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SUMMER VACATION POLICY

1. Objective

The objective of this policy is to provide clear guidelines regarding summer vacation entitlements and procedures for both teaching and non-teaching staff at SGIT, ensuring adequate time for rest and rejuvenation while maintaining the operational needs of the college.

2. Scope

This policy applies to all the teaching and non-teaching staff at SGIT College.

3. Vacation Entitlement

- **Teaching Staff:** Teaching staff are entitled to a 2-week summer vacation.
- **Non-Teaching Staff:** Non-teaching staff are entitled to a 1-week summer vacation.

4. Application Process

- **Notification:** Staff must submit their vacation request to their department head and the Human Resources (HR) Department at least 4 weeks before the intended start date of the vacation.
- **Approval:** Vacation requests are subject to approval by the department head, taking into consideration the academic schedule, departmental needs, and operational requirements. The HR Department will provide final confirmation.

5. Vacation Pay

- **Teaching Staff:** Teaching staff will receive their regular salary during the 2-week summer vacation period.
- **Non-Teaching Staff:** Non-teaching staff will receive their regular salary during the 1-week summer vacation period.
- All employment benefits, such as health insurance, pension contributions, and accrual of seniority, will continue during the vacation period.

6. Scheduling and Coverage

- **Teaching Staff:** The summer vacation period for teaching staff typically falls between June and August. Exact dates may vary each academic year based on the college calendar. Teaching staff are expected to complete all academic responsibilities, such as grading, student advising, and curriculum planning, before the start of their summer vacation.

- **Non-Teaching Staff:** Non-teaching staff must coordinate with their supervisors to ensure adequate coverage during their vacation period. Vacation scheduling should minimize disruption to college operations.

7. Responsibilities Before Vacation

- **Teaching Staff:** Teaching staff must ensure that all course-related activities, including grading and student feedback, are completed before the vacation starts. Any ongoing projects or duties should be handed over to a colleague or adequately planned to ensure continuity.
- **Non-Teaching Staff:** Non-teaching staff must ensure that their duties and responsibilities are managed or delegated appropriately to colleagues to maintain smooth operations during their absence.

8. Exceptions and Special Cases

- In exceptional cases where academic or operational needs require presence during the typical vacation period, staff may request to reschedule their vacation. Such requests must be approved by the department head and the HR Department.

9. Return to Work

- Staff are expected to return to their regular duties immediately following their vacation period. Any extensions to the vacation period must be requested and approved in advance.

10. Non-Discrimination

- SGIT College is committed to ensuring that vacation entitlements are applied fairly and without discrimination based on gender, age, race, religion, or any other protected characteristic.

11. Review and Amendment

- This policy will be reviewed annually and may be amended as necessary to comply with legal requirements and organizational changes.

This policy document aims to support both teaching and non-teaching staff in balancing their professional responsibilities with personal time for rest and rejuvenation during the summer period, while ensuring the smooth operation of SGIT College.

PRINCIPAL