

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 2022-2023



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Ready for Every Good Work

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SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR

MATERNITY LEAVE - 2022 - 2023

S. No	Name of the Faculty	Department	Period
1	Dr. Sujatha	Counselling Psychology	18.07.2022 - 23.12.2022
2	Dr. A. Poongothai	Bio - Chemistry	01.02.2023 - 21.04.2023
3	Mrs. M. Rose	Tamil	25.01.2023 - 21.04.2023

Principal Principal

Sacred Heart College (Autonomous) Tirupattur-635 601, Tirupattur - Dist

From

Dr. Sujatha

Assistant Professor

Department of Psychology

Sacred Heart College (Autonomous)

Tirupattur - 635601

To

Rev. Fr. John Alexander
Rector & Secretary
Sacred Heart College (Autonomous)

Tirupattur – 635601

Respected Father,

Sub: Maternity Leave - Reg.

As the due date for the delivery is on 1st Aug 2022, I would like to take - maternity leave for three months from 18.07.2022 to 17.10.2022. Kindly grant me leave on the above said days.

Thanking you

Place: Vellore

Date: 18-7-2022

Dr. Sujatha Assistant Professor Department of Psychology

From

Dr. Sujatha,

Assistant Professor,

Department of Psychology,

Sacred Heart College (Autonomous),

Tirupattur – 635601.

To

Rev. Fr. John Alexander SDB,

Rector & Secretary,

Sacred Heart College (Autonomous),

Tirupattur – 635601.

Respected Father,

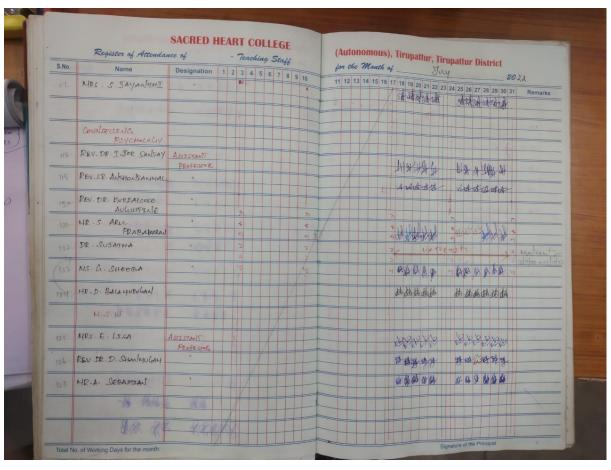
Sub: Extending Maternity Leave - Reg.

I appreciate the concern you have towards me. I would like to extend my parental leave until March 31, 2023. Please accept my request and forward it to the persons concerned.

Thanking you

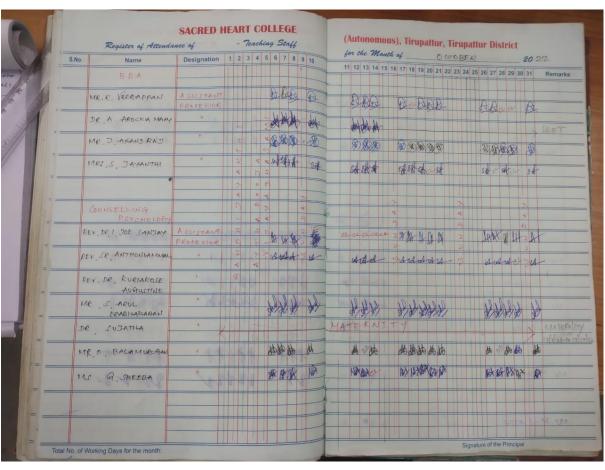
Yours Sincerely,

(Dr. Sujatha)

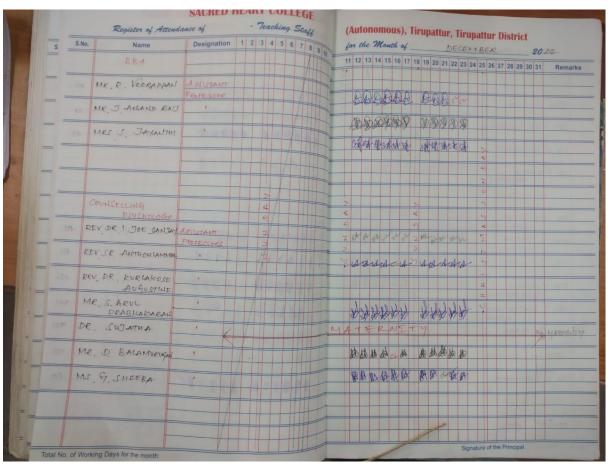




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REQUISITION LETTER

(For Maternity Leave)

Tirupattur (TPT, Dt.) 31-01-2023

From

Dr. A. Poongothai,

Assistant Professor,
Department of Biochemistry (Shift-1),
Sacred Heart College (Autonomous),
Tirupattur (Tirupattur Dt.), PIN - 635601.

To

The Rector and Secretary,

Sacred Heart College (Autonomous), Tirupattur (Tirupattur Dt.), PIN - 635601.

Respected Father,

Sub: Requesting Permission - Maternity Leave (3 Months) - Reg.

Greetings...! This is to inform you that I am **carrying a baby** and it is nearing the due date for delivery. I am taking the consultation for the past three months at **CMC Hospital**, Vellore. The doctors have given that the expected due date for delivery will be 2nd week of February, 2023. They also advised me to be under their supervision as soon as possible.

So, I am requesting you that I need Maternity Leave for 3 months which starts from 1st Feb, 2023 onwards. I will resume for my regular duties immediately once the Maternity Leave period gets completed. Hence, kindly consider my request and allow me to take the Maternity Leave, which will be very helpful.

I had requested the Heads of the Department and Staff Members to make necessary adjustments for the classes and other department activities, during my absence.

Thanking You.

Secretary

Principal Hop Hop

Yours Sincerely,

Dr. A. Poongothai

**	Register of Attenda		- Teaching Stay		(Autonomous), Tirupattur, Tirupattur District for the Month of FERUARY 2028
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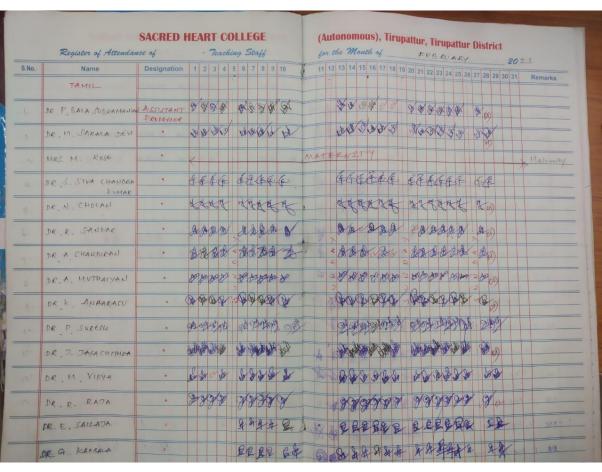
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