



ESWAR COLLEGE OF ENGINEERING

Approved by AICTE, New Delhi., Affiliated to JNTUK, Kakinada
Kesanupalli Village, Narasaraopet – 522 601, A.P.

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WELFARE MEASURES

1. Provident Fund

Eswar College of Engineering is committed to comply with statutory provisions of Employees Provident Fund. Deduction will be made from the salary of employees and will be deposited to the designated provident fund accounts along with the contribution of the organization as per the provisions of the EPF Act. The PF deduction amount from the employee will be 12% of the pay or Rs.1,250/- whichever is lower. An equal contribution will be made from the employer to the PF account of the employee. Employees must comply with the statutory requirements like nomination and can avail of such ensuring benefits as prescribed by law.

2. Group Insurance

All employees of the Institute, including probationers will be covered under the Group insurance scheme.


3. Travelling Allowance

Travelling allowance is in the nature of reimbursement of reasonable expenses incurred by the employee while travelling and halting at an outstation on official duty. All journeys shall be authorized by the competent authority i.e. Principal and necessary approval shall be obtained prior to proceeding on an official tour. In No case fare beyond Ind AC shall be reimbursed except for the Management Council members.

The Principal may sanction TA advance subject to the maximum of 75% of the expected expenditure. The mode of travel and the daily allowance payable and the


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Chilakaluripet Road,
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Palnadu Dist A.P 522 549



rates of local conveyance and accommodation charges reimbursable to various categories of employees are as follows.

4. Mode of Travel

For rail and bus tickets, the person intending to travel may take necessary advance for booking such tickets.

5. Daily Allowance

1. Director/Principal - Rs.1000 per day
2. Professor/HOD/Associate Professor - Rs.500 per day
3. Assistant Professor - Rs.200 per day

6. Reimbursement of Accommodation


1. Director/Principal/Deans - Maximum of Rs.2000 per day
2. Professor/Associate Professor - Maximum of Rs.1500 per day
3. Assistant Professor - Maximum of Rs.1000 per day

Note:

1. A. Accommodation charges will be reimbursed on production of the original receipts from Hotel/Guest House.
2. B. Wherever the management or the institution arranges for common accommodation and transport, the faculty members will utilize the same.

7. Other terms & conditions

- TA/DA & Accommodation charges shall be provided on the submission of original bills only.
- If the registration fee is inclusive of accommodation/travel/boarding, then the faculty is not entitled to claim TA, DA & Accommodation charges.
- All TA Calculations will be based on regular fares in the given route of travel. Even if a faculty submits original tickets for a higher fare, it will be adjusted to regular fare.
- If the travel distance is less than 750 K.M, then the days of conference/seminar will be considered as on duty.
- If the travel distance is more than 750 K.M, one extra day in addition to the duration of the event will be considered as on-duty.


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- The staff should get prior approval from concerned authorities to avail above incentive.
- A staff member can avail for a maximum of two external events in a current academic year.
- Principal will be the competent authority to sanction/stop any incentive as per the Institute norms.
- Therefore, mentioned policy may change from time to time in accordance with the Institute policy.

8. Subsidized Transport Facility

- All the staff members who are drawing a salary of less than Rs.15,000 will be provided a free transport facility.
- The staff who are drawing a salary of above Rs.15,000 but less than Rs.20,000 will be given 50 percent concession in transport charges.
- The staff who are drawing a salary of above Rs.20,000 will be given 40 percent concession in transport charges.
- The applicable bus fees will be deducted from the salary of faculty.

9. Free Boarding and Lodging

Free boarding and lodging for certain faculties, Staff holding students hostel coordinator/student hostel sports coordinator/Assistant Warden.

10. Maternity Leave

- All the women permanent employees are eligible for 90 days of paid maternity leave provided that they have completed probation service by the date of application.
- A woman permanent employee is eligible for maternity leave only twice in her entire service.
- Principal shall sanction maternity leave to all the women employees provided that the staff should apply with the prior notice of at least one Month.
- No leave beyond the expiry of maternity leave will be granted. However in exceptional cases where the female employee is not in a position to join duty immediately on expiry of maternity leave due to weakness or other illness, Leave


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 Chilakaluripet Road,
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without pay not exceeding 30 days may be granted on production of medical certificate.

11. FACULTY INCENTIVES

The Institute shall offer Incentives in the form of cash awards to staff. The following Incentives shall be operative.

a. Patent Publication:

- i. International Level INR 10000
- ii. National Level INR 5000

b. Journal Publications:

PAPER	REWARDS
Unpaid SCI Paper	10,000
Unpaid Scopus/ Springer/ Elsevier Paper	7,500
Paid SCI/ Scopus/ Springer/ Elsevier Paper	5,000


12. Cash prize to Teachers, who attain 100% pass percentage in the subject allotted in the University Examinations.

13. Health awareness initiatives, such as health check-ups including eye examinations are conducted every year at free of cost to all the employees


14. Free boarding and Lodging for certain faculties, staff holding the posts of students hostel coordinator/ student hostel sports coordinator/ Assistant warden.

15. Free Tea/ Coffee is provided to the staff during both the sessions.

16. Clothes, Gifts and Sweets will be given to non-teaching staff, Maintenance staff and drivers during Festivals.


COORDINATOR- STAFF WELFARE


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