ACE/ NO/GEN/ 24-25/158

Date: - 2.6.2025

## <u>Circular</u>

## Summer Vacation for Faculty Members

The summer vacation for the current academic session will be observed from 20th June 2025 to 29th June 2025. Faculty members are kindly requested to ensure the presence on the last working day prior to the vacation and on the first day of reopening and to avoid applying the leave on these days.

## Please note the following

Guest faculty members and those who have not completed one year of service are not eligible for the summer vacation.

In case of inspection, official assignments, or urgent academic/administrative work, concerned faculty members may be called upon to attend the college during the vacation period.

Your corperation in maintaining academic and administrative discipline is appreciated.

Dr. Rishi Nepalia

Principal

Copy to:

- Notice Board / Website
- HoDs & Department Coordinators
- Office File/ Atish Rai- HR Payroll In charge