

Date:9/12/2021

From,
Dr. Vyshali
Associate Professor
Department of Civil Engineering
K.S.School of Engineering and Management
Banglore-560109

To
The Principal
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 19/12/2021. For this purpose I am taking leave from 16-12-2021 to 1-1-2022. I am requesting you to please grant me a leave of 7 days from 16/12/2021 to 24/12/2021(Excluding declared holiday and Sundays) and consider from 27-12-2021 to 1-1-2022 as loss of pay. Kindly requesting to consider the request.

Hope you will do the needful and oblige

Thanking you,

Yours faithfully

Vyshali
Dr. Vyshali

Forwarded to Principal
Kindly do the needful
and oblige her request
W. K. Kelle
9/12/21

Permitted
K. Rame → 9/12/21



K.S. SCHOOL OF ENGINEERING AND MANAGEMENT

BENGALURU - 560 109

STAFF LEAVE FORM

Name : Dr. Vyshali

Date :

11

12

2021

Designation : Associate Professor

Department : Civil Engineering

No. of Days : 13

Leave Applied From : 16-12-2021

To : 1-1-2022

Category Leave

CL	SCL	Compensatory Leave	VL / EL	Other
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Reason for Leave applied : Marriage leave

Contact No. 8861638225

Recommended / Not Recommended

Vyshali
Signature of the Employee

W. Kelle
HOD

OFFICE

Leave at credit :days

Approved / Not Approved

Applied :days

Balance : days

K. Ramesh
Principal

Alternate Arrangement

Date	Class / Lab	Timings	Subject	Name	Sign
16-12-21	VII Sem	9.35am - 10.30am	DRSS	Mr. Prashant M	<i>[Signature]</i>
17-12-21	III Sem	8.40am - 9.35am	Surveying	Mr. Shashi Prasad N	<i>[Signature]</i>
20-12-21	VII Sem	9.35am - 10.30am	CAD Lab	Mr. Prashant M	<i>[Signature]</i>
20-12-21	III Sem	2.10pm - 3.00	Surveying	Mr. Shashi Prasad N	<i>[Signature]</i>
21-12-21	VII Sem	10.45am - 11.40am	CAD Lab	Mr. Prashant M	<i>[Signature]</i>
22-12-21	III Sem	10.45am - 11.40am	Surveying	Mr. Shashi Prasad N	<i>[Signature]</i>

Date	Class	Timings	Subject	Name	Sign
23-12-21	VII Sem	9.30am- 10.30am	DRSS	M. Veerendra Kumar	<u>MVK</u>
24-12-21	III Sem	8.40am 9.35am	Surveying	Mr. Shashi Prasad	<u>SP</u>
27-12-21	III Sem	2.10pm- 3.00pm	Surveying	Mr. Shashi Prasad	<u>SP</u>
29-12-21	III Sem	10.45am- 11.40am	Surveying	Mr. Shashi Prasad	<u>SP</u>
30-12-21	VIII Sem	9.35am 10.30am	DRSS	M. Veerendra Kumar	<u>MVK</u>
31-12-21	III Sem	8.40am 9.35am	Surveying	Mr. Shashi Prasad	<u>SP</u>



K.S. SCHOOL OF ENGINEERING AND MANAGEMENT

BENGALURU - 560 109

STAFF LEAVE FORM

Name : Veena.R	Date :	14	02	2022
Designation : Assistant Professor	No. of Days :			
Department : Civil	To : 28 / 02 / 2022			
Leave Applied From : 15 / 02 / 2022				

Category Leave				
CL	SCL	Compensatory Leave	VL / EL	Other

Reason for Leave applied : Marriage Leave

Contact No. 8762228289 Recommended / Not Recommended

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

OFFICE

Leave at credit :days

Applied :days

Balance : days

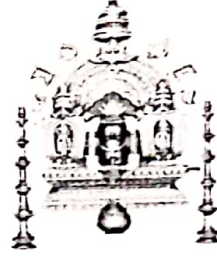
Approved / Not Approved

10 days to be taken as marriage Leave

[Signature]
Principal

Alternate Arrangement

Date	Class / Lab	Timings	Subject	Name	Sign



|| Shrirastu ||

|| Sri Veerabhadra Swamy Prasanna ||

|| Mulukatamma Devi Krupe ||

Smt. Manirathna P & Sri. Rame Gowda B.H

Cordially request the pleasure of your company with family & friends
on the auspicious occasion of the marriage of our daughter.

CHI. SOU. VEENA.R



CHI. RY. THEJAS B.V

(S/O Smt Manjula H.S & Sri Venkataramu B.C)



Muhurtham

On Friday, 18th February 2022 Between 9.30 A.M to 10.15 A.M.

Venue

Tirumalagiri Sri Lakshmi Venkateshwara swamy temple 80ft road,
JP Nagar 2nd Phase, Bangalore 560 078.

With Best Compliments From
Relatives and Friends

From,

Veena.R

Assistant professor

Civil department

K.S.S.E.M

14th FEBRUARY 2022

To,

Principal

K.S.S.E.M

Dear Sir,

Myself Veena.R from civil department, working as Assistant professor in your Esteemed Institute would like to take my Marriage leave from 15th Feb 2022 to 28th Feb 2022. Kindly permit. The Wedding Invitation is attached along with this letter. Kindly do the needful.

Thanking you

Yours faithfully

Veena.R

10 days to be taken as
marriage Leave

15. _____ 14/2/22