



ST. ANN'S COLLEGE FOR WOMEN

(Affiliated to Acharya Nagarjuna University,
Recognized Under Section 2(f) of UGC Act 1956-New Delhi)

Amaravathi Road, Gorantla, Guntur – 522034 (A.P)

Email: st_anns_coll@yahoo.co.in Website: www.stannscollegeforwomen.org

Criterion: VI

Metric – 6.3.1



Criterion-VI Governance, Leadership & Management

6.3.1 The Institution has Effective Welfare Measures and Performance Appraisal System for Teaching and Non-Teaching staff and Avenues for Career Development Progression

OD Leaves for Teaching Staff



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ON DUTY (OD) APPROVAL REQUEST APPLICATION

Name of the applicant	
Department	
Designation	
On Duty Approval Request (Date)	
Purpose of OD with Details	
Place of On Duty	
No. of Days (On Duty)	
Whether Authorized letter enclosed	
Any other OD obtained this month	
Contact number	

ALTERNATE CLASS ARRANGEMENTS

Date	Hour	Class	Alternative staff	Signature (Alternative Staff)	Remarks

Signature of the applicant

HOD

Date:



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ON DUTY (OD) APPROVAL REQUEST APPLICATION

Name of the applicant	R. SHARON ROSE
Department	COMMERCE
Designation	Vice - Principal
On Duty Approval Request (Date)	10/2/2023 & 11/2/2023
Purpose of OD with Details	National Seminar
Place of On Duty	ANU, Dept. of MBA
No. of Days (On Duty)	Two
Whether Authorized letter enclosed	Yes
Any other OD obtained this month	No
Contact number	9948686170

ALTERNATE CLASS ARRANGEMENTS

Date	Hour	Class	Alternative staff	Signature (Alternative Staff)	Remarks
10/2/2023	1	III B.Com	SK. Subani	SK. Subani	-
	2	III B.Com (Gen)			
11/2/2023	1	III B.Com	SK. Subani	SK. Subani	-
	2	III B.Com (Gen)			

R. Sharon
Signature of the applicant

HOD *[Signature]*

Date: 9/2/2023



G. S. Fatima Rani P

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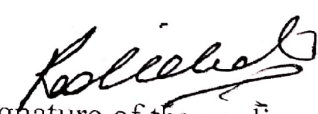
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ON DUTY (OD) APPROVAL REQUEST APPLICATION

Name of the applicant	G. Radhika
Department	MBA
Designation	HOD.
On Duty Approval Request (Date)	10/2/23 to 11/2/23
Purpose of OD with Details	Attending 48 th National Seminar
Place of On Duty	ANU, Dept of MBA
No. of Days (On Duty)	Two days
Whether Authorized letter enclosed	Yes
Any other OD obtained this month	No
Contact number	9966264580

ALTERNATE CLASS ARRANGEMENTS

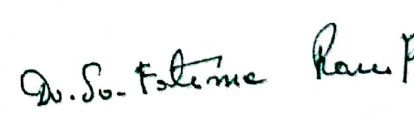
Date	Hour	Class	Alternative staff	Signature (Alternative Staff)	Remarks
10/2/23	I II	II MBA I MBA	Dr. P.L.N. Mrs. G. Sailaja	G. Sanyal	
11/2/23	II	II MBA I MBA	Dr. P.L.N. Dr. J. Prabha Reddy		


Signature of the applicant

HOD 

Date: 9/2/23.




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ON DUTY (OD) APPROVAL REQUEST APPLICATION

Name of the applicant	G. Radhika
Department	MBA
Designation	HOD
On Duty Approval Request (Date)	24/2/23 to 25/2/23
Purpose of OD with Details	Two Days National Seminar
Place of On Duty	ANU, Commerce Dept
No. of Days (On Duty)	Two Days
Whether Authorized letter enclosed	Yes
Any other OD obtained this month	Yes
Contact number	9966264580

ALTERNATE CLASS ARRANGEMENTS

Date	Hour	Class	Alternative staff	Signature (Alternative Staff)	Remarks
24/2	I	II MBA	Dr. P.L.N		
25/2	III	II MBA	Dr. P.L.N.		
	V	I MBA	Mrs. G. Sailaja.	G. Sany	


Signature of the applicant

HOD 

Date: 23/2/23.



Dr. So. Fatima Khan
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ON DUTY (OD) APPROVAL REQUEST APPLICATION

Name of the applicant	I. Adilakshmi
Department	Telugu & Sanskrit
Designation	Lecturer
On Duty Approval Request (Date)	9th June 2023
Purpose of OD with Details	on day Workshop
Place of On Duty	VIT- AP University
No. of Days (On Duty)	one day
Whether Authorized letter enclosed	Yes
Any other OD obtained this month	
Contact number	6300075518

ALTERNATE CLASS ARRANGEMENTS

Date	Hour	Class	Alternative staff	Signature (Alternative Staff)	Remarks
-	-	-	-	-	-

I. Adilakshmi
Signature of the applicant

HOD I. Adilakshmi

Date: 08/06/23.



Dr. S. Folomea Ram
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ON DUTY (OD) APPROVAL REQUEST APPLICATION

Name of the applicant	G. Bala Show Reddy
Department	Physical Education
Designation	Physical Director
On Duty Approval Request (Date)	13/11/2023
Purpose of OD with Details	ANU Inter collegiate women kabaddi Tournament
Place of On Duty	CHIPS, Chowdavarayan, GNT
No. of Days (On Duty)	One day 14/11/2023
Whether Authorized letter enclosed	
Any other OD obtained this month	Yes
Contact number	9959085032

ALTERNATE CLASS ARRANGEMENTS

Date	Hour	Class	Alternative staff	Signature (Alternative Staff)	Remarks

G. Bala Show Reddy
Signature of the applicant

HOD

Date: 15/11/2023



D. S. Fatima Rana

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ON DUTY (OD) APPROVAL REQUEST APPLICATION

Name of the applicant	G. Bala Show Reddy
Department	Physical Education
Designation	Physical Director
On Duty Approval Request (Date)	24/11/2023
Purpose of OD with Details	ANU Inter Collegiate Women Volley Ball
Place of On Duty	Tournament, I.M.T, Tenali
No. of Days (On Duty)	One day
Whether Authorized letter enclosed	Yes
Any other OD obtained this month	
Contact number	9959085038

ALTERNATE CLASS ARRANGEMENTS

Date	Hour	Class	Alternative staff	Signature (Alternative Staff)	Remarks

G. Bala Show Reddy
Signature of the applicant

HOD

[Signature]

Date: 25/11/2023



[Signature]
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ON DUTY (OD) APPROVAL REQUEST APPLICATION

Name of the applicant	Dr. J. Pratapa Reddy
Department	Statistics
Designation	HOD
On Duty Approval Request (Date)	29-03-2023
Purpose of OD with Details	External Examiner, Women's (dkg)
Place of On Duty	GUNTUR
No. of Days (On Duty)	05 days-31/3, 1/4, 3/4, 4/4, 5/4
Whether Authorized letter enclosed	Yes
Any other OD obtained this month	NO
Contact number	94405 42609

ALTERNATE CLASS ARRANGEMENTS

Date	Hour	Class	Alternative staff	Signature (Alternative Staff)	Remarks
31-3-2023 TO 06-04-2023	As per Time Table		Mrs. Er. Vijaya Lakshmi	G. O. R.	-

HOD

[Signature]

Date: 29/3/2023

Signature of the applicant

[Signature]



Dr. S. Ramesh Kumar
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ON DUTY (OD) APPROVAL REQUEST APPLICATION

Name of the applicant	Dr. J. PRATAPA REDDY
Department	Statistics
Designation	HOD
On Duty Approval Request (Date)	22-12-2022
Purpose of OD with Details	Edu Skills, V.S.U. awareness programme.
Place of On Duty	Nellore
No. of Days (On Duty)	01-28/12/2022
Whether Authorized letter enclosed	Yes
Any other OD obtained this month	No
Contact number	9440542609

ALTERNATE CLASS ARRANGEMENTS

Date	Hour	Class	Alternative staff	Signature (Alternative Staff)	Remarks
28/12/22	II	B.Sc M.Sc	Mrs. G. Vijaya Lalashmi	G. Vijaya	—

HOD

[Signature]

Date: 22/12/2022



Signature of the applicant

[Signature]

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ON DUTY (OD) APPROVAL REQUEST APPLICATION

Name of the applicant	Dr. J. Pratyapa Reddy
Department	Statistics
Designation	HOD
On Duty Approval Request (Date)	15-02-2020
Purpose of OD with Details	Guest Lecture at Chalapati Institute of Science
Place of On Duty	Lam, Guntur
No. of Days (On Duty)	01 (17/2/2020 - 1/2 Day & 18/2/2020 - 1/2 day)
Whether Authorized letter enclosed	Yes
Any other OD obtained this month	NO
Contact number	9440542609

ALTERNATE CLASS ARRANGEMENTS

Date	Hour	Class	Alternative staff	Signature (Alternative Staff)	Remarks
17/2/2020					
18/2/2020					

HOD

[Signature]

Signature of the applicant

[Signature]

Date:

15/2/2020



Dr. S. Fatima Raza

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ON DUTY (OD) APPROVAL REQUEST APPLICATION

Name of the applicant	Dr. J. PRATAPA REDDY
Department	STATISTICS
Designation	HEAD OF THE DEPARTMENT
On Duty Approval Request (Date)	02-12-2019
Purpose of OD with Details	Infosys placement drive (off campus)
Place of On Duty	ASIN COLLEGE, TENALI
No. of Days (On Duty)	01 - 03/12/2019
Whether Authorized letter enclosed	Yes
Any other OD obtained this month	NO
Contact number	944 05 42 609

ALTERNATE CLASS ARRANGEMENTS

Date	Hour	Class	Alternative staff	Signature (Alternative Staff)	Remarks
3/12/19	II	III B.Sc MSS	Mrs. G. Vijaya Lakshmi	Google	—

HOD

[Signature]
02/12/2019

Signature of the applicant

[Signature]

Date:

02/12/2019.



Dr. S. Fatima Renu P

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ON DUTY (OD) APPROVAL REQUEST APPLICATION

Name of the applicant	Dr. J. Pratapa Reddy
Department	Statistics
Designation	HOD
On Duty Approval Request (Date)	17-11-2019
Purpose of OD with Details	Guest Lecture at Chalapati Institute
Place of On Duty	GUNTUR.
No. of Days (On Duty)	01 (19/11/19-1/2 day & 20/11/19-1/2 day)
Whether Authorized letter enclosed	Yes
Any other OD obtained this month	NO
Contact number	9440542609

ALTERNATE CLASS ARRANGEMENTS

Date	Hour	Class	Alternative staff	Signature (Alternative Staff)	Remarks
19/11/19			NIL		
20/11/19	III	III B.Sc MSC-A	Mrs. G. Vijaya Lakshmi	G. Vijaya	-

HOD

Date: 17/11/2019.



Signature of the applicant

Dr. S. Lakshmi Rani P

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ON DUTY (OD) APPROVAL REQUEST APPLICATION

Name of the applicant	Dr. J. Pratapa Reddy
Department	Statistics
Designation	HOD
On Duty Approval Request (Date)	29-01-2019
Purpose of OD with Details	To attend National Workshop at ANU
Place of On Duty	Acharya Nagarjuna University, ENT
No. of Days (On Duty)	02
Whether Authorized letter enclosed	Yes
Any other OD obtained this month	NO
Contact number	9440542609

ALTERNATE CLASS ARRANGEMENTS

Date	Hour	Class	Alternative staff	Signature (Alternative Staff)	Remarks
30/1/2019	I	III B.Sc	- Mrs. P. Pujitha	P. Pujitha	
31/1/2019	II, III	I B.Sc III B.Sc	- Mrs. B. Vejayal Kaleshmi	G. V. Vejayal	-

HOD

[Signature]

Date:

29/01/2019



Signature of the applicant

[Signature]

Dr. G. Fatima Rana

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