



## Andhra Christian College, Guntur

Affiliated to Acharya Nagarjuna University  
Sambasivapet main road, Guntur -522001, A. P. India

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

website: [www.accollegeguntur.com](http://www.accollegeguntur.com)

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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Criterion: VI

Metric: 6.3.1

From:

B. Prabhakar M.Sc.,  
Lecturer in Zoology  
A.C. College, Guntur.

To

The Principal  
A.C. College  
Guntur

Respected Sir,

Sub: Request for relieving certificate - reg.

As I am appointed as practical Examiner in Zoology at Sri Durga Malleswara Siddhanta Malile Kshetra (Autonomous) Vijayawada commencing from 22.8.2022 I request you to kindly relieve me of my duties on AM of 20.8.22 to enable me to attend the above said duty and treat my absence as O.O.

Thanking you Sir

Encls: Appointment order

Guntur  
20.8.22  
m/h  
20/8/2022

yours Sincerely  
B. Prabhakar  
(B. PRABHAKAR)



**SRI DURGA MALLESWARA SIDDHARTHA MAHILA KALASALA :: VIJAYAWADA – 10.**  
(An Autonomous College in the jurisdiction of Krishna University)

*Date: 17-08-2022.*

*R.Sambi Reddy, M.Com.,  
Controller of Examinations.*

*No. A/Exam/-April- 2022.*

To  
The Principal,  
A.C College,  
Guntur.  
Mail Id: [accollegeguntur@ymail.com](mailto:accollegeguntur@ymail.com)

Respected Sir / Madam,

Sub: Semester-End Examinations, Appointment of Practical Examiner – Reg.  
\*\*\*

I am by direction, pleased to inform you that **B. Prabhakar**, Lecturer in **Zoology** is appointed as examiner in **ZOOP41 & ZOOP02**.

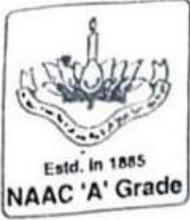
The practical examination will commence on **22-08-2022** at **10.00 a.m.** and lasts for **Three** days.

I request you to relieve him from the college duties enabling him to conduct Practical Examination at Sri Durga Malleswara Siddhartha Mahila Kalasala, Vijayawada – 10.

Thanking you

Yours Sincerely,

*K. Sri Lakshmi*  
Controller of Examinations.  
Controller of Examinations  
Sri Durga Malleswara  
Siddhartha Mahila Kalasala  
VIJAYAWADA-520 010.



LEAVE APPLICATION FORM

Andhra Christian College, Guntur.  
(Day, Evening & P.G.)

Submission Date : 19/10/22

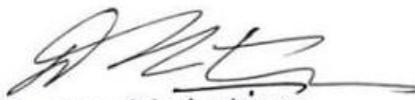
Name : T.D. RAJASEKHAR  
Designation : LECTURER  
Department : BOTANY  
Leave Dates : 20/10/22 to : —

Reasons of Leave :

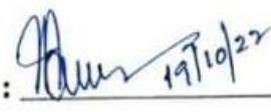
To visit S.G.K. Govt degree college, Venkateswara  
to hand over charge of the Botany Department

Leave Type : O.D. (Off duty)

Sick Leave \_\_\_\_\_  
Casual Leave \_\_\_\_\_  
Emergency / Urgent Leave \_\_\_\_\_  
Earned Leave \_\_\_\_\_  
Special Leave \_\_\_\_\_  
Annual Leave \_\_\_\_\_  
Balance of Leaves : \_\_\_\_\_

  
Signature of the Lecturer

Approval :

Department Head / Director :  19/10/22

Remarks : \_\_\_\_\_

Date : 19/10/22  
Place : Guntur

  
Signature of the Principal

From  
Anna Shalini G.  
H.O.D. of English,  
A.C. College,  
Guntur

To  
The Principal,  
A.C. College,  
Guntur.

Respected Sir,

I request you to grant me  
O.D today i.e 10-8-2022, as I have to  
attend to inspection duty at Cumbum,  
Prakasam Dt., officially assigned by the  
A. Nagarjuna University, for which I  
will be obliged to you.

Thanking you.

Yours faithfully,  
A. G. G.

Dated: 10-8-2022.

OK  
when in  
10/8/2022

**GOVERNMENT DEGREE COLLEGE**  
Darsi - PRAKASAM Dt.  
Gmail:darsigdc@gmail.com

Re.No.1-R/2022

15.08.2022

**From**  
**Dr.V.HANUMANTHAIAH M.A.,M.Phil.,Ph.D.**  
**Principal,**  
**Government Degree College, Darsi**  
**Prakasam Dt.**

**To**  
**The Principal,**  
**A.C. College, Guntur,**  
**Guntur( Dt.)**

Sir,

Sub: Guest Faculty Recruitment-Requesting Subject Experts - reg

With reference to the proceedings of the CCE, Government of A.P., 24 Teaching Posts have been sanctioned to our college. In this regard, interviews will be conducted for the recruitment of Guest Faculty on 18th August 2022, at 11.00 am.

Hence I request you to depute **Dr. A.J. Bhagyalatha**, Department of Economics, as subject expert to interview candidates in Economics.

Thanking you

**PRINCIPAL**  
**GOVT. DEGREE COLLEGE**  
**DARSI-523247**  
**Prakasam Dist., A.P.**

17.8.2022  
GUNTUR.

To,  
The principal  
Andhra Christian college  
GUNTUR.

Respected sir,

Subj: Subject Expert for Guest faculty - Requesting - neg  
with reference to the proceeding of the  
ECE, Government of A.P 24 teaching posts have  
been sanctioned to Govt. Degree college, Darsi.  
In this regard. I have been appointed as  
Subject expert to interview the candidates  
for the recruitment of Guest faculty on 18th  
August 2022 at 11.00 A.M. At Darsi.  
Hence I request you to go on O.D

17/8/2022  
Thanking you

A. J. Bhagyalatha  
(A. J. BHAGYALATHA)  
Department of Economics  
A.C. College  
Guntur.



From

Anwar Shahid Q  
Lecturer in English  
A.C. College  
Quetta.

To  
The Principal  
A.C. College  
Quetta.

Respected Sir,

I request you to  
grant me leave for the afternoon  
session of today i.e. 14-10-2022, as  
I have ~~to attend to the meeting at 4:00~~  
~~some personal work to attend~~  
~~and consider it as 00.~~  
Thanking you.

Yours faithfully,  
A.W.S.

Dated: 14-10-2022.

OK  
mt in  
14/10/2022

From  
Auna Shalomi G.  
Lecturer in English  
A. C. College  
Guntur.

To  
The Principal  
A. C. College  
Guntur.

Respected Sir,

I am appointed as  
member of the Inspection Committee  
to Reddy B.Ed College, Guntur. So,  
I request you to kindly permit me  
to attend <sup>in the evening session of i.e. 31-10-2022,</sup> the University <sup>oldery</sup> of  
which I will be thankful to you.

Thanking you.

Yours faithfully,  
A. S. G.

Dated: 31-10-22.

ok  
A. S. G.  
31/10/2022

# GOVERNMENT DEGREE COLLEGE

Darsi - PRAKASAM Dt.  
Gmail:darsigdc@gmail.com

15.08.2022

Rc.No.1-R/2022

From  
Dr.V.HANUMANTHAI AH M.A.,M.Phil.,Ph.D.  
Principal,  
Government Degree College, Darsi  
Prakasam Dt.

To  
The Principal,  
A.C. College, Guntur,  
Guntur( Dt.)

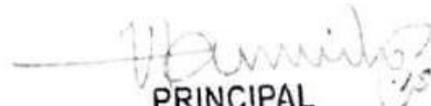
Sir,

Sub: Guest Faculty Recruitment-Requesting Subject Experts - reg

With reference to the proceedings of the CCE, Government of A.P., 24 Teaching Posts have been sanctioned to our college. In this regard, interviews will be conducted for the recruitment of Guest Faculty on 18th August 2022, at 11.00 am.

Hence I request you to depute **Dr. B. Vijaya Kumar**, Head, Department of Mathematics as subject expert to interview candidates in Mathematics

Thanking you

  
PRINCIPAL  
GOVT DEGREE COLLEGE  
DARSI-523247  
Prakasam Dist., A.P.

)  
From

Dr. B. Vijaya Kumar,  
Head, Dept. of Mathematics  
& Vice-principal,  
Andhra Christian College,  
GUNTUR.

Guntur,  
17-08-2022.

To

The Principal,  
Andhra Christian College,  
GUNTUR.

Respected Sir,

As I was deputed as subject expert to interview the candidates who have applied for the post of Guest Faculty in Mathematics in Government Degree College, Darsi, Prakasam (Dist.), I request you to kindly relieve me of my duties on 18-08-2022 to attend the interviews and treat my absence as on duty. I am further requesting you to permit me to leave the station.

I am herewith enclosing the letter sent by the Principal, GDC, Darsi for your reference.

Thanking you sir,

Yours faithfully,

  
(Dr. B. Vijaya Kumar) 17/08/22

ok  
17/8/2022

From:  
P. Chandia Babu, M. com,  
Head,  
Department of commerce,  
A. C. college,  
Guntur.

Guntur  
12-10-2022

To  
The Principal,  
A. C. college,  
Guntur.

Respected Sir,

I submit, that Our commerce students are doing their community Project Survey, at Tadi Konda Village. Here I request you to kindly grant permission for the staff & students to attend tadi konda village on Thursday the 13-10-22

OK  
12/10/2022

Thanking you Sir

Yours faithfully

Q. S. I  
f

07.03.2023

Guntur

From:-

Dr. N.M. Moudula  
Head,  
Faculty of Economics,  
A.C. College,  
Guntur

To The Principal,  
A.C. College

Respected Sir, Sub: Request - OD - National Seminar ANU Regards

I, Dr. N.M. Moudula, lecturer in  
Economics, request you to grant me 'on duty'  
for the 'National Seminar' at Acharya  
Nagarjuna University, for two days, i.e.,  
9th & 10th of March, 2023 at Acharya  
Nagarjuna University, Guntur. (Dept of Economics)

Thanking you Sir,

Yours sincerely,

Dr. N.M. Moudula  
(Dr. N.M. Moudula)

OK  
1/3/2023

**Proceedings of the Commissioner of Collegiate Education**

**AP:: Mangalagiri**

**Present: Dr. Pola Bhaskar, IAS**

**Proc. No. 19/CCE-AP/ON DUTY/AC-10/2022-23**

**28/02/2023**

**Sub:** Collegiate Education –Department of Economics Acharya Nagarjuna University, Guntur -Organizing UGC Sponsored Two-Day National Seminar on “75 Years of Indian Economy-Economic Growth and Distributive Justice” on 9<sup>th</sup> & 10<sup>th</sup> March, 2023 - Request to grant “On Duty” to the participants – Reg.

**Ref:** Request Letter from Director, National Seminar, Department of Economics, Acharya Nagarjuna University dated 22.02.2023.

The Director, National Seminar on 75 IEEGD, Acharya Nagarjuna University, Guntur vide letter cited in the reference submitted that the Department of Economics is organizing UGC Sponsored Two-Day National Seminar on “75 years of Indian Economy-Economic Growth and Distributive Justice” on 9<sup>th</sup> and 10<sup>th</sup> March, 2023.

In this connection, the Director of the National Seminar, requested the CCE to grant “ON DUTY” to the participants who are attending the UGC sponsored Two-Day National Seminar at Acharya Nagarjuna University, Guntur on 9<sup>th</sup> and 10<sup>th</sup> March, 2023.

Hence the Principals of Government Degree Colleges are permitted to treat as “ON DUTY” on 9<sup>th</sup> and 10<sup>th</sup> March, 2023 to the Participants who are attending the UGC sponsored Two-Day National Seminar on submission of Attendance Certificate issued by the University.

DR POLA BHASKAR I A S, COMM(PB), O/o  
COMMISSIONER -CCE

**Commissioner of Collegiate Education**

To  
The Principals of all Govt. Degree Colleges  
Copy to RJDCEs of Zones I, II, III & IV for information

Signed by Dr Pola Bhaskar

I A S

Date: 28-02-2023 16:43:41

Reason: Approved

Guntur  
Date : 07-03-2023

To  
The Principal,  
Andhra Christian College,  
Guntur.

Respected Sir,

I request you sir, kindly grant me Permission to attend the **“UGC Sponsored Two Day National Seminar on 75years of Indian Economy- Economic Growth and Distributive Justice”** at Acharya Nagarjuna University, Nagarjuna Nagar on duty basis from 09-03-2023 to 10-03-2023.

Thanking you.

Yours faithfully

*B. Nirmala*

Mrs. B. Nirmala

Lecturer in Economics

A.C. College

Guntur.

*ok  
wt/h  
7/3/2023*



**Govt. College for Women**  
**(AUTONOMOUS) - GUNTUR. 1942 (Estd.)**  
**Centre with Potential for Excellence**

V. R. Jyostna Kumari  
Principal

RELIEVING CERTIFICATE

This is to certify that Sri/Smt/Dr. N. J. Solomon Babu,

Lecture/Asst.Prof/Associate Prof. in Chemistry, A.C college has  
conducted H / IV / VI Semester End Practical Examinations held at our College from

18/10/22 to 25/10/22 .. He/ ~~She~~ has been relieved on the F.N/

A.N.of 25/10/22

Station :: GUNTUR

Date :: 25-10-22

Signature of the Principal

Principal  
25/10/22  
PRINCIPAL  
GOVT. COLLEGE FOR WOMEN (A)  
GUNTUR.

From  
Anna Shalini S.,  
Lecturer in English,  
A.C. College,  
Guntur.

To  
The Principal,  
A.C. College,  
Guntur.

Respected Sir,

As I have to attend  
to the E.C. Meeting tomorrow i.e.  
25-8-22, I request you to consider  
it as O.D for which I will be  
thankful to you.

Thanking you.

Yours sincerely,  
A. Sh.

ok  
not to be  
24/8/2022  
dated: 24-8-22.