

**Heritage Institute of Technology
Kolkata**

NOTICE

HRIT/0914/2451

Date: 07.06.2016

This is for information of all concerned that the Summer Vacation shall be from June 11, 2016 (Saturday) to July 10, 2016 (Sunday), both days inclusive. As per existing practice, all HODs (who are non-vacation staff) are requested to retain skeletal staff during this period for smooth functioning and the duty rosters, to be prepared for the purpose, may please be submitted to the undersigned by June 10, 2016 at the latest for consideration. It may be noted that such members of vacation staff would be entitled for EL for one day for every three days detained, as per existing provision of the Service Rules of the Institute.

It may be noted that duty allocated to any member of faculty and staff in connection with end semester examination is mandatory even during vacation. However, those members of faculty and staff who would be allocated invigilation duty in the end semester examinations during this period would be entitled for 1 (one) EL for every 3 (three) days of detention for invigilation duty and other departmental work.

Members of faculty who have been appointed examiner for evaluation of answer scripts of Even Semester Examinations 2016 are requested to complete the process as per schedule.

Odd Semester Classes for the continuing batches shall commence on and from July 12, 2016 (Tuesday).

**Prof. (Dr.) Pranay Chaudhuri
Principal**