

SANTHIRAM ENGINEERING COLLEGE

**Approved by AICTE, New Delhi: Permanently Affiliated to JNTUA, Ananthapuramu
An ISO 9001:2015 Certified Institution, 2(f) & 12(B) recognition by UGC Act,1956
NH-40, Nandyal-518501: Kurnool Dist. A. P.
Ph. 08514 276201, Fax: 08514 276123**



INCREMENT – INCENTIVE POLICY



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PAY, ALLOWANCES, INCREMENTS AND INCENTIVES:

1. U.G.C. Scales of Pay, as applicable from time to time, shall be adapted to posts classified as teaching staff, but, subject to approval of the Governing Body. However, the Governing Body may temporarily appoint staff on consolidated pay in certain cases.
2. AP PRC Scales of Pay, as applicable from time to time, shall be adapted to posts classified as non-teaching staff, but, subject to approval of the Governing Body. However, the Governing Body may temporarily appoint staff on consolidated pay in certain cases.
3. Dearness and House Rent Allowances as per A.P. State Government rates shall be adopted.
4. Unless otherwise stated in the appointment order, an employee on appointment shall be eligible to draw pay at the minimum of time scale of pay for the post. However, in case of appointment by promotion from a lower post, his pay in the lower post at the time of promotion shall be protected in the time scale of pay of the higher post.
5. All service in a post on time scale of pay shall count for eligibility for increment.
6. Leave granted shall be counted as service for the purpose of eligibility for increment. But leave granted on loss of pay, if it is for more than seven days, shall not be counted as service for the purpose of eligibility of increment. If leave on loss of pay is granted for more than seven days, the date of subsequent increment is postponed by as many days as he was on leave on loss of pay.
7. The Governing Body shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure for sufficient and valid reasons and after the employee has been afforded a fair opportunity to defend. However, such withholding of an increment will not have cumulative effect. When an increment is withheld for a certain period, this period shall be exclusive of any interval spent on leave on loss of pay, if it is for more than 10n days.
8. The Chairman shall be the authority to sanction normal increment in case of those staff on regular scales of pay and whose personal files did not contain adverse remarks, since the date of sanction of last increment. In all other cases, the Governing Body shall be the competent authority to sanction normal increments.

ADVANCE INCREMENTS:

The Governing Body shall be the authority competent to sanction advance increments, in respect of new appointees taking into consideration the pay structure in previous employment and additional qualification or experience. Advance increments to the existing employees may be sanctioned as an incentive in deserving cases.

INCENTIVES:

STUDENTS:

1) If any student(s) secure(s) 90% and above marks in one (any) academic year, the total fee which was paid (Tuition fee + Hostel fee if applicable) for that academic year will be reimbursed.

2) On submission of tickets and participation certificate, the students are allowed to have one way fare reimbursement (for shortest paths) for presenting a technical paper in any National or International conferences or any other academic related events.

- Each student is allowed to present one paper for an academic year and presenting the same paper (repeated presentation of the paper) in different conference is not allowed.
- The paper must be approved by the Technical Committee of the college before it is presented in a conference.
- Two way fares will be granted to the prize winners in a paper presentation or any other Technical events.

3) The student / group / team is allowed to have one way fare refund for their participation in sports and games conducted / organized by the Universities / reputed colleges in A.P.

- There must be an approval from PD before participation.
- No accommodation & registration fee will be borne by the college.
- Two way fare will be given to the winners / runners of the event

4) A Gold Medal to the topper and a Silver Medal to the second topper from each branch of every batch at UG & PG level will be given at the college day celebrations.

5) A cash prize of Rs.25,000/- will be given at the college day celebrations to a student for securing a University Gold Medal (s).

6) A set of books worth Rs.500/- (or) Membership in a Professional Society will be given to each topper who attends all the toppers' meetings in an academic year.

7) A set of books worth Rs.1,000/- (or) Membership in a Professional Society will be given to each student who secures 100% attendance in an academic year. (The above prizes no.6 & 7 are to be awarded to the concerned students on Orientation day (26th January / 15th August) of every year).

8) A Gold Medal to the Topper in English will be conferred at the college day celebrations.

9) A Gold Medal to the student who secures 300 marks in Mathematics will be conferred at the college day celebrations.

10) A set of books (or) Membership in a Professional Society (or) a cash prize of Rs.2,000/- will be given on Farewell day (26th January / 15th August) to an overall topper of the college in every academic year.

11) An endowment prize **'PUJYA GURUJI KAMLESH PATEL'** was introduced from the academic year 2021-22, sponsored by ALUMNI student, the details are:

- a) The scholarship amount for the topper up-to 3-2 (any B. Tech Course)
: 25,000/- (Rupees Twenty-Five Thousands only)
- b) The scholarship amount for the topper up-to 2-2 (any B. Tech Course)
: 15,000/- (Rupees Fifteen thousands)
- c) The scholarship amount for the topper up-to 1-2 (any B. Tech Course)
:10,000/-(Rupees Ten Thousands only).

FACULTY:

- 1) Rs.2,000/- cash prize to the faculty who produces 100% result in his concerned subjects.
- 2) Rs.3,000/- or actual expenses (whichever is less) will be provided for attending or participating in an International Seminar / Conference / Workshop OUTSIDE the state.
- 3) Rs.2,000/- or actual expenses (whichever is less) will be given for attending or participating in an International Seminar / Conference / Workshop WITHIN THE STATE.
- 4) Rs.2,000/- or actual expenses (whichever is less) will be given for attending or participating in a National level Seminar / Conference / Workshop OUTSIDE the state.
- 5) Rs.1,000/- or actual expenses (whichever is less) will be refunded for attending or participating in a National level Seminar / Conference / Workshop if participated WITHIN THE STATE.
 - Each faculty will be given 6 leaves (named as AL) for this purpose in an academic year.
 - Each faculty member is allowed to attend one program in an academic year
 - The actual fares / amount will be refunded on submission of proofs like bills and a participation certificate.

- 6) Rs. 1000 /- and Rs. 2000/- reward will be given for the publication of a paper in a National CONFERENCE and an International CONFERENCE respectively.
- 7) Rs. 1500 /- and Rs. 5,000/- reward will be given for the publication of a paper in a UGC Care list Journal and SCOPUS Indexed respectively.
- 8) Rs.50,000/- reward is conferred for receiving National Patent and Rs. 1,00,000/- for receiving International Patent rights.
- 9) Cash incentive of 25,000/- and 15,000/- for receiving of PhD in Engineering and Non-Engineering Dept faculty as an encouragement and inspiration.
- 10) Reimbursement of NPTEL-Examination Registration fee for the faculty, who qualifies the exam with ELITE certification.
- 11) Reimbursement Registration fee paid by the faculty for getting the membership in various Professional Bodies.

DEPARTMENT:

- 1) Rs.50,000/- cash reward will be given to the department for securing University Gold Medal (s), on the college day celebrations.
- 2) Rs.5,000/- Cash reward will be given to the Department which secures the highest result in the year / semester - 75% result is the bench mark here