



Ref: PCE/ADMIN/2867/2024

Dated: 22/04/2024

NOTICE

Faculty Members and Lab / Library Staff who have completed at least one year by 30th April 2024 can avail vacation for one month during **May to June 2024**. There will be **4 slots of 15 days** each out of which any **2 slots** can be chosen while satisfying the condition that at least **two Faculty members and one Laboratory/Library Staff** are available in each Department, on any day other than the regular holidays of the College.

Slot 1 - May 01 to May 15
Slot 2 - May 16 to May 30
Slot 3 - May 31 to June 14
Slot 4 - June 15 to June 29

Those who are eligible for Vacation are requested to give their preferred slots to the respective HoDs.

HoDs are requested to submit a Vacation Schedule to HR Department, as per the above guidelines.

Also, please note that University Examination related duties and College Admission related duties, if any, will have to be undertaken, even during vacation period.

PRINCIPAL

