



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)

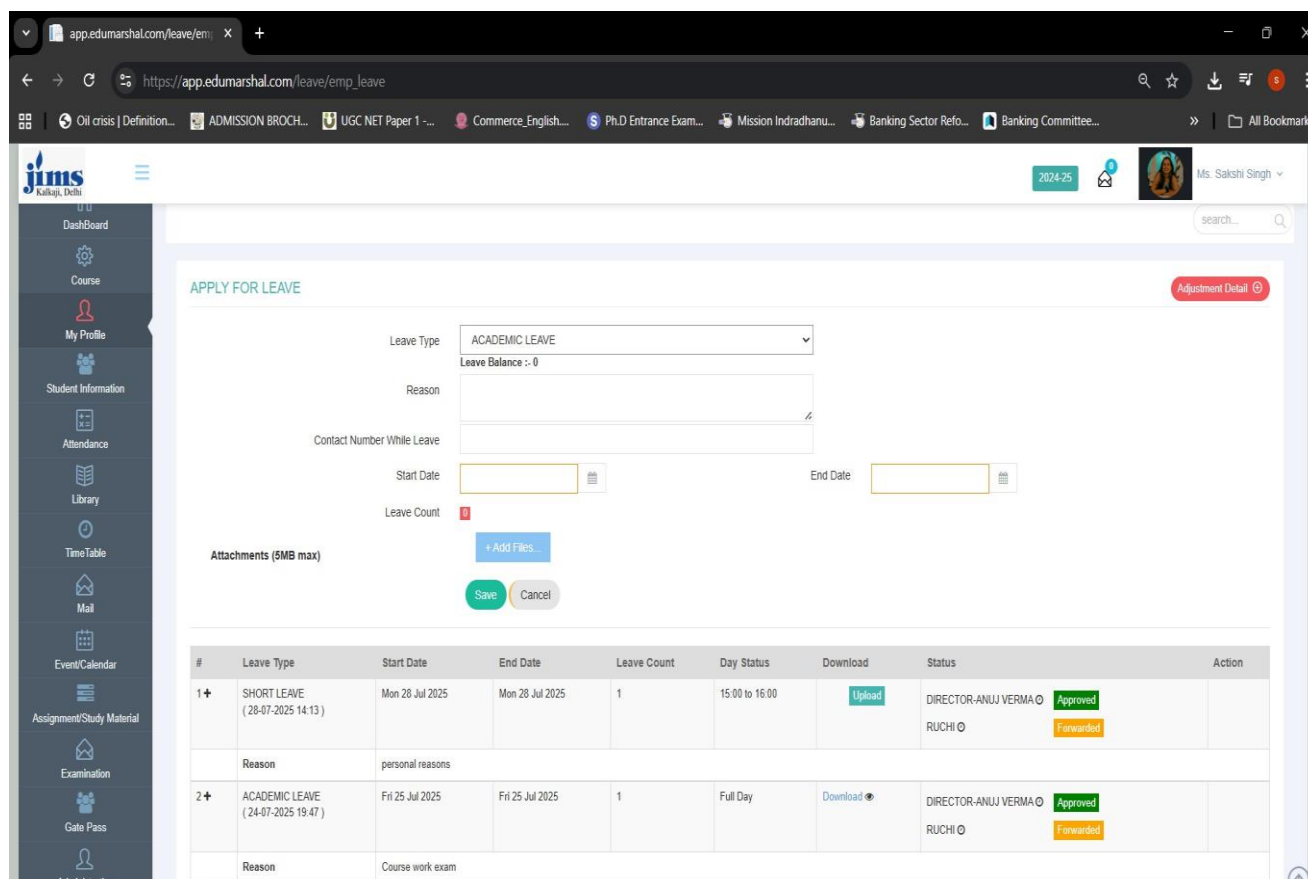
Summary of grant of Academic Leave 2025-2026

S.No	Criteria	No. of faculty
1	Academic Leave	8

Employee Leave Report (August 2025 to July 2026)

S. NO	Name	Designation	Applied On	From	To	Count	Leave Type	Leave Reason	Status
1	Aastha Behl	UG Faculty	22-08-2025 12:19	27-08-2025	28-08-2025	2	Academic Leave	PhD Final Viva In Pune	Accepted
2	Jasleen Rana	UG Faculty	05-02-2026 02:10	06-02-2026	06-02-2026	1	Academic Leave	Conference Attending And Paper Presentation At Shaheed Bhagat Singh College	Accepted
3	Kanika Parashar	UG Faculty	01-06-2026 11:56	01-06-2026	01-06-2026	1	Academic Leave	PhD DRC	Accepted
			19-05-2026 11:20	20-05-2026	20-05-2026	1	Academic Leave	PhD RAC Meeting With Guide	Accepted
			18-11-2025 03:55	19-11-2025	19-11-2025	1	Academic Leave	PhD DRC	Accepted
			12-11-2025 12:20	12-11-2025	12-11-2025	1	Academic Leave	PhD Semester Progress Meeting	Accepted
4	Kartik Dayal	UG Faculty	22-02-2026 06:29	24-02-2026	25-02-2026	2	Academic Leave	Going For Pre PhD Course Work Exam For Two Days	Accepted
5	Pooja Bisht	UG Faculty	01-04-2026 09:09	04-04-2026	04-04-2026	1	Academic Leave	Visiting Banasthali For My PhD Work	Accepted
			05-09-2025 12:09	06-09-2025	06-09-2025	1	Academic Leave	Visiting Banasthali Vidyapith For PhD Synopsis Work	Accepted
6	Ruchi Srivastava	HOD	13-11-2025 07:44	14-11-2025	14-11-2025	1	Academic Leave	For The Conference At IITM (Increase Sponsored) And IEEE Conference At Manav Rachna University	Accepted
7	Sakshi Singh	UG Faculty	20-07-2026 05:25	21-07-2026	21-07-2026	1	Academic Leave	Short Synopsis Submission And Semester Registration	Accepted
			10-03-2026 07:11	11-03-2026	11-03-2026	1	Academic Leave	DRC For Short Synopsis And Title Approval	Accepted
8	Surbhi Ahuja	UG Faculty	15-07-2026 01:58	15-07-2026	15-07-2026	1	Academic Leave	PhD DRC	Accepted
			05-02-2026 04:21	06-02-2026	06-02-2026	1	Academic Leave	Paper Presentation In 13th International Conference On Business And Management, 2026 At Bhagat Singh College, Du	Accepted
			03-02-2026 01:04	04-02-2026	04-02-2026	1	Academic Leave	PhD Progress Report Presentation	Accepted

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



APPLY FOR LEAVE

Leave Type: ACADEMIC LEAVE
Leave Balance: 0

Reason:

Contact Number While Leave:

Start Date: End Date:

Leave Count:

Attachments (5MB max):

#	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-ANJU 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-ANJU VERMA Approved RUCHI Forwarded	
	Reason	Course work exam						



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

Type of Leaves

Browser tabs: Inbox (2,888) - bb x | Downloads x | JIMS - Top Rankin x | bylaws24.pdf x | https://app.edum... x

Address bar: app.edumarshal.com/leave/emp_leave

Page Title: Academic Audit 20...



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

ACADEMIC LEAVE
-Leave Type--
CASUAL LEAVE
SICK LEAVE
SUMMER LEAVE
SHORT LEAVE
ON DUTY
ACADEMIC LEAVE
COMP OFF
LWP
EARNED LEAVE

End Date

+ Add Files...

Save Cancel

#	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 O PRASHANT O	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 O PRASHANT O	Approved Forwarded
	Reason	Personal						

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5:18 PM
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LEAVE POLICY

JIMS KALKAJI

19. LEAVEPOLICY

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 15 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

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.
4. This may be done post reporting in to work, in the absence of which they will be marked absent for the day.
5. Disciplinary actions may be initiated against the employees who have been reporting in late to work on frequent basis.

Provident Fund Option

- We are delighted to announce the availability of the Provident Fund (PF) option for all employees. This voluntary retirement savings scheme allows you to plan for a secure financial future. Further details regarding enrollment and contribution procedures can be checked with the accounts department.

Enhanced Awards and Recognition Program

- We are committed to recognizing and rewarding your exceptional contributions and dedication. In line with this commitment, a new, ongoing Awards and Recognition Program will be implemented. This program will celebrate outstanding achievements and contributions across various categories. Stay tuned for further details regarding this program.

Flexible Work Schedules

- Understanding the importance of work-life balance, we are introducing a fifteen (15) minute window. You are required to complete your designated work hours. For eg; if you reach at 9:05 AM then you shall be leaving at 5:05/6:05 PM.

Leave Rules

- a) Faculty and staff members can avail **10 casual leaves** and **05 sick leaves** in a year.
- b) **Eligibility Criteria for Availing Earned Leave**
 - It is hereby informed that an employee will be eligible for Earned Leave (EL) only after the completion of one year of continuous service with the organization.
 - Earned leaves may also be availed in subsequent years during the summer or winter break, when no classes or examinations are scheduled.
 - Earned Leave can now be carried forward in line with the revised policy and will be encashable (up to 30 days) based on your basic salary at the time of leaving from the institute.
- c) 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.
- d) 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.
- e) 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.
- f) All leave applications should be routed through Director/HOD, who are controlling the daily implementation of time table, to the Director.

The Chairman will have the prerogative to cancel leave of any faculty and staff.

- a) 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.
- b) 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.
- c) 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.
- d) 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.

- e) 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.

Annual Appraisal

All faculty and staff members will submit the filled in Performance Self Appraisal forms on 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.

Faculty Resignation Policy

The existing faculty resignation policy remains in effect. We kindly remind you that:

- The Institute reserves the right to terminate a faculty member's appointment by providing one (1) month's written notice or one (1) month's salary in lieu thereof.
- Faculty members in undergraduate programs wishing to resign can do so between the first (1st) and thirtieth (30th) days of June with one (1) month's notice or salary in lieu.
- Faculty members in postgraduate programs wishing to resign can do so between the fifteenth (15th) day of May and the fifteenth (15th) day of June with one (1) month's notice or salary in lieu.
- Resignation outside of these specified above requires a three (3) month notice period or three (3) months' salary in lieu.
- It is expected that the faculty members should not disturb the academic delivery during the academic year. Keeping in mind the academic commitment.

Resignation, Retirement, and Termination Leave Settlement Policy

- Unused leaves **cannot** be used to reduce or waive the notice period.
- Earned Leave balance (after applicable deductions) will be **encashable based on the last drawn basic salary**

Experience Letter Policy

Experience letters will be issued **one month after the employee's last working day**, provided the full notice period (as per the employment contract) has been completed. This timeline allows for the completion of:

- All required exit formalities
- Departmental clearances
- Submission of necessary documents

Employees are encouraged to ensure a smooth handover and timely completion of all formalities to avoid delays in issuance.

Accidental Insurance Coverage

The Institute will now provide **Accidental Insurance** coverage to all faculty and staff members. This initiative is part of our ongoing efforts to support your well-being and provide additional security in unforeseen circumstances.

Important Note for this Year

- **Unused Medical Leave** for the current academic year **will be carried forward**. From the next academic year onward, **only Earned Leave** will be eligible for carry-forward.