

# Hindustan College of Science & Technology

Farah (Mathura)

HCST/DO/2023/07/01

Dt. 4<sup>th</sup> July 2023

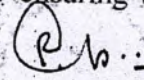
## CIRCULAR

All HODs are hereby informed that eligible faculty members of their departments can avail the summer vacation of **Sixteen days (16 days)** from **5<sup>th</sup> July to 14<sup>th</sup> August, 2023**, (against Earned Leave lying in their credit).

HODs are requested to ensure the following points while finalizing the list of faculty members to proceed on summer vacation: -

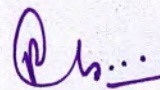
- (i) Summer vacation should not be granted in more than two slots. However, with prior permission and approval by concerned HOD & COE, the same can be changed in emergent situation.
- (ii) Summer vacation should be granted to the faculty members in such a manner that 10% or minimum one faculty members should be available in the department on any working day and forward the details to the undersigned on or before 5<sup>th</sup> July, 2023.
- (iii) HODs must ensure that all the academic works (sessional marks, teaching load, time table, course file etc.) and work related with NAAC should be completed by the concerned faculty members, before proceeding for the leave.
- (iv) HODs must ensure that laboratory of their respective department should be in presentable form as per the guidelines of NAAC Overall Coordinator.
- (v) All faculty & staff members must be available during dates of Mock Assessment for NAAC as and when conducted.
- (vi) Faculty members involved in NAAC preparations are advised to avail leaves in such a manner that NAAC work should not be interrupted. At least one or more members must be present in college.
- (vii) Faculty members teaching in 2<sup>nd</sup> and 4<sup>th</sup> semester must arrange their teaching loads, PUT examination s duties and other assigned work before availing the vacation.

All HODs should forward the vacation leave applications after ensuring the above stipulations.

  
04/07/23  
(Dr. R.K. Upadhyay)  
Director

Copy to:-

1. Executive Vice President, SGI- for kind information
2. All Deans
3. Co-ordinators
4. All the HODs - for circulation among all concerned
5. COE
6. Registrar Office
7. HR Offices
8. Director Physical Edn./Chief Warden
9. Library
10. Accounts Office
11. Stores
12. ITES
13. Maintenance I/C
14. Transport I/C
15. Office file

  
Director  
Hindustan College of  
Science & Technology  
FARAH (MATHURA)

Hindustan College of Science & Technology  
Farah (Mathura)


HCST/DO/2023/07/10

Dt. 18<sup>th</sup> July 2023

**CIRCULAR**

All faculty members are hereby informed that the summer vacation schedule is being **revised** as per following details due to NAAC preparation.

S.No.	Category	Revised Vacation Schedule
1	Faculty members who taught 1 <sup>st</sup> & 2 <sup>nd</sup> year classes	5 <sup>th</sup> July to 31 <sup>st</sup> August, 2023 (Thursday)
2	Faculty members who taught 3 <sup>rd</sup> year classes	5 <sup>th</sup> July to 21 <sup>st</sup> August, 2023 (Monday)
3	Faculty members who will teach 4 <sup>th</sup> year classes in the coming semester	No Change

  
18/7/23  
Dr. R.K. Upadhyay  
Director

Copy to:-

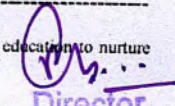
1. Executive Vice President, SGI- for kind information
2. Director, (ET&IQAC), SGI
3. All Deans
4. Co-ordinators
5. All the HODs – for circulation among all concerned
6. NAAC Coordinators/Members
7. COE
8. Director Physical Edn/Chief Warden
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15. Maintenance I/C

**Vision of the College**

HCST strives to impart a holistic knowledge-centric environment to serve humanity by providing research-oriented technical education to nurture global leaders and entrepreneurs.

**Mission of the College**

1. Create an ecosystem to foster a culture of innovation, research, academic excellence and entrepreneurship.
2. Nurture technically competent and socially committed global leaders with high moral and ethical values.
3. Impart outcome based-education to facilitate students for their holistic development.

  
Director  
Hindustan College of  
Science & Technology  
FARAH (MATHURA)

# Hindustan College of Science & Technology

Farah (Mathura)

HCST/DO/2023/01/02

Dt. 3<sup>rd</sup> January 2023

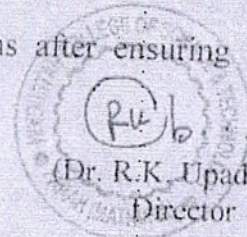
## CIRCULAR

All the HODs are hereby informed that eligible faculty members of their departments can avail the winter vacation of Ten (10 days) between **5<sup>th</sup> January 2023 to 25<sup>th</sup> January 2023** (against 05 days of Earned Leave lying in their credit).

HODs are requested to ensure the following points while finalizing the list of faculty members to proceed on winter vacation:-

- (i) Winter vacation shall not be granted in more than two slots for faculty members who are teaching in 3<sup>rd</sup> & 4<sup>th</sup> year. However, faculty members who are teaching in 1<sup>st</sup> & 2<sup>nd</sup> year would be allowed to avail winter vacation as per the schedule of examinations or recommendation of concerned Head of department/1<sup>st</sup> year Coordinator.
- (ii) Winter vacation should be granted to the faculty members in such a manner that at least 25% of faculty members or minimum one faculty member should be available in the department at any working day and the details should be forwarded to the undersigned on or before 5<sup>th</sup> January 2023.
- (iii) HODs must ensure that all the academic works including NAAC & NBA would not be affected and be completed by the concerned faculty members as per the schedule. Course files for even semester 2022-23 should also be completed in all respects by the concerned faculty members before commencement of classes and shall be evaluated by Head of departments.

HODs should forward the vacation leave applications after ensuring the above stipulations.

  
(Dr. R.K. Upadhyay)  
Director

Copy to:-

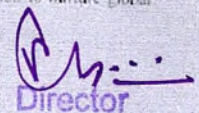
- Executive Vice President, SGT for kind information.
- Director (IT & IQAC), SGT
- All Deans
- Co-ordinators
- All HODs - for circulation among all concerned
- COE
- Director Physical Edu Chief Warden
- Asst. Registrar
- HR Offices
- Accounts Office
- Office copy

**Vision of the College**

HCST strives to impart a holistic knowledge-centric environment to serve humanity by providing research-oriented technical education to nurture global leaders and entrepreneurs.

**Mission of the College**

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Director

Hindustan College of  
Science & Technology  
FARAH (MATHURA)

Hindustan College of Science & Technology  
Farah (Mathura)

HCST/DIR/2022

Dt. 29<sup>th</sup> June 2022

**CIRCULAR**

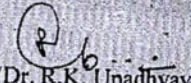
All HODs are hereby informed that eligible faculty members of their departments can avail the summer vacation of ten days (10 days) as per the below mentioned slots (against 5 days of Earned Leave lying in their credit).

Slot	Duration	Preferably availed by
1 <sup>st</sup>	1 <sup>st</sup> July to 20 <sup>th</sup> July, 2022	Faculty members taught in 3 <sup>rd</sup> & 4 <sup>th</sup> year
2 <sup>nd</sup>	26 <sup>th</sup> July to 13 <sup>th</sup> Aug., 2022	Faculty members currently teaching in 1 <sup>st</sup> & 2 <sup>nd</sup> year

HODs are requested to ensure the following points while finalizing the list of faculty members to proceed on summer vacation:-

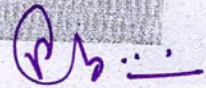
- (i) Summer vacation should not be granted in more than two slots. However, with prior permission and approval by concerned HOD & COE, the same can be changed.
- (ii) Summer vacation should be granted to the faculty members in such a manner that 10% or minimum one faculty members should be available in the department on any working day and forward the details to the undersigned on or before 30<sup>th</sup> June, 2022.
- (iii) HODs must ensure that all the academic works (sessional marks, teaching load, time table etc.) and work related with NBA/NAAC should be completed by the concerned faculty members, before proceeding for the leave.
- (iv) Mock Assessment of NBA will be carried out by Sharda University Officials between 21<sup>st</sup> July to 25<sup>th</sup> July, 2022. HOD (CSE) will have to be ready with his departmental presentation along with the required documents related to NBA.
- (v) Faculty members of CS & IT department are advised to avail the summer vacation in 2<sup>nd</sup> slot just after mock assessment of NBA.
- (vi) All faculty & staff members must be available during aforementioned dates of Mock Assessment for NBA.

All HODs should forward the vacation leave applications after ensuring the above stipulations.

  
(Dr. R.K. Upadhyay)  
Director

Copy to:-

1. Executive Vice President, SGI- for kind information
2. All Deans
3. Co-ordinators
4. All the HODs - for circulation among all concerned faculty & staff members
5. COE
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7. HR Offices
8. Director Physical Edn./Chief Warden
9. Library
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13. Maintenance I/C
14. Transport I/C
15. Office File

  
Director  
Hindustan College of  
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FARAH (MATHURA)

Hindustan College of Science & Technology  
Farah (Mathura)

HCST/DIR/2022

Dt 25<sup>th</sup> January 2022

**CIRCULAR**

All HODs are hereby informed that eligible faculty members of their departments can avail the winter vacation of ten (10 days) between 27<sup>th</sup> January 2022 to 8<sup>th</sup> February 2022 (against 05 days of Earned Leave lying in their credit).

HODs are requested to ensure the following points while finalizing the list of faculty members to proceed on winter vacation:-

- (i) Winter vacation should not be granted in more than two slots.
- (ii) Winter vacation should be granted to the faculty members in such a manner that at least 25% of faculty members or minimum one faculty member should be available in the department at any working day and forward the details to the undersigned on or before 27<sup>th</sup> January 2022.
- (iii) HODs must ensure that all the academic works (sessional, GP marks, counseling forms, time-table etc. are not affected & should be completed by the concerned faculty members. Course file for even semester 2021-22, should also be completed in all respect before commencement of classes and shall be evaluated by Head of departments.

HODs should forward the vacation leave applications after ensuring the above stipulations.

(Dr. R.K. Upadhyay)  
Director

Copy to :

1. Executive Vice President, SGI - for kind information
2. Director, HIMCS
3. All Deans
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8. HR Offices
9. Director Physical Edn Chief Warden
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Director  
Hindustan College of  
Science & Technology  
FARAH (MATHURA)

# Hindustan College of Science & Technology Farah (Mathura)

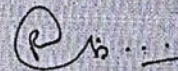
HCST/DIR/2021/

Dt : 27<sup>th</sup> March 2021

## CIRCULAR

All faculty & staff members and students are hereby informed that –

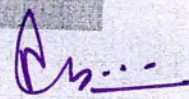
1. The college will observe holidays on account of Holi Festival from Monday, 29<sup>th</sup> March 2021 to Wednesday, 31<sup>st</sup> March 2021.
2. Registration of Even-Semester for all students will be held on April 1, 2021.
3. All students are advised to deposit their outstanding dues on or before date of Registration.
4. The college timings from 1<sup>st</sup> April 2021 will be from 10:00 AM to 5:00 PM.
5. Buses will ply accordingly.



(Dr. R.K. Upadhyay)  
Director

Copy to:

- Vice Chairman, SGI – for kind information
- Executive Vice President, SGI – for kind information
- Director HIMCS
- All Deans
- Co-ordinators
- All HODs – for circulation among all faculty, staff members and students
- COE
- Head T&P
- Head T&D
- Director Physical Edu/Chief Warden
- Asst. Registrar
- HR Offices
- Accounts Office
- Library I/C
- Store I/C
- Transport I/C
- Security Supervisor
- Office File



Director  
Hindustan College of  
Science & Technology  
FARAH (MATHURA)

# Hindustan College of Science & Technology Farah (Mathura)

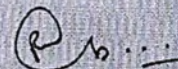
HCST/DIR/2021/

Dt : 27<sup>th</sup> March 2021

## CIRCULAR

All faculty & staff members and students are hereby informed that –

1. The college will observe holidays on account of Holi Festival from Monday, 29<sup>th</sup> March 2021 to Wednesday, 31<sup>st</sup> March 2021.
2. Registration of Even-Semester for all students will be held on April 1, 2021.
3. All students are advised to deposit their outstanding dues on or before date of Registration.
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5. Buses will ply accordingly.



(Dr. R.K. Upadhyay)  
Director

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- Director HIMCS
- All Deans
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- Head T&D
- Director Physical Edu/Chief Warden
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- Transport I/C
- Security Supervisor
- Office File



Director

Hindustan College of  
Science & Technology  
FARAH (MATHURA)

# Hindustan College of Science & Technology

Farah (Mathura)

HCST/DIR/2020/

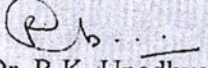
Dt : 18<sup>th</sup> March 2020

## CIRCULAR

In view of the circulars from various Government agencies i.e. Central/State, all faculty and staff members are hereby informed that the college will remain closed from 19<sup>th</sup> to 21<sup>st</sup> March 2020. However, the essential services i.e. Registrar Office, Accounts office and Medical facilities will remain functional during the aforesaid period.

All HODs are requested to ensure the following:-

1. The availability of their faculty and staff members in the college in case of any requirement.
2. All faculty members of their concerned department must send the lecture notes and P.P.T. (Power Point presentation) to the students from their home.
3. A summary of the sent lecture notes, by the faculty members, should be submitted to Dean Academics office on 23.3.2020.

  
(Dr. R.K. Upadhyay)  
Director

Copy to :

1. Vice Chairman – for kind information
2. Executive Vice President, SGI
3. Executive Director (Academics & R&D) SGI
4. Director HIMCS
5. Director HR
6. All Deans
7. Co-ordinators
8. All the HODs – for circulation among all the faculty, staff members and students
9. COE
10. Dy Registrars
11. HR Office
12. Head T&P
13. Head T&D
14. Director Physical Edn/Chief Warden
15. Library i/c
16. Accounts Office
17. Transport incharge
18. Security Supervisor
19. Notice Board for student's information
20. Office File

  
Director  
Hindustan College of  
Science & Technology  
FARAH (MATHURA)





Hindustan College of Science & Technology  
Farah (Mathura)

HCST/DIR/2019

Dt. 08<sup>th</sup> June 2019

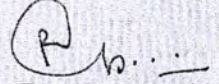
**CIRCULAR**

All HODs are hereby informed that eligible faculty members of their departments can avail the summer vacation of twenty (20 days) between 10<sup>th</sup> June to 20<sup>th</sup> July 2019 (against 10 days of Earned Leave lying in their credit).

HODs are requested to ensure the following points while finalizing the list of faculty members to proceed on summer vacation:-

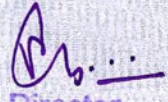
- (i) Summer vacation should not be granted in more than three slots, preferable in two slots.
- (ii) Summer vacation should be granted to the faculty members in such a manner that 10% or minimum one faculty members should be available in the department at any working day and forward the details to the undersigned on or before 11<sup>th</sup> June 2019.
- (iii) HODs must ensure that all the academic works (sessional, GP marks, counseling forms, time table) are not affected & should be completed by the concerned faculty members.

All HODs should forward the vacation leave applications after ensuring the above stipulations.

  
(Dr R.K. Upadhyay)  
Director

**Distribution :**

1. Vice Chairman – for kind information
2. Executive Vice President
3. Executive Director (Acad & R&D) SGI
4. Director HR
5. Director T&P
6. All Deans
7. All the HODs – for circulation among all the faculty members.
8. Co-ordinator 1st year
9. Dy Registrar
10. Sr Exe HR
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Director  
Hindustan College of  
Science & Technology  
FARAH (MATHURA)

# Hindustan College of Science & Technology Farah (Mathura)

HCST/DIR/2018

Dt <sup>31</sup>27<sup>th</sup> December 2018

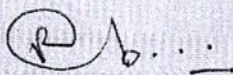
## CIRCULAR

All HODs are hereby informed that eligible faculty members of their departments can avail the winter vacation of ten (10 days) between 01<sup>st</sup> Jan to 20<sup>th</sup> Jan 2019 (against 05 days of Earned Leave lying in their credit).

HODs are requested to ensure the following points while finalizing the list of faculty members to proceed on winter vacation:-

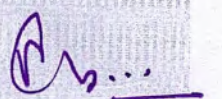
- (i) Winter vacation should not be granted in more than two slots.
- (ii) Winter vacation should be granted to the faculty members in such a manner that atleast 25% of faculty members or minimum two faculty members should be available in the department at any working day and forward the details to the undersigned on or before 01<sup>st</sup> January 2019.
- (iii) HODs must ensure that all the academic works (sessional, GP marks, counseling forms, time table etc are not affected & should be completed by the concerned faculty members. Course file for even semester 2018-19 should also be completed in all respect before commencement of classes and shall be evaluated by Head of departments.
- (iv) In view of the departmental presentation, HODs must ensure that all faculty members of their respective department must be present during presentation.

The HODs should forward the vacation leave applications after ensuring the above stipulations.

  
(Dr R.K. Upadhyay)  
Director

### Distribution :

1. Vice Chairman – for kind information
2. Executive Vice President SGI
3. Executive Director (Acad & R&D) SGI
4. Director HR
5. Director T&P
6. All Deans
7. All the HODs – for circulation among all the faculty members.
8. Co-ordinator 1st year
9. Dy Registrar
10. HR Office
11. Office Copy

  
Director  
Hindustan College of  
Science & Technology  
FARAH (MATHURA)