Janki Devi Memorial College
University of Delhi
JDMC-IQAC

Event Report

Name of the event:	Training on SAMARTH Leave Module
Name of the organizer (s):	IQAC
Type of event (intra-college/inter-college/ state/ national or any other collaboration)	Intra-college
Objectives of the event:	The primary goal of the session was to equip teaching and non-teaching staff with a comprehensive understanding of the Leave rules, procedures and practical.
Name and Affiliation of the Resource person *(if applicable)*:	Dr. Rohan Rai, Joint Registrar, University of Delhi

Brief Report

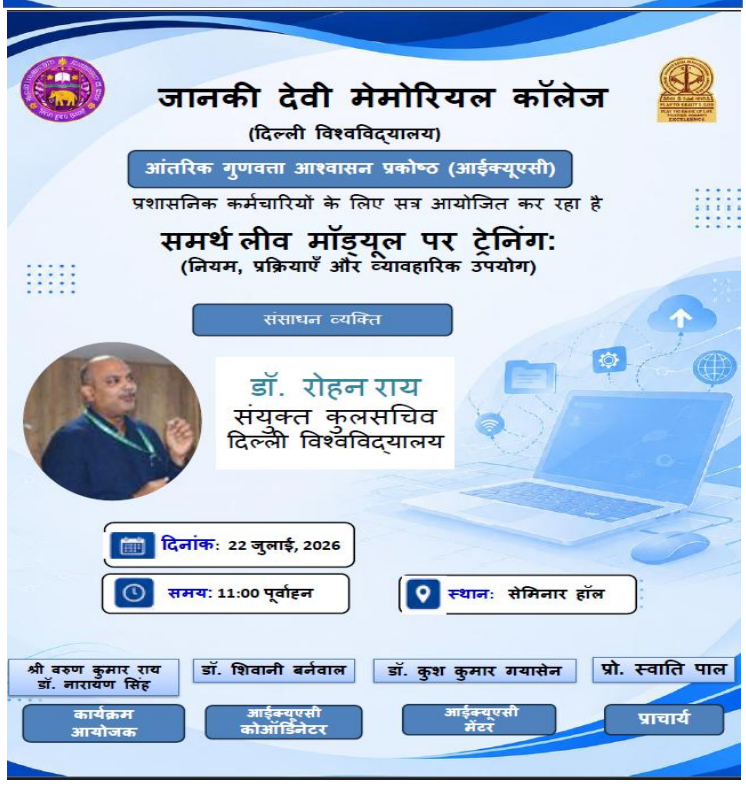
The session commenced with welcome remarks followed by a formal introduction of the resource person, Dr. Rohan Rai, by Dr. Narayan Singh. The primary objective of the programme was to equip both teaching and non-teaching staff with a clear and comprehensive understanding of leave rules, related procedures, and their practical application. In this session, Dr. Rai systematically covered the key areas like details of the various types of leave available, including casual leave (CL), earned leave (EL), half pay leave, special casual leave, child care leave (CCL), leave travel concession (LTC), home town concession (HTC), and other relevant categories.

Apart from this Dr. Rai also explain the rules governing each of these leave categories, leave calendars applicable to teaching staff as well as non-teaching staff, prescribed procedure for applying for different types of leave and the process of their approval and the importance of proper recording of leave in the service book and the bearing of such records on matters of promotion and annual increment.

The session concluded with a formal vote of thanks proposed by Dr. Shiwani Burnwal. She expressed sincere gratitude to Dr. Rohan Rai for sharing his expertise, to the IQAC team for organising the programme, to the respected Principal Prof. Swati Pal for her support and encouragement, and to all the participating staff members for their active involvement.

Poster of the event (English and Hindi):

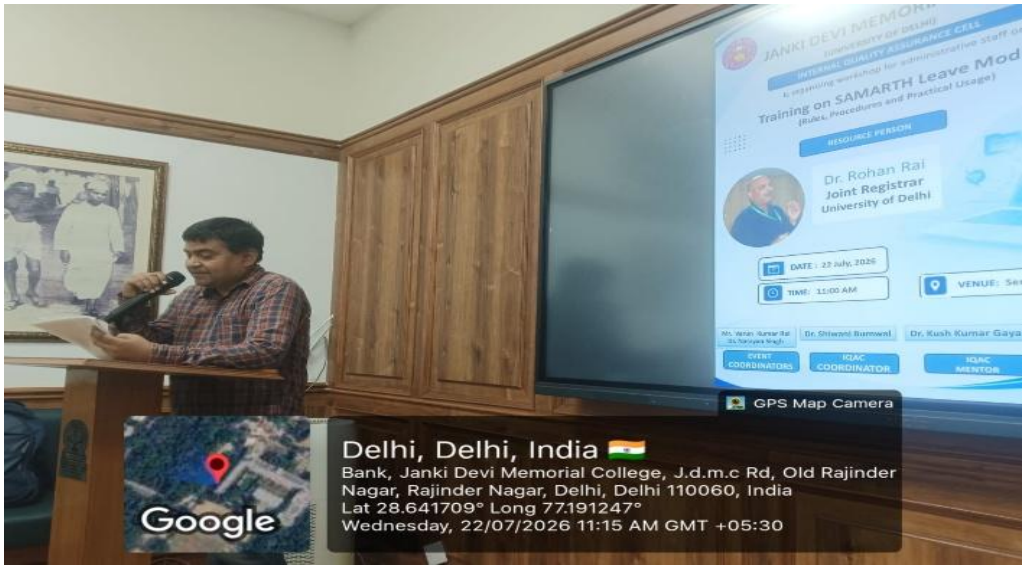




Attendance

Timestamp	Name (As you Want it to appear on the certificate. Please type correctly. No request for changes will be entertained once the Certificate is issued.)	email	Contact Number
7/22/2026 12:58:28	Varun Kumar Rai	varun@jdm.du.ac.in	8604736080
7/22/2026 13:10:58	Varun Jain	varunjain@jdm.du.ac.in	9891161631
7/22/2026 13:11:03	Deepti Chauhan	deeptichauhan@jdm.du.ac.in	8506053999
7/22/2026 13:11:37	MANPREET	manpreet@jdm.du.ac.in	8510931685
7/22/2026 13:11:47	Dheeraj Kumar	dheeraj@jdm.du.ac.in	7599173741
7/22/2026 13:12:17	MAMTA	mamta@jdm.du.ac.in	8826231456
7/22/2026 13:14:38	Harsh Kumar	harsh@jdm.du.ac.in	7827333649
7/22/2026 13:15:50	Bimla	bimlajoshi1978@gmail.com	8527318721
7/22/2026 13:16:50	Kumer Pal	kumerpal2016@gmail.com	9818650776
7/22/2026 13:18:54	Arvind Pal	arvind@jdm.du.ac.in	9810536379
7/22/2026 13:19:56	Krishan kumar	krishankumarjdm@gmail.com	7840071956
7/22/2026 13:27:02	Raju Kumar sah gond	rajugond@jdm.du.ac.in	8340512342
7/22/2026 13:40:23	Shushma Gautam	Sushmajdm@gmail.com	8743077963
7/22/2026 13:47:57	Navraj	navraj@jdm.du.ac.in	9873905502
7/22/2026 14:39:30	Himanshu Sharma	himanshusharma@jdm.du.ac.in	8851974212
7/22/2026 15:05:37	VIJAY PRATAP	vijaypratap@jdm.du.ac.in	8860510960
7/22/2026 15:20:46	Manoj Sharma	manoj.sta@jdm.du.ac.in	9711378994
7/22/2026 16:01:07	AVINASH	avinash@jdm.du.ac.in	9899487770
7/23/2026 12:29:55	SWATI	swatigaur@jdm.du.ac.in	8588886170

Geotagged pictures of the event with captions


Training on SAMARTH Leave Mod
Dr. Rohan Rai
Joint Registrar
University of Delhi
DATE : 22 July, 2026
TIME: 11:00 AM
GPS Map Camera
Google
Delhi, Delhi, India
Bank, Janki Devi Memorial College, J.d.m.c Rd, Old Rajinder Nagar, Rajinder Nagar, Delhi, Delhi 110060, India
Lat 28.641709° Long 77.191247°
Wednesday, 22/07/2026 11:15 AM GMT +05:30

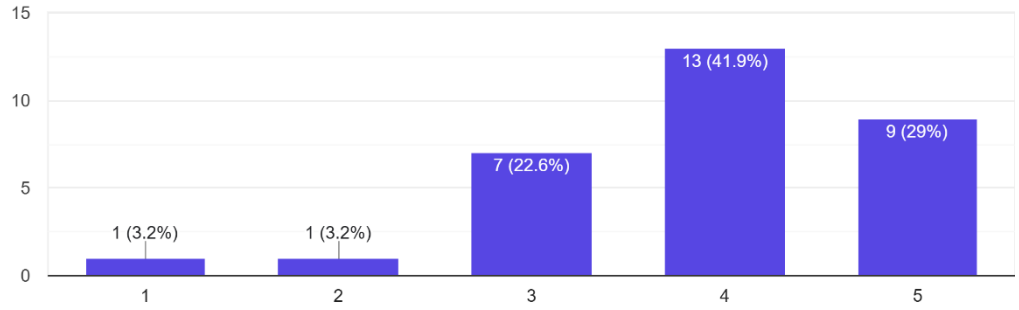

GPS Map Camera
Google
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Lat 28.641744° Long 77.191258°
Wednesday, 22/07/2026 11:15 AM GMT +05:30


GPS Map Camera
Google
Delhi, Delhi, India
Bank, Janki Devi Memorial College, J.d.m.c Rd, Old Rajinder Nagar, Rajinder Nagar, Delhi, Delhi 110060, India
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Wednesday, 22/07/2026 11:15 AM GMT +05:30

FEEDBACK

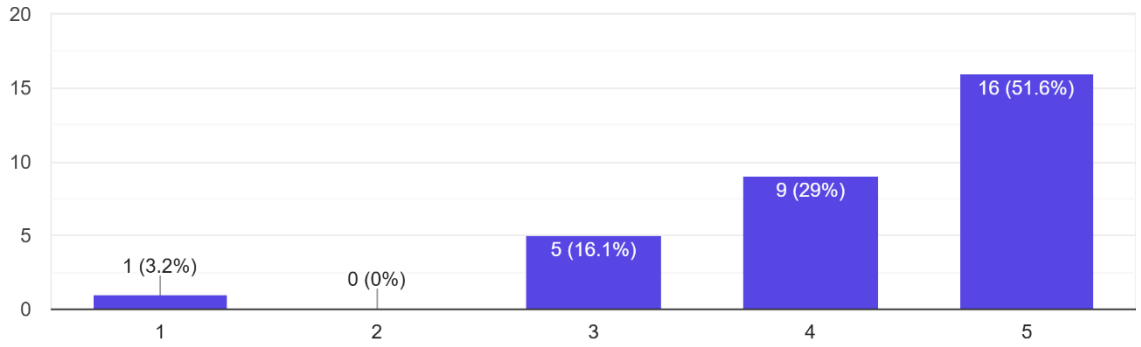
How confident do you feel applying the skills learned in your daily administrative work? Labels: 1: "Not Confident at All", 5: "Extremely Confident"

31 responses



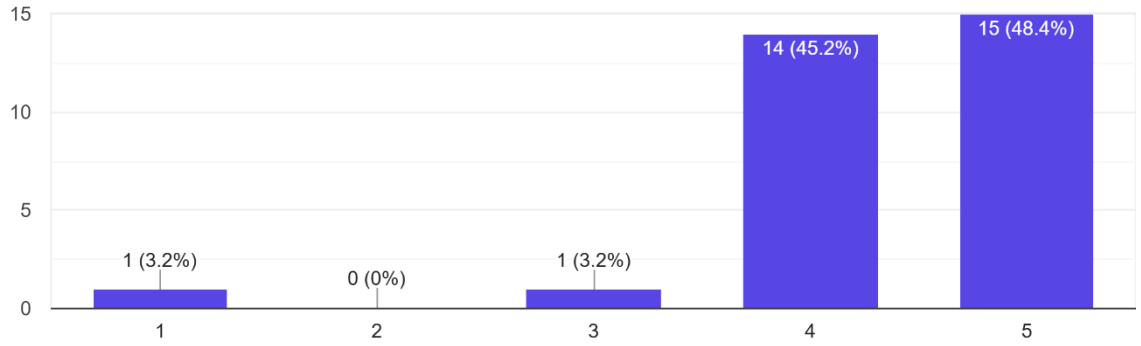
How satisfied are you with the overall program? (Linear scale: 1 to 5) Label 1 as "Very Dissatisfied" Label 5 as "Very Satisfied"

31 responses



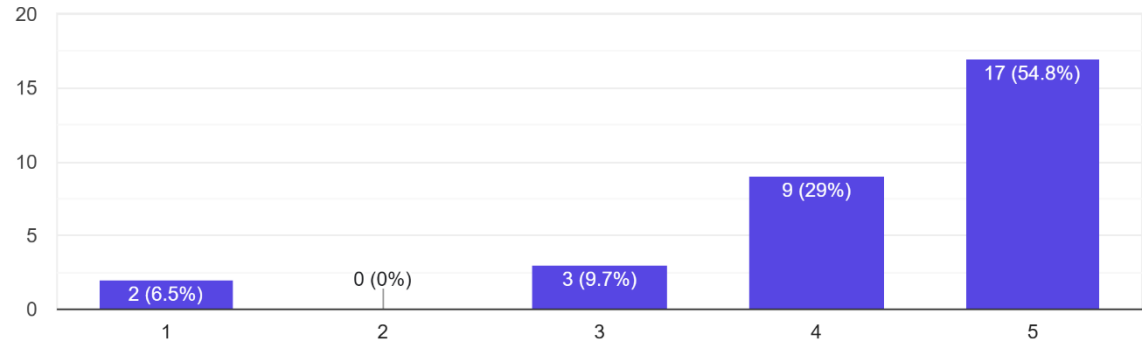
Rate the quality of the resource person/speaker. Label 1 as "Very Dissatisfied" Label 5 as "Very Satisfied"

31 responses



Rate the organization of the workshop (e.g., venue, scheduling, registration process). Labels: 1: "Very Dissatisfied", 5: "Very Satisfied"

31 responses



How relevant and useful were the activity done? Label 1 as "Not relevant" Label 5 as "Highly relevant"

31 responses

