



## 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)**  
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**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**

**Provision of Medical and Other Leaves**

Guntur,  
03-July-23

TO

The Principal  
St. Ann's college for women  
Guntur,  
Guntur

Sub:- leave extension Req

Respected sister

I am k. susmitha working as asstt PD and  
Associate NCC officer in our Reputated college.  
sister I would like extend my maternity leave  
for one month. so, Please grant me permission

for one month from 5-July-2023 to

04-August-2023.

Thanking you sister.

Granted leave for  
one month

Do. Sr. Felt  
3/7/23.

Yours sincerely,  
k. susmitha

Guntur,

27-3-23.

TO

The Principal

St. Ann's college for women  
Guntur,  
Guntur.

sub:- Requesting maternity leave Reg

Respected Sister

I am K. Susmitha working as asst PD and  
Associate Nec Officer in our Reputated college.  
Sister I am pleased to inform you that I am  
in the 9th month pregnancy and I would like  
to avail of my maternity leave. Hence I  
request you to please grant me four months  
leave from 05-04-2023 to 01-07-2023.

05-04-2023 to 04-07-2023.

Thanking you sister.

granted

Dr. L. Fatima, Principal  
5/4/2023.

you're sincerely

K. Susmitha

03-07-2023.

10/4/23 to 5/5/23

Leave:

1.

5/7/23 to 8/7/23

: sanction medical leave - Rog  
has been working as a

Lecturer in the Department of Statistics, St. Ann's  
College for women, gopuram, chennai. From few days,  
I am suffering from my personal health problems.  
As per advice given by doctors, I need to go to the  
medical treatment. So, I request you sister, please  
grant me, medical leave from 1 month to 3 months.  
I always abide the rules and regulations of the  
management of the college. Kindly grant me

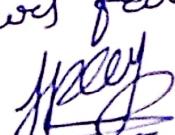
medical leave from ~~tomorrow~~ onwards.

Li: 04-07-2023. To 03-08-2023.

Thanking You Sister again,

Granted  
Dr. S. Palani -

3/7/23

Yours faithfully,  
  
(Dr. J. PRATAPA REDDY)  
HOD, Dept. of. Statistics.

Guntur,  
10/8/23.

To,

The Principal / Correspondent

St. Ann's College for women,

Assamib, Guntur.

Sub:- Resignation letter for the Post of Attender.

Respected Sister,

I. T. Ananda Babu have joined in

St. Ann's College for women, as a Attender in the  
department of Botany on July 3<sup>rd</sup>, 2023. I am

leaving the college from August 10<sup>th</sup>, 2023 onward,

Here I Request to accept my

Resignation.

Thanking You

Yours faithfully,

T. Ananda Babu

To

The Principal Sister,  
St. ann's college for women,  
Goramta, Guntur.

Sub: Application for extension of  
Sick leave.

Respected Sister,

As I SK. Mahaboob Subhani  
working as Mathematics lecturer in our  
college here inform you that still  
I am suffering with health issues and  
unable to do the work now.

Extend my leave from 11th June 2022  
to October 2022. I shall be thankful  
to you.

Thanking you.

Gorautla,  
01/04/2022

To

The Principal Sister,  
ST. Ann's college for women,  
Gorautla, Guntur.

Sub: Request for leave extension.

Respected Sister,

I am K. Swathi working as Lecturer in Physics  
in our reputed college for the past 11 years. Sister  
this is inform you I have a small 5 months old baby.  
I have to take care of my child. So sister my  
humble request you to grant me extend my leave  
from 01.04.2022 to 30.11.2022.

Thanking You Sister,

Yours faithfully,

Swathi

20. 2. Feb 2022  
1/ 4/ 22

(K. Swathi)

To

The Principal Sister,  
St. ann's college for women,  
Goramta, Guuntur.

sub: Application for extension of  
Sick leave.

Respected Sister,

As Ssk. Mahaboob Subhani  
working as Mathematics lecturer in our  
college now inform you that still  
I am suffering with health issues and  
unable to do the work now.

I therefore request you please  
extend my leave from 11th June 2022  
to October 2022. I shall be thankful  
to you.

Thanking you;

granted and extend  
leave due to ill health.

Dr. S. Fatima Ram  
11/6/2022

yours obediently,  
Ssk. Subhani  
(S.M. SUBHANI)

Gioranta,  
01/06/2022

To

The Principal  
St. Ann's College for women  
Gioranta, Günther.

Sub: Requesting - Maternity leave letter Reg.

Respected Principal,

I am Mr. Pavani working as a computer operator in our reputed College. Sister I am pleased to inform you that I am in the Seventh Month pregnancy and I would like to avail of my maternity leave. Hence I request you to Please grant me Seven months leave from 1<sup>st</sup> June 2022 to 31<sup>st</sup> December 2022.

Thanking you.

granted  
Dr. Dr. Fatima Rani  
1/6/2022.

yours faithfully,  
Mr. Pavani.

Date: 2/08/2021.  
Guntur.

To  
The principal Sister,  
St. Ann's College for Women  
Gorontla, Guntur.

(S)

Respected Sister

I am Sivakumar Reddy working  
as a Chemistry Lab Assistant in our college. Sister  
my father had undergone a lungs surgery.  
He depends on me for his day to day personal  
works, as he could not move from bed.  
Hence I kindly request you Sister grant  
me leave from 03/07/2021 to 31/08/2021.

Thanking you Sister

yours faithfully  
M.N. Sivakumar Reddy.

Granted  
Dr. P. Fatima Rani  
3/7/2021.

22-07-2021

Gorantla

To,

The Principal & Correspondent

St. Ann's College for women

Gorantla, Guntur - 34.

Respected Sister,

Subject: Request to Sanction Medical Leave - Reg.

I Sr. Margaret Priyanka.G, has been working as a lecturer in the Department of Biotechnology, St. Ann's College for women, Gorantla, Guntur. Due to post covid affect, I am hospitalized and serious illness. As per advice given by doctors, I need to undergo the medical treatment for two years. So, I humbly request you Sister, to grant me medical leave from 22/7/2021 to 31/5/2023. Please grant me the permission Sister.

Thanking you Sister.

granted long leave. Yours Faithfully

Do. Sr. Fatima Rani

22/7/2023

Sr. Margaret Priyanka

Lecturer, Dept. of Biotechnology

Guntur,  
13/11/2021.

13/11/2021  
Leave/

To,  
The principal Sister,  
ST. Ann's college for women,  
Gorantla, Guntur,

Respected principal sister.

I am M. Showriku I have been working as a physics lab attender for the last 22 years in our reputed college. Sister my daughter was delivered & gone through C section on 10th June 2021. I need to with my daughter and take care of baby.

So, I am requesting to grant me leave from 1st May 2021 to 12<sup>th</sup> November - 2021. please accept my leave.

Thanking you sister

yours obediently  
M. Showriku.

GUNTUR,

To

The Principal Sister,  
St. ann's college for women,  
Goramta, Guntur.

Sub: Application for Sick leave.

Respected Sister,

As I am Shaik. Mahaboob  
Working as Mathematics lecturer in our  
college here to inform that, I am  
suffering with chronic Gastritis due to  
Helicobacter Pylori infection since one  
month. The doctor had advised me to take  
rest.

I therefore request you grant  
me leave from June 10<sup>th</sup> 2021 to  
10<sup>th</sup> June 2022, complete one year.  
I shall be thankful to you.

Thanking you,

granted leave due to  
health conditions and on  
health grounds.

yours obediently,  
S. M. Subhani  
(S. M. SUBHANI)

No. 2. Fatima Park  
10/6/2021

Guntur.

23-8-2021.

TO

The Principal

St. Ann's college For Women

Guntur,

Guntur.

SG. Leave

Sub: Requesting for marriage leave

Respected Sister

I am k. SUSMITHA Assist. PD waiting  
this letter to let you know my marriage  
ceremony is going to be held on 01-09-21.  
So, I request your great self to grant  
me one month leave from 24-08-2021

to 24-09-2021 a duration of one month  
to complete the wedding ceremony.

Thanking you Sister,

Granted  
Do & Fatima Rangji  
22/8/2021

Yours sincerely

k. Susmitha

To

Date

30-9-2021

The Principal and Correspondent

ST. ANN'S' college for Women

Gosainkunda

Gurukul

Respected Sister

Subject: Request for three months leave

I am M. ANJANA DEVI has been working as a Lecturer in Economics, Department of commerce in our college. Due to my personal health and family health problems, I will not be able to come to college for three months 01-10-2021 to 31-12-2021. So I request you sister, please grant me leave for three months. I shall be very greatful to you sister for this favor.

Thanking you sister-

yours faithfully

D.S.P M. Anjita Devi

30/9/21 [M. ANJANA DEVI]

Department of commerce.

Guntur,  
25/11/2019.

To The Principal,  
St. Ann's College for Women,  
Guntur.

3/5/2019

Respected Sister,

I am P. Rajeswari,

I have been working  
Lecturer in English in this college for 11 years. My Mother-in-  
Law, expired on 25<sup>th</sup> October in Hyderabad  
To attend the funeral and to perform  
'Karma Kandam', I must be in Hyderabad  
along with my husband. Hence, I  
humbly request you to grant me leave  
from 28/10/2019 to 7/11/2019.

Thanking You,

Granted leave.  
Dr. S. Falguna Ramu  
25/11/19.

Yours faithfully,  
P. Rajeswari,  
Lect in Engl.

✓  
Leave letter

Guntur,  
05-06-2019.

To  
The principal  
St. Ann's college for women  
Golantla  
Guntur.

JG  
Leave

Respected Sister,

I have been working as a lecturer in Mathematics in our reputed Institution for 6 years. On 3<sup>rd</sup> April, I met with an accident and was admitted to the hospital with a fractured leg. On 4<sup>th</sup> April was operated by Orthopaedic surgeon Dr. Y. Seetha Ramanjaneyulu and advised me rest for 5 months. Hence, I request you to kindly grant me leave for 5 months. i.e from 5-6-2019 to 31-10-19.

Thank you Sister,

Dr. A. Fatima Ramu  
s/6/19

yours faithfully  
M. P. Praveena  
Lecturer in mathematics