

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

LEAVE TO FACULTY MEMBERS ON FOREIGN SERVICE TERMS

(As approved by the BoG in its 33rd meeting held on 15 November 2021)

Faculty members in the IIT system often take up remunerative positions at other places within India or abroad for a limited duration, while maintaining lien at their home Institution on foreign service terms. Such opportunities can be very valuable for growth and development of the faculty members who will learn from diverse organizations and bring useful experience and ideas back to the Institute.

In order to ensure consistency and transparency, the Board of Governors of the Institute in its 33rd meeting held on 15 November 2021 approved the following norms for the Institute for administration of leave or deputation to the academic staff on foreign service terms.

1. A faculty member may avail a short (up to one semester) or a long (two or more semesters) leave on foreign service terms.
2. A faculty member can accumulate one semester of leave on foreign service terms in their Leave on Foreign Service Terms Account (LFSTA) for every two years of service at the Institute (including periods of sabbatical leave).
3. The maximum duration for the leave on foreign service terms will be usually equal to the leave balance in LFSTA. However, in case of important National or International assignments, appointment as Head of prestigious Institutions in India or abroad, etc., the duration may be same as the term of the appointment, e.g., 3 or 5 years.
4. A maximum of 20% of career faculty in a discipline can be on leave on foreign service terms at any point of time.
5. One will be eligible for the first short leave on foreign service terms, after completion of three years or more of continuous service with the Institute as a faculty member. Similarly, the minimum eligibility for the first long leave on foreign service terms will be five years or more of continuous service with the Institute as a faculty member. The period spent at IITGN as a faculty on contract, or leave from another institute or deputation may be counted.
6. The period of leave on foreign service terms should be aligned with the semester system at IIT Gandhinagar, such that one does not miss more than one semester of teaching in case of short leave on foreign service terms and not more than four semesters in case of a two-year leave, etc. Thus, if someone avails of a leave on foreign service terms from October 1 (middle of the semester) to March 31 (middle of the next semester), it will be treated as a long leave of two semesters on foreign service terms (and not a short leave on foreign service terms even though the person was away for only six months) for the above purposes.
7. The duration of leave on foreign service terms will not be counted for the purpose of probation confirmation (at all levels) and for consideration of pay upgrade for Assistant Professors from Level 12 to Level 13A1, i.e., the clock will stop during the leave on foreign service terms. However, the leave period will be counted for estimating the experience for pay upgrade to HAG level or change of position (e.g., from Assistant to Associate Professorship). They may be considered for pay upgrade to the HAG level or can apply for consideration to a higher position at the Institute while they are availing the leave on foreign service terms.
8. Depending on the nature of assignment during the leave period, faculty members availing leave on foreign service terms may be allowed to manage

their externally funded projects, submit reports to their sponsors, guide thesis students, etc. However, this is at discretion of the Institute so as to ensure that this is not likely to put the Institute in a difficulty with respect to a sponsoring agency or with respect to progress of the students in thesis. Prior arrangements must be made for teaching/student guidance responsibilities and management of sponsored projects in consultation with the concerned Deans and approved by the Director.

9. During leave on foreign service terms, faculty members will not be paid salary and allowances by the Institute. Employer contributions to NPS will also not be paid by the Institute during the leave period. However, faculty members are expected to make their contribution for Group Insurance Scheme.
10. Even though the faculty member is not drawing salary from the Institute, they will continue to be eligible for usual increments in the pay scale during the leave period, i.e., on their return from leave, the salary will be fixed taking into consideration increments due during the leave period.
11. Depending on the nature of assignment during the leave period, faculty members may be allowed to use funds available in their CPDA/PDA for reasonable professional activities during the period of leave. This will however be at discretion of the Institute and not a right of the faculty member. The Institute will not add funds to the CPDA for the period of the leave.
12. Faculty members holding Chair positions may continue to occupy the Chair position for leave up to three years. However, the honorarium and the contributions made towards professional development associated with the Chair position will not be paid during the leave period.
13. If member of the Senate, the faculty members on leave on foreign service terms may not participate in the Senate meetings.
14. Faculty members availing short leave on foreign service terms may retain the housing allotted to them on campus on usual payments.
15. The faculty member availing long leave may retain housing allotted to them on campus on usual payments for up to two years if they are leaving family behind. In case family is not staying in the campus housing, all the belongings may be locked in one room of the apartment, the rest of the apartment may be cleared and the key of the apartment is to be handed over to the estate office. The Institute may use those apartments until the return of the faculty member from the leave. The faculty member must fully vacate the housing in the campus beyond the two years.
16. They may retain the allotted office at the Institute when on short leaves and for two years in case of long leave on foreign service terms. The office needs to be vacated beyond two years.
17. Faculty and dependent family members will not be eligible for medical benefits (including any reimbursements) from the Institute during the leave period. However, as a courtesy, the Institute may allow them to avail minimal OPD services at the Institute medical centre. The faculty members and dependent family members may also avail other social amenities in the Institute campus, such as sports facilities, etc., during the leave period.
18. All the above-mentioned norms will be also applicable in the case of deputation on foreign service terms.
19. The Standing Committee on Faculty Affairs will be authorized to waive any of the above conditions in exceptional cases in connection with leave or deputation on foreign service terms. Such waivers should be recorded in the minutes of the Standing Committee and reported to the Board.