



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

No: SMVDU/Adm/Estt./17/ 1629-33

Dated: 16<sup>th</sup> March 2017

**NOTIFICATION**

**Sub: Vacation schedule for faculty members**

As approved by the Competent Authority, it is hereby notified that the vacation schedule for the faculty members shall be as per below:

S.No	Vacation	No. of days	Dates
1	Summer Vacation	30	1 <sup>st</sup> June 2017 till 30 <sup>th</sup> June 2017
2	Winter Vacation	12	21 <sup>st</sup> December 2017 to 1 <sup>st</sup> January 2018

Heads of Departments / 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.

All Faculty Members desirous of availing vacation MUST take prior permission in the prescribed leave format for availing the same.

  
Registrar

Copy to:

1. All Deans/Heads, for information and circulation among their concerned faculty members.
2. Finance Officer, SMVDU for information.
3. I/c Website, for information & uploading on University Website.
4. PS to VC, for the kind information of Hon'ble Vice Chancellor.
5. AR(A&A), for information.
6. Office Order/Circular file.