



No. NITMGH/ES/Vacation/2019-20/1629

Date: 21.11.2019.

CIRCULAR FOR WINTER VACATION – 2019

The Institute specifies the period of Winter Vacation for Faculty and Students as mentioned below:-

Sl. No.	Particulars	From	To
1.	Faculties	30 th December, 2019	17 th January, 2020
2.	All students except Research Scholars and M.Tech. students	14 th December, 2019	19 th January, 2020

The following points should be observed during the vacation:

1. Faculty members holding designation of Asst. Professor to Professor (except Director) only are vacation staff. All other employees, academic and non-academic & Officers are non-vacation staff. Winter vacation for Faculty Members will be from 30th December, 2019 to 17th January, 2020 subject to satisfying all academic obligations.
2. Winter vacation is available to all students except Research Scholars and M.Tech students.
3. Faculty members availing vacation must, however, give intimation to the concerned Head of the Department/ Centre (HOD/HOC) through online application only (ERP) which shall be forwarded to Establishment Section for approval.
4. Vacation is not a matter of right. The HOD/HOC may detain any faculty member for any specific duty related to admission, examination, teaching, research or administrative work. While a faculty member may not refuse such assignment even in short notice, it is expected that HODs/ HOCs will inform the faculty members well in advance, preferably before the starting of the vacation.
5. Vacation may be availed ONLY after submission of grades of all courses taught and examined by the faculty, giving proper assignments to students (Ph.D. and M.Tech.), giving due advice to technical staff for maintenance of laboratories, and making satisfactory arrangement for all responsibilities normally handled by the concerned faculty member.
6. The HOD/HOC., before permitting vacation, should satisfy himself/herself that the faculty concerned has made proper arrangement for his/her responsibilities.
7. The faculty concerned must remain in touch with his/her HOD/HOC, students, technicians and other colleagues from place of vacation to discharge his/her responsibilities as a faculty member of his/her august Institute.
8. Vacation may be taken in combination with or in continuation of any kind of leave including CL (outside the Vacation period only). However, CL or Vacation cannot be sandwiched between each other.
9. Faculty members are expected to treat the working day during the vacation at par with any working day during the semester. The vacation period can be used for supervision of students carrying out research, writing project proposals, preparing lecture notes or for planning and setting up laboratories.
10. When a faculty member has vacation due, he/she may not use any other kind of leave. Rule pertaining to suffixing/prefixing of holidays and weekends for availing vacation will be same as that of Earned Leave. During the year, the period of vacation that an employee is entitled to will be 60 days.



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA
(An Institute of National Importance under MHRD)
Bijni Complex, Laitumkrah, Shillong-793003
Ph. 0364-2501294, FAX 0364-2501113

11. Faculty members leaving Headquarters during vacation need to apply for station leaving permission.
12. The Establishment Section will calculate Earned Leave to be credited to the accounts of the faculty members by using following formulae:
- a) *Entire vacation* : 30 days E.L
- b) *Part of vacation* : $\frac{60 - \text{vacation}}{2}$

Where E.L = Number of days to be credited to the E.L. account.

Vacation = Number of days vacation availed during the calendar year

13. All Earned Leaves will be calculated on calendar year basis i.e. 1st January to 31st December covering both Summer and Winter Vacation.

This issues with the approval of the Competent Authority.


(B. N. Choudhury)
Registrar

Copy to:

- 1) AR(DR), NIT Meghalaya for kind information of the Director.
- 2) All Deans for kind information.
- 3) All HODs / HOCs with a request to bring this Circular to the attention of all faculty members in their respective Departments/ Centres.
- 4) E-Notice to all Faculty Members for information and needful.
- 5) All ARs for information and necessary action.
- 6) Mrs. M. Hynniewta, TA, CS for uploading on the website/ Student's E-Notice.
- 7) Ms. R. Ksanieng, ERP Technician for information and necessary action.
- 8) Notice Boards.