



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University, Katra

Kakryal, Katra-182 320 (J&K) Email: registrar@smdvu.ac.in

No: SMVDU/Adm/Estt./17/ 2294-97

Dated: 20th April 2017

ADDENDUM

Sub: Providing Alternate Teaching / Administrative Arrangement before proceeding on leave

In continuation to this Office Circular issued vide no. SMVDU/Adm/Estt./17/1837-38, dated: 22nd March'2017, and as approved by the Competent Authority, it is hereby re-notified for the information of all concerned Deans, Heads of the Departments /School and faculty members that while forwarding the Leave application of the Faculty Member, Deans/HoDs should attach a copy of the Notification issued by them, clearly mentioning the alternate teaching arrangement [time table] in tabulated form, of the Faculty Member proceeding on leave along with the name of the alternate Faculty member who shall take that class/lab/tutorial. This must also include the alternate arrangement for the administrative responsibility being handled by that faculty member.

Further, the Notification must also clearly indicate how the Faculty member on resuming his duties after availing leave, shall compensate the loss of his classes/labs/tutorials. Any leave application received without the above details shall not be considered.

Other terms and conditions as already notified in the earlier circular shall remain the same.


Registrar


Copy to:

1. All Deans/ HoDs, for information & compliance.
2. All Faculty Members, for information & compliance.
3. PS to VC, for the kind information of Hon'ble Vice-Chancellor.
4. I/c. Website for uploading on the University Website.
5. Office Order / Circular file.