020	Santhi	DH	8:45 to 10:10pm
21/1/2020	Ashtha Neelapra	B.Com (H)	10:15 to 1:45
23/1/2020	Danish	B.Sc. CSE (H)	1:30
21/1/2020	Samarth Bhargava	HEFP	9:25am to 10:30am
2/1/2020	Apara	BASLP	1:25pm to 3:50pm

03/01/20	Athiravany B	BASLP 3rd yr	10:30am to 1:05pm
04/01/20	Meera K S	DISC	1:55pm
07/02/20	Rashmi	MSc. And.	1:05pm to 1:25pm
07/02/20	Nilali Madhena	B.Com	2:00pm to 2:45pm
11/2/20	Rashmi	MSc. And.	1:00pm to 1:30pm
11/2/20	Davidha	B.Com	1:25pm to 3:55
12/2/20	Bhavana G. Naji	HEFP	12:10pm to 1:25
12/2/20	Bhavana B. Naji	HEFP	1:35pm to 2:45
13/2/20	Rashmi	MSc. And.	1:10pm to 1:30pm
14/2/20	Rashmi	"	1:00pm to 1:20pm
19/2/20	Christy	BASLP	2:10pm to 4:20pm
20/2/20	Manusik	B.Com	9:30pm
24/2/20	Amrutha	BASLP	11:30pm
25/2/20	Shruti	BASLP	11:45pm
25/2/20	Lishu Shaji	B.A (preparatory)	11:49pm
25/2/20	Karthika K.R	HEFP	12:30
26/2/20	Maya chechi		
28/2/20	Rashmi	MSc. And.	2:35pm to 3:00pm
2/02/2020	Salma	3rd yr BASLP	1:30pm
3/2/20	Rashmi	MSc. And.	1:45pm
3/3/2020	Lishu Shaji	Preparatory year	1:31pm
11/3/2020	Rashmi	MSc. And.	12:45pm to 1:00
11/3/2020	Santini	Staff	1:25pm
5/3/20	Rashmi	MSc. And.	1:10pm to 1:30
6/3/20	Manjib	B.Com	9:10 to 10:10
8/3/20	Rashmi	MSc. And.	12:15 to 1:40
10/3/20	Mene	Staff	11:30am to 12:30pm
10/3/20	Deepak	B.Sc	12pm
11/3/20	Rashmi	MSc. And.	1:15pm to 1:30pm
11/3/20	Saga	Staff	1:10 to 1pm



# Tax Invoice

**RETOUCHE TRADING CO.**

KANIYAPURAM

TRIVANDRUM

GSTIN/UIN: 32ASSPM8234G1ZH

State Name : Kerala, Code : 32

Contact : 04712754365, 9746994454 / 9746994885

Fax : 04712754365

E-Mail : retouche2015@gmail.com

Buyer

**NISH**

NATIONAL INSTITUTION OF SPEECH AND HEARING  
AKKULAM

SREEKARYAM

0471-3066666

04712596919

State Name : Kerala, Code : 32

Invoice No.

**C/605**

Dated

**21-Jun-2018**

Delivery Note

Mode/Terms of Payment

Supplier's Ref.

Other Reference(s)

Buyer's Order No.

Dated

Despatch Document No.

Delivery Note Date

Despatched through

Destination

Terms of Delivery

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	SSG FF RT 30 M 3744 UT	8418	1 Nos.	26,484.38	Nos.		26,484.38
2	HAVELLS IND COOKER INSTA COOK ST -X	8516	1 Nos.	3,046.88	Nos.		3,046.88
3	LG MICRO WAVE OVEN MC 3286 BLT. DBKQILN	85165000	1 Nos.	15,234.38	Nos.		15,234.38
							44,765.64
	Central Tax (Output)						6,267.18
	State Tax (Output)						6,267.18
	Total		3 Nos.				₹ 57,300.00

Amount Chargeable (in words)

E. &amp; O.E

**INR Fifty Seven Thousand Three Hundred Only**

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
8418	26,484.38	14%	3,707.81	14%	3,707.81	7,415.62
8516	3,046.88	14%	426.56	14%	426.56	853.12
85165000	15,234.38	14%	2,132.81	14%	2,132.81	4,265.62
Total	44,765.64		6,267.18		6,267.18	12,534.36

Tax Amount (in words) : **INR Twelve Thousand Five Hundred Thirty Four and Thirty Six paise Only**

Declaration

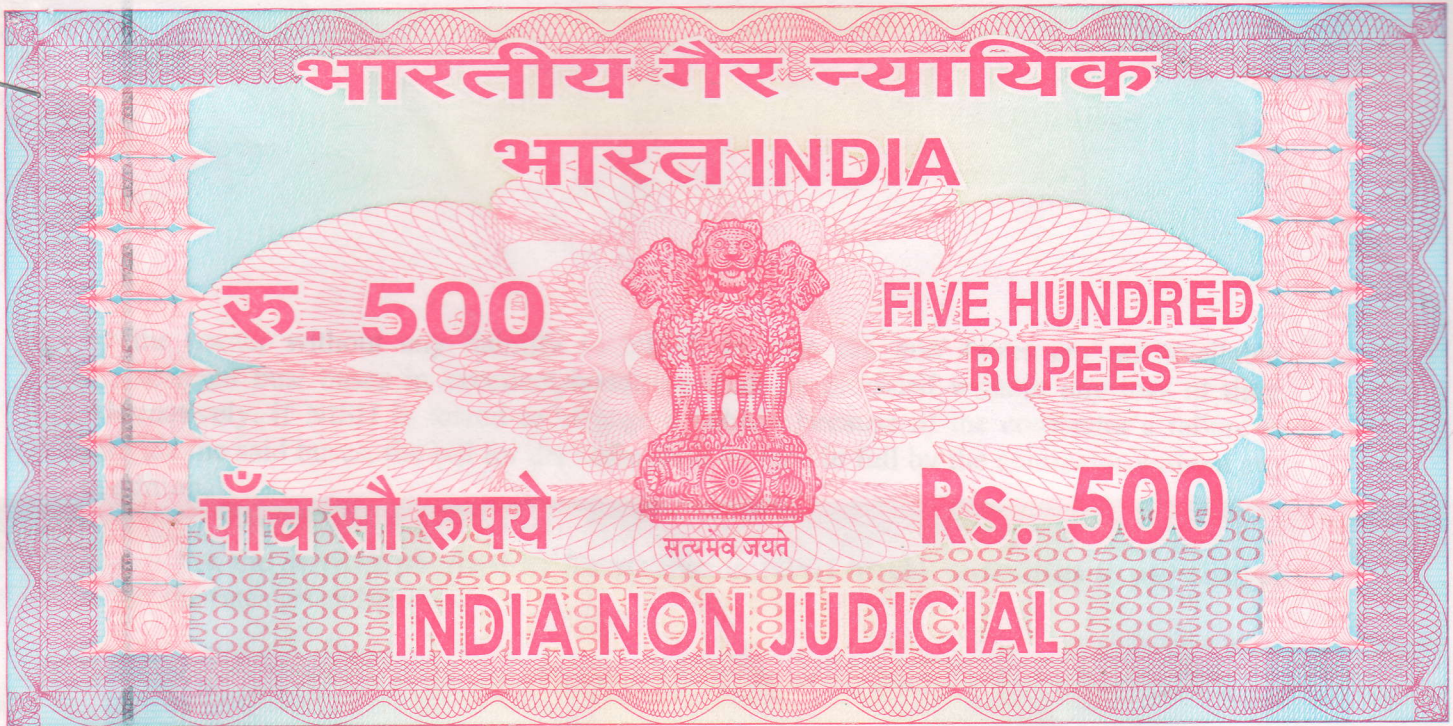
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

CASH.  
*Received*  
for RETOUCHE TRADING CO.

Authorised Signatory

This is a Computer Generated Invoice





കേരളം KERALA

D 181456

#### AGREEMENT

This AGREEMENT made on this the 2<sup>nd</sup> day of May, 2018 between M/s Suresh Travels, Bypass Road, Near Infosys, Kulathoor P.O, Trivandrum (hereinafter called the 'Contractor') on the one part and Executive Director, National Institute of Speech & Hearing, Akkulam, Sreekaryam P O, Trivandrum 695017 (hereinafter called NISH, Owner) on the other part;

WHEREAS NISH desires to hire three buses for the transportation of its staff and an office car daily on the morning and in the evening in the routes prescribed by it on contract basis for a period of one year from 2<sup>nd</sup> May 2018 to 30<sup>th</sup> April 2019;

The contractor shall provide three buses of seating capacity 49, 30 and 15 and an office car Innova model in excellent condition on a full time basis. NISH shall at the discretion to increase or decrease the quantum of vehicles based on the actual requirement at any point of time during the period of contract by giving prior information to the contractor.

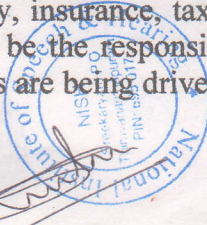
**NOW IT IS HEREBY MUTUALLY AGREED BETWEEN THE PARTIES AS FOLLOWS:-**

1. The vehicle **shall** be kept at the disposal of NISH on monthly contract.
2. A permanent and experienced driver, with valid license to drive transport vehicles (badge) in the state of Kerala shall be allotted for driving the vehicles. In case the allotted driver is not available on a day, a suitable replacement shall have to be provided by the owner and the service shall not be interrupted at all.
3. The payment of Driver salary, insurance, taxes, fuel, lubricants and maintenance of the vehicles in good condition shall be the responsibility of the contractor. In case of any accident/ break down, while the buses are being driven by the driver, all repairs shall be done

SC/RS.H.B.RBCI

14/5/2018

കുളത്തൂർ വെണ്ട



Handwritten signature





Poojappura - Jagathy - Kottayam - Kollam - Thiruvananthapuram  
Venpalevattam - Wandi - Kottayam - Kollam - Thiruvananthapuram

Route III:

*[Handwritten signature]*



by the owner without any liability to NISH. In case the bus/ buses are not available, replacement bus/ buses in excellent condition shall be provided without any loss of time. Alternatively, if NISH is forced to arrange a vehicle because of the contractor's failure to provide the said buses, the bill for the same shall be paid in full by the contractor without any condition.

4. For the services provided by the contractor, NISH hereby undertakes to pay charges as per the rates given below:-

Sl no	Route Description	Vehicle Details	Amount in ₹	Admissible Km for this rate/month	Addl Rate- ₹./KM
1	Route 1: Thachottukavu – Thirumala-Vettamukku – Sasthamangalam – Althara – Vellayambalam – Kowdiar –Kuravankonam – Pattom – Kesavadasapuram-Ulloor –Pongumoodu-Kottamukku – Akkulam –NISH – Return	49 Seater- A/C	173470.00	2000	36.00
2	Route 2: Poojappura – Jagathy – Killipalam – Eenchakal- Via Aksharaveedhi – Pettah –Anayara –Worldmarket – Bypass – NISH-Return	25 Seater - A/C	105775.00	2000	27.00
3	Route 3:Kazhakuttom – Technopark –Bypass- NISH – Return.	15 -24 Seater- A/c /non A/c	55500.00	2000	16.90
4	Office car will be kept at the disposal of NISH	Innova - A/C	37305.00	1500	13.90
<b>Total Rupees Three lakh seventy two thousand and fifty</b>			<b>3,72,050/- per month</b>		
<b>*Inclusive of taxes , toll charges, other incidental charges etc</b>					

6. Route I:

Thirumala – Vettamukku - Sasthamangalam – Althara – Vellayambalam – Kuravankonam – Pattom – Kesavadasapuram – Ulloor – Kottamukku – Akkulam – NISH & Return

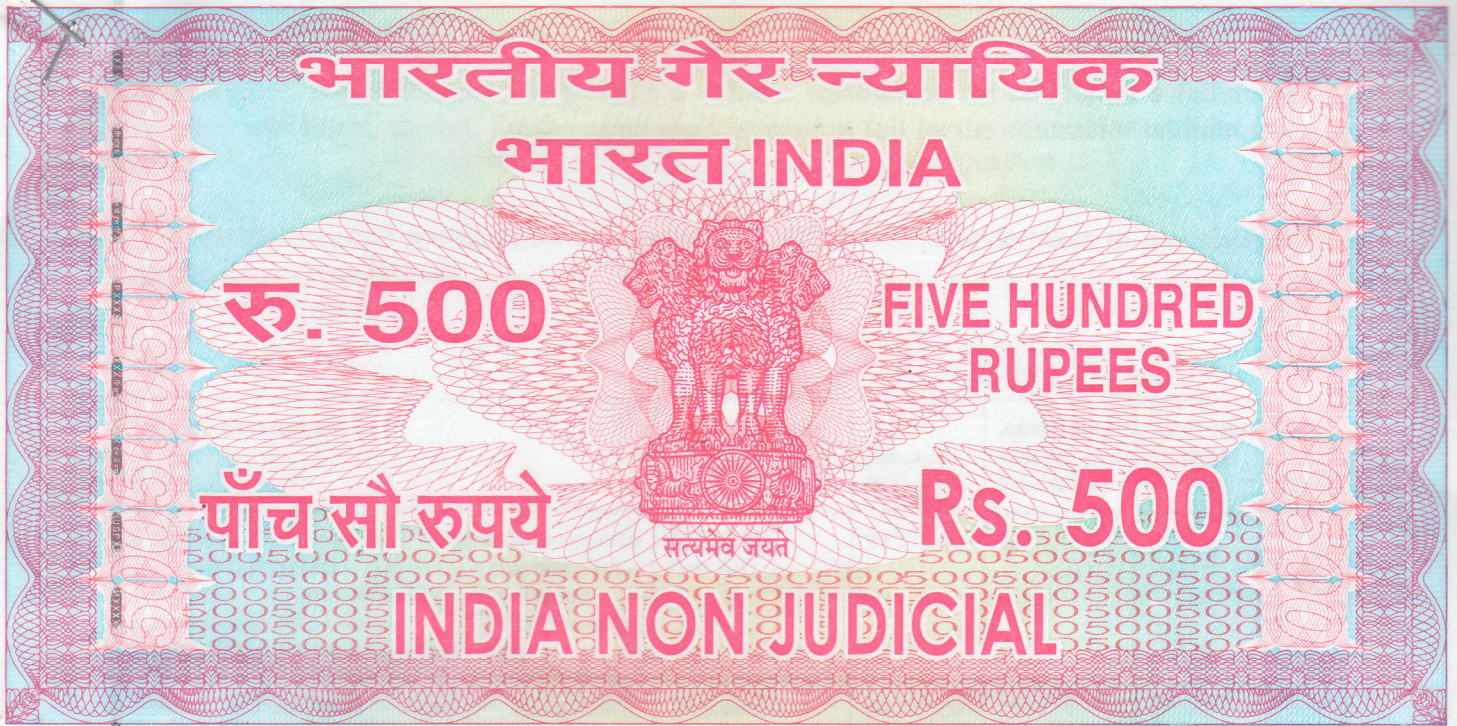
Route II:

Poojappura – Jagathy – Killipalam – Eenchakal – Via Aksharaveedhi – Pettah – Anayara – Venpalavattom – World Market - NISH & return.

Route III:







കേരളം KERALA

C 162193

AGREEMENT

This AGREEMENT made on this the 2<sup>nd</sup> day of May, 2019 between M/s Suresh Travels, Bypass Road, Near Infosys, Kulathoor P.O, Trivandrum (hereinafter called the 'Contractor') on the one part and Executive Director, National Institute of Speech & Hearing, Akkulam, Sreekaryam P O, Trivandrum 695017 (hereinafter called NISH, Owner) on the other part;

WHEREAS NISH desires to hire three buses for the transportation of its staff and an office car daily on the morning and in the evening in the routes prescribed by it on contract basis for a period of one year from 2<sup>nd</sup> May 2019 to 30<sup>th</sup> April 2020;

The contractor shall provide three buses of seating capacity 49, 30 and 15 and an office car – Honda Amaze - model in excellent condition on a full time basis. NISH shall at the discretion to increase or decrease the quantum of vehicles based on the actual requirement at any point of time during the period of contract by giving prior information to the contractor.

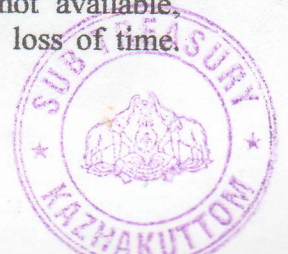
NOW IT IS HEREBY MUTUALLY AGREED BETWEEN THE PARTIES AS FOLLOWS:-

1. The vehicle shall be kept at the disposal of NISH on monthly contract.
2. A permanent and experienced driver, with valid license to drive transport vehicles (badge) in the state of Kerala shall be allotted for driving the vehicles. In case the allotted driver is not available on a day, a suitable replacement shall have to be provided by the owner and the service shall not be interrupted at all.

The payment of Driver salary, insurance, taxes, fuel, lubricants and maintenance of the vehicles in good condition shall be the responsibility of the contractor. In case of any accident/ break down, while the buses are being driven by the driver, all repairs shall be done by the owner without any liability to NISH. In case the bus/ buses are not available, replacement bus/ buses in excellent condition shall be provided without any loss of time.

6-1-02/519  
SURESH TRAVELS

M. SURESH  
11





Alternatively, if NISH is forced to arrange a vehicle because of the contractor's failure to provide the said buses, the bill for the same shall be paid in full by the contractor without any condition.

4. For the services provided by the contractor, NISH hereby undertakes to pay charges as per the rates given below:-

Sl no	Route Description	Vehicle Details	Amount in ₹	Admissible Km for this rate/month	Addl Rate- ₹./KM
1	Route 1: Thachottukavu – Thirumala-Vettamukku – Sasthamangalam – Althara – Vellayambalam – Kawdiar –Kuravankonam – Pattom – Kesavadasapuram-Ulloor –Pongumoodu-Kottamukku – Akkulam –NISH – Return	49 Seater-Non A/C	97775.00	2000	26.50
2	Route 2: Poojappura – Jagathy – Killipalam – Eenchakal- Via Aksharaveedhi – Pettah –Anayara –Worldmarket – Bypass – NISH-Return	25 Seater – Non A/C	69775.00	2000	22.00
3	Route 3:Prashanth Nagar- Sreekariyam-Karyavattom- Kazhakuttom – Technopark – Bypass-NISH – Return.	15 -24 Seater-Non A/c	48675.00	2000	15.90
4	Office car will be kept at the disposal of NISH	Honda Amaze - A/C	32000.00	2000	11.00
Total rupees two lakh forty eight thousand two hundred and twenty five only			2,48,225/- per month		
*Inclusive of taxes , toll charges, other incidental charges etc					

6. Route I:

Thirumala – Vettamukku - Sasthamangalam – Althara – Vellayambalam – Kuravankonam – Pattom – Kesavadasapuram – Ulloor – Kottamukku – Akkulam – NISH & Return

Route II:

Poojappura – Jagathy – Killipalam – Eenchakkal – Via Aksharaveedhi – Pettah – Anayara – Venpalavattom – World Market - NISH & return.

Route III:

Kottamukku – Prashnath Nagar – Pongumodu – Sreekariyam- Chavadimukku – Karyavattom – Kazhakkutom-Technopark Infosys – NISH & Return

7. The owner shall ensure that the vehicle shall reach the premises of NISH at 8:10 am on all working days. Return trip shall start from NISH at 5:15 pm unless and until different instructions are given by the Executive Director or any official designated by the Executive Director.



8. The buses shall reach the stop as per the time schedule provided by NISH regularly at which time the employees will be available to board the bus. The bus shall not wait for employees beyond the posted departure time at a stop. If the buses arrives early at a stop, the bus should wait at the stop till the scheduled departure time from the stop.
9. The vehicles are meant for regular transport of the employees of NISH in the above routes to bring them to the place of work and drop them back. If the employees are at another location other than NISH Campus temporarily, this shall also be included in the purview of this Contract. If trips for employees outside Trivandrum are instructed by the Executive Director, the excess cost beyond the regular city run shall be compensated by NISH at the cost / km as approved by the Executive Director.
10. After bringing the employees to NISH in the morning, if additional trips are required to transport students or staff of NISH to other places during the day, the same shall be conveyed by the Executive Director or an official designated by the executive director.
11. The buses/office car shall run on all working days irrespective of Harthal/Strike days on which those day are working day for NISH.
11. Drivers shall be advised not to stop vehicles at intermittent places, as per the request of the NISH staff to do their personal work. Drivers shall ensure safe transport of staff to the campus. Erring driver shall be replaced immediately on reporting.
12. The driver shall be courteous to the employees and if the driver has any complaint in this regard the same shall be conveyed to the Administrative Officer of NISH. Appropriate measures to resolve the same shall be taken by NISH.
13. Any complaint by the employees regarding the driver shall be conveyed to the contractor and appropriate measures to resolve the issue shall be taken by the contractor including the replacement of driver without delay.
14. The driver shall not drive in any unsafe manner on the road. Any speeding ticket or other fines imposed by law enforcing agencies shall be the responsibility of the contractor and its employees.
15. If the buses do not reach NISH on time, the contractor shall be liable to pay to NISH a sum of ₹.500 per fifteen minutes of delay beyond the fixed time as liquidated damages and the same all shall be liable to be deducted out of the transport charges payable to the transporter. If any of the bus is not able to reach at the appointed place or NISH due to technical defect, the transporter shall be liable to pay to the company a sum of ₹1000 per day, which shall also be liable to be deducted out of the transport charges payable to the contractor.
16. The contractor shall take all precautions for protecting the staff from accident. The contractor shall take insurance cover from any insurance company in its name for any injury, loss or death of the passengers of the buses during the journey in the buses and the amount of insurance received for the injury, loss or death of the passengers shall be received by the contractor and the contractor shall be responsible for any loss, claim, costs, charges and expenses incurred or suffered by NISH on account of any injury, loss or death of its employees due to accidents involved in by the bus or any other reason relating thereto.


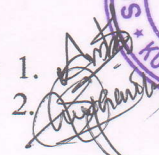


scheduled bank in an acceptable form for safeguarding the interests of this office in all respects. The security deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor. The security deposit shall be forfeited in case the non-performance of service stipulated by this office or non-compliance of the terms of agreement by the contractor.

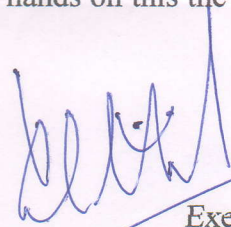
18. The contract is terminable on either side with one month notice or as mutually agreed upon by both parties. If the contractor decides unilaterally to discontinue service, NISH is eligible to claim compensation legally for loss of time and resources.
19. The contractor shall submit monthly Invoice/bills before 5<sup>th</sup> day of each month, the invoice of the previous month with supporting bills. The contractor shall be paid the amount due after verification by the Administrative officer before 10<sup>th</sup> of the month. Statutory deductions, will be applicable as per rules.
20. The above arrangement shall come into effect from 2nd day of May 2019 for a period of one year till 30<sup>th</sup> April 2020.
21. The contractor (Suresh Travels) shall be on trial for the first 3 months of the contract during which time, if the services are not satisfactory, as reported by AO to the Executive Director, the contract will be cancelled.
22. Any dispute or difference of any kind whatsoever arising out of or in connection with the agreement shall be referred to arbitration and final decision of the arbitrator shall be agreed upon by both parties. The arbitrator shall be appointed by both the parties or in case of disagreement as to the appointment of a single arbitrator, two arbitrators may be appointed, one by each party which arbitrators shall before taking upon themselves the burden of reference, appoint a third arbitrator who shall act as the presiding arbitrator. The submission to the arbitration under this clause shall be deemed to be a submission to arbitration within the meaning of the Arbitration and Conciliation Act, 1996 or any statutory modification thereof.
23. This Agreement shall be executed in duplicate. The original shall be retained by the NISH and the duplicate by the contractor.

IN WITNESS WHEREOF NISH and Owner have set their hands on this the 2<sup>nd</sup> Day of May 2019

For and on behalf of  
Suresh Travels

Witnesses: 1.   
2. 



  
Executive Director  
NISH

Witnesses: 1.  Soji oliva.  
2.  Bini Mahesh



# NISH

National Institute of Speech & Hearing  
NISH Road, Sreekaryam P.O, TVM-17.  
Ph: 0471-3066666, 2596919, Fax: 0471-3066699  
E-Mail : nishinfo@nish.ac.in

## RECEIPT

Name :

No : 1944

Date : 18-Mar-2016

Particulars	Amount
Security Deposit-Suresh Travels[Staffbus&Officecar]	1,72,820.00
Being the Security deposit-Vehicle hiring Office Bus [3buses] ad Office Car [Innova] received from Suresh Travels, Bypass Road, Near Infosys, Kulathoor.PO,Trivandrum ,Vide DD No.221611,dtd.18 /03/2016, Rs.172820, Union Bank, Attipara	
<b>TOTAL Rs.</b>	<b>1,72,820.00</b>

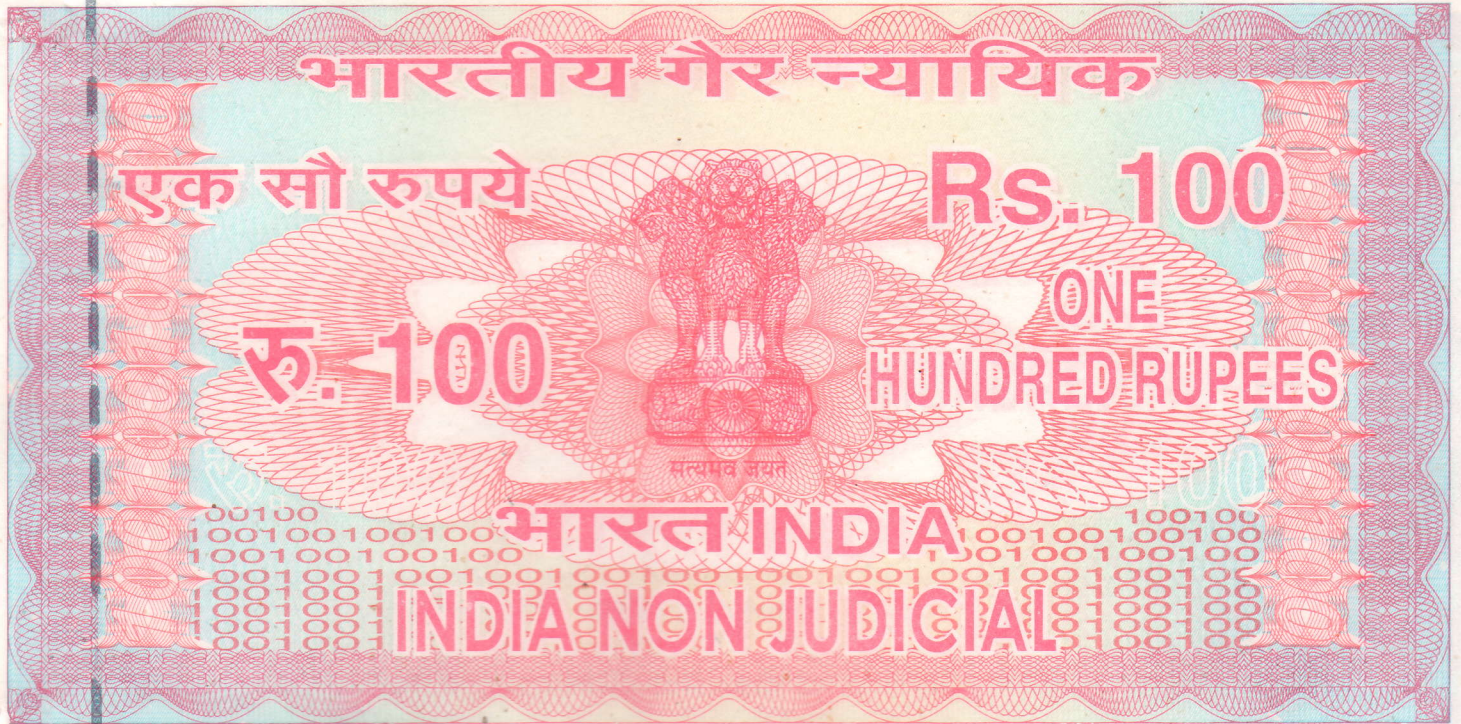
Received a sum of Rs.1,72,820.00/- (Rupees : One Lakh Seventy Two Thousand Eight Hundred Twenty Only)

by Cheque/DD No : 221611 dated 18-Mar-2016 drawn on Union Bank towards the above items.

Receipt issued subject to realisation of cheque

Director





കേരളം KERALA

CR 889260

### AGREEMENT

This AGREEMENT made on this the 21<sup>st</sup> day of May, 2020 between M/s My Own Trips Tours & Travels, TC9/3220(1), Dharul Rahma, PKC Nagar, Karyavattom P O, Trivandrum – 81 (hereinafter called the 'Contractor') on the one part and Executive Director, National Institute of Speech & Hearing, Akkulam, Sreekaryam P O, Trivandrum 695017 (hereinafter called NISH, Owner) on the other part;

WHEREAS NISH desires to hire three buses for the transportation of its staff and an office car daily on the morning and in the evening in the routes prescribed by it on contract basis for a period of one year from 21<sup>st</sup> May 2020 to 20<sup>th</sup> May 2021;

The contractor shall provide three buses of seating capacity 49, 26 and 15 and an office car – AC-5 seater - model in excellent condition on a full time basis (during working hours only as per trip schedule). NISH shall at the discretion to increase or decrease the quantum of vehicles based on the actual requirement at any point of time during the period of contract by giving prior information to the contractor.

### **NOW IT IS HEREBY MUTUALLY AGREED BETWEEN THE PARTIES AS FOLLOWS:-**

1. The vehicle shall be kept at the disposal of NISH on monthly contract.
2. A permanent and experienced driver, with valid license to drive transport vehicles (badge) in the state of Kerala shall be allotted for driving the vehicles. In case the allotted driver is not available on a day, a suitable replacement shall have to be provided by the owner and the service shall not be interrupted at all.

No. 533/19-5-20

Thiruvananthapuram - S.

For Myowntrips Travels

Managing Director

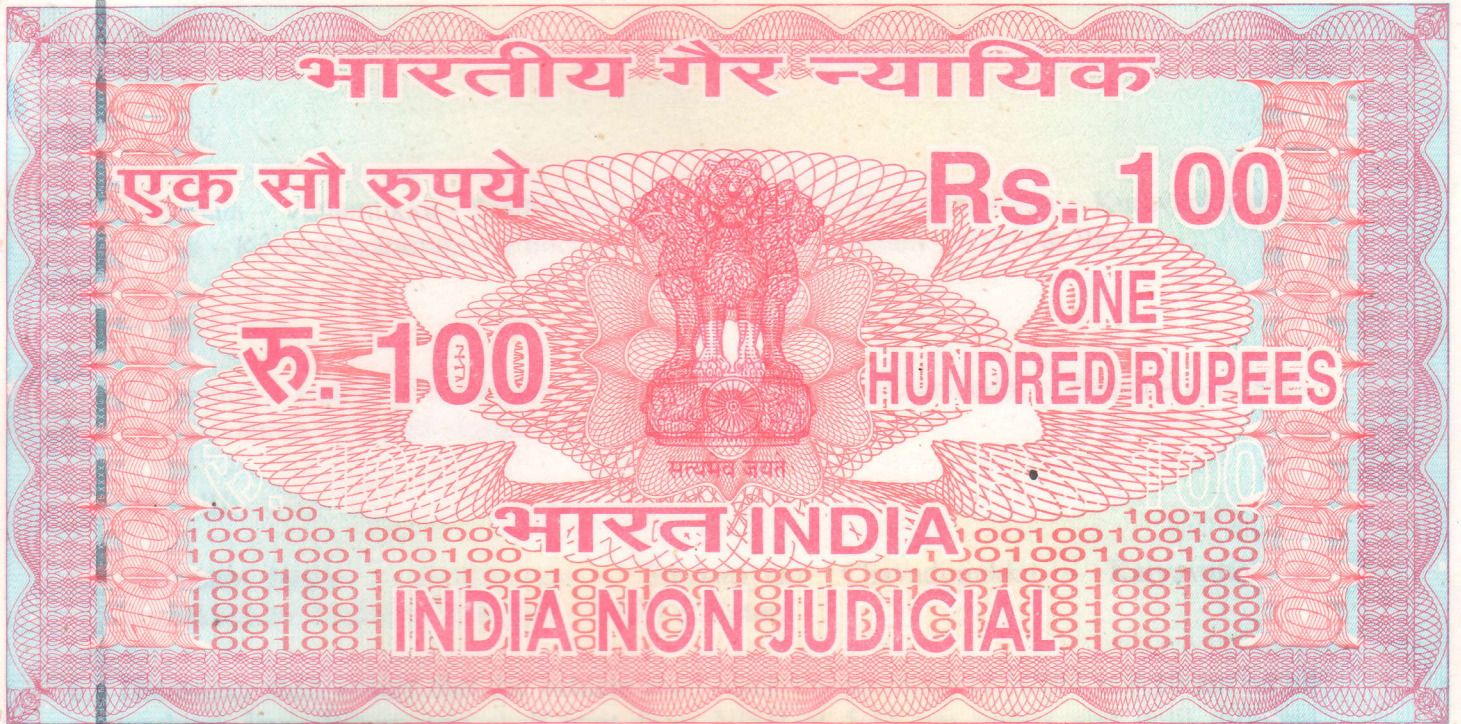
For Myowntrips Travels

Managing Director

EXECUTIVE DIRECTOR  
National Institute of Speech & Hearing  
NISH Road, Sreekariyam P. O.  
Thiruvananthapuram - 695 017

17/5/20





3. The payment of Driver salary, insurance, taxes, fuel, lubricants and maintenance of the vehicles in good condition shall be the responsibility of the contractor. In case of any accident/ break down, while the buses are being driven by the driver, all repairs shall be done by the owner without any liability to NISH. In case the bus/ buses are not available, replacement bus/ buses in excellent condition shall be provided without any loss of time. Alternatively, if NISH is forced to arrange a vehicle because of the contractor's failure to provide the said buses, the bill for the same shall be paid in full by the contractor without any condition.

4. For the services provided by the contractor, NISH hereby undertakes to pay charges as per the rates given below:-

Sl no	Route Description	Vehicle Details	Amount in ₹	Admissible Km for this rate/month	Addl Rate-₹./KM
1	Route 1: Thachottukavu – Thirumala-Vettamukku – Sasthamangalam – Althara – Vellayambalam – Kawdiar – Kuravankonam – Pattom – Kesavadasapuram-Ulloor – Kottamukku – Akkulam – NISH – Return	49 Seater- Non A/C	1,20,000.00	2000	24.00
2	Route 2: Poojappura – Jagathy – Killipalam – Eenchakal- Via Aksharaveedhi – Pettah – Anayara – Worldmarket – Bypass – NISH-Return	26 Seater – Non A/C	66,000.00	2000	17.00
3	Route 3: Prashanth Nagar- Sreekariyam- Karyavattom- Kazhakuttom – Technopark – Bypass-NISH – Return.	16 Seater- Non A/c	54,000.00	2000	15.00
4	Office car will be kept at the disposal of NISH	5 seater - AC	30,000.00	1500	12.00
Total rupees two lakh seventy thousand only			2,70,000/- per month		

\*Inclusive of taxes , toll charges, other incidental charges etc

No. 534/19-5-20

For Myowntrips Travels  
Managing Director

For Myowntrips Travels  
Managing Director

EXECUTIVE DIRECTOR  
National Institute of Speech & Hearing  
NISH Road, Sreekariyam P. O.  
Thiruvananthapuram - 695 017  
17/3/20



5. Route I:

Thirumala – Vettamukku - Sasthamangalam – Althara – Vellayambalam – Kuravankonam – Pattom – Kesavadasapuram – Ulloor – Kottamukku – Akkulam – NISH & Return

Route II:

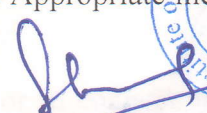
Poojappura – Jagathy – Killipalam – Eenchakkal – Via Aksharaveedhi – Pettah – Anayara – Venpalavattom – World Market - NISH & return.

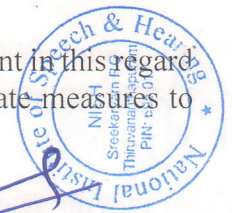
Route III:

Prashnath Nagar – Pongumodu – Sreekariyam- Chavadimukku – Karyavattom – Kazhakkutom-Technopark Infosys – NISH & Return

6. The owner shall ensure that the vehicle shall reach the premises of NISH at 8:10 am on all working days. Return trip shall start from NISH at 5:15 pm unless and until different instructions are given by the Executive Director or any official designated by the Executive Director.
7. The buses shall reach the stop as per the time schedule provided by NISH regularly at which time the employees will be available to board the bus. The bus shall not wait for employees beyond the posted departure time at a stop. If the buses arrives early at a stop, the bus should wait at the stop till the scheduled departure time from the stop.
8. The vehicles are meant for regular transport of the employees of NISH in the above routes to bring them to the place of work and drop them back. If the employees are at another location other than NISH Campus temporarily, this shall also be included in the purview of this Contract. If trips for employees outside Trivandrum are instructed by the Executive Director, the excess cost beyond the regular city run shall be compensated by NISH at the cost / km as approved by the Executive Director.
9. After bringing the employees to NISH in the morning, if additional trips are required to transport students or staff of NISH to other places during the day, the same shall be conveyed by the Executive Director or an official designated by the executive director.
10. The buses/office car shall run on all working days irrespective of Harthal/Strike days on which those day are working day for NISH.
11. Drivers shall be advised not to stop vehicles at intermittent places, as per the request of the NISH staff to do their personal work. Drivers shall ensure safe transport of staff to the campus. Erring driver shall be replaced immediately on reporting.
12. The driver shall be courteous to the employees and if the driver has any complaint in this regard the same shall be conveyed to the Administrative Officer of NISH. Appropriate measures to resolve the same shall be taken by NISH.



  
**EXECUTIVE DIRECTOR**  
National Institute of Speech & Hearing  
NISH Road, Sreekariyam P. O.  
Thiruvananthapuram - 695 017





13. Any complaint by the employees regarding the driver shall be conveyed to the contractor and appropriate measures to resolve the issue shall be taken by the contractor including the replacement of driver without delay.
14. The driver shall not drive in any unsafe manner on the road. Any speeding ticket or other fines imposed by law enforcing agencies shall be the responsibility of the contractor and its employees.
15. If the buses do not reach NISH on time, the contractor shall be liable to pay to NISH a sum of ₹500 per fifteen minutes of delay beyond the fixed time as liquidated damages and the same all shall be liable to be deducted out of the transport charges payable to the transporter. If any of the bus is not able to reach at the appointed place or NISH due to technical defect, the transporter shall be liable to pay to the company a sum of ₹1000 per day, which shall also be liable to be deducted out of the transport charges payable to the contractor.
16. The contractor shall take all precautions for safety and protecting the staff from accident. The contractor shall take insurance cover from any insurance company in its name for any injury, loss or death of the passengers of the buses during the journey in the buses and the amount of insurance received for the injury, loss or death of the passengers shall be received by the contractor and the contractor shall be responsible for any loss, claim, costs, charges and expenses incurred or suffered by NISH on account of any injury, loss or death of its employees due to accidents involved in by the bus or any other reason relating thereto.
17. The contractor shall have to furnish a security deposit equivalent to 5% (₹1, 62,000 /-) of the contract value for the contract period, in the form of an Account payee demand draft, drawn in favour of the "Executive Director, National Institute of Speech & Hearing" payable at Trivandrum or Fixed Deposit Receipt from a scheduled bank or Bank Guarantee from a scheduled bank in an acceptable form for safeguarding the interests of this office in all respects. The security deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor. The security deposit shall be forfeited in case the non-performance of service stipulated by this office or non-compliance of the terms of agreement by the contractor.
18. The contract is terminable on either side with one month notice or as mutually agreed upon by both parties. If the contractor decides unilaterally to discontinue service, NISH is eligible to claim compensation legally for loss of time and resources.
19. The contractor shall submit monthly Invoice/bills before 5<sup>th</sup> day of each month, the invoice of the previous month with supporting bills. The contractor shall be paid the amount due after verification by the Administrative officer. Statutory deductions, will be applicable as per rules.
20. The above arrangement shall come into effect from 21<sup>st</sup> day of May 2020 for a period of one year till 20<sup>th</sup> May 2021.
21. The contractor shall be on trial for the first 3 months of the contract during which time, if the services are not satisfactory, as reported by AO to the Executive Director, the contract will be cancelled.
22. Any dispute or difference of any kind whatsoever arising out of or in connection with the agreement shall be referred to arbitration and final decision of the arbitrator shall be agreed.





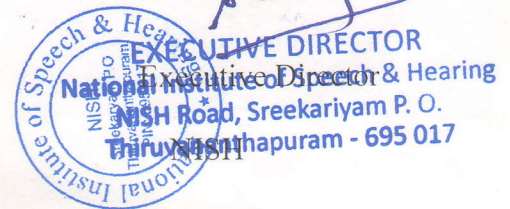
upon by both parties. The arbitrator shall be appointed by both the parties or in case of disagreement as to the appointment of a single arbitrator, two arbitrators may be appointed, one by each party which arbitrators shall before taking upon themselves the burden of reference, appoint a third arbitrator who shall act as the presiding arbitrator. The submission to the arbitration under this clause shall be deemed to be a submission to arbitration within the meaning of the Arbitration and Conciliation Act, 1996 or any statutory modification thereof.

23. This Agreement shall be executed in duplicate. The original shall be retained by the NISH and the duplicate by the contractor.

IN WITNESS WHEREOF NISH and Owner have set their hands on this the 21<sup>st</sup> Day of May 2020



For and on behalf of  
My Own Trips, Tours and Travels



Witnesses:

1. Jithin G. nair
2. Adarsh vijayan

Witnesses:

1. Soja Divya
2. Bini Mahesh



# NISH

## NATIONAL INSTITUTE OF SPEECH & HEARING

(An autonomous organisation under the Social Justice Department, Government of Kerala)

Accredited as Excellent Institution by RCI | ISO 9001:2015 Certified | Accredited by NAAC with A Grade

NISH180601/Vehicle hire contract

20<sup>th</sup> May 2020

**M/s My Own Trips Tours & Travels**  
**TC9/3220(1), Dharul Rahma,**  
**PKC Nagar, Karyavattom P O**  
**Trivandrum - 81**

Dear Mr Thaha,

**Sub: Hiring Contract of Vehicles – Staff Transportation (3 Buses) and an Office Car (5 Seater) – contract renewal for the year 2021-22 regarding:-**

**Ref:**

1. Contract Renewal request letter from M/s My Own Trips Tours & Travels dated 15<sup>th</sup> May 2021

With reference to your renewal request letter for the contract of providing staff transportation services and an office car hire for the year 2021-22, we are pleased to award the contract of staff transportation services for NISH staff and an office car hire service for a period of one year from 21<sup>st</sup> May 2021 to 20<sup>th</sup> May 2022 at the following rate and subject to terms and conditions prescribed below.

Sl no	Route Description	Vehicle Details	Amount in ₹	Admissible Km for this rate/month	Addl Rate-₹. /KM
1	Route 1: Thachottukavu – Thirumala-Vettamukku – Sasthamangalam – Althara – Vellayambalam - Kawdiar –Kuravankonam – Pattom – Kesavadasapuram-Ulloor –Kottamukku – Akkulam –NISH – Return	49 Seater-Non A/C	1,20,000.00	2000	24.00
2	Route 2: Poojappura – Jagathy – Killipalam – Eenchakal- Via Aksharaveedhi – Pettah –Anayara –Worldmarket – Bypass – NISH-Return	26 Seater – Non A/C	66,000.00	2000	17.00
3	Route 3: Prashanth Nagar- Sreekariyam-Karyavattom- Kazhakuttom – Technopark – Bypass-NISH – Return.	16 Seater-Non A/c	54,000.00	2000	15.00
4	Office car will be kept at the disposal of NISH (for trips as per the official requirements)	5 seater - AC	30,000.00	1500	12.00
	Total rupees two lakh seventy thousand only		2,70,000/- per month		
*Inclusive of taxes , toll charges, other incidental charges etc					

# NISH

## Terms & Conditions

1. An agreement Shall be executed by you in the prescribed form within 7 days for the due fulfilment of this contract, on stamp paper for ₹200/-
2. The Service provider should furnish a security deposit equivalent to 5%( ₹1, 62,000 /-) of the annual contract value excluding service tax for the contract period, in the form of an Account payee demand draft, drawn in favour of the “Executive Director, National Institute of Speech& Hearing” payable at Trivandrum or Fixed Deposit Receipt from a scheduled bank or Bank Guarantee from a scheduled bank in an acceptable form for safeguarding the interest of this office in all respects. The security deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the service provider. The security deposit will be forfeited in case the non-performance of service stipulated by this office or non-compliance of the terms of agreement by the service provider.
3. The contract shall be valid for a period of one year from 21<sup>st</sup> May 2021 to 20 May 2022. The contract will be on trial basis for the first 3 months and subject to termination, if services are not satisfactory.
4. The requirement of vehicles is subject to Covid 19 situation/Government restrictions and payment shall be made to the contractor on actual service rendered during this restricted period.
5. The rates quoted will remain in force for the full period of contract. No demand for revision of rate on what so ever reasons shall be entertained during the contract period.
6. Statutory compliance with regard to the vehicles deployed should be strictly ensured by the service provider and documentary proof thereof should be submitted to NISH as and when called for.
7. No advance payment will be made. Transportation charges shall be paid on monthly basis by NISH on satisfactory rendering of service, against your invoice duly supported by travel log book/ toll charges, which should be submitted on or before 5<sup>th</sup> of every month.
8. Statutory deductions, will be applicable as per rules.
9. The contractor has to provide the vehicles for other services of NISH as per the request at the same rate and as requested upon.
10. NISH shall at the discretion to increase or decrease the quantum of vehicles based on the actual requirement at any point of time during the period of contract by giving prior information to the contractor.

You may return one copy of this contract awarding letter duly signed in token of your acceptance of the terms and conditions.

Yours faithfully



Sheeba George IAS  
Executive Director





## കേരള സർക്കാർ

### സംഗ്രഹം

ധനകാര്യ വകുപ്പ് - ദിവസവേതന/കരാർ ജീവനക്കാരുടെ വേതനം വർദ്ധിപ്പിച്ചു കൊണ്ടും പുതിയ മാനദണ്ഡങ്ങൾ ഏർപ്പെടുത്തിക്കൊണ്ടും ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

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ധനകാര്യ (വ്യയം-സി) വകുപ്പ്

സ.ഉ (അച്ചടി) നം. 81/2019/ധന

തിരുവനന്തപുരം, തീയതി, 09/07/2019

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പരാമർശം:

1. സ.ഉ. (പി)നം. 28/2016/ധന തീയതി, 26/02/2016
2. സ.ഉ. (പി)നം. 56/2017/ധന തീയതി, 28/04/2017
3. സ.ഉ. (പി)നം. 112/2018/ധന തീയതി, 21/07/2018
4. സർക്കുലർ നം 03/2019 /ധന തീയതി, 11/01/2019
5. സ.ഉ.(പി)നം14/2019/ധന തീയതി,16/02/2019

### ഉത്തരവ്

പരാമർശം 1, 2, 3 ഉത്തരവുകൾ പ്രകാരം സർക്കാർ വകുപ്പുകൾ, ഗ്രാൻറ് ഇൻ എയ്ഡ് സ്ഥാപനങ്ങൾ, വിദ്യാഭ്യാസ സ്ഥാപനങ്ങൾ എന്നിവിടങ്ങളിൽ അടിയന്തിര ഘട്ടങ്ങളിൽ മാത്രം ദിവസവേതന/കരാർ അടിസ്ഥാനത്തിൽ ജീവനക്കാരെ നിയമിക്കാനും ടി ജീവനക്കാരുടെ വേതനം സംബന്ധിച്ചും ഉത്തരവുകൾ പുറപ്പെടുവിച്ചിരുന്നു. പരാമർശം 1 ഉത്തരവിൽ 01/04/2016 പ്രാബല്യത്തിൽ അനുവദിച്ച വേതനം എല്ലാ വർഷവും ഏപ്രിൽ മാസം, സർക്കാരിന് അനിവാര്യമാണെന്ന് തോന്നുന്ന പക്ഷം, മാറ്റുന്ന വിലസൂചികയ്ക്ക് അനുസരിച്ച് പുതുക്കി നിശ്ചയിക്കാവുന്നതാണെന്ന് വ്യവസ്ഥ ചെയ്തിട്ടുണ്ട്.

2. ഈ സാഹചര്യത്തിൽ ദിവസവേതന/കരാർ ജീവനക്കാരുടെ വേതനം വർദ്ധിപ്പിച്ച് നൽകുന്ന വിഷയം സർക്കാർ വിശദമായി പരിശോധിച്ചതിന്റെ അടിസ്ഥാനത്തിൽ പരാമർശം 1, 2, 3 എന്നീ ഉത്തരവുകളിലെ വ്യവസ്ഥകൾക്ക് പുറമെ, താഴെ പറയുന്ന വ്യവസ്ഥകൾ കൂടി ഉൾപ്പെടുത്തി ദിവസവേതന/കരാർ ജീവനക്കാരുടെ വേതനം പുതുക്കി നിർണ്ണയിച്ച് ഉത്തരവാകുന്നു.

1. 26/02/2016 തീയതിയിലെ സ.ഉ (പി) നം.28/2016/ധന, 28/04/2017 തീയതിയിലെ സ.ഉ (പി) നം.56/2017/ധന, 21/07/2018 തീയതിയിലെ സ.ഉ. (പി)നം. 112/2018/ധന എന്നീ ഉത്തരവുകളിലെ വ്യവസ്ഥകളും താഴെ പറയുന്ന മാനദണ്ഡങ്ങളും പൂർണ്ണമായും പാലിക്കുന്ന സർക്കാർ വകുപ്പുകൾ, ഗ്രാൻറ് ഇൻ എയ്ഡ് സ്ഥാപനങ്ങൾ, വിദ്യാഭ്യാസ സ്ഥാപനങ്ങൾ, കേന്ദ്ര സഹായ പദ്ധതികൾ, സംസ്ഥാന പദ്ധതികൾ ഉൾപ്പെടെ വിവിധ പദ്ധതികളിലെ ജീവനക്കാർ, ക്ഷേമനിധി ബോർഡുകളിലെ ജീവനക്കാർ (തനത് ഫണ്ടിന്റെ ലഭ്യതയ്ക്ക് വിധേയമായി മാത്രം) എന്നിവർക്ക് മാത്രമേ ഈ ഉത്തരവ് പ്രകാരമുള്ള വേതന വർദ്ധനവിന് അർഹതയുള്ളൂ. ഈ മാനദണ്ഡങ്ങൾ

പാലിക്കാതെ നടത്തുന്ന നിയമനടപടികൾക്ക് യാതൊരു കാരണവശാലും വേതന വർദ്ധനവ് അനുവദനീയമല്ല.

2. കരാർ അടിസ്ഥാനത്തിലുള്ള നിയമനം സർക്കാരിന്റെ മുൻകൂർ അനുമതിയോട് കൂടി മാത്രമേ നടത്താൻ പാടുള്ളൂ. ഇപ്രകാരമുള്ള കരാർ നിയമനം ഒരു വർഷത്തേക്ക് മാത്രം പരിമിതപ്പെടുത്തേണ്ടതും വകുപ്പ് മേധാവിക്ക് ബോധ്യപ്പെടുന്ന പക്ഷം ഒരു വർഷത്തേക്ക് കൂടി സേവനം ദീർഘിപ്പിച്ചു നൽകാവുന്നതുമാണ്. രണ്ട് വർഷ കാലാവധിക്ക് ശേഷം ആവശ്യകതയുടെ അടിസ്ഥാനത്തിൽ, സർക്കാർ അനുമതിയോടെ മാത്രമേ കരാർ പുതുക്കാൻ പാടുള്ളൂ.
3. സർക്കാർ അംഗീകൃതമല്ലാത്ത തസ്തികകളിൽ ദിവസ വേതന അടിസ്ഥാനത്തിൽ നിയമനം നടത്തേണ്ട സാഹചര്യം വരികയാണെങ്കിൽ സർക്കാരിന്റെ മുൻകൂർ അനുമതി ആവശ്യമാണ്. സർക്കാർ അംഗീകൃത തസ്തികകളിൽ അടിയന്തിര ഘട്ടങ്ങളിൽ പരമാവധി 90 ദിവസം വരെയുള്ള ദിവസ വേതന നിയമനം വകുപ്പ് മേധാവിക്ക് നടത്താവുന്നതാണ്. ഈ കാലാവധിക്ക് പുറത്ത് ദിവസ വേതന അടിസ്ഥാനത്തിൽ നിയമനം നടത്തുന്നതിന് അംഗീകൃത തസ്തികകളാണെങ്കിലും സർക്കാരിന്റെ മുൻകൂർ അനുമതി ആവശ്യമാണ്.
4. കേന്ദ്ര-സംസ്ഥാന പദ്ധതികളുടെ ഭാഗമായി വിവിധ തസ്തികകളിൽ നടത്തുന്ന കരാർ നിയമനങ്ങൾക്കും സർക്കാർ അനുമതി ആവശ്യമാണ്. ഈ ഉത്തരവിന്റെ അനുബന്ധത്തിൽ ഉൾപ്പെടാത്ത തസ്തികകൾക്ക് ധനവകുപ്പിന്റെ അനുമതിയോട് കൂടി കരാർ വേതനം നിശ്ചയിക്കേണ്ടതാണ്.
5. വിരമിച്ച സർക്കാർ ജീവനക്കാരനെ കരാറടിസ്ഥാനത്തിൽ നിയമിക്കേണ്ടി വരുന്ന പക്ഷം, വിരമിച്ച ജീവനക്കാരൻ അവസാനം വാങ്ങിയ അടിസ്ഥാന ശമ്പളത്തിൽ നിന്നും പെൻഷൻ കുറച്ച തുക, അതാത് കാലത്തുള്ള കരാർ വേതനം / ദിവസവേതനം മാസം കണക്കിൽ ഇവയിൽ ഏതാണോ കുറഞ്ഞ തുക, ആ തുക വിരമിച്ച സർക്കാർ ജീവനക്കാരന്റെ കരാർ വേതനമായി നിജപ്പെടുത്തി കെ.എസ്.ആർ. ഭാഗം 1 ചട്ടം 8 പ്രകാരമുള്ള agreement execute ചെയ്തതിനു ശേഷം മാത്രമേ നിയമനം നൽകാൻ പാടുള്ളൂ.
6. 26/02/2016 ലെ സ.ഉ (പി) നം. 28/2016/ധന, 28/04/2017 ലെ സ.ഉ (പി) നം. 56/2017/ധന, 21/07/2018 ലെ സ.ഉ. (പി)നം. 112/2018/ധന എന്നീ ഉത്തരവുകളിലെ അനുകൂലിൽ ഉൾപ്പെടാത്തതും എന്നാൽ പ്രത്യേകമായി കാറ്റഗറി തിരിച്ച് ദിവസ/കരാർ വേതനം നിർണ്ണയിച്ചു നൽകിയിട്ടുള്ള സ്ഥാപനങ്ങൾക്കും/ തസ്തികകൾക്കും ഈ വേതന വർദ്ധനവ് ബാധകമായിരിക്കും.
7. മെട്രോപൊളിറ്റൻ നഗരമായ ഡൽഹി, മുംബൈ എന്നിവിടങ്ങളിലെ കേരള ഹൗസുകളിലെ ദിവസ വേതന ജീവനക്കാർക്ക് ഈ ഉത്തരവ് പ്രകാരമുള്ള ദിവസവേതനത്തിലുപരിയായി 5% വർദ്ധനവിനു അർഹത ഉണ്ടായിരിക്കും.
8. ദിവസവേതനാടിസ്ഥാനത്തിൽ നിയമിക്കപ്പെടുന്ന ഡ്രൈവർമാർക്ക് മാസത്തിലെ എല്ലാ ദിവസവും (അവധി ദിവസം ഉൾപ്പെടെ) ഓഫീസ് തലവന്റെ നിർദ്ദേശാനുസരണം ഔദ്യോഗിക കൃത്യനിർവ്വഹണം വഹിക്കേണ്ടി വരുകയാണെങ്കിൽ, ആ ദിവസങ്ങളിലെ അധിക ദിവസ വേതനത്തിന് ഓഫീസ് മേധാവിയുടെ സാക്ഷ്യപ്പെടുത്തലിന്റെ അടിസ്ഥാനത്തിൽ മാത്രം അർഹതയുണ്ടായിരിക്കും. ഇക്കാര്യത്തിൽ ഓഫീസ് മേധാവി പൂർണ്ണ ഉത്തരവാദി ആയിരിക്കും.
9. ദിവസവേതനം 02-wages-5- ദിവസവേതനം എന്ന ബ്ലോക്ക് ശീർഷകത്തിൽ നിന്നും മാത്രമേ മാറി നൽകാൻ പാടുള്ളൂ.



10. പുതുക്കിയ നിർദ്ദേശങ്ങൾക്ക് 01.07.2019-ൽ തീയതി മുതൽ പ്രാബല്യം ഉണ്ടാകും.

(ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം)

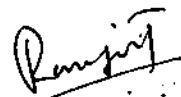
സഞ്ജീവ് കുമാർ IAS

പ്രിൻസിപ്പൽ സെക്രട്ടറി (ധനകാര്യ വ്യയം)

പകർപ്പ്

1. പ്രിൻസിപ്പൽ അക്കൗണ്ടൻ്റ് ജനറൽ (ജി&എസ്.എസ്.എ), കേരള, തിരുവനന്തപുരം.
2. പ്രിൻസിപ്പൽ അക്കൗണ്ടൻ്റ് ജനറൽ (എ&ഇ) കേരള, തിരുവനന്തപുരം
3. അക്കൗണ്ടൻ്റ് ജനറൽ (ഇ&ആർ.എസ്.എ), കേരള, തിരുവനന്തപുരം
4. എല്ലാ അഡീഷണൽ ചീഫ് സെക്രട്ടറിമാർ/പ്രിൻസിപ്പൽ സെക്രട്ടറിമാർ/സെക്രട്ടറിമാർ/  
അഡീഷണൽ സെക്രട്ടറിമാർ/ജോയിൻ്റ് സെക്രട്ടറിമാർ/ ഡെപ്യൂട്ടി സെക്രട്ടറിമാർ/  
അണ്ടർ സെക്രട്ടറിമാർ
5. സെക്രട്ടറി, കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ
6. രജിസ്ട്രാർ, കേരള/കൊച്ചി/കോഴിക്കോട്/എം.ജി/കണ്ണൂർ/സംസ്കൃത സർവകലാശാലകൾ
7. രജിസ്ട്രാർ, കേരള ഹൈക്കോടതി, എറണാകുളം
8. രജിസ്ട്രാർ, കേരള കാർഷിക സർവകലാശാല, തൃശ്ശൂർ
9. രജിസ്ട്രാർ, കേരള അഡ്മിനിസ്ട്രേറ്റീവ് ട്രൈബ്യൂണൽ
10. സെക്രട്ടറി, കേരള സംസ്ഥാന വൈദ്യുതി ബോർഡ്
11. ജനറൽ മാനേജർ, കേരള സ്റ്റേറ്റ് റോഡ് ട്രാൻസ്പോർട്ട് കോർപ്പറേഷൻ
12. ഗവർണ്ണറുടെ സെക്രട്ടറി
13. മുഖ്യമന്ത്രിയുടെയും മറ്റു മന്ത്രിമാരുടെയും പ്രൈവറ്റ് സെക്രട്ടറിമാർ
14. സെക്രട്ടേറിയറ്റിലെ എല്ലാ വകുപ്പുകൾക്കും സെക്ഷനുകൾക്കും
15. എല്ലാ വകുപ്പുമേധാവികൾക്കും, ഓഫീസ് മേലധികാരികൾക്കും
16. പ്രതിപക്ഷ നേതാവിന്റെയും സ്പീക്കറുടെയും ഡെപ്യൂട്ടി സ്പീക്കറുടെയും പ്രൈവറ്റ്  
സെക്രട്ടറിമാർക്കും
17. പബ്ലിക് റിലേഷൻസ് വകുപ്പ് ഡയറക്ടർ, തിരുവനന്തപുരം
18. ട്രഷറി ഡയറക്ടർ, തിരുവനന്തപുരം
19. എല്ലാ ജില്ലാ ട്രഷറികൾ / സബ് ട്രഷറികൾ
20. നോഡൽ ഓഫീസർ [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)
21. സ്റ്റോക്ക് ഫയൽ/ഓഫീസ് കോപ്പി

ഉത്തരവിൻ പ്രകാരം



അക്കൗണ്ടൻ്റ് ഓഫീസർ

## ANNEXURE

i	II	III
<b>Category-I</b> Office Attendant, Amenities Assistant (MLA Hostel), Waiter/Bearer/Room Attendant/Lascar/Gardener/Kitchen Helper, Hospitality Assistant, Ploughman/Beetle Picker/Regular Mazdoor, Permanent Servant, Poultry Attendant (Animal Husbandry), Dhobi, Depot Watcher/Reserve Watcher/Plantation Watcher/ Elephant Mahout/Cavadies (Forest), Field Worker, Cobbler, Dark Room Assistant, Worker/Mason, Dredger Cleaner, Dredger Worker, Dredger Watcher, Village Field Assistant, Camp Follower (Police), Ayah, Chainman (Survey), Lab Attender, Mortuary Attender, Lift Operator, CT Helper, Hospital Attendant, House Keeper, Nursing Assistant, Power Laundry Helper, Worker (Health), Laundry Man/Women(Health Services Department), Animal Keeper, Curator, Gallery Attendant, Guide Lecturer, Attender, Driver (Battery-Operated Car),	Daily Wage ₹ 660/- Maximum daily wages payable in a month ₹ 17,820/-	Maximum monthly contract pay ₹ 18030/-



<p>Binder, Full Time Sweeper cum Sanitation Worker, Telephone Cleaner, Full Time Sweeper, Scavenger, Skilled Assistant, Matty, Warden, Cook cum Watcher, Ferry Man, Telephone Operator, Library Assistant, Record Keeper, Watch Man, Traffic Warden, Full Time Sanitation Worker, Care Taker, Cook, Peon, Mechanic, Chaulker, Painter, Sanitation Worker, Stretcher Carrier, Mess Attender, Paper Cutter (DME), Mess Boy/Girl, Sweeper cum Sanitation Worker, Packer (Lottery Dept), Pharmacy Attender, Labourer on daily wages, Daily wage workers (Farm), Night Watchman, Grounds Man/Marker, Photographic Attender (I&amp;PRD), Casual Worker(Kerala State Ground Water Dept), Kashaya Servant/ Artist/Theater Assistant/ Kitchen Assistant/ Hospital Attender(Ayurveda Medial Education Dept), Matron, Guard (Museum &amp; Zoo)</p>		
<p><b>Category-II</b></p> <p>Office Attendant cum Driver, Driver-Motor, Driver-Tractor, Driver-Boat Syrang/Engine Driver, Loco</p>		

<p>Driver, Chauffeur, Butler, Steward, Part Time Special Teacher (UP School and High School), Laboratory Assistant/Junior Laboratory Assistant in Hospitals, Instructor (Pottery, Plastic, Leather, Tailoring, Book Binding) in Social Justice Department, Junior Instructor (Compositing and Printing, Weaving, Raton, Book Binding) in Technical Education Department, Electrician, Pump Operator, Welder, Plumber, Turner, Fitter in all Departments, Life Guard, Line Man, Black Smith, Carpenter, Battery Charger, Upholster, Machinist, Panel Artist (Lottery Dept), Artist/Designer (I&amp;PRD)</p>	<p>Daily Wage ₹ 715/- Maximum daily wages payable in a month ₹ 19305/-</p>	<p>Maximum monthly contract pay ₹ 19,670/-</p>
<p><b>Category-III</b>  Clerk/ Clerk cum Accountant/Junior Accountant/Lower Division Typist/Clerk cum Typist/Clerk Typist/Typist Clerk/Data Entry Operator, Roller Driver, Security Guard, Draftsman/Overseer, Ayurveda Therapist, Part Time Language Teacher (High School), Treatment Organizer (Health Service Department), Rehabilitation Technician (Health Service Department), Village</p>	<p>Daily Wage ₹ 740/- Maximum daily wages payable in a month ₹ 19980/-</p>	<p>Maximum monthly contract pay ₹ 20,760/-</p>



<p>Assistant (Revenue), Printer/Compositor/Binder (Printing), Junior Instructor (Industrial School) and Tradesman in Technical Education Department, Steward (Tourism), Lab Technical Assistant (Higher Secondary School, Vocational Higher Secondary School), Receptionist in Health Services Department, Dialysis Technician, CT Technician, Neuro Technician, OT Technician, Anesthesia Technician, ECG / EEG / TMT Technician, Boat Master, Computer Assistant, Computer Operator, Copy Holder, Hospital KIOSK Executive under Local Self Govt Institutions, Call Center Executive(NORKA), Valuation Assistant(PWD), Project Associates(Planning Board), Girl Cadets, Administrator/Instructor (NCC Department), Pre Matric Hostel Warden (SC Development Dept).</p>		
<p><b>Category-IV</b></p> <p>Confidential Assistant/Steno Typist, Computer Assistant in Secretariat, PSC, State Audit Department, Enquiry</p>	<p>Daily Wage ₹ 765/- Maximum daily wages payable in a</p>	<p>Maximum monthly contract pay ₹ 21,850/-</p>

<p>Commission and Special Judge, Advocate General Office, Vigilance Tribunal, High Court, Universities, DTP Operator/Computer Programmer, Agriculture Assistant, Laboratory Technician (Animal Husbandry) Live Stock Inspector (Animal Husbandry), Pharmacist (Homoeo, Ayurveda), Nurse (Homoeo, Ayurveda) Tracer (Soil Survey), Ware Houseman cum Store Keeper, Technical Assistant (Panchayat), Assistant Prison Officer, Security Supervisor, Chick Sexer. Home Guard</p>	<p>month ₹ 20655/-</p>	
<p><b>Category-V</b></p> <p>Librarian, Statistical Assistant/Statistical Investigator, Teacher (Craft), Instructor Work Experience Programme (Upper Primary and Lower Primary School), Assistant Teacher without Special Training Schools for the Handicapped, Dental Hygienist, Optometrist, Pharmacist, Lab Technician, Radiographer, Blood Bank Technician, Theater Technician, Junior Public Health Nurse, Junior Health Inspector, Bulldozer Operator (Irrigation),</p>	<p>Daily Wage ₹ 830/-</p> <p>Maximum daily wages payable in a month ₹ 22,410/-</p>	<p>Maximum monthly contract pay ₹ 24040/-</p>



Dredger Operator/Dredger Driver, Assistant (Police SBCID), Literacy Teacher/ Nursery Teacher/ Craft Instructor/ Music Teacher/ Agriculture Instructor/ Carpentry Instructor/ Weaving Instructor/ Drill Instructor/ Dance Master/ Physical Training Instructor (Social Justice Dept) Surveyor, X-ray Technician, Sergeant (Govt. Medical Colleges).		
<b>Category-VI</b>  Teacher/Instructor/Fishing Technology Assistant/Sewing Mistress/Pandit/Junior Pandit/Drill Master/Drawing Master/Bhagavatar (Upper Primary and Lower Primary Schools in General Education Department), Trade Instructor/ Instrument Mechanic (Technical Education Department) Proof Reader, Sociologist, Master Trainers (SPARK), Curator (Museum & Zoo Dept)	Daily Wage ₹ 935/- Maximum daily wages payable in a month ₹ 25245/-	Maximum monthly contract pay ₹ 27,550/-
<b>Category-VII</b>  Reader (Legislature Secretariat), Reception Assistant / Information Assistant (Kerala House), ITI Junior Instructor/ACD	Daily Wage ₹ 985/- Maximum daily wages payable in a	Maximum monthly contract pay ₹ 28,955/-

Instructor (Industrial Training Dept), Social Worker (Medical Education Psychiatric Dept), Developmental Therapist in Child Development Center	month ₹ 26595/-	
<b>Category-VIII</b>  Assistant/Auditor (Secretariat/ PSC/State Audit Department/Advocate General Office, High Court, Vigilance Tribunal Enquiry Commission and Special Judge, Universities), Reporter (Legislature Secretariat), Instructors and Specialist Teachers (Secondary Schools), Staff Nurse, Dietician (Health Service Department), Photographer (I&PRD), Vocational Instructor (VHSE), Occupational Therapist in Child Development Center, Clinical Psychologist (Medical Education Psychiatric Dept), GIS Specialist in IDRB, Research Assistant (KIRTADS).	Daily Wage ₹ 1075/- Maximum daily wages payable in a month ₹ 29025/-	Maximum monthly contract pay ₹ 30385/-
<b>Category-IX</b>  Legal Assistant (Law Secretariat), High School Assistant (Secondary School), Assistant Teacher	Daily Wage ₹ 1,075/-	Maximum monthly contract pay



with Special Training Schools for the Handicapped, Instructor (Engineering, Govt. Commercial Institute, Shorthand, Commerce, Secretarial Practice) in Technical Education, Computer Programmer (with Mtech/ME/BTech/BE/MCA / Msc. Computer Science Qualification ) Perfusionist (Medical Education Dept)	Maximum daily wages payable in a month ₹ 29025/-	₹ 31,920/-
<b>Category-X</b>  High School Assistant in Schools for Handicapped, Higher Secondary School Teacher (Junior), Vocational Higher Secondary School Teacher (Junior), Non Vocational Higher Secondary School Teacher (Junior), Non Vocational Secondary School Teacher (Junior), Non Vocational Teacher (GFC) (Max. Number of days allowed for GFC Teacher will be 9 in a month subject to the maximum of ₹ 9,450/-) Micro Biologist, Physiotherapist in Health Services and Medical Education Department, Fine Arts Experts, Senior Computer Programmer (with Mtech/ME/BTech/BE/MCA /MSc : Computer Science Qualification along with 2	Daily Wage ₹ 1,180/- Maximum daily wages payable in a month ₹ 31860/-	Maximum monthly contract pay ₹ 35300/-

or more years of experience as Computer Programmer.)		
<b>Category-XI</b>  Agriculture Officer (Agriculture), Veterinary Surgeon (Animal Husbandry), Analyst (Drugs Control) Higher Secondary School Teacher Senior (Higher Secondary Education Department) Medical Officer Homoeo, (Homoeopathy Department), Medical Officer (Ayurveda, Specialist) Indian System of Medicine Department, Assistant Insurance Medical Officer (Ayurveda /Homoeo), Assistant Engineer (PWD, Irrigation, Harbour Engineering, Agriculture), Non Engineering Lecturer (Technical Education), Vocational Higher Secondary School Teacher Senior, Non Vocational Higher Secondary School Teacher Senior, Lecturer (Polytechnic), Principal (Minority Welfare Department-Directorate), Medical Officer (Unani, Sidha & Naturopathy).	Daily Wage ₹ 1,425/- Maximum daily wages payable in a month ₹ 38475/-	Maximum monthly contract pay ₹ 43155/-
<b>Category-XI (a)</b>  Lecturer without PG (Ayurveda).	Daily Wage ₹ 1,530/- (If necessary).	Maximum monthly contract pay ₹ 45,885/-



<b>Category-XII</b>  Medical Officer in Health Services and Insurance Medical Service Departments including General and Specialist, Lecturer with PG (Ayurveda).	Daily Wage ₹ 1,920/- Maximum daily wages payable in a month ₹ 51840/-	Maximum monthly contract pay ₹ 56395/-







## കേരള സർക്കാർ

### സംഗ്രഹം

ധനകാര്യ വകുപ്പ് - ദിവസവേതന/കരാർ ജീവനക്കാരുടെ വേതനം വർദ്ധിപ്പിച്ചു കൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

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### ധനകാര്യ (വ്യയം-സി) വകുപ്പ്

സ.ഉ (പി) നം.29/2021/ധന

തീയതി, തിരുവനന്തപുരം, 11.02.2021

#### പരാമർശം:

1. സ. ഉ (പി) നം. 28/2016/ധന തീയതി, 26.02.2016
2. സ. ഉ (പി) നം. 56/2017/ധന തീയതി, 28.04.2017
3. സ. ഉ (പി) നം. 112/2018/ധന തീയതി, 21.07.2018
4. സ. ഉ (പി) നം. 81/2019/ധന തീയതി, 09.07.2019
4. സർക്കുലർ നം. 03/2019/ധന തീയതി, 11.01.2019
6. സ. ഉ (പി) നം. 14/2019/ധന തീയതി, 16.02.2019

### ഉത്തരവ്

പരാമർശം 1, 2, 3, 4 ഉത്തരവുകൾ പ്രകാരം സർക്കാർ വകുപ്പുകൾ, ഗ്രാൻറ് ഇൻ എയ്ഡ് സ്ഥാപനങ്ങൾ, വിദ്യാഭ്യാസ സ്ഥാപനങ്ങൾ എന്നിവിടങ്ങളിൽ അടിയന്തിര ഘട്ടങ്ങളിൽ മാത്രം ദിവസവേതന/കരാർ അടിസ്ഥാനത്തിൽ ജീവനക്കാരെ നിയമിക്കാനും ടി ജീവനക്കാരുടെ വേതനം സംബന്ധിച്ചും ഉത്തരവുകൾ പുറപ്പെടുവിച്ചിരുന്നു. പരാമർശം 1 ഉത്തരവിൽ 01/04/2016 പ്രാബല്യത്തിൽ അനുവദിച്ച വേതനം എല്ലാ വർഷവും ഏപ്രിൽ മാസം, സർക്കാരിന് അനിവാര്യമാണെന്ന് തോന്നുന്ന പക്ഷം, മാറ്റുന്ന വിലസൂചികയ്ക്ക് അനുസരിച്ച് പുതുക്കി നിശ്ചയിക്കാവുന്നതാണെന്ന് വ്യവസ്ഥ ചെയ്തിട്ടുണ്ട്.

2. ഈ സാഹചര്യത്തിൽ ദിവസവേതന/കരാർ ജീവനക്കാരുടെ വേതനം വർദ്ധിപ്പിച്ച് നൽകുന്ന വിഷയം സർക്കാർ വിശദമായി പരിശോധിച്ചതിന്റെ അടിസ്ഥാനത്തിൽ പരാമർശം 1, 2, 3, 4 എന്നീ ഉത്തരവുകളിലെ വ്യവസ്ഥകൾ പൂർണ്ണമായും പാലിക്കേണ്ടതാണെന്ന വ്യവസ്ഥയ്ക്ക് വിധേയമായി

പൂർണ്ണമായും പാലിക്കേണ്ടതാണെന്ന വ്യവസ്ഥയ്ക്ക് വിധേയമായി ദിവസവേതന/കരാർ ജീവനക്കാരുടെ വേതനം പുതുക്കി നിർണ്ണയിച്ച് ഉത്തരവാകുന്നു. പുതുക്കിയ നിരക്കുകൾക്ക് 01.02.2021 തീയതി മുതൽ പ്രാബല്യം ഉണ്ടായിരിക്കുന്നതാണ്.

(ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം)  
സഞ്ജയ് എം. കൗൾ  
സെക്രട്ടറി (ധനകാര്യ വ്യയം)

പകർപ്പ്

1. പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (എ & ഇ), കേരള, തിരുവനന്തപുരം
2. അക്കൗണ്ടന്റ് ജനറൽ (ആഡിറ്റ് I) കേരള, തിരുവനന്തപുരം
3. അക്കൗണ്ടന്റ് ജനറൽ (ആഡിറ്റ് II) കേരള, തിരുവനന്തപുരം
4. അഡീഷണൽ ചീഫ് സെക്രട്ടറിമാർ/പ്രിൻസിപ്പൽ സെക്രട്ടറിമാർ/  
സെക്രട്ടറിമാർ/അഡീഷണൽ സെക്രട്ടറിമാർ/ജോയിന്റ്  
സെക്രട്ടറിമാർ/ഡെപ്യൂട്ടി സെക്രട്ടറിമാർ/ അണ്ടർ സെക്രട്ടറിമാർ
5. സെക്രട്ടറി, കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ
6. രജിസ്ട്രാർ, കേരള/കൊച്ചി/കോഴിക്കോട്/എം. ജി/കണ്ണൂർ/സംസ്കൃത  
സർവകലാശാലകൾ
7. രജിസ്ട്രാർ, കേരള ഹൈക്കോടതി, എറണാകുളം
8. രജിസ്ട്രാർ, കേരള കാർഷിക സർവകലാശാല, തൃശൂർ
9. രജിസ്ട്രാർ, കേരള അഡ്മിനിസ്ട്രേറ്റീവ് ട്രൈബ്യൂണൽ
10. സെക്രട്ടറി, കേരള സംസ്ഥാന വൈദ്യുതി ബോർഡ്
11. ജനറൽ മാനേജർ, കേരള സ്റ്റേറ്റ് റോഡ് ട്രാൻസ്പോർട്ട് കോർപ്പറേഷൻ
12. ഗവർണ്ണറുടെ സെക്രട്ടറി
13. മുഖ്യമന്ത്രിയുടേയും മറ്റു മന്ത്രിമാരുടേയും പ്രൈവറ്റ് സെക്രട്ടറിമാർ



14. സെക്രട്ടേറിയറ്റിലെ എല്ലാ വകുപ്പുകൾക്കും സെക്ഷനുകൾക്കും
15. എല്ലാ വകുപ്പുമേധാവികൾക്കും, ഓഫീസ് മേലധികാരികൾക്കും
16. പ്രതിപക്ഷ നേതാവിന്റെയും സ്പീക്കറുടെയും ഡെപ്യൂട്ടി സ്പീക്കറുടെയും പ്രൈവറ്റ് സെക്രട്ടറിമാർക്കും
17. പബ്ലിക് റിലേഷൻസ് വകുപ്പ് ഡയറക്ടർ, തിരുവനന്തപുരം
18. ട്രഷറി ഡയറക്ടർ, തിരുവനന്തപുരം
19. എല്ലാ ജില്ലാ ട്രഷറികൾ/സബ് ട്രഷറികൾ
20. നോഡൽ ഓഫീസർ [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)
21. സ്റ്റോക്ക് ഫയൽ/ഓഫീസ് കോപ്പി

ഉത്തരവിൻ പ്രകാരം



അക്കൗണ്ടന്റ് ഓഫീസർ

## ANNEXURE

i	II	III
<b>Category-I</b> Office Attendant, Amenities Assistant (MLA Hostel), Waiter/Bearer/Room Attendant/Lascar/Gardener/Kitchen Helper, Hospitality Assistant, Ploughman/Beetle Picker/Regular Mazdoor, Permanent Servant, Poultry Attendant (Animal Husbandry), Dhobi, Depot Watcher/Reserve Watcher/Plantation Watcher, Elephant Mahout/Cavadies (Forest), Field Worker, Cobbler, Dark Room Assistant, Worker/Mason, Dredger Cleaner, Dredger Worker, Dredger Watcher, Village Field Assistant, Camp Follower (Police), Ayah, Chainman (Survey), Lab Attender, Mortuary Attender, Lift Operator, CT Helper, Hospital Attendant, House Keeper, Nursing Assistant, Power Laundry Helper, Worker (Health), Laundry Man/Women(Health Services Department), Animal Keeper, Curator, Gallery Attendant, Guide Lecturer, Attender, Driver (Battery-Operated Car), Binder, Full Time Sweeper cum Sanitation Worker, Telephone Cleaner, Full Time Sweeper, Scavenger, Skilled Assistant, Matty, Warden, Cook cum Watcher, Ferry Man, Telephone Operator, Library Assistant, Record Keeper, Watch Man, Traffic Warden, Full Time Sanitation Worker, Care	Daily Wage 675/- Maximum daily wages payable in a month 18,225/-	Maximum monthly contract pay 18,390/-



<p>Taker, Cook, Peon, Mechanic, Chaulker, Painter, Sanitation Worker, Stretcher Carrier, Mess Attender, Paper Cutter (DME), Mess Boy/Girl, Sweeper cum Sanitation Worker, Packer (Lottery Dept), Pharmacy Attender, Labourer on daily wages, Daily wage workers (Farm), Night Watchman, Grounds Man/Marker, Photographic Attender (I&amp;PRD), Casual Worker(Kerala State Ground Water Dept), Kashaya Servant/ Artist/Theater Assistant/ Kitchen Assistant/ Hospital Attender(Ayurveda Medial Education Dept), Matron, Guard (Museum &amp; Zoo)</p>		
<p><b>Category-II</b></p> <p>Office Attendant cum Driver, Driver-Motor, Driver-Tractor, Driver-Boat Syrang/Engine Driver, Loco Driver, Chauffeur, Butler, Steward, Part Time Special Teacher (UP School and High School), Laboratory Assistant/Junior Laboratory Assistant in Hospitals, Instructor (Pottery, Plastic, Leather, Tailoring, Book Binding) in Social Justice Department, Junior Instructor (Composing and Printing, Weaving, Raton, Book Binding) in Technical Education Department, Electrician, Pump Operator, Welder, Plumber, Turner, Fitter in all Departments, Life Guard, Line Man, Black Smith, Carpenter, Battery Charger, Upholster, Machinist, Panel Artist (Lottery Dept), Artist/Designer (I&amp;PRD)</p>	<p>Daily Wage ` 730/- Maximum daily wages payable in a month ` 19,710/-</p>	<p>Maximum monthly contract pay ` 20,065/-</p>



<b>Category-III</b> Clerk/ Clerk cum Accountant/Junior Accountant/Lower Division Typist/Clerk cum Typist/Clerk Typist/Typist Clerk/Data Entry Operator, Roller Driver, Security Guard, Draftsman/Overseer, Ayurveda Therapist, Part Time Language Teacher (High School), Treatment Organizer (Health Service Department), Rehabilitation Technician (Health Service Department), Village Assistant (Revenue), Printer/Compositor/Binder (Printing), Junior Instructor (Industrial School) and Tradesman in Technical Education Department, Steward (Tourism), Lab Technical Assistant (Higher Secondary School, Vocational Higher Secondary School), Receptionist in Health Services Department, Dialysis Technician, CT Technician, Neuro Technician, OT Technician, Anesthesia Technician, ECG / EEG / TMT Technician, Boat Master, Computer Assistant, Computer Operator, Copy Holder, Hospital KIOSK Executive under Local Self Govt Institutions, Call Center Executive(NORKA), Valuation Assistant(PWD), Project Associates(Planning Board), Girl Cadets, Administrator/Instructor (NCC Department), Pre Matric Hostel Warden (SC Developement Dept), Bench Clerk, Telephone Attendant Cum Data Entry Operator, Bench Clerk, Telephone Attendant cum Data Entry Operator	Daily Wage ` 755/- Maximum daily wages payable in a month ` 20,385/-	Maximum monthly contract pay ` 21,175/-
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<b>Category-IV</b>  Confidential Assistant/Steno Typist, Computer Assistant in Secretariat, PSC, State Audit Department, Enquiry Commission and Special Judge, Advocate General Office, Vigilance Tribunal, High Court, Universities, DTP Operator/Computer Programmer, Agriculture Assistant, Laboratory Technician (Animal Husbandry) Live Stock Inspector (Animal Husbandry), Pharmacist (Homoeo, Ayurveda), Nurse (Homoeo, Ayurveda) Tracer (Soil Survey), Ware Houseman cum Store Keeper, Assistant Prison Officer, Security Supervisor, Chick Sexer. Home Guard	Daily Wage ` 780/- Maximum daily wages payable in a month ` 21,060/-	Maximum monthly contract pay ` 22,290/-
<b>Category-V</b>  Librarian, Statistical Assistant/Statistical Investigator, Teacher (Craft), Instructor Work Experience Programme (Upper Primary and Lower Primary School), Assistant Teacher without Special Training Schools for the Handicapped, Dental Hygienist, Optometrist, Pharmacist, Lab Technician, Radiographer, Blood Bank Technician, Theater Technician, Junior Public Health Nurse, Junior Health Inspector, Bulldozer Operator (Irrigation), Dredger Operator/Dredger Driver, Assistant (Police SBCID), Literacy Teacher/ Nursery Teacher/ Craft Instructor/ Music Teacher/ Agriculture Instructor/ Carpentry Instructor/	Daily Wage ` 850/- Maximum daily wages payable in a month ` 22,950/-	Maximum monthly contract pay ` 24,520/-



Weaving Instructor/ Drill Instructor/ Dance Master/ Physical Training Instructor (Social Justice Dept) Surveyor, X-ray Technician,  Sergeant (Govt. Medical Colleges).		
<b>Category-VI</b>  Teacher/Instructor/Fishing Technology Assistant/Sewing Mistress/Pandit/Junior Pandit/Drill Master/Drawing Master/Bhagavatar (Upper Primary and Lower Primary Schools in General Education Department), Trade Instructor/ Instrument Mechanic (Technical Education Department) Proof Reader, Sociologist, Master Trainers (SPARK), Curator (Museum & Zoo Dept)	Daily Wage ` 955/- Maximum daily wages payable in a month ` 25,785/-	Maximum monthly contract pay ` 28,100/-
<b>Category-VII</b>  Reader (Legislature Secretariat), Reception Assistant / Information Assistant (Kerala House), ITI Junior Instructor/ACD Instructor (Industrial Training Dept), Social Worker(Medical Education Psychiatric Dept), Developmental Therapist in Child Development Center, Translator (Advocate General Office), Transplant Co-ordinator (Health Department)	Daily Wage ` 1,005/- Maximum daily wages payable in a month ` 27,135/-	Maximum monthly contract pay ` 29,535/-
<b>Category-VIII</b>  Assistant/Auditor (Secretariat/ PSC/State Audit		



Department/Advocate General Office, High Court, Vigilance Tribunal Enquiry Commission and Special Judge, Universities), Reporter (Legislature Secretariat), Instructors and Specialist Teachers (Secondary Schools) , Staff Nurse, Dietician (Health Service Department), Photographer (I&PRD), Vocational Instructor (VHSE), Occupational Therapist in Child Development Center, Clinical Psychologist (Medical Education Psychiatric Dept), GIS Specialist in IDRB, Research Assistant (KIRTADS), Technical Assistants (Gramapanchayaths, Video Editor (Farm Information Bureau)	Daily Wage ` 1,100/- Maximum daily wages payable in a month ` 29,700/-	Maximum monthly contract pay ` 30,995/-
<b>Category-IX</b>  Legal Assistant (Law Secretariat), High School Assistant (Secondary School), Assistant Teacher with Special Training Schools for the Handicapped, Instructor (Engineering, Govt. Commercial Institute, Shorthand, Commerce, Secretarial Practice) in Technical Education, Computer Programmer (with Mtech/ME/BTech/BE/MCA/ Msc. Computer Science Qualification ) Perfusionist (Medical Education Dept)	Daily Wage ` 1,100/- Maximum daily wages payable in a month ` 29,700/-	Maximum monthly contract pay ` 32,560/-
<b>Category-X</b>  High School Assistant in Schools for Handicapped, Higher Secondary School Teacher (Junior), Vocational Higher Secondary School Teacher		

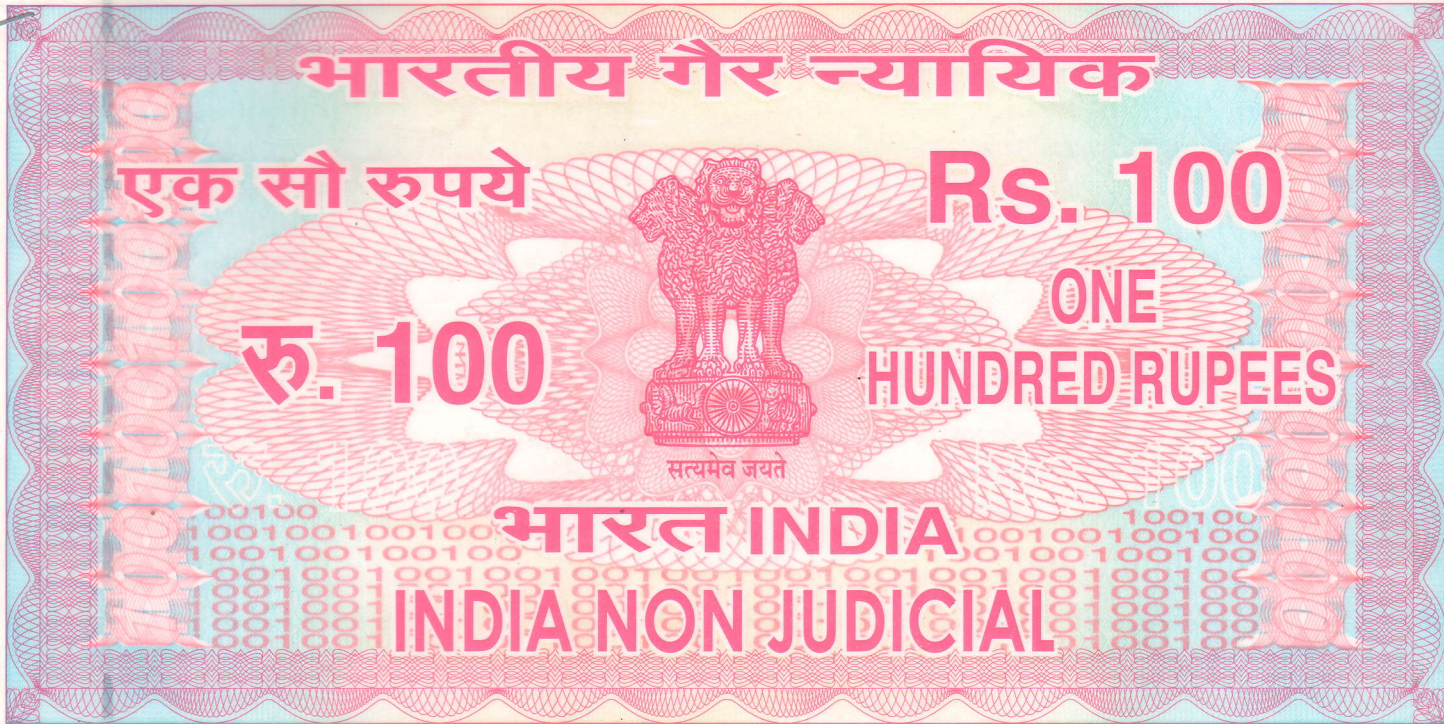


<p>(Junior), Non Vocational Higher Secondary School Teacher (Junior), Non Vocational Teacher (GFC) (Max. Number of days allowed for GFC Teacher will be 9 in a month subject to the maximum of ` 9,450/-) Micro Biologist, Physiotherapist in Health Services and Medical Education Department, Fine Arts Experts, Senior Computer Programmer (with Mtech/ME/BTech/BE/MCA/MSc Computer Science Qualification along with 2 or more years of experience as Computer Programmer.), Bio Medical Engineer (medical Colleges), Speech Pathologist &amp; audiologist, Editorial Assistant, (Project Scientist (Subject to satisfaction of prescribed qualification - KSREC), information cum research officer, state project director (as per qualification)</p>	<p>Daily Wage ` 1,205/- Maximum daily wages payable in a month ` 32,535/-</p>	<p>Maximum monthly contract pay ` 36,000/-</p>
<p><b>Category-XI</b></p> <p>Agriculture Officer (Agriculture), Veterinary Surgeon (Animal Husbandry), Analyst (Drugs Control) Higher Secondary School Teacher Senior (Higher Secondary Education Department) Medical Officer Homoeo, (Homoeopathy Department), Medical Officer (Ayurveda, Specialist) Indian System of Medicine Department, Assistant Insurance Medical Officer (Ayurveda/Homoeo), Assistant Engineer (PWD, Irrigation, Harbour Engineering, Agriculture), Non Engineering Lecturer (Technical Education), Vocational Higher</p>	<p>Daily Wage ` 1,455/- Maximum daily wages payable in a month 39,285/-</p>	<p>Maximum monthly contract pay ` 44,020/-</p>



Secondary School Teacher Senior, Non Vocational Higher Secondary School Teacher Senior, Lecturer (Polytechnic), Principal (Minority Welfare Department-Directorate), Medical Officer (Unani, Sidha & Naturopathy), System Analyst- Universities		
<b>Category-XI (a)</b>		
Lecturer without PG (Ayurveda).	Daily Wage ` 1,560/- (If necessary)	Maximum monthly contract pay ` 46,805/-
<b>Category-XII</b>		
Medical Officer in Health Services and Insurance Medical Service Departments including General and Specialist, Lecturer with PG (Ayurveda).	Daily Wage ` 1,960/- Maximum daily wages payable in a month ` 52,920/-	Maximum monthly contract pay ` 57,525/-





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AX 861483

CANTEEN CONTRACT AGREEMENT

THIS DEED OF AGREEMENT made and entered on this, the 17<sup>th</sup> day of August 2016 between National Institute of Speech and Hearing (INSTITUTE), Trivandrum represented by Executive Director (hereinafter referred to as Institute) which expression shall, unless it be repugnant to or inconsistent with subject or context thereof, include and be deemed to include their heirs, executors, successors or administrators and assigns) on the FIRST PART

AND

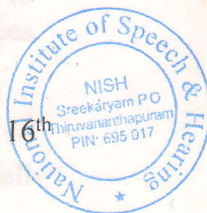
Sri, residing at (which expression where the context admits shall include his legal heirs, successors etc.) hereinafter called the "Contractor" of the other part.

Witnesses and the parties hereto hereby agree as follows: -

1. The INSTITUTE hereby licenses and authorizes the Contractor, at all times during the continuance of this agreement to run the Canteen within the premises of the INSTITUTE at NISH campus for the use of NISH Staff, Interns, Project Staff, workers engaged by contractors providing services to the INSTITUTE, students, clients, customers, guests, other service staff and visitors of the INSTITUTE.

2. This agreement shall be in force for a period of one year from 17<sup>th</sup> August 2016 till 16<sup>th</sup> August 2017.

3. The Contractor shall run the Canteen in compliance with the provisions of the Kerala Factories Rules, 1957, and shall be bound by the provisions of the said rules.



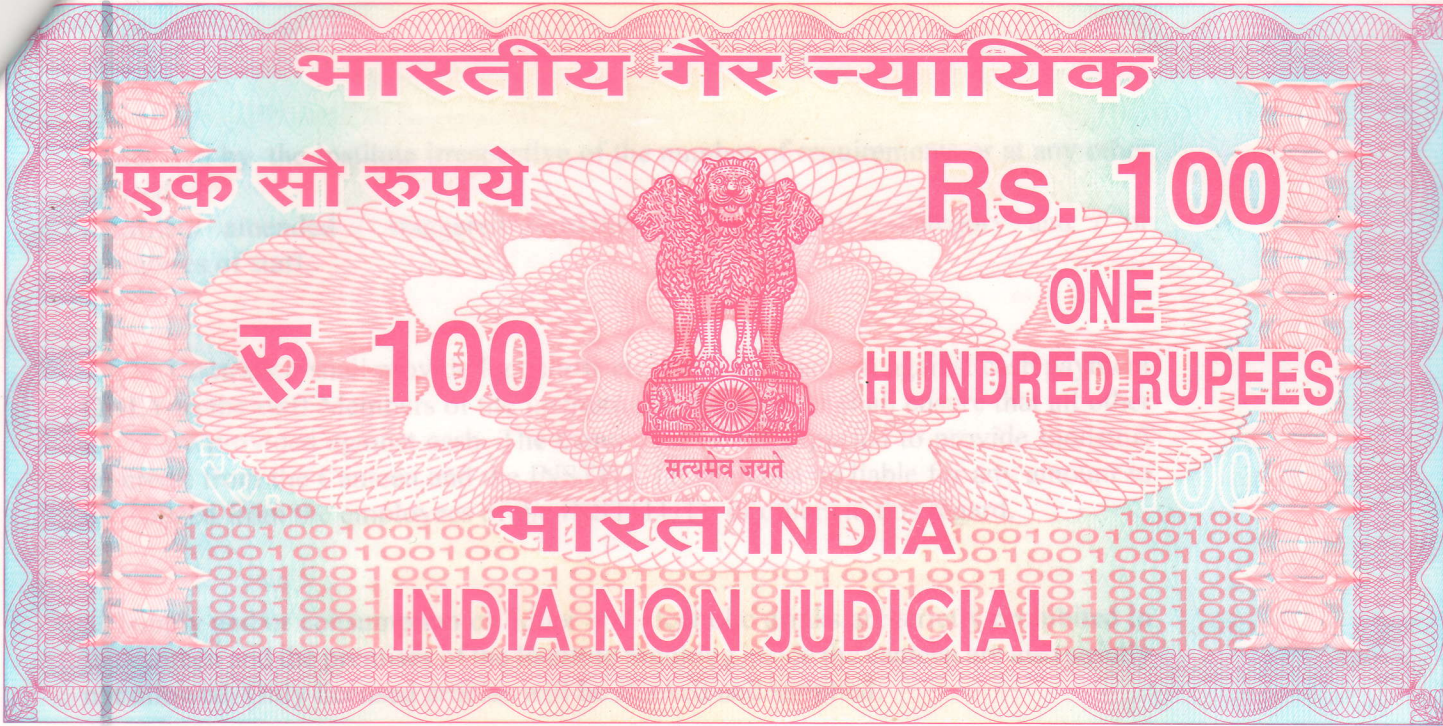
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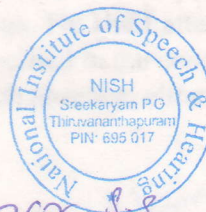
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4. The Officers of the INSTITUTE, and such other Staff / Canteen Committees who are authorized by the INSTITUTE shall have the power to inspect the materials used for the preparation of food and the food articles and if the same are not of the acceptable quality, the INSTITUTE will have the right to reject that food stuff from being served to the staff; and consequent loss if any, incurred by the INSTITUTE shall be made up by the Contractor. If the quality of food items is found to be of lower standard and if the Contractor is not making efforts to improve the quality after repeated instructions in writing, the INSTITUTE shall have the right to terminate the contract without notice.

5. The Contractor shall make suitable arrangement in the Canteen to serve wholesome and tasty food and refreshments, at the specified hours and at the place specified and notified to him. The Contractor shall also make necessary arrangements to serve food/tea/coffee etc. to certain category of staff and/or such notified staff/guests in the various departments or places at the time notified to him.

6. The Canteen shall normally function from Mondays to Saturday. But the Contractor shall serve food to the staff who are working on Sundays / Holidays or any other time



No 025734

08/11/2016

Praveenkumar  
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as decided by the Institute irrespective of the number of requirements or at any other revised / modified/ amended / staggered working hours/shifts to a category and / or categories of staff.

7. The Contractor shall provide foodstuffs etc. from the Canteen against cash payment ONLY to the staff Members of the Institute. The Contractor shall ensure that all other items are provided against cash. The Contractor is not expected to provide foodstuff on credit from the Canteen and the INSTITUTE shall not be liable for any amount to be realized from the employees of the INSTITUTE or others in this regard.

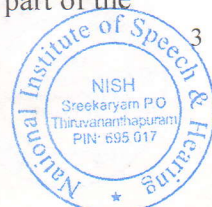
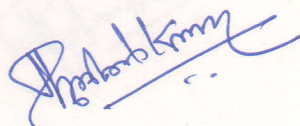
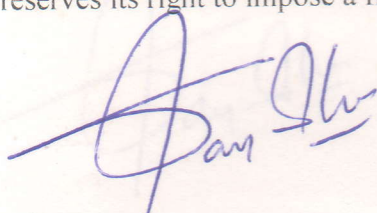
8. Supply and/or consumption of liquor and alcoholic drinks are strictly prohibited in the canteen and the premises of the Institute Smoking inside the canteen are also strictly not allowed. Only licensed articles will be stocked and supplied.

9. Supply of unauthorized items shall entail forfeiture of security deposit or legal action or both.

10. The Canteen staff shall be engaged, supervised, controlled and paid by Contractor and they shall not be considered as employees of the INSTITUTE in any manner whatsoever, and the Contractor shall be responsible to the INSTITUTE for their proper and good behaviour. In the matter of discipline, conduct and cleanliness, the Contractor shall abide by the Rules and Regulations made by the Institute The Contractor shall be responsible to settle all disputes whatsoever that may arise between the Contractor and his employees. The Contractor is exclusively responsible for submitting a Monthly Acquaintance Roll and statement of wages paid to the employees and also employer's/employees' contribution in respect of ESI, PF and such other statutory obligations cast on him by virtue of his employing them, provided, however, that if the Canteen Contractor does not satisfy the contractual obligations to his employees and if such an event disrupts the normal functioning of the Institute, the INSTITUTE reserves the right to take appropriate action in this regard including recovery of the "employer's contribution" from the bill due to Canteen Contractor from time to time, if default is made.

11. The Contractor shall supply food articles and beverages mentioned in Schedule I at the rates specified therein which shall not be revised during the period of the contract. If any item not included in Schedule I is to be served, the Contractor shall obtain the prior written permission of the INSTITUTE. The Contractor is bound to follow the standing instructions given at Schedule II to this agreement.

12. The Contractor or his authorized Representative shall physically be present in the Canteen, during preparation and service timings. He shall attend to all requirements viz. Quality, quantity, timely service etc. as specified in the contract. The INSTITUTE reserves its right to impose a fine ₹ 50/- per such absence, either full day or part of the





day; as also a minimum of ₹ 50/- and a maximum of ₹ 500/- for violation of any instructions contained in Schedule II.

13. The Contractor shall be responsible for the proper upkeep and maintenance of all furniture, electrical equipment and all other articles, entrusted to him by the Institute in a clean and hygienic condition and in proper order. He will be liable to replace any items stolen, lost, missing or damaged and also will be liable to make good to the INSTITUTE any loss sustained by the INSTITUTE in this behalf. The Contractor is bound to hand over all the items supplied by the INSTITUTE as detailed in Schedule III when the contract is terminated and obtain a clearance certificate before the final settlement is effected. The cost of any articles not handed over and all other amounts due from the Contractor to the INSTITUTE by way of damages/destruction /demolition/ alteration etc. caused to the building, rooms and appurtenance thereto and on other account shall be recovered from the Contractor's Cash Security Deposit and/or through the provisions of law.

14. The Canteen will not be used as a place of abode during night-time.

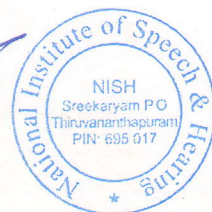
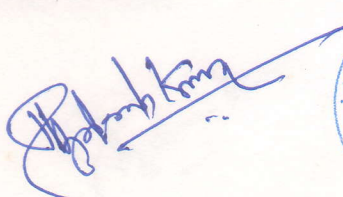
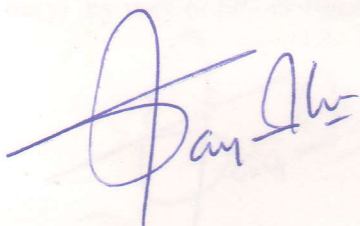
15. The Contractor shall run the canteen during the contract period without any interruption and the INSTITUTE reserves the right to forfeit the Cash Security Deposit, levy damages and impose fine as decided by the INSTITUTE and/or terminate the contract for any such interruption or discontinuance.

16. The Contractor shall not bring his suppliers/clients (other than persons engaged by him and issued with authorized identity card) inside the campus.

17. The Contractor shall make necessary arrangements to provide at least two sets of uniforms to his staff and no person shall be allowed to work in the canteen without wearing uniforms. Kitchen staff and the bearers should wear aprons. Staff should be clean and tidy.

18. The Contractor confirms that he shall be engaging minimum 7 persons (including contractor/authorised person of contractor) for providing the services and engagement of staff less than 7 if persisting shall entail a reduction @ ₹ 100/- per day per absentee from the bills payable. The staff engaged should undergo medical examination and a fitness certificate obtained.

19. The Contractor shall abide by the Rules and Regulations of the Municipal Corporation and other statutory authorities and the Contractor alone will be responsible for any violation of the Rules. All taxes and levies payable by the contractor for running the business herein mentioned shall be the sole liability of the Contractor.





20. Nothing herein contained shall be construed as creating a tenancy in favor of the Contractor in the said premises and the INSTITUTE may of its own accord, upon the termination of this contract, re-enter, re-take and absolutely retain possession of the canteen premises without in any manner becoming liable to the Contractor.

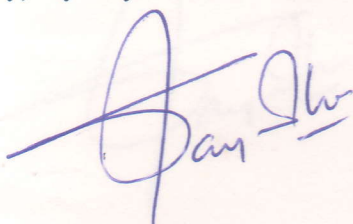
21. Every notice hereby required or authorized to be given may be either given to the Contractor personally or left at his residence or last known place of abode or business, or may be handed over to his Agents personally or may be addressed to the Contractor by post at his usual or last known place or abode or business.

22. The Contractor shall not assign or make over the contract or the benefits or burdens thereof or any part thereof to any other persons or body corporate. The Contractor shall not underlet or sublet to any person or body corporate the execution of the contract or any part thereof without the consent in writing of the Institute. The INSTITUTE shall have absolute power to refuse such consent or rescind such consent (if given) at any time if it is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the Contractor or the sub-contractor on rescinding the same, provided always that if such consent be given at any time, the Contractor shall not be relieved from any obligation, duty or responsibility under this contract. The facilities of canteen should not be used for outside catering/ serving to public.

23. In case the Contractor becomes insolvent or goes into liquidation or makes or proposes to make any assignment for the benefit of his creditors or proposes to compound with his business or the contract under inspection on behalf of his creditors or in case any orders for the administration of his business or the contract under inspection on behalf of his creditors or in case any orders for the administration of his estate are made against him or in case the Contractor shall commit any act of insolvency or in case under any clause of this contract the Contractor shall have rendered himself liable to damages amounting to the whole of security deposit, the INSTITUTE shall, thereupon after giving notice to the Contractor, terminate the contract, and may arrange for the canteen being run for such time and manner and by such persons such as the INSTITUTE shall think fit. But such termination of the contract shall be without any prejudice to any right or remedy of the INSTITUTE against the Contractor (or his sureties) in respect of any breach of contract committed by the Contractor.

24. All expenses and damages caused to the INSTITUTE by any breach of this contract by the Contractor and all amounts due to the INSTITUTE under or by virtue of this contract shall be paid by the Contractor to the Institute

25. As security for proper fulfilment of this contract and for the proper use of the articles etc. handed over to the Contractor as per Schedule III, the Contractor shall herein make a interest free security deposit of ₹.50, 000/- (Rupees fifteen Thousand only) by way of DD or Bank Guarantee in favour of NISH



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26. The security deposit shall be returned to the Contractor within three months after the expiry of the contract provided that in the event of any dispute arising between the INSTITUTE and the Contractor, the INSTITUTE shall be entitled to deduct out of the deposit such damages, costs, charges, expenses as may be due to the INSTITUTE and in case the security amount is not sufficient the balance amount due may be recovered from the contractor in accordance with clause 14 referred to above.

27. If the contract is terminated by the contractor on his own accord during the contract period without valid reason, 50% of the deposit will be forfeited. The INSTITUTE will be at liberty to terminate the Contract, if any of the conditions of the contract is violated. In any case one month's notice shall be served on either side.

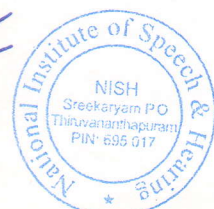
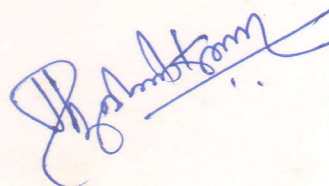
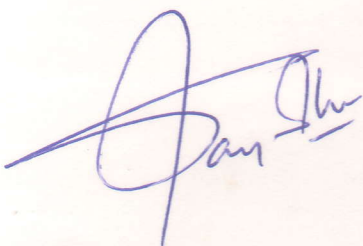
28. If any dispute arises between the INSTITUTE and the Contractor as to the terms and conditions of the agreement, or the manner or methods of compliance thereof, the decision of the Executive Director of the INSTITUTE shall be final and binding on both the parties.

29. The procurement of necessary provisions viz., rice, atta, vegetables, oil, condiments, spices etc and gas for the canteen shall be the sole responsibility of the Contractor and no financial or other type of assistance from the INSTITUTE for such procurement shall be given. The INSTITUTE agrees to provide space; furniture, water, electronic equipment's and gas stove installations with gas connection including captive bio-gas if available. It shall be the responsibility of the contractor to feed food waste and maintain biogas plant. The gas refilling shall be done by the contractor throughout the contract period. The INSTITUTE have right to impose utility charges of Electricity and Water as per the future demands.

30. Continuity of Service: The Contractor must have in place at all times a detailed contingency plan that covers situations where its services cannot be provided including due to Force Majeure Events, malfunction or unavailability of personnel and resources or any other causes. The Contractor shall ensure that the contingency plan is approved by NISH. In the event that the Contractor is unable to provide any service for any reason including a Force Majeure Event, malfunction or unavailability of Contractor resources or any other cause, the Contractor must immediately notify NISH.

31. This contract shall be governed and construed in accordance with the laws of India

32. In the event of any dispute between the parties hereto regarding or arising out of this engagement, the courts in Trivandrum, India, shall have the sole jurisdiction, to the exclusion of all the other courts that may otherwise have had jurisdiction.



33. In the event any dispute arises relating to any of the terms contained herein, the dispute shall be referred to arbitration by a sole arbitrator to be nominated by NISH. The provisions of the Arbitration & Conciliation Act 1996, as amended from time to time shall apply to the arbitration proceedings. The venue of arbitration shall be Trivandrum, and the language of the arbitration proceedings shall be English.

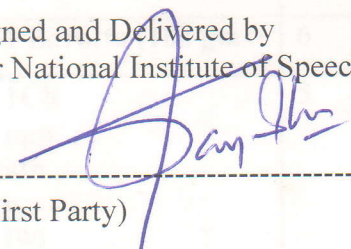
34. If any of the clauses or sub-clauses contained herein become invalid or is so judged by a competent court, the remaining clauses or sub clauses shall not be severable and shall remain in full force and effect.

35. The contractor shall be on trial for the first 3 months of the contract during which time, if the services are not satisfactory as reported by AO to the Executive Director, the contract will be cancelled.

36. The contract shall be subject to further extension on same terms and conditions for a further period till the contract is renewed or a fresh contract is concluded with the INSTITUTE, if the INSTITUTE decides so. The profile of personnel to be deployed **shall** be forwarded to NISH well in advance for approval.

IN WITNESS WHEREOF, the Parties have agreed to the terms and conditions aforementioned and have caused their authorized signatories to sign below;

Signed and Delivered by  
For National Institute of Speech & Hearing

()  
(First Party)

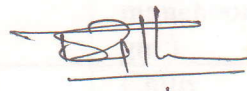
Signed and Delivered by  
For M/s. Saradas Catering

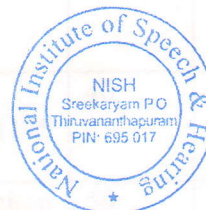
()  
(Second Party)

Witnesses 1.

 Soja Olwari

2. Bini Mahesh







# Schedule I

## CANTEEN RATES

ITEM	Rate	ITEM		Rate	
	NIS H Staff /Stu dent	Cli ent s	Item	NISH Staff /Stud ents	Cl ie nt s
Tea (150 ml)	6	6	Meals (Choru , Parippu, Sambar,Moru,Ra sam.Pulisseri, Pappadam, Pickles, Thoran / Mezhukkupratti / Erissari, Avial / Kootucurry / Thiyai, Kichadi / Olan / Pachadi / Salad	40	50
Coffee (150 ml)	8	8	Chicken Biryani	90	100
Pure Milk (150 ml)	10	12	Beef Biryani	70	80
1 Veesappam (70 gm)	5	6	Egg Biryani	50	60
1 Dosa (70 gms)	4	5	Fish Fry	25	30
1 Idli (70 gms)	4	5	Fish Curry	20	25
1 Barotta (100 gms)	6	7	Chicken Fry Half	50	60
1Ch app ath y (90 gms )	5	6	Omlet Single Omlet Double	8 16	10 20
Poori Masala ( 3 nos)	25	30	Gopi manchooriyan (175 gm )	40	50
1 Idiyappam (70 gms)	4	5	Chilly Chicken (100 gm )	50	60
1 Puttu (200 gms)	10	12	Tomato Curry ( 175 gm)	15	20
1 Appam (70 gms)	4	5	Potato Curry ( 175 gm)	15	20

*[Handwritten Signature]*

*[Handwritten Signature]*



Kadala Curry (175 gm), Vegetable Curry ( 175 gm )	15	20	Chicken Curry (2 piece + 50 gm )	50	60
Egg Roast / Curry (1 Egg+100 gms) =Chappathi	15	20	Green Peas ( 175 gm)	15	20
Uppuma	15	20	Vegetable Kuruma (175 gm)	20	25
Masala Dosa	25	30	Ghee Roast	30	35
Special Dosa	20	25			
<b>SNACKS</b>					
Vazhakkappam (50 gms)	5	6	Neyyappam (40 gms)	8	9
Uzhunnu vada (30-35 gms)	5	6	Veg Cutlet (40 gms)	10	12
Parippu vada (30-35 gms)	5	6	Bajji (30-35 gms)	5	6
Onion vada (40-45 gms)	5	6	Pazhacake (40-45 gms)	5	5
Mothakam (40-45 gms)	5	6	Thyruvada (30-40 gms)	8	10
Valsan (80 gms)	10	12			
Juice Items	Seasonal rates approved by NISH authority				

1. Food items prepared for the next day should be stored in porcelain vessels only.

2. Only fresh and clean vegetables, fish, meat, etc. should be used for cooking.

3. Eastern / Western / South Indian / Chinese / Brand Curry Powder should only be used. Any other brand can be used only with the approval of management.

4. Food of the snack items will be served at least 2 occasions in a month.

5. Each special dish will be served at least on 4 occasions in a month.

6. Food will be served every day and this will be prepared in the common hall.

7. At least 3 varieties of food should be available daily.

8. The kitchen and dining hall should remain clean and tidy at the end of every day.

9. The dining table and chairs should be cleaned thoroughly after the food is served daily before and after lunch.

*[Signature]*



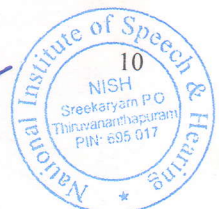
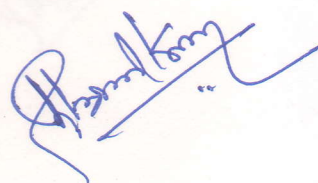



## **SCHEDULE II TO THE CANTEEN CONTRACT**

### **Standing Instructions - Canteen**

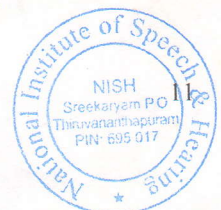
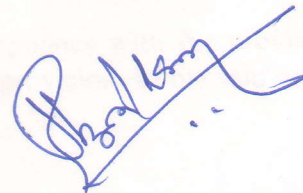

The Canteen Contractor shall strictly follow the guidelines outlined below:-

1. The canteen service is extended purely for the Staff, Students and clients of the Institute and other authorized persons.
2. Any intake and substitution of canteen staff should be with prior intimation to the Institute
3. All food wastes are to be disposed of on a daily basis.
4. Use of oil:-
  - a. Frying: - Fresh oil should be used for frying of snacks and used oil can be used for frying of fish a second time after which it has to be disposed. If fresh oil is used for frying fish, it should not be used for other purposes and should be used twice only and after that the oil has to be changed.
  - b. Kera brand coconut oil is to be used for cooking curry and yentop palm oil / Mayil Mark brand Groundnut oil for snacks, fish fry, etc. Any other brand can be used only with the approval of management.
5. Pickles if preserved for the next day should be stored in porcelain vessels only.
6. Only fresh and clean vegetables, fish, meat, etc. Should be used for cooking.
7. Eastern / Melam / Saras /Kitchen Treasures/ brand Curry Powder should only be used. Any other brand can be used only with the approval of management.
8. Each of the snack items will be served at least on 3 occasions in a month.
9. Each special dish will be served at least on 4 occasions in a month.
10. Curd will be served every day; and this will be prepared in the canteen itself.
11. At least 3 varieties of soft drinks and ice cream should be available always.
12. The kitchen and dining hall should remain clean and tidy at the end of the day.
13. The dining table and chairs should be cleaned thoroughly and the floor swept daily before and after lunch.

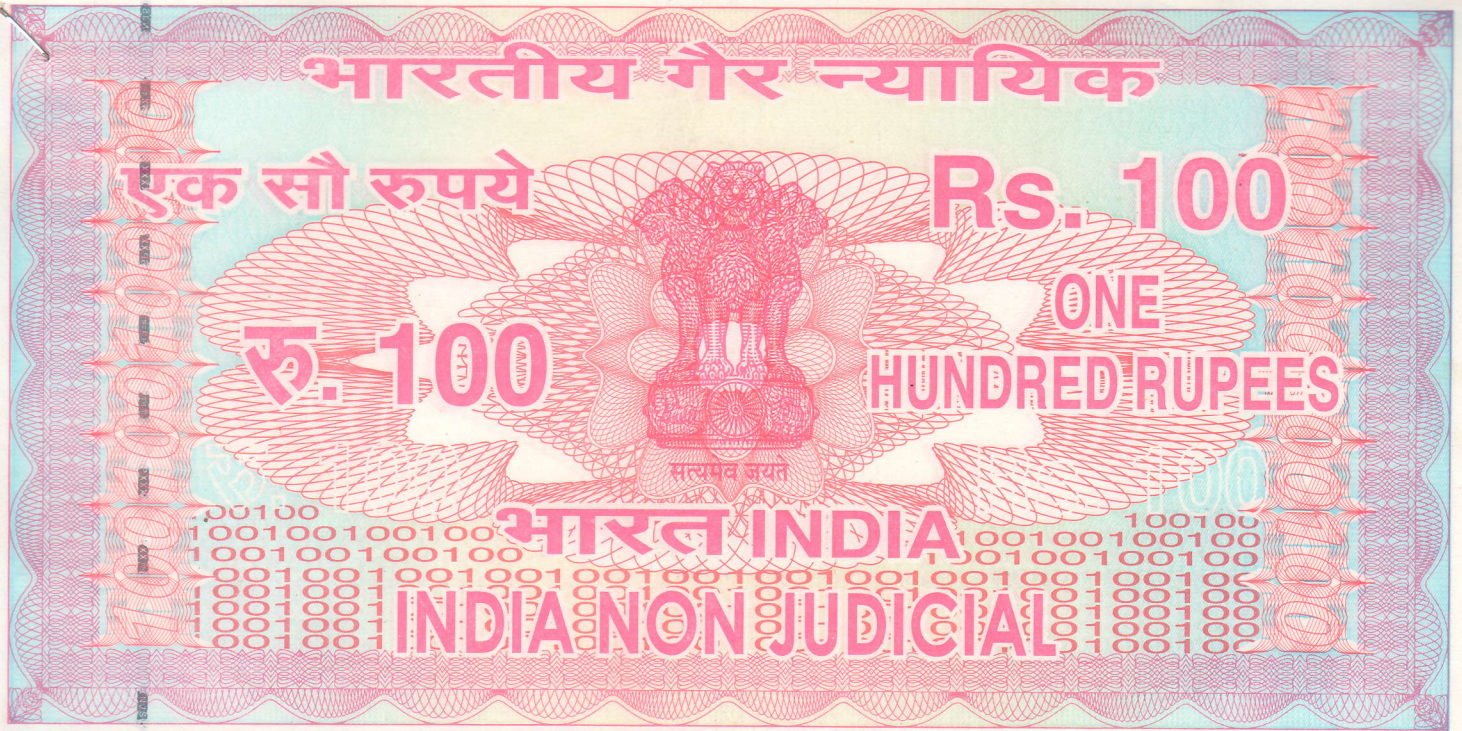


14. Kitchen area should be washed daily and phenol sprinkled.
15. Washbasins should be washed with cleaning powder daily. Liquid soap should be filled at least twice during lunch hour. Towels near the washbasin should be changed daily. Towels and liquid soap will be supplied by the Institute
16. Dining tables should be wiped with a mixture of camphor and coconut oil before lunch and before breakfast daily. Contractor should ensure that the canteen is insect & fly free.
17. Plates and glasses should be washed in hot water immediately after use.
18. Contractor or his authorized representative should physically be present in the canteen.
19. Contractor should prominently display rates of specials available for the day.
20. The Contractor should ensure that only Milma Milk is being used for the Canteen Service.
21. Tea dust used should be Brooke Bond / 3 Roses / Kannan Devan / AVT brand.
22. Wheat Powder (Atta) / Maida should be Kuthuvilakku / Elite / Annapoorna brand. Any other brand can be used only with the approval of the management.
23. Chapattis shall be supplied along with full meals on request.
24. Specific brand of items mentioned above should be used for preparing food items. Any other brands shall be used only with the approval of the Institute
25. Tea / Coffee / snacks shall be served from 8.00 AM to 11.30 AM and from 2.30 PM to 5.00 PM.
26. Breakfast shall be served between 7.30 AM to 8.15 AM
27. Meals shall be served between 12.30 PM to 2.00 PM
28. Evening tea shall be served between 2.30 PM to 5.00 PM.

Canteen Contractor







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### CANTEEN CONTRACT AGREEMENT

THIS DEED OF AGREEMENT made and entered on this, the 9<sup>th</sup> day of January 2017 between National Institute of Speech and Hearing (INSTITUTE), Trivandrum represented by Executive Director (hereinafter referred to as Institute) which expression shall, unless it be repugnant to or inconsistent with subject or context thereof, include and be deemed to include their heirs, executors, successors or administrators and assigns) on the FIRST PART

AND

Shmt.R Sreekala, residing at Priyalayam, JRA C-37, Janatha Road, Chellamangalam, Sreekariyam P.O. Thiruvananthapuram, (which expression where the context admits shall include his legal heirs, successors etc.) hereinafter called the "Contractor" of the other part.

Witnesses and the parties hereto hereby agree as follows: -

1. The INSTITUTE hereby licenses and authorizes the Contractor, at all times during the continuance of this agreement to run the Canteen within the premises of the INSTITUTE at NISH campus for the use of NISH Staff, Interns, Project Staff, workers engaged by contractors providing services to the INSTITUTE, students, clients, customers, guests, other service staff and visitors of the INSTITUTE.

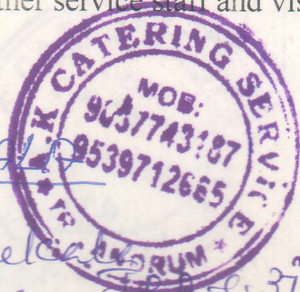
Dr. SAMUEL N. MATHEW

Executive Director

National Institute of Speech & Hearing (NISH)  
Sreekaryam P.O., Thiruvananthapuram - 695 017

Kerala State, INDIA

Phone: 91-471-306 6666



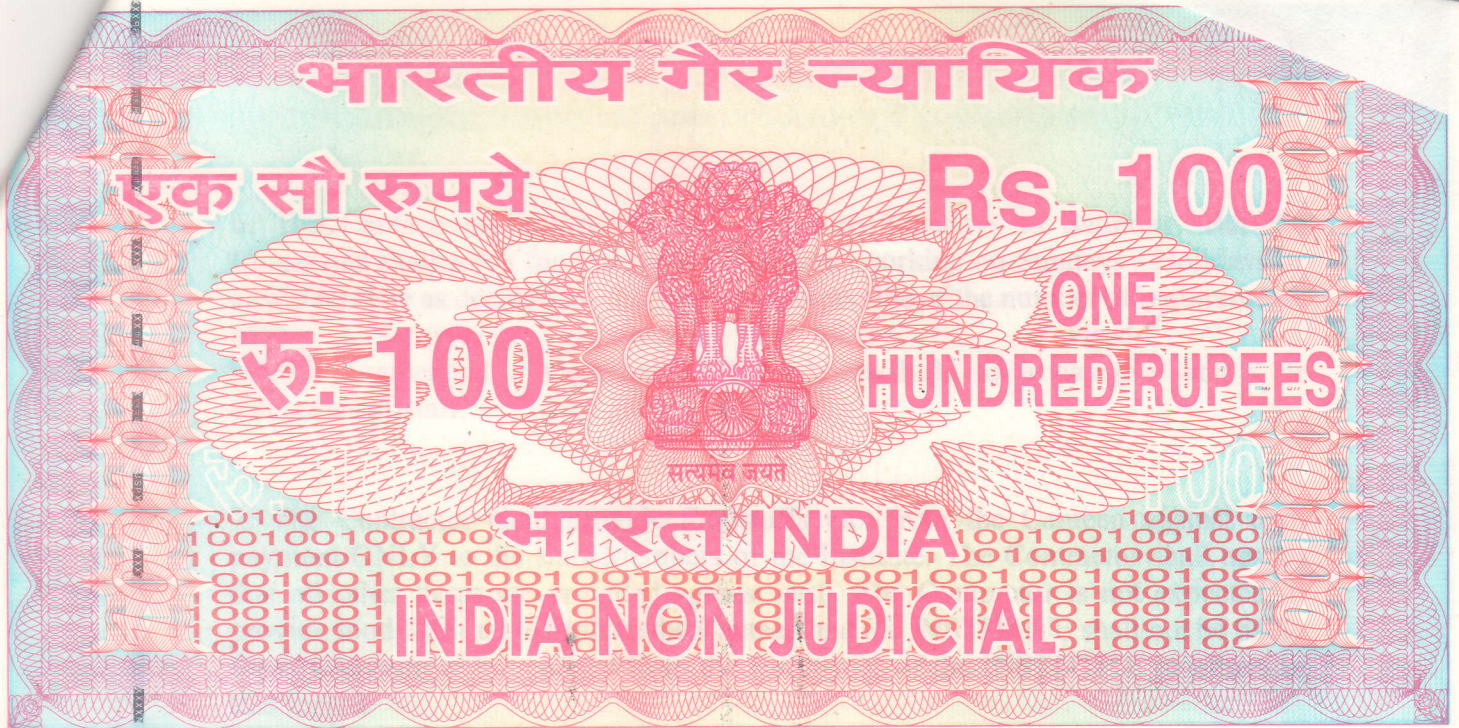
No. 31609

23/01/2017

Priyalayam, JRA C-37  
Chellamangalam

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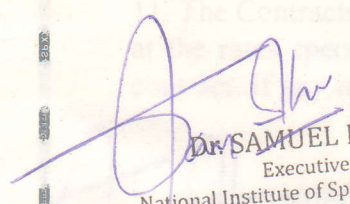


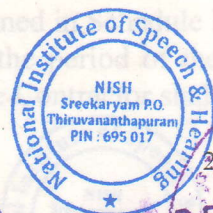


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2. This agreement shall be in force for a period of one year from 9<sup>th</sup> January 2017 till 8<sup>th</sup> January 2018
3. The Contractor shall run the Canteen in compliance with the provisions of the Kerala Factories Rules, 1957, and shall be bound by the provisions of the said rules.
4. The Officers of the INSTITUTE, and such other Staff / Canteen Committees who are authorized by the INSTITUTE shall have the power to inspect the materials used for the preparation of food and the food articles and if the same are not of the acceptable quality, the INSTITUTE will have the right to reject that food stuff from being served to the staff; and consequent loss if any, incurred by the INSTITUTE shall be made up by the Contractor. If the quality of food items is found to be of lower standard and if the Contractor is not making efforts to improve the quality after repeated instructions in writing, the INSTITUTE shall have the right to terminate the contract without notice.
5. The Contractor shall make suitable arrangement in the Canteen to serve wholesome and tasty food and refreshments, at the specified hours and at the place specified and notified to him. The Contractor shall also make necessary arrangements to serve food/tea/coffee etc. to certain category of staff and/or such notified staff/guests in the various departments or places at the time notified to him.

  
Dr. SAMUEL N. MATHEW  
Executive Director  
National Institute of Speech & Hearing (NISH)  
Sreekaryam P.O., Thiruvananthapuram - 695 017  
Kerala State, INDIA  
Phone: 91471-306-6666



29 DEC 2016

Nov 3 16 08

03/01/2017

R. Sreekal  
Priyalayam, TRA - C-37  
Chellamangalam

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പട്ടം ബസ്സ്

TR/2097/42/2014

R. Sreekal



6. The Canteen shall normally function from Mondays to Saturday. But the Contractor shall serve food to the staff who are working on Sundays / Holidays or any other time as decided by the Institute irrespective of the number of requirements or at any other revised / modified/ amended / staggered working hours/shifts to a category and / or categories of staff.

7. The Contractor shall provide foodstuffs etc. from the Canteen against cash payment ONLY to the staff Members of the Institute. The Contractor shall ensure that all other items are provided against cash. The Contractor is not expected to provide foodstuff on credit from the Canteen and the INSTITUTE shall not be liable for any amount to be realized from the employees of the INSTITUTE or others in this regard.

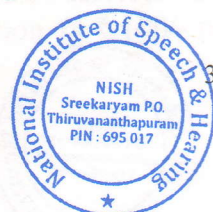
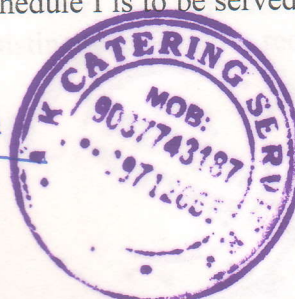
8. Supply and/or consumption of liquor and alcoholic drinks are strictly prohibited in the canteen and the premises of the Institute Smoking inside the canteen are also strictly not allowed. Only licensed articles will be stocked and supplied.

9. Supply of unauthorized items shall entail forfeiture of security deposit or legal action or both.

10. The Canteen staff shall be engaged, supervised, controlled and paid by Contractor and they shall not be considered as employees of the INSTITUTE in any manner whatsoever, and the Contractor shall be responsible to the INSTITUTE for their proper and good behaviour. In the matter of discipline, conduct and cleanliness, the Contractor shall abide by the Rules and Regulations made by the Institute The Contractor shall be responsible to settle all disputes whatsoever that may arise between the Contractor and his employees. The Contractor is exclusively responsible for submitting a Monthly Acquaintance Roll and statement of wages paid to the employees and also employer's/employees' contribution in respect of ESI, PF and such other statutory obligations cast on him by virtue of his employing them, provided, however, that if the Canteen Contractor does not satisfy the contractual obligations to his employees and if such an event disrupts the normal functioning of the Institute, the INSTITUTE reserves the right to take appropriate action in this regard including recovery of the "employer's contribution" from the bill due to Canteen Contractor from time to time, if default is made.

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12. The Contractor or his authorized Representative shall physically be present in the Canteen, during preparation and service timings. He shall attend to all requirements viz. Quality, quantity, timely service etc. as specified in the contract. The INSTITUTE reserves its right to impose a fine ₹ 50/- per such absence, either full day or part of the day; as also a minimum of ₹ 50/- and a maximum of ₹ 500/- for violation of any instructions contained in Schedule II.

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14. The Canteen shall not be used as a place of abode during night-time.

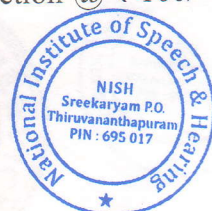
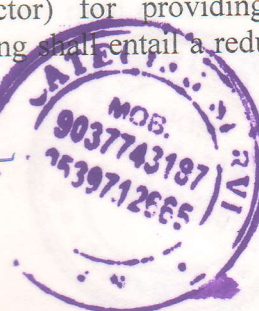
15. The Contractor shall run the canteen during the contract period without any interruption and the INSTITUTE reserves the right to forfeit the Cash Security Deposit, levy damages and impose fine as decided by the INSTITUTE and/or terminate the contract for any such interruption or discontinuance.

16. The Contractor shall not bring his suppliers/clients (other than persons engaged by him and issued with authorized identity card) inside the campus.

17. The Contractor shall make necessary arrangements to provide at least two sets of uniforms to his staff and no person shall be allowed to work in the canteen without wearing uniforms. Kitchen staff and the bearers should wear aprons. Staff should be clean and tidy.

18. The Contractor confirms that he shall be engaging minimum 7 persons (including contractor/authorised person of contractor) for providing the services and engagement of staff less than 7 if persisting shall entail a reduction @ ₹ 100/- per

  
DR. SAMUEL N. MATHEW  
Executive Director  
National Institute of Speech & Hearing (NISH)  
Sreekaryam P.O., Thiruvananthapuram - 695 017  
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Phone: 91-471-306-6666





day per absentee from the bills payable. The staff engaged should undergo medical examination and a fitness certificate obtained.

19. The Contractor shall abide by the Rules and Regulations of the Municipal Corporation and other statutory authorities and the Contractor alone will be responsible for any violation of the Rules. All taxes and levies payable by the contractor for running the business herein mentioned shall be the sole liability of the Contractor.

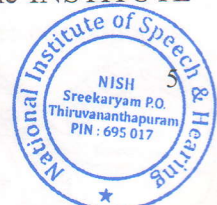
20. Nothing herein contained shall be construed as creating a tenancy in favour of the Contractor in the said premises and the INSTITUTE may of its own accord, upon the termination of this contract, re-enter, re-take and absolutely retain possession of the canteen premises without in any manner becoming liable to the Contractor.

21. Every notice hereby required or authorized to be given may be either given to the Contractor personally or left at his residence or last known place of abode or business, or may be handed over to his Agents personally or may be addressed to the Contractor by post at his usual or last known place or abode or business.

22. The Contractor shall not assign or make over the contract or the benefits or burdens thereof or any part thereof to any other persons or body corporate. The Contractor shall not underlet or sublet to any person or body corporate the execution of the contract or any part thereof without the consent in writing of the Institute. The INSTITUTE shall have absolute power to refuse such consent or rescind such consent (if given) at any time if it is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the Contractor or the sub-contractor on rescinding the same, provided always that if such consent be given at any time, the Contractor shall not be relieved from any obligation, duty or responsibility under this contract. The facilities of canteen should not be used for outside catering/ serving to public.

23. In case the Contractor becomes insolvent or goes into liquidation or makes or proposes to make any assignment for the benefit of his creditors or proposes to compound with his business or the contract under inspection on behalf of his creditors or in case any orders for the administration of his business or the contract under inspection on behalf of his creditors or in case any orders for the administration of his estate are made against him or in case the Contractor shall commit any act of insolvency or in case under any clause of this contract the Contractor shall have rendered himself liable to damages amounting to the whole of security deposit, the INSTITUTE shall, thereupon after giving notice to the Contractor, terminate the contract, and may arrange for the canteen being run for such time and manner and by such persons such as the INSTITUTE shall think fit. But such termination of the contract shall be without any prejudice to any right or remedy of the INSTITUTE

  
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against the Contractor (or his sureties) in respect of any breach of contract committed by the Contractor.

24. All expenses and damages caused to the INSTITUTE by any breach of this contract by the Contractor and all amounts due to the INSTITUTE under or by virtue of this contract shall be paid by the Contractor to the Institute

25. As security for proper fulfilment of this contract and for the proper use of the articles etc. handed over to the Contractor as per Schedule III, the Contractor shall herein make a interest free security deposit of ₹.50, 000/- (Rupees fifty thousand only) by way of DD or Bank Guarantee in favour of NISH

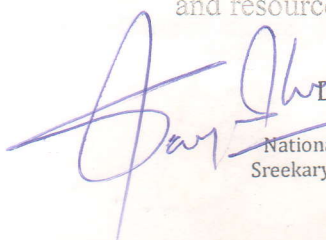
26. The security deposit shall be returned to the Contractor within three months after the expiry of the contract provided that in the event of any dispute arising between the INSTITUTE and the Contractor, the INSTITUTE shall be entitled to deduct out of the deposit such damages, costs, charges, expenses as may be due to the INSTITUTE and in case the security amount is not sufficient the balance amount due may be recovered from the contractor in accordance with clause 14 referred to above.

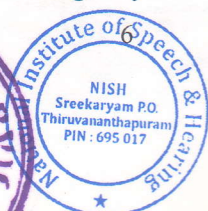
27. If the contract is terminated by the contractor on his own accord during the contract period without valid reason, 50% of the deposit will be forfeited. The INSTITUTE will be at liberty to terminate the Contract, if any of the conditions of the contract is violated. In any case one month's notice shall be served on either side.

28. If any dispute arises between the INSTITUTE and the Contractor as to the terms and conditions of the agreement, or the manner or methods of compliance thereof, the decision of the Executive Director of the INSTITUTE shall be final and binding on both the parties.

29. The procurement of necessary provisions viz., rice, atta, vegetables, oil, condiments, spices etc and gas for the canteen shall be the sole responsibility of the Contractor and no financial or other type of assistance from the INSTITUTE for such procurement shall be given. The INSTITUTE agrees to provide space; furniture, water, electrical equipment and gas stove installations with gas connection including captive bio-gas if available It shall be the responsibility of the contractor to feed food waste and maintain biogas plant. The gas refilling shall be done by the contractor throughout the contract period. The INSTITUTE have right to impose utility charges of Electricity and Water as per the future demands.

30. Continuity of Service: The Contractor must have in place at all times a detailed contingency plan that covers situations where its services cannot be provided including due to Force Majeure Events, malfunction or unavailability of personnel and resources or any other causes. The Contractor shall ensure that the contingency

  
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# Schedule I

## CANTEEN RATES

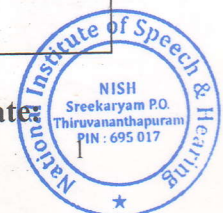
ITEM	Rate		Rate		
	NISH Staff/Student	Clients	Item	NISH Staff/Students	Clients
Tea (150 ml)	4.75	6	Meals: (1.Choru , 2.Parippu, 3.Pappadam, 4.Sambar,5.Rasam, Pulisseri/moru, 6.Pickles, 7.Thoran/Mezhukkuprat ti 8.Erissari/ Avial / Kootucurry / Thiyal, 9.Kichadi / Olan / Pachadi / Salad)	35	45
Coffee (150 ml)	6.75	8	Chicken Biriyani	75	90
Pure Milk (150 ml)	8.75	11	Beef Biriyani	60	70
1 Veesappam (70 gm)	4.50	6	Egg Biriyani	45	55
1 Dosa (70 gms)	3.75	5	Fish Fry	23.50	28
1 Idli (70 gms)	3.75	5	Fish Curry	15	20
1 Barotta (100 gms)	5.50	6.50	Chicken Fry Half	45	55
1 Chapathy (90 gms)	4.50	6	Omlet Single Omlet Double	7.50 15	10 20
Poori Masala ( 3 nos)	22.50	20	Gobi Manchooriyan (175 gm)	34	48
1 Idiyappam (70 gms)	3.75	5	Chilly Chicken (100 gm )	45	55
1 Puttu (200 gms)	8.50	12	Tomato Curry ( 175 gm)	13.50	18
1 Appam (70 gms)	3.50	5	Potato Curry ( 175 gm)	13.50	18
Kadala Curry (175 gm), Vegetable Curry ( 175 gm )	13.50	18	Chicken Curry (2 piece + 50 gm )	40	50
Egg Roast / Curry (1 Egg+100 gms) =Chappathi	13.50	18	Green Peas ( 175 gm)	13	18
Uppuma	12.50	18	Vegetable Kuruma (175 gm)	18.50	23
Masala Dosa Sada Dosa	23.50 18	28 23	Ghee Roast	27.50	33
Vazhakkappam (50 gms)	4.75	6	Neyyappam (40 gms)	6.50	8
Uzhunnu vada (30-35 gms)	4.75	6	Veg Cutlet (40 gms)	8.50	12
Parippu vada (30-35 gms)	4.75	6	Bajji (30-35 gms)	4	5
Onion vada (40-45 gms)	4.75	6	Pazhacake (40-45 gms)	4.75	5
Mothakam (40-45 gms)	4.75	6	Thyruvada (30-40 gms)	7.50	10
Juice Items	Seasonal rates approved by NISH authority				

Contractor name, address and signature:

*Dr. Samuel N. Mathew*  
Dr. SAMUEL N. MATHEW  
Executive Director  
National Institute of Speech & Hearing (NISH)  
Sreekaryam P.O., Thiruvananthapuram - 695 017  
Kerala State, INDIA  
Phone: 91-471-306-6666



Date:





plan is approved by NISH. In the event that the Contractor is unable to provide any service for any reason including a Force Majeure Event, malfunction or unavailability of Contractor resources or any other cause, the Contractor must immediately notify NISH.

31. This contract shall be governed and construed in accordance with the laws of India.

32. In the event of any dispute between the parties hereto regarding or arising out of this engagement, the courts in Trivandrum, India, shall have the sole jurisdiction, to the exclusion of all the other courts that may otherwise have had jurisdiction.

33. In the event any dispute arises relating to any of the terms contained herein, the dispute shall be referred to arbitration by a sole arbitrator to be nominated by NISH. The provisions of the Arbitration & Conciliation Act 1996, as amended from time to time shall apply to the arbitration proceedings. The venue of arbitration shall be Trivandrum, and the language of the arbitration proceedings shall be English.

34. If any of the clauses or sub-clauses contained herein become invalid or is so judged by a competent court, the remaining clauses or sub clauses shall not be severable and shall remain in full force and effect.

35. The contractor shall be strictly on trial for the first 3 months of the contract during which time, if the services are not found satisfactory as reported by AO to the Executive Director, the contract will be cancelled.

36. The contract shall be subject to further extension on same terms and conditions for a further period till the contract is renewed or a fresh contract is concluded with the INSTITUTE, if the INSTITUTE decides so. The profile of personnel to be deployed shall be forwarded to NISH well in advance for approval.

IN WITNESS WHEREOF, the Parties have agreed to the terms and conditions aforementioned and have caused their authorized signatories to sign below;

Signed and Delivered by  
by  
For National Institute of Speech & Hearing

(First Party)

Witness 1.

Soji Olvair  
HR Incharge

2.

Bini Mahesh

Incharge, Administration  
NISH

Dr. SAMUEL N. MATHEW

Executive Director

National Institute of Speech & Hearing (NISH)  
Sreekaryam P.O., Thiruvananthapuram - 695 017  
Kerala State, INDIA  
Phone: 91-471-306-6666

Signed and Delivered

Shmt. R.Sreekala

KALA

(Second Party)





## SCHEDULE II TO THE CANTEEN CONTRACT

### Standing Instructions - Canteen

The Canteen Contractor shall strictly follow the guidelines outlined below:-

1. The canteen service is extended purely for the Staff, Students and clients of the Institute and other authorized persons.
2. Any intake and substitution of canteen staff should be with prior intimation to the Institute
3. All food wastes are to be disposed of on a daily basis.
4. Use of oil:-
  - a. Frying: - Fresh oil should be used for frying of snacks and used oil can be used for frying of fish a second time after which it has to be disposed. If fresh oil is used for frying fish, it should not be used for other purposes and should be used twice only and after that the oil has to be changed.
  - b. Kera brand coconut oil is to be used for cooking curry and yentop palm oil / Mayil Mark brand Groundnut oil for snacks, fish fry, etc. Any other brand can be used only with the approval of management.
5. Pickles if preserved for the next day should be stored in porcelain vessels only.
6. Only fresh and clean vegetables, fish, meat, etc. Should be used for cooking.
7. Eastern / Melam / Saras /Kitchen Treasures/ brand Curry Powder should only be used. Any other brand can be used only with the approval of management.
8. Each of the snack items will be served at least on 3 occasions in a month.
9. Each special dish will be served at least on 4 occasions in a month.
10. Curd will be served every day; and this will be prepared in the canteen itself.
11. At least 3 varieties of soft drinks and ice cream should be available always.
12. The kitchen and dining hall should remain clean and tidy at the end of the day.
13. The dining table and chairs should be cleaned thoroughly and the floor swept daily before and after lunch.
14. Kitchen area should be washed daily and phenol sprinkled.
15. Washbasins should be washed with cleaning powder daily. Liquid soap should be filled at least twice during lunch hour. Towels near the washbasin should be changed daily. Towels and liquid soap will be supplied by the Institute

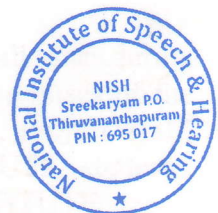
  
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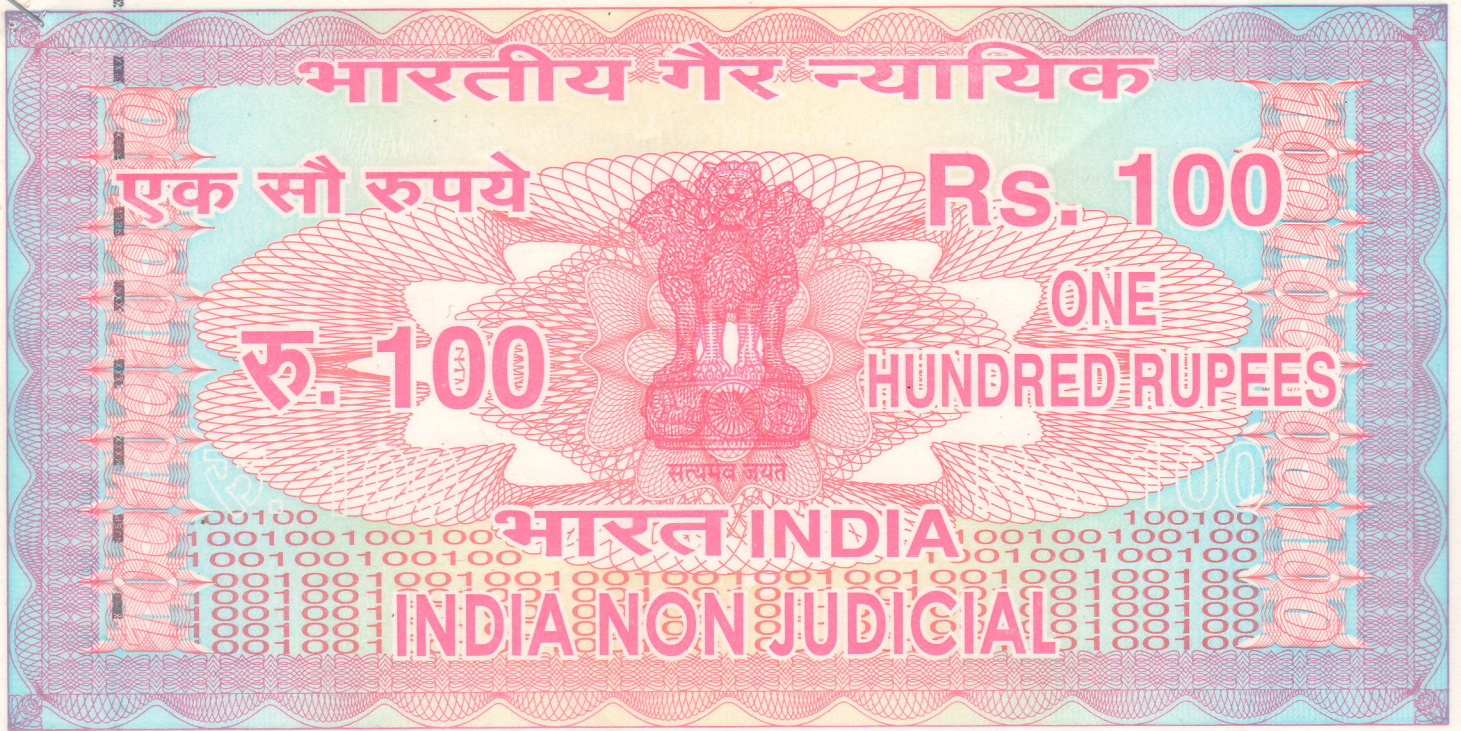
16. Dining tables should be wiped with a mixture of camphor and coconut oil before lunch and before breakfast daily. Contractor should ensure that the canteen is insect & fly free.
17. Plates and glasses should be washed in hot water immediately after use.
18. Contractor or his authorized representative should physically be present in the canteen.
19. Contractor should prominently display rates of specials available for the day.
20. The Contractor should ensure that only Milma Milk is being used for the Canteen Service.
21. Tea dust used should be Brooke Bond / 3 Roses / Kannan Devan / AVT brand.
22. Wheat Powder (Atta) / Maida should be Kuthuvilakku / Elite / Annapoorna brand. Any other brand can be used only with the approval of the management.
23. Chapattis shall be supplied along with full meals on request.
24. Specific brand of items mentioned above should be used for preparing food items. Any other brands shall be used only with the approval of the Institute
25. Tea / Coffee / snacks shall be served from 8.00 AM to 11.30 AM and from 2.30 PM to 5.00 PM.
26. Breakfast shall be served between 7.30 AM to 8.15 AM
27. Meals shall be served between 12.30 PM to 2.00 PM
28. Evening tea shall be served between 2.30 PM to 5.00 PM.

Canteen Contractor

KALA







കേരളം KERALA

BN 695570

AGREEMENT

THIS AGREEMENT made and entered on this, the 31<sup>st</sup> day of May 2017 between National Institute of Speech and Hearing (INSTITUTE), Trivandrum represented by Executive Director (hereinafter referred to as Institute) which expression shall, unless it be repugnant to or inconsistent with subject or context thereof, include and be deemed to include their heirs, executors, successors or administrators and assigns) on the FIRST PART

AND

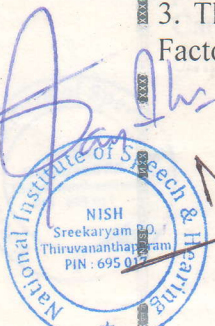
Shri. Jayakumar L, M/s Homely Café, SERG, Market Lane, Palayam, Trivandrum (which expression where the context admits shall include his legal heirs, successors etc.) hereinafter called the "Contractor" of the other part.

Witnesses and the parties hereto hereby agree as follows: -

1. The INSTITUTE hereby licenses and authorizes the Contractor, at all times during the continuance of this agreement to run the Canteen within the premises of the INSTITUTE at NISH campus for the use of NISH Staff, Interns, Project Staff, workers engaged by contractors providing services to the INSTITUTE, students, clients, customers, guests, other service staff and visitors of the INSTITUTE.

2. This agreement shall be in force for a period of one year from 2<sup>nd</sup> May 2017 till 30<sup>th</sup> April 2018.

3. The Contractor shall run the Canteen in compliance with the provisions of the Kerala Factories Rules, 1957, and shall be bound by the provisions of the said rules.

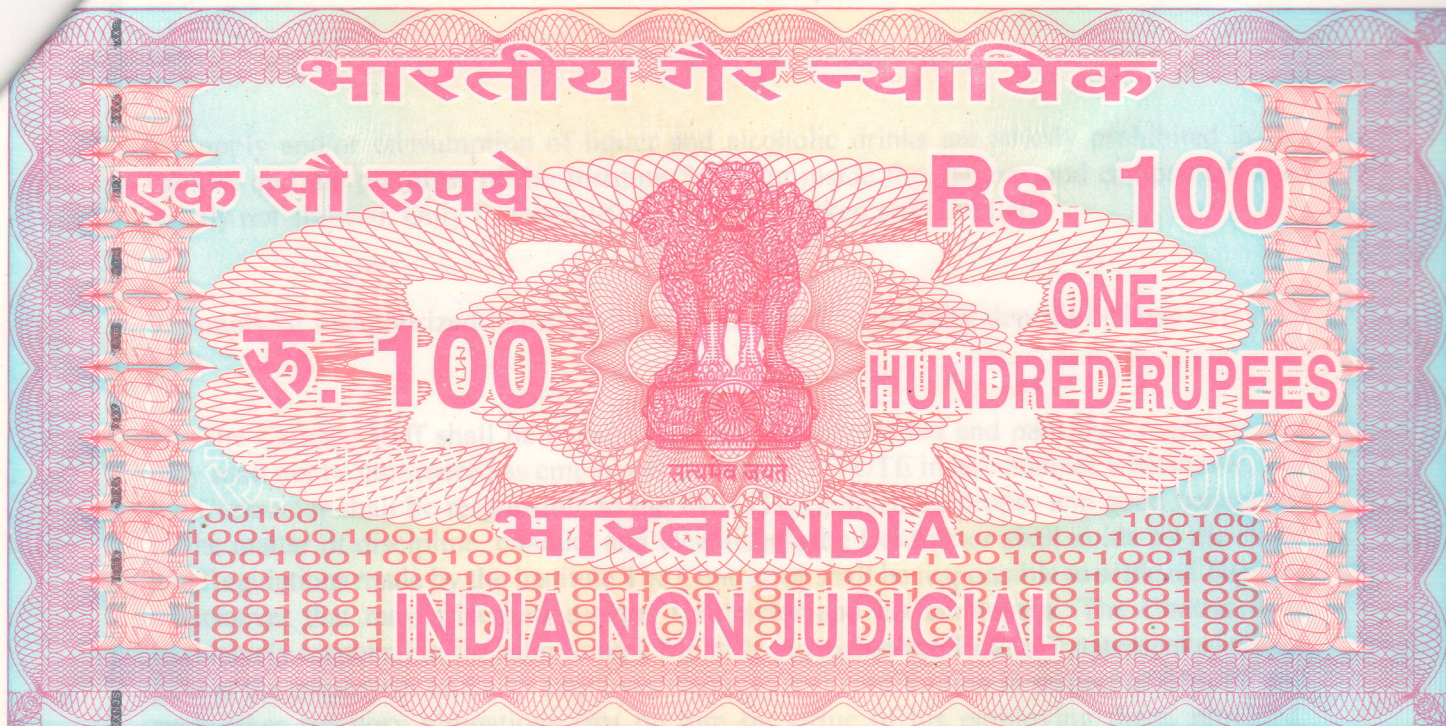


MU 11932  
30.5.2017

Jayakumar L







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BN 695571

4. The Officers of the INSTITUTE, and such other Staff / Canteen Committees who are authorized by the INSTITUTE shall have the power to inspect the materials used for the preparation of food and the food articles and if the same are not of the acceptable quality, the INSTITUTE will have the right to reject that food stuff from being served to the staff; and consequent loss if any, incurred by the INSTITUTE shall be made up by the Contractor. If the quality of food items is found to be of lower standard and if the Contractor is not making efforts to improve the quality after repeated instructions in writing, the INSTITUTE shall have the right to terminate the contract without notice.

5. The Contractor shall make suitable arrangement in the Canteen to serve wholesome and tasty food and refreshments, at the specified hours and at the place specified and notified to him. The Contractor shall also make necessary arrangements to serve food/tea/coffee etc. to certain category of staff and/or such notified staff/guests in the various departments or places at the time notified to him.

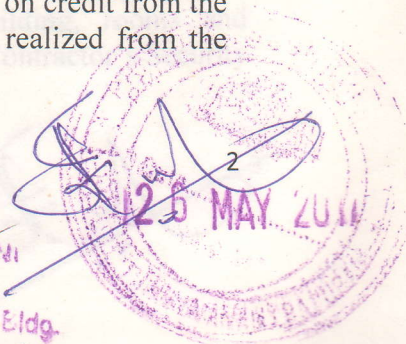
6. The Canteen shall normally function on all working days from Mondays to Saturday. But the Contractor shall serve food to the staff who are working on Sundays / Holidays or any other time as decided by the Institute irrespective of the number of requirements or at any other revised / modified / amended / staggered working hours/shifts to a category and / or categories of staff.

7. The Contractor shall provide foodstuffs etc. from the Canteen against cash payment ONLY to the staff Members of the Institute. The Contractor shall ensure that all other items are provided against cash. The Contractor is not expected to provide foodstuff on credit from the Canteen and the INSTITUTE shall not be liable for any amount to be realized from the employees of the INSTITUTE or others in this regard.



M 11933  
30.5.2017  
Jagadeesh  
(100)

KILIYALLOON MANI  
PALAYAM VENDOR  
India Institute of Commerce Bldg.  
University P.O. Thiruvananthapuram





8. Supply and/or consumption of liquor and alcoholic drinks are strictly prohibited in the canteen and the premises of the Institute. Smoking inside the canteen and campus are also strictly not allowed. Only licensed articles will be stocked and supplied.

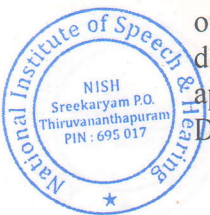
9. Supply of unauthorized items shall entail forfeiture of security deposit or legal action or both.

10. The Canteen staff shall be engaged, supervised, controlled and paid by Contractor and they shall not be considered as employees of the INSTITUTE in any manner whatsoever, and the Contractor shall be responsible to the INSTITUTE for their proper and good behaviour. In the matter of discipline, conduct and cleanliness, the Contractor shall abide by the Rules and Regulations made by the Institute. The Contractor shall be responsible to settle all disputes whatsoever that may arise between the Contractor and his employees. The Contractor is exclusively responsible for submitting a Monthly Acquaintance Roll and statement of wages paid to the employees and also employer's/employees' contribution in respect of ESI, PF and such other statutory obligations cast on him by virtue of his employing them, provided, however, that if the Canteen Contractor does not satisfy the contractual obligations to his employees and if such an event disrupts the normal functioning of the Institute, the INSTITUTE reserves the right to take appropriate action in this regard including recovery of the "employer's contribution" from any bill due to Canteen Contractor from time to time, if default is made.

11. The Contractor shall supply food articles and beverages mentioned in Schedule I at the rates specified therein which shall not be revised during the period of the contract. If any item not included in Schedule I is to be served, the Contractor shall obtain the prior written permission of the INSTITUTE. The Contractor is bound to follow the standing instructions given at Schedule II to this agreement.

12. The Contractor or his authorized Representative shall physically be present in the Canteen, during preparation and service timings. He shall attend to all requirements viz. Quality, quantity, timely service etc. as specified in the contract. The INSTITUTE reserves its right to impose a fine ₹ 50/- per such absence, either full day or part of the day; as also a minimum of ₹ 50/- and a maximum of ₹ 500/- for violation of any instructions contained in Schedule II.

13. The Contractor shall be responsible for the proper upkeep and maintenance of all furniture, electrical equipment and all other articles, entrusted to him by the Institute in a clean and hygienic condition and in proper order. He will be liable to replace any items stolen, lost, missing or damaged and also will be liable to make good to the INSTITUTE any loss sustained by the INSTITUTE in this behalf. The Contractor is bound to hand over all the items supplied by the INSTITUTE as detailed in Schedule III when the contract is terminated and obtain a clearance certificate before the final settlement is effected. The cost of any articles not handed over and all other amounts due from the Contractor to the INSTITUTE by way of damages/destruction /demolition/ alteration etc. caused to the building, rooms and appurtenance thereto and on other account shall be recovered from the Contractor's Security Deposit and/or through the provisions of law.





14. The Canteen shall not be used as a place of abode during night-time.

15. The Contractor shall run the canteen during the contract period without any interruption and the INSTITUTE reserves the right to forfeit the Cash Security Deposit, levy damages and impose fine as decided by the INSTITUTE and/or terminate the contract for any such interruption or discontinuance.

16. The Contractor shall not bring his suppliers/clients (other than persons engaged by him and issued with authorized identity card) inside the campus.

17. The Contractor shall make necessary arrangements to provide at least two sets of uniforms to his staff and no person shall be allowed to work in the canteen without wearing uniforms. Kitchen staff and the bearers should wear aprons. Staff should be clean and tidy.

18. The Contractor confirms that he shall be engaging minimum 6 persons (including contractor/authorised person of contractor) for providing the services and engagement of staff less than 6 if persisting shall entail a reduction @ ₹ 100/- per day per absentee from the bills payable. The staff engaged should undergo medical examination and a fitness certificate obtained.

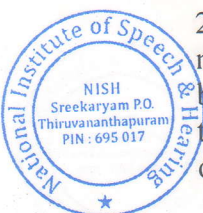
19. The Contractor shall abide by the Rules and Regulations of the Municipal Corporation and other statutory authorities and the Contractor alone will be responsible for any violation of the Rules. All taxes and levies payable by the contractor for running the business herein mentioned shall be the sole liability of the Contractor.

20. Nothing herein contained shall be construed as creating a tenancy in favour of the Contractor in the said premises and the INSTITUTE may of its own accord, upon the termination of this contract, re-enter, re-take and absolutely retain possession of the canteen premises without in any manner becoming liable to the Contractor.

21. Every notice hereby required or authorized to be given may be either given to the Contractor personally or left at his residence or last known place of abode or business, or may be handed over to his Agents personally or may be addressed to the Contractor by post at his usual or last known place or abode or business.

22. The Contractor shall not assign or make over the contract or the benefits or burdens thereof or any part thereof to any other persons or body corporate. The Contractor shall not underlet or sublet to any person or body corporate the execution of the contract or any part thereof without the consent in writing of the Institute. The INSTITUTE shall have absolute power to refuse such consent or rescind such consent (if given) at any time if it is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the Contractor or the sub-contractor on rescinding the same, provided always that if such consent be given at any time, the Contractor shall not be relieved from any obligation, duty or responsibility under this contract. The facilities of canteen should not be used for outside catering/ serving to public.

23. In case the Contractor becomes insolvent or goes into liquidation or makes or proposes to make any assignment for the benefit of his creditors or proposes to compound with his business or the contract under inspection on behalf of his creditors or in case any orders for the administration of his business or the contract under inspection on behalf of his creditors or in case any orders for the administration of his estate are made against him or in case the





Contractor shall commit any act of insolvency or in case under any clause of this contract the Contractor shall have rendered himself liable to damages amounting to the whole of security deposit, the INSTITUTE shall, thereupon after giving notice to the Contractor, terminate the contract, and may arrange for the canteen being run for such time and manner and by such persons such as the INSTITUTE shall think fit. But such termination of the contract shall be without any prejudice to any right or remedy of the INSTITUTE against the Contractor (or his sureties) in respect of any breach of contract committed by the Contractor.

24. All expenses and damages caused to the INSTITUTE by any breach of this contract by the Contractor and all amounts due to the INSTITUTE under or by virtue of this contract shall be paid by the Contractor to the Institute

25. As security for proper fulfilment of this contract and for the proper use of the articles etc. handed over to the Contractor as per Schedule III, the Contractor shall herein make a interest free security deposit of ₹.50, 000/- (Rupees fifty thousand only) by way of DD or Bank Guarantee in favour of NISH

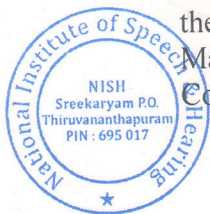
26. The security deposit shall be returned to the Contractor within three months after the expiry of the contract provided that in the event of any dispute arising between the INSTITUTE and the Contractor, the INSTITUTE shall be entitled to deduct out of the deposit such damages, costs, charges, expenses as may be due to the INSTITUTE and in case the security amount is not sufficient the balance amount due may be recovered from the contractor in accordance with clause 14 referred to above.

27. If the contract is terminated by the contractor on his own accord during the contract period without valid reason, 50% of the deposit will be forfeited. The INSTITUTE will be at liberty to terminate the Contract, if any of the conditions of the contract is violated. In any case one month's notice shall be served on either side.

28. If any dispute arises between the INSTITUTE and the Contractor as to the terms and conditions of the agreement, or the manner or methods of compliance thereof, the decision of the Executive Director of the INSTITUTE shall be final and binding on both the parties.

29. The procurement of necessary provisions viz., rice, atta, vegetables, oil, condiments, spices etc and gas for the canteen shall be the sole responsibility of the Contractor and no financial or other type of assistance from the INSTITUTE for such procurement shall be given. The INSTITUTE agrees to provide space; furniture, water, electrical equipment and gas stove installations with gas connection including captive bio-gas if available It shall be the responsibility of the contractor to feed food waste and maintain biogas plant. The gas refilling shall be done by the contractor throughout the contract period. The INSTITUTE have right to impose utility charges of Electricity and Water as per the future demands.

30. Continuity of Service: The Contractor must have in place at all times a detailed contingency plan that covers situations where its services cannot be provided including due to Force Majeure Events, malfunction or unavailability of personnel and resources or any other causes. The Contractor shall ensure that the contingency plan is approved by NISH. In the event that the Contractor is unable to provide any service for any reason including a Force Majeure Event, malfunction or unavailability of Contractor resources or any other cause, the Contractor must immediately notify NISH.





31. This contract shall be governed and construed in accordance with the laws of India

32. In the event of any dispute between the parties hereto regarding or arising out of this engagement, the courts in Trivandrum, India, shall have the sole jurisdiction, to the exclusion of all the other courts that may otherwise have had jurisdiction.

33. In the event any dispute arises relating to any of the terms contained herein, the dispute shall be referred to arbitration by a sole arbitrator to be nominated by NISH. The provisions of the Arbitration & Conciliation Act 1996, as amended from time to time shall apply to the arbitration proceedings. The venue of arbitration shall be Trivandrum, and the language of the arbitration proceedings shall be English.

34. If any of the clauses or sub-clauses contained herein become invalid or is so judged by a competent court, the remaining clauses or sub clauses shall not be severable and shall remain in full force and effect.


35. The contract shall be strictly on trial for the first 3 months of the contract during which time, if the services are not found satisfactory as reported by AO to the Executive Director, the contract will be cancelled.


36. The contract shall be subject to further extension on same terms and conditions for a further period till the contract is renewed or a fresh contract is concluded with the INSTITUTE, if the INSTITUTE decides so. The profile of personnel to be deployed **shall** be forwarded to NISH well in advance for approval.

IN WITNESS WHEREOF, the Parties have agreed to the terms and conditions aforementioned and have caused their authorized signatories to sign below;

Signed and Delivered by  
For National Institute of Speech & Hearing

Signed and Delivered by  
Shri. Jayakumar L

  
(-----)  
(First Party)

  
(-----)  
(Second Party)

Witnesses 1.

Deepa. U. S.

Geetha Bhawan,

2.

Soja Olwar

NISH.



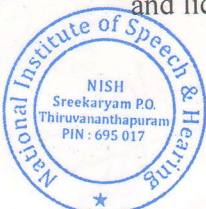




### Standing Instructions - Canteen

The Canteen Contractor shall strictly follow the guidelines outlined below:-

1. The canteen service is extended purely for the Staff, Students and clients of the Institute and other authorized persons.
2. Any intake and substitution of canteen staff should be with prior intimation to the Institute
3. All food wastes are to be disposed of on a daily basis.
4. Use of oil:-
  - a. Frying: - Fresh oil should be used for frying of snacks and used oil can be used for frying of fish a second time after which it has to be disposed. If fresh oil is used for frying fish, it should not be used for other purposes and should be used twice only and after that the oil has to be changed.
  - b. Kera brand coconut oil is to be used for cooking curry and yentop palm oil / Mayil Mark brand Groundnut oil for snacks, fish fry, etc. Any other brand can be used only with the approval of management.
5. Pickles if preserved for the next day should be stored in porcelain vessels only.
6. Only fresh and clean vegetables, fish, meat, etc. Should be used for cooking.
7. Eastern / Melam / Saras /Kitchen Treasures/ brand Curry Powder should only be used. Any other brand can be used only with the approval of management.
8. Each of the snack items will be served at least on 3 occasions in a month.
9. Each special dish will be served at least on 4 occasions in a month.
10. Curd will be served every day; and this will be prepared in the canteen itself.
11. At least 3 varieties of soft drinks and ice cream should be available always.
12. The kitchen and dining hall should remain clean and tidy at the end of the day.
13. The dining table and chairs should be cleaned thoroughly and the floor swept daily before and after lunch.
14. Kitchen area should be washed daily and phenol sprinkled.
15. Washbasins should be washed with cleaning powder daily. Liquid soap should be filled at least twice during lunch hour. Towels near the washbasin should be changed daily. Towels and liquid soap will be supplied by the Institute







കേരളം കേരള KERALA

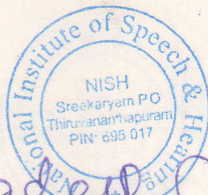
29AA 673047

### AGREEMENT

THIS AGREEMENT made and entered on this, the 1<sup>st</sup> day of November 2018 between National Institute of Speech and Hearing (INSTITUTE), Trivandrum represented by Executive Director (hereinafter referred to as Institute) which expression shall, unless it be repugnant to or inconsistent with subject or context thereof, include and be deemed to include their heirs, executors, successors or administrators and assigns) on the FIRST PART

AND

Ms. Nisha Shaji , M/s. RN Traders, Sree building, CP/X111/658, Nedungolam. 691334, Chathanoor, Kollam. (Which expression where the context admits shall include his legal heirs, successors etc.) hereinafter called the "Contractor" of the other part.



*[Handwritten signature]*

*Nisha*



Xib 023879  
31/10/2018

R.N. Traders  
Chathanoor  
Kollam  
097142/2017-2018





കേരളം KERALA

29AA 673060

Witnesses and the parties hereto hereby agree as follows: -

1. The INSTITUTE hereby licenses and authorizes the Contractor, at all times during the continuance of this agreement to run a cafeteria within the premises of the INSTITUTE at NISH campus for the use of NISH Staff, Interns, Project Staff, workers engaged by contractors providing services to the INSTITUTE, students, clients, customers, guests, other service staff and visitors of the INSTITUTE.
2. This agreement shall be in force for a period of one year from 1<sup>st</sup> November 2018 till 31<sup>st</sup> October 2019.
3. The Contractor shall run the Cafeteria in compliance with the provisions of the Kerala Factories Rules, 1957, and shall be bound by the provisions of the said rules.
4. The Officers of the INSTITUTE, and such other Staff /Monitoring Committees who are authorized by the INSTITUTE shall have the power to inspect the materials used for the preparation of food and the food articles and if the same are not of the acceptable quality,



എൽ. അനീൽകുമാർ  
പട്ടം വെണ്ടർ  
TR/2097/42/2017-20

Rs 100/-



No 023892

R.N. Treaders.  
Chathanoo

31.10.2018



the INSTITUTE will have the right to reject that food stuff from being served to the staff; and consequent loss if any, incurred by the INSTITUTE shall be made up by the Contractor. If the quality of food items is found to be of lower standard and if the Contractor is not making efforts to improve the quality after repeated instructions in writing, the INSTITUTE shall have the right to terminate the contract without notice.

5. The Contractor shall make suitable arrangement in the Cafeteria to serve wholesome and tasty food and refreshments, at the specified hours and at the place specified and notified to him. The Contractor shall also make necessary arrangements to serve food/tea/coffee etc. to certain category of staff and/or such notified staff/guests in the various departments or places at the time notified to him.

6. The Cafeteria shall normally function on all working days from Mondays to Saturday. But the Contractor shall serve food to the staff who are working on Sundays / Holidays or any other time as decided by the Institute irrespective of the number of requirements or at any other revised / modified/ amended / staggered working hours/shifts to a category and / or categories of staff.

7. The Contractor shall provide foodstuffs etc. from the Cafeteria against cash payment/food coupons provided by NISH ONLY to the staff Members of the Institute. The Contractor shall ensure that all other items are provided against cash. The Contractor is not expected to provide foodstuff on credit from the Cafeteria and the INSTITUTE shall not be liable for any amount to be realized from the employees of the INSTITUTE or others in this regard.

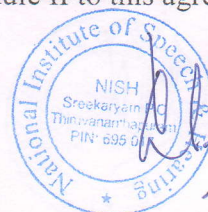
8. Supply and/or consumption of alcoholic drinks are strictly prohibited in the Cafeteria and the premises of the Institute Smoking inside the Cafeteria and campus are also strictly not allowed. Only licensed articles will be stocked and supplied.

9. Supply of unauthorized items shall entail forfeiture of security deposit or legal action or both.

10. The Cafeteria staff shall be engaged, supervised, controlled and paid by Contractor and they shall not be considered as employees of the INSTITUTE in any manner whatsoever, and the Contractor shall be responsible to the INSTITUTE for their proper and good behaviour. In the matter of discipline, conduct and cleanliness, the Contractor shall abide by the Rules and Regulations made by the Institute The Contractor shall be responsible to settle all disputes whatsoever that may arise between the Contractor and his employees. The Contractor is exclusively responsible for submitting a Monthly Acquaintance Roll and statement of wages paid to the employees and also employer's/employees' contribution in respect of ESI, PF and such other statutory obligations cast on him by virtue of his employing them, provided, however, that if the Contractor does not satisfy the contractual obligations to his employees and if such an event disrupts the normal functioning of the Institute, the INSTITUTE reserves the right to take appropriate action in this regard including recovery of the "employer's contribution" from any bill due to Contractor from time to time, if default is made.

11. The Contractor shall supply food articles and beverages mentioned in Schedule I at the rates specified therein which shall not be revised during the period of the contract. If any item not included in Schedule I is to be served, the Contractor shall obtain the prior written permission of the INSTITUTE. The Contractor is bound to follow the standing instructions given at Schedule II to this agreement.

FOR CONTRACTOR  
*Alisha*  
Authorized Signatory





12. The Contractor or his authorized Representative shall physically be present in the Cafeteria, during preparation and service timings. He shall attend to all requirements viz. Quality, quantity, timely service etc. as specified in the contract. The INSTITUTE reserves its right to impose a fine ☐ 50/- per such absence, either full day or part of the day; as also a minimum of ☐ 50/- and a maximum of ☐ 500/- for violation of any instructions contained in Schedule II.

13. The Contractor shall be responsible for the proper upkeep and maintenance of all furniture, electrical equipment and all other articles, entrusted to him by the Institute in a clean and hygienic condition and in proper order. He will be liable to replace any items stolen, lost, missing or damaged and also will be liable to make good to the INSTITUTE any loss sustained by the INSTITUTE in this behalf. The Contractor is bound to hand over all the items supplied by the INSTITUTE as detailed in Schedule III when the contract is terminated and obtain a clearance certificate before the final settlement is effected. The cost of any articles not handed over and all other amounts due from the Contractor to the INSTITUTE by way of damages/destruction /demolition/ alteration etc. caused to the building, rooms and appurtenance thereto and on other account shall be recovered from the Contractor's Security Deposit and/or through the provisions of law.

14. The Cafeteria shall not be used as a place of abode during night-time.

15. The Contractor shall run the Cafeteria during the contract period without any interruption and the INSTITUTE reserves the right to forfeit the Cash Security Deposit, levy damages and impose fine as decided by the INSTITUTE and/or terminate the contract for any such interruption or discontinuance.

16. The Contractor shall not bring his suppliers/clients (other than persons engaged by him and issued with authorized identity card) inside the campus.

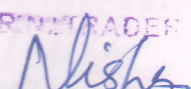
17. The Contractor shall make necessary arrangements to provide at least two sets of uniforms to his staff and no person shall be allowed to work in the Cafeteria without wearing uniforms. Kitchen staff and the bearers should wear aprons and head cover. Staff should be clean and tidy. The safety of staff is the sole responsibility of the contractor.

18. The Contractor confirms that he shall be engaging minimum 6 persons (including contractor/authorised person of contractor) for providing the services and engagement of staff less than 6 if persisting shall entail a reduction @ ☐ 100/- per day per absentee from the bills payable. The staff engaged should undergo medical examination and a fitness certificate obtained.

19. The Contractor shall abide by the Rules and Regulations of the Municipal Corporation and other statutory authorities and the Contractor alone will be responsible for any violation of the Rules. All taxes and levies payable by the contractor for running the business herein mentioned shall be the sole liability of the Contractor.

20. Nothing herein contained shall be construed as creating a tenancy in favour of the Contractor in the said premises and the INSTITUTE may of its own accord, upon the termination of this contract, re-enter, re-take and absolutely retain possession of the Cafeteria premises without in any manner becoming liable to the Contractor.

21. Every notice hereby required or authorized to be given may be either given to the Contractor personally or left at his residence or last known place of abode or business, or may be handed over to his

  
Authorized Signatory





Agents personally or may be addressed to the Contractor by post at his usual or last known place or abode or business.

22. The Contractor shall not assign or make over the contract or the benefits or burdens thereof or any part thereof to any other persons or body corporate. The Contractor shall not underlet or sublet to any person or body corporate the execution of the contract or any part thereof without the consent in writing of the Institute. The INSTITUTE shall have absolute power to refuse such consent or rescind such consent (if given) at any time if it is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the Contractor or the sub-contractor on rescinding the same, provided always that if such consent be given at any time, the Contractor shall not be relieved from any obligation, duty or responsibility under this contract. The facilities of cafeteria should not be used for outside catering/ serving to public.

23. In case the Contractor becomes insolvent or goes into liquidation or makes or proposes to make any assignment for the benefit of his creditors or proposes to compound with his business or the contract under inspection on behalf of his creditors or in case any orders for the administration of his business or the contract under inspection on behalf of his creditors or in case any orders for the administration of his estate are made against him or in case the Contractor shall commit any act of insolvency or in case under any clause of this contract the Contractor shall have rendered himself liable to damages amounting to the whole of security deposit, the INSTITUTE shall, thereupon after giving notice to the Contractor, terminate the contract, and may arrange for the Cafeteria being run for such time and manner and by such persons such as the INSTITUTE shall think fit. But such termination of the contract shall be without any prejudice to any right or remedy of the INSTITUTE against the Contractor (or his sureties) in respect of any breach of contract committed by the Contractor.

24. All expenses and damages caused to the INSTITUTE by any breach of this contract by the Contractor and all amounts due to the INSTITUTE under or by virtue of this contract shall be paid by the Contractor to the Institute

25. As security for proper fulfilment of this contract and for the proper use of the articles etc. handed over to the Contractor as per Schedule III, the Contractor shall herein make a interest free security deposit of ☐.50, 000/- (Rupees fifty thousand only) by way of DD or Bank Guarantee in favour of NISH

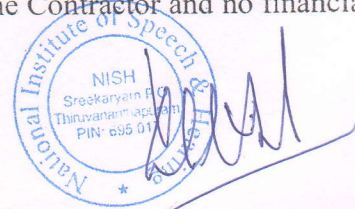
26. The security deposit shall be returned to the Contractor within three months after the expiry of the contract provided that in the event of any dispute arising between the INSTITUTE and the Contractor, the INSTITUTE shall be entitled to deduct out of the deposit such damages, costs, charges, expenses as may be due to the INSTITUTE and in case the security amount is not sufficient the balance amount due may be recovered from the contractor in accordance with clause 14 referred to above.

27. If the contract is terminated by the contractor on his own accord during the contract period without valid reason, 50% of the deposit will be forfeited. The INSTITUTE will be at liberty to terminate the Contract, if any of the conditions of the contract is violated. In any case one month's notice shall be served on either side.

28. If any dispute arises between the INSTITUTE and the Contractor as to the terms and conditions of the agreement, or the manner or methods of compliance thereof, the decision of the Executive Director of the INSTITUTE shall be final and binding on both the parties.

29. The procurement of necessary provisions viz., rice, atta, vegetables, oil, condiments, spices etc of best quality and gas for the Cafeteria shall be the sole responsibility of the Contractor and no financial or other

**FOR NISH TRADERS**  
*Nish*  
**Authorised Signatory**





type of assistance from the INSTITUTE for such procurement shall be given. The INSTITUTE agrees to provide space; furniture, water, electrical equipment and gas stove installations with gas connection including captive bio-gas if available. It shall be the responsibility of the contractor to feed food waste and maintain biogas plant. The gas refilling shall be done by the contractor throughout the contract period. The INSTITUTE have right to impose utility charges of Electricity and Water as per the future demands.

30. Continuity of Service: The Contractor must have in place at all times a detailed contingency plan that covers situations where its services cannot be provided including due to Force Majeure Events, malfunction or unavailability of personnel and resources or any other causes. The Contractor shall ensure that the contingency plan is approved by NISH. In the event that the Contractor is unable to provide any service for any reason including a Force Majeure Event, malfunction or unavailability of Contractor resources or any other cause, the Contractor must immediately notify NISH.

31. This contract shall be governed and construed in accordance with the laws of India

32. In the event of any dispute between the parties hereto regarding or arising out of this engagement, the courts in Trivandrum, India, shall have the sole jurisdiction, to the exclusion of all the other courts that may otherwise have had jurisdiction.

33. In the event any dispute arises relating to any of the terms contained herein, the dispute shall be referred to arbitration by a sole arbitrator to be nominated by NISH. The provisions of the Arbitration & Conciliation Act 1996, as amended from time to time shall apply to the arbitration proceedings. The venue of arbitration shall be Trivandrum, and the language of the arbitration proceedings shall be English.

34. If any of the clauses or sub-clauses contained herein become invalid or is so judged by a competent court, the remaining clauses or sub clauses shall not be severable and shall remain in full force and effect.

35. The contract shall be strictly on trial for the first 3 months of the contract during which time, if the services are not found satisfactory as reported by AO to the Executive Director, the contract will be cancelled.

36. The contract shall be subject to further extension on same terms and conditions for a further period till the contract is renewed or a fresh contract is concluded with the INSTITUTE, if the INSTITUTE decides so. The profile of personnel to be deployed shall be forwarded to NISH well in advance for approval.

IN WITNESS WHEREOF, the Parties have agreed to the terms and conditions aforementioned and have caused their authorized signatories to sign below;

Signed and Delivered by      Signed and Delivered by  
For National Institute of Speech & Hearing      Authorized signatory

(-----)  
(First Party)

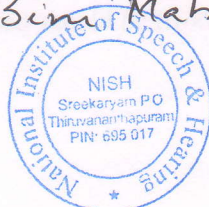
(-----)  
(Second Party)

Witnesses 1.

Soja Oliver

2.

Bina Mahesh



FORN TRADER  
Authorized Signatory

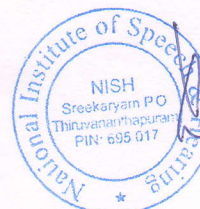


### Standing Instructions – Cafeteria & coffee/tea snacks counter

The Contractor shall strictly follow the guidelines outlined below:-

1. The service is extended purely for the Staff, Students and clients of the Institute and other authorized persons.
2. Any intake and substitution of cafeteria staff should be with prior intimation to the Institute
3. All food wastes are to be disposed of on a daily basis.
4. Use of oil:-
  - 4.1 Frying: - Fresh oil should be used for frying of snacks and used oil can be used for frying of fish a second time after which it has to be disposed. If fresh oil is used for frying fish, it should not be used for other purposes and should be used twice only and after that the oil has to be changed.
  - 4.2 Kera brand coconut oil is to be used for cooking curry and yentop palm oil / Mayil Mark brand Groundnut oil for snacks, fish fry, etc. Any other brand can be used only with the approval of management.
5. Pickles if preserved for the next day should be stored in porcelain vessels only.
6. Only fresh and clean vegetables, fish, meat, etc. Should be used for cooking.
7. Eastern / Melam / Saras /Kitchen Treasures/ brand Curry Powder should only be used. Any other brand can be used only with the approval of management.
8. Each of the snack items will be served at least on 3 occasions in a month.
9. Each special dish will be served at least on 4 occasions in a month.
10. Curd will be served every day; and this will be prepared in the cafeteria itself.
11. At least 3 varieties of soft drinks and ice cream should be available always.
12. The kitchen and dining hall should remain clean and tidy at the end of the day.
13. The dining table and chairs should be cleaned thoroughly and the floor swept daily before and after lunch.
14. Kitchen area should be washed daily and phenol sprinkled.
15. Washbasins should be washed with cleaning powder daily. Liquid soap should be filled at least twice during lunch hour. Towels near the washbasin should be changed daily. Towels and liquid soap will be supplied by the Institute
16. Dining tables should be wiped with a mixture of camphor and coconut oil before lunch and before breakfast daily. Contractor should ensure that the cafeteria is insect & fly free.
17. Plates and glasses should be washed in hot water immediately after use.
18. Contractor or his authorized representative should physically be present in the cafeteria.
19. Contractor should prominently display rates of specials available for the day.
20. The Contractor should ensure that only Milma Milk is being used for the Cafeteria Service.
21. Tea dust used should be Brooke Bond / 3 Roses / Kannan Devan / AVT brand.

**CONTRACTORS**  
*Nish*  
**Authorized Signatory**





22. Wheat Powder (Atta) / Maida should be Kuthuvilakku / Elite / Annapoorna brand. Any other brand can be used only with the approval of the management.
23. Chapattis shall be supplied along with full meals on request.
24. Specific brand of items mentioned above should be used for preparing food items. Any other brands shall be used only with the approval of the Institute
25. Tea / Coffee / snacks shall be served from 8.00 AM to 11.30 AM and from 2.30 PM to 5.00 PM.
26. Breakfast shall be served between 7.30 AM to 8.15 AM
27. Meals shall be served between 12.00 PM to 2.00 PM
28. Evening tea shall be served between 2.30 PM to 5.00 PM.
29. Tea / Coffee snacks counter operation guidelines mentioned below are to be strictly followed by the contractor.

29.1 There are two counters which should be fully operational for all the working days of NISH with sufficient service staff to provide good and quality service to Staff, Students and clients of NISH.

29.2 All the items kept in the counters should be of having food safety standards. Display of statutory certificate and food menu/rate in both the counters.

29.3 The tea/coffee services should be carried out by M/s Homely café to the NISH staff every day twice (morning 10 am – 11 and evening 3pm – 4 pm) against tea coupon provided by NISH. The daily collection of coupons should be submitted to NISH administration to be taken into account.

29.4 EPF/ESI remittance details of all your staff (cafeteria as well as tea counter) should be submitted every month along with monthly bill.

29.5 A maintenance charge of both counters of an amount of ₹7000/- should be paid by the contractor in advance to the accounts department of NISH before 5<sup>th</sup> of every month.

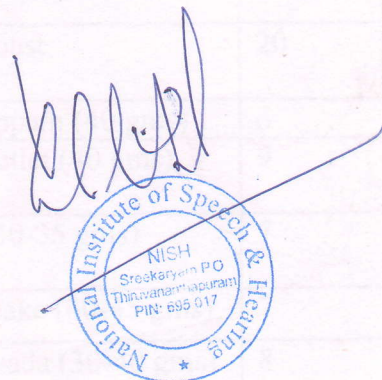
29.6 The contractor should ensure cleanliness in the counters and personnel hygiene of staff. Periodical inspections will be carried out by the NISH administration and corrective actions shall be taken as and when required.

29.7 A customer feedback register should be kept in the convenient area of Cafeteria and both the counters.

29.8 The contractor should take care of all other related matters which are required for the smooth functioning of the canteen as well as the counter services. Contractor shall be liable for any damage/loss caused to NISH due to any action by the contractor.

Contractor

FOUR TRADERS  
*Nishu*  
Authorized Signatory



FOUR TRADERS  
*Nishu*  
Authorized Signatory



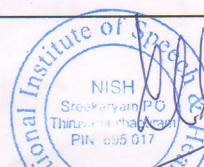
## ANNEXURE 1

## APPROVED CAFETERIA MENU RATES

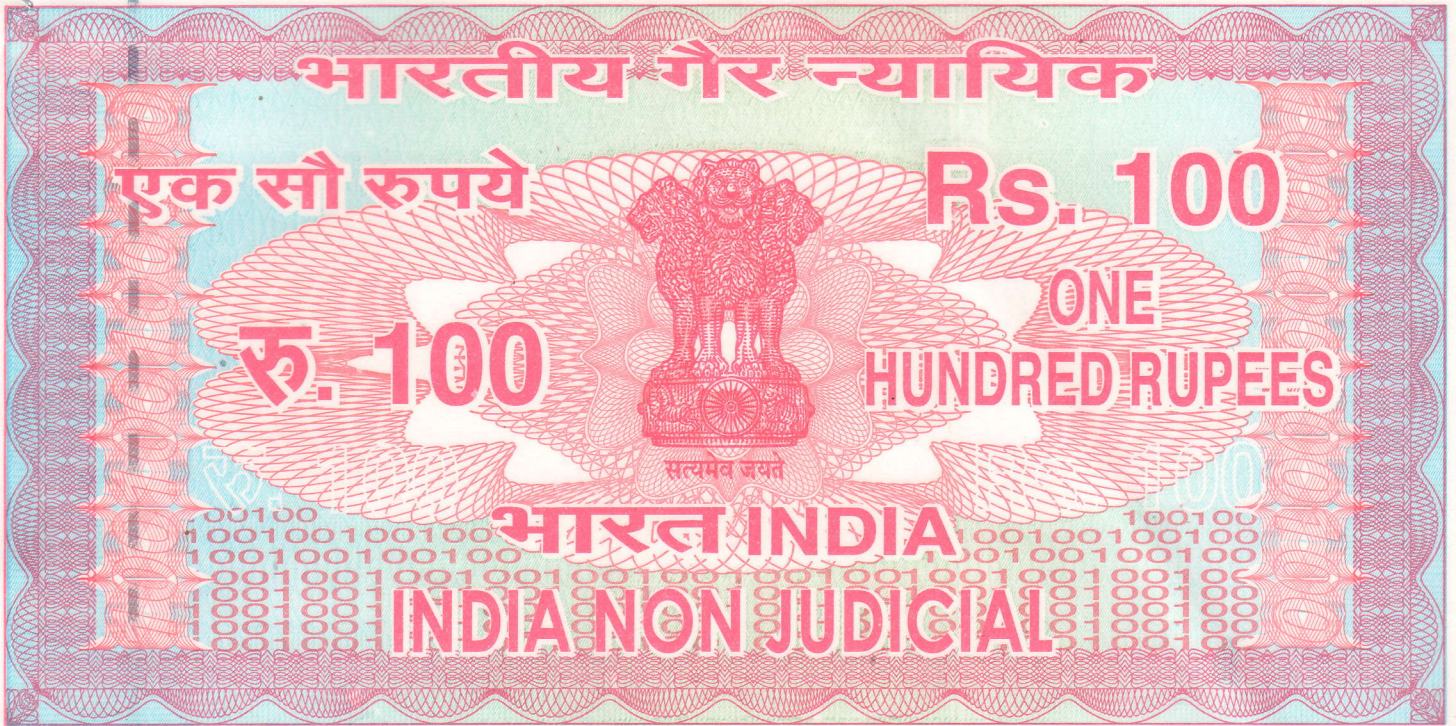
ITEM	Rate	ITEM		Rate	
	NISH Staff/Student	Clients	Item	NISH Staff/Students	Clients
Tea (150 ml)	6.00	7.00	Meals (Choru , Parippu, Sambar, Moru, Rasam. Pulisseri, Pappadam, Pickles, Thoran / Mezhukkupratti / Erisseri, Avial / Kootucurry / Thiyal, Kichadi / Olan / Pachadi / Salad	40	50
Coffee (150 ml)	8	10	Chicken Biriyan	70	80
Pure Milk (150 ml)	12	15	Beef Biriyan	60	75
1 Veesappam (70 gm)	5	6	Egg Biriyan	50	60
1 Dosa (70 gms)	5	6	Fish Fry	20	25
1 Idli (70 gms)	5	6	Fish Curry	20	25
1 Chapathy (90 gms)	6	7	Omlet Single	10	15
			Omlet Double	15	20
Poori Masala ( 3 nos)	20	25	Gobi manchooriyan (175 gm )	30	35
1 Idiyappam (70 gms)	5	6	Machine tea	7	8
1 Puttu (200 gms)	12	15	Tomato Curry ( 175 gm)	15	20
1 Appam (70 gms)	5	6	Potato Curry ( 175 gm)	15	20
Kadala Curry (175 gm), Vegitable Curry ( 175 gm )	15	20	Chicken Curry (2 piece + 50 gm )	60	70
Egg Roast / Curry (1 Egg+100gms)=Chappathi	15	20	Green Peas ( 175 gm)	15	20
Uppuma	12	15	Vegetable Kuruma (175 gm)	20	25
Masala Dosa Normal Dosa	25	30	Ghee Roast	20	25
Vazhakkappam(50 gms)	7	8	Neyyappam (40 gms)	6	7
Uzhunnu vada (30-35 gms)	7	8	Veg Cutlet (40 gms)	9	10
Parippu vada (30-35 gms)	7	8	Bajji (30-35 gms)	7	8
Onion vada (40-45 gms)	7	8	Pazhacake (40-45 gms)	7	8
Mothakam (40-45 gms)	7	8	Thyruvada (30-40 gms)	8	10
Juice Items	Seasonal rates approved by NISH authority				

Contractor name, address and signature:

Date:

Executive Director  
NISH





**കേരളം KERALA AGREEMENT**

**CK 888060**

THIS AGREEMENT made and entered on this, the 1<sup>st</sup> day of November 2019 between National Institute of Speech and Hearing (INSTITUTE), Trivandrum represented by Executive Director (hereinafter referred to as Institute) which expression shall, unless it be repugnant to or inconsistent with subject or context thereof, include and be deemed to include their heirs, executors, successors or administrators and assigns) on the FIRST PART

AND

Ms. Nisha Shaji , M/s. RN Traders, Sree building, CP/X111/658, Nedungolam. 691334, Chathanoor, Kollam. (Which expression where the context admits shall include his legal heirs, successor etc.) hereinafter called the "Contractor" of the other part,

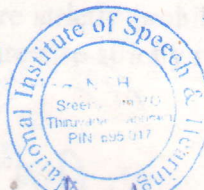
Witnesses and the parties hereto hereby agree as follows: -

1. The INSTITUTE hereby licenses and authorizes the Contractor, at all times during the continuance of this agreement to run Tea- coffee kiosk both in Thejas and Dhyan building at NISH campus for the use of NISH Staff, Interns, Project Staff, workers engaged by contractors providing services to the INSTITUTE, students, clients, customers, guests, other service staff and visitors of the INSTITUTE.
2. This agreement shall be in force for a period of one year from 1<sup>st</sup> November 2019 till 31<sup>st</sup> October 2020.
3. The Contractor shall run the Kiosk in compliance with the provisions of the Kerala Factories Rules, 1957, and shall be bound by the provisions of the said rules.

*[Signature]*

**EXECUTIVE DIRECTOR**

National Institute of Speech & Hearing



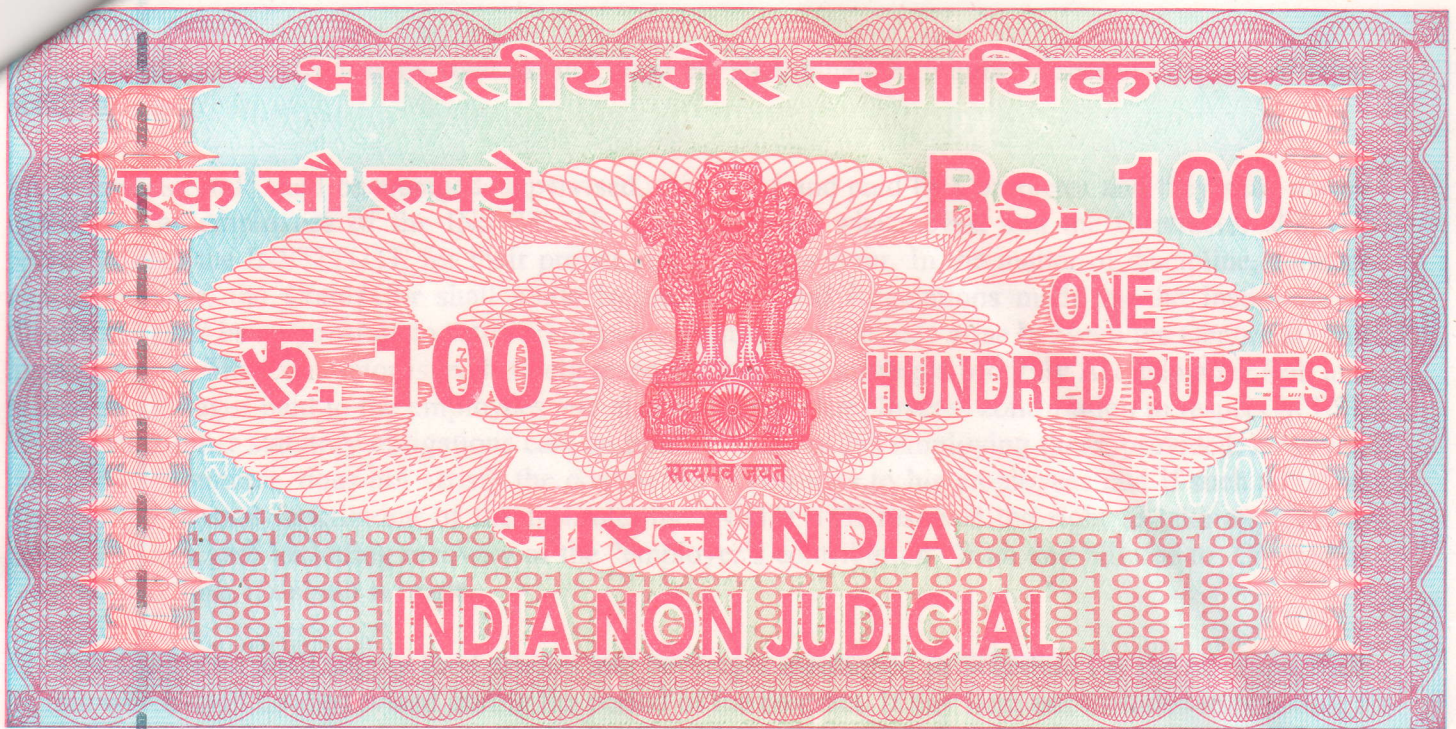
No. 031348  
17-01-2020

RN Traders  
Chathanoor

*[Signature]*  
17/01/2020  
R. C. M.







4. The Officers of the INSTITUTE, and such other Staff /Monitoring Committees who are authorized by the INSTITUTE shall have the power to inspect the materials used for the preparation of food and the food articles and if the same are not of the acceptable quality, the INSTITUTE will have the right to reject that food stuff from being served to the staff; and consequent loss if any, incurred by the INSTITUTE shall be made up by the Contractor. If the quality of food items is found to be of lower standard and if the Contractor is not making efforts to improve the quality after repeated instructions in writing, the INSTITUTE shall have the right to terminate the contract without notice. CK 882059

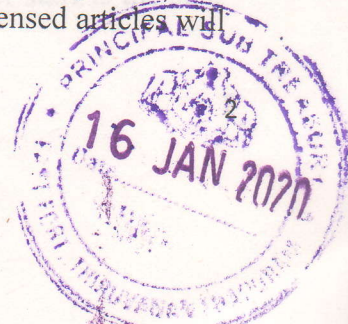
5. The Contractor shall make suitable arrangement in the Kiosk to serve wholesome and tasty food and refreshments, at the specified hours and at the place specified and notified to him. The Contractor shall also make necessary arrangements to serve food/tea/coffee etc. to certain category of staff and/or such notified staff/guests in the various departments or places at the time notified to him.

6. The Kiosk shall normally function on all working days from Mondays to Saturday. But the Contractor shall serve tea/coffee etc to the staff who are working on Sundays / Holidays or any other time as decided by the Institute irrespective of the number of requirements or at any other revised / modified/ amended / staggered working hours/shifts to a category and / or categories of staff.

7. The Contractor shall provide foodstuffs etc. from the Kiosk against cash payment/food coupons provided by NISH ONLY to the staff Members of the Institute. The Contractor shall ensure that all other items are provided against cash. The Contractor is not expected to provide foodstuff on credit from the kiosk and the INSTITUTE shall not be liable for any amount to be realized from the employees of the INSTITUTE or others in this regard.

8. Supply and/or consumption of alcoholic drinks are strictly prohibited in the kiosk and the premises of the Institute. Smoking inside the kiosk and campus are also strictly not allowed. Only licensed articles will be stocked and supplied.

EXECUTIVE DIRECTOR  
National Institute of Speech & Hearing  
NISH Road, Sreekariyam P. O.  
Thiruvananthapuram - 695 017



No. 31347

R N Traders

17.01.2020

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Recd-

17.01.2020



9. Supply of unauthorized items such as junk food etc shall entail forfeiture of security deposit or legal action or both.

10. The Kiosk staff shall be engaged, supervised, controlled and paid by Contractor and they shall not be considered as employees of the INSTITUTE in any manner whatsoever, and the Contractor shall be responsible to the INSTITUTE for their proper and good behaviour. In the matter of discipline, conduct and cleanliness, the Contractor shall abide by the Rules and Regulations made by the Institute. The Contractor shall be responsible to settle all disputes whatsoever that may arise between the Contractor and his employees. The Contractor is exclusively responsible for submitting a Monthly Acquaintance Roll and statement of wages paid to the employees and also employer's/employees' contribution in respect of ESI, PF and such other statutory obligations cast on him by virtue of his employing them, provided, however, that if the Contractor does not satisfy the contractual obligations to his employees and if such an event disrupts the normal functioning of the Institute, the INSTITUTE reserves the right to take appropriate action in this regard including recovery of the "employer's contribution" from any bill due to Contractor from time to time, if default is made.

11. The Contractor shall supply food articles and beverages mentioned in Schedule I at the rates specified therein which shall not be revised during the period of the contract. If any item not included in Schedule I is to be served, the Contractor shall obtain the prior written permission of the INSTITUTE. The Contractor is bound to follow the standing instructions given at Schedule II to this agreement.

12. The INSTITUTE reserves its right to impose a fine ₹ 50/- per such absence, either full day or part of the day; as also a minimum of ₹ 50/- and a maximum of ₹ 500/- for violation of any instructions contained in Schedule II.


13. The Contractor shall be responsible for the proper upkeep and maintenance of all furniture, electrical equipment and all other articles, entrusted to him by the Institute in a clean and hygienic condition and in proper order. He will be liable to replace any items stolen, lost, missing or damaged and also will be liable to make good to the INSTITUTE any loss sustained by the INSTITUTE in this behalf. The Contractor is bound to hand over all the items supplied by the INSTITUTE as detailed in Schedule III when the contract is terminated and obtain a clearance certificate before the final settlement is effected. The cost of any articles not handed over and all other amounts due from the Contractor to the INSTITUTE by way of damages/destruction /demolition/ alteration etc. caused to the building, rooms and appurtenance thereto and on other account shall be recovered from the Contractor's Security Deposit and/or through the provisions of law.

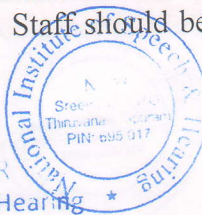
14. The kiosk shall not be used as a place of abode during night-time.

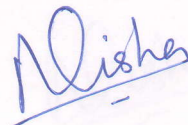
15. The Contractor shall run the kiosk during the contract period without any interruption and the INSTITUTE reserves the right to forfeit the Cash Security Deposit, levy damages and impose fine as decided by the INSTITUTE and/or terminate the contract for any such interruption or discontinuance.

16. The Contractor shall not bring his suppliers/clients (other than persons engaged by him and issued with authorized identity card) inside the campus.

17. The Contractor shall make necessary arrangements to provide at least two sets of uniforms to his staff and no person shall be allowed to work in the Kiosk without wearing uniforms. Kitchen staff and the bearers should wear aprons and head cover. Staff should be clean and tidy. The safety of staff is the sole responsibility of the contractor.

  
EXECUTIVE DIRECTOR  
National Institute of Speech & Hearing  
NISH Road, Sreekariyam P. O.  
Thiruvananthapuram - 695 017







The Contractor confirms that he shall be engaging minimum 2 persons. The staff engaged should undergo medical examination and a fitness certificate obtained.

19. The Contractor shall abide by the Rules and Regulations of the Municipal Corporation and other statutory authorities and the Contractor alone will be responsible for any violation of the Rules. All taxes and levies payable by the contractor for running the business herein mentioned shall be the sole liability of the Contractor.

20. Nothing herein contained shall be construed as creating a tenancy in favour of the Contractor in the said premises and the INSTITUTE may of its own accord, upon the termination of this contract, re-enter, re-take and absolutely retain possession of the kiosk premises without in any manner becoming liable to the Contractor.

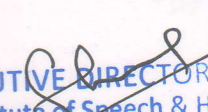
21. Every notice hereby required or authorized to be given may be either given to the Contractor personally or left at his residence or last known place of abode or business, or may be handed over to his Agents personally or may be addressed to the Contractor by post at his usual or last known place or abode or business.

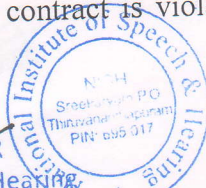
22. The Contractor shall not assign or make over the contract or the benefits or burdens thereof or any part thereof to any other persons or body corporate. The Contractor shall not underlet or sublet to any person or body corporate the execution of the contract or any part thereof without the consent in writing of the Institute. The INSTITUTE shall have absolute power to refuse such consent or rescind such consent (if given) at any time if it is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the Contractor or the sub-contractor on rescinding the same, provided always that if such consent be given at any time, the Contractor shall not be relieved from any obligation, duty or responsibility under this contract. The facilities of kiosk should not be used for outside catering/ serving to public.

23. In case the Contractor becomes insolvent or goes into liquidation or makes or proposes to make any assignment for the benefit of his creditors or proposes to compound with his business or the contract under inspection on behalf of his creditors or in case any orders for the administration of his business or the contract under inspection on behalf of his creditors or in case any orders for the administration of his estate are made against him or in case the Contractor shall commit any act of insolvency or in case under any clause of this contract the Contractor shall have rendered himself liable to damages amounting to the whole of security deposit, the INSTITUTE shall, thereupon after giving notice to the Contractor, terminate the contract, and may arrange for the kiosk being run for such time and manner and by such persons such as the INSTITUTE shall think fit. But such termination of the contract shall be without any prejudice to any right or remedy of the INSTITUTE against the Contractor (or his sureties) in respect of any breach of contract committed by the Contractor.

24. All expenses and damages caused to the INSTITUTE by any breach of this contract by the Contractor and all amounts due to the INSTITUTE under or by virtue of this contract shall be paid by the Contractor to the Institute.

25. If the contract is terminated by the contractor on his own accord during the contract period without valid reason, 50% of the deposit will be forfeited. The INSTITUTE will be at liberty to terminate the Contract, if any of the conditions of the contract is violated. In any case one month's notice shall be served on either side.

  
**EXECUTIVE DIRECTOR**  
National Institute of Speech & Hearing  
NISH Road, Sreekariyam P. O.  
Thiruvananthapuram - 695 017







26. If any dispute arises between the INSTITUTE and the Contractor as to the terms and conditions of the agreement, or the manner or methods of compliance thereof, the decision of the Executive Director of the INSTITUTE shall be final and binding on both the parties.

27. Continuity of Service: The Contractor must have in place at all times a detailed contingency plan that covers situations where its services cannot be provided including due to Force Majeure Events, malfunction or unavailability of personnel and resources or any other causes. The Contractor shall ensure that the contingency plan is approved by NISH. In the event that the Contractor is unable to provide any service for any reason including a Force Majeure Event, malfunction or unavailability of Contractor resources or any other cause, the Contractor must immediately notify NISH.

28. This contract shall be governed and construed in accordance with the laws of India

29. In the event of any dispute between the parties hereto regarding or arising out of this engagement, the courts in Trivandrum, India, shall have the sole jurisdiction, to the exclusion of all the other courts that may otherwise have had jurisdiction.

30. In the event any dispute arises relating to any of the terms contained herein, the dispute shall be referred to arbitration by a sole arbitrator to be nominated by NISH. The provisions of the Arbitration & Conciliation Act 1996, as amended from time to time shall apply to the arbitration proceedings. The venue of arbitration shall be Trivandrum, and the language of the arbitration proceedings shall be English.

31. If any of the clauses or sub-clauses contained herein become invalid or is so judged by a competent court, the remaining clauses or sub clauses shall not be severable and shall remain in full force and effect.

32. The contract shall be strictly on trial for the first 3 months of the contract during which time, if the services are not found satisfactory as reported by AO to the Executive Director, the contract will be cancelled.

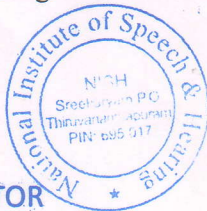
33. The contract shall be subject to further extension on same terms and conditions for a further period till the contract is renewed or a fresh contract is concluded with the INSTITUTE, if the INSTITUTE decides so. The profile of personnel to be deployed shall be forwarded to NISH well in advance for approval.

IN WITNESS WHEREOF, the Parties have agreed to the terms and conditions aforementioned and have caused their authorized signatories to sign below;

Signed and Delivered by      Signed and Delivered by  
For National Institute of Speech & Hearing      Authorized signatory

(-----)  
(First Party)

**EXECUTIVE DIRECTOR**  
**National Institute of Speech & Hearing**  
NISH Road, Sreekariyam P. O.  
Thiruvananthapuram - 695 017



Witnesses 1.

Soja Olivar

2. Aakansha Das

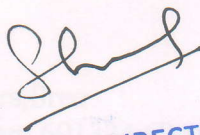
(-----)  
(Second Party)

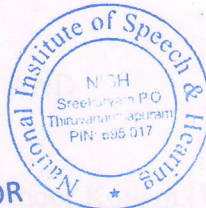
**CO-ORDINATORS**  
*Nisha*  
**SECRETARY**



Tea / Coffee snacks counter operation guidelines mentioned below are to be strictly followed by the contractor.

1. There are two counters which should be fully operational for all the working days of NISH with sufficient service staff to provide good and quality service to Staff, Students and clients of NISH.
2. All the items kept in the counters should be of having food safety standards. Display of statutory certificate and food menu/rate in both the counters.
3. The tea/coffee services should be carried out by M/s RN Traders to the NISH staff every day twice (morning 10 am – 11 and evening 3pm – 4 pm) against tea coupon provided by NISH. The daily collection of coupons should be submitted to NISH administration to be taken into account.
4. EPF/ESI remittance details of all your staff (Kiosk as well as tea counter) should be submitted every month along with monthly bill.
5. A maintenance charge of both counters of an amount of ₹7000/- should be paid by the contractor in advance to the accounts department of NISH before 5<sup>th</sup> of every month.
6. The contractor should ensure cleanliness in the counters and personnel hygiene of staff. Periodical inspections will be carried out by the NISH administration and corrective actions shall be taken as and when required.
7. A customer feedback register should be kept in the convenient area of both the counters.
8. The contractor should take care of all other related matters which are required for the smooth functioning of the canteen as well as the counter services. Contractor shall be liable for any damage/loss caused to NISH due to any action by the contractor.

  
**EXECUTIVE DIRECTOR**  
National Institute of Speech & Hearing  
NISH Road, Sreekariyam P. O.  
Thiruvananthapuram - 695 017



  
Contractor





**കേരളം KERALA AGREEMENT**

CK 888060

THIS AGREEMENT made and entered on this, the 1<sup>st</sup> day of November 2019 between National Institute of Speech and Hearing (INSTITUTE), Trivandrum represented by Executive Director (hereinafter referred to as Institute) which expression shall, unless it be repugnant to or inconsistent with subject or context thereof, include and be deemed to include their heirs, executors, successors or administrators and assigns) on the FIRST PART

AND

Ms. Nisha Shaji, M/s. RN Traders, Sree building CP/X111/658, Nedungolam. 691334, Chathanoor, Kollam. (Which expression where the context admits shall include his legal heirs, successor etc.) hereinafter called the "Contractor" of the other part,

Witnesses and the parties hereto hereby agree as follows: -

1. The INSTITUTE hereby licenses and authorizes the Contractor, at all times during the continuance of this agreement to run Tea-coffee kiosk both in Thejas and Dhyan building at NISH campus for the use of NISH Staff, Interns, Project Staff, workers engaged by contractors providing services to the INSTITUTE, students, clients, customers, guests, other service staff and visitors of the INSTITUTE.
2. This agreement shall be in force for a period of one year from 1<sup>st</sup> November 2019 till 31<sup>st</sup> October 2020.
3. The Contractor shall run the Kiosk in compliance with the provisions of the Kerala Factories Rules, 1957, and shall be bound by the provisions of the said rules.

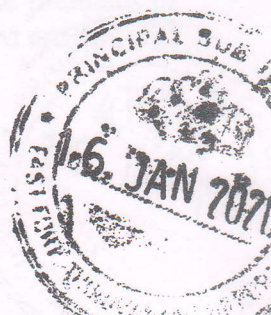
EXECUTIVE DIRECTOR

National Institute of Speech & Hearing



RN Traders  
Chathanoor

Signature of Contractor  
Date: 06/11/2019



No. 131248





4. The Officers of the INSTITUTE, and such other Staff /Monitoring Committees who are **6Kut882059** shall have the power to inspect the materials used for the preparation of food and the food articles and if the same are not of the acceptable quality, the INSTITUTE will have the right to reject that food stuff from being served to the staff; and consequent loss if any, incurred by the INSTITUTE shall be made up by the Contractor. If the quality of food items is found to be of lower standard and if the Contractor is not making efforts to improve the quality after repeated instructions in writing, the INSTITUTE shall have the right to terminate the contract without notice.

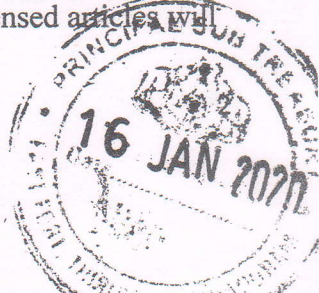
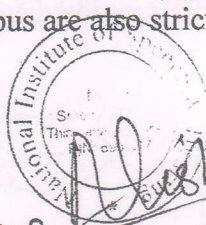
5. The Contractor shall make suitable arrangement in the Kiosk to serve wholesome and tasty food and refreshments, at the specified hours and at the place specified and notified to him. The Contractor shall also make necessary arrangements to serve food/tea/coffee etc. to certain category of staff and/or such notified staff/guests in the various departments or places at the time notified to him.

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8. Supply and/or consumption of alcoholic drinks are strictly prohibited in the kiosk and the premises of the Institute. Smoking inside the kiosk and campus are also strictly not allowed. Only licensed articles will be stocked and supplied.

**EXECUTIVE DIRECTOR**  
National Institute of Speech & Hearing  
NISH Road, Sreekariyam P. O.  
Thiruvananthapuram - 695 017



No. 131347

RN Traders

23/09/2017-2017-20



9. Supply of unauthorized items such as junk food etc shall entail forfeiture of security deposit or legal action or both.

10. The Kiosk staff shall be engaged, supervised, controlled and paid by Contractor and they shall not be considered as employees of the INSTITUTE in any manner whatsoever, and the Contractor shall be responsible to the INSTITUTE for their proper and good behaviour. In the matter of discipline, conduct and cleanliness, the Contractor shall abide by the Rules and Regulations made by the Institute. The Contractor shall be responsible to settle all disputes whatsoever that may arise between the Contractor and his employees. The Contractor is exclusively responsible for submitting a Monthly Acquaintance Roll and statement of wages paid to the employees and also employer's/employees' contribution in respect of ESI, PF and such other statutory obligations cast on him by virtue of his employing them, provided, however, that if the Contractor does not satisfy the contractual obligations to his employees and if such an event disrupts the normal functioning of the Institute, the INSTITUTE reserves the right to take appropriate action in this regard including recovery of the "employer's contribution" from any bill due to Contractor from time to time, if default is made.

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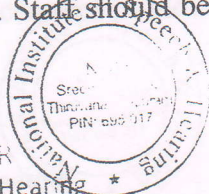
14. The kiosk shall not be used as a place of abode during night-time.

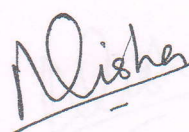
15. The Contractor shall run the kiosk during the contract period without any interruption and the INSTITUTE reserves the right to forfeit the Cash Security Deposit, levy damages and impose fine as decided by the INSTITUTE and/or terminate the contract for any such interruption or discontinuance.

16. The Contractor shall not bring his suppliers/clients (other than persons engaged by him and issued with authorized identity card) inside the campus.

17. The Contractor shall make necessary arrangements to provide at least two sets of uniforms to his staff and no person shall be allowed to work in the Kiosk without wearing uniforms. Kitchen staff and the bearers should wear aprons and head cover. Staff should be clean and tidy. The safety of staff is the sole responsibility of the contractor.

  
EXECUTIVE DIRECTOR  
National Institute of Speech & Hearing  
NISH Road, Sreekariyam P. O.  
Thiruvananthapuram - 695 017







The Contractor confirms that he shall be engaging minimum 2 persons. The staff engaged should undergo medical examination and a fitness certificate obtained.

19. The Contractor shall abide by the Rules and Regulations of the Municipal Corporation and other statutory authorities and the Contractor alone will be responsible for any violation of the Rules. All taxes and levies payable by the contractor for running the business herein mentioned shall be the sole liability of the Contractor.

20. Nothing herein contained shall be construed as creating a tenancy in favour of the Contractor in the said premises and the INSTITUTE may of its own accord, upon the termination of this contract, re-enter, re-take and absolutely retain possession of the kiosk premises without in any manner becoming liable to the Contractor.

21. Every notice hereby required or authorized to be given may be either given to the Contractor personally or left at his residence or last known place of abode or business, or may be handed over to his Agents personally or may be addressed to the Contractor by post at his usual or last known place or abode or business.

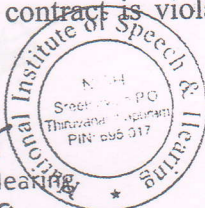
22. The Contractor shall not assign or make over the contract or the benefits or burdens thereof or any part thereof to any other persons or body corporate. The Contractor shall not underlet or sublet to any person or body corporate the execution of the contract or any part thereof without the consent in writing of the Institute. The INSTITUTE shall have absolute power to refuse such consent or rescind such consent (if given) at any time if it is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the Contractor or the sub-contractor on rescinding the same, provided always that if such consent be given at any time, the Contractor shall not be relieved from any obligation, duty or responsibility under this contract. The facilities of kiosk should not be used for outside catering/ serving to public.

23. In case the Contractor becomes insolvent or goes into liquidation or makes or proposes to make any assignment for the benefit of his creditors or proposes to compound with his business or the contract under inspection on behalf of his creditors or in case any orders for the administration of his business or the contract under inspection on behalf of his creditors or in case any orders for the administration of his estate are made against him or in case the Contractor shall commit any act of insolvency or in case under any clause of this contract the Contractor shall have rendered himself liable to damages amounting to the whole of security deposit, the INSTITUTE shall, thereupon after giving notice to the Contractor, terminate the contract, and may arrange for the kiosk being run for such time and manner and by such persons such as the INSTITUTE shall think fit. But such termination of the contract shall be without any prejudice to any right or remedy of the INSTITUTE against the Contractor (or his sureties) in respect of any breach of contract committed by the Contractor.

24. All expenses and damages caused to the INSTITUTE by any breach of this contract by the Contractor and all amounts due to the INSTITUTE under or by virtue of this contract shall be paid by the Contractor to the Institute.

25. If the contract is terminated by the contractor on his own accord during the contract period without valid reason, 50% of the deposit will be forfeited. The INSTITUTE will be at liberty to terminate the Contract, if any of the conditions of the contract is violated. In any case one month's notice shall be served on either side.

EXECUTIVE DIRECTOR  
National Institute of Speech & Hearing  
NISH Road, Sreekariyam P. O.  
Thiruvananthapuram - 695 017



*Aliya*



If any dispute arises between the INSTITUTE and the Contractor as to the terms and conditions of the agreement, or the manner or methods of compliance thereof, the decision of the Executive Director of the INSTITUTE shall be final and binding on both the parties.

27. Continuity of Service: The Contractor must have in place at all times a detailed contingency plan that covers situations where its services cannot be provided including due to Force Majeure Events, malfunction or unavailability of personnel and resources or any other causes. The Contractor shall ensure that the contingency plan is approved by NISH. In the event that the Contractor is unable to provide any service for any reason including a Force Majeure Event, malfunction or unavailability of Contractor resources or any other cause, the Contractor must immediately notify NISH.

28. This contract shall be governed and construed in accordance with the laws of India

29. In the event of any dispute between the parties hereto regarding or arising out of this engagement, the courts in Trivandrum, India, shall have the sole jurisdiction, to the exclusion of all the other courts that may otherwise have had jurisdiction.

30. In the event any dispute arises relating to any of the terms contained herein, the dispute shall be referred to arbitration by a sole arbitrator to be nominated by NISH. The provisions of the Arbitration & Conciliation Act 1996, as amended from time to time shall apply to the arbitration proceedings. The venue of arbitration shall be Trivandrum, and the language of the arbitration proceedings shall be English.

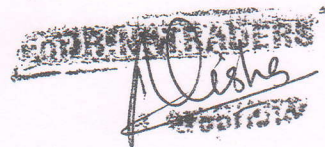
31. If any of the clauses or sub-clauses contained herein become invalid or is so judged by a competent court, the remaining clauses or sub clauses shall not be severable and shall remain in full force and effect.

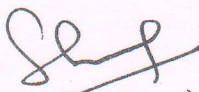
32. The contract shall be strictly on trial for the first 3 months of the contract during which time, if the services are not found satisfactory as reported by AO to the Executive Director, the contract will be cancelled.

33. The contract shall be subject to further extension on same terms and conditions for a further period till the contract is renewed or a fresh contract is concluded with the INSTITUTE, if the INSTITUTE decides so. The profile of personnel to be deployed shall be forwarded to NISH well in advance for approval.

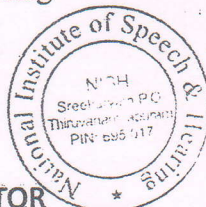
IN WITNESS WHEREOF, the Parties have agreed to the terms and conditions aforementioned and have caused their authorized signatories to sign below;

Signed and Delivered by      Signed and Delivered by  
For National Institute of Speech & Hearing      Authorized signatory

  
CONTRACTORS

  
(First Party)

**EXECUTIVE DIRECTOR**  
National Institute of Speech & Hearing  
NISH Road, Sreekariyam P. O.  
Thiruvananthapuram - 695 017



(Second Party)

Witnesses 1.

Soja Olivar

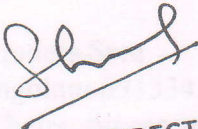
2. Aakansha Das

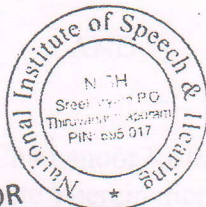




Tea / Coffee snacks counter operation guidelines mentioned below are to be strictly followed by the contractor.

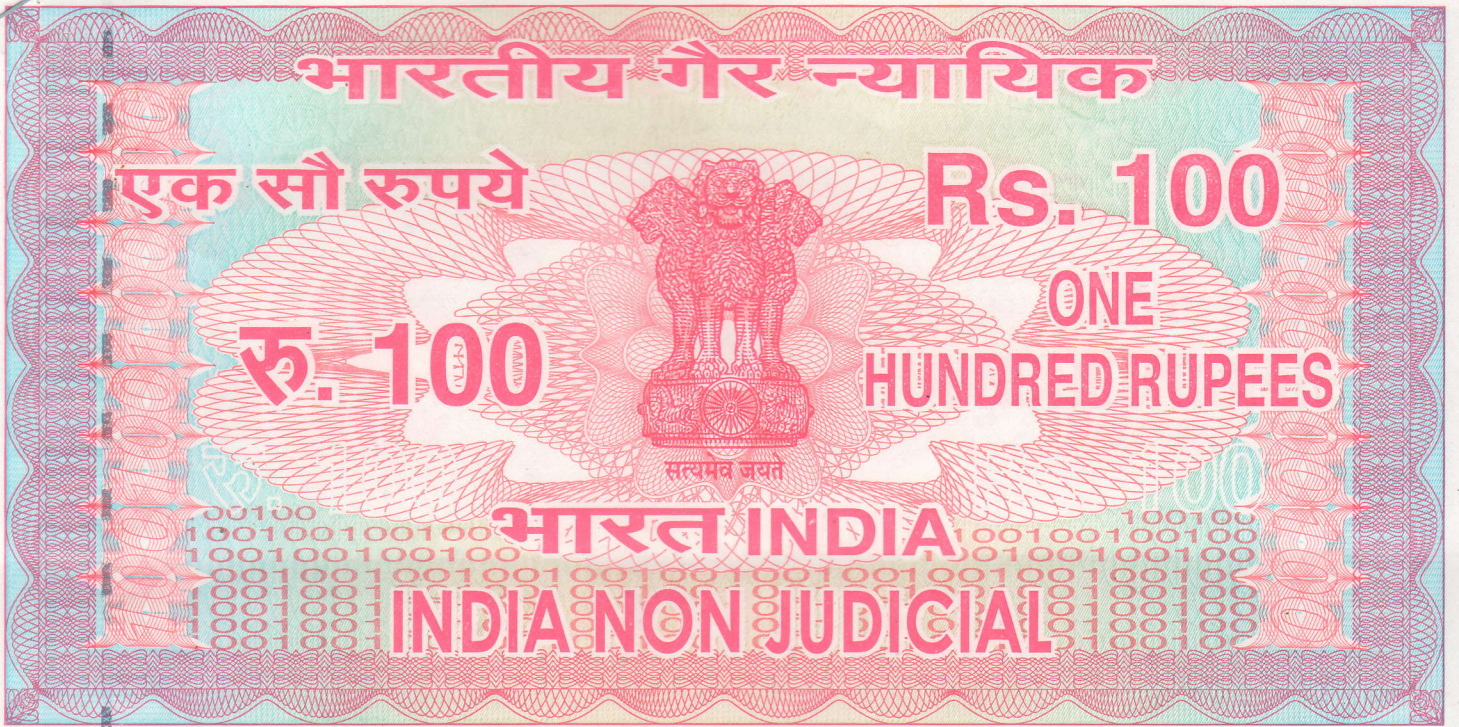
1. There are two counters which should be fully operational for all the working days of NISH with sufficient service staff to provide good and quality service to Staff, Students and clients of NISH.
2. All the items kept in the counters should be of having food safety standards. Display of statutory certificate and food menu/rate in both the counters.
3. The tea/coffee services should be carried out by M/s RN Traders to the NISH staff every day twice (morning 10 am – 11 and evening 3pm – 4 pm) against tea coupon provided by NISH. The daily collection of coupons should be submitted to NISH administration to be taken into account.
4. EPF/ESI remittance details of all your staff (Kiosk as well as tea counter) should be submitted every month along with monthly bill.
5. A maintenance charge of both counters of an amount of ₹7000/- should be paid by the contractor in advance to the accounts department of NISH before 5<sup>th</sup> of every month.
6. The contractor should ensure cleanliness in the counters and personnel hygiene of staff. Periodical inspections will be carried out by the NISH administration and corrective actions shall be taken as and when required.
7. A customer feedback register should be kept in the convenient area of both the counters.
8. The contractor should take care of all other related matters which are required for the smooth functioning of the canteen as well as the counter services. Contractor shall be liable for any damage/loss caused to NISH due to any action by the contractor.

  
**EXECUTIVE DIRECTOR**  
National Institute of Speech & Hearing  
NISH Road, Sreekariyam P. O.  
Thiruvananthapuram - 695 017



  
**CONTRACTOR**





കേരളം KERALA

CA 955577

### AGREEMENT

THIS AGREEMENT made and entered on this, the 10<sup>th</sup> day of March 2020 between National Institute of Speech and Hearing (INSTITUTE), Trivandrum represented by Executive Director (hereinafter referred to as Institute) which expression shall, unless it be repugnant to or inconsistent with subject or context thereof, include and be deemed to include their heirs, executors, successors or administrators and assigns) on the FIRST PART

AND

M/s Arikathu Family Restaurent.TC-99/3333- 2 Kulathoor, Kulathoor P.O , Trivandrum - 695583.(Which expression where the context admits shall include his legal heirs, successors etc.) hereinafter called the "Contractor" of the other part.

Witnesses and the parties hereto hereby agree as follows: -

1. The INSTITUTE hereby licenses and authorizes the Contractor, at all times during the continuance of this agreement to run the Canteen at NISH campus for the use of NISH Staff, Interns, Project Staff, workers engaged by contractors providing services to the INSTITUTE, students, clients, customers, guests, other service staff and visitors of the INSTITUTE.

2. This agreement shall be in force for a period of one year from 2<sup>nd</sup> March 2020 till 28<sup>th</sup> February 2021.

3. The Contractor shall run the Canteen in compliance with the provisions of the Kerala Factories Rules, 1957, and shall be bound by the provisions of the said rules.

No. 22410/13-03-19

Arikathu Family Restaurent

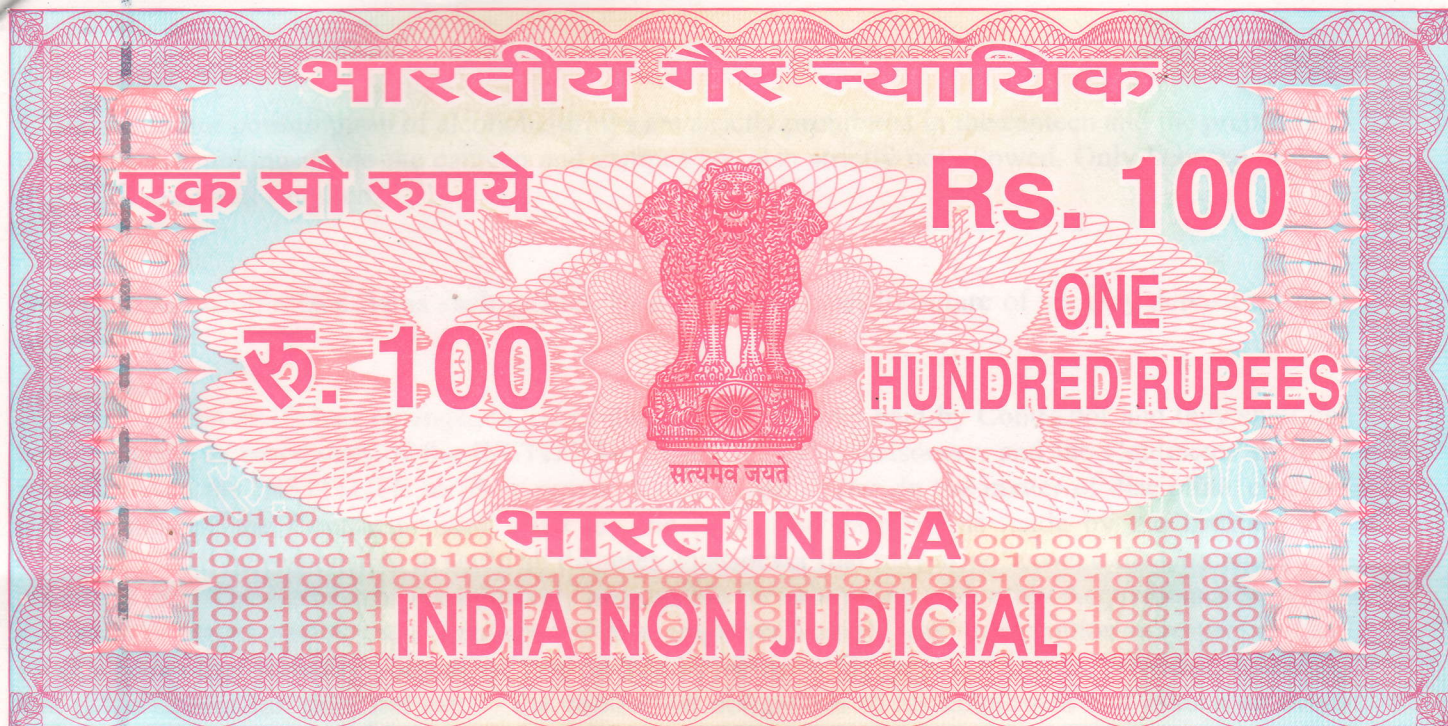
*[Signature]*

കുലത്തൂർ റെസ്റ്റോറന്റ്  
കെ.എസ്.എസ്.എസ്.



5/3/19





കേരളം KERALA

CA 955578

4. The Officers of the INSTITUTE, and such other Staff /Canteen Committees who are authorized by the INSTITUTE shall have the power to inspect the materials used for the preparation of food and the food articles and if the same are not of the acceptable quality, the INSTITUTE will have the right to reject that food stuff from being served to the staff; and consequent loss if any, incurred by the INSTITUTE shall be made up by the Contractor. If the quality of food itkems is found to be of lower standard and if the Contractor is not making efforts to improve the quality after repeated instructions in writing, the INSTITUTE shall have the right to terminate the contract without notice.
5. The Contractor shall make suitable arrangement in the Canteen to serve wholesome and tasty food and refreshments as per the menu list and rate agreed upon, at the specified hours and at the place specified and notified to him. The Contractor shall also make necessary arrangements to serve additional food/tea/coffee etc. to certain category of staff and/or such notified staff/guests in the various departments or places at the time notified to him.
6. The Canteen shall normally function on all working days from Mondays to Saturday. But the Contractor shall serve additional food items, tea/coffee etc to the staff who are working on Sundays / Holidays or any other time as decided by the Institute irrespective of the number of requirements or at any other revised / modified/ amended / staggered working hours/shifts to a category and / or categories of staff.
7. The Contractor shall provide foodstuffs etc. from the Canteen against cash payment/food coupons provided by NISH ONLY to the staff Members of the Institute. The Contractor shall ensure that all other items are provided against cash. The Contractor is not expected to provide foodstuff on credit from the canteen and the INSTITUTE shall not be liable for any amount to be realized from the employees of the INSTITUTE or others in this regard.

No. 22411/13-03-19

Arikathu Family Restaurant

*[Signature]*

കുലത്തൂർ ടി.പി.എം. - 695 583

08-04-2019



ARIKATHU FAMILY RESTAURANT



Proprietor 5/3/19



8. Supply and/or consumption of alcoholic drinks are strictly prohibited in the canteen and the premises of the Institute. Smoking inside the canteen and campus are also strictly not allowed. Only licensed articles will be stocked and supplied.

9. Supply of unauthorized items such as junk food etc shall entail forfeiture of security deposit or legal action or both.

10. The Canteen staff shall be engaged, supervised, controlled and paid by Contractor and they shall not be considered as employees of the INSTITUTE in any manner whatsoever, and the Contractor shall be responsible to the INSTITUTE for their proper and good behaviour. In the matter of discipline, conduct and cleanliness, the Contractor shall abide by the Rules and Regulations made by the Institute. The Contractor shall be responsible to settle all disputes whatsoever that may arise between the Contractor and his employees. The Contractor is exclusively responsible for submitting a Monthly Acquaintance Roll and statement of wages paid to the employees and also employer's/employees' contribution in respect of ESI, PF and such other statutory obligations cast on him by virtue of his employing them, provided, however, that if the Contractor does not satisfy the contractual obligations to his employees and if such an event disrupts the normal functioning of the Institute, the INSTITUTE reserves the right to take appropriate action in this regard including recovery of the "employer's contribution" from any bill due to Contractor from time to time, if default is made.

11. The Contractor shall supply food articles and beverages mentioned in Schedule I at the rates specified therein which shall not be revised during the period of the contract. If any item not included in Schedule I is to be served, the Contractor shall obtain the prior written permission of the INSTITUTE. The Contractor is bound to follow the standing instructions given at Schedule II to this agreement.

12. The INSTITUTE reserves its right to impose a fine ₹ 50/- per such absence, either full day or part of the day; as also a minimum of ₹ 50/- and a maximum of ₹ 500/- for violation of any instructions contained in Schedule II.

13. The Contractor shall be responsible for the proper upkeep and maintenance of all furniture, electrical equipment and all other articles, entrusted to him by the Institute in a clean and hygienic condition and in proper order. He will be liable to replace any items stolen, lost, missing or damaged and also will be liable to make good to the INSTITUTE any loss sustained by the INSTITUTE in this behalf. The Contractor is bound to hand over all the items supplied by the INSTITUTE as detailed in Schedule III when the contract is terminated and obtain a clearance certificate before the final settlement is effected. The cost of any articles not handed over and all other amounts due from the Contractor to the INSTITUTE by way of damages/destruction /demolition/ alteration etc. caused to the building, rooms and appurtenance thereto and on other account shall be recovered from the Contractor's Security Deposit and/or through the provisions of law.

14. The canteen shall not be used as a place of abode during night-time.

15. The Contractor shall run the canteen during the contract period without any interruption and the INSTITUTE reserves the right to forfeit the Cash Security Deposit, levy damages and impose fine as decided by the INSTITUTE and/or terminate the contract for any such interruption or discontinuance.

16. The Contractor shall not bring his suppliers/clients (other than persons engaged by him and issued with authorized identity card) inside the campus.



For ARIKATHU FAMILY RESTAURANT

*[Signature]*  
Proprietor



17. The Contractor shall make necessary arrangements to provide at least two sets of uniforms to his staff and no person shall be allowed to work in the canteen without wearing uniforms. Kitchen staff and the bearers should wear aprons and head cover. Staff should be clean and tidy. The safety of staff is the sole responsibility of the contractor.

18. The Contractor confirms that he shall be engaging minimum 6 persons. The staff engaged should undergo medical examination and a fitness certificate obtained.

19. The Contractor shall abide by the Rules and Regulations of the Municipal Corporation and other statutory authorities and the Contractor alone will be responsible for any violation of the Rules. All taxes and levies payable by the contractor for running the business herein mentioned shall be the sole liability of the Contractor.

20. Nothing herein contained shall be construed as creating a tenancy in favour of the Contractor in the said premises and the INSTITUTE may of its own accord, upon the termination of this contract, re-enter, re-take and absolutely retain possession of the canteen premises without in any manner becoming liable to the Contractor.

21. Every notice hereby required or authorized to be given may be either given to the Contractor personally or left at his residence or last known place of abode or business, or may be handed over to his Agents personally or may be addressed to the Contractor by post at his usual or last known place or abode or business.

22. The Contractor shall not assign or make over the contract or the benefits or burdens thereof or any part thereof to any other persons or body corporate. The Contractor shall not underlet or sublet to any person or body corporate the execution of the contract or any part thereof without the consent in writing of the Institute. The INSTITUTE shall have absolute power to refuse such consent or rescind such consent (if given) at any time if it is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the Contractor or the sub-contractor on rescinding the same, provided always that if such consent be given at any time, the Contractor shall not be relieved from any obligation, duty or responsibility under this contract. The facilities of canteen should not be used for outside catering/ serving to public.

23. In case the Contractor becomes insolvent or goes into liquidation or makes or proposes to make any assignment for the benefit of his creditors or proposes to compound with his business or the contract under inspection on behalf of his creditors or in case any orders for the administration of his business or the contract under inspection on behalf of his creditors or in case any orders for the administration of his estate are made against him or in case the Contractor shall commit any act of insolvency or in case under any clause of this contract the Contractor shall have rendered himself liable to damages amounting to the whole of security deposit, the INSTITUTE shall, thereupon after giving notice to the Contractor, terminate the contract, and may arrange for the canteen being run for such time and manner and by such persons such as the INSTITUTE shall think fit. But such termination of the contract shall be without any prejudice to any right or remedy of the INSTITUTE against the Contractor (or his sureties) in respect of any breach of contract committed by the Contractor.

24. All expenses and damages caused to the INSTITUTE by any breach of this contract by the Contractor and all amounts due to the INSTITUTE under or by virtue of this contract shall be paid by the Contractor to the Institute.



For ARIKATHU FAMILY RESTAURANT

*[Signature]*  
Proprietor



25. As security for proper fulfilment of this contract and for the proper use of the articles etc. handed over to the Contractor as per Schedule III, the Contractor shall herein make a interest free security deposit of ₹.50, 000/- (Rupees fifty thousand only) by way of DD or Bank Guarantee in favour of NISH along with the execution of agreement.

26. If the contract is terminated by the contractor on his own accord during the contract period without valid reason, 50% of the deposit will be forfeited. The INSTITUTE will be at liberty to terminate the Contract, if any of the conditions of the contract is violated. In any case one month's notice shall be served on either side.

27. If any dispute arises between the INSTITUTE and the Contractor as to the terms and conditions of the agreement, or the manner or methods of compliance thereof, the decision of the Executive Director of the INSTITUTE shall be final and binding on both the parties.

28. Continuity of Service: The Contractor must have in place at all times a detailed contingency plan that covers situations where its services cannot be provided including due to Force Majeure Events, malfunction or unavailability of personnel and resources or any other causes. The Contractor shall ensure that the contingency plan is approved by NISH. In the event that the Contractor is unable to provide any service for any reason including a Force Majeure Event, malfunction or unavailability of Contractor resources or any other cause, the Contractor must immediately notify NISH.

29. This contract shall be governed and construed in accordance with the laws of India

30. In the event of any dispute between the parties hereto regarding or arising out of this engagement, the courts in Trivandrum, India, shall have the sole jurisdiction, to the exclusion of all the other courts that may otherwise have had jurisdiction.

31. In the event any dispute arises relating to any of the terms contained herein, the dispute shall be referred to arbitration by a sole arbitrator to be nominated by NISH. The provisions of the Arbitration & Conciliation Act 1996, as amended from time to time shall apply to the arbitration proceedings. The venue of arbitration shall be Trivandrum, and the language of the arbitration proceedings shall be English.

32. If any of the clauses or sub-clauses contained herein become invalid or is so judged by a competent court, the remaining clauses or sub clauses shall not be severable and shall remain in full force and effect.

33. The contract shall be strictly on trial for the first 3 months of the contract during which time, if the services are not found satisfactory as reported by AO to the Executive Director, the contract will be cancelled.

34. The contract shall be subject to further extension on same terms and conditions for a further period till the contract is renewed or a fresh contract is concluded with the INSTITUTE, if the INSTITUTE decides so. The profile of personnel to be deployed shall be forwarded to NISH well in advance for approval.

IN WITNESS WHEREOF, the Parties have agreed to the terms and conditions aforementioned and have caused their authorized signatories to sign below;

Signed and Delivered by      Signed and Delivered by  
For National Institute of Speech & Hearing      Authorized signatory



For ARIKATHU FAMILY RESTAURANT

*[Signature]*  
Proprietor



(-----)  
(First Party)

(-----)  
(Second Party)

Witnesses 1.

2.



For ARIKATHU FAMILY RESTAURANT

*[Signature]*  
Proprietor



## ANNEXURE I

## APPROVED MENU RATES AT NISH CANTEEN

ITEM	Rate	ITEM		Rate	
	NISH Staff/Student	Clients	Item	NISH Staff/Students	Clients
Tea (150 ml)	7	7	Meals (Choru , Parippu, Sambar, Moru, Rasam. Pulisseri, Pappadam, Pickles, Thoran / Mezukkupratti / Erisseri, Avial / Kootucurry / Thiyal, Kichadi / Olan / Pachadi / Salad	50	60
Coffee (150 ml)	10	12	Chicken Biryani	90	120
Pure Milk (150 ml)	15	20	Chicken Fried rice	90	120
1 Veesappam (70 gm)	7	8	Egg Biryani	70	80
1 Dosa (70 gms)	6	8	Fish Fry	30	40
1 Idli (70 gms)	6	8	Fish Curry	25	30
1 Chapathy (90 gms)	7	8	Omlet Single	15	15
Paratha	7	8	Omlet Double	25	30
Poori Masala ( 3 nos)	30	40	Gobi manchooriyan (175 gm )	70	80
1 Idiyappam (70 gms)	7	8	Machine tea	10	10
1 Puttu (200 gms)	24	30	Tomato Curry ( 175 gm)	30	40
1 Appam (70 gms)	7	8	Potato Curry ( 175 gm)	30	40
Kadala Curry (175 gm), Vegetable Curry ( 175 gm )	18	25	Chicken Curry (2 piece + 50 gm )	60	70
Egg Roast / Curry (1 Egg+100gms)=Chappathi	20	25	Green Peas ( 175 gm)	30	40
Uppuma	20	25	Vegetable Kuruma (175 gm)	30	40
Masala Dosa	30	35	Ghee Roast	30	35
Normal Dosa	20	25	Chilli/ginger/garlic chicken	90	120
Vazhakkappam(50 gms)	8	10	Neyyappam (40 gms)	10	12
Uzhunnu vada (30-35 gms)	6	8	Veg Cutlet (40 gms)	15	20
Parippu vada (30-35 gms)	6	8	Bajji (30-35 gms)	6	8
Onion vada (40-45 gms)	8	10	Pazhacake (40-45 gms)	7	8
Mothakam (40-45 gms)	6	8	Thyruvada (30-40 gms)	12	15
Juice Items	Seasonal rates approved by NISH authority				

Sd/  
Administrative Officer



For ARIKATHU FAMILY RESTAURANT

*[Signature]*  
Proprietor



# NISH

## NATIONAL INSTITUTE OF SPEECH & HEARING

(Accredited as Excellent Institution by RCI in 2002. ISO 9001-2008 certified Institution)

### Purchase order

NISH/ P&I-SWI-BD/D/PO-MCIPL/AUG2016  
4<sup>th</sup> August 2016

To

Max Care India Private Limited  
Perumbavoor, Ernakulam  
Ph: 0484 - 3202019

Sir,

Ref: Your Quotation for the supply and Installation of Solid Waste Incinerator – Max Burn Universal (1 nos) dated 13<sup>th</sup> July 2016 and subsequent discussions we are very pleased to place an order for the below items

SI No	Product Description	Qty	Unit Price	Amount inclusive of taxes
1	Solid waste incinerator – max Burn Universal ( No electricity / fuel required) 15-20 litres	1	26,500	26,500
Grand Total				26,500

### Terms and Conditions

Payment : 100 % after Delivery(Inclusive of material, transport and installation at NISH)  
Tax : Inclusive of All Taxes and duties.  
Delivery : As early as possible  
Warranty : One Year

Invoice to be address to **National Institute of Speech and Hearing, NISH Road, Sreekariyam P. O., Thiruvananthapuram 695 017** . Please accept this order and deliver the same.

Thanking You

  
Soja Oliver  
Administrative Officer  
National Institute of Speech & Hearing

Administrative Officer

(A Society of the Government of Kerala)

NISH Road, Sreekaryam P.O. Trivandrum – 695 017, Kerala, India

Phone: 0471-306-6666; 0471-259-6919, Fax: 0471-306-6699, Web: nish.ac.in, Email: nishinfo@nish.ac.in.. Facebook: nishtvm



**NISH**  
**NATIONAL INSTITUTE OF SPEECH & HEARING**  
(Accredited as Excellent Institution by RCI in 2002. ISO 9001-2008 certified Institution)

**Purchase order**

NISH/ P&I-SWI-BD/D/PO-MCIPL/AUG2016  
10<sup>th</sup> August 2016

To

Max Care India Private Limited  
Perumbavoor, Ernakulam  
Ph: 0484 - 3202019

Sir,

Ref: Your Quotation for the supply and Installation of Solid Waste Incinerator – Max Burn Universal (1 nos) dated 13<sup>th</sup> July 2016 and subsequent discussions we are very pleased to place an order for the below items

Sl No	Product Description	Qty	Unit Price	Amount inclusive of taxes
1	Solid waste incinerator – max Burn Universal 1 ( No electricity / fuel required) 35 ltrs	1	36,600	38,600
Grand Total				38,600

**Terms and Conditions**

Payment : 100 % after Delivery(Inclusive of material, transport and installation at NISH)  
Tax : Inclusive of All Taxes and duties.  
Delivery : As early as possible  
Warranty : Two Year

Invoice to be address to **National Institute of Speech and Hearing, NISH Road, Sreekariyam P. O., Thiruvananthapuram 695 017** . Please accept this order and deliver the same.

Thanking You

**Administrative Officer**  
National Institute of Speech & Hearing

Soja Oliver

Administrative Officer



# NISH

## NATIONAL INSTITUTE OF SPEECH & HEARING

Accredited as Excellent Institution by RCI | ISO 9001:2015 Certified | Accredited by NAAC with A Grade

### Purchase order

NISH/ P&I-SNI/ADMIN/PO-KB/FEB2018

19<sup>th</sup> November 2018

M/s Kendriya Bhandar  
Room no: 8, Central Excise & Customs  
C. R Building, I.S Press Road.  
Kochi – 682 018

Dear Mr. Roshan

Ref: your quotation mail dated 16<sup>th</sup> February 2018

We are pleased to place a sample order for the item described below based on the following terms and conditions.

Sl No	Product Description	Qty	Unit Price	Amount inclusive of taxes GST@18%
1	Sanitary Napkin Incinerator Technical Specification as per the quotation submitted by KB on 16 <sup>th</sup> Feb 2018	1 nos	22,457.63	26,500.00 (Rupees twenty six thousand and five hundred only)

### Terms and Conditions

Payment : 100 % after Delivery(Inclusive of material, transport and installation at NISH)  
Tax : Inclusive of All Taxes and duties.  
Delivery : As early as possible/ on or before 28<sup>th</sup> February 2018  
Warranty : One Year

Invoice to be address to **National Institute of Speech and Hearing, NISH Road, Sreekariyam P. O., Thiruvananthapuram 695 017** . Please accept this order and deliver the same.

Thanking You

  
Soja Oliver

Administrative Officer  
National Institute of Speech and Hearing

NISH Road, Sreekariyam P.O., Thiruvananthapuram - 695 017, Kerala, India  
Tel: +91 471 306 6666, 259 6919 Fax: +91 471 306 6699  
E-mail: nishinfo@nish.ac.in Web: www.nish.ac.in

(An autonomous organisation under the Social Justice Department, Government of Kerala)



**NISH****NATIONAL INSTITUTE OF SPEECH & HEARING**

(Accredited as Excellent Institution by RCI, ISO 9001-2008 Certified | Accredited by NAAC with A-Grade)

**Purchase order**

NISH/ P&I-NVM/ADMIN/PO-WHIPL/MAY2017  
10<sup>th</sup> May 2017

To

M/s Wenext Healthcare India Pvt Ltd  
Puthenpurackal Building  
Eruva P.O, Kayamkulam  
Alleppuzha, Kerala

Sir,

Ref: Your Quotation for the supply and Installation of Napkin Vending Machine (2 nos)  
dated 4<sup>th</sup> May 2017 and subsequent discussions we are very pleased to place an order for the  
below items

Sl No	Product Description	Qty	Unit Price ₹	Amount inclusive of taxes ₹
1	Snap vend Model SV501 (Manual Napkin Vending Machine)	2 nos	7360.00	14,720.00 (Rupees fourteen thousand seven hundred and twenty only)

**Terms and Conditions**

Payment : 100 % after Delivery(Inclusive of material, transport and installation at NISH)  
Tax : Inclusive of All Taxes and duties.  
Delivery : As early as possible on or before 25<sup>th</sup> May 2017  
Warranty : One Year

Invoice to be address to **National Institute of Speech and Hearing, NISH Road, Sreekariyam P. O., Thiruvananthapuram 695 017** . Please accept this order and deliver the same.

Thanking You



Soja Oliver

Administrative Officer

Administrative Officer  
National Institute of Speech & Hearing

(An autonomous organisation under the Social Justice Department, Government of Kerala)

NISH Road, Sreekaryam P.O. Trivandrum – 695 017, Kerala, India  
Phone: +91 471 306 6666; 259-6919, Fax: +91 471 306 6699  
E-mail: nishinfo@nish.ac.in Web: www.nish.ac.in



### Minutes of Meeting

Name of Meeting : **Core Operations Group (COG)**  
Date : **2<sup>nd</sup> May 2017, 10.00 AM at Board Room, Thejas**

#### **Attendees**

Present: Dr. K G Satheesh Kumar, (Director, CATI), Mr. Gopakumar.G, (FO), Dr. Suja Kunnath (NDS), Ms. Praveena davis (ASLP), Ms. Sindhu I V (EIP), Ms. Raji Gopal (DHI), Dr. Anne Vargheese (Psychology), Ms. Shirley G (New Initiatives) Ms. Bini Mahesh (Administration)

#### **Minutes of Meeting**

1. Complaints have been received from DHI girls, boys seems to peep into the toilets.  
**Decision:** Some sort of partition to be placed, so that comfortable use of toilets are assured.
2. TV in lobby area of Thejas
3. Sanitary napkin dispenser/vending machine:  
**Decision:** To keep in girl's relief room and housekeeping supervisor to give the charge for refilling and maintenance
4. Speed breakers in road: Need to follow up with PWD on installing speed breakers
5. RUBCO furniture installation in preschool. Need to follow up with Rubco to speed up the installation.
6. Attendance sheet: Online attendance sheet to be updated individually. Need to maintain separate sheet for daily wage staff and project staff.
7. Railings in Room G 25 Dhyam: Work order given.
8. General maintenance in Dhyam: Tile work to be done. Urgent works can be done after getting approvals. Painting and repair of windows to be done urgently.
9. Creche for staff: As most of the staff are having infants, it is urgently required to have a crèche inside the campus.
10. Nursing mothers: 1 ½ hrs including lunch time can be permitted to nursing mothers.
11. Water tank in preschool should have a system to auto power off once the tank is full and hence prevent loss of water.



(5)

**NISH**  
National Institute of Speech & Hearing  
NISH Road, Sreekaryam P.O, TVM-17.  
Ph: 0471-3066666, 2596919, Fax: 0471-3066699  
E-Mail : nishinfo@nish.ac.in

**PAYMENT VOUCHER**

No. : ~~2073~~ 206  
Date : 31-Mar-2017

Pay :

	Particulars of Payment	Amount
	Head of Account	
Prepared by	M/s.Azad Contractors and Traders Pvt Ltd	8,012.00 ✓
Checked by	Towards :- Being the guest room furnishing works additional quantity -Tds-9002*2%,WCT-9002*8%,KBOCWVB-9002*1%, Azad Contractors and Traders Pvt Ltd,vide online no. <b>ON A ACOXX CO</b>	₹ 8,012.00 + 2.30 ✓

Received Rupees : Eight Thousand Twelve Only.

Passed by:

Authorised by :

Bank Date on: 31/3/17  
Signature of Recipient



**Journal Voucher**


No. : 1527

Dated : 31-Mar-2017

Particulars	Debit	Credit
Adm-Guest Room Furniture&Furnishing Exprs Dr	9,002.00 ✓	
To Tax Deducted at Source [Tds Payable]		180.00 ✓
To Works Contract Tax(Kerala Value Added Tax) Payable		720.00 ✓
To Kerala Building&Other Const.Workers Welfare Board		90.00 ✓
To M/s.Azad Contractors and Traders Pvt Ltd		8,012.00 ✓
New Ref GT2016-14/0036 8,012.00 Cr		
	₹ 9,002.00	₹ 9,002.00 ✓

**On Account of :**

Being the guest room  
furnishing works additional  
quantity -Tds-9002\*2%,  
WCT-9002\*8%,KBOCWWB  
-9002\*1%, Azad  
Contractors and Traders Pvt  
Ltd

  
Authorised Signatory





# INVOICE

FORM 8 B / TIN. 32010604863

GT - AZAD CONTRACTORS & TRADER Pvt Ltd

AP/IV/18, Thiruvelloor

Keezhavoor

Thiruvananthapuram, Kerala 695584

India

Phone: 04712411110

Mobile: +918606687876

actpvt.com

BILL TO  
NISH - National Institute of Speech & Hearing

Executive Director

Nish Road

Weekaryam P O, TRIVANDRUM, Kerala

695017

India

0471-306-6640

Invoice Number: GT 2016-17/0036

Invoice Date: February 27, 2017

Payment Due: February 27, 2017

Amount Due (INR): ₹9,001.80

## Product/Service

## Quantity

## Rate

## Amount

For Floorings, Vinyl, to be glued with strong bond, options of cleaning the surface, 1 - 2 MM thickness. Fixing Included

45 *sq*

₹105.00

₹4,725.00

## Additional JOBS

### Measurements

GR - 511 - Bed room

1.23 X 0.92 = 1.131

2.82 X 1.25 = 3.525

4.30 X 3.80 = 16.340

GR - 511 Lobby room

6.94 X 3.28 = 22.763

2.70 X 0.90 = 2.43

GR - 506 - Bed room

4.80 X 4.16 = 19.96

2.15 X 1.45 = 3.117

All measurements given in Meters & Sq. M

Total

69.261 Sq. M

ie, 745.248 Sq. ft

Curtain For DOOR @ Guest Room 511.

Single Lining with 2 Piece.

2300 X 1300

33 *sq*

middle door

₹129.60

₹4,276.80



*the measurements are in the original units and additional quantities billed separately.*

*21/3/2017*



**ACT**  
**///**

# INVOICE

FORM B B / TIN: 320109048893

**GT - AZAD CONTRACTORS & TRADER Pvt Ltd**  
AP/IV/18, Thiruvelloor  
Keezhayoor  
Thiruvananthapuram, Kerala 695584  
India

Phone: 04712411110  
Mobile: +918806687876  
actprt.com

Total: ₹9,001.80

Amount Due (INR): ₹9,001.80

## Notes

BANK DETAILS:  
AXIS BANK, Kazhakkuttom Br.  
A/c No: 9130200 56738745  
IFS Code: UTIB 0000 802



*Handwritten signature*

Payment: Advance, Against Order Confirmation



# NISH

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### REPORT OF GENDER SENSITIZATION PROGRAMMES 2016-21

#### Safety and Care for Women at Workplace

Held an interactive session on safety and care for women at the workplace organized by CASH NISH with Ms. Ajeetha Begum, IPS as the chief guest on March 28, 2016.

Some of the photographs of the programme are given below.



Interactive Session with Ms. Ajeetha Begum, IPS Image 1



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Interactive Session with Ms. Ajeetha Begum, IPS Image 2

  
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**International Day for the Elimination of Violence against Women** was observed on Nov 25, 2016 with a talk on the same by Mr. Rajashekharan, Deputy Director of Police.

### **International Women's Day 2017 - Panel discussion on 'Questionable Scenario of Womanhood in Society'**

As part of the International Women's Day celebration on March 8, 2017, the College Union conducted a couple of programmes on March 8 & 9, 2017. The Executive Director, Dr Samuel N. Mathew delivered a talk followed by a video show on Woman Empowerment. A panel discussion on the 'Questionable Scenario of Womanhood in Society' was also held. Ms Parvathy, cine artist and activist also delivered a talk.



Session with Ms. Parvathy, Cine Artist

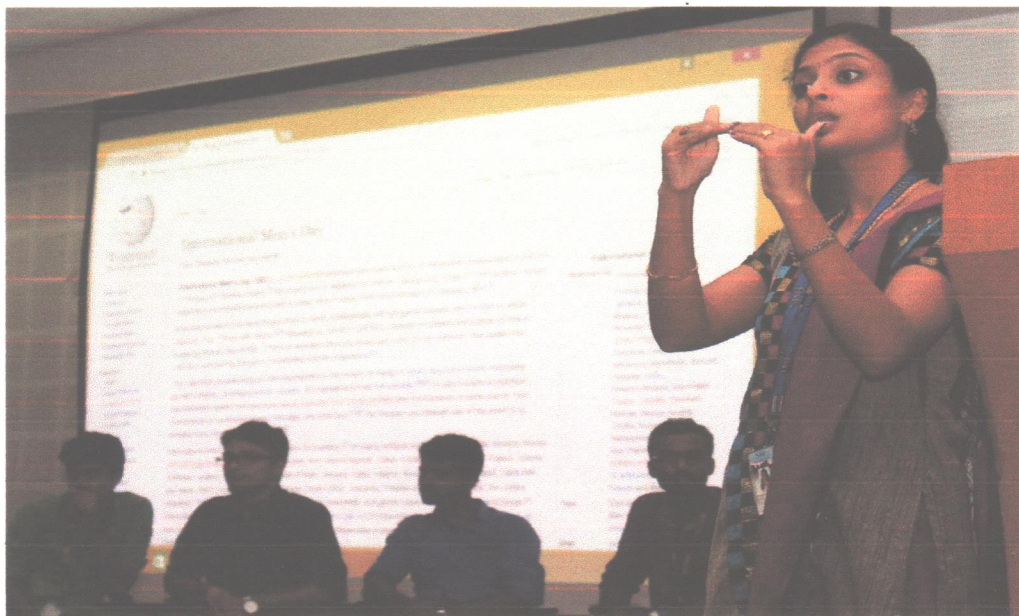


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Panel Discussion

A handwritten signature in blue ink, likely belonging to the Executive Director.

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### Self Defence Classes for Female Students and Staff of NISH


As part of the activities of the NISH to Address Sexual Harassment, it was decided to offer self-defense classes for the women on our campus. The Kerala Police Training Department (Pink Police Battalion) was more than willing to train the women staff and students in self-defense techniques for four days for each group on Saturdays from 2 to 4 pm. This was started in 2017 and these classes have made more than 300 students more confident. The session could not be continued due to the covid pandemic.



Self Defence Class Image 1



Self Defence Class Image 2

  
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### Women's Day Celebrations 2018

Student's Union conducted an exhibition and a presentation on March 8, 2018.



Women's Day Celebration 2018

  
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### Health and Hygiene

Dr. Shaliya James. R, Gynecologist, Thycaud Govt. Child and Women Hospital, Trivandrum, conducted an awareness talk on “Reproductive health and Hygiene” at NISH on November 16, 2019 for all the women students of Degree(HI).



Health & Hygiene Session by Dr. Shaliya James

  
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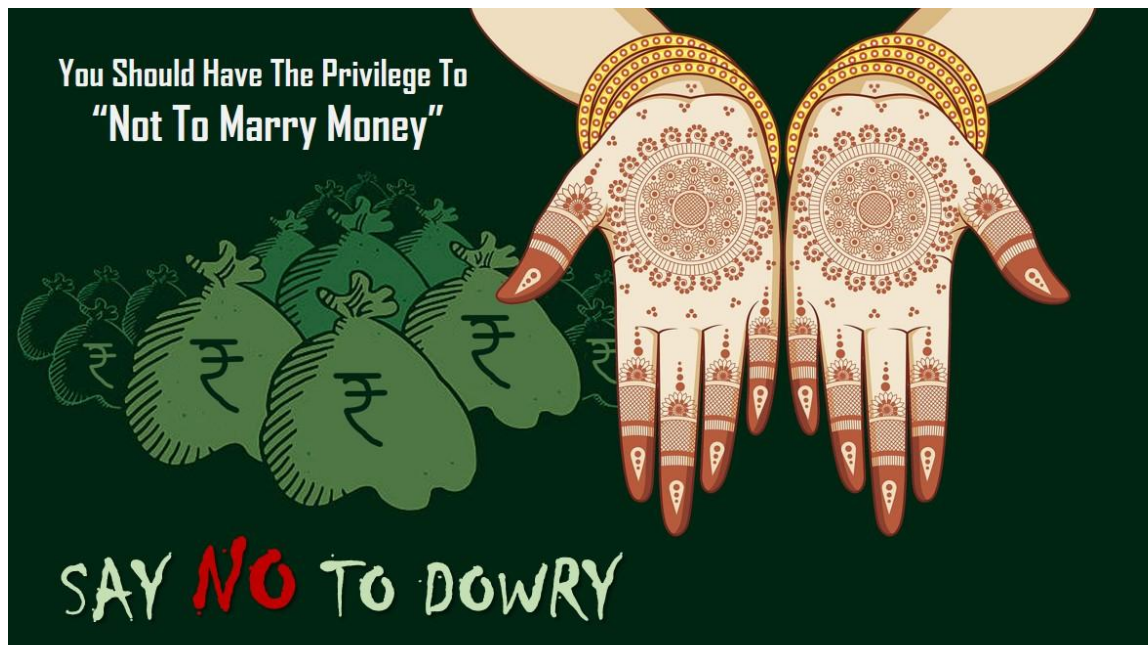
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### **Dowry Declaration & Say No To Dowry**

A declaration against dowry was organized in the month of September 2021 and nearly 132 students signed it making it a huge success. Along with it, a poster competition was held and the best ones were given prizes



Best Poster on “Say No to Dowry”



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### Talk on Comprehensive Sexuality Education for Gender Equality

NISH students union conducted a talk "Comprehensive Sexuality Education for Gender Equality" was conducted on October 23, 2021, 10 am to 11 am on the Google Meet platform on the topic Gender Equality the session has taken by Dr Hena N N, Clinical Director, Mental and Behavioural Health, Centre for Psychosocial Rehabilitation, Peace Valley, Kothamangalam. There were 98 participants out of 84 girls and 14 boys.

Link to Meet recording of the programme:

[https://drive.google.com/file/d/1n4vzsrW\\_bEc8wHoONE3Ve-sUSJeRK1p4/view?usp=sharing](https://drive.google.com/file/d/1n4vzsrW_bEc8wHoONE3Ve-sUSJeRK1p4/view?usp=sharing)

