

IITDH/FW/Vacation Period/2020-21/121
18 September 2020

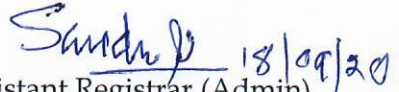
OFFICE MEMORANDUM

Subject: Vacation Period and Vacation Leave for the Academic Year 2020-21

In view of the prevailing situation relating to COVID 19 (Corona Virus), the following decision have been taken w.r.t. Vacation Period and Vacation Leave for the Academic Year 2020-21:

1. Academic Year for the 20-21 is considered to start from 01 September 2020 and will end on 31 July 2021.
2. A member of the faculty may avail up to a maximum of 60 days' vacation leave during the complete academic year. This may be availed as maximum of 30 days during September to December 2020 and a maximum of 30 days during January to July 2021. However, for a new faculty member joining the Institute after the commencement of the Academic Year, the number of days of vacation leave that may be availed by him/her will be proportionate to the number of completed calendar months (@ 5 days for every completed calendar month).
3. All the faculty members are requested to phase the vacation leave suitably by discussing with Faculty Associates and Deans and ensure smooth conduct of all official works, particularly those relating to academic, research and campus development.
4. Individual faculty members willing to avail Vacation Leave should apply for a formal sanction in the prescribed application for Leave duly forwarded by respective Faculty Associates and Deans.

This has concurrence of the competent authority.


Assistant Registrar (Admin) 18/09/20

Copy to:

1. All Faculty Members
2. Director's Office
3. Dean (FW and R&D)
4. Dean (AP)
5. Dean (SW)
6. Dean (IPS)
7. Web-Operator for uploading on Institute Website