



Date: 07.05. 2024

CIRCULAR

Sub: Summer Vacation – Reg.

All the Staff members are hereby informed that Summer Vacation will be from **13th May to 1st June 2024**, and the college will reopen on **3rd June 2024**.

• **Eligibility:**

Vacation Duration for Teaching Faculty and Non-Teaching Faculty:

- Faculty with service between 6 to 12 months can avail 6 days of vacation.
- Faculty with service above 1 year can avail 12 days of vacation.

Vacation slots are available in three slots:

- **Slot-1:** 13.05.2024 to 18.05.2024
- **Slot-2:** 20.05.2024 to 25.05.2024
- **Slot-3:** 27.05.2024 to 01.06.2024

NAAC/NBA-Related Works:

- Summer Vacation will be sanctioned only after the completion of **NAAC/NBA**-related works.

Approval Process:

- Faculty members must apply for summer vacation through the **BEES-ERP** system and obtain approval from their respective Heads of Departments.

Availability during Vacation:

- Faculty must be available over the phone if needed during the Summer Vacation.

Mandatory Presence:

- All staff members are required to be present in college either on the last working day before vacation or on the first working day after vacation.
- Faculty should attend **Admission duties** as per schedule without fail during the vacation period.

Professional Development Programmes:

- To avail the Summer Vacation, faculty members must register for the Faculty Development Programme (FDP)/Short Term Training Programme (STTP) (minimum 6 days) and submit the certificate to HOD.

Note: The faculty members of **MLRIP** may not use **BEES-ERP** to avail the Summer Vacation. They are advised to follow the existing procedure.

Sd/-
Director