



CIRCULAR-WINTER VACATION

20.12.2024

This is to inform that the 18 days' winter vacation for teaching faculty scheduled from 24.12.2024 to 02.02.2025. The vacation period divided two categories. The compulsory vacation slot started from 11.01.2025 to 19.01.2025 and another slots are given below.

Slot No.	Date
1	24.12.2024 to 01.01.2025
2	25.01.2025 to 02.02.2025

To avail the Vacation, the following work has to be completed.

1. AQAR- 2023-2024.
2. Autonomous Work/Anna university inspection work/Univ. Exam duty.
3. Course file & Department Files.
4. CDP Count-500, FDP-05, Project-05, cultural Event-05 per faculty.

HODs are instructed to maintain 30% faculty in departments and Submit the vacation Slot on 23.12.2024.


 Principal 20/12/24

Note:

1. vacation Request Form Attached
2. Faculties joined before June 2024 are eligible for Vacation

Copy to

1. All HOD'S
2. Office

HOD'S	MECH	EEE	ECE	CSE	S&H	AIDS	MBA
SIGN							