



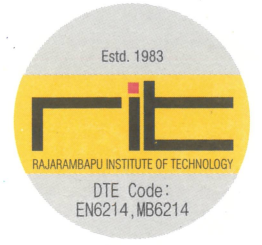
# RAJARAMBAPU INSTITUTE OF TECHNOLOGY

An Autonomous Institute, Affiliated to Shivaji University, Kolhapur

Approved by AICTE New Delhi, D.T.E., Govt. of Maharashtra

NAAC Accredited 'A+' Grade NBA Accredited

K. E. Society's



Ref: RIT/ 856/1459/2022-23

Date:

13 DEC 2022

## NOTICE

All regular faculty of Degree and MBA are hereby informed that they can avail the vacation from 19/12/2022 to 31/12/2022. All adhoc faculty of Degree and MBA who have completed one year in RIT can avail vacation for 4 continuous days between 19/12/2022 to 31/12/2022. All should plan vacation in accordance to the workload and smooth functioning of their respective departments. All faculty members should avail the vacation in continues manner i.e. in a single slot. HODs should submit vacation plan to the Director through Dean Academics for approval. Eligible faculty should apply for vacation and get it sanctioned from HODs through online portal on prior basis. HODs should sanction vacation through online portal after approval from Director. The ongoing works of NAAC & NBA should be continued during the vacation period without any interruption. All the academic activities will be continued as per the schedule.

- During Vacation Period, faculty can adjust maximum two lectures. Adjustment of more than two lectures are not allowed.
- All the exam related activities must be done on priority basis.
- All teaching and non-teaching staff should remain present on 21<sup>st</sup> & 24<sup>th</sup> December 2022 in the college to attend the following function.

➤ 21<sup>st</sup> December 2022: Idea lab inauguration

➤ 24<sup>th</sup> December 2022: Alumni meet

Concern authorities will communicate the schedule & instruction regarding these functions.



  
**Dr. Mrs. S. S. Kulkarni**  
Director