



C.U. SHAH UNIVERSITY

(Established under Gujarat Private Universities (Amendment) Act 18 to 2013)

Sponsored By : WARDHMAN BHARTI TRUST A Center of Excellence for Multi Disciplinary Research, Innovation and Culture.

No. CU/ADM/4/261/2019

Date:- 09/04/2019

CIRCULAR

As directed by the Management, Summer Vacation for eligible Staff Members will be as under:

1. **The Summer Vacation to eligible vocational staff members whose services have been confirmed** duly cleared their probation satisfactorily will be for 28 days (4 Weeks) Vacation to such staff should be given in **two slots** during the period **29-04-2019 to 07-06-2019**.
2. **Summer Vacation to non-vocational staff i.e. teacher and supporting staff whose services have not been confirmed** and are serving on probation, temporary, ad-hoc or on contractual basis, based on their service as per following details:

Period of Service	Vacation Period
Less than 1 Year	07 Days - (01 Week)
More than 1 Year	14 Days - (02 Weeks)

Those who are on probation, their probation period will be extended accordingly.

The responsibilities & duties pertaining to examinations & such other works should be taken up at top priority by the concerned Principal of the constituent college and dean before permitting for said vacation.

In view of the above, Branch In-charges are requested to submit the information of their such staff members in the below mentioned format latest by **18/04/2019**.

Branch In-charge must see that allotment of Vacation period should not hamper the examination work at any cost.

VACATION SCHEDULE

Name of College _____ Department : _____ Summer Vacation 2019

Sr. No.	Name of Staff	Designation	Nature of Appointment	Date of initial appointment	Proposed vacation period	Contact No.	Vacational Address
1							
Exam In-charge				Branch In-charge			

N. D. Shah
09/04/19
Registrar (I/c)

To,

All Deans of Constituent Colleges

With a request to inform all the students & staff members accordingly.