



February 26, 2022

IMI Policy on Sabbatical (Leave without pay) for Faculty

Purpose

To take up full time employment/ fellowships in other organizations either in India or a foreign country in the overall interest of faculty development and research, or in the interest of the Institute in general. *This will apply to employment outside the IMI system and not deputation within the IMI system from one campus to another.*

Eligibility

The leave will be granted to permanent faculty members who have completed at least six years uninterrupted service at the Institute.

Terms and conditions

The period of leave will be for a maximum of one year. No further extensions will be given.

The period of leave will not be counted for the purpose of completed service. The faculty member will not receive any salary and will not be entitled for any other benefit during the period of leave.

A minimum of six years should elapse after return from one term of sabbatical before another term of sabbatical is granted.

In their entire career at IMI, a faculty member may take a maximum of two terms of sabbatical of one year each, amounting to a maximum total period of two years of sabbatical. If sabbatical of less than one year is taken in the first sabbatical term, then the balance cannot be carried forward to the next sabbatical term. A given sabbatical term cannot exceed one year.

The faculty member cannot undertake any assignment other than the one for which the leave has been granted without the permission of the Director/Director General.

Maximum 10% of the faculty on roll may be granted sabbatical at any given point of time in the institute.

At the end of the sabbatical, on their return to IMI, the faculty member will be absorbed in the same position at the same salary as when they went on sabbatical.

IMI Policy on Transfer and Deputation between Campuses for Faculty

The **transfer** policy is applicable for faculty members who want to transfer from their current campus (old campus) to another campus (new campus). Such a faculty member may apply through the Director/Director General of the old campus. If this is recommended by the Director/Director General of the old campus, it may be forwarded for consideration to the Director/Director General of the new campus, who may then forward it to the relevant functional area in the new campus to see if it fits present requirements. If there is a fitment then the transfer may be formally approved by the Director/Director General of both the old campus and the new campus. The transfer to the new campus does not guarantee transfer back to the old campus at a later date. This will have to be processed as an independent transfer request if and when the faculty member wants to be considered for that.

The **deputation** policy is applicable in the case of an institutional requirement for one faculty member to move from their current campus (old campus) to another campus (new campus). This institutional requirement will have to be approved by the Directors' Council. Subject to the consent of the faculty member concerned, the faculty member will move on deputation from the old campus to the new campus for a predefined term. This term can be extended based on the approval of the Directors' Council and the consent of the faculty member. At the end of the deputation term, the faculty member will return to the old campus.