



# तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009के अंतर्गत स्थापित)

**CENTRAL UNIVERSITY OF TAMIL NADU**

(Established by an Act of Parliament, 2009)

नीलक्कुडी परिसर/Neelakudi

Campus, कंगलान्चेरी/Kangalancherry, तिरुवारूर/Thiruvapur - 610 101

☎:04366-277256 / email: establishment@cutn.ac.in

CUTN: 3-4/2014-Estt-1597

Dated: 10/05/2016

## CIRCULAR

This is to notify that the summer vacation for teaching faculty commence from **12/05/2016 to 12/06/2016 (32 days)**. The date of reporting from the vacation is **13/06/2016** for the Odd Semester of Academic Year 2016-17. Faculty members are requested to submit the following information:

- Faculty members proceeding on vacation are required to inform their contact details during the period of vacation to Establishment section, with copy to Academic Section.
- Faculty members leaving the country are required to obtain prior permission from the Competent Authority. Application in the prescribed format for seeking for permission should be duly recommended by the concerned Head In-charge.
- Faculty members, who intend to stay and work during vacation, should inform through their Head In-charge well in advance along with their detailed work plan in the prescribed format as given below and get prior approval from the Competent authority.

| Working Spell |    | No of working days* | Nature of work | Recommendation of Head In-Charge / Coordinator |
|---------------|----|---------------------|----------------|--|
| From          | To |                     |                |  |
|               |    |                     |                |  |

\* - Exclude Holidays, Saturdays and Sundays.

- The faculty members who have been nominated in various Committees should make themselves available as required by the University.
- Assistant Professor (On contract) / Guest Faculty have to submit their No Dues Certificate on 11.05.2016.

To

- FO / COE
- All Head (In-charge) and Coordinator
- All Teaching staff (on contract) and Guest Faculty
- PS/PA to VC / Registrar
- Establishment / Academic Section
- Assistant Registrar / Assistant Librarian / Academic Coordinator / OIC (Admin)
- E - Circular

Deputy Registrar (Estt)

उप कुलसचिव  
Deputy Registrar  
(स्थावना)  
Establishment  
तमिलनाडु केन्द्रीय विश्वविद्यालय  
Central University Of Tamil Nadu

