



# SITAM



## SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Near RTO Office, Gajularega, Vizianagaram-535003, Andhra Pradesh, India

**Accredited by "NAAC", Approved by AICTE, New Delhi**

(Permanently Affiliated to JNTUGV, Vizianagaram, Recognized by SBTET, Government of A.P)

Email: principal@sitam.co.in, Website: www.sitam.co.in, Face Book: /Sitam.Sgvp, Instagram:/sitamvzm

Telephone No:9676788811, 8978812341/2

EAMCET CODE: **SGVP**

JNTUGV CODE: **B6**

SBTET CODE: **649**

### Criterion VI-Governance, Leadership, and Management

#### Qualitative Metrics

#### **6.3.1 The institution has effective welfare measures for teaching and non-teaching staff.**

Employees are undeniably crucial stakeholders who influence organizational effectiveness by stabilizing the adaptive environment. The management of SITAM implemented various monetary as well as non-monetary welfare measures for employees. Monetary welfare schemes are:

1. Employees Provident Fund as per PF rules
2. Salary advance facility for teaching and non teaching staff in case of urgency.
3. Medical Leave & Maternity/Paternity leave for eligible staff members.
4. Employee gets fees concession for their ward.
5. Leave for higher education.
6. Subsidized food in the canteen.
7. As Institution has a multicultural environment in the campus, the management ensures the celebration of all the festivals together.
8. Internet and free Wi-Fi facilities are also available in campus for staff.
9. Women Empowerment Cell is established for creating venues for women members to flourish and gain momentum.
10. Lodging and boarding facility to the needy.
11. Summer Vacation for staff.
12. Free transport facility for all the staff

In a nut shell, the Institution strives hard to keep our staff happy and healthy.

SPOC, IQAC  
Satya Institute of Technology  
and Management  
Vizianagaram-535002 (A.P)




  
Principal  
Satya Institute of Technology And Management  
Gajularega, Vizianagaram-535002

Apart from monetary schemes, various non-monetary welfare schemes are provided to employees for their professional development. The schemes are listed below.

1. Immediate increments after earning Ph. D. Degree.
2. Study leaves for Ph D, higher education and training programmes.
3. Technical workshops are conducted to keep pace with syllabus and new technologies.
4. Faculty development programs are conducted in the institute.
5. Faculty members are encouraged to attend seminars and conferences.
6. The institute motivates the faculty and staff for arranging/attending industrial training programs/visits.
7. Training programs are arranged for updating the knowledge of the non-teaching staff.
8. Faculty members are encouraged and benefited from qualification improvement programs such as PhD by providing adequate time to undertake coursework and research work.

  
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Principal  
Satya Institute of Technology And Management  
Gajularega, Vizianagaram-535002

A glimpse of Medical Leave sanctioned to Mr.T.Anji Kumar, of Computer Science Department for the is enclosed for your reference:

APPLICATION FOR MEDICAL LEAVE

VIZIANAGARAM,  
Dt: 18-03-2024

To  
The Principal,  
Satya Institute of Technology and Management,  
Vizianagaram.

Respected Sir,

Sub: Application for medical leave - Req - Regarding -

My name is Tamarapalli Anji Kumar working as  
an associate Professor in the department of Computer Science & Engg  
at Satya Institute of Technology and Management, Vizianagaram.

Suddenly, my left leg got injured severely on the evening of  
27-02-2024 due to mishandling of my bike. So, the doctor has  
strictly advised me to take complete bed rest for at least 10 days.

So, I have taken bed rest for 9 days i.e. from 28-02-2024 to  
07-03-2024 and started attending to the college duties from  
08-03-2024 onwards. So, i kindly request you to please grant me

these 9 days i.e. from 28-02-2024 to 07-03-2024 as medical leave.  
Here, i am attaching the medical reports and medical certificates  
for your reference that is issued by the doctor.

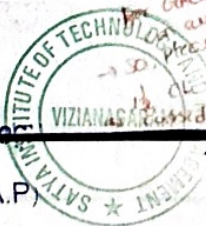
Thanking you Sir

Forward to Principal Sir  
Consideration  
18/3/24

9 days → 4½ days to considered }  
as Medical Leave  
→ 4½ days treated as 'CL'  
→ He worked on  
25th Feb (17th March 2024  
for GATEWAY exam  
and days)  
Please consider  
9 days  
as Medical Leave

Yours Sincerely,  
T Anji Kumar,  
(T Anji Kumar, )  
(Associate Professor, )  
(Dept. of CSE, )  
(SIRAM. G.P. )

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A glimpse of OD sanctioned to Mr.S.Prasanth, of Mechanical Department for the purpose of NCC is enclosed for your reference:

FWD THROUGH E-MAIL ONLY

E-mail: [ctrncc@gmail.com](mailto:ctrncc@gmail.com)

2(A) Compo Tech Regt NCC  
Second Floor, D. No 1-9/1-A  
Police Quarters Road  
Visalakshinagar, Jodugullapalem  
Visakhapatnam-530 043

No 2(A) CTR/245/Gen/Pers

01 May 2024

The Principal  
Satya Institute of Tech & Mgt  
Vizianagaram

DETAILMENT OF SD ANO : CATC-I TO BE HELD AT AP SAINIK SCHOOL, KORUKONDA, VIZIANAGARAM FROM 06 MAY 2024 TO 15 MAY 2024

1. Combined Annual Training Camp-I is to be held at AP Sainik School, Korukonda (Vzm Dist) from 06 May 2024 to 15 May 2024 under the aegis of 2(A) Arty Bty NCC, Visakhapatnam.
2. In this connection, you are requested to detail/spare **Lt Prasanth Sadhu, ANO** of your institution for the said camp during the period mentioned above.
3. It is also intimated that, as per the policy in vogue the camp expenditure in respect of private institution is borne by the management itself. Hence, the following expenditure in connection with the camp in respect of Lt Prasanth Sadhu, ANO of your institution be paid by your institution.-

a)	Rank Pay @ ₹16,000/- p.m for 10 days	-	5,161.00
b)	Messing @ ₹150/- per day for 10 days	-	1,500.00
c)	Actual Bus fare @ ₹35/- from Institution to camp site and back	-	70.00
	<b>Total</b>	-	<b>₹6,731.00</b>

(In words - Rupees Six Thousand, Seven Hundred and Thirty One Only)

4. Fwd for your information and further necessary action please.

  
Adm Officer  
2(A)CTR NCC  
Visakhapatnam

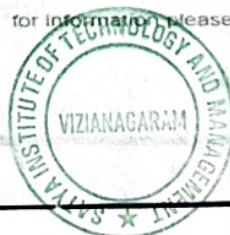
Copy to -

Lt Prasanth Sadhu  
ANO, SITAM, Vizianagaram

for information & necessary presence to the camp please.

2(A) ANO, SPOC, IQAC  
Satya Institute of Technology  
and Management  
Vizianagaram-535002 (A.P)

for information please.



  
Principal  
Satya Institute of Technology And Management  
Gajularega, Vizianagaram

A glimpse of Duty Leave sanctioned to Dr.G.Ravi Kishore ,of Civil Department for the is enclosed for your reference:

Date: 01/02/2024  
Place: Vizianagaram

To,  
The Principal,  
Satya Institute of Technology and Management,  
Gajularega, Vizianagaram

**Sub:** Request for Permission on Duty Leave for Collaborative Research Work at IIT Kharagpur-  
Regd.

Respected Sir,

I hope this letter finds you in good health and high spirits. I am writing to seek your permission for a duty leave from 8<sup>th</sup> February 2024 to 17<sup>th</sup> February 2024 to participate in a collaborative research project at the Indian Institute of Technology (IIT) Kharagpur. I am excited to inform you that I have been invited to work alongside Professor H Prasanth Reddy of the Civil Engineering Department at IIT Kharagpur, and this opportunity is significant for both my academic and professional growth.

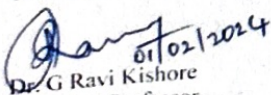
The collaborative research work aims to exchange ideas, share methodologies, and potentially identify avenues for joint publications in Hydrodynamics and promises to contribute valuable insights to the field of Civil Engineering. This collaboration is a unique opportunity for me to enhance my knowledge and skills, as well as to represent our institution in a prestigious academic setting.

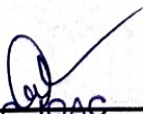
I understand the importance of maintaining a balance between academic commitments and extracurricular opportunities, and I am confident that this experience will bring positive recognition to our institution. I am also committed to ensuring that my absence does not disrupt the normal functioning of the department, and I will coordinate with my colleagues to manage any pending tasks.

I kindly request your approval for the mentioned leave period to enable me to participate in this valuable opportunity. I am more than willing to provide any additional information or discuss this matter further at your convenience.

Thank you for considering my request. I appreciate your understanding and support in advance.

Your's Sincerely,

  
01/02/2024  
Dr. G Ravi Kishore  
Associate Professor,  
Department of Civil Engineering,  
SITAM.


  
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n. Sat.  
01/02/24

  
Principal  
Satya Institute of Technology And Management  
Gajularega, Vizianagaram-535002

The PF details of Mrs. V.N.Sireesha of ECE Department are attached here under,


**कर्मचारी भविष्य नधि संगठन, भारत**  
**Employees' Provident Fund Organisation,**

**यूनियर्सल खाता संख्या**  
**Universal Account Number (UAN) 100397582664**



**नाम**  
**Name NAGA SIREESHA VADLAMANI**

**पति / पति का नाम**  
**Father's / Husband's Name V B L V PRASAD**

**के.वाई.सी.**  
**K.Y.C. Yes**

**यूनियर्सल खाता संख्या**  
**Universal Account Number 100397582664**



**प्रावधान :** इस कार्ड पर दर्शाया गया डेटा ईपीएफओ के डेटाबेस के अनुसार है। परिपक्व के मामले में अपने कार्ड के त्रुटि करने के लिए कर्मचारी को संपर्क करना चाहिए।  
**Disclaimer:** Data appearing on the card is as per the database available in EPFO. In case of any discrepancy you may contact your concerned EPFO office for its rectification.

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**Establishment Number** GRVSP0071345000  
**Member ID/Name** GRVSP0071345000000  
 0037/NAGA SIREESHA  
 VADLAMANI  
**Office Name** (SRO)VISHAKAPATNAM  
**Employee Share** ₹206144  
**Employer Share** ₹62306  
**Pension Contribution** ₹107907

Particulars	Deposits		Withdrawals
	Employee Share	Employer Share	Pension Contribution
Cont. For Due-Month 05/2024	₹1800	₹550	₹1250
Cont. For Due-Month 04/2024	₹1800	₹550	₹1250
Cont. For Due-Month 03/2024	₹1800	₹550	₹1250
Cont. For Due-Month 02/2024	₹1800	₹550	₹1250
Cont. For Due-Month 01/2024	₹1800	₹550	₹1250
Cont. For Due-Month 12/2023	₹1800	₹550	₹1250

**SPDC, IQAC**  
**Satya Institute of Technology**  
**and Management**  
**Vizianagaram-535002 (A.F)**



**Satya Institute of Technology And Man:**  
**Gajularega, Vizianagaram-535002**