

SINCET/PRIN/2024-25/58

DATE: 23.12.2024

CIRCULAR

Sub: Grant of winter Vacation for the year 2024- Reg.

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The faculty/teaching staff members of this institute may avail 7 days of winter vacation, period from 25<sup>th</sup> December 2024 to 12<sup>th</sup> January 2025 subject to the following terms and conditions:-

**First Spell : 24.12.2024 to 12.01.2025 - any continuous 4 days from apply**

**Second spell : 24.12.2024 to 12.01.2025 - any continuous 3 days from apply**

**(Including Saturday and Sunday-prefix or suffix)**

1. Only staff members with one year of regular service on the day prior to start of vacation are eligible. If a staff member completes 6 months, he/she may avail 4 days.
2. HOD's shall ensure that equal or nearly equal faculty is on duty in the two spells.
3. When the Head of a Department avails vacation, the next senior staff member shall look after the Department.
4. The vacation as proposed should be final and no change will be entertained later.
5. Vacation once sanctioned can be cancelled at any time, if the situation warrants the presence of staff member for specific work.
6. HoDs should ensure before sanction the vacation whether they completed their assigned task ( exam work, revision, dept work etc)or not and ensure it should not be affected regular academic works.
7. OD and any other kind of leave during the spell will not be considered to change of vacation.

All HoDs are requested to send a roster of willingness in the format below to the principal.

Department of .....

Sl.No.	Name	Designation	Period of Vacation	Remarks

  
PRINCIPAL