

EVIDENCE OF GRANT OF STUDY LEAVE TO TEACHERS TO PURSUE HIGHER STUDIES


DIRECTOR
Trinity Institute of Professional Studies
(Adj). Metro Pillar No. 1130, Institutional Area
Sector-9, Dwarka, New Delhi-110075

TRINITY INSTITUTE OF PROFESSIONAL STUDIES

SECTOR -9, DWARKA, NEW DELHI-110075

Academic Leave Policy for Pursuing Higher Studies and Participating in Seminars/Workshops, Conferences & FDP's, Orientation Programmes etc.

1. The Institute will assist all faculty appointed on regular basis for pursuing higher studies and for participating in academic conferences/seminars/workshops, Orientation programmes etc.

Faculties who have served minimum two years in the institute are eligible to avail this policy, subject to the following conditions :

- a) A regular faculty members who have completed 2-4 years of service can avail leave upto 3 months, provided that they will serve the institute for 2 years after availing.
- b) A regular faculty members who have completed 4-6 years of service, can avail leave maximum upto 12 months, provided that they will serve the institute for 3 years after availing
- c) A regular faculty members who have completed more than 6 years of service, can avail leave upto 30 months, provided that they will serve the institute for 5 years after availing.

2. A regular faculty, whose paper has been accepted for presentation in a conference/seminar/workshop/symposium etc., is entitled to the grant of participation fee as per institute rules.

3. The participating faculty will be provided TA/DA as per rules of the Institution.

4. A duly filled in proforma along with the certificate from the organizers regarding presentation of paper and photocopy of receipt of Registration fee paid may be furnished to the Director of the Institute to obtain reimbursement of amount spent for attending seminar/conference/workshop/symposium, etc.

5. The yearly budget of all the departments will be fixed by Management. Allowing any faculty/staff for attending any seminar/Workshop/FDP, MDP or higher studies are at the sole discretion of the management.

A. Singh
DIRECTOR
Trinity Institute of Professional Studies
11th Metro Park, Sector-9, Dwarka, New Delhi-110075

To

Date: 17/12/2021

The Chairman Sir (Through Director Ma'am)

Trinity Institute of Professional Studies

Sector-9, Dwarka, New Delhi-110075

Subject: Application for leave from 20/12/2021 to 15/01/2022.

Respected Sir,

With due respect I Mahtab Alam, Assistant Professor in the department of Management & Commerce would like to request you that I would like to go on leave from 20/12/2021 to 15/01/2022 so that I can work for my PhD. In my absence HM Jain Sir will take care of Admission responsibilities for SPOT 2. If HM Jain Sir will not be available due to his PhD Coursework examination then I will rejoin for SPOT 2. After Spot 2 If Offline round of admission will be conducted then either myself or HM Jain Sir will be available. No admission related work will be compromised as I will coordinate with HM Jain Sir all the time. I have substituted my departmental responsibilities as mentioned below:

Internal Marks Submission BBA 5th Sem: Ms. Priya Gund & Ms. Priyanka Saluja

Practical Viva of BBA 5th Sem: Ms. Priya Gund

Departmental Workload & Time Table: Ms. Ratika Malhotra & Ms. Tanya Chatwal

Therefore, I humbly request you to kindly consider my request and allow me to take leaves for working of PhD. I will be available over call for any admission related work. I further request you to kindly adjust my leaves against my compensatory offs, casual leaves and winter vacations.

Thanking You

Regards

Mahtab Alam

Assistant Professor

Department of Management & Commerce

Director Ma'am
(Forwarded by)

12-2021
DIRECTOR
Trinity Institute of Professional Studies
(3), Metro Pillar No. 180, Institutional Area
Sector-9, Dwarka, New Delhi-110075

In case of any urgent requirement I will be available online or offline
Mahtab Alam

Dr. Barkha to see the institute related work/discuss over with Mr. Mahtab, if feel satisfactory you can recommend for approval. The same is in the application of Mr. Jain.
Chairman Sir
(Approved by)

Date: 17/12/2021

To

The Chairman Sir (Through Director Ma'am)

Trinity Institute of Professional Studies

Sector-9, Dwarka, New Delhi-110075

Subject: Application for leave from 27/12/2021 to 15/01/2022 for PhD Coursework examinations.

Respected Sir,

With due respect I HM Jain, Assistant Professor in Computer Science & Information technology department would like to bring into your kind information that I am pursuing my PhD from M.J.P Rohilkhand University, Bareilly (U.P). My Coursework examination is to be scheduled tentatively in the month of December end or January. I will take care of Admission responsibilities for SPOT 2 in the absence of Mahtab Alam. If my date sheet will be declared at any point of time then Mahtab Alam will rejoin for SPOT 2. After Spot 2 If Offline round of admission will be conducted then either myself or Mahtab Alam will be available. No admission related work will be compromised as I will coordinate with Mahtab Alam all the time. My departmental duties will be taken care by Dr. B. P. Singh Sir & Dr. Mukta Sharma Ma'am.

Therefore, I humbly request you to kindly allow my leave from 27/12/21 to 15/01/22. My Admission related duties will be taken care by Mahtab Alam in my absence. I will be available over call for any admission related work. I further request you to kindly adjust my leaves against my compensatory offs, casual leaves, medical leaves and winter vacations Kindly sanction my leave and support me to increase my qualification.

Thanking You

Regards

H.M. Jain
17/12/2021
H.M. Jain

Assistant Professor

Computer Science & Information technology Department.

Barkus
Director Ma'am
(Forwarded by)

Dr. B.P. Singh
17-12-2021
DIRECTOR
Trinity Institute of Professional Studies
(4th Metro Plaza, 4th Floor, Institutional Area
Sector 9, Dwarka, New Delhi-110075

Chairman Sir
(Approved by)

Date: 17/12/2021

To

The Chairman Sir (Through Director Ma'am)

Trinity Institute of Professional Studies

Sector-9, Dwarka, New Delhi-110075

Subject: Application for leave from 8/12/2021 to 16/12/2021 for PhD.

Respected Sir,

With due respect I HM Jain, Assistant Professor in Computer Science & Information technology department would like to bring into your kind information that I am pursuing my PhD from M.J.P Rohilkhand University, Bareilly (U.P). My Coursework examination is to be scheduled in the month of December after 10/12/2021 so I would like to request you to allow me for preparatory leave for my examination from 8/12/2021 to 16/12/2021.

Therefore, I humbly request you to kindly allow my leave from 08/12/21 to 16/12/21. My Admission related duties will be taken care by Mahtab Alam. I will be available over call for any admission related work. I further request you to kindly adjust my leaves against my compensatory offs, casual leaves and medical leaves Kindly sanction my leave and support me to increase my qualification.

Thanking You

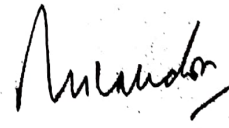
Regards


H.M Jain

Assistant Professor

Computer Science & Information technology Department.

Director Ma'am
(Forwarded by)


Chairman Sir
(Approved by)


DIRECTOR
Trinity Institute of Professional Studies
(Adj). Metro Pillar No. 130, Institutional Area
Sector-9, Dwarka, New Delhi-110075

Date: 14/10/2021

To

The Chairman Sir (Through Director Ma'am)

Trinity Institute of Professional Studies

Sector-9, Dwarka, New Delhi-110075

Subject: Application for leave from 18/10/2021 to 23/10/2021 for PhD Coursework examination.

Respected Sir,

With due respect I HM Jain, Assistant Professor in Computer Science & Information technology department would like to bring into your kind information that I am pursuing my PhD from M.J.P Rohilkhand University, Bareilly (U.P). My Coursework examination datesheet is declared and it is scheduled on 22/10/21 & 23/10/21. All Research Scholars have to submit a project/dissertation and also give a presentation to the course coordinator prior to the examination. My Guide has instructed me to report on 18/10/21 to prepare project/dissertation and for presentation as well.

Therefore, I humbly request you to kindly allow me leave from 18/10/21 to 23/10/21. My Admission related duties will be taken care by Mahtab Alam. Dr. P.K Nayak will be doing my duties as substitute during the above mentioned period. I will be available over call for any admission related work. I further request you to kindly adjust my leaves against my compensatory offs & casual leaves. Kindly sanction my leave and support me to increase my qualification.

Thanking You

Regards

H.M Jain

H.M Jain

Assistant Professor

Computer Science & Information technology Department.

Barcha
16/10/21
Director Ma'am
(Forwarded by)

Adalam
14/10/21 (Mahtab Alam)
Admission Duties
Done.
To help Mahtab Alam.
(Dr. P.K. Nayak)

He allow
16/10/21
Chairman Sir
(Approved by)

Hee
DIRECTOR
Trinity Institute of Professional Studies
C-9, Metro Pillar No. 150, Institutional Area
Sector-9, Dwarka, New Delhi-110075

To

Date : 11/03/2021

The Chairman (Through Director)

Trinity Institute of Professional Studies

Sec - 9 Dwarka New Delhi 110075

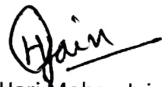
Sub :- Request for issuance of Experience Certificate & NOC for submission in PhD admission

Respected sir,

I have the honour to inform you that I got selected for admission into Ph.D. in Computer Science in CSIT Dept. of MJP Rohilkhand University, Bareilly (State Govt. University, UP).

For fulfilling the requirement of admission I need Experience & No Objection Certificate from Trinity Institute of Professional Studies. Therefore, I request you sir, the above mention certificates may please be issued to me from the Institute. I will remain ever thankful to you.

Your Sincerely



Hari Mohan Jain

Assistant Professor

CS & IT Dept.

*Forwarded for approval from
Chairman sir*

*Barkha
11/3/21*

*Sen
11/3/21*


DIRECTOR
Trinity Institute of Professional Studies
(Addl. Metro Pillar No. 100), Institutional Area
Sector-9, Dwarka, New Delhi-110075

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Hari Mohan Jain** is working with our institute since 02nd January, 2009 till date in the capacity of Assistant Professor in Department of Computer Science & IT. The institute has no objection in him joining Ph.D in Computer Science at MJP Rohilkhand University, Bareilly, Uttar Pradesh.

It is further certified that he will be allowed to use facilities for research work at our organization.

Date: 12th March, 2021

Received
Hain
12/3/2021

Barkha

Dr. Barkha Bahl
Director

Jain
DIRECTOR

Trinity Institute of Professional Studies
(Adj). Metro Pillar No. 1809, Institutional Area
Sector-9, Dwarka, New Delhi-110075