



# 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/02/324/2024

Date: 13/05/2024

## CIRCULAR

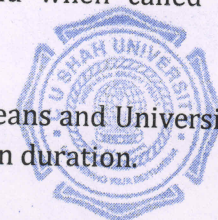
University is pleased to declare the Summer Vacation for Eligible Staff Members from 20-05-2024 to 30-06-2024 as under:

Sr. No	Nature of Service	Duration of Service	Vacation Period
01	Eligible Staff Members whose Service is Confirmed	--	03 Weeks (21 Days)
02	Eligible Staff Members whose Service is not confirmed	More than 05 Years	03 Weeks (21 Days)
		More than 02 Years and Less than 05 Years	02 Week (14 Days)
		More than 01 Year and Less than 02 Years	01 Week (07 Days)

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

### Dean must ensure the following:

- All Concern Staff Members must complete all the Examination related Work allotted to him or her before availing Vacation.
- Before availing the Vacation, the Charge of the Dean and Head of the Department must be handed over to the next senior teacher in writing and copy of the same must be submitted to Administration Section.
- During the Vacation duration, at least 50 percent of the staff members must remain present in the respective constituent college and/or department.
- All Concern Staff Members must report to University as and when called by Competent Authority for any duties.
- All Concern Staff member must always remain in contact with Deans and University officials through phone and email during their respective Vacation duration.
- During the Vacation duration ongoing Academic Activities must not be hamper.







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- On the last working day and first working day of the said availed vacation duration respective staff member cannot avail any kind of leave.

In view of the above, Deans are requested to submit the information of their staff members in the below mentioned format in hard and soft copy in Administration Section of the University on or before **15/05/2024**.

## VACATION SCHEDULE

### Summer Vacation 2024

Name of College \_\_\_\_\_

Department : \_\_\_\_\_

Sr. No.	Name of Staff	Designation	Nature of Appointment	Date of initial appointment	Proposed vacation period	Contact No.	Vacational Address
1							
							Dean

This Circular is issued after the permission from Competent Authority.

*M. D. Shah.*  
Registrar

To,  
All Deans for Information and Necessary Action

