CIRCULAR
SUMMER VACATION – FACULTY

Summer vacation for Teaching Staff (Prof./Assoc. Prof./Assist. Prof.) will be observed as
under:

First Half
15.06.2019 to 01.07.2019

Second Half
02.07.2019 to 15.07.2019

HODs are requested to prepare duty roster during vacation in respect of faculty members
working in their departments and submit the same to this office by 08.06.2019. While preparing
the roster, it may please be ensured that a senior faculty member remains on duty in each
department. In multi-unit departments, there should be at least one Professor on duty in each
half. NO SPLITTING OF VACATION WILL BE ALLOWED.

HODs must ensure that examinations, if any, falling during the vacation period get
conducted smoothly without any hindrance.

Note:
1. Assoc. Prof./Assist. Prof. who will be completing six months of continuous service in this
institute by 15.06.2019 are eligible for availing vacation.
2. Demonstrators/Senior Residents who will be completing six months of continuous service
in this institute by 15.06.2019 are eligible for 7 days' vacation.

Dr. KIRANJEET KAUR
PRINCIPAL
Principal
Maharishi Markandeshwar
Medical College & Hospital
Kumarhatti, Solan (Solan) H.P.

Copy to:
1. Advisor, MMU
2. Registrar, MMU
3. Medical Superintendant, MMMCH, Solan
4. Deputy Registrar, MMU
5. All HODs