

Criterion VI  
Governance, Leadership and Management

**Key Indicator 6.3 - Faculty Empowerment Strategies**

**Maternity Leave Details**

**Academic Year: 2023-2024**

S.No	Name of the Faculty	Designation
1.	Ms Ramya K	Assistant Professor, Agricultural Engineering
2.	Ms Gomathi A	Assistant Professor,S&H
3.	Ms Seifunnisha O	Assistant Professor,S&H
4.	Ms Amuthavalli M	Assistant Professor,CSE
5.	Ms Sherin J	Assistant Professor,CSE



  
Principal  
PRINCIPAL


Hindusthan College Of Engineering & Technology  
COIMBATORE - 641 032.

From,

K. Ramya (T20AG107)  
Assistant professor  
Department of Agricultural Engineering  
HICET  
Coimbatore

To,

The principal  
HICET  
Coimbatore

  
10/07/23  
Long leave.

Respected madam,

Sub: permission request for rejoining after  
maternity leave - Reg.

I would like to inform you that I would be  
rejoining work from 10.07.2023. I have been on  
maternity leave since Dec, 15, 2021, and it ends on  
July 2023. So I request you to kindly accept the  
rejoining letter.

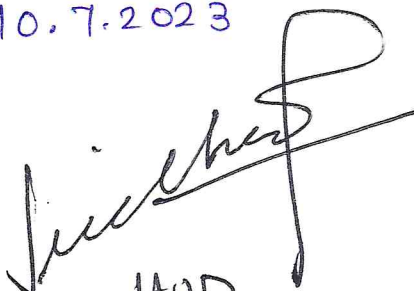
Thanking you,

yours faithfully

Place: Coimbatore

Date: 10.7.2023

  
(K. RAMYA)

  
HOD  
(Agr. Engg.)

From

A. Gomathi  
Assistant Professor / Mathematics  
Department of Science and Humanities  
Hindusthan College of Engineering and Technology  
Coimbatore.

Hand  
S/H  
16/08  
Submitted to  
the manager

To

The Principal  
Hindusthan College of Engineering and Technology  
Coimbatore.

Respected Madam,

Sub: Requesting for rejoining the duty - Reg.

I have availed maternity leave from  
July 2022 to till now. I would like to rejoin  
the duty for the forth coming academic year.  
I request you to kindly permit me to rejoin  
my duty on 01.09.2023.

Thanking you,

Place: Coimbatore

Date: 16.08.2023.

Yours faithfully

A. Gomathi  
16/08/2023

Fdd to Principal Madam

16/08/23

Her workload is 14 hours / week

Her salary at this time  
Rs. 2300/- from 3/7/2022  
long leave.

CP

Workload of mathematics to be attached.

Coimbatore

01-09-2023.

From,

Dr. SEIFUNNISHA.O ✓

Assistant Professor

Department of physics [S & H] ✓

Hindusthan College of Engineering and Technology

Coimbatore - 32

To,

The Principal

Hindusthan College of Engineering and Technology

Coimbatore - 32

Sub: Regarding requisition for rejoining

Respected Madam,

I am Seifunnisha.O, an old employee of your organisation, writing to request for rejoining the job. I have taken maternity leave for 10 months and now I want to rejoin my job. By God's grace I completely healthy to start work again. I request you to kindly consider me for rejoin. I would make sure that I will perform my duties with sincerity, devotion and commitment

Looking for your positive response.

Thanking you

Fdd to Principal madam

1.9.23

Yours sincerely

Seifunnisha.O

11.01.2024  
Coimbatore

Hike  
CSE

From,

M. Amuthavalli, 9688404735  
Assistant Professor,  
Computer Science and Engineering  
HICET

  
12/1/24

DOJ: 25.7.22

To,

The Principal,  
Hindusthan College of Engineering & Technology,  
Coimbatore.

6 mths only more  
After long leave till ~~2023~~ <sup>now</sup>

Respected Madam,

sub: Rejoining After Maternity leave

I have been on Maternity leave since 01.02.2023. At that time I received the salary amount of RS. 23,000/- only. I would request a hike in my salary. kindly consider the same before my rejoining. Expecting the information of rejoining as early as possible.

Thanking you,

(Faculty is ready to join by Feb 1st, 2024)

Forwarded to principal Madam  
v. jay  
(11/01/24)  
H.A.D. - CSE

Yours faithfully  
M. Amuthavalli

From

Sherin J

Assistant Professor/CSE

HICET

To

The Principal

HICET

Subject: Request for leave Reg:


Respected Mam,

I am writing this letter to inform you about the current situation of my health. I have been pregnant since the last 2 months. As I was not feeling well due to my pregnancy. I am not able to travel long. Doctor advised me for a complete rest. Therefore, I need two months leave from 23 Feb 2024 to 23 April 2024. I humbly request you to grant me the leave.

Thanking you


Place: Coimbatore

Date: 23/2/2024

  
Your's Faithfully  
(Sherin J)

*Forwarded to principal madam  
(S.J.) (23/2/24)  
HOD-NE*

*Hod  
CSE*

  
23/2/24

*↓*