

Circular
(Summer Vacation – 2023-24)
(10th June to 25th July, 2024)

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

1. VL (maximum 05 days: either availed in maximum two steps) can be availed by those faculty members (including Campus Director/Deans/HoDs) who joined on or before Feb. 17th, 2024 and still continuing their services at MIET. These VL can be availed by:
 - a. Faculty members, teaching in second year whose AKTU exams are tentative in the month of July, 2024.
 - b. Faculty members, teaching in Third Year and Fourth Year whose AKTU Exams are scheduled in the month of June, 2024.
 - c. Submission of all exam related tasks, evaluation, submission of marks, submission of sessional marks etc.
2. NAAC related work should be complete and the applications must be duly signed by the Head-IQAC.
3. At any time approx. 1/3 faculty of the department can avail the VL. Faculty must apply VL (summer) at least 03 working days prior to availing that must be forwarded by respective HoDs and approved by respective Deans, without approval of respective Deans, the availed VL will be treated as P.L. or LWP (as per Case).
4. 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.
5. VL for those faculty members who are engaged in any institute level work (e.g. examination cell, IQAC, NAAC etc.) can take the VL later (must write an application for approval; preferably on non-teaching days) and is subject to the approval of the Campus Director.
6. No leave is permitted in last week of June-2024 without prior approval of Campus Director.
7. Only those faculties are entitled to VL who are involve in teaching, (HoDs must ensure this).
8. Faculty Members, who are on notice period (resigned) are not entitled to any type of leave.

**REGISTRAR**

Copy for information and necessary compliance to:

- Chairman Sir / Vice-chairman Sir
- Office of Campus Director
- Dean-Academics, Dean-CSE, IT & Allied Branches, Dean-Student's welfare, Associate Dean-First year
- All the HoDs and All the Faculty members
- IQAC, Chief Proctor, Chief Warden, Hostel, Wardens
- ERP and Web. Developer
- Office File