



# CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)

No. 6346/A/2010/CAPE

29.03.2011

## CIRCULAR

*Sub: CAPE – Engineering Colleges – Summer Vacation for the year– 2011 – Instructions issued.*

The Principals of all Engineering Colleges are hereby permitted to announce Summer Vacation for the year 2011 subject to the conditions mentioned below:

1. In the case of College of Engineering & Management, Punnapra the vacation will be two months from 01.04.2011 (April & May) as per the Academic Calendar of the University of Kerala.
2. In the case of all other Engineering Colleges (affiliated to CUSAT), the vacation will be two months from 01.05.2011 (May & June) as per the Academic Calendar of CUSAT.
3. All the Teaching staff, completed one year regular service under CAPE are eligible for availing vacation not exceeding two months. However those who are in the first year of service in the entry cadre shall not be eligible for availing the vacation.
4. All the Teaching staff are duty bound to carry out University examination works and the Teachers who engage classes to complete the syllabus during the vacation period are not eligible for any kind of leave.
5. Vacation staff whose vacation is denied for the purpose of engaging Administrative/ Academic matters during the vacation period are eligible for Earned Leave at the rate applicable to non-vacation staff. Earned Leave shall be calculated reckoning to duty days only.
6. The Library staff will not be engaged for the University exam duties. The College office and Library will function as usual during the vacation period.

Sd/-  
DIRECTOR

To,

Principals of all Engineering colleges under CAPE

Copy to: E1 section, CAPE.

Approved for issue

  
Administrative Assistant