

# INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

## **NORMS FOR AVAILING SABBATICAL LEAVE**

(As approved by the Board of Governors in its 24<sup>th</sup> meeting held on 27 July 2018 and 25<sup>th</sup> meeting held on 03 December 2018)

The Board of Governors of the Institute in its 25<sup>th</sup> meeting held on 03 December 2018 approved the following norms for administration of sabbatical leave:

- (a) A faculty member may avail six-month or one-year sabbatical (including the duration of vacation). However, the faculty member may be granted in addition any other leave up to a maximum of 120 days which the member might have earned during the service at the Institute.
- (b) One will be eligible for the first sabbatical, after completion of six years or more of continuous service with the Institute as a faculty member. The period spent as a faculty on contract, or leave from another institute or deputation may be counted.
- (c) For subsequent sabbaticals:
  - (i) One will be eligible for a one-year sabbatical six years after returning from a previous sabbatical.
  - (ii) One will be eligible for a six-month sabbatical four years after returning from a previous sabbatical.
- (d) Where the faculty member has availed of special leave or deputation for a period of one year or more, the requirements of four years and six years in para (b) and (c) above will be counted after his return from such special leave or deputation.
- (e) The sabbatical period should be aligned with the semester system at IITGN, such that one does not miss more than one semester of teaching in case of six-month sabbatical, and does not miss more than two semesters of teaching in case of one-year sabbatical. Thus, if someone avails of a sabbatical from October 1 (middle of the semester) to March 31 (middle of the next semester), it will be treated as a “one-year sabbatical” (and not a “six-month sabbatical” even though the person was away for only six months) for the above purposes.
- (f) A faculty member may avail upto a total of three years (that is, six semesters) of sabbatical leaves during the entire service and this may consist of a combination of one-year (two semester) and six month (one semester) sabbaticals.
- (g) During sabbatical, faculty members may be paid full salary and allowances as admissible under normal rules. However, s/he will not be eligible for transport allowance or any other extra allowance in India or abroad.
- (h) Faculty members shall not undertake any regular appointment (in India or abroad) during their sabbatical period. However, they will be free to receive a scholarship or fellowship or bursary or any other ‘ad hoc’ honorarium other than his/her regular employment.
- (i) Faculty members availing sabbatical leave may be allowed to manage their projects, submit reports to their sponsors, guide thesis students, etc. However, this is subject to satisfaction of the Institute authorities 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 student in thesis.

- (j) Faculty members may use any funds available in their CPDA/PDA for professional activities during the sabbatical period.
- (k) If member of the Senate, the faculty members on sabbatical may choose to participate in the Senate meetings at their discretion.
- (l) Faculty members may avail other amenities in the Institute campus, such as the health centre during the sabbatical.
- (m) Faculty Members availing sabbatical leave shall furnish a bond in the prescribed form to serve the Institute for a minimum period of three years on return to duty after a one-year sabbatical, and a minimum period of two years on return to duty after a six-month sabbatical.
- (n) The faculty member shall be required to pay to the Institute, a sum equal to the salary including allowances drawn by him/her from the Institute during the period of such leave together with interest thereon at the rate in force on Government loans, if he/she fails to serve the Institute for the period specified above in (m) after completion of Sabbatical/ Study Leave.