

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY, WAKNAGHAT

Date 09-12-2022

CIRCULAR

SUBJECT: Winter Vacation

Ref. : Academic Calendar, 2022-23

In terms of the Academic Calendar "**Winter Vacation**" will commence from 26th December, 2022 to 07th January, 2023.

The Heads of Department will identify the faculty required to remain on duty during the vacation period (Winter Vacation) in connection with the University work and will seek the approval of the Dean (A & R) / Vice Chancellor on the prescribed Proforma specifying the duties to be performed by the faculty member(s) during the vacation period (Winter Vacation).

APPROVAL PROFORMA:

S No	Name	Designation	Dates		Total Days	Purpose
			From	To		

CLAIM PROFORMA

S No	Name & Designation	Duty Period		Total Days	Leave Availed During Vacation		Total Leave	Net Day of duty
		From	To		From	To		

Before proceeding on vacation, faculty members should furnish their contact details at which they can be contacted (address, telephone number, and mobile number) to their respective Departments.

The Deans, Heads of the Departments, if willing, may proceed on vacation on obtaining specific permission of the Vice Chancellor.



HR Department

CC to :

Dean (A & R)
All Heads
Registrar
Vice Chancellor