

# Management ? Masters (Management) ? Academic Masters ? Holidays

## Guidelines For Holiday

Purpose/Use:-

Holidays are intended to allow individuals to celebrate or commemorate an event or tradition of cultural or religious significance

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Pr-Requisite:-

No Pr-Requisite

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Location:-

Go to Management - Masters(Management) - Academic Masters - Holiday

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## How to access:-

Download excel file

Insert holiday in the sheet

**Holiday**

[Add](#)

[Click Here](#) to download the sample excel file format for importing Holiday List.

| SrNo | Holiday    | Date       | Sid | User Types                                                              | Active | Action                                      |
|------|------------|------------|-----|-------------------------------------------------------------------------|--------|---------------------------------------------|
| 1    | Ram navami | 04/06/2013 |     | Accountant, Clerk, Faculty, NonTeachingStaff, Principa, SAdmin, Student | ✓      | <a href="#">Edit</a> <a href="#">Delete</a> |

**Import Holiday List from MS Excel**

You want to add holidays for  All  Accountant  Clerk  Faculty  NonTeachingStaff  Principal  SAdmin  Student

**Upload File from here**

No file selected.

Tick on applicable user

Browse file

Upload it