



Circular

8th April, 2025

To,
All Staff Members

Ref. No.: DSU/Circular/Admin/2025/35

Summer Vacation.

It is to inform all staff members that our Summer Vacation is scheduled during 12th May to 25th May, 2025 for all Staff Members.

Please note the following in this context:

1. Admission Cell will be operational during this Vacation Period.
2. All Deans of the respective Schools are instructed to make proper arrangement of staff for institute visit. Hence it is necessary to keep necessary staff available in the institute during this Vacation Period.
3. All staff members are instructed to be in touch with the department at regular interval so that in any emergency they can be called if needed.
4. Those who are given any examination duties like Paper Assessment, Paper Setting etc. will have to be completed in stipulated time period. No excuse will be entertained in this regards.
5. Vacation schedule for admin staff will be arranged from the Registrar Office.
6. The staff member, who have not completed one year of service in the institute, will be eligible for vacation of 1 week.

With Regards,


Registrar
Dr. Subhash University
Junagadh

