



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

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 asst PD and Associate Nec 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

Dr. P. Felix

3/7/23.

Yours sincerely,

K. Susmitha

Godantla,

27-3-23.

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

sub:- Requesting maternity leave Reg

Respected sister

I am K. Susmitha working as asst PD and Associate Ncc 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 5-Apr-2023 to 01-July-2023.
05-04-2023 to 04-07-2023.

Thanking you sister.

Granted
Dr. D. Fatima, Princip.
5/4/2023.

Yours Sincerely

K. Susmitha

03-07-2023.

10/4/23 to 5/5/23

5/7/23 to 8/7/23

sent,


1.

Sanction medical leave - reg
has been working as a

Lecturer in the Department of Statistics, St. Ann's College for women, Guntur, GUNTUR. 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.
i.e., 04-07-2023. to 03-08-2023.

Thanking you sister dear,

Granted
Dr. S. S. Fathima
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

Gosamb, Guntur.

Sub:- Resignation letter for the Post of Attender.

Respected Sister,

I. B. Ananda Babu have joined in
St. Ann's College for women, as a Attender in the
Department of Botany on July 3rd 2023. I am
leaving the College from August 10th 2023 onwards,

Hence I Request to accept my

Resignation.

Thanking you

Yours Faithfully,

I. B. Ananda Babu

To

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

Sub: Application for extension of
Sick leave.

Respected Sister,

As I SK. Mahabub Subhami
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.

Gorantla,
01/04/2022

To

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

Sub: Request for leave extension.

Respected Sister,

I am K. Swathi working as Lecturer in Physics
in our repulated 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,

Dr. S. Felix
1/4/22

Swathi
(K. Swathi)

To

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

sub: Application for extension of
Sick leave.

Respected Sister,

As I SK. Mahabub Subhami
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 Ramp
11/6/2022

yours obediently,
Sshubham.
(S.M. SUBHAM)

Gorantla,
01/06/2022

To

The Principal
St. Ann's College for women
Gorantla, Guntur.

Sub: Requesting - Maternity leave letter. Reg.

Respected Principal,

I am N. Parani 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 1st June 2022 to 31st December 2022.

Thanking you.

Granted
Dr. S. Fatima Ramp
1/6/2022.

Yours faithfully,
N. Parani.

Date: 2/08/2021.
Guntur.

To
The principal Sister,
St. Ann's College for women
Gorantla, Guntur.

/5/

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

Granted

Dr. P. Lalitha Rao
3/7/2021.

Yours faithfully
M.N. Sivakumar Reddy.

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 effect, I am hospitalized and serious illness. As per advice given by doctors, I need to under go 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.

Dr. S. V. Fatima Rana

22/7/2023

Yours Faithfully

Sr. Margaret Priyanka

Lecturer, Dept. of Biotechnology

Guntur,
13/11/2021.

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

NT
Long leave

Respected principal sister,

I am M. Showrulu 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 12th November - 2021. please accept my leave.

Thanking you sister

yours obediently
M. Showrulu.

To

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

Sub: Application for Sick leave.

Respected Sister,

As I am Shaik. Mahabood
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 10th 2021 to
10th June 2022, complete one year.
I shall be thankful to you.

Thanking you,

granted leave due to
health conditions and on
health grounds.

Do. S. Fatma Raza
10/6/2021

yours obediently,

S. M. Subhani

(S.M. SUBHANI)

Guntur,
23-8-2021.

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

5G-Leave

Sub: Requesting for marriage leave

Respected sister

I am K. SUSMITHA Assist. PD writing
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 L Fatima Rana
22/8/2021

Yours sincerely
K. Susmitha

To

date
30-9-2021

The Principal and Correspondent

ST. ANN'S college for Women

Goyantla

Guntur.

U.G. Part-II

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 grateful to you sister for this favor. Thanking you sister-

Yours faith fully

Doct M. Anj+ Devi

~~24/9~~
30/9/21

[M. ANJANA DEVI]
Department of Commerce.

Guntur,
25/11/2019.

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

VG/
Hear/

Respected Sir,

I am P. Rajeswari,
Lecturer in English. I have been working
in this college for 11 years. My Mother-in-
Law, expired on 25th October in Hyderabad.
To attend the funeral and to perform
'Karma Kandas', 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. Subramanian
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.

UG
Leave

Respected Sister,

I have been working as a Lecturer in Mathematics in our reputed Institution for 6 years. on 3rd April, I met with an accident and was admitted to the hospital with a fractured leg. on 4th 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 Rana
5/6/19

Yours faithfully
M.P. Praveena
Lecturer in mathematics