



NOTICE

Sr.No/Principal/ 53 of 2021

1st May 2021

To-All Vacational Staff Members (S.E. to B.E)

Sub- Summer Vacation from 3rd May 2021 to 11th June 2021

All the vacational staff members of S.E. to B.E are hereby informed that the summer vacation as per academic calendar was from 17th May 2021 to 30th June 2021.

The summer vacation slot is from 3rd May 2021 to 11th June 2021.

Application for the vacation should be applied through ERP platform. HOD should endorse the leave as per eligibility criteria.

As per practice, the vacation plan and all other details should be submitted in the format given below to the undersigned by HOD/Dy.HOD before proceeding on vacation.

Faculty/Department staff member Name	Vacation period	Availability during vacation period in Mumbai	Postal address during vacation	Active E-mail address	Active Contact number self	Alternate active number-spouse /relative

All the teaching and Technical Staff should comply with all the requirements of the institute as per practice.

All are requested to kindly make a note of the same and act accordingly.

**(Dr.B.K.Mishra)
Principal**

Copy to:

Vice Principal
Dean – R&D
Dean – SSW
All HODs
Controller of Examination
TPO
Librarian
HOC
Office Superintendent
Office Executive
Accountant
ERP
Server Room