



## **INTRODUCTION**

This scheme provides welfare measure for teaching /non-teaching staff during the employment at KITS's Khammam Institute of Technology and Sciences. The policy document is prepared in consideration of different aspects for overall development and satisfactory employability to staff. The document highlighted policies in the areas of academic freedom and areas of personnel prosperity as per eligible criteria and norms of KITS's management.

## **OBJECTIVE**

The objectives of welfare measures are as follows

- To enhance the overall development of staff provinces of life
- To provide ample opportunities for welfare of staff(Financial/Medical/Personal)
- To provide opportunity to acquire higher education in continuation with service
- To provide opportunities to excel academic/administrative excellencethrough various activities.

## **ELIGIBILITY**

For full time teaching/Nonteaching staff of the institute.

## **NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME**

### **1. Employee Provident Fund-**

Institute shall provide EPF scheme to all teaching and Non-teaching staff. Every month the specified amount will deduct from employees salary and deposited with management share to employees PF Account. The employee can contact to institute accountant/Administrative staff for further details.

### **2. Employee Group Insurance**

The college has collaboration with United India Insurance Company for employee Group Insurance. The sum of amount is specified in insurance policy and applicable to accidental damage.

### **3. Financial support for conference/workshop/seminar/symposia/membership**

Teachers will get financial assistance for State /National/International level Seminars/Workshops/Conferences/Symposia's in the field of pharmaceutical sciences. Teachers will also get financial support to obtain professional membership of relevant field.

### **4. Organization of Seminar/Conferences/Workshops/FDP/Administrative training program**

Institute will organize various academic/administrative training programs to upgrade skills/knowledge of teaching/Non-teaching staff. After Successful completion of training/attending the program staff will award with certificate.

### **5. Leave**

#### **A) General :**

- a) Leave cannot be claimed as a matter of right. College authorities reserve the right to refuse or revoke leave of any description other than Medical Leave and Maternity Leave.
- b) A leave account shall be maintained for each employee in an appropriate form.
- c) An employee shall not take up any service or accept any employment, while on leave.
- ii) Further, the management also may impose restrictions on holding of organized events on working days and ask the staff to conduct the events such as Technical Festivals etc., only on holidays and Sundays, and declare these days as official working days.
- (iii) Apart from the above there are certain specific provisions applicable to specific type of leave.

B) **Approving Authority:** In respect of the staff of the college, the Approving authority of leave applications of any type will be Principal of the college on the recommendation of the HOD as the case may be; and in his absence Vice Principal / staff member duly authorized to perform the duties of Principal of KITS

#### **C) Casual Leave:**

- i) All employees of the College shall be entitled to twelve days of casual leave and two

optional holidays to be decided before the beginning of calendar year or proportional to the service put in by an employee during the year of his / her initial employment.

ii) Casual Leave in and one stretch shall not exceed seven days in total period of ten days prefixing, suffixing or sandwiching with public holidays.

iii) Casual leaves for half day can be granted to an employee for the Forenoon or Afternoon session.

iv) In normal circumstances, casual leave requires advance sanction. The employee has to make alternate arrangements for his/her work.

**D) Special Leave:**

i) All the teaching staff members are entitled special leave up to fifteen days in calendar year to take up examinations work in our college or outside, to attend conferences or seminars etc.

ii) Special Casual Leave may also be granted for attending to calamities subject to prior approval after exhausting all casual leaves.

**E) Maternity Leave:** All Women employees are entitled to maternity leave of 90 days each for first two pregnancies.

**F) Faculty Improvement Programme:** The faculty members may be permitted to improve their academic qualifications by attending courses / research work in higher institution of learning. The maximum number of faculty deputed is restricted to one member per department per year. In such cases the faculty members is entitled to receive his full salary during his period of study.

Management is the sanctioning authority for such leave on the recommendations of the Principal and the Head of the Department concerned.

**G) Grand of Extraordinary Leave:** Extraordinary leave may granted to all regular employees by Principal/ Management to work elsewhere for a period of one year, when an employee has put in 5 years or more continuous service in the Institution. During such leave, he/she shall not be entitled for any pay or allowances.

**H) Leave Rules for Contingent Staff:** All the contingent staff of the College are eligible for a Casual Leave of 12 days in a calendar year and other leaves of 12 days.

I) **Traveling Allowances, Daily Allowance, Local Transport:** Employees of the college when deputed to any out stations shall be entitled to travelling allowances, daily allowances and other permissible expenses they incur. These shall be regulated as under:

**Note:** It is a fundamental principle that allowance is not to be a source of profit and no allowance is granted to cover the expenses of family members accompanying them when traveling on duty.

#### **6. Women's grievances redressal Cell**

Institute constituted an Internal Complaint Committee/Women's grievance redressal cell to address issues related to women employees/Girl students. The mechanism has been established to register/handle and solve the women's grievances as per the norms of regulatory authority.

#### **7. Transport facility**

The institute has transport department and ensures transport facility to teaching/Non-teaching staff. Employees can avail the transport facility for official work. The procedure to apply for transport facility is defined and employees should apply to avail the same.



*Sri Kavitha Educational Society's*  
**KHAMMAM INSTITUTE OF TECHNOLOGY & SCIENCES**  
(Affiliated to JNTUH & Approved by AICTE, New Delhi)  
Ponnekal (Village), Khammam (Rural), Khammam (Dist) -507170  
Phone: 08742 – 285399, 9908567792

---

## **PROCEDURE OF APPLYING FOR THE SCHEME AND APPROVAL**

The procedures are will discussed and defined to avail the welfare scheme for teaching and non-teaching staff. Employee shall follow the procedure and apply through proper channel to avail the welfare scheme. The higher authority Principal/Chairman/Secretary & Correspondent shall provide the decision based upon eligibility criteria and norms of KITS's Management. Any dispute or disagreement will be addressed by higher authority as per the KITS's norms and employees shall bind to the same.

A green ink signature is written over a purple stamp. The stamp is triangular and contains the text 'PRINCIPAL', 'Khammam Institute of Technology & Sciences', and 'PONNEKAL (V) Khammam (RJ)-507 170'.

Estd: 2008



Sri Kavitha Educational Society's

## KHAMMAM INSTITUTE OF TECHNOLOGY & SCIENCES

(Affiliated to JNTUH & Approved by AICTE, New Delhi)

Ponnekal (Village), Khammam (Rural), Khammam (Dist) -507170

Phone: 08742 – 285399, 9908567792

### EFFECTIVE WELFARE MEASURES FOR TEACHING AND NON-TEACHING STAFF

Sr. No.	Name of staff
<b><u>List of staff availing Employee Provident Fund</u></b>	
1.	Dr. G.S Durga Prasad
2.	Mr. N. Arun babu
3.	Mr.J.Balakrishna
4.	Mr.V.Suresh
5.	Mr.Ch.krishna Prasad
6.	Mr.Ch.Sudhakar
7.	Mr.N.Shankar
8.	Mr.P.Pratap
9.	Mr.V.Narasimharao
10.	Mr.R.Sandeep
11.	Mr.B.Pavan
12.	Mr.B.Venkanna
13.	Miss.D.Anusha
14.	Mr.Ch.Chandrasekar
15.	Mrs.Padmaja
16.	Mr.N.Srinivas
17.	Mrs.Subhashini
18.	Mr.V.Sudarshan
19.	Mr.B.Uday Khanna
20.	Mr.K.Murali Krishna
21.	Mr.Sd.Khasim Pasha
22.	Mr.J.V Bramham
23.	Mr.A.Shankar
24.	Dr.V.Devendere
25.	Mr.M.Radha Krishan Murthy
26.	Mr.P.Naresh
<b>Group Insurance</b>	
1.	Mr.M.Srikumar
2.	Mr.A.Sai Sanketh
3.	Mr.D.Jalandar
4.	Mr.B.Venkanna
5.	Mr. K.Vamshi Krishna

6.	Dr.B.Gopal
7.	Mr.M.Gowri Shankar
8.	Mrs.Sowmya
9.	Mr.S.Jagadeesh Kumar
10.	Mr. A.V.N Maruthi
11.	Mr.K.Rajesh
12.	Mr.Krishna
13.	Mr. S.Satheesh Kumar
14.	Mr.SD.Baig
15.	Mr.P.Gopi
16.	Mr. Nagulmeera
17.	Mr.N.Nagu
18.	Mr.Shareef
19.	Mr.Taher
20.	Mr. Srinivas
21.	Mr.K.Venkat
22.	Mr.K.Kishan Rao
23.	Mr. R.Manikantam
24.	Mr. B.Devender
25.	Mrs.S.Padma
26.	Mrs.G.Sridevi



  
PRINCIPAL  
Khammam Institute of Technology & Sciences  
PONNEKAL (V) Khammam (R)-607 171

**Conveyance & Professional development Allowance**

<b>Year</b>	<b>Name of the teacher</b>	<b>Name of conference/ workshop attended for which financial support was provided</b>	<b>Amount (INR)</b>
2020-21	V.SUDHARSHAN	Faculty Development Program on Multi Technology from 28th June to 03rd July 2021 organized by Department of CSE & IT in association with NYCI & Brainovision Solutions India Pvt. Ltd setting a proud world record with 13000 diligent learners across the nation.	800
	V.SUDHARSHAN	FACULTY DEVELOPMENT PROGRAMME ON MACHINE LEARNING ON CLOUD	700
2019-20	A.REDDY	An Online Faculty Development Programme on "TECHNOLOGIES FOR INFRASTRUCTURE PLANNING,DESIGN MONITORING AND PLANNING	500
	P.LAVANYA	An Online Faculty Development Programme on "TECHNOLOGIES FOR INFRASTRUCTURE PLANNING,DESIGN MONITORING AND PLANNING	500
	CH.KRISHNAPRA SAD	An Online Faculty Development Programme on "FACTS and its Applications."	600
	CH.KRISHNAPRA SAD	An Online Faculty Development Programme on Research Opportunities in Power Engineering (ROPE – 2020)	500
	M.PRADEEP REDDY	FACULTY DEVELOPMENT PROGRAMME ON PHP AND MY SQL	500
	V.SUDHARSHAN	Faculty Development Program on CYBER SECURITY	600
	V.SUDHARSHAN	FACULTY DEVELOPMENT PROGRAMME ON PHP AND MY SQL	500
	Mr.N.ArunBabu	"Conference On New Trends InMechanical Materials"	1000



2018-19	Mr.Ch.Krishna Prasad	A Workshop on Recent Trends InElectrical Technology	1500
	Dr.V.Devender	A Workshop On Accreditation WorkFor NAAC	2000
	Mr.N.ArunBabu	8th International Conference on Materials Processing andcharacterization	2000
	Mr.V.Sudarshan	2018 Advances In Computing AndData Sciences	500
2017-18	Mr.V.Sudarshan	2017 International Conference On Intelligent Computing And Control (I2c2)	1000
	Mr.N.ArunBabu	Proceedings of International Conference on Trends in Industrial and Mechanical Engineering	1500
	Mr.N.ArunBabu	Proceedings-International Conferenceon Processing of materials and Manufacturing	1000
2016-17	Mr.N.ArunBabu	International conference on solid waste management	2000
	Mr.N.ArunBabu	International conference on Environment and Energy	500
2015-16	Mr.N.ArunBabu	Journal of Minerals and Materials Characterization and Engineering	2000
2014-15	Mr.Afsar Pasha	2015 International Journal of EngineeringTrends and Technology	1500



  
 PRINCIPAL  
 Khammam Institute of Technology & Science  
 PONNEKAL (V) Khammam (R)-507 17