



अंग्रेज़ी एवं विदेशी भाषा विश्वविद्यालय  
हैदराबाद - ५०० ००७

**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY  
HYDERABAD – 500 007**

No. EFL U/Acad./F.74/2026

13 April 2026

### **CIRCULAR**

The Summer Vacation for faculty will be from 4 May, 2026, to 7 June, 2026. The University will reopen on 8 June, 2026.

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

All the Deans, Heads of Departments (HoDs), Directors, Provosts, Coordinators, OSDs, Director, 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.

Digitally signed by  
SINI MANCHALA  
Date: 29-04-2026  
13:33:36

**REGISTRAR**

To

All members of the Faculty

Copy to:

1. The Proctor
2. The Dean, Academics
3. The Controller of Examinations
4. The Joint Registrar, Academic
5. The Assistant Registrar, Administration
6. The PS to the Vice Chancellor
7. The PA to the Registrar
8. The File concerned



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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.