



6.3.1. Maternity leaves

S No	Year	Name of the faculty	Leave from	To	Remarks
1	2020-21	P Hema Venkata Ramana	08/12/2012	16/12/2021	10 days leave
2	2020-21	R Sharon Rose	July 27 th 2020	November 30 th 2020	Maternity Leave
3	2019-20	A Tejaswi	17 th March 2020	18 th June 2020	Maternity leave
4	2018-19	B. Susmitha	11 th Jun 2018	11 th Sep 2018	Maternity leave and Extra 3 hours permission obtained after the leave
5	2018-19	B Santhi Kiran	4 th Feb 2019	3 rd May 2019	Maternity leave and Extra 3 hours permission obtained after the leave
6	2017-18	N. Dyva Krupa	17 th Jan 2017	17 th April 2017	Maternity leave and Extra 3 hours permission obtained after the leave
7	2016-17	R. Deepthi	1 st July 2016	30 th Sep 2016	Maternity leave and Extra 3 hours permission obtained after the leave
8	2016-17	Priyadarshini	25 th July 2016	23 rd Oct 2016	Maternity leave and Extra 3 hours permission obtained after the leave
9	2016-17	N. Swathi	16 th Jan 2017	1 st June 2017	Maternity leave and Extra 3 hours permission obtained after the leave

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10	2017-18	Ananta Lakshmi	11 th Sep 2017	11 th Dec 2017	Maternity leave and Extra 3 hours permission obtained after the leave
11	2017-18	K. Mallika	13 th Jan 2018	12 th June 2018	Maternity leave and Extra 3 hours permission obtained after the leave

Sample proof

Dt: 7/6/2018
Vijayawada.

TO
The Director
ALLET,
Vijayawada

Respected Father,

sub: Request for Maternity leave req.

I B Sumitha working as an Assistant professor in
Mechanical Engineering Department since July 2013 at your
esteemed institution. I completed all my last academic year
duties on 30/5/2018. So I request you to grant me
maternity leave for three months, i.e. from 11-6-2018 to 11-9-2018.
I must return to my duties on 12-9-2018 on wards.

So kindly grant me permission to take the maternity
leave for three months.

Thanking you father,

your's truly
B. Sumitha
[Asst professor
Mechanical Engg Department]

Dr. Xani
7/6/18


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2/2/2019.
Vijayawada.

TO
The Director
ALIET,
Vijayawada.

Sub: Request of my maternity leave - Reg.

Respected father,

I Santshi Kiran B. working as Assoc
prof in department of ECE, ALIET since July-13,
2011, requesting you to grant maternity
leave from 6th Feb 2019. I shall be back
to my duties after 3 months, I would be
grateful to you for the same

Thanking you father,

Yours faithfully,

Santshi Kiran B,
Assoc prof,
Dept of ECE,
ALIET.

for
21/2/19

Dr. Santshi Kiran B.
2/2/19