



Centre for IT Enabled Services & Management
UNIVERSITY OF JAMMU, Jammu-180006
(NAAC Accredited A++ University)

CIRCULAR

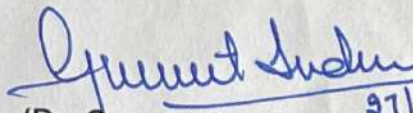
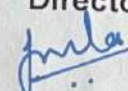
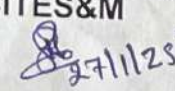
This is in reference to the Leave Management System implemented under E-Governance & Good Governance initiatives recently taken by the Center for IT Enabled Services & Management at University of Jammu. The system seamlessly handles all the stages involved in a leave management process: application, recommending, reviewing, sanctioning, approval/rejection, reviewing filing leaves, managing leave balance, and analysis.

In this regard, a training session shall be organized at the Center for IT Enabled Services & Management for all the HODs and concerned Single Point of Contact, SPOC (list attached) regarding approval and recommendation mechanism of different kinds of leaves pertaining to the Leave Management System.

You are therefore, requested to kindly attend the training session as per the following details:

- **Topic: Training Session on Leave Management System.**
- **Date: 11th Feb, 2025 & 13th Feb, 2025**
- **Time: Morning Slot 11:30 AM to 01:00 PM**
Evening Slot 03:00PM to 04:30 PM
- **Venue: Ground Floor, Centre for IT Enabled Services & Management, University of Jammu.**

Ref. No. CIT/JU/2025/ 516-560
Dated: 27/01/2025


(Dr. Guneet Singh Sudan)
Director, CITES&M
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27/1/25

Copy to:

1. Special Secretary to HVC for the information of the HVC please.
2. Sr. PA to Registrar for information.
3. All Concerned.
4. Guard File.



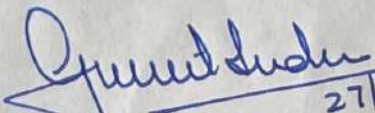

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Training Schedule for Leave Management System

Date- 11th Feb, 2025

Time- 03:00 PM to 04:30 PM (Evening Shift)

| S.No. | Departments/ Centre | Name | |
|-------|------------------------|----------------------------|--------------------------|
| | | Director/HOD | SPOC |
| 1 | Buddhist Studies | Mohd. Reyaz | |
| 2 | Dogri | Prof. Sucheta Pathania | Dr. Radha Devi |
| 3 | Education | Prof. Rajeev Rattan Sharma | Dr. Sushanta Kumar Panda |
| 4 | English | Prof. Ravinder Singh | Dr. Sadaf Shah |
| 5 | Geography | Prof. Mohd Sarfaraz Asgher | Davinder Manlar |
| 6 | Geology | Prof. Anju Bhasin | |
| 7 | Hindi | Prof. Rajni Bala | Dr. Bhagwati Devi |
| 8 | History | Prof. Suman Jamwal | Dr. Tirtharaj |
| 9 | Home Science | Prof. Sarika Manhas | Prof. Neeru Sharma |
| 10 | Political Science | Prof. Baljit Singh Mann | Dr Ellora Puri |
| 11 | Psychology | Prof. Sangita Gupta | Dr. Sarita Sood |
| 12 | Punjabi | Prof. Sucheta Pathania | Harjinder Singh |
| 13 | Sanskrit | Prof. Ram Bahadur | Dr. Harish Kumar |


(Dr. Guneet Singh Sudan) 27/11/25
Director, CITES&M
 27/11/25



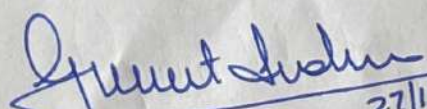

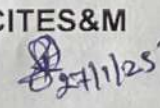
Centre for IT Enabled Services & Management
UNIVERSITY OF JAMMU, Jammu-180006
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Training Schedule for Leave Management System

Date- 13th Feb, 2025

Time- 11:30 AM to 01:00 PM (Morning Shift)

| S.No. | Departments/ Centre | Name | |
|-------|--|---------------------------|---------------------------|
| | | Director/HOD | SPOC |
| 1 | Sociology | Prof. Vishav Raksha | Dr Hema Gandotra |
| 2 | Urdu | Prof. Shohab Inayat Malik | Dr. Abdul Rashid Manhas |
| 3 | Directorate of Distance Education | Prof. P.K Srivastava | |
| 4 | Strategic and Regional Studies | Prof. Virendar Koundal | Ranjan Sharma |
| 5 | Centre for Studies in Museology | Prof. Poonam Choudhary | Maiay Dey |
| 6 | Directorate of Sports & Physical Education | Dr. Daud Iqbal Baba | Mr. Vimal Kishore |
| 7 | Philosophy | Prof. Jasbir Singh | |
| 8 | Botany | Prof. Susheel verma | Dr. Romica Verma |
| 9 | Chemistry | Prof. Haq Nawaz Sheikh | Dr. Ashwani Kumar |
| 10 | Computer Science | Prof. Vibhakar Mansotra | |
| 11 | Library Science | Prof. Sangita Gupta | Mr. Ashwin Kumar Kushwaha |
| 12 | Environmental science | Prof. Piyush Malaviya | Dr. Rakesh Kumar |
| 13 | Mathematics | prof. Romesh kumar | Dr Tirth Ram |
| 14 | Physics | Prof. Arun Bharti | Dr. Sandeep Arya |


(Dr. Guneet Singh Sudan)
Director, CITES&M





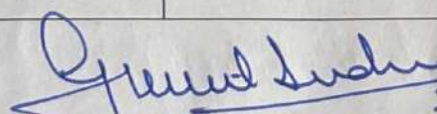
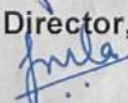
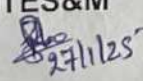
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Training Schedule for Leave Management System

Date- 13th Feb, 2025

Time- 03:00 PM to 04:30 PM (Evening Shift)

| S.No. | Departments/ Centre | Name | |
|-------|--|----------------------------|-------------------------|
| | | Director/HOD | SPOC |
| 1 | Electronics | Prof. Susheel Sharma | Dr. Rocky Gupta |
| 2 | School Of Bio- technology | Prof. Sanjana Koul | Dr. Yash Paul Khajuria |
| | Biochemistry Programme | | Dr. Ankit Mahajan |
| | Microbiology Programme | | Dr. Sheetal Ambardar |
| 3 | Statistics | Prof. J.P Singh Joorel | Sunil Kumar |
| 4 | Zoology | Prof. Seema Langer | Dr. Amit Gupta |
| 5 | The Law school | Dr. Seema Rohmetra | Dr. Palvi Mathavan Puri |
| 6 | Department of Lifelong Learning | Dr. Priyanaka Sharma | Dr Sandeep Singh |
| 7 | Remote sensing & GIS | Prof. Avtar Singh Jasrotia | Dr. Ajay Kumar Taloor |
| 8 | ICCCR & HRM | Prof. Hardeep Kour Chahal | Swati Sharma |
| 9 | Media Studies | Prof. Garima Gupta | Pradeep Singh |
| 10 | Law | Prof. Manju Jamwal | Dr Mohd Arif |
| 11 | The Buisness school | Prof. Vinay Chauhan | Dr. Shelleka Gupta |
| 12 | Commerce | Dr. Gurjeet Kaur | Dr. Sunil Kumar |
| 13 | Economics | Prof. Sunita Devi | Dr. Tsering Yangzom |
| 14 | School of Hospitality and Tourism Management | Dr. Anil Gupta; Director | Mr. Tapas Tandon |


(Dr. Guneet Singh Sudan)
Director, CITES&M
 27/11/25
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