



**MAHARISHI MARKANDESHWAR MEDICAL COLLEGE & HOSPITAL  
MAHARISHI MARKANDESHWAR UNIVERSITY  
KUMARHATTI, SOLAN-173229**

No: MMMCH/18/2166

Dated: 04.04.2018

**CIRCULAR  
SUMMER VACATION – FACULTY**

Summer vacation for Teaching Staff will be observed as under:

<u>First Half</u>	<u>Second Half</u>
<u>01.05.2018 to 15.05.2018</u>	<u>17.05.2018 to 31.05.2018</u>
<u>Common Working Day: 16.05.2018</u>	

Vacation for 15 days is allowed to all Assist. Prof./Assoc. Prof. who have completed six months of continuous service upto 01.05.2018. Demonstrators/SRs who have completed six months of continuous service upto 01.05.2018 are entitled to 5 days vacation. **NO SPLITTING OF VACATION WILL BE ALLOWED.**

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 **11.04.2018**. 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 atleast one Professor on duty in each half.

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

*Kiranjeet Kaur*  
**DR. KIRANJEET KAUR  
PRINCIPAL**

Copy to:

1. Registrar, MMU, Solan
2. Medical Superintendent, MMMCH, Solan
3. All HODs
4. Deputy Registrar, MMU