



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University, Katra
Kakryal, Katra-182320, J&K Email: registrar@smvdu.ac.in

No: SMVDU/Adm/Estt./19/2690-96

Dated: 8th April 2019

NOTIFICATION

Sub: Vacation schedule for Faculty Members in Regular Scale

As approved by the Competent Authority, it is hereby notified that the vacation schedule for all faculty members at SMVDU during year 2019, shall be as detailed below:

S.No	Vacation	No. of days	Dates
1	Summer Vacation	30	1 st June 2019 till 30 th June 2019
2	Winter Vacation	12	21 st December 2019 to 1 st January 2020
Total vacation Days		42	

Further, all Heads of Schools will send a list of Faculty Members, to the Registrar, whose services are required during the vacation period for various administrative purposes (including admission), with mention of the specific dates for which such services are required along with the nature of responsibility assigned, before the start of Vacations but not later than 15th May 2019.

All Faculty Members desirous of availing vacation MUST take prior permission of the Competent Authority of the slots of vacation to be availed by them, before applying for the Vacation Leave in ERP Module.


Registrar

Copy to:

1. All Deans/Heads, for information and Complained,
2. All concerned Faculty Members for information.
3. Finance Officer, SMVDU for information.
4. Faculty I/c Website, for information & uploading on University Website.
5. PS to VC, for the kind information of Hon'ble Vice Chancellor.
6. AR(A&A), for information.
7. M/s Es3 India Ltd., for inforamtion.