



A.M. REDDY

Memorial College of Engineering and Technology

Approved by AICTE, New Delhi, Affiliated to JNTUK-Kakinada

SPONSORED BY

ATLURI MASTAN REDDY EDUCATIONAL SOCIETY, REG. NO. 450/Z003

AN ISO 9001:2015 Certified Institution

Web : www.amreddyengineering.ac.in

E-mail: principal.amreddyengineering@gmail.com

VINUKONDA ROAD, MASTAN REDDY NAGAR, PETLURIVARIPALEM,
NARASARAOPET PALNABU (DIST) - 522601,

CONTACT : 08647-247190.

POLICY OF EFFECTIVE WELFARE MEASURES FOR TEACHING AND NON-TEACHING STAFF

1. **Provident Fund:**

AMRN follows the statutory provisions of Employees Provident Fund. Employees' salaries will be deducted and deposited to their provident fund accounts along with the organization's contribution as per the Act. The PF deduction amount will be the lower of 12% of the pay or Rs. 1,800/-. The employer will contribute the same amount to the employees' PF accounts. Employees must fulfil the statutory requirements like nomination and avail the benefits as per the law.

2. **Employees State Insurance (ESI):**

Non-teaching Technical and Admin Staff are covered under Employees State Insurance (ESI) as per the ESI Act, 1948. The ESI benefits include Medical, Sickness, Maternity, Disablement, Dependents, funeral expenses and other benefits.

3. **Group Medical Insurance:**

All regular and contractual employees, including probationers, are covered under Group Medical Insurance. The medical claim insurance coverage is Rs.3,00,000 per annum for the employee and his/her spouse.

4. **Travelling Allowance:**

Travelling allowance is a reimbursement of reasonable expenses incurred by the employee during official travel and stay at an outstation. All travel must be approved by the competent authority, i.e. Principal, before the trip. The Principal may grant TA advance up to 75% of the estimated expenditure. The mode of travel, the daily allowance and the local conveyance rates are as follows:

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Narasaraopet (Mdl), Guntur(Dt)



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Travel Mode:

1. Director/Principal/Vice Principal
2. Professor/Head of Department
3. Associate Professor
4. Assistant Professor

Airfare/First Class A/c
Second Class A/c
Third Class A/c
Non-AC

All charges related to reservation, AC/Super-fast, cancellation, and bedroll are claimable. Booking tickets through a travel agent is allowed with normal service charges. The institution can book air tickets for round trips through local travel agents. For train and bus tickets, the traveller can get an advance for booking them.

Daily Allowance

1. Director/Principal/Vice Principal
2. Professor/Head of Department/Associate Professor
3. Assistant Professor

Rs.500 per day
Rs.300 per day
Rs.200 per day

Lodging Reimbursement

1. Director/Principal/Deans
2. Professor/Associate Professor
3. Assistant Professor

-Maximum of Rs.2000 per day
-Maximum of Rs.1500 per day
-Maximum of Rs.800 per day

Note:

- Lodging expenses will be reimbursed upon showing the original receipt from the Hotel/Guest House.
- Faculty members will use the common accommodation and transport arranged by the management or the institution.

Other terms & conditions:

- Travel and lodging expenses will be paid only after submitting the original bills.
- If the event registration fee includes accommodation, travel, or boarding, faculty members are not eligible to claim Travel Allowance (TA), Dearness Allowance (DA), or accommodation expenses.
- TA calculations will be based on standard fares for the specified travel route. Original tickets for higher fares will be adjusted to the standard fare.
- For travel distances under 750 km, the days of the conference or seminar will be considered as duty days.
- For travel distances over 750 km, one additional day beyond the event duration will be considered as a duty day.

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- Staff must obtain prior approval from the relevant authorities to utilize these benefits.
- A staff member may participate in up to two external events per academic year.
- the principal has the authority to approve or deny any incentive according to Institute norms, which may change over time.

5. Local Conveyance:

- Local conveyance is available for faculty attending workshops, conferences, FDPs, or other duties assigned by the principal within the city limits. TA, DA, and accommodation are not applicable.

6. Subsidized Transport Facility:

- Staff earning less than Rs. 15,000 receive free transport.
- Staff earning between Rs. 15,000 and Rs. 20,000 receive a 50% transport fee concession.
- Staff earning over Rs. 20,000 receive a 40% transport fee concession.
- Applicable bus fees will be deducted from faculty salaries.

7. Free Boarding and Lodging:

- Certain faculty members, such as those holding student hostel coordinator or assistant warden positions, receive free boarding and lodging.
- Free tea and coffee are provided to all staff during both sessions.
- Teaching, Non-teaching staff and drivers receive free gifts, sweets and clothes during their birthdays.

8. Maternity Leave:

- A woman employee who is permanent and has completed her probation period can apply for 120 days of paid maternity leave.
- She can avail this benefit only two times in her entire service.
- She should give at least one month's notice before applying for maternity leave. The principal will approve her application.
- She will receive her salary during her maternity leave period without interruption. She should also submit the child's birth certificate when she re-joins.
- She cannot extend her leave after the maternity leave is over. However, if she is too weak or sick to resume duty, she can get 30 days of unpaid leave with a medical certificate. Any further leave will depend on the GC/COMMITTEE's decision.

Parameters for assessment:

External funding projects:

The reward amount (INR) depends on the project value:



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Project Value	Reward
<10 Lakh	10000
10-20 Lakh	15000
>20 Lakh	20000

Conference grant:

A reward of INR 5000 is given for a conference grant of more than 1 Lakh.

Patent Publication:

The reward amount (INR) depends on the level of the patent:

Level	Reward
International	10000
National	5000

Journal Publications:

The reward amount (INR) depends on the type of paper:

Paper	Reward
Unpaid SCI paper	10000
Unpaid Scopus/Springer/Elsevier paper	7500
Paid SCI/Scopus/Springer/Elsevier paper	5000

Principal

Principal