

4. INSTITUTIONAL SUPPORT FOR FACULTY DEVELOPMENT

**b) Documentary evidence for
grant of study leaves to
teachers with full pay for
faculty to pursue higher
studies at other institutions**



SRI GURU TEGH BAHADUR INSTITUTE OF MANAGEMENT & INFORMATION TECHNOLOGY

(Affiliated to Guru Gobind Singh Indraprastha University, Delhi)
(Under the Management of Delhi Sikh Gurdwara Management Committee)

Adjacent to Gurdwara Nanak Piao, State Bank Colony, Near Model Town Metro Station, Delhi-110009
Tel. : 27124670, 27465798, Student Help Desk : monikayashu05@gmail.com, E-mail : sgtbimit@hotmail.com

Dated 30/8/19

34TB/11/19/957/5

LEAVES RULES

General

- i) Leave can't claim as a matter of right. When the exigencies of public service so require, leave of any kind may be refused or revoked by the authority competent to grant it:-
- ii) Earned Leave should not be denied to any employee in the last ten years of his career.
- iii) No leave of any kind can be granted for a continuous period exceeding 5 years. If anyone is absent from duty for a continuous period of more than 5 years, other than Foreign Service, with or without leave, he shall be deemed to have resigned from service.
- iv) Any kind of leave may be granted in combination with or in continuation of any other kind of leave except casual leave.
- v) An Employee on leave on medical ground will be allowed to return to duty only on production of medical certificate of fitness.
- vi) Willful absence from duty after the expiry of the leave may entail disciplinary action against the employee.

Earned Leave

- i) Earned leave will be given to an employee working on regular pay scale.
- ii) 15 E/L will be credited on 1st day of January and July of every year to non-teaching employee.
- iii) 5 E/L will be credited on 1st day of January and July of every year to teaching employee.
- iv) E/L will be credited to the account of an employee on the day given regular pay scale but he/she can avail after successfully completion of six months.
- v) The employee should apply for E/L well in advance (at least two days before) and no employee should proceed on Earned leave without prior sanction of the competent Authority.
- vi) If any employee proceeds on Earned Leave without sanction/prior approval of the Authority, such period is required to be treated as "unauthorized absence" and disciplinary action may be taken against such employee.
- vii) Permission to leave the station may also be obtained in advance and also intimate the outstation correspondence address to the leave sanctioning Authority.
- viii) Employee may not grant E/L encashment in any circumstances other than retirement.
- ix) E/L can be availed up to 180 days at a stretch, if available.

[Signature]
Director

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BANK COLONY, DELHI-110009



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Half Pay Leave (H.P.L.)

- i) Every teaching and Non-Teaching employee of the Institute is entitled for 20 days H.P.L in a year.
- ii) In case of fresh appointment, HPL will be credited after completion of one year of regular service.
- iii) Double HPL will be deducted as "commuted leave" on the production of Medical/Fitness certificate from authorized Medical Petitioner/MBBS doctor at the time of joining duty.
- iv) Prior sanction may be taken from the sanctioning authority for availing of HPL. In case of commuted leave sanctioning authority may be intimated within two days that the person availing leave on Medical grounds in black & white along with Medical Certificate.

Casual Leave

- i) A person on CL is considered to be on duty.
- ii) CL can be combined with vacation.
- iii) CL cannot be combined with any kind of leave.
- iv) CL can be taken for half a day also.
- v) Sundays/Holidays falling in between CL are not treated as CL.
- vi) Holidays can be prefixed or suffixed to CL.
- vii) CL is essentially for short period and normally should not be granted for more than 5 days at a time except under special circumstances.
- viii) 04 CL will be credited on 1st January and 04 will be credited on 1st July to the account of every employee whether on Permanent/Adhoc/Contractual
- ix) Each employee accrues 0.75 casual leave per month only upto 08 days in a calendar year.

Maternity Leave

- i) Maternity Leave may be granted to staff members who have completed one year service in pay scale and have less than two surviving children.
- ii) A total of 180 days of Maternity Leave is admissible.
- iii) Birth certificate of the child must be produced within 10 days.
- iv) Maternity Leave upto 45 days may be granted during the entire service period in case of miscarriage/abortion on production of Medical Certificate.
- v) A person should be intimated at least 15 days in prior to avail Maternity Leave. After sanction from sanction authority she may avail Medical Leave.



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Study Leave

- i) Study Leave is admissible for employees pursuing higher studies having a direct and close connection with his sphere of duties.
- ii) The employee must have satisfactorily completed probation or in scale and rendered at least 5 years regular continuous service can avail study leave.
- iii) Period of study leave is maximum 12 months at a time. Maximum to 24 months entire career.
- iv) Study leave is admissible only prior sanction from the sanctioning authority on submission of supporting documents.
- v) If after availing study leave, an employee fails to complete the course of the study or does not return to duty, or resigns or quits service within 3 years after returning to duty he shall refund the leave salary, study allowance, fees, TA if any paid with interest at prescribed rates.

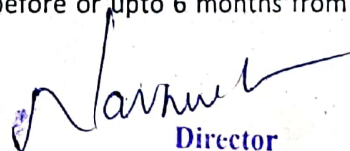
Academic Leave

- i) Academic leaves are admissible for Teaching Staff only.
- ii) Teaching Staff can avail academic leave maximum to 30 days in a year to attend FDPs/Seminars/Conferences, etc. for the course curriculum and for the self expansion.
- iii) Academic Leaves may also be allowed to Teaching Staff in University Curriculums like: UR for external examination, Paper Checking, Practical Examiner, etc. as per demand by the University.
- iv) Teachers have to submit the documentation in this regard for avail Academic Leave well in advance.

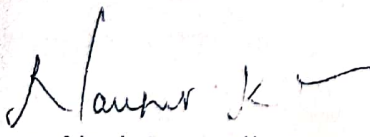
Paternity Leave

- i) Paternity Leave is admissible to male employees with less than 2 surviving children during the confinement of his wife i.e. upto 15 days before or upto 6 months from the date of delivery of the child.

Other rules as per GGSIPU/DSGMC norms.


Director

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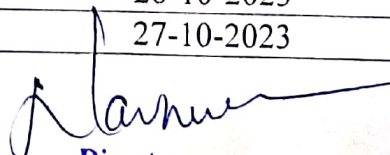

Prof. (Dr.) Navneet Kaur
Director



Sri Guru Tegh Bahadur Institute of Management & Information Technology

Institutional Support for Faculty Development (August-23- July-24).

Sr.No	Name	Academic and study leaves
1	Ms. Aditi Sdhana	01-08-2023
2	Ms. Divya Verma	09-08-2023
3	Ms. Ayeena Bhalla	09-08-2023&10-08-2023
4	Ms. Divya Verma	09-08-2023&10-08-2023
5	Ms.MandeepKaur	11-08-2023
6	Ms.DivyaVerma	16-08-2023
7	Ms.MandeepKaur	17-08-2023&18-08-2023
8	Dr.Amanpreet Kaur Luthra	18-08-2023
9	Ms.Amarpreet Kaur	23-08-2023
10	Ms.DivyaVerma	23-08-2023&24-08-2023
11	Ms.DivyaVerma	06-09-2023
12	Ms.Ayeena Bhalla	06-09-2023
13	Ms. HarneetKaur	8-9-2023 & 9-9-2023
14	Ms. Harsimrankaur	10-09-2023
15	Ms. SimranjeetKaur	12-09-2023 to 18-09-2023
16	Ms.DivyaVerma	13-09-2023
17	Ms. Harsimrankaur	18-09-2023
18	Ms.DivyaVerma	20-09-2023
19	Ms.DivyaVerma	27-09-2023
20	Ms.MansiAhuja	29-09-2023
21	Ms.MandeepKaur	29-09-2023
22	Ms.DivyaVerma	04-10-2023&05-10-2023
23	Dr.AshmeetKaurDuggal	07-10-2023
24	Ms.DivyaVerma	11-10-2023&12-10-2023
25	Ms. HarneetKaur	15-10-2023
26	Ms.DivyaVerma	18-10-2023&19-10-2023
27	Dr.AshmeetKaurDuggal	23-10-2023
28	Ms.DivyaVerma	25-10-2023
29	Ms.AnitKaurMatta	26-10-2023
30	Ms.DivyaVerma	27-10-2023


Director

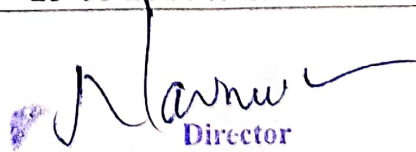
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BANK COLONY, FEROZKOTLA



Sri Guru Tegh Bahadur Institute of Management & Information Technology

Institutional Support for Faculty Development (August-23- July-24).

S.No	Name	Academic and study leaves
31	Ms.DivyaVerma	01-11-2023&02-11-2023
32	Ms.MandeepKaur	08-11-2023
33	Ms.DivyaVerma	08-11-2023&09-11-2023
34	Ms.MansiAhuja	10-11-2023
35	Ms.DivyaVerma	16-11-2023
36	Ms.MansiAhuja	20-11-2023
37	Dr. AshmeetKaur	22-11-2023&23-11-2023
38	Ms.DivyaVerma	22-11-2023&23-11-2023
39	Ms.PrabhjotKaur	22-11-2023
40	Ms. DashmeetKaur	24-11-2023
41	Ms.DivyaVerma	29-11-2023&30-11-2023
42	Ms. MandeepKaur	1-12-2023 & 31-1-24
43	Ms. SimranjeetKaur	01-12-2023
44	Ms.MansiAhuja	04-12-2023
45	Ms.DivyaVerma	06-12-2023
46	Ms.HarleenKaurBagga	07-12-2023
47	Ms.DivyaVerma	07-12-2023
48	Ms.DivyaVerma	11-12-2023&12-12-2023
49	Ms.MansiAhuja	15-12-2023
50	Dr.AmanpreetKaurLuthra	15-12-2023
51	Ms. JaspreetKaur (IT)	15-12-2023
52	Ms. JaspreetKaur (IT)	16-12-2023
53	Ms. PriyanectKaur Bhatia	18-12-2023
54	Ms.RitinderKaur	20-12-2023
55	Ms.DivyaVerma	21-12-2023& 22-12-2023
56	Ms. JaspreetKaur (IT)	21-12-2023
57	Ms. RineetKaurChawla	27-12-2023
58	Ms.Nehu Gumber	11-01-2024
59	Dr.Ashmeet Kaur Duggal	18-01-2024
60	Dr.Ashmeet Kaur Duggal	19-01-2024
61	Ms.Ritinder Kaur	22-01-2024
62	Ms.Ritinder Kaur	23-01-2024 to 25-01-2024

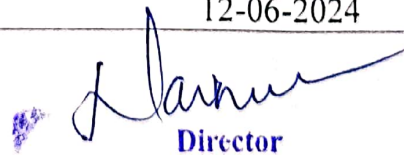

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BANK COLONY, DELHI-110007

Sri Guru Tegh Bahadur Institute of Management & Information Technology

Institutional Support for Faculty Development (August-23- July-24).

S.No	Name	Academic and study leaves
63	Ms. HarneetKaur	01-02-2024 to 07-02-2024
64	Ms.AyeenaBhalla	03-02-2024
65	Ms.RitinderKaur	03-02-2024
66	Ms.MansiAhuja	04-02-2024
67	Ms.MansiAhuja	05-02-2024
68	Ms.MansiAhuja	06-02-2024
69	Ms.MansiAhuja	0-02-2024
70	Ms.PrabhjotKaur	09-02-2024
71	Ms.RipleenKaur	27-02-2024
72	Dr. Sumeetkaur	29-02-2024
73	Ms.DivyaVerma	06-03-2024
74	Ms.DivyaVerma	07-03-2024
75	Ms.MansiAhuja	17-03-2024
76	Ms.MansiAhuja	18-03-2024
77	Ms. Manjotkaur	20-03-2024
78	Dr.AmanpreetKaurLuthra	22-03-2024
79	Ms.MansiAhuja	01-04-2024
80	Ms.MansiAhuja	02-04-2024
81	Ms.NehuGumber	22-04-2024
82	Ms.HarleenKaurBagga	25-04-2024
83	Ms.DivyaVerma	08-05-2024
84	Ms.MansiAhuja	08-05-2024
85	Ms.MansiAhuja	09-05-2024
86	Ms. JaspreetKaur (IT)	09-05-2024
87	Ms. HarjotKaur	13-05-2024
88	Ms.DivyaVerma	13-05-2024
89	Ms.MansiAhuja	15-05-2024
90	Ms.MansiAhuja	16-05-2024
91	Ms. KulneetKaur	16-05-2024 & 17-05-2024
92	Ms. NimrandeepKour	16-05-2024 & 17-05-2024
93	Ms. JaspreetKaur	01-06-2024- 30-06-2024
94	Ms. HarleenKaur	12-06-2024

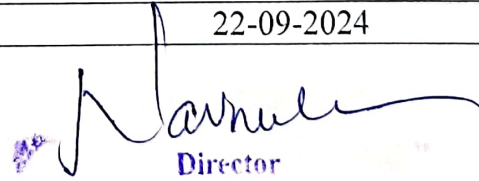

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Sri Guru Tegh Bahadur Institute of Management & Information Technology

Institutional Support for Faculty Development (August-23- July-24).

S.No	Name	Academic and study leaves
95	Ms. Navjotkaur	8-07-2024 to 12-07-2024
96	Ms. RitinderKaur	11-07-2024
97	Dr. SupreetKaur	22-07-2024 to 26-07-2024
98	Ms. NehuGumber	22-07-2024
99	Ms. AmandeepKaur	23-07-2024
100	Ms. JasdeepKaur	24-7-2024
101	Ms. DilpreetKaur	18-07-2024
102	Ms. Jaswinder Kumar	20-07-2024
103	Ms. Rachna Singh	27-07-2024
104	Ms. RipleenKaur	27-07-2024
105	Ms. Astha	27-07-2024
106	Ms. RitenderKaur	27-07-2024
107	Ms. HarsimranKaur	27-07-2024
108	Dr. SupreetKaur	27-07-2024
109	Dr. SumeetKaur	27-07-2024
110	Dr, Bipashachoudhary	27-07-2024
111	Ms. AditiSdhana	27-7-2024
112	MsPrabhjotKaur	05-08-2024- 18-09-2024
113	Ms. DivyaVerma	14-08-2024
114	Ms. AnmolKaur	20-08-2024
115	Ms. AsthaDhupar	29-08-2024 to 06-09-2024
116	Ms. Harsimrankaur	10-09-2024
117	Ms. Harsimrankaur	18-09-2024
118	Mr. Chamanpreet Singh	21-09-2024
119	Ms. SupreetKaur	22-09-2024


Director

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