

CIRCULAR

Sub:- CBIT - Establishment - Availment of Summer Vacation - Reg.

Ref:- Minutes of the meeting of the Heads of the Departments held on 04.04.2018.

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The Heads of the Departments / Sections are informed that the eligible members of the Teaching and Non - Teaching staff of the Departments / Sections have to avail *summer vacation of six weeks as per the schedule given below* without detrimental to the class work, invigilation duty, spot valuation work etc.,

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------------------------------------------|
| 1.                                                                                                                                                                                                       | Summer vacation for the staff handling 2/4, 3/4 & 4/4 BE / B. Tech. courses. | Any Six weeks between 16.04.2018 to 23.06.2018. |
| 2.                                                                                                                                                                                                       | Summer vacation for the staff handling 1/4 BE / B. Tech. courses.            | From 14.05.2018 to 07.07.2018.                  |
| 3.                                                                                                                                                                                                       | Summer vacation for the staff handling MBA & MCA courses.                    | From 14.05.2018 to 30.06.2018.                  |
| 4.                                                                                                                                                                                                       | Summer vacation for the staff handling ME / M. Tech. courses.                | From 07.05.2018 to 16.06.2018.                  |
| The vacation may be utilised in full of six weeks at a time or in two spells, each spell not being less than 2 weeks without detrimental to class work, invigilation duty and spot valuation work etc.,) |                                                                              |                                                 |

The Heads of the Departments / Sections are requested to submit the vacation schedule of the staff of their respective Departments / Sections to the Principal immediately. They are further requested to see that sufficient faculty are made available for invigilation duty.

**Note:** The Teaching and Non - Teaching staff working on regular basis, **who have put in less than 12 months service are not eligible** to avail vacation. **Staff working on contract basis are not eligible for vacation.**

PRINCIPAL

To

All the Heads of the Departments / Sections, for information & n/a.