



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 Institution)

Date:-

To,
The Principal

Name of Faculty:- _____

Subject:- Application for Vacation

Sir,

I have completed following items mentioned in the checklist and I am proceeding for vacation from _____ to _____ for _____ days.

My contacts details during the above period will be _____
Mobile _____.

Checklist

1. Ensured that course is updated on Moodle Server as per guidelines given to help students to perform better in exams.
2. Discussed individual cases of students of non submission, test performance, late admission, defaulters with HOD. (HOD's are entrusted to ensure term work/test/oral marks are allotted to all students).
3. Sent faulty equipment's for Repairs.
4. Withdrawn faulty equipment's beyond repairs from dead stock by obtaining written permission from Principal.
5. Invited quotation for new equipment's required and will be followed up.
6. Confirmed teaching load for the next semester from HOD.
7. Handed over the keys of cupboards/lockers to HOD where college documents are kept. (Personal items can be kept and locked separately).
8. Applied for vacation through online Leave management system of Institute.

Alternative Arrangement:- Name & Signature _____

Remarks:- _____

Recommendation Of Exam Incharge:- _____

Recommendation of HOD:- _____ Signature of Faculty:- _____

Principal