



Atreya Ayurveda Pratisthana®
Spoorthi Ayurveda Medical College and
Dr S.V.Savadi Ayurvedic Medical college Gangavathi
ISO 9001:2015 Recognized Institution
(Recognized By Govt. of Karnataka & N.C.I.S.M. New Delhi)
(Affiliated to Rajiv Gandhi University of Health Sciences, Bangalore)

Date: 29-11-2025

IQAC Circular

To,

✓ **All Teaching faculty and Hospital Staff**
SAMC & Dr SVSAH Gvt
Respected sir,

Ref Number: -3/2025/MARB/General Matters dated on 28/11/2025

Subject: Mandatory Submission of Leave Applications through Registered official Email IDs only Reg

This is to inform all teaching staff & Hospital Staff that henceforth, all leave applications including short, causal and long leaves along with the relative supporting documents must be submitted through your register official email ID which uploaded in your OTMS profile to the official email of college **2023ayu0830@gmail.com**.

1. The hand written leave application submitted by the teaching faculty will not consider under any circumstance by College and NCISM authorities, no handwritten or verbal permission are not valid.
2. Any leave sent from the personal email ID or unofficial email ID(i.e. is not registered in OTMS) shall not be accepted
3. The concerned staff leave will be approved or rejected will be replied through official email ID of college.
4. The concerned staff should maintain the printout copy of leaves in the Department
5. If any faculty member fails to submit the leave application from the registered official mail ID, then it is marked as absent and unauthorized.

All faculty members are directed to ensure strict compliance with the above instructed to avoid any adverse consequence.


IQAC Coordinator
IQAC CO-ORDINATOR

Spoorthi Ayurvedic Medical College
Copy to **Dr. S.V. Savadi Ayurveda Hospital**
1. All teaching staff.


Principal
29/11/25

PRINCIPAL
SPOORTHI AYURVEDIC MEDICAL
COLLEGE AND DR. S.V.SAVADI
AYURVEDIC HOSPITAL, GANGAVATI

2. All hospital staff
3. Office copy



YOU ARE REQUESTED TO FOLLOW THE PROCEDURE BELOW

1. Send your leave application to the official email ID **2023ayu0830@gmail.com**.
2. Clearly mention the following details in the Leave Letter:
 - A. Name
 - B. Department
 - C. Designation
 - D. Type of Leave (CL/ML/EL/OD etc.)
 - E. Dates of Leave
 - F. Reason for Leave
 - G. Contact Number during leave period
3. Submit the application at least one day in advance, except in emergency cases.

This step is being implemented to ensure proper documentation, transparency, and smooth administrative function within the institution. Your cooperation in maintaining discipline and timely communication is highly appreciated.

For any clarification, please contact the IQAC.