



# NIRMALA COLLEGE OF PHARMACY

(A UNIT OF SOCIETY OF CATECHIST SISTERS OF ST. ANN, HYD)

Approved by AICTE & PCI New Delhi & Govt. of A.P. † Affiliated to SBTET & A.N. University, Guntur.

ATMAKURU (Village), Mangalagiri (M), Guntur Dist-522 503. A.P.

Phones : 08645-236255, 236722 (O), 236605, 231422 (R)

E-mail : ncpa\_csagp@yahoo.co.in † www.ncpacsag.ac.in

## PROCEEDINGS OF THE SECRETARY/ CORRESPONDENT

Present: Sr. Alphonsa . P, M. A.

Lr. No.108/NCPA/BPH/2013-14

Date: 14-05-2013

Sub: Establishment-Education-Technical-Promotion of **Professor & HOD** in the Department of **Pharmaceutical Analysis** at Nirmala College of Pharmacy, Atmakuru (Vil), Mangalagiri Mandal, Guntur dist. – Orders issued-Regarding..


**Mrs. Dr. K. Shanta Kumari D/o A. Sivanna** is here by promoted as **Professor & HOD** in the department of **Pharmaceutical Analysis** at Nirmala College of Pharmacy, Atmakuru (Vil), Mangalagiri Mandal, Guntur Dist in the merged scale of 24,600-500-44,500.

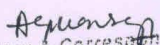
- She should give an undertaking that she should abide by the rules of the Management.
- The incumbent has to submit her original certificates of SSC, Inter, B. Pharmacy, M. Pharmacy and one set of Xerox certificates of all at the time of joining the institution.
- The management has power to terminate the services without assigning any reason thereof to extend the services on her performance, merit and hard work.
- She will be entitled to take 12 casual leaves and 3 sick leaves per annum. There will be no accumulation of leave.
- As this is an institution with periodical holidays, the employee will not be eligible for earned leaves.
- The incumbent shall not leave the service of this organization in the middle of the academic year. If at all she wants to leave at the end of the year, she has to give a written request with the reasonable reasons in two months advance or pay one month salary.
- Yearly increment depends on the teaching performance, article presentation to the journals, conducting of Seminars, workshops, Symposia; Paper presentation, other activities involved in Pharmacy course and handling of the students.
- She has to be regular and punctual to the college and participate in the College prayer and all the activities of the college.
- She has to be co-operative with the Secretary Correspondent, Principal and the faculty.

Copy to:

Secretary/Correspondent

1. The candidate
2. The office file.

  
PRINCIPAL  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE,  
MANGALAGIRI, GUNTUR Dt., A.P

  
Secretary & Correspondent  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE - 522 503  
Mangalagiri Mandal, Guntur Dist., A.P

Joining Report

15/05/2013

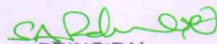
To  
The Secretary  
Nirmala College of Pharmacy  
Atmakur.

Respected Sister,

I, am K. Shanta Kumari working  
as Professor since 01-04-2011 in the organisation.  
Thank you for promoting as Head of the  
Department of Pharmaceutical Analysis. I am joining  
as Head of the Department of Pharmaceutical  
Analysis from 15/05/2013. I promise to abide  
by the rules in the Appointment Order.

Thanking you sister.

Yours faithfully,  
K. Shanta Kumari



PRINCIPAL  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE,  
MANGALAGIRI, GUNTUR Dt., A.P.



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Ph.: 08645-236255, 236722, 9912342142 E-mail : ncpa\_csagp@yahoo.co.in + www.ncpacsag.ac.in

20<sup>th</sup> March, 2021

## SERVICE AND RELIEVING CERTIFICATE

This is to certify that Dr. K. Shanta Kumari worked as Professor from 01-04-2011 to 13-05-2013 and worked as HOD in the Department of Pharmaceutical Analysis till 04-02-2021 and as Professor from 05-02-2021 to 20-03-2021 till today in our institution and she has relieved from her duties in the afternoon 20-03-2021.

She left the organization on her own accord. Her conduct and services are found to be good and satisfactory to the extent of my knowledge.

Received the copy  
K. Shanta Kumari  
20/3/21

Place: Atmakuru

Date: 20-03-2021

*[Signature]*  
Signature of the Secretary/Correspondent

Secretary & Correspondent  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE - 522 503  
Mangalagiri Mandal, Guntur Dist., A.P.

*[Signature]*  
PRINCIPAL  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE,  
MANGALAGIRI, GUNTUR Dt., A.P.



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E-mail : ncpa\_csagp@yahoo.co.in † www.ncpacsag.ac.in

## PROCEEDINGS OF THE SECRETARY/ CORRESPONDENT

Present: Sr. Alphonsa . P, M. A.

Date: 19-08-2019

Sub: Establishment-Education-Technical-Appointment of **Assistant Professor** in the department of **Pharmacy Practice** at Nirmala College of Pharmacy, Atmakuru (Vill), Mangalagiri Mandal, Guntur dist. – Orders issued-Regarding..

**Dr. AYELA SPANDANA** D/o **A.DAVID RAJU** is here by appointed as **Assistant Professor** in the department of **Pharmacy Practice** at Nirmala College of Pharmacy, Atmakuru (Vil), Mangalagiri Mandal, Guntur Dist. In the scale of 15,600-39,100

- She should give an undertaking that he/she should abide by the rules of the Management.
- The incumbent has to submit his/her original certificates of SSC, Inter, B. Pharmacy, M. Pharmacy and PhD and one set of Xerox certificates of all at the time of joining the institution.
- The management has power to terminate the services without assigning any reason thereof to extend the services on his/her performance, merit and hard work.
- She will be entitled to take 12 casual leaves and 3 sick leaves per annum. There will be no accumulation of leave.
- As this is an institution with periodical holidays, the employee will not be eligible for earned leaves.
- The incumbent shall not leave the service of this organization in the middle of the academic year. If at all he/she wants to leave at the end of the year, he/she has to give a written request with the reasonable reasons in two months advance or pay one month salary
- Yearly increment depends on the teaching performance, article presentation to the journals, conducting of Seminars, workshops, Symposia, Paper presentation, other activities involved in Pharmacy course and handling of the students.
- She has to be regular and punctual to the college and participate in the College prayer and all the activities of the college.
- She has to be co-operative with the Secretary Correspondent, Principal and the faculty.

Copy to:

1. The candidate
2. The office file.

*S.A. Ramesh*  
PRINCIPAL

**NIRMALA COLLEGE OF PHARMACY**  
ATMAKUR VILLAGE,  
MANGALAGIRI, GUNTUR Dt., A.P.

*A. Menon*  
Secretary/Correspondent  
Secretary & Correspondent  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE - 522 503  
Mangalagiri Mandal, Guntur Dist., A.P.

Date . 19.8.2019 .  
Atmakur .

To  
The Secretary & Correspondent  
Nirmala College of Pharmacy  
Atmakur, Mangalagiri.  
Guntur:

Sub. Regd. - Joining Report .

Respected Sirs .

I . A . Spandana , here by willing to join  
as Assist . Professor in the department of Pharmacy  
in Nirmala College of Pharmacy . I will abide  
the rules & regulations of management & principle  
for the development of our organization . Hence  
kindly accept my joining  
Thanking you .

Yours faithfully .  
A . Spandana  
Dept . of Pharmacy  
19/8/2019 .

  
PRINCIPAL

NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE,  
MANGALAGIRI, GUNTUR Dt., A.P.



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Ph.: 08645-236255, 236722, 9912342142 E-mail : ncpa\_csagp@yahoo.co.in + www.ncpacasag.ac.in

## RELIEVING CERTIFICATE

This is to certify that Dr. Ayela Spandana here by relieved of her duty as Asst. Professor in the Department of Pharmacy Practice from our institution in the afternoon of 31-08-2020. Legally she has nothing to claim from the institution.

Place: Atmakuru  
Date: 31-08-2020

*Apthansy*  
Signature of the Secretary/Correspondent

Secretary & Correspondent  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE - 522 503  
Mangalagiri Mandal, Guntur Dist., A.P.

*Received*

*SA Bhargava*  
PRINCIPAL  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE,  
MANGALAGIRI, GUNTUR Dt., A.P.



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E-mail : ncpa\_csagp@yahoo.co.in † www.ncpacsag.ac.in

## PROCEEDINGS OF THE SECRETARY/ CORRESPONDENT

Present: Sr. Alphonsa . P, M. A.

Date: 16-10-2019

Sub: Establishment-Education-Technical-Appointment of **Assistant Professor** in the Department of **Pharmacy Practice** at Nirmala College of Pharmacy, Atmakuru (Vill), Mangalagiri Mandal, Guntur dist. – Orders issued-Regarding..

**Dr. GOLLAPUDI SAI KIRAN S/o G. NARENDRA KUMAR** is here by appointed as **Assistant Professor** in the department of **Pharmacy Practice** at Nirmala College of Pharmacy, Atmakuru (Vil), Mangalagiri Mandal, Guntur Dist. In the scale of 15,600-39,100

- He should give an undertaking that he should abide by the rules of the Management.
- The incumbent has to submit his original certificates of SSC, Inter, B. Pharmacy, M. Pharmacy and one set of Xerox certificates of all at the time of joining the institution.
- The management has power to terminate the services without assigning any reason thereof to extend the services on his performance, merit and hard work.
- He will be entitled to take 12 casual leaves and 3 sick leaves per annum. There will be no accumulation of leave.
- As this is an institution with periodical holidays, the employee will not be eligible for earned leaves.
- The incumbent shall not leave the service of this organization in the middle of the academic year. If at all he wants to leave at the end of the year, he has to give a written request with the reasonable reasons in two months advance or pay one month salary.
- Yearly increment depends on the teaching performance, article presentation to the journals, conducting of Seminars, workshops, Symposia; Paper presentation, other activities involved in Pharmacy course and handling of the students.
- He has to be regular and punctual to the college and participate in the College prayer and all the activities of the college.
- He has to be co-operative with the Secretary Correspondent, Principal and the faculty.

Copy to:

1. The candidate
2. The office file.

PRINCIPAL

**NIRMALA COLLEGE OF PHARMACY**  
ATMAKUR VILLAGE,  
MANGALAGIRI, GUNTUR Dt., A.P.

Secretary/Correspondent  
Secretary & Correspondent  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE - 522 503  
Mangalagiri Mandal, Guntur Dist., A.P.

16/10/2019.

To

The Secretary & Correspondent  
Nirmala College of pharmacy  
Atmakur, Mangalagiri

Through ! principal sir  
Respected Madam,

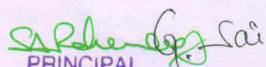
I " Sai Kiran Gollapudi

Submitting joining report as Assistant professor in  
the Dept of pharmacy practice, Nirmala College of pharma  
- Mangalagiri. I will abide the rules & regulations  
of management & principal for the development of  
our organisation. Here kindly accept my joining  
report the needful

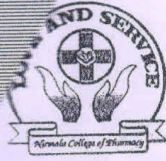
Forwarded report  
Secretary & Correspondent  
for acceptance of joining  
report of Assistant  
Professor  
S. R. Srinivas  
16/10/19

Azhar  
16/10/19

Yours faithfully

  
PRINCIPAL  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE,  
MANGALAGIRI. GUNTUR Dt. A P  
16/10/19.





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Ph.: 08645-236255, 236722, 9912342142 E-mail : ncpa\_csagp@yahoo.co.in + www.ncpacsag.ac.in

## RELIEVING CERTIFICATE

This is to certify that Dr. Gollapudi Sai Kiran here by relieved  
of his duty as Asst. Professor in the Department of Pharmacy  
Practice from our institution in the afternoon of 31-08-2020.

Place: Atmakuru  
Date: 31-08-2020

Signature of the Secretary/Correspondent

*Asm...*  
Secretary & Correspondent  
NIRMALA COLLEGE OF PHARMACY  
ATMAKURU VILLAGE - 522 503  
Mangalagiri (M), Guntur Dist., A.P.

Received by  
Dr. G. Sai Kiran  
31/08/20

*S. R. S...*  
PRINCIPAL  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE,  
MANGALAGIRI, GUNTUR DI., A.P.



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E-mail : ncpa\_csag@yahoo.co.in † www.ncpacsag.ac.in

## PROCEEDINGS OF THE SECRETARY/ CORRESPONDENT

Present: Sr. Alphonsa . P, M. A.

Date: 24-09-2018

Sub: Establishment-Education-Technical-Appointment of Part time faculty at Nirmala College of Pharmacy, Atmakuru (Vill), Mangalagiri Mandal, Guntur dist. – Orders issued-Regarding...

V.HARITHA W/o RAMBABU is here by appointed as Part time faculty on contract base at Nirmala College of Pharmacy, Atmakuru (Vil), Mangalagiri Mandal, Guntur Dist. on consolidated payment, vice vacant post.

- He/she should give an undertaking that he/she should abide by the rules of the Management.
- The incumbent has to submit his/her original certificates of SSC, Inter, Degree and P.G one set of Xerox certificates of all at the time of joining the institution.
- The management has power to terminate the services without assigning any reason thereof to extend the services on his/her performance, merit and hard work.
- He/she will be entitled to take 12 casual leaves per annum. There will be no accumulation of leave.
- As this is an institution with periodical holidays, the employee will not be eligible for earned leaves.
- The incumbent shall not leave the service of this organization in the middle of the academic year. If at all he/she wants to leave at the end of the year, he/she has to give a written request with the reasonable reasons in two months advance or pay one month salary.
- Yearly increment depends on the teaching performance, net work, Office assistance, computing and its services, workshops, Code of conduct and other activities involved in Pharmacy course and handling of the students.
- He/she has to be regular and punctual to the college and participate in the College prayer and all the activities of the college.
- He/she has to be co-operative with the Principal, Secretary/Correspondent and the management without involving in any negative atmosphere.

Copy to:

1. The candidate
2. The office file.

*A. Meneg*  
Secretary/Correspondent

Secretary & Correspondent  
NIRMALA COLLEGE OF PHARMACY  
ATMAKURU VILLAGE - 522 503  
Mangalagiri Mandal, Guntur Dist., A.P

*S. Alphonsa*  
PRINCIPAL

NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE,  
MANGALAGIRI, GUNTUR Dt., A.P

Mangalagiri,

24-09-2018.

To

Secretary & Correspondent  
Nirmala College of Pharmacy  
Mangalagiri.

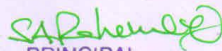
Subject:- Joining letter

Respected Madam,

I V. Haritha - D/o. Rambabu would like to join as lecturer in this Nirmala College of Pharmacy Atmakuru Mangalagiri. I will abide the rules and regulations of Management & Principal for the development of organization. Hence kindly accept my joining.

Thanking you,

Yours faithfully  
V. Haritha.



PRINCIPAL

NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE,  
MANGALAGIRI, GUNTUR Dt., A.P



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### RELIEVING CERTIFICATE

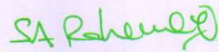
This is to certify that Mrs. V. Haritha here by relieved of her duty  
as Lecturer from our institution in the afternoon of 29-02-2021.

Place: Atmakuru

Date: 29-02-2021

Signature of the Secretary/Correspondent

  
Secretary & Correspondent  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE - 522 503  
Mangalagiri Mandal, Guntur Dist., A.P.



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## PROCEEDINGS OF THE SECRETARY/ CORRESPONDENT

Present: Sr. Alphonsa . P, M. A.

Date: 07-12-2020

Sub: Establishment-Education-Technical-Appointment of **Assistant Professor** in the department of **Pharmacy Practice** at Nirmala College of Pharmacy, Atmakuru (Vil), Mangalagiri Mandal, Guntur dist. – Orders issued-Regarding..

**Dr. RAPURI ANUSHA D/o RAPURI SIVA LAKSHMI** is here by appointed as **Assistant Professor** in the department of **Pharmacy Practice** at Nirmala College of Pharmacy, Atmakuru (Vil), Mangalagiri Mandal, Guntur Dist. In the scale of 15,600-39,100

- She should give an undertaking that he/she should abide by the rules of the Management.
- The incumbent has to submit his/her original certificates of SSC, Inter, B. Pharmacy, M. Pharmacy and PhD and one set of Xerox certificates of all at the time of joining the institution.
- The management has power to terminate the services without assigning any reason thereof to extend the services on his/her performance, merit and hard work.
- She will be entitled to take 12 casual leaves and 3 sick leaves per annum. There will be no accumulation of leave.
- As this is an institution with periodical holidays, the employee will not be eligible for earned leaves.
- The incumbent shall not leave the service of this organization in the middle of the academic year. If at all he/she wants to leave at the end of the year, he/she has to give a written request with the reasonable reasons in two months advance or pay one month salary
- Yearly increment depends on the teaching performance, article presentation to the journals, conducting of Seminars, workshops, Symposia, Paper presentation, other activities involved in Pharmacy course and handling of the students.
- She has to be regular and punctual to the college and participate in the College prayer and all the activities of the college.
- She has to be co-operative with the Secretary Correspondent, Principal and the faculty.

Copy to:

1. The candidate
2. The office file.

*Alphonsa P*  
Secretary/Correspondent

Secretary & Correspondent  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE - 522 503  
Mangalagiri Mandal, Guntur Dist. A.P.

*Alphonsa P*  
PRINCIPAL

NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE,  
MANGALAGIRI, GUNTUR Dt., A.P.

Received  
R. Anusha  
07/12/2020

DT:- 16/11/2020  
Atmakur,

To  
The Secretary & correspondent,  
Nirmala college of Pharmacy,  
Atmakur, Mangalagiri,  
Guntur (Dt), Andhra Pradesh-522503

Sub:- Joining Letter - Reg. - -

Respected Madam,


In connection to the above cited Subject  
Myself R. Anusha attended the interview on 9/11/2020  
I would like to inform you that I have joined your institute  
from 07/12/2020 as an Assistant Professor in Pharmacy  
Practice.

I thank you for providing me the opportunity to serve  
the institute, I will perform my duties, Sincerely, Honestly  
and to the best of my abilities

I therefore request you to accept my joining letter  
I therefore request you to accept my joining letter  
I therefore request you to accept my joining letter

Yours faithfully,  
R. Anusha.

A. R. Anusha  
16/11/2020

  
PRINCIPAL  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE,  
MANGALAGIRI, GUNTUR Dt., A.P.



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Ph.: 08645-236255, 236722, 9912342142 E-mail : ncpa\_csagp@yahoo.co.in + www.ncpacsag.ac.in

## PROCEEDINGS OF THE SECRETARY/ CORRESPONDENT

Present: Sr. Alphonsa . P, M. A.

Date: 16-11-2020

Sub: Establishment-Education-Technical-Appointment of Assistant Professor in the department of Pharmacy Practice at Nirmala College of Pharmacy, Atmakuru (Vill), Mangalagiri Mandal, Guntur dist. – Orders issued-Regarding..

SHAIK ASHA BEGUM D/o SHAIK MEERJA VALI is here by appointed as Assistant Professor in the department of Pharmacy Practice at Nirmala College of Pharmacy, Atmakuru (Vil), Mangalagiri Mandal, Guntur Dist. In the scale of 15,600-39,100

- She should give an undertaking that he/she should abide by the rules of the Management.
- The incumbent has to submit his/her original certificates of SSC, Inter, B. Pharmacy, M. Pharmacy and PhD and one set of Xerox certificates of all at the time of joining the institution.
- The management has power to terminate the services without assigning any reason thereof to extend the services on his/her performance, merit and hard work.
- She will be entitled to take 12 casual leaves and 3 sick leaves per annum. There will be no accumulation of leave.
- As this is an institution with periodical holidays, the employee will not be eligible for earned leaves.
- The incumbent shall not leave the service of this organization in the middle of the academic year. If at all he/she wants to leave at the end of the year, he/she has to give a written request with the reasonable reasons in two months advance or pay one month salary
- Yearly increment depends on the teaching performance, article presentation to the journals, conducting of Seminars, workshops, Symposia, Paper presentation, other activities involved in Pharmacy course and handling of the students.
- She has to be regular and punctual to the college and participate in the College prayer and all the activities of the college.
- She has to be co-operative with the Secretary Correspondent, Principal and the faculty.

Copy to:

1. The candidate
2. The office file.

Received  
Sh. A. A.  
16/11/20

*Alphonsa P*  
Secretary/Correspondent  
Secretary & Correspondent  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE - 522 503  
Mangalagiri Mandal, Guntur Dist., A.P.

*S. R. Hussain*  
PRINCIPAL  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE,  
MANGALAGIRI, GUNTUR Dt., A.P.

Mangalagiri,  
16-11-20-

To  
Secretary & Correspondent  
Nirmala College of Pharmacy  
Mangalagiri.

Subject: Joining letter.

Respected madam,

I, Shaik. Asha Begum M. Pharm (Ph.D),  
hereby would like to bring to your notice that  
I'm joining the institution today i.e 16/11/20 9:00 AM  
I hope my tenure here will be helpful  
for the institutional growth. I will be submitting  
my original certificates here by. Please accept my joining.

Forwarded to  
Secretary & Correspondent  
- Acceptance of Joining Report  
→ Assistant Professor in the  
Department of Pharmacy Practice.  
SARASWATI  
16/11/2020

Ashwini  
16/11/2020

Yours faithfully  
Sh. Asha  
16/11/20

SARASWATI  
PRINCIPAL  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE,  
MANGALAGIRI, GUNTUR Dt., A.P.





## NIRMALA COLLEGE OF PHARMACY

(A UNIT OF SOCIETY OF CATECHIST SISTERS OF ST. ANN, HYD)

ATMAKURU (Village), Mangalagiri (M), Guntur Dist-522 503. A.P. India.

Approved by AICTE & PCI New Delhi & Govt. of A.P. † Affiliated to SBTET & A.N. University, Guntur.

Accredited by NAAC & Approved under UGC 2f & 12b † Approved Institutional Innovation Council by AICTE

Ph.: 08645-236255, 236722, 9912342142 E-mail: ncpa\_csagp@yahoo.co.in + www.ncpacsag.ac.in

### PROCEEDINGS OF THE SECRETARY/ CORRESPONDENT

Present: Sr. Alphonsa . P. M. A.

Date: 01-04-2021

Sub: Establishment-Education-Technical-Appointment of Assistant Professor in the department of Pharmaceutical Analysis at Nirmala College of Pharmacy, Atmakuru (Vil), Mangalagiri Mandal, Guntur dist. – Orders issued-Regarding..

**KUNDURI LURDHU MARY D/o K ANJI REDDY** is here by appointed as Assistant Professor in the department of Pharmaceutical Analysis at Nirmala College of Pharmacy, Atmakuru (Vil), Mangalagiri Mandal, Guntur Dist. In the scale of 15,600-39,100

- She should give an undertaking that he/she should abide by the rules of the Management.
- The incumbent has to submit his/her original certificates of SSC, Inter, B. Pharmacy, M. Pharmacy and PhD and one set of Xerox certificates of all at the time of joining the institution.
- The management has power to terminate the services without assigning any reason thereof to extend the services on his/her performance, merit and hard work.
- She will be entitled to take 12 casual leaves and 3 sick leaves per annum. There will be no accumulation of leave.
- As this is an institution with periodical holidays, the employee will not be eligible for earned leaves.
- The incumbent shall not leave the service of this organization in the middle of the academic year. If at all he/she wants to leave at the end of the year, he/she has to give a written request with the reasonable reasons in two months advance or pay one month salary
- Yearly increment depends on the teaching performance, article presentation to the journals, conducting of Seminars, workshops, Symposia, Paper presentation, other activities involved in Pharmacy course and handling of the students.
- She has to be regular and punctual to the college and participate in the College prayer and all the activities of the college.
- She has to be co-operative with the Secretary Correspondent, Principal and the faculty.

Copy to:

1. The candidate - Received  
K.A. Nayy
2. The office file.

*Alphonsa*

Secretary/Correspondent

Secretary & Correspondent  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE - 522 503  
Mangalagiri Mandal, Guntur Dist., A.P

*SARH...*  
PRINCIPAL

NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE,  
MANGALAGIRI, GUNTUR Dt., A.P

01/04/2021

To

The secretary & correspondent,  
Nirmala college of pharmacy,  
Mangalagiri,  
Guntur (Dt)

Respected nam,


I Lusdhu Mary.K D/o Anji Reddy.K.

here by willing to join as Asst. professor in the  
Department of pharmaceutical Analysis, Nirmala college of Pharmacy,  
Atmakur, Mangalagiri, Guntur (Dt) with effect from 01-04-2021.

Forwarded to  
Secretary & Correspondent Thanking You,  
for the acceptance of joining  
Post of Assistant Professor in the  
Department of Pharmaceutical Analysis.  
S. S. Babu  
1/4/2021

Yours sincerely,  
K. L. Mary.

accepted  
Ajay  
01/04/2021

  
PRINCIPAL  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE,  
MANGALAGIRI, GUNTUR Dt., A.P



# NIRMALA COLLEGE OF PHARMACY

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Ph.: 08645-236255, 236722, 9912342142 E-mail : ncpa\_csagp@yahoo.co.in + www.ncpacsag.ac.in

## PROCEEDINGS OF THE SECRETARY/ CORRESPONDENT

Present: Sr. G. Nirmala Jyothi M.Pharm

Date: 01-03-2021

Sub: Establishment-Education-Technical-Appointment of Part time faculty at Nirmala College of Pharmacy, Atmakuru (Vil), Mangalagiri Mandal, Guntur dist. – Orders issued-Regarding...

**TUMMA RAMA CHANDRA RAO** S/o **T.NAGESWARA RAO** is here by appointed as Part time faculty on contract base at Nirmala College of Pharmacy, Atmakuru (Vil), Mangalagiri Mandal, Guntur Dist. on consolidated payment, vice vacant post.

- He/she should give an undertaking that he/she should abide by the rules of the Management.
- The incumbent has to submit his/her original certificates of SSC, Inter, Degree and P.G one set of Xerox certificates of all at the time of joining the institution.
- The management has power to terminate the services without assigning any reason thereof to extend the services on his/her performance, merit and hard work.
- He/she will be entitled to take 12 casual leaves per annum. There will be no accumulation of leave.
- As this is an institution with periodical holidays, the employee will not be eligible for earned leaves.
- The incumbent shall not leave the service of this organization in the middle of the academic year. If at all he/she wants to leave at the end of the year, he/she has to give a written request with the reasonable reasons in two months advance or pay one month salary.
- Yearly increment depends on the teaching performance, net work, Office assistance, computing and its services, workshops, Code of conduct and other activities involved in Pharmacy course and handling of the students.
- He/she has to be regular and punctual to the college and participate in the College prayer and all the activities of the college.
- He/she has to be co-operative with the Principal, Secretary/Correspondent and the management without involving in any negative atmosphere.

Copy to:

1. The candidate
2. The office file.

*S. Babu Rao*

PRINCIPAL

NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE,  
MANGALAGIRI, GUNTUR Dt., A.P

Secretary/Correspondent

*G. Nirmala Jyothi*

Secretary & Correspondent

NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE - 522 503  
Mangalagiri Mandal, Guntur Dist., A.P

01/03/2021  
Mangalagiri

To,  
The Correspondent,  
Nirmala College of Pharmacy

Subject: Submission of Joining letter as lecturer-Reg.

I.T. Ramachandra Rao submitting the joining report  
as lecturer in our institution for the Mathematics. Lecturer.  
As a faculty member I will follow the rules and regulations  
of management for the welfare of the students and also  
for the growth of institutions. Hence, kindly accept my  
Joining report as lecturer.  
I thank for the management for giving me this  
opportunity.

Yours Faithfully,  
M. Ramachandra Rao

Forwarded to  
Secretary & Correspondent  
for the acceptance of joining report.

*SAR*  
PRINCIPAL  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE,  
MANGALAGIRI, GUNTUR Dt., A.P