



# श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University, Katra  
Sub Post Office, SMVD University, Katra - 182 320(J&K)  
Email: registrar@smvdu.ac.in

No. SMVDU/Adm/22/4139-40

Dated: 22 July 2022

## CIRCULAR

It is for the information of following wings that 23<sup>rd</sup> July 2022 (Saturday) will be observed as working day at SMVD University w.r.t. preparations for the 8<sup>th</sup> Convocation of the University scheduled to be held on 29<sup>th</sup> July 2022 ;

1. VC's Secretariat.
2. Registrar Office
3. Establishment wing.
4. Academics wing.
5. Research & Development wing.
6. Finance wing.
7. Stores & Procurement wing.
8. Examination Wing.
9. Engineering / Estates wing.
10. Students Welfare wing.
11. Network Centre.
12. Audio Video Projection Cell.
13. Telecom Section.
14. Contact Facility 8<sup>th</sup> Convocation / Students Affairs Section.
15. Publication & Media Cell.
16. Medical Aid Centre
17. Transport wing.
18. Security /Horticulture/House Keeping/Central Dispatch section.
19. All Faculty / Staff Members who are part of the various Committees constituted for ensuring smooth conduct of the Convocation

The University Staff Bus (Yellow) & Pritam Bus (White) shall ply as per their daily routine for SMVD University campus & back.

Further, 01 day of compensatory leave in lieu of working day declared on 23<sup>rd</sup> July 2022 (Saturday) can be availed on any working day after 1<sup>st</sup> August 2022 but before 31<sup>st</sup> December 2022.

  
Registrar

Copy to:

1. Chairman, Convocation Committee & all Deans/HoD's/Section Heads of above wings for information and for circulation among their concerned Faculty and Staff members for compliance.
2. PS to VC, for the kind information of the Hon'ble Vice Chancellor.
3. Office Order/ Circular file.