



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

Sub:-Application for Vacation

Sir,

I have completed following items mentioned in the checklist and I am proceeding for vacation from _____ to _____ for _____ days. My contact 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 equipments for Repairs.
4. Withdrawn faulty equipments beyond repairs from dead stock by obtaining written permission from Principal.
5. Invited quotations for new equipments required and will be followed up.
6. Confirmed teaching load for the next semester from HOD.
7. Handed over the keys of cupboard/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.

Remarks: _____

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

Principal