

MEERUT INSTITUTE OF ENGINEERING AND TECHNOLOGY, MEERUT

Teaching and Admin. Load Substitution Format

[To be uploaded in ERP while applying the Leave and to be sent to respective HOD(s)]

Faculty must provide proper substitution of all the assigned classes / entire teaching load prior to availing the leave. It's the responsibility of the faculty concerned. The substitution should be done with the courses / faculty teaching in the same class (other courses) // same course (in other classes)

Applicant's details

Name of Applicant		Mobile	
Designation		Leave From (Date)	
Department		Leave Till (Date)	

Class arrangement during leave

Date	Sem	Branch / Section	Room No.	Lecture No. / Start Time	Alternate / Substituted Faculty Name	Subject (To be taught by Substituted Faculty)	Signature of Substituted Faculty

Charge Handover of Admin Works

Details of Admin Works	Charge Handed-over to (Name)	Signature of Faculty, if accepted (to whom charge is handed-over)

Date of Submission :

Signature (Applicant) :

Recommendation / Approval

S. No.	Academic Coordinator of the Dept. (in which courses are being taught)	HOD (the dept. in which courses are being taught)
Remarks		
Sign		