







**NADIMPALLI SATYANARAYANA RAJU  
INSTITUTE OF TECHNOLOGY  
(AUTONOMOUS)**



(Approved by AICTE, New Delhi & Permanently Affiliated to JNTUGV, Vizianagaram)  
Recognized under Section 2(f) & 12(B) of the UGC Act, 1956; Accredited by NAAC with 'A' Grade

NSRIT/CIR/staff/2024-25/86

Date: 12.05.2025

**CIRCULAR**

**Atten : Summer Vacation for Staff 2024-25 Regd.**

It is proposed to declare the Summer Vacation as per eligibility (given under) to all the staff members. Vacation will be granted to the staff who will continue service in the next academic year. The faculty of all departments except faculty teaching B.Tech I Year Courses who completed all NBA works, academic works & other works can avail vacation for three/two working days between 25.05.2025 to 15.06.2025.

Faculty of S&H department who completed all NBA works & the other works can avail vacation for three/two working days between 15.06.2025 to 25.06.2025 for three/two working days. Unutilized days will be converted to EL as per the below table.

**Eligibility Criteria :**

Sl. No.	Service in NSRIT (till 30/04/2025)	Vacation Eligibility (Teaching)	Conversion to EL in case of Non Availing of total vacation	Vacation Used	EL for Remaining Vacation
1	>2 year	2 weeks (14 days)*	7 days	4 days*	5 days
2	(1 to 2years )	1 week (7 days)*	3 days	3 days*	2 days
3	<1 year	4 days	2 days	3 days*	1 day

\*Inclusive of Sundays

All the Heads of the departments are requested to ensure that NBA related works are completed by faculty/staff by 24.05.2025. .

It is also requested to ensure the subject allotment to faculty and preparation of the Time Table for I semester of 2025-2026 is completed. **Approved Time tables are to be handed over to the office of COE by 31.05.2025.**

Teaching staff will inform their intention in writing availing the vacation through HOD duly furnishing their vacation address, email id, and Cell Nos, over which they will be surely available. Similar on return from vacation they shall give joining report on the date they report for duty. Both the reports shall be submitted through their respective heads of departments. HoDs should forward the request letter of faculty/staff who completed NBA works only.











