

SWAMI VIVEKANAND SUBHARTI UNIVERSITY

Subharti Puram, Delhi-Haridwar by Pass Road Meerut

Ph. 0121-2439089, 2439578 Fax: 0121-2439067

No. SVSU/2008/866

Date: 08-12-2008

Ratified by Executive Council
(30.03.2009)

Notification

The following ordinance, as approved by the Hon'ble Chancellor on 05-12-2008, is published herewith for information:

ORDINANCE No. VII (2)

Holidays

1. This Ordinance shall be called the Ordinance for Holidays.
2. The Ordinance shall come into force with immediate effect.
3. **NATIONAL HOLIDAYS:**

Teaching and outdoor services will remain suspended on National holidays mentioned below. All students, teachers & staff will report for celebration and will disperse after celebration.

- a) Republic Day (26th January)
- b) Independence Day (15th August)
- c) Mahatma Gandhi Jayanti (2nd October)

4. **INSTITUTIONAL HOLIDAYS:**

All the establishments will remain closed on the following holidays but essential services shall remain in operation. Hence, teaching and non-teaching staff will observe these holidays whereas those staff members who are given duties to maintain essential services in any unit will remain on duty.

- a) Holi & Dulhandi - Three days
- b) Shivratri (Sawan) - To be decided by the management in accordance with the instructions of district administration.
- c) Id-U'l-Fitr - One day
- d) Diwali - Three Days

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e) Id-U'l-Zuha - One day

5. **RESTRICTED HOLIDAYS:**

Teaching and non-teaching staff can avail of any two holidays out of the following restricted holidays with prior permission of the Principal/ HOD concerned. Restricted holidays not availed of can be encashed as per the encashment policy.

a) Muharram - One day

b) Good Friday - One day

c) Ram Navami - One day

d) Mahavir Jayanti - One day

e) Raksha Bandhan - One day

f) Janmashtami - One day

g) Dussehra - One day

h) Guru Nanak Jayanti - One day

i) Christmas - One day

6. The Principal of the College can declare teaching holidays in consultation with the Vice-Chancellor as per the academic schedule. During such holidays, non-teaching staff will remain on duty.

7. **ESSENTIAL SERVICES:**

It is clarified that essential services should not be affected on the holidays. It is the responsibility of the Principal/HOD concerned to make proper working arrangements so that essential services under the unit are not affected. The decision of the Principal/HOD will be final on this issue. As a result of this, several officers and workers will have to do duty on holidays. Such staff members may be given compensatory holiday on any other day within the same calendar year with the permission of the Principal/HOD. The following are the essential services:

a) Hospital Services

b) Security

c) Transport

d) Electricity & Water

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e) Any other service deemed to be essential by the Principal/HOD concerned.

8. **OPD FACILITY:**

The OPD facilities will remain suspended on National Holidays, Dulhandi and Sundays. The OPD will run uninterrupted on all other days. Staff working on holidays in OPD will be given compensatory off on any other day during the same calendar year with the permission of the Principal/HOD concerned.

By Order etc.

P.K. Garg
08.12.08
P.K. Garg
Registrar

Copy to:

1. P.S. to President S.K.K.B. Charitable Trust
2. P.S. to Vice-President S.K.K.B. Charitable Trust
3. P.S. to Chancellor
4. P.S. to Vice-Chancellor
5. P.S. to Pro Vice-Chancellor
6. Dean & Principal Dental College.
7. Dean & Principal Medical College.
8. Dean & Principal Law College
9. Dean & Principal Engg. College
10. Principal Arts, Science & Management
11. Principal Nursing College
12. Principal Physiotherapy College
13. Principal Journalism & Mass Communication.
14. Finance Officer
15. Personnel Officer
16. Guard File

P.K. Garg
08.12.08
P.K. Garg
Registrar