



SRK INSTITUTE OF TECHNOLOGY

AUTONOMOUS, ACCREDITED BY NAAC WITH 'A' GRADE
Approved by AICTE, Permanently Affiliated to JNTUK & Certified by ISO 9001:2015
Enikepadu, Vijayawada - 521 108, A.P. India.

No. 5092

LEAVE CL EL CCL OD ML

Name: O. Durga Bhavani Designation: Assistant Professor

Department: CEE Reason: Maternity Leave No of days applied: 93

From: 1/6/24 To: 1/9/24 Days: Balance leaves available (mandatory):

Subject / Lab	Date	Class R/ Sec	Period	Name of the Faculty	Signature
<u>Maternity Leave</u> →				<u>O. Durga Bhavani</u>	

Faculty / Staff Date

Radhika
HOD / Date 1/6/24

Principal Date

PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.

Dt: 31-05-24,
Enikepadu.

To,
The principal,
S.R.K Institute of Technology,
Enikepadu.

Sub: Request for maternity leave - Reg

I Ojimala Durga Bhavani working as
assistant professor in the department of CSE-
(Data Science). I would like to apply for
maternity leave from 01-06-2024, as I am
running in the 7th month. please grant me this
leave.

Thanking you Sir,

Yours Sincerely,
O. Durga Bhavani

Forwarded to
Principal Sir

Ratna
31/5/24

OK
[Signature]
PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.

Date:14-02-24

Enikepadu

To
The Principal,
SRKIT,
Enikepadu,

Sub: Request for study leave-Reg

Respected sir,

I, M. Vidya Elizabeth working as Assistant professor in S&H department (Physics). I am pursuing Ph.D. (Full Time) under the guidance of Prof. G. Naga Raju at Acharya Nagarjuna University Guntur as a part of my career progression. To complete my Ph. D. I want leave from 15-2-2024 to 14-2-2025 for a period of one year and I will rejoin my duties after the completion of my Ph.D.

Hence, I request your kind selves to grant me leave for the above period for which act I am grateful to you.

Thanking you, sir.

Yours faithfully,

M. V Elizabeth 14/2/24
M.VIDYA ELIZABETH

S&H Department

SRKIT

PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.

Forwarded
R

Head of the Department
Department of Science and Humanities
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108



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No.: 3402

LEAVE CL EL CCL OD

Name: M. Vidya Elizabeth Designation: Asst. Professor

Department: SSH Reason: Study leave (PhD) No of days applied: one year

From: 15-2-24 To 14-2-25 (140 days). Balance leaves available (mandatory):

Class Work Arrangement	Subject / Lab	Date	Class Br. Sec	Period	Name of the Faculty	Signature	

M. V. Elizabeth
Faculty / Staff / Date 14/2/24

[Signature]
HOD / Date 14/2/24

[Signature]
Principal / Date

[Signature]

PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108

Vijayawada,
Date: 28-10-2023.

To
The principal,
SRK Institute of Technology,
Enikepadu,
Vijayawada.

through proper channel

Respected sir,
sub: Requesting to grant maternity leave & Extension

Regarding

I K. Vamsi Anuswetha working as Assistant professor
in the Electronics & Communication Engineering department from
03-03-2022, requesting you to please grant me to avail
maternity leave extension from 01-11-2023 to 31-03-2024.
I will attend the duties from 01-04-2024. I will be
available for the academic inspections if any in the
college.

Thanking you,

Forwarded
S. Sri Gowri
HECE

OK
MP

PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 100.

Yours faithfully,
K. Vamsi Anuswetha,
Asst. professor,
ECE department.



SRK INSTITUTE OF TECHNOLOGY

Enikepadu, VIJAYAWADA - 521108 Ph. : 0866-2841839

LEAVE CL EL CCL GD

No: 1408
 Name: T. Prasanna priyanka ^{LOP} Designation: Programmer
 Department: CSE Reason: Due to marriage purpose No of days applied: 18
 From: 11/12/23 To: 18/12/23 (18 days). Balance leaves available (mandatory):

Class Work Arrangement	Subject / Lab	Date	Class Pr. Sec.	Faculty	Name of the Lab Pr.	Signature
		Lab - Adjusted to			Saisree . K.	
				Swetha .		

Faculty / ^{LOP} Date: 11/12/23

Radhika 11/12/23
HOD / Date

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ENIKEPADU, VIJAYAWADA-521 108.