

From,

Date: 02-03-2020

Santhosh Kumar S
Assistant Professor
Department of Computer Science & Engineering
K.S.School of Engineering and Management
Bengaluru-560109

To,

The Principal
K.S.School of Engineering and Management
Bengaluru-560109

Through:

The HOD
Dept. of CS&E
KSSEM, Bengaluru

Dear Sir,


Sub: Regarding Marriage Leave Request

With reference to the above subject, I am happy to inform you that my marriage is on 12/03/2020 & 13/03/2020. I request you to please grant me a leave of 10 days from 10/03/2020 to 19/03/2020. So kindly consider my request and oblige.

Thanking you

1 < . Rana of 3/3/2020

Yours faithfully.


[Mr. Santhosh Kumar.S]

7 days.
for which.
9.3.2020.

10 to 16th March
ML

Class Alternate Arrangement:

Date	Class/Lab	Timings	Subject	Name	Signature
10/3/2020	6 th A	9.35-10.30	OS	Deepa.Y	
10/3/2020	6 th B	10.45-11.40	CG	Jandeep.H	
10/3/2020	6 th B	3.00-3.50	OS	Ashoka.S	
11/3/2020	6 th A	9.35-10.30	CNS	Amitha.S	
11/3/2020	6 th A2/lab	1.20-3.50	SS Lab	Deepak.MD	
16/3/2020	6 th A	8.40-9.35	SS CD	Veena R.S.	
16/3/2020	6 th A1/lab	1.20-3.50	SS Lab	Pradheep.K	
17/3/2020	6 th A	9.35-10.30	SS CD	Veena R.S.	
17/3/2020	6 th B	10.45-11.40	SS CD	Veena R.S.	
17/3/2020	6 th B	3.00-3.50	OS	Ashoka.S	
18/3/2020	6 th A	9.35-10.30	SS CD	Veena R.S.	
18/3/2020	6 th A2/lab	1.20-3.50	SS Lab	Deepak.MD	
19/3/2020	6 th B	8.40-9.35	SS CD	Veena R.S.	
19/3/2020	6 th A	1.20-2.10	CG	Sandhya	

[Mr.Santhosh Kumar.S]



K.S. SCHOOL OF ENGINEERING AND MANAGEMENT

BENGALURU - 560 109

STAFF LEAVE FORM

Name: Zaiba

Date: 3 / 03 / 2020

No. of Days: 6

Department: ECE

Leave Applied From: 9/3/2020

To: 14/3/2020

Category Leave

CL	SCL	Compensatory Leave	VL / EL	Other (Marriage Leave) <input checked="" type="checkbox"/>
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Reason for Leave applied: Marriage leave

Contact No. 8138019458

Recommended / Not Recommended

Signature of the Employee Zaiba

HSD

OFFICE

Leave at credit :days

Approved / Not Approved

Applied :days

Balance : days

K. Ravi
Principal

Alternate Arrangement

Date	Class / Lab	Timings	Subject	Name	Sign
9/3/20	class	8:40-9:35	wireless communication & LTE	Dr. KISHORE M	<u>Kishore</u>
9/3/20	class	10:45-11:40	wireless communication & LTE	Dr. KISHORE M	<u>Kishore</u>
9/3/20	Lab	1:20-3:50	ATC Lab	Dr. Anurag Kumar	<u>Anurag</u>
10/3/20	class	9:35-10:30	wireless communication & LTE	Dr. KISHORE M	<u>Kishore</u>
10/3/20	class	11:40-12:35	wireless communication & LTE	Dr. KISHORE M	<u>Kishore</u>
10/3/20	Lab	1:20-3:50	EL Lab	Deepa P. B	<u>Deepa</u>
11/3/20	class	8:40-9:35	wireless communication & LTE	Dr. KISHORE M	<u>Kishore</u>

Thanking you,

Yours Sincerely,
Zaiba

Recommended
hna
3/3/2020

K. Ravi
Approved
K. Ravi
9-2-2020
24/3/2020

Date: - 03-03-2020

From,
Zaiba,
Assistant professor,
Electronics & communication, Dept,
KSSEM, Bengaluru

To,
The principal,
KSSEM, Bengaluru

Respected Sir,

Subject:- Requisition for Marriage leave during
my wedding.

As mentioned above, my wedding date is
fixed on 8th march 2020, so I request you
to tender marriage leave from 9th march
2020 to 14th march 2020 (Monday - Saturday).

I assure that I will do the alternate
arrangements for the respective classes that
I am going to handle. With this requisition
letter I have attached my wedding
card. kindly permit and do the needful.
Thanking you,

Yours sincerely,

Zaiba

3/3/2020

Recommendation

hms
3/3/2020

Approved
9-2-2020



K.S. SCHOOL OF ENGINEERING AND MANAGEMENT

BENGALURU - 560 109

STAFF LEAVE FORM

Name: Naveena M.P. Date: 31 01 2020

No. of Days: 13 days. Department: CIVIL

Leave Applied From: 5/02/2020 To: 17/02/2020

Category Leave

CL	SCL	Compensatory Leave	VL / EL	Other
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Reason for Leave applied: Personal (Marriage)

Contact No. 9071135004 Recommended / Not Recommended

Signature of the Employee *[Signature]* HOD *[Signature]*

OFFICE

Leave at credit :days Approved / Not Approved

Applied :days *7 days to be given as marriage leave. Rest to be taken as CL*

Balance : days *K. Rama Raju*
Principal

Alternate Arrangement

Date	Class / Lab	Timings	Subject	Name	Sign
10/2/2020	CLASS	10.45-12.35	PSC	Shashi prasad .N.	<i>[Signature]</i>
11/2/2020	CLASS	8.40-9.35	PSC	Shashi prasad .N.	<i>[Signature]</i>
12/2/2020	CLASS	11.40-12.35	PSC	Shashi prasad .N.	<i>[Signature]</i>
17/2/2020	CLASS	10.45-12.35	PSC	Shashi prasad .N.	<i>[Signature]</i>

Date:04/02/2020

To,
Principal
K.S.School of Engineering and Management
Banglore-560109

From,
Naveena M.P
Asst.Professor
Department of Civil Engineering
K.S.School of Engineering and Management
Banglore-560109

Dear Sir

Sub: Regarding Marriage Leave Request

With reference to the above subject, I would like to inform you that my marriage is going to be held on 10/02/2020, so I am requesting you to please grant me a leave of 7 days from 7/02/2020 to 14/02/2020. Kindly requesting to consider the request.

Thanking you,
Sanctioned 7 days as the marriage Leave
I < . Ramo f
4/2/2020
Naveena M.P.