



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(केंद्रीय विश्वविद्यालय / A Central University)

कुलसचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर-784 028 :: असम / TEZPUR-784 028 :: ASSAM

कुलाध्यक्ष का सर्वोत्तम विश्वविद्यालय पुरस्कार, 2016, एनआईआरएफ़ भारत रैंकिंग 05: 2016 और नाक द्वारा 'ए' ग्रेड प्राप्त
Visitor's Best University Award. 2016. NIRF India Rankings 2016: 05 and accredited with NAAC 'A' grade

No.F.11 – 10/II(E)/524-A

Dated: 12.06.2020

Notification

(through website and e-mail)

It is notified for all concerned that the faculty members of the University are allowed to avail summer recess of **30 days during 15th June to 21st July, 2020** provided it does not affect the academic assessment process. Faculty members involved in online teaching assignment or other University assignment during the summer recess will be entitled to claim for credit of earned leave in their leave account for the duty so performed during vacation period, if so certified by the head of the concerned department.

Concerned Heads of Departments/Centres and Deans are requested to submit the detailed information as per **enclosed format** to the Office of the undersigned within 15.08.2020.

Issued with due approval.

Sd/-
(Biren Das)
Registrar

Copy for information and necessary action to:-

1. All Deans, Tezpur University.
2. All Heads of the Departments/Centres/Offices, Tezpur University.
3. Finance Officer, Tezpur University.
4. Controller of Examinations, Tezpur University.
5. Secy. to the Vice-Chancellor, Tezpur University for kind information of the Vice-Chancellor.
6. Webmaster, Tezpur University for upload in the University website.
7. Concerned file.

Sd/-Registrar

Format for sending information regarding duty performed by faculty members during vacation

Name of Academic Department/Centre:

Name of School:

Name of the vacation (pl. tick): Winter / Summer, Year:

Sl. No.	Name of the faculty member	Designation	Vacation availed *		Period of Duty assigned / allotted during vacation *		Description of the assignment
			From	To	From	To	

Signature of the HoD/HoC:

Date :

Counter signature of the Dean:

Date :