



# VIJAYA INSTITUTE OF TECHNOLOGY FOR WOMEN

An ISO 9001:2015 Certified Institute Approved by AICTE, Affiliated to JNTU Kakinada, AP

Phone: 0866-2844444, Email: [vijayatechfw@gmail.com](mailto:vijayatechfw@gmail.com) Website: [www.vitw.edu.in](http://www.vitw.edu.in)

College Code: NP, Enikepadu, Vijayawada-521108

Date: 24-05-2022

**From**

The Principal,  
Vijaya Institute of Technology for Women,

**To**

The Secretary,  
SRK Foundation,  
Vijayawada.

Respected Sir,

Sub: Request for grant permission for faculty recruitment for the academic year 2022-23-Reg.

\*\*\*

I wish to bring to your kind notice that, for the next academic year 2022-23, we need the following faculty members in various departments as mentioned below.

**Teaching Staff Required**

S. No.	Department	Assistant Professor	Associate Professor	Professor	Total Teaching Posts Required
1	ECE	2	0	0	2
2	EEE	0	0	0	0
3	CSE	3	0	0	3
4	IT	2	0	0	2
5	AIML	2	0	0	2
6	MBA	1	0	0	1
7	S&H	6	1	0	7

So, I request you to consider the vacancies and recruit as early as possible for the smooth conduction of class work.

Thanking you sir,

For SRK FOUNDATION

  
SECRETARY

Yours Sincerely,



PRINCIPAL  
VIJAYA INSTITUTE OF  
TECHNOLOGY FOR WOMEN  
ENIKEPADU, VIJAYAWADA-521 108.



## VIJAYA INSTITUTE OF TECHNOLOGY FOR WOMEN

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College Code: NP, Enikepadu, Vijayawada-521108

Date: 04-05-2022

To  
The Principal,  
Vijaya Institute of Technology for Women,  
Enikepadu, 521108.

Respected madam,

Sub: Request for recruiting faculty—Reg.

I, K. Prasuna, Head of the Department of ECE would like to bring to your kind notice that some of the faculty recently resigned from their positions in the institution on personal reasons. So, we require 2 faculty members for our department to conduct the class work without any discrepancies for the academic year 2022-23. In this regard, I request your permission to recruit new faculty to fill-up the resigned faculty positions.

Thanking you,

*K. Prasuna*  
Yours Sincerely

*G. Chm*  
PRINCIPAL  
VIJAYA INSTITUTE OF  
TECHNOLOGY FOR WOMEN  
ENIKEPADU, VIJAYAWADA-521.108



# VIJAYA INSTITUTE OF TECHNOLOGY FOR WOMEN

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College Code: NP, Enikepadu, Vijayawada-521108

Date:05-05-2022

To,  
The Principal,  
Vijaya Institute of Technology for Women,  
Enikepadu-521108

Respected Madam,

Sub: Request to appoint New Faculty in the Dept. of CSE : Reg

I humbly bring to your kind notice that some of the faculty members from the Computer Science and Engineering department have resigned due to their personal reasons recently. Hence, I request you to recruit new faculty in the place of resigned faculty in order to have smooth functioning of the academics and administrative works in the department and ensure quality education to students.

Thanking you

*Aep Ranjan*  
Yours Sincerely

*G. Chm*  
PRINCIPAL  
VIJAYA INSTITUTE OF  
TECHNOLOGY FOR WOMEN  
ENIKEPADU, VIJAYAWADA-521.108



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College Code: NP, Enikepadu, Vijayawada-521108

Date: 02-05-2022

To  
The Principal,  
Vijaya Institute of Technology for Women,  
Enikepadu-521108.


Respected madam,

Sub: Request for recruiting faculty—Reg.

I, Y. Vijaya, Head of the Department of IT would like to bring to your kind notice that some of the faculty recently resigned from their positions in the institution on personal reasons. So, we require 2 faculty members for our department to conduct the class work without any discrepancies for the academic year 2022-23. In this regard, I request your permission to recruit new faculty to fill-up the resigned faculty positions.

Thanking you,

  
Yours Sincerely

  
PRINCIPAL  
VIJAYA INSTITUTE OF  
TECHNOLOGY FOR WOMEN  
ENIKEPADU, VIJAYAWADA-521,108



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College Code: NP, Enikepadu, Vijayawada-521108

Date: 06-05-2022

To  
The Principal,  
Vijaya Institute of Technology for Women,  
Enikepadu 521108.

Respected madam,

Sub: Request for recruiting faculty, AIML - Dept : Reg.

I bring to your kind notice that some of the faculty recently resigned from the institution on personal reasons. So, we require 2 faculty members for our department to conduct the class work without any interruption for the academics. In this regard request your permission to recruit new faculty and replace resigned.

Thanking you,

Yours Sincerely

PRINCIPAL  
VIJAYA INSTITUTE OF  
TECHNOLOGY FOR WOMEN  
ENIKEPADU, VIJAYAWADA-521.108



## VIJAYA INSTITUTE OF TECHNOLOGY FOR WOMEN

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College Code: NP, Enikepadu, Vijayawada-521108

Date: 10-05-2022

To  
The Principal,  
Vijaya Institute of Technology for Women,  
Enikepadu- 521108.

Respected madam,

Sub: Request for recruiting faculty, MBA - Dept : Reg.

I bring to your kind notice that some of the faculty recently resigned from the department due to their personal reasons. So, we require 1 faculty member for our department to conduct the class work without any interruption for the academics. In this regard I request your permission to recruit new faculty and replace the resigned faculty.

Thanking you,

Yours Sincerely

*G. Chm*  
PRINCIPAL  
VIJAYA INSTITUTE OF  
TECHNOLOGY FOR WOMEN  
ENIKEPADU, VIJAYAWADA-521.100



# VIJAYA INSTITUTE OF TECHNOLOGY FOR WOMEN

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College Code: NP, Enikepadu, Vijayawada-521108

Date:12-05-2022

To  
The Principal,  
Vijaya Institute of Technology for women,  
Enikepadu, 521108.

Respected madam,

Sub: Request for recruiting faculty—Reg.

I, Dr. V Raghava Lakshmi, Head of the Department of Science and Humanities would like to bring to your kind notice that some of the faculty recently resigned from their positions in the institution on personal reasons. So, we require 7 faculty members for our department to conduct the class work without any discrepancies for the academic year 2022-23. In this regard, I request your permission to recruit new faculty to fill-up the resigned faculty positions.

Thanking you,

*V.R. Lakshmi*  
Yours Sincerely

*G. Chm*

PRINCIPAL  
VIJAYA INSTITUTE OF  
TECHNOLOGY FOR WOMEN  
ENIKEPADU, VIJAYAWADA-521,108



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College Code: NP, Enikepadu, Vijayawada-521108

Date: 01-10-2021

**From**

The Principal,  
Vijaya Institute of Technology for Women,

**To**

The Secretary,  
SRK Foundation,  
Vijayawada.

Respected Sir,

Sub: Request for grant permission for faculty recruitment for the academic year 2021-22-Reg.

\*\*\*

I wish to bring to your kind notice that, for the next academic year 2021-22, we need the following faculty members in various departments as mentioned below.

**Teaching Staff Required**

S. No.	Department	Assistant Professor	Associate Professor	Professor	Total Teaching Posts Required
1	ECE	1	0	0	1
2	EEE	0	0	0	0
3	CSE	2	1	0	3
4	IT	2	0	0	2
5	AIML	0	0	0	0
6	MBA	3	0	0	3
7	S& H	7	0	0	7

So, I request you to consider the vacancies and recruit as early as possible for the smooth conduction of class work.

Thanking you sir,

For SRK FOUNDATION

  
PRESIDENT

Yours Sincerely,



PRINCIPAL  
VIJAYA INSTITUTE OF  
TECHNOLOGY FOR WOMEN  
ENIKEPADU, VIJAYAWADA





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College Code: NP, Enikepadu, Vijayawada-521108

Date: 15-09-2021

To  
The Principal,  
Vijaya Institute of Technology for Women,  
Enikepadu, 521108.

Respected madam,

Sub: Request for recruiting faculty—Reg.

I, K. Prasuna, Head of the Department of ECE would like to bring to your kind notice that some of the faculty recently resigned from their positions in the institution on personal reasons. So, we require 1 faculty member for our department to conduct the class work without any discrepancies for the academic year 2021-22. In this regard, I request your permission to recruit new faculty to fill-up the resigned faculty positions.

Thanking you,

*K. Prasuna*  
Yours Sincerely

*G. Chinn*

PRINCIPAL  
VIJAYA INSTITUTE OF  
TECHNOLOGY FOR WOMEN  
ENIKEPADU, VIJAYAWADA-521, 108



# VIJAYA INSTITUTE OF TECHNOLOGY FOR WOMEN

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College Code: NP, Enikepadu, Vijayawada-521108

Date: 17-09-2021

To,  
The Principal,  
Vijaya Institute of Technology for Women,  
Enikepadu-521108

Respected Madam,

Sub: Request to appoint New Faculty in the Dept. of CSE : Reg

I humbly bring to your kind notice that some of the faculty members from the Computer Science and Engineering department have resigned due to their personal reasons recently. Hence, I request you to recruit new faculty in the place of resigned faculty in order to have smooth functioning of the academics and administrative works in the department and ensure quality education to students.

Thanking you

Acp Ranjani  
Yours Sincerely

*G. Chm*

PRINCIPAL  
VIJAYA INSTITUTE OF  
TECHNOLOGY FOR WOMEN  
ENIKEPADU, VIJAYAWADA-521, 108



# VIJAYA INSTITUTE OF TECHNOLOGY FOR WOMEN

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College Code: NP, Enikepadu, Vijayawada-521108

Date:20-09-2021

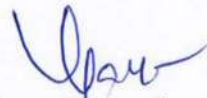
To  
The Principal,  
Vijaya Institute of Technology for Women,  
Enikepadu, 521108.

Respected madam,

Sub: Request for recruiting faculty—Reg.

I, Y.Vijaya, Head of the Department of IT would like to bring to your kind notice that some of the faculty recently resigned from their positions in the institution on personal reasons. So, we require 2 faculty members for our department to conduct the class work without any discrepancies for the academic year 2021-22. In this regard, I request your permission to recruit new faculty to fill-up the resigned faculty positions.

Thanking you

  
Yours Sincerely



PRINCIPAL  
VIJAYA INSTITUTE OF  
TECHNOLOGY FOR WOMEN  
ENIKEPADU, VIJAYAWADA-521108



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College Code: NP, Enikepadu, Vijayawada-521108

Date:22-09-2021

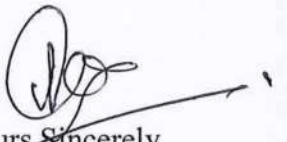
To  
The Principal,  
Vijaya Institute of Technology for Women,  
Enikepadu- 521108.

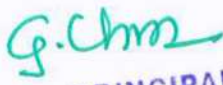
Respected madam,

Sub: Request for recruiting faculty, MBA - Dept : Reg.

I bring to your kind notice that some of the faculty recently resigned from the department due to their personal reasons. So, we require 3 faculty members for our department to conduct the class work without any interruption for the academics. In this regard I request your permission to recruit new faculty and replace the resigned faculty.

Thanking you,

  
Yours Sincerely

  
PRINCIPAL  
VIJAYA INSTITUTE OF  
TECHNOLOGY FOR WOMEN  
ENIKEPADU, VIJAYAWADA-521.108



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College Code: NP, Enikepadu, Vijayawada-521108

Date: 23-09-2021

To  
The Principal,  
Vijaya Institute of Technology for women,  
Enikepadu, 521108.

Respected madam,

Sub: Request for recruiting faculty —Reg.

I, Dr. V Raghava Lakshmi, Head of the Department of Science and Humanities would like to bring to your kind notice that some of the faculty recently resigned from their positions in the institution on personal reasons. So, we require 7 faculty members for our department to conduct the class work without any discrepancies for the academic year 2021-22. In this regard, I request your permission to recruit new faculty to fill-up the resigned faculty positions

Thanking you,

*V. Raghava Lakshmi*  
Yours Sincerely

*G. Chm*

PRINCIPAL  
VIJAYA INSTITUTE OF  
TECHNOLOGY FOR WOMEN  
ENIKEPADU, VIJAYAWADA-521,108



# VIJAYA INSTITUTE OF TECHNOLOGY FOR WOMEN

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College Code: NP, Enikepadu, Vijayawada-521108

Date: 27-11-2020

**From**

The Principal,  
Vijaya Institute of Technology for Women,

**To**

The Secretary,  
SRK Foundation,  
Vijayawada.

Respected Sir,

Sub: Request for grant permission for faculty recruitment for the academic year 2020-21-Reg.

\*\*\*

I wish to bring to your kind notice that, for the next academic year 2020-21, we need the following faculty members in various departments as mentioned below.

**Teaching Staff Required**

S. No.	Department	Assistant Professor	Associate Professor	Professor	Total Teaching Posts Required
1	ECE	1	0	0	1
2	EEE	0	0	0	0
3	CSE	3	0	0	3
4	IT	4	0	0	4
5	AIML	0	0	0	0
6	MBA	1	0	0	1
7	S& H	1	0	0	1

So, I request you to consider the vacancies and recruit as early as possible for the smooth conduction of class work.

Thanking you sir,

For SRK FOUNDATION

  
SECRETARY

Yours Sincerely,



PRINCIPAL  
PRINCIPAL  
VIJAYA INSTITUTE OF  
TECHNOLOGY FOR WOMEN  
ENIKEPADU, VIJAYAWADA-521 108.



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College Code: NP, Enikepadu, Vijayawada-521108

Date:02-11-2020

To  
The Principal,  
Vijaya Institute of Technology for Women,  
Enikepadu- 521108.

Respected madam,

Sub: Request for recruiting faculty—Reg.

I, K. Prasuna, Head of the Department of ECE would like to bring to your kind notice that some of the faculty recently resigned from their positions in the institution on personal reasons. So, we require 1 faculty member for our department to conduct the class work without any discrepancies for the academic year 2020-21. In this regard, I request your permission to recruit new faculty to fill-up the resigned faculty positions

Thanking you,

*K. Prasuna*  
Yours Sincerely

*G. Chm*

PRINCIPAL  
VIJAYA INSTITUTE OF  
TECHNOLOGY FOR WOMEN  
ENIKEPADU, VIJAYAWADA-521, 108



# VIJAYA INSTITUTE OF TECHNOLOGY FOR WOMEN

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College Code: NP, Enikepadu, Vijayawada-521108

Date: 05-11-2020

To,  
The Principal,  
Vijaya Institute of Technology for Women,  
Enikepadu-521108

Respected Madam,

Sub: Request to appoint New Faculty in the Dept. of CSE : Reg

I humbly bring to your kind notice that some of the faculty members from the Computer Science and Engineering department have resigned due to their personal reasons recently. Hence, I request you to recruit new faculty in the place of resigned faculty in order to have smooth functioning of the academics and administrative works in the department and ensure quality education to students.

Thanking you

*Aep Ranjani*  
Yours Sincerely

*G. Chm*

PRINCIPAL  
VIJAYA INSTITUTE OF  
TECHNOLOGY FOR WOMEN  
ENIKEPADU, VIJAYAWADA-521,106





# VIJAYA INSTITUTE OF TECHNOLOGY FOR WOMEN

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College Code: NP, Enikepadu, Vijayawada-521108

Date: 09-11-2020

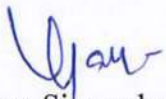
To  
The Principal,  
Vijaya Institute of Technology for Women,  
Enikepadu- 521108.


Respected madam,

Sub: Request for recruiting faculty—Reg.

I, Y.Vijaya, Head of the Department of IT would like to bring to your kind notice that some of the faculty recently resigned from their positions in the institution on personal reasons. So, we require 4 faculty members for our department to conduct the class work without any discrepancies for the academic year 2020-21. In this regard, I request your permission to recruit new faculty to fill-up the resigned faculty positions.

Thanking you

  
Yours Sincerely

  
PRINCIPAL  
VIJAYA INSTITUTE OF  
TECHNOLOGY FOR WOMEN  
ENIKEPADU, VIJAYAWADA-521108



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College Code: NP, Enikepadu, Vijayawada-521108

Date: 10-11-2020

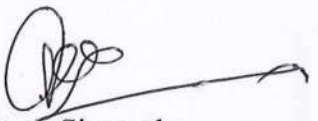
To  
The Principal,  
Vijaya Institute of Technology for Women,  
Enikepadu- 521108.

Respected madam,

Sub: Request for recruiting faculty, MBA - Dept : Reg.

I bring to your kind notice that some of the faculty recently resigned from the department due to their personal reasons. So, we require 1 faculty member for our department to conduct the class work without any interruption for the academics. In this regard I request your permission to recruit new faculty and replace the resigned faculty.

Thanking you,

  
Yours Sincerely



PRINCIPAL  
VIJAYA INSTITUTE OF  
TECHNOLOGY FOR WOMEN  
ENIKEPADU, VIJAYAWADA-521108



# VIJAYA INSTITUTE OF TECHNOLOGY FOR WOMEN

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College Code: NP, Enikepadu, Vijayawada-521108

Date: 12-11-2020


To  
The Principal,  
Vijaya Institute of Technology for women,  
Enikepadu, 521108.

Respected madam,

Sub: Request for recruiting faculty—Reg.

I, Dr. V Raghava Lakshmi, Head of the Department of Science and Humanities would like to bring to your kind notice that some of the faculty recently resigned from their positions in the institution on personal reasons. So, we require 1 faculty member for our department to conduct the class work without any discrepancies for the academic year 2022-23. In this regard, I request your permission to recruit new faculty to fill-up the resigned faculty positions.

Thanking you,

  
Yours Sincerely



PRINCIPAL  
VIJAYA INSTITUTE OF  
TECHNOLOGY FOR WOMEN  
ENIKEPADU, VIJAYAWADA-521108



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College Code: NP, Enikepadu, Vijayawada-521108

Date: 30-05-2019

**From**

The Principal,  
Vijaya Institute of Technology for Women,

**To**

The Secretary,  
SRK Foundation,  
Vijayawada.

Respected Sir,

Sub: Request for grant permission for faculty recruitment for the academic year 2019-20-Reg.

\*\*\*

I wish to bring to your kind notice that, for the next academic year 2019-20, we need the following faculty members in various departments as mentioned below.

**Teaching Staff Required**

S. No.	Department	Assistant Professor	Associate Professor	Professor	Total Teaching Posts Required
1	ECE	2	0	0	2
2	EEE	0	0	0	0
3	CSE	3	0	0	3
4	IT	0	0	0	0
5	MBA	0	0	0	0
6	S&H	0	0	0	0

So, I request you to consider the vacancies and recruit as early as possible for the smooth conduction of class work.

Thanking you sir,

For SRK FOUNDATION

  
SECRETARY

Yours Sincerely,



PRINCIPAL  
VIJAYA INSTITUTE OF  
TECHNOLOGY FOR WOMEN  
ENIKEPADU, VIJAYAWADA-521 108.



# VIJAYA INSTITUTE OF TECHNOLOGY FOR WOMEN

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College Code: NP, Enikepadu, Vijayawada-521108

Date:14-05-2019

To  
The Principal,  
Vijaya Institute of Technology for Women,  
Enikepadu, 521108.

Respected madam,

Sub: Request for recruiting faculty—Reg.

I, K. Prasuna, Head of the Department of ECE would like to bring to your kind notice that some of the faculty recently resigned from their positions in the institution on personal reasons. So, we require 2 faculty members for our department to conduct the class work without any discrepancies for the academic year 2019-20. In this regard, I request your permission to recruit new faculty to fill-up the resigned faculty positions.

Thanking you,

*K. Prasuna*  
Yours Sincerely

*G. Chinn*

PRINCIPAL  
VIJAYA INSTITUTE OF  
TECHNOLOGY FOR WOMEN  
ENIKEPADU, VIJAYAWADA-521108



# VIJAYA INSTITUTE OF TECHNOLOGY FOR WOMEN

An ISO 9001:2015 Certified Institute Approved by AICTE, Affiliated to JNTU Kakinada, AP

Phone: 0866-2844444, Email: [vijayatechfw@gmail.com](mailto:vijayatechfw@gmail.com) Website: [www.vitw.edu.in](http://www.vitw.edu.in)

College Code: NP, Enikepadu, Vijayawada-521108

Date: 17-05-2019

To,  
The Principal,  
Vijaya Institute of Technology for Women,  
Enikepadu-521108

Respected Madam,

Sub: Request to appoint New Faculty in the Dept. of CSE : Reg

I humbly bring to your kind notice that some of the faculty members from the Computer Science and Engineering department have resigned due to their personal reasons recently. Hence, I request you to recruit new faculty in the place of resigned faculty in order to have smooth functioning of the academics and administrative works in the department and ensure quality education to students.

Thanking you

*Aep Ranjani*  
Yours Sincerely

*G. Chm*

PRINCIPAL  
VIJAYA INSTITUTE OF  
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College Code: NP, Enikepadu, Vijayawada-521108

Date: 26-05-2018

**From**

The Principal,  
Vijaya Institute of Technology for Women,

**To**

The Secretary,  
SRK Foundation,  
Vijayawada.

Respected Sir,

Sub: Request for grant permission for faculty recruitment for the academic year 2018-19-Reg.

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I wish to bring to your kind notice that, for the next academic year 2018-19, we need the following faculty members in various departments as mentioned below.

**Teaching Staff Required**

S. No.	Department	Assistant Professor	Associate Professor	Professor	Total Teaching Posts Required
1	ECE	12	0	1	13
2	EEE	3	0	0	3
3	CSE	3	0	0	3
4	IT	10	0	0	10
5	MBA	2	0	0	2
6	S&H	4	0	0	4

So, I request you to consider the vacancies and recruit as early as possible for the smooth conduction of class work.

Thanking you sir,

For SRK FOUNDATION

SECRETARY

Yours Sincerely,

PRINCIPAL  
VIJAYA INSTITUTE OF  
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College Code: NP, Enikepadu, Vijayawada-521108

Date: 02-05-2018

To  
The Principal,  
Vijaya Institute of Technology for Women,  
Enikepadu, 521108.

Respected madam,

Sub: Request for recruiting faculty—Reg.

I, K. Prasuna, Head of the Department of ECE would like to bring to your kind notice that some of the faculty recently resigned from their positions in the institution on personal reasons. So, we require 13 faculty members for our department to conduct the class work without any discrepancies for the academic year 2018-19. In this regard, I request your permission to recruit new faculty to fill-up the resigned faculty positions.

Thanking you,

*K. Prasuna*  
Yours Sincerely

  
PRINCIPAL  
VIJAYA INSTITUTE OF  
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College Code: NP, Enikepadu, Vijayawada-521108

Date: 03-05-2018

To  
The Principal,  
Vijaya Institute of Technology for Women,  
Enikepadu -521108.

Sir/madam,

Sub: Request for recruiting faculty, EEE - Dept : Reg.

I bring to your kind notice that some of the faculty recently resigned from the department on their personal reasons. So, we require 3 faculty members for our department to conduct the class work without any interruption for the academics. In this regard request your permission to recruit new faculty and replace resigned faculty.

Thanking you,

K. NARENDRA  
Yours Sincerely

  
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College Code: NP, Enikepadu, Vijayawada-521108

Date: 08-05-2018

To,  
The Principal,  
Vijaya Institute of Technology for Women,  
Enikepadu-521108

Respected Madam,

Sub: Request to appoint New Faculty in the Dept. of CSE : Reg

I humbly bring to your kind notice that some of the faculty members from the Computer Science and Engineering department have resigned due to their personal reasons recently. Hence, I request you to recruit new faculty in the place of resigned faculty in order to have smooth functioning of the academics and administrative works in the department and ensure quality education to students.

Thanking you

*Aep Ranjani*  
Yours Sincerely

*A. Srinivasulu Reddy*  
PRINCIPAL  
VIJAYA INSTITUTE OF  
TECHNOLOGY FOR WOMEN  
ENIKEPADU, VIJAYAWADA-521, 108



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College Code: NP, Enikepadu, Vijayawada-521108

Date: 09-05-2018

To  
The Principal,  
Vijaya Institute of Technology for Women,  
Enikepadu, 521108.

Respected madam,

Sub: Request for recruiting faculty—Reg.

I, Y.Vijaya, Head of the Department of IT would like to bring to your kind notice that some of the faculty recently resigned from their positions in the institution on personal reasons. So, we require 10 faculty members for our department to conduct the class work without any discrepancies for the academic year 2018-19. In this regard, I request your permission to recruit new faculty to fill-up the resigned faculty positions.

Thanking you,

  
Yours Sincerely

  
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College Code: NP, Enikepadu, Vijayawada-521108

Date: 14-05-2018

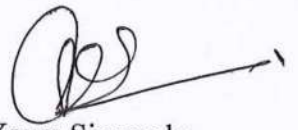
To  
The Principal,  
Vijaya Institute of Technology for Women,  
Enikepadu- 521108.

Respected madam,

Sub: Request for recruiting faculty, MBA - Dept : Reg.

I bring to your kind notice that some of the faculty recently resigned from the department due to their personal reasons. So, we require 2 faculty members for our department to conduct the class work without any interruption for the academics. In this regard I request your permission to recruit new faculty and replace the resigned faculty.

Thanking you,

  
Yours Sincerely

  
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Date: 17-05-2018

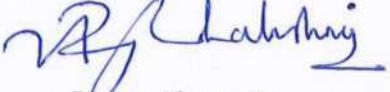
To  
The Principal,  
Vijaya Institute of Technology for Women,  
Enikepadu-521108.


Respected madam,

Sub: Request for recruiting faculty—Reg.

I, Dr. V Raghava Lakshmi, Head of the Department of Science and Humanities would like to bring to your kind notice that some of the faculty recently resigned from their positions in the institution on personal reasons. So, we require 4 faculty members for our department to conduct the class work without any discrepancies for the academic year 2018-19. In this regard, I request your permission to recruit new faculty to fill-up the resigned faculty positions

Thanking you,

  
Yours Sincerely

  
PRINCIPAL  
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