

ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC

Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

Aditya nagar, ADB Road, Surampalem - 533 437

Aditya College of Engineering initiated several welfare measures for teaching and non-teaching staff for both professional and personal growth to enrich psychological and physical health of all employees and create better work environment. The number of teaching and non-teaching staff members provided with the welfare measures implemented by the institution during the year and a list of effective welfare measures with sample supporting documents are providing for teaching and non-teaching staff in the institution are attached below:

| S. No | Description | Page no. |
|-------|---|----------|
| 1 | Number of teaching and non-teaching staff members provided with the welfare measures | 1 |
| 2 | Sample Teaching staff pay slips for the proof of EPF, Canteen concession facility and Loan & Salary advance | 2 |
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Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

1. Number of teaching and non-teaching staff members provided with the welfare measures implemented by the institution during the year

| S. No | Welfare Measures | 2020 -21 | |
|-------|------------------------|--------------------------|---------------|
| | | No. of Faculty Benefited | |
| | | Teaching | Non- Teaching |
| 1 | Transport facility | 150 | 70 |
| 2 | Group Insurance | 146 | - |
| 3 | ESI | - | 75 |
| 4 | Canteen | 50 | 35 |
| 5 | Provident fund | 115 | 75 |
| 6 | Uniform | - | 80 |
| 7 | Publication Incentives | 150 | - |
| 8 | School Fee Concession | 30 | 10 |
| 9 | Summer Vacation | 186 | 81 |
| 10 | Salary advance | 80 | 25 |
| 11 | On Duty | 165 | - |
| 12 | Casual Leaves | 186 | 81 |
| 13 | Maternity leave | 3 | 1 |
| 14 | Compensatory leave | 165 | - |
| 15 | Medical leaves | 25 | 5 |
| 16 | Study leaves | 10 | - |

2. a) Sample Teaching staff pay slips for the proof of EPF, Group insurance, Canteen concession facility and Loan & Salary advance:

ADITYA COLLEGE OF ENGINEERING


(Approved by AICTE, Affiliated to JNTUK & Accredited by NBA, NAAC with 'B' Grade)
Aditya Nagar, ADB Road, Surampalem, E.G. Dist, A.P

Pay Slip for the Month of SEPTEMBER - 2021

| | | | |
|------------------------|--------------------------------|-------------------------|------------------------|
| Name of the Employee : | Karri Manoz Kumar Reddy | Bank A/c No : | 32682210005713 |
| Employee ID : | 97 | PF Number : | GRRJY00366920000000393 |
| Designation : | Assoc. Professor | | |
| Department : | EEE | | |
| Earnings | | Deductions | |
| Basic | 35149 | Loss of Pay | 0 |
| DA | 25307 | Professional Tax | 200 |
| HRA | 2636 | EPF | 1800 |
| Others | 0 | Group Insurance | 450 |
| | | Canteen | 450 |
| | | Bank loan & Advance | 6125 |
| | | TDS | 0 |
| | | ESI | 0 |
| Total Earnings | 63092 | Total Deductions | 9025 |

Net Salary

54067


Accounts Incharge


PRINCIPAL

ADITYA COLLEGE OF ENGINEERING


(Approved by AICTE, Affiliated to JNTUK & Accredited by NBA, NAAC with 'B' Grade)
Aditya Nagar, ADB Road, Surampalem, E.G. Dist, A.P

Pay Slip for the Month of OCTOBER - 2021

| | | | |
|------------------------|---------------------------|-------------------------|------------------------|
| Name of the Employee : | Kambampati Lakshmi | Bank A/c No : | 32682210002852 |
| Employee ID : | 1485 | PF Number : | GRRJY00366920000000813 |
| Designation : | Assoc. Professor | | |
| Department : | EEE | | |
| Earnings | | Deductions | |
| Basic | 35149 | Loss of Pay | 0 |
| DA | 25307 | Professional Tax | 200 |
| HRA | 2636 | EPF | 1800 |
| Others | 0 | Group Insurance | 450 |
| | | Canteen | 0 |
| | | Bank loan & Advance | 22011 |
| | | TDS | 0 |
| | | ESI | 0 |
| Total Earnings | 63092 | Total Deductions | 24461 |

Net Salary

38631


Accounts Incharge


PRINCIPAL


□

ADITYA COLLEGE OF ENGINEERING

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Aditya Nagar, ADB Road, Surampalem, E.G. Dist, A.P

Pay Slip for the Month of NOVEMBER - 2021

| | | | |
|------------------------|------------------|-------------------------|------------------------|
| Name of the Employee : | M Venkateswarlu | Bank A/c No : | 32682210003300 |
| Employee ID : | 815 | PF Number : | GRRJY00366920000000428 |
| Designation : | Assoc. Professor | | |
| Department : | ECE | | |
| Earnings | | Deductions | |
| Basic | 33131 | Loss of Pay | 6714 |
| DA | 23854 | Professional Tax | 200 |
| HRA | 2485 | EPF | 1800 |
| Others | 0 | Group Insurance | 450 |
| | | Canteen | 0 |
| | | Bank loan & Advance | 11741 |
| | | TDS | 0 |
| | | ESI | 0 |
| Total Earnings | 59470 | Total Deductions | 20905 |

Net Salary**38565**


Accounts Incharge




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ADITYA COLLEGE OF ENGINEERING

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Pay Slip for the Month of OCTOBER - 2021

| | | | |
|------------------------|---------------------|-------------------------|------------------------|
| Name of the Employee : | Ayanavalli Ramadevi | Bank A/c No : | 32682210003111 |
| Employee ID : | 855 | PF Number : | GRRJY00366920000000441 |
| Designation : | Assoc. Professor | | |
| Department : | CSE | | |
| Earnings | | Deductions | |
| Basic | 34125 | Loss of Pay | 0 |
| DA | 24570 | Professional Tax | 200 |
| HRA | 2559 | EPF | 1800 |
| Others | 0 | Group Insurance | 350 |
| | | Canteen | 0 |
| | | Bank loan & Advance | 24588 |
| | | TDS | 0 |
| | | ESI | 0 |
| Total Earnings | 61254 | Total Deductions | 26938 |

Net Salary**34316**


Accounts Incharge



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b) Sample Non-Teaching staff pay slips for the proof of EPF, ESI, Canteen concession facility and Loan & Salary advance:

ADITYA COLLEGE OF ENGINEERING

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Aditya Nagar, ADB Road, Surampalem, E.G.Dist, A.P

Pay Slip for the Month of AUGUST - 2021

| | | | |
|------------------------|----------------|-------------------------|------------------------|
| Name of the Employee : | A Ram Prasad | Bank A/c No : | 32682210009020 |
| Employee ID : | 2705 | PF Number : | GRRJY00366920000011288 |
| Designation : | Jr Asst | | |
| Department : | Administration | | |
| Earnings | | Deductions | |
| Basic | 10000 | Loss of Pay | 0 |
| DA | 0 | Professional Tax | 150 |
| HRA | 0 | EPF | 1800 |
| Others | 5750 | Group Insurance | 0 |
| | | Canteen | 0 |
| | | Bank loan & Advance | 6499 |
| | | TDS | 0 |
| | | ESI | 276 |
| Total Earnings | 15750 | Total Deductions | 8125 |

Net Salary

7625

[Signature]
Accounts Incharge

[Signature]
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ADITYA COLLEGE OF ENGINEERING

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Aditya Nagar, ADB Road, Surampalem, E.G.Dist, A.P

Pay Slip for the Month of OCTOBER - 2021

| | | | |
|------------------------|--------------------|-------------------------|------------------------|
| Name of the Employee : | M.Pattabhi Ramayya | Bank A/c No : | 32682210005973 |
| Employee ID : | 944 | PF Number : | GRRJY00366920000000571 |
| Designation : | Lab Technician | | |
| Department : | ECE | | |
| Earnings | | Deductions | |
| Basic | 12750 | Loss of Pay | 0 |
| DA | 0 | Professional Tax | 150 |
| HRA | 0 | EPF | 1530 |
| Others | 2500 | Group Insurance | 0 |
| | | Canteen | 0 |
| | | Bank loan & Advance | 2306 |
| | | TDS | 0 |
| | | ESI | 267 |
| Total Earnings | 15250 | Total Deductions | 4253 |

Net Salary

10997

[Signature]
Accounts Incharge

[Signature]
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ADITYA COLLEGE OF ENGINEERING

(Approved by AICTE, Affiliated to JNTUK & Accredited by NAAC with 'B' Grade)
Aditya Nagar, ADB Road, Surampalem, E.G. Dist, A.P

Pay Slip for the Month SEPTEMBER - 2021

| | | | |
|------------------------|----------------|-------------------------|------------------------|
| Name of the Employee : | PG Rambabu | Bank A/c No : | 32682250003967 |
| Employee ID : | 2473 | PF Number : | GRRJY00366920000001088 |
| Designation : | Jr.Asst. | | |
| Department : | Administration | | |
| Earnings | | Deductions | |
| Basic | 10500 | Loss of Pay | 0 |
| DA | 0 | Professional Tax | 150 |
| HRA | 0 | EPF | 1260 |
| Others | 5250 | Group Insurance | 0 |
| | | Canteen | 350 |
| | | Bank loan & Advance | 6508 |
| | | TDS | 0 |
| | | ESI | 276 |
| Total Earnings | 15750 | Total Deductions | 8544 |

Net Salary**7206**


Accounts Incharge


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3. Sample UAN cards of employees and supporting document for the proof of EPF of teaching & Non-teaching staff:



कर्मचारी भविष्य निधि संगठन, भारत
Employees' Provident Fund Organisation, India

यूनिवर्सल खाता संख्या
Universal Account Number (UAN) **100266024148**

नाम
Name Ms. PANDIRI JHANSI

पिता / पति का नाम
Father's / Husband's Name MAGAPU AJAY KUMAR

के.वाई.सी.
K.Y.C. No

www.epfindia.gov.in

यूनिवर्सल खाता संख्या
Universal Account Number (UAN) **100266024148**



प्रतिबन्धन : इस कार्ड पर दर्शाया गया डेटा ईपीएफओ ने उपलब्ध डेटाबेस के अनुसार है। विसंगति के मामले आप अपने सुधार के लिए अपने क्षेत्रीय कार्यालय से संपर्क कर सकते हैं।

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कर्मचारी भविष्य निधि संगठन, भारत
Employees' Provident Fund Organisation, India

यूनिवर्सल खाता संख्या
Universal Account Number (UAN) **100152329293**

नाम
Name Mr. GEESALA VEERAPANDU

पिता / पति का नाम
Father's / Husband's Name SURYA NARAYANA

के.वाई.सी.
K.Y.C. Yes

www.epfindia.gov.in

यूनिवर्सल खाता संख्या
Universal Account Number (UAN) **100152329293**



प्रतिबन्धन : इस कार्ड पर दर्शाया गया डेटा ईपीएफओ ने उपलब्ध डेटाबेस के अनुसार है। विसंगति के मामले आप अपने सुधार के लिए अपने क्षेत्रीय कार्यालय से संपर्क कर सकते हैं।

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Employees' Provident Fund Organisation, India

यूनिवर्सल खाता संख्या

Universal Account Number (UAN)

100217546025

नाम

Name

Mr. RAGHUNATH MANDIPUDI

पिता / पति का नाम

Father's / Husband's Name

RAMA KRISHNA

के.वाई.सी.

K.Y.C.

Yes

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यूनिवर्सल खाता संख्या

Universal Account Number (UAN)

100217546025



प्रतिबन्धन : इस कार्ड पर दर्शाया गया डेटा ईपीएफओ के डेटाबेस के अनुसार है। किसी भी मामले का पता करने सुधार के लिए अपने क्षेत्रीय कार्यालय से संपर्क बन सकते हैं।

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Printed from EPFO Member Portal On: 15.10.2018



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Employees' Provident Fund Organisation, India

यूनिवर्सल खाता संख्या

Universal Account Number (UAN)

100262370801

नाम

Name

Mr. PUDI RAMESH

पिता / पति का नाम

Father's / Husband's Name

RAMA RAO

के.वाई.सी.

K.Y.C.

Yes

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यूनिवर्सल खाता संख्या

Universal Account Number (UAN)

100262370801



प्रतिबन्धन : इस कार्ड पर दर्शाया गया डेटा ईपीएफओ के डेटाबेस के अनुसार है। किसी भी मामले का पता करने सुधार के लिए अपने क्षेत्रीय कार्यालय से संपर्क बन सकते हैं।

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कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
 (Ministry of Labour & Employment, Govt. of India)



| | | |
|--------------------|-----------------------|--|
| स्थापना आईडी / नाम | Establishment ID/Name | GRRJY0036692000 / SAROJINI EDUCATIONAL SOCIETY |
| सदस्य आईडी / नाम | Member ID/Name | GRRJY00366920000000813 / KAMBAMPATI LAKSHMI |
| जन्म तिथि | DOB | 21-AUG-1980 |
| यू ए न | UAN | 100183659182 |

| ईपीएफ पासबुक वित्तीय वर्ष 2020-2021 EPF Passbook [Financial Year - 2020-2021] | | | | | | | | | |
|---|------------------------------|--|---------------------------------|---------------------------------|--|--|---|--|---|
| वेतन माह / Wage Month | विवरण / Particulars | जमा निकासी दिनांक / Date of Credit / Withdrawal | ईपीएफ वेतन / EPF Wages | ईपीएस वेतन / EPS Wages | जमा / Deposit | | निकासी / Withdrawal | | पेंशन अन्वदान / Pension Contribution |
| | | | | | कर्मचारी अन्वदान / Employee Share | नियोक्ता अन्वदान / Employer Share | कर्मचारी अन्वदान /Employee Share | नियोक्ता अन्वदान / Employer Share | |
| Opening Balance | | | | | 1,69,284 | 51,746 | | | 90,615 |
| MAR-2020 | Cont. For Due-Month 042020 | 14-04-2020 | 15,000 | 15,000 | 1,800 | 550 | | | 1,250 |
| APR-2020 | Cont. For Due-Month 052020 | 01-07-2020 | 15,000 | 15,000 | 1,800 | 550 | | | 1,250 |
| MAY-2020 | Cont. For Due-Month 062020 | 16-07-2020 | 15,000 | 15,000 | 1,800 | 550 | | | 1,250 |
| JUN-2020 | Cont. For Due-Month 072020 | 27-08-2020 | 15,000 | 15,000 | 1,800 | 550 | | | 1,250 |
| JUL-2020 | Cont. for Due-Month 082020 | | | | 0 | 0 | | | 0 |
| AUG-2020 | Cont. For Due-Month 092020 | 08-10-2020 | 8,775 | 8,775 | 1,053 | 322 | | | 731 |
| SEP-2020 | Cont. For Due-Month 102020 | 29-10-2020 | 15,000 | 15,000 | 1,800 | 550 | | | 1,250 |
| OCT-2020 | Cont. For Due-Month 112020 | 24-11-2020 | 15,000 | 15,000 | 1,800 | 550 | | | 1,250 |
| NOV-2020 | Cont. For Due-Month 122020 | 22-12-2020 | 15,000 | 15,000 | 1,800 | 550 | | | 1,250 |
| DEC-2020 | Cont. For Due-Month 012021 | 28-01-2021 | 15,000 | 15,000 | 1,800 | 550 | | | 1,250 |
| JAN-2021 | Cont. For Due-Month 022021 | 08-03-2021 | 15,000 | 15,000 | 1,800 | 550 | | | 1250 |
| JAN-2021 | Claim Against PARA 68B(1)(b) | 17-02-2021 | 0 | 0 | | | 1,80,000 | 0 | |
| FEB-2021 | Cont. For Due-Month 032021 | 03-04-2021 | 15,000 | 15,000 | 1,800 | 550 | | | 1,250 |
| Int. Updated upto 31/03/2021 | | | | | 12,560 | 4,619 | | | 0 |
| Closing Balance | | | | | 20,897 | 62,187 | | | 1,03,846 |

..विवरण की समाप्ति..

मुद्रित 20-12-2021 11:47:07

--End Of Statement--

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प्रतिबन्धन - उपर दी गई जानकारी केन्द्रीय सर्वर पर दी गई जानकारी के आधार पर है। यह जानकारी कानूनी प्रयोजन के लिए उपयोग नहीं की जा सकती है।

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- * EPFO never calls members/ pensioners to deposit any amount.
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 Aditya College of Engineering
 SURAMPALAM - 533 437



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
 (Ministry of Labour & Employment, Govt. of India)



सदस्य पासबुक / Member Passbook

| | | |
|------------------|-----------------------|--|
| स्थापना आईडी/नाम | Establishment ID/Name | GRRJY0036692000 / SAROJINI EDUCATIONAL SOCIETY |
| सदस्य आईडी/नाम | Member ID/Name | GRRJY00366920000000813 / KAMBAMPATI LAKSHMI |
| जन्म तिथि | DOB | 21-AUG-1980 |
| यू ए न | UAN | 100183659182 |

| ईपीएफ पासबुक वित्तीय वर्ष 2021-2022 EPF Passbook [Financial Year - 2021-2022] | | | | | | | | | |
|---|----------------------------|--|---------------------------------|---------------------------------|--|--|---|--|---|
| वेतन माह / Wage Month | विवरण / Particulars | जमा निकासी दिनांक / Date of Credit / Withdrawal | ईपीएफ वेतन / EPF Wages | ईपीएस वेतन / EPS Wages | जमा / Deposit | | निकासी / Withdrawal | | पेंशन अन्शदान / Pension Contribution |
| | | | | | कर्मचारी अन्शदान / Employee Share | नियोक्ता अन्शदान / Employer Share | कर्मचारी अन्शदान /Employee Share | नियोक्ता अन्शदान / Employer Share | |
| Opening Balance | | | | | 20,897 | 62,187 | | | 1,03,846 |
| MAR-2021 | Cont. For Due-Month 042021 | 29-04-2021 | 15,000 | 15,000 | 1,800 | 550 | | | 1,250 |
| APR-2021 | Cont. For Due-Month 052021 | 26-05-2021 | 15,000 | 15,000 | 1,800 | 550 | | | 1,250 |
| MAY-2021 | Cont. For Due-Month 062021 | 28-06-2021 | 15,000 | 15,000 | 1,800 | 550 | | | 1,250 |
| JUN-2021 | Cont. For Due-Month 072021 | 19-07-2021 | 15,000 | 15,000 | 1,800 | 550 | | | 1,250 |
| JUL-2021 | Cont. For Due-Month 082021 | 23-08-2021 | 15,000 | 15,000 | 1,800 | 550 | | | 1,250 |
| AUG-2021 | Cont. For Due-Month 092021 | 18-09-2021 | 15,000 | 15,000 | 1,800 | 550 | | | 1,250 |
| SEP-2021 | Cont. For Due-Month 102021 | 28-10-2021 | 15,000 | 15,000 | 1,800 | 550 | | | 1,250 |
| OCT-2021 | Cont. For Due-Month 112021 | 18-11-2021 | 15,000 | 15,000 | 1,800 | 550 | | | 1,250 |
| NOV-2021 | Cont. for Due-Month 122021 | | | | 0 | 0 | | | 0 |
| DEC-2021 | Cont. for Due-Month 012022 | | | | 0 | 0 | | | 0 |
| JAN-2022 | Cont. for Due-Month 022022 | | | | 0 | 0 | | | 0 |
| FEB-2022 | Cont. for Due-Month 032022 | | | | 0 | 0 | | | 0 |
| Interest details N/A | | | | | 0 | 0 | | | 0 |
| Closing Balance | | | | | 35,297 | 66,587 | | | 1,13,846 |

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--End Of Statement--

मुद्रित

20-12-2021 11:47:07

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- * EPFO never calls members/ pensioners to deposit any amount.
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Aditya College of Engineering
SURAMPALAM - 533 437

GRRJY00366920000000813

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कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
 (Ministry of Labour & Employment, Govt. of India)



सदस्य पासबुक / Member Passbook

स्थापना आईडी / नाम | Establishment ID/Name | GRRJY0036692000 / SAROJINI EDUCATIONAL SOCIETY
 सदस्य आईडी / नाम | Member ID/Name | GRRJY00366920000011881 / YERNI SATHIBABU
 जन्म तिथि | DOB | 12-JUN-1989
 यू ए न | UAN | 101163517402

| ईपीएफ पासबुक वित्तीय वर्ष 2020-2021 EPF Passbook [Financial Year - 2020-2021] | | | | | | | | | |
|---|----------------------------|--|---------------------------------|---------------------------------|--|--|---|--|---|
| वेतन माह / Wage Month | विवरण / Particulars | जमा निकासी दिनांक / Date of Credit / Withdra wal | ईपीएफ वेतन / EPF Wages | ईपीएस वेतन / EPS Wages | जमा / Deposit | | निकासी / Withdrawal | | पेंशन अन्वदान / Pension Contribu tion |
| | | | | | कर्मचारी अन्वदान / Employee Share | नियोक्ता अन्वदान / Employer Share | कर्मचारी अन्वदान /Employee Share | नियोक्ता अन्वदान / Employer Share | |
| Opening Balance | | | | | 0 | 0 | | | 0 |
| MAR-2020 | Cont. for Due-Month 042020 | | | | 0 | 0 | | | 0 |
| APR-2020 | Cont. for Due-Month 052020 | | | | 0 | 0 | | | 0 |
| MAY-2020 | Cont. for Due-Month 062020 | | | | 0 | 0 | | | 0 |
| JUN-2020 | Cont. for Due-Month 072020 | | | | 0 | 0 | | | 0 |
| JUL-2020 | Cont. for Due-Month 082020 | | | | 0 | 0 | | | 0 |
| AUG-2020 | Cont. for Due-Month 092020 | | | | 0 | 0 | | | 0 |
| SEP-2020 | Cont. for Due-Month 102020 | | | | 0 | 0 | | | 0 |
| OCT-2020 | Cont. for Due-Month 112020 | | | | 0 | 0 | | | 0 |
| NOV-2020 | Cont. for Due-Month 122020 | | | | 0 | 0 | | | 0 |
| DEC-2020 | Cont. for Due-Month 012021 | | | | 0 | 0 | | | 0 |
| JAN-2021 | Cont. For Due-Month 022021 | 08-03-2021 | 11,750 | 11,750 | 1,410 | 431 | | | 979 |
| FEB-2021 | Cont. For Due-Month 032021 | 03-04-2021 | 9,475 | 9,475 | 1,137 | 348 | | | 789 |
| Int. Updated upto 31/03/2021 | | | | | 10 | 3 | | | 0 |
| Closing Balance | | | | | 2,557 | 782 | | | 1,768 |

विवरण की समाप्ति..

मुद्रित 20-12-2021 11:53:47

--End Of Statement--

Printed On

प्रतिष्ठान - उपर दी गई जानकारी केन्द्रीय सर्वर पर दी गई जानकारी के आधार पर है। यह जानकारी कानूनी प्रयोजन के लिए उपयोग नहीं की जा सकती है।

Disclaimer - Information shown above is based on available data on central server. This information may not be use for legal purpose.

- * Please never respond to any call for sharing any personal details like Aadhar, PAN, Bank details, OTP or request for any payment.
- * EPFO never calls members/ pensioners to deposit any amount.
- * Please do not make any payment based on any such call.

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 Aditya College of Engineering
 SURAMPATEM - 533 437

GRRJY00366920000011881

Page 1 of 2



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
 (Ministry of Labour & Employment, Govt. of India)



सदस्य पासबुक / Member Passbook

स्थापना आईडी / नाम | Establishment ID/Name | GRRJY0036692000 / SAROJINI EDUCATIONAL SOCIETY
 सदस्य आईडी / नाम | Member ID/Name | GRRJY00366920000011881 / YERNI SATHIBABU
 जन्म तिथि | DOB | 12-JUN-1989
 यू ए न | UAN | 101163517402

ईपीएफ पासबुक वित्तीय वर्ष 2021.2022 EPF Passbook [Financial Year - 2021-2022]

| वेतन माह / Wage Month | विवरण / Particulars | जमा निकासी दिनांक / Date of Credit / Withdra wal | ईपीएफ वेतन / EPF Wages | ईपीएस वेतन / EPS Wages | जमा / Deposit | | निकासी / Withdrawal | | पेंशन अन्शदान / Pension Contribu tion |
|--|----------------------------|--|---------------------------------|---------------------------------|--|--|---|--|---|
| | | | | | कर्मचारी अन्शदान / Employee Share | नियोक्ता अन्शदान / Employer Share | कर्मचारी अन्शदान /Employee Share | नियोक्ता अन्शदान / Employer Share | |
| Opening Balance | | | | | 2,557 | 782 | | | 1,768 |
| MAR-2021 | Cont. For Due-Month 042021 | 29-04-2021 | 11,750 | 11,750 | 1,410 | 431 | | | 979 |
| APR-2021 | Cont. For Due-Month 052021 | 26-05-2021 | 11,750 | 11,750 | 1,410 | 431 | | | 979 |
| MAY-2021 | Cont. For Due-Month 062021 | 28-06-2021 | 11,750 | 11,750 | 1,410 | 431 | | | 979 |
| JUN-2021 | Cont. For Due-Month 072021 | 19-07-2021 | 11,750 | 11,750 | 1,410 | 431 | | | 979 |
| JUL-2021 | Cont. For Due-Month 082021 | 23-08-2021 | 11,750 | 11,750 | 1,410 | 431 | | | 979 |
| AUG-2021 | Cont. For Due-Month 092021 | 18-09-2021 | 11,750 | 11,750 | 1,410 | 431 | | | 979 |
| SEP-2021 | Cont. For Due-Month 102021 | 28-10-2021 | 11,750 | 11,750 | 1,410 | 431 | | | 979 |
| OCT-2021 | Cont. For Due-Month 112021 | 18-11-2021 | 11,750 | 11,750 | 1,410 | 431 | | | 979 |
| NOV-2021 | Cont. for Due-Month 122021 | | | | 0 | 0 | | | 0 |
| DEC-2021 | Cont. for Due-Month 012022 | | | | 0 | 0 | | | 0 |
| JAN-2022 | Cont. for Due-Month 022022 | | | | 0 | 0 | | | 0 |
| FEB-2022 | Cont. for Due-Month 032022 | | | | 0 | 0 | | | 0 |
| Interest details N/A | | | | | 0 | 0 | | | 0 |
| Closing Balance | | | | | 16,273 | 20,742 | | | 9,600 |
| TRANSFER IN - SAME OFFICE(Old Member Id:-GRRJY00366920000011333) | | | | | 2,369 | 16,057 | | | 0 |
| TRANSFER IN - INTEREST AMOUNT ONLY(Old Member Id:-GRRJY00366920000011333) | | | | | 67 | 455 | | | 0 |

विवरण की समाप्ति..
 -End Of Statement-

मुद्रित 20-12-2021 11:53:47
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प्रतिबन्धन - उपर दी गई जानकारी केन्द्रीय सर्वर पर दी गई जानकारी के आधार पर है। यह जानकारी कानूनी प्रयोजन के लिए उपयोग नहीं की जा सकती है।

Disclaimer - Information shown above is based on available data on central server. This information may not be use for legal purpose.

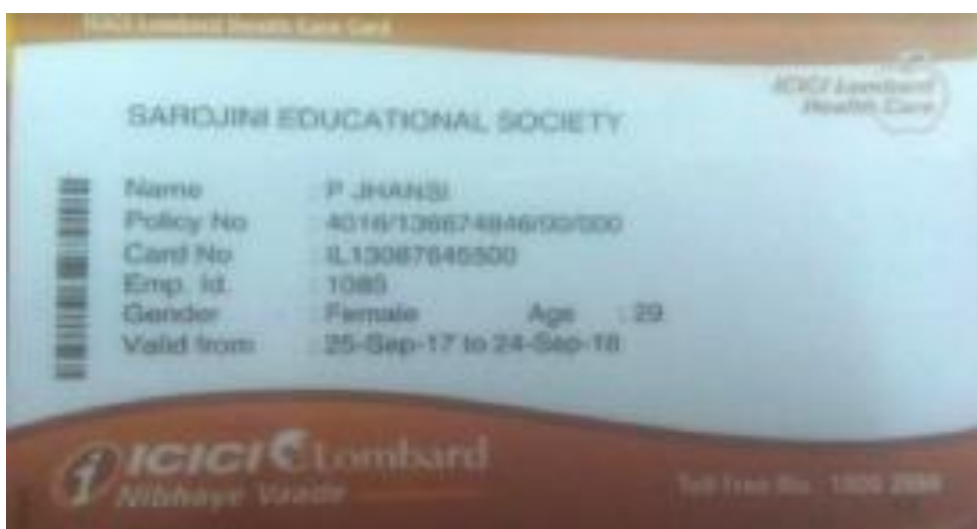
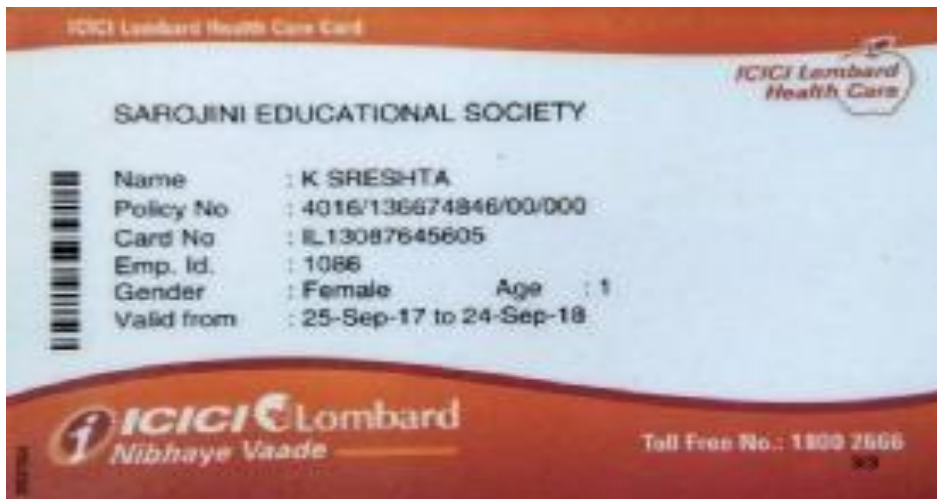
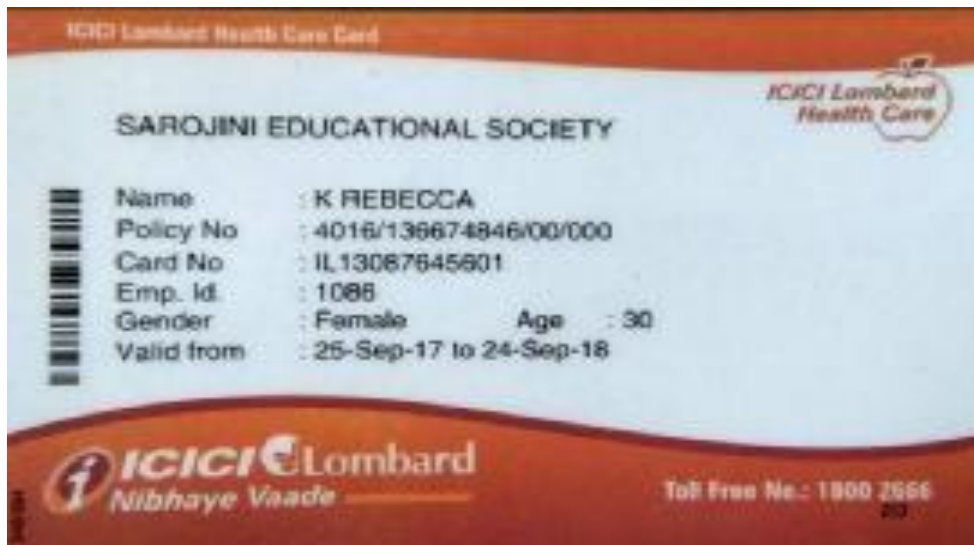
- Please never respond to any call for sharing any personal details like Aadhar, PAN, Bank details, OTP or request for any payment.
- EPFO never calls members/ pensioners to deposit any amount.
- Please do not make any payment based on any such call.

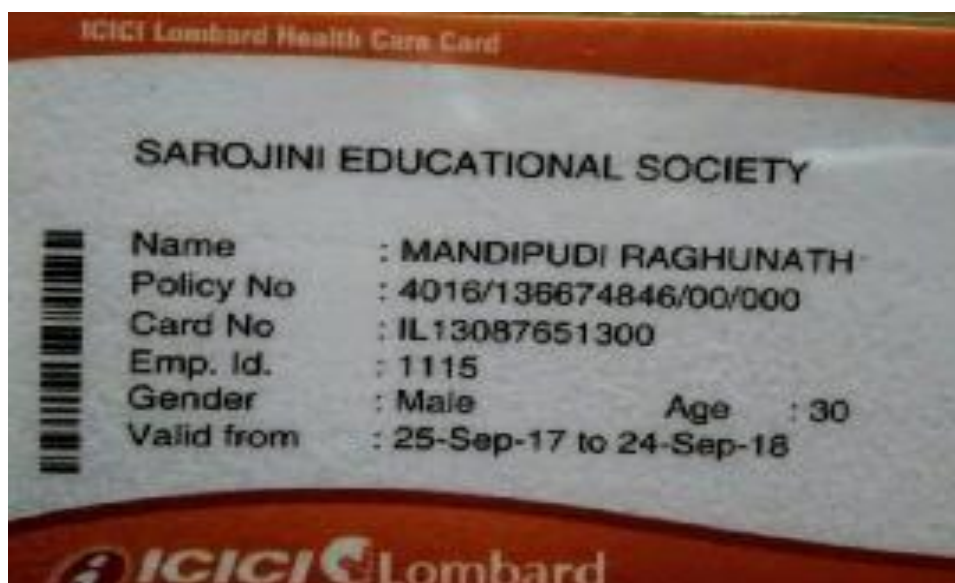
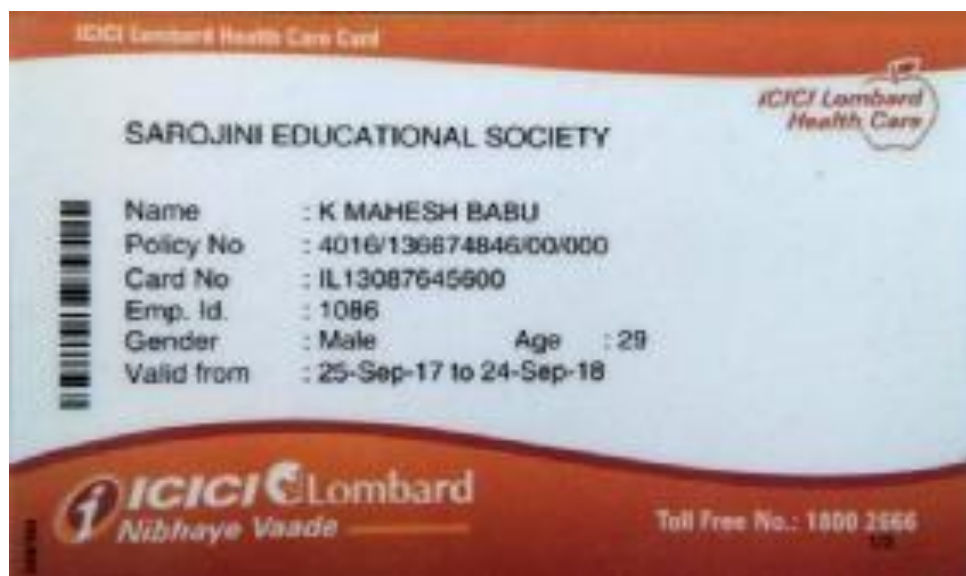
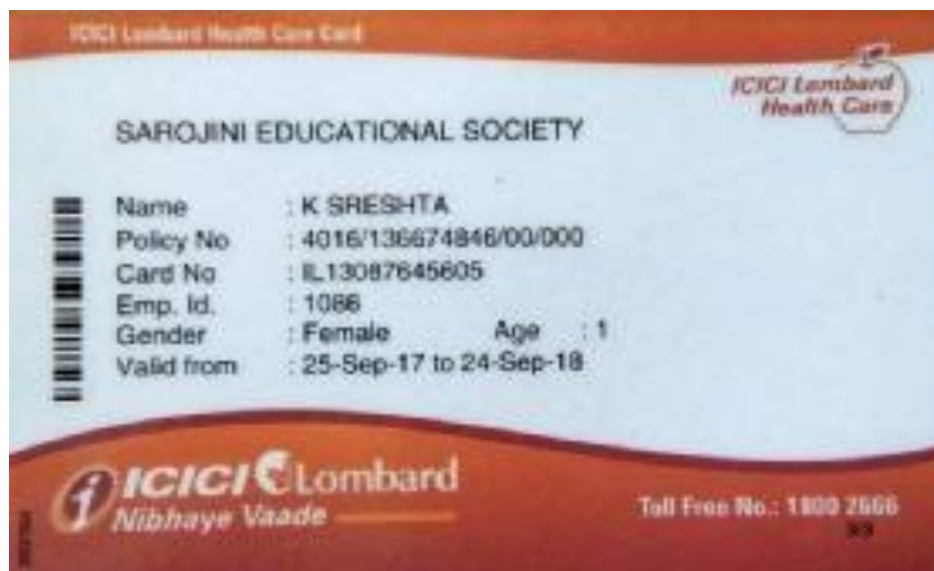
PRINCIPAL
 Aditya College of Engineering
 SURAMPALEM - 533 437

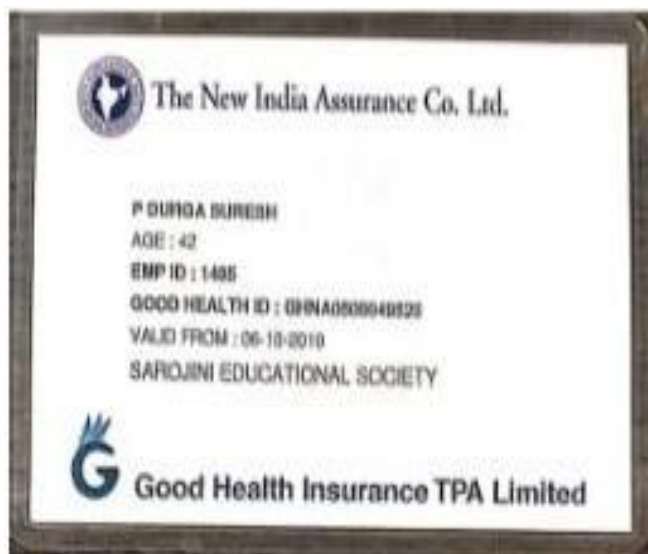
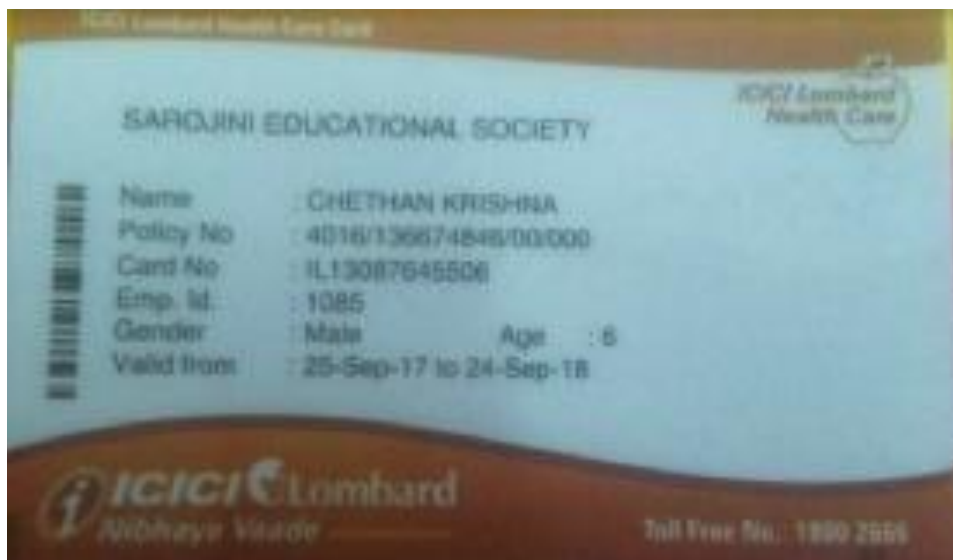
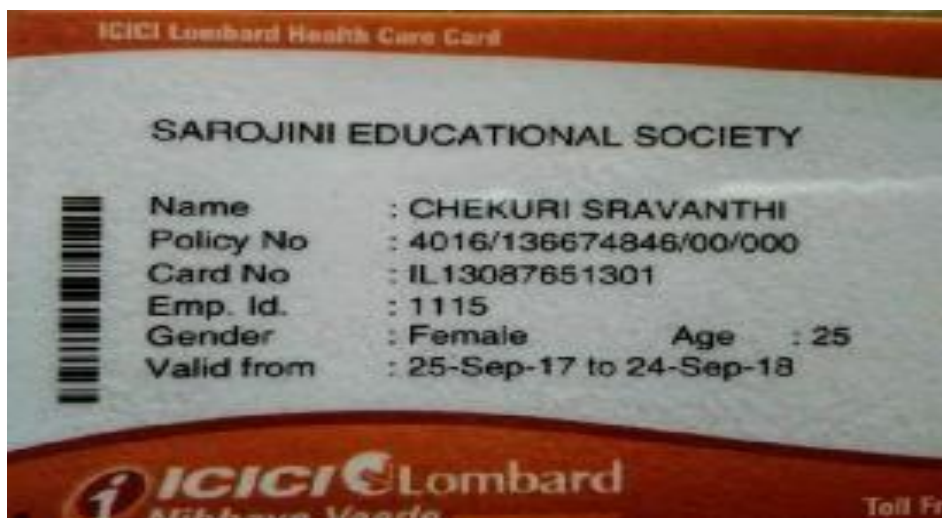
GRRJY00366920000011881

Page 2 of 2

4. Sample health cards of employees for the proof of Group insurance:







 **The New India Assurance Co. Ltd.**

P SAI VAISHNAVI EKAMBARAM
 AGE : 7
 EMP ID : 1485
 GOOD HEALTH ID : GHNA0500049521
 VALID FROM : 05-10-2019
 SAROJINI EDUCATIONAL SOCIETY

 **Good Health Insurance TPA Limited**

- The issue of this card does not guarantee cashless hospitalization.
- This card is for identification purposes only.
- Cardholder to be presented to the Network Service Provider at the time of admission / availing the service.
- Pre-authorization from Good Health is a must for availing cashless hospitalization at Network Service Provider.
- The insurance claim will be processed in accordance with the policy terms and condition.
- For more details please refer the guide book provided.

Talk To Us ☎ : 1860 425 3543
Fax Us 📠 : 1860 425 4242
E-Mail ✉ : customer.care@ghpiltpa.com
Web Access 🌐 : www.goodhealthtpa.com


Good Health Insurance TPA Limited
 Plot No. 45, Magazun HSE, Padmapuram,
 Hyderabad - 500 082, Telangana, India.

 **The New India Assurance Co. Ltd.**

K LAKSHMI
 AGE : 38
 EMP ID : 1485
 GOOD HEALTH ID : GHNA0500049519
 VALID FROM : 05-10-2019
 SAROJINI EDUCATIONAL SOCIETY

 **Good Health Insurance TPA Limited**

- The issue of this card does not guarantee cashless hospitalization.
- This card is for identification purposes only.
- Cardholder to be presented to the Network Service Provider at the time of admission / availing the service.
- Pre-authorization from Good Health is a must for availing cashless hospitalization at Network Service Provider.
- The insurance claim will be processed in accordance with the policy terms and condition.
- For more details please refer the guide book provided.

Talk To Us ☎ : 1860 425 3543
Fax Us 📠 : 1860 425 4242
E-Mail ✉ : customer.care@ghpiltpa.com
Web Access 🌐 : www.goodhealthtpa.com


Good Health Insurance TPA Limited
 Plot No. 45, Magazun HSE, Padmapuram,
 Hyderabad - 500 082, Telangana, India.

16



EMPLOYEES' STATE INSURANCE CORPORATION

e-Pehchan Card

Insured Person : Gollapalli Ramakrishna Mehar Phanikumar
 Insurance No. : 6209116048
 Date of Registration : 16/07/2017

In case Aadhaar Number is not entered, this is valid upto date: 14/08/2017 only

YOUR REGISTRATION DETAILS

| | | | |
|----------------------------|---|-------------------------------|---|
| Employee Name : | Gollapalli Ramakrishna Mehar Phanikumar | Type of Disability : | None |
| Name of Father / Husband : | Gollapalli Venkata Ramana | Date of Birth : | 14/04/1986 |
| Marital Status : | Unmarried | Gender : | Male |
| Present Address : | Dist: 1-71, Ramalayam Street, Thammavaram, Kakinda Rural, E G OT Dist East Godavari Andhra Pradesh 533005 | Permanent Address : | Dist: 1-71, Ramalayam Street, Thammavaram, Kakinda Rural, E G OT Dist East Godavari Andhra Pradesh 533005 |
| Aadhaar Number : | 514656540330 | Aadhaar Status : | Unverified |
| Dispensary / EMP for IP : | Kakinda, AP (ESIS Dist.) | Dispensary / EMP for Family : | Kakinda, AP (ESIS Disp.) |
| Current Employer Details | | First Employer Details | |
| Employer's Code No. : | 62060307610001303 | Employer's Code No. : | None |
| Sub Unit's Code No. : | None | Sub Unit's Code No. : | None |
| Date of Appointment : | 01/06/2017 | Date of Appointment : | None |
| Name of Employer : | SARDULJI EDUCATIONAL SOCIETY | Name of Employer : | None |
| Address of Employer : | SRINAGAR, KAKINDA (A, Dist East Godavari Andhra Pradesh 533003) | Address of Employer : | None |

Family Details:

| Name | Relationship with the Employee | Date of Birth | Whether Residing with Insured Person | State | District | Aadhaar | Aadhaar Status |
|---------------------------|--------------------------------|---------------|--------------------------------------|----------------|---------------|--------------|----------------|
| Gollapalli Venkata Ramana | Dependant father | 01/07/1960 | Yes | Andhra Pradesh | East Godavari | 896288018297 | Unverified |
| Gollapalli Chakralakshmi | Dependant mother | 01/07/1964 | Yes | Andhra Pradesh | East Godavari | 555022148778 | Unverified |

Nominee Details:

| Name of Nominee | Relationship with IP | Percentage | Address of Nominee | Aadhaar | Aadhaar Status |
|--------------------------|----------------------|------------|---|--------------|----------------|
| Gollapalli Chakralakshmi | Dependant mother | 100 | Dist: 1-71, Ramalayam Street, Thammavaram, Kakinda Rural, E G OT Dist East Godavari Andhra Pradesh 533005 | 555022148778 | Unverified |

POWER

VRXV Networks

And Your Family Photograph Here (Attested and Stamped by Employer / EEOC Official)

Mobile Number : 9952319805

NOTE:

2. Employer to please affix employee and his family photo here and attach with official stamp across.

Signature / Stamp of CSC Officer / Employee



SECRETARY
Hobart



EMPLOYEES' STATE INSURANCE CORPORATION

e-Pehchan Card

| | |
|---|---|
| Insured Person : Adireddy Ram Prasad | In case Aadhaar Number is not entered, this is valid upto date: 15/08/2017 only |
| Insurance No. : 6208116348 | |
| Date of Registration : 17/07/2017 | |

YOUR REGISTRATION DETAILS

| | | | |
|---------------------------|---|------------------------------|--|
| Employee Name: | Adireddy Ram Prasad | Type of Disability : | None |
| Name of Father / Husband: | ADITEDDY VENKATA RAMANA | Date of Birth : | 14/05/1994 |
| Marital Status : | Unmarried | Gender : | Male |
| Present Address : | S/O. A. Venkataramana House No: 10/1/50 Kothapeta, Dist: East Godavari, Andhra Pradesh, 533437 | Permanent Address : | S/O. A. Venkataramana House No: 10/1/50 Kothapeta, Dist: East Godavari, Andhra Pradesh, 533437 |
| Aadhaar Number : | 264466363003 | Aadhaar Status : | Unverified |
| Dispensary / IMP for IP : | Samalkot, AP (ESIS Disp.) | Dispensary / IMP for Family: | Samalkot, AP (ESIS Disp.) |
| Current Employer Details | | First Employer Details | |
| Employer's Code No. : | 62000367610001303 | Employer's Code No. : | None |
| Sub Unit's Code No. : | None | Sub Unit's Code No. : | None |
| Date of Appointment : | 01/06/2017 | First Insurance No. : | None |
| Name of Employer : | SARAJINI EDUCATIONAL SOCIETY | Name of Employer : | None |
| Address of Employer : | SRINAGAR, KAKINADA, Dist: East Godavari Andhra Pradesh 533003 | Address of Employer : | None |

Family Details:

| Name | Relationship with the Employee | Date of Birth | Whether Residing with Insured Person | State | District | Aadhaar | Aadhaar Status |
|-------------------------|--------------------------------|---------------|--------------------------------------|----------------|---------------|--------------|----------------|
| ADIREDDY BHAVANI | Dependant mother | 01/04/1979 | Yes | Andhra Pradesh | East Godavari | 549790078513 | Unverified |
| ADIREDDY VENKATA RAMANA | Dependant father | 01/07/1979 | Yes | Andhra Pradesh | East Godavari | 743080954231 | Unverified |

Nominee Details:

| Name of Nominee | Relationship with IP | Percentage | Address of Nominee | Aadhaar | Aadhaar Status |
|-------------------------|----------------------|------------|---|--------------|----------------|
| ADITEDDY VENKATA RAMANA | Dependant father | 100 | S/O. A. Venkataramana House No: 10/1/50 Kothapeta, Peddapuram Mandalam Peddapuram, E.G.DT, | 743080954231 | Unverified |

AP, Pin -, Andhra Pradesh
Dist: East Godavari 533437

Documents Uploaded:

None

Signature / LTI of Registered Employee / IP:

B. Madhava Chandra

Mobile Number: 8008834084



NOTE:

1. Please keep this printout for future reference and bring this along with your Photo ID for all your Claim Benefits and Medical Benefits.
2. Employer to please affix employee and his family photo here and affix with official stamp across.

6. Sample proof of CL form

a) CL form for teaching staff:

26
Entered in 159

ADITYA COLLEGE OF ENGINEERING
(Approved by AICTE & Affiliated to JNTUK, Kakinada)
(Recognized by UGC under section 2(f) of UGC Act 1956)
Aditya Nagar, ADB Road, Surampalem - 533 437.

CASUAL LEAVE FORM

Name of the Staff Member : G. Veerapandu Emp. ID. 627
Designation : Assoc. Prof. Dept. ECE
Date(s) applied for : 23/11/21 to 03/12/21
Reason For Leave : Personal
Contact Phone No. : 9491191574

Class Work Adjustment :

| Class | Date | Hour | Name of the Staff member | Signature |
|-------|------|------|--------------------------|-----------|
| | | | completed class work | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Signature of the Staff Member : G. Veerapandu
Recommendations of HOD : G. Veerapandu
(Recommended / Not Recommended)

| For Office Use Only : | |
|---------------------------|--|
| No. of Leaves in Credit : | |
| No. of Leaves Availed : | |
| Balance of Leaves : | |

PRINCIPAL
ADITYA COLLEGE OF ENGINEERING

CASUAL LEAVE FORM (HOD COPY)

Name of the Staff Member : G. Veerapandu Department : ECE
Date (s) applied for : 23/11/21 to 03/12/21

| Class | Date | Hour | Name of the Staff member | Signature |
|-------|------|------|--------------------------|-----------|
| | | | completed class work | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Signature of the Staff Member : G. Veerapandu PRINCIPAL

ADITYA COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to JNTUK, Kakinada)
(Recognized by UGC under section 2(f) of UGC Act 1956)
Aditya Nagar, ADB Road, Surampalem - 533 437.

Entered
12/11/2021

CASUAL LEAVE FORM

Name of the Staff Member : K. chandya Sekhar Emp. ID : 2202

Designation : Asst. professor Dept. ECE

Date(s) applied for : 26/11/2021, 30/11/2021

Reason For Leave : Personal Work

Contact Phone No. : 9866095301

Class Work Adjustment :

| Class | Date | Hour | Name of the Staff member | Signature |
|-----------|----------|------|--------------------------|-----------|
| classwork | Adjusted | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Signature of the Staff Member : K. Sekhar

Recommendations of HOD : [Signature]
(Recommended / Not Recommended)

| For Office Use Only : | |
|---------------------------|--|
| No. of Leaves in Credit : | |
| No. of Leaves Availed : | |
| Balance of Leaves : | |

[Signature]
PRINCIPAL
ADITYA COLLEGE OF ENGINEERING

CASUAL LEAVE FORM (HOD COPY)

Name of the Staff Member : K. chandya Sekhar Department : ECE

Date (s) applied for : 26/11/2021, 30/11/2021

| Class | Date | Hour | Name of the Staff member | Signature |
|-----------|----------|------|--------------------------|-----------|
| classwork | Adjusted | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

[Signature]
Signature of the Staff Member

[Signature]
PRINCIPAL

b) CL form of non-teaching staff:

ADITYA COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to JNTUK, Kakinada)
Aditya Nagar, ADB Road, Surampalem - 533 437

Entered in ECR

LEAVE APPLICATION

Employee ID : 172

Date: 27-11-2021

Name of the Staff : B.S.R. MUTHU

Designation : Asst. Prof.

Date(s) of Leave : 29-11-2021

Purpose of Leave : Personal

Phone No. : 90109 81516

For Office Use Only

No. of Leaves in Credit

No. of Leaves Availed

Balance of Leaves

Signature of A.O.

Signature of Principal

Signature of the Employee

ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada
Recognized by UGC under Section 2(f) of UGC Act, 1956
Aditya Nagar, ADB Road, Surampalem - 533 437, E.G. Dist., Ph: 99631 76662.

Entered in ECR

LEAVE APPLICATION

Employee ID : 2208

Date: 8/04/2019

Name of the Staff : B. Madhava Chandra

Designation : Sr. Asst.

Date(s) of Leave : 08/04/2019 (Second half)

Purpose of Leave : Personal work

Phone No. : 8008834884

For Office Use Only

No. of Leaves in Credit

No. of Leaves Availed

Balance of Leaves

Signature of A.O.

Signature of Principal

Signature of the Employee

ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC
Recognized by UGC under section 2(f) of UGC Act 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Entered in EOP

LEAVE APPLICATION

Employee ID : 840

Date: 4.4.2019

Name of the Staff : S.V.V. Sathyanarayana
Designation : Superintendent
Date(s) of Leave : 5.4.2019 One Day
Purpose of Leave : personal
Phone No. : 9866606483

| For Office Use Only | |
|-------------------------|--|
| No. of Leaves in Credit | |
| No. of Leaves Availed | |
| Balance of Leaves | |

Signature of A.O.

Signature of Principal

Signature of the Employee

ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada
Recognized by UGC under Section 2(f) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Entered in EOP

LEAVE APPLICATION

Employee ID : 647

Date: 4/4/19

Name of the Staff : T. Swathi
Designation : Receptionist
Date(s) of Leave : 4/4/2019 - 5/4/2019
Purpose of Leave : personal
Phone No. : 9848197340

| For Office Use Only | |
|-------------------------|--|
| No. of Leaves in Credit | |
| No. of Leaves Availed | |
| Balance of Leaves | |

Signature of A.O.

Signature of Principal

Signature of the Employee

7. Sample proof of OD form for teaching staff:

ADITYA COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to JNTUK, Kakinada)
(Recognized by UGC under section 2(f) of UGC Act 1956)
Aditya Nagar, ADB Road, Surampalem - 533 437.

O.D. FORM

Name of the Staff Member : M. Prem Kumar Reddy Emp. ID 2971

Designation : Asst. Professor Dept. Mechanical

Date(s) applied for 11/11/2021 (AN) / 16/11/2021 (AN)

Reason for O.D. Spot Valuation at JNTUK

Contact Phone No on O.D. 9000524255

Class Work Adjustment :

| Class | Date | Hour | Name of the Staff member | Signature |
|-------|------|------|--------------------------|-----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Signature of the Staff Member : [Signature]

Recommendations of HOD : [Signature]

PRINCIPAL
ADITYA COLLEGE OF ENGINEERING

O.D. FORM (HOD COPY)

Name of the Staff Member : M. Prem Kumar Reddy Department : Mech

Date (s) applied for : 11/11/2021

| Class | Date | Hour | Name of the Staff member | Signature |
|-------|------|------|--------------------------|-----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Signature of the Staff Member : [Signature]

PRINCIPAL

ADITYA COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to JNTUK, Kakinada)
(Recognized by UGC under section 2(f) of UGC Act 1956)
Aditya Nagar, ADB Road, Surampalem - 533 437.

Entered in EOP

O.D. FORM

Name of the Staff Member : T. VEERRAJU Emp. ID 1738

Designation : Associate Professor Dept. CSE

Date(s) applied for : 30-10-2021 (Saturday)

Reason for O.D. : Spt. vacation at JNTUK, Kakinada

Contact Phone No on O.D. : 773184777A

Class Work Adjustment :

| Class | Date | Hour | Name of the Staff member | Signature |
|-----------------------------|-----------------|-----------------|--------------------------|--------------------|
| <u>IV CSE</u> <u>"A"</u> | <u>30-10-21</u> | <u>2nd hour</u> | <u>B. Annapurna</u> | <u>[Signature]</u> |
| | | | | |
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| | | | | |
| | | | | |

Signature of the Staff Member : [Signature]

Recommendations of HOD : [Signature]

[Signature]
PRINCIPAL
ADITYA COLLEGE OF ENGINEERING

O.D. FORM (HOD COPY)

Name of the Staff Member : T. VEERRAJU Department : CSE

Date (s) applied for : 30-10-2021 (Saturday)

| Class | Date | Hour | Name of the Staff member | Signature |
|-----------------------------|-----------------|-----------------|--------------------------|--------------------|
| <u>IV CSE</u> <u>"A"</u> | <u>30-10-21</u> | <u>2nd hour</u> | <u>B. Annapurna</u> | <u>[Signature]</u> |
| | | | | |
| | | | | |
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| | | | | |

Signature of the Staff Member : [Signature]

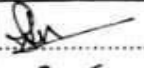

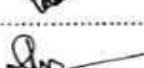
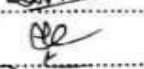
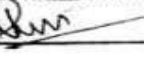

[Signature]
PRINCIPAL

ADITYA COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to JNTUK, Kakinada)
(Recognized by UGC under section 2(f) of UGC Act 1956)
Aditya Nagar, ADB Road, Surampalem - 533 437.

O.D. FORM

Name of the Staff Member : A. NEERAJA Emp. ID. 27121
Designation : Professor Dept. H & B.S.
Date(s) applied for : 25-11-2019 to 30-11-2019 (6 days)
Reason for O.D. : observer for JNTU Enrichment
Contact Phone No on O.D. : 9505138959
Class Work Adjustment :

| Class | Date | Hour | Name of the Staff member | Signature |
|--------|----------|--------------|---------------------------------------|---|
| 1CSE-B | 25-11-19 | 10:15 | M. Prem Kumar |  |
| 1CSE-B | 26-11-19 | 3:00 | V. Anurita Lakshmi |  |
| 1CSE-B | 27-11-19 | 11:00 | V. Anurita Lakshmi |  |
| 1CSE-B | 28-11-19 | 10:15 | Prem Kumar |  |
| 1CSE-B | 29-11-19 | 1:30 3:00 | U. Ashish Reddy P. Raja Sekh Reddy |  |
| 1CSE-B | 30-11-19 | 12:45 | M. Prem Kumar |  |

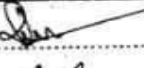
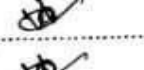
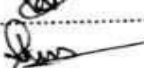
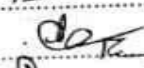


Signature of the Staff Member : A. Neeraja

Recommendations of HOD : M. J. V. S.
2/11/19. b

PRINCIPAL
ADITYA COLLEGE OF ENGINEERING

O.D. FORM (HOD COPY)

Name of the Staff Member : A. Neeraja Department: H & B.S.
Date (s) applied for : 25-11-2019 to 30-11-2019 (6 days)

| Class | Date | Hour | Name of the Staff member | Signature |
|--------|----------|--------------|---------------------------------------|---|
| 1CSE-B | 25-11-19 | 10:15 | M. Prem Kumar |  |
| 1CSE-B | 26-11-19 | 3:00 | V. Anurita Lakshmi |  |
| 1CSE-B | 27-11-19 | 11:00 | V. Anurita Lakshmi |  |
| 1CSE-B | 28-11-19 | 10:15 | Prem Kumar |  |
| 1CSE-B | 29-11-19 | 1:30 3:00 | U. Ashish Reddy P. Raja Sekh Reddy |  |
| 1CSE-B | 30-11-19 | 12:45 | Prem Kumar |  |

A. Neeraja
Signature of the Staff Member

PRINCIPAL

8. Sample proof of Maternity leave form:

Surampalem,
Dt: 30-6-2021.

To
The Principal,
Aditya College of Engineering,
Surampalem.

Sub: Request for Work-from home & Maternity leave -
Resd.,

Respected Sir,

I K. Vijayakumari, faculty of ECE department in our organisation request you to grant me permission to deliver online classes & work from home till 25-07-2021 due to my pregnancy issue as I have problem in taking journey. Also I request you to grant me the maternity leave from 26th July, 2021 to October 31st 2021 [31-10-2021]. Kindly consider my request and grant me permission

Forwarded to Principal Sir
Her request may be considered.
30/6/21.

Thanking You Sir,

Yours faithfully,

K. Vijaya Kumari,
Emp ID: 4489,
ECE: Asst. professor.

Principal
Aditya College of Engineering
SURAMPALAM - 533 437

Permitted
[Signature]

9. Incentives / Honorarium provided to the staff members for attending workshops /conferences & Professional body membership during the year: 2020-21

| S.No | Name | Name of conference/ workshop attended for which financial support provided | Amount |
|------|-----------------------------|---|--------|
| 1 | Dr. B. Annapurna | Int Journal (Scopus), Journal of Physics, Dec 2020 | 10,000 |
| 2 | Dr.N.Bhanu Teja | Int Journal (Scopus), Materials Today, Nov 2020 | 10,000 |
| 3 | Mr.G.Ramakrishna | Int Journal (Scopus), Materials Today, Oct 2020 | 10,000 |
| 4 | Mr.Syed Nizamuddin Khadri | Int Journal (Scopus), Materials Today, Nov 2020 | 10,000 |
| 5 | Mr.U.Praveenk Kumar | Int Journal (Scopus), Materials Today, Nov 2020 | 10,000 |
| 6 | Dr. G.Jaffino | Int Journal (IF), BSPC, Vol. 64, Issue 1, Feb, 2021, IF-3.137 | 20,000 |
| 7 | Dr. G.Jaffino | Int Journal (IF), IET Signal Processing, Vol. 15, Issue 2, Oct, 2020, IF-1.692 | 16,000 |
| 8 | Dr.N.Bhanu Teja | Int Journal (IF), BCB, Springer, Jan,2021,IF-2.602 | 20,000 |
| 9 | Dr.N.Bhanu Teja | Int Journal (Scopus), Materials Today, Jan 2021 | 10,000 |
| 10 | Dr.N.Bhanu Teja | Int Conf, Materials Today, Dec 2020 | 10,000 |
| 11 | Dr. G.Jaffino | Int Conf, ICBSSI-2020, SSN College,Chennai, 27-28, Feb 2020 | 7,500 |
| 12 | Dr.M.Ravindra | Int Conf, ICRSETM-2020,Vaagdevi College, Hyd, 28,Dec 2020 | 9,500 |
| 13 | Dr. G.Jaffino | Int Conf, ICAECT-2021,SS Group of Institutions, Chhattisgarh,19-20, Feb 2021 | 8,000 |
| 14 | K.Manozkumar Reddy | Int Conf, ICRSETM-2020,Vaagdevi College, Hyd, 28,Dec 2020 | 9,500 |
| 15 | D.Sravani | Nt Conf, NCBEET-2021,NIT, Warangal, 29-30, Jan 2021 | 500 |
| 16 | K.Jaya Rao | Nt Conf, SITCE-2021,VBIT, Hyd, 5-6, Feb 2021 | 500 |
| 17 | K.Manozkumar Reddy | Text Book(Chapter), Based Battery Charging Controllers for PHV, AKiNiK Publications | 1,700 |
| 18 | Dr. G.Ramakrishna | Int Conf (Hon), Materials Today, Dec 2020 | 7,500 |
| 19 | Dr.N.Bhanu Teja | Int Journal (IF), Biomass Conversion and Biorefinery, Mar, 2021, IF-2.6 | 17,333 |
| 20 | B.Jyothi | Int Conf (Reg Fee), ICSD-2021, IEI, Chadigarh, 22, May 2020 | 1,350 |
| 21 | Dr.G.Jaffino | Int Conf (Hon), ICBSII-2020, Chennai, 27-28, Feb 2020 | 7,500 |
| 22 | Dr.G.Jaffino | Int Conf (Hon), IEEE ICAECT-2021, SSTC, Bhilai, 19-20, Feb 2021 | 7,500 |
| 23 | Dr.Marxim Rahula Bharathi B | Int Conf (Reg Fee), ICSST-2021, Coimbatore, 29-30, July 2020 | 3,000 |
| 24 | Dr.M.Anjibabu | Int Journal (IF), Advances in Materials Science and Engineering, Sep 2021, IF-1.72 | 15,000 |
| 25 | Dr.M.Anjibabu | Int Journal (IF), International Journal of Polymer Science, Sep 2021, IF-2.64 | 20,000 |

| | | | |
|----|-----------------------------|---|--------|
| 26 | Dr.Y.K.S.Subbarao | Int Journal (IF), Environmental Science and Pollution Research, Sep 2021, IF-4.22 | 20,000 |
| 27 | Dr.Marxim Rahula Bharathi B | Int Conf (Reg Fee), ICIIMLME-2021, Kumbakonam, 3-4, Aug 2020 | 9,000 |
| 28 | Dr.N.Bhanu Teja | Int Journal (IF), Biomass Conversion and Biorefinery, Apr 2021, IF-2.6 | 18,700 |
| 29 | Dr.N.Bhanu Teja | Int Journal (IF), Sustainable Chemistry & Pharmacy, Aug 2021, IF- 4.5 | 20,000 |
| 30 | Dr.N.Bhanu Teja | Int Journal (IF), Biomass Conversion and Biorefinery, July 2021, IF-2.6 | 17,300 |
| 31 | Dr.G.Jaffino | Int Journal (IF), Data Technologies and Applications, Sep 2021, IF-1.66 | 15,000 |
| 32 | Dr.V.Swamy Nadh | Int Journal (IF), Advances in Materials Science&Engineering, July 2021, IF1.72 | 15,000 |
| 33 | Dr.V.Swamy Nadh | Int Journal (IF), Journal of Nano Materials, Oct 2021, IF-2.98 | 20,000 |
| 34 | Dr.R.Raman | Int Conf (Reg Fee), ICECCT-2021, Velalar College of Engineering, Erode. 15-17, Sep 2021 | 8,000 |
| 35 | Dr.G.Jaffino | Int Conf (Reg Fee), ICECCT-2021, Velalar College of Engineering, Erode. 15-17, Sep 2021 | 8,000 |
| 36 | T.Srinu | Int Conf (Reg Fee), ICAAMM-2021, M.L.R.Group of Institutions, HYD. 27-28, Aug 2021 | 9,000 |
| 37 | T.Srinu | Int Conf (Reg Fee), ICAAMM-2021, M.L.R.Group of Institutions, HYD. 27-28, Aug 2021 | 9,000 |
| 38 | T.Srinu | Int Conf (Reg Fee), ICAAMM-2021, M.L.R.Group of Institutions, HYD. 27-28, Aug 2021 | 8,000 |
| 39 | Dr. B. Annapurna | Book Chapter , Emerging and Contemporary issues and Challenges of Education and Society | 1,100 |
| 40 | Dr.M.Anjibabu | Int Journal (IF), Advances in Materials Science and Engineering, Nov 2021, IF-1.726 | 15,000 |
| 41 | Dr.Jaffino | Int Conf (Hon), IC2SV 2019, NIT, Warangal, 23-24, Oct 2019 | 7,500 |
| 42 | T.Satya Kumari | Int Conf (Reg Fee), IC-MISP-2021, NIT, Arunachal Pradesh, 23-25, Sep 2021 | 4,500 |
| 43 | N.Praveen | Int Conf (Reg Fee), IC-MISP-2021, NIT, Arunachal Pradesh, 23-25, Sep 2021 | 4,500 |
| 44 | Dr.B.Annapurna | Int Conf (Reg Fee), ICACET 2021, ACET, Surampalem, 22-23, Oct 2021 | 7,500 |
| 45 | V.Kiran | Int Conf (Reg Fee), ICACET 2021, ACET, Surampalem, 22-23, Oct 2021 | 7,500 |
| 46 | T.Srinu | Int Conf (Reg Fee), ICAAMM 2021, MLRIT, Hyd, 27-28, Aug 2021 | 9,000 |

10. Institutional guidelines for Faculty members provided with financial support/incentives and other welfare measures



Institutional Guidelines for Teaching and Non-Teaching Staff on Timing, Dress Code, Leave, Academics, welfare measures and related matters.

The institution is giving a constant support for the faculties for their professional development and teaching quality by providing direct/indirect and financial/non-financial support. The Institution has recognized the importance of professional bound activities in the form of conferences/ workshops are provided financial support.

1. Working Days and Working Hours

- The Working days are from Monday to Saturday in a week except Govt. Holidays. However, during Internal Tests, in the event of shortage of working days to complete the syllabus, and University Examinations holidays may be converted as working days. The list of holidays for each semester will be clearly indicated in the Academic schedule.

- On all Working days, the Class work will be from 9.30 am to 4.10 pm. All Faculty members and Non-teaching Staff have to reach the College campus before 09.00 am and leave the campus after 04.25 pm.

- Attendance is through biometric device and they need to sign in the Attendance Register in the HOD Office both in the morning during arrival and in the evening before departure.

2. The Faculty members should be in the Classrooms/Laboratories five minutes before the commencement of each theory class/practical class. Dress Code and General Appearance.

Gent Faculty members are advised to wear light coloured formal Shirt and dark coloured trousers. They should tuck-in their shirts, wear formal belt, black shoes and groomed properly. They should also wear a formal Tie. Lady Faculty members should wear formal Saree with Blouse and formal Chapels/Cut shoes. Non-Teaching Staff shall wear uniform dress with formal Shoes. All should wear their identity cards regularly.

3. Lunch interval

The lunch interval will be for a period of 60 minutes as mentioned in the time table. All the faculty members and laboratory staff should follow these timings regularly. The lunch break for

office staff and Library staff shall be between 1.00 to 2.00 pm. All teaching and non-teaching staff should compulsorily take their lunch in the dining room and not in their office/work place. Lunch will be provided to both teaching and non-teaching staff in the cafeteria at subsidized rate.

4. Cleanliness, House Keeping and Energy Conservation

All teaching and non-teaching staff should maintain the tables, chairs and rooms allotted to them neat and clean. They should get their offices cleaned on regular intervals. Whenever they move out of their place, they have to switch off the lights, fan / AC, computers, printers, etc. All are responsible in conserving the energy.

5. Leave / Absenteeism / Permission

(a) Casual Leave (CL):

Each faculty member shall avail 1 day CL per month subject to a maximum of 12 days per academic year. Each non-teaching Staff shall avail 1 day CL per month subject to a maximum of 12 days per academic year. Casual leave can be availed with the prior permission from the principal by submitting the duly filled-in leave application, before the date of leave and recommended by the HOD/In-charge. In case of emergency and unavoidable circumstances, the faculty member/non-teaching staff shall intimate the leave to the HOD and principal's office and the leave application has to be submitted as soon as they resume the duty.

(b) Absenteeism

Leave without written prior permission/oral information will be treated as 'Absent'. In case of any faculty member / non-teaching staff continuously being absent for more than 6 days, his/her name shall be removed/struck off from the attendance register.

(c) On-Duty Leave (OD):

The Faculty members shall avail the following on-duty leave with prior permission from the principal:

- Hall Superintendent / University Representative duty for Jawaharlal Technological University, Kakinada examinations: 7 days per semester.

- External Examiner duty for Jawaharlal Technological University, Kakinada examinations –eligible faculty members shall be 7 permitted as per the order received from the University office.

- Central Evaluation duty for Jawaharlal Technological University, Kakinada

examinations –approved evaluators shall be permitted as per the order received from the University office.

- Research project presentation/consultancy assignment/participation in conference/seminar/workshop/FDP etc. –3 days per semester.

The non-teaching staff shall avail on-duty leave for college related works with prior permission from the principal.

(d) Compensatory Casual Leave (CCL):

Faculty members and non-teaching staff are eligible to avail CCL in lieu of working for the institute/management on a non-working day/general holiday.

(e) Summer Vacation:

- Faculty members who have completed 6 months of service but less than 1 year in our Institution are eligible for a vacation leave of 7 days during summer.

- Faculty members who have completed 2 years of service in our Institution are eligible for a vacation leave of 2 weeks during summer.

- Non-teaching staff members who have not completed 1 year of service in our Institution are not eligible for a vacation leave during summer.

- Non-teaching staff members who have completed 1 year of service in our Institution are eligible for a vacation leave of 7-days during summer.

(f) Permission:

The faculty members and non-teaching staff shall avail permission for 1-hour to attend an urgent work on any working day without affecting their academic work/normal work. Each faculty and non-teaching staff member shall avail 3 such permissions in a month.

6. Academic Work

- An academic schedule comprising the details of reopening date, working days, holidays, internal Tests, model examination, last working day, university examinations, etc., based upon the Jawaharlal Technological University, Kakinada academic schedule shall be prepared by the

principal's office for each semester before the commencement of classes and a copy of the same be given to all departments, for proper implementation.

- Time table shall be prepared by each department and implemented after due approval from

theHOD and the principal.

- All faculty members shall prepare lesson plans for the theory subjects, laboratory plans for practical subjects and obtain the approval of HOD on or before the date of commencement of classes, for implementation.

- Faculty members shall prepare tutorial plans for subjects as mentioned in the curriculum and implement the same as per the time table.

- Faculty members shall make use of NPTEL videos/MIT videos, CBTs and other e-learning modules for facilitating enhanced learning by the students.

- All faculty members must prepare well and teach effectively to enable all students in the class to understand the lessons and hence learn.

- Each faculty member must aim to produce 100% result in the subject taught by him/her. In any case the result of each subject should be greater than 90%.

- In order to encourage meritorious performance, the faculty member(s) who produce 100% result in theory subject(s) in the University Examination will be encouraged and honored with a cash award of Rs.10000/- per subject per semester and a certificate of appreciation.

***The overall performance of the faculty members will be linked to their increments and promotions.**

Teachers provided with financial support/incentives to attend conferences/workshops/Seminars/FDPs etc. and towards membership fee of National/International professional bodies

7. Participation in Conferences / Seminars / Workshops, FDP, and Research/Publications work

- Each faculty member should participate in at least 1 conference/seminar/workshop/FDP, etc., in a semester subject to a maximum of 2 such participations in a semester.

- The college will sponsor the registration fee, boarding expenses and travel expenditure (actual Bus fare / Train fare – to and fro) for participation in Regional/National conferences. Lodging expenses if any have to be borne by the faculty member concerned.

- Each faculty member must present/publish at least one paper per year in National/International Conferences/Journals.

- The college shall reward the faculty member(s) who publish original research paper in an International Refereed Journal of good impact factor, with Rs.5000/- per paper. Similarly, for a

publication in a National Referred Journal of good impact factor, Rs.3000/- per paper shall be awarded.

- Research/Publication incentives--Faculty members who are active in their research and publish their work will be encouraged with the incentives. Further, Registration fee, TA, DA will be provided to attend the conferences of National/International level. All the researchers will be encouraged with the honorarium as per AICTE norms, if any funded research project sanctioned by the funding agencies.

- Faculty members will be provided with financial support towards the total membership/registration fee of National/International professional bodies.

8. Participation in Sponsored Research and Consultancy work

Every faculty member in addition to the regular academic work shall participate in carrying out sponsored research and consultancy work. They should singly/jointly prepare project proposals in emerging areas and submit to various funding agencies for grant. After receiving the fund, they should execute the project and complete it successfully as per the terms and conditions of the sponsoring agency.

The institute shall award an honorarium to the chief coordinator/co-coordinator or principal investigator/co-investigator of the funded project with an amount equal to 2% of the total grant (1% at the time of receiving the grant and the remaining 1% after successful completion of the project). The honorarium will be subject to a maximum ceiling of Rs.2,00,000/-

For consultancy grants, the coordinator/investigator shall be eligible for an honorarium of 60% of the revenue earned and the remaining 40% of the revenue has to be retained by the college for providing infrastructural facilities such as power, water, machinery/equipment, etc., to accomplish the consultancy activities.

If any man power such as lab technicians, office assistants, co-staff are utilized in carrying out the consultancy activity, the Coordinator / Investigator has to pay 10% of the revenue from his share as honorarium to them.

9. Organizing Conferences / Seminars / Workshops, FDP, Guest lectures

- Each department shall organize at least one conference/seminar/workshop, FDP, etc.,

during every academic year.

- College shall sponsor Rs.20000/- per year to each Department for organizing a conference/seminar/ workshop/FDP, etc.
- Every department shall conduct at least 2 Guest lectures/special lectures per semester to impart knowledge on current affairs and beyond syllabus. College shall sponsor Rs.5000/- per guest lecture / special lecture. In addition, boarding facility and actual travel expenditure will be provided.

10. Encouraging faculty members to pursue Higher Studies (Ph.D.)

- Faculty members interested in pursuing Ph.D. on Part Time basis shall submit an application to the management through the principal seeking permission for registration.
- The college shall grant 3 ODs per semester to the Ph.D. scholars to meet their supervisors for discussion related to their research, in addition to the ODs for writing the course work examination at the end of the first semester/second semester.
- The faculty member who is in the verge of completion of his/her research work and ready to submit the thesis, shall be granted a special leave of 1 month during summer vacation to enable him/her writing the thesis for submission.

11. Assessment, Promotion policy

All faculty members and non-teaching staff will be assessed for their performance during every year. The faculty members will have 3 levels of assessment, namely (i) Assessment by the students during each semester, (ii) Self-assessment during each academic year, and (iii) Assessment by their reporting officers/ superiors.

The performance of the non-teaching staff will be assessed by their reporting officers and superiors. The faculty members and non-teaching staff are eligible for promotion as per college procedures, AICTE norms and university regulations.

12. Self-Discipline, Work ethic and involvement

All teaching and non-teaching Staff should observe self-discipline, ethics and dignity at work place. They are permitted to use the Mobile phones only in their office/at sitting place. They should not carry Mobile phones to the Classroom/ Tutorial room/Laboratories/Seminar Hall/Drawing Hall/ Meeting/Function. If required on special occasions, they need to report to the college on holidays or during vacation to accomplish the urgent and important work. They

should not resign in the middle of the semester/academic year.

They should always bear in mind that they form an integral part of the Institution and actively involved in the Institutional building process with involvement and dedication. They have to abide the college rules, university regulations and AICTE norms in force from time to time.

The faculty member(s) who violate the college rules and university regulations and indulge in any in disciplinary activities will be dealt with strictly as per the provisions of disciplinary measures of the college and the university in force from time to time.

Note: All kinds of leave as mentioned above have to be availed only with the prior permission from the principal by submitting the duly filled-in leave Application, one-day before the date of leave and recommended by the HoD. In case of emergency and unavoidable circumstances, the faculty member / non-teaching staff shall intimate the leave to the HoD and principal's office and the leave application should be submitted as soon as they resume the duty.

The faculty member(s) have to necessarily make alternative arrangements for his/her teaching work with other faculty member(s). In case of on-duty leave for examination or related works, copies of letters/orders received from the university or concerned authorities have to be enclosed with the leave application. After completing the on-duty, the faculty members shall submit the attendance certificate, progress report/status report, as applicable, to the principal office when they resume the duty.

These rules and regulations are subject to change from time to time.



Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437