

IITDh/FW/OM/ Winter Vacation/2024-25/254  
28<sup>th</sup> October 2024

**OFFICE MEMORANDUM**

**Subject: WINTER VACATION FOR THE ACADEMIC SESSION 2024-25**

This is for the information of all concerned that the period from 4<sup>th</sup> December 2024 (Wednesday) to 1<sup>st</sup> January 2025 (Wednesday) is declared as Winter Vacation for the Faculty Members of the Institute for the academic session 2024-25. All the Faculty Members are requested to phase the vacation leave suitably by discussing with the Heads of their respective departments and deans (if you hold any institutional responsibilities) and ensure the smooth conduct of all official works, particularly those relating to academic, research, and campus development.

Vacation Leave can be availed only during the declared period of Vacation, except for those who are teaching First Year UG Courses, who may avail of this vacation after getting approval from the appropriate authority, subject to submission of grades and pending academic responsibilities before leaving for vacation.

A member of the faculty may avail up to a maximum of 60 days' vacation leave during the declared vacation period for Winter and Summer (combined) in an academic session, commencing in July every year. However, for a new faculty member joining the Institute after the commencement of the academic session, the number of days of vacation leave that may be availed by him/her will be proportionate to the number of completed calendar months (@ 5 days for every completed calendar month). Casual Leave can be combined with Vacation Leave provided the Casual Leave period falls outside the declared vacation period and the total period of absence on Casual Leave should not exceed 5 (five).

The minimum permissible days for availing vacation leave is 1 day at one instance. The balance of the vacation leaves not availed at the end of the declared Winter Vacation period will be carried over to the Summer Vacation. Individual faculty members willing to avail of Vacation Leave should apply for a formal sanction in the prescribed application for Leave.

This has the concurrence of the competent authority.

  
Officiating Registrar  
28/10/24

Copy to:

1. All Faculty Members, IIT dhArwAD
2. Director's Office, IIT dhArwAD
3. All Deans, IIT dhArwAD
4. Registrar, IIT dhArwAD
5. Web-Operator for uploading on the Institute Website