

6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff.

Welfare Measures

Employee welfare is involved into consideration by Srinivasa Institute of Management Studies as a part of the institution. Government assistance proportions of an institution will possess up the certainty of the representatives and assist the association with holding the workforces for quite a while. It similarly works on the nature of their performance, as they feel good, dedicated and earnestly work for the association.

The Basis gives effective government support procedures to both educating and non-teaching staff. All authorized government support evaluations in implementation. Different cash associated and non-financial procedures towards specific and skilful progress is being tracked as per the over-all leaning of the senates, as non-benefit association.

The welfare measures available in the institution for the teaching and non-teaching staff are three-Fold:

Statutory Welfare measures as per Government norms:

- EPF facility to the staff.
- Medical & Maternity leave, benefits are sanctioned for the eligible staff (Teaching & Non-teaching) as per their need.

Monetary or Non-monetary welfare support measures/initiatives:

- Marriage leaves & Maternity leaves sanctioned with salary for the faculty/staff.
- Adjustable timings benefits extended to Faculty /Staff who are nursing mothers.
- Moral and emotional support to Faculty and Staff who are going through personal or professional crisis in life.
- Research support (M.Phil. or Ph.D.) through time allowances and usage of library facilities and infrastructure.
- Funding Registration fees and Travel expenses for Faculty attending Conferences and Workshops.
- Reinstating Staff who went on Study leave.
- Advance amounts disbursed by the College in case of emergency for Faculty.
- College organizes free and periodic health check-ups.
- Provision for voicing opinions is provided through grievance/suggestion box.
- Appreciation for the faculty member for good work.

Performance Appraisal system

The performance appraisal system of the faculty is evaluated and cared at their commendations of departmental HOD's & Principal after getting information through the following step.

Step-1: The IQAC prepares self-appraisal form based on Andhra University norms with various parameters which enlighten the efficiency of the faculty to be considered, conducts regularly. It includes Examination results, Students Feedback, Interactive teaching approach, Research papers and Journals Publication of articles and books, Participation along with presentation in Conferences/Seminars/Workshops/Faculty development programmes etc. Examination duties assigned and performed, Co-Curricular/Extra Curricular duties, assigned by the college. Every teaching staff has to submit a self-appraisal form at end of the academic year.

Step-2: The students will give the feedback of the courses and concerned subject teachers at the end of the semester. The same is analyzed and assessed by the HOD and the Principal as in the peer evaluation.

The decision taken is based on the outcome of their view of the performance appraisal reports by the management. It is conveyed by

1. One-to-one interactions.
2. Discussions of general issues in departmental meetings



COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (With
EMPLOYEES' PROVIDENT FUND ORGANISATION

AUG-2023

TRRN 1242309004765

ECR Id 94410603

LIN : 1954739104

Establishment Code & Name GRVSP001407700A SRI SRINIVASA INTITUTE OF MANAGEMENT STUDIES
Address : MADHURAWADA, MADHURAWADA, VISAKHAPATNAM, VISAKHAPATNAM, ANDHRA PRADESH

Dues for the wage month of August 2023

Total Subscribers :	EPF 4	EPS 4	EDLI 4
Total Wages :	27,908	27,908	27,908

SL.	PARTICULARS	A/C.01 (Rs.)	A/C.02 (Rs.)	A/C.10 (Rs.)	A/C.21 (Rs.)	A/C.22 (Rs.)	TOTAL
1	Administration Charges	0	500	0	0	0	500
2	Employer's Share Of	1,025	0	2,324	140	0	3,489
3	Employee's Share Of	3,349	0	0	0	0	3,349
Grand Total : Seven Thousand Three Hundred Thirty-Eight Rupees Only							7,338

(This is a system generated challan on 12-SEP-2023 11:54, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY / ABRY.

	PMRPY	ABRY
A) A/C no 1 (Employer share) (Rs.) -	0	0
B) A/C no 10 (Pension fund) (Rs.) -	0	0
C) A/C no 1 (Employee share) (Rs.) -	0	0
D) Total (A + B + C) (Rs.) -	0	0
E) Total remittance by Employer (Rs.) -	7,338	
F) Total amount of uploaded ECR (D + E) (7,338	





कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization
भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Aug-2023

Generated On 12/12/2023 11:43:

Payment Confirmation Receipt

TRRN No :	1242309004765
Challan Status :	Payment Confirmed
Challan Generated On :	12-SEP-2023 11:54:13
Establishment ID :	GRVSP001407700A
Establishment Name :	SRI SRINIVASA INTITUTE OF MANAGEMENT STUDIES
Challan Type :	Monthly Contribution Challan
Total Members :	4
Wage Month :	AUG-2023
Total Amount (Rs) :	7,338
Account-1 Amount (Rs) :	4,374
Account-2 Amount (Rs) :	500
Account-10 Amount (Rs) :	2,324
Account-21 Amount (Rs) :	140
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	Axis Bank
CRN :	null
Payment Date :	13-SEP-2023
Payment Confirmation Date :	13-SEP-2023
Total PMRPY Benefit :	0



SEP-2022

EMPLOYEES' PROVIDENT FUND ORGANIZATION, INDIA**Challan Summary :**

TRRN Number : 1242210004955
Challan Type : Monthly Contribution Challan

Wage Month : SEP-2022
Status : Payment Confirmed

Challan Details :

Head	A/C 1 (₹)	A/C 2 (₹)	A/C 10 (₹)	A/C 21 (₹)	A/C 22 (₹)
Administration Charges	0	500	0	0	0
Employer's Share Of Contribution	1,504	0	3,411	205	0
Employee's Share Of Contribution	4,915	0	0	0	0
Total	6,419	500	3,411	205	0

Total Amount (₹) : 10,535

JUN-2021

EMPLOYEES' PROVIDENT FUND ORGANIZATION, INDIA**Challan Summary :**

TRRN Number : 1242107005998
Challan Type : Monthly Contribution Challan

Wage Month : JUN-2021
Status : Payment Confirmed

Challan Details :

Head	A/C 1 (₹)	A/C 2 (₹)	A/C 10 (₹)	A/C 21 (₹)	A/C 22 (₹)
Administration Charges	0	500	0	0	0
Employer's Share Of Contribution	1,312	0	2,972	196	0
Employee's Share Of Contribution	4,284	0	0	0	0
Total	5,596	500	2,972	196	0

Total Amount (₹) : 9,264

JUN-2020

EMPLOYEES' PROVIDENT FUND ORGANIZATION, INDIA**Challan Summary :**

TRRN Number : 1242007006512
Challan Type : Monthly Contribution Challan

Wage Month : JUN-2020
Status : Payment Confirmed

Challan Details :

Head	A/C 1 (₹)	A/C 2 (₹)	A/C 10 (₹)	A/C 21 (₹)	A/C 22 (₹)
Administration Charges	0	500	0	0	0
Employer's Share Of Contribution	592	0	1,340	196	0
Employee's Share Of Contribution	1,932	0	0	0	0
Total	2,524	500	1,340	196	0

Total Amount (₹) : 4,560



PMGKY Member Details

Sr. No	UAN	Name	DOB	Gender	AADHAAR
1	100101984640	BOTTA KRISHNA SAMUDRALU	15-JUN-1973	Male	XXXX XXXX 6583
2	100182269951	KONA SRINIVASARAO	14-JUL-1965	Male	XXXX XXXX 7304
3	100322504895	SARIPALLI SANKARA RAO	10-OCT-1978	Male	XXXX XXXX 3244
4	101451466169	SHAKE GOUSE	19-NOV-1983	Male	XXXX XXXX 6452
5	100397500926	VANKALA LAKSHMI	09-JAN-1975	Female	XXXX XXXX 2109
6	100912137934	YALLA RAJESH	09-JUN-1993	Male	XXXX XXXX 4269

To
The Director,
SIMS College,
PM Palem,
Visakhapatnam.

Visakhapatnam,
19th May 2022,

Sub: Leave Application for medical check-up

Respected Sir,

Due to my health checkup I have to travel to Chennai during 23rd May to 31st May, It's around 10days.

All my academic formalities had been completed, there are no pending tasks from my end there are no dependencies so far. If anything comes will take care by Mr.RatnaReddy and I will guide him over phone for any assistant. During my leave period I will continue working on admission process.

After I return from leaves I will continue academic formalities to fulfill.

Kindly consider these leaves as summer vacations and please approve my leaves.

Thank you for your consideration and cooperation.

Please approve ~~leave~~
leave.

M. Jagadish (With out
loss of pay)



Yours sincerely,

R. Shanthi Sri,

MCA Department.

To

Date: 29-03-2022,

The Dean & Secretary,
SIMS College,
PM Palem,
Visakhapatnam.

Through

The Executive Director,
SIMS College,
PM Palem,
Visakhapatnam.

Respected Sir/Madam,

Subject:- Sanction of Medical Leave Reg - Req

I am K.Ratna Reddy working in your SIMS college as a Assistant Professor in MCA Department. Sir I had been admitted in L.G Hospital for a surgery from 8th March to 13th March. I discharged on 13th but as per my Doctor's suggestion I have to be in bed rest for at least 2 weeks to recover. Hence I have not attended College during 14th March to 25th March from this duration. Sir please I request you to kindly sanction Medical Leave. Sir I am enclosing my Medical Reports.

Thanking you Sir / Madam

Yours Sincerely,

K.RatnaReddy

K.RatnaReddy,
MCA Department.

Deepthi Das 3/3/23
EXECUTIVE DIRECTOR

Vijay Kumar S
HOD

Deepthi Das
JOINT DIRECTOR

To
The Executive Director
Sims College
Madhuvada
Visakhapatnam

Sub:- Requesting for leave from 21/8/23 to 21/10/23

Respected Madam,

I am Dr. Kona Yasoda working as an Associate Professor in your institution. I am here to inform you that I am feeling unwell & will not be able to come to college. I will be having surgery after 15 days, meanwhile doctor suggested me to take Rest & not to travel. After surgery, Doctor instructed me to take one month of Bed rest. So I request to kindly grant me a leave. I am going to be really grateful to you.

Thanking you

Forwarded to Deepika mam for consideration

Yours
17/8/23

U.

Yours Sincerely
K. Yasoda

To be forwarded to Ravinder N.S. 23
Sir to consider or not
Deepika Mam

Approved leave on
loss of pay S. P. N. S.
1.1.23

Inward no 589
9/6/2020

Date : 8-06-2020

To,
The Chairman,
SIMS,
PM Palam,
Madhurwada

To
THE CHAIRMAN
OD Permission for
2 days from 12-6-20
to 13-6-2020. MAY BE
CONSIDERED her request
& MAY BE APPROVED
J. Kiran
9/6/2020

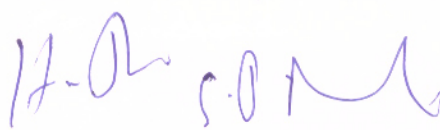
Sub:- 'OD' Permission Request Letter

Dear Sir,

I N. Kiran Kumari working as Assistant Professor of
MBA Dept. am writing this letter to the chairman
sir, to kindly grant me permission for a OD of 2 days
as I have to attend for Phd counselling at Krishna
University, Machilipatnam on 12th June 2020.

I assure you that my absence will not affect the
ongoing project.

I am hoping to receive a positive reply from your
side.

Yours sincerely (3) 

N. Kiran Kumari,
Assistant Professor,
SIMS.



(2) Request you to kindly
consider as academic leave
keeping in view of faculty going
to join Ph.D

Haver 08.06.2020

To
The Director,
SIMS College,
PM Palem.
Visakhapatnam.

Sub: leave application for red zone reason in my city

26th may, 2020

Respected sir,

I am writing to formally inform you that, due to red zone in my city(Guntur). I am requesting a leave of absence from work. I am R.Shanthi Sree , working as assistant professor in the department of MCA in this reputable organization. I am currently in Guntur. Actually the college is open from 18/5/2020 but I couldn't come because here is red zone .Too much pain for me to make a loss of pay every day. I will be coming to college in the First week of June, until then I urge you not to pay me the loss of pay.

I have a very good record of attendance. I promise to complete my pending work as soon as I rejoin. I am looking forward for your approval.

Thanking you,

Your obediently

R.SHANTHI SREE

30 H.R

may be considered

10

JHE CHAVRAM

submit to lead

perusal & ~~approval~~

PL

J.K.M
16/6/20

As per the Rules of Corporative Office
04.06.2020
S. Ph
7.6

Inward no 553
5/6/20

Fw: Request to consider my absence

1 message

hanief <haniefuddin@rediffmail.com>
To: SIMS institute <acc.sims@gmail.com>

Thu, Jun 4, 2020 at 12:21 PM

Dr. Hanief

From: Srujana Swaraj Vallabhaneni <v.sujji45@gmail.com>
Sent: Tue, 26 May 2020 16:17:12 GMT+0530
To: haniefuddin@rediffmail.com, acc.sims@gmail.com
Subject: Request to consider my absence

Respected sir,

I am V.Srujana, working as an Assistant Professor in SIMS college. As you are aware of the covid-19 situation, I am right now in my hometown- Penamaluru, Vijayawada due to lockdown. Due to the lack of transport facilities in the red zone, I was not able to attend the college. Please consider my request and extend my leave. I will attend the college as soon as possible, sir.

Thank you, sir.

To H.R

may be considered

~~Hayin~~

04.06.2020

To

THE CHAIRMAN

Submitted for kind
perusal & Advice PL

J.K.M.

Ms. J. Anita of Logistic office

S.P.R.

5/6/20

To

THE CHAIRMAN

As we are NA Congregation
Even to our Emp. Employees etc
May not be consider her
request

J.K.M. 554
05-6-2020

J.K.M. 11/6/20