

AMRITA/CBE/ODA/10/2025/02

October 11, 2025

**CIRCULAR**

**Sub: AY 2025-2026 - Winter Vacation for Academic Departments (Ettimadai) – reg.**

Faculty members may avail winter vacation for a maximum period of ten (10) days.

It should be noted that 12<sup>th</sup> and 13<sup>th</sup> January 2026 will be counted as mandatory vacation days. Faculty may opt to avail the remaining eight (8) vacation days from 22<sup>nd</sup> October to 11<sup>th</sup> November 2025 (inclusive of both days).

Chairpersons/Principals are requested to approve the vacation requests and forward the consolidated list of approved vacation schedules directly to the HR Department.

**Eligibility:**

1. Faculty members with less than six (6) months of service are not eligible for winter vacation.
2. Faculty members with six (6) to twelve (12) months of service will be granted vacation on a *pro-rata* basis.

Unused vacation days will be credited as earned leave, in accordance with University norms.



Dr. Sasangan Ramanathan  
Dean Academics

To:  
Deans/Principals/Chairpersons –All Schools/ Departments

**Copy to:**

Registrar; Dean - PGP; Campus Director; Principal – All campuses; GM-HRD; Chair – PG Programs; Deputy Controller of Examinations; Chief Warden; Office of Student Affairs; Director – ICTS; Academic Coordinator; Academic Administrative Office; AUMS; Accounts; Central Library; Physical Education Department