IITDH/FW/OM/Summer Vacation/2025-26/15

16th April 2025

# OFFICE MEMORANDUM

## Subject: <u>SUMMER VACATION FOR THE ACADEMIC SESSION 2024-25</u>

This is for the information of all concerned that the period from 12th May 2025 (Monday) to 11th July 2025 (Friday) is declared as a Summer 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/or Deans to ensure the smooth conduction of all official works, particularly those relating to academic, research, department, and Institute level activities.

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 in one instance. The balance of the vacation leaves not availed at the end of the declared Summer Vacation period will be converted to Earned Leave as per norms. Individual faculty members willing to avail of Vacation Leave should apply for a formal sanction through the Institute Comprehensive Institute Management System (CIMS) portal.

This has the concurrence of the Competent Authority.

Deputy Registrar (Admin.)
16/4/25

To:

1. All Faculty Members, IIT dhArwAD

*Copy to:*

1. All Deans, IIT dhArwAD
2. All Heads of the Department, IIT dhArwAD
3. Registrar, IIT dhArwAD
4. Director's Office, IIT dhArwAD
5. Registrar's Office, ITI dhArwAD
6. Dean FW Office, IIT dhArwAD
7. Web-Operator for uploading on the Institute Website
8. CIMS support team – *for necessary action*