



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

प्रशासन /ADMINISTRATION

संदर्भ/Ref.: AD/32/98/Vol. 29/10
दिनांक/Date: 01.01.2026

परिपत्र/CIRCULAR
(C-01/01/2026)

This is for the information of all concerned that a standing committee for the Group Medical Insurance Scheme (GMIS) of the Institute has been constituted for the calendar year 2026 with the following members:

Sl. No.	Member name	Designation	Status in the committee
1	Prof. Ashwini Kr. Sharma	Professor, Physics	Chairperson
2	Prof. Bulu Pradhan	Professor, Civil Engg.	Vice-Chairperson
3	Dr. Arun Ch. Borsaikia	Sr. Technical Officer, Civil Engg.	Member (Group A)
4	Dr. Lepakshi Barbora	Sr. Technical Officer, SESE	Member (Group A)
5	Mr. Sanjib Kr. Saikia	Sr. Superintendent, Administration Section	Member (Group B & C)
6	Mr. Binod Upadhyaya	Sr. Assistant, Academic Courses	Member (Group B & C)
7	Head of Section, Medical Section	Ex-Officio	Member
8	Superintendent, Medical Section	Ex-Officio	Member Secretary

Tenure of the committee members:

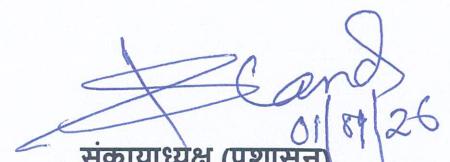
1. The tenure of the committee is for one calendar year, i.e., 01.01.2026 to 31.12.2026.
2. Every year, the Vice-Chairperson will take over the responsibility of the Chairperson in the next year's committee and a new Vice-Chairperson among the faculty members shall be selected in the said committee.
3. Every year, one of the Group A members of the committee shall be replaced by another Group A officer of the Institute.
4. Every year, one of the Group B & C staff of the committee shall be replaced by another Group B & C Staff of the Institute.

Terms of reference:

1. To look after the tendering, evaluation and also framing necessary guidelines pertaining to GMIS.
2. To resolve any medical claim related matter under GMIS including Corporate Buffer.

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3. Any other medical insurance related matter referred to the committee by the Director/Dean of Administration of the Institute.
4. The committee shall make the recommendation regarding the above terms to the Dean of Administration.
5. The Medical Section shall assist the committee in all aspects.
6. Frequency of the meeting: At least four (04) times in a calendar year besides any need based urgent meeting.
7. Quorum: Five members shall form the quorum of the committee.



01/01/26

संकायाध्यक्ष (प्रशासन)
Dean (Administration)

प्रति सूचना के लिए प्रेषित/ Copy for information to:

1. All members
2. All Deans / Associate Deans
3. All Heads- (Depts./Centres/Schools/Sections/Cells)
4. Office of the Director / Registrar
5. Intranet
6. Office Order File / Circular File