



संत लोंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान

(शिक्षा मंत्रालय, भारत सरकार के अधीन राम विध्विद्यालय)

लोंगोवाल, जिला संगरूर, पंजाब - १४८१०६

Sant Longowal Institute of Engineering and Technology

(Deemed-to-be-University under Ministry of Education, Government of India)

Longowal, District Sangrur, Punjab – 148106

Department of Mechanical & Civil Engineering

Ref. No. SLIET/ME/ 16

Date : 07/04/2026

CIRCULAR

Subject: Acquiescence with Leave Rules and Class Arrangement Procedure

It has been observed with concern that some Faculty (*Regular & Contractual*) and Guest Faculty are proceeding on leave without prior intimation or approval from the competent authority. Furthermore, instances of leaving classes unattended, or not making alternative arrangements for class coverage, have been noted, which directly impacts academic discipline and students.


As regards above, faculty members of Mechanical and Civil Engineering Department are hereby requested to follow the leave rules and class arrangements procedure. It is the responsibility of the concerned Faculty (*Regular & Contractual*) and Guest Faculty to make class arrangements telephonically/through email, to ensure that classes are not left unattended, during their period of absentia.

Guest faculty must ensure that their teaching hours are completed as per the requirement, either through substitution or adjustment classes. If guest faculty are paid on a per-session basis, the focus should be on "recovering missed classes".

The work arrangement of the classes during absent period duly signed by the persons who took the classes, must be submitted in the office of Head, Mechanical and Civil Engineering alongwith leave application while re-joining of duties, for onward forwarding and records.

Station leave must also be submitted before leaving headquarters.

For information and compliance please. Your cooperation in this regard will be highly appreciated.


07/04/2026
HOD (Mech. & Civil Engg.)

Copy to:

1. Director Cell: for information of Director, SLIET
2. Dean (Academics)
3. Registrar, SLIET
4. File Copy

Proud To Be Part of Team SLIET"

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