



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University

Kakryal, Katra – 182 320(J&K)

No. SMVDU/Adm/Estt./19/0742-48

Dated : 31-01-2019

C I R C U L A R

Sub: Half day on 2nd February 2019 (Saturday).

It is for information of all faculty, students & staff members of SMVDU, that in view of the **Inauguration of Shivalik Hostel (Block-B) on 2nd February 2019 (Saturday) by Dr. Jitendra Singh Hon'ble Union Minister of State(Independent Charge)** for the Development of North Eastern Region, Minister of State, Prime Minister Office, Atomic Energy and Department of Space, Personnel, Public Grievances and Pensions, Govt. of India; SMVDU will observe as half day working on 2nd Feb 2019.

All faculty & staff members of the University have to be present on 2nd Feb, 2019 for which **1/2-day special leave** shall be credited in their respective leave accounts. For the above purpose, faculty & staff members must **mark their in/out attendance** in the Bio-metric equipment for availing the facility.

The Hon'ble Union Minister shall address the Faculty, Students and Staff at 11:30 A.M in Matrika Auditorium. All Faculty, Students and staff must be present on their seats by 11:20 A.M

The staff buses shall leave the campus at 01:00 P.M. after culmination of the programme.

The staff posted in the Central facilities like, Engineering wing, Matrika Auditorium, AVP Cell, Guest House, Network Centre, Security, Horticulture, Housekeeping, Media Cell, Telecom, Placement cell etc. must ensure their presence on the above date for their respective duties.


Registrar

Copy to:

1. Deans/Heads/Section Heads for information & circulation among their faculty & staff for strict compliance.
2. I/c Dean of Student Welfare for information & circulation among all the students of SMVDU for strict compliance.
3. I/c Associate Dean, Academic Affairs for information & further needful w.r.t. the time table to be followed.
4. Section Heads of Central facilities for information & compliance.
5. PS to VC for the kind information of the Hon'ble Vice Chancellor.
6. I/c Transport for information & necessary action w.r.t. plying of both the staff buses, as per above schedule.
7. M/s Es3india.com for information & up-loading the same on the University website.
8. Notification/Circular file.