



SAPTHAGIRI COLLEGE OF ENGINEERING

Affiliated to VTU, Belagavi, and Recognized by AICTE, New Delhi

(Accredited by NAAC with *A* Grade) (ISO 9001-2015 and 14001-2015 certified Institute)

14/5, Chikkasandra, Hesaraghatta, Main Road, Bengaluru-560057

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MATERNITY LEAVE

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Principal

Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

To,

02/12/2019

The Principal,
Sapthagiri College of Engineering,
Bangalore.

From,

Pallavi G A,
Assistant Professor,
Department of Civil Engineering,
Sapthagiri College of Engineering,
Bangalore.

Subject: Request for Maternity Leave for 6 months duration.

Respected Sir,

As I am undergoing my 8th month pregnancy and my due date is in the month of January 2020, I am planning to work till last week of December 2019 in Sapthagiri College of Engineering. Thereafter I am planning to take Maternity Leave from 1st January 2020 for the duration of 6 months and rejoin the institution in the month of July 2020. So I request you to grant me the maternity leave for 6 months and also request you to accept my profile during rejoining.

Thanking You

Yours sincerely,

Pallavi G A 2/12/2019
Pallavi G A,
Assistant Professor,
Department of Civil Engineering

*Recommended for
consideration.*

2/12/19

2/12/19.



Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road
Bangalore-560 057

Mr. E.E.

Place: - - -

From
Thansu. K
Asst. Prof R3
Dept. of EEE
Sapthagiri College of Engg

[Signature]
HOD

To,
The Principal
Sapthagiri College of Engineering
Bangalore- 57.

Subject:- "To avail Maternity leave."

I bring to you kind notice that
I have to avail Maternity leave from June 11th
to Dec 10th 2019. The expected due date is last
Week of June 2019. Therefore I request you
to permit me to avail the maternity as said
above.

I will be joining the duty by Dec 11th 2019
Permission may please be granted for availing
Maternity Leave.
Please oblige.

Thanking You,

Maybe permitted to avail ML
for the said period.
workload will be given for the
semester of Feb 2020. Kind
for approval

Principal
Sapthagiri College of Engineering
Channarayana, Hesaraghatta Road
Bangalore-560057

[Signature]
Thansu K
31/5/19
[THANST. K]

For
HOD/EEE

From:
Ramya R
Assistant Professor
Department of ISE, SCE
Bangalore-560057

Date: 11-05-2020

To
The Principal
Sapthagiri College of Engineering
Bangalore-560057

Through
The HOD
Department of ISE, SCE

Respected Sir,

Subject: Requisition for Maternity Leave.

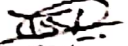
With reference to the above subject, I undersigned would bring the following for your kind information and consideration.

I have been working as Assistant Professor in the Department of Information Science and Engineering for the last 8 years since 01-01-2012 to till date. As per the advice of doctor, I am hereby requesting you to kindly permit to avail Maternity Leave as the Expected Delivery Date is 30-05-2020. However I have completed all the work assigned by the Department till now and also I have requested Prof.Divya BS and Prof.Bhavatarini to complete the tasks of regular academics for the current semester.

So I request you to grant Maternity Leave from 12-05-2020 to 17-01-2021. Kindly do the needful and oblige.

Thanking You

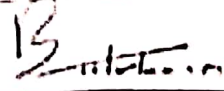
Your's faithfully

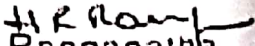

Prof. Divya BS
Bhavatarini N.
Prof. Bhavatarini N

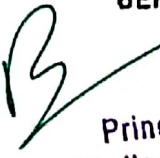

(Ramya R)

I informed prof Divya & Bhavatharini to complete IEC task that are to be assigned on behalf of prof. R in her absence.

Forwarded for kind consideration.

For Director's Sir,
Approved



Dr. H.R. Ranganatha
Prof & H.O.D
Dept. of Information Science & Engg
Sapthagiri College of Engineering
14/5 Chikkasandra, Hosuraghatta Road
BENGALURU-560 057


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Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road
Bangalore-560 057
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DATE : 06/09/2021

From,
Sanjana G.M.
Assistant Professor
Dept. of Civil Engineering
SCE, Bangalore

To,
The Principal
SCE, Bangalore

Sub: Rejoining to Institution

Respected Sir,

I Sanjana G.M. (Assistant professor, civil department) was on Maternity leave ... till 5/09/2021 and on 06/09/2021 Reporting back to work so from this I kindly request you to accept my letter by approving me to continue to work in the Institution.

For
Forwarded
for necessary
reporting procedure

Thanking you

For Director Approval

Yours respectfully
Sanjana G.M.

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road
Bangalore-560 057

To,

Date : 5/11/2018

Principal
Sapthagiri College of Engineering
Bangalore - 560057

From,

Ashwini . C
EEE Department
SCE, Bangalore.

Respected Sir,

Sub: Request for the sanction of maternity leave

I, hereby inform that, I have to avail the maternity leave, as the expected delivery date is around 10th November 2018. I have covered the syllabus of all the 5 modules. I request you to kindly permit to avail maternity leave from 10th November 2018 to 10th April 2019.

I request you to kindly consider the above and sanction the said maternity leave.
Please oblige

Thanking You,
Yours Faithfully

(ASHWINI . C)

Forwarded to PRINCIPAL

Kori
HOD/EEE

B

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road
Bangalore - 560057