



अंग्रेज़ी एवं विदेशी भाषा विश्वविद्यालय  
हैदराबाद - ५०० ००७  
THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY  
HYDERABAD – 500 007

No. EFL U/Acad./F.74/2024/235

02 December 2024

**CIRCULAR**

The Academic almanac provided the winter vacation from 07 December to 31 December 2024. The University will reopen on 1 January 2025.

In this regard, all the members of the faculty are requested to submit the grades at the office of the Controller of Examinations on or before 06 December 2024.

Those members of the faculty who will not be in station during the winter vacation are requested to leave their vacation address, email ID, and telephone numbers with the Administration Section.

All the Deans, HoDs, Directors, Provosts, Coordinators, OSDs, Director I/c, EFLU Lucknow Campus, will be on duty during vacation. If they wish to avail a part of the vacation, they shall take prior approval of the Hon'ble 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.

  
REGISTRAR I/c

To

All members of the Faculty



**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 Summer Vacation/ Winter Vacation ( ) (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.