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)

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RGCET/CIR/2023-24/121
10.06.2024

CIRCULAR

This is to inform you that the period from **13 June 2024 to 19 June 2024** is hereby declared as a **Vacation Slot** for all Teaching Staff Members and Technical Staff Members who did not avail themselves of the vacation during the first slot, which was declared from 27 May 2024 to 02 June 2024.

Please be advised of the following important deadlines and requirements:

➢ All tasks assigned during the faculty meeting held on 10 June 2024, with deadlines on or before 12 June 2024, must be completed without fail before proceeding on vacation.

➢ Any tasks with deadlines falling within the vacation period must be completed by working from home.

➢ Additionally, the Academic Audit is scheduled for 24 June 2024. Consequently, all course work files and Learning Management System (LMS) materials, including video modules for all units from YouTube resources and the first unit with a self-recorded video, must be uploaded no later than 24 June 2024.

Your adherence to these deadlines is crucial.

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Dr. E.VIJAYAKRISHNA RAPAKA
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