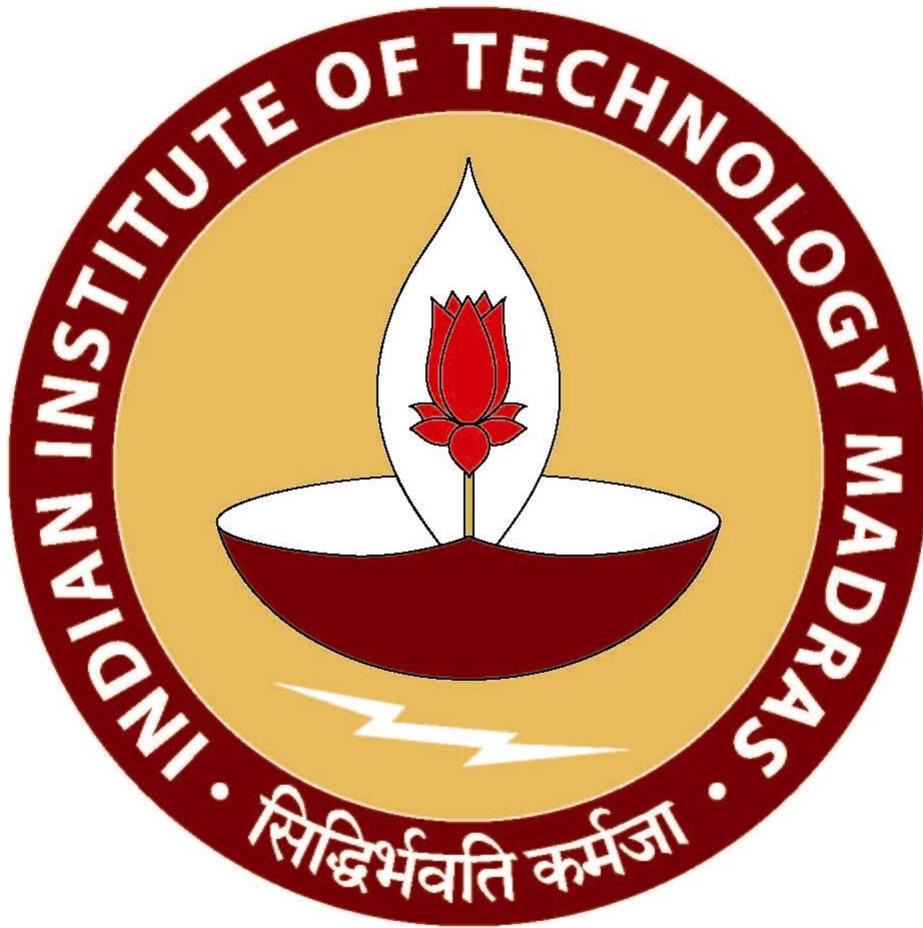


# Guide for new faculty



August 28, 2014

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# Preface

If you are reading this manual, you must be a new faculty at IITM, or you must be aspiring to become one soon. The Indian Institute of Technologies are central government institutions and all faculty are central government employees. It can be a while before a faculty gets to know what facilities are available and how they can go about making use of these facilities. For example, a new faculty often do not know what options he/she has for taking leave, going on a vacation or sometimes even things as basic as calculating the income tax that will be deducted. Most of them remain unaware of these aspects for at least two years, while some of them get to know most of it through interaction with other people in the institute. Several of these issues, if known earlier can help avoid frustration and disappointment and one may have a sense of being in control. It can also help you plan a bit ahead. This hand book has been prepared keeping the new faculty in mind, who would like to have a bird's eye view of everything so that they can then ask for more information at the right time to the appropriate people when needed. We would also like to mention that some of the procedures we have here written here are not rigid. Several things depend on the department to which you belong and sometimes clear rules do not exist. Please exercise your discretion and also talk to your colleagues to know how things work in your department. This hand book will however; provide guidelines to help you get started and provide a quick reference to know at least how some of us got a few things done. If you find this guide book useful and would like to send comments or make suggestions, please email [n.swaminathan@iitm.ac.in](mailto:n.swaminathan@iitm.ac.in) with the subject "New faculty guide". We look forward to your comments and suggestions to make this guide useful for future faculty who join us.

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# Chapter 1

## Joining

### 1.1 Positions and promotions at IITM

#### 1.1.1 Positions

Before we begin telling you various things which may be useful as you find your way through the IITM system, you may want to make sure you know your designation and what that means. Check your offer letter. It should say that you are either an assistant professor, assistant professor on contract, a visiting faculty or an assistant professor on contractual basis. IIT has a rolling advertisement calling for faculty applications. Candidates who apply against an advertisement are either a) Assistant Professors b) Assistant Professors on Contractual Basis or c) Assistant Professors on Contract. It is important to know the differences between these positions to avoid any surprises later on.

- **Visiting faculty:** Such positions are temporary and last for usually about a year and comes with a fixed, consolidated pay. Visiting faculty positions are not as common now a days since recruitment is done almost every year. If a department is short of faculty in a particular area, they can make a visiting faculty appointment with the institute's approval.
- **Assistant Professors:** Candidates who have at least three years of Post-Ph.D. experience AND appear for the interview in person at IITM campus are designated as "Assistant Professors". Currently they are placed in pay band 3 with a grade pay of Rs. 8000. After three years, they are automatically moved to pay band 4. As in all government jobs, Assistant Professors are on probation for one year and confirmed based on a report from the head of the department. Note that the date mentioned on the Ph.D. degree certificate is the date which will be considered for deciding your post Ph.D. experience. Hence, any experience between the submission of the thesis and the date on the degree certificate is not considered. For, e.g. if a person submits the Ph.D.

thesis in January 2012, and defends in August 2012, and the date on the degree is December 2012, the period of Jan 2012 to Dec 2012 is not counted as post-Ph.D. experience even if the person was doing a “post-doc” during that time.

- **Assistant Professors on Contractual Basis:** Candidates who appear for the interview in person but do not have three years of post-Ph.D. experience are designated as “Assistant Professors on Contractual Basis (APCB)” for a maximum of three years. The one year probation runs concurrently. APCB get a lower grade pay (e.g. Rs. 6000 or Rs. 7000) based on the number of years of Post-Ph.D. experience. Whenever they complete the three years, they will be designated as Assistant Professors after a report from the department HOD and then get the corresponding grade pay of Rs. 8000. The faculty who are on a contractual basis do not need to attend another interview (apart from the one in which they were selected). There are candidates who are designated as “Assistant Professor” after one year on contractual basis (but get the lower pay till the 3 years after Ph.D. are complete). Assistant Professors on contractual basis are treated similar to Assistant Professors for all practical purposes. For example, the institute makes a contribution to the provident fund, they get LTC and can avail of CPDA to attend conferences etc.
- **Assistant Professor on Contract:** A candidate who has applied against an open advertisement but does not appear for the interview **in person** (i.e. s/he appears through Skype or for a telephonic interview) is given this designation. Such a faculty has to apply once again the following year and will need to go through a seminar and an interview to lose the “on contract” tag. At the time of the re-interview (in person), if the person has completed three years of post-PhD experience, s/he is designated as “Assistant Professor” or else the candidate is designated an “Assistant professor on contractual basis” till the three years of post-Ph.D. experience is completed. After this s/he automatically becomes an “Assistant Professor”.

### 1.1.2 Promotions

Note that IIT faculty do not get “promotions”. For example, if an Assistant Professor wants to become an Associate Professor (or if an Associate Professor wants to become a Professor) , s/he applies for the post against an advertisement (along with other external candidates), and appears for the interview if shortlisted. If selected for the post, s/he gives a technical resignation from the lower post and joins the higher post. S/he will need to complete a one year probation period in the higher post to get confirmed in that post.

Graduating a few research scholars (M.S. and/or Ph.D.) successfully is usually necessary for a successful transition to higher academic posts. The numbers and the requirements vary from department to

department. It would be in your best interests to discuss criteria for a successful transition with your senior colleagues (who made the transition recently) and your department head so that you can plan yourself accordingly. It is generally advisable to graduate two M.S. students (on your own, not in association with another faculty) before you apply for an associate professor position and at least a few Ph.D students (on your own) for the professor position. Additional joint guidances are good, but are not substitutes for sole guidance. It is important to be guiding (have guided) one to two scholars (M.S and Ph.D.) on your own in addition to collaborative guidance. A few publications, as either peer reviewed journal articles or international conference publications also plays a critical role. In addition, other contributions to the department/institute through offering new electives, teaching B.Tech. and M.Tech. core courses also helps.

## **1.2 Forms to be filled on the day of joining**

On the day of joining, first go to the recruitment section, which is located in the first floor of the administration building. They will give you a set of forms to fill out. Images of these forms can be found in Appendix.A. You may go over these to see what information you need to have to fill these forms. Some of the forms might need signatures from the head of the department. Other forms will need to be signed by three witnesses. Any faculty/office staff in your department will be glad to sign them for you. Please note that Form A.1 must be in quaduplicate and Form A.2 must be on a twenty rupees stamp paper.

## **1.3 Other things to do on the first day**

Here are the following things which you should do on the day of joining.

- Bring ALL your certificates. This includes academic certificates and professional ones. It may be difficult to provide an exhaustive list here as it depends on the candidate's background. Carry everything, along with 2-3 photocopies of each.
- Bring the completed forms that you may have received along with the offer letter.
- Carry approximately twenty recent passport size photographs, a glue stick, and a pen that writes.
- Give your joining report to the HOD (Call before to make sure that he/she is in the office). The time of joining (forenoon or afternoon) matters and decides your seniority based on which several other things take effect. While, you are in the HOD's office ask for the booklets which describe the syllabus and course requirements of all the programs offered by your department. You can also ask for the most recent telephone directory. This comes in handy always. A pdf of



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the directory can be found in <http://www.iitm.ac.in/sites/default/files/uploads/tel-dir11-12-12withoutmobile13-12-12.pdf>.

- Set up a meeting with the Dean of Administration by calling to their office. This is just a courtesy visit to get acquainted with the higher authority.
- If needed you may also meet the head of the laboratory. This is highly recommended for a large department like Mechanical Engineering. The HOL will be able answer any questions you may have regarding your settling down. You may also ask him/her regarding your office space, lab space, stationery needs. You should also ask on courses offered by that section so that you know which ones you may be able.
- Soon after, go to the estate section, located in the first floor of the administration building to register for an apartment in case you want to live on campus. If you want, you can go to the Engineering Unit (located near the shopping center) and collect the keys of a few apartments to look at them before you register for the apartment.
- Salary is deposited to your State Bank of India, account (near Gajendra Circle), you must have an account here and it is good to create it as soon as possible.
- Once your work with the administration is over, you will have to wait for an order to be sent to the Central Library , where ID cards will be made. Ask the people in the recruitment section when they will send the documents over, so that you can get your institute ID card made.

## Chapter 2

# Understanding your pay slip

### 2.1 Salary

All faculty will get their pay slips via email at the end of the month. You may also log into <https://eservices.iitm.ac.in/fsportal/> to see your pay slip . You will be paid at the end of the month. Assistant Professors will be in (Pay Band) PB-3 i.e. Rs.15,600-39,100 with minimum pay of Rs.30,000/- with Grade pay (GP) Rs.8000/- . Over this amount (Pay band amount + GP) you will have other allowances. The amount in the pay band + the grade pay is called the *Basic*. After completion of three years service in PB-3 they will be placed in PB-4 i.e. Rs.37400-67000 with Grade pay of Rs.9000/- plus allowances. The faculty is eligible for the following allowances

- Dearness allowance (DA) which is 80 % of the basic as of 22<sup>nd</sup> August 2013. The DA increases by 5-6% **twice** a year. If your basic is Rs. 38,000 then the DA is  $0.8 \times 38,000 = 30,400$ . *The DA was increased to 90% and will be effective from July 1<sup>st</sup> 2013.*
- House Rent Allowance (HRA): You will get this only if you live off-campus. Even if you live on one of the guest houses in the campus while you are being allotted an apartment, you will have to forgo your HRA. The HRA is 30% of Basic. So  $0.3 \times 38,000 = 11,400$  (if your basic is Rs. 38,000)
- Transport Allowance (TA): You will get this no matter where you live. TA is  $3200 + DA \times 3200 = 3200 \times 1.8$ . This will be,  $1.8 \times 3200 = 5760$
- Telephone including broad band charges of Rs.750. This will be a reimbursement

Thus the **Gross Income** for a person with pay band of Rs. 30,000 and grade pay of Rs. 8,000 who lives off campus will be, **Rs. 86,310**.

Monthly pay cheques can be credited directly to your on-campus State Bank of India account. A letter to this effect, with your account number, is to be deposited with the pay-bill section. You should also give them a copy of your institute ID and PAN card. All future financial payments will be made directly to the account and taxes will be deducted at source. The pay slip (computer print-out), which you will get via email, will list all your deductions and any extra adjustments that were made. The pay slips do not detail the deductions or adjustments that was made to your salary. However; the accounts section (Located in the second floor of the administration building (Extn: 8248)) will be able to give you the details. For telephone, you will get a separate statement via email that clearly delineates all the calls you have made.

## 2.2 Personal deductions

Your monthly salary will be deducted for services you use. Some of the items which appear on a salary slip as deductions are.

- Milk: Milk costs around Rs. 14 for half a liter packet. It can be a rupee or two more outside the campus. Milk will be delivered to your apartment at around 5:30am provided you request at the milk depot located at the shopping center. See the staff club link <http://eservices.iitm.ac.in/staffclub/?q=node/56> for more information on the rules to follow to get milk delivered to your home.
- Electricity
- Water: It is Rs. 220
- Solid Waste Disposal: Rs. 15
- License fee for the apartment in case you live on campus: See Table. 3.1 for list of various apartments on campus, their area and the license fee charges as of May 2013.
- Service (only Rs. 1.00)
- GTIS is a group term insurance scheme. You must have filled this form on the first day of joining the institute. About Rs. 590 will be deducted from your salary. The proceeds from it are paid to the family members of a faculty/staff if the person dies in service. Faculty/Staff have the option of choosing to go in for higher premiums to ensure their families are provided for. The rates for life this additional schemes are given in Appendix.B
- Staff medical facilities: This will about Rs.180

- Telephone charges: Any extra telephone charges. You will get a separate email regarding this to your IITM email account.

## 2.3 Professional deductions

### 2.3.1 Income Tax

#### Tax slabs

As of August 2013, the tax slab in India is as in the Table. 2.1. The tax is deducted at source, which means that every income tax will be deducted from your gross income. Telephone reimbursement is not tax deductible. You may think that the gross income of a month is applied to one year and an even distribution of income tax deduction takes place. This is never the case. The income tax for a few months is more than what it should be, while on other months it can be less than what needs to be deducted. Over the tax year, which is March to February the income tax which must be deducted will be correct and as per the slab shown in the table 2.1. You may want to maintain your own personal records to see if tax deduction is appropriate.

#### Tax saver

Under normal circumstances, you may save tax only to an extent of Rs. 1,15,000 annually. The various sections under which you may do this are:

- Under section 80D (Health Insurance Premiums), for individuals less than 65 years of age, amount of health insurance premium paid or Rs. 15,000, whichever is lesser. [For senior citizens above 65 years, amount of health insurance premium paid or Rs. 20,000, whichever is lesser. Other deductions under 80D and 80DDB may also be availed.
- Under section 80CCC, you may invest as payments to LIC (Life Insurance Cooperation) or to any other insurer under an approved pension plan. You may save Rs 100,000 only under section 80C as of May 2013. A major portion of this saving will usually come from the **New Pension Scheme** you are entitled to. More on this in section 2.3.2. For the remaining portion you may save in different schemes that LIC has.

### 2.3.2 Provident fund

A **National Pension Scheme** (NPS), also referred to as the **New Pension Scheme** is in effect for all central government employees (except the Armed Forces) since 1<sup>st</sup> January 2004. NPS is available to all

Annual Income	Percentage
0 - 2,00,000	No Tax
2,00,001-500,000	10%
500,001-10,00,000	20%
10,00,000 and above	30%

Table 2.1: Tax Slab as of August 2013 in India

citizens of India since May 01, 2009. The National Securities Depository Limited (NSDL ) is the Central Recordkeeping Agency (CRA) for the National Pension Scheme by the Pension Fund Regulatory and Development Authority (PFRDA).

### **PRAN account**

The first thing to have your pension set up is to have a PRAN (Permanent Retirement Account Number) account. Go to the administration block (2<sup>nd</sup> floor, administration building, Extension 8255) and get the PRAN application form. You will need to affix your photograph on the form and give a photocopy of your PAN card and Institute ID card. Details of the scheme need not be filled at this point. Once the form is filled, you will wait for an intimation via SMS and/or email regarding your PRAN account. Later (a month or so) you will receive a packet with your PRAN account and a password to access your PRAN account online. **Keep these things very safely.**

### **Where does the money go?**

The institute contributes 10% of Basic and you contribute the same amount. As per the present guidelines of PFRDA, your contribution towards pension will be invested in the default Scheme termed as 'Scheme I' of various "Pension Fund Managers" in the ratio of 34%, 32% and 34% in favour of State Bank of India(SBI), Unit Trust of India (UTI) and Life Insurance Corporation of India (LIC), respectively. However; for more details, you may refer the web site <https://www.npscra.nsd1.co.in/>. Once you have got your PRAN and password you may access your account to see your pension fund growing. You may access your account through <https://cra-nsd1.com/CRA/>.

### **2.3.3 Recoverables**

You may have other deductions and sometimes these appear in your pay slip under the head, DDF/SAARANG. DDF stands for Director's Discretionary Fund and SAARANG is a cultural event at IITM. These heads may or may not have anything to do with the actual reason for which you are being deducted. You may contact the pay bill section (Extn: 8248) to know why you were deducted that money incase you are unable to figure it out.

# Chapter 3

## Apartment and Living

### 3.1 Estate office

The estate office (Extn. 8114), on the second floor of the administration building, is responsible for all on-campus housing allocations.

#### 3.1.1 Apartment types, sizes and license fees

All faculty will be eligible D1 and above, except A. The approximate sizes and license fees (as of May 2013) of all apartments which currently house faculty (Assistant Professors to Professors) are tabulated in Table 3.1

- A - Eligibility - you have to be the director
- B - These are large bungalows, with a ground floor and a first floor. Ninety six new B's with a modern plan are currently sanctioned to be constructed. See the engineering unit web site <http://enggunit.iitm.ac.in/> for the plan. This will hopefully be ready in about 3-4 years time from now (May 2013). Only Professors and registrars are eligible for this type of apartment.
- C apartments are of various sizes and age; some C apartments (like those on III loop road) are considered desirable and many people are known to have passed up the old B types and have chosen to stay in C. Eligibility - Associate professors (and a couple of others). Since some professors are dropped down from B due to non-availability, C flats are alternately offered to professors and associate professors. However; professors can also apply as associate professors using their prior status as associate professors (and seniority based on their date of appointment as associate

Apartments	Area(sq.ft.)	License Fee (Rs)
D1	662	420
D-1-1 to D-7-12	1025	740
D-8-18 to D-29-84	984	740
D31-D32-12	1054	740
C2-3-1-2 to C2-3-12	1412	900
C2-1-1 to C2-1-12	1412	900
C2-2-1-2 to C2-2-12	1412	900
C2-4-1-A to C27-6-D	1477	900
C-1-1 to C-9-2	2005	1550
C-1 to C-28	2055	1550
C-29 to C-32	2507	1550
B-1-1 to B-10-7	2278	1550
B-1 to B-18	2266	1550
B-19 to B-22	2669	2220
BE-24 to BW-25	2106	1550

Table 3.1: Apartment types, approximate sizes and license fee as of May 2013

professors). There are not enough C flats to cover all associate professors and hence some professors and associate professors drop down to the next lower size.

- Assistant professors and a handful of administrative staff are eligible for C1 and C2. Since some professors and associate professors will be in this pool due to drop down, C1/C2 flats are offered in rotation to assistant professors - professors - assistant professors - associate professors. Professors are eligible to apply as associate professors using their prior associate professor status and both associate professors and professors can apply as assistant professors, using their prior status. Thus, assistant professors have tough competition in this category and will need several years service before getting an apartment of this type. C2 type apartments are of various sizes and age. There are about 96 new (Constructed in 2010-2011) ones which have about 1,477 sq. ft. of carpet area. These have 3 bedrooms, a living room, dining room and 3 bathrooms.
- D type is distributed between faculty and staff. The allocation ratio between faculty and staff is fixed from time to time by the estates committee. The current ratio can be obtained from the estate office.
- D1 and MOH ( Married Officers Housing) is usually occupied by staff and research scholars. This is also supposed to be a transit accommodation for new faculty. Depending on availability of other larger apartments, the transit period can be as long as 5 years.

As per the above criteria, all faculty would be eligible for a C1 type housing. However; with the shortage of such housing, faculty are allocated D-type or D1 type housing. Also, if none of the apartments are available for a new faculty, they are accommodated in the Taramani guest house, until an apartment

becomes available for occupancy. Also, note that both D and D1 type apartments have shelves without doors on them. If you want, you can request the engineering unit, civil maintenance, residential zone to fix cupboards to the shelves in the D and D1 type housing. A letter addressed to the Assistance Executive Engineer, civil maintenance, residential zone will get the job done. Unfortunately, you cannot request doors for shelves in the kitchen.

### **3.1.2 Apartment allocation**

#### **General procedure**

A circular is sent by email by the estate office listing the availability. The frequency with which the estate office sends this email depends on how soon the engineering unit makes the apartment ready for occupancy. You have a week to ten days to see the apartments and request for an apartment on Workflow, before the deadline. You may obtain the keys from the engineering unit located near the shopping center. You can cancel your request for an apartment, before the deadline has passed, by sending an email to [estate@iitm.ac.in](mailto:estate@iitm.ac.in). If you are allotted, a letter is sent to you. If you are not allotted, an email with the list of apartments which were put up and the employees to whom they were allotted along with their date of joining the institute is sent to all who applied for the apartment. This list also contains all those who applied for the apartments and their date of joining. This will clearly indicate where you stand in terms of getting the next larger apartment. A list of current occupancies of all the apartments can be found in the link <https://eservices.iitm.ac.in/fsportal/sites/default/files/Documents/Quarterslistason1stJan2013.pdf>. If an apartment is allotted to you and you decide not to take it, you may be debarred from applying for on-campus housing for one or two years.

#### **Allotment by the estate section**

The estate section has a specific method of fairly allocating apartments to faculty and staff. The Table. 3.2 shows the various categories based on the scale and the grade pay, while Appendix C shows the norms for determining the eligibility for registration and allotment of vacant quarters of various types available in the institute. There are five cycles based on the grade pay as follows.

- Q1 GP Rs.10,500 and above
- Q2 GP Rs.9000-10499
- Q3 GP Rs.6000-8999
- Q4 GP Rs.4800-5999



- Q5 GP Rs.4200-4799

Table 3.2: Categories for allotment of quarters [\*Visiting Assistant Professor]

Type	Scale of pay	Grade Pay
B	PB4 37400-67000	10500 and above
C/C1	PB4 37400-67000	10000
		9500
		9000
C2	PB4 37400-67000 PB3 15600-39100	8900
		8700
		8000
		7600
		6600
D	PB3 15600-39100 PB2 9300-34800	5400
		5400
		4800
		4600
		4200
D1	PB3 15600-39100 PB2 9300-34800	8000
		6000 (VAP*)
		4600
		4200

## 3.2 TV, Phones ,internet

### 3.2.1 TV

In case you need a TV connection you can either call Airtel, 080 44448080 or Airtel users can dial \*121\*6# and get the connection with your preferred channels or you can get it through the staff club. Visit their web site <http://www.airtel.in/wps/wcm/connect/DTH/bharti+dth/home/>. They are quite proactive and will install your TV in a few minutes. Note that you can have charges for the airtel TV connection deducted from your monthly salary provided you get it using the staff club otherwise you will have to pay this separately. See <http://eservices.iitm.ac.in/staffclub/?q=node/24> and <http://eservices.iitm.ac.in/staffclub/?q=node/3> for more information on getting AIR TEL TV connections using the staff-club.

### 3.2.2 Internet

Internet connection is already there in the apartments. A proxy server with address proxy.iitm.ac.in together with port 3128 will usually let you browse the internet. You can buy a router, from Gurunath stores in case you need one.

### 3.2.3 Phones

You can send an email to the Junior Engineer Telephones (Mr. M. Padmanabhan) [mpadma.iitm.ac.in](mailto:mpadma.iitm.ac.in) (Extn: 9487), requesting that you need a phone at your apartment. If you want STD/ISD facilities, you should also go to the telephone unit (located near the administration building) fill out a form . For any complaints you can call them at Extn: 8141. In case you want the phone location in your apartment changed, it might be prudent to take note of this while you visited your apartment and inform the telephone complaints unit.

### 3.3 Gas agencies

There is INDANE which you can get from inside the campus. This is located near the shopping center. This is the most convenient as it will deliver the cylinder to your apartment and the people there are aware of what a new person must do to get a gas cylinder. It usually takes 3-4 months to get your regular gas cylinder. In the meanwhile you can buy a commercial cylinder of higher volume from the same guy for about Rs. 2000. This should be more than enough for a 3 member family for three months.

### 3.4 Shopping Center

The IITM shopping centre has almost everything needed for day to day living on campus. Recently several new shops have come up and you may want to check them out. Current occupants include:

- Ground Floor
  1. Milk supply
  2. Groceries and vegetables: Get your groceries and vegetables/fruits from on campus shopping center. This is very convenient for people who live on campus and cannot venture outside. If you would like to try other places, you may go to the Velachery Pazhamuthir Cholai as well for fruits and vegetables. There are many groceries shops located on Velachery. (Velachery is an area which abuts the IITM South campus)
  3. Ambika Appalam Depot: For Groceries
  4. Ration
  5. Water supply (See section 3.7)
- First floor
  1. Laundry

2. Small shop which sells regular items and you can get cell phone recharged here
3. Hair cutters
4. Raja stores for general grocery (Will do home delivery)
5. Beauty Parlor
6. Aavin shop (Can get extra milk if needed and other milk products)
7. Tailors
8. Cake chop
9. A sweet shop
10. Oasis travel agent

## **3.5 Banks and ATMs inside IIT Campus**

### **3.5.1 State Bank of India (IITM Branch)**

You need an account in this branch so that your salary can be deposited here. It is located near the Gajendra circle on Bonn Avenue (Extn: 9400 (Office), 9401(Manager) (or) 2257 0247). The form to open a Savings Bank Account, can be obtained from the following link <http://www.sbi.co.in/webfiles/uploads/files/1295443117344-AccountOpeningForm-EN.pdf>. You will also need a few passport size photographs and some documents for opening this account. The account can be opened immediately and they will give you your account number and ATM card. One of the document is an address proof. If you are new in Chennai or are housed at Taramani guest house temporarily, you may give your office address. You must however; get a letter from the registrar stating that you are a new faculty at IITM. To open the account you will need a few things which are mentioned in the application form, so please read this form carefully to avoid going twice to the bank.

### **3.5.2 Canara Bank**

You may additionally have an account at the Canara bank (Extn: 9405, 9406 (or) 2257 0191) which is located near the shopping center.

### **3.5.3 ATMs**

There are four ATMs inside the campus. Two at SBI, one at Canara bank and one ICICI ATM located in the hostel management office.

## 3.6 Domestic repairs: electrical and civil

You can call them to ask for small repairs. For larger jobs a letter is needed. The letter is addressed to the Assistant Executive Engineer for both Electrical and Civil Maintenance. The Extension numbers of Electrical and Civil Maintenance for the Academic zone are 8193 and 8192, respectively. If at all you are going to the Engineering unit (where the electrical and civil maintenance offices are located), you can give the letter in writing to them. You can also request for maintenance at this link <http://enggunit.iitm.ac.in/CRS/reg.php>.

## 3.7 Water

### 3.7.1 Potable water

You can get water containers delivered to your on campus apartment. Each container costs about Rs. 35. You can go to the shopping center and order it or call them up at Extn:9474.

### 3.7.2 Utility water

Water is usually pumped from the main tank to respective overhead tanks. For D1 type apartments, water is pumped every day once and for others it is pumped once in two days. If there is a water shortage or if you have guests, you should try to use water sparingly and also store it when necessary. If there is no water in your tank at all, you may contact Extn: 8109 (Main Pimp House/Water Supply Complaints)

## 3.8 Kids and Schooling

There are two schools inside the campus (a) Vanavani Matriculation school (IITMVV) <http://vanavani.iitm.ac.in/index.php> (LKG to Std XII, with State board syllabus) Extn: 9416 and (b) Kendriya Vidyalaya (IITKV) (1<sup>st</sup> standard to Std. XII, CBSE syllabus) <http://www.kviitchennai.tn.nic.in/> Extn: 9411. Admissions for IITKV will be accepted beginning February 2014 and go on till 31<sup>st</sup> July 2014. Admissions to IITMVV, begin around the beginning of April. Forms, can generally be picked up from the school. In addition to schools, there is also a Creche + play school facility (Tech. kids) where working parents can leave their kids while they are at work. Kids as old as six months, can be left here. For fee structure of Tech Kids you may contact (Extn: 9426).

## 3.9 Guest houses

There are two guest houses on campus (a) Taramani Guest house Extn. 8450 and (b) Bose-Einstein guest houses. Both are used to house delegates who visit IIT for professional interests. Taramani guest house also accommodates new faculty who are yet to be allotted a D1 type apartment. Taramani guest house has dining facilities, which all faculty (who don't live there) can use. You will be charged only for the meals you take. You may also bring your family with you and bills are sent to you monthly. To avail this facility you should send an email to [taramani@iitm.ac.in](mailto:taramani@iitm.ac.in) stating that you would like to use the day boarding facilities. Lunch/dinner costs Rs 60.0 per head and special link for guests/department visitors can be arranged in advance for Rs. 110.0 per head.

## 3.10 Hospital

There is also a hospital on campus <http://hospital.iitm.ac.in/>. They have both general physicians who will be there 24/7 and other specialists who visit the hospital for a few hours every day. You can call Extn. 8331 for taking appointments with the specialists and walk in, in case you want to see the general physician. The ambulance number is Extn. 8888 or 8333.

### 3.10.1 Medical Insurance

IIT has a medical scheme called GMIS (Group Medical Insurance Scheme). A small amount is deducted from the salary. IIT pays a premium to an insurance company, and the money available from the insurance scheme is paid to people who seek reimbursement of medical bills on a first come first serve basis. Each member is guaranteed a sum of Rs. 50,000. Any expenses beyond that would depend on time of the year and how many other people have claimed for insurance in that year. Some details are available in Workflow->Insurance->GMIS. An option for a higher medical insurance cover is available and is generally advertised in end January or so during which time, an email will be sent to all explaining how one can enrol in this. By paying a higher premium, faculty can choose to have a guaranteed medical reimbursement of Rs. 1, 2 or 3 lakh (based on the premium paid) each year (for them and their dependents together). Faculty who do not have any other medical insurance scheme would in general choose the highest scheme available here. The premium is deducted from salaries in the months February to April or so (in the months where income tax is not deducted).

# Chapter 4

## Work

### 4.1 Setting up your office

This section deals with what you need to do in order to set up your office. Questions including, getting A/C, PC, printer etc. are answered. Certain procedures may vary from department to department and we only provide our experiences to guide you.

#### 4.1.1 Academic civil and electrical maintenance

You can call Academic zone complaints (Extn. 8188 (Civil) and Etxn. 8189 (Electrical) for maintenance issues in your office. Some times a letter is needed to get things done, like for example removing windows to make a A/C slot. A letter to this effect can be written to the Assistant Executive Engineer, (Academic Zone) stating what you need to be done. Regular follow ups might be needed since, they are always busy and standing to several issues on campus.

#### 4.1.2 Getting your A/C, PC and Printer

##### **Air conditioner**

All faculty generally get an A/C, PC and a printer. The procedure to get the A/C is slightly different from the procedure needed to get PC and printer since the funding sources may be different. To get an A/C, you must first write a letter to the head of your department and he/she will generally approve it. This approval may contain a note saying that the department has enough funds to buy an A/C for you etc.. You must then write a letter to the Chairman of A/C unit (currently Dr. G. Venkatratman, Department of Mechanical Engineering) requesting for an assessments of A/C requirements for your office. Along with this letter, send an attested copy of the approval you got from the HOD. Sometime later, two persons will

come to your office and take measurements of your office and also request for information on number of computers, people etc. The chairman will approve the A/C and usually suggest a 1.5 ton A/C for your office. You now send another letter to Dean Planning (along with a copy of the HOD's approval and that of the Chairman of the A/C unit) requesting an A/C and mention in the letter that the Chairman of A/C unit and the HOD have approved your requests. Once the Dean Planning approves it, you can go to the person in charge of stores in your section or department and place an order for an A/C which is in the rate contract [Def: A set of suppliers who are in a formal agreement with IITM to supply items. The rates have been agreed to apriori and one needs to just place a purchase order with the storers and purchase in charge of your section/department to procure that item. If what you want is not in the rate contract a separate process must be followed (See section 4.4)]. For more on rate contract see <https://icsr.iitm.ac.in/?q=node/5>. Successfully getting an A/C requires meticulous following up at every step and could be a little time consuming. The rate contract for A/Cs can be found from the website <https://eservices.iitm.ac.in/fsportal/taxonomy/term/25>.

### **PC and Printer**

For getting a PC and a printer, you should write a letter to the HOD and forward it through the Head of the Laboratory (HOL) in case there is one. In some cases, the HOL can buy the PC and printer for you from the funds available for the laboratory, while in other circumstances it might have to go to the HOD, be approved there and the department funds will be used to get it for you. In any case, depending on the department and other factors, it can take some time to get your PC and printer so bring your lap top for the first few months in case you need to complete an article from your earlier work. Once you get a green signal from the HOL or HOD you can ask your stores and purchase in charge to make a purchase order for the budget approved. Use the rate contract again to get stuff in a reasonable time <https://eservices.iitm.ac.in/fsportal/taxonomy/term/25>.

## **4.2 Research Scholars**

Master of Science (M.S.) and Doctoral Students (Ph.D.) are considered as research scholars. In contrast to most U.S universities, tuition fees and stipend for research scholars are not paid by the faculty. UGC and CSIR supports research scholars of pure science, while engineering research scholars are funded through a MHRD grant. Each department has a certain number of seats for M.S. and Ph.D. based on several factors like the faculty strength etc. The Head of the Department, generally assigns guide to the research scholars after inputs from the head of the concerned laboratory.

## 4.3 Funding sources

As a faculty, you are expected to be financially independent. A new faculty needs some initial start up grant to get started and this funding can be procured from the institute in various ways. Both the institute as a whole through the Industrial Consultancy and Sponsored Research (ICSR) and the home department of the new faculty will usually support.

### 4.3.1 Institute funds grants and awards

#### The New Faculty Seed Grant

The New Faculty Seed Grant ( NFSG) provides up to Rs. 25 lakhs (as of May 2013) for a period of three years. A faculty is usually required to submit a detailed research report at the end of the three years. There are two components to the new faculty seed grant:

- The first component is called the **New Faculty Initiation Grant** for **Rs. 500,000** and is provided by the IC&SR research funds. It is only this component of the new faculty seed grant to which a new faculty is entitled and is given to the faculty without having him/her defend a research proposal. The day your office order reaches you, a letter addressed to the Dean ICSR, requesting this initial component may be submitted. This letter must contain a brief budget and the amount may be used for international travel with *proper justification* and/or for purchasing A/C for your office room. It can be used to buy a desktop for your office as well. This component may be used for travel using private airlines. This grant is only for those who join the institute after July 2013.
- The second component of **Rs. 20,000,000** comes from the institute and the IC&SR facilitates in awarding this grant to you. This component is **NOT** an entitlement. The faculty may not be awarded at all or he/she may be awarded only a part of the request. A proposal (similar to any serious research grant proposal ) is to be submitted for getting this grant. This proposal should contain a detailed budget, including equipments you wish to buy, consumables, contingency, travel etc., with very clear justifications. A cover letter addressed to the Dean ICSR, briefly describing your needs and how you plan to use this grant to boot strap your research activities is essential. The amount cannot be used for purchasing A/C, international travel or to procure furniture. The entire proposal should be forwarded to the Dean ICSR through your HOD. So, take this proposal to the HOD's office first, they will take it to IC&SR from there (keep following it up). After a while you will receive an intimation from the Dean ICSR's office asking you to come and defend your proposal. A committee will be convened to listen to your justifications where you must describe very clearly the technical content and the merit of the research you plan to do with



the funds. You need to make a serious presentation to a panel of experts from our institute, so that they can facilitate and grant the deserved amount. More information can be obtained from <https://icsr.iitm.ac.in/?q=node/5>. You may take up to three years to get this portion of the grant.

## Awards

There are several awards from IC&SR through which additional grants may be obtained. These grants are open to all faculty of the institute.

- 1. Exploratory research project:** The IC&SR will solicit annual proposals from faculty to perform research. The PI has to send in a clear proposal which will be peer reviewed and will have to be defended appropriately with a clear budget. An email from the IC&SR will contain clear information as to how one goes about applying for this grant. It is hoped that the institute can support anywhere between 15-20 PIs on this grant, depending on the availability of funds. Currently the budget for this project is up to a maximum of Rs. 10 lakh for 12 months. A progress report after 6 months and a final report at the end of 12 months is necessary. Following the final report to IC&SR a follow up proposal to a funding agency must be made. The format for the proposal can be found in the link <https://icsr.iitm.ac.in/node/Word/Format%20for%20ERP-ICSR.doc>.
- 2. Large Collaborative Project:** A project comprising of 3 or more PIs requiring large funds (up to Rs. 2 cr.) may be procured under this award. A peer reviewed proposal with a clear budget is needed. A presentation to the review committee might also be needed. The details will be sent via email from IC&SR
- 3. Institute Research awards:** The institute will solicit proposal for faculty in different age groups. This award will usually carry a flexible award, which will be based on the merit of the proposal and will be for a period of three years. The grant may be used along with your other project or institute funds (department funds for example) to enhance the quality of your research.
  - for **young faculty** who are less than 40 years of age
  - for faculty in **mid career** 40 - 50 years of age
  - for **senior faculty** who are over 50 years of age
- 4. Young Faculty Recognition Award:** Details on this award can be found in the link <http://www.iitm.ac.in/yfra>. The following guidelines are generally used for granting the award:

- The award is based on nomination from the concerned department head. The last date for nomination is February 15<sup>th</sup>. Each department head can send upto two nominees from his/her department.
- Nominee must be a permanent faculty member of IIT Madras, who is not more than 40 years of age, as on 30 April of the preceding year. The nominee must also be a regular employee of IIT Madras holding a post of Assistant Professor / Associate Professor / Professor
- The awards are given for outstanding contributions made by the nominee based on their course evaluation rating of 0.9 or higher for the previous four consecutive semesters in courses taught with a minimum of 10 students evaluating the courses, publication in reputed journals, guidance of research scholars and obtaining sponsored research grants, laboratory development, offering of CE courses etc.
- Faculty members who ave already been awarded YFRA will not be considered for the award again in the next two years.
- An approved committee Research Advisory Committee(s) would make selections from the nominations received. The faculty members nominated for YFRA are required to make a brief presentation about their course, research and project works before the Research Advisory Committee. No nomination will be considered in absentia.

5. **Institute Teaching Award:** There is also an institute teaching award, given to the faculty based on purely the course evaluations over several years.

### **Department**

Your home department may also help you at times with some small funding. Your department also provides the section you belong to with some funds every year which you may use to buy some stationery items like printer cartridge, for example or other small supplies. This is called the department imprest funds and is restricted to expenditures below Rs. 5,000. You can buy the item, produce the bills and be reimbursed for that amount. Further, you can sometimes directly bill the department, if your purchases are made in Gurunath stores, for example. Please be sure to ask your section/Lab faculty as to how this works. The information provided here is to just keep you aware that certain purchases may be allowed by the department/section, but how the funds are utilised vary from one department to another and also among sections in the same department.

### 4.3.2 External

It is extremely difficult to provide a comprehensive list here. A few are listed and it is recommended that you talk to IC&SR or any senior faculty for more information on this aspect. IITM does have a ISRO cell to facilitate research activities for space research and also a IGCAR (Indira Gandhi Centre for Atomic Research) cell for nuclear energy related projects. In addition, many industries also fund projects by faculty at IIT. These projects can either be a sponsored project (such as those by DST, BRNS etc.), Research based industrial consultancy or purely Industrial consultancy. Details of what each entails can be found at the projects website <https://icsr.iitm.ac.in/?q=node/2>.

Here are a few agencies which support fundamental/applied research.

1. Department of Science and Technology (DST) <http://www.dst.gov.in/>. This is like the NSF (National Science Foundation in the USA). Also note that there is a DST (Department of Science and Technology) startup research grant scheme for young scientists (formerly known as fasttrack grants) by new faculty who are less than 35 years of age. More details can be found in <http://serb.gov.in/srg.php>. It is relatively easy to get funding from here but it may take anywhere between 6 months to a year to get the funding.
2. Department of Atomic Energy (DAE) through the Board of Research in Nuclear Sciences (BRNS) <http://www.barc.gov.in/brns/index.html>
3. Department of Space (DOS), ISRO Indian Space Research Organization <http://www.isro.org/>
4. Defence Research and Development Organisation (DRDO): For defence related research <http://drdo.gov.in>.
5. Department of Biotechnology (DBT): For Life Science Research in any area, through plant tissue culture, grafting <http://dbtindia.nic.in/index.asp>. Both DST and DBT have various extramural funding schemes. Check out their websites to know more.
6. Ministry of New and Renewable Energy (MNRE): For research in renewable energy <http://www.mnre.gov.in>

## 4.4 General Purchases

### IC&SR

Centre for Industrial Consultancy and Sponsored Research has its own website to assist you in your purchases <https://icsr.iitm.ac.in/index.php>. This can be anything that needs to be

purchased for yourself from your project funds. Their webpage is self explanatory. It is important to note the following points regarding purchases of equipments, computers etc. from your own project funds. For details regarding all of these points, please see the IC&SR link <https://icsr.iitm.ac.in/?q=node/5>, only the salient points are delineated here.

1. Use rate contract for quick ordering
2. If your item is not under rate contract and is below Rs. 50,000 the PI may approve it. Follow the rules in the page <https://icsr.iitm.ac.in/?q=node/5>. The PI has to fill in the form P1a. The procurement can be made by using imprest or temporary advance raised by the PI through project funds a direct purchase and reimbursement from the project funds (fill form R1/R2) or Generate a Purchase order as per form P1b.
3. If your item is more than Rs. 50,000 but less than Rs. 200,000, then a local purchase committee of three faculty members may approve this. Form P2a needs to be completed.
4. Above Rs. 200,000 and less than 25,00,000, a project purchase committee will decide
5. For those exceeding Rs. 25,00,000, PI requests the Dean IC&SR for an exclusive purchase committee to be formed using Form P4a. This committee will meet along with you to decide on the merit of making the purchase.

## **4.5 Leaves, holidays, calendars and sabbatical**

### **4.5.1 Leaves, holidays and Calendars**

The institute calendar can be found at <http://www.iitm.ac.in/calendar>. All events and holidays are clearly mentioned in the calendar and changes to these are sent to all via email. Please see Appendix D for a glance at various options available for faculty to avail leave (c.f <https://eservices.iitm.ac.in/fsportal/node/59>). In case you want to claim LTC (Leave Travel Concession) when traveling to your home town during the holidays, please see the LTC rules in APPENDIX E. Procedure for claiming LTC or applying for leave are all done via Workflow now <https://workflow.iitm.ac.in/>. As a faculty you can avail LTC when you and your dependents travel to your home town every year. Once every four years, you may claim LTC (for you and your dependents) for a travel anywhere in India.

#### **4.5.2 Sabbatical leave**

IITM has a flexible sabbatical policies. All faculty are eligible for 2 months of sabbatical for every year they serve in the institute. A minimum service of three years is needed for availing sabbatical leave. A maximum of one year of sabbatical can be taken for 6 years of service. Note that you must be a permanent faculty to avail sabbatical lave.

# Chapter 5

## Important webpages

Other than the home page and linked pages there in, the following web pages are useful and are self explanatory

- Computing center: <http://www.cc.iitm.ac.in/>
- Eservices: <https://eservices.iitm.ac.in/> (Contains links to Workflow, FS Portal, Documents like Rate contract, Insurance etc.)
- Academic: <http://academic.iitm.ac.in/> (All information regarding academics, like student list, faculty teaching specific courses, Circulars, Latex template to write thesis etc.)
- Moodle: <https://courses.iitm.ac.in/> (Managing courses online. To upload course material, announce to all students of your class etc.)
- Engineering unit: <http://enggunit.iitm.ac.in/indexpost.html> (Contains information on all activities, proposed plans for new building etc.)
- Work flow: <https://workflow.iitm.ac.in/> ( A lot of functions.)
- Staff Club: <http://eservices.iitm.ac.in/staffclub/> (Information on setting up Airtel TV, Milk delivery etc.)
- Calendars: <http://www.iitm.ac.in/calendar> (All institute holidays and other important events)



## **Appendix A**

### **Forms to be filled by new faculty**





भारतीय प्रौद्योगिकी संस्थान मद्रास चेन्नै 600 036  
INDIAN INSTITUTE OF TECHNOLOGY MADRAS  
Chennai 600 036

चरित्र प्रमाणपत्र  
CHARACTER CERTIFICATE

1. इसके द्वारा यह प्रमाणित किया जाता है कि डॉ / श्री / श्रीमति / कुमारी ..... पिता / पति श्री..... पिछले ..... साल तथा ..... महीनों से मुझे परिचित हैं। मेरी जानकारी और विश्वास के अनुसार उनका चरित्र प्रतिष्ठित है और उनके प्रति कोई ऐसी पूर्ववृत्त नहीं है जिनके कारण उन्हें भारतीय प्रौद्योगिकी संस्थान मद्रास, में भर्ती करने से वंचित किया जा सकें।

1. Certified that I know Dr. / Shri / Smt. / Kumari ..... Son / daughter / wife of Shri ..... for the last ..... years ..... Months and that to the best of my knowledge and belief he/she bears reputable character and has no antecedents which render him/her unsuitable for employment at the Indian Institute of Technology, Madras.

2. डॉ / श्री / श्रीमति / कुमारी ..... का मुझसे कोई संबंध नहीं है।  
2. Dr./Shri./Smt./Kumari ..... is not related to me.

स्थान / Place:

हस्ताक्षर / Signature

दिनांक / Date:

पदनाम / Designation

यह प्रमाणपत्र, उम्मीदवार अगर इसके पहले कहीं कार्यरत न हो, तो अपने अंतिम शैक्षणिक संस्थान से लेनी चाहिए अथवा अपनी अंतिम नियोक्ता से लेनी चाहिए।

This certificate should be obtained from the Head of the Educational Institution last attended by the candidate if he / she was not previously employed or from his / her last employer, as the case may be.



भारतीय प्रौद्योगिकी संस्थान मद्रास चेन्नै 600 036  
INDIAN INSTITUTE OF TECHNOLOGY MADRAS  
Chennai 600 036

## घोषणा पत्र DECLARATION

1. श्री/श्रीमति/कुमारी .....एतद्वारा घोषित करता/करती हूँ :-

- (i) कि मैं अविवाहित/विधुर/विधवा हूँ।
- (ii) कि मैं विवाहित तथा एक ही पत्नी के साथ रहता हूँ।
- (iii) कि मैं विवाहित तथा एक से अधिक पत्नी के साथ रहता हूँ। छूट प्रदान करने हेतु आवेदन पत्र संलग्न है।
- (iv) कि मैं विवाहित हूँ तथा मेरी पत्नी के जीते ही मैंने दूसरी शादी कर ली। छूट प्रदान करने हेतु आवेदन पत्र संलग्न है।
- (v) कि मैं विवाहित हूँ तथा मेरे विश्वास में मेरे पति की ओर कोई औरत नहीं है।
- (vi) कि मेरी शादी ऐसी व्यक्ति के साथ हुई जिसकी एक या एक से अधिक पत्नियाँ पहले से हैं। छूट प्रदान करने हेतु आवेदन पत्र संलग्न है।

2. मैं प्रमाणित करता हूँ कि मेरे द्वारा दी गई उपरोक्त घोषणा पूरी तरह से सही है। मैं मान लेता हूँ कि अगर मेरे द्वारा दी गई सूचनाएँ गलत साबित होती तो मुझे अपनी सेवा से बर्खास्तगी की जा सकती है।

दिनांक : ..... हस्ताक्षर : .....

नाम मोटे अक्षरों में :

टिप्पणी :

वाक्यांश जो लागू नहीं है, उसे काट दें।  
वाक्यांश (i), (ii) तथा (v) के संदर्भ में।

1. Sri / Srimathi / Kumari .....declare as under :-

- (i) That I am unmarried / a widower / a widow.
- (ii) That I am married and have only one wife living
- (iii) That I am married and have more than one wife living. Application for grant of exemption is enclosed.
- (iv) That I am married and that during the life time of my spouse I have contracted another marriage. Application for grant of exemption is enclosed.
- (v) That I am married and my husband has no other living wife, to the best of my knowledge.
- (vi) That I have contracted a marriage with a person who has already one wife or more living. Application for grant of exemption is enclosed.

2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect, I shall be liable to be dismissed from service.

Date :

Signature:

Name in block letters :

NOTE :

Please delete clauses not applicable.  
Applicable in the case of Clauses (i), (ii) and (v) only.

छूट प्रदान करने हेतु आवेदन पत्र  
APPLICATION FOR GRANT OF EXEMPTION

(घोषणा पत्र के पैरा 1(iii)/1(iv) के संदर्भ में)  
(Vide Para 1(iii) / 1(iv) of the declaration)

सेवा में / To

निदेशक / The Director  
भारतीय प्रौद्योगिकी संस्थान / Indian Institute of Technology  
मद्रास / Madras.

महोदय / Sir,

सविनय निवेदन है कि, निम्नलिखित कारणों से मुझे शर्तों की प्रक्रिया में, व्यक्ति जो एक से अधिक पत्नियों के साथ रहता है/व्यक्ति जो अपनी पत्नी के जीते ही दूसरी शादी की हो / औरत जो एक से अधिक पत्नियोंवाले पति से विवाहित के कारण निर्धारित प्रतिबंधों से छूट प्रदान करने की कृपा करें।

I request that in view of the reasons stated below, I may be granted exemption from the operation of restriction on the recruitment to service of a person having more than one wife living person who has contracted another marriage during the life-time of his spouse / woman who has contracted a marriage with a person already having one wife or more living.

कारण/REASONS

भवदीय/Your's faithfully,

दिनांक/Date:  
हस्ताक्षर/Signature.



**INDIAN INSTITUTE OF TECHNOLOGY MADRAS**  
**CHENNAI - 600036**

**ATTESTATION FORM**

**Warning:**

The furnishing of false information or suppression of any factually information in the Attestation Form would be a disqualification and is likely to render the candidate unfit for employment under the Institute. If the fact that false information has been furnished or there has been suppression of any factual information in the Attestation form comes to notice at any time during the service of a person, his services would be liable to be terminated.

1.	Name in full (in block Capitals) with aliases, if any. (Please indicate if you have added or dropped at any stage, any part of your name or surname)	Surname (in capitals)	Name (in capitals)	
2.	Present address in full (i.e. Village, Thana and District, or House No. / Lane / Street / Road and Town)			
3 a.	Home address in full (i.e. Village, Thana and District, or House No. / Lane / Street / Road and Town) and name of the District Headquarters.			
b.	If originally a resident of Pakistan, the address in that country and date of migration to Indian Union.			
4.	Particulars of places (with periods of residences) where you have resided for more than one year at a time during the preceding five years. In cases of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 should be given			
5.	From	To	Residential address in full (i.e., Village, Thana and District, or House No. / Lane / Street / Road and Town)	Name of the District Head - quarters of the place mentioned in the preceding column.



12. If you have, at any time been employed, give details:

Designation of post held or description of work	Period		Full address of the Office / Firm or Institution	Full reasons for leaving the previous service
	From	To		

13. Have you ever been prosecuted, kept under detention, or bound down / fined, convicted by a court of Law of any offence or debarred, disqualified by any Public Service Commission from appearing at its examinations / Selection?

Is any case pending against you in any court of Law at the time of filling up this attestation form? If the answer is 'Yes' full particulars of the case, detention, fine, conviction, sentence, etc., should be given.

14. Names of two responsible persons of your locality or two referees to whom you are known.

1.  
2.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of Candidate

Place :

Date :

4

**IDENTITY CERTIFICATE**

(Certificate to be signed by any one of the following)

1. Gazetted Officers of Central or State Government
2. Members of Parliament or State Legislature
3. Sub – Divisional Magistrates / Officer
4. Tahsildars or Naib / Deputy Tahsildars Authorised to exercise Magisterial Powers.
5. Principals and Headmasters of all recognized Institutions
6. Block Development Officers
7. Post Masters and
8. Panchayat Inspectors

Certified that I have known Dr./Shri / Shrimathi / Kumari \_\_\_\_\_

\_\_\_\_\_ Son / Daughter of Shri \_\_\_\_\_

for the last \_\_\_\_\_ Years \_\_\_\_\_ Months and that to the best of my knowledge and belief

the particulars furnished by him / her are correct.

Place :

Signature

Date :

Designation or Status and Address





INDIAN INSTITUTE OF TECHNOLOGY MADRAS  
CHENNAI 600 036

To

Date:

The Registrar  
Indian Institute of Technology, Madras  
Chennai - 600 036

Sir,

I hereby declare that I am not under bond or agreement or under obligation to serve the Central Government, the State Government, University or the Public authority or Undertaking or Institution.

I also declare that I have not submitted / already submitted application(s) (if already applied, please specify) to the following / any of the organisation at the time of joining.

<i>Sl. No.</i>	<i>Name of the Organisation</i>	<i>Post</i>	<i>Date of Appln.</i>
1.			
2.			
3.			

Yours faithfully,

( )

Name and Address of the candidate



## INDIAN INSTITUTE OF TECHNOLOGY, MADRAS

(Declaration of "HOME" for the purpose of Leave Travel Concession)

To  
The Registrar,  
Indian Institute of Technology,  
Madras-600 036.

Sir,

I..... employed in  
(Name)  
the Institute as.....declare  
..... in the District of.....  
..... in the State of.....

as my home for the purpose of Leave Travel Concession for the reasons given below :

REASONS :

DATE :

SIGNATURE OF THE INSTITUTE  
EMPLOYEE

NOTE : 1. Home of an Institute employee is the place where he would normally reside but for his absence from such a place for service in the Institute. Home for the purpose of Leave Travel Concession shall be the permanent home town or village as entered in the Service Book or any other appropriate official record of the Institute employee concerned or any other place declared as home duly supported by reasons.

A place may be declared as home if any one of the following reasons are satisfied :

1. It is the permanent residence of near relatives for example : Parents, brothers etc.
2. It is the place where he owns immovable property (the nature of such property to be mentioned).
3. It is the place which requires his physical presence at intervals for discharging various domestic and social obligations and which he has been visiting frequently after his entry into service.
4. It is the place where he owns residential property or he is a member of a joint family having such property there.
5. It is the place where prior to his entry into Institute's service, the Institute employee had been living for some years. (The number of years spent in that place prior to his entry into the Institute service to be given).
6. It is his native place.

II. The declaration of 'Home' once made shall ordinarily be treated as final.

**INDIAN INSTITUTE OF TECHNOLOGY, MADRAS**

STATEMENT OF IMMOVABLE PROPERTY AS ON.....

(e.g. Lands, House, Shops, other buildings, etc.)

1. NAME :
2. DESIGNATION  
DEPARTMENT/SECTION :
3. Description of property :
4. Precise location (Name of District, Division, Taluks and Village in which the property is situated and also its distinctive number, etc.)
5. Area of land (in case of buildings)
6. Nature of land (in case of landed property)
7. Extent of interest
8. If not in own name, state in whose name held, and his/her relationship if any, to the Govt. Servant.
9. Date of acquisition :

10. How acquired (Whether by purchase, mortgage, lease, inheritance, gift or otherwise and if lease the details of person / persons from whom acquired (Address and connection of the donor, tenant, lessor with the person / persons concerned). Please see Note 1.

11. Value of the property (see Note 2)

12. Particulars of sanction of prescribed authority, if any.

13. Total annual income from the Property :

14. Any other remarks :

Date :

Signature :

P.S. If the immovable property is more than one indicate them serially and other particulars are also given serially.

**NOTE :**

1. For purpose of column 10, the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent, where however the lease of immovable property is obtained from a person having a lease should be shown in this column irrespective of the term of the lease, whether it is short term or long term, and the periodicity of the payment of rent.
2. In column 11 should be shown :
  - (a) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition.
  - (b) Where it has been acquired by lease, the total annual rent thereof also and
  - (c) Where it has been acquisition is by inheritance, gift or exchange, the approximate value of the property as acquired.



भारतीय प्रौद्योगिकी संस्थान मद्रास चेन्नै 600 036  
INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036

वैयक्तिक आँकड़े / PERSONAL DATA

1.	नाम / Name				
2.	पदनाम / Designation				
3.	विभाग / केंद्र / अनुभाग Dept. / Centre / Section				
4.	कमरा संख्या / Room No. फोन नंबर / Phone No.				
5.	कर्मचारी पहचान सं. / Employee ID No.				
6.	आवास / Residence				
7.	स्थायी पता / Permanent Home				
8.	आपातकाल के समय सूचना देने-योग्य व्यक्ति / Person to be informed in case of Emergency				
	आश्रित लोग / Dependents	उनके साथ रहनेवाले तथा पूर्ण रूप से उनपर आश्रित रहनेवाले (कृपया आमदनी का भी उल्लेख करें।) Residing with him and wholly dependent on him (please indicate the income also)			
क्र.सं / Sl.No	नाम / Name	रिश्ता / Relationship	आयु / Age	Status *	Income

\* (Student, Un-employed, Retired etc.)

अगर पत्नी/पति भी कहीं कार्यरत हो तो उस नियोजता का विवरण, तथा वहाँ की एल टी सी/चिकित्सा सुविधा आदि की उपलब्धियों का विवरण प्रस्तुत करें। उस नियोजता से प्राप्त प्रमाण पत्र भी प्रस्तुत करें।

If wife/husband is also employed, furnish details of employer, whether LTC / Medical facilities exist in that Office. Certificate to be produced from the Employer.

9.	अतिरिक्त सूचनाएँ / Additional Information:
----	--

दिनांक / Date:

हस्ताक्षर / SIGNATURE OF THE STAFF MEMBER

	<b>INSTITUTE HOSPITAL</b> <b>INDIAN INSTITUTE OF TECHNOLOGY MADRAS</b> CHENNAI 600 036 <b>BIO-DATA OF STAFF MEMBER</b>	
---	---	---

Employee Code No. :  
(as in your Institute I.D. Card)

Employee  
Photo

Name:

Date of birth:

Sex:

Designation:

Department:

Marital status:

Ph. No. (Office):

Residential address:

Ph. No. (Resi.) :

Blood Group:

RH: Pos. / Neg.

If married, details of Wife :

Name :

Date of birth :

Employed :

Blood Group:

Pos. / Neg.

Photo of  
spouse


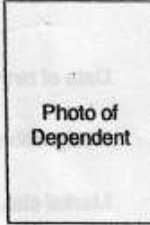
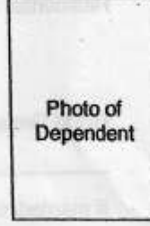
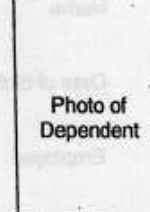
If employed, occupation :

Office: :

Spouse declaration given at IIT Hospital:

(P.T.O)

**Data of Dependents (other than spouse)**

<p>1.Name:</p> <p>Sex:                      Date of birth or age:</p> <p>Relationship to staff:</p> <p>Monthly income :</p>	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;">  </div>
<p>2.Name:</p> <p>Sex:                      Date of birth or age:</p> <p>Relationship to staff:</p> <p>Monthly income :</p>	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;">  </div>
<p>3.Name:</p> <p>Sex:                      Date of birth or age:</p> <p>Relationship to staff:</p> <p>Monthly income :</p>	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;">  </div>
<p>4.Name:</p> <p>Sex:                      Date of birth or age:</p> <p>Relationship to staff:</p> <p>Monthly income :</p>	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;">  </div>

**Note:** Dependents Parents (in case of female employee either their parents or parent in-laws) normally living with the staff and whose monthly income is less than Rs.1,500/-. Unmarried and unemployed sons or daughters.

**DECLARATION**

I hereby declare that the above bio-data furnished by me is true to the best of my knowledge

Date:

Signature of the staff member



COMPUTER CENTRE  
INDIAN INSTITUTE OF TECHNOLOGY MADRAS

CC2

E-mail /Internet account for Faculty/Staff  
Only internet account for other staffs

Date:

1	Name	
2	Employee ID	
3	Department/Designation	
4	Category (Faculty/Staff/Project/Others)	
5	Project Staff (Date Valid Up to )	
6	Office Room No/Phone No/Mobile No	
7	Preferred Userid	1 2
8	Password Required (minimum length 11 characters )	

\*\*\* Please do not write your name, userid and mobile no as password.

**Terms and Condition:**

- To protect the security of the system, the user should neither provide his/her password nor allow other individuals to use his/her account.
- USERID should be renewed at every six months for Project Staff


Signature of Head/Project Coordinator with seal

Signature of Faculty/Staff

For Computer Centre office use			
Application Received date	Account created /modified date	Applicant notified if form is not in order	Signature of System Administrator

\*\*\* Note: All staff should produce Institute photo identity for userid

वैयक्तिक प्रतिलिपि / Personal File Copy



**भारतीय प्रौद्योगिकी संस्थान मद्रास**  
**चेन्नै 600 036**  
**INDIAN INSTITUTE OF TECHNOLOGY MADRAS**  
**Chennai 600 036**

**लाभार्थी की नियुक्ति प्रपत्र / FORM OF APPOINTMENT OF BENEFICIARY**  
(तीन प्रतियों में प्रस्तुत करें) / (To be submitted in Triplicate)

मैं ..... भारतीय प्रौद्योगिकी संस्थान मद्रास, समूह सावधिक बीमा योजना का बीमाकृत सदस्य, योजना के अधीन नियमानुसार अपने (रिश्ता) ..... नाम ..... पता ..... को अपनी मौत के अवसर पर योजना के नियमानुसार देय पैसे को प्राप्त करनेवाले लाभार्थी के रूप में नियुक्त करता/करती हूँ।

यह चेन्नै में ..... के ..... दिन को हस्ताक्षर करता/करती हूँ।

I ..... an Insured Member of the Indian Institute of Technology Madras, Group Term Insurance Scheme hereby appoint in terms of the Rules governing the Scheme my (relationship) ..... named ..... and whose address is ..... as the person to be the beneficiary to whom the moneys payable in terms of the Rules of the Scheme shall be paid in the event of my death.

Signed at Chennai this ..... day of.....

बीमाकृत सदस्य के हस्ताक्षर / Signature of Insured Member  
नाम (बड़े अक्षरों में) / Name (in Block letters) :  
पदनाम एवं विभाग / Designation & Dept. :  
पहचान पत्र सं. / ID No. :

साक्षीकृत / Witnessed by:

1. हस्ताक्षर / Signature .....  
नाम / Name .....  
पता / Address .....

2. हस्ताक्षर / Signature .....  
नाम / Name .....  
पता / Address .....

Figure A.1: You should have filled four of this form



### FORMAT OF AGREEMENT

In consideration of the employment that I hold under, and the financial and other assistance and facilities received or to be received by me directly or on account of sponsored research / consultancy from, the Indian Institute of Technology Madras, Chennai (hereinafter referred to as "the Institute"), I \_\_\_\_\_ Son of Shri \_\_\_\_\_ residing at \_\_\_\_\_, as one of the terms on which I have received such employment or have received or am about to receive such financial and other assistance and facilities, agree and declare as follows :-

1. I shall from time to time disclose fully to the Institute or as the Institute may direct the progress of any investigations undertaken by me while in the employment of the Institute or in receipt of such assistance as aforesaid (hereinafter referred to as the said investigation) and if at any time during the course of such assistance or within a period of three years after the termination of such employment or of the receipt of such assistance as aforesaid I shall make any invention arising out of or in connection with the said investigation I shall hold the same in trust on behalf of the Institute and forthwith disclose to the Institute or as the Institute may direct a full and complete description of the nature of the said invention and the mode of performing the same.
2. I shall not publish the results of the said investigation without the prior approval of the Institute.
3. The said invention and all improvements thereon discovered or invented by me during the course of receipt of such assistance or within a period of three years after the termination of such employment or assistance as aforesaid shall, subject to such reservations (if any in respect of the said invention or the proceeds thereof for my benefit as the Institute may in its discretion permit, the sole and absolute property of the Institute and I shall if and whenever required by the Institute at the expense of the Institute join with the Institute or as the Institute may direct an applying for Letters Patent in India and other countries for the said invention or any such improvement thereon and shall on request by and at the cost of the Institute execute and do all such instruments and things necessary to vest the said invention and improvements and any Letters Patent that may be obtained in respect thereof in the Institute or any person appointed by the Institute in that behalf.

The Institute as sole and absolute owner of such invention may make such arrangements as it deems fit without any reference to me, for the development and exploitation of such invention.

Date of appointment :

Date of Birth :

Executed by me, \_\_\_\_\_ on this the \_\_\_\_\_.

**SIGNATURE**

WITNESSES :  
(Signature, Name and Address)

1. \_\_\_\_\_

2. \_\_\_\_\_

Figure A.2: This must be filled on a twenty rupees stamp paper. The office will arrange for the same.

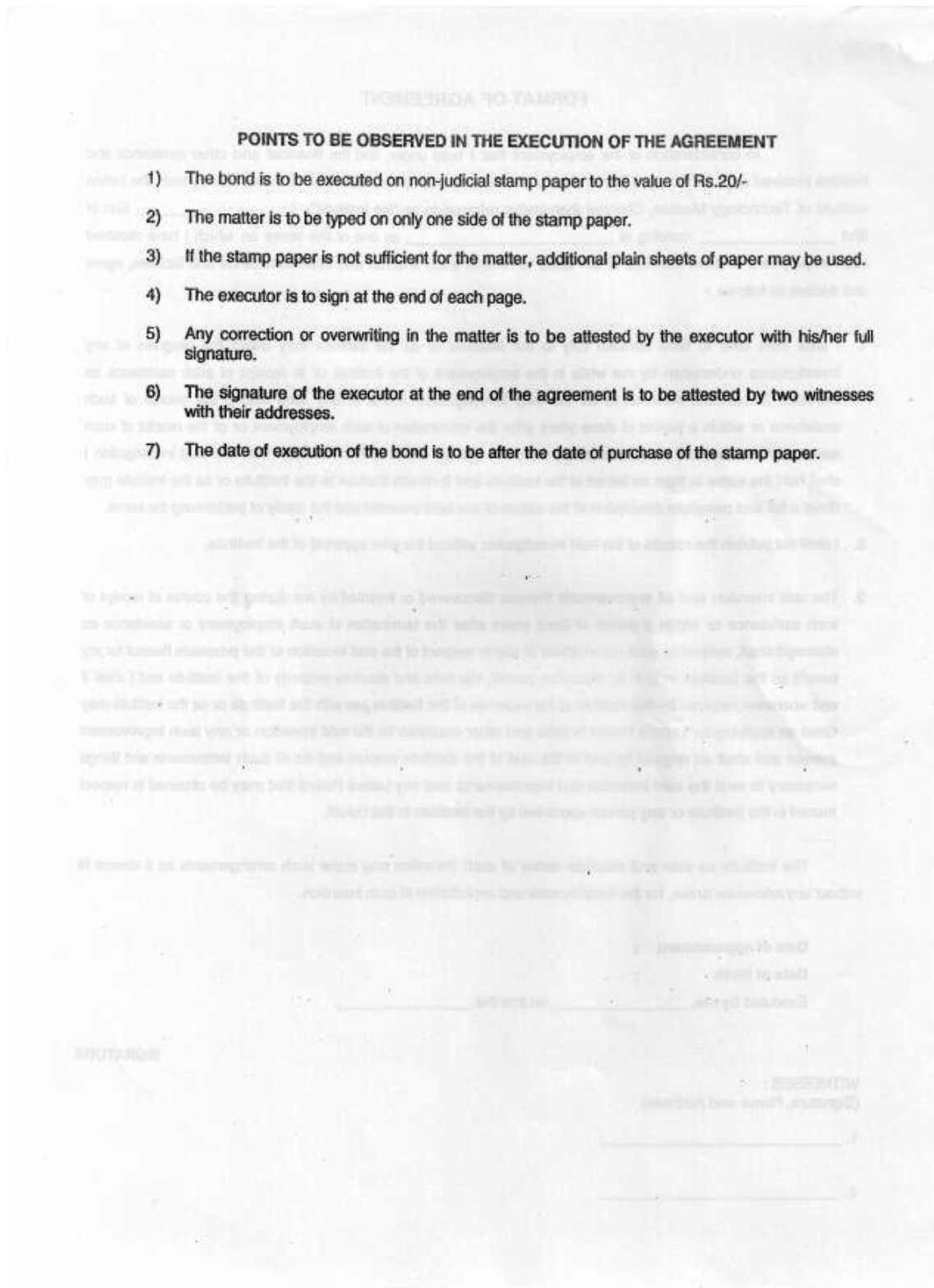


Figure A.3: This must be filled on a twenty rupees stamp paper. The office will arrange for the same.



## **Appendix B**

### **Life insurance additional coverage**



INDIAN INSTITUTE OF TECHNOLOGY MADRAS  
Chennai 600 036

Telephone: [044] 2257 8107

FAX: [044] 2257 0509



No.F.Admn.III/P1/2013/3

06.02.2013

**CIRCULAR**

Sub: Group Term Insurance Scheme for employees for the period 10.2.2013 to 09.02.2014 – Option for additional coverage – Reg.

\*\*\*\*\*

The Group Term Insurance policy for the employees for the period 10.02.2013 to 09.02.2014 has been taken with **M/s.ICICI Prudential Life Insurance Co. Ltd., Chennai 600 034.** The details of monthly premium payable from the salary by each employee who opt for the GTIS for the basic coverage are indicated below:

Group	Basic Coverage	Scales of pay covered under the Group (Rs.)	No. of members covered	Annual Premium (Rs.)	Monthly recovery (Rs.)
A	30 Lakhs	PB-4 & PB-3 15600-39100 and above	573	7045/-	587/-
B	15 Lakhs	PB-2: 9300-34800	253	3522/-	294/-
C	10 Lakhs	PB-1: 5200-20200	325	2348/-	196/-

In addition to the above, additional life insurance coverage is proposed to be provided to the employees on additional payment of premium as per the table give below:

Additional Coverage	Additional Annual Premium (Rs.)	Additional monthly recovery (Rs.)
15 Lakhs	3793/-	316/-
10 Lakhs	2529/-	211/-
5 Lakhs	1265/-	105/-
3 Lakhs	759/-	63/-

Those who opt for higher coverage upto 15 lakhs<sup>and are</sup> in the age above 50 years are required to undergo medical test. The medical test will be arranged by the Insurance Company during the third week of February 2013. The exact date and time of the medical test will be intimated shortly.

Employees who are interested to avail this additional coverage are requested to convey their willingness in the enclosed proforma or through [mediinsurance@iitm.ac.in](mailto:mediinsurance@iitm.ac.in) on or before 18.2.2013. On receipt of their willingness, the respective premium amount in addition to the premium for basic coverage, will be deducted from their salary commencing from February 2013. Options received after due date will not be entertained.

To  
All Employees  
[announce@list.iitm.ac.in](mailto:announce@list.iitm.ac.in)

V.G.B.  
Registrar

6/2  
6/2

Copy to: Recruitment Section

- with a request to furnish the details of new appointees to the Admn.III Section by the 5<sup>th</sup> of every month.

All HoDs/Centres/Sections – with a request to circulate the same among all the employees in their Departments/Centres/Sections.

Director/Deans – for information.

INDIAN INSTITUTE OF TECHNOLOGY MADRAS

Option for additional coverage under Group Term Insurance Scheme for the period from  
10.02.2013 to 09.02.2014.

From: ..... To  
Name:..... The Assistant Registrar (Admn.III)  
Designation:..... IITMadras  
Dept./Centre/Section:.....  
ID No. & Pay Bill No.:..... Dated: .02.2013

Sir,

Sub: Exercising option for additional cover Rs.15 Lakhs/- / Rs.10 lakhs /  
Rs.5 Lakhs/ Rs.3 Lakhs under Group Term Insurance Scheme - Reg.  
\*\*\*\*\*

I hereby exercise my option for an additional cover of Rs.15 Lakhs / Rs.10  
lakhs / Rs.5 Lakhs/ Rs.3 Lakhs under Group Term Insurance Scheme for the period  
from 10.02.2013 to 09.02.2014, by paying the additional premium as notified in  
the circular dated 06.02.2013.

I hereby furnish the details of my option for additional coverage under Group  
Term Insurance:

Sl.No.	Additional Coverage	Additional Annual Premium (Rs.)	Additional monthly recovery (Rs.)
1.	15 Lakhs	3793/-	316/-
2.	10 Lakhs	2529/-	211/-
3.	5 Lakhs	1265/-	105/-
4.	3 Lakhs	759/-	63/-

(✓ Tick the amount of coverage opted)

I hereby authorize to deduct the monthly premium amount from my *Salary*  
*commencing from February 2013.*

Yours faithfully,

(.....)



## Short Form Health Declaration (Specimen)

A. Details of the Life to be Insured	
Full Name :	
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (DD/MM/YYYY):
Marital Status : Single <input type="checkbox"/> Married <input type="checkbox"/>	Age (at last birthday): _____
Smoker: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Occupation:	Nature of Duties:
Annual Income :	Height : _____ Cms. Weight: _____ Kgs.
Employer's Name and Address:	
B. Health Declaration for Proposed Life Insured	
1. Are you suffering or have you ever suffered from any illness / disease/ ailment up to the date of making this health declaration or suffer from any physical or mental condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you ever suffered in the past for: symptoms of high blood pressure, diabetes, heart attack or disease, stroke, chest pain, kidney disease, AIDS or positive HIV test, cancer or tumour, asthma or respiratory disease, mental or nervous disease, liver disease (including hepatitis B carrier), blood disease, digestive and bowel disorder, arthritis or deformities or any other not stated above?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you ever been hospitalized up to the date of making this health declaration?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Within the past three years, has any of your application for Life or health insurance declined or accepted at modified terms?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Do you participate or do you intend to participate in any hazardous sports or activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Have you ever received or do you now receive any disability benefits?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Are you pregnant ( for females only)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state how many months?	
8. Has anyone in your family (father, mother, brother(s) or sister(s)) died before age 50 or have suffered from cancer, heart disease, kidney failure, stroke –	<input type="checkbox"/> Yes <input type="checkbox"/> No

(If you answered "YES" to any of the above questions numbered 1 to 8 (in Health Declaration section), please give complete details (including dates, duration and treatment, names and addresses of physicians) on the back of this form and include your signature and the date)

### C. Declaration by the life to be insured

As per Sec 45 of the Insurance Act, 1938 I understand and agree that the answers and statements made on this Health Declaration are full, complete and true in every particular and will form the basis of the contract, which may arise. All material facts, being facts, which may influence the assessment of this risk, have been disclosed in this Health Declaration, it being understood by me that failure to make such disclosure renders the contract voidable. I consent to ICICI Prudential Life Insurance Company seeking medical information from any doctor in respect of any matter relating to my physical or mental health and I authorize and consent to him/any hospital giving such information to ICICI Prudential Life Insurance Company and/or to the claims administrator or medical advisors. Further, I also confirm that I have never participated nor intend to participate in any hazardous sports or activities.

\_\_\_\_\_  
(Signature of the life to be insured)

Date: \_\_\_\_\_

Place: \_\_\_\_\_





## Appendix C

# Cyclic order of allotment

Table C.1: Allotment of quarters based on a cyclic order of priority

Type	Eligibility Category	Cycle/order of priority	Remarks
B	Q1		
C/C1	Q1& Q2	Q2/Q1 Q2/Q1 Q1/Q2	
C2	Q1,Q2 & Q3	Q3/Q2/Q1 Q1/Q2/Q3 Q3/Q1/Q2 Q2/Q1/Q3	Vacant quarters will be allotted to faculty and non-faculty in 7:1 ratio
D	For faculty Q2&Q3  For Non-faculty Q4 &Q5	Q2/Q3 Q3/Q2  Q4/Q5 Q5/Q4	Allotment will be made to faculty and non-faculty in such a manner that the ratio of occupancy is in 1 : 1 at any point of time (excluding the quarters reserved for Spl. Category)
D1	For faculty Q3  For Non-faculty Q4&Q5	Q3  Q5/Q4	Two D1 block (incl. 8 furnished quarters) will be reserved for faculty (Q3), the remaining will be allotted to non-faculty members

Please note the following:

1. C2 type quarters will be allotted to Faculty and Non-faculty members in the ratio of 7:1
2. D type quarters will be allotted to Faculty and Non-faculty members in the ratio of 1:1
3. Two D1 blocks of quarters including 8 furnished quarters will be allotted to Assistant Professors / Visiting Faculty. The remaining as well as MOH (apart from Defence quarters) will be for

non-faculty.

4. For B,C,C1 and C2 type the quarters will be allotted as per the cyclic order and seniority based on the date of appointment in the lowest eligible Grade pay of the cycle. In the event of tie, the allotment will be made to the faculty / staff members who has longer service at this Institute.
5. D1 type apartments are given to assistant professors as they become available
6. The date of appointment as visiting faculty / on contract followed by regular appointment without break will be considered for seniority for allotment.

## **Appendix D**

### **Glance at Leaves**

## LEAVE RULES AT A GLANCE

S. No.	Type of Leave	Duration	Purpose	Remark
1.	Casual Leave (It cannot be combined with any other leave).	8 days per year	Personal work etc.	Absence limited upto 8 days including prefix, suffix and intervening holidays. But prefix, suffix, intervening holidays shall not be counted as CL.
2.	Special Casual Leave under (IC& SR) norms	6 days p.m.	Visit in connection with consultancy & sponsored research activities.	
3.	Special Casual Leave (without institute financial assistance)	15 days per year	To attend: * National / Int.national conferences within India/ Abroad to present paper/ chairing a session (No paper credits) * committee meetings (not treated as on duty) * Ph.D Viva	
4.	On Duty (Holidays can be prefixed/ suffixed)	Duration of Conference plus upto a maximum of two days.	To attend: * National / Int. National conferences within India/ Abroad to present paper (3 paper credits) with Institute financial assistance. * Serve on committees / evaluation of specific academic research activities at the instance of MHRD / AICTE with/without Institute finance. * Meetings of AICTE without Institute finance.  DAAD visit (bilateral project) to Germany for a maximum period of 3 months Boyscast visit – 3 to 6 months.	
5.	Half-Pay Leave (HPL) (20 days for each year of completed service)	10 days credit for every six months	Medical grounds / private affairs	
6.	Commutated Leave (based on medical certificate)	--	Medical grounds  Study purpose	Twice the amount of commuted leave granted will be debited against HPL.  Commutated upto 180 days during the entire service.(EL and Commuted Leave together should not exceed 240 days).
7.	Earned Leave (can be combined with any leave and also can be prefixed and suffixed with holidays but Intervening holidays will be treated as EL).	EL can be availed upto a maximum of 180 days at a stretch.		Accumulated upto 300 days only.

Formula for calculating EL:

Non-Vacation Staff :

30 days per year (15 days for every six months)

Vacation Staff:

Entire Vacation:30 days

Part of Vacation:  $\frac{\text{Duty period during vacation}}{30} \times$

S. No.	Type of Leave	Duration	Purpose	Remark
8.	Vacation (it can be suffixed and prefixed with holidays EL/HPL)	Winter vacation period : 30 days Summer vacation period : 90 days	--	Teachers can avail 60 days in an academic year partly in winter and summer period or entire 60 days in summer period. <b>New faculty join in the summer vacation is not eligible for summer vacation.</b>
8.	Extraordinary Leave (EoL) (eligible after 5 years continuous service) 1:5	4 years during the entire service & limited to 2 years on one occasion.	* Short / long term assignments in India/ abroad  * Higher studies.  * Research activities  * Fellowship  * Sickness / medical certificate	EOL of 1 year for 5 years of qualifying service.  For availing of academic fellowship other than DAAD fellowship f/m may be permitted EOL upto 90 days.
<p><b>Formula for calculating eligible period of EOL:</b></p> <p>Total period of service from Date of joining : n years</p> <p>Total period of Sab. Leave (excluding leave at credit) : a years</p> <p>Total period of EoL availed (other than leave on medical, higher studies &amp; leave at credit) : b years</p> <p>EOL availed for study leave : c years</p> <p>Eligible period of EOL (excluding leave at credit) = <math>(n - a \times 7 - b \times 6 - c) / 5</math> years (may be rounded off)</p>				
9.	Maternity Leave	Maternity: 135 days Miscarriage: 6 weeks	Maternity/ miscarriage	Not to be debited to Leave account. Can be combined with any other leave except CL.
10.	Hospital Leave	--	Injury/ illness directly due to risk incurred in the course of official duty.	Not to be debited to leave account. May be combined with any other leave upto a max. of 28 months.
11.	Quarantine Leave	21 days (+ 9 days)	To attend dependent in the family suffering from infectious disease.	
12.	Leave Not Due	360 days (including 180 days on private affairs)	Medical grounds / private affairs	Entitled to only Half Pay. Will be debited in the HPL accrued later.
13.	Sabbatical Leave (Every 6 years of continuous service as faculty member)	Minimum of 6 months & Maximum of 1 year at a time incl. Vacation (In addition, eligible for 120 days leave at credit.)	Research work, writing text books & visiting industrial concerns of Govt, University, Industry or Govt Research Laboratories in India/ Abroad.  Not eligible for regular (salaried) appointment but can receive scholarship, fellowship, bursary or any other honorarium.	To furnish a Bond to serve the Institute for 3 years on return to duty. Maximum of 15% of sanctioned strength of faculty members of a Dept. is eligible at a time. 15% rule does not apply to faculty members who are 53 and above years of age.
For any short and long leave of the following duration, <u>undertaking</u> has to be given to serve for the following period noted against each.				
Duration of Leave			Period of service to be put in the Institute	
More than 1 month and upto 8 months			One year	
Above 8 months and upto 15 months			Two years	
Above 15 months			Three years	



## **Appendix E**

### **LTC rules**



## CIRCULAR

### Sub: Availing Leave Travel Concessions – General Guidelines – Reg.

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It is noted that there are many discrepancies/lapses in the LTC claims submitted by the staff members. In order to avoid such discrepancies, general guidelines of LTC Rules and Procedures to be followed are given below for compliance by the faculty / staff members while availing LTC.

#### General LTC Rules:

- 1) The staff members are eligible for **one Home Town** and **one Anywhere in India** facility in the four-year (2+2) block period. If the Home Town facility for the first 2 years Block is not availed within the grace period, it will lapse. The current block period is 2002-05. In this block period, the Home Town Concession for the first 2 years block (2002-03) is already over. The Anywhere in India can be availed before the grace period, i.e. 31.12.2006.
- 2) Advance written intimation to Administration is a must before availing the LTC facility.
- 3) Air travel is permitted for those who are drawing Basic Pay of Rs.18,400/- and above by National carriers only. Travel by Private Airlines and Private Taxi is not permitted under LTC rules.
- 4) LTC can be availed during any leave including Casual Leave, Special Casual Leave and Vacation period. However, LTC cannot be availed during closed holidays only without taking any leave.
- 5) The declared place of Home Town/Anywhere India has to be necessarily visited. Any change in the declared place of visit should be intimated before commencement of journey.
- 6) If advance is drawn, the claim should be submitted within one month from the date of return journey.
- 7) If no advance is taken, the claim should be submitted within three months from the date of completion of return journey.
- 8) A family member whose income from all sources including stipend or pension does not exceed Rs.1500/- per month is deemed to be treated as dependent.

#### Procedure for submitting claim for LTC:

- 1) While claiming LTC advance, a copy of the CL / EL application form should be enclosed along with the LTC advance claim.
- 2) Faculty members availing LTC during vacation should get the approval of HOD in the LTC advance application form.
- 3) Advance claims should be submitted as far as possible well in advance.
- 4) If LTC advance is drawn, the LTC final claim should be submitted along with necessary enclosures (copy of tickets etc.) to Accounts Section directly. If no advance is taken, the LTC final claim should be sent to Administration for certification.

Registrar

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