



# Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)

Accredited by National Assessment and Accreditation Council (NAAC)

## Summary of grant of Academic Leave and Study Leave during 2023-24

S.No	Criteria	No. of faculty
1	Academic Leave	7
2	Study Leave	1

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## Academic Leave Summary 2023-24

#	Name	Designation	Applied On	From	To	Count	Leave Type	Leave Reason	Status
1	MS. DOLLY	Assistant Professor	18-07-2024 02:23	19-07-2024	19-07-2024	1	ACADEMIC LEAVE	Phd admission	Accepted
2	MS. ARTI VAISH	Assistant Professor	19-06-2024 03:53	18-06-2024	18-06-2024	1	ACADEMIC LEAVE	NET/JRF Exam June 2024	Accepted
3	MS. SURBHI AHUJA	Assistant Professor	05-06-2024 04:02	05-06-2024	05-06-2024	1	ACADEMIC LEAVE	Phd interview at GGSIPU	Accepted
			08-02-2024 10:42	09-02-2024	09-02-2024	1	ACADEMIC LEAVE	Attending conference organized by Shaheed Bhagat Singh College	Accepted
4	DR. RUCHI SRIVASTAVA	Professor & HOD	23-04-2024 08:59	27-04-2024	27-04-2024	1	ACADEMIC LEAVE	MOOCs Exam on 27 April 2024	Accepted
5	MS. JASLEEN RANA	Assistant Professor	12-03-2024 03:11	14-03-2024	14-03-2024	0.5	ACADEMIC LEAVE	PhD progress presentation ans RAC meeting	Accepted
			08-02-2024 05:43	09-02-2024	09-02-2024	1	ACADEMIC LEAVE	Attending Conference at Delhi University organised by Shaheed Bhagat Singh College	Accepted
6	DR. SHWETA KHANDELWAL	Assistant Professor	12-03-2024 07:15	07-03-2024	07-03-2024	1	ACADEMIC LEAVE	Final PhD viva at Jaipur Jagannath University	Accepted
7	MS. POOJA BISHT	Assistant Professor	07-02-2024 10:19	09-02-2024	09-02-2024	1	ACADEMIC LEAVE	Attending 11th ICBM International Conference on Business and Management 2024, by Shaheed Bhagat Singh	Accepted



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## Study Leave Summary 2023-24

S.No	Name	Designation	Applied on	From	to	Count	Leave Type	Leave Reason	Status
1	Ms. Jasleen Rana	Assistant Professor	18-04-2024 10:15	1/5/2024	30-06-2024	61	Study Leaves	Final Thesis submission	Accepted

## **Proof of Study Leave Approval**

To The Director  
JIMS Kalkaji  
New Delhi 110019

Subject: Request for academic sabbatical leave for completion of Ph.D.

Respected Sir,

In pursuance of professional development and to enhance skills for my institution, I have been pursuing PhD and have reached the final thesis stage of the program.


I have nearly 8 and a half years of association with the institution as a faculty in the BBA/BCOM(H) Department. To conclude my final thesis for the doctorate, I am requesting for a 2 months sabbatical leave starting from 1<sup>st</sup> May 2024 to 30<sup>th</sup> June 2024, post which I will resume back to my duties with your kind affirmation on 1<sup>st</sup> July 2024.

Conscious of the need to conclude the present course, I have this window as being most apt. I assure you that I complete the syllabus for the session as well as the internal assessment before leave.

As discussed with you, Thank you for considering my summer leave balance of 15 days in July 2024.

Warm Regards

  
Jasleen Rana

Dear Sir,  
Pls. consider  
  
25/4/2024

Pranesh Kumar  
25-4-24





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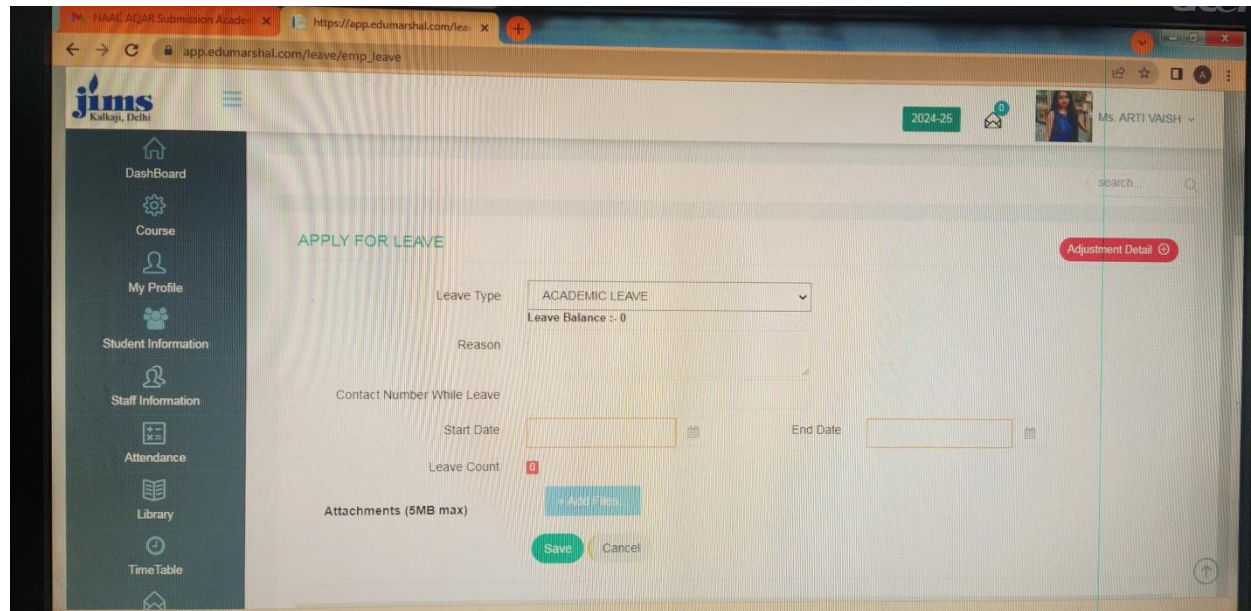
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## **Details of Academic Leave and Study Leave Approval**

- **7 Faculty from BBA/B.COM(H) Department have been provided with Academic Leave Report for 2023-24 Session. The ERP Report of approved Academic Leaves as applied by the Faculty members is attached above.**
- **1 Faculty has been provided sabbatical leave for Final Thesis Submission.**

- The Institute grants Study Leaves to teachers with full pay to pursue higher studies. The provision to apply for Academic Leaves is available on individual faculty Login, which is further approved by higher authorities.



The screenshot displays the Faculty ERP Login page for applying for leave. The page features a sidebar with navigation options: Dashboard, Course, My Profile, Student Information, Staff Information, Attendance, Library, and Time Table. The main content area is titled 'APPLY FOR LEAVE' and includes the following fields:

- Leave Type: A dropdown menu set to 'ACADEMIC LEAVE'.
- Leave Balance: 0.
- Reason: A text input field.
- Contact Number While Leave: A text input field.
- Start Date: A date picker.
- End Date: A date picker.
- Leave Count: A text input field.
- Attachments (5MB max): A button labeled '+ Add Files'.
- Buttons: 'Save' and 'Cancel'.

The page also shows a user profile at the top right with the name 'Ms. ARTI VAISH' and a search bar.

**Screenshot depicting procedure for applying Academic Leaves on Faculty ERP Login**