

## DEPARTMENT OF ELECTRICAL ENGINEERING

National Institute of Technology Meghalaya

**Academic Load (Theory/Lab/In-charge) Adjustment Sheet**

Name of the Faculty/Staff/Scholar : \_\_\_\_\_

Proposed/Extended Leave Period : \_\_\_/\_\_\_/\_\_\_\_\_ to \_\_\_/\_\_\_/\_\_\_\_\_

**Course Adjustments**

Sl.	Date/Day (dd/mm/yy Monday)	Course Code (EEXXX)	Program/ Semester (B.Tech/7 <sup>th</sup> )	Engaged by	
				Name of Faculty/Staff/Scholar	Signature of Faculty/Staff/Scholar
1					
2					
3					
4					
5					

*(Add/delete the rows as per need)***Lab Adjustments**

Sl.	Date/Day (dd/mm/yy Monday)	Name of Lab	Engaged by	
			Name of Faculty/Staff	Signature of Faculty/Staff
1				
2				

*(Add/delete the rows as per need)*\_\_\_\_\_  
(Signature of Faculty/Staff/Scholar on Leave with date)**Approved/Not-Approved**\_\_\_\_\_  
(Head of the Department)