

Ref. No. IITDh/FW/Admin/2026-27/24

दिनांक/Date: 10<sup>th</sup> April 2026

**कार्यालय ज्ञापन / OFFICE MEMORANDUM**

**विषय/Subject: Summer vacation for the regular faculty members: Academic Session 2025-26**

This is for the information of all concerned that the period from 11<sup>th</sup> May 2026 (Monday) to 10<sup>th</sup> July 2026 (Friday) is declared as a summer vacation for the regular faculty members of the Institute for the academic session 2025-26. All the regular faculty members are requested to phase the vacation leave suitably by discussing with the Heads of their respective departments and/or Deans to ensure the smooth conduction of all official works, particularly those relating to academic, research, department, and Institute-level activities.

A member of the regular faculty may avail up to a maximum of 60 days' vacation leave during the declared vacation period for winter and summer (combined) in an academic session, commencing in July every year. However, for a new regular faculty member joining the Institute after the commencement of the academic session, 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).

The minimum permissible days for availing vacation leave is 1 day in one instance. The balance of the vacation leaves not availed at the end of the declared summer vacation period will be converted to earned leave as per norms. Individual regular faculty members willing to avail of vacation leave should apply for a formal sanction through the Samarth portal.

This has been issued with the approval of the Competent Authority.

  
उप कुलसचिव (प्रशासन)/Deputy Registrar (Admin.) 10/4/26  
Rg

सेवा में / To:

1. समस्त नियमित संकाय सदस्य /All regular faculty members.

**प्रतिलिपि / Copy to: for information**

1. समस्त अधिष्ठातागण / सह-अधिष्ठातागण, All Deans and Associate Deans
2. समस्त विभागाध्यक्षगण / All HoDs
3. कुलसचिव / Registrar
4. निदेशक कार्यालय / Director's Office
5. कुलसचिव कार्यालय / Registrar's Office
6. वेब-एडमिन: आदेश को इंटरनेट पर उपयुक्त स्थान पर अपलोड करने हेतु। / Web-admin to upload the order on the intranet in the appropriate place.
7. समर्थ-सपोर्ट टीम, आवश्यक कार्यवाही हेतु / Samarth-Support team- for necessary action.