



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University, Katra
Kakryal, Katra-182320, J&K Email: ar.establishment@smvdu.ac.in

No: SMVDU/Adm/Estt.-FA/25/ 1364

Dated: 28th October, 2025

INTER OFFICE CORRESPONDENCE

From	To
Registrar	Deans/Heads of School/Faculty I/c

Sub: "Submission of Information Regarding Administrative Duties during Academic/Diwali Break 2025".

In reference to subject captioned above, it has been observed that many of the faculty members have not applied for Academic/Diwali Break 2025 on the e-Samarth Portal.

In this regard, it is desired to provide the information as per format here under:-

S.No.	Name of Faculty member alongwith their Administrative responsibility of Head of School/Dean/Faculty I/c	Date on which concern faculty member was not available during the working days of Academic/Diwali break.	Name of Faculty members to whom duties were assigned.
1.			

Your reply should reach this office by or before 31st October 2025.

Registrar

Copy to:-

1. All Deans, Heads of School/ Faculty I/c for necessary please.
2. AR(VC Sectt.) for kind information of the Hon'ble Vice-Chancellor.
3. Office file.