

Date : January 05, 2023

Circular**(Winter Vacation : 2023-24)**

The Vacation Leaves (VL, Winter) : 2023-24 can be availed as per following :

1. VL (maximum 03 days; either 1 or 2 or 3) can only be availed by those faculty members (including Director / Deans / HoDs) who joined on or before Sep 01, 2023 and still continuing their services at MIET. These Winter VL can be availed during :
 - a. Faculty Teaching in classes whose AKTU exams are wef Jan 09, 2024 : Jan 15 – Feb 05, 2024
 - b. Faculty Teaching in classes whose AKTU exams are wef Feb 25, 2024 : Feb 10 – March 09, 2024
2. Faculty members must complete following works prior to applying / availing the VL (winter) :
 - a. Preparation and submission of Course-file of Odd and Even Sem : 2023-24 (both the semesters)
 - b. Submission of duly evaluated / completed Students' Portfolio (Evaluated Answer Sheets of Sessional-I, II and PUTs, Lab Records, AM-08, AM-09, of all the assigned theory courses of Odd Sem : 2023-24 to respective HOD)
 - c. NBA and NAAC related works
 - d. Perform the exam related duty (in University Exams) – as assigned or will provide suitable substitution to perform such duty (non-reporting will cause lapse of VL and imposing of additional one PL to both the faculty members).
3. Departments (faculty members along with HODs) – whose NAAC work is complete (submitted duly completed all 27 files and DVV Excels) and verified by NAAC - Central Criteria Coordinators – will be permitted to avail the VL (winter). This substitution must be informed to COE and respective HOD in advance (in writing).
4. At any time, approximately one-third faculty of the department concerned can avail the vacation leaves. Faculty must apply VL (winter) at least two working days' prior to availing that must be forwarded by respective HOD and approved by respective Dean (prior to availing). Without approval of respective Dean, the availed VL will be treated as PL.
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.
6. VL for those faculty members who are engaged in any institute level work (e.g. Examination Cell, IQAC, NAAC etc.) can take these VL later (must write an application for approval; preferably on non-teaching days) and is subject to the approval of the Director.


(Dr. Brijesh Singh)

Director

Copy for information and necessary compliance to :

1. Hon'ble Chairman / Vice-chairman
2. Dean-Academics, Dean – CS/IT, Dean-Students' Welfare, Dean-First Year, All the HODs
3. IQAC, Chief Proctor, Chief Warden, Hostel Wardens and All the faculty members
4. Registrar, ERP