

Item No.104:10 : To consider and approve revised leave rules for faculty.

The revised leave rules for faculty as recommended by the Committee of Heads of the Deptts/Centres & Deans at its 57th meeting held on 23.5.89, were considered.

Resolution No.104:10 - RESOLVED that -

the revised leave rules for faculty, as given in the Annexure .. Annexure- II (P.36-6) be approved subject to the condition that if any of the provisions contained therein, conflicts with the Acts & Statutes of the Institute and/or the relevant Govt. of India rules in this behalf, the provisions of the Act & Statutes/GOI rules should prevail.

Indian Institute of Technology  
Kharagpur

1. GENERAL CONDITIONS

1.1 Applicability :

The provisions contained in these rules shall apply to the faculty members of the Institute (hereinafter also referred to as 'Faculty'). If any rule given here or its interpretation conflicts with the relevant provisions in the Act & Statutes, then the provisions of the Act & Statutes shall prevail.

1.2 Scope of the Rules :

These rules will govern the conditions of grant of :

- (i) Special leave for deputation
- (ii) Sabbatical leave
- (iii) Earned leave, Half Pay leave and Extra Ordinary leave to the faculty on academic ground.

1.3 Kinds of Leave :

Short leave and Long leave :

For the purpose of these rules, the following shall be the kind of leave :

- (i) Short Leave and (ii) Long Leave

Any absence for a duration upto six months shall be called "SHORT LEAVE". It is desirable the period of short leave does not overlap two semesters. Normally short leave period should be covered during one semester only. While any absence exceeding a period of six months shall be called "LONG LEAVE".

Prefixing and/or suffixing parts or whole of the summer and/or winter vacation, if permitted, will not be counted for the purpose of determining the kind of leave.

1.4 Rules for Short Leave and Long Leave do not Encompass the following Types of Professional Visits :

Type A : Professional visits abroad during vacation :

Requests from the staff members of the Institute who are entitled to vacation will be considered for visits abroad for research work or similar academic activity during the vacation subject to the following :

(1) The period of such visits shall be restricted to the vacation to which the staff member is entitled for the academic years concerned.

(2) Such visits shall not come in the way of the normal academic, research and other activities of the concerned departments.

(3) He may be permitted to utilise any fellowship or any other form of assistance offered by the Institutions abroad, during this period.

(4) Entitlement of faculty for long and short leave will not be affected by these visits during vacation.

(5) There shall be no consequently financial commitment to the Institute.

(6) The staff member has to give an undertaking that he will not extend his stay beyond the period of vacation granted to him. In case the member overstays, the entire period of his absence may be treated as on Extra-ordinary leave. Furthermore, he will also not be permitted to avail either the facility of professional visits abroad during vacation or any short/long leave for the next five years, notwithstanding any other action which the Institute may initiate against his continued as unauthorised absence as per rules.

(7) Such visit can be made by a confirmed faculty who has served the Institute for a minimum of 2 years.

(8) No bond needs to be furnished for such visits.

- (9) Such visits will not count towards 15% quota.
- (10) Such visits can be availed of once in ~~each~~ years.
- (11) Such visits will not be covered by rules of short leave and long leave.

Type B : Professional visits abroad for attending International Conferences/Seminar/Workshop etc.

Such visits will not be covered by rules of short leave and long leave and entitlement of faculty for short and long leave will not be affected by these visits. Rules for attending conferences/seminars/workshops/etc. abroad are appended at the end.

1.5 Leave may be granted to a faculty member on his/her request for the purposes which are considered to be in the academic interest of the Institute, and such leave may be availed of in India or Abroad.

All leave are subject to the approval of the sanctioning authority. In case of exigencies, the sanctioning authority will have the power to terminate the leave or part thereof already sanctioned.

1.6 Conditions of Grant :

(i) At any given time the number of faculty members of a Department/Centre, who may be on long leave, shall, in no case, exceed 15% (rounded upto the next whole number) of the sanctioned faculty strength of the Department/Centre concerned.

No substitute shall be appointed in the vacancy and the work of the faculty member concerned shall be shared by the other faculty members of the Department/Centre concerned.

Faculty members on deputation to sponsored research schemes/projects at the Institute and residing on campus, will be excluded for the computation of ceiling of 15% as aforesaid,

provided they take their normal teaching load as certified by the Head of the Department/Centre concerned.

The initial contact for assessing the possibility of any opening as prescribed hereinunder as allowed by the Institute may be made by the faculty. For such contacts no formal permission will be required. The grant of leave, however, will be subject to rules and regulations as specified in the following texts.

(ii) Faculty members applying for leave, for the first time, are required to fulfill the following conditions :

- (a) they must be confirmed.
- (b) for short leave upto six months, they must have served for two years.
- (c) for long leave, upto a maximum of 12 months, they must have served for three years.
- (d) for long leave, upto the maximum allowable limit of two years, they must have served for five years.
- (e) for availing of the Sabbatical leave, for the first time (upto a maximum of 12 months), the faculty members must have completed six years of uninterrupted service at the Institute and must not have taken any long leave during the last six years.
- (f) The maximum waiting period for availing short/long leave may be reduced in exceptional cases with the specific approval of the Director.

(iii) There shall be a minimum stipulated period of service, after joining from short/long leave, before being eligible for short/long leave again. The duration of the minimum service for different kinds of long leave as well as for short leave shall be as under :

Nature of Leave	Qualifying service since	
	Last short leave availed	Last long leave availed
Short leave (upto 6 months)	12 months	12 months
Long leave (more than 6 months and upto 1 year)	12 months	3 years
Long leave (more than 1 year and upto 2 years)	12 months	5 years
Sabbatical leave	12 months	After the completion of 6 years service or more with the Institute after returning from the last long leave/special leave/sabbatical leave.

(v) Faculty members applying for long leave, excluding sabbatical leave, must have atleast two years of service left in the Institute after the expiry of leave applied for.

1.7 Prior to availing of long leave, a faculty member must transfer, his project/thesis supervision and other responsibilities to any other competent faculty member with the approval of the Head of the Department/Centre. Formal release, in the matter, shall be issued only on production of proof of such transfer duly certified by the concerned Head of the Department/Centre. For this purpose, the application should be accompanied by Annexure-I.

Exception to the above, if any, may be made by the Heads of the Departments/Centres at their discretion under intimation to Dean (F&P).

1.8 Faculty members availing of long leave shall obtain clearance from the Library, before any office order is issued by the Institute. Furthermore, for retention of residential accommodation, necessary permission from competent authority is to be obtained before issuance of office order.

1.9 Before proceeding on leave the faculty member shall have to deposit the keys of his office or laboratory with the concerned Heads of the Department/Centres for use in case of emergency.

1.10 Bond Conditions :

Every faculty member granted special leave on deputation/leave with salary shall be required to sign a bond on non-judicial stamp paper in the prescribed format as in Annexure-II to serve the Institute for specified periods, as indicated under, after the expiry of such leave.

(A) In the event of not fulfilling the required bond conditions, compensation as given below shall be payable to the Institute without any prejudice to such action as may be required to be taken under the relevant provisions of the statutes :

Total period of leave with salary/ special leave on deputation	Period of service required under Bond	Compensation payable if the conditions of the bond are not fulfilled
Short leave(4 months or less)	No bond	No compensation
Short leave(more than 4 months and upto 6 months)	1 year	Salary drawn from the Institute during the period of leave, if any, plus Rs.1000/- as penalty
Long leave(more than 6 months and upto 1 year)	2 years	-do-
Long leave(more than 1 year and upto 2 years)	3 years	-do-

(B) Faculty members availing of sabbatical leave shall be required to serve for a minimum period of three years irrespective of duration of such leave. In the event of non-fulfilment of the bond condition, the staff member shall be required to pay back the salary drawn for the period of

leave in addition to Rs.1000/- as penalty without any prejudice to such action as may be taken under the provisions of the Statutes.

Provided, however, in the event of partial fulfilment of bond conditions, the faculty members granted sabbatical leave may be required to refund the salary drawn by them during sabbatical leave as under :

- |                                                                                                        |                                              |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------|
| (i) The faculty who have served the Institute for less than one year on return from Sabbatical leave   | ... Full salary drawn to be returned.        |
| (ii) The faculty who have served the Institute for more than one year on return from Sabbatical leave. | ... Half of the salary drawn to be returned. |

1.11 Any faculty member who proceeds on long leave without leave salary and is not required to sign a bond in accordance with 1.10 above shall be required to sign an undertaking on non-judicial stamp paper (as in Annexure-III) to the effect that if he does not report for duty on the expiry of the sanctioned leave then he may be deemed to have resigned from his post in the Institute with effect from the date on which he was due to report for duty.

1.12 The maximum period of long leave that can be sanctioned shall be two years on year to year basis. Extension upto a maximum of 30 days for reasons beyond the control of the faculty member concerned may be granted in special case.

For genuine cases long leave for a maximum period of 2 years may be sanctioned at a time with the specific approval of the Director.

1.13 Faculty members granted leave, may apply, if required, for extension of leave so as to reach the Institute at least 3 months before the expiry of the leave granted earlier. Non-receipt of reply of such an application shall not be accepted as a valid reason for not joining the Institute on the scheduled date after the completion of original period of leave granted.



1.14 Leave sanctioned must be valid for the purposes for which it has been sanctioned and at the place for which it has been approved. Changes, if needed, both in respect of the purposes and/or place shall have to be justified by the faculty member and approved by the sanctioning authority. If the changes are done without specific and written approval of the sanctioning authority, the leave granted earlier shall be liable to be cancelled.

1.15 Under normal condition leave of any kind may not be sanctioned during the middle of a Semester. Exceptional cases, if any, will require specific approval of the Director.

The period of absence for attending International/National Conferences, when permitted by the Institute, shall be regulated as under :

For International Conference : Absence not exceeding 21 days.

For National Conference/  
Seminars etc. : Absence not exceeding 10 days.

## 2. SPECIAL LEAVE ON DEPUTATION :

2.1 Special leave on deputation shall not be counted against any other leave. Faculty members granted such leave shall be considered to be on duty as per rules.

2.2 Special leave on deputation either in India or abroad may be admissible if it is so required for the academic work/development of the Institute and the Institute nominates the faculty member on its own, and only when it is explicitly so stated while forwarding the application for the following purposes :

- (a) Training and/or research in industry/research laboratories/  
R&D Establishments, and
- (b) Approved Joint Collaborative Programmes of the Institute.

2.3 Duration of special leave on deputation shall be determined by the sanctioning authority keeping in view the requirements of the Institute as well as the conditions of the collaborative programmes.

2.4 The faculty member granted special leave on deputation, shall be entitled to full pay and allowances and other benefits, in accordance with the rules, for the period of such leave. He shall, in addition, be entitled to get TA/DA as on duty for journeys performed in India or abroad in connection with the deputation as may be specifically sanctioned by the sanctioning authority.

2.5 No faculty member shall be allowed to accept any regular salaried assignment during the period of such leave.

Acceptance of maintenance allowance/stipend/honorarium, as stipulated in training/collaborative programmes, shall not be construed as acceptance of regular salaried assignment.

2.6 Period of special leave on deputation shall normally not exceed one year. However, in exceptional cases, the sanctioning authority may at its discretion grant extension upto a maximum of 2 years including the period initially sanctioned.

2.7 Faculty members granted special leave on deputation shall be required to submit half-yearly progress reports of the work being done by them. On completion of the period of deputation the faculty member shall be required to :

(i) submit a full report on the work done by him during the period of deputation;

(ii) deliver a lecture or a series of lectures on the work done by him at a seminar or seminars to be specially organised by the concerning Deptt./Centre.

2.8 Earned leave, vacation and/or Extra Ordinary leave, upto a maximum period of six months, may be combined with the period of special leave on deputation with the prior and specific approval of the sanctioning authority subject to the condition that the total period, shall not exceed the maximum limit of 2 years.

2.9 Faculty members granted special leave on deputation shall be required to adhere to the conditions of the bond and waiting period as at 1.6 and 1.10 above.

3.

3. SABBATICAL LEAVE :

3.1 Sabbatical leave shall be admissible to a member of academic staff including faculty :

(i) after completion of six years' continuous service or more, with the Institute;

(ii) where he avails of special leave or deputation for a period of one year or more, after the completion of six years' service or more with the Institute after his return from such special leave; but in any case such leave shall not exceed three times.

during the entire service of the faculty member.

3.2 Sabbatical leave may be granted for one or more of the following objects, namely :

(a) to conduct research or advanced studies in India or abroad;

(b) to write text books, standard works and other literature;

(c) to visit or work in Industrial concerns and technical departments of Government to gain practical experience in their respective fields;

(d) to visit or work in a University, Industry or Government research laboratories in India and abroad; and

(e) any other purposes for the academic development of the staff member as approved by the Board of Governors.

3.3 The grant of sabbatical leave shall be subject to the following conditions, namely :

(a) the period of sabbatical leave shall not exceed one year at a time including vacations, if any, but the Board may grant in addition any other leave upto a maximum period of 120 days which the member might have earned during the service at the Institute;

(b) a member of the academic staff shall during the period of sabbatical leave, be paid full salary and allowances as admissible under the normal rules but he shall not be entitled to any travelling allowance or any extra allowances in India or abroad;

(c) a member of the academic staff shall not undertake during the period of sabbatical leave, any regular salaried assignment under any other organisation in India or abroad; he shall however, be free to receive scholarship/fellowship/associateship/bursary/honorarium/maintenance allowance for any academic assignment.

(d) a member of the academic staff availing of 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.

3.4 An academic staff member who is granted sabbatical leave shall be required to comply with the bond conditions as provided in the Statutes and the conditions as provided in 1.6 and 1.10 above.

#### 4. LEAVE FOR UNDERTAKING CONSULTANCY WORK/RESEARCH PROJECTS :

4.2 Faculty members undertaking consultancy/research work for which leave will be required, shall have to obtain prior approval of the Director.

4.2 The type of leave admissible for such cases shall be Extra Ordinary Leave without leave salary.

4.3 Both short and long leave can be availed of with the approval of the sanctioning authority for the purpose. The condition for grant of short leave and long leave, as provided under 1.10 shall also be applicable for these cases.

5. LEAVE FOR POST-DOCTORAL RESEARCH AT ANY INSTITUTE OF HIGHER LEARNING OR A RESEARCH LABORATORY OF REPUTE WITHIN INDIA OR ABROAD :

5.1 Faculty members intending to avail of offers of such research opportunities shall have to apply to the Institute.

5.2 The type of leave admissible in such cases shall be Extra Ordinary Leave without leave salary, in case sabbatical leave is not applied.

The conditions for grant of leave for this purpose shall be the same as provided under 1.5 to 1.11.

6. LEAVE FOR WORKING FOR A DOCTORATE DEGREE IN AN INSTITUTE OF HIGHER LEARNING :

6.1 Leave for this purpose shall be granted very rarely and only under special circumstances provided the following conditions are fulfilled :

(a) the field of research is of relevance to the Institute from the point of view of its development plans,

(b) facilities for doing doctoral research in the field are not available at the Institute,

(c) application for admission to the doctoral programme of the Institute of advanced learning, where the staff member wishes to work, is made with the specific and written approval of the Institute, and

(d) the faculty is in receipt of a firm offer of admission from the Institute concerned.

6.2 The type of leave admissible shall be E.O.L. without leave salary.

6.3 The maximum duration of the leave admissible for this purpose shall be three years.

6.4 Leave shall be sanctioned for two years in the first instance. Permission for further extension shall require satisfactory progress of work to be certified by the identified supervisor of the faculty. The Head of the Department/Centre shall obtain this report confidentially from the supervisor concerned, evaluate it and send his recommendation to the Dean (F&P).

6.5 The faculty member shall not change the field of his research or the Institution where he is working without the prior approval of the Director.

6.6 Earned leave, Summer vadaion or any other type of paid leave may be prefixed/suffixed to the EOL granted for this purpose subject to the condition that the total period of absence from the Institute, including all Earned Leave/vacation availed, does not exceed 3 years.

7. LEAVE FOR ACCEPTING REMUNERATIVE APPOINTMENT IN INDIA :

7.1 Staff members intending to accept remunerative appointments in India should have to apply through the Institute.

Provided further that the Director shall be the final authority in making any exception to the above.

7.2 Applications of the staff members for the purpose may be considered, for forwarding, subject to the following conditions :

(i) No application shall be forwarded for the first 2 years from the date of initial appointment of a staff member or during the probation period.

The above restrictions shall not apply to temporary employees and SC/ST employees.

7.3 Absence from the Institute in such case may be counted against Lien/Extra Ordinary Leave without leave salary, as may be applicable.

7.4 The conditions for grant for Extra Ordinary Leave for this purpose shall be the same as provided under 1.5 to 1.11.

7.5 For availing of the lien the faculty member must have completed five years of uninterrupted service at the Institute and must not have taken any long leave during the period.

7.6 Lien contribution as per rules shall have to be borne by the faculty member concerned or the prospective employer, as the case may be. An undertaking to this effect shall have to be furnished prior to the grant of lien.

7.7 The maximum period of lien admissible shall normally be two years.

Provided, further that the Director shall be the final authority in making any exception to the above.

Annexure-I

The following details are to be submitted by faculty proceeding on leave :

Applicable for Long Leave

- (A) Alternative arrangement made for :
- (1) Courses taught :
  - (2) Laboratory supervision, if any :
  - (3) Projects (B.Tech./M.Tech./M.Sc.), if any :
  - (4) Sponsored research/consultancy projects :
  - (5) Other extra-academic duties :

- (B) About research scholars :

For short leave

- (1) List of research scholars of different categories :
- (2) Arrangement made for temporary supervision (upto 6 months) in the absence of the faculty :

For long leave

- (1) List of research scholars of different categories :
- (2) Alternate arrangement made for supervision in case of each research scholar/research worker (such a supervisor will have the status of joint supervisor. In case the faculty member resigns, the joint supervisor will be the sole supervisor) :
- (3) Reference of the DSC in regard to (2) above :

( Signature of the Applicant )

Name :

Deptt./Centre :

Designation :

Remarks of the H.O.D./H.O.C.

Signature of the H.O.D/H.O.C





Indian Institute of Technology  
Kharagpur

1.4 Type B : RULES FOR ATTENDING SEMINARS/CONFERENCE/SYMPO-  
SYMPOSIA/WORKSHOPS, ETC. ABROAD

1. Faculty members, wishing to go abroad to attend Seminars/Conferences/Symposia/Workshops etc. which are international in character, are required to submit applications for permission to attend and for financial support, from the Institute Central funds and/or SRIC funds.

2. All such applications will be considered by a Monitoring Committee consisting of :

Dean (F & P)	- Chairman
Dean (SR & IC)	
HOD/HOC's of the concerned departments.	
Dy. Registrar (E)	- Secretary

The committee will meet at least quarterly i.e., in March, June, September and December each year and recommend applications for consideration of the Director.

3. In order to be eligible for financial support for attending Seminars/Conference/Symposia abroad the following conditions must be fulfilled.

(i) The seminar/conference/symposium etc. must be international in character and relevant to the academic interests of the Institute.

(ii) Faculty members should normally have completed a minimum of 3 years' continuous service at this Institute after confirmation.

(iii) Faculty members availing of the financial support shall, normally be considered for such grant of financial assistance after a lapse of a minimum period of

four years (in case of maximum support) and three years (in case of partial support) from the date of their availing such facility earlier.

(iv) Faculty members must have a paper for presentation at the conference/seminar/symposium and such a paper must be out of the research carried out at this Institute;

and

the faculty members must have an active research record during the last three years ;

or

have been invited by the organisers to be the Chairman of a session or to deliver a special/plenary lecture at the seminar/conference/symposium.

In case of attending a symposium/workshop where no paper has to be presented, the committee must be convinced that such participation is in the interest of the Institute.

4. If the paper accepted for presentation is a multiple author paper then only one of the authors will be given financial support for participation in the seminar/conference/symposium.

5. For the same seminar/conference/symposium normally only one faculty member from a Department/Centre will be sanctioned financial support.

6. In all cases where a faculty member's trip abroad has been approved by the Institute for presentation of a paper, the faculty member will be required to deliver a lecture on the subject matter of his paper in a Departmental Seminar at the Institute.

In case the faculty member is going abroad for participation in a symposium/workshop where no paper has to be presented, the Departmental Seminar would have to be on the topic of the symposium/workshop.

7.1 In recommending financial assistance for foreign visits of faculty members the committee will ensure that (i) the number of faculty member(s) recommended during a year are evenly distributed among the various Departments/Centres in terms of the following criteria :

- (a) Number of faculty members of each Department/Centre.
- (b) Number of faculty members granted financial assistance in each Deptt./Centre during the last 5 years.

Financial assistance upto a maximum of Rs.15,000/- may be sanctioned to each visiting faculty member.

7.2 However, in order to enable the faculty members who can not be sanctioned the maximum limit of Rs.15,000/- to obtain partial financial assistance from D.S.T., I.N.S.A., C.S.I.R. etc., initial grants upto a maximum of Rs.7,500/- each may be made. In the event of any faculty member failing to obtain financial assistance from other sources, request for additional grants upto Rs,7,500/- may be considered.

7.3 In case the organiser of the conference pays for travel allowance and local hospitality, there will be no restriction on the participation of the faculty member in the said conference/seminar/workshp. In such cases there will be no financial obligation on the part of the Institute.

7.4 All applications towards partial financial assistance from outside agencies (DST/INSA/etc.) must be routed through Dean (Faculty & Planning). The applications should be submitted in duplicate - one for keeping in the Personal File and another for transmission to the outside agency with recommendation.

7.5 In determining the quantum of financial support to be given by the Institute, the following items will be considered:

- (i) TA & DA for travel in India in accordance with Institute TA Rules.
- (ii) International Air fare by the cheapest mode of travel (example; excursion fare, group fare, etc., where available) by the shortest route.
- (iii) DA for international travel time in accordance with Govt. of India rules for such travel.
- (iv) TA & DA for travel in foreign countries in accordance with Govt. of India rules for such travel.
- (v) DA will be paid only for the number of days of the seminar/conference/symposium/workshop plus 2 days. However, in case excursion fare is availed, daily allowance will be paid for fourteen days even if the duration of the conference is less, provided this works out to be cheaper than the the normal fare plus daily allowance for conference period plus two days.
- (vi) From the total expenses, calculated as above, all amounts which have been received by the faculty member from other sources (DST/INSA/etc.) for this purpose, if any, will be deducted. The Institute will grant financial assistance for the balance amount, subject to a maximum of Rs.15,000/- or Rs.7,500/- as the case may be.
- (vii) TA/DA claim with all supporting documents, including the information regarding receipt of additional fund from other agencies, has to be submitted to Dy.Registrar(Establishment) with a fortnight from the date of completion of journey.

7.6 Advance payment for such trips, upto the extent of the air fare/amount sanctioned which ever is less may be made directly by the Institute to Air India through whom the air ticket is to be booked. The faculty members will have to pay the amount in excess of the sanctioned amount from the Institute to M/s. Air India while collecting the ticket. All such advance payments will be restricted to a maximum

of Rs.15,000/- and the faculty member will be required to adjust the advance with supporting documents/statements of expenditure within a fortnight from the date of return to Headquarters. Such statements shall include all financial assistance received from other sources i.e. from CSIR, DST, INSA, Scheme fund, SRIC fund etc.

7.7 If there is any registration fee to be paid for attending the seminar/conference/symposium/workshop, etc. such fees will be paid, including advance if required, from the Departmental Operating Grant and will not be included in the limit of Rs.15,000/-.

8.1 The period for which the trip abroad is recommended should not exceed 14 days plus the time required for to and fro journey time, subject to the condition that total absence shall not exceed twentyone days inclusive of Saturdays and Sundays from the commencement of leave inclusive of prefixing and suffixing of holidays including the duration of the seminar/conference/symposium/workshop.

8.2 If a faculty member wishes to stay abroad for a period longer than that specified in para 8(iv) above, in order to visit other educational institutes, research centres or industries or for any other reason, he will have to make a special request for this giving full justification for the request.

In all such cases of extended stay, it will be ensured that :

(i) No additional funds will be made available by the Institute.

(ii) The faculty member will have to make his own arrangement for maintenance allowance during the extended period. He will not be permitted to accept any salaried assignment. However, he will be free to accept short term fellowship/honorarium etc.

(iii) The extended period of stay will have to be on Earned leave. If the extended period is prefixed or suffixed with the vacation period, vacation period will not be treated as Earned leave. However, total period of absence including the extended period should not exceed 100 days.

9. In all cases of visits abroad for attending Seminar/Conference/Symposium/Workshop the faculty member will be considered as on duty for the duration specified in para 8.1 above. If it exceeds the maximum limit of 18 days, the excess period will be adjusted against available leave.

10. The recommendations of the committee shall be placed before the Director who, in exercise of the power delegated to him by the Board, would consider sanctioning permission to attend and granting financial support to the faculty members concerned for the purpose.

11. Board of Governors shall be the final authority in the matter of interpretation of these rules.

Annexure-I

INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR  
BOND FROM A MEMBER OF STAFF OF I.I.T.,  
KHARAGPUR PROCEEDING ON DEPUTATION/LEAVE

KNOW ALL MEN BY THESE PRESENTS that we Shri .....  
..... son ..... of ordinarily  
residing at the .....and  
..... son of .....  
ordinarily residing at the .....do hereby  
bind ourselves and our respective heirs, executors, and adminis-  
trators, to pay to the Indian Institute of Technology, Kharagpur,  
a body corporate constituted under the Indian Institute of  
Technology (Kharagpur Act 59 of 1961) having its office at  
Kharagpur in West Bengal (Hereinafter called 'the Institute')  
on demand to be fixed by the Director of the Institute as  
herein below stated subject to a minimum of Rupees.....  
or, if payment is made in a country other than India, the  
equivalent of the said sum in the currency of that country-  
converted at the official rate of exchange between that country  
and India. Dated this .....  
whereas the above bounden.....is proceeding for  
holding .....

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION  
IS THAT :-

In the event of above bounden.....for  
.....  
failing to rejoin on the expiry of the period as aforesaid  
the post ordinarily held by him on a salary which he would  
have ordinarily drawn if he would not have gone on leave and  
serve the Institute for a minimum period of .....year(s)  
from the date of the expiry of this leave as aforesaid.

He and the above bounden ..... shall  
forthwith pay to the Institute on demand the amount to be  
fixed by the Director of the Institute provided that in  
fixing the amount the Director shall take into account the  
nominal expenses, if any, incurred by the Institute in connec-  
tion with the said employee and the leave salary, if any,  
earned by him subject to a minimum of Rupees .....  
and interest thereon calculated at six percent per annum from  
the date of demand.

AND upon his making such payment the above written  
obligation shall be void and of no effect otherwise it shall  
be and remain in full.



PROVIDED ALWAYS that the liability of the said .....  
..... hereunder shall not be impaired or discharged  
by reason of time being granted or by way forbearance act or  
commission of the Institute or by any person authorised by it  
(whether with or without) the consent or knowledge of the said  
..... not shall it be necessary for  
the Institute to sue that said .....  
before suing the said ..... for the  
amount due hereunder.

PROVIDED FURTHER that this Bond shall in all respects is  
governed by the Laws of India.

Date..... Signature.....  
Name .....  
Designation.....  
Department.....

Signed in the  
presence of

Signature of  
Surety with full  
Address.

1. Signature :  
Name :  
Designation :  
Department :  
Date :

2. Signature :  
Name :  
Designation :  
Department :  
Date :

INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR

UNDERTAKING/AGREEMENT FROM A MEMBER OF STAFF OF  
I.I.T., KHARAGPUR PROCEEDING ON SABBATICAL LEAVE

WHEREAS, I, .....S/o.....  
employed as..... in the Department of .....  
of Indian Institute of Technology, Kharagpur have applied for  
Sabbatical Leave with effect from.....to.....  
at .....

AND WHEREAS, Indian Institute of Technology, Kharagpur  
have agreed to grant me Sabbatical Leave (with pay and  
allowance)/and Earned Leave for a period of .....  
with effect from ..... to ..... on the condition  
that no extension of the said leave shall be allowed and if  
I fail to return to duty at the Institute on the expiry of  
the aforesaid leave I offer my consent to convert the afore-  
said Sabbatical Leave to Extra-ordinary Leave without pay.

Now, therefore, I hereby declare and willingly and  
voluntarily agree that the grant of leave on the condition  
mention above is acceptable to me and I hereby undertake and  
agree to abide by the same and that in the event of my failure  
to return to the Institute on the expiry of the above said  
Sabbatical Leave/and Earned Leave granted to me the Sabbatical  
leave shall be converted to Extra-ordinary leave without  
pay.

I also hereby declare and willingly and voluntarily agree  
that in the event of my Sabbatical Leave being converted to  
Extra-ordinary Leave without pay, the pay and allowance  
paid to me during the period of my Sabbatical Leave shall be  
refunded by me immediately after my return from leave failing  
which this amount may be recovered by the Institute from the  
dues payable to me.

Date .....

Signature.....  
Name .....  
Designation.....  
Department .....

Signed in the presence of

1. Signature :  
Name :  
Designation:  
Department:  
Date :
- 2) Signature :  
Name :  
Designation:  
Department:  
Date :



Annexure-I

UNDERTAKING/AGREEMENT FROM A MEMBER OF STAFF  
OF I.I.T., KHARAGPUR PROCEEDING ON DEPUTATION/LEAVE

WHEREAS, I, ..... S/o .....  
..... employed as ..... in the Department  
Kharagpur have applied for leave with effect from .....  
to take up an assignment as ..... at.....  
.....

AND WHEREAS, Indian Institute of Technology, Kharagpur  
have agreed to grant me deputation/earned leave/half-pay  
leave/and extra-ordinary (without pay and allowances) which  
involves a total absence from the Institute for a period of  
..... with effect from .....to.....  
on the condition that no extension of the said deputation/  
and leave shall be allowed and if I fail to return to duty  
at the Institute on the expiry of the aforesaid deputation/  
and leave I shall be deemed to have resigned from my post  
at the Institute with effect from the day immediately next  
to the date on which the said deputation/and leave expires.

Now, therefore, I hereby declare and willingly and  
voluntarily agree that the grant of deputation/and leave  
on the condition mentioned above is acceptable to me and I  
hereby undertake and agree to abide by the same and that  
in the event of my failure to return to the Institute on  
the expiry of the above-said deputation/leave, I shall be  
deemed to have resigned from the Institute post.

Date ..... Signature.....  
Name.....  
Designation.....  
Department.....

Signed in the presence of :-

1. Signature :  
Name :  
Designation :  
Department :  
Date :
2. Signature :  
Name :  
Designation :  
Department :  
Date :



INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR


No. MS/B-1(106)/724/90

Dated, 24th January, 1990.

OFFICE MEMO

The Board of Governors at its 106th meeting held on 8.12.1989 considered and approved the revised guidelines for grant of leave to non-academic staff as recommended by the Committee of Heads of the Departments/Centres/Deans as given in the Annexure. This will be effective from 1.12.1989.

The Board further decided that past cases decided otherwise, be not reopened.



24/1/90

Enclo: Annexure

(S.R.Acharyya)  
Registrar

Copy to:

- 1) Deputy Director/All Deans
- 2) All HODs/HOCs/Officers-in-charge of Sections
- 3) All Deputy Registrars/Asstt.Registrars
- 4) Secretary, Director's Office
- 5) Secretary, Registrar's Office
- 6) Superintendent, Meeting Section.

.....

INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR

Rules regarding grant of leave for participation in the Courses/ Seminars/Conferences/Workshops/Symposium and training and for accepting foreign assignments to the staff members and Officers (Academic and Non-Academic) other than Faculty Members of the Institute.

1. APPLICABILITY :

These rules shall apply to all staff members and Officers (Academic and Non-Academic) other than Faculty Members of the Institute (hereinafter also referred to as staff members). If any rule given here or its interpretation conflicts with the relevant provisions in the Acts and Statutes, then the provisions of the Acts & Statutes and the GOI rules, as applicable, shall prevail.

1.2. These rules will govern the conditions for grant of :

- (i) Special leave on deputation
- (ii) Study leave
- (iii) Extra Ordinary Leave
- (iv) Special Casual Leave

2. SPECIAL LEAVE ON DEPUTATION :

2.1. Special leave on deputation shall not be counted against any other leave. Staff members granted such leave shall be considered to be on duty as per rules.

2.2. Special leave on deputation either in India or abroad may be admissible if it is so required for the works/development of the Institute and the Institute nominates the staff members on its own and only when it is exclusively so stated while forwarding the application for the following purposes,

- (a) Training in recognised training centres
- (b) Approved Joint Collaborative Programmes of the Institute.

2.3. The duration of Special Leave on deputation shall be determined by the sanctioning authority keeping in view the requirements of the Institute as well as the conditions of the training programmes/collaborative programmes.

Total period of Special leave on deputation	Period of Service required under bond	Compensation payable if the conditions of the bond are not fulfilled
Short-term deputation (3 months or less)	No bond	No compensation
Long-term deputation (more than 3 months and upto 6 months)	1 year	Salary drawn from the Institute during the period of leave plus Rs.1000/- as penalty
Long-term deputation (more than 6 months and upto 12 months)	3 years	-do-

2.9. Staff members granted Special leave on deputation shall be required to submit progress reports of the work being done by them. On completion of the period of deputation the staff members shall be required to submit a full report on the work done by them during the period of deputation.

2.10. All proposals for training shall be screened by a Committee comprising of the following :

- |                                                       |      |          |
|-------------------------------------------------------|------|----------|
| 1. Deputy Director<br>Ex-Officio                      | .... | Chairman |
| 2. Heads of the Deptts/<br>Centres/Sections concerned | .... | Member   |
| 3. 4. Two members nominated by<br>the Director        | .... | Members  |
| 5. Registrar                                          | .... | Member   |

The Committee shall scrutinise the nominations and submit its recommendations, after due assessment of each case, to the Director for consideration.

### 3. STUDY LEAVE :

3.1. The relevant rules governing the grant of study leave as approved by the Govt. of India from time to time for its own employees shall be applicable to the staff members of the Institute, mutatis mutandis, for professional courses/training. The salient features of the existing Govt. of India Study Rules,



The Committee will meet as and when required to consider the applications and to make suitable recommendations to the Director.

4.3. In order to be eligible for financial support the following conditions must be fulfilled :

- i. The Course/Workshop must be relevant to the field of work of the staff members concerned and to the interest of the Institute.
- ii. Staff members should normally hold permanent position and have completed a minimum of 3 years continuous service at this Institute.
- iii. Such facility shall be admissible once in five years.

4.4. For Seminars/Conferences/Symposia/Workshops in India staff members permitted to attend, shall be entitled to TA/DA as admissible under rules including the re-imbusement of the registration fees for attending such conferences/seminars/workshops etc.

4.5. Staff members wishing to attend a conference./seminar/workshop is expected to have a paper for presentation at the conference/seminar/workshop. In case where no paper is to be presented, it should be ensured that such participation is in the interest of the Institute.

4.6. For the same seminar/conference/workshop etc., normally one staff member will be sanctioned financial support.

4.7. The type of leave admissible for attending seminar/conference/symposia/workshop Special Casual leave for a maximum period sufficient to cover the duration of these plus joining time normally not exceeding 14 days.

4.8. Extraordinary special cases including the proposal for participation in conference/seminar workshop/symposium/course abroad may be considered directly by the Director upon the recommendation of the Head of the Deptt./Centre/Section.

#### 5. LEAVE FOR ACCEPTING FOREIGN ASSIGNMENTS :

5.1. Staff members intending to accept foreign assignment shall have to apply through the Institute.

5.2. Application of the staff member, for the purpose, may be considered for forwarding subject to the following conditions :

Contd...../p.6

INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR  
BOND FROM A MEMBER OF STAFF OF I. I. T.,  
KHARAGPUR PROCEEDING ON DEPUTATION/LEAVE

I KNOW ALL MEN BY THESE PRESENTS that we Shri.....  
..... son..... of ordinarily  
residing at the ..... and  
..... son of .....  
ordinarily residing at the ..... do hereby  
bind ourselves and our respective heirs, executors, and adminis-  
trators, to pay to the Indian Institute of Technology, Kharagpur,  
a body corporate constituted under the Indian Institute of  
Technology (Kharagpur Act 59 of 1961) having its office at  
Kharagpur in West Bengal (Hereinafter called 'the Institute') on  
demand to be fixed by the Director of the Institute as herein  
below stated subject to a minimum of Rupees..... or,  
if payment is made in a country other than India, the equivalent  
of the said sum in the currency of that country converted at the  
official rate of exchange between that country and India. Dated  
this ..... whereas the above bounden.....  
..... is proceeding for holding.....

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION  
IS THAT :

In the event of above bounden..... for  
.....  
failing to rejoin on the expiry of the period as aforesaid the  
post ordinarily held by him on a salary which he would have  
ordinarily drawn if he would not have gone on leave and serve the  
Institute for a minimum period of ..... year(s) from the  
date of the expiry of this leave as aforesaid.

He and the above bounden..... shall  
forthwith pay to the Institute on demand the amount to be fixed  
by the Director of the Institute provided that in fixing the  
amount the Director shall take into account the nominal expenses,  
if any, incurred by the Institute in connection with the said  
employee and the leave salary, if any, earned by him subject to  
a minimum of Rupees..... and interest thereon  
calculated at six percent per annum from the date of demand.

AND upon his making such payment the above written  
obligation shall be void and of no effect otherwise it shall  
be and remain in full

INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR

Annexure - II

Salient feature of Government of India Study Leave Rules

1. Conditions for grant of Study Leave

For undergoing, in or out of India, a special course of study or specialised training in a professional or a technical subject having a direct and close connection with the sphere of his duty which shall be of definite advantage from the point of view of public interest and in subjects other than academic or literary subject.

2. To Whom Applicable

Staff member :

- (i) who is holding permanent position and has rendered not less than 5 years regular continuous service.
- (ii) who is not to reach the age of superannuation within three years from the date of his return on expiry of the leave, and
- (iii) who executes a bond to serve for a minimum period of three years from the date of his return.

3. Maximum Amount of Study Leave

The maximum amount of Study leave, which may be granted shall be

- (a) ordinarily 12 months at any one time and
- (b) during his entire service, 24 months in all (inclusive of any other kind of leave for study or training granted under any other rules).

4. Accounting of Study Leave

Study leave shall not be debited against any kind of other leave.

5. Leave Salary during Study Leave

Leave salary equal to the pay that the staff member draw while on duty immediately before proceeding on such leave and in addition dearness allowance, house rent allowance, study allowance as per rules.

No scholarship stipend or remuneration during the study leave shall be received by the staff member. In case, any amount is received on the above account the same shall be adjusted against the leave salary.

Contd...../p.2

UNDERTAKING/AGREEMENT FROM A MEMBER OF STAFF OF  
I. I. T., KHARAGPUR PROCEEDING ON DEPUTATION/LEAVE

WHEREAS, I, .....S/O.....  
.....employed as..... in the Department  
Kharagpur have applied for leave with effect from .....  
to take up an assignment as.....at.....  
.....

AND WHEREAS, Indian Institute of Technology, Kharagpur  
have agreed to grant me deputation/earned leave/half-pay leave/  
and extra-ordinary(without pay and allowances) which involves a  
total absence from the Institute for a period of .....  
with effect from ..... to .....on the condition  
that no extension of the said deputation/and leave shall be  
allowed and if I fail to return to duty at the Institute on the  
expiry of the aforesaid deputation/and leave I shall be deemed  
to have resigned from my post at the Institute with effect from  
the day immediately next to the date on which the said  
deputation/and leave expires.

Now, therefore, I hereby declare and willingly and  
voluntarily agree that the grant of deputation/and leave on the  
condition mentioned above is acceptable to me and I hereby  
undertake and agree to abide by the same and that in the event of  
my failure to return to the Institute on the expiry of the  
above-said deputation/leave, I shall be deemed to have resigned  
from the Institute post.

Date.....

Signature .....

Signed in the presence of :

Name .....

Designation.....

Department.....

- 1. Signature :  
Name :  
Designation :  
Department :  
Date :
- 2. Signature :  
Name :  
Designation :  
Department :  
Date :

INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR

ADMINISTRATIVE CIRCULAR NO. 9/92 DATED, THE 14 DECEMBER, 1992

The undersigned is directed to say that in terms of the decision in the Committee of the Deans and Heads of the Departments/Centres/ Sections of this Institute held on 30th October, 1992, the applications for assignments/fellowships/jobs etc. both in India and abroad may be sent by the faculty/ staff member concerned on its own expenses without taking prior permission of the Institute. Such applications may be duly forwarded by the Heade of the Departments/Centres/Sections concerned, if required. However, before accepting appointment, approval of the competent authority of the Institute will be required for grant of leave etc. as per the existing rules/Board approved norms.

Heads of the Departments/Centres/Sections are requested to bring this to the notice of the Staff members attached to the Departments/Centres/Sections.

*S. Chander*

( S.Chander )  
Registrar

Copy to :

- 1) Dy. Director.
- 2) All Deans,
- 3) Heads of the Deptts./Centres/Sections.
- 4) All the Deputy Registrars.
- 5) All the Assistant Registrars.
- 6) Secretary to Director.
- 8) Secretary, Registrar's Office.

INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR

No. MS/B-1(118)/93/992  
Dated: 8th June, 1993

M E M O

The Board of Governors at its 118th meeting held on 4 May, 1993 considered the recommendations of Finance Committee and approved the proposal for amendment of Institute Statute relating to grant of Maternity Leave and Leave not Due under clause 20 and 21 B of Schedule 'D'.

This is for information and taking necessary action.

  
( S. Chander )  
REGISTRAR

To  
Deputy Registrar ( E )

Copy to :

1. Deputy Registrar ( F & A )
2. Asstt. Registrar ( E )
3. Asstt. Registrar ( Audit )
4. Secretary, Deputy Director's Office
5. Secretary, Registrar's Office.

INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR

ADMINISTRATIVE CIRCULAR NO. 9/97 DATED MAY 22, 1997

The undersigned is directed to invite the attention of all faculty members and other Institute employees (including VGSOM) that as per rules, all proposals for undertaking foreign trips for the purpose of attending Conferences/Seminars/Workshops/Assignments and on personal grounds require the specific approval of the Director. Accordingly, all proposals for such visits abroad be routed through the Registry for taking proper action.

This is issued with the approval of the Competent Authority.

*M. N. Gupta*  
( M. N. Gupta )  
Registrar

To  
All Heads of the Departments/Centres/Sections

- with the request to bring the above to the notice of all faculty members for compliance.

Copy to :

Deputy Director  
All Deans  
Dy. Registrar (E)/Asstt. Registrar (E)  
Secretary to Director  
Secretary, Registrar's Office

## (Appendix-I)

"The waiting period for availing long leave (upto 1 year) shall be 2 years in respect of regular confirmed Assistant Professors or Associate Professors for the first time in the case of an incumbent."



INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR

No. MS/B-1(132)/97/1381

Dated, 28 January, 1998

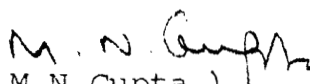
M E M O

The undersigned is directed to convey that the Board of Governors at its 132nd meeting held on 26.12.97 recorded with approval the following rules as detailed in the Annexure :

- (i) Amendment to the leave rules of members of faculty
- (ii) Rules for appointment of Emeritus Professor in the Institute
- (iii) Rules for appointment of Adjunct Professor

2. This is for information and necessary action.

Enclo : As above.

  
( M N Gupta )  
Registrar

To

Deputy Registrar(Ac) - I & II

Asstt.Registrar(E)

Asstt.Registrar(Rectt.)

Secretary to Director

Copy to :

1. All Deans
2. Dy.Registrar(F&A)
3. Secy., Dy. Director's Office
4. Secy., Registrar's Office

Annexure to Item No. BCG-132-12 :

ANNEXURE- H  
(6 pages)

INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR

OFFICE ORDER NO. IIT/ACD/UG/664/97 DATED 26th AUGUST, 1997

This is to notify for information of all Heads of Departments and Centres that on the recommendation of the Senate at its 230th meeting, the Chairman, Board of Governors has on behalf of the Board approved the following :

- 1) Amendment to the leave rules for members of faculty  
..(Appendix-I)
- 2) Rules for appointment of Emeritus Professor in the Institute  
..(Appendix-II)
- 3) Rules for appointment of Adjunct Professors.  
..(Appendix -III)

Sd/-(M.N.Gupta)  
Registrar.

Annexure-230.M.II.7

Regulations relating to Appointment of Adjunct Professors

(Reference : 148.M.II-4 dtd.08.09.1979)

1. Introduction

It has been accepted that ~~the Institute~~ collaboration and interaction between the Institute and the Industries/R&D organisations/ Educational Institutions of higher learning is essential for building the much needed bridge between the professional world and the academic world. The objective of appointment of Adjunct Professors is to involve eminent academicians/engineers in the teaching programme of the Institute.

The Institute already has Visiting faculty who are recruited to meet the immediate requirement. The essential difference between such Visiting positions and the proposed Adjunct Professors is that whereas the former are like regular positions of the Institute, the latter will be associated in a planned manner with the teaching of specific subjects over the whole Semester in which the subjects are taught. Whenever an Adjunct Professor is appointed a counterpart faculty member will be nominated along with him. The counterpart faculty, together with the Adjunct Professor, will plan and execute the teaching and evaluation work for the subject.

An Adjunct Professor will be appointed for a specific subject and the duration of the appointment will be one Semester.

2. Eligibility :

The minimum qualification for an Adjunct Professor will be a suitable degree in the appropriate field plus at least 10 years experience in the field. Since Adjunct Professors will be selected for specific subjects, the experience they possess must be directly related to the subjects which they will be required to teach.

The experts recommended by a Department/Centre for appointment as Adjunct Professor should be from a place within a reasonable distance which can be covered by overnight train journey. If the place is at a longer distance involving Air travel, all the lectures required vide para 4 below are to be completed in one visit spread over a longer period.

In a particular semester there may not be more than 20 Adjunct Professors.

The Departmental Academic Committee (PGR) of a Department/Centre which requires the services of an Adjunct Professor shall recommend the name of an expert keeping in view the criteria stated above, in a prescribed form, indicating the biodata and full address as well as the details of the concerned subject with weekly load, and the name of the counterpart faculty from the Department/Centre. The recommendation should be sent to the Dean of Faculty and Planning at least 3 months in advance of the Semester in which the appointment is sought for.

Regulations for Appointment of Emeritus Professor.

The Institute intends to appoint Emeritus Professors to Retired Professors of this Institute or from elsewhere who have given outstanding services in terms of teaching/research/consultancy during their regular tenure. The Institute has, however, no clear-cut rules to appoint them. For this purpose, the following are proposed for consideration of the appointment :

1) Such positions will be offered by nominations only. Nominations may come from the Deputy Director/Deans/Heads of the Deptts./Senior Professors of the Institute or from other organisations. The nominations will be sent to Dean (F&P).

2) The position shall be open to persons of eminence (preferably having Indian citizenship) and long standing experience of teaching and/or research in academic Institutions/R&D organisations or in industries.

3) Appointment to the Emeritus Professor shall be made with the approval of the Chairman, BOG, on the recommendation of a selection committee to be constituted as follows:

- |                                                   |            |
|---------------------------------------------------|------------|
| 1. Director                                       | - Chairman |
| 2. Deputy Director                                | - Member   |
| 3. Dean (F&P)                                     | - Member   |
| 4. One Expert to which<br>the subjects relates    | - Member   |
| 5. Head of the Deptt./<br>Centre/School concerned | - Member   |

Provided that the Chairman may invite Dean (Ac)/Dean (SRIC)/Dean (PGS) and such additional experts from the Department concerned and/or allied Departments to participate in any particular meeting, as he deems necessary.

4) The Dean (F&P) will present with suitable recommendations to the Director the name(s) of suitable/eligible person(s) together with bio-data (and wherever possible, their consent will be obtained in advance) for consideration of the selection committee. The selection will be made by the committee, in absentia, on the basis of biodata and the reputation and suitability of the persons under the consideration.

5) Tenure of these positions will normally be for two academic years. The Professorship may be offered to a person also for a shorter period of one full semester in consideration of special conditions.

(Appendix - I)

'The waiting period for availing long leave (upto 1 year) shall be 2 years in respect of regular confirmed Assistant Professors or Associate Professors for the first time in the case of an incumbent.'

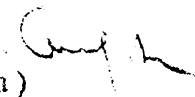
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# INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR.

Office Order No. MS/B-1(134)/98/1437 dated September 14, 1998

The undersigned is directed to convey that on the recommendation of the Senate, the Board of Governors at its 134<sup>th</sup> meeting held on 24.07.98 decided that the proposal for allowing the faculty member to avail Summer Vacation upto a maximum of 60 days at a time in an academic year, be approved

2. This is for information and necessary action.

  
( M N Gupta )  
Registrar

Copy to :

All Deans

All HODs/HOCs

Deputy Registrar (Ac) |  
| - for necessary action

Asstt. Registrar (E) |

Secretary to Director

Secretary, Deputy Director's Office

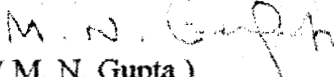
Secretary, Registrar's Office

Indian Institute of Technology  
Kharagpur

Office Order No. Estt/ 3 /99 dated January 01, 1999

The undersigned is directed to convey that on the recommendation of the Committee of Deans & Heads of the Departments/Centres, the Chairman, Board of Governors has been pleased to approve the following :

1. The faculty members may avail of special casual leave for a total of 15 days any time during the year for serving as Experts in Selection/Assessment/Review Committee meetings of other Organizations/Institutions.
2. The period of absence of faculty members for Presenting Technical Papers in Seminars/Workshops/Conferences/Symposia in India and abroad, be treated as on duty and they may be paid travel grant as under :
  - a) For presenting Technical Papers in India -  
duration of the Conferences/Symposia/Workshops  
with travel time - twice in a year with travel grant limited to  
Railway fare by II Tier AC/ First Class and DA as per rules.
  - b) For Presenting Technical Papers in International Conferences/Symposia/  
Workshops -  
duration of the Conference plus Travel time - once in three years  
with travel grant as per the existing limit.
  - c) The overstay abroad before and after the Conference needs to be approved by the  
Competent Authority for grant of leave of the kind due.

  
( M. N. Gupta )  
Registrar

Copy to :

1. Dy. Director
2. All Deans
3. Heads of the Departments/Centres
4. Dy. Registrar (F&A)
5. Asstt. Registrar (Meeting) - with the request to report the matter to the BOG at its next meeting.
6. Asstt. Registrar (A/cs -I&II)
7. Dy. Registrar (F&A)/Audit
8. Secretary to Director
9. Secretary, Dy. Director's Office
10. Secretary, Registrar's Office
11. Office Order file.

# Indian Institute of Technology Kharagpur

No. MS/B-1(136)/99/1496

Dated, 22 November, 1999

## M E M O

The undersigned is directed to convey that the Board of Governors at its 136<sup>th</sup> meeting held on 4. 9. 1999 decided that in an academic year two faculty members be deputed to attend the International Conferences/Workshops/Seminars/Symposia etc. abroad with full travel support and registration fee etc. in addition to the existing scheme subject to the condition that a faculty member may be deputed only once in 5 years.

2. The Board also decided that the eligibility criteria in regard to the above will be decided by a Committee headed by the Director.

3. This is for information and necessary action.

*M. N. Gupta*  
(M N Gupta)  
Registrar

To

Dean (F&P)

Assistant Registrar (E)

Secretary to Director

Copy to :

1. All Deans
2. All HODs/HOCs
3. Dy. Registrar (F&A)
4. Dy. Registrar (Ac)
5. Secretary, Deputy Director's Office
6. Secretary, Registrar's Office

*Call*  
*[Signature]*



# Indian Institute of Technology Kharagpur

## Office Order No. MS/B-2(80)/2001/1606 dated, 18<sup>th</sup> April, 2001

The undersigned is directed to convey that on recommendation of 80<sup>th</sup> Finance Committee dated 01.4.2001, the Chairman, Board of Governors has approved the following recommendations of the Council of IITs made at its 36<sup>th</sup> meeting held on 13<sup>th</sup> February, 2001 on Perks for Faculty effective from the date of the Council meeting i.e. 13.2.2001 with modifications at Sl.No.2\* :

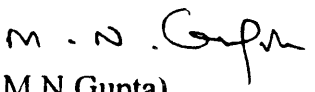
1. Raising of contingency grant for books, stationery, local travel etc. from the present level to Rs.4000/- per year.
2. Full funding to attend one international conference once in three years with financial assistance up to Rs.1.00 lakh per slot subject to faculty presenting a paper or chairing a session in the International Conference.
3. Reimbursement of telephone bills to Professors up to a ceiling of Rs.750/- p.m.
4. Facility of loan (on such interest rate and conditions as applicable in Government) for purchase of computer/accessories for the faculty.

In addition, the Council approved that the following perks could be continued as per the existing arrangements.

1. Reimbursement of 75% of membership fee of one international professional society.
  - 2\* Full funding for attending one national conference per year by each faculty on condition that the concerned faculty is either presenting a paper or is invited to chair a session.
- \* "If any faculty who is entitled to travel by Air, desires to go by train (Ac-II Tier/ 1<sup>st</sup> class), he may be allowed to attend two national conferences per year".

2. The Chairman, BOG has further approved that the amount involved to implement the decision effective from 13<sup>th</sup> February, 2001 may be met from the Budget 2001-2002, as recommended by the Finance Committee.

3. This is for information and necessary action.

  
( M N Gupta )  
Registrar

### Copy to :

1. Deputy Director
2. All Deans
3. All HODs/HOCs
4. Deputy Registrar (F&A)
5. Asstt. Registrar (A/cs – I & II)
6. Asstt. Registrar (Audit)
7. Asstt. Registrar (M) – to report the matter to BOG at its next meeting.
8. Secretary, Registrar's Office.

# Indian Institute of Technology Kharagpur

No. MS/B-1(140)/2001/1651

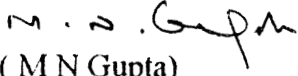
Dated, 16<sup>th</sup> October, 2001

## M E M O

The undersigned is directed to convey that the Board of Governors at its 140<sup>th</sup> meeting held on 4.8.2001 decided that the faculty members on their re-employment be granted 5 days Vacation Leave / 2 ½ days Earned Leave per completed month subject to the following conditions :

- a) The Vacation Leave so accumulated may be utilized during the vacation period only ;
- b) The faculty members who desire to avail Earned Leave instead of Vacation Leave may do so any time during the re-employment period ; and
- c) No encashment of the Earned Leave accumulated during the re-employment period will be allowed.

3. This is for information and necessary action

  
( M N Gupta )  
Registrar

To

Assistant Registrar (E)

### Copy to :

1. Dean (F&P)
2. Deputy Registrar (F&A)
3. Assistant Registrar (Audit)
4. Secretary to Director
5. Secretary, Deputy Director's Office
6. Secretary, Registrar's Office.



## Indian Institute of Technology Kharagpur

### Office Order No. MS/DM(13)/2003/31 dated, 10<sup>th</sup> October, 2003

The Deans' Committee at its 13<sup>th</sup> meeting held on 30.7.2003 decided that Special Casual Leave for a maximum period of 15 days per year will henceforth be sanctioned by the HODs/HOCs/HOSs concerned in addition to 8 days of C.L. to the faculty members. Special C.L. will not be considered wherever honorarium is involved / received. A specimen copy of modified Special Casual Leave form is annexed.

Encl: as above

( D. Gunasekaran )  
Registrar

#### Copy to :

1. Deputy Director
2. All Deans
3. All Heads of Deptts/Centres/Schools/Sections
4. All Chairmen/Professors-in-Charge/President/Vice-President
5. All Deputy Registrars/All Assistant Registrars
6. Assistant Registrar (M) - for information and necessary action.
7. Secretary to Director
8. Secretary, Registrar's Office

INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR.



**APPLICATION FORM FOR GRANT OF SPECIAL CASUAL LEAVE**

1. Name & EC No. :
2. Designation :
3. Department/Centre/School :
4. Purpose:       i) to give evidence before any Court of Law.  
                  ii) to visit for library reference.  
  
                  iii) to serve as expert in Selection Committee.  
                  (A supportive document to be attached)
5. Period :       from.....to.....
6. Arrangement made for classes:
7. Address during leave:

Signature of the Applicant.

Sanctioned/Not Sanctioned.	For Office Use			
	No. of days admissible in an academic year.	No. of days availed.	No. of days now applied.	Balance.
..... <b>Head of the Deptt./ Centre/School.</b>	15 days.			



# Indian Institute of Technology Kharagpur

No. MS/Conf/2003  
Dated, 13<sup>th</sup> October 2003

## M E M O

Specimen copies of modified application form for attending Conference/ Symposium/ Workshop etc. in India are sent herewith for use by the faculty members and Scientific/Design staff.

2. All Heads of the Deptts/Centres/Schools are requested to take necessary action.

**Enclo: as above**

( D. Gunasekaran )  
Registrar

To :

1. Deputy Director
2. All Deans
3. All Heads of Deptts/Centres/Schools
4. All Chairmen/Professors-in-Charge/President(TSG)
5. All Deputy Registrars/All Assistant Registrars
6. Assistant Registrar (M) - for information and necessary action.
7. Secretary to Director
8. Secretary, Deans' Office
9. Secretary, Registrar's Office

MS/PG/03



**APPLICATION FORM FOR PERMISSION TO FACULTY MEMBERS AND DRAWAL OF  
ADVANCE TO ATTEND CONFERENCE/SYMPOSIUM/WORKSHOP ETC. IN INDIA.**

1. \*Name &  
Employee Code No.:

2. Deptt./Centre/School:

3. Designation:

(\* *In case of joint authors only one author is to be recommended.*)

4. Name of the Conference/Seminar/  
Symposium/Workshop.

5. Place of visit.

6. Period of absence including journey time.

7. Title of the paper submitted.

8. Whether Paper has been accepted for oral  
presentation.

9. In what capacity will you be attending?

10. Indicate Conference/Seminar/  
Symposium/Workshop already attended,  
if any, during the current academic year.  
Source of TA/DA/Registration Fee.

11. Mode of Travel.

12. Whether Registration Fee/TA advance is  
required.

*I do hereby state that I will adjust the advance within 15 days from the date of  
completion of Conference/Seminar/Symposium/Workshop.*

.....  
Applicant.

.....  
**Recommended / Not Recommended.**

.....  
Head of the Deptt./Centre/School.

.....  
**Recommended / Not Recommended.**

.....  
Dean (Faculty & Planning)

.....  
**Registration Fee & TA under Sl. No. 12 and DA as per rules sanctioned.**

.....  
Director/Deputy Director.

To:

1. Head, Deptt./Centre/School.
2. Deputy Registrar (F&A).
3. Deputy Registrar (E)

INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR



**APPLICATION FORM FOR PERMISSION TO FACULTY MEMBERS AND DRAWAL OF ADVANCE TO  
ATTEND CONFERENCE/SYMPOSIUM/WORKSHOP ETC. IN INDIA.**

1. \*Name &  
Employee Code No.:

2. Deptt./Centre/School:

3. Designation:

(\* In case of joint authors only one author is to be recommended.

4. Name of the Conference/Seminar/  
Symposium/Workshop.

5. Place of visit.

6. Period of absence including journey time.

7. Title of the paper submitted.

8. Whether Paper has been accepted for oral  
presentation.

9. In what capacity will you be attending?

10. Indicate Conference/Seminar/  
Symposium/Workshop already attended,  
if any, during the current academic year.  
Source of TA/DA/Registration Fee.

11. Mode of Travel.

12. Whether Registration Fee/TA advance is  
required.

*I do hereby state that I will adjust the advance within 15 days from the date of completion of  
Conference/Seminar/Symposium/Workshop.*

.....  
Applicant.

.....  
**Recommended / Not Recommended.**

.....  
Head of the Deptt./Centre/School.

.....  
**Recommended / Not Recommended.**

.....  
Dean (Faculty & Planning)

.....  
**Registration Fee & TA under Sl. No. 12 and DA as per rules sanctioned.**

.....  
Director/Deputy Director.

To:

1. Head, Deptt./Centre/School.
2. Deputy Registrar (F&A).
3. Deputy Registrar (E)



# Indian Institute of Technology Kharagpur

No. MS/B-1(151)/2006/2011  
Dated, 14<sup>th</sup> August, 2006

## M E M O

The undersigned is directed to convey that the Board of Governors at its 151<sup>st</sup> meeting held on 29.06.2006 decided that Rs.1.5 lakh (Rs.1 lakh from the Institute non-plan budget and Rs.50,000/- from SRIC) be granted per faculty member in a span of three years in order to facilitate the faculty members to attend international conferences/present technical papers.

The Board further decided that additional amount of Rs.50,000/- is to be paid from SRIC fund as per the recommendations of the Sub-Committee (Refer reverse page for details).

This is for information and necessary action.

( D. Gunasekaran )  
Registrar

To  
Dean(F&P)  
Dean(SRIC)  
Deputy Registrar(F&A)  
Deputy Registrar(E)

### Copy to :

1. All Heads of Depts/Centres/Schools/Facilities
2. Deputy Registrar (Acad)
3. Assistant Registrar (A/cs)
4. Secretary to Director
5. Secretary, Deputy Director's Office
6. Secretary, Registrar's Office
7. Web Notice Board

BoG-5 MS/PG/06

P.T.O.



**Office of the Dean (Faculty & Planning)**  
**IIT Kharagpur**

21<sup>st</sup> March, 2006

**Sub : Additional financial assistance for presenting technical papers at International Conference abroad**

It is proposed that –

1. In certain cases an additional amount of Rs.50,000/- be provided to supplement Rs.1.00 lakh for presenting technical paper at international conference abroad in respect of travel expenses, registration fee, medical insurance and DA. The additional amount of Rs.50,000/- shall be paid from SRIC fund subject to availability and approval of competent authority.
2. The additional grant shall be for three years. The three-year period shall be counted from the date on which a faculty member first avails / availed of the financial assistance from the Institute fund. All subsequent three-year period shall follow from the date of completion of the earlier periods.
3. For availing this additional amount the concerned faculty member is required to have at least three papers published in journals in the preceding three years and also is required to be a PI of a project worth at least Rs.15.00 lakhs in the last three years. In very special cases absence of sufficient papers may be supplemented by very high valued project while absence of sufficient project funds may be supplemented by exceptional level publications/ *Patents*
4. A faculty member may attend more than one conference during a three-year period availing maximum financial assistance of Rs.1.5 lakh (Rs.1.00 lakh from Institute fund and Rs.0.5 lakh from SRIC fund).



# Indian Institute of Technology Kharagpur

No. MS/B-1(154)/2007/2156  
Dated, 24<sup>th</sup> September, 2007

## M E M O

The undersigned is directed to convey that the Board of Governors at its 154<sup>th</sup> meeting held on 17.08.2007 approved the guidelines for attending conferences / seminars / workshops / symposia in SAARC countries by the faculty members of the Institute as annexed overleaf.

This is for information and necessary action.

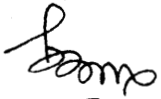
Enclo : As above.

To  
Dean (F&P)  
Deputy Registrar (E)

### Copy to :

1. All Deans
2. All HoDs/HoCs/HoSs
3. Deputy Registrar (F&A)
4. Assistant Registrar (A/cs)
5. Assistant Registrar (Audit)
6. Secretary to Director
7. Secretary, Office of the Deputy Director
8. Secretary, Office of the Registrar
9. Web Notice Board

BoG:154-9 MS/PG/07

  
( D. Gunasekaran )  
Registrar

( P.T.O.)

**Indian Institute of Technology**  
**Kharagpur**

**Guidelines for attending conferences/seminars/  
Workshops/symposia in SAARC countries :**

1. Participation in the International conferences/ seminars/symposia/ workshops held in the SAARC countries will be treated as equivalent to National Conference.
2. The faculty members intend to participate in the conferences/ seminars/symposia/ workshops in SAARC countries must have completed two years of service in the Institute and confirmed.
3. The faculty members must have a paper accepted for oral presentation or have been invited to Chair a Session.
4. Such participation will be allowed with full financial assistance (including DA as per National Conference).
5. For such participation maximum amount of Registration fee be restricted to Rs.20,000/-
6. The faculty members will be permitted to travel by Air only once in a year, but he will not be allowed to participate any other National Conference in that year.
7. Faculty members will not be allowed to attend the same conference/ seminar/symposium/ workshop at same place more than two times.