



# IDHAYA COLLEGE FOR WOMEN



(Accredited by NAAC with "A" Grade (CGPA:3.15) & ISO 9001:2015 Certified Institution)  
(Recognized by UGC with 2(f) & 12(B), Affiliated to Alagappa University, Karaikudi)  
**AROCKIA NAGAR, SARUGANI - 630 411, Sivagangai Dt. - 630 411.**

## ORIENTATION PROGRAMME 2021-2022

"It's important to have balance in your life between work and play" **Date 23.12.2021**

**Date** 23.12.2021

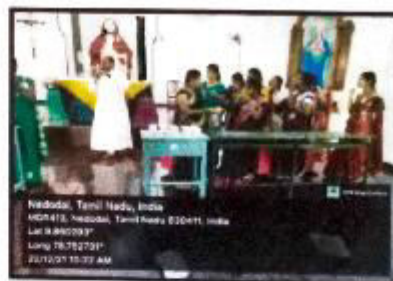
**No. of Beneficiaries** 51 Faculty Members

**Venue** Chapel

**Resource Person** Fr. Dinesh, Communication Secretary and Coordinator of Matha TV for Sivagangai District

Our College organized an orientation programme for the staff members on 23<sup>rd</sup> Dec '21 at 10 am based on the topic "How to Relax and Recharge Ourselves". The resource person Fr Dinesh explained about, how to be relaxed and reduce the stress in our life through many useful examples of historical persons. He suggested that the staff members in the teaching field must be updated their ideas/knowledge regularly, as the technology is growing fast, updating is very important. He also conducted some games in that, all the staff members participated actively. This programme was very useful for all the staff members.

On that day, the Holy Mass was arranged at 11:30 am and afternoon 2:00 pm Chrisma Friends gift sharing was held at Convent. All shared their gifts with their Chrisma Friends. The day was colorful and joyful.



*A. Manoj*  
The Principal  
Ikhaya College for Women  
Arockia Nagar - Sarugani  
Sivagangai Dt - 630 411



**ORIENTATION PROGRAMME FOR STAFF MEMBERS**





**HONORED THE STAFF COMPLETED DOCTORAL DEGREE**







### BABY SHOWER CELEBRATION







### GET-TOGETHER AND LUNCH FOR STAFF MEMBERS



GPS Map  
Camera Lite

RPX7+65G, Puliadithammam, Tamil Nadu 630411, India

Latitude  
9.8482853°

Longitude  
78.7134308°

Local 01:12:42 PM  
GMT 07:42:42 AM

Altitude 0 meters  
Saturday, 25-06-2022



GPS Map  
Camera Lite

RPX7+65G, Puliadithammam, Tamil Nadu 630411, India

Latitude  
9.8482853°

Longitude  
78.7134308°

Local 01:13:00 PM  
GMT 07:43:00 AM

Altitude 0 meters  
Saturday, 25-06-2022



PRIZES AND GIFTS DURING CELEBRATIONS  
TEACHING & NON-TEACHING STAFF





## RELAXATION GAMES FOR STAFF



















# BONUS 2021-2022

Acquittance Roll of Teaching												and Non Teaching Staff						Formal Register, Tr/TS No. 0431-270004									
Name of School _____												TAXINACH						For The Month of <u>March</u> 2021									
Sl No	Name	Designation	Period	Pay				DA		HRA		CCA		MA		Total	A.S.T.P.F. Monthly Allowance	DEDUCTIONS					Total Deductions	Net pay due	Date of Disbursement	Signature with Date	
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.			Rs.	Rs.	Rs.	Rs.	Rs.					Rs.
1	Mrs. D. Sreeraj																					2000					
2	Dr. R. Vijayalakshmi																					2000					
3	Dr. S. Suman																					2000					
4	Mrs. S. Divya Malvi																					2000					
5	Dr. P. Anuradha																					2000					
6	Dr. S. Anila																					2000					
7	Mrs. S. Malvi																					2000					
8	Mrs. P. Suganti																					2000					
9	Dr. S. Shilpa																					2000					
10	Mrs. S. Vasanthi																					2000					



Acquittance Roll of Teaching										and Non Teaching Staff																	
Name of School _____										Payroll for the Month of <u>April</u> 2021																	
Sl. No.	Name	Designation	Period	Pay		DA	HRA	CCA	MA	Total	ASSTY (Monthly Salary)	DEDUCTIONS					Total Deductions	Net pay Amt	Date of Disbursement	Signature with Date							
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.			Rs.	Rs.	Rs.	Rs.	Rs.					Rs.	Rs.					
1.	Dr. P. Pradeep									2000										2000							
2.	Mrs. M. Sanyal									2000										2000							
3.	Mrs. H. S. Rajkumar									2000										2000							
4.	Mrs. P. Subeckha Vinda									2000										2000							
5.	Mrs. N. Sujana Devi									2000										2000							
6.	Mrs. P. Disha									2000										2000							
7.	Mrs. S. Sahayakani									2000										2000							
8.	Mrs. H. Sankalokum									2000										2000							
9.	Dr. S. S. Lata Devi									2000										2000							
10.	Mrs. S. Sanyal									2000										2000							




Acquittance Roll of Teaching										and Non Teaching Staff											
Name of School _____										Financial Statement, Tally No. 0431-210504 51											
Name of School _____										DECEMBER For The Month of <u>2021</u> 20											
Sl. No.	Name	Designation	Period	Pay		DA	HRA	CCA	MA	Total	A.S.T.P.F. Monthly Salary	DEDUCTIONS				Total Deductions	Net pay due	Date of Disbursement	Signature with Date		
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.			Rs.	Rs.	Rs.	Rs.					Rs.	Rs.
1	Mrs. T. Muralthy	Regen								3000						3000					
2	Mrs. S. Anitha									3000						3000					
3	Dr. S. J. Vidya									3000						3000					
4	Mrs. S. Manjula									3000						3000					
5	Mrs. S. Vinoda									3000						3000					
6	Mrs. N. Gayathri									3000						3000					
7	Mrs. C. Pragna									3000						3000					
8	Mrs. T. Shreya									3000						3000					
9	Mrs. A. Sujana									3000						3000					
10	Mrs. J. Shalini									3000						3000					





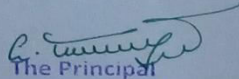
## LOAN WITHOUT INTEREST FOR TEACHING & NON-TEACHING 2021-2022


 **IDHAYA COLLEGE FOR WOMEN**  
( Accredited by NAAC with "A" Grade (CGPA:3.15) & ISO 9001:2015 Certified Institution )  
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AROCKIA NAGAR, SARUGANI - 630 411, Sivagangai Dt. - 630 411.




Date : 19.05.2022

**LOAN WITHOUT INTEREST  
2021-2022**

S.No.	STAFF NAME	Teaching/Non-Teaching Staff	PURPOSE	AMOUNT
1	Mrs.SP.Sigappi	Teaching Staff	Ph.D	Rs.1,00,000
2	Mrs.S.Saranya	Teaching Staff	Personal	Rs.40,000
3	Mr.J.Arul	Non-Teaching Staff	House construction	Rs.50,000

  
The Principal  
Idhaya College for Women  
Arockia Nagar - Sarugani  
Sivagangai Dt - 630 411

8610805102, 8526286433  idhayawomenscollege@gmail.com



Requisition Letter.

FROM  
 SP SIGAPPI,  
 Lecturer in Business Administration,  
 Idhaya College for Women, Sarugani.

TO  
 THE PRINCIPAL,  
 Idhaya College for Women,  
 Sarugani.

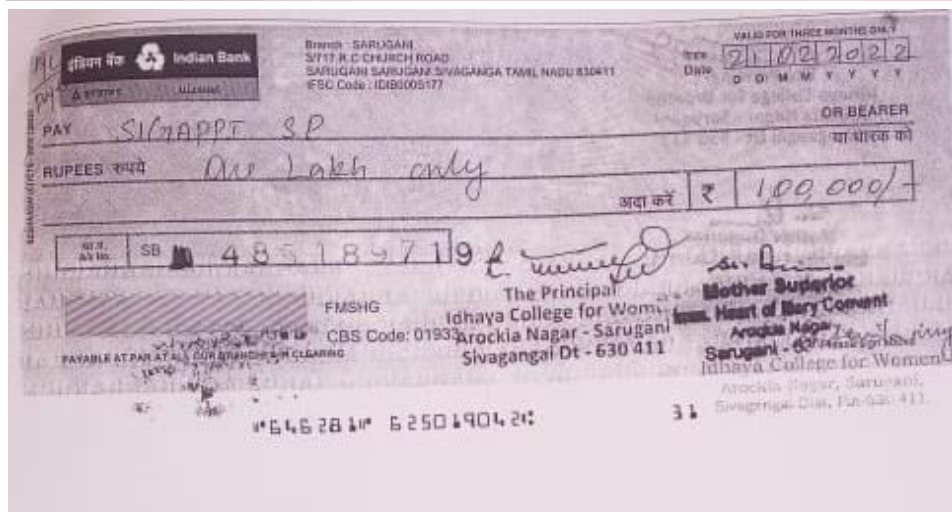
Respected Rev. Sr,  
 Sub: Requesting to provide financial assistance - req.

I [SP SIGAPPI] am working as a lecturer in our college since 1997. I am doing my doctorate at Alagappa University, Karaikal. I expect your financial assistance and support [Rs 1,00,000 - One Lakh] to do my Ph.D. So I humbly request you to provide the same. Moreover I will repay an amount of Rs 10,000 per month [in instalment starting from March 2022 to December 2022]

Thanking you.

DATE: 25.01.2022.  
 PLACE: SARUGANI. *[Signature]*  
 25/01/2022

Yours faithfully,  
 SP. SIGAPPI  
 [SP SIGAPPI]





**Requisition Letter**

**From**

S.Saranya,  
 Department of Computer Applications,  
 Idhaya College for women, sarugani.

**To**

The Principal,  
 Idhaya College for women, sarugani.

Respected Sister,

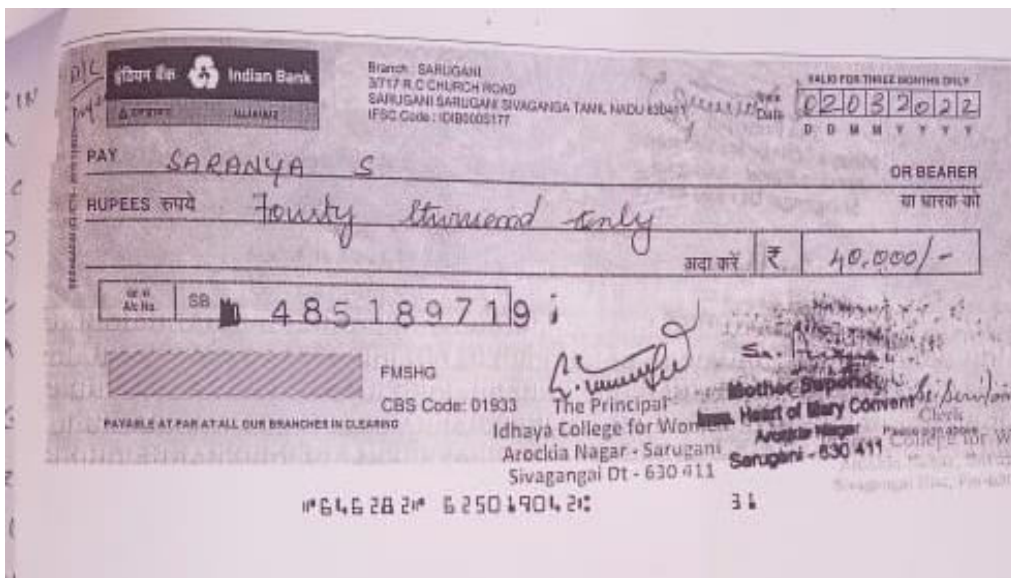
I am working here for the past five years. Due to Covid 19, I am financially suffering a lot. So I need your support for providing advance amount Rs.40, 000. I will pay this amount in my salary (Monthly Rs.5,000) .Kindly do the favour for me. I am very grateful to you and our institution.

Thanking you

Date: 22.02.2022

Yours Faithfully  
 S.Saranya

*A. Suresh*







செய்யுநர் :-

ஜோ. அனார்  
பெங்களூர்

பெயர் :

கல்யாணி சிவசாயி  
அக்யா மகாரி கல்யாணி  
சடுகணி

பொருள் : கீழ்க் கட்டுப் பணக்கே உதவுக வேண்டி

சமீப,

உணக்கம் நான் கீழ்க் கட்டுப்பாடு  
பணக்கே ரூ 50,000 கடனாக தருமாறு பணியுடன்  
கீழ்க்கே கொள்கிறேன் அந்த வநாணைய  
மாசும் ரூ 5000 கீழ்க் குவ்வாகு மாசும்  
கட்டி வநாடி கடண முடிக்கக் கொள்கிறேன்  
அதற்கு ஜாபிகள் பரிசீலனை செய்யுமாறு  
பணியுடன் கீழ்க்கே கொள்கிறேன்

*L. S. S. S. S. S.*

அப்படிக்கே,

J. Arul

**MEDICAL LEAVE FOR TEACHING STAFF**

SENTHIL HOSPITAL, DEVAKOTTAI.

**Medical Certificate**

9B, Manthoppu Street,  
DEVAKOTTAI - 630 302.  
Ph: (04561) 262224, 262225, 262226

Dr. V. SIVAKUMAR M.D.,  
CONSULTANT PHYSICIAN

Date: 17-11-21

This is to certify that Mrs/ Ms / Master Visalakshi  
Lecturer in Idhaya college for women, <sup>Sanugani</sup> is /was suffering  
from Covid-19  
since 02 / 11 / 2021. He / She has been / was advised  
rest for 17 days / weeks.

He / She has been examined by me and is found to be fit to  
resume normal duties / attendance from 19 / 11 / 2021

*V. Ajith Kumar*

Stamp & Sign of Doctor  
Dr. V. Ajith Kumar, MBBS.,  
Medical Officer  
SENTHIL HOSPITAL  
Devakottai.  
Reg. No: 141799

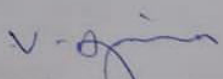


**SENTHIL HOSPITAL**  
9, Manthoppu Street, DEVAKOTTAI - 630 302.  
Ph: (04561) 262224, 262225, 262226  
email : senthilhospital@hotmail.com

02/11/2021

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Mr. /Mrs. Mrs. Sigappi  
W/o /D/o/S/o Subbaiah residing at 1/13 Main Road  
SRM RHP House, Shanmuganathapuram, Devakottai (T) Sivaganai District,  
has been tested Positive for Covid-19 (SRF ID/ICMR NO: 3358500473347)  
and He /She has been advised home isolation for 14 days with medication prescribed  
by our medical officer.

  
Dr. V. Ajith Kumar, MBBS.,  
Medical Officer  
SENTHIL HOSPITAL  
Devakottai.  
Reg. No: 141799

M2 PRO

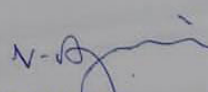


**SENTHIL HOSPITAL**  
9, Manthoppu Street, DEVAKOTTAI - 630 302.  
Ph: (04561) 262224, 262225, 262226  
email : senthilhospital@hotmail.com

2 / 11 / 2021

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Mr. /Mrs. Visalakshi  
Who /D/o/She SuPPaiah chettiyar residing at 1/13 Hain Road  
SRM. RNP house, Shanmuganathapuram, Devakottai(TK) Sivagangai District,  
has been tested Positive for Covid-19 (SRF ID/ICMR NO: 3358500473387)  
and He /She has been advised home isolation for 14 days with medication prescribed  
by our medical officer.

  
Dr. V. Ajith Kumar, MBBS.,  
Medical Officer  
SENTHIL HOSPITAL  
Devakottai.  
Reg. No: 141799



From:

C. Pooja,  
Assistant Professor,  
Department of English,  
Idhaya College for Women,  
Sarugani.

To :

The Principal  
Idhaya College for Women,  
Sarugani.

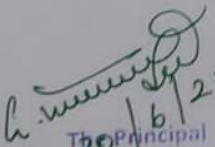
Respected Sister,

Since I need maternity leave, I request you to grant me leave for ten months. Moreover I request you to relieve me from due month of July 2022 and I will join in June 2023. Kindly consider my request favorably.

Thanking you,

Yours faithfully,

C. Pooja

  
20/6/22  
The Principal  
Idhaya College for Women  
Arockia Nagar - Sarugani  
Sivagangai Dt - 630 411

**From**

Mrs.S.Saranya,  
Assistant professor,  
Dept of commerce with CA,  
Idhaya College For Women,  
Sarugani.

**To**

The Principal,  
Idhaya College For Women,  
Sarugani.

**Respected Principal Sister,**

Since I need maternity leave, I request you to grant me leave for six months. Moreover I request you to relieve me from due month April 2020 and will join in November 2020. Kindly consider my request favourably.

Thanking you,

The Principal  
Idhaya College for Women  
Arockiz Nagar - Sarugani  
Sivagangai Dt - 630 411

Yours faithfully,



### MEDICAL CERTIFICATE FOR LEAVE OR EXTENSION LEAVE

Signature of the applicant: *A. S. MUMTHAJ BEGAM*

I, *Dr. B. MAHENDRAN* after careful personal Examination of the case hereby certify that Thiru/Tmt/Selvi *A. MUMTHAJ BEGAM* *Asst. Prof* Dept of *Bio Chemistry*, *Selva College for Women* *Sivagangai, Sivagangai* whose signature given above, is suffering from *Acute Leukemia stage IV* and I consider that a period of absence from duty for *10 days* with effect from *16-05-2022* To *25-05-2022* is absolutely necessary for the restoration of his/her normal health.

#### MEDICAL HISTORY

(The Nature and Probable Duration of illness should be specified)

*Chronic Leukemia (CLL) Tumor = B-Cell*  
 Clinical Condition: *D. Lat. Leukemia group B-Cell*  
 Investigation done: *X-ray B-Cell (PP) No evidence of metastasis*

Station: *SIVAGANGAI*

Date: *16/05/2022*

*Anish*  
 Authorized Medical Attendant

Reg.No. *45342*

Junior Resident  
 Govt. Sivagangal Medical College Hospital  
 Sivagangal.

*A. Mahendran*



SERIAL NO.: 16

DATE: 6/5/22

# Medical Certificate

TO WHOMSOEVER IT MAY CONCERN

THIS IS TO CERTIFY THAT MR / MRS. / MISS T. Shalini  
Prof. Dep: FT and CD, Idara College  
IS / WAS UNDER MY TREATMENT SINCE 27/6/22 TO 10/5/22  
FOR Acute viral fever & DUB. under  
my care, treated as opm. Adv to take leave

~~HE~~ / SHE IS / WAS ADVISED TREATMENT AND REST FOR THIS PERIOD

~~HE~~ / SHE IS MEDICALLY FIT TO RESUME HIS / HER DUTIES

**Jr. K. SELVAKUMAR, M.D., (Physician)**  
Reg. No: 108748  
**ASSISTANT SURGEON**  
**PRIMARY HEALTH CENTRE,**  
**THIRUVEGAMPATTU,**  
**SIRAGANGAI - DIST**

*[Handwritten Signature]*  
SIGNATURE





**Medical Certificate for Leave of Extension of Leave**

Signature of the Applicant M. JAMINA BANU  
 I, Dr. S. ABDUL AJEES, M.S.(Ortho) after careful personal Examination  
 of the case hereby that Shri M. Jameema Samu, Asst Professor,  
Dept of Maths, Idage college for women whose signature is give above is  
 Suffering from Low grade chc based on clinical condition  
 and investigation done as is given in the reverse and I consider that a period of  
 absence from duty for 19 days with effect from  
13.7.2021 To 31.7.2021  
 is abosolutely necessary for the reatoration of his / her health.

Medical History:

Station: Demenathi  
 Date: 31.7.2021

S. Abdul  
 Dr. S. ABDUL AJEES, M.S.(Ortho)  
 Signature Regn. No 86907,  
 ASSISTANT PROFESSOR  
 DEPARTMENT OF ORTHOPAEDICS  
 GOVT. SIVAGANGAI MEDICAL COLLEGE  
 SIVAGANGAI

**CERTIFICATE OF FITNESS TO RETURN TO DUTY**

Signature of the Candidate M. JAMINA BANU  
 This is to certify that I, Dr. S. ABDUL AJEES, M.S.(Ortho) the undersigned have examined  
 Thiru / Thirumathi / Selvi M. Jameema Samu, Asst Professor,  
 whose Signature is given above, working as Idage college, Senguni,  
 in the office of \_\_\_\_\_  
 Department and have to come to the conclusion that he / she has recovered from  
 his her illness and is now physically fit to resume his / her duties Government Service  
 with effect from 01/8/2021

I also certify that before arriving at this decision, I have examined the original medical certificate  
 and statements of the case (or certified copies thereof) on which leave was granted or extended and have taken  
 these into consideration in arriving at my decision.

Station: Demenathi  
 Date : 31.7.2021

S. Abdul  
 Dr. S. ABDUL AJEES, M.S.(Ortho)  
 Signature No 86907  
 ASSISTANT PROFESSOR  
 DEPARTMENT OF ORTHOPAEDICS  
 GOVT. SIVAGANGAI MEDICAL COLLEGE  
 SIVAGANGAI



**CERTIFICATE OF FITNESS TO RETURN TO DUTY**

Signature of the applicant: *L. S. Muthayazagan*

I, *D. R. MAHENDRAN*..... after careful personal Examination of the case hereby certify that Thiru/Tmt/Selvi..... *D. MUMTHAZ BEGAM*..... *Dept of Biochemistry, Adwain College of Arts & Women Studies, SIYAGANGAI*..... whose signature given above, has recovered from his/her illness and is now fit to resume his/her duties with effect from.

*26-05-2022*

I also certify that before arriving at this decision I have examined the original certificates and statement of the case (or certified copies thereof) on which leave was granted or extended and have taken these into consideration in arriving at my decision.

Station: *SIYAGANGAI*  
Date: *26/05/2022*

*[Signature]*  
Authorized Medical Attendant

Reg.No. *45342*  
Junior Resident  
Govt. Sivagangal Medical College Hospital  
Sivagangal.



**MEDICAL CERTIFICATE**  
**FOR LEAVE OR EXTENSION OR COMMUTATION OF LEAVE**

Signature of Applicant: [Signature]  
I, Dr. M. S. Limalaiyy

after careful personal examination of the case here by certify that  
Mrs. Ar. Pandimigal. Millant Prudhvi (mother)  
is suffering from Edhaya kalup for women, Sarngathi viral fever

and I consider that a period of absence from duty for 14 days (Commuten)  
with effect from 06.12.2021 to 19.12.2021 is absolutely  
necessary for the restoration of his / her normal health.

MEDICAL HISTORY:  
[Handwritten notes]

[Signature]  
06/12/2021

Registered Medical Practitioner & Reg. No  
Dr. M. LUMILAI  
MEENAKSHI NURSING HOME  
9, BUS STAND STREET,  
DEVAKOTTAI - 630 302.  
REG. No. 35808.



### Medical Certificate for Leave of Extension of Leave

Signature of the Applicant \_\_\_\_\_  
 I, Dr. \_\_\_\_\_ after careful personal Examination  
 of the case hereby that Shri K. Bame  
Prof Dept of Chemistry whose signature is give above is  
 Suffering from Jadhaya College based on clinical condition  
 and investigation done as is given in the reverse and I consider that a period of  
 absence from duty for 13 days with effect from  
5/4/21 To 17/4/21  
 is absolutely necessary for the reatoration of his / her health.

Medical History.:

*mal fu.*

Station: Som  
Date: 5/4/21

V. S. K.  
 Dr. Signature  
 SENIOR CIVIL SURGEON  
 GOVERNMENT PRIMARY HEALTH CENTRE  
 SOORANAM

### CERTIFICATE OF FITNESS TO RETURN TO DUTY

Signature of the Candidate \_\_\_\_\_  
 This is to certify that I, Dr. \_\_\_\_\_ the undersigned have examined  
 Thiru / Thirumathi / Selyi K. Bame, Prof of Chemistry  
 whose Signature is given above, working as Jadhaya College  
 in the office of Soranam  
 Department and have to come to the conclusion that he / she has recovered from  
 his her illness and is now physically fit to resume his / her duties Government Service  
 with effect from 13/4/21

I also certify that before arriving at this decision, I have examined the original medical certificate and statements of the case (or certified copies thereof) on which leave was granted or extended and have taken these into consideration in arriving at my decision.

Station: Som  
Date: 13/4/21

V. S. K.  
 Dr. Signature  
 SENIOR CIVIL SURGEON  
 GOVERNMENT PRIMARY HEALTH CENTRE  
 SOORANAM  
 Regd No: 58377



### CERTIFICATE OF FITNESS TO RETURN DUTY

Signature of the candidate AR Pandiy f  
 I, a registered Medical Practitioner, Dr. E. RAJKUMAR M.S.  
 do hereby certify that I have carefully examined DR. AR. PADMA PRIYA, ASST. PROF. OF  
 of the IDHAYA COLLEGE FOR WOMEN, SARUSAN I department whose  
 signature is given above and find that he/ she recovered from his/ her illness and now fit to resume  
 duties in Government Service from 19.09.22

I also certify that before arriving at this decision I have examined the original medical certificate on  
 which leave was granted or extended and have taken these into consideration in arriving at my decision.

Station: DEVAKOTTAI  
 Date: 19-09-22  
 Dr. E. RAJKUMAR, M.S.,  
 MEENAKSHI NURSING HOME  
 9, BUS STAND STREET  
 DEVAKOTTAI - 630 302.  
 Reg.No: 103508  
E. Rajkumar  
19/09/22

### MEDICAL CERTIFICATE

FOR LEAVE OR EXTENSION OR COMMUTATION OF LEAVE

Signature of Applicant: AR Pandiy f  
 I, Dr. E. RAJKUMAR M.S.  
 after careful personal examination of the case here by certify that  
DR. AR. PANDIARYA, ASSISTANT PROFESSOR OF MATHEMATICS, IDHAYA COLLEGE  
 is suffering from VIRAL FEVER FOR WOMEN  
 and I consider that a period of absence from duty FOR 9 DAYS (NINE DAYS)  
 with effect from 08.09.22 TO 17.09.22 is absolutely  
 necessary for the restoration of his/ her normal health.

MEDICAL HISTORY:  
1) VIRAL FEVER  
2) ANAEMIA  
 Dr. E. RAJKUMAR, M.S.,  
 MEENAKSHI NURSING HOME  
 9, BUS STAND STREET  
 DEVAKOTTAI - 630 302. Registered Medical Practitioner & Reg. No  
 Reg No: 103508  
E. Rajkumar  
08/09/22



From,

Dr. R. KANMALAR

ASST professor in Commerce with CA

Idhaya College for women,  
Sarugani.

To,

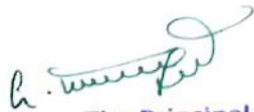
The principal

Idhaya College for women  
Sarugani

Respected sister,

Tomorrow I am going to appear  
UGC NET Examination 2021. Kindly permit me  
and consider my absence as OD

Thanking you

  
The Principal  
Idhaya College for Women  
Arockia Nagar - Sarugani  
Sivagangai Dt - 630 411

Yours faithfully





From

K. S. RAJESWARAI  
Asst Professor.  
Department of Computer Science,  
Idhaya college for women,  
Sarugani.

To

The Principal,  
Idhaya college for women,  
Sarugani.

Respected Sister,

Tomorrow I am going to appear  
UGC NET Examination 2021. kindly permit me  
and consider my absence as OD.

Thanking you

Encl: Admid Card

The Principal  
Idhaya College for Women  
Arockia Nagar - Sarugani  
Sivagangai Dt - 630 411

Your's faithfully  
K.S.R.



From

S. MERCY

Assistant Professor in Commerce

Idhaya College for Women, Sarugani

To

The Principal


Idhaya College for Women

Sarugani

Respected Sister.

As I am going to appear the  
UGC NET Exam tomorrow (26.11.2021)  
Permit me and consider ~~as~~ my absence  
as OD

Thanking you

Yours faithfully  




The Principal  
Idhaya College for Women  
Arockia Nagar - Sarugani  
Sivagangai Dt - 630 411





From

Dr. S. Sobitha  
Assistant Professor  
Department of Commerce  
Idhaya College for Women,  
Sarugani.

To

The Principal  
Idhaya College for Women,  
Sarugani.

Respected Rev. Sisters.

Sub: Request Permission for asking  
leave as OD.

I have attended NET Examination  
at Latha Mathavan Engineering & Technology, Madurai  
on 25.11.2021. So kindly consider my  
absence as ON DUTY [OD] on the same date.

Thanking You

Date: 26.11.2021

Place: Sarugani

The Principal  
Idhaya College for Women  
Arockia Nagar - Sarugani  
Sivagangai Dt - 630 411

Yours faithfully

S. Sobitha  
[Dr. S. SOBITHA]



From

R. Jayanthi

Asst. Professor of Commerce

Idhaya College for Women  
Sarugani.

To

The principal

Idhaya College for women  
Sarugani.

Respected sister


Sub: Requisition for consideration of leave  
as OD reg.

I have attended NET Examination at  
K.S.R Engineering college at Thiruchengode on  
26.11.2021. So kindly consider my absence as  
OD.

Thanking you.

Date: 27.11.2021

Place: Sarugani

  
The Principal  
Idhaya College for Women  
Arockia Nagar - Sarugani  
Sivagangai Dt - 630 411

Yours faithfully

R-J-L  
(R. JAYANTHI)



From

Dr. S. Selvarani,  
Head & Associate Professor,  
Department of Commerce,  
Idhaya College for Women,  
Sarugani.

To

The Principal,  
Idhaya College for Women,  
Sarugani.

Respected Sir/ma

Sub: Request Permission for asking leave as OD  
I have attended NET Exam at  
Ramco Institute of Technology, Rajapalayam  
on 26.11.2021. So kindly consider my absence  
as ON DUTY [OD] on the same date.

Thank You.

Yours faithfully,

Date: 27.11.2021.

Place: Sarugani.

S. Selvarani  
[DR. S. SELVARANI]

*(Signature)*

The Principal  
Idhaya College for Women  
Arockia Nagar - Sarugani  
Sivagangai Dt - 630 411



From,

Dr. AL. Amutha,

Department of Tamil,

Idhaya College for women,  
Sarugani.

To,

The Principle,,

Idhaya College for women,

Sarugani.

Respected Sister,

Sub: Request permission her asking leave as OD

I have attended NET Exam at Ramco Institute  
of Technology, Rajapalayam on 26.11.2021. So kindly  
Consider my absend as ON DUTY (OD) on the same date.

Thank you,

Date : 27.11.2021

Place : Sarugani.

Yours faith fully,

Dr. AL. Amutha

[Dr. AL. Amutha]

The Principal  
Idhaya College for Women  
Arockia Nagar - Sarugani  
Sivagangai Dt - 630 111



### Requisition Letter

From,  
S.Vimala  
Assistant Professor  
Department of Computer Science  
Idhaya College for Women, Sarugani

To  
The Principal  
Idhaya College for Women, Sarugani

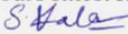
(Sub: Reg. Leave for NET examination)

Respected Sister,

I am S.Vimala working as Assistant Professor in Computer Science department. As I am going to attend UGC NET examination on 26 Nov 2021, I need leave for one day. I kindly request you to sanction leave for the above mentioned.

Thanking You

  
The Principal  
Idhaya College for Women  
Arockia Nagar - Sarugani  
Sivagangai Dt - 630 411

Yours sincerely  
  
S.Vimala