



MES COLLEGE ERUMELY

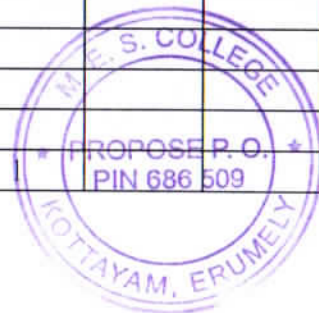
Casual Leave/ Medical
Leave/ Maternity Leave



MES COLLEGE ERUMELY

OD, MEDICAL LEAVE AND CASUAL LEAVE STATEMENT OF PERMANENT TEACHING AND NON-TEACHING STAFF MEMBERS FOR THE MONTH OF JANUARY 2022 FROM 01.01.2022 to 31.01.2022

Sl.No	Name of Employee	Designation	OD availed	OD for the Month	Medical Leave availed	Medical leave for the month	CL availed	CL for the Month	Total OD	Total Medical Leave	Total CL	Total LLP
1	Mr. Maheen M.N	Principal					1				1	
2	Mr. George John	Director (Administration)		1					1			
3	Mrs. Sheeba Micheal	lecturer										
4	Mrs. Ancy Mathew	Lecturer										
5	Mrs. Remadevi.A	Lecturer		1				3	1		3	
6	Mrs. Betty Joseph	Lecturer						2			2	
7	Mrs. Rejoola O.M	Lecturer										
8	Mrs Geena George	Lecturer										
9	Mrs.Shabeena Beegum K.H	Lecturer						1			1	
10	Mrs. Asha Jaison	Lecturer						1			1	
11	Mrs. Anitha Mathew	Lecturer						2			2	
12	Mrs. Suhana E	Lecturer						2			2	
13	Mrs. Jisha Mol C.K	Lecturer										
14	Mrs. Sumayya P.A	Lecturer										
15	Mrs.Anumol Joseph	Lecturer						1			1	
16	Mr.Jithesh K.S	Lecturer		1					1			
17	Mrs. Safeena K.M	lecturer						6			6	
18	Mrs. Darly A.G	lecturer						1			1	
19	Mrs.Maya Mol P	lecturer						1			1	
20	Mr.Santhosh K.K	Lecturer										
21	Mrs. Jaseela Haneefa	Lecturer						1			1	1 LLP



M.S. COLLEGE ERUMELY
 31/1/2022

22	Mrs. Sherly Jacob	Lecturer									
23	Mrs. Rekha Rajendran	Lecturer									
24	Mrs.Soumya S	Lecturer			2		1.5			1.5	
25	Mrs.Kavitha P.D	Lecturer	1				2	1		2	
26	Mrs. Anna Joseph	Lecturer					2			2	
27	Mr.Sebastian P Xavoieur	Lecturer					1			1	1 LLP
28	Mrs. Preethy Sanker	Lecturer									
29	Mrs. Asha K.M	Lecturer					3			3	
30	Mrs. Sumin Ans Joseph	Lecturer					0.5			0.5	
31	Mrs. Ameena Meeran	Lecturer			5		2			2	7 LLP
32	Mr. Babu Eapen Mani	Office supdt					4			4	
33	Mrs. Sabeen P Karim	Cashier					1			1	
34	Mr. Habeeb Muhammed	Office Asst.									
35	Mrs. Suhura P.U	Office Asst.					1			1	
36	Mrs.Sindhu P.M	UD Clerk									
37	Mr. Thanseem .K	Technical Asst					1			1	
38	Mr.Jineesh Peethambaran	Technical Asst					3			3	



Maheen M. N.
Principal

MAHEEN M. N.
PRINCIPAL
M.E.S. COLLEGE ERUMELY

MES COLLEGE ERUMELY

OD, MEDICAL LEAVE AND CASUAL LEAVE STATEMENT OF GUEST STAFF FOR THE MONTH OF JANUARY 2022 FROM 26/12/2021 To 31/01/2022

Sl.no	Name of Employee	Designation	OD availed	OD for the Month	Medical Leave availed	Medical Leave for the Month	CL availed	CL for the Month	Total OD	Total Medical Leave	Total CL	Total LLP
1	Mr. Sabjan Yoosuf	Lecturer	14	3			6	1	17		7	
2	Mr. Jais John	Lecturer	5				8.5	0.5	5		9	
3	Ms. Sulthana T Sulaiman	Lecturer					8				8	
4	Ms. Athira R Nair	Lecturer	3				3		3		3	
5	Mr. Midhun M	Lecturer	4				5		4		5	
6	Ms. Aparana R Nair	Lecturer	5				7	2	5		9	2 LLP
7	Ms. Sithara Sha	Lecturer					3				3	
8	Ms. Sancy Rose Antony	Lecturer	5				4	1	5		5	
9	Mrs. Mubeena Gafoor	Lecturer					4	1			5	
10	Ms. Duniya P.S	Lecturer					6	1			7	
11	Mr. Anandhu M Shaji	Lecturer	1				11		1		11	
12	Mrs. Achumol K.M	Lecturer					3	1			4	
13	Ms. Tintu sebastian	Lecturer					6.5	1			7.5	
14	Ms. Jyothi Lakshmi R	Lecturer					6.5	1			7.5	
15	Ms. Akhila Harish	Lecturer					2	1			3	
16	Ms. Amala Job	Lecturer					2				2	
17	Mr. Al Ameen J	Lecturer					11.5	0.5	0.5		12	15 Days Salary Resigned on 15.01.20 22
18	Ms.Chinchumol	Lecturer					0	1			1	2 LLP
19	Dr. Anuraj KR	Lecturer					2	2			4	1 LLP
20	Dr.Lekshmi SN	Lecturer					2	4			6	3 LLP



2022

21	Ms. Priyanka Joseph	Lecturer				3.5	3			6.5	2 LLP
22	Mrs. Ajinu B	Lecturer				9				9	2.5 LLP
23	Ms. Vandana	Lecturer					4			4	2.5 LLP
24	Ms. Ayrin Peter	Lecturer				1				1	
25	Mrs. Sitharamol CT	Lecturer					1			1	0.5 LLP
26	Mrs. Swathy Mohan	Lecturer		1		3		1		3	
27	Ms. Chithra B	Lecturer					2			2	1 LLP
28	Mrs. Maria Jose	Lecturer				1				1	6 LLP
29	Mrs. Dellamol	Lecturer					1			1	1 LLP
30	Dr.Sureshkumar	Lecturer				1	1			2	
31	Dr.Samseer R H	Lecturer		1					1		



(Handwritten Signature)
Principal

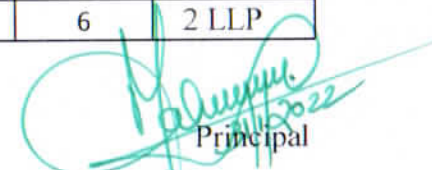
MAHEEN M. N.
PRINCIPAL
M.E.S. COLLEGE ERUMELY

MES COLLEGE ERUMELY

OD, MEDICAL LEAVE AND CASUAL LEAVE STATEMENT OF TEMPORARY STAFF FOR THE MONTH
OF JANUARY 2022 FROM 26.12.2021 to 25.01.2022

Sl.No.	Name of Employ	Designation	OD availed	OD for the Month	Medical Leave availed	Medical Leave for the Month	CL availed	CL for the Month	Total OD	Total Medical Leave	Total CL	Total LLP
1	Mrs. Meenu Rose Mathew	Office Assistant	2	1.5			15		3.5		15	
2	Mrs. Athira B	Office Assistant	1				11	2			13	
3	Mrs. Sherin Azeez	Office Assistant					6.5				6.5	
4	Mrs. Simi C abbas	Office Assistant					14.5				14.5	
5	Mr. Kassimkutty P.H	Office Asst.	4				12.5				12.5	
6	Mr. Joseph K.J	Pump operator					8.5				8.5	
7	Ms. Haritha PV	Librarian					4	2			6	2 LLP




 Principal
 M. N. M. N.
 Principal
 M.E.S. COLLEGE ERUMELY

M E S COLLEGE ERUMELY

(AFFILIATED TO THE MAHATMA GANDHI UNIVERSITY)
MES COLLEGE P.O, ERUMELY, KOTTAYAM (DIST) –686509

STATEMENT OF SUPPORTING STAFF FOR THE MONTH OF JANUARY 2022

Sl. No	Name	Designation	Days
1	Mrs. Swarnamma	Sweeper	23.5 Days
2	Mrs. Sindhu	Sweeper	23 Days
3	Mrs.Salikutty	Sweeper	21 Days
4	Mr. Ibrahim Kutty	Gardaner	1 Month
5	Mr. Sasidharan P.K	Security	1 Month
6	Mrs.Remyamol PS	Sweeper	12.5 Days
7	Mrs.Alexander	Security	1 Month
8	Mrs.Sali Rajan	Sweeper	20.5 Days
9	Mrs.Vinodini	Sweeper	11 Days




Principal
MAHEEN M. N.
PRINCIPAL
M.E.S. COLLEGE ERUMELY

639/mar/24

Forwarded to me. committee
Secretary 12/10/21

MESEC INWARD
IN No.: 26.03/2021
DATE: 05.10.2021

no: (104)

From,
Mrs. Sumayya P A
Asst. Prof Dept of Electronics
MES College
Erumely

present to Secy
on 6/10/21 (maternity)
revert mail
Sumayya
negun

To,
The Principal
MES College Erumely

Subject: Application for Maternity Leave .

Respected Sir,

I, Sumayya PA, working as a Lecturer in Dept of Electronics for 18 years. I am pleased to inform you about my maternity application. I would like to take my maternity leave from 21st September 2021 to 21st December 2021.

I request you to grant me my maternity leave.

Thanking you for your understanding and consideration and I have attached the medical certificate with this leave form.

Thanking You,

Yours Sincerely,
Sumayya
Sumayya PA.

Erumely
21-09-2021

TOA
For the Management for Sanctioning 3 months maternity leave to Sumayya P.A

MAHESH M.N.
Principal
M.E.S. COLLEGE ERUMELY

2 grants
Chairman
Secretary
Treasurer

TOB
Issue the order effected from 21/9/2021 to 21/12/2021
3 months
Spakorn