



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar P.O., Thrissur-680 555, Kerala, India.

Website : www.amalanursingcollege.org

FIRST CYCLE NAAC ACCREDITATION 2022

CRITERION 6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.3. Faculty Empowerment Strategies

6.3.1 Maternity Leave for Female Employees

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

**MATERNITY LEAVE FOR
FEMALE EMPLOYEES**



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar P.O., Thrissur-680 555, Kerala, India.

LIST OF BENEFICIARIES OF MATERNITY LEAVE

Sl. No	Name of the Faculty	Designation	From	To
1	Jyothi K F	Assistant Professor	18.03.2015	16.05.2015
2	Sincy Paul	Lecturer	06.01.2020	05.03.2020
3	Rinu David	Assistant Professor	18.02.2020	17.04.2020
4	Merine Therese Jose	Lecturer	04.01.2021	12.03.2021

Prot. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR PO., THRISUR-680 :





AMALA INSTITUTE OF MEDICAL SCIENCES, THRISSUR

APPLICATION FOR LEAVE (TS)

Name : Jyothi.K.F.
Designation : Asst. Professor
Department : College of Nursing
Date of Joining : 01.06.2010

Table with 4 columns: Type of leave, From, To, No. of days. Row 1: Other leave (DL/ML/LWA) 18.03.2015 to 16.05.2015, 60 days.

Purpose of leave : Personal
Prefix / suffix if any (with date) : -
Whether permitted to leave head quarters : -
If leaving head quarters furnish outstation address (with Phone No.) : 9447655634
Substitute arrangement during leave-period (with name and signature of the substitute) :
Remarks, if any :

Date : 19.03.15

Jyothi 19/03/15
Signature of applicant

Recommended and forwarded :

Signature of HOD/in-charge, with Date :

Name of HOD/in-charge :

OFFICE USE

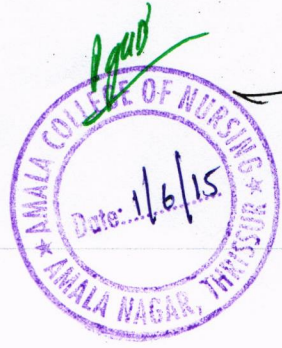
Dr./Mr./Ms. Mrs. Jyothi.K.F. Asst. Professor has been sanctioned / not sanctioned. 60 days ML leave w.e.f. 18-03-2015 to 16-05-2015

Forwarded

P.T.O.

PRINCIPAL (Signature)

JOINT DIRECTOR (Crossed out)



DIRECTOR (Signature)

Prof. Dr. RAJEE REGHUNATH PRINCIPAL AMALA COLLEGE OF NURSING AMALA NAGAR P.O., THRISSUR-680 :

Permitted (Signature) 1/6/15



AMALA INSTITUTE OF MEDICAL SCIENCES, THRISSUR

APPLICATION FOR LEAVE (TS)

Name : SINCY PAUL
 Designation : LECTURER
 Department : MEDICAL - SURGICAL NURSING
 Date of joining : 01/11/2017

Type of leave	From	To	No. of days
Casual leave			
Earned leave			
Compensatory leave			
Other leave (AL/ML/LWA)	<u>06/01/2020</u>	<u>05/03/2020</u>	<u>180 days</u> <i>60 days</i>

Purpose of leave : MATERNITY LEAVE
 Prefix / suffix if any (with date) :
 Whether permitted to leave head quarters :
 If leaving head quarters furnish outstation address (with Phone No.) :
 Substitute arrangement during leave period (with name and signature of the substitute) :
 Remarks, if any :

Date: 03/01/2020

[Signature]
 Signature of applicant

Recommended and forwarded:

Signature of HOD/in-charge, with Date:

Name of HOD/in-charge :

OFFICE USE

AB *100* *31.2.2020*
 Dr/Mr/Ms. Mrs. Sincy Paul, Lecturer has been

sanctioned / not sanctioned 180 days LWA leave w.e.f. 06.01.2020 to 02.07.2020

As per our leave rule only 60 days maternity leave may be sanctioned
60 days as per our service rules
 PRINCIPAL *[Signature]* *31/1/20* JOINT DIRECTOR *[Signature]* DIRECTOR *[Signature]*
 AMALA COLLEGE OF NURSING
 AMALA NAGAR PO., THRISSUR-680



AMALA INSTITUTE OF MEDICAL SCIENCES, THRISSUR

APPLICATION FOR LEAVE (TS)

Name : Rinu David
Designation : Asst. professor
Department : NURSING COLLEGE
Date of joining : 22-01-18

Table with 4 columns: Type of leave, From, To, No. of days. Row 1: Other leave (AL/ML/LWA), 18-2-2020, 17-4-2020, 60 days

Purpose of leave : Maternity leave
Prefix / suffix if any (with date) :
Whether permitted to leave head quarters :
If leaving head quarters furnish outstation address (with Phone No.) :
Substitute arrangement during leave period (with name and signature of the substitute) :
Remarks, if any :

Date: 10/2/2020

Signature of applicant

Recommended and forwarded:

Signature of HOD/in-charge, with Date:

Name of HOD/in-charge :

OFFICE USE

Dr/Mr/Ms Mrs. Rinu David, Asst. Professor has been

sanctioned / not sanctioned 60 days Maternity leave w.e.f. 18.02.2020 to 17.04.2020

As per our leave rule 60 days maternity leave may be sanctioned.

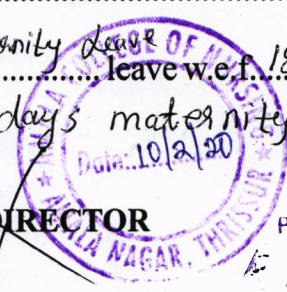
PRINCIPAL

JOINT DIRECTOR

DIRECTOR

Prof. Dr. RAJEE REGHUNATH PRINCIPAL AMALA COLLEGE OF NURSING AMALA NAGAR PO., THRISSUR-680 :

10/2/2020 L.E.O





AMALA INSTITUTE OF MEDICAL SCIENCES, THRISSUR

APPLICATION FOR LEAVE (TS)

Name : Margine Therese Jose
 Designation : Lecturer
 Department : Child Health Nursing, ACON
 Date of joining : 01 March 2014

Type of leave	From	To	No. of days
Casual leave			
Annual leave			
Compensatory leave			
Other leave (ML/LWA)	<u>04 JANUARY 2021</u>	<u>20th March 2021</u>	<u>60 days</u>

Purpose of leave : Maternity leave
 Prefix / suffix if any (with date) :
 Whether permitted to leave head quarters :
 If leaving head quarters furnish outstation address (with Phone No.) :
 Substitute arrangement during leave period (with name and signature of the substitute) :
 Remarks, if any :

Date: 04 Jan 2021

Margine
Signature of applicant

Recommended and forwarded:

Signature of HOD/in-charge, with Date:

Name of HOD/in-charge :

Leo
04.01.2021

OFFICE USE

Dr./Mr./Ms. Mrs. Margine Therese Jose, Lecturer has been sanctioned / not sanctioned 60 days Maternity Leave leave w.e.f. 04.01.2021 to 20.03.2021

Leo
4/1/2021
PRINCIPAL
Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR PO., THRISSUR-6801

Leo
04/01/2021
Academic Co-ordinator
Amala Nursing College & Research Centre
JOINT DIRECTOR
Academic Co-ordinator
Amala Nursing College & Research Centre

[Signature]
DIRECTOR