



RAJIV GANDHI COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE and Affiliated to Pondicherry University)

(Accredited with 'A' Grade by NAAC)

(Sponsored by Sri Balaji Educational and Charitable Public Trust)

Pondy - Cuddalore Main Road, Kirumampakkam, Puducherry - 607 403.

Dr. Vijayakrishna Rapaka

B.Tech.(Mech.), M.Tech. (Energy), Ph.D. (Ocean Engineering, IIT Madras),
M.I.S.T.E., F.I.I.P.E., M.C.S.I., M.I.S.E.S., M.A.S.E.E.

PRINCIPAL

RG CET/VACATION/2018-19/02

02-11-2018

CIRCULAR

Sub: VACATION 2018-19 ODD SEMESTER (Technician / Lab Asst.)

The Vacation slot options (**any 1 slot**) may kindly be collected from the respective Non Teaching staff members (Technicians/Lab Asst.)

The option form may be submitted to the office of the Principal on or before 08.11.2018.

Slot	Vacation	
	From	To
I	10.12.2018	16.12.2018
II	17.12.2018	23.12.2018

- The vacation will be applicable for Non Teaching (Technician/Lab Asst.) staff members who have completed one year of service as on the date of start of vacation.
- Atleast One Non Teaching staff (Technicians/Lab Asst.) members must be available in their respective laboratory during the above mentioned period.
- The HOD's are requested to ascertain the availability of the Non-teaching staff (Technician/Lab Asst.) members in their respective laboratory.

PRINCIPAL

Dr. E.VIJAYAKRISHNA RAPAKA
B.Tech. (Mech.), M.Tech. (Energy), Ph.D. (IIT Madras),
M.I.S.T.E., F.I.I.P.E., M.C.S.I., M.C.I.I.

PRINCIPAL

Rajiv Gandhi College of Engineering & Technology
Pondy - Cuddalore Main Road,
Kirumampakkam, Puducherry - 607 402.

Copy to:

1. The Administrator
2. The Vice Principal
3. The PRO
4. The Accounts Officer
5. All the HODs
6. The Exam Wing
7. The Librarian
8. The DPE
9. The Scholarship / Records Section
10. The Placement Officer
11. The Website Incharge- to upload in the College Website
12. The Attendance Incharge
13. The File