

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

NORMS FOR ESTABLISHMENT OF LONG SERVICE AWARD AT THE INSTITUTE

(As approved by the BOG in its 28th meeting held on 02 January 2020 and 33rd meeting held on 15 November 2021)

The Board of Governors in its' 28th meeting held on 02 January 2020 decided to establish an award named "Long Service Award" for the employees who serve the Institute continuously for a period of ten years. The award will consist of a cash prize of Rs.50,000/-, a memento and a certificate. The Board in its 33rd meeting held on 15 November 2021 approved the following norms for the award:

1. All the fulltime employees drawing salary from the Institute will be eligible for this award on completion of ten years of continuous service. The term will be calculated for the continuous engagement period as a regular and/or as a contractual employee. The 'employee' here will mean following members of the Institute.
 - a. Faculty (regular, contract)
 - b. Regular staff
 - c. Contractual and/or Project based contractual staff
2. In case of any ambiguity, a liberal interpretation may be undertaken but the same must be put on record. The effort is to be more inclusive, rather than to be conservative, in identifying the eligible staff/ faculty.
3. The awardees will be felicitated on the occasion of Independence Day (15 August) or Republic Day (26 January) or some other appropriate function.
4. The period spent elsewhere on deputation/ lien/ extra-ordinary leave by an employee will not be counted towards total service period for eligibility of this award.
5. In case of misconduct where disciplinary action was initiated and minor penalty was imposed, the employee will be eligible for this award ten years' after completion of penalty.
6. In case of misconduct where disciplinary action was initiated and major penalty was imposed, the employee will not be eligible for this award.
7. This award in no way will entitle any contract employee to claim permanent employment at the Institute.
8. The award is mere recognition of serving the Institute for a long period of ten years and does not endorse performance of the employee. It will not lead to any weightage to an employee for getting promotion or selection to higher post.
9. Standing Committee on Faculty Affairs will decide on faculty eligible for the award in a year, while for staff the decision will be taken by the Standing Committee on Staff Affairs.