

VU/Admin/Circular/2018/ 12

Date: 20/11/2018

Circular

Subject: - Vacation Slots for the Academic Year 2018-19

As per the academic calendar for the year 2018-19 the vacation is 42 days for the eligible faculty & staff members including 2 days during Diwali (5th & 6th November 2018).

All the eligible staff members are hereby informed that they can avail the Vacation of 40 days in the slot given below –

Faculty Members (Teaching) Slots From

- 3rd December 2018 to 30th December 2018.
- 29th April 2019 to 22nd June 2019.

Staff Members (Non-teaching) Slots from

- 3rd December 2018 to 30th December 2018.
- 18th March 2019 to 7th April 2019.
- 29th April 2019 to 22nd June 2019.

However, it is mandatory for all eligible faculty/staff members to immediately rejoin their duties after the end of vacation slot.

It should also be noted that all examination related duties and any other assigned work of the University has to be strictly completed by staff members as per requirement during the above mentioned slot as per the University policy. Also note that failing to perform examination duty or University duty is liable for punitive action. The eligible staff members can proceed on vacation in the above mentioned slot with prior approval by the Dean of respective faculty, Registrar and Vice Chancellor.

Vacation is only applicable to –

1. All teaching & non-teaching staff members of the University who have completed two years of service in Vishwakarma Group.

The section in –charge / HOD/ Dean should ensure that all members of section / department are not availing vacation simultaneously.

Any kind of leave is strictly not allowed prior or in continuation with the Vacation for those who are going on vacation.

Any person on vacation has to be available for official work, if required during the above mentioned slot.




[Prof. (Dr.) Siddharth Jabade]
Vice Chancellor

CWC to -

1. Vice Chancellor Office
2. Registrar Office
3. All Deans & HODs