



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 2024-25

S.No	Criteria	No.of faculty
1	Academic Leave	5
2	Study Leave	1



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)

S.No	Name	Designation	Applied on	From	To	Count	Leave Type	Leave Reason	Status
1	Ms.Surbhi Ahuja	Assistant Professor	28-07-2025	29-07-2025	29-07-2025	1	ACADEMICLEAVE	Phd meeting with supervisor	Accepted
			02-03-2025	03-03-2025	03-03-2025	1	ACADEMICLEAVE	Phd Presentation	Accepted
			02-01-2025	03-01-2025	03-01-2025	1	ACADEMICLEAVE	Phd Presentation	Accepted
			04-11-2024	05-11-2024	05-11-2024	1	ACADEMICLEAVE	Course work Exam	Accepted
2	Dr. Jasleen Rana	Assistant Professor	24-10-2024	25-10-2024	25-10-2024	1	ACADEMICLEAVE	Final phd Viva PhD progress presentationans RAC meeting	Accepted
3	Ms. Pooja Bisht	Assistant Professor	07-03-2025	08.03.2025	08.03.2025	1	ACADEMIC LEAVE	Course Work Classes	Accepted
			21-03-2025	22-03-2025	22-03-2025	1	ACADEMIC LEAVE	Course Work Classes	Accepted
			20-06-2025	21-06-2025	21-06-2025	1	ACADEMIC LEAVE	Phd Course work Exam	Accepted



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)

4	Ms , Aastha Behl	Assistant Professor	09-02-2025	10-02-2025	10-02-2025	1	ACADEMIC LEAVE	Phd Submission	Accepted
			16-02-2025	17-02-2025	17-02-2025	1	ACADEMIC LEAVE	Phd Submission	Accepted
			28-04-2025	29-04-2025	29-04-2025	1	ACADEMIC LEAVE	Phd Viva	Accepted
5	Ms. Sakshi Singh	Assistant Professor	24-07-2025	25-07-2025	25-07-2025	1	ACADEMIC	Phd Course work exam	Accepted
			10-07-2025	11-07-2025	11-07-2025	1	ACADEMIC	Phd Course work exam	Accepted
			20-06-2025	21-06-2025	21-06-2025	1	ACADEMIC	Phd Course work class	Accepted



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)

Study Leave Summary 2024-25

S.No	Name	Designation	Applied on	From	to	Count	Leave Type	Leave Reason	Status
1	Mr. Kartik Dayal	Assistant Professor	26-03-2025	1/04/2025	30/06/2025	60	Study Leaves	Course Work classes	Accepted

Proof of Study Leave Approval

To

Date: 26.03.2025

The Director

JIMS Kalkaji

New Delhi 110019

I am writing to formally request a study leave of three months to pursue coursework related to my PhD program which starts from 1st April 2025.

The coursework is an essential component of my doctoral studies and will significantly contribute to my academic and professional development. I believe that the knowledge and skills gained during this period will ultimately benefit JIMS Kalkaji and its students.

I am requesting a leave of absence from 1st April 2025 to 30th June 2025. I understand the importance of my responsibilities at the college and I am committed to minimizing any disruption during my absence.

Thank you for your time and consideration of my request. I look forward to your positive response. Phd supervisor allotment letter and Commencement of Pre-Phd coursework letter are attached herewith.

Thanks & Regards

Kartik Dayal
26/3/25.

Mr. Kartik Dayal

Assistant Professor

Accounts & Finance

Dear Sir
Please consider
Prashant Kumar
26-3-25

M. Puri

Approved, Issue leave a
letter ✓ mark a
Copy to Account &
also on copy for his
personal file





JAGANNATH
INTERNATIONAL
MANAGEMENT
SCHOOL



Date: 28th March 2025

Subject: Approval of Study Leave Request

Dear Kartik,

This is to inform you that your request for study leave from 1st April 2025 to 30th June 2025 to pursue your PhD coursework has been approved.

We acknowledge your dedication to academic and professional growth and believe that the knowledge and expertise you will gain during this period will contribute meaningfully to the institution upon your return.

Kindly ensure that all academic and administrative responsibilities are appropriately delegated prior to your leave to avoid any disruption of work.

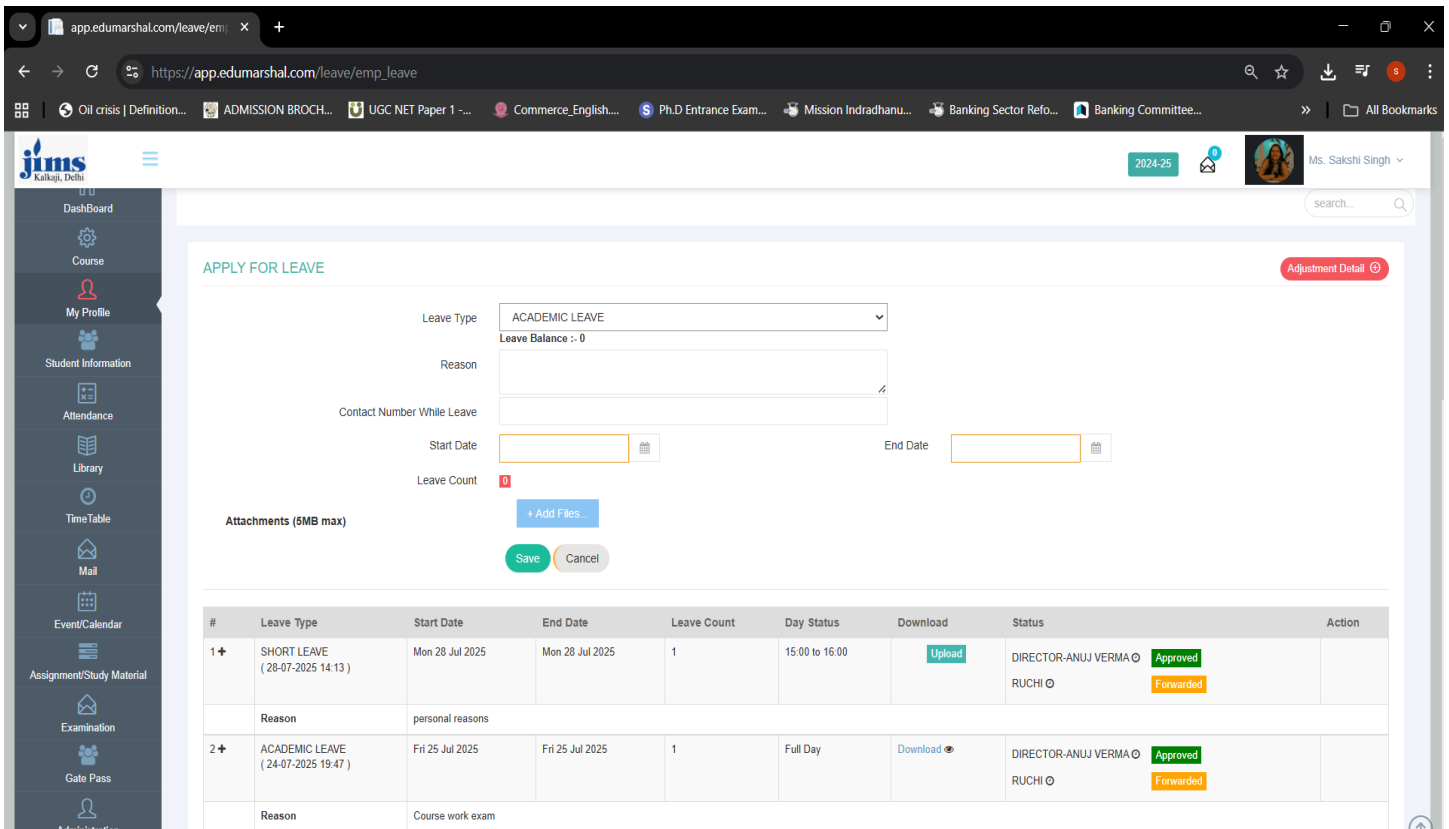
We extend our best wishes for the successful completion of your coursework.

Warm regards,

Dr. Anuj Verma

Director

- 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 shows the 'APPLY FOR LEAVE' form in the JIMS Faculty ERP system. The form includes fields for Leave Type (ACADEMIC LEAVE), Leave Balance (0), Reason, Contact Number While Leave, Start Date, End Date, and Leave Count (0). There are buttons for '+ Add Files...', 'Save', and 'Cancel'. Below the form is a table showing leave records.

#	Leave Type	Start Date	End Date	Leave Count	Day Status	Download	Status	Action
1+	SHORT LEAVE (28-07-2025 14:13)	Mon 28 Jul 2025	Mon 28 Jul 2025	1	15:00 to 16:00	Upload	DIRECTOR-ANUJ VERMA Approved RUCHI Forwarded	
	Reason	personal reasons						
2+	ACADEMIC LEAVE (24-07-2025 19:47)	Fri 25 Jul 2025	Fri 25 Jul 2025	1	Full Day	Download	DIRECTOR-ANUJ VERMA Approved RUCHI Forwarded	
	Reason	Course work exam						

Screenshot depicting procedure for applying Academic Leaves on Faculty ERP Login

LEAVE POLICY

Objective:

Every employee in the Institute has an important role in ensuring the smooth and efficient flow of daily business activities. Employees are therefore, expected to be at work, on time on each business day. The rules on attendance and punctuality have been framed to ensure better work place practices.

Hours of Work: Faculty:-

- Working hours: 8 hours a day with 30 minutes of lunch break.
- The official work timings will be from 09.00am to 05.00pm with lunch break from 2.00pm to 2.30pm.
- Faculty Members will work for six days in a week. However two Saturdays in a month will be off days. Based on the academic and other requirements these may be specified at the beginning of each month.
- Director/HODs will be required to work on two full and one half Saturday.
- Off days will be decided by the Director as per academic load.

Staff:-

- Working hours: 9 hours a day with 30 minutes of lunch break.
- Staff Members will work on two full Saturdays and one half Saturday in a month. These Saturdays will be pre-defined by the Director of respective campus.

Common

- Effort should be to ensure that all faculty and staff members are present on the fourth / fifth weekly off day so that FDP or any other formal academic event may be organized.
- A grace of 5 minutes is allowed to all members from their reporting time.
- Reporting for work after one hour of reporting time will be counted as half day. This late coming will also be counted towards other late coming in the month for deduction of leave / pay beyond three days.
- In case an employee is late for the fourth time then one day casual / one sick leave will be deducted. If an employee does not have any leave to his/her credit salary will be deducted.
- For Habitual offenders who come late frequently beyond three days in a month the penalty will be deduction of one day leave for every three late comings. For the purpose of this deduction, all late comings in the month will be counted.
- In case any Month has five Saturdays than faculty and staff members will be required to work an additional full Saturday in that month

a. Tracking Attendance:

1. It is mandatory for all employees to sign the attendance register as soon as they enter the office premises and again before going home, else their attendance for the day will not be recorded and hence the individual will be marked absent for the day.
2. The Head of each department will assist HR with all Leave and Attendance clarifications for their respective teams.
3. All employees traveling on work who are unable to report to office to mark their attendance are expected to send a mail/or call to HR after obtaining appropriate approvals from their Head/Senior.

This may be done post reporting in to work, in the absence of which they will be marked absent for the day.

4. Disciplinary actions may be initiated against the employees who have been reporting in late to work on frequent basis.

b. Leave Rules

- i. Faculty and staff members can avail 10 casual leaves and 05 sick leaves in a year.
- ii. Casual leave is to be availed only after obtaining prior approval. Faculty and staff should ensure that leave is spread evenly over the complete year.
- iii. If an employee takes an unapproved leave, it will be adjusted against sick leave and if there is no sick leave to the credit of his/her account, deduction of one summer leave and one day salary will be made. However, if an employee takes more than one unapproved leave during a month, it will be considered as leave without pay with deduction of casual/sick leave.
- iv. Faculty and staff may also avail 15 days leave during summer i.e between 15th May and 30th June. The summer leave will preferably not be split into parts, it should be taken in one go. Leave plan will be drawn for faculty and staff based on the requirements of Institute and approval of Director.
- v. All leave applications should be routed through Director/HOD, who are controlling the daily implementation of time table, to the Director.
- vi. The Chairman will have the prerogative to cancel leave of any faculty and staff.
- vii. Prefixing and suffixing of holiday/Sundays can be made along with the leave period. However, when an employee takes leave wherein the holiday/Sunday falls within that period then that holidays/Sunday will be considered as part of the leave period.

- viii. There is a Provision for carrying forward of balance medical leaves to the following years and, in case these are not utilized until retirement/resignation from service with a minimum duration of stay of 3 years, the leaves can be en-cash to the maximum of 30 medical leaves.
- ix. Provision of short leave: - Faculty and staff will ensure that they do not leave the campus before stipulated time. However, in case of some urgent requirement they may apply for short leave not exceeding one hour once a month.
- x. Compensatory Leave – Due to exigencies of service employees may be called for duty on holidays / off days of the employee. Compensatory off for such duties will be entitled. All compensatory off must be availed within thirty days of performance of duty by prior approval of the Director.. No carry forward will be permitted in normal course.
- xi. Half Day Leave- The day will be divided into two halves one before lunch and the other after lunch. Half day leave can be avail for any of the halves. The lunch period as specified is from 2.00pm to 2.30pm for a normal 9.00am to 5.00pm (faculty) and 9.00am to 6.00pm (staff) session.

Public Holidays

Employees are entitled to a set of public holidays that will be determined by the organization at the beginning of every calendar year.

Bi Annual Appraisal

All faculty and staff members will submit the filled in Performance Appraisal forms on 1st January and 1st July to the Director. The same will be evaluated by the management including the Chairman and the Director

Separation by Resignation

In case an employee wishes to resign from the services of JIMS, the following procedure is to be follow:

The exiting employee has to give a resignation letter in writing to his/her reporting authority, stating his/her date of joining and reason for leaving.

Efforts are to be made to explore ways of retaining the employee.

In case the employee is not retainable and once the resignation has been accepted by the Director, the same must be forwarded to the Chairman along with an Exit Interview form duly filled in by the Dean / Director stating the date of relieving. The date of relieving is also to be communicated to HOD / course coordinator and accounts department.

The employee is required to give one month notice prior to the date of resignation. In case notice period is not served then one month salary will be debited for the dues owing to the employee.

“No Dues Certificate” has to be obtained by the employee from the accounts department after obtaining clearance on the same from all departments, lab, admin of own campus however library clearance will be obtained from all campuses and submitted for approval and final clearance of Director.

Employees need to hand over completed „No Dues Certificate“ to the accounts department for final settlement.

Relieving letter / Experience Certificate is to be collected from the Director.

d. Research Policy Guidelines

- a) Granting of 06 days academic leave in a year to faculty members for attending Seminars Conferences etc.
- b) Provision of Reimbursement of registration and TA/DA for outstation seminars/conferences.

Research Policy Guidelines

- Each Faculty is expected to publish at least two research paper in an academic year.
- Faculty members can consult as well as co-author research papers with other Faculty from within or outside from other Universities/institute to improve collaboration and lend credibility to the research.
- If a research paper is published based on his/her work in hard copy or electronic form in a reputed/refereed international journal as recommended by the Research Committee of the Institute, the incentive will be paid to the faculty member.
- The policy encourages research but condemns unethical methods of publication such as plagiarism or publishing in predatory journals.

Reimbursement of registration fees for participation in Seminars/Conferences:

Refer para 20.12 of HR Policy

e. Training Programmes

One FDP and one workshop on Research Methodology and SPSS to be conducted once in six months

f. Dissemination of Research Policy

Research Policy to be circulated to new faculty members.

3. Research Assistance

The Research Committee will provide assistance to faculty members for inviting and reviewing abstracts in case they apply for research grants through Research Promotion Scheme of university/ affiliating body or any other external funding organization.

To promote research the institute will award annual cash incentives to faculty members publishing research papers in reputed national/international journals. The paper adjudged best by the Research Committee will be awarded Rs.10,000/- whilst the paper adjudged second will be given Rs.5,000/-

Facilities and Expertise for Research Work

- Institute has a Membership of:
- The National Digital Library
- The American Library.
- Institute has a large number of International journals available in the library.
- Access to online databases and software's to facilitate research: e-Library, Del-net, J-Gate, Capital line Online Database is there for Faculties and students.
- Internet is freely available in the campus 24/7
- Interaction with experts from other universities and the corporate world

Type of Leaves

Inbox (2,888) - bb

Downloads

JIMS – Top Rankin

bylaws24.pdf

https://app.edum

← → ↻ app.edumarshal.com/leave/emp_leave 🔑 🔍 🔖 🖨 ⚙

Academic Audit 20...

jims

Kalkaji, Delhi

2025-26

Ms. Pooja Bisht

Dashboard

Course

My Profile

Student Information

Staff Information

Attendance

Library

TimeTable

Mail

Event/Calendar

Assignment/Study Material

Examination

APPLY FOR LEAVE

Adjustment Detail

Leave Type

Reason

Contact Number While Leave

Start Date

Leave Count

Attachments (5MB max)

+ Add Files...

Save

Cancel

ACADEMIC LEAVE

-Leave Type--

CASUAL LEAVE

SICK LEAVE

SUMMER LEAVE

SHORT LEAVE

ON DUTY

ACADEMIC LEAVE

COMP OFF

LWP

EARNED LEAVE

End Date

#	Leave Type	Start Date	End Date	Leave Count	Day Status	Download	Status	Action
1 +	CASUAL LEAVE (03-10-2025 14:43)	Mon 06 Oct 2025	Mon 06 Oct 2025	1	Full Day	Upload	DIRECTOR-ANUJ VERMA PRASHANT	Approved Forwarded
Reason		Personal						
2 +	SHORT LEAVE (30-09-2025 11:51)	Tue 30 Sep 2025	Tue 30 Sep 2025	1	Full Day	Upload	DIRECTOR-ANUJ VERMA PRASHANT	Approved Forwarded
Reason		Personal						

organized (11).pdf
2.7/20.7 MB, 34 mins left

organized (13).pdf
2.8/20.7 MB, 2 hours left

organized (10).pdf
3.7/20.7 MB, 2 hours left

Show all

EN ?

5:18 PM
16-10-2025