

Trichy  
11/04/2022

From

Mrs. A. Ruth Monalisa,  
Assistant Professor,  
Department of English,  
Shrimati Indira Gandhi College,  
Trichy-2

To

The Secretary,  
Shrimati Indira Gandhi College,  
Trichy-2

Through

The Chief Executive Officer,  
Shrimati Indira Gandhi College,  
Trichy-2

Respected Madam / Sir

I am happy to inform you that I delivered a male baby on 30/3/2022 through the Caesarean section. I request you to consider my absence as maternity leave and oblige.

Thanking you -

yours faithfully  
Ruth

Leave Letter

11.1.2022  
Trichy.

From,

R. NITHYA

Director of Physical Education,  
Shrimati Indira Gandhi College,  
Tiruchirappalli - 2.

To,

The Secretary,  
Shrimati Indira Gandhi College,  
Tiruchirappalli - 2.

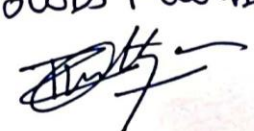
Through,

The Chief Executive Officer,  
Shrimati Indira Gandhi College,  
Tiruchirappalli - 2.

Respected Madam/Sir,

I am happy to inform you  
that I have delivered a male  
baby on 06/01/2022 through caesarian.  
I request you to consider my  
absence as maternal leave  
from 6.1.2022.

Thank you,

Yours Faithfully,  



**BHARATHIDASAN UNIVERSITY**  
(Accredited with A+ Grade by NAAC in the Third Cycle)  
TIRUCHIRAPPALLI - 620 024

**INTER-COLLEGIATE SPORTS AND TOURNAMENTS COMMITTEE**  
**FOR MEN / WOMEN - 2021 - 2022**

**ATTENDANCE CERTIFICATE**

Certified that S. MAHESWAR  
Director of Physical Education of Shri Sree Devi Institute of Technology  
College Triduv has attended the Bharathidasan University  
Inter-Collegiate Sports and Tournaments Committee Annual General Body  
Meeting held on 23.11.2021 at Seminar Hall, Department of Physical  
Education and Yoga, Bharathidasan University, Tiruchirappalli - 620 024.

  
DR. B.S. SHAYANSHA  
CONVENOR

BHARATHIDASAN UNIVERSITY  
INTER-COLLEGIATE SPORTS  
TOURNAMENTS COMMITTEE   
TIRUCHIRAPPALLI - 620 024

**DATE: 23.11.2021**



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TIRUCHIRAPPALLI - 620 024

**INTER-COLLEGIATE SPORTS AND TOURNAMENTS COMMITTEE  
FOR MEN / WOMEN - 2021 - 2022**

**ATTENDANCE CERTIFICATE**

Certified that R. Nithya  
Director of Physical Education of Shrimati Indira Gandhi  
College Trichy has attended the Bharathidasan University  
Inter-Collegiate Sports and Tournaments Committee Annual General Body  
Meeting held on 23.11.2021 at Seminar Hall, Department of Physical  
Education and Yoga, Bharathidasan University, Tiruchirappalli - 620 024.



MAJOR DR. N. S. SIVAKUMAR  
CONVENOR

BHARATHIDASAN UNIVERSITY  
INTER-COLLEGIATE SPORTS &  
TOURNAMENTS COMMITTEE  
TIRUCHIRAPPALLI - 620 024

**DATE: 23.11.2021**

Trichy.  
06.08.2021.

From  
Ms. V. Dhanabakiyalacchini,  
Asst. Professor in Commerce,  
Shrimati Indira Gandhi College,  
Trichy - 02.

To  
The Secretary,  
Shrimati Indira Gandhi College,  
Trichy - 02.

Through,  
The Principal,  
Shrimati Indira Gandhi College,  
Trichy - 02.

Respected Madam,

Sub: Medical Leave - Regarding.

As per my doctor's advice I am going to undergo a surgery to remove my uterus. I request you to grant me leave on loss of pay from 10.08.2021 to 21.09.2021. I assure you Madam, I will continue to handle online classes from my home from 22.09.2021 to 25.10.2021.

Thanking you.

yours faithfully,  
V. Dhanabakiyalacchini

# Application of Maternity Leave

Tripathy  
18-01-2021

To,  
The Secretary  
Shrimati Indira Gandhi College,  
Tiruchy-02.

Through,  
The Principal  
Shrimati Indira Gandhi College,  
Tiruchy-02.

Sub: Application of Maternity Leave

Respected Madam,

This is to bring to your kind notice that I am Ms. M. Roch Soumia, working as Assistant Professor under the Department of Fashion Technology. As I am delivered my baby on 02-01-2021. So I plan to take maternity leave available to me. I want to avail the leave for a period of three months with effect from 02-01-2021 to 02-04-2021. I hope that this request will be sanctioned. If my plans change for any reason, I will let you know as soon as possible. I request you to kindly grant me maternity leave for a period of three months. Kindly do the needful.

Thanking You

Yours Sincerely,

M. Roch Soumia

M. ROCH SOUMIA M.Sc., M.Phil., NET  
Assistant Professor  
Dept. of Fashion Technology  
Shrimati Indira Gandhi College