

NOTICE

According to the management's decision, teaching staff members in engineering, management, and degree programs will go for summer vacation according to the following schedule and conditions mentioned below. **HODs are required to obtain leave approval of their department faculty members from the concerned Principal by 10 April 2024.**

Slot No.	Date	Leave for Staff
1 st	15-30 April, 2024	Degree, Management and Engineering
2 nd	1-15 May, 2024	Degree, Management and Engineering
3 rd	16-30 May, 2024	Management and Engineering

Note: -

1. Staff members who joined after December 31, 2023, will not be eligible for the mentioned leave.
2. All Heads of Departments (HODs) must ensure that classes are conducted according to the time table.
3. HODs must ensure 50% staff attendance in each slot.
4. Members of the Admission Committee will be required to obtain permission from the competent authority for the same.
5. Under unavoidable circumstances, leave may be revoked at any time.
6. All other rules regarding leaves must be strictly followed.


PRINCIPAL**Copy to: -**

1. Sh. Manoj Joshi (for kind information)
2. Registrar
3. Principal, Sobhasaria College
4. All HOD's for circulation
5. Wardens
6. Accounts Section
7. HR Section
8. Library
9. All Offices
10. Security