



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University, Katra
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No. SMVDU/Adm/Estt./18/2099

Dated: 7th March, 2018

CIRCULAR

It has been observed that the Faculty members proceeding for leave do not provide the Alternate Teaching Arrangement and how they shall compensate the loss of class work upon resuming their duties after availing leave. And the Alternate Administrative Arrangement is also missing.

It is therefore, enjoined upon all Deans & Heads of Schools that, while forwarding the leaves applications of faculty members, they must ensure that such applications are accompanied with a Notification duly typed & signed in the enclosed format clearly stating the Alternate Teaching Arrangement & compensation of classes upon return.

Also, the faculty members holding administrative charge in their absence should be clearly mentioned. Any leave application received without proper Notification shall not be entertained.

All faculty members are further advised to try to schedule their academic meetings / engagements outside SMVDU in and around Jammu & adjoining areas on Saturdays, so that their academic & administrative responsibilities at SMVDU do not suffer.

This issues with the approval of the Competent Authority.


Registrar
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Copy to: -

1. All Deans/Heads/Head I/c, for information & circulation among all Faculty members for strict compliance.
2. PS to VC, for the kind information of Hon'ble Vice-Chancellor.
3. I/c Website for uploading on University Website.
4. Circular file.