

Welfare measures for teaching and non-teaching staff

1. Employee Provident Fund for Staff:

The institution allocates Employee Provident Fund (EPF) for all the staff having salary less than 15000/- p.m and for the staff whose salary is greater than 15000/- p.m, it is made as voluntary.

2. Group Insurance Scheme:

Group Insurance Scheme has been implemented to all the employees and the students with Axis Bank, Broker License No. CA0069 covering 1765 students for Rs.1,00,00 each, and 200 employees of diverse categories of employees for Rs.2,00,000 each, paying a premium amount of Rs. 97,000 p.a.

3. Maternity & Paternity Leaves:

The institution sanctions maternity leave for 3 months to the women staff and paternity leave for male staff one week.

4. Special leaves:

Newly wedded faculty members are sanctioned leave for one week. In addition, a week leave is sanctioned to the staff in the event of the marriage of their daughter/son. The medical leave also will be sanctioned under special leave.

5. Grant of On-Duty leaves:

The institution grants on-duty facility to the faculty involved in the duties like observer, spot evaluation, project external examiner, University Academic meetings etc., and to attend professional development programmes.

6. Regular Annual Increments:

The College grants regular annual increment to the employees in appreciation of their services and continuation.

7. Incentive to the faculty for publication of papers / research articles:

Academic accomplishments for publications etc., are appropriately appreciated with adequate incentive grants.

8. Financial assistance for Faculty Medical care:

As a humanitarian gesture the institution extends healthcare financial assistance to select staff

members for self or family, when they can ill-afford the expenditure.



9. Recognition & Felicitation of teaching & non teaching staff on the occasion of their achievements in various fields:

The institution acknowledges the professional accomplishments of the faculty and appropriately appreciates them form of warm felicitations.



10. Free Transport facility:

A fleet of college buses take care of the transport requirements of the teaching and non-teaching staff to and from the campus free of cost.



11. Faculty Tours:

Faculty tours are organized on regular basis to local and distant places for faculty and their families.



12. Uniform for technical staff:

The institution supplies laboratory specific dress material to the technical staff for professional appearance and to ensure safety and security while handling lab equipment.



13. Fully functional pantry:

The institution is equipped with a fully functional pantry catering to the needs of the student the faculty providing nutritious food.



14. Water Purification Plant in Campus:

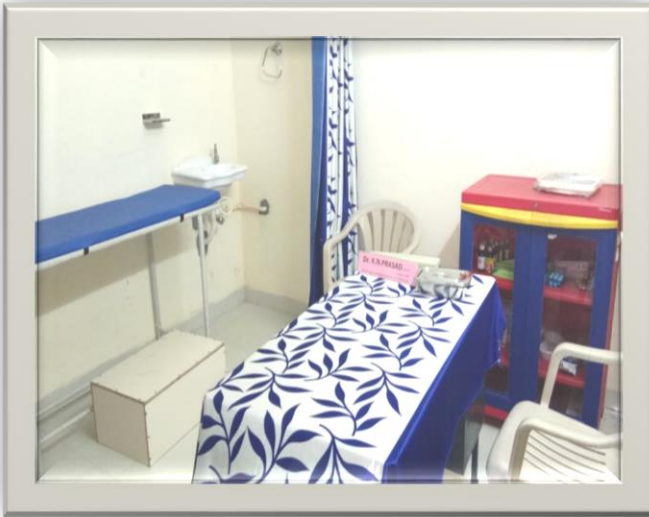
The institution has installed a 500 lph capacity mineral water plant to serve fresh, pure

drinking water to the students and staff round the clock.



15. Campus Clinic, Ambulance and Doctor:

The institution has made provisions for Campus Health Centre with a qualified physician and ambulance facility to handle any medical emergencies for the staff and students



16. Yoga & Gymnasium for Physical Fitness:

The institution has established a gymnasium on its premises for the regular use of the staff in view of health and physical fitness. Weekly Yoga training classes have been initiated for relief from stress and strain and to enhance focus and concentration.





GEETHANJALI INSTITUTE OF SCIENCE AND TECHNOLOGY

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Pr / Proc. / 11 / 16 / 29

29.11.16

Proceedings of the Principal - 29

The Management of GIST is pleased to announce the following Special leaves to all the confirmed staff members with effect from November 2016.

- Special Duty Leave up to 5 days/year shall be granted to all the confirmed staff members who attend FDPs/QIPs organized by reputed academic /research institutions.
- Special Casual Leave for 6 days shall be granted to all the confirmed staff members who perform family functions like marriage of self as a onetime benefit.
- Special Casual Leave for 6 days shall be granted to all the confirmed staff members who perform family functions like marriage of their son or daughter.
- Paternity leave for 6 days shall be granted to the required confirmed male staff members for one time during their service.
- Maternity leave for 3 months (one month full pay and half pay for the remaining period) shall be granted to the required confirmed female staff members for one time during their service.
- Thereafter for further leave, balance of leave in their account shall be utilized by the staff member.

Necessary proof for the claim has to be produced by the concerned staff member who requires to avail the benefit. Approval of such leave is purely at the discretion of the Management/Principal depending upon the merit of the case and no staff member shall claim it as a matter of right for whatsoever reasons.


PRINCIPAL

Copy

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II Shift Polytechnic (for staff circulation)
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Dir. (A & A) /AO / EO / Office file





GEETHANJALI INSTITUTE OF SCIENCE & TECHNOLOGY

Gangavaram (Vill), Kovuru (Md), SPSR Nellore Dt.

STAFF LEAVE APPLICATION FORM

Name of the Staff Member: K. P. Sreedhar.

Designation: Asst. Professor. Dept. Mechanical Engineering

Leave applied on / from 20-02-2019 to 21-02-2019

Type of Leave (CL / SL / ML / OD) Reasons: Paternity leave

No. of Leave already availed: 02 No. of Leaves Balance: 04

Date: 19/2/19

ML

K.P. Sreedhar.
Signature

Work Adjustment

Date	Class / Year	Time / Period	Alternate Faculty	Subject to be handled	Signature
20-2-19	I/II	1 st , 2 nd	M.v. Havish	MSE Lab	M.v. Havish
20-2-19	I/II	6 th	APURVOOP	MSE	APURVOOP
21-2-19	I/II	1 st	B. Anugadlan	MSE	B. Anugadlan
21-2-19	DME	5 th	I. Venkatesh	EM	I. Venkatesh
21-2-19	I/II	7 th	K. Balakrishna (CSE) IT Workshop	EWS Lab	K. Balakrishna

Recommendations of HOD

[Signature]
HOD

Sanctioned / Not Sanctioned

Reasons for Rejection

Paternity leave

Principal

[Signature]

Faculty Tour Photos







EMPLOYEE'S PROVIDENT FUND ORGANISATION
ELECTRONIC CHALLAN CUM RETURN (ECR)

Name of Establishment	GEETHANJALI INSTITUTE OF SCIENCE - TECHNOLOGY		
Establishment Id	GRCDP0060194000	LIN	Not Available
Wage Month	OCT-2018	Return Month	NOV-2018
Contribution Rate (%)	12	ECR Type	ECR
Salary Disbursement Date	03-NOV-2018	Uploaded Date Time	12-NOV-2018 13:38
Exemption Status	Unexempted	TRRN Number	null
Remarks	Oct18	ECR Id	23742001

Member Details :-

Sl. No.	UAN	Name as per		Wages				Contribution Remitted				Refunds	Upfront PMRPY Benefit		Posting Location of the member
		ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	NCP Days		Pension Share	ER PF Share	
1	100084341826	ANIL KUMAR REDDY	ANIL KUMAR REDDY	9,000	9,000	9,000	9,000	1,080	750	330	0	0	-	-	N.A.
2	100084437124	ANIL KUMAR TWARAHATHUL	ANIL KUMAR TWARAHATHUL	13,700	13,700	13,700	13,700	1,644	1,141	503	0	0	-	-	N.A.
3	100417827859	ARUNA TALARI	ARUNA TALARI	8,950	8,950	8,950	8,950	1,074	746	328	0	0	-	-	N.A.
4	100401551739	VEERANJANEYU LU CHALASANI	CHALASANI VEERANJANE	15,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	N.A.
5	100273375048	PRABHAKAR SASTRY	D PRABHAKAR	15,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	N.A.
6	100417827761	GOPI KRISHNA CHILUKOTI	GOPI KRISHNA	13,550	13,550	13,550	13,550	1,626	1,129	497	0	0	-	-	N.A.
7	100419138194	HARITHA PONGULLURU	HARITHA PONGULLURU	10,250	10,250	10,250	10,250	1,230	854	376	0	0	-	-	N.A.
8	100085660865	ANITHA KARADI	K ANITHA	12,000	12,000	12,000	12,000	1,440	1,000	440	0	0	-	-	N.A.
9	100417827844	MASTANAMMA JADDA	MASTANAMMA JADDA	9,200	9,200	9,200	9,200	1,104	766	338	0	0	-	-	N.A.
10	100229864339	MOHAN REDDY POSEHREDDY	MOHAN REDDY	9,000	9,000	9,000	9,000	1,080	750	330	0	0	-	-	N.A.
11	100417827828	MURALI SUDARSHANAM	MURALI SUDARSHAN	10,000	10,000	10,000	10,000	1,200	833	367	0	0	-	-	N.A.
12	100362994296	SRINIVASULU NATALA	N. SRINIVASULU	15,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	N.A.