

Date : January 06, 2023

Circular**(Winter Vacation : 2022-23)**

The Vacation Leaves (VL, Winter) : 2022-23 can be availed as per following :

1. VL can only be availed only after serving in MIET for one semester or 120 days (whichever is less). For winter period, the service duration will be counted till Dec 31, while for summer period, the service duration will be counted till June 30.
2. Faculty (including Director / Deans / HoDs) may avail 3 days' Vacation Leave during Semester break of Winter (after the end of Odd Semester classes but prior to the commencement of the Even Semester classes of ongoing session).
3. At any time, approximately one-third faculty of the department concerned can avail the vacation leaves. Its list / plan is to be finalized and communicated by respective HOD (at the end of November / one-week prior to the availing Winter Vacation and at the end of April / one-week prior to the availing the Summer Vacation).
4. Vacation Leaves may be taken maximum in two parts subject to that minimum 60-70% faculty of the department must not avail VL at the same time.
5. During vacation / leave period, all the concerned faculty members must remain available on Phone so that compliance of any urgent and important work can be done in a timely manner. Further, faculty members must ensure compliance of works related to NBA / NAAC / AKTU / Exam / Others (as assigned / concerned on priority basis).


(Dr. Brijesh Singh)

Director

Copy for information and necessary compliance to :

1. Hon'ble Chairman / Vice-chairman
2. Dean-Academics, Dean-Students' Welfare, Dean-First Year
3. All the HODs / Section Head
4. IQAC, Chief Proctor, Chief Warden, Hostel Wardens and All the faculty members
5. Registrar, ERP
6. Transport, Account, Library and All other Staff members