



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION
(Established by the Government of Kerala)

No.Acd-1079/2018/CAPE / 822

Thiruvananthapuram
Dated 06.04.2018

CIRCULAR

Sub: CAPE-Academic- Summer vacation to the Engineering Colleges under CAPE during the Academic year 2017-18 reg:

The summer vacation of the Engineering Colleges under CAPE during the academic year 2017-18 will be from 01.05.2018 to 30.06.2018 (both days inclusive) subject to the following conditions.

1. All the regular teaching and technical staff are eligible for availing of vacation.
2. All the vacation staff are bound to carry out University examination duty. Teachers and Technical staff who engage Classes/Lab to complete the syllabus during the vacation period are not eligible for any kind of leave in lieu of duty attended. However, they shall help the students to improve their academic performance and results and also for the best interest of the institution. Daily wage/Contract/ Adhoc faculty are not to be engaged for invigilation duty during vacation period.
3. The Library staff, Technical Staff and Instructors shall not be engaged as invigilators for the University Examinations.
4. College Administrative Office and Library will function as usual during the vacation period.
5. All the vacation staff who are eligible for availing of summer vacation shall report for duty immediately on re-opening of the Colleges after vacation.
6. The service of daily wage/contract/adhoc faculty members shall be utilized only upto 13.04.2018. However they may be permitted to take special classes up to 30.04.2018, if necessary.

All the head of institutions are requested to take necessary action in this regard.

Sd/-
DIRECTOR

To

The Principals of Engineering Colleges under CAPE.

Copy to:

E1/E2/E3/E5 section

Approved for Issue

Senior Administrative Officer