

# Punjab Engineering College (Deemed to be University)

## Application for Availing Vacation During Summer/Winter Vacation

(Faculty)

1.	Name:	Employee Code No.		
2.	Designation:	Department:		
3.	Purpose for availing vacation:			
4.	Period of availing vacation as notified by the Institute	Wef.	To:	
5.	Period of vacation requested	No. of days	From	To
6.	Alternate arrangements regarding academic and other responsibilities:			
	(a) Teaching: Are you teaching any summer course. If yes, pl. indicate arrangement made and concurrence of faculty member(s):	Yes/No		
	*(b) M.E Thesis: Concurrence of faculty member(s) who will look after M.E student(s) working with you:			
	*(c) Ph.D Thesis: Concurrence of faculty member(s) who will look after Ph.D student(s) working with you:			
	(d) Department level responsibilities: Indicate the arrangement(s) made:			
	(e) Institute level responsibilities: Indicate the arrangement(s) made:			
	(f) Confirm that the concerned respective co-ordinating officer as in 6(e) (if applicable) and the Director (if applicable) has been informed.			
7.	Contact address during leave period:			
	Contact Telephone No. during the Leave period	Landline No. Mobile No.		

Sanctioned/Not Sanctioned

Signature of the applicant

Date:

Sanctioning Authority

Director/Head of the Department

Note: Consolidated record of vacation availed/not availed should be sent to the Incharge Establishment Section at the end of vacation period by the Head of the Department.

\* To be filled in by the faculty member, if applicable and if the duration of leave exceeds one month