



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
(A Central University established by an Act of Parliament)
Hyderabad, Telangana State, India

No.EFL U/A&E/F.74/2018/928

27 November 2018

CIRCULAR

The Winter Vacation for Hyderabad and Lucknow Campuses for the Academic Year 2018-19 will be from **5.12.2018 to 03.01.2019**. The University reopens on **04.01.2019**.

Members of the faculty who will not be in station during Winter Vacation are requested to leave their vacation address, email ID and telephone numbers in the Administration Section.

All members of the faculty are required to hand over the award sheets of their courses on or before **4 December 2018**, before they proceed on vacation.

All Deans, HoDs, Provosts, Directors, OSD's, Coordinators, etc. will be on duty during vacation. If they wish to avail vacation partly, they should take prior approval of the Honorable Vice-Chancellor.

The Deans/Heads of the Departments are requested to fill in information about vacation duty of their faculty in the proforma provided and send it to the Administrative Section for information and necessary action.

This has the approval of the Vice-Chancellor.

T. Nimmu D
REGISTRAR I/c
27/11/18

Encl: as above

To

All members of the Faculty

Copy to:

1. The Director, Lucknow Campus
2. OSD to the Vice-chancellor
3. The Controller of Examinations
4. The Joint Registrar, Administration
5. PS to the Vice Chancellor
6. PA to the Registrar



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

(A Central University established by an Act of Parliament)

Hyderabad, Telangana State, India

Date.....

PROFORMA

I suggest that the following members of the teaching staff may be put on duty during the Winter Vacation (5th December – 3rd January 2019) (the period of the duty and the work assigned have been shown against each name). They would be available for discussion/ consultation/Department work from 9.30 am to 1.30 pm and from 2.00 pm to 6.00 pm.

Sl. No.	Name	Period	Nature of work assigned
1			
2			
3			
4			
5			
6			

**Dean of the School/
Head of the Department**

Note: Please furnish the information about the teaching staff who are put on duty on vacation to the Administrative Section on or before 4th December 2018.