

Bye-Laws of the Centre for Capacity-Building

1. SHORT TITLE AND COMMENCEMENT:

- i. These Bye-Laws shall be called the Centre for Capacity-Building Bye-Laws, 2020.
- ii. These shall come into force on the date on which the approved Bye- Laws are uploaded by the Centre for Capacity-Building on its website.

2. APPLICATIONS AND SCOPE:

- i. These Bye-Laws shall be applicable to all persons working at the Centre for Capacity-Building and for its academic and administrative functioning.

CHAPTER-I

3. DEFINITIONS:

- i. In these Bye-Laws unless the context otherwise requires:
 - a) “Annex” means the Annex to these By-Laws.
 - b) “Board of Management” means the Board of Management of the Indian Institute of Foreign Trade (IIFT).
 - c) “Centre” or “CCB” means the Centre for Capacity-Building.
 - d) “Chairman” means the Chairman of the Centre for Research in International Trade (“CRIT”).
 - e) “Consultant” shall mean a person appointed in this capacity in the Centre.
 - f) “Director” means Director of IIFT.
 - g) “Employee” shall mean a person appointed at the Centre in terms of (Clause 13 of) these Bye-Laws and shall not include part-time consultants and persons engaged through vendors/service providers.
 - h) “Head” means the Head of the Centre.
 - i) “Institute” means Indian Institute of Foreign Trade (IIFT).
 - j) “Steering Committee” means the Committee so constituted by the Department of Commerce, Government of India.

4. PURPOSE AND OBJECTIVES OF THE CENTRE:

- i. The primary objectives of the Centre are as follows:
 - a) to primarily focus on standards and technical regulations besides undertaking research work, providing policy inputs and anchoring stakeholder consultations.
 - b) to work on twin strategy of addressing the challenges which exporters face due to NTBs of other countries and providing handholding/monitoring support to Departments/Ministries in strengthening formulation of technical regulations domestically.
 - c) to look after broad SPS/TBT and NTM issues.
 - d) to enhance awareness and build capacity on international economic policy matters in India among multi-stakeholders, including central government ministries/ departments/ agencies, state governments and union territories and their agencies, academia, media, industry associations, civil society organisations and private sectors;
 - e) to conduct training programs on international economic policy with the objective of strengthening and enriching the skills and awareness of government, public and private institutions in India and outside on international trade and investment matters;
 - f) to undertake a mapping of the areas and topics on which trade-related capacity building and training can be provided from a development perspective;
 - g) to formulate strategies and develop work programmes and specialized task involving the relevant stakeholders with the objective of addressing the challenges that impede the trade and investment opportunities for developing countries;
 - h) to conduct any other activity that may be entrusted to the Centre.

CHAPTER – II

ADMINISTRATION AND FUNDING OF THE CENTRE

5. GENERAL ADMINISTRATION OF CENTRE:

- i. The Centre shall be a research and capacity-building entity functioning as part of the Centre for Research in International Trade;
- ii. The academic activities including research and capacity-building of the Centre shall be guided and monitored by the Steering Committee;
- iii. All administrative and financial powers of the Centre shall be exercised by the Steering Committee which may delegate these powers to the Head of the Centre or any other designated employee not below the rank of Professor at the Centre in case the Head of the Centre is not available.

6. FINANCE AND FUNDING OF THE CENTRE:

- i. The Centre may receive funds from the Government of India or from other approved sources for which the Centre shall maintain separate accounts;
- ii. Account of the expenditures from the aforementioned funds shall be as per norms governing the Centre and details submitted to the Department of Commerce, Government of India or the relevant source as the case may be.

CHAPTER – III

ORGANISATIONAL SETUP

7. STEERING COMMITTEE:

The Steering committee of the Centre shall be the apex body to approve the work plan and budget and monitor & guide its activities.

i. Composition:

The Steering Committee shall comprise inter alia representatives from the Government of India, persons with proven academic and/or research excellence, persons with experience in international trade negotiations and/or international diplomacy. The Steering Committee shall have at least nine members including Director, IIFT. The Commerce Secretary, Government of India shall be the ex-Officio Chairperson of the Steering Committee and the Head of the Centre shall be the Member-Secretary of the Steering Committee.

ii. Role of the Steering Committee:

To supervise and provide guidance for academic functioning including research and capacity building and decide the work program of the Centre keeping in view the objectives of the Centre as defined in clause 4 above. Any other function as decided by the Government relating to CCB.

iii. Meetings

The Steering Committee shall meet at least twice a year. One third of the number of members of the Steering Committee shall constitute quorum at any meeting of the Steering Committee.

8. HEAD OF THE CENTRE:

- i. The Head shall be the Chief Executive of the Centre;
- ii. The Head shall be appointed by the Board of Management, IIFT on the recommendation of the Steering Committee;
- iii. Powers of the Head:
 - a) The Head shall supervise the day-to-day functioning of the Centre to

ensure that the objectives of the Centre are fulfilled effectively.

- b) The Head shall have powers as delegated to him/her as given in Annexure-I. Any amendment to the delegation of the power shall be approved by the Steering Committee.

9. COMPOSITION OF THE CENTRE:

- i. The Centre shall be composed of the following:
 - a) Professor
 - b) Associate Professor
 - c) Assistant Professor

The Recruitment Rules for appointment at these levels are as placed at Annexure-II. Appointments to these levels can be for fixed terms or on contract basis, which are renewable, as decided by the appointing authority.

10. CONSULTANTS:

- i. The Centre may appoint individuals with expertise in trade and investment capacity-building activities as Consultants from time to time on terms to be decided by the Steering Committee.
- ii. The Recruitment Rules for appointment of Consultants are as placed at Annexure-II.

11. RESEARCHERS:

1. Researchers shall be appointed by the Head to assist the faculty with main aim of building capacity of the Centre on long term basis.

2. The selection criteria of researchers shall be decided by the Head in consultation with senior most Professor/Associate Professor in case Professor is not available.

3. Researchers shall be appointed in capacity of the following:

- a) Senior Research Fellow
- b) Research Fellow

4. The Recruitment Rules for appointing Researches are as placed in **Annexure-II**.

5. Engagement of researchers shall be reported to the Steering Committee and Board of Management of IIFT in its meeting held immediately after the date of such engagement.

12. OTHER STAFF

- i. The Centre may appoint a Programmer/System Manager as may be necessary to the functioning of the Centre and subject to the approval by the competent Authority.
- ii. The terms and conditions of appointment of the other staff shall be approved by the Board of Management.
- iii. The recruitment rules are as placed at Annexure-II.

CHAPTER – IV RECRUITMENT

13. Methods of Recruitment:

- i. The Methods of recruitment to a post in the Centre shall be as follows:
 - a) By Direct Recruitment; or
 - b) Deputation and lien; or
 - c) By re-employment.

CHAPTER-V

TENURE

14. Tenure of Appointment:

- i. The Centre shall have a core faculty for its effective working. The strength and composition of the core faculty shall be decided by the Steering Committee.
- ii. All appointments, other than on deputation, shall initially be on contract for a period of one year extendable for an appropriate number of years

thereafter on the basis of the performance of the incumbent and future requirements of the Centre. The services of an employee can be terminated by the appointing authority by giving one month's notice or payment of salary (basic pay + grade pay + dearness allowance) in lieu thereof in the first year and thereafter three months notice or payment of salary in lieu thereof.

- iii. Deputations shall be the on terms mutually agreed between the Centre and the lending organization in the light of instructions issued by DoPT from time to time. Such deputations can be terminated either by the Centre or by the deputationist by giving one month's notice.

15. TERMINATION OF SERVICE:

- i. The Services of an employee can be terminated by the appointing authority on gross violation of service conditions or breach of discipline after following due process.
- ii. Without prejudice to the provisions of Clause (i), the services of an employee shall stand terminated:
 - a) If his appointment is made for a specific period, on the expiry of such period; or
 - b) If his appointment is made for a specific task, upon the completion of such task.

16. RESIGNATION:

- i. An employee, by giving notice of one month in the first year of contractual period or on payment of salary in lieu thereof, and thereafter notice of three months or payment of salary in lieu thereof, in writing, addressed to the Head of the Centre may resign from the service of the Centre.
- ii. The appointing authority may, if it deems proper in special circumstances, permit an employee to resign from the service of the Centre with a notice of less than the period specified.

CHAPTER VI
PAY

17. SCALES OF PAY:

The scales of pay for the faculty at the Centre shall be equivalent to those at IIFT, as may be revised from time to time.

18. INCREMENTS:

- i. The annual increments in the pay scale shall be drawn as per IIFT norms.
- ii. The faculty shall be entitled for any other increments for acquiring special qualifications in accordance with IIFT norms.

19. DRAWAL OF PAY:

- i. An employee shall be entitled to the pay of the post to which he/she is appointed from the date on which he/she assumes charge of the post.
- ii. Pay in respect of any month shall normally become payable on the last working day of the month.
- iii. An employee resigning from the service of the Centre without giving the notice prescribed under By-Law 16 shall not, unless the Appointing Authority directs otherwise, be allowed to draw pay due but not yet drawn; provided that the pay not allowed to be so drawn shall not exceed the total dues recoverable from him.

20. DEARNNESS/CITY COMPENSATORY/TRAVELLING ALLOWANCE/LEAVE TRAVEL CONCESSION/HOME TOWN BENEFITS ETC.:

- i. Employees working at the Centre shall be entitled to the above allowances/concessions as per the Government of India norms announced and notified from time to time.

21. MEDICAL FACILITIES:

- i. The Centre shall have medical facilities to employees as per IIFT norms.

LEAVE

22. KINDS OF LEAVE:

- i. The provisions of the Central Civil Services (Leave) Rules 1972, as amended by the Government of India from time to time shall be applicable

mutatis mutandis to employees working at the Centre.

- ii. Leave of absence for secondment other than deputation.
- iii. Employees working at the Centre shall be entitled to leave on sabbatical. The Guidelines concerning the same are provided in **Annexure-IV**.

23. PROCEDURE FOR GRANT OF LEAVE:

- i. An employee shall, before proceeding on leave, make an application in the prescribed form, shall also state in writing his contact details while on leave and shall keep the Centre informed of any subsequent change(s) in such address.
- ii. No employee shall proceed on leave unless it has been sanctioned in writing by the competent authority.
- iii. The Centre shall maintain a leave account in respect of every employee.

Every employee, on return from leave, shall submit a joining report.

CHAPTER VII **MISCELLANEOUS**

24. CONSULTANCY ACTIVITIES:

- i. Faculty shall be allowed to take up consultancy assignments in his/her name with prior approval from the competent authority, in accordance with the regulations placed at **Annex-III**.
- ii. Consultancy assignments may be permitted under two conditions:
 - a) The assignment is given to the Centre and a member of the faculty is identified for the study as the Principal Investigator/Lead Faculty. The competent authority to allow this consultancy will be the Head of the Centre.
 - b) The assignment is given to the member of the faculty directly. The competent authority to allow this consultancy will be a committee comprising of Chairman CRIT/Director IIFT, AS&FA, AS (TPD) and Head CCB.
- iii. The duration of the consultancy, the scope of the consultancy activities and the guidelines governing the same are placed in **Annexure-III**.
- iv. Payments to the Faculty for consultancy (for non-government projects) shall be according to IIFT norms.

25.GRIEVANCE REDRESSAL MECHANISM:

i. Individual grievance and complaints of an employee of the CCB shall be addressed in accordance with the grievance redressal mechanism applicable for IIFT employees. In such cases one nominee of the Head CCB may be co-opted in the Grievance Redressal Committee.

26. All other perquisites, benefits and entitlements not specifically mentioned hereinabove shall be governed by the relevant Government of India Rules.

CHAPTER VIII
AMENDMENTS

27. These Bye-Laws may be amended by the Board of Management on the recommendations of the Steering Committee.

28. With regard to the matters not specifically covered under the provisions of the by-laws the instructions/guidelines issued by Government of India from time to time or applicable to the employees of IIFT shall be made applicable.

29. Wherever any doubt arises as to the interpretation of any of the provisions of the bye-laws the matter shall be referred to the Chairman, Steering Committee, whose decision thereon shall be final.

Annexure-I

Administrative & Financial Powers of Head of Centre for Capacity-Building and Chairman (CRIT)/Director IIFT

SI. No.	Subject	Head CCB	Chairman, CRIT/Director IIFT
Administrative power			
1.	Research Fellows, Senior Research Fellows, Programmer/Systems Manager	Full Powers	-----
2.a.	Grant of Leave	Full powers (Except his case)	Full Powers
2.b.	Grant of LTC advance	Full powers	-----
3.	Tour including intra-city conveyance bills on tours	Full powers (Except his case)	Full Powers
4.	Appointment of Faculty members/Consultants*		By the Board of Management on the recommendation of the Steering Committee**
5.	Issue of (i) notifications, (ii) appointment orders etc.	Full powers	-----

*Selection Committee is normally chaired by AS (TPD) and has two experts as members. In case of appointment of Professors/Associate Professors and Assistant Professors, the composition of Selection Committee shall be according to IIFT Bye-Laws, which broadly follow UGC Regulations.

**The Board of Management of the Institute has delegated the powers for appointment of faculty/Consultants to the Director, IIFT with the stipulation that all such appointments be reported to the Board of Management at its next meeting. The same will be followed in respect of the Centre.

Financial power			
Expenditure			
	Subject	Head, CCB	Chairman, CRIT/Director IIFT
(a)	Engaging vendors for supply of (i) Goods (ii) Services – For studies, personnel etc.	Full powers up to Rs. 5 lakhs Full powers up to Rs. 5 lakhs	Full powers
(b)	Purchase of books and subscription for periodicals	Full powers	-----
(c)	Purchase of furniture, office equipment, advertisement relating to recruitment and activities and maintenance contract	Full powers	-----
(d)	Printing of books, publications, pamphlets, brochures etc.	Full powers up to Rs. 5 lakhs	Full powers
(e)	Purchase of books and subscription for periodicals, including e-journals, databases etc.	Full powers	-----
(f)	Direct expenditure on training programmes/Research Projects	• Up to Rs. 6 lakhs National	Beyond this limit, full powers subject to

	1. Sponsored Programmes 2. Centre Programmes	projects • Up to 25 lakhs International projects	reporting to Steering Committee.
(g)	Purchase of stationery, stores and papers for printing (recurring)	Full powers Up to Rs. 5 lakh	Beyond this limit, full powers subject to reporting to the Steering Committee.
(h)	Rents, Rates and taxes	Full powers	-----
(i)	Telephone Bills	Full powers	-----
	Electricity and Water bills	Full powers	
(j)	Power to incur miscellaneous expenditure • Recurring • Non-recurring	Full powers Full powers	-----

2. Other Expenses		
	Head, CCB	Chairman, CRIT/Director IIFT
Hospitalisation	Full powers	-----
Liveries, repairs including distempering, painting etc.	Full powers	
To write off losses of cash and stores		Full powers subject to reporting to the Steering Committee.
Grant of Festival Advance	Full powers	-----
Controlling Officer for TA	Full powers	-----
Nomination/participation of faculty/officers in		

Conferences/ Programmes/Seminars etc.		
(i) Within India	Full powers	-----
(ii) Overseas where the expenditure is to be met by outside agency	Full powers	-----
(iii) Overseas where the expenditure is to be met by CCB.	-----	Full Powers

Annexure-II

Recruitment Rules		
1. Professor (Academic Pay Level 14A)		
Educational and other Qualifications required	Method of Recruitment	Appointing Authority
Eligibility (A or B or C) A. 1. An eminent scholar having Ph.D. degree in the relevant discipline with a first class or equivalent at the preceding degree with a very good academic record throughout. 2. Minimum 10 years' teaching / research /industry post - Ph.D. experience at university / national level institution of which 4 years should be at the level of Associate Professor (Level 13A2). 3. Actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed	Direct Recruitment	Board of Management, IIFT.

or UGC-listed journals.

OR

B.

An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

Note: A person shall be under category of "An outstanding professional" subject to satisfaction of following criteria:

- (i) He/She must be the recipient of National/ International awards /Fellowships.
- (ii) He/She must have participation in National/International Seminars/ Conferences/ Workshops.
- (iii) He/She must have significant contributions in the field of research and development.
- (iv) He/She must have at least ten years of outstanding performing achievements in the relevant field.
- (v) He/She must have the ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach.

OR

<p>C.</p> <p>Candidates, with direct experience in the relevant discipline, who do not have Ph.D. degree and meet other criteria may also apply. However, they would be considered for contractual appointment as Consultant (at Professor Level)</p>		
B. On Deputation [Only as Consultant (at Professor Level)]		
<p>1. From the Government</p> <p>a. Officers on deputation from the Government of India</p> <p>b. Officers on deputation from State Governments.</p> <p>Appointed on basis of length of service and expertise in relevant field in the field of international trade and management or in a related discipline.</p>	On Deputation	Board of Management, IIFT
<p>2. From Industry or Government Institutions</p>	On Deputation	Board of Management, IIFT
2. Associate Professor (Academic pay Level 13 A2)		
Educational and other Qualifications required	Method of recruitment	Appointing Authority
<p>1. Ph.D. degree in the relevant discipline with a first class or equivalent at the preceding degree with a very good academic record throughout.</p> <p>2. Minimum 8 years' teaching / research/ Industry post - Ph.D. experience at</p>	Direct Recruitment	Board of Management, IIFT

<p>university/national level institution of which 3 years should be at the level of Assistant Professor (Level 12).</p> <p>3. Actively engaged in research with evidence of published work with a minimum of seven publications in the peer-reviewed or UGC-listed journals.</p> <p>Candidates, with direct experience in the relevant discipline, who do not have Ph.D. degree and meet other criteria may also apply. However, they would be considered for contractual appointment as Consultant (at Associate Professor Level)</p>		
B. On Deputation [Only as Consultant (at Associate Professor Level)]		
<p>a. From the Government</p> <ol style="list-style-type: none"> 1. Officers on deputation from the Government of India 2. Officers on deputation from State Governments 3. Appointed on basis of length of service and expertise in relevant field. <p>Experts on deputation shall have a postgraduate degree/MBA Degree or equivalent qualification in a related discipline, with demonstrated expertise in Management and International Trade or relevant</p>	On Deputation	Board of Management

professional experience of at least 5 years.		
b. From Industry/Academic /Training Institutions	On Deputation	Board of Management, IIFT
3. Assistant Professor (Academic Pay Level 11)		
Essential Qualification: 1. NET/SET/SLET in the relevant discipline. 2. Ph.D*. degree in relevant discipline with a first class or equivalent at the preceding degree with a very good academic record throughout. 3. At least 2 years teaching/ industrial / post-doctoral research (experience during Ph.D. will not be counted). *Candidates without Ph.D. degree or NET/SET/SLET will be considered for appointment as Consultant (at Assistant Professor Level).	Direct recruitment	Board of Management, IIFT
4. Consultant		
Educational and Other Qualifications	Method of Recruitment	Appointing Authority
1. Expertise and Industry Experience in Trade and Management or related discipline.	Full time/part time consultants may be appointed from time to time on terms to be decided by the Steering Committee	Board of Management on the recommendation of the Steering Committee (As per Clause 4 of Annexure-I)

5. Programmer/Systems Manager (Level -12)		
Educational and Other Qualifications	Method of Recruitment	Appointing Authority
1. Post Graduate degree in relevant subject (viz. Computer Science/Computer Engineering /Computer Technology /Information Technology/Computer Applications) with 55 % marks with 5 year experience as programmer/system analyst/system manager.	Direct Recruitment	Head CCB
6. Senior Research Fellow		
Educational and Other Qualifications	Method of Recruitment	Appointing Authority
<ol style="list-style-type: none"> 1. Post Graduate Degree in relevant discipline with at least 55 % marks 2. Two years of Research experience 3. Selection to be need-based as per other criteria to be decided by the Head in consultation with Senior most Professor/Associate Professor in case Professor is not available. 	<p>Direct Recruitment (appointment shall be on contractual basis on terms decided at the time of appointment)</p> <p>Selection shall be made by a Committee comprising of Head/ Professor as Chairperson and at least two more faculty members of the Centre</p>	<p>Head (CCB)</p> <p>To be reported to Board of Management</p>
7. Research Fellow		
Educational and Other Qualifications	Method of Recruitment	Appointing Authority
<ol style="list-style-type: none"> 1. Post Graduate Degree in relevant discipline with at least 55 % marks 2. Selection to be need-based as per other criteria to be decided by 	<p>Direct Recruitment (appointment shall be on contractual basis on terms decided at the time of appointment)</p>	<p>Head (CCB)</p> <p>To be reported to Board of Management</p>

the Head in consultation with Senior most Professor/Associate Professor in case Professor is not available.	Selection shall be made by a Committee comprising of Head/ Professor as Chairperson and at least two more faculty members of the Centre	
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Annexure-III

Guidelines Regulating Consultancy Activities

I. Broad scope of consultancy activities

A. Assignments which are short term:

- i. Specified lectures in a course. This activity does not require regular engagement.
- ii. Management/Executive Development Programmes (MDP/EDP) held in other institutions.
- iii. Seminar or Workshop conducted outside the Centre.

B. Assignments in which medium term commitment is required:

- i. Undertaking consulting activities which require substantial amount of time and resources.
- ii. Any activity which requires absence from work for a duration of more than two weeks.

C. Other Assignments:

- i. Member of Selection Panels in other Organizations.
- ii. Member of Board of Directors, Board of Management etc. of another Institute/organization.
- iii. Other invitations like member of inspection team for affiliation, accreditation, recognition, or equivalent programme outside the Centre.

II. Principles and general guidelines regulating consultancy assignments

- i. Faculty at the Centre will be allowed to take consultancy assignment(s) in his/her name.
- ii. No such activity shall be commenced without the written approval of Head. In the case of Head, CCB, the appropriate authority shall be the Chairman, CRIT/Director, IIFT.
- iii. A copy of the contract between the Faculty Member and concerned organization shall be submitted at the time of seeking approval.
- iv. The Faculty Member shall spell out the impact, if any, on his/her assigned duties in the Centre as a result of taking up outside work/consulting and strategies for managing this impact. Request for such permission may be refused if there is a conflict with the commitments in the Centre.
- v. Leave with full pay up to a maximum of 60 days for this purpose will be

- allowed in a year along with station leave, if required.
- vi. Faculty Member shall take necessary precaution to ensure that the Centre does not incur any liability to any outside party as a result of the performance (or non-performance) on his/her part in any outside work/consulting. All such activities must contain a disclaimer that views/opinions expressed are those of the faculty only.
 - vii. Use of Centre's infrastructural facilities such as STD, photocopying etc. by the Faculty Member for the consultancy assignments will be subject to the approval of the Head. If there is use of facilities, cost for the same will have to be reimbursed as determined by the Head. Faculty Member will pay to the Centre a fixed sum of 15% of the fee received with respect to assignments mentioned at clause I.B. above, within 30 days of the receipt of payment received. No such payment is necessary if the fee is Rs. 10,000/- (Ten thousand) or less.

Annexure-IV

Guidelines for the Leave on Sabbatical

The guidelines are valid from the date the by-laws are implemented.

Purpose

The primary purpose for which a sabbatical leave is granted is to provide members of the tenured faculty with opportunities to:

1. Improve and strengthen their teaching and research;
2. Engage in research and/or professional writing for intended publication in the applicant's area of expertise;
3. Perform scholarly or professional services at the local, state, national, or international level;
4. Engage in other creative or scholarly activities; or
5. Engage in intellectual and professional development activities that will be of benefit to the individual and to the Centre.
6. Engage in research activity both quantitatively and qualitatively.

Eligibility

All faculty members at Centre are eligible to apply for this type of leave to take effect at the end of 5 years continuous employment on regular full-time duties. Faculty members who do not wish to apply for a sabbatical leave in the year they become eligible or who are denied a leave for any reason will retain their eligibility and may apply during the following year(s). Upon completion of one sabbatical leave, a faculty member begins to accrue time toward eligibility for the next sabbatical leave from the year in which the final report of the sabbatical is submitted to the Head provided normal duties are resumed. The leave time is not considered to be part of the accrued time toward a subsequent leave.

Sabbatical leaves shall be granted with due regard to the claims of those eligible and applying as well as the best interests of the Centre. Such leaves will be granted when departmental programs and the interests of the Centre will not be seriously impaired by the employee's absence. They shall be granted to those individuals whose past service and contributions have been such to warrant the assumption that they will benefit in a manner that will enhance their value to the institution.

Length of Leave and Compensation

A sabbatical leave may be granted for half the contractual period at full salary or for one contractual period at full salary or for one contractual period at half salary (limited to two years). An individual may combine a grant or a scholarship, e.g. Fulbright, or other professional income with a sabbatical leave provided the total income derived while on leave does not exceed the normal salary for the period of the leave after the expenses of the leave, such as equipment, books, and professional travel, have been deducted.

As a general rule, a faculty member on a sabbatical leave may engage in other activities for financial compensation or financial gain only when these activities are included and approved as part of the sabbatical leave application process. It is the responsibility of the applicant to inform the Centre of all other Salary, grants, fellowships, or financial support he/she expects to or does receive during the period of the sabbatical leave. While on sabbatical leave, an

individual is an employee of the Centre and continues to receive benefits. If the leave is at full salary for one-half the annual contractual period, those benefits available to all full-time faculties will continue unaffected. However, if the leave is for the annual contractual period at half salary, retirement contributions will be based on the actual salary paid.

Guarantees

An individual granted a sabbatical leave agrees in writing to return to Centre for at least two year or to refund the compensation paid by Centre during the leave. In case of, death, accident or serious illness causing the faculty member to be unable to return, this obligation can be waived by the Steering Committee

Postponement

Approved sabbatical leave shall not be denied solely for the convenience of the Centre. However, any delay that occurs because an approved sabbatical is postponed solely for the convenience of the Centre shall accrue in terms of eligibility toward a subsequent sabbatical leave.

Application and Review Procedures

1. At the beginning of each academic year, the Head shall inform the faculty of the application deadline.
2. The application form shall be accompanied by a proposal clearly enunciating the purpose for which the leave is being sought and the expected result from such a leave. The faculty shall be responsible for ensuring that the promised result does accrue, failing which the Steering Committee may take a view to treat the period of such leave in any manner it may deem fit.
3. At any level of review at which a proposed project is denied, the applicant will be given a written explanation indicating the reason(s) for denial. The applicant shall be given at least two weeks to resubmit the proposal when the Centre suggests revisions

Proposal Format

A leave request shall include an “Application for Sabbatical Leave/Leave of

Absence” form and a proposal which shall be organized and consist of the following items:

1. Resume of scholarly or creative activities;
2. A clear, concise statement of the tasks to be completed during the leave;
3. A timeframe for completing tasks identified in as a whole, as well as for each individual task;
4. A statement of how the proposed activities will accomplish the acknowledged purposes of a sabbatical leave and improve the applicant’s contributions to the Centre.
5. Detailed information concerning the resources and facilities needed to complete the proposed activity; and
6. A statement of the explicit outcomes anticipated from the leave.

Evaluation Criteria

Leave requests shall be evaluated giving due consideration to:

1. The quality of the proposal, its probable value to the professional development of the individual, and the contribution to the Centre;
2. Potential value of the completed project to the Centre, professional areas;
3. Evidence which exhibits sound preliminary planning of the project and ability to complete the project;
4. Past record of service to the Centre, research, teaching, and other scholarly and creative activity;
5. The final report and any subsequent outcomes of the most recent sabbatical leave.
6. The years of service applicable toward the leave; and
7. Impact on Centre programs.

Final Report

Recipients of a sabbatical leave agree to submit a full written report by the end of the academic semester in which normal academic duties are resumed. Two copies of the report shall be made with one being placed before the Steering Committee for its consideration and necessary action. The final report must contain:

1. A brief summary of the proposal;
2. A review of the tasks accomplished;
3. Copies of articles monographs, creative works, or manuscripts prepared for publication, if applicable; and
4. A description of the explicit outcomes as they affect the individual and the Centre.

Terms

Full salary is normally paid during the sabbatical period, provided that the employee works to full capacity for the Centre according to the job description. If the employee receives salary income or other income in excess of the additional expenses in connection with the stay elsewhere, a decision would be made about the case as it may be necessary to reduce the salary paid by the home institution.

In the event of stays at institutions in India and abroad, the employee is urged to apply to have expenses met by research councils, funds etc. Centre may, following an application, cover any deficit, equivalent to the support granted by the other Research organizations for a research stay abroad.

Miscellaneous provisions:

A sabbatical is earned by a faculty member at the level of Assistant Professor or above employed on full-time basis only.