

**ADIKAVI NANNAYA UNIVERSITY::RAJAMAHENDRAVARAM
ANDHRA PRADESH**



Office of the Dean
College Development Council

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No. ANUR/CDC/Edu/ Circular/2018-19/03

Dt:10-07-2018

To

The Principal of all Affiliated Education Colleges,
Adikavi Nannaya University,
Rajamahendravaram.

CIRCULAR

By direction of the Vice - Chancellor, this is to inform you to submit 2 sets of hard copies of affiliation application uploaded in Jnanabhumi Portal along with copies of necessary documents and acknowledgement for online payment of inspection fee within 10 days from the date of issue of this circular.

Further the colleges are directed to pay the staff ratification fee of Rs. 22,000/- for the academic year 2018-19 before 13.07.2018 and get the appointed staff ratified. Staff ratification will be done in CDC section for the period 2017-18 and 2018-19 for which all the staff members to be ratified must attend in person. While coming for ratification correspondents of the colleges are directed to bring the following.

1. Individual appointment order.
2. Joining report.
3. Individual affidavit.
4. Affidavit by the Secretary & Correspondent.
5. Declaration from Correspondent & Secretary on the letter head of the college
6. Four sets of filled in staff ratification proforma with original and latest color photos.
7. Soft copy of the filled in staff ratification proforma in Excel through Pen drive.
8. Two sets of Affiliation & Application uploaded in Jnanabhumi Portal along with necessary documents.

Note: College staff ratification and affiliation process will commence during third week of July schedule will be released shortly.

Yours faithfully,

(P.SURESH VARMA)

DEAN

Copy to :

The Web Master, ANUR for uploading in the ANUR Website & keeping SMS to the Principals of all affiliated all Education Colleges.

The PS to the Vice-Chancellor. The PA to the Registrar. OOF.

(By Secretary & Correspondent on 100/- Non Judicial Stamp Paper)

AFFIDAVIT

I, ----- Secretary and Correspondent, -----
Affiliated to Adikavi Nannaya University do here by solemnly state as follows:

I am the Secretary and Correspondent of ----- affiliated to Adikavi Nannaya University here by agree and accept to continue the following faculty members approved by Adikavi Nannaya University, Rajahmundry for a period of one year from the date of execution of this Affidavit.

Further I hereby declare that I as Secretary and Correspondent of ----- village will not ask any one of the members of the faculty to resign or terminate from the post within one year from the date of execution of this affidavit without any valid reasons. I also hereby declare that if for any reason the management requires any members of the faculty to resign for the post under disciplinary grounds or under any other unavoidable circumstances within one year I shall cause a show-cause notice served on the faculty member well in advance under copy to the Adikavi Nannaya University. I further declare that any action against such member shall be taken only after obtaining permission from Adikavi Nannaya University.

S.No	Name of the Faculty Member	Designation

Deponent

Solemnly affirmed and signed before me on this day of ----- 2018at -----

(By Faculty member on 10/% No Judicial Stamp Paper)

AFFIDAVIT

I,----- S.S.C.Reg No. -----)S/o-----
residing at ----- do hereby solemnly state as follows:

I hereby declare, give my consent and willingness to continue in the post of Principal/Lecturer in ----
----- and approved by Adikavi Nannaya University, Rajahmundry for not less than
one year from this date.

I hereby declare further that I will continue in the post for not less than one year compulsorily and
continue beyond one year also. If I wish to quit/resign from the post of Principal/Lecturer in -----
----- within one year or beyond one year due to unavoidable circumstances I
shall inform the same to the college and also to the authorities of Adikavi Nannaya University,
Rajahmundry and only after obtaining their permission in writing I shall quit /resign. Further, I
declare that I am not working elsewhere except in this college.

Deponent

Solemnly affirmed and signed before me on this day of ----- 2018 at -----

DECLARATION

1. On behalf of the Educational agency of the Institution /Colleges, I-----
Son/Daughter/Wife of ----- do hereby declare that NCTE
/University /Govt rules, regulations and orders issued have been fulfilled, I also
declare that we shall abide by the conditions, rules and regulation guidelines for staff
selection and staff ratification, accordingly staff of the college have been recruited
through staff selection committee and the same staff are being ratified by the
University for the academic year 2018-19 as detailed below and the same staff are
be continued without having any changes in staff appointments for academic year
2018-19.

S.No	Name of the Staff	Date of Birth	Designation with subject specialization

I also declare that the particulars of given staff are correct to the best of my
knowledge, and they are not working in any college except in this college.

Signature

Name of the Secretary/Correspondent:

Name of the College: