



### **WELFARE HOLIDAY FOR STAFF**

<b>S. No</b>	<b>NAME OF THE STAFF</b>	<b>DEPARTMENT</b>	<b>DATE</b>	<b>PURPOSE</b>
1.	Mrs. L. Anna Sheba	Biochemistry	11.01.2022 to 21.01.2022	COVID Infection
2.	Ms. V.C. Chitra	Tamil	02.07.2022 to 05.07.2022	Marriage
3.	Mrs. R. Sathya	Mathematics	01.09.2022 to 03.09.2022	Marriage
4.	Dr. R. Bhavani	Economics	14.09.2022 to 03.09.2022	Bereavement in family
5.	Ms K.Y. Ananthi	Maintenance Officer	21.04.2022 to 25.05.2022	Bereavement in family
6.	Ms E. Praveena	Mathematics	02.05.2023 to 04.06. 2023	Bereavement in family

From

Mrs L. Anna Sheba,  
Assistant Professor,  
Department of Biochemistry,  
Soka Ikeda college of arts & science for women,  
Chennai

To

The Principal,  
Soka Ikeda college of arts & science for women,  
Chennai

Respected Madam,

SUB: Request for Welfare Holiday - Reg  
Unfortunately I have been tested as COVID  
positive and admitted in hospital. I stayed  
isolated in my house. In this regard, I have  
taken leave from 11-01-2022 to 21-01-2022.  
I kindly request you to consider my leave  
under welfare holiday and do the needful.

Thanking you,

CHENNAI  
24-1-22

yours faithfully,  
Mrs Anna Sheba L



PRINCIPAL  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
CHENNAI - 600 093

ரெண்டிணை  
29.06.2022

அலுபிபுநர்

அ.சி. சிதிரா

தமிழ்த் துறை

உதவிப் பேராசிரியர்

சோகா இகதா கலை ஡ந்ரூம் அந்ரயல் ஡கனிர் கல்யாநி  
஡ாதனாங்குப்பம், ரெண்டிணை - 99

ரெறுநர்

உயர் திடு. கல்யாநி தலைவர் அவர்கள்

சோகா இகதா கலை ஡ந்ரூம் அந்ரயல் ஡கனிர் கல்யாநி  
஡ாதனாங்குப்பம், ரெண்டிணை - 99

அதி: கல்யாநி ஡தல்வர் அவர்கள்

சோகா இகதா கலை ஡ந்ரூம் அந்ரயல் ஡கனிர் கல்யாநி  
஡ாதனாங்குப்பம், ரெண்டிணை - 99

஡திப்பந்ருநிய ஡யா

ரெபாடுஸ்: திடு஡ணாத்திந்ரு ஡ந்ரயல் ஡ண்குதல் ததாடர்பாக,

஡ண்க்கம், ஡ண்க்கு 06.07.2022 அன்று



திடு஡ணம் நதாப்தெறு ஡ள்ளது. அதலால்,

30.06.2022 ஡தல் 14.07.2022 ஡ரை.15 நாள்஡்

஡ண்க்கு ஡டுப்த ஡தங்கு஡ாறு தங்கணாப் ஡ணிவுடன்

திடு஡ண்க்கு ரகாங்கிடுறன்.

accepted

நன்ந்

தங்கன் உண்தையுள்ள

அ.சி. சிதிரா

29/6/22

29/6/22

2022/-

25.08.2022

Chennai.

From

Sethya R,

Assistant Professor,

Department of Mathematics,

Soka Ikeda College of Arts & Science for Women,

Chennai - 600 099.

To

The Principal,

Soka Ikeda College of Arts & Science for Women,

Chennai - 600 099.

Respected Madam,

As I am getting married on 01.09.2022 (Thursday).

I request you to grant leave (8 days) for my wedding.

I herewith enclosed my wedding invitation.

3 days <sup>without loss</sup> can be sanctioned

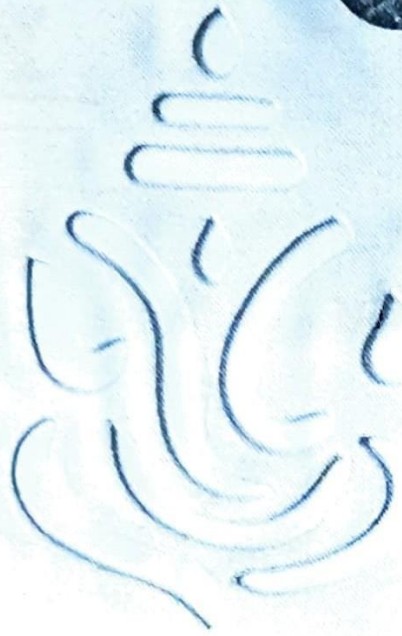
 25/8/22 Thanking You

For HOD  
M. Ramani  
25/8/22



Yours Sincerely,

R. Sethya  
25/8/22



# Wedding Invitation

To. \_\_\_\_\_

*R. Sathya*

*Weds*

*A. Ramkumar*

*on Thursday,*

*the 1st September 2022*



PRINCIPAL  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
CHENNAI - 600 099

20-09-2022.

Chennai.

From,

Dr. R. Bhavani,  
Asst. Prof. Dept of Economics,  
Soka Ikeda College for Women,  
Chennai - 99.

To,

The Principal,  
Soka Ikeda College for Women,  
Chennai - 99.

Respected mam,

Here, I put down the request that  
my father-in-law expired on 13-9-2022, due to this.  
I was not able to come on [14-9-22-17-9-22] those  
days. I request you to kindly consider my  
as CH. and do the needful.



Thanking you,

R. Bhavani

20/9/22

3 leave sanctioned  
as CH

Yours faithfully,

R. Bhavani

[R. BHAVANI]

From.

K.Y. Ananthi

Maintenance Incharge

Soka Ikeda college of Arts and Science For women

Sethu Bhaskara Nagar, Chennai-99.

To The Principal  
Soka Ikeda college of Arts and Science for women  
Chennai-99.

Respected Madam,

This is to bring to you kind information that my father is expired on 21.04.23 (Friday). So, I have taken leave from 21.04.23 to 26.04.23. I kindly request you to grant me leave for the same.

Thanking you.



Place: Chennai

Date: 28.04.23.

21, 24, 25 yours faithfully  
Ananthi

< Three days

Considered. CH.

From

E-PRAVEENA,  
Assistant Professor,  
Department of Mathematics,  
Soka Ikeda college of Arts and science for women,  
Madhavangikuppam, Chennai - 99.

To

The Principal,  
Soka Ikeda College of Arts + Science for women,  
Madhavangikuppam, Chennai - 99.

Respected madam,

This is to bring to your kind notice  
that my father-in-law died on 02/05/2023.  
So I kindly request you to grant me  
leave for three days from 02/05/2023 to 04/05/2023.

Thanking you,



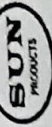
Date: 05/05/2023  
Chennai - 99.

Yours faithfully,

E. Praveena

5/5/23.  
Can be considered as NH  
under staff welfare scheme.





மாதத்தின் பணியாளர் வருகைப் பதிவேடு

Month of JANUARY 2022

2022 ஆம் ஆண்டு JANUARY

Staff Attendance for the

Sl. No.	Employee Name	Designation	Working hours	Attendance											REMARKS									
				1	2	3	4	5	6	7	8	9	10											
				DATES																				
				11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
27	<u>Dr. S. SARADA</u>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
28	<u>Mrs. I. ANNA SNEEBA</u>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3
<u>DEPARTMENT OF</u>																								
<u>COMPUTER SCIENCE</u>																								
29	<u>Mrs. N.s. KIRUTHIKA</u>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
30	<u>Mrs. T.s. HELOD MABEL</u>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
31	<u>Mrs. N. SIVAGAMA SUNDARI</u>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
32	<u>Mrs. V. THILAGANATHY</u>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
33	<u>Mrs. P. Kalyani</u>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<u>DEPARTMENT OF</u>																								
<u>MATHEMATICS</u>																								



Principal  
SOKA KEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
CHENNAI - 600 099

மாநகரின் பணியாளர் வருகைப் பதிவேடு  
month of JULY 2022

Staff Attendance for the

Sl. No.	Staff Name	Designation	Days							Total	Remarks											
			1	2	3	4	5	6	7			8										
7	Ms. P. PARAMESHWARI		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	35	
8	Ms. A. STEFIELE GROE																				3	
9	Dr. SASIKALA																				4	
10	Ms. V.C. CHITRA H		C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	9	
	Ms. A. ANANDI		H	S	H	A	L	L	L	L	L	L	L	L	L	L	L	L	L	L		
	DEPARTMENT OF ENGLISH																					
11	Dr. R. SANDHYA LAKSHMI																				6	
12	Ms. R. SUGANTHA																				45	
13	Ms. K. RUTHI																				12	
14	Ms. D. DEEPA																					
15	K. KANTHIMATHI																					



Sl. No.	Name	Designation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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DEPARTMENT OF MATHEMATICS  
 To Mrs. R. Sathya

C.C.C. A.A.A.  
 H.H.H. S.L.L. O.A.A.  
 U N S

DEPARTMENT OF P.O.  
 To Mrs. V. Revathi

V.V. N.N. A.A.  
 V.V. D.D. L.L. M.M.  
 A D

LIBRARIAN  
 To Mrs. P.V. Lakshmi Devi

V.V. Y.Y. A.A.  
 V.V. A.A. Y.Y.  
 A



*(Handwritten Signature)*

PRINCIPAL  
 SOKA IKEDA COLLEGE OF ARTS  
 AND SCIENCE FOR WOMEN  
 CHENNAI - 600 099

PRINCIPAL'S SIGNATURE:

To Mrs. R. Sathya  
 To Mrs. V. Revathi  
 To Mrs. P.V. Lakshmi Devi

5

1



Staff Attendance for the

Month of FEBRU 2013

Sl. No	Staff Name	Designation	Office Hours	DATES										Total Days	Remarks						
				1	2	3	4	5	6	7	8	9	10								
<b>OFFICE STAFF</b>																					
1.	Mrs. N. LELLA SUGANATHI			A	A	A	A	A	A	A	A	C	A	A	A	A	A	A	A	A	2
2.	Mrs. R. PREETHI			A	A	A	A	A	A	A	A	L	A	A	A	A	A	A	A	A	
3.	Mrs. P. TANIL SELVI			A	A	A	A	A	A	A	A	C	A	A	A	A	A	A	A	A	5
4.	Mrs. K. RAJANI			A	A	A	A	A	A	A	A	L	A	A	A	A	A	A	A	A	4
5.	Mrs. S. DURGA			A	A	A	A	A	A	A	A	L	A	A	A	A	A	A	A	A	5
6.	Mrs. K. V. ANANTHI			A	A	A	A	A	A	A	A	O	A	A	A	A	A	A	A	A	4
<b>LAB ASSISTANT</b>																					
7.	Mrs. S. GABRETH			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	1
8.	Mrs. S. S. PARTI RANI			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	4
9.	Mrs. R. SHRUTHI			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	1



2022. Syio Syaino May

Staff Attendance for the

Sl. No.	Staff Name	Legal Designation	Present Days	Month								
				1	2	3	4	5	6	7		
26	Mrs. N. Thiruganathy			P	P	P	P	P	P	P	P	P
26	DEPARTMENT OF A.M.H.S			P	P	P	P	P	P	P	P	P
26	Mrs. P. Dhanalakshmi			P	P	P	P	P	P	P	P	P
27	Mrs. H. Raniya Devi			P	P	P	P	P	P	P	P	P
28	Mrs. Jackson Dayana J			P	P	P	P	P	P	P	P	P
29	Mrs. J. Kullamangalath			P	P	P	P	P	P	P	P	P
30	Mrs. S. Anitha			P	P	P	P	P	P	P	P	P
31	Mrs. F. Praveena			P	P	P	P	P	P	P	P	P
32	Mrs. P. Praveena			P	P	P	P	P	P	P	P	P
33	Mrs. T. Sathya Praveena			P	P	P	P	P	P	P	P	P



Month of 11/ 2022

DATES

Sl. No.	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
26	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
32	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
33	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

