



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University, Katra
Kakryal, Katra-182320(J&K)

No. SMVDU/Adm/Estt./16/ 3901-03

Dated: 18th February 2016

CIRCULAR

Sub: No long leave admissible in the First Two Weeks of an Academic Semester

It has been observed that some Faculty Members apply for long leaves (Earned Leave, Duty Leave, etc.) during the 1st and 2nd weeks of an Academic Semester. Since, it is very essential for the faculty members to be present during the start of a course in a new Semester and as desired by the Hon'ble Vice Chancellor, it is hereby notified for the information of all faculty members that no long leave will be sanctioned in the first two weeks of any Semester except in extra-ordinary situations.

This issues with the approval of Hon'ble Vice Chancellor.


Registrar

Copy to:

1. All Deans/HoDs, for information and for circulation among their concerned Faculty members
2. Website I/c, for information and uploading the same in the University Website.
3. PS to VC for the information of Hon'ble Vice-Chancellor.
4. Office Order/ Circular file.