



# DHANALAKSHMI COLLEGE OF ENGINEERING

Tambaram, Chennai 601 301  
(An Autonomous Institution)



Cir. No. : C-317/2025-2026

Date: 05.06.2026

## Circular

The Management of DCE is pleased to announce the Summer Vacation slots for the Faculty Members, as given below. The reopening date for the institution will be on 08.07.2026.

Eligibility	Vacation Period	Remarks
Faculty Members who have rendered less than 1 year of service in DCE	No vacation	-
Faculty Members who have rendered their service more than 1 year and less than 2 years at DCE	7 days	To be taken in any one slot
Faculty Members who have rendered their service more than 2 year and less than 3 years at DCE	10 days	To be taken in two slots
Faculty Members who have rendered their service more than 3 years and less than 5 years at DCE	15 days	To be taken in two slots
Faculty Members who have rendered their service more than 5 years at DCE	20 days	To be taken in three slots

## Vacation Slot

Vacation Slot	Vacation Period	Number of Days
Slot 1	10.06.2026 - 19.06.2026	10
Slot 2	13.06.2026 - 19.06.2026	7
Slot 3	14.06.2026 - 23.06.2026	10
Slot 4	17.06.2026 - 23.06.2026	7
Slot 5	20.06.2026 - 24.06.2026	5
Slot 6	26.06.2026 - 30.06.2026	5

**HoDs are requested to take care of the following points:**

- 50% of the faculty to be available in the department on any working day.
- Examination related duty assigned should be attended by the faculty member during the vacation period.
- Log book, Course file, Handwritten Notes of the previous semester to be submitted before taking vacation.
- The logbook and coursefile for the forthcoming semester to be kept ready with the basic documents.
- LMS entry should be completed for the current and forthcoming semesters
- HoDs to verify the documents before approving.
- Vacation period includes exam duty etc.
- Admission duty is included in the vacation slot.
- Subject allocation and time table to be completed.
- Faculty members who availed vacation fully, may not be permitted to any other OD including examination duty.
- Material preparation (Notes, Assignments, Quiz) to be completed for the forthcoming semester.

**All the Faculty Members are requested to report for duty on 01.07.2026 without fail.**

Sd/-  
Principal

**To: All HoDs (with a request to circulate among their staff members)**

Copy Submitted to: The Chairman, CEO



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### Summer Vacation for Faculty Members 2025- 26



Name of the faculty and Designation :

Department :

Subject(s) allotted for the odd semester : \_\_\_\_\_

Description	Status of Completion	Remarks of the HoD
Coursefile <b>(2025-2026 Even Semester)</b>		
Logbook <b>(2025-2026 Even Semester)</b>		
<b>(2026-2027 Odd Semester)</b> 02 Marks Q &A 16 Marks Question Bank 03 Years Question Bank		
Lesson Plan and Notes <b>(2026-2027 Odd Semester)</b>		
Laboratory Manual Preparation <b>(2026-2027 Odd Semester)</b>		
NAAC data submission for AQAR		
FDP		
Uploading the courseware contents in ERP for (2025-2026 Even Semester & 2026-2027 Odd Sem., Question papers for IAT 1, II and Model examination for 22026-2027 Odd Sem.)		

Date of joining at DCE : \_\_\_\_\_

Years of experience at DCE : \_\_\_\_\_

Vacation period preferred : \_\_\_\_\_

Signature of the faculty

IQAC-Coordinator

HoD

Dean-Engg.

Principal

CEO

Chairman