✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff - Orders issued.

Read:- Proceedings of the Secretary & Correspondent Dated 01-08-2007

ORDER

On the basis of qualifications, experience as well as performance in the college, the Management has decided to Continue **A.Dhanaraj as Lecturer in B.B.M** in the UG College in the Department of Management Studies.

As per the above, we are happy to continue you as Lecturer in the Department of Management Studies..

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Communicated to Mr. A.Dhanaraj.

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on 15-06-2008.

ORDER

On the basis of qualifications, experience as well as performance at the interview held on **15-06-2008,** the Selection Committee constituted for this purpose has selected **Mr.R.Srinivasa Rao** as a Lecturer in BBM in the UG College in the Department of Management Studies.

As per the above selection, we are happy to appoint you as Lecturer in the Department of Management Studies.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 30-06-08. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHAPATNAM

Communicated to : **Mr.R.Srinivasa Rao.**

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Fax. : 0891 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 10.07.2010

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment Issued.**

Ref: **Selection Committee Report dated 07.7.2010.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Mr. B. Srinivas Reddy** as **Lecturer** in the Department of **Commerce** in Arts & Science, UG, Dr.L.Bullayya College w.e.f. **10.07.2010.**

Applicable Pay Scale :

Basic Pay: Rs. 8000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.

2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.

3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

Dr. Lankapalli Bullayya College
52-14-75 Resapuvanipalem, Visakhapatnam - 530 013
Off : 2701315 Fax : 0891-2714423
E-mail : lbcadmn@gmail.com Website : bullayyacollege.info

Dr. K. BHASKARA REDDY

27th June, 2013.

Sub: Offer of Appointment as Lecturer – reg.

Vide Orders of the Secretary & Correspondent dt. 25.06.2013, the undersigned by direction pleased to offer appointment as ***Lecturer in Commerce in Dr.L.Bullayya Colleges, effective 01.07.2013.*** *The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.*

The nature of your duties will be as assigned by Dr.L.Bullayya College from time to time depending on changing requirements in Intermediate and UG Courses. Timings of your duties shall be decided by the management depending upon the exigencies of the college work.

Applicable Pay Scale :
Basic Pay: Rs. 8000/-

1. ***Personal Basic Pay (PBP):*** *In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.*
2. ***House Rent Allowance (HRA) :*** *@ 20 % of Personal Basic Pay.*
3. ***Extra Pay (EP) :*** *Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.*

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

G.Sridevi

Dr. K. Bhaskara Reddy,
Director- Academics & Admn.

Communicated to -
Ms. G. Sridevi

Off. : 0891-2551198
Res. : 0891-2797638

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Proceedings of the Secretary & Correspondent

Date : 01.07.2014

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment Issued.**

Ref: **Selection Committee Report dt. 30.06.2014.**

The management is pleased to appoint **Mrs. Ch. Rama Kalyani** as **Lecturer** in **Commerce**, UG, Dr.L.Bullayya College with effect from **01.07.2014.**

Applicable Pay Scale :

Basic Pay: Rs. 8000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

Off. : 0891-2551198
Res. : 0891-2797638

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Proceedings of the Secretary & Correspondent

Date : 01.07.2014

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment Issued.**

Ref: **Selection Committee Report dt. 30.06.2014.**

The management is pleased to appoint **Mrs. S. Naga Padma** as **Lecturer** in **Commerce**, UG, Dr.L.Bullayya College with effect from **01.07.2014.**

Applicable Pay Scale :

Basic Pay: Rs. 8000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.

2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.

3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

Dr. Lankapalli Bullayya College

Date : 01.07.2018.

Dr. G. MADHU KUMAR
Secretary & Correspondent

To

Ms. Yasmeen Mohammed
Lecturer in Commerce
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 26 June 2018.

- - - -

Vide Selection Committee Report referred above, the management is pleased to appoint **Ms. Yasmeen Mohammed** as **Lecturer in Commerce, Department of Commerce**, Dr. Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **01.07.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee: I have read, understood and accept without any reservations the above appointment.
Signed _____ Date_____ Name _____

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

Date: 03.07.2019.

To
Mr.Shaik Mohammed Moulana Feroz,
D.No.16-90, Sector-6,
Panduranga puram, Arilova Colony
VISAKHAPATNAM-40.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 21.06.2019.

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Vide Selection Committee Report referred above; the management is pleased to appoint Shaik Mohammed Moulana Feroz as Lecturer in Commerce in the Department of Commerce, Dr. Lankapalli Bullayya College with effect from 03.07.2019.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned not later than 03.07.2019. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed _____ Date 03/07/2019

Name Shaik Mohammed Moulana Feroz

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 04.10.2021.

To
Sri Tarra Tirupathi Rao
D.No.36-92-244/1/A, Srinivas nagar,
Kancharapalem,
VISAKHAPATNAM-530008.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 23.06.2020.

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Vide Selection Committee Report referred above; the management is pleased to appoint **Sri Tarra Tirupathi Rao** as Assistant Professor in Commerce in the Department of Commerce, Dr. Lankapalli Bullayya College with effect from 04.10.2021.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 04.10.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed _____ Date 04-10-2021

Name T. Tirupathi Rao

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 04.10.2021

Details of Appointment

Name	**: Sri Tarra Tirupathi Rao**
Date of birth	**: 10.06.1991**
Qualifications	**: M.Com.,**
Designation	**: Assistant Professor in Commerce**
Date of appointment	**: 04.10.2021**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed _____ Date 04-10-2021

Name T. Tirupathi Rao

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

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Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed T Tirupathi Rao on 04-10-2021 (date)

Name: T. Tirupathi Rao

Tel: _____ Mobile: 8328551171 Email: icaitiru@gmail.com

Current mailing address:

36-92-244/11A
Srinivasnagar, Burmacamp
Kancharapalem
VSP - 530008

Date of Reporting 04-10-2021

9494920834

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 07.10.2021.

To
Dr.Sambhana Srilakshmi,
Flat No.301, D.No.7-12-4/A,
Dwarapudi Enclave, Chinna Waltair Road,
VISAKHAPATNAM-530017.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 23.06.2020.

--

Vide Selection Committee Report referred above; the management is pleased to appoint **Dr.Sambhana Srilakshmi** as Assistant Professor in Commerce in the Department of Commerce, Dr. Lankapalli Bullayya College with effect from 07.10.2021.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 07.10.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed S.Srilakshmi Date 07/10/2021

Name Dr. Sambhana Srilakshmi

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education

Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"

52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.

Ph : 0891-2551198, 2768405, 2701819, 2561635

Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 07.10.2021

Details of Appointment

Name	**: Dr.Sambhana Srilakshmi**
Date of birth	**: 03.03.1987**
Qualifications	**: M.Com.,Ph.D.**
Designation	**: Assistant Professor in Commerce**
Date of appointment	**: 07.10.2021**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed S.Srilakshmi Date 07/10/2021

Name Dr. Sambhana Srilakshmi

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed S.S.Lakshmi on 07/10/2021 (date)

Name: Dr. Sambhana Srilakshmi

Tel: _____ Mobile: 9491197179 Email: srilakshmi.sambhana@gmail.com

Current mailing address:
Flat no: 201, AARAM APARTMENT,
D.No. 7-1-72, CHINNA WALTAIR,
VISAKHAPATNAM- 530017.

Date of Reporting 07/10/2021

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 01.11.2021.

To
Dr.A.A.Vijaya Jyothi,
Q.No.5, Ground Floor,
Opp.A.U.Ingate, Andhra University,
VISAKHAPATNAM.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 24.09.2021.

Vide Selection Committee Report referred above; the management is pleased to appoint **Dr.A.A.Vijaya Jyothi** as Assistant Professor in English in the Department of English, Dr. Lankapalli Bullayya College with effect from 01.11.2021.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 01.11.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed A.A Vijaya Jyothi Date 01.11.21

Name A.A VIJAYA JYOTHI

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 01.11.2021

Details of Appointment

Name	**: Dr.A.A.Vijaya Jyothi**
Date of birth	**: 01.01.1970**
Qualifications	**: M.A., Ph.D.,**
Designation	**: Assistant Professor in English**
Date of appointment	**: 01.11.2021**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed A.A Vijaya Jyothi Date 01.11.21

Name A.A Vijaya Jyothi

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed A.A Vijaya Jyothi on 01.11.21 (date)

Name: A.A VIJAYA JYOTHI

Tel: – Mobile: 9490389643 Email: vijayajyothiakkunuri@gmail

Current mailing address:

Date of Reporting 01.11.21

Qtr No.5,
Seasandi Quarters
Opp. A.V Engg College
Andhra University
Visakhapatnam

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

Date : 01.12.2018

To,
Sri. Akella Divakar,
Dr. No. 4-65-1, HIG – 18,
Lawsons Bay Colony,
Visakhapatnam – 530 017.

Sub: **Establishment – Teaching Staff – Appointment of Lecturer in Electronics (Adhoc), Dr. Lankapalli Bullayyaa College (UG) – Letter of Appointment – Issued.**

Ref: **Selection Committee Report dated 3.11.2019.**

Vide Selection Committee Report referred.above, the management is pleased to appoint **Sri Akella Divikar as Lecturer in Electronics (Adhoc), Department of Electronics, Dr. Lankapalli Bullayyaa College (UG) w.e.f. 01.12.2018.**

Total Emoluments: **Pay: Rs.21,000/- (Consolidated).**

You should report to the Director/Dean/Principal concerned immediately but not later than 03.12.2018. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Acceptance of Appointee :
I have read, understand and accept without any reservations the above appointment.

Signed A. Divakar Date: 3/12/2018 Name A. DIVAKAR.

Dr. Lankapalli Bullayya College

Dr. G. MADHU KUMAR
B.Tech., Ph.D.,
Secretary & Correspondent

Date : 06.07.2018.

To

Mr. A Narasimha Rao
Lecturer in Mathematics
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 26 June 2018.

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Vide Selection Committee Report referred above, the management is pleased to appoint **Mr. A Narasimha Rao** as **Lecturer in Mathematics**, Department of Mathematics, Dr. Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **06.07.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee: I have read, understood and accept without any reservations the above appointment.
Signed _____ Date_____ Name _____

Dr. Lankapalli Bullayya College

Proceedings of the Secretary & Correspondent

Date : 27.08.2015

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dt.26.08.2015.**

The management is pleased to appoint **Smt. Neelima Alamuri** as **Lecturer** in Telugu, Arts & Science, U.G, Dr. Lankapalli Bullayya College w.e.f. **01.09.2015.**

Applicable Pay Scale : Basic Pay: Rs.12,000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 30-06-2015. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Smt. Neelima Alamuri.**

<Appended : ANNEXURE>

✆ Off. : 2701818
Fax. : 0891 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 10.07.2010

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment Issued.**

Ref: **Selection Committee Report dated 06.7.2010.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Mr. A. Pydiraju** as **Lecturer** in the Department of **Telugu** in Arts & Science, UG, Dr.L.Bullayya College w.e.f. **10.07.2010.**

Applicable Pay Scale :

Basic Pay: Rs. 8000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 01.11.2021.

To
Ms.Adimurthy Sireesha,
MIG-II,40, F-3, Indragiri Apartments,
Visweswaraya nagar, Autonagar-2, Gajuwaka,
VISAKHAPATNAM-530012.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 12.10.2021.

Vide Selection Committee Report referred above; the management is pleased to appoint **Ms.Admurthy Sireesha** as Assistant Professor in Botany in the Department of Botany, Dr. Lankapalli Bullayya College with effect from 01.11.2021.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 01.11.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed A. Sireesha Date 01.11.2021

Name A.SIREESHA

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Date : 02.04.2018.

To

Mr A Sridhar Reddy
Trainer, SDC,
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Trainer, SDC in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt.31.03.2018.

Vide Selection Committee Report referred above, the management is pleased to appoint **Mr A Sridhar Reddy** as **Trainer, SDC** in Dr.Lankapalli Bullayya College w.e.f. **02 04.2018.**

Total Emoluments : Pay: Rs.15,000/- (Consolidated).

You should report to the Director/Dean/Principal concerned immediately but not later than 10-04-2018. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed A S Reddy Date 02/04/18 Name A SRIDHAR REDDY

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 01.12.2022.

To
Mrs.Achuta Srilakshmi,
D.No.45-38-58, Prasanthi Mahal,
Jagannadha puram, Akkayyapalem,
VISAKHAPATNAM-530016.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 23.11.2022.

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Vide Selection Committee Report referred above; the management is pleased to appoint **Mrs. Achuta Srilakshmi** as Lecturer in Commerce & Management in the Department of Commerce, Dr. Lankapalli Bullayya College with effect from 01.12.2022.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 01.12.2022. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

Madhu

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed A. Srilakshmi Date 01.12.2022

Name A. SRILAKSHMI

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 01.12.2022

Details of Appointment

Name	**: Mrs. Achuta Srilakshmi**
Date of birth	**: 01.09.1978**
Qualifications	**: M.Com.,M.Phil, Ph.D.**
Designation	**: Lecturer in Commerce & Management**
Date of appointment	**: 01.12.2022**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed A. Srilakshmi Date 1.12.2022

Name A. SRILAKSHMI

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed A. Srilakshmi on 1.12.2022 (date)

Name: Dr. A. SRILAKSHMI

Tel: _____ Mobile: 9052412524 Email: achutasrilakshmi@gmail.com

Current mailing address:

Date of Reporting 1.12.2022

A. SRILAKSHMI
Flat - 503, D.NO 45-58-38
Prasanthi Mahal, Tapanedhepuram
Akkayapalem. VSP- 16.

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

Date:30.04.2019.

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT
PRESENT: Dr.G.MADHU KUMAR

Sub:- Establishment-Adhoc Administrative and Teaching Staff appointments-Renewal orders issued.

--

The Secretary & Correspondent after carefully considering various factors decided to renew the services of the following Administrative and Teaching Staff, on adhoc basis, for the academic year 2019-2020.

U.G.College:

1. Sri Riaz Mohammed, Dean, U.G.Programs.
2. Sri H.Ranganaikulu, Asst. Dean, U.G.Commerce.
3. Dr.G.Ganga Raju, Asst. Dean (UG Arts & Science).
4. Sri G.Rama Murthy, Lecturer in Telugu.
5. Sri Ch. Trimurthulu, Lecturer in Commerce.
6. Sri L.Sanjeeva Rao, Lecturer in Commerce.
7. Smt. A.Vanja, Lecturer in History.
8. Dr.K.Satyanarayana, Lecturer in History.
9. Sri P.Ramana Murthy, Lecturer in Sanskrit.
10. Sri V.Satyanarayana, Lecturer in Economics.
11. Sri P.Jhansi Lakshmi Bai, Lecturer in Botany.
12. Sri K.P.V.R.Murthy, Lectuer in Commerce.
13. Smt. S.V.Ramani, Lecturer in Economics.
14. Sri P.Ramu Naidu, Lecturer in Mathematics
15. Dr. P.Taviti Naidu, Lecturer in History.

The above noted list of teachers will continue on the College rolls from 01.05.2019 to 30.04.2020.

(Dr.G. MADHU KUMAR)
SECRETARY & CORRESPONDENT

Copy to Principal, Dr.Lankapalli Bullayya College.
Copy to Individuals.

O/C

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Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

Date : 22.12.2018.

To
Mr. Aravind Pottapu,
11 LC, JK APTS, Nowroji Road,
Maharanipeta,
Visakhapatnam – 530 082

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 18th December, 2018.

- - - -

Vide Selection Committee Report referred above; the management is pleased to appoint **Mr. Aravind Pottapu** as **Assistant Professor,** Department of Computer Science (MCA), Dr. Lankapalli Bullayya P.G. College.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms & conditions and the disciplinary rules & regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **18.12.2018**. Failure to submit the joining report before the stipulated date, may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

Madhu

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee: I have read, understood and accept without any reservations the above appointment.
Signed _____ Date 18/12/18 Name ARAVIND POTTAPU

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavouring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found to indulge in gross misconduct, indiscipline or negligence:-

a) to indulge in gross misconduct, indiscipline or negligence.
b) to have joined employment through false certificates/ credentials
c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed _____ on 18/12/18 (date)

Name: ARAVIND POTTAPU Mobile: 8106938600 Email: aravindmoovys@gmail.com
(current e-mail ID)

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 22/12/2018

Details of Appointment

Name : **Mr. Aravind Pottapu**

Date of birth : **08th May 1988**

Qualifications : **Masters in CSE-NPU, California USA**

Designation : **Assistant Professor**

Date of appointment: **18.12.2018**

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs. **15,600/-**
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay may be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Employee:
I have read, understood and accept without any reservations the above details of confirmation.

Signed _____ Date 18/12/18

Name ARAVIND POTTAPU

Contact details (Address, Tel, Mobile, Email):

Date: 18/12/2018

To

The Secretary & Correspondent,
Dr.Lankapalli Bullayya College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, ARAVIND POTTAPU S/o, ~~D/o~~ P.R.G. Reddy

having been selected in the Interview conducted on 18/12/2018 for the post of Assistant Professor in Dr.Lankapalli Bullayya College hereby convey my acceptance and report to duties on the Forenoon of 18/12/2018

Thanking you Sir,

Yours faithfully,

Signature: Aravind

Name: ARAVIND POTTAPU

Address: 201, Balaji R Square,
Opp Harbour Park,
Vizag-03.

address

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 01.09.2021.

To
Mrs. S.Aruna Sri,
Flat No.101, Merridean shire Apartments,
Bhanunagar, Near Seethammadhara,
H.B.Colony,
VISAKHAPATNAM.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.

--

The management is pleased to appoint **Mrs.S.Aruna Sri** as Assistant Professor in the Department of Psychology, Dr. Lankapalli Bullayya College with effect from 01.09.2021.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned not later than 01.09.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed S.A. Date 01/09/2021

Name Aruna Sri. S

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Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date:01.09.2021.

Details of Appointment

Name	**: Mrs.S.Aruna Sri**
Date of birth	**: 15.08.1978**
Qualifications	**: M.A.,.**
Designation	**: Assistant Professor**
Date of appointment	**: 01.09.2021**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed _____ Date 01/09/2021

Name Aruna Sri. S

ANNEXURE-2

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DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

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9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

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15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed _____ on 01/09/2021 (date)

Name: Aruna Sri. S

Tel: _____ Mobile: 9966359777 Email: Sri.psy815@gmail.com

Current mailing address:

Date of Reporting 01/09/2021

Flat no. 101; Meridian Shine apartments

Bhanunagar; Seethammadhara H.B. colony

Visakhapatnam – 530022

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The Secretary/Correspondent
Dr. L.B. College
Resapuvanipalem
Visakhapatnam 530013

Through Proper channel

Sub: Intimation for Joining on Duty

Respected sir,

With reference to the appointment letter, I will be joining your esteemed academic institution as a full-time Psychology faculty in the department of social sciences today on 01/09/2021 and I will perform my duties honestly and to the best of my abilities.

So, I, therefore, request you to kindly accept my joining report and obliged thereby.

Yours Sincerely,

Aruna Sri .S

Submitted
1/9/2021.

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Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891 - 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 01.07.2017.

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dt.09.06.2017.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Smt. Atasee Mukerjee, Lecturer** in the **Department of English-UG,** Dr.Lankapalli Bullayya College w.e.f.**01.08.2017.**

Applicable Pay Scale : Basic Pay: Rs.12000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 24-06-2017. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Smt. Atasee Mukerjee.**
<Appended : ANNEXURE>

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 25.06.2015

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment Issued.**

Ref: **Selection Committee Report dt. 20.06.2015.**

The management is pleased to appoint **Smt. B. Bhoodevi** as **Lecturer** in the Department of **Chemistry,** Arts & Science, UG, Dr.Lankapalli Bullayya College with effect from **01.07.2015.**

Applicable Pay Scale : Basic Pay: Rs. 12000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 30-08-2014. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Smt. B. Bhoodevi**
<Appended : ANNEXURE>

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

Date: 01.02.2021.

To
Mr. B.Jagadeeswara Rao,
D.No.11-22/17A, Swayam Krushi nagar,
Kommadi, Madhurawada,
VISAKHAPATNAM.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 08.09.2020.

--

Vide Selection Committee Report referred above; the management is pleased to appoint **Mr. B.Jagadeeswara Rao** as Lecturer in Economics in the Department of Economics, Dr. Lankapalli Bullayya College with effect from 01.02.2021.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 01.02.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed B. Jagadeeswara Rao Date 1-2-2021

Name B. JAGADEESWARA RAO

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR

B.Tech.,Ph.D

Secretary & Correspondent

ANNEXURE-1

DR. LANKAPALLI BULLAYYA COLLEGE

VISAKHAPATNAM-13

Date: 01.02.2021

Details of Appointment

Name	**: Mr. B.Jagadeeswara Rao**
Date of birth	**: 17.11.1980**
Qualifications	**: M.A., B.Ed.**
Designation	**: Lecturer in Economics**
Date of appointment	**: 01.02.2021**

Probation:

Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:

I have read, understood and accept without any reservations the above details of appointment.

Signed B. Jagadeeswara Rao Date 1-2-2021

Name B. JAGADEESWARARAO

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Madhu

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed B. Jagadeeshwara Rao on 1-02-2021 (date)

Name: B. JAGADEESWARA RAO.

Tel: _____ Mobile: 9908943669 Email: jagadeesh655@gmail.com.

Current mailing address:

B. Jagadeeshwara Rao
Door No:- 11-22/17A,
Kommadi (J.N)
madhurawada.
Visakhapatnam.

Date of Reporting 1-2-2021

✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on 20-08-2007

ORDER

On the basis of qualifications, experience as well as performance at the interview held on **20-08-2007,** the Selection Committee constituted for this purpose has selected **Mrs.B.Madhavi as a Lecturer in Environmental Science** in the UG College in the Department of Environmental Science.

As per the above selection, we are happy to appoint you as Lecturer in the Department of Environmental Science:

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 01-09-07. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Communicated to **Mrs.B.Madhavi**

LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818. Fax. : 0891 - 2714423
VISAKHAPATN. AM 530 013

Dr. G. MADHU KUMAR
B.Tech..Ph.D
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 01.07.2017.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt.19.06.2017.

Vide Selection Committee Report referred above, the management is pleased to appoint **Sri Bheri N S V A Sankar, Lecturer in the Department of Computer Science-UG,** Dr.Lankapalli Bullayya College w.e.f. **01.07.2017.**

Total Emoluments : Pay: Rs.23,000/-

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 24-06-2017. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to **Sri Bheri N S V A Sankar.**
<Appended : ANNEXURE>

Dr. Lankapalli Bullayya College

52-14-75, Resapuvanipalem, Visakhapatnam - 530 013
Ph: Off. : 0891-2701818 Fax. : 0891- 2714423
E-mial : lbcadmn@gmail.com Website : bullayyacollege.info

Dr. K. SATYANARAYANA, M.Com., Ph.D
Director – Academics & Administration

4th December, 2017.

Sub:- Appointment of Assistant Professor in the Department of Chemistry, Dr. Lankapalli Bullayya College, P.G.Courses - reg.

* * *

Based on the qualifications, experience and performance in the personal interview dt.4.12.2017, the undersigned by direction pleased to offer appointment as Assistant Professor in the Department of Chemistry, Dr. Lankapalli Bullayya College, P.G.Courses with effect from 05.12.2017.

Further, you are informed to convey your acceptance and report to the Director, Academics & Administration on or before 05.12.2017 in person for further process of appointment.

Director-Academics & Admn.

Communicated to-
Smt. B.N.V.L. GAYATRI SURAMPUDI.
Gayatri 4/12/17.

Copy submitted to-
The Secretary & Correspondent for f/o information.

Date: 5/12/17.

To

The Secretary & Correspondent,
Dr.Lankapall Bullayya College, P.G. Courses,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, B.N.V.L. GAYATRI SURAMPUDI S/o, ~~D/o~~ w/o UDAY BHASKAR SURAMPUDI having been selected in the Interview conducted on 27/11/17 for the post of Asst. Professor in Chemistry in Dr.Lankapalli Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of Today, 5/12/17.

Thanking you Sir,

Yours faithfully,

5/12/17

Signature: Gayatri

Name: B.N.V.L. Gayatri. Surampudi

Address: Flat No: 101, R.K. Towers,
Opp. Radio station,
Kurmannapalem — 530046.

Mob: 9871015072,
7731843510.

Dr. Lankapalli Bullayya College

Dr. G. MADHU KUMAR
B Tech Ph D
Secretary & Correspondent

Date : 01.07.2018.

To

Mrs. B Padmavathi
Lecturer in Mathematics
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 26 June 2018.

\- - - -

Vide Selection Committee Report referred above, the management is pleased to appoint **Mrs. B Padmavathi** as **Lecturer in Mathematics**, Department of Mathematics, Dr. Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **01.07.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee: I have read, understood and accept without any reservations the above appointment.
Signed _____ Date_____ Name _____

✆ Off. : 2701818
Fax. : 0891 2714423

Dr. Lankapalli Bullayya P.G.College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

Date:30.5.2009

PROCESSINGS OF THE SECRETARY & CORRESPONDENT

PRESENT: Dr. G.MADHU KUMAR.

Sub:- Establishment-Teaching Staff-Relocation of Services of Sri B.Ramakrishna, Lecturer in Maths, P.G. for the year 2009-10-Reg.

Ref:- i) Proceedings of the Secretary & Correspondent, dated 01.03.2009.
ii) Lr. Dated 13.5.2009 of Sri B.Ramakrishna, Lecturer in Mathematics.

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With reference to the letter second cited above the Management of Dr.L.Bullayya Colleges is pleased to inform Sri B.Ramakrishna, Lecturer in Mathematics that his service would be continued in Dr.L.Bullayya Colleges to teach Mathematics in U.G.College for the year 2009-10 in spite of discontinuation of Department of Mathematics in P.G.College.

The Director, Arts & Science Courses, Dr.L.Bullayya College shall fix the work load for Sri Ramakrishna to teach in U.G. College. Sri Ramakrishna shall be on rolls of Arts & Science Courses, Dr.L.Bullayya College, Visakhapatnam with effect from 1.6.2009. However, there is no break in service and the incumbent continues to draw the same emoluments as he was drawing as lecturer in Mathematics in P.G.College.

Further continuance beyond 2009-10 will be considered based on performance appraisal by the competent functionaries during the academic year.

(Dr. G.MADHU KUMAR)
SECRETARY & CORRESPONDENT

Communicated to:
Sri B.Ramakrishna,
Lecturer in Mathematics,
Dr.L.Bullayya P.G.College,
Visakhapatnam.

Through the Director, Dr.L.B.P.G.College, Visakhapatnam.

Copy to the Director, Arts & Science Courses for information & necessary action.

Copy to the Director (AC & CA) for information.

Date: 15-12-2006

To

The Secretary & Correspondent,
Dr.Lankapall Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, B. Ramakrishna S/o, ~~D/o~~ B. APPaRao

having been selected in the Interview conducted on 14-12-2006 for the post of lecturer Mathematics in Dr.Lankapalli Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 15-12-2006.

Thanking you Sir,

Yours faithfully,

Signature: B. Ramakrishna

Name: B.RAMAKRISHNA

Address: D-No-37-8-45,
SURYANAGAR-I
INDUSTRIAL ESTATE (POST)
VISAKHAPATNAM-530007

Off. : 2701818
Fax. : 0891 - 2714423

Dr. Lankapalli Bullayya P.G. College

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 23.07.2013

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in PG College – Letter of Appointment - Issued.**

Ref: **Interview dated 17.07.2013.**

Based on the qualifications, experience and performance in the interview, the management is pleased to appoint **B. Ravi Kumar** as **Asst. Professor** in **Department of Chemistry** in **Arts & Science, PG**, w.e.f. **01.08.2013.**

Applicable Pay Scale :

Basic Pay: Rs. 8000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.

2. **House Rent Allowance (HRA)** : @ 20 % of Personal Basic Pay.

3. **Extra Pay (EP)** : Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

All Official Management related letters will have to be addressed to the Secretary and Correspondent.
All other official letters will be addressed to the Dean, P.G.College.

Off. : 2701818
Fax. : 0891 - 2714423

Dr. Lankapalli Bullayya P.G. College

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

You should report to the Director/Dean/Principal concerned immediately but not later than 01-08-2013. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority.

Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. L. Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to –

B. Ravi Kumar

<Appended : ANNEXURE>

All Official Management related letters will have to be addressed to the Secretary and Correspondent.
All other official letters will be addressed to the Dean, P.G.College.

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

Date: 01.02.2021.

To
Dr.Sailaja Bade,
D.No.48-7-30/2,
Srinagar,
VISAKHAPATNAM-530016.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 11.01.2021.

--

Vide Selection Committee Report referred above; the management is pleased to **Dr. Sailaja Bade** as Lecturer in Zoology in the Department of Zoology, Dr. Lankapalli Bullayya College with effect from 01.02.2021.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 01.02.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed _____ Date 1.02.2021

Name DR. SAILAJA BADE

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR

B.Tech.,Ph.D

Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 01.02.2021

Details of Appointment

Name	**: Dr.Sailaja Bade**
Date of birth	**: 11.02.1970**
Qualifications	**: M.Sc.,M.Phil., Ph.D.,**
Designation	**: Lecturer in Zoology**
Date of appointment	**: 01.02.2021**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed _____ Date 1.02.2021

Name DR. SAILAJA BADE

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed _____ on 1.02.2021 (date)

Name: DR. SAILAJA BADE

Tel: _____ Mobile: 9290451511 Email: sailajab112@gmail.com

Current mailing address:
48-7-30/2, SRINAGAR,
NEAR RAMA TALKIES,
VISAKHAPATNAM - 530016

Date of Reporting 1.02.2021

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 01.07.2017.

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dt.09.06.2017.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Sri B. Santhosh Kumar, Tally Trainer,** Dr.Lankapalli Bullayya College w.e.f.**01.07.2017.**

Total Emoluments : **Pay: Rs.20,000/-**

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 15-06-2017. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to **Sri B. Santhosh Kumar.**
<Appended : ANNEXURE>

ANNEXURE

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation :

1. You will be designated as **Tally Trainer, Dr.Lankapalli Bullayya College .**
2. The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.

Pay & Benefits:

3. Leave : Leaves are available as per college leaves policy. The guidelines for availing the leaves may be obtained from the office.
4. Additional pay: Subject to availability of funds and policy decided by management, you may be eligible for additional pay for superior performance and achievements upon suitable evaluation by the management. Additional pay may also be allowed for higher research qualifications in some cases.
5. Your pay will be subject to the laws of income tax act, professional tax act and other statutory provisions.

Probation:

6. You will be initially placed on probation for a period of one year. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Medical Fitness:

7. Dr.Lankapalli Bullayya College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

8. The nature of your duties will be as assigned by Dr.Lankapalli Bullayya College, from time to time depending on changing requirements. Timings, your duties and place of work on the campus shall be decided by the management depending upon the exigencies of the college work.

9. Dr.Lankapalli Bullayya College expects you to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

10. The duties shall include teaching the course assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities to the extent that is required by the appropriate authority, counseling students on academic and other matters.

11. Undertake by yourself and participate along with other teachers and students in the pursuit of knowledge, conducting research and publishing results of research, organize workshops and seminars under the overall supervision of assigned heads.

Up-gradation of Skills:

12. You may be required to upgrade your skills to suit changing needs of academics. Management may require you to participate in such programs and you may be required to enter into an agreement to give services for a minimum time period as decided by management.

13. While you may have been temporarily exempted from higher qualifications such as passing of NET, acquiring research degrees such as M. Phil / PhD, you may be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with regulations of statutory bodies such as UGC, AICTE etc.

Exclusivity:

14. You will devote your entire time to the work of Dr. Lankapalli Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management in each case.

Transferability:

15. Your services are liable to be transferred by Dr. Lankapalli Bullayya College at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate education'

Termination:

16. The College Management may terminate your services at any time without assigning any reasons, by giving a notice of one month during probation and three months after confirmation. At its discretion, the college management may terminate the services with immediate effect by paying one month salary during probation and three month's salary after confirmation. Refer college exit policy for details.

17. The College Management at any time may dispense with the services of the candidate without assigning reasons in the event of gross misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post.

18. Your appointment is subject to Verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.

19. The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

20. The college may evaluate your performance on a periodic basis and if such evaluation points to your unsuitability for the post you are holding, your services may be terminated by giving you a suitable notice.

Confidentiality:

21. You shall not at any time disclose, divulge or make public any information that comes to your notice regarding various aspects of teaching, research and other activities of administration etc.

22. Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

23. You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

24. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr.Lankapalli Bullayya College that may be in force from time to time.

25. You will be responsible for the safe keeping and good condition of all properties of Dr.Lankapalli Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr.Lankapalli Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.

26. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

Secretary and Correspondent

<Acceptance of appointment and declaration by the appointee>

I have read and understood the above terms and conditions of service and hereby convey acceptance duly signed by me.

Signature : B. Santhosh Kumar

Name : B. SANTHOSH KUMAR

Date : 01-07-2017

Reporting Date : 01-07-2017

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 04.10.2021.

To
Sri B.Satish Kumar Reddy,
D.No. 52-8-16, Beside Sony Centre,
Opp. Kakatiya function hall, Maddilapalem,
VISAKHAPATNAM-530013.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 20.09.2021.

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Vide Selection Committee Report referred above; the management is pleased to appoint **Sri B.Satish Kumar Reddy** as Assistant Professor in Mathematics in the Department of Mathematics, Dr. Lankapalli Bullayya College with effect from 04.10.2021.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 04.10.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed B Satish Kumar Reddy Date 4/10/21

Name Bodireddy Satish Kumar Reddy

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
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Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 04.10.2021

Details of Appointment

Name	**: Sri B.Satish Kumar Reddy**
Date of birth	**: 28.11.1992**
Qualifications	**: M.Sc.,**
Designation	**: Assistant Professor in Mathematics,**
Date of appointment	**: 04.10.2021**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed B. Satish Kumar Reddy Date 4/10/21

Name Badireddy Satish Kumar Reddy

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed B. Satish Kumar Reddy on 4/10/21 (date)

Name: Boddeddla Satish Kumar Reddy

Tel: _____ Mobile: 6305881131 Email: 28satie@gmail.com

Current mailing address:

D.No-52-8-16,
near by Sony Service Centre,
Old Yeswanipalem,
Maddilapalem,
Vsp-13.

Date of Reporting 4/10/21

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 01.11.2021.

To
Sri Bora Srinivasa Rao
D.No.4-70-3/3, Lawsons Bay Colony,
M.V.P.Colony,
VISAKHAPATNAM-530017.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 12.10.2021.

--

Vide Selection Committee Report referred above; the management is pleased to appoint **Sri Bora Srinivasa Rao** as Assistant Professor in Physics in the Department of Physics, Dr. Lankapalli Bullayya College with effect from 01.11.2021.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 01.11.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed _____ Date 01/11/21

Name R. Srinivasa Rao

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

G. Madhu Kumar
Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 01.11.2021

Details of Appointment

Name	**: Sri Bora Srinivasa Rao**
Date of birth	**: 07.05.1980**
Qualifications	**: M.Sc.,**
Designation	**: Assistant Professor in Physics**
Date of appointment	**: 01.11.2021**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed _____ Date 01/11/21

Name B. Srinivasa Rao

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

radation of Skills:

You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

dentiality:

) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed _____ on 01/11/21 (date)

Name: B. Srinivasa Rao

Tel: _____ Mobile: 8179450064 Email: svrbora@gmail.com

Current mailing address:

D.No: 4-70-3/3
Orchid's Avenue
LB Colony
VSP - 17.

Date of Reporting 01/11/21

✆ Off. : 2701818
Fax. : 0891-2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on 30-07-2007

ORDER

On the basis of qualifications, experience as well as performance at the interview held on **30-07-2007,** the Selection Committee constituted for this purpose has selected **B.Sudheer Kumar as a Lecturer in Chemistry** in the PG College in the Department of Chemistry.

As per the above selection, we are happy to appoint you as Lecturer in the Department of Chemistry.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 07-08-07. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

Communicated to Mr. B.Sudheer.

ANNEXURE:

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

TERMS AND CONDITIONS OF APPOINTMENT

Designation

1. You will be designated as Lecturer in Chemistry.
2. The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.

Pay & Benefits:

3. You will be placed in the Pay Scale Rs.6950-200-10950 on a basic Pay of Rs.6950/-
4. House Rent allowance: as admissible (Currently 20% of the minimum basic of the above scale)
5. Annual time increments indicated in the above scale are not automatic and may be granted to you subject to your satisfactory performance based on evaluation and availability of funds.
6. Provident Fund: Deductions will be made from your gross pay and management will contribute as per the E.P.F. Act.
7. Gratuity: You will be eligible for gratuity as per the Payment of Gratuity Act.
8. Leave : As per the prevailing leave rules of Dr.L.Bullayya College. (Currently 10 days of casual leave and 5 days sick leave, annual or other vacation as declared by management) Leave or other absence of the individual from duties is permissible only with the prior permission in writing from the Management or by its Officers duly authorized on its behalf. (Emergency situations and sickness supported by medical certification may be considered as exceptions). Unutilized leave may qualify for encashment subject to the discretion of the management.
9. Additional pay: Subject to availability of funds and policy decided by management, you may be eligible for additional pay for superior performance and achievements upon suitable evaluation by the management. Additional pay may also be allowed for higher research qualifications in some cases.
10. Your pay will be subject to the laws of income tax act, professional tax act and other statutory provisions.

Probation:

11. You will be initially placed on probation for a period of one year. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Medical Fitness:

12. Dr.L.Bullayya College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

13. The nature of your duties will be as assigned by Dr.L.Bullayya College, from time to time depending on changing requirements. Timings of your duties shall be decided by the management depending upon the exigencies of the college work.
14. Dr.L.Bullayya College expects you to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.
15. The duties shall include teaching the course assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities to the extent that is required by the appropriate authority, counseling students on academic and other matters.
16. Undertake by yourself and participate along with other teachers and students in the pursuit of knowledge, conducting research and publishing results of research, organize workshops and seminars under the overall supervision of assigned heads.

Up-gradation of Skills:

17. You may be required to upgrade your skills to suit changing needs of academics. Management may require you to participate in such programs and you may be required to enter into an agreement to give services for a minimum time period as decided by management.
18. While you may have been temporarily exempted from higher qualifications such as passing of NET, acquiring research degrees such as M. Phil / PhD, you may be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with regulations of statutory bodies such as UGC, AICTE etc.

Exclusivity:

19. You will devote your entire time to the work of Dr. L. Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management in each case.

Transferability:

20. Your services are liable to be transferred by Dr. L .Bullayya College at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate education'

Termination:

21. If you wish to leave the service of the College at any time, you will be required to give a notice of one month during probation and three months after confirmation. You will be issued a letter of relief after completion of the notice period if there are no pending issues to be settled. You will be permitted to leave the services only after you obtain the letter of relief. The management may take suitable action for recovery of dues and damages if you leave without a notice or letter of relief
22. The College Management may terminate your services at any time without assigning any reasons, by giving a notice of one month during probation and three months after confirmation. At its discretion, the college management may terminate the services with immediate effect by paying one month salary during probation and three months salary after confirmation.
23. The College Management at any time may dispense with the services of the candidate without assigning reasons in the event of gross misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post.
24. Your appointment is subject to Verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.
25. The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.
26. The college may evaluate your performance on a periodic basis and if such evaluation points to your unsuitability for the post you are holding, your services may be terminated by giving you a suitable notice.

Confidentiality:

27. You shall not at any time disclose, divulge or make public any information that comes to your notice regarding various aspects of teaching, research and other activities of administration etc
28. Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.
29. You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

30. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr.L.Bullayya College that may be in force from time to time.
31. You will be responsible for the safe keeping and good condition of all properties of Dr.L.Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr.L.Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.
32. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

For Dr. Lankapalli Bullayya College,

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

Secretary and Correspondent

Acceptance of appointment and declaration by the appointee:

I have read and understood the above terms and conditions and hereby sign my acceptance of the same.

Signature : B. Sudheer

Name : B. SUDHEER KUMAR

Date : 17-08-07

Reporting Date : 17-08-07

Date: 03.08.2007

To

The Secretary & Correspondent,
Dr.Lankapall Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, B. SUDHEER KUMAR S/o, D/o B. APP A RAO

having been selected in the Interview conducted on 30.07.2007 for the post of Lecturer in Chemistry in Dr.Lankapalli Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 30.07.2007.

Thanking you Sir,

Yours faithfully,

Signature: B. Sudheer

Name: B. SUDHEER KUMAR

Address: 30.6.32/3 Flat No 102
Sai Lavem Towers
Assam gardens
Visakhapatnam - 530020

4. 253

✆ Off. : 2701818
Fax. : 0891-27144.

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on 29-07-2007

ORDER

On the basis of qualifications, experience as well as performance at the interview held on 29-07-2007, the Selection Committee constituted for this purpose has selected B.V.P.Latha as a Lecturer in M.C.A in the PG College in the Department of Computer Science.

As per the above selection, we are happy to appoint you as Lecturer in the Department of Computer Science..

This appointment is subject to the terms and conditions as contained in the Annexure to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 07-08-07. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHAPATNAM

PRINCIPAL
Dr. L. BULLAYYA COLLEGE
VISAKHAPATNAM

Communicated to Ms.B.V.P.Latha.

To

The Secretary & Correspondent,
Dr. L. Bullayya College,
VISAKHPATNAM.

Respected Sir,

Sub :- Dr. L. Bullayya P.G. College– Joining Report as Assistant Professor in Department of Computer Science, PG Course.

I am herewith submitting my joining report as Assistant Professor in Department of Computer Science in Dr. L. Bullayya P.G. College, with effect from the Forenoon of 01-08-2007.

Thanking You,

Yours sincerely,
(B.V.P. Latha)

Dr. K. BHASKARA REDDY
Director-Academics & Administration
Dr. L. Bullayya College
VISAKHAPATNAM-530 013

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHAPATNAM

Secretary & Correspondent
Dr. Lankapalli Bullayya P.G. College
Visakhapatnam-13

PRINCIPAL
DR. L. BULLAYYA COLLEGE
VISAKHAPATNAM

Off. : 0891-2551198
Res. : 0891-2797638

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Proceedings of the Secretary & Correspondent

Date : 01.07.2014

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment Issued.**

Ref: **Selection Committee Report dt. 30.06.2014.**

The management is pleased to appoint **Smt D. Varija** as **Lecturer** in **Commerce**, UG, Dr.L.Bullayya College with effect from **01.07.2014.**

Applicable Pay Scale :

Basic Pay: Rs. 8000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.

2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.

3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 06/07/2018

Details of Appointment

Name : **Bonica Das**

Date of birth : **11 August 1993**

Qualifications : **M.Sc**

Designation : **Lecturer in Journalism**

Date of appointment: **06-07-2018**

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs. **15,600/-**
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay may be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Employee:
I have read, understood and accept without any reservations the above details of confirmation.

Signed _____ Date_____

Name _____

Contact details (Address, Tel, Mobile, Email):

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavouring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Probation:

8) You will be initially placed on probation for a period of two years. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Transferability:

9) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

10) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

11) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Termination:

12) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

13) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

14) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

15) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found to indulge in gross misconduct, indiscipline or negligence:-

a) to have joined employment through false certificates/ credentials

b) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

16) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

17) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

18) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

19) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

20) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

21) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

22) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed _____ on _____ (date)
Name: _____ Mobile: _____ Email: _____

a) to have joined employment through false certificates/ credentials

b) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

16) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

17) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

18) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

19) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

20) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

21) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

22) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed _____ on _____ (date)
Name: _____ Mobile: _____ Email: _____

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavouring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Probation:

8) You will be initially placed on probation for a period of two years. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Transferability:

9) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

10) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

11) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Termination:

12) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

13) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

14) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

15) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found to indulge in gross misconduct, indiscipline or negligence:-

Dr. Lankapalli Bullayya College

Dr.G. MADHU KUMAR, B Tech ,Ph D
Secretary & Correspondent

Date: 03.07.2019.

To
Mrs.Ch.Devi,
Near Durglamma Temple,
Opp.Venkateswara Apartments, Maddilapalem,
VISAKHAPATNAM.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 21.06.2019.

Vide Selection Committee Report referred above; the management is pleased to appoint **Ch.Devi** as Lecturer in Chemistry in the Department of Chemistry, Dr. Lankapalli Bullayya College with effect from 03.07.2019.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned not later than 03.07.2019. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed Ch.Devi Date 3/07/19

Name Ch.Devi

Dr. Lankapalli Bullayya College

Phone : Off : 2701818, Fax : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D
Secretary & Correspondent

Date : 01.06.2018

To

Mrs N Geeta,
Trainer, SDC,
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 10 April 2018.

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Vide Selection Committee Report referred above, the management is pleased to appoint **Mrs N Geeta** as **Trainer, SDC** Dr.Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **10.06.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.
Signed _____ Date 01-06-2018 Name N. Geeta

✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on 13-06-2008

ORDER

On the basis of qualifications, experience as well as performance at the interview held on **13-06-2008,** the Selection Committee constituted for this purpose has selected **Ms.Ch.Sirisha as a Lecturer in Microbiology** in the UG College in the Department of Microbiology.

As per the above selection, we are happy to appoint you as Lecturer in the Department of Microbiology.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 30-06-2008. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Communicated to **Ms.Ch.Sirisha**.

✆ Off. : 2701818
Fax. : 0891 - 2714423

Dr. Lankapalli Bullayya P.G. College

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.
Read:- Minutes of the Selection Committee meeting held on 15-07-2011

ORDER

On the basis of qualifications, experience as well as performance in the interview, the Selection Committee constituted for this purpose has selected **Ch. Srilatha** as **Asst Professor in MCA** in the Department of Computer Science & Management Studies, PG.

As per the above selection, we are happy to appoint you as Asst. Professor in the Department of Computer Science.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 01-12-12. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We welcome you to Dr.Lankapalli Bullayya PG College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya PG College,

Secretary & Correspondent

Communicated to : Ms. Ch. Srilatha.

Date:

To

The Secretary & Correspondent,
Dr.L.Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, Ch Srilatha S/o, D/o Ch. Gopichand

having been selected in the Interview conducted on 15/07/2011 for the post of Asst professor in Dr.L.Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 1-12-2012.

Thanking you Sir,

Yours faithfully,

Signature: Ch. Srilatha

Name: Ch. Srilatha

Address: K.R.M Colony,
Near K.R.M colony Park,
Seetharamdhara
53-32-4/3
Visakhapatnam

Submitted
Ms Ch. Srilatha, Asst Prof in MCA
reported to duty with effect fr-
1-12-2012 FN

5.12.12

01/12/2012

280

Off. : 2701818
Fax. : 0891 - 2714423

Dr. Lankapalli Bullayya P.G. College

VISAKHAPATNAM - 530 013

G. MADHU KUMAR
B.Tech.,Ph.D.
:retary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 25.07.2011

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in PG College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dated 16.07.2011.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Sri Ch. Suresh** as **Asst. Professor** in **M.B.A.** in the **Department of Comp. Science & Management,** Dr.L.Bullayya P.G.College, w.e.f. **01.08.2011.**

Applicable Pay Scale :

Basic Pay: Rs. 8000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.

2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.

3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

All Official Management related letters will have to be addressed to the Secretary and Correspondent.
All other official letters will be addressed to the Dean, P.G.College.

Date: 05/08/2011

To

The Secretary & Correspondent,
Dr. L.Bullayya P.G. College,
S.No 44. D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

Ch. SURESH S/o, D/o Ch. Satyanarayana

having been selected in the Interview conducted on 16/07/2011 for the post of Assistant Professor in MBA in Dr.L.Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 05/08/2011.

Thanking you Sir,

Yours faithfully,

Signature: Ch. Suresh

Name: Ch. SURESH

Address: Flat No. 1B, First Floor,
Susheela Sadan,
Near KDPM High School,
East point Colony,
Visakhapatnam - 17

Dr. Lankapalli Bullayya College

52-14-75, Resapuvanipalem, Visakhapatnam - 530 013
✆ Off. : 2701818 Fax. : 0891- 2714423
E-mial : lbcadmn@gmail.com Website : bullayyacollege.info

Dr. K. BHASKARA REDDY, M.Sc.,Ph.D
Director – Academics & Administration

Dt. 01.04.2016.

Sub : Establishment – Commerce, UG Courses - Dr. Lankapalli Bullayya College - Extension of appointments of ad hoc Teaching Staff – reg.

Ref: Proceedings of the Secretary & Correspondent 02/2016, dt. 31.03.2016.

****

In pursuance of the orders of the Secretary and Correspondent, I am by direction convey extension of appointments of following Teaching Staff appointed on ad hoc basis for a further period of one year from 01.04.2016, valid until the end of the academic year 2016-17 :

Commerce, UG

1. Sri Ch. Thrimurthulu, Lecturer in Commerce.
2. Sri H. Ranganayakulu, Lecturer in Commerce.
3. Sri V. Satyanarayana, Lecturer in Economics.

Dr. K.Bhaskara Reddy
Director (AC&CA)

Communicated to :
1. Sri Ch. Thrimurthulu, Lecturer in Commerce.
2. Sri H. Ranganayakulu, Lecturer in Commerce.
3. Sri V. Satyanarayana, Lecturer in Economics.

Copy to:
The Principal, Dr.Lankapalli Bullayya College.
The Dean, UG.

Scanned by CamScanner

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 05.11.2021.

To
Sri Ch.V.Sai Priyatham,
D.No.43-34-1/7, Flat -203,
Sundar Sai Vihar, Railway New Colony,
VISAKHAPATNAM-530016.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 02.11.2021.

Vide Selection Committee Report referred above; the management is pleased to appoint **Sri Ch.V.Sai Priyatham** as Lecturer in History in the Department of History, Dr. Lankapalli Bullayya College with effect from 05.11.2021.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 05.11.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed Priyatham Date 5/11/2021

Name Ch. V. Sai Priyatham

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 05.11.2021

Details of Appointment

Name	**: Sri Ch.V.Sai Priyatham**
Date of birth	**: 13.09.1997**
Qualifications	**: M.A.,**
Designation	**: Lecturer in History**
Date of appointment	**: 05.11.2021**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed Priyatham Date 5/11/2021

Name Ch. V. Sai Priyatham

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed Priyatham on 5/11/2021 (date)

Name: C.H.V. Sai Priyatham

Tel: 9294055272 Mobile: 9381199028 Email: pchittimoju@gmail.com

Current mailing address:
43-34-1/7,
Railway New Colony,
Behind Sri Kanya Theatre,
Visakhapatnam 530016.

Date of Reporting 5/11/2021

(3)

DR. L.BULLAYYA COLLEGE
VISAKHAPATNAM

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB:- Establishment – Teaching Staff – Appointment of Teaching Staff orders issued.

Read:-Minutes of the Selection Committee meeting held on **1.7.2006**

O R D E R

On the basis of qualifications, experience as well as performance at the interview held on **2.7.2006,** the Selection Committee constituted for this purpose has selected **Sri Ch. Venkata Kishore** as a Lecturer in **Physical Chemistry** subject in the UG College in the Department of **Physical Chemistry** in the existing scale of pay of Dr.L.Bullayya UG/PG College or as per the decision of the management.

The above appointment is on a contractual basis and you are required to execute contract on a stamped paper of the value of Rs.10/- in a prescribed proforma to be submitted to this office within a months time. No salary can be drawn before the contract is executed.

The relative seniority in the department of the candidate will be decided at a later date.

You will be initially placed on probation for a period of two years. It may be extended or reduced at the discretion of the management on the basis of your performance as a teacher in the department.

You should report to the Principal/Director concerned immediately but not later than 10-7-2006. Failure to submit the joining report before the stipulated date will force the management to cancel the appointment. Your appointment is subject to the terms and conditions of the contract to be executed and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You are requested to submit all the original certificates of your Educational qualifications and experience for further scrutiny. You should produce a relieving certificate from the previous organization from a competent authority.

Received (CH.V.KISHORE)

SECRETARY & CORRESPONDENT

Copy to Sri Ch.Venkata Kishore,
Port Qrt. No.T-II/107, S.S.nagar,
Kancharapalem, Visakhapatnam

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Date : 02.04.2018.

To

Mr D Bhujanga Rao
Trainer, SDC,
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 31 March 2018.

\- - - -

Vide Selection Committee Report referred above, the management is pleased to appoint **Mr D Bhujanga Rao** as **Trainer, SDC** Dr.Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **10.04.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.
Signed D. Bhu Date 02/04/2018 Name D. BHUJANGA RAO

02.04.2018,
Visakhapatnam

From,
Mr. D. Bhujanga Rao,
Analytical Skills Trainer,
SDC,
Dr. Lankapalli Bullayya College,
Visakhapatnam.

To,
The Secretary & Correspondent,
Dr. Lankapalli Bullayya College,
Visakhapatnam.

Subject :- Joining report as Analytical Skills trainer.

Respected Sir,

This is to inform you my acceptance of your offer to join the esteemed institute on 2.4.2018 as an Analytical Skills trainer in SDC. Thank you for the opportunity.

Thanking you.

Yours sincerely,

D. Bhujanga Rao

(MR. D. Bhujanga Rao)

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 02/04/2018

Details of Appointment

Name : **Mr D Bhujanga Rao**
Date of birth : **04 March 1979**
Qualifications : **M Tech (CSE)**

Designation : **Trainer, SDC**

Date of appointment: **02-04-2018**

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs. **15,600/-**
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay may be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Employee:
I have read, understood and accept without any reservations the above details of confirmation.

Signed D. Bhu Date 02/04/2018.

Name D. BHUJANGA RAO

Contact details (Address, Tel, Mobile, Email):

D.No 7-136/1
Prasanthi Nagar
Pendurthi
Visakhapatnam
531173
9133356689

Date:

To

The Secretary & Correspondent,
Dr.Lankapalli Bullayya College of Engineering (for Women),
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, D. BHUJANGA RAO S/o, ~~D/o~~ CHIRANJEEVI RAO

having been selected in the Interview conducted on 18/07/2016 for the post of FACULTY – SDC in Dr.Lankapalli Bullayya College of Engineering (for Women) hereby convey my acceptance and report to duties on the Forenoon of 01/08/2016.

Thanking you Sir,

Yours faithfully,

Signature: D BHUJANGA RAO

Name: D. BHUJANGA RAO

Address: D.No 7-136
NEAR VINAYAKA TEMPLE
PRASANTHI NAGAR
PENDURTHI, VISAKHAPATNAM.
PIN - 531173, 9133356689

Forwarded to the Secretary and Correspondent
K V N Sreddy

Submitted.

Sri D. Bhujanga Rao, SDC Trainee reported to duty on 01.08.2016 FN

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

Date: 11.07.2019.

To
Dr.D.Jagadeeswara Rao,
D.No.44-22-30/3(A),
Railway New Colony,
VISAKHAPATNAM-530016.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 20.06.2019.

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Vide Selection Committee Report referred above; the management is pleased to appoint **Dr.D.Jagadeeswara Rao** as Lecturer in Physics in the Department of Physics, Dr. Lankapalli Bullayya College with effect from 11.07.2019.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned not later than 11.07.2019. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed _____ Date 11.07.2019

Name Dr. D. JAGADEESWARA RAO

© Off. : 2701818
Fax. : 0891 - 2714423

Dr. Lankapalli Bullayya P.G. College

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

You should report to the Director/Dean/Principal concerned immediately but not later than 01-07-2012. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority.

Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. L. Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to –

D. Mallika

<Appended : ANNEXURE>

All Official Management related letters will have to be addressed to the Secretary and Correspondent.
All other official letters will be addressed to the Dean, P.G.College.

ANNEXURE

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation :

1. You will be designated as **Asst. Professor** in **Chemistry, PG.**
2. The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.

Pay & Benefits:

3. Leave : As per the prevailing leave rules of Dr.L.Bullayya College. (Currently 10 days of casual leave and 5 days sick leave, annual or other vacation as declared by management) Leave or other absence of the individual from duties is permissible only with the prior permission in writing from the Management or by its Officers duly authorized on its behalf. (Emergency situations and sickness supported by medical certification may be considered as exceptions). Unutilized leave may qualify for encashment subject to the discretion of the management.
4. Additional pay: Subject to availability of funds and policy decided by management, you may be eligible for additional pay for superior performance and achievements upon suitable evaluation by the management. Additional pay may also be allowed for higher research qualifications in some cases.
5. Your pay will be subject to the laws of income tax act, professional tax act and other statutory provisions.

Probation:

6. You will be initially placed on probation for a period of one year. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. L. Bullayya College by a written order subject to rules of the College.

Medical Fitness:

7. Dr.L.Bullayya College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

8. The nature of your duties will be as assigned by Dr.L.Bullayya College, from time to time depending on changing requirements. Timings of your duties shall be decided by the management depending upon the exigencies of the college work.

9. Dr.L.Bullayya College expects you to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

10. The duties shall include teaching the course assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities to the extent that is required by the appropriate authority, counseling students on academic and other matters.

11. Undertake by yourself and participate along with other teachers and students in the pursuit of knowledge, conducting research and publishing results of research, organize workshops and seminars under the overall supervision of assigned heads.

Up-gradation of Skills:

12. You may be required to upgrade your skills to suit changing needs of academics. Management may require you to participate in such programs and you may be required to enter into an agreement to give services for a minimum time period as decided by management.

13. While you may have been temporarily exempted from higher qualifications such as passing of NET, acquiring research degrees such as M. Phil / PhD, you may be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with regulations of statutory bodies such as UGC, AICTE etc.

Exclusivity:

14. You will devote your entire time to the work of Dr. L. Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management in each case.

Transferability:

15. Your services are liable to be transferred by Dr. L .Bullayya College at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate education'

Termination:

16. If you wish to leave the service of the College at any time, you will be required to give a notice of one month during probation and three months after confirmation. You will be issued a letter of relief after completion of the notice period if there are no pending issues to be settled. You will be permitted to leave the services only after you obtain the letter of relief. The management may take suitable action for recovery of dues and damages if you leave without a notice or letter of relief

17. The College Management may terminate your services at any time without assigning any reasons, by giving a notice of one month during probation and three months after confirmation. At its discretion, the college management may terminate the services with immediate effect by paying one month salary during probation and three months salary after confirmation.

18. The College Management at any time may dispense with the services of the candidate without assigning reasons in the event of gross misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post.

19. Your appointment is subject to Verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.

20. The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

21. The college may evaluate your performance on a periodic basis and if such evaluation points to your unsultability for the post you are holding, your services may be terminated by giving you a suitable notice.

Confidentiality:

22. You shall not at any time disclose, divulge or make public any information that comes to your notice regarding various aspects of teaching, research and other activities of administration etc.

23. Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

24. You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

25. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr.L.Bullayya College that may be in force from time to time.

26. You will be responsible for the safe keeping and good condition of all properties of Dr.L.Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr.L.Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.

27. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

Secretary and Correspondent

<Acceptance of appointment and declaration by the appointee>

I have read and understood the above terms and conditions of service and convey acceptance duly signed by me.

Signature : D. Mallika

Name : D. MALLIKA

Date : 2-07-2012.

Reporting Date : 2-07-2012.

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 01.11.2021.

To
Dr.Manyasree Dekonda,
H.No.6-132, Street No.10,
Ravindra nagar,
VISAKHAPATNAM-530040.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 23.09.2021.

Vide Selection Committee Report referred above; the management is pleased to appoint **Dr. Manyasree Dekonda** as Assistant Professor in Biotechnology in the Department of Biotechnology, Dr. Lankapalli Bullayya College with effect from 01.11.2021.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 01.11.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed Manyasree Date 1-11-2021

Name Dr. MANYASREE DEKONDA

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 01.11.2021

Details of Appointment

Name	**: Dr.Manyasree Dekonda**
Date of birth	**: 06.05.1990**
Qualifications	**: M.Sc.,Ph.D.,**
Designation	**: Assistant Professor in Biotechnology**
Date of appointment	**: 01.11.2021**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed Manyasree Date 1-11-2021

Name Dr. MANYASREE DEKONDA

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed Manyasree on 1-11-2021 (date)

Name: Dr. MANYASREE DEKONDA

Tel: _____ Mobile: 7382293486 Email: manyasree.dekonda@gmail.com

Current mailing address: Date of Reporting 1-11-2021

W/O. M. Sangamitha
H.NO: 6-132,
Street NO: 10
Ravindra Nagar.
Visakhapatnam-40.

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 28.06.2013.

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in PG College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dt.15.06.2013.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Smt D.R.S. Swetha, Lecturer** in the **Department of Computer Science, PG,** Dr.Lankapalli Bullayya College w.e.f. **01.07.2013.**

Applicable Pay Scale : Basic Pay: Rs.8,000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 10-07-2013. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : Smt. D.R.S. Swetha.
<Appended : ANNEXURE>

All Communications may be addressed to : Dr. G. Madhu Kumar, Secretary & Correspondent
C/o. Dr. L. Bullayya College, # 52-14-75, Resapuvani Palem, Visakhapatnam-13,

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Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

You should report to the Director/Dean/Principal concerned immediately but not later than 10-07-2013. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. L. Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to –

D.R.S. Swetha

<Appended : ANNEXURE>

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ANNEXURE

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation :

1. You will be designated as **Lecturer** in **Computer Science, PG.**
2. The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.

Pay & Benefits:

3. Leave : As per the prevailing leave rules of Dr.L.Bullayya College. (Currently 10 days of casual leave and 5 days sick leave, annual or other vacation as declared by management) Leave or other absence of the individual from duties is permissible only with the prior permission in writing from the Management or by its Officers duly authorized on its behalf. (Emergency situations and sickness supported by medical certification may be considered as exceptions). Unutilized leave may qualify for encashment subject to the discretion of the management.
4. Additional pay: Subject to availability of funds and policy decided by management, you may be eligible for additional pay for superior performance and achievements upon suitable evaluation by the management. Additional pay may also be allowed for higher research qualifications in some cases.
5. Your pay will be subject to the laws of income tax act, professional tax act and other statutory provisions.

Probation:

6. You will be initially placed on probation for a period of one year. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. L. Bullayya College by a written order subject to rules of the College.

Medical Fitness:

7. Dr.L. Bullayya College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

8. The nature of your duties will be as assigned by Dr.L.Bullayya College, from time to time depending on changing requirements. Timings of your duties shall be decided by the management depending upon the exigencies of the college work.

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9. Dr.L. Bullayya College expects you to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

10. The duties shall include teaching the course assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities to the extent that is required by the appropriate authority, counseling students on academic and other matters.

11. Undertake by yourself and participate along with other teachers and students in the pursuit of knowledge, conducting research and publishing results of research, organize workshops and seminars under the overall supervision of assigned heads.

Up-gradation of Skills:

12. You may be required to upgrade your skills to suit changing needs of academics. Management may require you to participate in such programs and you may be required to enter into an agreement to give services for a minimum time period as decided by management.
13. While you may have been temporarily exempted from higher qualifications such as passing of NET, acquiring research degrees such as M. Phil / PhD, you may be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with regulations of statutory bodies such as UGC, AICTE etc.

Exclusivity:

14. You will devote your entire time to the work of Dr. L. Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management in each case.

Transferability:

15. Your services are liable to be transferred by Dr. L .Bullayya College at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate education'.

Termination:

16. If you wish to leave the service of the College at any time, you will be required to give a notice of one month during probation and three months after confirmation. You will be issued a letter of relief after completion of the notice period if there are no pending issues to be settled. You will be permitted to leave the services only after you obtain the letter of relief. The management may take suitable action for recovery of dues and damages if you leave without a notice or letter of relief.

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17. The College Management may terminate your services at any time without assigning any reasons, by giving a notice of one month during probation and three months after confirmation. At its discretion, the college management may terminate the services with immediate effect by paying one month salary during probation and three months salary after confirmation.

18. The College Management at any time may dispense with the services of the candidate without assigning reasons in the event of gross misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post.

19. Your appointment is subject to Verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.

20. The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

21. The college may evaluate your performance on a periodic basis and if such evaluation points to your unsuitability for the post you are holding, your services may be terminated by giving you a suitable notice.

Confidentiality:

22. You shall not at any time disclose, divulge or make public any information that comes to your notice regarding various aspects of teaching, research and other activities of administration etc.

23. Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

24. You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

25. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr.L.Bullayya College that may be in force from time to time.

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26. You will be responsible for the safe keeping and good condition of all properties of Dr.L.Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr.L.Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.

27. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

Secretary and Correspondent

<Acceptance of appointment and declaration by the appointee>

I have read and understood the above terms and conditions of service and hereby convey acceptance duly signed by me.

Signature	:	D.R.S.Swetha.
Name	:	D. Rama Siva Swetha
Date	:	03 July '2013
Reporting Date	:	03 July '2013.

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Date: 1/7/13

To

The Secretary & Correspondent,
Dr.Lankapall Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, D.R.S.Swetha S/o, D/o D.Raghu Rama Reddy having been selected in the Interview conducted on 15/6/2013 for the post of Lectures in Comp.Science in Dr.Lankapalli Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 1/7/2013.

Thanking you Sir,

Yours faithfully,

Signature: D.R.S.Swetha

Name: D.R.S.Swetha

Address: Door No: 4-3-2,
Dalli Vari Street,
Pedda waltair,
VSKP-17

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Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 24.08.2015

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in PG College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt.17.08.2015.

Vide Selection Committee Report referred above, the management is pleased to appoint Dr. D. Rajanandan as **Asst. Professor** in the Department of Management Studies, Dr.Lankapalli Bullayya P.G. College w.e.f. **01.09.2015.**

Applicable Pay Scale : **Basic Pay: Rs.15,600/-**

1. Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. House Rent Allowance (HRA) : @ 20 % of Personal Basic Pay.
3. Extra Pay (EP) : Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 30-08-2015. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Dr. D. Rajanandan.**
<Appended : ANNEXURE>

All Correspondence should be addressed to the Secretary and Correspondent

Date: 8/9/2015

To

The Secretary & Correspondent,
Dr.Lankapalli Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, Dr. D. Raja Nandan S/o, D/o Prof. D. Harinarayana

having been selected in the Interview conducted on 17/8/2015 for the post of Assistant Professor in Dr.Lankapalli Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 8/9/2015.

Thanking you Sir,

Yours faithfully,

Signature:

Name: Dr. D. Raja Nandan

Address: 1-67-6/2, ~~H.I.G.~~ 65/2
MVP Colony
Visakhapatnam-530017

Submitted

Dr. D. Rajanandan, Asst. Prof.
Management reported to duty
on 8.9.2015 FN.

8/9/15

Dr. Lankapalli Bullayya College

52-14-75, Resapuvanipalem, Visakhapatnam - 530 013
Ph: Off. : 0891-2701818 Fax. : 0891- 2714423
E-mial : lbcadmn@gmail.com Website : bullayyacollege.info

Dr. K. SATYANARAYANA, M.Com., Ph.D
Director – Academics & Administration

Date:13.06.2018

Sub:- Appointment of Assistant Professor in Computer Science (MCA), Department of Computer Science (MCA), Dr.Lankapalli Bullayya College, P.G.Courses-Reg.

Based on the Qualifications, experience and performance in the personal interview dated **05.02.2018**, the undersigned by direction pleased to offer appointment as Assistant Professor in Computer Science (MCA),Department of Computer Science (MCA), Dr.Lankapalli Bullayya College, P.G.Courses with effect from **01.07.2018.**

Further, you are informed to convey your acceptance and report to the Director, Academics & Administration on or before **18.06.2018** in person for further process of appointment.

K. SATYANARAYANA
DIRECTOR – ACADEMICS & ADMINISTRATION

Communicated to – Rupasri 14/06/2018
Meesala Rupasri

Copy submitted to the Secretary & Correspondent, - for favour of information.

PRINCIPAL
Dr. L. BULLAYYA COLLEGE
VISAKHAPATNAM

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

Date: 05.08.2019.

To
Ms.Dabbeeru Sravani,
D.No.18-30/1, Near Ramalayam,
Chandrangar, Gopalapatnam,
VISAKHAPATNAM-530027.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 20.06.2019.

--

Vide Selection Committee Report referred above; the management is pleased to appoint **Dabbeeru Sravani** as Lecturer in Physics in the Department of Physics, Dr. Lankapalli Bullayya College with effect from 05.08.2019.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned not later than 05.08.2019. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed D. Sravani Date 5/08/2019.

Name D. Sravani

Off. : 2701818
Fax. : 0891 - 2714423

Dr. Lankapalli Bullayya P.G. College

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

Sub: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:- Minutes of the Selection Committee meeting held on 07-06-2012

ORDER

On the basis of qualifications, experience as well as performance in the interview, the Selection Committee constituted for this purpose has selected **Ms. D.Vijayalakshmi** as **Asst Professor** in MBA in the Department of Computer Science & Management Studies, PG.

As per the above selection, we are happy to appoint you as Asst. Professor in the Department of Management Studies.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 01-12-12. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We welcome you to Dr.Lankapalli Bullayya PG College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya PG College,

Secretary & Correspondent

Communicated to : Ms. D. Vijayalakshmi.

Date: 1/12/2012

To

The Secretary & Correspondent,
Dr.L.Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, D. Vijayalakshmi S/o, D/o D. Appalanaidu

having been selected in the Interview conducted on _____ for the post of Assistant Professor in Dr.L.Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 1/12/2012.

Thanking you Sir,

Yours faithfully,

Signature: D. Vijayalakshmi

Name: D. Vijayalakshmi

Address: Harmony palms, flat no: 102, plot no: 168/17 prasanthinagar, pedawaltair, visakhapatnam - 17

Submitted
Mr. D. Vijayalakshmi, Asst. Prof in M.E.A. reported to duty with effect fr 1.12.2012 FN.

1/12/2012

5.12.12

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR

B.Tech.,Ph.D.

Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 02.08.2017.

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in P.G. College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dt.12.07.2017.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Dr. Lakshmi Srihasam Mamidipudi, Assistant Professor** in the **Department Biotechnology-PG,** Dr.Lankapalli Bullayya College w.e.f. **02.08.2017.**

Applicable Pay Scale : Basic Pay: Rs.12,000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA)** : @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP)** : Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 18-07-2017. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Dr. Lakshmi Srihasam Mamidipudi**

<Appended : ANNEXURE>

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ANNEXURE

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation :

1. You will be designated as **Assistant Professor in the Department Biotechnology-PG.**
2. The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.

Pay & Benefits:

3. Leave : Leaves are available as per college leaves policy. The guidelines for availing the leaves may be obtained from the office.
4. Additional pay: Subject to availability of funds and policy decided by management, you may be eligible for additional pay for superior performance and achievements upon suitable evaluation by the management. Additional pay may also be allowed for higher research qualifications in some cases.
5. Your pay will be subject to the laws of income tax act, professional tax act and other statutory provisions.

Probation:

6. You will be initially placed on probation for a period of one year. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Medical Fitness:

7. Dr.Lankapalli Bullayya College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

8. The nature of your duties will be as assigned by Dr.Lankapalli Bullayya College, from time to time depending on changing requirements. Timings, your duties and place of work on the campus shall be decided by the management depending upon the exigencies of the college work.

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9. Dr.Lankapalli Bullayya College expects you to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

10. The duties shall include teaching the course assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities to the extent that is required by the appropriate authority, counseling students on academic and other matters.

11. Undertake by yourself and participate along with other teachers and students in the pursuit of knowledge, conducting research and publishing results of research, organize workshops and seminars under the overall supervision of assigned heads.

Up-gradation of Skills:

12. You may be required to upgrade your skills to suit changing needs of academics. Management may require you to participate in such programs and you may be required to enter into an agreement to give services for a minimum time period as decided by management.

13. While you may have been temporarily exempted from higher qualifications such as passing of NET, acquiring research degrees such as M. Phil / PhD, you may be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with regulations of statutory bodies such as UGC, AICTE etc.

Exclusivity:

14. You will devote your entire time to the work of Dr. Lankapalli Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management in each case.

Transferability:

15. Your services are liable to be transferred by Dr. Lankapalli Bullayya College at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate education'

Termination:

16. The College Management may terminate your services at any time without assigning any reasons, by giving a notice of one month during probation and three months after confirmation. At its discretion, the college management may terminate the services with immediate effect by paying one month salary during probation and three month's salary after confirmation. Refer college exit policy for details.

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17. The College Management at any time may dispense with the services of the candidate without assigning reasons in the event of gross misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post.

18. Your appointment is subject to Verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.

19. The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

20. The college may evaluate your performance on a periodic basis and if such evaluation points to your unsuitability for the post you are holding, your services may be terminated by giving you a suitable notice.

Confidentiality:

21. You shall not at any time disclose, divulge or make public any information that comes to your notice regarding various aspects of teaching, research and other activities of administration etc.

22. Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

23. You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

24. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr.Lankapalli Bullayya College that may be in force from time to time.

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25. You will be responsible for the safe keeping and good condition of all properties of Dr.Lankapalli Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr.Lankapalli Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.

26. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

Secretary and Correspondent

<Acceptance of appointment and declaration by the appointee>

I have read and understood the above terms and conditions of service and hereby convey acceptance duly signed by me.

Signature	:	
Name	:	M.Lakshmi
Date	:	02/08/2017
Reporting Date	:	02/08/2017

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Date: 02/08/2017

To

The Secretary & Correspondent,
Dr.Lankapall Bullayya College, P.G. Courses,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, S. Lakshmi S/o, D/o S M Swamy

having been selected in the Interview conducted on 12/07/2017 for the post of Assistant Professor in Biotechnology, in Dr.Lankapalli Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 02/08/2017

Thanking you Sir,

Yours faithfully,

Forwarded
Asst. Dean 2/8/17
Arts & Science (PG,
Dr. L. Bullayya College
Visakhapatnam

Signature: Lakshmi

Name: S. Lakshmi

Address: Flat no-9,
surya towers,
ASR Nagar,
Seethammadhara
Visakhapatnam
- 530013

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Dr. Lankapalli Bullayya College

52-14-75, Resapuvanipalem, Visakhapatnam - 530 013
Off. : 2701818 Fax. : 0891- 2714423
E-mial : lbcadmn@gmail.com Website : bullayyacollege.info

Dr. K. BHASKARA REDDY, M.Sc.,Ph.D.
Director – Academics & Administration

18th May, 2016.

Sub:- Appointment of Lecturer in BBA, Department of Management Studies-UG, Dr. Lankapalli Bullayya College - reg.

* * *

Based on the qualifications, experience and performance in the personal interview dt.12.05.2016, the undersigned by direction pleased to offer appointment as Lecturer in BBA, Department of Management Studies-UG, Dr. Lankapalli Bullayya College w.e.f 1st June, 2016.

Further, you are informed to convey your acceptance and report to the Director, Academics & Administration on or before 31-05-2016 in person for further process of appointment.

Director-Academics & Admn.

Communicated to-
E. Madhurita Banerjee E. Madhurita

Copy submitted to-
The Secretary & Correspondent for f/o information.

✆ Off. : 2701818
Fax. : 0891-2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on 01-08-2007

ORDER

On the basis of qualifications, experience as well as performance at the interview held on **01-08-2007,** the Selection Committee constituted for this purpose has selected **E.Rupa Rani as a Lecturer in MBA** in the PG College in the Department of Management Studies.

As per the above selection, we are happy to appoint you as Lecturer in the Department of Management Studies.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 07-08-07. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Communicated to Ms.E.Rupa Rani.

LANKAPALLI BULLAYYA COLLEGE VISAKHAPATNAM

Date:8.8.2007

To

The Secretary & Correspondent,
Dr.L.Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, **E. Roopa Rani D/o E.Joshe Babu** having been selected in the Interview conducted on **01.08.2007** for the post of **Assistant Professor in Management Studies** Subject, **Department of Management Studies, Dr.L.Bullayya P.G. College** hereby convey my acceptance and report to duties on the Forenoon of **08.08.2007..**

Thanking you Sir,

Yours faithfully,

Signature: _____

Name: E. ROOPA RANI

Address: MIG 1B/101
MVP COLONY
SECTOR-6
VISAKHAPATNAM - 17

Dr. L. Bullayya P.G. College *VSP-13*

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Date : 02.04.2018.

To

Mrs E Teja Swetha
Trainer, SDC,
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 31 March 2018.

\- - - -

Vide Selection Committee Report referred above, the management is pleased to appoint **Mrs E Teja Swetha as Trainer, SDC** Dr.Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **10.04.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.
Signed _____ Date 02.04.2018 Name E. TEJA SWETHA

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 02/04/2018

Details of Appointment

Name : **Mrs E Teja Swetha**
Date of birth : **19 August 1983**
Qualifications : **BSc, PG Diploma (Management Studies)**

Designation : **Trainer, SDC**

Date of appointment: **02-04-2018**

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs. **15,600/-**
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay may be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Employee:
I have read, understood and accept without any reservations the above details of confirmation.

Signed _____ Date 02.04.2018

Name E. TEJA SWETHA.

Contact details (Address, Tel, Mobile, Email):

30-5-39/6,
EMANDI SADHAN,
DABA GARDENS,
KRISHNA GARDENS,
VISAKHAPATNAM -530020.

Tel:- 9849795337.

EMAIL:- SWETHA.EMANDI@GMAIL.CO

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavouring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Probation:

8) You will be initially placed on probation for a period of two years. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Transferability:

9) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

10) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

11) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Termination:

12) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

13) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

14) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

15) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found to indulge in gross misconduct, indiscipline or negligence:-

a) to have joined employment through false certificates/ credentials

b) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

16) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

17) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

18) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

19) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

20) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

21) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

22) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed _____ on 02.04.2018 (date)
Name: E.TEJA SWETHA. Mobile: 9849795337 Email: SWETHA.EMANDI@GMAIL.COM

VISAKHAPATNAM
2nd April, 2018.

From,

Mrs. E. TEJA SWETHA,
Soft Skills Trainer,
SDC.
Dr. Lankapalli Bullayya College.

To,

The Secretary and Correspondent,
Dr. Lankapalli Bullayya College.
Visakhapatnam.

Sub:- Joining Report on Soft Skills Trainer.

Sir,

I am glad to inform you that I am joining this esteemed Institution as a Soft Skills Trainer in SDC on 2nd April 2018.

Thanking you,

Yours Sincerely,

Sweta

(E. TEJA SWETHA)

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

Date: 17.07.2019.

To
MRs.Eunice Sinha Pazanjiyil,
Flat # 203, MVV Karuna Apartments,
Daspalla Lalyout, Ganesh Nagar, Yendada,
VISAKHAPATNAM-530045.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 20.06.2018.

--

Vide Selection Committee Report referred above; the management is pleased to appoint **Eunice Sinha Pazanjiyil** as Lecturer in SDC in the Department of SDC, Dr. Lankapalli Bullayya College with effect from 17.07.2019.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned not later than 17.07.2019. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed Eunice Sinha Date 00.Month.2019 17 July, 2019

Name EUNICE SINHA PAZANJIYIL

✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff - Orders issued.

Read:- Proceedings of the Secretary & Correspondent Dated 01-08-2007

ORDER

On the basis of qualifications, experience as well as performance in the college, the Management has decided to Continue **G.Arunakamala Jyothi as Lecturer in IHC** in the UG College.

As per the above, we are happy to continue you as Lecturer in IHC.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

Communicated to Ms. G.Aruna Kamala Jyothi.

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

Ref: SCE/LBC/11/2021

Date : 14-12-2021

Dr.G. Ganga Raju is hereby appointed as Asst. Dean (Campus Coordination) effective from 14-12-2021. His duties shall be to coordinate with Principals and others to oversee implementation of different initiatives on behalf of Secretary and Correspondent.

He will report to Secretary and Correspondent.

Communicated to:
Dr.G. Ganga Raju

Dr.G. MADHU KUMAR
SECRETARY & CORRESPONDENT

Copy to:

The Principal, Dr.L. Bullayya Junior College
The Principal, Dr.L. Bullayya College
The Vice-Principal, Dr.L. Bullayya College
The Principal, Dr.L. Bullayya College of Engineering
The Administrative Office for information

Received Copy
G. Campus Director
14.12.2021

(54)

✆ Off. : 2701818
Fax. : 0891 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 10.07.2010

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment - Issued.

Ref: Selection Committee Report dated 09.7.2010.

Vide Selection Committee Report referred above, the management is pleased to appoint **Mrs. G. Kanaka Lakshmi** as **Lecturer** in the Department of **Mathematics** in Arts & Science,UG, Dr.L.Bullayya College w.e.f. **10.07.2010.**

Applicable Pay Scale :

Basic Pay: Rs. 8000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.

2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.

3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

Off. : 2701818
Fax. : 0891 - 2714423

Dr. Lankapalli Bullayya P.G. College

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

Date: 30.06.2019.

To
Ms.G.Lavanya,
D.No.19-174, Sector-02,
Sai Madhav Nagar, Vepagunta,
VISAKHAPATNAM-47.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College, P.G.Courses.
Ref: Selection Committee Report dated 06.07.2018.

--

Vide Selection Committee Report referred above; the management is pleased to appoint Ms.G.Lavanya as Assistant Professor in Biotechnology in the Department of Biotechnology, Dr. Lankapalli Bullayya College, P.G.Courses with effect from 01.07.2019.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College, P.G.Courses.

You should report to the Director/Dean/Principal concerned not later than 01.07.2019. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College, P.G.Courses and look forward to a mutually beneficial association.

Madhu

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College, P.G.Courses

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed G. Lavanya. Date 1st. July. 2019

Name G. Lavanya

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE, P.G.Courses
VISAKHAPATNAM-13

Date:30.06.2019

Details of Appointment

Name	**: Ms.G.Lavanya**
Date of birth	**: 27.06.1992**
Qualifications	**: M.Sc.**
Designation	**: Assistant Professor in Biotechnology**
Date of appointment	**: 01.07.2019**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College, P.G.Courses

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed G. Lavanya Date 1st July 2019

Name G. Lavanya

Date: 1/07/19.

To

The Secretary & Correspondent,
Dr.Lankapalli Bullayya College,
S.No. 44, D.No. 52-14-75,
Resapuvanipalem,
Visakhapatnam - 13.

Respected Sir,

JOINING REPORT

I. G. LAVANYA S/o.D/o. G. SWAMY

Having been selected in the Interview conducted on _____ for the post of Assistant professor. in Dr.Lankapalli Bullayya College hereby convey my acceptance and report tom duties on the Forenoon of 1st July 2019.

Thanking you sir,

Yours faithfully,

Signature: G. Lavanya.

Name: G. LAVANYA

Address: D/O. G. Swamy
Flat No- SF1, Floor-2,
Satyanagar, Jagadhiswari
plaza, chinamushidivada-
531173.
Mobile No- 9494364397.

Off. : 0891-2551198
Res. : 0891-2797638

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Proceedings of the Secretary & Correspondent

Date : 01.07.2014

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment Issued.

Ref: Selection Committee Report dt. 30.06.2014.

The management is pleased to appoint **Ms. G. Malathi** as **Lecturer** in the Department of **Telugu**, Arts & Science, UG, Dr.L.Bullayya College with effect from **01.07.2014.**

Applicable Pay Scale :

Basic Pay: Rs. 8000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.

2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.

3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

Off. : 0891-2551198
Res. : 0891-2797638

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 10-07-2014. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority.

Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. L. Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to –

Ms. G. Malathi

<Appended : ANNEXURE>

ANNEXURE

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation :

1. You will be designated as **Lecturer** in **Telugu, UG.**
2. The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.

Pay & Benefits:

3. Leave : As per the prevailing leave rules of Dr.L.Bullayya College. (Currently 10 days of casual leave and 5 days sick leave, annual or other vacation as declared by management) Leave or other absence of the individual from duties is permissible only with the prior permission in writing from the Management or by its Officers duly authorized on its behalf. (Emergency situations and sickness supported by medical certification may be considered as exceptions). Unutilized leave may qualify for encashment subject to the discretion of the management.
4. Additional pay: Subject to availability of funds and policy decided by management, you may be eligible for additional pay for superior performance and achievements upon suitable evaluation by the management. Additional pay may also be allowed for higher research qualifications in some cases.
5. Your pay will be subject to the laws of income tax act, professional tax act and other statutory provisions.

Probation:

6. You will be initially placed on probation for a period of one year. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. L. Bullayya College by a written order subject to rules of the College.

Medical Fitness:

7. Dr.L. Bullayya College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

8. The nature of your duties will be as assigned by Dr.L.Bullayya College, from time to time depending on changing requirements. Timings of your duties shall be decided by the management depending upon the exigencies of the college work.

9. Dr.L. Bullayya College expects you to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

10. The duties shall include teaching the course assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities to the extent that is required by the appropriate authority, counseling students on academic and other matters.

11. Undertake by yourself and participate along with other teachers and students in the pursuit of knowledge, conducting research and publishing results of research, organize workshops and seminars under the overall supervision of assigned heads.

Up-gradation of Skills:

12. You may be required to upgrade your skills to suit changing needs of academics. Management may require you to participate in such programs and you may be required to enter into an agreement to give services for a minimum time period as decided by management.
13. While you may have been temporarily exempted from higher qualifications such as passing of NET, acquiring research degrees such as M. Phil / PhD, you may be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with regulations of statutory bodies such as UGC, AICTE etc.

Exclusivity:

14. You will devote your entire time to the work of Dr. L. Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management in each case.

Transferability:

15. Your services are liable to be transferred by Dr. L .Bullayya College at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate education'.

Termination:

16. If you wish to leave the service of the College at any time, you will be required to give a notice of one month during probation and three months after confirmation. You will be issued a letter of relief after completion of the notice period if there are no pending issues to be settled. You will be permitted to leave the services only after you obtain the letter of relief. The management may take suitable action for recovery of dues and damages if you leave without a notice or letter of relief.

17. The College Management may terminate your services at any time without assigning any reasons, by giving a notice of one month during probation and three months after confirmation. At its discretion, the college management may terminate the services with immediate effect by paying one month salary during probation and three months' salary after confirmation.

18. The College Management at any time may dispense with the services of the candidate without assigning reasons in the event of gross misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post.

19. Your appointment is subject to Verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.

20. The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

21. The college may evaluate your performance on a periodic basis and if such evaluation points to your unsuitability for the post you are holding, your services may be terminated by giving you a suitable notice.

Confidentiality:

22. You shall not at any time disclose, divulge or make public any information that comes to your notice regarding various aspects of teaching, research and other activities of administration etc.

23. Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

24. You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

25. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr.L.Bullayya College that may be in force from time to time.

26. You will be responsible for the safe keeping and good condition of all properties of Dr.L.Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr.L.Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.

27. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

Secretary and Correspondent

<Acceptance of appointment and declaration by the appointee>

I have read and understood the above terms and conditions of service and hereby convey acceptance duly signed by me.

Signature	:	G. Malathi
Name	:	GODABA MALATHI
Date	:	4/7/2014
Reporting Date	:	4/7/2014.

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR

B.Tech., Ph.D.

Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 01.07.2016.

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dt.14.06.2016.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Ms. Ganta Padma, Lecturer** in the **Department of Mathematics-UG,** Dr.Lankapalli Bullayya College w.e.f. **01.07.2016.**

Applicable Pay Scale : Basic Pay: Rs.12000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 30-06-2016. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Ms. Ganta Padma.**

<Appended : ANNEXURE>

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

Date: 03.10.2019.

To
Dr.G.Pavan Kumar,
D.No.9-9-39-21/1, GF-2,
Mangapuram Colony, Shivajipalem,
VISAKHAPATNAM-530017.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 24.09.2019.

--

Vide Selection Committee Report referred above; the management is pleased to appoint **Dr.G.Pavan Kumar** as Lecturer in Statistics in the Department of Statistics, Dr. Lankapalli Bullayya College with effect from 03.10.2019.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned not later than 03.10.2019. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed G. Pavan Kumar Date 03-10-2019

Name Dr. G. Pavan Kumar

Dr. Lankapalli Bullayya College

Dr.G. MADHU KUMAR, B.Tech.,Ph.D
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

Date : 31.01.2010.

Sub : Establishment – Introduction of new course B.A. (Telugu) in UG – Appointment of Sri G. Ramamurthy, Rtd., Principal of Jr.College as Lecturer in Telugu, UG– reg.

In view of introduction of new course, B.A.(Telugu) in UG College from academic year 2010-11, the management upon due consideration appoint Sri G. Ramamurthy, who recently retired as Principal from aided Jr.College, as Lecturer in Telugu, Arts & Science, UG.

The duties and responsibilities shall be as assigned by the management from time to time in the institution and in coordination with the Dean, Arts & Science, UG.

The salary and other allowances shall be in accordance with pay scales as applicable to teaching staff in UG.

SECRETARY & CORRESPONDENT

24.2.10

Communicated to –
Sri G. Ramamurthy, Principal (Retd), Dr.L.B.Jr.College

All Correspondence should be addressed to the Secretary and Correspondent
#52-14-75 Resapuvani Palem, Visakhapatnam-530 013 Ph 2701818, Fax 0891- 2714423

✆ Off. : 2701818
Fax. : 0891 2714423

Lankapalli Bullayya P.G.College

VISAKHAPATNAM - 530 013

ARU KUMAR
B.Tech ,Ph.D.
.ary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 10.07.2010

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in PG College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dated 09.7.2010.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Sri G. Ravi Kumar** as **Asst. Professor** in the Department of **Mathematics** in Arts & Science, Dr.L.Bullayya P.G.College w.e.f. **10.07.2010.**

Applicable Pay Scale :

Basic Pay: Rs. 8000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.

2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.

3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

All Official Management related letters will have to be addressed to the Secretary and Correspondent.
All other official letters will be addressed to the Director, P.G.College.

(8)

✆ Off. : 571818
Res. : 572847

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Date .....

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

JUNE 29th,1999.

Proceedings of the Secretary & Correspondent,
Dr.L.Bullayya College,
Visakhapatnam - 530013.

ORDER

Sub: Establishment - Appointment of Teaching Staff in Dr. L.Bullayya College.

Ref: 1. Minutes Dt.21/22-6-99 of the meeting of the selection Committee constituted for the selection of Teaching Staff under G.O.Ms No 12 Government of Andhra Pradesh.

2. Resolutions of the Governing Body of Dr.L.B.College Dated 27-06-1999.

In pursuance of the above two resolutions Ms.G.ROJA MANI is appointed as lecturer in COMPUTER SCIENCE. with effect from 15-07-99 in the pay scale of Rs.3,110/- with other allowances as may be fixed by the Management.

This appointment is subject to rules and regulations currently applicable or that may be framed and applied by the Governing Body of the College Or any appropriate authority. The appointment is governed by the following conditions.

1.The candidate will be on probation for a period of Two years.

2.The performance of the candidate will be under review during probation period.

3.The Candidate will be given a full time assignment and should not involve in any other assignment.

4.The pay and other allowances will be fixed by the management of the College from time to time.

© Off. : 551198

Dr. LANKAPALLI BULLAYYA COLLEGE

VISAKHAPATNAM - 530 013

POST GRADUATE COURSES

166

Date

December 18, 1995

Proceedings of the Secretary & Correspondent
Dr.L.Bullayya College, P.G.Courses
Visakhapatnam 530 013.

O R D E R

Sub : Establishment - Appointment of Teaching Staff in Dr.L.Bullayya College, P.G.Courses.

Ref : Minutes dt.5/6-11-95 of the Meeting of the Teaching Staff Selection Committee constituted by Andhra University.

In pursuance of the resolution contained in the minutes dt.5/6-11-95 of the meeting of the Teaching Staff Selection Committee constituted by Andhra University, Sri G.S.K.Chakravarthy is appointed as Lecturer in M.B.A. with effect from 13-11-95 in the pay scale of Rs.2,200/- with other allowances as admissible by the Management.

This appointment is subject to rules and regulations currently applicable or that may be framed and applied by the Governing Body of the College or any appropriate authority and the following terms and conditions :

1. He will be on probation for a period of TWO years.
2. His performance will be under review during probation.
3. He will be given a full time assignment and no involvement in any other assignment is permitted.
4. His pay and other allowances will be as fixed by the Management of the College from time to time.
5. Three months notice is necessary on either side for terminating the assignment.

Madhukumar

Dr.G.Madhu Kumar,
B.Tech.,Ph.D.
Secretary & Correspondent
Dr.L.Bullayya College, P.G.Courses
Visakhapatnam 530 013.

To

The Secretary & Correspondent,
Dr. L. Bullayya College,
Visakhapatnam.

Respected Sir,

Sub:- Dr. L.B.College – Joining Report as a Associate Professor in Department of Management Studies, PG Course.

I, G.S.K.Chakravarty, am herewith submitting my joining report as Associate Professor in Department of Management Studies in Dr.L.Bullayya P.G.College, with effect from the Forenoon of 11-12-1995.

Thanking You,

Yours Sincerely,

SIGNATURE
.S.K. Chakravarthy

Dr. K. BHASKARA REDDY
Director-Academics & Administration
Dr. L. Bullayya College
VISAKHAPATNAM-530 013

LANKAPALLI BULLAYYA COLLEGE VISAKHAPATNAM

Secretary & Correspondent
Dr. Lankapalli Bullayya P.G. College
Visakhapatnam-13

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

Sub: Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:- Minutes of the Selection Committee meeting held on **05-12-2009**.

APPOINTMENT ORDER

On the basis of qualifications, experience as well as performance in the interview held on **05-12-2009**, the Selection Committee constituted for this purpose has selected **Sri G. Satya Praveen** as **Asst. Professor**,for placement in the Department of English, Arts &Science, (PG).

As per the above selection, you are appointed as **Asst. Professor** in the **Department of English, Arts &Science,(PG).**

This appointment is subject to the terms and conditions as contained in the **Annexure** to this Order and the disciplinary rules and regulations in force and as framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Dean/Director of the college immediately but not later than 10-12-2009. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted for service records.

You should produce a relieving certificate from the previous employer/organization issued by competent authority.

Please sign and return the enclosed copy of this letter and annexure, in token of your acceptance.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary & Correspondent

Communicated to:

Sri.G.Satya Praveen

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

Date: 10-12-20

To

The Secretary & Correspondent,
Dr.Lankapall Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, G. SATYA PRAVEEN S/o, D/o G. UPENDRA RAO

having been selected in the Interview conducted on 05-12-2009 for the post of Assistant Professor in Dr.Lankapalli Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 10-12-2009.

Thanking you Sir,

Yours faithfully,

Signature: Satya

Name: G. SATYA PRAVEEN

Address: 1-1/6 Ganesh Sai Nagar
Near Paradesamma Temple
Kolla Palem
Gopalapatnam
VISAKHAPATNAM-530027

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

To
SUJATHA GAADI

Date: 01-12-2017.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr. Lankapalli Bullayya College.

Ref: Selection Committee Report dated 04-11-2017.

Vide Selection Committee Report referred above; the management is pleased to appoint **SUJATHA GAADI** as Lecturer in the Department of Mathematics, Dr. Lankapalli Bullayya College with effect from 01-12-2017.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned not later than 20-11-2017. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed _____ Date_____

Name _____

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 01.12.2022.

To
Mr.Gajula Surendra,
D.No.52-8-15,
Old Resapuvanipalem,
VISAKHAPATNAM-530013.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 23.11.2022.

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Vide Selection Committee Report referred above; the management is pleased to appoint **Mr. Gajula Surendra** as Lecturer in Commerce & Management in the Department of Commerce, Dr. Lankapalli Bullayya College with effect from 01.12.2022.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 01.12.2022. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed _____ Date 01-12-2022.

Name G. Surendra.

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 01.12.2022

Details of Appointment

Name	**: Mr. Gajula Surendra**
Date of birth	**: 23.08.1995**
Qualifications	**: M.Com.,**
Designation	**: Lecturer in Commerce & Management**
Date of appointment	**: 01.12.2022**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed _____ Date 01-12-2022.

Name G. Surendra.

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed _____ on 01-12-2022. (date)

Name: G. Surendra.

Tel: _____ Mobile: 7416672892 Email: gajulasurendra@gmail.com.

Current mailing address:

52-8-15, old Resapuvanipalem,
Visakhapatnam, 530013.

Date of Reporting 01-12-2022.

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 01.10.2022.

To
Mrs.G.Surya Yellamambaswarai,
D.No.44-5-1/1, Flat No.201, Trishul Raja Vihar,
Thatichetlapalem,
VISAKHAPATNAM-530016.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 21.09.2022.

Vide Selection Committee Report referred above; the management is pleased to appoint **Mrs.G.Surya Yellamambaswarai** as Lecturer in SDC in the Department of SDC, Dr. Lankapalli Bullayya College with effect from 01.10.2022.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 01.10.2022. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed G. Surya Date 01.10.2022

Name G. SURYA YELLAMAMBASWARAI.

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 10.10.2022

Details of Appointment

Name	**: Mrs. G.Surya Yellamambaswarai**
Date of birth	**: 29.08.1982**
Qualifications	**: M.A., M.Phil.,**
Designation	**: Lecturer in SDC**
Date of appointment	**: 10.10.2022**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed G. Surya Y. Date 01.10.2022.

Name G. SURYA. Y

ANNEXURE-2

DR. LANKAPALLI BULLAYYA COLLEGE

VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed G. Surya on 01.10.2022 (date)

Name: G. SURYA YELLAMAMBASWARAI

Tel: _____ Mobile: 8179199766 Email: suryachinni5@gmail.com

Current mailing address:
D.NO → 44-5-1/1, Flat no 201.
Trishul Raja Vihar,
Thatichetlapalem,
Visakhapatnam- 530016.

Date of Reporting 01.10.2022 .

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

Date: 01.02.2021.

To
Mr.G.Tharaka Rama Rao,
Block-3,
Marikavalasa,
VISAKHAPATNAM.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 23.12.2020.

--

Vide Selection Committee Report referred above; the management is pleased to appoint **Mr.G.Tharaka Rama Rao** as Lecturer in Sanskrit in the Department of Sanskrit, Dr. Lankapalli Bullayya College with effect from 01.02.2021.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 01.02.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed _____ Date 01-02-2021

Name G. THARAKA RAMARAO

Off. : 2701818
Fax. : 0891 - 2714423

Dr. Lankapalli Bullayya P.G. College

VISAKHAPATNAM - 530 013

G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 28.06.2013

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in PG College – Letter of Appointment - Issued.

Ref: Interview dated 08.04.2013.

Based on the qualifications, experience and performance in the interview, the management is pleased to appoint **Sri G. Taviti Naidu** as Asst. Professor in the Department of Management Studies, Dr.L.Bullayya P.G.College w.e.f. **01.07.2013.**

Applicable Pay Scale :

Basic Pay: Rs. 8000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.

2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.

3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 01-07-2013. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

All Official Management related letters will have to be addressed to the Secretary and Correspondent.
All other official letters will be addressed to the Dean, P.G.College.

Date: 01/07/13

To

The Secretary & Correspondent,
Dr.L.Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, G. TAVITI NAIDU S/o, D/o G. PAKERU NAIDU having been selected in the Interview conducted on _____ for the post of Assistant Professor in Dr.L.Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 01-07-2013.

Thanking you Sir,

Yours faithfully,

Signature: G.Tavith

Name: G. Tavith Naidu

Address: FLAT-105, MVV Apartments
K.R.M colony, Near Sivalyam
Seetammadhara.

Submitted

Sri G. Tavith Naidu, Asst. Prof (MBA) reported to duty on 1-7-2013 FN

10.7.13

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 02.12.2002.

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in PG College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dt.02.12.2002.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Dr. G.V. Shakuntala, Lecturer in the Department of Bio-chemistry, Arts & Science, PG,** Dr.Lankapalli Bullayya College w.e.f. **02.12.2002.**

Applicable Pay Scale : Basic Pay: Rs.8,000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 05-12-2002. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Dr. G.V. Shakuntala**
<Appended : ANNEXURE>

All Communications may be addressed to : Dr. G. Madhu Kumar, Secretary & Correspondent
C/o. Dr. L. Bullayya College, # 52-14-75, Resapuvani Palem, Visakhapatnam-13.

ANNEXURE:

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

TERMS AND CONDITIONS OF APPOINTMENT

Designation

1. You will be designated as Associate Professor in Biochemistry.
2. The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.

Pay & Benefits:

3. You will be placed in the Pay Scale Rs.12000-420-20400 on a basic Pay of Rs.12000/-
4. House Rent allowance: as admissible (Currently 20% of the minimum basic of the above scale)
5. Annual time increments indicated in the above scale are not automatic and may be granted to you subject to your satisfactory performance based on evaluation and availability of funds.
6. Provident Fund: Deductions will be made from your gross pay and management will contribute as per the E.P.F. Act.
7. Gratuity: You will be eligible for gratuity as per the Payment of Gratuity Act.
8. Leave : As per the prevailing leave rules of Dr.L.Bullayya College. (Currently 10 days of casual leave and 5 days sick leave, annual or other vacation as declared by management) Leave or other absence of the individual from duties is permissible only with the prior permission in writing from the Management or by its Officers duly authorized on its behalf. (Emergency situations and sickness supported by medical certification may be considered as exceptions). Unutilized leave may qualify for encashment subject to the discretion of the management.
9. Additional pay: Subject to availability of funds and policy decided by management, you may be eligible for additional pay for superior performance and achievements upon suitable evaluation by the management. Additional pay may also be allowed for higher research qualifications in some cases.
10. Your pay will be subject to the laws of income tax act, professional tax act and other statutory provisions.

Medical Fitness:

11. Dr.L.Bullayya College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

12. The nature of your duties will be as assigned by Dr.L.Bullayya College, from time to time depending on changing requirements. Timings of your duties shall be decided by the management depending upon the exigencies of the college work.

13. Dr.L.Bullayya College expects you to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

14. The duties shall include teaching the course assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities to the extent that is required by the appropriate authority, counseling students on academic and other matters.

15. Undertake by yourself and participate along with other teachers and students in the pursuit of knowledge, conducting research and publishing results of research, organize workshops and seminars under the overall supervision of assigned heads.

Up-gradation of Skills:

16. You may be required to upgrade your skills to suit changing needs of academics. Management may require you to participate in such programs and you may be required to enter into an agreement to give services for a minimum time period as decided by management.

17. While you may have been temporarily exempted from higher qualifications such as passing of NET, acquiring research degrees such as M. Phil / PhD, you may be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with regulations of statutory bodies such as UGC, AICTE etc.

Exclusivity:

18. You will devote your entire time to the work of Dr. L. Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management in each case.

Transferability:

19. Your services are liable to be transferred by Dr. L .Bullayya College at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate education'

Termination:

20. If you wish to leave the service of the College at any time, you will be required to give a notice of three months. You will be issued a letter of relief after completion of the notice period if there are no pending issues to be settled. You will be permitted to leave the services only after you obtain the letter of relief. The management may take suitable action for recovery of dues and damages if you leave without a notice or letter of relief.

21. The College Management may terminate your services at any time without assigning any reasons, by giving a notice of three months. At its discretion, the college management may terminate the services with immediate effect by paying three months salary.

22. The College Management at any time may dispense with the services of the candidate without assigning reasons in the event of gross misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post.

23. Your appointment is subject to Verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.

24. The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

25. The college may evaluate your performance on a periodic basis and if such evaluation points to your unsuitability for the post you are holding, your services may be terminated by giving you a suitable notice.

Confidentiality:

26. You shall not at any time disclose, divulge or make public any information that comes to your notice regarding various aspects of teaching, research and other activities of administration etc.

27. Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

28. You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

29. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr.L.Bullayya College that may be in force from time to time.

30. You will be responsible for the safe keeping and good condition of all properties of Dr.L.Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr.L.Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.

31. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Acceptance of appointment and declaration by the appointee:

I have read and understood the above terms and conditions and hereby sign my acceptance of the same.

Signature : G.V. Shakuntala

Name : Dr. G.V. Shakuntala

Date : 18.8.07.

Reporting Date :

Date: 1.8.2007.

To

The Secretary & Correspondent,
Dr.Lankapall Bullayya College, P.G. Courses,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, Dr. G.V. Shakuntala ~~S/o~~, D/o G. Gopala Rao.

having been selected in the Interview conducted on 31.7.2007 for the post of Associate Professor. in Dr.Lankapalli Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 1.8.2007.

Thanking you Sir,

Yours faithfully,

Signature: G.V.

Name: Dr. G.V. Shakuntala

Address: D.No 48.8.9.
Dwaraka Nagar
Visakhapatnam
530016.

✆ Off. : 2701818
Fax. : 0891 2714423

Dr. Lankapalli Bullayya P.G.College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on 18-06-2009

ORDER

On the basis of qualifications, experience as well as performance at the interview held on **18-06-2009,** the Selection Committee constituted for this purpose has selected **Mr.G.Venkata Rao as a Lecturer in MHRM** in the PG College in the Department of MHRM.

As per the above selection, we are happy to appoint you as Lecturer in the Department of MHRM. .

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 30-06-2009. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Communicated to **Mr.G.Venkata Rao.**

ANNEXURE:

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

TERMS AND CONDITIONS OF APPOINTMENT

Designation

1. You will be designated as Lecturer in MHRM.
2. The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.

Pay & Benefits:

3. You will be placed in the Pay Scale Rs.8000-275-13500 on a basic Pay of Rs.8000/-
4. House Rent allowance: as admissible (Currently 20% of the minimum basic of the above scale)
5. Annual time increments indicated in the above scale are not automatic and may be granted to you subject to your satisfactory performance based on evaluation and availability of funds.
6. Provident Fund: Deductions will be made from your gross pay and management will contribute as per the E.P.F. Act.
7. Gratuity: You will be eligible for gratuity as per the Payment of Gratuity Act.
8. Leave : As per the prevailing leave rules of Dr.L.Bullayya College. (Currently 10 days of casual leave and 5 days sick leave, annual or other vacation as declared by management) Leave or other absence of the individual from duties is permissible only with the prior permission in writing from the Management or by its Officers duly authorized on its behalf. (Emergency situations and sickness supported by medical certification may be considered as exceptions). Unutilized leave may qualify for encashment subject to the discretion of the management.
9. Additional pay: Subject to availability of funds and policy decided by management, you may be eligible for additional pay for superior performance and achievements upon suitable evaluation by the management. Additional pay may also be allowed for higher research qualifications in some cases.
10. Your pay will be subject to the laws of income tax act, professional tax act and other statutory provisions.

Probation:

11. You will be initially placed on probation for a period of one year. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Medical Fitness:

12. Dr.L.Bullayya College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

13. The nature of your duties will be as assigned by Dr.L.Bullayya College, from time to time depending on changing requirements. Timings of your duties shall be decided by the management depending upon the exigencies of the college work.
14. Dr.L.Bullayya College expects you to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.
15. The duties shall include teaching the course assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities to the extent that is required by the appropriate authority, counseling students on academic and other matters.
16. Undertake by yourself and participate along with other teachers and students in the pursuit of knowledge, conducting research and publishing results of research, organize workshops and seminars under the overall supervision of assigned heads.

Up-gradation of Skills:

17. You may be required to upgrade your skills to suit changing needs of academics. Management may require you to participate in such programs and you may be required to enter into an agreement to give services for a minimum time period as decided by management.
18. While you may have been temporarily exempted from higher qualifications such as passing of NET, acquiring research degrees such as M. Phil / PhD, you may be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with regulations of statutory bodies such as UGC, AICTE etc.

Exclusivity:

19. You will devote your entire time to the work of Dr. L. Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management in each case.

Transferability:

20. Your services are liable to be transferred by Dr. L .Bullayya College at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate education'

Termination:

21. If you wish to leave the service of the College at any time, you will be required to give a notice of one month during probation and three months after confirmation. You will be issued a letter of relief after completion of the notice period if there are no pending issues to be settled. You will be permitted to leave the services only after you obtain the letter of relief. The management may take suitable action for recovery of dues and damages if you leave without a notice or letter of relief
22. The College Management may terminate your services at any time without assigning any reasons, by giving a notice of one month during probation and three months after confirmation. At its discretion, the college management may terminate the services with immediate effect by paying one month salary during probation and three months salary after confirmation.
23. The College Management at any time may dispense with the services of the candidate without assigning reasons in the event of gross misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post.
24. Your appointment is subject to Verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.
25. The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.
26. The college may evaluate your performance on a periodic basis and if such evaluation points to your unsuitability for the post you are holding, your services may be terminated by giving you a suitable notice.

Confidentiality:

27. You shall not at any time disclose, divulge or make public any information that comes to your notice regarding various aspects of teaching, research and other activities of administration etc.
28. Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.
29. You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

30. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr.L.Bullayya College that may be in force from time to time.
31. You will be responsible for the safe keeping and good condition of all properties of Dr.L.Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr.L.Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.
32. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Acceptance of appointment and declaration by the appointee:

I have read and understood the above terms and conditions and hereby sign my acceptance of the same.

Signature : G. Venkat Rao

Name : G. VENKAT RAO.

Date : 27/6/09.

Reporting Date : 1/7/09

17-12-2021,
VISAKHAPATNAM.

FROM:

Dr. G. VENKAT RAO
Dept. of HRM,
Dr. L. B. College

TO

The Secretary, cum Correspondent,
Dr. L. Bullayya College,
VSP.

Respected Sir,

Sub: Joining Letter.

I Dr. G. Venkat Rao who is on leave to pursue SRF-PDF-ICSSR report to duty from 17/12/2021 on completion of the leave period.

Thanking You,

17/12/2021

17/12/2021

Submitted
17/12/21

Yours Sincerely
G. Venkat Rao.

Recd Copy
P Rajeevi

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax : 0891-2714424
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B Tech., Ph.D
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 01.06.2016.

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dt.12.05.2016.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Mr. Vinay Chaitanya Ganta, Lecturer** in **BBA, Department of Management Studies, UG,** Dr.Lankapalli Bullayya College w.e.f. **20.06.2016.**

Applicable Pay Scale : Basic Pay: Rs.15600/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 31-05-2016. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Mr. Vinay Chaitanya Ganta**
<Appended : ANNEXURE>

All Communications may be addressed to Dr. G. Madhu Kumar, Secretary & Correspondent
C/o. Dr. L. Bullayya College, # 52-14-75, Resapuvani Palem, Visakhapatnam-13.

Dr. Lankapalli Bullayya College

52-14-75, Resapuvanipalem, Visakhapatnam - 530 013
✆ Off : 2701813 Fax. : 0891- 2714423
E-mial : lbcadmn@gmail.com Website : bullayyacollege.info

Dr. K. BHASKARA REDDY, M Sc Ph D
Director – Academics & Administration

18th May, 2016.

Sub:- Appointment of Lecturer in BBA, Department of Management Studies-UG, Dr. Lankapalli Bullayya College - reg.

* * *

Based on the qualifications, experience and performance in the personal interview dt.12.05.2016, the undersigned by direction pleased to offer appointment as Lecturer in BBA, Department of Management Studies-UG, Dr. Lankapalli Bullayya College w.e.f 1st June, 2016.

Further, you are informed to convey your acceptance and report to the Director, Academics & Administration on or before 31-05-2016 in person for further process of appointment.

Director-Academics & Admn.

Communicated to-
Vinay Chaitanya Ganta 30/5/2016.

Copy submitted to-
The Secretary & Correspondent for f/o information.

Date: 20/6/2016

To

The Secretary & Correspondent,
Dr. Lankapalli Bullayya College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
Visakhapatnam – 530 013.

Respected Sir,

JOINING REPORT

I, VINAY CHAITANYA GANTA S/o, ~~D/o~~ Vijayendra Rao

Having been selected in the Interview conduct on 12/5/2016 for the post of Lecturer in Dr. Lankapalli Bullayya College hereby convey my acceptance and report to duties on the Forenoon of 20/6/2016.

Thanking you Sir,

Yours faithfully,

Signature: 20/6/2016.

Name : Vinay Chaitanya Ganta.

Address : H/o S. Satya Rao.
Flat No: 9-11-28/4,
Prasanthi Nagar
Near Doctors Colony,
Shivajipalem,
Visakhapatnam - 530047,
Andhra Pradesh.
Mobile: 9701443026
Email: Vinaychaitanya@yahoo.c

Forwarded to the Director

Raj Mohan

Submitted

Sri Vinay Chaitanya Ganta, Lecturer in BBA reported to duty on the forenoon of 20.6.2016.

20.6.16

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT
Present: Dr. G. Madhu Kumar, B.Tech., Ph.D.

Date : 01.09.2013

Sub : Establishment - Appointment of Adhoc Teaching Staff in UG - reg.

ORDER:

In consideration of the request received from Sri H. Ranganayakulu, Lecturer in Commerce (Rtd), the management is pleased to issue the following :

Sri H. Ranganayakulu, Lecturer in Commerce, Dr.L.Bullayya College, has retired from the services of Dr.L.Bullayya College on 31.08.2013. Consequent of his retirement, the teaching post held by him has fallen vacant in the institution. In order to substitute the workload earlier handled by Sri H. Ranganayakulu and in view of his request and willingness to continue to teach Commerce subject, the management is pleased to appoint Sri H. Ranganaykulu as Lecturer in Commerce on adhoc basis effective 01.09.2013 until further orders.

A remuneration per month as will be fixed by the management shall be paid to the individual.

The individual shall report to the Director, AC&CA and shall work in coordination with the Dean, Commerce, UG.

(Dr. G. Madhu Kumar)
Secretary & Correspondent

Copy to :
The Principal, Dr.L.Bullayya College.
The Dean, Commerce, UG.
The Director, (AC&CA)
The Individual

✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff - Orders issued.

Read:- Proceedings of the Secretary & Correspondent Dated 01-08-2007

ORDER

On the basis of qualifications, experience as well as performance in the college, the Management has decided to Continue **I.Hymavathi as Lecturer in Computer Science** in the UG College in the Department of Computer Science.

As per the above, we are happy to continue you as Lecturer in the Department of Computer Science.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Communicated to Ms. I. Hymavathi.

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff - Orders issued.

Read:- Proceedings of the Secretary & Correspondent Dated 01-08-2007

ORDER

On the basis of qualifications, experience as well as performance in the college, the Management has decided to Continue J.Ganesh as Lecturer in Micro Biology in the UG College in the Department of Micro Biology.

As per the above, we are happy to continue you as Lecturer in the Department of Micro Biology.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Communicated to Mr. J.Ganesh.

Date: 01/08/2016

To

The Secretary & Correspondent,
Dr.Lankapalli Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, JAKKULA GANESH S/o, D/o JAKKULA SATYANARAYANA

having been selected in the Interview conducted on 25/07/16 for the post of Asst. Professor in microbiology (MICROBIOLOGY) in Dr.Lankapalli Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 01/08/16.

Thanking you Sir,

Yours faithfully,

Forwarded
1/8/16

Signature: J. ganesh

Name: JAKKULA GANESH

Address: DOOR NO-50-24-3
T.P.T COLONY
VISAKHAPATNAM-13

1/8/2016

Submitted
Mr. J. Ganesh, Asst. Prof in Microbiology reported to duty on 1-8-2016 FN

1.8.16

Dr. Lankapalli Bullayya College

Dr. G. MADHU KUMAR
Secretary & Correspondent

Date : 01.06.2018.

To

Mrs JL Purnima,
Lecturer in Management Studies,
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 26 May 2018.

- - - -

Vide Selection Committee Report referred above, the management is pleased to appoint **Mrs JL Purnima** as **Lecturer in Department of Management Studies**, Dr.Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **10.06.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures.. conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

Madhu

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed Purnima Date 1.06.2018 Name J.L. PURNIMA

© Off. : 2701818
Fax. : 0891 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 10.07.2010

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment Issued.**

Ref: **Selection Committee Report dated 06.7.2010.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Mr. J. Lakshmana Babu** as **Lecturer** in the Department of **Economics** in Arts & Science, UG, Dr.L.Bullayya College w.e.f. **10.07.2010.**

Applicable Pay Scale :

Basic Pay: Rs. 8000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.

2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.

3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 20.10.2021.

To
Dr.J.Santhosh Kumar,
Flat No.401,Amma Residency,
Pappayya Rajupalem, Sujathanagar,
VISAKHAPATNAM-530051.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 22.09.2021.

Vide Selection Committee Report referred above; the management is pleased to appoint **Dr. J. Santhosh Kumar** as Assistant Professor in Chemistry in the Department of Chemistry, Dr. Lankapalli Bullayya College with effect from 20.10.2021.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 20.10.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed _____ Date 20-10-2021

Name DR. SANTHOSH KUMAR JUREDDI

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 20.10.2021

Details of Appointment

Name	**: Dr.J.Santhosh Kumar**
Date of birth	**: 10.06.1985**
Qualifications	**: M.Sc.,Ph.D.,**
Designation	**: Assistant Professor in Chemistry,**
Date of appointment	**: 20.10.2021**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed _____ Date 20-10-2021

Name DR. SANTHOSH KUMAR JUREDDI

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed Santhosh DR on 20-10-2021 (date)

Name: SANTHOSH KUMAR JUREDDI

Tel: _____ Mobile: 9703562247 Email: Santhoshkumar.Jureddi@gmail.com

Current mailing address:

Date of Reporting 20-10-2021

Dr. Lankapalli Bullayya College

52-14-75, Resapuvanipalem, Visakhapatnam - 530 013
Ph: Off. : 0891-2701818 Fax. : 0891- 2714423
E-mial : lbcadmn@gmail.com Website : bullayyacollege.org

Dr. K. SATYANARAYANA, M.Com., Ph.D
Director – Academics & Administration

Date:28.11.2019..

Letter of offer of Employment

Based on the performance in the interview, we are pleased to appoint Ms Janet Paul as Assistant Professor, Department of English- PG, Dr. Lankapalli Bullayya College. Ms Janet Paul will teach UG classes also, when ever need. The appointment of Ms. Janet Paul is subject to the ratification by Andhra University. The performance of Ms. Janet Paul will be reviewed at the end of the academic year. Ms. Janet Paul will be considered for regular appointment in the Department of English (P.G.) based on the satisfactory performance during the academic year. All the terms and conditions of employment that are in vogue are applicable.

K. SATYANARAYANA
DIRECTOR – ACADEMICS & ADMINISTRATION

Communicated to –
Ms. Janet Paul Janet 02/12/2019

Copy submitted to the Secretary & Correspondent - for favour of information.

Date: 02.12.2019

To

The Secretary & Correspondent,
Dr.Lankapall Bullayya College, P.G. Courses,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, JANET PAUL S/o, D/o PAUL GILBERT SAMUEL

having been selected in the Interview conducted on 25.11.2019 for the post of

ASST. PROFESSOR in Dr.Lankapalli Bullayya P.G. College hereby convey

my acceptance and report to duties on the Forenoon of 02.12.2019.

Thanking you Sir,

Yours faithfully,

Submitted
02/12/19

Signature: Janet

Name: JANET PAUL

Address: D.NO: 2-45-7
SECTOR-XI
M.V.P. COLONY
VISAKHAPATNAM

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR

B.Tech., Ph.D.

Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 01.07.2016.

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in PG College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dt.06.04.2016.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Ms. K. Anantalakshmi, Assistant Professor** in the **Department of Chemistry, Arts & Science, PG,** Dr.Lankapalli Bullayya College w.e.f. **01.07.2016.**

Applicable Pay Scale : Basic Pay: Rs.12000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned Immediately but not later than 30-06-2016. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Ms. K. Anantalakshmi.**

<Appended : ANNEXURE>

ANNEXURE

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation :

1. You will be designated as **Assistant Professor** in **Chemistry, PG.**
2. The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.

Pay & Benefits:

3. Leave : As per the prevailing leave rules of Dr. Lankapalli Bullayya College (Currently 10 days of casual leave and 5 days sick leave, annual or other vacation as declared by management) Leave or other absence of the individual from duties is permissible only with the prior permission in writing from the Management or by its Officers duly authorized on its behalf. (Emergency situations and sickness supported by medical certification may be considered as exceptions). Unutilized leave may qualify for encashment subject to the discretion of the management.
4. Additional pay: Subject to availability of funds and policy decided by management, you may be eligible for additional pay for superior performance and achievements upon suitable evaluation by the management. Additional pay may also be allowed for higher research qualifications in some cases.
5. Your pay will be subject to the laws of income tax act, professional tax act and other statutory provisions.

Probation:

6. You will be initially placed on probation for a period of one year. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Medical Fitness:

7. Dr.Lankapalli Bullayya College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

8. The nature of your duties will be as assigned by Dr.Lankapalli Bullayya College, from time to time depending on changing requirements. Timings of your duties shall be decided by the management depending upon the exigencies of the college work.

9. Dr.Lankapalli Bullayya College expects you to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

10. The duties shall include teaching the course assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities to the extent that is required by the appropriate authority, counseling students on academic and other matters.

11. Undertake by yourself and participate along with other teachers and students in the pursuit of knowledge, conducting research and publishing results of research, organize workshops and seminars under the overall supervision of assigned heads.

Up-gradation of Skills:

12. You may be required to upgrade your skills to suit changing needs of academics. Management may require you to participate in such programs and you may be required to enter into an agreement to give services for a minimum time period as decided by management.

13. While you may have been temporarily exempted from higher qualifications such as passing of NET, acquiring research degrees such as M. Phil / PhD, you may be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with regulations of statutory bodies such as UGC, AICTE etc.

Exclusivity:

14. You will devote your entire time to the work of Dr. Lankapalli Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management in each case.

Transferability:

15. Your services are liable to be transferred by Dr. Lankapalli Bullayya College at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate education'

Termination:

16. If you wish to leave the service of the College at any time, you will be required to give a notice of one month during probation and three months after confirmation. You will be issued a letter of relief after completion of the notice period if there are no pending issues to be settled. You will be permitted to leave the services only after you obtain the letter of relief. The management may take suitable action for recovery of dues and damages if you leave without a notice or letter of relief.

17. The College Management may terminate your services at any time without assigning any reasons, by giving a notice of one month during probation and three months after confirmation. At its discretion, the college management may terminate the services with immediate effect by paying one month salary during probation and three month's salary after confirmation.

18. The College Management at any time may dispense with the services of the candidate without assigning reasons in the event of gross misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post.

19. Your appointment is subject to Verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.

20. The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

21. The college may evaluate your performance on a periodic basis and if such evaluation points to your unsuitability for the post you are holding, your services may be terminated by giving you a suitable notice.

Confidentiality:

22. You shall not at any time disclose, divulge or make public any information that comes to your notice regarding various aspects of teaching, research and other activities of administration etc.

23. Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

24. You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

25. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr.Lankapalli Bullayya College that may be in force from time to time.

26. You will be responsible for the safe keeping and good condition of all properties of Dr.Lankapalli Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr.Lankapalli Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.

27. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

Secretary and Correspondent

<Acceptance of appointment and declaration by the appointee>

I have read and understood the above terms and conditions of service and hereby convey acceptance duly signed by me.

Signature	:	K. Rlakshmi
Name	:	K. Anantha lakshmi
Date	:	1/07/2016
Reporting Date	:	1/07/2016.

Date: 1.07.2016

To

The Secretary & Correspondent,
Dr.Lankapall Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, K. Anantha lakshmi S/o, D/o Joga rao

having been selected in the Interview conducted on 30.04.2016 for the post of Assistant Professor in Dr.Lankapalli Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 1.07.2016. Chemistry (PG)

Thanking you Sir,

Yours faithfully,

Asst. Dean
Arts & Science (PG)
Dr. L. Bullayya College
Visakhapatnam

Signature: K. Lakshmi

Name: K. Anantha lakshmi

Address: c/o G. Rameswara Rao
Near. Kalabharathi
maddilapalem
Visakhapatnam.

Submitted

Ms. K. Anantha Lakshmi, Asst. Prof.
Dept. of chemistry, PG reported in
duty on 1.7.2016 FN

1.7.16

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 03.09.2014.

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in PG College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dt.03.09.2014.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Smt K. Beulah, Lecturer** in the **Department of Bio-Technology, PG,** Dr.Lankapalli Bullayya College w.e.f. **03.09.2014.**

Applicable Pay Scale : **Basic Pay: Rs.8,000/-**

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 10-09-2014. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Smt. K. Beulah.**
<Appended : ANNEXURE>

All Communications may be addressed to : Dr. G. Madhu Kumar, Secretary & Correspondent
C/o. Dr. L. Bullayya College, # 52-14-75, Resapuvani Palem, Visakhapatnam-13,

✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff - Orders issued.

Read:- Proceedings of the Secretary & Correspondent Dated 01-08-2007

ORDER

On the basis of qualifications, experience as well as performance in the college, the Management has decided to Continue K.Beulah as Lecturer in Biochemistry in the UG College in the Department of Biochemistry.

As per the above, we are happy to continue you as Lecturer in the Department of Biochemistry.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHAPATNAM

Communicated to Ms. K. Beulah.

ANNEXURE:

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

TERMS AND CONDITIONS OF APPOINTMENT

Designation

1. You will be designated as Lecturer in Biochemistry.
2. The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.

Pay & Benefits:

3. You will be placed in the Pay Scale Rs.5980-170-9380 on a basic Pay of Rs.5980/-
4. House Rent allowance: as admissible (Currently 20% of the minimum basic of the above scale)
5. Annual time increments indicated in the above scale are not automatic and may be granted to you subject to your satisfactory performance based on evaluation and availability of funds.
6. Provident Fund: Deductions will be made from your gross pay and management will contribute as per the E.P.F. Act.
7. Gratuity: You will be eligible for gratuity as per the Payment of Gratuity Act.
8. Leave : As per the prevailing leave rules of Dr.L.Bullayya College. (Currently 10 days of casual leave and 5 days sick leave, annual or other vacation as declared by management) Leave or other absence of the individual from duties is permissible only with the prior permission in writing from the Management or by its Officers duly authorized on its behalf. (Emergency situations and sickness supported by medical certification may be considered as exceptions). Unutilized leave may qualify for encashment subject to the discretion of the management.
9. Additional pay: Subject to availability of funds and policy decided by management, you may be eligible for additional pay for superior performance and achievements upon suitable evaluation by the management. Additional pay may also be allowed for higher research qualifications in some cases.
10. Your pay will be subject to the laws of income tax act, professional tax act and other statutory provisions.

Medical Fitness:

11. Dr.L.Bullayya College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

12. The nature of your duties will be as assigned by Dr.L.Bullayya College, from time to time depending on changing requirements. Timings of your duties shall be decided by the management depending upon the exigencies of the college work.

13. Dr.L.Bullayya College expects you to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

14. The duties shall include teaching the course assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities to the extent that is required by the appropriate authority, counseling students on academic and other matters.

15. Undertake by yourself and participate along with other teachers and students in the pursuit of knowledge, conducting research and publishing results of research, organize workshops and seminars under the overall supervision of assigned heads.

Up-gradation of Skills:

16. You may be required to upgrade your skills to suit changing needs of academics. Management may require you to participate in such programs and you may be required to enter into an agreement to give services for a minimum time period as decided by management.

17. While you may have been temporarily exempted from higher qualifications such as passing of NET, acquiring research degrees such as M. Phil / PhD, you may be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with regulations of statutory bodies such as UGC, AICTE etc.

Exclusivity:

18. You will devote your entire time to the work of Dr. L. Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management in each case.

Transferability:

19. Your services are liable to be transferred by Dr. L .Bullayya College at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate education'

Termination:

20. If you wish to leave the service of the College at any time, you will be required to give a notice of three months. You will be issued a letter of relief after completion of the notice period if there are no pending issues to be settled. You will be permitted to leave the services only after you obtain the letter of relief. The management may take suitable action for recovery of dues and damages if you leave without a notice or letter of relief.

21. The College Management may terminate your services at any time without assigning any reasons, by giving a notice of three months. At its discretion, the college management may terminate the services with immediate effect by paying three months salary.

22. The College Management at any time may dispense with the services of the candidate without assigning reasons in the event of gross misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post.

23. Your appointment is subject to Verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.

24. The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

25. The college may evaluate your performance on a periodic basis and if such evaluation points to your unsuitability for the post you are holding, your services may be terminated by giving you a suitable notice.

Confidentiality:

26. You shall not at any time disclose, divulge or make public any information that comes to your notice regarding various aspects of teaching, research and other activities of administration etc.

27. Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

28. You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

29. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr.L.Bullayya College that may be in force from time to time.

30. You will be responsible for the safe keeping and good condition of all properties of Dr.L.Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr.L.Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.

31. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Acceptance of appointment and declaration by the appointee:

I have read and understood the above terms and conditions and hereby sign my acceptance of the same.

Signature : K. Beulah

Name : K. BEULAH

Date : 17.08.07

Reporting Date :

Date:
03.09.2014

To

The Secretary & Correspondent,
Dr.Lankapall Bullayya College, P.G. Courses,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, K. Beulah ~~S/o~~, D/o K. Susailam

having been selected in the Interview conducted on 01.09.2014 for the post of Lecturer in Biotechnology in Dr.Lankapalli Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 03.09.2014.

Thanking you Sir,

Yours faithfully,

Signature: K. Beulah

Name: K. BEULAH.

Address: D.No. 50-40-27
T.P.T. Colony
Seethammadhara.
Visakhapatnam.

Dr. Lankapalli Bullayya College

Dr. G. MADHU KUMAR
Secretary & Correspondent

Date : 01.07.2018.

To

Mrs. K Bhavani
Lecturer in Statistics
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 26 June 2018.

- - - -

Vide Selection Committee Report referred above, the management is pleased to appoint **Mrs. K Bhavani** as **Lecturer in Statistics**, Department of Statistics, Dr. Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **01.07.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee: I have read, understood and accept without any reservations the above appointment.
Signed _____ Date 02/07/2018 Name K. Bhavani

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

Date: 01.08.2019.

To
Mr.Kosuri Bhushanam,
Sector-9, M.V.P.Colony,
Near DRDA Office,
VISAKHAPATNAM-530017.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 26.07.2019.

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Vide Selection Committee Report referred above; the management is pleased to appoint **Kosuri Bhushanam** as Lecturer in Mathematics in the Department of Mathematics, Dr. Lankapalli Bullayya College with effect from 01.08.2019.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned not later than 01.08.2019. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed K. Bhushanam Date 01/08/19.

Name KOSURI BHUSHANAM.

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Date : 02.04.2018.

To

Miss K Deepika
Trainer, SDC,
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 31 March 2018.

- - - -

Vide Selection Committee Report referred above, the management is pleased to appoint **Miss K Deepika** as **Trainer, SDC** Dr.Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **10.04.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed K. Deepika Date 02-04-2018 Name Karakavalasa. Deepika

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 02/04/2018

Details of Appointment

Name : **Miss K Deepika**
Date of birth : **12 September 1990**
Qualifications : **Msc (Microbiology)**

Designation : **Trainer, SDC**

Date of appointment: **02-04-2018**

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs. 15,600/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay may be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.
- PF scheme is not applied to you (Your request to opt out of PF scheme is granted as per PF act rules and regulations).

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Employee:
I have read, understood and accept without any reservations the above details of confirmation.

Signed K. Deepika Date 02-04-2018

Name Karakavalasa Deepika

Contact details (Address, Tel, Mobile, Email):

Dr.No: 38-34-23/1,
Sri Harsha Nagar,
Marripalem,
Visakhapatnam - 530018
9703749919
deepikapatnaik8@gmail.com

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavouring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Probation:

8) You will be initially placed on probation for a period of two years. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Transferability:

9) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

10) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

11) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Termination:

12) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

13) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

14) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

15) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found to indulge in gross misconduct, indiscipline or negligence:-

a) to have joined employment through false certificates/ credentials

b) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

16) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

17) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

18) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

19) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

20) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

21) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

22) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed K. Deepika on 02-04-2018 (date)
Name: Kara Kavalasa Deepika Mobile: 9703749919 Email: deepikapatnaik3@gmail.com

© Off. : 2701818
Fax. : 0891 - 2714423

Dr. Lankapalli Bullayya P.G. College

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 30.06.2012

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in PG College – Letter of Appointment - Issued.**

Ref: **Interview dated 28.06.2012.**

Based on the qualifications, experience and performance in the interview, the management is pleased to appoint **Dr. K. Geetha** as **Asst. Professor** in **Department of Biochemistry** in **Arts & Science, PG,** w.e.f. **01.07.2012.**

Applicable Pay Scale :

Basic Pay: Rs. 8000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

All Official Management related letters will have to be addressed to the Secretary and Correspondent.
All other official letters will be addressed to the Dean, P.G.College.

Off. : 2701818
Fax. : 0891 - 2714423

Dr. Lankapalli Bullayya P.G. College

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

You should report to the Director/Dean/Principal concerned immediately but not later than 01-07-2012. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority.

Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. L. Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to –

Dr. K. Geetha

<Appended : ANNEXURE>

All Official Management related letters will have to be addressed to the Secretary and Correspondent.
All other official letters will be addressed to the Dean, P.G.College.

ANNEXURE

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation :

1. You will be designated as **Asst. Professor** in **Biochemistry, PG.**
2. The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.

Pay & Benefits:

3. Leave : As per the prevailing leave rules of Dr.L.Bullayya College. (Currently 10 days of casual leave and 5 days sick leave, annual or other vacation as declared by management) Leave or other absence of the individual from duties is permissible only with the prior permission in writing from the Management or by its Officers duly authorized on its behalf. (Emergency situations and sickness supported by medical certification may be considered as exceptions). Unutilized leave may qualify for encashment subject to the discretion of the management.
4. Additional pay: Subject to availability of funds and policy decided by management, you may be eligible for additional pay for superior performance and achievements upon suitable evaluation by the management. Additional pay may also be allowed for higher research qualifications in some cases.
5. Your pay will be subject to the laws of income tax act, professional tax act and other statutory provisions.

Probation:

6. You will be initially placed on probation for a period of one year. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. L. Bullayya College by a written order subject to rules of the College.

Medical Fitness:

7. Dr.L.Bullayya College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

8. The nature of your duties will be as assigned by Dr.L.Bullayya College, from time to time depending on changing requirements. Timings of your duties shall be decided by the management depending upon the exigencies of the college work.

9. Dr.L.Bullayya College expects you to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

10. The duties shall include teaching the course assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities to the extent that is required by the appropriate authority, counseling students on academic and other matters.

11. Undertake by yourself and participate along with other teachers and students in the pursuit of knowledge, conducting research and publishing results of research, organize workshops and seminars under the overall supervision of assigned heads.

Up-gradation of Skills:

12. You may be required to upgrade your skills to suit changing needs of academics. Management may require you to participate in such programs and you may be required to enter into an agreement to give services for a minimum time period as decided by management.

13. While you may have been temporarily exempted from higher qualifications such as passing of NET, acquiring research degrees such as M. Phil / PhD, you may be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with regulations of statutory bodies such as UGC, AICTE etc.

Exclusivity:

14. You will devote your entire time to the work of Dr. L. Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management in each case.

Transferability:

15. Your services are liable to be transferred by Dr. L .Bullayya College at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate education'

Termination:

16. If you wish to leave the service of the College at any time, you will be required to give a notice of one month during probation and three months after confirmation. You will be issued a letter of relief after completion of the notice period if there are no pending issues to be settled. You will be permitted to leave the services only after you obtain the letter of relief. The management may take suitable action for recovery of dues and damages if you leave without a notice or letter of relief

17. The College Management may terminate your services at any time without assigning any reasons, by giving a notice of one month during probation and three months after confirmation. At its discretion, the college management may terminate the services with immediate effect by paying one month salary during probation and three months salary after confirmation.

18. The College Management at any time may dispense with the services of the candidate without assigning reasons in the event of gross misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post.

19. Your appointment is subject to Verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.

20. The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

21. The college may evaluate your performance on a periodic basis and if such evaluation points to your unsuitability for the post you are holding, your services may be terminated by giving you a suitable notice.

Confidentiality:

22. You shall not at any time disclose, divulge or make public any information that comes to your notice regarding various aspects of teaching, research and other activities of administration etc.

23. Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

24. You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

25. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr.L.Bullayya College that may be in force from time to time.

26. You will be responsible for the safe keeping and good condition of all properties of Dr.L.Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr.L.Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.

27. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

Secretary and Correspondent

<Acceptance of appointment and declaration by the appointee>

I have read and understood the above terms and conditions of service and convey acceptance duly signed by me.

Signature : K. Geetha

Name : KONALA GEETHA

Date : 9-07-2012

Reporting Date : 2-07-2012

Date: 01 - 07 - 201

To

The Secretary & Correspondent,
Dr.Lankapall Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, Dr. K. GEETHA ~~S/o~~, D/o Prof. K.V.V. Satyanarayana Re

having been selected in the Interview conducted on 28-06-2012 for the post of

Assistant Professor in Dr.Lankapalli Bullayya P.G. College hereby convey

my acceptance and report to duties on the Forenoon of 01-07-2012

Thanking you Sir,

Yours faithfully,

Signature: K. Geetha

Name: K. GEETHA

Address: DOOR NO: 50-102-19,
NORTH EXTENSION LAYOUT-16
SEETHAMMADHARA,
VISAKHAPATNAM-530013
CELL: 9652069903

© Off. : 2701818
Fax. : 0891 2714423

Dr. Lankapalli Bullayya P.G.College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on 18-06-2009

ORDER

On the basis of qualifications, experience as well as performance at the interview held on 18-06-2009, the Selection Committee constituted for this purpose has selected **Ms.K.I.Priya Darshini as a Lecturer in MHRM** in the PG College in the Department of MHRM.

As per the above selection, we are happy to appoint you as Lecturer in the Department of MHRM.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 30-06-2009. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Communicated to **Ms.K.I.Priya Darshini**.

ANNEXURE:

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

TERMS AND CONDITIONS OF APPOINTMENT

Designation

1. You will be designated as Lecturer in MHRM.
2. The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.

Pay & Benefits:

3. You will be placed in the Pay Scale Rs.8000-275-13500 on a basic Pay of Rs.8000/-
4. House Rent allowance: as admissible (Currently 20% of the minimum basic of the above scale)
5. Annual time increments indicated in the above scale are not automatic and may be granted to you subject to your satisfactory performance based on evaluation and availability of funds.
6. Provident Fund: Deductions will be made from your gross pay and management will contribute as per the E.P.F. Act.
7. Gratuity: You will be eligible for gratuity as per the Payment of Gratuity Act.
8. Leave : As per the prevailing leave rules of Dr.L.Bullayya College. (Currently 10 days of casual leave and 5 days sick leave, annual or other vacation as declared by management) Leave or other absence of the individual from duties is permissible only with the prior permission in writing from the Management or by its Officers duly authorized on its behalf. (Emergency situations and sickness supported by medical certification may be considered as exceptions). Unutilized leave may qualify for encashment subject to the discretion of the management.
9. Additional pay: Subject to availability of funds and policy decided by management, you may be eligible for additional pay for superior performance and achievements upon suitable evaluation by the management. Additional pay may also be allowed for higher research qualifications in some cases.
10. Your pay will be subject to the laws of income tax act, professional tax act and other statutory provisions.

Probation:

11. You will be initially placed on probation for a period of one year. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Medical Fitness:

12. Dr.L.Bullayya College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

13. The nature of your duties will be as assigned by Dr.L.Bullayya College, from time to time depending on changing requirements. Timings of your duties shall be decided by the management depending upon the exigencies of the college work.
14. Dr.L.Bullayya College expects you to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.
15. The duties shall include teaching the course assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities to the extent that is required by the appropriate authority, counseling students on academic and other matters.
16. Undertake by yourself and participate along with other teachers and students in the pursuit of knowledge, conducting research and publishing results of research, organize workshops and seminars under the overall supervision of assigned heads.

Up-gradation of Skills:

17. You may be required to upgrade your skills to suit changing needs of academics. Management may require you to participate in such programs and you may be required to enter into an agreement to give services for a minimum time period as decided by management.
18. While you may have been temporarily exempted from higher qualifications such as passing of NET, acquiring research degrees such as M. Phil / PhD, you may be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with regulations of statutory bodies such as UGC, AICTE etc.

Exclusivity:

19. You will devote your entire time to the work of Dr. L. Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management in each case.

Transferability:

20. Your services are liable to be transferred by Dr. L .Bullayya College at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate education'

Termination:

21. If you wish to leave the service of the College at any time, you will be required to give a notice of one month during probation and three months after confirmation. You will be issued a letter of relief after completion of the notice period if there are no pending issues to be settled. You will be permitted to leave the services only after you obtain the letter of relief. The management may take suitable action for recovery of dues and damages if you leave without a notice or letter of relief
22. The College Management may terminate your services at any time without assigning any reasons, by giving a notice of one month during probation and three months after confirmation. At its discretion, the college management may terminate the services with immediate effect by paying one month salary during probation and three months salary after confirmation.
23. The College Management at any time may dispense with the services of the candidate without assigning reasons in the event of gross misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post.
24. Your appointment is subject to Verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.
25. The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.
26. The college may evaluate your performance on a periodic basis and if such evaluation points to your unsuitability for the post you are holding, your services may be terminated by giving you a suitable notice.

Confidentiality:

27. You shall not at any time disclose, divulge or make public any information that comes to your notice regarding various aspects of teaching, research and other activities of administration etc.
28. Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.
29. You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

30. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr.L.Bullayya College that may be in force from time to time.
31. You will be responsible for the safe keeping and good condition of all properties of Dr.L.Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr.L.Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.
32. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Acceptance of appointment and declaration by the appointee:

I have read and understood the above terms and conditions and hereby sign my acceptance of the same.

Signature : Priyadarshini

Name : K. I. Priya darshini.

Date : 27.06.09.

Reporting Date : 01.07.09.

Date: 01.07.2009

To

The Secretary & Correspondent,
Dr.Lankapall Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, K.I. PRIYA DARSHINI ~~S/o~~, D/o S.R.K. PATNAIK

having been selected in the Interview conducted on _____ for the post of Assistant Professor in Dr.Lankapalli Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 01.07.2009.

Thanking you Sir,

Yours faithfully,

Signature: Priyadarshini

Name: K.I. Priya darshini

Address: D/o S.R.K. Patnaik,
Door No: 50-92-10/2,
Santhipuram,
Visakhapatnam - 530016

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

Date: 04.07.2019.

To
Mr.Kemburu Lakshun Naidu,
HIG-II-93, Sagar Nagar,
VISAKHAPATNAM-45.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 20.06.2019.

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Vide Selection Committee Report referred above; the management is pleased to appoint Kemburu Lakshun Naidu as Lecturer in Politics & Public Administration in the Department of Politics & Public Administration, Dr. Lankapalli Bullayya College with effect from 04.07.2019.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned not later than 04.07.2019. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed _____ Date 04.07.2019

Name K. LAKSHUN NAIDU

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR

B.Tech., Ph.D.

Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 03.12.2013

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in Dr.L.Bullayya College of Education – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dated 02.12.2013.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Mrs. K. Maha Lakshmi** as **Lecturer** in **Mathematics in B.Ed.,** in Dr.L.Bullayya College of Education w.e.f. **03.12.2013.**

Applicable Pay Scale :

Basic Pay: Rs. 8000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.

2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.

3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

Dr. Lankapalli Bullayya College

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 01.07.2017.

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dt.19.06.2017.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Smt. Mrudula Praveena Killi, Lecturer** in the **Department of Electronics-UG,** Dr.Lankapalli Bullayya College w.e.f.**01.07.2017.**

Applicable Pay Scale : **Basic Pay: Rs.12000/-**

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 24-06-2017. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Smt. Mrudula Praveena Killi.**
<Appended : ANNEXURE>

All Communications may be addressed to Dr. G. Madhu Kumar, Secretary & Correspondent
C/o Dr. L. Bullayya College, # 52-14-76, Resapuvani Palem, Visakhapatnam-13.

✆ Off. : 2701818
Fax. : 0891 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 10.07.2010

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment Issued.**

Ref: **Selection Committee Report dated 09.7.2010.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Mrs. Dr.K. Naga Suneetha** as **Lecturer** in the Department of **Sanskrit** in Arts & Science, UG, Dr.L.Bullayya College w.e.f. **10.07.2010.**

Applicable Pay Scale :

Basic Pay: Rs. 8000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.

2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.

3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

✆ Off. : 2701818
Fax. : 0891 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B Tech.,Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 10.07.2010

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment Issued.**

Ref: **Selection Committee Report dated 09.7.2010.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Mrs. Dr.K. Naga Suneetha** as **Lecturer** in the Department of **Sanskrit** in Arts & Science, UG, Dr.L.Bullayya College w.e.f. **10.07.2010.**

Applicable Pay Scale :

Basic Pay: Rs. 8000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.

2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.

3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 07.10.2021.

To
Dr.K.Prabhavathi Devi,
D.No.15-44/2, Backside Pendurthi Police Station,
Chinna Mushidiwada,
VISAKHAPATNAM-531173.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 22.09.2021.

Vide Selection Committee Report referred above; the management is pleased to appoint **Dr. K.Prabhavathi Devi** as Assistant Professor in Chemistry in the Department of Chemistry, Dr. Lankapalli Bullayya College with effect from 07.10.2021.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 07.10.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed K. Prabhavathi Date 07/10/2021

Name K. Prabhavathi Devi

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 07.10.2021

Details of Appointment

Name	**: Dr.K.Prabhavathi Devi**
Date of birth	**: 22.06.1991**
Qualifications	**: M.Sc.,Ph.D.,**
Designation	**: Assistant Professor in Chemistry,**
Date of appointment	**: 07.10.2021**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed K.Prabh Date 07/10/2021

Name K. Prabhavathi Devi

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed K. Prabhavathi on 07/10/2021 (date)

Name: K. Prabhavathi Devi

Tel: _____ Mobile: 9381198588 Email: prabha.K110@gmail.com

Current mailing address:

C/o P. Gayathri
D.NO:- 15-44/2
Backside Pendurthi Police Station
Chinna mushidiwada - 531173.
Visakhapatnam.

Date of Reporting 07/10/2021

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Date: 15.04.2011

Sub: Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment.
Ref: Interview dt 06-04-2010.

APPOINTMENT ORDER

On the basis of evaluation of qualifications, experience as well as performance at the interview held on 06.04.2011, **Ms. K.S.M. Karthika** is appointed as **Teaching Associate** in the **Department of Microbiology, in Dr. L. Bullayya P.G. College**.

This appointment is effective from the date of joining and is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. L. Bullayya College.

The appointee should report to the Principal/Director/Dean concerned immediately but not later than 25-04-2011. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

All the original certificates of your educational qualifications and experience must be submitted for further scrutiny. In addition, a set of copies of all the certificates must be submitted for service file records.

A relieving certificate must be produced from the previous organization under signature of a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within the stipulated period.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to:
Ms. K.S.M. Karthika.

ANNEXURE:

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

TERMS AND CONDITIONS OF APPOINTMENT

Designation:

1. You will be designated as **Teaching Associate in Dept. of Microbiology, PG.**
2. The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.

Pay & Benefits:

3. Your Basic Pay is fixed at **Rs.8,000/-**
4. Additional pay and allowances shall be as per current structure in force and subject to modifications from time to time.
5. The management shall apply Other Contributions & Deductions as per statutory provisions on P.F., E.S.I., Gratuity, Income Tax, Profession Tax etc.

Leave:

6. As per the prevailing leave rules of Dr. L .Bullayya College. (Currently 10 days of casual leave and 5 days sick leave, annual or other vacation as declared by management) Leave or other absence of the individual from duties is permissible only with the prior permission in writing from the Management or by its Officers duly authorized on its behalf. (Emergency situations and sickness supported by medical certification may be considered as exceptions). Unutilized leave may qualify for encashment subject to the discretion of the management.

Probation:

7. You will be initially placed on probation for a period of one year. It may be extended at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Medical Fitness:

8. College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

9. The nature of your duties will be as assigned by the management of Dr. L. Bullayya College, from time to time depending on changing requirements. Timings of your duties shall be decided by the management depending upon the exigencies of the college work.

10. Dr. L. Bullayya College expects you to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

11. The duties shall include teaching the course assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities to the extent that is required by the appropriate authority, counseling students on academic and other matters.

12. Undertake by yourself and participate along with other teachers and students in the pursuit of knowledge, conducting research and publishing results of research, organize workshops and seminars under the overall supervision of assigned heads.

Up-gradation of Skills:

13. You may be required to upgrade your skills to suit changing needs of academics. Management may require you to participate in such programs and you may be required to enter into an agreement to give services for a minimum time period as decided by management.

Exclusivity:

14. You will devote your entire time to the work of Dr. L. Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management in each case.

Transferability:

15. Your services are liable to be transferred by Dr. L .Bullayya College at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate education'

Termination:

16. If you wish to leave the service of the College at any time, you will be required to give a notice of one month during probation and three months after confirmation. You will be issued a letter of relief after completion of the notice period if there are no pending issues to be settled. You will be permitted to leave the services only after you obtain the letter of relief. The management may take suitable action for recovery of dues and damages if you leave without a notice or letter of relief.

17. The College Management may terminate your services at any time without assigning any reasons, by giving a notice of one month during probation and three months after confirmation. At its discretion, the college management may terminate the services with immediate effect by paying one month salary during probation and three months salary after confirmation.

18. The College Management at any time may dispense with the services of the candidate without assigning reasons in the event of gross misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post.

19. Your appointment is subject to Verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.

20. The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

21. The college may evaluate your performance on a periodic basis and if such evaluation points to your unsuitability for the post you are holding, your services may be terminated by giving you a suitable notice.

Confidentiality:

22. You shall not at any time disclose, divulge or make public any information that comes to your notice regarding various aspects of teaching, research and other activities of administration etc.

23. Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

24. You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

25. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr. L. Bullayya College that may be in force from time to time.

26. You will be responsible for the safe keeping and good condition of all properties of Dr. L. Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr. L. Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.

27. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

Secretary and Correspondent

Acceptance of appointment and declaration by the appointee:

I have read and understood the above terms and conditions and hereby acknowledge and convey my acceptance.

Signature	:	K.S.M. Karthika
Name	:	K.S.M. KARTHIKA.
Date	:	20-04-2011
Reporting Date	:	20-04-2011

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 12.10.2022.

To
Ms.K.S.N.V.L.Lavanya Kumari,
Abid Nagar,
Akkayyapalem,
VISAKHAPATNAM-530016.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 21.09.2022.

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Vide Selection Committee Report referred above; the management is pleased to appoint **Ms.K.S.N.V.L.Lavanya Kumari** as Lecturer in SDC in the Department of SDC, Dr. Lankapalli Bullayya College with effect from 12.10.2022.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 12.10.2022. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed Lavanya Date 12/10/2022

Name KSNVL Lavanya Kumari

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 12.10.2022

Details of Appointment

Name	**: Ms. K.S.N.V.L.Lavanya Kumari**
Date of birth	**: 05-08-1990**
Qualifications	**: M.A.,**
Designation	**: Lecturer in SDC**
Date of appointment	**: 12.10.2022**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed Lavanya Date 12/10/2022

Name KSNVL Lavanya Kumari

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed Lavanya on 12/10/2022 (date)

Name: KSNVL Lavanya Kumari

Tel: _____ Mobile: 9666983333 Email: lavanyasri.201@gmail.com

Current mailing address:

KSNVL Lavanya kumari
R.V. Nivas
Abid Nagar, Akkayapalem
Visakhapatnam

Date of Reporting 12/10/2022

Dr. Lankapalli Bullayya College

52-14-75, Resapuvanipalem, Visakhapatnam - 530 013
Ph: Off. : 0891-2701818 Fax. : 0891- 2714423
E-mial : lbcadmn@gmail.com Website : bullayyacollege.info

Dr. K. SATYANARAYANA, M Com Ph D
Director – Academics & Administration

20th June, 2017.

Sub:- Appointment of Lecturer in the Department of History-UG - Dr. Lankapalli Bullayya College - reg.

* * *

Based on the qualifications, experience and performance in the personal interview dt.19.06.2017, the undersigned by direction pleased to offer appointment as Lecturer in the Department of History-UG, Dr. Lankapalli Bullayya College w.e.f 1st July, 2017.

Further, you are informed to convey your acceptance and report to the Director, Academics & Administration on or before 24-06-2017 in person for further process of appointment.

Director-Academics & Admn.

Communicated to-
Dr. K. Satyanarayana. 1-7-2017

Copy submitted to-
The Secretary & Correspondent for f/o information.

Dr. Lankapalli Bullayya College

Dr. G. MADHU KUMAR
Secretary & Correspondent

Date : 16.07.2018.

To

Mrs. Sireesha Kakinada,
I/78, 5th Battalion APSP,
Chintalavalasa,
Visakhapatnam -535005.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 11 July 2018.

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Vide Selection Committee Report referred above, the management is pleased to appoint **Mrs. Sireesha Kakinada** as **Lecturer in Chemistry,** Department of Chemistry, Dr. Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **16.07.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee: I have read, understood and accept without any reservations the above appointment.
Signed _____ Date_____ Name _____

✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff - Orders issued.

Read:- Proceedings of the Secretary & Correspondent Dated 01-08-2007

ORDER

On the basis of qualifications, experience as well as performance in the college, the Management has decided to Continue **K.Srinivas as Lecturer in Physics** in the UG College in the Department of Physics.

As per the above, we are happy to continue you as Lecturer in the Department of Physics.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Communicated to Mr. K.Srinivas.

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHAPATNAM

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 01.07.2004.

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in PG College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dt.01.07.2004.**

Vide Selection Committee Report referred above, the management is pleased to appoint **K. Surela Raj, Lecturer** in the **Department English, PG,** Dr.Lankapalli Bullayya College w.e.f. **07.11.2000.**

Applicable Pay Scale : **Basic Pay: Rs.8,000/-**

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 05-07-2004. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **K. Surela Raj**
<Appended : ANNEXURE>

All Communications may be addressed to : Dr. G. Madhu Kumar, Secretary & Correspondent
C/o. Dr. L. Bullayya College, # 52-14-75 Resapuvani Palem, Visakhapatnam-13.

Date: 1.07.2004

To

The Secretary & Correspondent,
Dr.Lankapall Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, DR. SURELA RAJ.K ~~S/o~~, D/o DR. K.S. RAJ

having been selected in the Interview conducted on 20.06.2004 for the post of

LECTURER in Dr.Lankapalli Bullayya P.G. College hereby convey

my acceptance and report to duties on the Forenoon of 1.07.2004

Thanking you Sir,

Yours faithfully,

Signature: Surela Raj. K.

Name: DR. SURELA RAJ.K

Address: 49.11.23, LALITHANAGA
VISAKHAPATNAM

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 12.02.2002.

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in PG College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dt.12.02.2002.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Sri K. Suri Babu, Lecturer** in the **Department Microbiology, PG,** Dr.Lankapalli Bullayya College w.e.f. **12.02.2002.**

Applicable Pay Scale : **Basic Pay: Rs.8,000/-**

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, FSI & GGS as applicable

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 15-02-2002. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Sri K. Suri Babu.**
<Appended : ANNEXURE>

All Communications may be addressed to : Dr. G. Madhu Kumar, Secretary & Correspondent
C/o. Dr. L. Bullayya College, # 52-14-75, Resapuvani Palem, Visakhapatnam-13.

Date: 17-07-2002

To

The Secretary & Correspondent,
Dr.Lankapall Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, Dr. K. SURIBABU S/o, D/o K. SATYANARAYANA

having been selected in the Interview conducted on 15-07-2002 for the post of Lecturer in Microbiology in Dr.Lankapalli Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 17-07-2002.

Thanking you Sir,

Yours faithfully,

Signature: K. Suribabu

Name: Dr. K. Suribabu

Address: S/o. K. Satyanarayana
Rtd. ST Hostel warden
Rajavommangi post & Mandalam.

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 01.11.2021.

To
Mrs.K.Swathi Krishna Yadav,
D.No.6-12-14, KOyya Street,
Chinna Waltair,
VISAKHAPATNAM-530017.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 29.10.2021.

Vide Selection Committee Report referred above; the management is pleased to appoint **Mrs.K.Swathi Krishna Yadav** as Lecturer in Psychology in the Department of Psychology, Dr. Lankapalli Bullayya College with effect from 01.11.2021.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 01.11.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed K. Swathi Date 01/11/2021

Name K. Swathi Krishna yadav

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 01.11.2021

Details of Appointment

Name	**: Mrs.K.Swathi Krishna Yadav**
Date of birth	**: 08.06.1991**
Qualifications	**: M.Sc.**
Designation	**: Lecturer in Psychology**
Date of appointment	**: 01.11.2021**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed K. Swathi Date 01.11.2021

Name K. Swathi Krishna Yadav

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed K. Swathi on 01.11.2021 (date)

Name: K. Swathi Krishna yadav

Tel: 8 Mobile: 8142204186 Email: Swathiyadav.Psy@gmail.com

Current mailing address:
K. Swathi Krishna yadav
D/o K.V.L.N. Kumar
D.No: 6-12-141/1
Koyya Street, Chinnawaltair
Visakhapatnam - 530017

Date of Reporting 01/11/2021

✆ Off. : 2701818
Fax. : 0891 2714423

Dr. Lankapalli Bullayya P.G.College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

This appointment is subject to the terms and conditions as contained in the Annexure to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya PG College.

You should report to the Director/Dean/Principal concerned immediately but not later than 15-08-2010. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority.

Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. L. Bullayya PG College and look forward to a mutually beneficial association.

Dr.L.Bullayya P.G. College VSP-13

SECRETARY & CORRESPONDENT

Communicated to –

Mrs. K. Uma Nageswari

<Appended : ANNEXURE>

All Official Management related letters will have to be addressed to the Secretary and Correspondent.
All other official letters will be addressed to the Director, P.G.College.

35.

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Date:11.8.2010

To

The Secretary & Correspondent,
Dr.L.Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, **K.Umanageswari D/o K.Kanna Babu** having been selected in the Interview conducted on 09.07.2010 for the post of **Assistant Professor in Finance & Marketing** Subject, **Department of Management Studies, Dr.L.Bullayya P.G. College** hereby convey my acceptance and report to duties on the Forenoon of **11.08.2010..**

Thanking you Sir,

Yours faithfully,

Signature: K. Umanages

Name: K. Umanageswari

Address: W/o Ch. V. N. Murthy
Police Barracks Line
Quarter No: 148
Block No - 11
Visakapatnam.

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHA PATNAM

Secretary & Correspondent
Dr. Lankapalli Bullayya P.G. College
Visakhapatnam-13

b. 264

✆ Off. : 2701818
Fax. : 0891 2714423

Dr. Lankapalli Bullayya P.G.College

VISAKHAPATNAM - 530 013

G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on 14-09-2007

ORDER

On the basis of qualifications, experience as well as performance at the interview held on 14-09-2007, the Selection Committee constituted for this purpose has selected K.V.Aruna Bhavani as a Lecturer in MCA in the PG College in the Department of Computer Science.

As per the above selection, we are happy to appoint you as Lecturer in the Department of Computer Science.

This appointment is subject to the terms and conditions as contained in the Annexure to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 21-09-07. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

PRINCIPAL
Dr. L. BULLAYYA COLLEGE
VISAKHAPATNAM

All Official Management related letters will have to be addressed to the Secretary and Correspondent.
All other official letters will be addressed to the Director P.G. College

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To

The Secretary & Correspondent,
Dr. L. Bullayya College,
VISAKHPATNAM

Respected Sir,

Sub :- Dr. L. Bullayya P.G. College– Joining Report as Assistant Professor in Department of Computer Science, PG Course.

I am herewith submitting my joining report as Assistant Professor in Department of Computer Science in Dr. L. Bullayya P.G. College, with effect from the Forenoon of 17-09-2007

Thanking You,

Yours sincerely,
(K. Aruna Bhavani)

Dr. K. BHASKARA REDDY
Director-Academics & Administration
Dr. L. Bullayya College
VISAKHAPATNAM-530 013

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHAPATNAM

Secretary & Correspondent
Dr. Lankapalli Bullayya P.G. College
Visakhapatnam-13

PRINCIPAL
BULLAYYA COLLEGE
VISAKHAPATNAM

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

Date: 01.02.2021.

To
Dr.K.V.Deepika,
Flat No.G4, Ramaiah Arcade Apartments,
P.M.Palem,
VISAKHAPATNAM-530041.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 11.01.2021.

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Vide Selection Committee Report referred above; the management is pleased to appoint **Dr. K.V.Deepika** as Lecturer in Botany in the Department of Botany, Dr. Lankapalli Bullayya College with effect from 01.02.2021.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 01.02.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed _____ Date 1/2/2021

Name Dr. K.V. Deepika

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR

B.Tech.,Ph.D

Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 01.02.2021

Details of Appointment

Name	**: Dr.K.V.Deepika**
Date of birth	**: 01.05.1987**
Qualifications	**: M.Sc.,Ph.D.,**
Designation	**: Lecturer in Botany,**
Date of appointment	**: 01.02.2021**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed _____ Date 1/2/2021

Name Dr. K.V. Deepika

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed _____ on 1/2/2021 (date)

Name: Dr. K.V. Deepika

Tel: _____ Mobile: 9490337706 Email: deepikakvd@gmail.com

Current mailing address:

Flat no-G4
Ramaiah arcade apartments
PM palem
Visakhapatnam – 530041

Date of Reporting 1/2/2021

Off. : 2701818
Fax. : 0891 - 2714423

Dr. Lankapalli Bullayya P.G. College

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

You should report to the Director/Dean/Principal concerned immediately but not later than 15-07-2014. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority.

Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. L. Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to –

Ms. K.V.S. Saranya

<Appended : ANNEXURE>

All Official Management related letters will have to be addressed to the Secretary and Correspondent.
All other official letters will be addressed to the Dean, P.G.College.

ANNEXURE

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation :

1. You will be designated as **Asst. Professor** in **Analytical Chemistry, PG.**
2. The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.

Pay & Benefits:

3. Leave : As per the prevailing leave rules of Dr.L.Bullayya College. (Currently 10 days of casual leave and 5 days sick leave, annual or other vacation as declared by management) Leave or other absence of the individual from duties is permissible only with the prior permission in writing from the Management or by its Officers duly authorized on its behalf. (Emergency situations and sickness supported by medical certification may be considered as exceptions). Unutilized leave may qualify for encashment subject to the discretion of the management.
4. Additional pay: Subject to availability of funds and policy decided by management, you may be eligible for additional pay for superior performance and achievements upon suitable evaluation by the management. Additional pay may also be allowed for higher research qualifications in some cases.
5. Your pay will be subject to the laws of income tax act, professional tax act and other statutory provisions.

Probation:

6. You will be initially placed on probation for a period of one year. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. L. Bullayya College by a written order subject to rules of the College.

Medical Fitness:

7. Dr.L.Bullayya College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

8. The nature of your duties will be as assigned by Dr.L.Bullayya College, from time to time depending on changing requirements. Timings of your duties shall be decided by the management depending upon the exigencies of the college work.

9. Dr.L.Bullayya College expects you to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

10. The duties shall include teaching the course assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities to the extent that is required by the appropriate authority, counseling students on academic and other matters.

11. Undertake by yourself and participate along with other teachers and students in the pursuit of knowledge, conducting research and publishing results of research, organize workshops and seminars under the overall supervision of assigned heads.

Up-gradation of Skills:

12. You may be required to upgrade your skills to suit changing needs of academics. Management may require you to participate in such programs and you may be required to enter into an agreement to give services for a minimum time period as decided by management.

13. While you may have been temporarily exempted from higher qualifications such as passing of NET, acquiring research degrees such as M. Phil / PhD, you may be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with regulations of statutory bodies such as UGC, AICTE etc.

Exclusivity:

14. You will devote your entire time to the work of Dr. L. Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management in each case.

Transferability:

15. Your services are liable to be transferred by Dr. L .Bullayya College at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate education'

Termination:

16. If you wish to leave the service of the College at any time, you will be required to give a notice of one month during probation and three months after confirmation. You will be issued a letter of relief after completion of the notice period if there are no pending issues to be settled. You will be permitted to leave the services only after you obtain the letter of relief. The management may take suitable action for recovery of dues and damages if you leave without a notice or letter of relief

17. The College Management may terminate your services at any time without assigning any reasons, by giving a notice of one month during probation and three months after confirmation. At its discretion, the college management may terminate the services with immediate effect by paying one month salary during probation and three months salary after confirmation.

18. The College Management at any time may dispense with the services of the candidate without assigning reasons in the event of gross misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post.

19. Your appointment is subject to Verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.

20. The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

21. The college may evaluate your performance on a periodic basis and if such evaluation points to your unsuitability for the post you are holding, your services may be terminated by giving you a suitable notice.

Confidentiality:

22. You shall not at any time disclose, divulge or make public any information that comes to your notice regarding various aspects of teaching, research and other activities of administration etc.

23. Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

24. You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

25. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr.L.Bullayya College that may be in force from time to time.

26. You will be responsible for the safe keeping and good condition of all properties of Dr.L.Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr.L.Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.

27. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

Madhuri

Secretary and Correspondent

<Acceptance of appointment and declaration by the appointee>

I have read and understood the above terms and conditions of service and hereby convey acceptance duly signed by me.

Signature	:	K.V.S.Saranya
Name	:	KARUKO. VENKATA. SURYA. SARANYA.
Date	:	14/7/2014
Reporting Date	:	14/7/2014.

Date: 14/7/2014.

To

The Secretary & Correspondent,
Dr.L.Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, K.V.S. SARANYA S/o, D/o K.G.G. KISHORE having been selected in the Interview conducted on 5th JULY, 2014. for the post of ASSISTANT. PROFESSOR in Dr.L.Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 14th JULY, 2014.

Thanking you Sir,

Yours faithfully,

Amended
14/7/14

Signature: K.V.S.Saranya

Name: K.V.S. SARANYA

Address: D/O. K.G.G. KISHORE
D.NO. 43-5-20,
Opp. SURYA APARTMENTS,
RAILWAY NEW COLONY,
VISAKHAPATNAM.
Ph.No - 8978692951.

Dr. Lankapalli Bullayya College

Dr. G. MADHU KUMAR
B.Tech., M.S.
Secretary & Correspondent

Date : 01.07.2018.

To

Mr. K Vasanth Kumar
Lecturer in Computer Science
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 26 June 2018.

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Vide Selection Committee Report referred above, the management is pleased to appoint **Mr. K Vasanth Kumar** as **Lecturer in Computer Science**, Department of Computer Science, Dr. Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **01.07.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee: I have read, understood and accept without any reservations the above appointment.

Signed _____ Date 2/7/18 Name K. Vasanth Kumar.

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 01.11.2021.

To
Sri K.Yogesh Naidu,
D.No.44-15-110/2, Near Santhoshimata Temple,
Thatichetlapalem,
VISKHAPATNAM.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 24.09.2021.

Vide Selection Committee Report referred above; the management is pleased to appoint **Sri K.Yogesh Naidu** as Assistant Professor in Statistics in the Department of Statistics, Dr. Lankapalli Bullayya College with effect from 01.11.2021.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 01.11.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed _____ Date 01/11/2021

Name K. YOGESH NAIDU

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education

Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"

52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.

Ph : 0891-2551198, 2768405, 2701819, 2561635

Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 01.11.2021

Details of Appointment

Name	**: Sri K.Yogesh Naidu**
Date of birth	**: 13.09.1994**
Qualifications	**: M.Sc.,**
Designation	**: Assistant Professor in Statistics**
Date of appointment	**: 01.11.2021**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed _____ Date 01/11/2021

Name K. YOGESH NAIDU

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed _____ on _____ (date)

Name: K. YOGESHNAIDU

Tel: _____ Mobile: 9030107670 Email: Konaparthiyogeshnaidu@gmail.com

Current mailing address:

#44-15-110/2,
Near Santhoshimata temple,
Opp State Bank of India ATM,
Thatichetlapalem,
Visakhapatnam – 530016.

Date of Reporting 01/11/2022

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 01.12.2022.

To
Mrs.Karri Srilakshmi,
D.No.53-38-4/5,
Vaibhav Lakshmi Nivas, SF II, KRM Colony,
VISAKHAPATNAM-530013.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 23.11.2022.

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Vide Selection Committee Report referred above; the management is pleased to appoint **Mrs. Karri Srilakshmi** as Lecturer in Commerce & Management in the Department of Commerce, Dr. Lankapalli Bullayya College with effect from 01.12.2022.

Total Emoluments: Pay: Rs.21,000/- (Consolidated).

You should report to the Principal concerned immediately but not later than 01.12.2022. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the Original Certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the Certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr.Lankapalli Bullayy College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexure-2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed S Srilakshmi Date 1-12-2022

Name S. SRILAKSHMI

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed S.Sri Lakshmi on 1-12-2022 (date)

Name: S. SRI LAKSHMI

Tel: _____ Mobile: 9441372129 Email: SriLakshmiVeer1112@gmail.com

Current mailing address:

S. Sri Lakshmi
W/O K. Veera Reddy
D.No :- 53-38-4/5, SF II
VAIBHAV LAKSHMI NIVAS
K.R.M Colony.
VISAKHAPATNAM. 530013.

Date of Reporting 1-12-2022

Dr. Lankapalli Bullayya College

Dr.G. MADHU KUMAR, B.Tech.,Ph.D
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on 20-06-2009.

ORDER

On the basis of qualifications, experience as well as performance at the interview held on **20-06-2009,** the Selection Committee constituted for this purpose has selected **Mr.K.P.V.R.Murthy** as a Lecturer in Commerce in the UG College in the Department of Commerce.

As per the above selection, we are happy to appoint you as Lecturer in the Department of Commerce..

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 30-06-09. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Communicated to : **Mr.K.P.V.R.Murthy**

Dr. Lankapalli Bullayya College

Dr.G. MADHU KUMAR, B.Tech.,Ph.D.
Secretary & Correspondent

Date:01.08.2018.

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT
PRESENT: Dr.G. MADHU KUMAR, B.Tech.,Ph.D

Sub:- Establishment – Appointment of Adhoc Teaching Staff in UG- Reg.

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ORDER:

In consideration of the request received from Sri L.Sanjeeva Rao, Lecturer in Commerce (Rtd), the management is pleased to issue the following:

Sri L.Sanjeeva Rao, Lecturer in Commerce, Dr.Lankapalli Bullayya College, has retired from the services of Dr.Lankapalli Bullayya College on 31.07.2018. Consequent of his retirement, the teaching post held by him has fallen vacant in the institution. In order to substitute the workload earlier handled by Sri L.Sanjeeva Rao and in view of his request and willingness to continue to teach Commerce subjects, the management is pleased to appoint Sri L.Sanjeeva Rao as Lecturer in Commerce on adhoc basis till the end of academic year 2018-2019.

The individual shall report to the Director, AC&CA and shall work in Coordination with the Dean, Commerce, UG.

(Dr. G. MADHU KUMAR)
SECRETARY & CORRESPONDENT

Copy to:
The Principal, Dr.Lankapalli Bullayya College.
The Dean, Commerce, UG.
The Director, Academics & Administration, Dr.Lankapalli Bullayya College.
The Assistant Dean, Arts & Science-UG.
The Individuals.

04.08.2018

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Date : 01.06.2018

To

Mr L Saradhi,
Trainer, SDC,
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 14 April 2018.

\- - - -

Vide Selection Committee Report referred above, the management is pleased to appoint **Mr L Saradhi** as **Trainer, SDC** Dr.Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **10.06.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.
Signed L. Saradhi Date 01-06-2018 Name L. Saradhi

ANNEXURE-1

DR. LANKAPALLI BULLAYYA COLLEGE

VISAKHAPATNAM-13

Date: 01/06/2018

Details of Appointment

Name : Mr L Saradhi
Date of birth : 05 March 1987
Qualifications : MCA

Designation : Trainer, SDC

Date of appointment: 01-06-2018

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs. 15,600/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay may be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.
- PF scheme is not applied to you (Your request to opt out of PF scheme is granted as per PF act rules and regulations).

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Employee:
I have read, understood and accept without any reservations the above details of confirmation.

Signed L. Saradhi Date 01-06-2018

Name L. Saradhi

Contact details (Address, Tel, Mobile, Email):

S/o Sanyasayya
D. Yerravaram (Post & Vill)
Nathavaram (MD)
Visakhapatnam (Dist)
Pin : 531115
mobile no: 9032803026. , email : Saradhilalam@gmail.com

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavouring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Probation:

8) You will be initially placed on probation for a period of two years. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Transferability:

9) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

10) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

11) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Termination:

12) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

13) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

14) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

15) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found to indulge in gross misconduct, indiscipline or negligence:-

a) to have joined employment through false certificates/ credentials

b) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

16) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

17) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

18) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

19) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

20) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

21) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

22) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed L. Saradhi on 01-06-2018 (date)
Name: L. Saradhi Mobile: 9032803026 Email: Saradhilalam@gmail.com

Date: 01-06-2018

To

The Secretary & Correspondent,
Dr.Lankapalli Bullayya College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, L. Saradhi S/o, D/o Sanyasayya.

having been selected in the Interview conducted on 14-04-2018 for the post of SDC Trainer (AS) in Dr.Lankapalli Bullayya College hereby convey my acceptance and report to duties on the Forenoon of 01-06-2018.

Thanking you Sir,

Yours faithfully,

Signature: L. Saradhi

Name: L. Saradhi

Address: S/o Sanyasayya
D.Yerravaram (Post & Vill)
Nathavaram (Mandal)
Visakhapatnam (Dist)
Andhra Pradesh (State)
Pin code: 531115.
mobile no: 9032803026.

✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff - Orders issued.

Read:- Proceedings of the Secretary & Correspondent Dated 01-08-2007

ORDER

On the basis of qualifications, experience as well as performance in the college, the Management has decided to Continue **L.Uma Tulasi as Lecturer in Chemistry** in the UG College in the Department of Chemistry.

As per the above, we are happy to continue you as Lecturer in the Department of Chemistry.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Communicated to Ms. L.Uma Tulasi.

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHAPATNAM

247

✆ Off. : 2701818
Fax. : 0891-2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G.'MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by Promotion - Orders issued.

Read:-Minutes of the Promotion Committee meeting held on 29-07-2007

ORDER

On the basis of qualifications, experience as well as performance at the interview held on 29-07-2007, the Promotion Committee constituted for this purpose has selected M.A.Prasad as a Assistant Professor in M.C.A in the PG College in the Department of Computer Science.

As per the above selection, we are happy to appoint you as Assistant Professor in the Department of Computer Science.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Communicated to Sri M.A.Prasad.

DR. LANKAPALLI BULLAYYA COLLEGE VISAK PATNAM

303 -

252

To

The Secretary & Correspondent,
Dr. L. Bullayya College,
VISAKHPATNAM.

Respected Sir,

Sub :- Dr. L. Bullayya P.G. College– Joining Report as Sr. Assistant Professor in Department of Computer Science, PG Course.

I am herewith submitting my joining report as Senior Assistant Professor in Department of Computer Science in Dr. L. Bullayya P.G. College, with effect from the Forenoon of 01-07-2005.

Thanking You,

Yours sincerely,

(M.A.Prasad)

Dr. K. BHASKARA REDDY
Director-Academics & Administration
Dr. L. Bullayya College
VISAKHAPATNAM-530 013

LANKAPALLI BULLAYYA COLLEGE VISAKHAPATNAM

Secretary & Correspondent
Dr. Lankapalli Bullayya P.G. College
Visakhapatnam-13

✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.
Read:-Minutes of the Selection Committee meeting held on 20-08-2007

ORDER

On the basis of qualifications, experience as well as performance at the interview held on **20-08-2007,** the Selection Committee constituted for this purpose has selected **Mrs.M.Bharathi as a Lecturer in Biotechnology** in the UG College in the Department of Biotechnology.

As per the above selection, we are happy to appoint you as Lecturer in the Department of Biotechnology.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 07-08-07. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Communicated to Mrs. **M.Bharathi**

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 01.09.2022.

To
Mrs.M.Chinna Satyavathi,
D.No.24-21, Pedagadili,
Chinagadili (Mandal),
VISAKHAPATNAM-530040.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 29.07.2022.

--

Vide Selection Committee Report referred above; the management is pleased to appoint **Mrs.M.Chinna Satyavathi** as Lecturer in Computer Science in the Department of Computer Science, Dr. Lankapalli Bullayya College with effect from 01.09.2022.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 01.09.2022. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed ch satyavathi Date 1-09-2022

Name M. chinasatyavathi

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education

Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"

52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.

Ph : 0891-2551198, 2768405, 2701819, 2561635

Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar

Secretary & Correspondent

ANNEXURE-1

DR. LANKAPALLI BULLAYYA COLLEGE

VISAKHAPATNAM-13

Date:01.09.2022

Details of Appointment

Name	**: Mrs.M.Chinna Satyavathi**
Date of birth	**: 07.12.1986**
Qualifications	**: MCA,**
Designation	**: Lecturer in Computer Science**
Date of appointment	**: 01.09.2022**

Probation:

Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:

I have read, understood and accept without any reservations the above details of appointment.

Signed Ch Satyavathi Date 1-09-2022

Name M. Ch. Satyavathi

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed Ch.Satyavathi on 1-09-2022 (date)

Name: M. Ch. Satyavathi

Tel: 8106987642 Mobile: 8106987642 Email: satyasri305@gmail.com

Current mailing address:

W/o D. Srini vasRao
Door no- 24-21
Pedagadili - Arilova
Visakhapatnam-530040

Date of Reporting 1/9/2022

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. K. BHASKARA REDDY
M.Sc., Ph.D.
DIRECTOR
Academics & Administration

13th February, 2014.

Sub: ***Appointment of Faculty as Lecturer in English in Dr. L. Bullayya College of Education – reg.***

* * *

Based on the qualifications, experience and performance in the personal interview dt. 11.02.2014, the undersigned by direction pleased to offer appointment as ***Lecturer in English*** *in* ***Dr.L.Bullayya College of Education.***

Further, you are informed to report to the Director, Academics & Administration on or before ***15th February, 2014*** *in person along with all original certificates and a relieving certificate from previous employer if employed previously for further process of appointment.*

13.2.14
Dr. K. Bhaskara Reddy,
Director- Academics & Admn.

Communicated to -

Sri M.D.V. Prasad

Copy submitted to-
The Secretary & Correspondent for f/o information.

✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College of Education

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 26.02.2014

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in Dr.L. Bullayya College of Education – Letter of Appointment - Issued.**
Ref: **Selection Committee Report dated 11.02.2014.**

Vide Selection Committee Report referred above, the management is pleased to appoint Sri **M.D.V. Prasad** as **Lecturer** in **English** in Dr.L.Bullayya College of Education w.e.f. **01.03.2014.**

Applicable Pay Scale :

Basic Pay: Rs. 8000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.

2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.

3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 28-02-2014. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

✆ Off. : 2701818
Fax. : 0891 - 2714423

Dr. Lankapalli Bullayya P.G. College

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 18.07.2013

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in PG College – Letter of Appointment - Issued.

Ref: Interview dated 15.07.2013.

Based on the qualifications, experience and performance in the interview, the management is pleased to appoint Sri M.G.S.N.S. Aravind as Asst. Professor in M.B.A. in the Department of Management Studies, Dr.L.Bullayya P.G.College w.e.f. 01.08.2013.

Applicable Pay Scale :

Basic Pay: Rs. 8000/-

1. Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.

2. House Rent Allowance (HRA) : @ 20 % of Personal Basic Pay.

3. Extra Pay (EP) : Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the Annexure to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 01-08-2013. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

All Official Management related letters will have to be addressed to the Secretary and Correspondent.
All other official letters will be addressed to the Dean, P.G.College.

Date: 1/08/2013.

To

The Secretary & Correspondent,
Dr.L.Bullayya College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, MGSNS ARAVIND S/o, ~~D/o~~ M. BRAHMANANDARAO (Late)

having been selected for the post of Asst. Professor. in Dr.L.Bullayya College, hereby convey my acceptance and report to duties on the Forenoon of 1 August, 2013.

Thanking you Sir,

Yours faithfully,

Signature: MGSNS. Arvl

Name: MGSNS Aravind

Address: DOOR Number 6-288/2/1,
Ravindranagar,
Visakhapatnam-40

1/8/2013.

Submitted

Sri M.GSN.S. Aravind, Asst. Prof. in Management (PG) reported to duty on 1-8-2013 FN.

1.8.13

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818. Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech..Ph.D
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 01.07.2017.

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dt.19.06.2017.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Sri Gangaraju Mallarapu, Lecturer** in the **Department of Geography-UG,** Dr.Lankapalli Bullayya College w.e.f.**01.07.2017.**

Applicable Pay Scale : Basic Pay: Rs.12000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 24-06-2017. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Sri Gangaraju Mallarapu.**
<Appended : ANNEXURE>

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 25.07.2016.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt.19.07.2016.

Vide Selection Committee Report referred above, the management is pleased to appoint **Sri Makesu Hareesh Babu, Lecturer** in the **Department of Physics-UG,** Dr.Lankapalli Bullayya College w.e.f. **25.07.2016.**

Applicable Pay Scale : Basic Pay: Rs.12000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 30-07-2016. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Sri Makesu Hareesh Babu**
<Appended : ANNEXURE>

All Communications may be addressed to : Dr. G. Madhu Kumar, Secretary & Correspondent
C/o. Dr. L. Bullayya College, # 52-14-75, Resapuvani Palem, Visakhapatnam-13,

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D
Secretary & Correspondent

Date : 01.06.2018

To

Mr M Jagadish,
Trainer, SDC,
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 14 April 2018.

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Vide Selection Committee Report referred above, the management is pleased to appoint **Mr M Jagadish** as **Trainer, SDC** Dr.Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **10.06.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

Madhu kg

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.
Signed M.Jagadish Date 1/06/2018 Name MADAKA JAGADISH

Dr. Lankapalli Bullayya College

Phone : Off. : 2701318. Fax. : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 01.07.2017.

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dt.19.06.2017.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Sri Prakash Malla, Lecturer** in the **Department of Electronics-UG,** Dr.Lankapalli Bullayya College w.e.f.**01.07.2017.**

Applicable Pay Scale : **Basic Pay: Rs.12000/-**

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 24-06-2017. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Sri Prakash Malla.**
<Appended : ANNEXURE>

All Correspondence should be addressed to the Secretary and Correspondent

✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff - Orders issued.

Read:- Proceedings of the Secretary & Correspondent Dated 01-08-2007

ORDER

On the basis of qualifications, experience as well as performance in the college, the Management has decided to Continue **M.Sashi Prabha as Lecturer in Micro Biology** in the PG College in the Department of Micro Biology.

As per the above, we are happy to continue you as Lecturer in the Department of Micro Biology.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

Communicated to Ms.M.Sashi Prabha.

Date: 12.02.2007

To

The Secretary & Correspondent,
Dr.Lankapall Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, Dr. M. Sashi Prabha S/o, D/o M. Neelakantam.

having been selected in the Interview conducted on _____ for the post of Asst. Prof. in Microbiology in Dr.Lankapalli Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 13-02-2007

Thanking you Sir,

M Prabha

Yours faithfully,

Signature: M Prabha

Name: Dr. M. Sashi Prabha.

Address: Shree Sai Residency,
II D, D.No. 43-11-2/13,
Subba Laxmi nagar,
Railwaynew Colony.
VSP.

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D
Secretary & Correspondent

Date : 02.04.2018.

To

Mrs M Sudeepthi
Trainer, SDC,
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 31 March 2018.

- - - -

Vide Selection Committee Report referred above, the management is pleased to appoint **Mrs M Sudeepthi** as **Trainer, SDC** Dr.Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **10.04.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

Madhukar

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.
Signed Sudeepthi Date 19 Name SUDEEPTHI.M.
02-04-18

✆ Off. : 2701818
Fax. : 0891-2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on 13-06-2008

ORDER

On the basis of qualifications, experience as well as performance at the interview held on **13-06-2008,** the Selection Committee constituted for this purpose has selected **Ms.M.Sunitha as a Lecturer in Bio-Chemistry** in the PG College in the Department of Bio-Chemistry.

As per the above selection, we are happy to appoint you as Lecturer in the Department of Bio-Chemistry.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 30-06-2008. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHAPATNAM

Communicated to **Ms.M.Sunitha.**

ANNEXURE:

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

TERMS AND CONDITIONS OF APPOINTMENT

Designation

1. You will be designated as Lecturer in Bio-Chemistry.
2. The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.

Pay & Benefits:

3. You will be placed in the Pay Scale Rs.6950-200-10950 on a basic Pay of Rs.6950/-
4. House Rent allowance: as admissible (Currently 20% of the minimum basic of the above scale)
5. Annual time increments indicated in the above scale are not automatic and may be granted to you subject to your satisfactory performance based on evaluation and availability of funds.
6. Provident Fund: Deductions will be made from your gross pay and management will contribute as per the E.P.F. Act.
7. Gratuity: You will be eligible for gratuity as per the Payment of Gratuity Act.
8. Leave : As per the prevailing leave rules of Dr.L.Bullayya College. (Currently 10 days of casual leave and 5 days sick leave, annual or other vacation as declared by management) Leave or other absence of the individual from duties is permissible only with the prior permission in writing from the Management or by its Officers duly authorized on its behalf. (Emergency situations and sickness supported by medical certification may be considered as exceptions). Unutilized leave may qualify for encashment subject to the discretion of the management.
9. Additional pay: Subject to availability of funds and policy decided by management, you may be eligible for additional pay for superior performance and achievements upon suitable evaluation by the management. Additional pay may also be allowed for higher research qualifications in some cases.
10. Your pay will be subject to the laws of income tax act, professional tax act and other statutory provisions.

Probation:

11. You will be initially placed on probation for a period of one year. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Medical Fitness:

12. Dr.L.Bullayya College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

13. The nature of your duties will be as assigned by Dr.L.Bullayya College, from time to time depending on changing requirements. Timings of your duties shall be decided by the management depending upon the exigencies of the college work.
14. Dr.L.Bullayya College expects you to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.
15. The duties shall include teaching the course assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities to the extent that is required by the appropriate authority, counseling students on academic and other matters.
16. Undertake by yourself and participate along with other teachers and students in the pursuit of knowledge, conducting research and publishing results of research, organize workshops and seminars under the overall supervision of assigned heads.

Up-gradation of Skills:

17. You may be required to upgrade your skills to suit changing needs of academics. Management may require you to participate in such programs and you may be required to enter into an agreement to give services for a minimum time period as decided by management.
18. While you may have been temporarily exempted from higher qualifications such as passing of NET, acquiring research degrees such as M. Phil / PhD, you may be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with regulations of statutory bodies such as UGC, AICTE etc.

Exclusivity:

19. You will devote your entire time to the work of Dr. L. Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management in each case.

Transferability:

20. Your services are liable to be transferred by Dr. L .Bullayya College at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate education'

Termination:

21. If you wish to leave the service of the College at any time, you will be required to give a notice of one month during probation and three months after confirmation. You will be issued a letter of relief after completion of the notice period if there are no pending issues to be settled. You will be permitted to leave the services only after you obtain the letter of relief. The management may take suitable action for recovery of dues and damages if you leave without a notice or letter of relief
22. The College Management may terminate your services at any time without assigning any reasons, by giving a notice of one month during probation and three months after confirmation. At its discretion, the college management may terminate the services with immediate effect by paying one month salary during probation and three months salary after confirmation.
23. The College Management at any time may dispense with the services of the candidate without assigning reasons in the event of gross misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post.
24. Your appointment is subject to Verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.
25. The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.
26. The college may evaluate your performance on a periodic basis and if such evaluation points to your unsuitability for the post you are holding, your services may be terminated by giving you a suitable notice.

Confidentiality:

27. You shall not at any time disclose, divulge or make public any information that comes to your notice regarding various aspects of teaching, research and other activities of administration etc.
28. Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.
29. You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

30. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr.L.Bullayya College that may be in force from time to time.
31. You will be responsible for the safe keeping and good condition of all properties of Dr.L.Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr.L.Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.
32. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAK PATN

Acceptance of appointment and declaration by the appointee:

I have read and understood the above terms and conditions and hereby sign my acceptance of the same.

Signature : M. Sunita

Name : Matta Sunita.

Date : 19/06/08

Reporting Date : 20/06/08

Date: 18.6.2008

To

The Secretary & Correspondent,
Dr.Lankapall Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, M. SUNITA ~~S/o,~~ D/o M. KRISHNAYYA.

having been selected in the Interview conducted on 13.6.2008 for the post of Lecturer in Dr.Lankapalli Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 18.6.2008.

Thanking you Sir,

Yours faithfully,

Signature: M. Sunita

Name: M. SUNITA

Address: D.No. 32-3-7/4, Near bangararra temple, Nathayapalem Gajuwaka, visakhapatnam.

Dr. Lankapalli Bullayya College

52-14-75, Resapuvanipalem, Visakhapatnam - 530 013
✆ Off. : 2701818 Fax. : 0891- 2714423
E-mial : lbcadmn@gmail.com Website : bullayyacollege.info

Dr. K. BHASKARA REDDY, M.Sc .Ph.D
Director – Academics & Administration

Dt. 24.08.2015

Sub : Establishment – Dr. Lankapalli Bullayya Junior College - Appointment of Asst. Coordinator, Arts Courses, Junior College – reg.

****

In pursuance of the orders of the Secretary and Correspondent, I am by direction apppoint **Smt. M. Swarna Kumari**, as **Asst. Coordinator, Arts Courses** in Dr.Lankapalli Bullayya Junior College.

She is informed to report to the Coordinator, Sri V. Satyanarayana and shall coordinate the academic work as per requirement in the institution.

This appointment will take effect from 01.09.2015 and valid until further orders.

Dr. K.Bhaskara Reddy
Director (AC&CA)

Communicated to :
Smt. M. Swarna Kumari

Received copy.
M. Swarnakumari 24/8/15

Copy to:

The Coordinator, Arts Courses, Dr.Lankapalli Bullayya Junior College 24/8/15
The Principal, Dr.Lankapalli Bullayya College Junior

Record copy
S.S 24/8/15

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

Date: 16.07.2019.

To
Dr.M.V.Muralikrishna,
D.No.38-31-136, Green Gardens,
Marripalem,
VISAKHAPATNAM-530018.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 21.06.2019.

--

Vide Selection Committee Report referred above; the management is pleased to appoint **M.V.Muralikrishna** as Lecturer in Management Studies in the Department of Management Studies, Dr. Lankapalli Bullayya College with effect from 16.07.2019.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned not later than 16.07.2019. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed _____ Date 16-7-2019

Name (M.V. MURALI KRISHNA)

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

Date: 15.07.2019.

To
Mrs.M.Vijaya Lakshmi,
D.No.20-119-11,
Chengalarao peta, Town Kotha Road,
VISAKHAPATNAM-530001.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 21.06.2019.

--

Vide Selection Committee Report referred above; the management is pleased to appoint **M.Vijaya Lakshmi** as Lecturer in Mathematics in the Department of Mathematics, Dr. Lankapalli Bullayya College with effect from 15.07.2019.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned not later than 15.07.2019. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed M.Vijaya Lakshmi Date 15/7/2019

Name M.Vijaya Lakshmi

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Dr. Lankapalli Bullayya College

(51)

Dr.G. MADHU KUMAR, B.Tech.,Ph.D
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 30.09.2010

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment Issued.

Ref: Selection Committee Report dated 09.7.2010.

Vide Selection Committee Report referred above, the management is pleased to appoint **Mrs. Monzy George** as **Lecturer** in the **Department of English** in Arts & Science, UG, Dr.L.Bullayya College w.e.f. **01.10.2010.**

Applicable Pay Scale :

Basic Pay: Rs. 8000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.

2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.

3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

All Correspondence should be addressed to the Secretary and Correspondent
#52-14-75 Resapuvani Palem, Visakhapatnam-530 013 Ph 2701818, Fax 0891- 2714423

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 01.02.2022.

To
Ms.N.Deepthi,
D.No.55-43-1819, Ambedkar Nagar,
Seethammadhara,
VISAKHAPATNAM.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 29.01.2022.

--

Vide Selection Committee Report referred above; the management is pleased to appoint **Ms.N.Deepthi** as Lecturer in Journalism in the Department of Journalism, Dr. Lankapalli Bullayya College with effect from 01.02.2022.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 01.02.2022. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed Deepthi Date 01.02.2022

Name N.DEEPTHI

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 01.02.2022.

Details of Appointment

Name	**: Ms.N.Deepthi**
Date of birth	**: 12.04.1997**
Qualifications	**: M.A.,**
Designation	**: Lecturer in Journalism**
Date of appointment	**: 01.02.2022**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed Deepthi Date 01.02.2022

Name N. DEEPTHI

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed Deepthi on 01.02.2022 (date)

Name: N. DEEPTHI

Tel: _____ Mobile: 8919487052 Email: nukapeyideepthi@gmail.com

Current mailing address:

4-120/1, SRINIVASANAGAR,
CHANDRAMPALEM,
MADHURWADA,
VISAKHAPATNAM-48.

Date of Reporting 01.02.2022

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on **24-10-2009**.

ORDER

On the basis of qualifications, experience as well as performance at the interview held on **24-10-2009,** the Selection Committee constituted for this purpose has selected **Mr.N.K.Mahesh** as a Lecturer in BBM in the UG College in the Department of Management Studies.

As per the above selection, we are happy to appoint you as Lecturer in the Department of Management Studies.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 01-11-09. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Communicated to : **Mr.N.K.Mahesh**

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 01.07.2016.

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in PG College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dt.11.04.2016.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Ms. N. Phani Pooja, Assistant Professor** in the **Department of English, Arts & Science, PG,** Dr.Lankapalli Bullayya College w.e.f. **01.07.2016.**

Applicable Pay Scale : Basic Pay: Rs.12000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 30-06-2016. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Ms. N. Phani Pooja.**
<Appended : ANNEXURE>

All Correspondence should be addressed to the Secretary and Correspondent

ANNEXURE

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation :

1. You will be designated as **Assistant Professor** in **English, PG.**
2. The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.

Pay & Benefits:

3. Leave : As per the prevailing leave rules of Dr. Lankapalli Bullayya College (Currently 10 days of casual leave and 5 days sick leave, annual or other vacation as declared by management) Leave or other absence of the individual from duties is permissible only with the prior permission in writing from the Management or by its Officers duly authorized on its behalf. (Emergency situations and sickness supported by medical certification may be considered as exceptions). Unutilized leave may qualify for encashment subject to the discretion of the management.
4. Additional pay: Subject to availability of funds and policy decided by management, you may be eligible for additional pay for superior performance and achievements upon suitable evaluation by the management. Additional pay may also be allowed for higher research qualifications in some cases.
5. Your pay will be subject to the laws of income tax act, professional tax act and other statutory provisions.

Probation:

6. You will be initially placed on probation for a period of one year. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Medical Fitness:

7. Dr.Lankapalli Bullayya College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

8. The nature of your duties will be as assigned by Dr.Lankapalli Bullayya College, from time to time depending on changing requirements. Timings of your duties shall be decided by the management depending upon the exigencies of the college work.

9. Dr.Lankapalli Bullayya College expects you to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

10. The duties shall include teaching the course assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities to the extent that is required by the appropriate authority, counseling students on academic and other matters.

11. Undertake by yourself and participate along with other teachers and students in the pursuit of knowledge, conducting research and publishing results of research, organize workshops and seminars under the overall supervision of assigned heads.

Up-gradation of Skills:

12. You may be required to upgrade your skills to suit changing needs of academics. Management may require you to participate in such programs and you may be required to enter into an agreement to give services for a minimum time period as decided by management.

13. While you may have been temporarily exempted from higher qualifications such as passing of NET, acquiring research degrees such as M. Phil / PhD, you may be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with regulations of statutory bodies such as UGC, AICTE etc.

Exclusivity:

14. You will devote your entire time to the work of Dr. Lankapalli Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management in each case.

Transferability:

15. Your services are liable to be transferred by Dr. Lankapalli Bullayya College at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate education'

Termination:

16. If you wish to leave the service of the College at any time, you will be required to give a notice of one month during probation and three months after confirmation. You will be issued a letter of relief after completion of the notice period if there are no pending issues to be settled. You will be permitted to leave the services only after you obtain the letter of relief. The management may take suitable action for recovery of dues and damages if you leave without a notice or letter of relief.

17. The College Management may terminate your services at any time without assigning any reasons, by giving a notice of one month during probation and three months after confirmation. At its discretion, the college management may terminate the services with immediate effect by paying one month salary during probation and three month's salary after confirmation.

18. The College Management at any time may dispense with the services of the candidate without assigning reasons in the event of gross misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post.

19. Your appointment is subject to Verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.

20. The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

21. The college may evaluate your performance on a periodic basis and if such evaluation points to your unsuitability for the post you are holding, your services may be terminated by giving you a suitable notice.

Confidentiality:

22. You shall not at any time disclose, divulge or make public any information that comes to your notice regarding various aspects of teaching, research and other activities of administration etc.

23. Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

24. You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

25. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr.Lankapalli Bullayya College that may be in force from time to time.

26. You will be responsible for the safe keeping and good condition of all properties of Dr.Lankapalli Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr.Lankapalli Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.

27. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

Secretary and Correspondent

<Acceptance of appointment and declaration by the appointee>

I have read and understood the above terms and conditions of service and hereby convey acceptance duly signed by me.

Signature : N. Phani Pooja

Name : N. PHANI POOJA

Date : 03.09.2016

Reporting Date : 01.07.2016

Dr. Lankapalli Bullayya College

Date : 01.07.2018.

Dr. G. MADHU KUMAR
Secretary & Correspondent

To

Mr. N Ramu
Lecturer in Physics
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 26 June 2018.

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Vide Selection Committee Report referred above, the management is pleased to appoint **Mr. N Ramu** as **Lecturer in Physics, Department of Physics**, Dr. Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **01.07.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee: I have read, understood and accept without any reservations the above appointment.
Signed _____ Date_____ Name _____

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 01.11.2021.

To
Ms.N.Roopa Jyothi,
Flat No.304, Srinivas Apartments,
East point Colony, Chinna waltair,
VISAKHAPATNAM-530017.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 12.10.2020.

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Vide Selection Committee Report referred above; the management is pleased to appoint **Ms.N.Roopa Jyothi** as Assistant Professor in Commerce in the Department of Commerce, Dr. Lankapalli Bullayya College with effect from 01.11.2021.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 01.11.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed N.Roopa Jyothi Date 01/11/2021

Name N.ROOPA JYOTHI

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 01.11.2021

Details of Appointment

Name	**: Ms.N.Roopa Jyothi**
Date of birth	**: 31.08.1995**
Qualifications	**: M.Com.,**
Designation	**: Assistant Professor in Commerce**
Date of appointment	**: 01.11.2021**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed N.Roopa Jyothi Date 01/11/2021

Name N. ROOPA JYOTHI

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed N. Roopa Jyothi on 01/11/2021 (date)

Name: N. ROOPA JYOTHI

Tel: _____ Mobile: 8897226744 Email: 19roopa95@gmail.com.

Current mailing address:
6-11-11, Srinivas Apartments,
East point Colony, Chinnawaltair
Flat No: 304, Visakhapatnam
Pin :- 530017.

Date of Reporting 01/11/2021

(39)

DR. L.BULLAYYA COLLEGE
VISAKHAPATNAM

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB:- Establishment – Teaching Staff – Appointment of Teaching Staff orders issued.

Read:-Minutes of the Selection Committee meeting held on **1.7.2006**

O R D E R

On the basis of qualifications, experience as well as performance at the interview held on **1.7.2006,** the Selection Committee constituted for this purpose has selected **Smt. Nandigam Sangeetha** as a Lecturer in **Mathematics** subject in the UG College in the Department of **Mathematics** in the existing scale of pay of Dr.L.Bullayya UG/PG College or as per the decision of the management.

The above appointment is on a contractual basis and you are required to execute contract on a stamped paper of the value of Rs.10/- in a prescribed proforma to be submitted to this office within a months time. No salary can be drawn before the contract is executed.

The relative seniority in the department of the candidate will be decided at a later date.

You will be initially placed on probation for a period of two years. It may be extended or reduced at the discretion of the management on the basis of your performance as a teacher in the department.

You should report to the Principal/Director concerned immediately but not later than 10-7-2006. Failure to submit the joining report before the stipulated date will force the management to cancel the appointment. Your appointment is subject to the terms and conditions of the contract to be executed and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You are requested to submit all the original certificates of your Educational qualifications and experience for further scrutiny. You should produce a relieving certificate from the previous organization from a competent authority.

Received
N. Sangeetha

SECRETARY & CORRESPONDENT

Copy to Smt Nandigam Sangeetha,
D.No.38-39-8/3, Bapuji nagar,
Industrial Estate,
Visakhapatnam-7.

✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on 30-07-2007

O R D E R

On the basis of qualifications, experience as well as performance at the interview held on **30-07-2007,** the Selection Committee constituted for this purpose has selected **N.Savitri as a Lecturer in English** in the UG College in the Department of English.

As per the above selection, we are happy to appoint you as Lecturer in the Department of English.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 07-08-07. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Communicated to Ms.N.Savitri.

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR

B.Tech.,Ph.D.

Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 11.09.2017.

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in PG College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dt.08.09.2017.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Mrs. N. Sireesha, Asst.Professor** in the **Department of Chemistry-PG,** Dr.Lankapalli Bullayya College w.e.f.**11.09.2017.**

Applicable Pay Scale : **Basic Pay: Rs.12000/-**

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 20-09-2017. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Mrs. N. Sireesha.**

<Appended : ANNEXURE>

ANNEXURE

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation :

1. You will be designated as **Lecturer in the Department of Chemistry-UG.**
2. The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.

Pay & Benefits:

3. Leave : Leaves are available as per college leaves policy. The guidelines for availing the leaves may be obtained from the office.
4. Additional pay: Subject to availability of funds and policy decided by management, you may be eligible for additional pay for superior performance and achievements upon suitable evaluation by the management. Additional pay may also be allowed for higher research qualifications in some cases.
5. Your pay will be subject to the laws of income tax act, professional tax act and other statutory provisions.

Probation:

6. You will be initially placed on probation for a period of one year. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Medical Fitness:

7. Dr.Lankapalli Bullayya College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

8. The nature of your duties will be as assigned by Dr.Lankapalli Bullayya College, from time to time depending on changing requirements. Timings, your duties and place of work on the campus shall be decided by the management depending upon the exigencies of the college work.

9. Dr.Lankapalli Bullayya College expects you to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

10. The duties shall include teaching the course assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities to the extent that is required by the appropriate authority, counseling students on academic and other matters.

11. Undertake by yourself and participate along with other teachers and students in the pursuit of knowledge, conducting research and publishing results of research, organize workshops and seminars under the overall supervision of assigned heads.

Up-gradation of Skills:

12. You may be required to upgrade your skills to suit changing needs of academics. Management may require you to participate in such programs and you may be required to enter into an agreement to give services for a minimum time period as decided by management.

13. While you may have been temporarily exempted from higher qualifications such as passing of NET, acquiring research degrees such as M. Phil / PhD, you may be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with regulations of statutory bodies such as UGC, AICTE etc.

Exclusivity:

14. You will devote your entire time to the work of Dr. Lankapalli Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management in each case.

Transferability:

15. Your services are liable to be transferred by Dr. Lankapalli Bullayya College at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate education'

Termination:

16. The College Management may terminate your services at any time without assigning any reasons, by giving a notice of one month during probation and three months after confirmation. At its discretion, the college management may terminate the services with immediate effect by paying one month salary during probation and three month's salary after confirmation. Refer college exit policy for details.

17. The College Management at any time may dispense with the services of the candidate without assigning reasons in the event of gross misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post.

18. Your appointment is subject to Verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.

19. The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

20. The college may evaluate your performance on a periodic basis and if such evaluation points to your unsuitability for the post you are holding, your services may be terminated by giving you a suitable notice.

Confidentiality:

21. You shall not at any time disclose, divulge or make public any information that comes to your notice regarding various aspects of teaching, research and other activities of administration etc.

22. Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

23. You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

24. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr.Lankapalli Bullayya College that may be in force from time to time.

25. You will be responsible for the safe keeping and good condition of all properties of Dr.Lankapalli Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr.Lankapalli Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.

26. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

Secretary and Correspondent

<Acceptance of appointment and declaration by the appointee>

I have read and understood the above terms and conditions of service and hereby convey acceptance duly signed by me.

Signature	:	N. Sireesha
Name	:	N. SIREESHA
Date	:	2|8|2021
Reporting Date	:	2|8|2021

From.

2.8.2021

N. Sireesha
Asst Professor
Dept of chemistry.
Dr. L. B. College.

To

The Secretary & Correspondent
Dr. L. Bullayya College
Visakhapatnam.

Respected Sir,

Sub: Reporting to the duties reg;

I. N. Sireesha, Asst Professor, Dept of chemistry would like to thank the management for permitting me to work from home in the month of June & July 2021.

I am reporting to college from to-day ie 2nd August 2021

Thanking you,

Yours sincerely
N. Sireesha
N. Sireesha

A. Sridevi 2/8/21

V. Subbarao 2/8/21

2/8

Submitted for Approval today.

3/8/21

✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by Promotion - Orders issued.

Read:-Minutes of the Promotion Committee meeting held on 29-07-2007

ORDER

On the basis of qualifications, experience as well as performance at the interview held on 29-07-2007, the Promotion Committee constituted for this purpose has selected N.Sridhar as a **Assistant Professor in M.C.A** in the PG College in the Department of Computer Science.

As per the above selection, we are happy to appoint you as Assistant Professor in the Department of Computer Science.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

Communicated to N.Sridhar

To

The Secretary & Correspondent,
Dr. L. Bullayya College,
VISAKHPATNAM.

Respected Sir,

Sub :- Dr. L. Bullayya P.G. College– Joining Report as Sr. Assistant Professor in Department of Computer Science, PG Course.

I am herewith submitting my joining report as Senior Assistant Professor in Department of Computer Science in Dr. L. Bullayya P.G. College, with effect from the Forenoon of 01-08-2004.

Thanking You,

Yours sincerely,
N. Sridhar
(N.Sridhar)

Dr. K. BHASKARA REDDY
Director-Academics & Administration
Dr. L. Bullayya College
VISAKHAPATNAM-530 013

BULLAYYA COLLEGE VISAKHAPATNAM

Secretary & Correspondent
Dr. Lankapalli Bullayya P.G. College
Visakhapatnam-13

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Date : 01.07.2018.

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Mr. N Sunil Kumar,
Assistant Professor
in Department of MHRM,
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 26 June 2018.

\- - - -

Vide Selection Committee Report referred above, the management is pleased to appoint **Mr. N Sunil Kumar** as **Assistant Professor in Department of MHRM**, Dr. Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **01.07.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee: I have read, understood and accept without any reservations the above appointment.
Signed Sunil Kumar N Date 02/07/18 Name SUNIL KUMAR.N

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 01/07/2018

Details of Appointment

Name : **Mr. N Sunil Kumar**
Date of birth : **20 August 1979**
Qualifications : **HRM (Ph.D), MHRM**

Designation : **Assistant Professor, Department of MHRM**

Date of appointment: **01-07-2018**

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs. **15,600/-**
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay may be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Employee:
I have read, understood and accept without any reservations the above details of confirmation.

Signed _____ Date 02/07/18

Name SUNILKUMAR.N

Contact details (Address, Tel, Mobile, Email):

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavouring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Probation:

8) You will be initially placed on probation for a period of two years. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Transferability:

9) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

10) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

11) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Termination:

12) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

13) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

14) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

15) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found to indulge in gross misconduct, indiscipline or negligence:-

a) to have joined employment through false certificates/ credentials

b) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

16) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

17) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

18) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

19) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

20) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

21) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

22) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed _____ on 02/07/18. (date)
Name: SUNIL KUMAR.M Mobile: 9948673418. Email: Sunil_coydelia@yahoo.co.

Date: 02.07.2018.

To

The Secretary & Correspondent,
Dr.Lankapall Bullayya College, P.G. Courses,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, SUNIL KUMAR NEETHIPUDI S/o, ~~D/o~~ JOHN RATNA RAJU. N(L)

having been selected in the Interview conducted on 26.06.2018. for the post of

Assistant Professor in Dr.Lankapalli Bullayya P.G. College hereby convey

my acceptance and report to duties on the Forenoon of 02.07.2018. at 8:45 AM.

Thanking you Sir,

Yours faithfully,

2/7/18

2/7/18

Signature: Sunil kumar N

Name: SUNIL KUMAR NEETHIPUDI

Address: Flat No:26
Sai Bala Ji Apts.
Akkayyapalem.
NEGO'd colony,
Visakhapatnam-16.
Cell: 9848673418.

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

Date: 01.02.2021.

To
Dr.Oruganti Sitarama Prakash,
D.No.8-22-8,
Balaji nagar,
VIZIANAGARAM.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 23.12.2020.

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Vide Selection Committee Report referred above; the management is pleased to appoint **Dr. Oruganti Sitarama Prakash** as Lecturer in Sanskrit in the Department of Sanskrit, Dr. Lankapalli Bullayya College with effect from 01.02.2021.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 01.02.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed OSPrakash. Date 01.02.2021

Name ORUGANTI SITA RAMA PRAKASH

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR

B.Tech.,Ph.D

Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 01.02.2021

Details of Appointment

Name	**: Dr.Oruganti Sitarama Prakash**
Date of birth	**: 22.05.1986**
Qualifications	**: M.A,,M.Phil., Ph.D.,**
Designation	**: Lecturer in Sanskrit**
Date of appointment	**: 01.02.2021**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed Oru Prakash Date 01-02-2021

Name ORUGANTI SITARAMA PRAKASH

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed O.S.Prakash. on 01/02/2021 (date)

Name: ORUGANTI SITA RAMA PRAKASH

Tel: _____ Mobile: 7382655469 Email: prakashsanskar1T4625@gmail.com

Current mailing address:

Date of Reporting 01/02/2021

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

To
O. SATYA PRABHA

Date: 13-12-2017.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr. Lankapalli Bullayya College.

Ref: Selection Committee Report dated 04-12-2017.

Vide Selection Committee Report referred above; the management is pleased to appoint **O. SATYA PRABHA** as Assistant Professor in the Department of Management Studies-PG, Dr. Lankapalli Bullayya College with effect from 13-12-2017.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned not later than 15-12-2017. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed _____ Date 17/2/18

Name O. Satya Prabha

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 22.08.2016.

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dt.11.08.2016.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Smt. P. Adi Lakshmi Devi, Lecturer** in the **Department of English-UG,** Dr.Lankapalli Bullayya College w.e.f.**22.08.2016.**

Applicable Pay Scale : Basic Pay: Rs.12000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 22-08-2016. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Smt. P. Adi Lakshmi Devi**
<Appended : ANNEXURE>

All Communications may be addressed to : Dr. G. Madhu Kumar, Secretary & Correspondent
C/o. Dr. L. Bullayya College, # 52-14-75, Resapuvani Palem, Visakhapatnam-13,

Off. : 2701818
Fax. : 0891 - 2714423

Dr. Lankapalli Bullayya P.G. College

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:- Minutes of the Selection Committee meeting held on 15-07-2011

ORDER

On the basis of qualifications, experience as well as performance in the interview, the Selection Committee constituted for this purpose has selected **Ms.P. Asha** as **Asst Professor in MCA** in the Department of Computer Science & Management Studies, PG.

As per the above selection, we are happy to appoint you as Asst. Professor in the Department of Computer Science.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 01-12-12. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We welcome you to Dr.Lankapalli Bullayya PG College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya PG College,

Secretary & Correspondent

Communicated to : Ms. P.Asha.

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Date : 01.07.2018.

To

Mr. P. Durga Prasad
Lecturer in Commerce
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 26 June 2018.

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Vide Selection Committee Report referred above, the management is pleased to appoint **Mr. P Durga Prasad** as **Lecturer in Commerce, Department of Commerce**, Dr. Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **01.07.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee: I have read, understood and accept without any reservations the above appointment.
Signed _____ Date_____ Name _____

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 01/07/2018

Details of Appointment

Name : **Mr. P Durga Prasad**

Date of birth : **03 March 1986**

Qualifications : **M Com, MBA**

Designation : **Lecturer in Commerce**

Date of appointment: **01-07-2018**

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs. **15,600/-**
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay may be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Employee:
I have read, understood and accept without any reservations the above details of confirmation.

Signed _____ Date_____

Name _____

Contact details (Address, Tel, Mobile, Email):

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 01/07/2018

Details of Appointment

Name : **Mr. P Durga Prasad**

Date of birth : **03 March 1986**

Qualifications : **M Com, MBA**

Designation : **Lecturer in Commerce**

Date of appointment: **01-07-2018**

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs. **15,600/-**
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay may be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Employee:
I have read, understood and accept without any reservations the above details of confirmation.

Signed _____ Date_____

Name _____

Contact details (Address, Tel, Mobile, Email):

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavouring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Probation:

8) You will be initially placed on probation for a period of two years. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Transferability:

9) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

10) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

11) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Termination:

12) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

13) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

14) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

15) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found to indulge in gross misconduct, indiscipline or negligence:-

a) to have joined employment through false certificates/ credentials

b) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

16) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

17) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

18) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

19) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

20) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

21) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

22) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed _____ on _____ (date)
Name: _____ Mobile: _____ Email: _____

ANNEXURE 2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon your assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct / indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavouring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Probation:

8) You will be initially placed on probation for a period of two years. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Transferability:

9) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

10) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

11) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Termination:

12) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

13) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

14) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

15) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found to indulge in gross misconduct, indiscipline or negligence:-

a) to have joined employment through false certificates/ credentials

b) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

16) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

17) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

18) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

19) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

20) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

21) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

22) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed _____ on _____ (date)
Name: _____ Mobile: _____ Email: _____

Dr. Lankapalli Bullayya College

52-14-75, Resapuvanipalem, Visakhapatnam - 530 013
Ph: Off. : 0891-2701818 Fax. : 0891- 2714423
E-mial : lbcadmn@gmail.com Website : bullayyacollege.info

Dr. K. SATYANARAYANA, M Com Ph D
Director – Academics & Administration

Date 01.05.2017.

Sub:- Establishment - Arts & Science, UG Courses – Dr. Lankapalli Bullayya College – Extension of appointments of ad hoc Teaching Staff – reg.

Ref:- Proceedings of the Secretary & Correspondent 04/2017, dated 30.04.2017.

***

In pursuance of the orders of the Secretary and Correspondent, I am by direction convey extension of appointment of following Teaching Staff appointed on ad hoc basis for a further period of one year from 01.05.2017, valid until the end of the academic year 2017-18.

Arts & Science-UG

1. Smt. P. Jhansi Lakshmi Bai, Lecturer in Botany.

Job Profile:

The Job profile of Smt. P. Jhansi Lakshmi Bai is to teach regular classes at B.Sc Life Sciences. In addition she taken up students counseling for allround better performance.

Dr. K. Satyanarayana
Director (AC & CA)

Communicated to:

1. Smt. P. Jhansi Lakshmi Bai, Lecturer in Botany. P. Jhansi.

Copy to:

The Principal, Dr. Lankapalli Bullayya College.
The Dean, UG.
The Asst.Dean, UG.

✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff - Orders issued.

Read:- Proceedings of the Secretary & Correspondent Dated 01-08-2007

ORDER

On the basis of qualifications, experience as well as performance in the college, the Management has decided to Continue **Dr.P.Kiran Kumari as Lecturer in Environmental Sciences** in the UG College in the Department of Environmental Sciences.

As per the above, we are happy to continue you as Lecturer in the Department of Environmental Sciences

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

Communicated to Dr. P. Kiran Kumari.

✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff - Orders issued.

Read:- Proceedings of the Secretary & Correspondent Dated 01-08-2007

ORDER

On the basis of qualifications, experience as well as performance in the college, the Management has decided to Continue **P.Lakshmisarada as Lecturer in Hindi** in the UG College in the Department of Hindi.

As per the above, we are happy to continue you as Lecturer in the Department of Hindi.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

Communicated to Ms. P.Lakshmi Sarada.

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 29.07.2007.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in PG College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt.29.07.2007.

Vide Selection Committee Report referred above, the management is pleased to appoint **Smt P. Lakshmi, Lecturer** in the **Department of Computer Science, PG,** Dr.Lankapalli Bullayya College w.e.f. **29.07.2002.**

Applicable Pay Scale : Basic Pay: Rs.8,000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 07-08-2007. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Smt. P. Lakshmi.**
<Appended : ANNEXURE>

All Communications may be addressed to : Dr. G. Madhu Kumar, Secretary & Correspondent
C/o. Dr. L. Bullayya College, # 52-14-75, Resapuvani Palem, Visakhapatnam-13.

ANNEXURE:

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

TERMS AND CONDITIONS OF APPOINTMENT

Designation

1. You will be designated as Lecturer in Computer Science.
2. The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.

Pay & Benefits:

3. You will be placed in the Pay Scale Rs.6950-200-10950 on a basic Pay of Rs.6950/-
4. House Rent allowance: as admissible (Currently 20% of the minimum basic of the above scale)
5. Annual time increments indicated in the above scale are not automatic and may be granted to you subject to your satisfactory performance based on evaluation and availability of funds.
6. Provident Fund: Deductions will be made from your gross pay and management will contribute as per the E.P.F. Act.
7. Gratuity: You will be eligible for gratuity as per the Payment of Gratuity Act.
8. Leave : As per the prevailing leave rules of Dr.L.Bullayya College. (Currently 10 days of casual leave and 5 days sick leave, annual or other vacation as declared by management) Leave or other absence of the individual from duties is permissible only with the prior permission in writing from the Management or by its Officers duly authorized on its behalf. (Emergency situations and sickness supported by medical certification may be considered as exceptions). Unutilized leave may qualify for encashment subject to the discretion of the management.
9. Additional pay: Subject to availability of funds and policy decided by management, you may be eligible for additional pay for superior performance and achievements upon suitable evaluation by the management. Additional pay may also be allowed for higher research qualifications in some cases.
10. Your pay will be subject to the laws of income tax act, professional tax act and other statutory provisions.

Probation:

11. You will be initially placed on probation for a period of one year. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Medical Fitness:

12. Dr.L.Bullayya College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

13. The nature of your duties will be as assigned by Dr.L.Bullayya College, from time to time depending on changing requirements. Timings of your duties shall be decided by the management depending upon the exigencies of the college work.
14. Dr.L.Bullayya College expects you to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.
15. The duties shall include teaching the course assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities to the extent that is required by the appropriate authority, counseling students on academic and other matters.
16. Undertake by yourself and participate along with other teachers and students in the pursuit of knowledge, conducting research and publishing results of research, organize workshops and seminars under the overall supervision of assigned heads.

Up-gradation of Skills:

17. You may be required to upgrade your skills to suit changing needs of academics. Management may require you to participate in such programs and you may be required to enter into an agreement to give services for a minimum time period as decided by management.
18. While you may have been temporarily exempted from higher qualifications such as passing of NET, acquiring research degrees such as M. Phil / PhD, you may be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with regulations of statutory bodies such as UGC, AICTE etc.

Exclusivity:

19. You will devote your entire time to the work of Dr. L. Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management in each case.

Transferability:

20. Your services are liable to be transferred by Dr. L .Bullayya College at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate education'

Termination:

21. If you wish to leave the service of the College at any time, you will be required to give a notice of one month during probation and three months after confirmation. You will be issued a letter of relief after completion of the notice period if there are no pending issues to be settled. You will be permitted to leave the services only after you obtain the letter of relief. The management may take suitable action for recovery of dues and damages if you leave without a notice or letter of relief
22. The College Management may terminate your services at any time without assigning any reasons, by giving a notice of one month during probation and three months after confirmation. At its discretion, the college management may terminate the services with immediate effect by paying one month salary during probation and three months salary after confirmation.
23. The College Management at any time may dispense with the services of the candidate without assigning reasons in the event of gross misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post.
24. Your appointment is subject to Verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.
25. The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.
26. The college may evaluate your performance on a periodic basis and if such evaluation points to your unsuitability for the post you are holding, your services may be terminated by giving you a suitable notice.

Confidentiality:

27. You shall not at any time disclose, divulge or make public any information that comes to your notice regarding various aspects of teaching, research and other activities of administration etc.
28. Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.
29. You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

30. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr.L.Bullayya College that may be in force from time to time.
31. You will be responsible for the safe keeping and good condition of all properties of Dr.L.Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr.L.Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.
32. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

For Dr. Lankapalli Bullayya College,

DR. LANKAPALLI BULLAYYA COLLEGE VISAK PATNAM

Secretary and Correspondent

Acceptance of appointment and declaration by the appointee:

I have read and understood the above terms and conditions and hereby sign my acceptance of the same.

Signature : P. Lakshmi

Name : PYDI. LAKSHMI

Date : 17/8/2007

Reporting Date : 31/7/2007

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

Date: 14.09.2020.

To
Sri P.M.Sarath Kumar,
D.No.12-37-10/3, Indira Colony,
New Gajuwaka,
VISAKHAPATNAM-530026.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 10.06.2020.

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Vide Selection Committee Report referred above; the management is pleased to appoint **Sri P.M.Sarath Kumar** as Lecturer in History in the Department of History, Dr. Lankapalli Bullayya College with effect from 14.09.2020.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned not later than 14.09.2020. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed _____ Date 14.9.2020

Name P. M. Sarath Kumar

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date:14.09.2020.

Details of Appointment

Name	**: Sri P.M.Sarath Kumar**
Date of birth	**: 26.05.1994**
Qualifications	**: M.A.,**
Designation	**: Lecturer in History**
Date of appointment	**: 14.09.2020**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed _____ Date 14.9.2020

Name P. M. Sarath Kumar

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed _____ on 14.9.2020 (date)

Name: P.M. Sarath Kumar

Tel: _____ Mobile: 9676486483 Email: Sarathkumar.history26@gmail.com

Current mailing address: Sarathkumar.history26@gmail.com

Date of Reporting 14.09.2020

Dr. Lankapalli Bullayya College

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Date : 12.07.2018.

To

Mrs. Pothula Mercy Miriam,
50-50-28/1, B.S. Layout,
Seethammadhara
Visakhapatnam - 530013.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 07 July 2018.

\- - - -

Vide Selection Committee Report referred above, the management is pleased to appoint **Mrs. Pothula Mercy Miriam** as **Lecturer in English,** Department of English, Dr. Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **12.07.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee: I have read, understood and accept without any reservations the above appointment.
Signed _____ Date_____ Name _____

201

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✆ Off. : 2701818
Fax. : 0891 2714423

Dr. Lankapalli Bullayya P.G.College

VISAKHAPATNAM - 530 013

:G. MADHU KUMAR
B.Tech.,Ph.D.
ecretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on 01-09-2007

ORDER

On the basis of qualifications, experience as well as performance at the interview held on 01-09-2007, the Selection Committee constituted for this purpose has selected P. Nagavali as a Lecturer in MBA in the PG College in the Department of Management Studies.

As per the above selection, we are happy to appoint you as Lecturer in the Department of Management Studies.

This appointment is subject to the terms and conditions as contained in the Annexure to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 07-09-07. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College

Secretary and Correspondent

Dr. LANKAPALLI BULLAYYA COLLEGE VISAKHAPATNAM

All Official Management related letters will have to be addressed to the Secretary and Correspondent.
All other official letters will be addressed to the Director, P.G.College.

19-

To

The Secretary & Correspondent,
Dr. L. Bullayya College,
Visakhapatnam.

Respected Sir,

Sub:- Dr. L.B.College – Joining Report as a Assistant Professor in Department of Management Studies, PG Course.

I, P.Nagavali, am herewith submitting my joining report as Assistant Professor in Department of Management Studies in Dr.L.Bullayya P.G.College, with effect from the Forenoon of 29-09-2007.

Thanking You,

Yours Sincerely,

P. Nagavali

(P.NAGAVALI)

Dr. K. BHASKARA REDDY
Director-Academics & Administration
Dr. L. Bullayya College
VISAKHAPATNAM-530 013

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHA PATNAM

Secretary & Correspondent
Dr. Lankapalli Bullayya P.G. College
Visakhapatnam-13

(21)

✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff - Orders issued.

Read:- Proceedings of the Secretary & Correspondent Dated 01-08-2007

ORDER

On the basis of qualifications, experience as well as performance in the college, the Management has decided to Continue **P.Narasimha Rao as Lecturer in Electronics** in the UG College in the Department of Electronics.

As per the above, we are happy to continue you as Lecturer in the Department of Electronics.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

Communicated to Mr. P.Narasimha Rao.

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR

B.Tech., Ph.D.

Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 25.06.2015

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in PG College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dt. 20.06.2015.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Ms. P. Rajeswari** as **Asst. Professor** in the **Department of Mathematics, Arts & Science, PG**, Dr.Lankapalli Bullayya College w.e.f. **01.07.2015.**

Applicable Pay Scale : Basic Pay: Rs. 12,000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 30-06-2015. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Ms. P. Rajeswari**

<Appended : ANNEXURE>

Dr. Lankapalli Bullayya College

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Date : 16.07.2018.

To

Mr. P Ramesh
D. No. 6-226/2,
Back of Oil Mill,
Simhachalam,
Visakhapatnam - 530028.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 26 June 2018.

\- - - -

Vide Selection Committee Report referred above, the management is pleased to appoint **Mr. P Ramesh** as **Lecturer in Computer Science,** Department of Computer Science, Dr. Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **16.07.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee: I have read, understood and accept without any reservations the above appointment.
Signed P. Ramesh Date 16/07/2018 Name P. Ramesh

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education

Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"

52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.

Ph : 0891-2551198, 2768405, 2701819, 2561635

Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

Ref: SCE/LBC/12/2021 Date : 20-12-2021

Sri P. Ramu Naidu is hereby appointed as Campus Coordinator effective from 20-12-2021. His duties shall be to coordinate with Principals and others to monitor day-to-day activities and implementation of different initiatives.

He will report to Asst. Dean (Campus Coordination).

Communicated to:
Sri P. Ramu Naidu

Dr.G. MADHU KUMAR
SECRETARY & CORRESPONDENT

Copy to:

The Principal, Dr.L. Bullayya Junior College
The Principal, Dr.L. Bullayya College
The Vice-Principal, Dr.L. Bullayya College
The Principal, Dr.L. Bullayya College of Engineering
The Asst. Dean (Campus Coordination)
The Administrative Office for information

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 01.09.2007.

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in PG College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dt.01.09.2007.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Smt P. Ruth Nischala, Lecturer** in the **Department of Computer Science, PG,** Dr.Lankapalli Bullayya College w.e.f. **01.09.2007.**

Applicable Pay Scale : Basic Pay: Rs.8,000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 10-09-2007. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Smt. P. Ruth Nischala.**
<Appended : ANNEXURE>

All Communications may be addressed to : Dr. G. Madhu Kumar, Secretary & Correspondent
C/o. Dr. L. Bullayya College, # 52-14-75, Resapuvani Palem, Visakhapatnam-13.

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ANNEXURE:

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

TERMS AND CONDITIONS OF APPOINTMENT

Designation

1. You will be designated as Lecturer in Computer Science.
2. The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.

Pay & Benefits:

3. You will be placed in the Pay Scale Rs.6950-200-10950 on a basic Pay of Rs.6950/-
4. House Rent allowance: as admissible (Currently 20% of the minimum basic of the above scale)
5. Annual time increments indicated in the above scale are not automatic and may be granted to you subject to your satisfactory performance based on evaluation and availability of funds.
6. Provident Fund: Deductions will be made from your gross pay and management will contribute as per the E.P.F. Act.
7. Gratuity: You will be eligible for gratuity as per the Payment of Gratuity Act.
8. Leave : As per the prevailing leave rules of Dr.L.Bullayya College. (Currently 10 days of casual leave and 5 days sick leave, annual or other vacation as declared by management) Leave or other absence of the individual from duties is permissible only with the prior permission in writing from the Management or by its Officers duly authorized on its behalf. (Emergency situations and sickness supported by medical certification may be considered as exceptions). Unutilized leave may qualify for encashment subject to the discretion of the management.
9. Additional pay: Subject to availability of funds and policy decided by management, you may be eligible for additional pay for superior performance and achievements upon suitable evaluation by the management. Additional pay may also be allowed for higher research qualifications in some cases.
10. Your pay will be subject to the laws of income tax act, professional tax act and other statutory provisions.

Probation:

11. You will be initially placed on probation for a period of one year. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

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Medical Fitness:

12. Dr.L.Bullayya College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

13. The nature of your duties will be as assigned by Dr.L.Bullayya College, from time to time depending on changing requirements. Timings of your duties shall be decided by the management depending upon the exigencies of the college work.
14. Dr.L.Bullayya College expects you to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.
15. The duties shall include teaching the course assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities to the extent that is required by the appropriate authority, counseling students on academic and other matters.
16. Undertake by yourself and participate along with other teachers and students in the pursuit of knowledge, conducting research and publishing results of research, organize workshops and seminars under the overall supervision of assigned heads.

Up-gradation of Skills:

17. You may be required to upgrade your skills to suit changing needs of academics. Management may require you to participate in such programs and you may be required to enter into an agreement to give services for a minimum time period as decided by management.
18. While you may have been temporarily exempted from higher qualifications such as passing of NET, acquiring research degrees such as M. Phil / PhD, you may be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with regulations of statutory bodies such as UGC, AICTE etc.

Exclusivity:

19. You will devote your entire time to the work of Dr. L. Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management in each case.

Transferability:

20. Your services are liable to be transferred by Dr. L .Bullayya College at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate education'

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Termination:

21. If you wish to leave the service of the College at any time, you will be required to give a notice of one month during probation and three months after confirmation. You will be issued a letter of relief after completion of the notice period if there are no pending issues to be settled. You will be permitted to leave the services only after you obtain the letter of relief. The management may take suitable action for recovery of dues and damages if you leave without a notice or letter of relief
22. The College Management may terminate your services at any time without assigning any reasons, by giving a notice of one month during probation and three months after confirmation. At its discretion, the college management may terminate the services with immediate effect by paying one month salary during probation and three months salary after confirmation.
23. The College Management at any time may dispense with the services of the candidate without assigning reasons in the event of gross misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post.
24. Your appointment is subject to Verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.
25. The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.
26. The college may evaluate your performance on a periodic basis and if such evaluation points to your unsuitability for the post you are holding, your services may be terminated by giving you a suitable notice.

Confidentiality:

27. You shall not at any time disclose, divulge or make public any information that comes to your notice regarding various aspects of teaching, research and other activities of administration etc.
28. Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.
29. You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

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General:

30. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr.L.Bullayya College that may be in force from time to time.
31. You will be responsible for the safe keeping and good condition of all properties of Dr.L.Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr.L.Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.
32. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

For Dr. Lankapalli Bullayya College,

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHAPATNAM

Secretary and Correspondent

Acceptance of appointment and declaration by the appointee:

I have read and understood the above terms and conditions and hereby sign my acceptance of the same.

Signature :

Name : D. Ruth. Nischala.

Date : 28/09/07

Reporting Date : 17/08/07

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✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:- Minutes of the Selection Committee meeting held on 01-09-2007

ORDER

On the basis of qualifications, experience as well as performance at the interview held on **01-09-2007**, the Selection Committee constituted for this purpose has selected **Mrs.D.Ruth Nischala as a Lecturer in Computer Science** in the UG College in the Department of Computer Science.

As per the above selection, we are happy to appoint you as Lecturer in the Department of Computer Science.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 10-09-07. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

Communicated to Mrs.D.Ruth Nischala

Scanned by CamScanner

Date:

To

The Secretary & Correspondent,
Dr.Lankapall Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, P.R.Nischala S/o, D/o P.A.Lincoln

having been selected in the Interview conducted on _____ for the post of

lecturer in Dr.Lankapalli Bullayya P.G. College hereby convey

my acceptance and report to duties on the Forenoon of 1-9-2007

Thanking you Sir,

Yours faithfully,

Signature: P.R.Nischala

Name: P.R.Nischala

Address: Q:NO: 3/9
A.U Staff Quarters
Siripuram
Visakhapatnam

Bullayya College

(12)

✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff - Orders issued.

Read:- Proceedings of the Secretary & Correspondent Dated 01-08-2007

ORDER

On the basis of qualifications, experience as well as performance in the college, the Management has decided to Continue **Dr.P.Surekha as Lecturer in Zoology** in the UG College in the Department of Zoology.

As per the above, we are happy to continue you as Lecturer in the Department of Zoology.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Communicated to Dr. P.Sureskha.

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 20.10.2021.

To
Sri P.Suri Babu,
D.No.48-2-33,Srinagar,
Near Reddy Hospital,
VISAKHAPATNAM-530016.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 25.09.2021.

--

Vide Selection Committee Report referred above; the management is pleased to appoint **Sri P.Suri Babu** as Lecturer in SDC in the Department of SDC, Dr. Lankapalli Bullayya College with effect from 20.10.2021.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 20.10.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed PSB Date 20.10.2021

Name P. Suri Babu

Dr. Lankapalli Bullayya College

Dr.G. MADHU KUMAR, B.Tech.,Ph.D
Secretary & Correspondent

Date:01.07.2018.

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT
PRESENT: Dr.G. MADHU KUMAR, B.Tech.,Ph.D

Sub:- Establishment – Appointment of Adhoc Teaching Staff in UG-Reg.

--

ORDER:

In consideration of the request received from Sri P.Taviti Naidu, retired Lecturer in History on verification of his Qualifications and previous experience, the management is pleased to appoint him as Lecturer in History on adhoc basis till the end of academic year 2018-2019.

The individual shall report to the Director, AC&CA and shall work in Coordination with the Dean, Commerce, UG.

(Dr. G. MADHU KUMAR)
SECRETARY & CORRESPONDENT

Copy to:
The Principal, Dr.Lankapalli Bullayya College.
The Dean, Commerce, UG.
The Director, Academics & Administration, Dr.Lankapalli Bullayya College.
The Assistant Dean, Arts & Science-UG.
The Individuals.

Dr. Lankapalli Bullayya College

52-14-75, Resapuvanipalem, Visakhapatnam - 530 013
Ph: Off. : 0891-2701818 Fax. : 0891- 2714423
E-mial : lbcadmn@gmail.com Website : bullayyacollege.info

Dr. K. SATYANARAYANA, M.Com., Ph.D
Director – Academics & Administration

04th July, 2017.

Sub:- Appointment of Lecturer in the Department of Sanskrit-UG - Dr. Lankapalli Bullayya College - reg.

* * *

Based on the qualifications, experience and performance in the personal interview dt.04.07.2017, the undersigned by direction pleased to offer appointment as Lecturer in the Department of Sanskrit-UG, Dr. Lankapalli Bullayya College.

Further, you are informed to convey your acceptance and report to the Director, Academics & Administration on or before 10-7-2017 in person for further process of appointment.

Director-Academics & Admn.

Communicated to-
P.V. Ramana Murthy

05/07/2017

Copy submitted to-
The Secretary & Correspondent for f/o information.

Dr. Lankapalli Bullayya Colleges
(Society For Collegiate Education)

May 1, 2020

To
Ad-hoc teaching & non-teaching staff

Sub: Teaching & Non-teaching staff working on yearly ad-hoc appointments - Proceedings issued.

As per previous appointment orders issued, tenure of staff working on ad-hoc appointments during academic year 2019-20, ended on April 30, 2020 which is normally the last working day.

Lockdown imposed by government to combat corona virus pandemic is continuing from March 23, 2020 through the months of April/ May which affected proper closure of the current academic year. UGC has suggested to extend the academic year till end of May to complete syllabus online.

Accordingly, tenure of all ad-hoc appointees is hereby extended till May 31, 2020.

This is also the time to finalise ad-hoc appointments for next academic year 2020-21.

- Continuation of ad-hoc appointments in the next academic year 2020-21 is not possible for staff above age 60 due to restrictions placed by statutory agencies on retired and unratified staff. (Government Education regulatory commissions are disallowing salary expenses for such candidates in student fees calculation and not counting them in staff strength list for affiliation/ accreditation). Colleges can employ only those fulfilling eligibility criteria for ratification.
- We will examine possibilities to employ retired persons either for critical needs/ specific period engagement or to utilise their expertise for special assignments.
- This will be decided and communicated prior to beginning of the next academic year.

A few staff members who retired at age 58 from unaided service of LB College, presently continuing in ad-hoc appointments, will be reaching age 60 before beginning of the next academic year. Their tenure is hereby extended beyond May 31, 2020 till they reach age 60.

Staff, who retired at age 58 from unaided service of LB Colleges and reaching age 60 in 1-2 years, will be continued on ad-hoc yearly appointments till they reach 60. New appointment letters will be issued to such staff.

I take this opportunity to thank all staff members for extending excellent services to L.B. colleges. We convey special thanks to individuals who served campus colleges for their entire careers and particularly those who contributed in an extraordinary way to inspire students and younger staff.

(G. Madhu Kumar)
Secretary & Correspondent

Copy to
Principal, Dr LB College
Principal, Dr LB Junior College
Principal, Dr LB College Of Engineering
Admin Officer
Accounts officer

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

Date:30.04.2019.

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT
PRESENT: Dr.G.MADHU KUMAR

Sub:- Establishment-Adhoc Administrative and Teaching Staff appointments-Renewal orders issued.

--

The Secretary & Correspondent after carefully considering various factors decided to renew the services of the following Administrative and Teaching Staff, on adhoc basis, for the academic year 2019-2020.

U.G.College:

1. Sri Riaz Mohammed, Dean, U.G.Programs.
2. Sri H.Ranganaikulu, Asst. Dean, U.G.Commerce.
3. Dr.G.Ganga Raju, Asst. Dean (UG Arts & Science).
4. Sri G.Rama Murthy, Lecturer in Telugu.
5. Sri Ch. Trimurthulu, Lecturer in Commerce.
6. Sri L.Sanjeeva Rao, Lecturer in Commerce.
7. Smt. A.Vanja, Lecturer in History.
8. Dr.K.Satyanarayana, Lecturer in History.
9. Sri P.Ramana Murthy, Lecturer in Sanskrit.
10. Sri V.Satyanarayana, Lecturer in Economics.
11. Sri P.Jhansi Lakshmi Bai, Lecturer in Botany.
12. Sri K.P.V.R.Murthy, Lectuer in Commerce.
13. Smt. S.V.Ramani, Lecturer in Economics.
14. Sri P.Ramu Naidu, Lecturer in Mathematics
15. Dr. P.Taviti Naidu, Lecturer in History.

The above noted list of teachers will continue on the College rolls from 01.05.2019 to 30.04.2020.

(Dr.G. MADHU KUMAR)
SECRETARY & CORRESPONDENT

Copy to Principal, Dr.Lankapalli Bullayya College.
Copy to Individuals.

D/C

Dr. Lankapalli Bullayya Colleges
(Society For Collegiate Education)

May 1, 2020

To
Ad-hoc teaching & non-teaching staff

Sub: Teaching & Non-teaching staff working on yearly ad-hoc appointments - Proceedings issued.

As per previous appointment orders issued, tenure of staff working on ad-hoc appointments during academic year 2019-20, ended on April 30, 2020 which is normally the last working day.

Lockdown imposed by government to combat corona virus pandemic is continuing from March 23, 2020 through the months of April/ May which affected proper closure of the current academic year. UGC has suggested to extend the academic year till end of May to complete syllabus online.

Accordingly, tenure of all ad-hoc appointees is hereby extended till May 31, 2020.

This is also the time to finalise ad-hoc appointments for next academic year 2020-21.

- Continuation of ad-hoc appointments in the next academic year 2020-21 is not possible for staff above age 60 due to restrictions placed by statutory agencies on retired and unratified staff. (Government Education regulatory commissions are disallowing salary expenses for such candidates in student fees calculation and not counting them in staff strength list for affiliation/ accreditation). Colleges can employ only those fulfilling eligibility criteria for ratification.
- We will examine possibilities to employ retired persons either for critical needs/ specific period engagement or to utilise their expertise for special assignments.
- This will be decided and communicated prior to beginning of the next academic year.

A few staff members who retired at age 58 from unaided service of LB College, presently continuing in ad-hoc appointments, will be reaching age 60 before beginning of the next academic year. Their tenure is hereby extended beyond May 31, 2020 till they reach age 60.

Staff, who retired at age 58 from unaided service of LB Colleges and reaching age 60 in 1-2 years, will be continued on ad-hoc yearly appointments till they reach 60. New appointment letters will be issued to such staff.

I take this opportunity to thank all staff members for extending excellent services to L.B. colleges. We convey special thanks to individuals who served campus colleges for their entire careers and particularly those who contributed in an extraordinary way to inspire students and younger staff.

(G. Madhu Kumar)
Secretary & Correspondent

Copy to
Principal, Dr LB College
Principal, Dr LB Junior College
Principal, Dr LB College Of Engineering
Admin Officer
Accounts officer

211228

✆ Off. : 2701818
Fax. : 0891 2714423

Dr. Lankapalli Bullayya P.G.College

VISAKHAPATNAM - 530 013

.G. MADHU KUMAR
B.Tech.,Ph.D.
cretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on 17-06-2009

ORDER

On the basis of qualifications, experience as well as performance at the interview held on 17-06-2009, the Selection Committee constituted for this purpose has selected **P.V.S.Jyothi as** a Lecturer in MBA in the PG College in the Department of Management Studies.

As per the above selection, we are happy to appoint you as Lecturer in the Department of Management Studies.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 30-06-09. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Madhu

Secretary and Correspondent

Communicated to P.V.S.Jyothi .

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To

The Secretary & Correspondent,
Dr. L. Bullayya College,
Visakhapatnam.

Respected Sir,

Sub:- Dr. L.B.College – Joining Report as a Assistant Professor in Department of Management Studies, PG Course.

I, P.V.S.Jyothi, am herewith submitting my joining report as Assistant Professor in Department of Management Studies in Dr.L.Bullayya P.G.College, with effect from the Forenoon of 01-07-2009.

Thanking You,

Yours Sincerely,

P.V.S. Jyothi
(P.V.S.JYOTHI)

Dr. K. BHASKARA REDDY
Director-Academics & Administration
Dr. L. Bullayya College
VISAKHAPATNAM-530 013

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHA PATNAM

Secretary & Correspondent
Dr. Lankapalli Bullayya P.G. College
Visakhapatnam-13

✆ Off. : 2701818
Fax. : 0891-2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

. MADHU KUMAR
B.Tech.,Ph.D.
etary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on 01-08-2007

ORDER

On the basis of qualifications, experience as well as performance at the interview held on **01-08-2007,** the Selection Committee constituted for this purpose has selected **R.Anjana as a Lecturer in MBA** in the PG College in the Department of Management Studies.

As per the above selection, we are happy to appoint you as Lecturer in the Department of Management Studies.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 07-08-07. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

Communicated to Ms.R.Anjana.

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To

The Secretary & Correspondent,
Dr. L. Bullayya College,
Visakhapatnam.

Respected Sir,

Sub:- Dr. L.B.College – Joining Report as a Assistant Professor in Department of Management Studies, PG Course.

I, R.Anjana, am herewith submitting my joining report as Assistant Professor in Department of Management Studies in Dr.L.Bullayya P.G.College, with effect from the Forenoon of 01-08-2007.

Thanking You,

Yours Sincerely,

(R. ANJANA)

Dr. K. BHASKARA REDDY
Director-Academics & Administration
Dr. L. Bullayya College
VISAKHAPATNAM-530 013

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

Secretary & Correspondent
Dr. Lankapalli Bullayya P.G. College
Visakhapatnam-13

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Date : 02.04.2018.

To

Mrs R Anuradha
Trainer, SDC,
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 31 March 2018.

\- - - -

Vide Selection Committee Report referred above, the management is pleased to appoint **Mrs R Anuradha** as **Trainer, SDC** Dr.Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **10.04.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.
Signed R Anuradha Date 02/04/2018 Name R. Anuradha

ANNEXURE-1

DR. LANKAPALLI BULLAYYA COLLEGE

VISAKHAPATNAM-13

Date: 02/04/2018

Details of Appointment

Name : **Mrs R Anuradha**
Date of birth : **14 May 1987**
Qualifications : **MBA (HR)**

Designation : **Trainer, SDC**

Date of appointment: **02-04-2018**

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs. **15,600/-**
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay may be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.
- PF scheme is not applied to you (Your request to opt out of PF scheme is granted as per PF act rules and regulations).

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Employee:
I have read, understood and accept without any reservations the above details of confirmation.

Signed R Anuradha Date 02/04/2018

Name R. Anuradha

Contact details (Address, Tel, Mobile, Email):

D.NO: 49-2-39/,
Ramakrishna nagar,
Akkayyapalem,
Visakhapatnam -16.
ph no: 9154142915

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavouring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Probation:

8) You will be initially placed on probation for a period of two years. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Transferability:

9) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

10) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

11) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same In a stlpulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Termination:

12) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

13) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

14) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

15) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found to indulge in gross misconduct, indiscipline or negligence:-

a) to have joined employment through false certificates/ credentials

b) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

16) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

17) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

18) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

19) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

20) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

21) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

22) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed R. Anuradha on 02/04/2018 (date)
Name: R. Anuradha Mobile: 9154142915 Email: anuradhapenubon1409@gmail.com.

Date: 01/09/2017

To

The Secretary & Correspondent,
Dr.Lankapall Bullayya College, P.G. Courses,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, Anuradha Rekhadi S/o, D/o Narasimha raju (late)
having been selected in the Interview conducted on 19/08/2017 for the post of
SDC Trainer in Dr.Lankapalli Bullayya P.G. College hereby convey
my acceptance and report to duties on the Forenoon of 01/09/2017

Thanking you Sir,

Yours faithfully,

Signature: R. Anuradha

Name: Anuradha Rekhadi

Address: 49-2-39/1,
Ramakrishna nagar,
Akkayyapalem
Visakhapatnam – 16.
Cell no: 9154142915

1/9/2017.

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Date : 02.04.2018.

To

Mr R Rambabu
Trainer, SDC,
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 31 March 2018.

- - - -

Vide Selection Committee Report referred above, the management is pleased to appoint **Mr R Rambabu** as **Trainer, SDC** Dr.Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **10.04.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.
Signed R. Rambabu. Date 02-04-2018 Name RAMBABU RUTHALA

ANNEXURE-1

DR. LANKAPALLI BULLAYYA COLLEGE

VISAKHAPATNAM-13

Date: 02/04/2018

Details of Appointment

Name : **Mr R Rambabu**
Date of birth : **05 July 1988**
Qualifications : **MCA**

Designation : **Trainer, SDC**

Date of appointment: **02-04-2018**

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs. **15,600/-**
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay may be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.
- PF scheme is not applied to you (Your request to opt out of PF scheme is granted as per PF act rules and regulations).

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Employee:
I have read, understood and accept without any reservations the above details of confirmation.

Signed R. Rambabu. Date 02-04-18.

Name RAMBABU RUTHALA

Contact details (Address, Tel, Mobile, Email):

R. RAMBABU
C/o K. APPALANAIDU,
S. P. AGRAHARAM (VIPPO).
ROLUGUNTA (M.D).
VISAKHAPATNAM (DT).
AP - 531116.

Mobile: 7799401927
email: ramku9706@gmail.com.

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavouring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Probation:

8) You will be initially placed on probation for a period of two years. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Transferability:

9) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

10) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

11) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Termination:

12) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

13) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

14) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

15) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found to indulge in gross misconduct, indiscipline or negligence:-

a) to have joined employment through false certificates/ credentials

b) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

16) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

17) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

18) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

19) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

20) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

21) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

22) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed R. Rambabu. on 02-04-2018 (date)
Name: RAMBABU RUTHALA Mobile: 7799401927 Email: ramkv970@gmail.com.

Visakhapatnam,
2nd - April - 2018.

From,

R. RAMBABU,
Analytical Skills Trainer,
SDC,
Dr. L. B. College,
Visakhapatnam.

TO,
The Secretary and Correspondent,
Dr. L. B. College,
Visakhapatnam.

Sub:- Joining Report.

Respected Sir,

I am glad to inform you that I am Joining this esteemed Institution as a Analytical Skills Trainer in SDC on 2nd April 2018.

Thanking you Sir,

Yours faithfully,
R. Rambabu.
(R. RAMBABU).

✆ Off. : 2701818
Fax. : 0891 2714423

Dr. Lankapalli Bullayya P.G.College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on 13-06-2008

ORDER

On the basis of qualifications, experience as well as performance at the interview held on **13-06-2008,** the Selection Committee constituted for this purpose has selected **Ms.R.Swapna as a Lecturer in Bio-Chemistry** in the PG College in the Department of Bio-Chemistry.

As per the above selection, we are happy to appoint you as Lecturer in the Department of Bio-Chemistry.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 01-12-2008. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAK PATNAM

Communicated to **Ms.R.Swapna.**

ANNEXURE:

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

TERMS AND CONDITIONS OF APPOINTMENT

Designation

1. You will be designated as Lecturer in Bio-Chemistry.
2. The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.

Pay & Benefits:

3. You will be placed in the Pay Scale Rs.6950-200-10950 on a basic Pay of Rs.6950/-
4. House Rent allowance: as admissible (Currently 20% of the minimum basic of the above scale)
5. Annual time increments indicated in the above scale are not automatic and may be granted to you subject to your satisfactory performance based on evaluation and availability of funds.
6. Provident Fund: Deductions will be made from your gross pay and management will contribute as per the E.P.F. Act.
7. Gratuity: You will be eligible for gratuity as per the Payment of Gratuity Act.
8. Leave : As per the prevailing leave rules of Dr.L.Bullayya College. (Currently 10 days of casual leave and 5 days sick leave, annual or other vacation as declared by management) Leave or other absence of the individual from duties is permissible only with the prior permission in writing from the Management or by its Officers duly authorized on its behalf. (Emergency situations and sickness supported by medical certification may be considered as exceptions). Unutilized leave may qualify for encashment subject to the discretion of the management.
9. Additional pay: Subject to availability of funds and policy decided by management, you may be eligible for additional pay for superior performance and achievements upon suitable evaluation by the management. Additional pay may also be allowed for higher research qualifications in some cases.
10. Your pay will be subject to the laws of income tax act, professional tax act and other statutory provisions.

Probation:

11. You will be initially placed on probation for a period of one year. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Medical Fitness:

12. Dr.L.Bullayya College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

13. The nature of your duties will be as assigned by Dr.L.Bullayya College, from time to time depending on changing requirements. Timings of your duties shall be decided by the management depending upon the exigencies of the college work.
14. Dr.L.Bullayya College expects you to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.
15. The duties shall include teaching the course assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities to the extent that is required by the appropriate authority, counseling students on academic and other matters.
16. Undertake by yourself and participate along with other teachers and students in the pursuit of knowledge, conducting research and publishing results of research, organize workshops and seminars under the overall supervision of assigned heads.

Up-gradation of Skills:

17. You may be required to upgrade your skills to suit changing needs of academics. Management may require you to participate in such programs and you may be required to enter into an agreement to give services for a minimum time period as decided by management.
18. While you may have been temporarily exempted from higher qualifications such as passing of NET, acquiring research degrees such as M. Phil / PhD, you may be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with regulations of statutory bodies such as UGC, AICTE etc.

Exclusivity:

19. You will devote your entire time to the work of Dr. L. Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management in each case.

Transferability:

20. Your services are liable to be transferred by Dr. L .Bullayya College at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate education'

Termination:

21. If you wish to leave the service of the College at any time, you will be required to give a notice of one month during probation and three months after confirmation. You will be issued a letter of relief after completion of the notice period if there are no pending issues to be settled. You will be permitted to leave the services only after you obtain the letter of relief. The management may take suitable action for recovery of dues and damages if you leave without a notice or letter of relief
22. The College Management may terminate your services at any time without assigning any reasons, by giving a notice of one month during probation and three months after confirmation. At its discretion, the college management may terminate the services with immediate effect by paying one month salary during probation and three months salary after confirmation.

23. The College Management at any time may dispense with the services of the candidate without assigning reasons in the event of gross misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post.
24. Your appointment is subject to Verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.
25. The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.
26. The college may evaluate your performance on a periodic basis and if such evaluation points to your unsuitability for the post you are holding, your services may be terminated by giving you a suitable notice.

Confidentiality:

27. You shall not at any time disclose, divulge or make public any information that comes to your notice regarding various aspects of teaching, research and other activities of administration etc.
28. Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.
29. You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

30. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr.L.Bullayya College that may be in force from time to time.
31. You will be responsible for the safe keeping and good condition of all properties of Dr.L.Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr.L.Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.
32. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

For Dr. Lankapalli Bullayya College,

LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

Secretary and Correspondent

Acceptance of appointment and declaration by the appointee:

I have read and understood the above terms and conditions and hereby sign my acceptance of the same.

Signature : R. Swapna

Name : R.SWAPNA

Date : 28.11.08

Reporting Date : 1.12.08

Date: 01.12.2008

To

The Secretary & Correspondent,
Dr.Lankapall Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, R.SWAPNA ~~S/o~~, D/o R. Ashok Kumar

having been selected in the Interview conducted on 13.06.2008 for the post of Lecturer in Dr.Lankapalli Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 01.12.2008.

Thanking you Sir,

Yours faithfully,

Signature: R. Swapna

Name: R.SWAPNA

Address: Plot No. 34,
Sector-12,
MVP Colony,
Visakhapatnam - 530017

17-12-

✆ Off. : 2701818
Fax. : 0891 271442

Dr. Lankapalli Bullayya P.G.College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech .Ph.D
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by Promotion - Orders issued.

Read:- Minutes of the Promotion Committee meeting held on 15-06-2008.

ORDER

On the basis of qualifications, experience as well as performance at the interview held on 15-06-2008, the Promotion Committee constituted for this purpose has selected **R.V.H.Srikanth as a Assistant Professor in M.B.A** in the PG College in the Department of Management Studies.

As per the above selection, we are happy to appoint you as **Assistant Professor** in the Department of Management Studies.

This appointment is subject to the terms and conditions as contained in the Annexure to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Communicated to R.V.H.Srikanth .

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

Secretary & Correspondent
Dr. Lankapalli Bullayya P.G. College
Visakhapatnam-13

To

The Secretary & Correspondent,
Dr. L. Bullayya College,
Visakhapatnam.

Respected Sir,

Sub:- Dr. L.B.College – Joining Report as a Assistant Professor in Department of Management Studies, PG Course.

I, R.V.H.Srikanth, am herewith submitting my joining report as Assistant Professor in Department of Management Studies in Dr.L.Bullayya P.G.College, with effect from the Forenoon of 04-09-2006.

Thanking You,

Yours Sincerely,

(R.V.H.SRIKANTH)

Dr. K. BHASKARA REDDY
Director-Academics & Administration
Dr. L. Bullayya College
VISAKHAPATNAM-530 013

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHAPATNAM

Secretary & Correspondent
Dr. Lankapalli Bullayya P.G. College
Visakhapatnam-13

Dr. Lankapalli Bullayya College

52-14-75, Resapuvanipalem, Visakhapatnam - 530 013
Ph: Off. : 0891-2701818 Fax. : 0891- 2714423
E-mial : lbcadmn@gmail.com Website : bullayyacollege.info

Dr. K. SATYANARAYANA M Com., Ph D
Director – Academics & Administration

Date:05.08.2019.

Sub:- Appointment of Lecturer in Mathematics, Department of Mathematics, Dr.Lankapalli Bullayya College-Reg.

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Based on the Qualifications, experience and performance in the personal interview dated 26.07.2019, the undersigned by direction pleased to offer appointment as Lecturer in Mathematics, Department of Mathematics, Dr.Lankapalli Bullayya College.

Further, you are informed to convey your acceptance and report to the Director, Academics & Administration on or before **10.08.2019** in person for further process of appointment.

K. SATYANARAYANA
DIRECTOR – ACADEMICS & ADMINISTRATION

Communicated to –
Dr. Ramadevi sri S. Ramadevi 06-08-2019.

Copy submitted to the Secretary & Correspondent, - for favour of information.

Date: 06-08-2019.

To

The Secretary & Correspondent,
Dr.Lankapalli Bullayya College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, Dr. S. Ramadevi ~~S/o~~, D/o S. Appa Rao

having been selected in the Interview conducted on 26-07-2019 for the post of Lecturer in Dept of Mathematics. in Dr.Lankapalli Bullayya College hereby convey my acceptance and report to duties on the Forenoon of 06-08-2019.

Thanking you Sir,

Yours faithfully,

Submitted
6/8/19
6/8/2019

Signature: S. Ramadevi

Name: Dr. S. Ramadevi

Address: 6-128, Old Dairy Farm,
Ravindra nagar,
Visakhapatnam - 530040.
Ph.no:- 7893259991,

187136

Dr. Lankapalli Bullayya P.G.College

VISAKHAPATNAM - 530 013

✆ Off. : 2701818
Fax. : 0891 2714423

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on 01-09-2007

ORDER

On the basis of qualifications, experience as well as performance at the interview held on 01-09-2007, the Selection Committee constituted for this purpose has selected **Rama Goswami as a Lecturer in MBA** in the PG College in the Department of Management Studies.

As per the above selection, we are happy to appoint you as Lecturer in the Department of Management Studies.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 07-09-07. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

197
183

To

The Secretary & Correspondent,
Dr. L. Bullayya College,
Visakhapatnam.

Respected Sir,

Sub:- Dr. L.B.College – Joining Report as a Assistant Professor in Department of Management Studies, PG Course.

I, Rama Goswami, am herewith submitting my joining report as Assistant Professor in Department of Management Studies in Dr.L.Bullayya P.G.College, with effect from the Forenoon of 22-08-2007.

Thanking You,

Yours Sincerely,

(RAMA GOSWAMI)

Dr. K. BHASKARA REDDY
Director-Academics & Administration
Dr. L. Bullayya College
VISAKHAPATNAM-530 013

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM

Secretary & Correspondent
Dr. Lankapalli Bullayya P.G. College
Visakhapatnam-13

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Date : 02.04.2018.

To

Mrs Akbar Bi Razia Begum
Trainer, SDC,
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 31 March 2018.

- - - -

Vide Selection Committee Report referred above, the management is pleased to appoint **Mrs Akbar Bi Razia Begum** as **Trainer, SDC** Dr.Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **10.04.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee:

I have read, understood and accept without any reservations the above appointment.

Signed _____ Date 2/4/2018 Name A.B. RAZIA BEGUM.

ANNEXURE-1

DR. LANKAPALLI BULLAYYA COLLEGE

VISAKHAPATNAM-13

Date: 02/04/2018

Details of Appointment

Name : **Mrs Akbar Bi Razia Begum**
Date of birth : **27 June 1965**
Qualifications : **MA (English), MSc (Psychology)**

Designation : **Trainer, SDC**

Date of appointment: **02-04-2018**

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs. **15,600/-**
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay may be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.
- PF scheme is not applied to you (Your request to opt out of PF scheme is granted as per PF act rules and regulations).

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Employee:
I have read, understood and accept without any reservations the above details of confirmation.

Signed _____ Date 2/4/2018

Name A R RAZIA BEGUM.

Contact details (Address, Tel, Mobile, Email):

RAZIA BEGUM.
3-42/1,
Behind Mahati School,
Purushottapuram.
Visakhapatnam-51

Phone# 9959253667.
Ramraz13shaba@gmail.com

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavouring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Probation:

8) You will be initially placed on probation for a period of two years. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Transferability:

9) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

10) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

11) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Termination:

12) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

13) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

14) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

15) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found to indulge in gross misconduct, indiscipline or negligence:-

a) to have joined employment through false certificates/ credentials

b) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

16) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

17) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

18) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

19) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

20) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

21) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

22) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed _____ on 2/4/2018 (date)
Name: A R RAZIA BEGUM Mobile: 9959253667 Email: Ramzag13shaba@gmail.com

Visakhapatnam - 51
Dt: 2nd April, 2018.

From:
A B Razia Begum.
Soft skills Trainer
Dr. Lankapalli Bullayya Colleges.
Visakhapatnam - 13.

To
The Secretary & Correspondent,
Dr. Lankapalli Bullayya Colleges,
Visakhapatnam - 13.

Sir: Subject: Joining Report.

I, A B Razia Begum, would like to show my willingness to work in the SDC, Dept as a Trainer, Soft skills.

I assure you that I would adhere to the norms of the institute and perform my best.

Thanking you,

Yours faithfully

A. B. Razia

THE SOCIETY FOR COLLEGIATE EDUCATION

Dr.G. MADHU KUMAR, B.Tech.,Ph.D.
SECRETARY

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

PRESENT : DR. G. MADHU KUMAR

Date : 31.03.2009

Sub : Renewal of Appointment of Honorary Staff – reg.
Ref : Proceedings of the Secretary & Correspondent dated 01.08.2008

The undersigned upon due consideration of the services of Mr .Riaz Mohammed, Dean, CA&ECA and Coordinator, IGNOU Convergence Scheme, Dr.L.Bullayya College, pleased to renew the appointment order dated 12.09.2008 for a further period of one year.

This appointment shall be valid until the end of the current academic year 2009-10.

All other details of the original appointment order dated 12.09.2008 remain unchanged and shall be in force during the year 2009-10.

DR. G. MADHU KUMAR
SECRETARY & CORRESPONDNET

Communicated to :
Mr.Riaz Mohammed

Copy to
The Director (AC& CA) for information

Received Copy
Riaz Mohammed
27.4.2009

All Communications may be addressed to : Dr. G. Madhu Kumar, Secretary, The Society for Collegiate Education, C/o. Dr. L. Bullayya College, #52-14-75, Resapuvani Palem, Visakhapatnam-13. Ph. : 2701818, Fax. : 0891- 2714423

THE SOCIETY FOR COLLEGIATE EDUCATION

Dr.G. MADHU KUMAR, B.Tech.,Ph.D.
SECRETARY

Date: 31.12.2008

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

Sub: Fixation of Pay to the individuals - Mr. Riaz Mohammed, Dean, CA&CCA and Dr.K.Satyanarayana, Dean – QA - Regarding.

Ref : 1. Proceedings of the Secretary & Correspondent Dt. 01.08.2008
2. Letter of Appointment issued to Dr.K.Satyanarayana dt.31.10.2008
3. Letter of Appointment issued to Mr.Riaz Mohammed dt.12.09.2008

* * * *

The following has reference to the earlier proceedings of the Secretary & Correspondent dated 01.08.2008 and subsequent appointment orders issued to Mr.Riaz Mohammed, Dean, C&CCA and Dr.K.Satyanarayana, Dean, Q. A.

Further, the following pay and allowances as fixed shall be paid to the individuals from their respective dates of joining :

The Basic pay payable shall be as per last basic pay drawn by the individuals in their previous positions.

The other allowances payable shall be as per Society rules currently in force :

- H R A @ 20 % of Basic Pay &
- P F Contribution @ 12 % (subject to a ceiling of contribution calculated on Rs.6500/-) to be paid in cash as GPF account will not be available.

// BY ORDER //

SECRETARY & CORRESPONDENT

Communicated to -
1. Mr. Riaz Mohammed, Dean, CA&CCA
2. Dr.K.Satyanarayana, Dean, Quality Assurance

All Communications may be addressed to : Dr. G. Madhu Kumar, Secretary, The Society for Collegiate Education, C/o Dr. L. Bullayya College, #52-14-75, Resapuvani Palem Visakhapatnam-13 Ph 2701818, Fax. 0891- 2714423

✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

Date 12.09.2008

LETTER OF APPOINTMENT

Ref: Proceedings of the Secretary & Correspondent Dt. 1.08.2008

* * * * *

With reference to the above, the undersigned is pleased to appoint **Dr. Riaz Mohammed** as **Dean (Extra Curricular & Co-curricular Activities)** w.e.f. his date of joining.

He shall coordinate Co-curricular and Extra curricular activities and skills enhancement programs such as communication skills, JKC training, special knowledge and skill oriented add-on courses to be administered centrally in the campus.

He shall assist the administration in implementing the new educational program in the convergence scheme of IGNOU.

He shall also assist the administration in such other duties and tasks as may be entrusted to him from time to time.

An Honorarium shall be paid.

This appointment shall be valid until the end of the current academic year 2008-2009.

For the purpose of day-to-day functioning, Dr. Riaz Mohammed will coordinate with Dr.K.Bhaskara Reddy, Director, Academics & Administration.

DR. G. MADHU KUMAR
SECRETARY & CORRESPONDENT

Copy Received Riaz Mohammed

Communicated to –
Dr. Riaz Mohammed

Dr. Lankapalli Bullayya College

52-14-75, Resapuvanipalem, Visakhapatnam - 530 013
Ph: Off. : 0891-2701818 Fax : 0891- 2714423
E-mial : lbcadmn@gmail.com Website : bullayyacollege.info

Dr.K.SATYANARAYANA, M.Com. Ph.D.,
DIRECTOR, ACADEMICS & ADMINISTRATION.

Date: 11.07.2018

Sub:- Appointment of Part-time Lecturer in Psychology (on consolidated pay), Department of Psychology, Dr.Lankapalli Bullayya College-Reg.

--

Based on the Qualifications, experience and performance in the personal interview dated **11.07.2018,** the undersigned by direction pleased to offer appointment as Part-time Lecturer in Psychology (on consolidated pay), Department of Psychology, Dr.Lankapalli Bullayya College with effect from **12.07.2018.**

Further, you are informed to convey your acceptance and report to the Director, Academics & Administration on or before **12.07.2018** in person for further process of appointment.

K. SATYANARAYANA
DIRECTOR – ACADEMICS & ADMINISTRATION

Communicated to –
S.Aruna Sri

Copy submitted to the Secretary & Correspondent, - for favour of information.

© Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on 30-06-2008

ORDER

On the basis of qualifications, experience as well as performance at the interview held on **30-06-2008,** the Selection Committee constituted for this purpose has selected **Ms.S.Ramadevi as a Lecturer in Statistics** in the UG College in the Department of Statistics.

As per the above selection, we are happy to appoint you as Lecturer in the Department of Statistics.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 07-07-2008. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Communicated to **Ms.S.Ramadevi**.

260

✆ Off. : 2701818
Fax. : 0891-2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on 01-08-2007

ORDER

On the basis of qualifications, experience as well as performance at the interview held on 01-08-2007, the Selection Committee constituted for this purpose has selected S.Ravi Prasad as a Lecturer in MCA in the PG College in the Department of Computer Science.

As per the above selection, we are happy to appoint you as Lecturer in the Department of Computer Science.

This appointment is subject to the terms and conditions as contained in the Annexure to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 07-08-07. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHAPATNAM

PRINCIPAL
Dr. L. BULLAYYA COLLEGE
VISAKHAPATNAM

Communicated to Mr. S.Ravi Prasad.

To

The Secretary & Correspondent,
Dr. L. Bullayya College,
VISAKHPATNAM.

Respected Sir,

Sub :- Dr. L. Bullayya P.G. College– Joining Report as Assistant Professor in Department of Computer Science, PG Course.

I am herewith submitting my joining report as Assistant Professor in Department of Computer Science in Dr. L. Bullayya P.G. College, with effect from the Forenoon of 01-08-2007.

Thanking You,

Yours sincerely,
S. Ravi Prasad
(S. Ravi Prasad)

Dr. K. BHASKARA REDDY
Director-Academics & Administration
Dr. L. Bullayya College
VISAKHAPATNAM-530 013

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM

Secretary & Correspondent
Dr. Lankapalli Bullayya P.G. College
Visakhapatnam-13

PRINCIPAL
DR. L. BULLAYYA COLLEGE
VISAKHAPATNAM

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 02.02.2022.

To
Mrs.Sandya Snehasri.S.
Flat 106,Bloc-T,Lounge-1,
M.K.Gold Coast, Srinivasa Nagar,Yendada,
VISAKHAPATNAM-530045.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 01.02.2022.

--

Vide Selection Committee Report referred above; the management is pleased to appoint **Sandya Snehasri.S** as Lecturer in Computer Science in the Department of Computer Science, Dr. Lankapalli Bullayya College with effect from 02.02.2022.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 02.02.2022. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed Sneha-S Date 02/02/22

Name Sandya Sneha Sri-S
Flat 106, Block-T, Lounge-1
M.K. Gold Coast, Srinivasa Nagar, Yendada
Visakhapatnam - 530045

Dr. LANKAPALLI BULLAYYA COLLEGE

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Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date:02.02.2022

Details of Appointment

Name	**: Mrs.Sandya Snehasri.S**
Date of birth	**: 05.03.1985**
Qualifications	**: MCA, M.Tech.,**
Designation	**: Lecturer in Computer Science**
Date of appointment	**: 02.02.2022**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed Sneha-S Date 02/02/22

Name Sandya Sneha Sri -S
Flat 106, Block -T, Lounge -1, MK Gold coast
Srinivasa Nagar, Yendada
Visakhapatnam -530045

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed Sneha. S on 02/02/22 (date)

Name: SANDYA SNEHA SRI.S

Tel: _____ Mobile: 9949142152 Email: SnehaSree59@gmail.com

Current mailing address:
SnehaSree59@gmail.com

Date of Reporting 02/02/22

Off. : 2701818
Fax. : 0891 - 2714423

Dr. Lankapalli Bullayya P.G. College

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 20.07.2010

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in PG College – Letter of Appointment - Issued.

Ref: Selection Committee Report dated 15.07.2011.

Vide Selection Committee Report referred above, the management is pleased to appoint Sri S. Satheeswara Reddy as Asst. Professor in the Department of Computer Science & Management, Dr.L.Bullayya P.G.College w.e.f. 26.07.2011.

Applicable Pay Scale :

Basic Pay: Rs. 8000/-

1. Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.

2. House Rent Allowance (HRA) : @ 20 % of Personal Basic Pay.

3. Extra Pay (EP) : Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the Annexure to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

PRINCIPAL
Dr. L. BULLAYYA COLLEGE
VISAKHAPATNAM

All Offical Management related letters will have to be addressed to the Secretary and Correspondent

Date: 26-Jul-2011

To

The Secretary & Correspondent,
Dr.L.Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, S Satheeswara Reddy S/o, ~~D/o~~ S. Somi Reddy

having been selected in the Interview conducted on 15-07-2011 for the post of Assistant Professor in the dept of Computer Science in Dr.L.Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 26-07-2011.

Thanking you Sir,

Yours faithfully,

Signature: S Satheeswara Reddy

Name: S Satheeswara Reddy

Address: # 54-12-37,
Bhanu Nagar, H.B.Colony,
VSP. 530022

Forwarded.

26/7/2011

PRINCIPAL
Dr. L. BULLAYYA COLLEGE
VISAKHAPATNAM

© Off. : 2701818
Fax. : 0891-2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on 13-06-2008

ORDER

On the basis of qualifications, experience as well as performance at the interview held on **13-06-2008,** the Selection Committee constituted for this purpose has selected **Ms.S.Sharmila Begum as a Lecturer in Bio-Technology** in the PG College in the Department of Bio-Technology.

As per the above selection, we are happy to appoint you as Lecturer in the Department of Bio-Technology.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 30-06-2008. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAK. PATNAM

Communicated to **Ms.S.Sharmila Begum**.

✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on 29-07-2007

ORDER

On the basis of qualifications, experience as well as performance at the interview held on **29-07-2007,** the Selection Committee constituted for this purpose has selected **S.Srilatha as a Lecturer in Computer Science** in the UG College in the Department of Computer Science.

As per the above selection, we are happy to appoint you as Lecturer in the Department of Computer Science.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 07-08-07. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAK PATNAM

Communicated to Ms. S.Srilatha.

Dr. LANKAPALLI BULLAYYA COLLEGE

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52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 20.10.2021.

To
Dr.S.Subha,
D.No.52-13-22/6, Resapuvanipalem,
VISAKHAPATNAM-530013.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 23.09.2021.

Vide Selection Committee Report referred above; the management is pleased to appoint **Dr. S.Subha** as Assistant Professor in Microbiology in the Department of Microbiology, Dr. Lankapalli Bullayya College with effect from 20.10.2021.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 20.10.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed _____ Date 20/10/2021

Name Dr. S. SUBHA

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 20.10.2021

Details of Appointment

Name	**: Dr.S.Subha**
Date of birth	**: 19.08.1981**
Qualifications	**: M.Sc.,Ph.D.,**
Designation	**: Assistant Professor in Microbiology**
Date of appointment	**: 20.10.2021**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed _____ Date 20/10/2021

Name Dr. S. Subha

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed _____ on 20/10/21 (date)

Name: Dr. S. Subha

Tel: _____ Mobile: 8777822272 Email: senkhula.subha@gmail.com

Current mailing address:

Dr. S. Subha
D. No: 52-13-22/6
Resapuvanipalem,
Visakhapatnam.

Date of Reporting 20/10/2021

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 01.07.2016.

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dt.14.06.2016.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Sri V.J.S.S. Rajesh Saripalli, Lecturer** in the **Department of Physics-UG,** Dr.Lankapalli Bullayya College w.e.f. **01.07.2016.**

Applicable Pay Scale : Basic Pay: Rs.12000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 30-06-2016. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

Madhu

SECRETARY & CORRESPONDENT

Communicated to : **Sri V.J.S.S. Rajesh Saripalli**
<Appended : ANNEXURE>

✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff - Orders issued.

Read:- Proceedings of the Secretary & Correspondent Dated 01-08-2007

ORDER

On the basis of qualifications, experience as well as performance in the college, the Management has decided to Continue **S.V.ramani as Lecturer in Economics** in the UG College .

As per the above, we are happy to continue you as Lecturer in Economics.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

Communicated to Ms.S.V.Ramani.

ANNEXURE:

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

TERMS AND CONDITIONS OF APPOINTMENT

Designation

1. You will be designated as Lecturer in Economics.
2. The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.

Pay & Benefits:

3. You will be placed in the Pay Scale Rs.6950-200-10950 on a basic Pay of Rs.6950/-
4. House Rent allowance: as admissible (Currently 20% of the minimum basic of the above scale)
5. Annual time increments indicated in the above scale are not automatic and may be granted to you subject to your satisfactory performance based on evaluation and availability of funds.
6. Provident Fund: Deductions will be made from your gross pay and management will contribute as per the E.P.F. Act.
7. Gratuity: You will be eligible for gratuity as per the Payment of Gratuity Act.
8. Leave : As per the prevailing leave rules of Dr.L.Bullayya College. (Currently 10 days of casual leave and 5 days sick leave, annual or other vacation as declared by management) Leave or other absence of the individual from duties is permissible only with the prior permission in writing from the Management or by its Officers duly authorized on its behalf. (Emergency situations and sickness supported by medical certification may be considered as exceptions). Unutilized leave may qualify for encashment subject to the discretion of the management.
9. Additional pay: Subject to availability of funds and policy decided by management, you may be eligible for additional pay for superior performance and achievements upon suitable evaluation by the management. Additional pay may also be allowed for higher research qualifications in some cases.
10. Your pay will be subject to the laws of income tax act, professional tax act and other statutory provisions.

Medical Fitness:

11. Dr.L.Bullayya College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

12. The nature of your duties will be as assigned by Dr.L.Bullayya College, from time to time depending on changing requirements. Timings of your duties shall be decided by the management depending upon the exigencies of the college work.

13. Dr.L.Bullayya College expects you to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

14. The duties shall include teaching the course assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities to the extent that is required by the appropriate authority, counseling students on academic and other matters.

15. Undertake by yourself and participate along with other teachers and students in the pursuit of knowledge, conducting research and publishing results of research, organize workshops and seminars under the overall supervision of assigned heads.

Up-gradation of Skills:

16. You may be required to upgrade your skills to suit changing needs of academics. Management may require you to participate in such programs and you may be required to enter into an agreement to give services for a minimum time period as decided by management.

17. While you may have been temporarily exempted from higher qualifications such as passing of NET, acquiring research degrees such as M. Phil / PhD, you may be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with regulations of statutory bodies such as UGC, AICTE etc.

Exclusivity:

18. You will devote your entire time to the work of Dr. L. Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management in each case.

Transferability:

19. Your services are liable to be transferred by Dr. L .Bullayya College at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate education'

Termination:

20. If you wish to leave the service of the College at any time, you will be required to give a notice of three months. You will be issued a letter of relief after completion of the notice period if there are no pending issues to be settled. You will be permitted to leave the services only after you obtain the letter of relief. The management may take suitable action for recovery of dues and damages if you leave without a notice or letter of relief.

21. The College Management may terminate your services at any time without assigning any reasons, by giving a notice of three months. At its discretion, the college management may terminate the services with immediate effect by paying three months salary.

22. The College Management at any time may dispense with the services of the candidate without assigning reasons in the event of gross misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post.

23. Your appointment is subject to Verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.

24. The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

25. The college may evaluate your performance on a periodic basis and if such evaluation points to your unsuitability for the post you are holding, your services may be terminated by giving you a suitable notice.

Confidentiality:

26. You shall not at any time disclose, divulge or make public any information that comes to your notice regarding various aspects of teaching, research and other activities of administration etc.

27. Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

28. You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

29. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr.L.Bullayya College that may be in force from time to time.

30. You will be responsible for the safe keeping and good condition of all properties of Dr.L.Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr.L.Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.

31. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Acceptance of appointment and declaration by the appointee:

I have read and understood the above terms and conditions and hereby sign my acceptance of the same.

Signature : S V Ramani

Name : S. V. RAMANI

Date : 17-08-07

Reporting Date :

Dr. Lankapalli Bullayya College

Dr. G. MADHU KUMAR
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 01.07.2017.

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dt.09.06.2017.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Smt. Sharon Ramya Rai, Lecturer** in the **Department of English-UG,** Dr.Lankapalli Bullayya College w.e.f.**01.07.2017.**

Applicable Pay Scale : **Basic Pay: Rs.12000/-**

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 24-06-2017. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Smt. Sharon Ramya Rai.**
<Appended : ANNEXURE>

All Communications may be addressed to : Dr G Madhu Kumar, Secretary & Correspondent
C/o Dr. L. Bullayya College, # 52-14-75, Resapuvani Palem, Visakhapatnam-13.

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D
Secretary & Correspondent

Date : 20.04.2018.

To

Mrs Shubha Bhardwaj
Trainer, SDC,
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 12 March 2018.

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Vide Selection Committee Report referred above, the management is pleased to appoint **Mrs Shubha Bhardwaj** as **Trainer, SDC** Dr.Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **16.04.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

Madhu

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.
Signed _____ Date 16-04-18 Name SHUBHA BHARDWAJ

Dr. Lankapalli Bullayya College

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Dr.G. MADHU KUMAR, B.Tech.,Ph.D
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on 20-06-2009.

ORDER

On the basis of qualifications, experience as well as performance at the interview held on **20-06-2009,** the Selection Committee constituted for this purpose has selected **MR.Shaik Gowsi Babu** as a Lecturer in Law in the UG College in the Department of Commerce.

As per the above selection, we are happy to appoint you as Lecturer in the Department of Commerce..

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 30-06-09. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Communicated to : **MR.Shaik Gowsi Babu**

Off. : 2701818
Fax. : 0891 - 2714423

Dr. Lankapalli Bullayya P.G. College

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

Date: 04.07.2019.

To
Mrs.Srilakshmi Balakrishnan,
D.No.52-2/21, Raja Rajeswari Residency,
Maddilapalem,
VISAKHAPATNAM-530013.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College, P.G.Courses.
Ref: Selection Committee Report dated 21.06.2018.

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Vide Selection Committee Report referred above; the management is pleased to appoint **Srilakshmi Balakrishnan** as Assistant Professor in Microbiology in the Department of Microbiology, Dr. Lankapalli Bullayya College, P.G.Courses with effect from 04.07.2019.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College, P.G.Courses.

You should report to the Director/Dean/Principal concerned not later than 04.07.2019. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College, P.G.Courses and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College, P.G.Courses

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed Srilakshmi Date 04th July 2019

Name SRI LAKSHMI BALAKRISHNAN.

Date: 4th July 19.

To

The Secretary & Correspondent,
Dr.Lankapall Bullayya College, P.G. Courses,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, Sri Lakshmi. Balakrishnan. S/o, D/o G.B.K. Pillai

having been selected in the Interview conducted on 21st June 2019 for the post of Assistant Professor. in Dr.Lankapalli Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 4 July 2019.

Thanking you Sir,

Yours faithfully,

Signature:

Name: Sri Lakshmi Balakrishnan

Address: D:No: 52-2/21.
Raja Rajeshwari Residency
Maddili Rapalem.
Vizag - 530013.

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE, P.G. COURSES
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College, P.G.Courses

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed _____ on 04/July/19 (date)

Name: SRI LAKSHMI BALAKRISHNAN

Tel: _____ Mobile: 9703933435 Email: srilakshmi.balakrishna@gmail.com

Current mailing address:
Date of Reporting 04/07/19

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 07.11.2000.

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in PG College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dt.07.11.2000.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Dr. S.S.V.N. Sakuntala, Lecturer** in the **Department English, PG,** Dr.Lankapalli Bullayya College w.e.f. **07.11.2000.**

Applicable Pay Scale : **Basic Pay: Rs.8,000/-**

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 10-11-2000. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Dr. S.S.V.N. Sakuntala.**
<Appended : ANNEXURE>

All Communications may be addressed to : Dr. G. Madhu Kumar, Secretary & Correspondent
C/o. Dr. L. Bullayya College, # 52-14-75, Resapuvani Palem, Visakhapatnam-13,

Date: 7/11/2000

To

The Secretary & Correspondent,
Dr.Lankapall Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, S.S.V.N.SAKUNTALA ~~S/o~~, D/o S. KRISHNA MURTY

having been selected in the Interview conducted on 6/11/2000 for the post of Lecturer in English in Dr.Lankapalli Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 7/11/2000.

Thanking you Sir,

Yours faithfully,

Signature: S.S.V.N.Sakuntala

Name: S.S.V.N. SAKUNTALA

Address: 2-46-5, Plot: 74 (A.G.)
Sector: XI, M.V.P. Colony
Visakhapatnam

268

✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech, Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on 17-06-2008

ORDER

On the basis of qualifications, experience as well as performance at the interview held on 17-06-2008, the Selection Committee constituted for this purpose has selected Ms.T.Mohana Kumari as a Lecturer in MCA in the PG College in the Department of Computer Science.

As per the above selection, we are happy to appoint you as Lecturer in the Department of Computer Science.

This appointment is subject to the terms and conditions as contained in the Annexure to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 30-06-2008. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Communicated to: Ms.T.Mohan Kumari

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

PRINCIPAL
Dr. L. BULLAYYA COLLEGE
VISAKHAPATNAM

To

The Secretary & Correspondent,
Dr. L. Bullayya College,
VISAKHPATNAM.

Respected Sir,

Sub :- Dr. L. Bullayya P.G, College– Joining Report as Assistant Professor in Department of Computer Science, PG Course.

I am herewith submitting my joining report as Assistant Professor in Department of Computer Science in Dr. L. Bullayya P.G. College, with effect from the Forenoon of 01-08-2008

Thanking You,

Yours sincerely,
(T. Mohana Kumari)

Dr. K. BHASKARA REDDY
Director-Academics & Administration
Dr. L. Bullayya College
VISAKHAPATNAM-530 013

LANKAPALLI BULLAYYA COLLEGE VISAKHAPATNAM

Secretary & Correspondent
Dr. Lankapalli Bullayya P.G. College
Visakhapatnam-13

PRINCIPAL
Dr. L. BULLAYYA COLLEGE
VISAKHAPATNAM

Dr. LANKAPALLI BULLAYYA COLLEGE

VISAKHAPATNAM -530 013

INTER OFFICE COMMUNICATION

LBC/IOC/Sep/04/2016, dt.19.09.2016.

From:
The Director, AC & CA

To:
The Principal,
Dr. Lankapalli Bullayya College,
Visakhapatnam.

Ref: Establishment – Teaching Staff – Mr. T.N. Chaitanya working as Senior Assistant, Department of Computer Science PG - Promoting as Lecturer in Computer Science Department-UG - Reg.

* * *

With reference to the above, I am by direction to inform that Mr. T.N. Chaitanya working as Senior Assistant, Department of Computer Science-PG promoting as Lecturer in Computer Science Department-UG as he possesses MCA degree as he is successfully conducting theory classes as reported by the Coordinator, HOD and Director of P.G. Courses w.e.f. 01.09.2016.

You are informed to report to duties to the The Principal, Dr.Lankapalli Bullayya College.

Director-Academics & Admn.

Communicated to:
Mr.T.N. Chaitanya.

Copy to: 1) The Director, Dr. Lankapalli Bullyya College-PG.
2) The Dean, Dr. Lankapalli Bullayya College-UG.
3) The Coordinator, Dept. of Computer Science-UG.

Copy submitted to –
The Secretary & Correspondent for f/o information.

✆ Off. : 2701818
Fax. : 0891 2714423

Dr. Lankapalli Bullayya P.G.College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

Date : 31.08.2015.

LETTER OF APPOINTMENT

Sub: Establishment–Appointment of Non-Teaching Staff in Dr.Lankapalli Bullayya P.G. College - reg.

Ref : Interview dated 31.08.2015.

Based on the qualifications, experience and performance in the Interview, **Sri Thalada N Chaitanya** is appointed as **Lab Asst.** in Dr. Lankapalli Bullayya P.G. College.

1. The designation assigned to you is subject to change, depending upon your work, duties and as decided by the management. The nature of your duties, responsibilities and work timings shall be decided and assigned by the management from time to time as required depending upon the exigencies of the college work.
2. Your **Basic Pay** is fixed at **Rs.6,500/-**
3. **Additional pay** and **allowances** shall be as per current structure in force and subject to modifications from time to time.
4. The management shall apply **Other Contributions & Deductions** as per statutory provisions on P.F., E.S.I., Gratuity, Income Tax, Profession Tax etc.

This appointment offered is subject to the service and disciplinary rules and regulations in force and as framed from time to time by the management of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal of the college immediately and submit joining report. You are required to submit all the original certificates of your identification/date of birth, educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted for service records.

Please sign and return the enclosed copy of this letter along with Annexure in token of your acceptance. We welcome you to Dr. Lankapalli Bullayya College for a mutually beneficial association.

SECRETARY & CORRESPONDENT

To
Sri Thalada N Chaitanya

ANNEXURE

Other Terms & Conditions of Appointment

1. **Leave :** As per the prevailing leave rules (currently 10 days of Casual Leave and 5 days of Sick Leave and annual or other vacation as declared by management) is applicable. Leave or other absence of the individual from duties is permissible only with the prior permission in writing from the Management or by its Officers duly authorized on its behalf. (Emergency situations and sickness supported by medical certification may be considered as exceptions). Unutilized leave may qualify for encashment subject to the discretion of the management.
2. **Medical Fitness:** The Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.
3. **Up-gradation of Skills:** You may be required to upgrade your skills to suit the changing requirements of College work. The Management may require you to participate in such programs or training as necessary.
4. **Exclusivity :** You will devote your entire time to the work of Dr. Lankapalli Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management.
5. **Transferability :** Your services are liable to be transferred by the management at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate Education'.
6. **Termination :**
   - If you wish to leave the service of the College at any time, you will be required to give a notice of one month. You will be issued a letter of relief after completion of the notice period if there are no pending issues to be settled. You will be permitted to leave the services only after you obtain the letter of relief. The management may take suitable action for recovery of dues and damages if you leave without a notice or letter of relief.
   - The College Management may terminate your services at any time without assigning any reasons, by giving a notice of one month. At its discretion, the college management may terminate the services with immediate effect by paying one month salary.
   - The College Management at any time may dispense with the services of the candidate immediately in the event of serious misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post without any compensation.
   - The college may evaluate your performance on a periodic basis and if such evaluation points to your unsuitability for the post you are holding, your services may be terminated by giving you a suitable notice.

- Your appointment is subject to verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.
- The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course/department in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject, however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

7 General:

a. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr. Lankapalli Bullayya College that may be in force from time to time.
b. You will be responsible for the safe keeping and good condition of all properties of Dr. Lankapalli Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr. Lankapalli Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.
c. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

Secretary and Correspondent

Acceptance of appointment and declaration by the appointee:

I have read and understood the above terms and conditions and attest my signature in acceptance of the same.

Signature	: T Nr Chaitanya
Name	: T Nr Chaitanya
Date	: 14/09/2015
Reporting Date	: 14/09/2015

Date: 14/09/2015

To

The Secretary & Correspondent,
Dr.Lankapalli Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, Thalada N Chaitanya S/o, ~~D/o~~ T. Appala Raju

having been selected in the Interview conducted on 31/08/2015 for the post of Lab Assistant in Dr.Lankapalli Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 14/09/2015.

Thanking you Sir,

Yours faithfully,

Signature: T.N.Chaitanya

Name: T.N. Chaitanya

Address: 48/14/112,
New Resapuvanipalem,
Near Masjid,
Visakhapatnam - 530013

Ph. 9885376286
- 0891-2763962

Submitted

Sri T. N. Chaitanya, Comp. Lab Asst. reported to duty on the forenoon of 14.9.2015

14.9.15

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 01.11.2021.

To
Sri T.R.K.Pydiraju
D.No.48-3-18/2, srinagar
VISAKHAPATNAM-530016.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 21.09.2021.

Vide Selection Committee Report referred above; the management is pleased to appoint **Sri T.R.K.Pydiraju** as Assistant Professor in Physics in the Department of Physics, Dr. Lankapalli Bullayya College with effect from 01.11.2021.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 01.11.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed : _____ Date 1/11/2021

Name TRK PYDIRAJU

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 01.11.2021

Details of Appointment

Name	**: Sri T.R.K.Pydiraju**
Date of birth	**: 10.08.1978**
Qualifications	**: M.Sc., M.Phil.,**
Designation	**: Assistant Professor in Physics**
Date of appointment	**: 01.11.2021**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed _____ Date 1/11/2021

Name T R K PYDIRAJU

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed _____ on 1/11/2021 (date)

Name: TRK PYDIRAJU

Tel: – Mobile: 9493015918 Email: trkpydiraju@gmail.com.

Current mailing address:
trkpydiraju@gmail.com.
trkpydiraju@lbc.edu.in

Date of Reporting 01/11/2021

Off. : 2701818
Fax. : 0891 - 2714423

Dr. Lankapalli Bullayya P.G. College

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 02.07.2012

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in PG College – Letter of Appointment Issued.

Ref: Interview dt. 25.06.2012

The management is pleased to appoint Sri **T.S.S.J. Haranath** as **Asst. Professor in Computer Science**, Dept. of Computer Science & Mgmt Studies, Dr.L.Bullayya PG College with effect from **05.07.2010.**

Applicable Pay Scale :

Basic Pay: Rs. 8000/-

1. Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. House Rent Allowance (HRA) : @ 20 % of Personal Basic Pay.
3. Extra Pay (EP) : Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

All Official Management related letters will have to be addressed to the Secretary and Correspondent.
All other official letters will be addressed to the Dean, P.G.College.

Date: 01/12/2012

To

The Secretary & Correspondent,
Dr.L.Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I. T.S.S.J. Haranath S/o, D/o T. VITAL KUMAR

having been selected in the Interview conducted on _____ for the post of Assistant Professor in Dr.L.Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 01/12/2012.

Thanking you Sir,

Yours faithfully,

Signature: _____

Name: T.S.S.J. Haranath

Address: D.No. 40-1-24/27,
Kasturibagan - 2,
Kailasapuram,
Visakhapatnam

(32)

✆ Off. : 2701818
Fax. : 0891- 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff - Orders issued.

Read:- Proceedings of the Secretary & Correspondent Dated 01-08-2007

ORDER

On the basis of qualifications, experience as well as performance in the college, the Management has decided to Continue **T.Sireesha as Lecturer in Electronics** in the UG College in the Department of Electronics.

As per the above, we are happy to continue you as Lecturer in the Department of Electronics.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHAPATNAM

Communicated to Ms. T.Sireesha.

Dr. Lankapalli Bullayya College

Dr. G. MADHU KUMAR
Secretary & Correspondent

Date : 06.06.2018.

To

Dr. T. Sreenu,
Lecturer in Public Administration,
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 06 June 2018.

- - - -

Vide Selection Committee Report referred above, the management is pleased to appoint **Dr. T. Sreenu** as **Lecturer in Public Administration**, Dr.Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **06.06.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee: I have read, understood and accept without any reservations the above appointment.
Signed T. Sreenu Date 06:06:2018 Name Dr. T. SREENU

337

✆ Off. : 2701818
Fax. : 0891 2714423

Dr. Lankapalli Bullayya P.G.College

VISAKHAPATNAM - 530 013

286

Dr. G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:-Minutes of the Selection Committee meeting held on 19-06-2009

ORDER

On the basis of qualifications, experience as well as performance at the interview held on 19-06-2009, the Selection Committee constituted for this purpose has selected **T. Sri Siva Ramayya as a Lecturer in MCA** in the PG College in the Department of Computer Science.

As per the above selection, we are happy to appoint you as Lecturer in the Department of Computer Science.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 30-06-09. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization from a competent authority.

Please sign and return the enclosed copy of this letter and annexure, signifying your acceptance and report for duty at the College within one week of receipt of the order.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Communicated to **T. Sri Siva Ramayya.**.

Official Management related letters will have to be addressed to the Secretary and Correspondent. All other official letters will be addressed to the Director, P.G.College.

To

The Secretary & Correspondent,
Dr. L. Bullayya College,
VISAKHPATNAM.

Respected Sir,

Sub :- Dr. L. Bullayya P.G. College– Joining Report as Assistant Professor in Department of Computer Science, PG Course.

I am herewith submitting my joining report as Assistant Professor in Department of Computer Science in Dr. L. Bullayya P.G. College, with effect from the Forenoon of 01-07-2009

Thanking You,

Yours sincerely,

T.S.Siva. Ramayya)

Director-Academics & Administration
Dr. L. Bullayya College
VISAKHAPATNAM-530 013

LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

Secretary & Correspondent
Dr. Lankapalli Bullayya P.G. College
Visakhapatnam-13

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 20.10.2021.

To
Sri Tandra Surya Prakasa Rao,
D.No.37-14-1/2/1, Manikyamba Colony,
Pattabhi Reddy Gardens,
VISAKHAPATNAM-530007.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 25.09.2021.

--

Vide Selection Committee Report referred above; the management is pleased to appoint **Sri Tandra Surya Prakasa Rao** as Lecturer in SDC in the Department of SDC, Dr. Lankapalli Bullayya College with effect from 20.10.2021.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 20.10.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed T. S. Prakasa Rao. Date 20-10-2021

Name T. Surya Prakasa Rao.

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 30.06.2013

Sub: Establishment – Unaided Teaching Staff - Dr.L.Bullayya College - Appointment Issued.

Upon due consideration of the teaching staff requirement in Dr.L.Bullayya College, the management is pleased to appoint **Ms. Thaherunnisa Begum** as **Lecturer** in **Hindi** in **Dr.L.Bullayya College** w.e.f. **01.07.2013.**

Applicable Pay Scale :
Basic Pay: Rs. 8000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance .

We welcome you to Dr. L. Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to –
Ms. Thaherunnisa Begum

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✆ Off. : 2701818
Fax. : 0891-2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

r.G. MADHU KUMAR
B.Tech.,Ph.D.
ecretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by Promotion - Orders issued.

Read:-Minutes of the Promotion Committee meeting held on 29-07-2007

ORDER

On the basis of qualifications, experience as well as performance at the interview held on **29-07-2007,** the Promotion Committee constituted for this purpose has selected **U.Padma Mohan as a Associate Professor in M.C.A** in the PG College in the Department of Computer Science.

As per the above selection, we are happy to appoint you as Associate Professor in the Department of Computer Science.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Communicated to Ms.U.Padma Mohan.

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

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To

The Secretary & Correspondent,
Dr. L. Bullayya P.G. College,
VISAKHPATNAM.

Respected Sir,

Sub :- Dr. L.Bullayya P.G. College – Joining Report as Associate Professor in Department of Computer Science.

I am herewith submitting my joining report as Associate Professor in Department of Computer Science in Dr. L. Bullayya P.G. College, with effect from the Forenoon of 05-09-1995.

Thanking You,

Yours sincerely,
(U. Padma Mohan)

Dr. K. BHASKARA REDDY
Director-Academics & Administration
Dr. L. Bullayya College
VISAKHAPATNAM-530 013

LANKAPALLI BULLAYYA COLLEGE VISAKHAPATNAM

Secretary & Correspondent
Dr. Lankapalli Bullayya P.G. College
Visakhapatnam-13

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Date : 01.07.2018.

To

Mr. UV Chandrasekhar
Assistant Professor
Dept. of Commerce & Management Studies
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 26 June 2018.

- - - -

Vide Selection Committee Report referred above, the management is pleased to appoint **Mr. UV Chandrasekhar** as **Assistant Professor in Department of Commerce and Management Studies**, Dr. Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **01.07.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

Madhu.G

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee: I have read, understood and accept without any reservations the above appointment.
Signed U.V. Chan Date 2/7/2018 Name U.V. Chandra Sekhar

ANNEXURE-1

DR. LANKAPALLI BULLAYYA COLLEGE

VISAKHAPATNAM-13

Date: 01/07/2018

Details of Appointment

Name : **Mr. UV Chandrasekhar**

Date of birth : **25 May 1976**

Qualifications : **M Com, MBA**

Designation : **Assistant Professor**

Date of appointment: **01-07-2018**

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs. **15,600/-**
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay may be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Employee:
I have read, understood and accept without any reservations the above details of confirmation.

Signed U.V. Rao Date 2/7/2018

Name U.V. ChandraSekhar

Contact details (Address, Tel, Mobile, Email):

ChandraSekhar_U.V.@yahoo.com

8639264848

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavouring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Probation:

8) You will be initially placed on probation for a period of two years. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Transferability:

9) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

10) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

11) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Termination:

12) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

13) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

14) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

15) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found to indulge in gross misconduct, indiscipline or negligence:-

a) to have joined employment through false certificates/ credentials

b) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

16) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

17) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

18) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

19) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

20) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

21) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

22) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed U.V. [signature] on 02/7/2018 (date)
Name: U.V. Chandrasekhar Mobile: 8639264418 Email: Chandrasekhar_UV@yahoo.co

Date:
02/07/2018

To

The Secretary & Correspondent,
Dr.Lankapalli Bullayya College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, U.V. ChandraSekhar S/o, ~~D/o~~ U.K.S. Patnaik

having been selected in the Interview conducted on 26/6/18 for the post of Asst Professor (BBA) in Dr.Lankapalli Bullayya College hereby convey my acceptance and report to duties on the Forenoon of 02/07/2018

Thanking you Sir,

U.V.
Yours faithfully,

Signature: U.V.

Name: U.V. ChandraSekhar

Address: D/No 10-68,
Sri Ram Veedhi
Naidu Thota
Visakhapatnam - 530028

02/07/18

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

Date: 10.09.2020.

To
Sri V.Ch.Jyothiswaroop,
D.No.6-145/1,Beside Shivalayam,
Pulagavanipalem Road, Pendurthi,
VISAKHAPATNAM-531173.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 10.06.2020.

--

Vide Selection Committee Report referred above; the management is pleased to appoint **Sri V.Ch.Jyothiswaroop** as Lecturer in Politics in the Department of Politics, Dr. Lankapalli Bullayya College with effect from 10.09.2020.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned not later than 10.09.2020. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed V.Ch. Jyothiswaroop Date 10.09.2020

Name VEERAMALLU CHIRANJEEVI JYOTHISWAROOP

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891- 2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D
Secretary & Correspondent

Date: 04.02.2021.

To
Ms.Vurity Mounika,
D.No.5-11-7, Lane-4,
Eswari Narayana Colony,
RAJAM-532127.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 22.12.2020.

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Vide Selection Committee Report referred above; the management is pleased to **Ms.Vurity Mounika** as Lecturer in Journalism in the Department of Journalism, Dr. Lankapalli Bullayya College with effect from 04.02.2021.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 04.02.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed V. Mounika Date 04.02.2021

Name VURITY MOUNIKA

Forward to the Secretary and Correspondent

✆ Off. : 2701818
Fax. : 0891-2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff - Orders issued.

Read:- Proceedings of the Secretary & Correspondent Dated 01-08-2007

ORDER

On the basis of qualifications, experience as well as performance in the college, the Management has decided to Continue **V.Phani Kumari as Lecturer in Chemistry** in the UG College in the Department of Chemistry.

As per the above, we are happy to continue you as Lecturer in the Department of Chemistry.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

Communicated to Ms. V.Phani Kumari.

ANNEXURE:

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

TERMS AND CONDITIONS OF APPOINTMENT

Designation

1. You will be designated as Lecturer in Chemistry.
2. The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.

Pay & Benefits:

3. You will be placed in the Pay Scale Rs.5980-170-9380 on a basic Pay of Rs.5980/-
4. House Rent allowance: as admissible (Currently 20% of the minimum basic of the above scale)
5. Annual time increments indicated in the above scale are not automatic and may be granted to you subject to your satisfactory performance based on evaluation and availability of funds.
6. Provident Fund: Deductions will be made from your gross pay and management will contribute as per the E.P.F. Act.
7. Gratuity: You will be eligible for gratuity as per the Payment of Gratuity Act.
8. Leave : As per the prevailing leave rules of Dr.L.Bullayya College. (Currently 10 days of casual leave and 5 days sick leave, annual or other vacation as declared by management) Leave or other absence of the individual from duties is permissible only with the prior permission in writing from the Management or by its Officers duly authorized on its behalf. (Emergency situations and sickness supported by medical certification may be considered as exceptions). Unutilized leave may qualify for encashment subject to the discretion of the management.
9. Additional pay: Subject to availability of funds and policy decided by management, you may be eligible for additional pay for superior performance and achievements upon suitable evaluation by the management. Additional pay may also be allowed for higher research qualifications in some cases.
10. Your pay will be subject to the laws of income tax act, professional tax act and other statutory provisions.

Medical Fitness:

11. Dr.L.Bullayya College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

12. The nature of your duties will be as assigned by Dr.L.Bullayya College, from time to time depending on changing requirements. Timings of your duties shall be decided by the management depending upon the exigencies of the college work.

13. Dr.L.Bullayya College expects you to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

14. The duties shall include teaching the course assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities to the extent that is required by the appropriate authority, counseling students on academic and other matters.

15. Undertake by yourself and participate along with other teachers and students in the pursuit of knowledge, conducting research and publishing results of research, organize workshops and seminars under the overall supervision of assigned heads.

Up-gradation of Skills:

16. You may be required to upgrade your skills to suit changing needs of academics. Management may require you to participate in such programs and you may be required to enter into an agreement to give services for a minimum time period as decided by management.

17. While you may have been temporarily exempted from higher qualifications such as passing of NET, acquiring research degrees such as M. Phil / PhD, you may be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with regulations of statutory bodies such as UGC, AICTE etc.

Exclusivity:

18. You will devote your entire time to the work of Dr. L. Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management in each case.

Transferability:

19. Your services are liable to be transferred by Dr. L .Bullayya College at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate education'

Termination:

20. If you wish to leave the service of the College at any time, you will be required to give a notice of three months. You will be issued a letter of relief after completion of the notice period if there are no pending issues to be settled. You will be permitted to leave the services only after you obtain the letter of relief. The management may take suitable action for recovery of dues and damages if you leave without a notice or letter of relief.

21. The College Management may terminate your services at any time without assigning any reasons, by giving a notice of three months. At its discretion, the college management may terminate the services with immediate effect by paying three months salary.

22. The College Management at any time may dispense with the services of the candidate without assigning reasons in the event of gross misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post.

23. Your appointment is subject to Verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.

24. The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

25. The college may evaluate your performance on a periodic basis and if such evaluation points to your unsuitability for the post you are holding, your services may be terminated by giving you a suitable notice.

Confidentiality:

26. You shall not at any time disclose, divulge or make public any information that comes to your notice regarding various aspects of teaching, research and other activities of administration etc.

27. Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

28. You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

29. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr.L.Bullayya College that may be in force from time to time.

30. You will be responsible for the safe keeping and good condition of all properties of Dr.L.Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr.L.Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.

31. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Acceptance of appointment and declaration by the appointee:

I have read and understood the above terms and conditions and hereby sign my acceptance of the same.

Signature : V. Phani kumari

Name : V. PHANI KUMARI

Date : 17.8.07

Reporting Date :

From:

V. Phanikumari.

To

The Secretary & Correspondent,
Dr.L.Bullayy College,
VISAKHAPATNAM

Respected Sir,

Sub:- Dr.L.B.College–Joining Report as a Lecturer in Inorganic Chemistry PG/UG Course.

Ref:- Letter of appointment as a Lecturer in Dr.L.Bullayya College dated 20/7/06.

--

With reference to your appointment letter cited above, I am herewith submitting my joining report as a Lecturer in Inorganic Chemistry in Dr.L.Bullayya PG/UG College, with effect from the Forenoon of 20/7/06

Thanking you,

Yours sincerely,

Dr. Lankapalli Bullayya College

52-14-75, Resapuvanipalem, Visakhapatnam - 530 013
Ph: Off. : 0891-2701818 Fax. : 0891- 2714423
E-mial : lbcadmn@gmail.com Website : bullayyacollege.org

Dr. K. SATYANARAYANA, M.Com., Ph.D
Director – Academics & Administration

Date:28.11.2019..

Letter of offer of Employment

Based on the performance in the interview, we are pleased to appoint Ms. V.Prasanna as Assistant Professor in the Department of English (PG), Dr. Lankapalli Bullayya College. Ms. V.Prasanna is required to qualify APSET or NET within six months of appointment for continuation of the appointment.

The performance of Ms V.Prasanna will be reviewed at the end of the academic year for further continuation.

This appointment is subject to ratification by Andhra University.

All the terms and conditions of employment that are in vogue are applicable.

K. SATYANARAYANA
DIRECTOR – ACADEMICS & ADMINISTRATION

Communicated to --
Ms.V.Prasanna

Copy submitted to the Secretary & Correspondent, - for favour of information.

Date: 2.12.2019

The Secretary & Correspondent,
Dr.Lankapall Bullayya College, P.G. Courses,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, V. Prasanna S/o, D/o V. Raghunath Babu

having been selected in the Interview conducted on 25.11.2019 for the post of Assistant Professor in Dr.Lankapalli Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 2.12.2019.

Thanking you Sir,

Yours faithfully,

Submitted
2/12/19

Signature: V. Prasanna

Name: V. Prasanna

Address: Visalakshinagar
Plot no-25
Door no- 10-284
Visakhapatnam-43

Dr. Lankapalli Bullayya College

Dr. G. MADHU KUMAR
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 01.06.2017.

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment - Issued.**

Ref: **Selection Committee Report dt.30.05.2017.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Smt. Sailaja Vishnubhatla, Lecturer** in the **Department of Computer Science-UG,** Dr.Lankapalli Bullayya College w.e.f.**15.06.2017.**

Applicable Pay Scale : **Basic Pay: Rs.12000/-**

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA)** : @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP)** : Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 15-06-2017. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Smt. Sailaja Vishnubhatla.**
<Appended : ANNEXURE>

All Communications may be addressed to : Dr. G. Madhu Kumar, Secretary & Correspondent
C/o Dr. L. Bullayya College, # 52-14-75, Resapuvani Palem, Visakhapatnam-13.

Off. : 2701818
Fax. : 0891 - 2714423

Dr. Lankapalli Bullayya P.G. College

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff by fresh recruitment - Orders issued.

Read:- Minutes of the Selection Committee meeting held on 15-07-2011

ORDER

On the basis of qualifications, experience as well as performance in the interview, the Selection Committee constituted for this purpose has selected **Sri V. Satish** as **Asst Professor in MCA** in the Department of Computer Science & Management Studies, PG.

As per the above selection, we are happy to appoint you as Asst. Professor in the Department of Computer Science.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You should report to the Principal/Director concerned immediately but not later than 01-12-12. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment.

You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We welcome you to Dr.Lankapalli Bullayya PG College and look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya PG College,

Secretary & Correspondent

Communicated to : Sri V. Satish

Date:

To

The Secretary & Correspondent,
Dr.L.Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, V Satish S/o, D/o V. Kannayya

having been selected in the Interview conducted on _____ for the post of Asst. Professor in Dr.L.Bullayya P.G. College hereby convey my acceptance and report to duties on the Forenoon of 01/12/2012.

Thanking you Sir,

Yours faithfully,

Submitted

Mr. V. Satish, Asst Prof in MCA

Reported to duty with effect from 5.12.12 FN.

5.12.12

Signature: Satish. V.

Name: V. Satish

Address: 3-119/4, Ramakrishna homes
SU Jartha nagar, Pendurthi
Visakhapatnam.

24/12/2012

Dr. Lankapalli Bullayya College

52-14-75, Resapuvanipalem, Visakhapatnam - 530 013
✆ Off. : 2701818 Fax. : 0891- 2714423
E-mial : lbcadmn@gmail.com Website : bullayyacollege.info

Dr. K. BHASKARA REDDY, M.Sc ,Ph D
Director – Academics & Administration

Dt. 01.04.2015

Sub : Establishment – Dr. Lankapalli Bullayya Junior College - Extension of appointments of ad hoc Teaching Staff – reg.

Ref: Proceedings of the Secretary & Correspondent 02/2015, dt. 31.03.2015.

****

In pursuance of the orders of the Secretary and Correspondent, I am by direction convey extension of appointments of following Teaching Staff appointed on ad hoc basis for a further period of one year from 01.04.2015, valid until the end of the academic year 2015-16 :

Junior College :

1. Sri V. Satyanarayana, Lecturer in Economics & Coordinator, Arts Courses.
2. Sri C.V.N. Ravi Kumar, Lecturer in Economics
3. Sri N. Krishnam Raju, Lecturer in Civics
4. Smt. T. Kasulamma, Lecturer in Telugu
5. Smt N. Aruna Anjaneyulu, Lecturer in Sanskrit

Dr. K.Bhaskara Reddy
Director (AC&CA)

Communicated to :
1. Sri V. Satyanarayana, Lecturer in Economics & Coordinator, Arts Courses. 20/4/15
2. Sri C.V.N. Ravi Kumar, Lecturer in Economics 20/4/15
3. Sri N. Krishnam Raju, Lecturer in Civics
4. Smt. T. Kasulamma, Lecturer in Telugu T. Kasulamma 18.4.2015
5. Smt N. Aruna Anjaneyulu, Lecturer in Sanskrit N. Aruna 18.04.06

Copy to:
The Principal, Dr.Lankapalli Bullayya Junior College

20.4.15

DSSCollege 18/4/15

Scanned by CamScanner

✆ Off. : 2701818
Fax. : 0891-2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff - Orders issued.

Read:- Proceedings of the Secretary & Correspondent Dated 01-08-2007

ORDER

On the basis of qualifications, experience as well as performance in the college, the Management has decided to Continue **V.Subba Lakshmi as Lecturer in Chemistry** in the PG College in the Department of Chemistry.

As per the above, we are happy to continue you as Lecturer in the Department of Chemistry.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

Communicated to Ms. V.Subba Lakshmi.

ANNEXURE:

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

TERMS AND CONDITIONS OF APPOINTMENT

Designation

1. You will be designated as Lecturer in Chemistry.
2. The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.

Pay & Benefits:

3. You will be placed in the Pay Scale Rs.6950-200-10950 on a basic Pay of Rs.6950/-
4. House Rent allowance: as admissible (Currently 20% of the minimum basic of the above scale)
5. Annual time increments indicated in the above scale are not automatic and may be granted to you subject to your satisfactory performance based on evaluation and availability of funds.
6. Provident Fund: Deductions will be made from your gross pay and management will contribute as per the E.P.F. Act.
7. Gratuity: You will be eligible for gratuity as per the Payment of Gratuity Act.
8. Leave : As per the prevailing leave rules of Dr.L.Bullayya College. (Currently 10 days of casual leave and 5 days sick leave, annual or other vacation as declared by management) Leave or other absence of the individual from duties is permissible only with the prior permission in writing from the Management or by its Officers duly authorized on its behalf. (Emergency situations and sickness supported by medical certification may be considered as exceptions). Unutilized leave may qualify for encashment subject to the discretion of the management.
9. Additional pay: Subject to availability of funds and policy decided by management, you may be eligible for additional pay for superior performance and achievements upon suitable evaluation by the management. Additional pay may also be allowed for higher research qualifications in some cases.
10. Your pay will be subject to the laws of income tax act, professional tax act and other statutory provisions.

Medical Fitness:

11. Dr.L.Bullayya College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

12. The nature of your duties will be as assigned by Dr.L.Bullayya College, from time to time depending on changing requirements. Timings of your duties shall be decided by the management depending upon the exigencies of the college work.

13. Dr.L.Bullayya College expects you to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

14. The duties shall include teaching the course assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities to the extent that is required by the appropriate authority, counseling students on academic and other matters.

15. Undertake by yourself and participate along with other teachers and students in the pursuit of knowledge, conducting research and publishing results of research, organize workshops and seminars under the overall supervision of assigned heads.

Up-gradation of Skills:

16. You may be required to upgrade your skills to suit changing needs of academics. Management may require you to participate in such programs and you may be required to enter into an agreement to give services for a minimum time period as decided by management.

17. While you may have been temporarily exempted from higher qualifications such as passing of NET, acquiring research degrees such as M. Phil / PhD, you may be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with regulations of statutory bodies such as UGC, AICTE etc.

Exclusivity:

18. You will devote your entire time to the work of Dr. L. Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management in each case.

Transferability:

19. Your services are liable to be transferred by Dr. L .Bullayya College at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate education'

Termination:

20. If you wish to leave the service of the College at any time, you will be required to give a notice of three months. You will be issued a letter of relief after completion of the notice period if there are no pending issues to be settled. You will be permitted to leave the services only after you obtain the letter of relief. The management may take suitable action for recovery of dues and damages if you leave without a notice or letter of relief.

21. The College Management may terminate your services at any time without assigning any reasons, by giving a notice of three months. At its discretion, the college management may terminate the services with immediate effect by paying three months salary.

22. The College Management at any time may dispense with the services of the candidate without assigning reasons in the event of gross misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post.

23. Your appointment is subject to Verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.

24. The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

25. The college may evaluate your performance on a periodic basis and if such evaluation points to your unsuitability for the post you are holding, your services may be terminated by giving you a suitable notice.

Confidentiality:

26. You shall not at any time disclose, divulge or make public any information that comes to your notice regarding various aspects of teaching, research and other activities of administration etc.

27. Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

28. You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

29. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr.L.Bullayya College that may be in force from time to time.

30. You will be responsible for the safe keeping and good condition of all properties of Dr.L.Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr.L.Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.

31. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Acceptance of appointment and declaration by the appointee:

I have read and understood the above terms and conditions and hereby sign my acceptance of the same.

Signature : V Subbalakshmi

Name : V. SUBBALAKSHMI

Date : 17-8-07

Reporting Date : 17-8-07

Date: 1/7/2000

To

The Secretary & Correspondent,
Dr.Lankapall Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, V.SUBBALAKSHMI S/o, D/o V. KRISHNAMURTY

having been selected in the Interview conducted on 1/7/2000 for the post of

Lecturer in Dr.Lankapalli Bullayya P.G. College hereby convey

my acceptance and report to duties on the Forenoon of 1/7/2000

Thanking you Sir,

Yours faithfully,

Signature: V. Subbalakshmi

Name: V.SUBBALAKSHMI

Address: D-204, Jeevan Visakha Ap
SMTC colony,
Seethammadhara,
Visakhapatnam

© Off. : 2701818
Fax. : 0891 2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 10.07.2010

Sub: **Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment Issued.**

Ref: **Selection Committee Report dated 10.7.2010.**

Vide Selection Committee Report referred above, the management is pleased to appoint **Mrs. V. Sunitha** as **Lecturer** in the Department of **English** in Arts & Science, UG, Dr.L.Bullayya College w.e.f. **10.07.2010.**

Applicable Pay Scale :

Basic Pay: Rs. 8000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.

2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.

3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Date : 01.07.2018.

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

To

Mrs Vidhya Rajagopalan,
Asst. Prof. in Commerce,
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 26 June 2018.

- - - -

Vide Selection Committee Report referred above, the management is pleased to appoint **Mrs Vidhya Rajagopalan** as **Asst. Professor in Commerce, Department of Commerce**, Dr.Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **01.07.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed Vidhya.M Date 02.07.18 Name Vidhya Rajagopalan

ANNEXURE-1

DR. LANKAPALLI BULLAYYA COLLEGE

VISAKHAPATNAM-13

Date: 06/07/2018

Details of Appointment

Name : **Mrs. Vidhya Rajagopalan**

Date of birth : **06 January, 1975**

Qualifications : **HRM, M.Com, Ph.D.**

Designation : **Asst. Professor in Commerce**

Date of appointment: **01-07-2018**

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs. **15,600/-**
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay may be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Employee:

I have read, understood and accept without any reservations the above details of confirmation.

Signed Vidhya .M Date 2/7/2018

Name Dr. Vidhya Rajagopalan.

Contact details (Address, Tel, Mobile, Email):

39-8-21/13, Sampath Enclave
Industrial Estate P.O.,
Muralinagar
Visakhapatnam

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavouring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Probation:

8) You will be initially placed on probation for a period of two years. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Transferability:

9) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

10) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

11) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Termination:

12) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

13) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

14) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

15) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found to indulge in gross misconduct, indiscipline or negligence:-

a) to have joined employment through false certificates/ credentials

b) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

16) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

17) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

18) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

19) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

20) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

21) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

22) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed Vidhya. M on 2/7/2018 (date)
Name: Dr. Vidhya Rajagopalan Mobile: 9989013560 Email: vidhya-rg@rediffmail.com

Date: 02.07.2018

To

The Secretary & Correspondent,
Dr.Lankapall Bullayya College, P.G. Courses,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, Vidhya Rajagopalan ~~S/o~~, D/o Muralidharan. K. A

having been selected in the Interview conducted on 26.06.18 for the post of

M.Com. in Dr.Lankapalli Bullayya P.G. College hereby convey

my acceptance and report to duties on the Forenoon of 02.07.2018

Thanking you Sir,

Yours faithfully,

Signature: Vidhya.M

Name: Vidhya.M

Address: 39-8-21/13, Sampath Enclave
Industrial Estate P.O
Muralinagar
Visakhapatnam
530007

9989013560

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Date : 02.04.2018.

To

Mr Y Ayyar
Trainer, SDC,
Dr. L.B. College,
Visakhapatnam.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in Dr. Lankapalli Bullayya College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt 31 March 2018.

\- - - -

Vide Selection Committee Report referred above, the management is pleased to appoint **Mr Y Ayyar** as **Trainer, SDC** Dr.Lankapalli Bullayya College.

Details of appointment pay and benefits are contained in Annexure-1 appended to this letter. This appointment is subject to the terms and conditions and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College. The details are in Annexure 2 (enclosed).

You should report to the Director/Dean/Principal concerned immediately but not later than **10.04.2018**. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.
Signed _____ Date 2/4/2018 Name Y. Ayyar

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Date: 02/04/2018

Details of Appointment

Name : **Mr Y Ayyar**
Date of birth : **06 August 1988**
Qualifications : **MBA**

Designation : **Trainer, SDC**

Date of appointment: **02-04-2018**

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs. **15,600/-**
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay may be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.
- PF scheme is not applied to you (Your request to opt out of PF scheme is granted as per PF act rules and regulations).

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Employee:
I have read, understood and accept without any reservations the above details of confirmation.

Signed _____ Date 2/4/2018.

Name Y. Ayyar.

Contact details (Address, Tel, Mobile, Email):

Y. Ayyar.
Jewel paradise apartments
Flat No-215, 3rd Floor
Yeendada. Visakhapatnam.
8247792176 / 9030415199.
yanapuayyar@gmail.com

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavouring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Probation:

8) You will be initially placed on probation for a period of two years. It may be extended or reduced at the discretion of the management on the basis of your performance. On satisfactory completion of probation, you will be confirmed in the services of Dr. Lankapalli Bullayya College by a written order subject to rules of the College.

Transferability:

9) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

10) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

11) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Termination:

12) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

13) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

14) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

15) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found to indulge in gross misconduct, indiscipline or negligence:-

a) to have joined employment through false certificates/ credentials

b) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

16) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

17) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

18) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

19) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

20) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

21) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

22) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed _____ on 2/4/2018 (date)
Name: Y. Ayyar Mobile: 9030415199 Email: yanapuayyar@gmail.com.
8247792176

Dr. Lankapalli Bullayya College

Phone : Off. : 2701818, Fax. : 0891-2714423
VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech., Ph.D.
Secretary & Correspondent

Proceedings of the Secretary & Correspondent

Date : 01.08.2016.

Sub: Establishment - Teaching Staff - Appointment of Teaching Staff in UG College – Letter of Appointment - Issued.

Ref: Selection Committee Report dt.19.07.2016.

Vide Selection Committee Report referred above, the management is pleased to appoint **Smt. Y. Madhu Smitha, Lecturer** in the **Department of Physics-UG,** Dr.Lankapalli Bullayya College w.e.f.**01.08.2016.**

Applicable Pay Scale : Basic Pay: Rs.12000/-

1. **Personal Basic Pay (PBP):** In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
2. **House Rent Allowance (HRA) :** @ 20 % of Personal Basic Pay.
3. **Extra Pay (EP) :** Applicable for additional administrative duties assigned by the management and other incentives based on the performance of individual and nature of performance of the department declared from time to time by the management.

Management shall contribute towards PF, ESI & GGS as applicable.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Director/Dean/Principal concerned immediately but not later than 30-07-2016. Failure to submit the joining report before the stipulated date may result in cancellation of the appointment. You are required to submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

You should produce a relieving certificate from the previous organization issued by competent authority. Please sign and return the enclosed copy of this letter and annexure, conveying your acceptance and report in person for duty at the College.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT

Communicated to : **Smt. Y. Madhu Smitha**
<Appended : ANNEXURE>

All Communications may be addressed to : Dr. G. Madhu Kumar, Secretary & Correspondent
C/o. Dr. L. Bullayya College, # 52-14-75, Resapuvani Palem, Visakhapatnam-13,

Dr. LANKAPALLI BULLAYYA JUNIOR COLLEGE
VISAKHAPATNAM - 13

Dr. G. MADHU KUMAR,
B.Tech., Ph.D.,
SECRETARY & CORRESPONDENT.

Date : _____

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

No.APPT/2/2007 Dated:28.2.2007

Sub:- PAJCs- Dr.L.Bullayya Junior College, Visakhapatnam - Sri Y. Poli Reddy, Physical Director – promoted as Lecturer in Physical Education – Dr.L.Bullayya Degree College,Visakhapatnam- Relieving Orders – Issued- Reg.

Ref:- 1) Proceedings Rc.No.1187/ADMN.III-1/2006, dated 24.2.2007 of the Commissioner of Collegiate Education, Andhra Pradesh, Hyderabad.
2) Proceedings of the Secretary & Correspondent, Dr.L.Bullayya Junior College No. APPT./2/2007, dated 28-2-2007

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In pursuance of the orders of the Commissioner of Collegiate Education, Andhra Pradesh, Hyderabad through proceedings cited under reference-1, Sri Y. Poli Reddy working as Physical Director in this College is promoted and posted as Lecturer in Physical Education in Dr.L.Bullayya Degree College, Visakhapatnam.

He is relieved of his duties in the College with effect from 28th February, 2007 (Afternoon) to report the Secretary & Correspondent, Dr.L.Bullayya Degree College, Visakhapatnam.

(Dr.G.MADHU KUMAR)
SECRETARY & CORRESPONDENT

Copy to the Regional Joint Director of Collegiate Education, Rajahmundry.
Copy to the Regional Joint Director of Intermediate Education, Rajahmundry.
Copy to the District Vocational Education Officer, BIE, Visakhapatnam.
Copy to the Principal, Dr. V.S. Krishna Govt. College, Visakhapatnam.
Copy to the Commissioner of Intermediate Education, Andhra Pradesh, Hyderbad.
Copy to the Commissioner of Collegiate Education, Andhra Pradesh, Hyderabad.
Copy to the Principal, Dr.L.Bullayya Degree College, Visakhapatnam.
Copy to the Principal, Dr.L.Bullayya Junior College, Visakhapatnam.
Copy to the individual concerned.

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date: 01.11.2021.

To
Sri Yalla Simhachalam,
S/o Mallesu, Sundarapuram (Village),
Paraselli (Post), Narasannapeta (Mandal),
SRIKAKULAM-DIST.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College.
Ref: Selection Committee Report dated 12.10.2021.

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Vide Selection Committee Report referred above; the management is pleased to appoint **Sri Yalla Simhachalam** as Assistant Professor in Electronics in the Department of Electronics, Dr. Lankapalli Bullayya College with effect from 01.11.2021.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 01.11.2021. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed Y. Simhachalam Date 01-11-2021

Name YALLA. SIMHACHALAM

✆ Off. : 2701818
Fax. : 0891-2714423

Dr. Lankapalli Bullayya College

VISAKHAPATNAM - 530 013

Dr.G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

PROCEEDINGS OF THE SECRETARY & CORRESPONDENT

SUB: - Establishment – Teaching Staff – Appointment of Teaching Staff - Orders issued.

Read:- Proceedings of the Secretary & Correspondent Dated 01-08-2007

ORDER

On the basis of qualifications, experience as well as performance in the college, the Management has decided to Appoint **Mr.Y.Srinivasa Rao** as a Assistant Physical Director in the UG College.

This appointment is subject to the terms and conditions as contained in the **Annexure** to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr.L.Bullayya College.

You are required to submit all the original certificates of your Educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted to be kept in your service file.

Please sign and return the enclosed copy of this letter and annexure.

We look forward to a mutually beneficial association.

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

Communicated to: **Mr.Y.Srinivasa Rao**

ANNEXURE:

DR. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM-13

TERMS AND CONDITIONS OF APPOINTMENT

Designation

1. You will be designated as Assistant Physical Director
2. The designation assigned to you is subject to change, depending upon your work assignment and as decided by the management from time to time.

Pay & Benefits:

3. You will be placed in the Pay Scale Rs.5980-170-9380 on a basic Pay of Rs.5980/-
4. House Rent allowance: as admissible (Currently 20% of the minimum basic of the above scale)
5. Annual time increments indicated in the above scale are not automatic and may be granted to you subject to your satisfactory performance based on evaluation and availability of funds.
6. Provident Fund: Deductions will be made from your gross pay and management will contribute as per the E.P.F. Act.
7. Gratuity: You will be eligible for gratuity as per the Payment of Gratuity Act.
8. Leave : As per the prevailing leave rules of Dr.L.Bullayya College. (Currently 10 days of casual leave and 5 days sick leave, annual or other vacation as declared by management) Leave or other absence of the individual from duties is permissible only with the prior permission in writing from the Management or by its Officers duly authorized on its behalf. (Emergency situations and sickness supported by medical certification may be considered as exceptions). Unutilized leave may qualify for encashment subject to the discretion of the management.
9. Additional pay: Subject to availability of funds and policy decided by management, you may be eligible for additional pay for superior performance and achievements upon suitable evaluation by the management. Additional pay may also be allowed for higher research qualifications in some cases.
10. Your pay will be subject to the laws of income tax act, professional tax act and other statutory provisions.

Medical Fitness:

11. Dr.L.Bullayya College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

12. The nature of your duties will be as assigned by Dr.L.Bullayya College, from time to time depending on changing requirements. Timings of your duties shall be decided by the management depending upon the exigencies of the college work.

13. Dr.L.Bullayya College expects you to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

14. The duties shall include teaching the course assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities to the extent that is required by the appropriate authority, counseling students on academic and other matters.

15. Undertake by yourself and participate along with other teachers and students in the pursuit of knowledge, conducting research and publishing results of research, organize workshops and seminars under the overall supervision of assigned heads.

Up-gradation of Skills:

16. You may be required to upgrade your skills to suit changing needs of academics. Management may require you to participate in such programs and you may be required to enter into an agreement to give services for a minimum time period as decided by management.

17. While you may have been temporarily exempted from higher qualifications such as passing of NET, acquiring research degrees such as M. Phil / PhD, you may be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with regulations of statutory bodies such as UGC, AICTE etc.

Exclusivity:

18. You will devote your entire time to the work of Dr. L. Bullayya College and will not undertake any direct/indirect business or work, honorary or remunerative except with prior written permission from the Management in each case.

Transferability:

19. Your services are liable to be transferred by Dr. L .Bullayya College at its discretion to any of its constituent departments/ any other college or organization under the management of its parent body 'Society for Collegiate education'

Termination:

20. If you wish to leave the service of the College at any time, you will be required to give a notice of three months. You will be issued a letter of relief after completion of the notice period if there are no pending issues to be settled. You will be permitted to leave the services only after you obtain the letter of relief. The management may take suitable action for recovery of dues and damages if you leave without a notice or letter of relief.

21. The College Management may terminate your services at any time without assigning any reasons, by giving a notice of three months. At its discretion, the college management may terminate the services with immediate effect by paying three months salary.

22. The College Management at any time may dispense with the services of the candidate without assigning reasons in the event of gross misconduct, indiscipline or negligence which in the opinion of the Management make you unfit to hold the post.

23. Your appointment is subject to Verification of particulars mentioned in your application. In case these particulars are found unsatisfactory or false, your services are liable to be terminated without assigning any reason or notice thereof at any time.

24. The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period of three months only or by paying salary equivalent to that period. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

25. The college may evaluate your performance on a periodic basis and if such evaluation points to your unsuitability for the post you are holding, your services may be terminated by giving you a suitable notice.

Confidentiality:

26. You shall not at any time disclose, divulge or make public any information that comes to your notice regarding various aspects of teaching, research and other activities of administration etc.

27. Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

28. You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

29. You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of Dr.L.Bullayya College that may be in force from time to time.

30. You will be responsible for the safe keeping and good condition of all properties of Dr.L.Bullayya Colleges that may be in your use, custody, care or charge. In the event of loss of any property, Dr.L.Bullayya College will have the right to assess on its own basis and recover the damages of all such material from you.

31. You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

DR. LANKAPALLI BULLAYYA COLLEGE VISAKHA PATNAM

For Dr. Lankapalli Bullayya College,

Secretary and Correspondent

Acceptance of appointment and declaration by the appointee:

I have read and understood the above terms and conditions and hereby sign my acceptance of the same.

Signature :

Name : Y. SRINIVASA RAO

Date :

Reporting Date : 2-06-2008

JOINING REPORT

From,
Y.SRINIVAS RAO,
Door No: 27-32-4,
75 Feet Road,
Near Dolphin Hotel,
VISAKHAPATNAM.-1.

To,
THE SECRETARY & CORRESPONDENT
Dr.L.B.COLLEGE,
VISAKHAPATNAM.

Sir,

Sub: Joining Report – Reg:

At the out set I am Thankful to the principal and Management of the College for considering my Candidature for the post of Asst. Physical Director in your Esteemed Organisation. In this connection I am reporting to duty on 02.06.08. as Asst. Physical Director in the Department of Physical Education. Hence Consider my joining report and permit me to Associate with Department of Physical Education right from this day i.e. 2nd June 2008.

Thanking You,

Yours Sincerely,

Y.SRINIVAS RAO

Submitted.
Sri Y. Srinivasa Rao, Asst. Physical Director reported to duty on 2.6.2008 Forenoon.

2.6.08
Director.

Off. : 2701818
Fax. : 0891 - 2714423

Dr. Lankapalli Bullayya P.G. College

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

Date: 04.07.2019.

To
Mrs.Y.Triveni,
D.No.58-15-136/3, Srisai Castle FFI,
Near Sathinagar park, NAD Kotha Road,
VISAKHAPATNAM-530009.

Letter of Appointment

Sub: Establishment- Teaching Staff in Dr.Lankapalli Bullayya College, P.G.Courses.
Ref: Selection Committee Report dated 21.06.2018.

--

Vide Selection Committee Report referred above; the management is pleased to appoint **Y.Triveni** as Assistant Professor in Chemistry in the Department of Chemistry, Dr. Lankapalli Bullayya College, P.G.Courses with effect from 04.07.2019.

Details of appointment, pay and benefits are contained in Annexure-1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure-2 to this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College, P.G.Courses.

You should report to the Director/Dean/Principal concerned not later than 04.07.2019. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the College.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a relieving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College, P.G.Courses and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College, P.G.Courses

Enclosed: Annexures 1&2.

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed Y.Triveni Date 04-07-2019

Name Y.Triveni

Off. : 2701818
Fax. : 0891 - 2714423

Dr. Lankapalli Bullayya P.G. College

VISAKHAPATNAM - 530 013

Dr. G. MADHU KUMAR
B.Tech.,Ph.D.
Secretary & Correspondent

ANNEXURE-1
DR. LANKAPALLI BULLAYYA COLLEGE, P.G.Courses
VISAKHAPATNAM-13

Date:04.07.2019

Details of Appointment

Name	**: Mrs. Y.Triveni,**
Date of birth	**: 05.07.1980**
Qualifications	**: M.Sc., M.Phil., B.Ed.,**
Designation	**: Assistant Professor in Chemistry**
Date of appointment	**: 04.07.2019**

Probation:
Initial probation period shall be 24 months. It may be extended or reduced at the discretion of the management on the basis of your performance. Upon satisfactory completion of probation, your services will be confirmed by way of a written order.

Pay & Benefits:

A. The following pay structure shall apply.

- Basic Pay: Rs.16,000/-
- Personal Basic Pay (PBP): In addition to Basic pay, additional pay shall be paid based on qualifications and accepted years of experience.
- House Rent Allowance (HRA): @ 20 % of Personal Basic Pay.
- Extra Pay (EP): Applicable for additional administrative and other duties assigned.
- Additional pay: Subject to availability of funds, as per policy decided by management, you may be eligible for incentives pay for superior performance and achievements upon evaluation by the management.
- Other: Management shall contribute towards PF, ESI & GGS as applicable.
- Deductions: Pay will be subjected to deductions as per income tax act, professional tax act, PF, ESI and other statutory provisions.

B. Paid leave is applicable as per college policy. Details may be obtained from college office.

Secretary & Correspondent
Dr. Lankapalli Bullayya College, P.G.Courses

Acceptance of Appointee:
I have read, understood and accept without any reservations the above details of appointment.

Signed Y.Triveni Date 04-07-2019

Name Y.Triveni

ANNEXURE-2
DR. LANKAPALLI BULLAYYA COLLEGE, P.G. COURSES
VISAKHAPATNAM-13

Terms & Conditions of Appointment

Designation:

1) The designation assigned to you is subject to change, depending upon work assignment and as decided by the management from time to time.

Exclusivity:

2) You will devote your entire time to College work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative except with prior written permission from the Management.

Medical Fitness:

3) College Management reserves the right to get you medically examined by any certified Medical Practitioner at the time of joining or during the tenure of your services and in case you are found medically unfit to continue, you will lose your lien on the job.

Duties and Responsibilities:

4) The nature of your duties will be as assigned by the College Management, from time to time depending on changing requirements. The management depending upon the exigencies of the college work shall decide timings, your duties and place of work on the campus.

5) You are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to you from time to time by the Management or Officers empowered on its behalf.

6) Duties shall include teaching courses assigned to you in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.

7) Undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services by yourself or as part of a team of teachers, students and others under the supervision of assigned heads.

Transferability:

8) College Management at its discretion may transfer your services to any department, college or organization associated with its parent body 'Society for Collegiate Education'

Up-gradation of Skills:

9) You may be required to upgrade your skills to suit changing needs of academic programs and participate in nominated skill-enhancing schemes arranged by management. To ensure that the new skills are utilized for college purpose, you may be required to enter into an agreement to render services for a minimum time period as decided by management.

10) While you may have been temporarily exempted from higher qualifications such as NET/ SET and doctoral level research degree, you will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory bodies, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

Probation:

Initial probation period is 24 months. The Probation period continues until the candidate acquires NET/SLET qualification. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

Termination:

11) The college management or the employee may initiate termination of services without assigning any reasons by giving a notice in writing. Relief from duties shall be due at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and time is available to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.

12) The college shall evaluate your performance and suitability on a periodic basis, normally once a year or as deemed necessary from time to time. If your performance is found unsatisfactory, your services may be terminated after giving you a suitable notice.

13) The Management is empowered to abolish the post held by you if it becomes surplus or due to the discontinuation of the course in which you are employed. The decision of the Management for abolishing the post will be communicated to the candidate. The Management will endeavor to give a suitable notice prior to the termination of the services subject however to the condition of general termination notice period, longer of three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and you will not have any lien over the job posting or alternate employment.

14) Your services are liable to be terminated with immediate effect without any notice period and compensation if you are found
   a) to indulge in gross misconduct, indiscipline or negligence
   b) to have joined employment through false certificates/ credentials
   c) to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

Confidentiality:

15) At any time during the current employment or after leaving the services, you shall not disclose, divulge to any person or organization or make public any information that was used by you or that comes to your notice regarding various aspects of teaching, research, methods, techniques, polices and activities of college and its administration etc.

16) Any new techniques and methods developed, results of research, projects implemented, consultancy undertaken etc (executed by you or a team in which you are a member) shall remain a property of the college and you will not disclose them to any one nor utilize it for any purpose except as approved by the management.

17) You are advised that salary and other terms of your appointment are confidential between you and the management only. Under no circumstances, you shall disclose or discuss about your terms of appointment and salary with others, within and outside the organization.

General:

18) You will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of College Management that may be in force from time to time.

19) You will be responsible for the safekeeping and good condition of all properties of College that may be in your use, custody, care or charge. In the event of loss of any property, College will have the right to assess on its own basis and recover the damages of all such material from you.

20) You will communicate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

21) This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

Secretary & Correspondent
Dr. Lankapalli Bullayya College, P.G.Courses

Acceptance of Terms of Appointment & Declaration by Candidate:

I have read and understood the details of appointment, terms and conditions of service as above and hereby convey my acceptance without any reservations.

Signed Y.Triveni on 04-07-2019 (date)

Name: Y.Triveni

Tel: _____ Mobile: 9866109151 Email: ytriveni80@gmail.com

Current mailing address:
Date of Reporting 04-07-2019
Y.Triveni
DOOR NO:- 58-15-136/3
Srisai castle FF1
NAD Kotha road
Visakhapatnam - 530009

Date: 23.06.2008

To

The Secretary & Correspondent,
Dr.Lankapalli Bullayya P.G. College,
S.No.44, D.No.52-14-75,
Resapuvanipalem,
VISAKHAPATNAM-13.

Respected Sir,

JOINING REPORT

I, S. SHARMILA BEGUM S/o, D/o SHAIK KASIM PEERA

having been selected in the Interview conducted on 20.06.2008 for the post of

LECTURER in Dr.Lankapalli Bullayya P.G. College hereby convey

my acceptance and report to duties on the Forenoon of 23.06.2008

Thanking you Sir,

Yours faithfully,

Signature: Sharmila

Name: S. SHARMILA BEGUM

Address: D.NO: 59-3-9
REDDY STREET
MALKAPURAM (POST)
VISAKHAPATNAM-530011

Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date:22-07-2010

To
Sri K. Raja Sekhar Reddy
Flat No.301,
Mythri Residency, TPT Colony,
Visakhapatnam – 530 013.

Letter of Appointment

Sub: Establishment – Teaching Staff in Dr. Lankapalli Bullayya College.
Ref.: Selection Committee Report dated 19-07-2010.

****

Vide Selection Committee Report referred above, the management is pleased to appoint **Sri K. Raja Sekhar Reddy** as lecturer in Management in the Department of MBA, Dr. Lankapalli Bullayya College with effect from 01-08-2010.

Details of appointment, pay and benefits are contained in Annexure -1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure -2 this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 10-08-2010. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the college.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a reliving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

Madhu

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed Rajas. Lar Date 22-7-2010

Name K. Raja Sekhar Reddy

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Dr. LANKAPALLI BULLAYYA COLLEGE

The Society For Collegiate Education
Affiliated to Andhra University, Approved by AICTE & NAAC Accredited with "A"
52-14-75, Resapuvanipalem, Visakhapatnam - 530 013.
Ph : 0891-2551198, 2768405, 2701819, 2561635
Email : principal@lbc.edu.in Website : www.lbc.edu.in

Dr. G. Madhu Kumar
Secretary & Correspondent

Date:08-06-2018

To
Sri G. Christopher
Flat No.7, 54-11-51,
Opp. Sri Dwaram Apartments,
Near Dr.V.S. Krishna College,
Visakhapatnam – 530 020.

Letter of Appointment

Sub: Establishment – Teaching Staff in Dr. Lankapalli Bullayya College.
Ref.: Selection Committee Report dated 28-05-2018.

****

Vide Selection Committee Report referred above, the management is pleased to appoint **Sri G. Christopher** as lecturer in Travel & Tourism Management in the Department of Social Sciences, Dr. Lankapalli Bullayya College with effect from 11-06-2018.

Details of appointment, pay and benefits are contained in Annexure -1 appended to this letter.

This appointment is subject to the terms and conditions as contained in the Annexure -2 this letter and the disciplinary rules and regulations framed from time to time by the Governing Body of Dr. Lankapalli Bullayya College.

You should report to the Principal concerned not later than 18-06-2018. Failure to join and report before the stipulated date may result in cancellation of the appointment. Sign and return the enclosed copy of this letter and annexures, conveying your acceptance and report in person for duty at the college.

Submit all the original certificates of your educational qualifications and experience for further scrutiny. In addition, a set of copies of all the certificates must be submitted which shall be kept in your service file. Submit a reliving certificate from the previous organization issued by competent authority.

We welcome you to Dr. Lankapalli Bullayya College and look forward to a mutually beneficial association.

SECRETARY & CORRESPONDENT
Dr. Lankapalli Bullayya College

Enclosed: Annexures 1 & 2

Acceptance of Appointee:
I have read, understood and accept without any reservations the above appointment.

Signed _____ Date 08/06/18

Name G. Christopher

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