



BMS

Institute of Technology and Management

Avalahalli, Doddaballapur Road, Yelahanka, Bengaluru - 560064

SABBATICAL LEAVE POLICY

No. BMSIT/2017-18/2951

01-01-2018

[Approved by the Board of Governors in their meeting No.25 on 2nd July 2016 and confirmed in the meeting No.26 held on 18th October 2016, Chairman BOG approval dated 22-12-2018]

1. APPLICABILITY AND COMMENCEMENT

- 1.1. These Guidelines shall be called the 'BMSIT&M' Sabbatical Leave Policy Guidelines.
- 1.2. These shall be applicable to the Faculty Members serving on regular basis in the Institute.
- 1.3. They shall come into force on the date of the approval of the Chairman, Board of Governors (BOG) of BMSIT&M i.e., **1st January 2018**.

2. RIGHT OF LEAVE

- 2.1 Sabbatical Leave cannot be claimed as of right and when exigencies so demand, Sabbatical Leave may be refused or revoked by the authority empowered to sanction the leave.
- 2.2 Sabbatical Leave may be granted for one or more of the following objects, namely:
 - 2.2.1 To conduct research or advanced studies in India or abroad;
 - 2.2.2 To write text books, standard works and other literature;
 - 2.2.3 To visit or work in a University, Industry or Government research laboratories in India or abroad; and
 - 2.2.4 Any other purposes for the academic development of the faculty member, as approved by the BOG.
 - 2.2.5 Sabbatical leave cannot be granted for studies leading to higher degrees
 - 2.2.6 Faculty member shall clearly spell out the time-based plan that he/she will engage during the sabbatical leave.
- 2.3 Faculty Member concerned shall furnish a letter of acceptance from the Host Institution/Laboratory for undertaking advanced study/research.

3. AUTHORITY EMPOWERED TO SANCTION LEAVE

- 3.1 Applications for Sabbatical Leave shall be addressed to the Principal of the Institute. It should be applied at least three months in advance to the Principal of the Institute.
- 3.2 Sabbatical Leave shall be sanctioned by the Principal with the concurrence of the Chairman BOG.
- 3.3 The Chairman, BOG shall sanction Sabbatical Leave of the Principal with the concurrence of the BOG.

4. COMMENCEMENT AND TERMINATION OF LEAVE

- 4.1 Sabbatical Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the one in which duty is resumed; if resumption of duty takes place on the afternoon of a day, leave ends on the same day.
- 4.2 Sundays and other holidays or the vacation may be prefixed as well as suffixed to sabbatical leave.

5. COMBINATION WITH DIFFERENT KINDS OF LEAVE

- 5.1 Sabbatical Leave can't be combined with any other leave.

6. PROVISIONS OF SABBATICAL LEAVE

- 6.1 A faculty member with a continuous service of seven years will be eligible for a sabbatical leave of a duration upto SIX months and a member with a continuous service of TEN years will be eligible for Sabbatical leave upto ONE year.
- 6.2 Sabbatical Leave may be granted once in seven years, provided, the faculty member concerned has not gone on six-months or longer deputation or assignment or study leave during the preceding seven years.
- 6.3 Sabbatical Leave may be granted for a period of six months to twelve months inclusive of vacation at a time.
- 6.4 On availing the Sabbatical Leave and/or after rejoining the duty, if the faculty member resigns within three years, he/she shall refund the salary paid to him/her during the period of his/her Sabbatical leave. The requirement of serving the Institute for a minimum period of three years after availing Sabbatical Leave may be reduced so as to end with superannuation.
- 6.5 For all purposes the period of Sabbatical Leave shall be treated as a period spent on duty and the faculty member shall be paid full salary during the period of Sabbatical Leave under the normal rules as would have been otherwise admissible to him. But he/she shall not be entitled to any traveling allowance or any extra allowance in India or abroad. The faculty will not be eligible for expenses like Travelling, Food, Daily DA etc during the period of sabbatical leave whether he /she is utilizing the leave in Bangalore or elsewhere.
- 6.6 On completion of Sabbatical leave, the faculty member shall submit a detailed report on the work done and objectives accomplished.
- 6.7 On sabbatical leave, the faculty member staying in Bangalore could carry on with his/her academic work in the institute to pursue the object of sabbatical leave but cannot hold any administrative / financial positional responsibility in the Institute or of any other body / committee constituted by the Institute.
- 6.8 ~~6.10~~ The applicant concerned shall give an undertaking before proceeding on Sabbatical Leave that he/she will utilize it for bonafide purpose for which it is sanctioned and will not accept any commercial or gainful employment during the period of leave.
- 6.9 An employee on Sabbatical Leave cannot take up a position elsewhere, which is either tenured or leads to a tenured position. He/She shall, however, be free to receive a scholarship or fellowship or bursary or any other adhoc honorarium other than regular employment.

- 6.10 Normally between two occasions of availing Sabbatical Leave, there should be a minimum gap of three years of regular service (in case earlier leave not taken for full year; the remaining leave may be, taken after a gap of three years only). Sabbatical Leave availed earlier will not be taken into account as regular service for the purpose of reckoning the eligibility for such leave subsequently.
- 6.11 At any point of time, a maximum of 5% of the sanctioned strength of the faculty members of the Institute (subject to any fraction in the figure thus arrived at being rounded off to the next higher integer) may be permitted to avail of Sabbatical Leave either within India or abroad. No substitute shall be appointed in the vacancy and the other members of the Faculty shall share the work.
- 6.12 During the period of Sabbatical Leave the applicant may continue to retain accommodation given by the Institute on the same terms and conditions as are applicable to other employees of the Institute. If the applicant during the period of leave resides in India, he will be entitled for medical support as per the rules of the Institute.

7. OVERRIDING CONSIDERATIONS

- 7.1 The Principal of the Institute may relax/waive/modify any of the aforesaid clause/conditions with the concurrence of the Chairman, BOG.
- 7.2 The interpretation of the Principal on the various provisions of these guidelines with the concurrence of the Chairman BOG shall be final.
- 7.3 Any directives received from Chairman BOG shall be binding on the Institute and shall have an overriding effect on the above.



PRINCIPAL


CHAIRMAN