

-- Forwarded message -----

From: **SRK Institute of Technology** <srktech@gmail.com>

Date: Mon, Nov 28, 2022 at 7:31 PM

Subject: Fwd: Maternity leave

To: Principal SRK <principalsrk@gmail.com>

----- Forwarded message -----

From: **Kavya Podill** <kavyap196@gmail.com>

Date: Mon, Nov 28, 2022 at 4:50 PM

Subject: Maternity leave

To: <srktech@gmail.com>

Dear Principal,

I want to inform you that I want to go on maternity leave for 9 months from (25/11/22 to 01/07/2023) as doctor said for the bed rest. Therefore, I request you to please assign an alternate Assistant Professor for my subject/class during my leaves. If my leave plan changed for any reason, I will inform you accordingly. I can also provide the medical report from my doctor confirming the relevant details if needed.

looking for your approval for my maternity leaves.

Yours Sincerely,

Kavya.P(Asst.Prof)MBA.Dept



Forwarded to Respected Principal Sir.

B. ~~Prasad~~ 29/11/2022

Approved
M
Permitted
M
28/11/22



SRK INSTITUTE OF TECHNOLOGY

Erikepadu, VIJAYAWADA- 521108 Ph. : 0866-2843839

LEAVE

CL

EL

CCL

OD

No.: **85**

Name: S. Sri Gowri

Designation: Professor

Department: ECE

Reason: Under went Surgery

No. of days applied: 12 days

From: 29/11/2022 To: 13/12/22 (12 Days). Balance leaves available (mandatory): 85EL2CL

Class Work Arrangement	Subject / Lab	Date	Class Bk Sec	Period	Name of the Faculty	Signature
		Classwork		II ECE-A		P.K. Rao
	Admin work				T. Vishnu Prasa	NP

Faculty / S Date
16/12/22

HOD / S Date
16/12/22

Principal / M Date



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LEAVE CL EL CCL OD

No.: **1439**

Name: P. Gayatri Designation: Lab Assistant

Department: S & H Reason: Marriage No. of days applied: 18

From: 14/12/22 To: 31/12/22 Days. Balance leaves available-(mandatory) : _____

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

Faculty: P. Gayatri Date: _____

HOD: [Signature]
13/12/22

Principal: [Signature] Date: _____

Date:-12/12/22

Enikepadu.

To
The Principal
SRKIT
Enikepadu
Vijayawada.

Respected Sir,

Sub: Regarding –Requesting leave on the occasion of the marriage:

I am Working as Lab Asstistant (physics/ Chemistry) in the Department of Science and Humanities. My marriage is on 17-12-2022. So I request leave from 14-12-2022 to 01-01-2023.

Thanking you Sir,

Yours sincerely,

P. Gayatri
P. Gayatri

From
P. Gayatri
Lab Assistant
S & H Department
SRKIT

Chemistry lab Incharge: B 12/12/22
Physics Lab - H. V. Elgarhatt 12/12/22

R
Department of Science and Humanities
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.

Permitted

OK
CM



SRK INSTITUTE OF TECHNOLOGY

Enikepadu, VIJAYAWADA - 521108 Ph. : 0866-2843839

No.: **3827**

LEAVE

CL EL CCL OD

Name: T Chandra Kiran Designation: LAB Technican

Department: EEE Reason: Health problem No of days applied: 12

From: 17/12/22 To: 29/12/22 (12 Days). Balance leaves available (mandatory): _____

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

[Signature]
Faculty / Staff / Date

[Signature]
HOD / Date 31/12/22

[Signature]
Principal / Date

Class Work A



SRK INSTITUTE OF TECHNOLOGY

Enikepadu, VIJAYAWADA- 521108 Ph. : 0866-2843839

No.: **50**

LEAVE

CL EL CCL OD

Name: T Lavanya

Designation: Asst. Prof

Department: CSE

Reason: Maternity leave

No of days applied: 11/ April 2023 -

From: 11/4/2023 To: 11/6/23 (

Days). Balance leaves available (mandatory): 11 Oct 2023

Subject / Lab	Date	Class Br. Sec	Period	Name of the Faculty	Signature
SPM(SMKS) Part I Syllabus is covered.					
BOA (CSE(A/B))					
Soc Lab (11-12)					

Prof. T
Staff/ Date

B. S. ...
10/4/23
Staff/ Date

[Signature]
Principal/ Date

Gangwani,
10/4/2023.

To
The principle,
SRK Engineering College,
Enikepadu,
Ujjaywada.

Sub: Regarding Maternity leave (9th month)
Respected principle Sir,

I am Lauanya.T from CSE department (Assistant professor). As I am in 9th month of pregnancy. Please grant me maternity leave for 6 months from (11-April-2023 to Oct-11th-2023)

Thanking you,
Forwarded to - principal

B. Lalitha
10/4/23
OK
10/4/23
Permitted

Yours faithfully,
Lauanya.T
10/4/23.

Enikepadu,
4-5-2023.

To
The principal sir,
SRKIT,
Enikepadu.

Sub: Request for sanctioning of leave
for my marriage - Req.

Respected sir,
I, B. Sai Kumar Reddy working as
Assistant professor in department of civil engineering.
Recently my marriage was fixed and is to be held
on 11-05-2023. I have completed my class work and
all my departmental works. I want to apply leave
from 5-5-2023 to 20-5-2023 due to my marriage
arrangements at my house so, I request you to
kindly grant me leave for the above.

T. Lakshmi
4/5/23

Thanking you sir,

your's sincerely,
B. Sai Kumar Reddy,

Permitted
Principal



SRK INSTITUTE OF TECHNOLOGY

Enikepadu, VIJAYAWADA - 521108 Ph. : 0866-2843839

LEAVE

CL EL CCL OD

No.: **1149**
 Name: B. Sai Kumar Reddy Designation: Asst. professor
 Department: Civil Reason: Marriage No of days applied: 16
 From: 5/5/2023 To 20/5/2023 (16 Days). Balance leaves available (mandatory): Nil.

Class Work Arrangement	Subject / Lab	Date	Class & Sec	Period	Name of the Faculty	Signature
	DM	5/5/2023	III - IT	II	B. Srilakshmi	<i>[Signature]</i>
	CITF-II	6/5/2023	II - CE	II, IV	A. Krishnappa	<i>[Signature]</i>
	DM	6/5/2023	III - IT	I, III	S. Srinivas	<i>[Signature]</i>
	Antiragging duty	5/5/2023			V. Ashok	<i>[Signature]</i>

Faculty / Stamp / Date

Head / Date

Principal / Date

4/5/23