



F.No. MANUU/ER.I(B)/F.110/2019/

11th May, 2019

OFFICE ORDER

Sub: **Summer Vacations - 2019 for Teaching Staff - Reg.**
Ref: 1. EC Resolution No. 20 dated 4th May, 2009
2. Approval of the VC dated 10.5.2019

In conformity with clause 14.0 of the UGC Regulations on Minimum Qualification for Appointment of Teachers and Other Academic Staff in Universities and Colleges etc. 2018, and the decisions of the Executive Council, the vacation of teaching staff working in teaching departments/CTEs/Campuses/DDE/Polytechnics/Centres of the University shall be observed as under:-

S.No.	Details	Period of vacation
01.	Teaching Departments at MANUU Hyderabad, CTEs except Srinagar & Lucknow Campus	31.5.2019 to 7.7.2019 (38 days)
02.	All Polytechnics	31.5.2019 to 7.7.2019 (38 days)
03.	Centres: ACSSEIP, CPDUMT, CUCS, CWS & HKSCDS	31.5.2019 to 7.7.2019 (38 days)


2. In the case of teachers working in the Centres, the vacation shall be subject to the following conditions in terms of EC Resolution dated 4th May, 2009 :-

- Vacation shall be sanctioned by the Registrar on the recommendations of the Director of the respective centres. In the case of Director of the Centre, the vacation shall be sanctioned by the Vice-Chancellor.
- Not more than 2/3rd teaching staff of the Centres shall be allowed to avail vacation at the same time. Summer vacation plan for the 1/3rd staff retained in the Centre shall be submitted by the Director of the Centre for approval.
- Vacation shall be sanctioned without disturbing academic/administrative activities of the Centres.
- Un-availed vacation shall not be carried forward to the next calendar year.

3. In respect of the teaching staff working in the Directorate of Distance Education, the existing practice of availing summer vacation in two batches shall continue from mid May, 2019. The Director In-charge, DDE shall send the vacation programme/plan of the teachers of the DDE to the Office of the Registrar for sanction.

4. Teachers from the teaching Departments/Centres/DDE/Polytechnics/CTEs are required to perform examination/admission related work during the vacation as per the requirement of the University. In-lieu of any curtailment of vacation by two weeks, the University teachers will be credited with 1/3rd of the period of their Earned leave.

5. Separate orders have been issued for the teachers working in CTE Srinagar and ASCW, Badgam vide Notification dated 3rd April, 2019.


Registrar

Copy to:-

- All Deans of School of Studies/HoDs of the Teaching Departments/Directors of Centres/Principals, CTEs/Polytechnics/In-charge, Lucknow Campus/Director, DDE
- Office of the VC/PVC/Registrar/Finance Officer/Librarian/CoE
- Director, CIT - for uploading on the University Website