

Winter Recess Notification

Dear Faculty Members,

We would like to inform you about the upcoming winter recess scheduled from **December 20, 2023** to **January 2, 2024**. During this time, all classes will be suspended, and the campus will remain closed.

Important details:

- **Recess Dates:** December 20, 2023 - January 2, 2024
- **Return to Classes:** January 3, 2024
- **Office Hours:** Closed during recess

Please ensure that all necessary preparations are made prior to the recess. If you have any questions, feel free to reach out to the administration.

Wishing you all a restful break!

Sincerely,

Your Department Chair