



Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University under Category A by MHRD, Estd. u/s 3 of UGC Act 1956)

Re-accredited with A+ Grade by NAAC. Recognised by UGC Under Section 12 B

Coimbatore - 641 043, Tamil Nadu, India

17.11.2020

CIRCULAR

All the Teaching and Non-Teaching staff members are instructed to submit their leave letters well in advance to the Registrar, before proceeding on any kind of leave (other than Casual Leave). If the leave letter is not received in time, the period of absence not covered by grant of leave shall be treated as "dies non" for all purposes, viz., increment, leave and pension. The salary shall be deducted for the days of absence accordingly. In case, if any employee leaves the headquarters, the same should also be mentioned in the leave letter, along with the address of stay during the leave period.

Further, all the staff members are requested to submit the updated list of family members, immediately in case of intimating changes such as marriage, re-marriage, newly born children, adoption of children, divorce, death etc have taken place in the family, along with the required documents to the Registrar, which has to be entered in the individual's Service Register. Change of Address if any, may also be informed.

Teaching and Non-Teaching staff should strictly adhere to the University timings regularly.

S. Kousalegn
REGISTRAR

Copy to:

1. Chancellor's Office
2. Vice Chancellor's Office
3. Registrar's Office
4. Assistant Registrar's (Academic.)
5. Director, School of Engineering
6. Director, Self Finance
7. All Deans
8. HOD's
9. Faculty of Education
10. The Public Relations Officer
11. The Controller of Examinations
12. The Finance Officer
13. The Civil Engineer
14. Director, Computer Centre
15. Computer Centre
16. All Non-Teaching Staff Members
17. University Website for information