



Parshvanath Charitable Trust's
A. P. SHAH INSTITUTE OF TECHNOLOGY
(Approved by AICTE New Delhi & Govt. of Maharashtra, Affiliated to University of Mumbai)
(Religious Jain Minority)

STAFF RELIEVING PROCEDURE TO BE COMPLETED

NAME OF THE STAFF : _____
DEPARTMENT : _____
DESIGNATION : _____
DATE OF RELIEVING : _____
CONTACT NO/EMAIL-ID : _____
FACULTY SIGNATURE : _____

Sr. No.	Particulars	Incharge	Room No	Signature
1.	No Dues From Library	Library	304	
2.	No Dues From Exam Section	Exam	114	
3.	No Dues From Accounts	Accounts	108	
4.	Submission Of Laptop	Mr. Kiran Deshpande	318	
5.	No Dues From Department	HOD		
6.	Submission Of Drawer & Cupboard Keys	HOD		
7.	Submission Of I-Card	Mrs. Sneha	110	
8.	Submission Of Visiting Cards	Ms. Snehal	110	

REMARK: _____

SIGNATURE OF PRINCIPAL