UNIVERSITY OF KERALA

Thiruvananthapuram, Kerala, India – 695034

(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)

(Re-accredited by NAAC with 'A⁺⁺' Grade)

No. 15519/Admn A VI/2025/UOK

Dated: 11.04.2025

CIRCULAR

Sub:- Prevention of Vacation of University Department Teachers for the academic year 2024-2025 - Granting of Earned Leave credit - reg.

Ref :- 1. G.O.(Rt)No.746/08/H.Edn. dated 19.05.2008.
2. Letter No.4620/B3/10/ H.Edn. dated 16.02.2010.

Teachers of the University Departments shall be entitled to vacation of two months from 15th April to 15th June 2025. The vacation of the teachers may however be prevented for the proper academic activities in the Departments.

All Heads of the Departments are to submit the details of prevention of vacation of teachers before the start of the vacation clearly specifying the nature and quantum of work during the period of vacation prevented.

As per the Government Order referred, the number of working hours per week during the vacation period be fixed as 10 hours at the minimum and those who actually attend duties during vacation be sanctioned Earned Leave in tune with the Government Order cited above. Therefore, details regarding the number of working hours may also be furnished.

The details should be submitted in **Form No.1** before **15.04.2025**, and further, details may again be submitted in **Form No.2** along with the copy of the relevant pages of the attendance register countersigned by the Head of the Department concerned, before **15th July 2025**.

The whole list of teachers in a Department whose vacation is to be prevented should be recommended and forwarded by the Head of the Department, to the University instead of individual request.

The following details should also be submitted:

1. Details of leave other than Casual Leave during the period of vacation prevented.

2. Details of Centralized valuation Camp, Duty Leave/Special Casual Leave, Orientation Programme/Refresher Course, Seminars, etc. during the period of vacation prevented.

3. Details of class taken/guiding students by the teachers, during the period of vacation prevented.

Heads of all Teaching Departments of the University are therefore requested to note the guidelines stated, and the general conditions provided in Rule 81, Part I, KSR while forwarding the list of teachers whose vacation is to be prevented. The details should be furnished in the prescribed format. A copy each of Form No.1 and Form No.2 is appended.

Prof. (Dr.) K S Anil Kumar
Registrar

To

1. All Heads of the University Departments
2. PS to VC
3. PA to Registrar/CE/FO/DPD
4. The Joint Registrar, Admn. Unit, Kariavattom Campus
5. All Administration sections of the University
6. Audit I A/Finance III/Finance IV/PRO
7. Stock File

The document is digitally approved. Hence signature is not needed.

Form No.1

Details regarding the prevention of vacation of teachers in the University Department of ………………………………… during the year 2025 (from April 15 to June 15)

1	2	3	4	5	6
Sl.No	Name & Designation of the Teacher	Period of vacation to be prevented	No. of days of vacation to be prevented	Purpose for which the vacation is to be prevented (Nature/quantum of work/working hours per day)	Total working hours per week during the vacation that is to be prevented

Place :

Date :   Office seal   Name & Signature of HOD

Form No.2

Details regarding the prevention of vacation of teachers in the University Department of ………………………………… during the year 2025 (from April 15 to June 15)

1	2	3	4	5	6	7	8
Sl.No	Name & Designation of the Teacher	Period of vacation prevented	No. of days of vacation prevented	Details of duty leave/special casual leave/eligible leave other than casual leave availed of during the vacation prevented.	Details of CV camp duty/participation in the orientation Programme/ Refresher course, Seminars, etc. during the vacation prevented.	Purpose for which the vacation is prevented (Nature/quantum of work/working hours per day)	Total working hours per week during the vacation prevented

Place :

Date :   Office seal   Name & Signature of HOD