

<b>CRITERION NUMBER</b>	<b>CRITERION NAME</b>	<b>MARKS</b>
<b>6</b>	<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>	<b>100</b>

## INDEX

### 6.1 INSTITUTIONAL VISION AND LEADERSHIP

**6.1.1- THE GOVERNANCE AND LEADERSHIP IS IN ACCORDANCE WITH VISION AND MISSION OF THE INSTITUTION AND IT IS VISIBLE IN VARIOUS INSTITUTIONAL PRACTICES SUCH AS DECENTRALIZATION AND PARTICIPATION IN THE INSTITUTIONAL GOVERNANCE (10 MARKS)**

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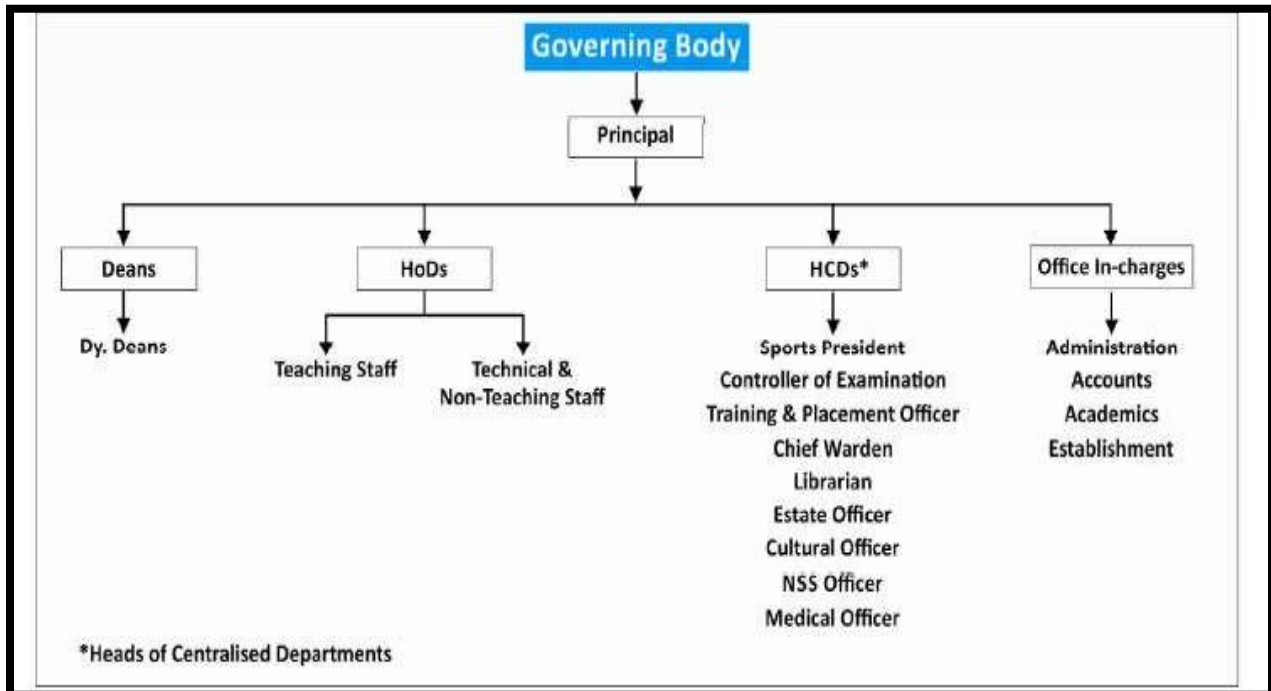
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## Governing Body

DAV realize the dream of Maharishi Dayanand a group of enlightened, dedicated and devoted followers with a deep sense of self denial, founded the Dayanand Anglo Vedic College trust and Management Society which was registered in 1886. DAV College Managing Committee (DAVCMC) is the executive body of DAV College Trust and Management Society. The DAV College Trust and Management Society takes pride in the fact that it is the largest non-governmental educational organization in India managing a chain of 900+ institutions including Engineering Colleges, Medical Colleges, Polytechnics, Physiotherapy Colleges, Arts and Science Colleges and Public and Model schools. It covers the entire spectrum of educational activity in the country. The DAV has established a reputation for academic excellence and character building. Every year thousands of students pass out of these institutions and distinguish themselves in various national and international platforms. The society has, as its alumni, distinguished jurists, diplomats, doctors, engineers, scientists, educationists, literary figures and sportsmen. The following is the composition of the Governing Body:

1. **Padam Shree Punam Suri, President DAVCMC (Chairman):** A well known media personality, Managing Editor of Daily Milap, acquainted with the latest information technology, a staunch Arya Samajist, an illustrious grandson of Mahatama Anandswami (Mahashaya Khushal Chand), has travelled to all European, Middle, Eastern and far Eastern Countries.
2. Dr. Ramesh Arya, Vice-President DAVCMC
3. Mr. Justice N.K. Sud (Retd.), Vice-President DAVCMC
4. Dr. N.K. Uberoi, Vice-President DAVCMC
5. Dr. A.K. Sharma, Vice-President DAVCMC
6. Mr. Justice Pritam Pal (Retd.), Vice-President DAVCMC
7. Shri Ajay Suri, General Secretary DAVCMC
8. Shri J.K. Kapoor, Secretary DAVCMC
9. Shri Arvind Ghai, Secretary DAVCMC
10. Shri Ajay Goswami, Secretary DAVCMC
11. Director Higher Education
12. Nominee of the AICTE
13. Nominee of the University
14. Nominee of the Director of Technical Education
15. Industrialist from State Govt.
16. Principal DAV College, Jalandhar
17. Principal Hans Raj Mahila Mahavidyalaya, Jalandhar
18. Principal Mehr Chand Polytechnic College, Jalandhar
19. Staff Representative
20. Principal of the institute/Member Secretary

## Organizational Chart



## **FUNCTIONAL COMMITTEES**

### **Internal Complaint Committee& Women Cell** **womencell@davietjal.org**

<b>S.No.</b>	<b>Name</b>	<b>Position</b>
1.	Dr. Suman Tandon , Assoc. Prof. (BM)	Convener
2.	Mr. S.K Uppal, Asstt. Prof, (ME)	Member
3.	Mrs. Poonam Sethi, Asstt. Prof. (ECE)	Member
4.	Mrs. Shallu Singh, Lab Asstt. (ECE)	Member
5.	Mrs. Pooja Arora, Jr. Stenographer	Member
6.	Mrs. Adv. Tania Bhatti, Jalandhar Heart – YCPT India – NGO	Member
7.	Ms. Shriya, B.Tech. (CSE) – 3'd Year, 157/19	Member
8.	Mr. Dilpreet Singh, B.Tech. (CE) – 3'd Year, 670/19	Member
9.	Ms. Kritika Aggarwal, MBA – 2nd Year, 2125/21	Member

### **Examination Committee** **coe@davietjal.org**

<b>S.No.</b>	<b>Name</b>	<b>Position</b>
1	Dr. Devinder Priyadarshi (Asstt. Professor, ME)	Controller of Examination
2	Dr. Bindiya Jain (Asstt. Professor, ECE)	Member
3	Mr. Aman Kumar Maini (Asstt. Professor, ME)	Member

**Training & Placement Committee**  
**placement@davietjal.org**

<b>S.No.</b>	<b>Name</b>	<b>Position</b>
1	Industrial Coordinator(s) from each department	Members
2	Mr. Vishav Kapoor (Asstt. Professor, ECE)	Manager-Industry Phase
3	Mr. Ratish Bhardwaj (Asstt. Professor, ECE)	Training & Placement Executive
4	Ms. Kalpana Sharma (Clerk)	Clerk

**Sports Committee**  
**sports@davietjal.org**

<b>S.No.</b>	<b>Name</b>	<b>Position</b>
1	Mr. Jaswinder Singh Dhillon (Asstt. Professor, IT)	President (Sports)
2	One Sports Coordinator from each department	Members

**Cultural Committee**  
**cultural@davietjal.org**

<b>S.No.</b>	<b>Name</b>	<b>Position</b>
1	Ms. Jasdeep Kaur (Asstt. Professor, MCA)	Cultural officer

**Timetable Committee**

<b>S.No.</b>	<b>Name</b>	<b>Position</b>
1	Dr. Rajni Sharma (Asstt. Professor, AS)	Incharge
2	One time table in charge from each department	Members

**Website Committee**  
**website@davietjal.org**

<b>S.No.</b>	<b>Name</b>	<b>Position</b>
1	Ms. Avani Chopra (Asstt. Professor, IT)	Incharge
2	Mr. Bhagat Singh Kalra (Network Administrator, IT)	Member
3	One Website Incharge from each department	Members

**Hostel Committee**

<b>S.No.</b>	<b>Name</b>	<b>Position</b>
1	Mr. Jaswidner Dhillon	Chief Warden
2	Dr. Sanjeev Naval	Dean Student Welfare
3	Dr. Parag Chopra (Medical Officer)	Member
4	Mr. U.Y. Hajam, Warden – PG Boys Hostel	Member
5	Mr. Deepak Parmar	Asst. Chief Warden
6	Ms Manju Warden – Girls Hostel	Member

**Press & Publicity Committee**  
**media@davietjal.org**

<b>S.No.</b>	<b>Name</b>	<b>Position</b>
1	Dr. Gaurav Dhuria (Associate Professor & HOD, ME)	Incharge
2	Dr. Parveen Kakkar (Asstt. Professor & Head (MCA)	Member
3	Dr. Ritu Sehgal (Asstt. Professor, MBA)	Member

**Alumni Committee**  
alumni@davietjal.org

S.No.	Name	Position
1	Dr. Neeru Malhotra (Associate Professor & HOD, ECE)	President ,DAVIET Alumni Association
2	One faculty member from each department	Members

**NSS/Social Welfare Committee**  
nss@davietjal.org

S.No.	Name	Position
1	Dr. Ashok Kumar(Assoc. Prof) Applied Sciences	NSS Officer

**Transport Committee**

S.No.	Name	Position
1	Mr. Pankaj Sadana (Asstt. Professor, ME)	Incharge
2	Mr. Sandeep Kumar Uppal (Asstt. Professor, ME)	Member
3	Dr. Bhupinder Singh (Asstt. Professor, App. Sci.)	Member

**Students Scholarship Committee**

S.No.	Name	Position
1	Ms. Shivani Mehta (Asstt. Professor, EE.)	Incharge
2	Mr. Love Kumar (Asstt. Professor, ECE)	Member
3	Mr. Hari Singh (Asstt. Professor, ECE)	Member
4	Mr. Om Parkash (Admin)	Member
5	Mr. Rishi Raj Sahajpal (Clerk)	Member

### **Accreditation Committee**

<b>S.No.</b>	<b>Name</b>	<b>Position</b>
1	Dr. Jagroop Singh (Assoc. Professor, ECE)	Incharge
2	Dr. Anand Bajaj (Asstt. Professor, App. Sci.)	Member
3	Mr. Ashwani Kumar (Asstt. Professor, App. Sci.)	Member
4	Mr. Sahul Goyal (Asstt. Professor, MCA)	Member
5	Mr. Sushil Kumar (Clerk)	Member

### **Academic Affairs Committee**

<b>S.No.</b>	<b>Name</b>	<b>Position</b>
1	Dr. Sudhir Sharma (Assoc. Professor & HOD, EE)	Incharge(Dean Academics)
2	Dr. Vinay Chopra (Asstt. Professor & HOD, CA)	Member(Deputy Dean Academics)
3	Mr. Ramandeep Johal (Asstt. Professor & HOD, ME)	Member(Deputy Dean Academics)
4	Dr. Rajeev Vashisht (Asstt. Professor, IT)	Member
5	Mr. Ashwani Kumar (Asstt. Professor, App. Sci.)	Member
6	Mr. Sahul Goyal (Asstt. Professor, MCA)	Member
7	Mr. Hari Singh (Asstt. Professor, ECE)	Member
8	Mr. Gobind Khurana (Asstt. Professor, CE)	Member

### **Ombudsman/Grievance Committee**

<b>S.No.</b>	<b>Name</b>	<b>Position</b>
1	Sh. A.K Sharma	Retd. Sessions Judge
2	Sh. K.K Ghai	Retd. Professor DAV College , Jalandhar
3	Dr. Jagjit Malhotra	Associate Professor, DAVIET
4	Sh. Pankaj Sadana	Assistant Professor, DAVIET





# DAV INSTITUTE OF ENGINEERING & TECHNOLOGY

Kabir Nagar, Jalandhar, Punjab - 144 008

**Accredited by NAAC with "A" Grade & Recognized by UGC under Section 2(f)**

Approved by AICTE; Affiliated to IKG-PTU, Jalandhar | Managed by DAV College Managing Committee, New Delhi

Ref. No. : DAVIET/ 2021-22/2432


Dated : 02/02/2022

## Office Circular

The following **Admission Core Committee** is hereby constituted for the session **2022-23**:-

1. Dr. Neeru Malhotra, HoD (ECE) & Admission Convener : 2022-23
  2. Dr. Vinay Chopra, HoD (CA)
  3. Dr. Love Kumar, AP (ECE)
  4. Mr. Om Parkash, Sr. Asstt. (Admn.) & Admission Secretary
- } Admission Co-Conveners : 2022-23

All are requested to extend full cooperation to the above team to boost up admissions of students in DAVIET.

  
(Dr. Manoj Kumar)  
Principal

### Copy to:-

1. All HoD(s)/HcD(s) – for information
2. Above Committee Members
3. Sr. Asstt. (A/cs.)
4. Establishment Section



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Kablr Nagar, Jalandhar, Punjab - 144 008

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Approved by AICTE; Affiliated to IKG-PTU, Jalandhar | Managed by DAV College Managing Committee, New Delhi


Dated : 29/04/2022

Ref. No. : DAVIET/182

## Office Circular

The Library Committee comprising of the following faculty/staff is hereby constituted for the financial year 2022-23:-

- |    |                              |                                   |
|----|------------------------------|-----------------------------------|
| 1. | Dr. Suman Tandon             | : Assoc. Prof. (BM) – Convener    |
| 2. | Dr. Rajni Sharma             | : Asstt. Prof. (Applied Sciences) |
| 3. | Dr. Payal Sharma             | : Asstt. Prof. (Applied Sciences) |
| 4. | Mrs. Poonam Sethi            | : Asstt. Prof. (ECE)              |
| 5. | Dr. Harmnapreet Singh Sandhu | : Librarian                       |

  
(Dr. Manoj Kumar)  
Principal

### Copy to:-

1. Above referred Committee Members
2. Sr. Asstts. (Admn. & A/cs.)

Website : [www.davletjal.org](http://www.davletjal.org)  
Email : [davlet@davletjal.org](mailto:davlet@davletjal.org)

Ph. : 0181-2207650, 2200232, 2343400  
Toll Free : 1860 180 0126



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Ref. No. : DAVIET/ 2175

Dated : 26/8/22


## Office Circular

In supersession to the previous **Office Circular** reference no. DAVIET/2018-19/9220 dated: - 26-11-2018 related to constitution of Academi Affairs Committee.

A revised "**Academic Affairs Committee**" consisting of the following faculty/staff members is hereby constituted to regularly monitor the educational quality of the academic programmes and to consider the strategic focus of the learning goals & outcomes, programme quality, programme accreditation, routine academic plans etc.

<b>Dr. Sudhir Sharma, Associate Prof. &amp; Head Electrical Engineering</b> <b>Dean Academics</b>	
<b>Mr. Ramandeep Singh Johal, HoD, ME</b> <b>Dy. Dean Academics</b>	<b>Dr. Vinay Chopra, HoD, CA</b> <b>Dy. Dean Academics</b>
<ul style="list-style-type: none"> <li>• Dr. Shivani Vij, AP, AS</li> <li>• Dr. Bhupinder Singh, AP, AS</li> <li>• Dr. Rajeev Kumar, AP, IT</li> <li>• Dr. Hari Singh, AP, ECE</li> <li>• Mr. Navleen Singh Rekhi, AP, ECE</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Suman Tandon, AP, BM</li> <li>• Ms. Shaveta Angurala, AP, CSE</li> <li>• Ms. Poonam Sethi, AP, ECE</li> <li>• Dr. Payal Sharma, AP, AS</li> <li>• Dr. Love Kumar, AP, ECE</li> </ul>
<b>Responsibilities/Duties</b>	
<ol style="list-style-type: none"> <li>1. Extension of approval and applications for new courses (AICTE/Non AICTE Courses)</li> <li>2. AICTE data Submission</li> <li>3. Continuation of affiliation by AICTE/IKGPTU</li> <li>4. Internal and External Inspections</li> <li>5. Information regarding result analysis/Detained students</li> <li>6. Data for awards &amp; Surveys</li> </ol>	<ol style="list-style-type: none"> <li>1. Preparation of Academic Calendar</li> <li>2. Time Table &amp; Teaching load</li> <li>3. Recommendation, Circular and data of FDP's attended by faculty Members</li> <li>4. Academic Audit (Internal &amp; External)</li> <li>5. Monitoring of Educational Qualities of Academic Programme</li> <li>6. Faculty &amp; Student feedback &amp; analyses</li> </ol>
<b>Ms. Neelam Rani (Clerk)</b>	
<b>Any other responsibilities assigned by undersigned related to academic work</b>	

All HoD(s) and faculty/staff of respective departments are requested to extend their full cooperation to the members of Academic Affairs Committee for academic excellence.

  
**Dr. Manoj Kumar**  
**Principal**

CC:

1. Dean(s)/All HoD(s):- With the request to circulate the information to their faculty/staff
2. Sr. Asstts. Admn./Acs
3. Establishment Section

**Website : [www.davietjal.org](http://www.davietjal.org)**  
**Email : [daviet@davietjal.org](mailto:daviet@davietjal.org)**

**Ph. : 0181-2207650, 2200232, 2343400**  
**Toll Free : 1860 180 0126**



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Kabir Nagar, Jalandhar, Punjab - 144 008

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Approved by AICTE; Affiliated to IKG-PTU, Jalandhar | Managed by DAV College Managing Committee, New Delhi

Ref. No. : DAVIET/2021-22/2599

Dated : 10/03/2022

## Office Order


A committee of the following faculty/staff is hereby constituted for preparing & making recommendations for printing of various print material (listed below) for the Academic Session 2022 – 23:-

- |    |                 |                            |
|----|-----------------|----------------------------|
| 1. | Dr. Anil Soni   | : Assoc. Prof. & Head (BM) |
| 2. | Dr. Anand Bajaj | : Asstt. Prof. (AS)        |
| 3. | Mr. N.S. Rekhi  | : Asstt. Prof. (ECE)       |
| 4. | Ms. Suman Lata  | : Clerk                    |

### Print Material:-

- i) Institute's Prospectus
- ii) Hostel Handbook
- iii) Admission Brochure
- iv) Brief Profile of the Institute
- v) Newspaper/Magazine for Advertisement
- vi) Promotional Material for Advertisement on Digital & Print Media

Committee is requested to give its recommendations to the undersigned in view of the quality-cum-cost within a week's time.

  
Dr. Manoj Kumar  
Principal

### Copy to:-

1. Convener, Admission Committee 2022-23
2. Above Committee Members

  
Simon  
10/5/22

  
15-03-2022

Website : [www.davletjal.org](http://www.davletjal.org)  
Email : [davlet@davletjal.org](mailto:davlet@davletjal.org)

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Ref. No. : DAVIET/2022-23/65

Dated : 11/04/2022

## Office Order

The following sub-committee is constituted to outsource staff like peon, sweeper, mali, security guard.

1. Dr. Sanjeev Naval, Dean SA (Chairman)
2. Dr. Ankush kohli , Chief Warden
3. Sh. Om Parkash, Sr. Asstt. (Admn)
4. Sh. Sumesh Mahajan, Sr. Asstt. (A/Cs)

The committee should give their recommendation to the undersigned at the earliest.

Dr. Manoj Kumar  
Principal

A  
11/4

Sum  
Ankush

21/11/4/22

Website : [www.davletjal.org](http://www.davletjal.org)  
Email : [davlet@davletjal.org](mailto:davlet@davletjal.org)

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Yes, Agreed



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Approved by AICTE; Affiliated to IKG-PTU, Jalandhar | Managed by DAV College Managing Committee, New Delhi

Ref. No. : DAVIET/ 85


Dated : 13/4/2022

## Office Order

Following committee is hereby constituted for the purchase of cleaning items in the campus as well in Guest House & hostels for the financial year 2022-23:-

- |    |                     |                        |         |
|----|---------------------|------------------------|---------|
| 1. | Mr. Om Parkash      | : Sr. Asstt. (Admn.)   | 13/4/22 |
| 2. | Mrs. Manju Bala     | : Warden. Girls Hostel |         |
| 3. | Mr. Rishi Raj       | : Clerk                |         |
| 4. | Mr. Chander Shekhar | : Clerk                |         |

The committee is required to purchase the items after surveying the market and in view of the quality-cum-cost.

  
(Dr. Manoj Kumar)  
Principal

### Copy to:-

1. Above-mentioned Committee Members
2. Sr. Asstt. (A/cs.)

  
13/4

  
Parveen Kumari  
Girls Hostel

Website : [www.davietjal.org](http://www.davietjal.org)  
Email : [daviet@davietjal.org](mailto:daviet@davietjal.org)

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Ref. No. : DAVIET/ 83

Dated : 13/04/2022

## Office Order

Following committee is hereby constituted for the purchase & repair work of IT related items in the campus for academic year 2022-23:-

- |                                   |                             |                    |
|-----------------------------------|-----------------------------|--------------------|
| 1. Dr. Jagjit Malhotra            | : Assoc. Prof. (ECE)        | <i>[Signature]</i> |
| 2. Dr. Dinesh Kumar               | : Assoc. Prof. & Head (IT)  | <i>[Signature]</i> |
| 3. Dr. (Mrs.) Harpreet Kaur Bajaj | : Assoc. Prof. & Head (CSE) | <i>[Signature]</i> |
| 4. Mr. Bhagat Singh               | : Networking Administrator  | <i>[Signature]</i> |
| 5. Mr. Sumesh Mahajan             | : Sr. Asstt. (A/cs.)        | <i>[Signature]</i> |

*[Signature]*  
(Dr. Manoj Kumar)  
Principal

### Copy to:-

1. Above-mentioned Committee Members
2. Sr. Asstt. (A/cs.)

Website : [www.davietjal.org](http://www.davietjal.org)  
Email : [davlet@davletjal.org](mailto:davlet@davletjal.org)

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Ref. No. : DAVIET/2022-23/97

Dated : 15/09/2022

## Office Circular

A committee of the following is hereby constituted for the purchase of Guddis, Souvenirs etc. alongwith printing of Institute's name on them for the year 2022-23:-

1. Dr. Neeru Malhotra : Assoc. Prof. & Head (ECE)
2. Mr. M.S. Bedi : Asstt. Prof. (CE)
3. Dr. Vinay Chopra : Asstt. Prof. & Head (CA)
4. Mr. Om Parkash : Sr. Asstt. (Admn.)
5. Mr. Rishi Raj : Clerk (Store Incharge)
6. Mr. Rakesh Gandhi : Clerk (A/cs.)

(Dr. Manoj Kumar)  
Principal

### Copy to:-

1. Above Committee Members
2. Sr. Asstt. (A/cs.)

Website : [www.davletjal.org](http://www.davletjal.org)  
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(A Unit of Dayanand Anglo Vedic College Trust & Management Society)

Kablr Nagar, Jalandhar, Punjab - 144 008

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Approved by AICTE; Affiliated to IKG-PTU, Jalandhar | Managed by DAV College Managing Committee, New Delhi

Ref. No. : DAVIET/ 2022-23/114

Dated : 19/04/2022

## Office Order

As per the provision of "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, an Internal Complaint Committee consisting of the following members is hereby constituted to deal with the complaints w.e.f. 01/04/2022:-

1. Dr. Suman Tandon : Assoc. Prof. (BM)
2. Mr. S.K. Uppal : Asstt. Prof. (ME)
3. Mrs. Poonam Sethi : Asstt. Prof. (ECE)
4. Mrs. Shallu Singh : Lab Asstt. (ECE) *Shallu Singh*
5. Mrs. Pooja Arora : Jr. Stenographer *R*
6. Mrs. Adv. Tania Bhatti : Jalandhar Heart – YGPT India - NGO
7. Ms. Shriya : B.Tech. (CSE) - 3<sup>rd</sup> Year, 157/19
8. Mr. Dilpreet Singh : B.Tech. (CE) - 3<sup>rd</sup> Year, 670/19
9. Ms. Kritika Aggarwal : MBA - 2<sup>nd</sup> Year, 2125/21

The term of the above said committee shall be **three years**.

*(Signature)*  
(Dr. Manoj Kumar)  
Principal

### Copy to:-

1. All Dean(s)/HoD(s) – for circulation amongst the faculty & staff of their respective department(s)
2. All the above Committee Members
3. IQAC – for information and record
4. Sr. Asstt. (Admn. & A/cs.) – for circulation amongst all Supporting staff of their respective section(s)
5. Website Coordinator – to upload on the Institute's website

Website : [www.davletjal.org](http://www.davletjal.org)  
Email : [davlet@davletjal.org](mailto:davlet@davletjal.org)

Ph. : 0181-2343400, 2207650  
Toll Free : 1860 180 0126

The Principal  
DAVIET  
Jalandhar.

Estb Section  
15/2/22

Subject: Regarding academic leave for Ph.D.

Respected Sir,

This is to request you that I, Shirani Mehta, A.P., EE Department want to avail academic leave <sup>(Thesis writing for)</sup> for Ph.D. Kindly sanction my academic leave w.e.f. 18<sup>th</sup> January 2022 for 30 days.

Thanking you,

Yours sincerely,

Shirani Mehta  
A.P. (EE)

Recommended to  
forward.

[Signature]  
4/1/2022

Sir,

Study leave of 01 month for Ph.D course work was granted to Mrs. Shirani Mehta from 19.4.2019 to 18.05.2019.

[Signature]  
7/1/2022

Seen  
[Signature]

noted  
[Signature]  
17/1/2022



**Minutes of the Meeting of Research Advisory Committee (RAC) for the Ph.D. Pre-Submission Seminar Evaluation**

<b>Name of the scholar:</b>	Shivani Sehgal	<b>Prov. Regd. No.:</b>	41800991
<b>Domain:</b>	Power Systems and Robotics and Control	<b>Date of Evaluation:</b>	<u>23 Dec 2021</u>
<b>Approved Topic:</b>	Memetics Meta-Heuristics Optimization for Economic Load Dispatch in BESS Based Ancillary Service		
<b>Final Result for the Evaluation:</b>	Recommended		

**Over all Recommendations of the RAC:**

As per the remarks of all the panel members, the scholar has completed her work and got it published as per the university guidelines so recommended for final submission of the thesis. It has been suggested by the panel members to be well prepared for final submission, and prepare for the suggestions provided during pre submission.

*Seen*  
*[Signature]*

Ref. No. : DAVIET/Estt/2021-22/551

Dated : 27/01/2022

Mrs. Shivani Mehta  
Assistant Professor (EE)  
DAVIET, Jalandhar

Sub : Study Leave for Ph.D Thesis Work

Dear Madam,

This has reference to your application for one month study leave for Ph.D thesis work. As per Institute Policy and the Undertaking given by you, study leave of one month, with pay, is granted to you w.e.f. 18.01.2022 to 17.02.2022 for Ph.D thesis work.



(Dr. Manoj Kumar)  
Principal

Copy to :

1. Head (EE)
2. Dean (Academics)
3. IQAC
4. Establishment Section

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# DAV Institute of Engg. & Technology Jalandhar

## Leave Application Form for Teaching Staff

Name ..... Chantu Rya ..... Date: 09.5.22  
 Designation ..... A.P ..... (Regular/Adhoc) Department ..... EE  
 Nature of Leave (Casual/Medical/Academic/Study/Duty) ..... Casual  
 Purpose of Leave ..... Urgent work  
 No. of Days ..... half (2<sup>nd</sup>) days (from ..... 1:00 to 5:00 PM on 09.5.22)  
 In case of Half day leave: Timing from ..... to ..... (Date ..... )  
 Connecting Saturday, Sunday & Holiday (if any) .....  
 Outstation Leave: Yes/No  
 If yes; Address while on out station Leave ..... Ludhiana .....  
 Mobile No. .... 9417127345

### Alternative Arrangement for Instruction Delivery:

Date	Class	Period No.	Name & Signature of Alternative Teacher
09.5.22	EE 6 <sup>th</sup> Sem	6-7 Ac Lab	Sr. Smt. <u>Mani Bansal Mani</u>

Cp  
(Applicant's Signature)

### For Office Use

Leave Record	Casual	Medical	Academic	Study	Duty
Last Leave Availed on	<u>3.5.22</u>	<u>7.5.22</u>			
Total Leave Availed	<u>15 + 1/2 + 1/3</u>	<u>47</u>			
Balance Leave	<u>3 + 1/2 + 1/3</u>	<u>53</u>			

(Checked & Verified by) ..... [Signature] .....  
 Recommendation of H.O.D. ....

[Signature]  
9/5/22  
PRINCIPAL

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# DAV Institute of Engg. & Technology Jalandhar

## Leave Application Form for Teaching Staff

Date: 30/3/22

Name: Reeta Khadunj

Designation: AP (Regular/Adhoc) Department: IT

Nature of Leave (Casual/Medical/Academic/Study/Duty): Casual

Purpose of Leave: Baby not well

No. of Days: 1/2 days (from ..... to .....)

In case of Half day leave: Timing from 1:00 to 5:00 (Date 30/3/22)

Connecting Saturday, Sunday & Holiday (if any) .....

Outstation Leave: Yes/No

If yes; Address while on out station Leave .....

.....

Mobile No. 8427233399

Alternative Arrangement for Instruction Delivery:

Date	Class	Period No.	Name & Signature of Alternative Teacher
30/3/22	A-Block IT 4th	6, 7	Bunjit Singh /

(Applicant's Signature)

### For Office Use

Leave Record	Casual	Medical	Academic	Study	Duty
Last Leave Availed on	28-2-2022	06-1-21	-	-	-
Total Leave Availed	2 + 1/2 + 2/3	89	-	-	-
Balance Leave	16 + 1/2 + 1/3	35	-	-	-

(Checked & Verified by)   
30/03/2022

Recommendation of H.O.D. ....

PRINCIPAL

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# DAV Institute of Engg. & Technology Jalandhar

## Leave Application Form for Teaching Staff

Name Rajesh Kochhar Date: 18/05/22  
Designation IT (Regular/Adhoc) Department IT

Nature of Leave (Casual/Medical/Academic/Study/Duty) Casual

Purpose of Leave out of station

No. of Days 1 1/2 days (from 19/5/22 <sup>(Fri)</sup> to 20/5/22 <sup>(Fri)</sup>)

In case of Half day leave: Timing from 9:00 to 1:00 (Date 20/5/22 <sup>(Fri)</sup>)

Connecting Saturday, Sunday & Holiday (if any) None

Outstation Leave: Yes

If yes: Address while on out station Leave  
Rajasthan

Mobile No. 8146455506

### Alternative Arrangement for Instruction Delivery:

Date	Class	Period No.	Name & Signature of Alternative Teacher
19/5/22	IT-4	1	
19/5/22	IT-6	2	
20/5/22	IT-8	1-2	
20/5/22	IT-4	3	<u>Rajesh Kochhar</u>

(Applicant's Signature)

### For Office Use

Leave Record	Casual	Medical	Academic	Study	Duty
Last Leave Availed on	<u>17-05-22</u>	<u>21-04-22</u>	-	-	-
Total Leave Availed	<u>07 1/2</u>	<u>45</u>	-	-	-
Balance Leave	<u>07 2/3</u>	<u>55</u>	-	-	-

(Checked & Verified by) Pras. D/V

Recommendation of H.O.D. 18/05/2022

[Signature]  
PRINCIPAL



# DAV Institute of Engg. & Technology Jalandhar

## Leave Application Form for Teaching Staff

Date: 23/02/22

Name: Aman Kumar Maini

Designation: AP (Regular/Adhoc) Department: Mech. Engg.

Nature of Leave (Casual/Medical/Academic/Study/Duty):

Purpose of Leave: To visit Delhi for routine checkup

No. of Days: 01 days (from 24/02/22 to)

In case of Half day leave: Timing from to (Date)

Connecting Saturday, Sunday & Holiday (if any)

Outstation Leave: Yes/No

If yes; Address while on out station Leave: Rajiv Gandhi Cancer Hospital, Rohini, Delhi

Mobile No. 9876227444

### Alternative Arrangement for Instruction Delivery:

Date	Class	Period No.	Name & Signature of Alternative Teacher
24/02/22	6th Sem ME	6th	Sh. Ramandeep Singh Johal

*Amaini*  
(Applicant's Signature)

### For Office Use

Leave Record	Casual	Medical	Academic	Study	Duty
Last Leave Availed on	19-2-2022	18-8-21	-	-	-
Total Leave Availed	08	111	-	-	-
Balance Leave	07	28	-	-	-

(Checked & Verified by) *Rous*

Recommendation of H.O.D. 23/2/2022

*[Signature]*  
PRINCIPAL



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# DAV Institute of Engg. & Technology Jalandhar

## Leave Application Form for Teaching Staff

Date : 08/03/22

Name Aman Kumar Maini

Designation Asst. Prof. (Regular/Adhoc) Department Mech. Engg.

Nature of Leave (Casual/Medical/Academic/Study/Duty) Medical Casual

Purpose of Leave For Medicine from ~~Haridwar~~ Haridwar

No. of Days 1 1/2 days (from 04/03/22 to 05/03/22)

In case of Half day leave: Timing from \_\_\_\_\_ to \_\_\_\_\_ (Date \_\_\_\_\_)

Connecting Saturday, Sunday & Holiday (if any) 06/03/22 - Sunday -

Outstation Leave: Yes/No

If yes; Address while on out station Leave Patanjali Yog Peeth

Mobile No. 9876227444

### Alternative Arrangement for Instruction Delivery:

Date	Class	Period No.	Name & Signature of Alternative Teacher
05/3/22	4th Sem.	3rd.	Dr. Gurveen Singh
	6th Sem.	1st-2nd.	Mr. Balbir Singh.

*Amaini*  
(Applicant's Signature)

### For Office Use

Leave Record	Casual	Medical	Academic	Study	Duty
Last Leave Availed on	25-2-22	18-8-21	-	-	-
Total Leave Availed	09 + 1/2	111	-	-	-
Balance Leave	05 + 1/2	28	-	-	-

message leave

(Checked & Verified by) \_\_\_\_\_

Recommendation of H.O.D. \_\_\_\_\_

*PS*  
PRINCIPAL