



Ready for
Every Good Work

SACRED HEART COLLEGE (AUTONOMOUS)

Tirupattur – 635 601, Tamil Nadu, S.India

Resi : (04179) 220103

College : (04179) 220553

Fax : (04179) 226423

A Don Bosco Institution of Higher Education, Founded in 1951 * Affiliated to Thiruvalluvar University, Vellore * Autonomous since 1987

Accredited by NAAC (4th Cycle – under RAF) with CGPA of 3.31 / 4 at 'A+' Grade

6.3.1 Maternity Leave Report 2018 - 2019



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SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR

MATERNITY LEAVE – 2018 – 2019

S. No	Name of the Faculty	Department	Period
1	Mrs. M. Sangeetha	Commerce	15.09.2018 – 14.12.2018
2	Mrs. C. Elavarasi	Chemistry	22.11.2018 – 21.09.2019


Principal

REQUESTING LETTER

Date: 14.09.2018

From

SANGEETHA M
Assistant Professor
Department of Commerce – Shift - II
Sacred Heart College, Tirupattur.

To

Through Additional Principal Shift – II
To the Rector
Sacred Heart College, Tirupattur.

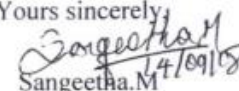
Respected Father,




Sub: Requesting for Maternity leave

As you well known, I am approaching the end of my pregnancy. My due date is [18 Oct 2018]. But unfortunately Doctor told me to take rest because of some uncertainty. So I am requesting you to consider my maternity leave from 15 Sept 2018 and I would rejoin in the month of December 2018.

I apologize for any inconvenience caused by my request. I ask for your kind cooperation in this matter. I look forward to a favorable reply from you to facilitate my work responsibilities.

Thank you,

Yours sincerely,

Sangeetha.M
14/09/18


(Dr. K. Anbalagan)

14/9/18

14/9/18

SACRED HEART COLLEGE										(Autonomous), TIRUPATTUR, Vir.Dt.																								
Register of Attendance of - Teaching Staff										for the Month of SEPTEMBER 2018																								
S.No.	Name	Designation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Remarks
29	MRS.S. ALPHONSA MARY	ASSISTANT PROFESSOR			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
30	MR.A. AUGUSTINE	"			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
COMMERCE																																		
31	DR.K. ANBALAGAN	ASSISTANT PROFESSOR			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
32	DR. G. DEVI	"	V		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
33	MR.S. BERKMANS	"	D	V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
34	MR.S. KARTHIK	"	U	D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
35	DR.A. SANKAR	"	U	D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
36	MR.G. RAJKUMAR	"			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
37	MRS.M. SANGEETHA	"			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	MATERNITY
ECONOMICS																																		
38	DR.M. PEYAKODI	"			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

SACRED HEART COLLEGE										(Autonomous), TIRUPATTUR, Vir.Dt.																								
Register of Attendance of - Teaching Staff										for the Month of OCTOBER 2018																								
S.No.	Name	Designation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Remarks
29	MRS.S. ALPHONSA MARY	ASSISTANT PROFESSOR	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
30	MR.A. AUGUSTINE	"	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
COMMERCE																																		
31	DR.K. ANBALAGAN	ASSISTANT PROFESSOR	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
32	DR. G. DEVI	"	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
33	MR.S. BERKMANS	"	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
34	MR.S. KARTHIK	"	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
35	DR.A. SANKAR	"	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
36	MR.G. RAJKUMAR	"	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
37	MRS.M. SANGEETHA	"			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	MATERNITY
ECONOMICS																																		

SACRED HEART COLLEGE											(Autonomous), TIRUPATTUR, Vir.Dt.																									
Register of Attendance of - Teaching Staff											for the Month of NOVEMBER 2018																									
S.No.	Name	Designation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Remarks		
29	MRS. S. ALPHONSA MARY	Assistant Professor																																		
30	MR. A. AUGUSTINE																																			
COMMERCE																																				
31	DR. K. ANBALAGAN	Assistant Professor																																		
32	DR. G. DEV	"																																		
33	MR. J. BERKMAN	"																																		
34	MR. S. KARTHIC	"																																		
35	DR. A. SANJAY	"																																		
36	MR. G. RAJKUMAR	"																																		
37	MRS. M. SANGEETHA	"																																		MATERNITY

Vertical notes on the page: ALL SOUTHERN, SUNDAY, LOCAL HOLIDAY BY TIRUPATTUR, TRIPPAVALI, SUNDAY, SUNDAY, MOTHERING DAY, SUNDAY.

SACRED HEART COLLEGE											(Autonomous), TIRUPATTUR, Vir.Dt.																									
Register of Attendance of - Teaching Staff											for the Month of DECEMBER 2018																									
S.No.	Name	Designation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Remarks		
29	MRS. S. ALPHONSA MARY	Assistant Professor																																		
30	MR. A. AUGUSTINE																																			
COMMERCE																																				
31	DR. K. ANBALAGAN	Assistant Professor																																		
32	DR. G. DEV	"																																		
33	MR. J. BERKMAN	"																																		
34	MR. S. KARTHIC	"																																		
35	DR. A. SANJAY	"																																		
36	MR. G. RAJKUMAR	"																																		
37	MRS. M. SANGEETHA	"																																		MATERNITY

Vertical notes on the page: CHRISTMAS, SUNDAY, CHRISTMAS.

Requisition Letter

From

Mrs. M.Sangeetha
Assistant Professor
Department of Commerce
Sacred Heart College
Tirupattur - 635601

To

The Additional Principal
Sacred Heart College
Tirupattur - 635601

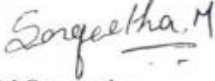
Dear Father,


Sub: Rejoining after Maternity Leave

I am very grateful for your act of kindness towards my maternity leave from 15 Sept 2018 to 14th Dec 2018. I hereby inform you that I am suppose to join on 15th Dec 2018. So I request you to consider my rejoining request and do the needful. I assure you that I shall work with enthusiasm and cooperate with everyone as before.

Thank you,


Yours faithfully,


M.Sangeetha

 T. 13/12/18


13/12/18




15/12/18

REQUISITION LETTER

Date: 07.09.2018

From

Elavarasi.C
Assistant Professor
Department of Chemistry – Shift - II
Sacred Heart College, Tirupattur.

To

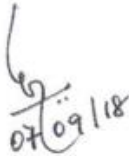
The Additional Principal, Shift – II
Sacred Heart College, Tirupattur.

Respected Father,

Sub: Requesting for Maternity leave

I would like to inform you that, I am approaching the end of my pregnancy and hence I request you to grant me maternity leave from 22nd November 2018 to 21st February 2019. I will rejoin the duty again on 22nd February 2019. Kindly bear with me for the inconvenience caused. I look forward to your favorable reply.

Thanking you,


07/09/18



Yours faithfully,


Elavarasi.C

SACRED HEART COLLEGE
Register of Attendance of - Teaching Staff
(Autonomous), TIRUPATTUR, Vir.Dt.

S.No.	Name	Designation	Date										Remarks			
			1	2	3	4	5	6	7	8	9	10				
CHEMISTRY																
63	MR.A. AROKIA NEPOLEAN RAJ	Assistant Professor														
64	MR.R. DHANAKAR	"														
64	DR.M. NELSON BOSCO PAUL	"														
65	MR. I MARIO LEO JOSEPH	"														
66	MRS.M. THENMOZHIL	"														
67	DR.N. VELVAMANAI	"														
68	MRS.C. LAVARASIL	"														
69	DR.C. JAYAKUMAR	"														
70	DR.R.S. DIANA SANGEETHA	"														
71	MRS.V.M. DIVYA	"														
72	MRS.A.P. ANGELENE MARY	"														

Handwritten notes in table:

- Vertical notes in column 4: ALL SUNDAY
- Vertical notes in column 5: SUNDAY
- Vertical notes in column 6: LOCAL HOLIDAY BY COMBINING GOVT. DEEPANVALI DEEPANVALI
- Vertical notes in column 7: SUNDAY
- Vertical notes in column 8: SUNDAY
- Horizontal notes between columns 18 and 19: MATERNITY
- Vertical notes in column 19: MATERNITY
- Horizontal notes between columns 21 and 22: MATERNITY
- Vertical notes in column 22: MATERNITY

Attendance marks (Vertical lines):

- 63: Present (10 lines)
- 64: Present (10 lines)
- 64: Present (10 lines)
- 65: Present (10 lines)
- 66: Present (10 lines)
- 67: Present (10 lines)
- 68: Present (10 lines)
- 69: Present (10 lines)
- 70: Present (10 lines)
- 71: Present (10 lines)
- 72: Present (10 lines)

SACRED HEART COLLEGE										(Autonomous), TIRUPATTUR, Vir.Dt.																									
Register of Attendance of - Teaching Staff										for the Month of <u>DECEMBER</u> 2018																									
S.No.	Name	Designation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Remarks	
CHEMISTRY																																			
62	MRA. AROKIA NEPOLEAN RAO	Assistant Professor	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
63	MR. R. DHANAKAR	"	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
64	DR. M. WILSON BOSCO PAUL	"	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
65	MR. S. MARCO LEO JOSEPH	"	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
66	MRS. M. THENMOZHIL	"	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
67	DR. N. VELVAMANAN	"	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
68	MRS. C. ELAVARASI	"	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
69	DR. C. JAYAKUMAR	"	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
70	DR. R.S. DEENA SANGETHA	"	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
71	MRS. V.M. DIVYA	"	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
72	MRS. A.P. ANGELINE MARY	"	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

SACRED HEART COLLEGE										(Autonomous), TIRUPATTUR, Vir.Dt.																										
Register of Attendance of - Teaching Staff										for the Month of <u>JANUARY</u> 2019																										
S.No.	Name	Designation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Remarks		
CHEMISTRY																																				
62	MRA. AROKIA NEPOLEAN RAO	Assistant Professor	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
63	MR. R. DHANAKAR	"	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
64	DR. M. WILSON BOSCO PAUL	"	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
65	MR. S. MARCO LEO JOSEPH	"	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
66	MRS. M. THENMOZHIL	"	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
67	DR. N. VELVAMANAN	"	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
68	MRS. C. ELAVARASI	"	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
69	DR. C. JAYAKUMAR	"	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
70	DR. R.S. DEENA SANGETHA	"	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
71	MRS. V.M. DIVYA	"	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
72	MRS. A.P. ANGELINE MARY	"	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

SACRED HEART COLLEGE										(Autonomous), TIRUPATTUR, Vr.Dt.																								
Register of Attendance of - Teaching Staff										for the Month of FEBRUARY 2019																								
S.No.	Name	Designation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Remarks
CHEMISTRY																																		
62	MR. A. ARDRA NEPOLEON PAUL	ASSISTANT PROFESSOR	X	X	X	CHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
63	MR. R. DHANAKAR	"	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
64	DR. M. WILSON BASCO PAUL	"	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
65	MR. P. HAROLD LEO JOSEPH	"	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
66	MRS. M. THEENAZHIL	"	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	MATERNITY	
67	DR. N. VISWANATH	"	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	MATERNITY	
68	MRS. C. ELAVARASI	"	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	MATERNITY	
69	DR. C. JAYAKUMAR	"	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
70	DR. R.S. DIANA SANGEETHA	"	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
71	MRS. V.M. DIVYA	"	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
72	MRS. A.P. ANGELINE MARY	"	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		