

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
3	Sample UAN cards of employees and Supporting document for the proof of EPF	6
4	Sample health cards of employees	12
5	Sample of Non-Teaching staff ESI Cards	16
6	Sample proof of CL form	21
7	Sample proof of OD form	25
8	Sample document for the proof of Maternity leave	28
9	List of staff members who provided with Incentives /Honorarium for attending workshops/conferences & Professional body membership during the years and Sample documents for the proof	29
10	Institutional guidelines for Faculty members provided with financial support/incentives and other welfare measures	31



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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:

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(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

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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 :	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


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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 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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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:

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

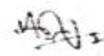
Pay Slip for the Month of AUGUST - 2021

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


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	: 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


Accounts Incharge


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ADITYA COLLEGE OF ENGINEERING

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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
PRINCIPAL

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 में 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 में 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) **100217546025**

नाम
Name Mr. RAGHUNATH MANDIPUDI

पिता / पति का नाम
Father's / Husband's Name RAMA KRISHNA

के.वाई.सी.
K.Y.C. Yes

यूनिवर्सल खाता संख्या

Universal Account Number (UAN)

100217546025



प्रतिबन्धन : इस कार्ड पर दर्शाया गया डेटा ईपीएफओ के उपलब्ध डेटाबेस के अनुसार है। गिरफ्तारी 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) **100262370801**

नाम
Name Mr. PUDI RAMESH

पिता / पति का नाम
Father's / Husband's Name RAMA RAO

के.वाई.सी.
K.Y.C. Yes

यूनिवर्सल खाता संख्या

Universal Account Number (UAN)

100262370801



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

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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 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 अन्दादान / Pension Contribution
					कर्मचारी अन्दादान / Employee Share	नियोक्ता अन्दादान / Employer Share	कर्मचारी अन्दादान /Employee Share	नियोक्ता अन्दादान / 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			1,250
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..

--End Of Statement--

मुद्रित 20-12-2021 11:47:07

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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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- * Please do not make any payment based on any such call.

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Aditya College of Engineering
SURAMPALEM - 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 / 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					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

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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।

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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	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 अंशदान / Pension Contribu tion
					कर्मचारी अंशदान / Employee Share	नियोक्ता अंशदान / Employer Share	कर्मचारी अंशदान /Employee Share	नियोक्ता अंशदान / 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

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--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.

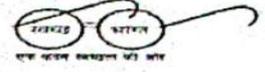
PRINCIPAL
Aditya College of Engineering
SURAMPALEM - 533 437

GRRJY00366920000011881

Page 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.

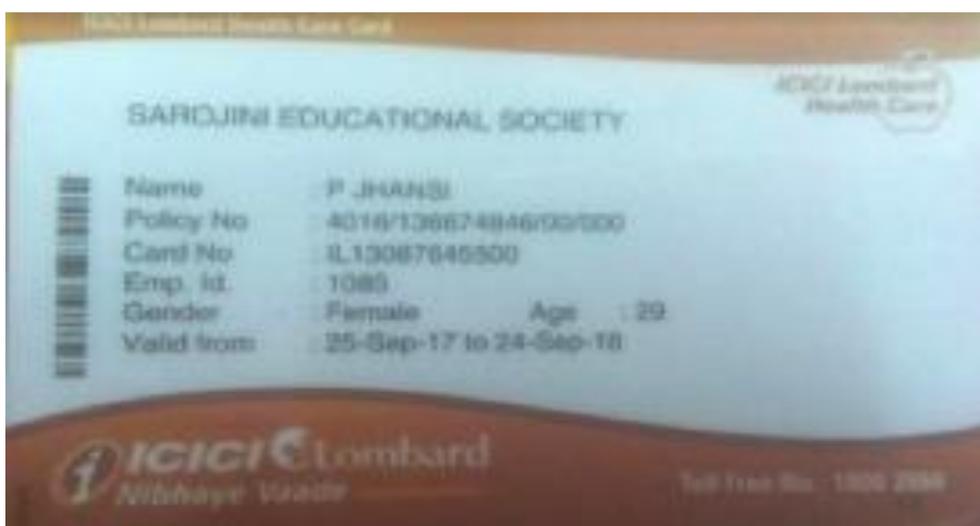
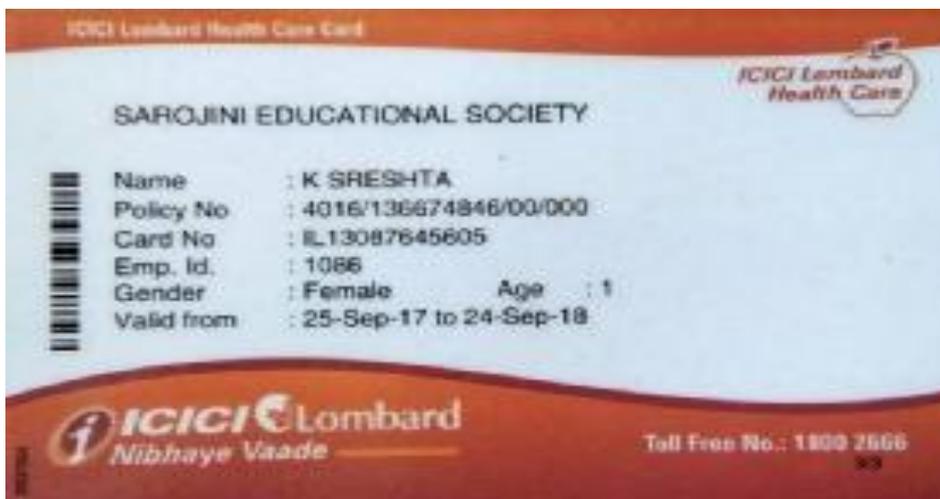
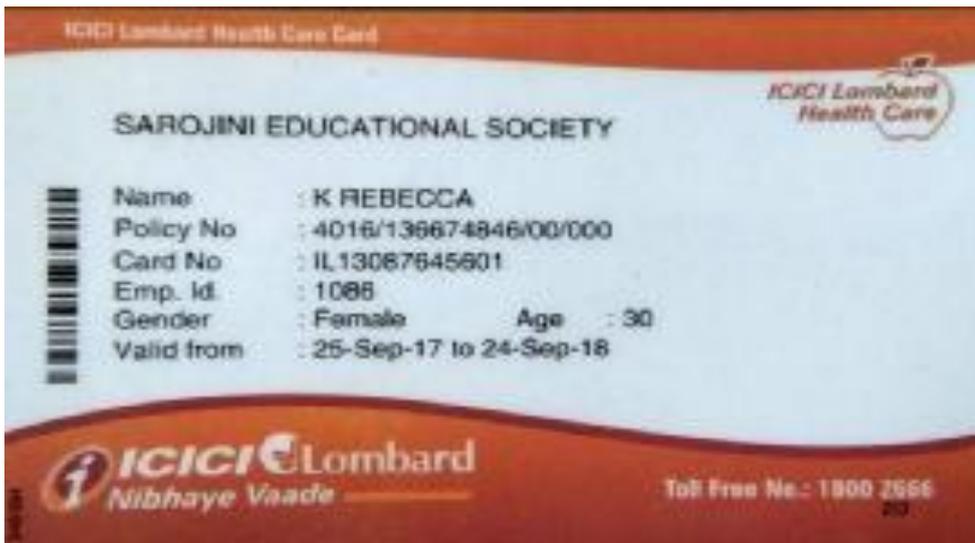
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- EPFO never calls members/ pensioners to deposit any amount.
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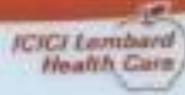
PRINCIPAL
Aditya College of Engineering
SURAMPALÉM - 533 437

GRRJY00366920000011881

Page 2 of 2

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





SAROJINI EDUCATIONAL SOCIETY

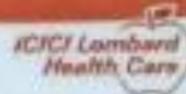


Name : K SRESHTA
 Policy No : 4016/136674846/00/000
 Card No : IL13087645605
 Emp. Id. : 1086
 Gender : Female Age : 1
 Valid from : 25-Sep-17 to 24-Sep-18



Toll Free No.: 1800 2666

83



SAROJINI EDUCATIONAL SOCIETY



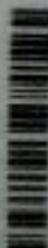
Name : K MAHESH BABU
 Policy No : 4016/136674846/00/000
 Card No : IL13087645600
 Emp. Id. : 1086
 Gender : Male Age : 29
 Valid from : 25-Sep-17 to 24-Sep-18



Toll Free No.: 1800 2666

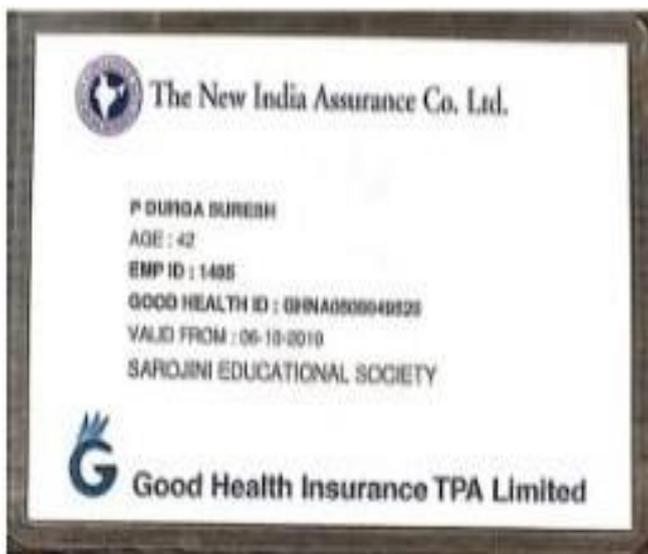
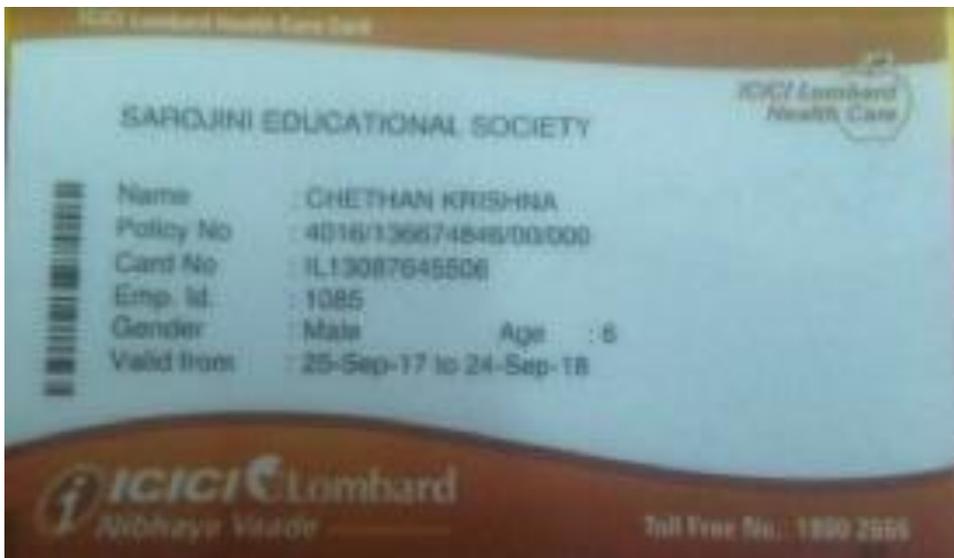
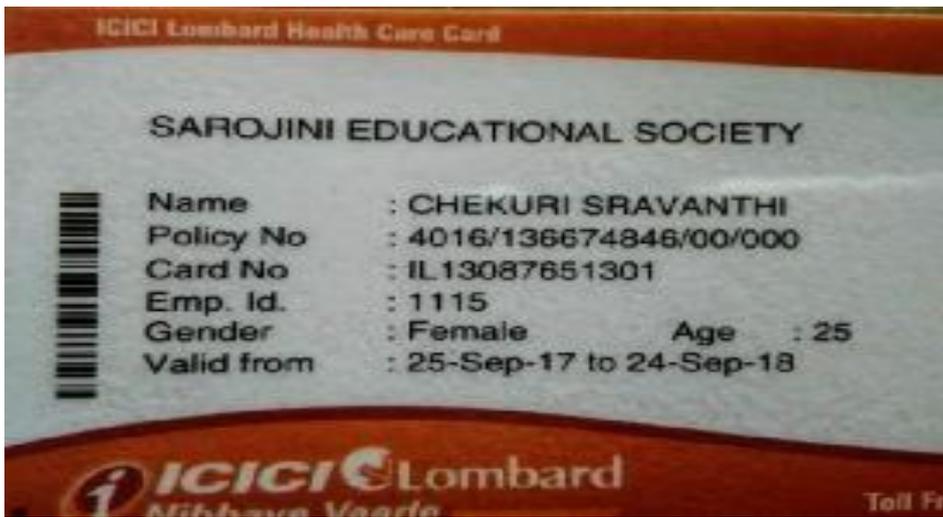
83

SAROJINI EDUCATIONAL SOCIETY



Name : MANDIPUDI RAGHUNATH
 Policy No : 4016/136674846/00/000
 Card No : IL13087651300
 Emp. Id. : 1115
 Gender : Male Age : 30
 Valid from : 25-Sep-17 to 24-Sep-18





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

P SAI VAISHNAVI EKAMBARAM
 AGE : 7
 EMP ID : 1485
 GOOD HEALTH ID : GHNA0530048521
 VALID FROM : 05-10-2019
 SARAJINI EDUCATIONAL SOCIETY

 **Good Health Insurance TPA Limited**

- The issue of this card does not guarantee cashless hospitalization.
- This card is for identification purposes only.
- Card has to be presented to the Network Service Provider at the time of admission / availing the services.
- Pre-authorization from Good Health is a must for getting 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 3545
Fax Us 📠 : 1860 425 4242
E-Mail 📧 : customer.care@ghitpa.com
Web Access 🌐 : www.goodhealthtpa.com


Good Health Insurance TPA Limited
 Plot No. 45, Magadhara Hills, Peddapurthi,
 Hyderabad - 505 002, Telangana, India.

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

K LAKSHMI
 AGE : 39
 EMP ID : 1485
 GOOD HEALTH ID : GHNA0500048519
 VALID FROM : 05-10-2019
 SARAJINI EDUCATIONAL SOCIETY

 **Good Health Insurance TPA Limited**

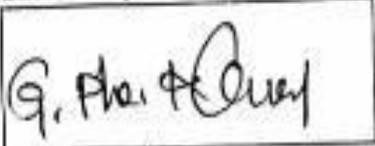
- The issue of this card does not guarantee cashless hospitalization.
- This card is for identification purposes only.
- Card has to be presented to the Network Service Provider at the time of admission / availing the services.
- Pre-authorization from Good Health is a must for getting cashless hospitalization 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 3545
Fax Us 📠 : 1860 425 4242
E-Mail 📧 : customer.care@ghitpa.com
Web Access 🌐 : www.goodhealthtpa.com


Good Health Insurance TPA Limited
 Plot No. 45, Magadhara Hills, Peddapurthi,
 Hyderabad - 505 002, Telangana, India.

5. Sample Non-Teaching staff Employee's State Insurance (ESI) cards for the proof of health insurance:

Documents Uploaded:
none

Signature (LTI) of Registered Employee / IP


Mobile Number : 8985164402

NOTE:
1. Please keep this printout for future reference and bring it along with your Photo ID for all your Claim Benefits and other benefits.
2. Employer to please affix employee and his family photo here and provide official stamp copies.







Sarojini Educational Institutions
KAKINADA
SECRETAR

Signature / Stamp of ESIC Officer / Employer



EMPLOYEES' STATE INSURANCE CORPORATION

e-Pehchan Card

Insured Person : Gollapali Ramakrishna Mehar Phanikumar	In case Aadhaar Number is not entered, this is valid upto date: 14/08/2017 only
Insurance No. : 6209116048	
Date of Registration : 16/07/2017	

YOUR REGISTRATION DETAILS

Employee Name :	Gollapali Ramakrishna Mehar Phanikumar	Type of Disability :	None
Name of Father / Husband :	Gollapali Venkata Ramana	Date of Birth :	14/04/1966
Marital Status :	Unmarried	Gender :	Male
Present Address :	D no: 1-71, RamaLayam Street, Thammavaram, Kakiruda Rural, E G OT, Dist East Godavari, Andhra Pradesh 533005	Permanent Address :	D no: 1-71, RamaLayam Street, Thammavaram, Kakiruda Rural, E G OT, Dist East Godavari, Andhra Pradesh 533005
Aadhaar Number :	514695694030	Aadhaar Status :	Unverified
Dispensary / IMP for IP :	Kakiruda, AP (ESIS Disp.)	Dispensary / IMP for Family:	Kakiruda, AP (ESIS Disp.)
Current Employer Details		First Employer Details	
Employer's Code No. :	62000317610001363	Employer's Code No. :	None
Sub Unit's Code No. :	None	Sub Unit's Code No. :	None
Date of Appointment :	01/08/2017	Date of Appointment :	None
Name of Employer :	SAROJINI EDUCATIONAL SOCIETY	Name of Employer :	None
Address of Employer :	SRIWAGAR, KAKIRUDA, 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
Gollapali Venkata Ramana	Dependant father	01/07/1960	Yes	Andhra Pradesh	East Godavari	89028818297	Unverified
Gollapali Chakrabakshmi	Dependant mother	01/07/1964	Yes	Andhra Pradesh	East Godavari	559022148778	Unverified

Nominee Details:

Name of Nominee	Relationship with IP	Percentage	Address of Nominee	Aadhaar	Aadhaar Status
Gollapali Chakrabakshmi	Dependant mother	100	D no: 1-71, RamaLayam Street, Thammavaram, Kakiruda Rural, E G OT, Dist East Godavari, Andhra Pradesh 533005	559022148778	Unverified

Documents Uploaded:

none

Signature (LT) of Registered Employee / IP:

V. S. N. N. Reddy

Attach Your Family Photograph Here (Printed and Stamped By Employer / ESIC Circle)



Mobile Number: 9972919002

NOTE:

- 1. Please keep this period 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 above with official stamp across.

Signature / Stamp of ESIC Officer / Employer



[Handwritten Signature]
SECRETARY
HOBBI



EMPLOYEES' STATE INSURANCE CORPORATION

e-Pehchan Card

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

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 :	01/08/2017	First Insurance No. :	None
Name of Employer :	SAROJINI 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	743080054231	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,	743080054231	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 above with official stamp across.



[Handwritten signature]

6. Sample proof of CL form

a) CL form for teaching staff:

26
Entered in ECR

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 : [Signature]
 (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	

G. Veerapandu
Signature of the Staff Member

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

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

[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

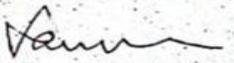
Employee ID : 172

Date: 27-11-2021

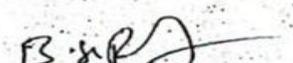
Name of the Staff : B.S.R. MURthy
Designation : comp. clerk
Date(s) of Leave : 29-11-2021
Purpose of Leave : Personal
Phone No. : 90109 81516

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 Reg

LEAVE APPLICATION

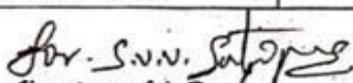
Employee ID : 2208

Date: 8/04/2019

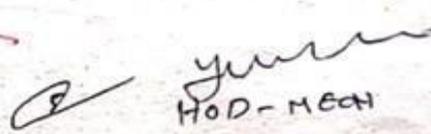
Name of the Staff : B. Madhava Chandra
Designation : Sr. Asst
Date(s) of Leave : 08/04/2019 (second half)
Purpose of Leave : Personal work
Phone No. : 8008834884

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 ERP

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]
Signature of Principal

[Signature]
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 ERP

LEAVE APPLICATION

Employee ID 647

Date: 4/4/19

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

For Office Use Only

No. of Leaves in Credit	
No. of Leaves Availed	
Balance of Leaves	

[Signature]
Signature of A.O.

[Signature]
Signature of Principal

[Signature]
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 (CAN)
 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
			NO class work	

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
			No class work	

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 : Assistant Professor Dept. CSE
Date(s) applied for : 30-10-2021 (Saturday)
Reason for O.D. : Spt valuation at JNTUK, Kakinada
Contact Phone No on O.D. : 77318A777A
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>

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>

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 Examinations
 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 kumar 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. Vasu
2/11/19

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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	
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1CSE-B	29-11-19	1:30 3:00	U. Ashish kumar P. Raja Sekh Reddy	
1CSE-B	30-11-19	12:45	Prem Kumar	

Signature of the Staff Member : A. Neeraja

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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 -
Regd.,

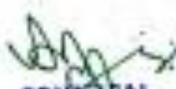
Respected Sir,

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 Thanking You Sir,
Her request may be considered.
A. S. Reddy
30/6/21

Yours faithfully,

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


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SURAMPALEM - 533 437



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



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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 teachingwork 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

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Aditya College of Engineering
SURAMPALEM-533 437

