

# INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

## **ADVISORY ON WORK PLACE PRESENCE FOR FACULTY**

The Schedule C of the Statutes of IIT Gandhinagar provides Conduct Rules applicable to the employees of the Institute. As per the conduct rules, faculty members are expected to maintain regular working hours and an appropriate presence in the Institute premises. However, by nature of their job, faculty needs flexibility to function efficiently and generally end up spending more than normal working hours. It therefore may not be appropriate to prescribe rigid working hours for faculty. Accordingly, IITGN does not impose strict office hours on faculty but expects faculty to use this flexibility in a responsible manner. This advisory is meant to clarify further on the matter of scheduled office hours and the presence of faculty in the Institute.

1. Faculty members are expected to use their discretion and ensure appropriate presence in the Institute during normal working hours. On an average, a faculty member is expected to spend at least 40 hours per week in the academic area.
2. If for whatever reason a faculty member is not able to come to the Institute (academic area) on a working day, he/she must apply for appropriate leave. A faculty member can avail leaves of different types. Also, the General Administration Advisory No. 12 provides clarifications on some of the matters related to leaves.
3. The leave shall always be applied for and sanctioned before it is taken except in cases of emergency and for satisfactory reasons. Leave cannot be claimed as right and in case of an exigency a leave application may be refused or revoked by the authority empowered to sanction the leave.
4. Faculty member shall not leave station except with the previous permission of proper authority, even during leave or vacation. International travel, both personal and professional, requires a prior approval by the Director.
5. It is expected that faculty members plan their leave/travel properly and avoid any major travel during the semester so as to minimize disruption to teaching activities.

Encl: [Schedule C of Statutes of IIT Gandhinagar covering Conduct Rules](#)