

Circular

Ref: JSSCPT/ Principal/ 02/2019-20

The book based leave request system stands **cancelled** with immediate effect. All leave requests will have to be first approved by relevant HOD, committee chairs, IQAC and by the principal/ in-charge. If there are important scheduled events leave will be denied. All special casual leave is sanctioned based on the understanding that the people who attend will share their knowledge with the rest of the college (staff/faculty/ students as the case may be) within one week of return and that they will use the new knowledge toward improving systems in the college.

No more than 2 (two) faculty may attend any workshop at a time unless it is an event conducted/ organized by the college.

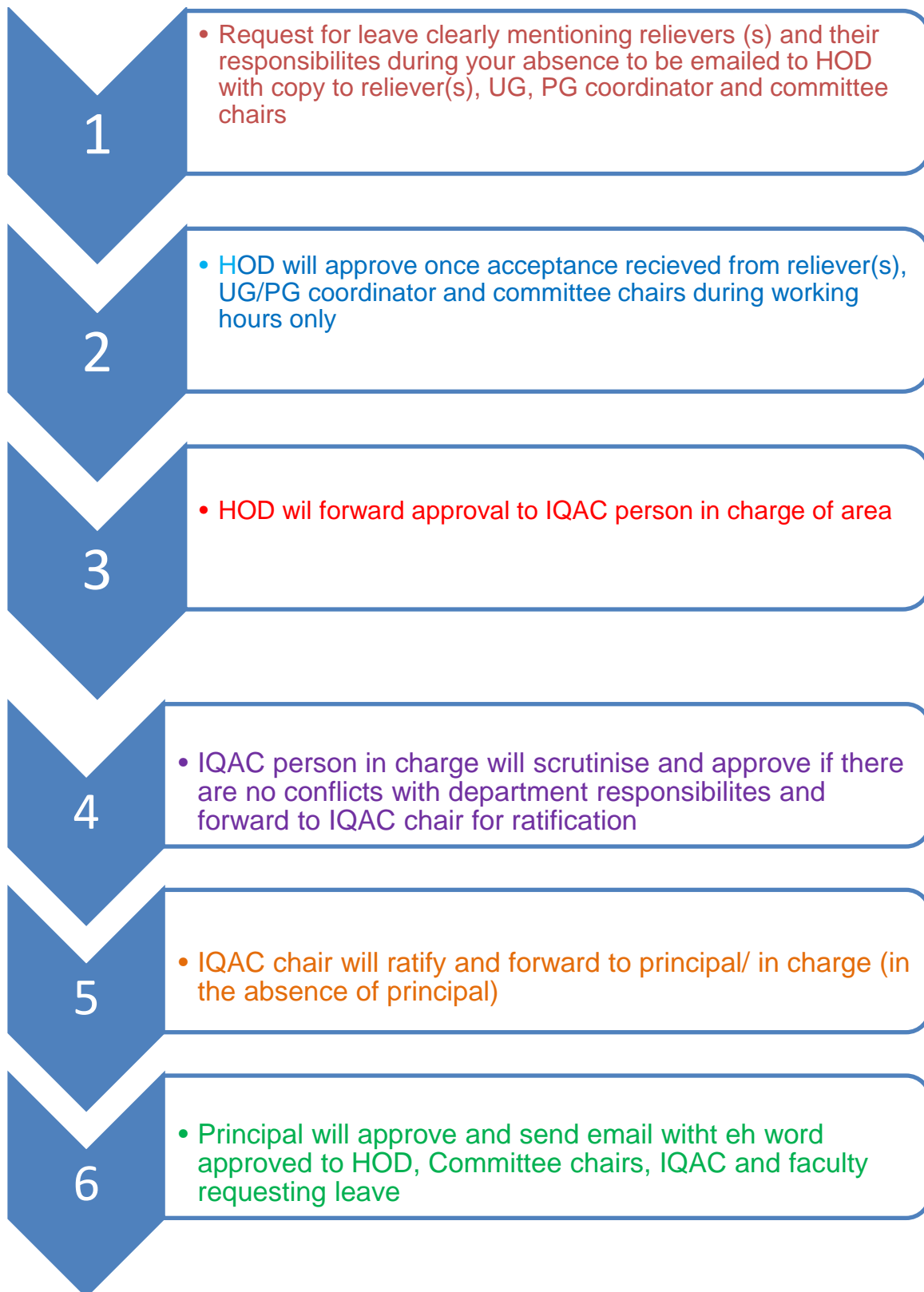
Earned leave must be applied for 1 week in advance.

Scheduled CL must be requested in adequate time for the approval process.

Your leave is approved **ONLY** when you get the mail from the principal/ in charge (in the absence of principal) saying approved. Leave approval will be done only during working hours.

Please follow attached flow chart





*In case of HOD skip to step 3 but with copy to next in charge of respective dept.

§In case of committee chairs part of step 2 will be deemed unnecessary

^In case of IQAC step 4 will become the responsibility of IQAC chair

**In case of IQAC chair, step 5 will become the responsibility of the next in charge of IQAC

Principal will inform office, next in charge, IQAC chair and class coordinators as required

Non PG teachers need not inform PG coordinator

Reliever is defined as the person who will be responsible for your duties in academics, co-curricular and clinics.

Non teaching staff will follow the same pattern.

Deochi

Sept 24, 2019