



Jagan Institute of Management Studies

3, Institutional Area, Sector-5, Rohini, Delhi-110085

**4(b) Documentary evidence for grant
of Study leave**

Annexure V-B



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Provision for Study Leave

As a self-financing private sector institution, it is not possible to grant study leave of 3 years duration with salary to the teaching staff for enabling them to complete their doctoral programmes. The institute is thus unable to adhere to UGC norms in this respect. However, in order to encourage the research activity and to obtain the Ph.D degree, the institute has several provisions to facilitate its faculty members.

- Those faculty members who are duly registered as Ph.D scholar are given **academic leave** at the rate of one per month during this period which is over and above the other leaves granted.
- The faculty members are allowed to go on long leave for this purpose without pay, which is **extra ordinary leave with lien**. Any faculty member who avail this, is allowed to re-join at the same level and seniority without facing a fresh interview or selection process.
- **Special casual leave** is granted in case a faculty member has to consult his or her supervisor or to go for the Ph.D viva voce and convocation etc.
- A faculty member who is at an advance stage of completion of his / her Ph.D thesis is normally given **less teaching load** in that period which may be for a whole semester as well.

