

**M. M. COLLEGE OF MEDICAL SCIENCES & RESEARCH
MAHARISHI MARKANDESHWAR UNIVERSITY
SADOPUR-AMBALA, HARYANA (INDIA), 134007**

Ref no- MMCMSR/ADMIN/2024/209

Date- 26.11.2024

**CIRCULAR
Winter Vacations**

1. Please refer our office order no MMCMSR/Admin/2024/207 dated 26.12.2024 received winter vacations order for teaching faculty's will be observed as under :-

**First half
15.12.2024 to 29.12.2024**

**Second Half
31.12.2024 to 14.01.2025**

2. Winter Vacations for 15 days is allowed to all the faculty Members who have completed six months of continuous service **Up to 14.12.2024.**
3. All the HODs are requested to please prepare the duty roster and submit the same in the office of the undersigned **by 14.12.2024.** While preparing the roster, please ensure that **equal number of Professor(s)/ other Faculty members should remain on duty in each half of the vacations.**
4. HOD, must ensure that various examinations/emergency services during the vacation period get conducted smoothly.
5. Further, all the **Senior Residents/Tutors, who have also completed six months of continuous service up-to 14.12.2024,** are allowed 5days Winter Vacations. Their Rosters may also be got prepared accordingly and submit the same.
6. The office order no MMCMSR/Admin/2024/207 dated 26.12.2024 may be treated as cancelled.


Chief Administrative Officer

Copy to :-

1. The Principal MMCMSR.
2. All Heads of Deptts. MMCMSR.
3. PS to VC/Registrar