

OFFICE OF THE PRINCIPAL, V.N.(AUTO.) COLLEGE, JAJPUR ROAD

NOTICE NO. _____ / DATE- _____

As you are aware that the Summer Vacation is scheduled to commence from 4th May 2024(Saturday) till 17th June 2024(Monday), the College will remain closed during the period of vacation. However, the college office will remain open on all working days during this period & the members of staff who have been assigned roster duty will attend the office as per the roster duty assigned & notified. For the admission work/Process for the academic year 2024-25, all those who have been assigned duties and the sections concerned will remain present in the office during the summer vacation as per the programme to be scheduled by the govt. for admission under SAMS.

In view of the ensuing Simultaneous General Election-2024, all members of staff (both Teaching & Non-Teaching) are hereby instructed not to leave headquarters without prior approval of the appropriate authorities. The headquarters leaving permission shall be entertained only in case of exigencies.

Principal

V.N. (Auto.) College, Jajpur Road

Memo No. 1548 (S) Date- 30-04-24

Copy to Office Guard File/ Principal's Guard File/ Staff Common Room/ Non-Teaching Guard File/ Establishment Section/ Accounts Section/ Academic Section/ Head Clerk/ +2 SAMS/ Degree SAMS/ Administrative Bursar/ IQAC/ Election File/ Roster Duty File/College Website for information & necessary action.

Principal

V.N. (Auto.) College, Jajpur Road