2022-23

भारतीय प्रौद्योगिकी संस्थान इन्दौर
Indian Institute of Technology Indore

Faculty Handbook

विद्यार्जन संसाधन केंद्र LEARNING RESOURCE CENTER

<u>Disclaimer</u>

The book may be used only as a handbook to appraise you with the rules and regulations followed at the Institute. The information in this handbook represents guidelines only. The rules, regulations and amount specified in this book are liable to change and it is not mandatory to carry out any amendment to this book every time any changes occur. At no point, the content of this book can be quoted as the rule and absolve the responsibility of the readers to be abreast with latest rule in force.

Director's Message

I want to thank and congratulate each one of you for your contribution and support to IIT Indore since its inception. I firmly believe that the Institute has certainly carved a niche for itself and is poised to scale even greater heights in the near future. On the research front, I complement IIT Indore for excelling very well. At the same time, I urge you to spare some time to look into the difficulties faced by the country, local people, workers and farmers, the ones at the bottom of the pyramid, especially in and around the city of Indore and the state of Madhya Pradesh, where we are situated. Some of the areas which need R&D are health-care system, climate change, energy and natural resources management. Most of the problems in this domain are multi-disciplinary in nature and require collaborative efforts among the teams of diverse expertise. With our excellent research potential, we have an opportunity to contribute to these causes and make a national impact. As the Institute is located in a geographically advantageous location, I would urge you to look into the possibilities of establishing Industry-Academia connectivity (consortia approach) with the industries in the vicinity to understand their needs and provide technological solutions. At the same time, a similar consortia-type approach is needed to collaborate with the country-wide industries. On the academic front, National Education Policy 2020 advocates holistic and multidisciplinary education to our students. Offering courses in liberal studies in addition to humanities, social sciences and STEM courses, would help broaden students' knowledge further. Also, providing opportunities to pursue joint degrees and minors, and offering open, field and small-credit courses, with an academic credit bank, help enhance students' interest in academics. Experiential learning approaches like Do-It- Yourself through Makers Spaces, industrial and rural immersion are necessary to help students broaden their outlook. On the outreach front, we need to establish a network of alumni, corporates and philanthropists, making them partners in the growth of the Institute. Such partnerships not only bring resources but also facilitate new ideas making our education and research more relevant. Engaging experts from diverse fields in advisory roles would benefit various programs in the Institute, through their rich experience and wisdom. In summary, my vision is to create an ambience in the Institute, where thousands blossom and benefit people of India. Wishing you and your family members great health, and success in your every endeavour.

Prof. Suhas S. Joshi
Director
IIT Indore

Message from Dean, Faculty Affairs

At the outset let me extend my arms to welcome you to IIT Indore, an Institute of national importance. You are going to become a member of one of the fastest evolving IITs in the globe today. It is with great pride that we assure you of only the best in services and facilities rendered to you during your tenure as a faculty in this institution.

IIT Indore is an autonomous institution under the Ministry of Education (MoE), Government of India. Complete autonomy is given to exercise and promulgate rules and regulations within the framework and overarching policies of the Government of India. In this handbook, we are happy to collate some information that would prove to be very useful to you as a new faculty member of this institution. The spirit of any IIT is to impart the highest quality education in India. Each and every policy, rule and regulation has been introduced after thorough deliberation, discussion and screening at multiple stages. In accordance with the core principles of the Government of India, these rules of the Institution are to be followed without exceptions.

The present handbook provides a handy reference to the rules, regulations and procedures that would be of common use to a new faculty member as a professor, a teacher, employee and as a resident of the campus. This handbook should be considered as a guidance and in case of any contradiction, the rules of the Institute prevalent would supersede any rule mentioned in this book.

We hope that this handbook will be instrumental towards making your stay at IIT Indore all the more pleasant and hereby facilitating a great start for you. We wish you the very best in your endeavours and efforts at IIT Indore.
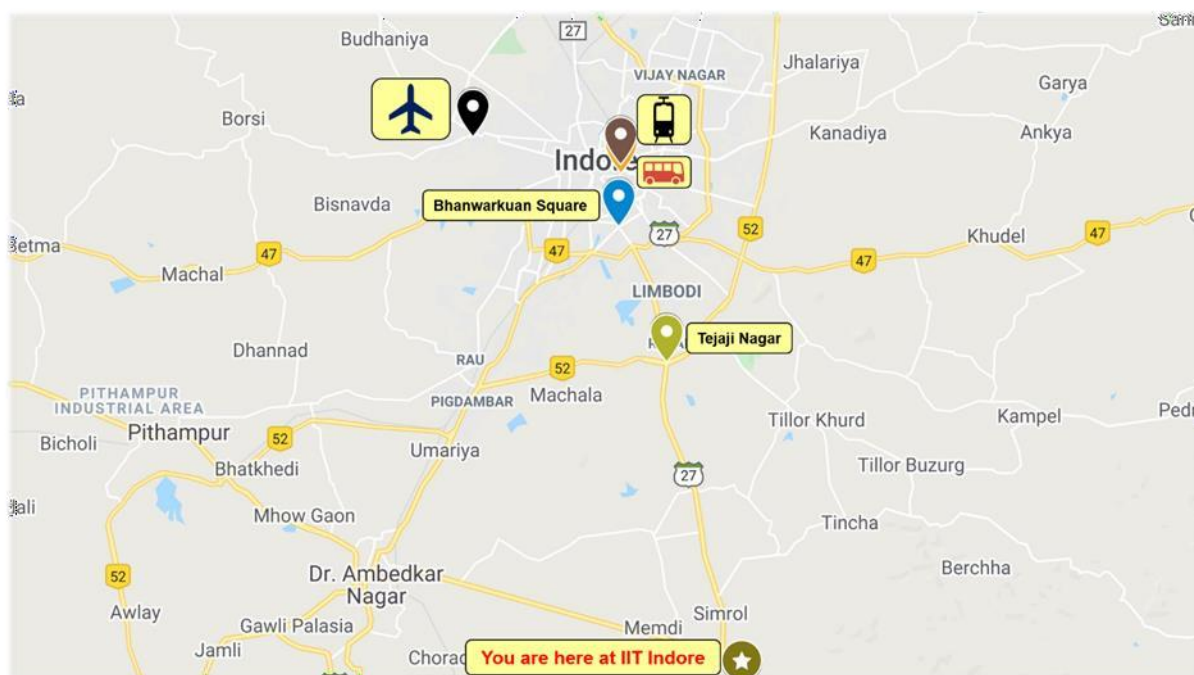
Dean of Faculty Affairs

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Chapter 1
The City - Indore
(Source - https://indore.nic.in/en/)

1. **History**. The history of Indore reveals that the ancestors of the founders of the city were the hereditary Zamindars and indigenous landholders of Malwa. They retained their possessions of royalty, including an elephant, Nishan, Danka and Gadi even after the advent of Holkars. During Mughal rule, the families were granted confirmatory sanads by the Emperors Aurangzeb, Alamgir and Farukhshayar, confirming their 'Jagir' rights. Malharro Holkar of the Holkar clan, received Indore as part of his booty in the conquest of Malwa in 1733. His descendants, who formed the core part of Maratha confederacy, came into conflict with the Peshwas and Scindhias and continued the gory battle. There was a sharp turn in the History of Indore with the advent of the East India Company. The Holkars of Indore took part in the battle against the Britishers in 1803. Their glory was razed to dust when they were finally beaten in the Third Anglo Maratha war IN 1817-1818. The Holkar dynasty had to admit defeat and give up a large portion of the territories under them. Matters came to an extreme when the English started intervening in theirsuccession right. Two of the successors abdicated under mysterious circumstances. The History of Indore became murkier and dark as days went by till the independence of India when in 1947 the state came under the dominion of India.

2. **Present**. Indore, located on the Western region of Madhya Pradesh, is one of the most important commercial centers of the state. Even in days of yore, it was an important business hub. But today with the entry of the corporate firms and institutions, it has earned a major name in the commercial sector of the country. It is the only city in the country which has both the Indian Institute of Technology (IIT) and Indian Institute of Management (IIM).

3. **Geographical Area & Location**.   Indore lies on the bank of Saraswati and Khan Rivulets, which are tributaries of the Shipra River and has an average elevation of 553 meter above mean sea level. It is located on an elevated plain, with the Vindhyas range to the south. Apart from Yashwant Lake, there are manylakes that supply water to the city including Sirpur Tank, Bilawali Talab, SukhniwasLake and Piplyapala Talab. Soil cover in the city region is predominantly black. The city is 190 km west to Bhopal, the state capital of Madhya Pradesh and is at a distance as indicated below (distances have been taken from Rajwada):

   Mumbai   – 584 kms
   Delhi   – 874 kms
   Chennai   – 1574 kms
   Hyderabad   – 949 kms
   Kolkata   – 1703 kms

4. **Laurels**. It is a proud moment for you that you are presently at the cleanest city of the country. Indore has consistently been ranked as the Cleanest City in India for four years in a row i.e. 2017, 2018, 2019 and 2020. Indore has been selected as one of the 100 Indian cities to be developed as a smart city under the Smart Cities Mission.

5. **Climate**. Indore lies on a borderline between a humid subtropical climate and a tropical savanna climate. Owing to the high elevation and inland location, nights are relatively cool even during the summers, which is why the summer night in the city is known as Shab-e-Malwa. The city is known for it's hot summers, cool winters and a moderate monsoon.

6. **Connectivity**. Indore has good connectivity by Rail, Road and Air. Devi Ahilya Bai Airport Indore will soon start international flight operations also. Government and Private both Airline Services are available from Indore to major cities like Delhi, Mumbai, Hyderabad, Bangalore.

(a) **Air**. Devi Ahilya Bai Airport Indore located at 31 kms from IIT Indore has national flight operations connecting to major parts of the country. It offers good connectivity with major cities of India like New Delhi, Mumbai, Bangalore, Goa, Gwalior, Ahmedabad, Hyderabad, Pune, Kolkata, Jabalpur, Bhopal, Nagpur, Raipur and many others. It has also recently started its international flight operations to Dubai.

(b) **Rail**. Indore Junction (station code: INDB) is located at 25 kms from IIT Indore.It is well connected to major Indian cities likeMumbai, Pune, Nagpur, Delhi, Jaipur, Agra, Ahmedabad, Vadodara, Howrah, Bhopal, Ujjain, Gwalior, Bhind, Jabalpur, Bilaspur, Khandwa, Lucknow, Varanasi, Patna, Ambala Ct, Jammu, Dehradun and Trivandrum.

(c) **Road**. Indore is well connected with the nearby cities through road. Lot of buses ply for Mumbai and Bhopal. The national highway NH-3 (Bombay-Agra Road) and NH-59 (Indore-Ahmedabad Road) passes through Indore and there are daily bus services to Mumbai, Jaipur, Gwalior, Bhopal, Pune, Ahmedabad, Surat etc. The main bus stand of Indore is located at Sarvate Bus Stand and Atal Indore City Transport Services Limited (AICTSL) Bus Stand which is located at 24 and 30 kms from IIT Indore).

7. **Important Educational Institutes**. Indore is a hub for educational Institutes and hosts some of the renowned educational Institute (Of course including IIT Indore). Some of them are as follows:

(a) **Engineering and Technology**.

Institute of Engineering and Technology (IET), Devi Ahilya Vishwavidyalaya, Shri Govindram Seksaria Institute of Technology and Science (SGSITS) and many other engineering colleges

(b) **Management**.

Indian Institute of Management (IIM), Indore
Institute of Management Studies, Devi Ahilya

(c) **Medical**

Sri Auribindo Institute of Medical Sciences
Mahatma Gandhi Memorial Medical College

8. Places to visit in and around Indore.

Rajwada. Rajwada is a historical palace in Khajuri Bazaar, Indore located 25 kms from IIT Indore. Also known as Holkar Palace, it was built by the Holkars of the Maratha Empire about two centuries ago. The palace was constructed by Malhar Rao Holkar, the founder of Holkar Dynasty in 1747. The palacewas his residence and remained so till 1880. Rajwada palace faces a well-maintainedgarden that has a statue of Queen Ahilya Bai,fountains and an artificial waterfall.


Lalbagh Palace.   Located at 25 kms from IIT Indore, this is one of the most exquisite buildings in Indore, built by Maharaja Shivaji Rao Holkar between 1886 and 1921. It's architecture is modelled on the Palace of Versailles, Italy. The Palace boasts of heavy-duty cast-iron gates modelled on the Buckingham Palace of England. Maharaja Tukoji Rao Holkar lived here till his death in 1978.

**Kanch Mandir.**   Located at 28 kms from IIT Indore, this is one of the famous Jain temples of India, built around 1903 by Seth Hukumchand Jain. The external architecture is built as a mansion with a canopied balcony and shikhara. The interior is covered with glass panels and mosaics. Craftsmen from Rajasthan and even Iran worked on these structures. The temple boasts of reliefs depicting Jain stories and historical events.

White Church.   Located at 26 kms from IIT Indore, it is one of the oldest churches in Central India, built by Sir Robert M C Hamilton, Governor General of British India, in the year 1858. The church displays ancient British architecture prevalent in most protestant churches in Britain in the 19th Century. Exuding a distinctly European touch with a design by engineer Ross McMahon, the White Church is symbolic of a piece of Britain left in India today.
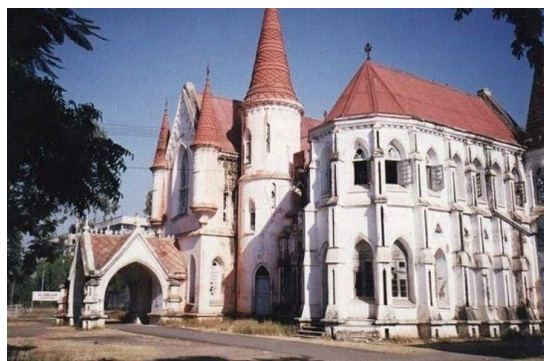
Gandhi Hall.   Located at 26 kms from IIT Indore, it was built in 1904 as King Edward Hall and inaugurated by the Prince of Wales in 1905, this structure was renamedas Mahatma Gandhi Hall in 1948 after independence. It is designed in Indo-Gothic style by Sir Frederic Stevens and hosts a major tourist attraction in the form of the clock tower. Locally, it is known as the 'Ghanta Ghar'.
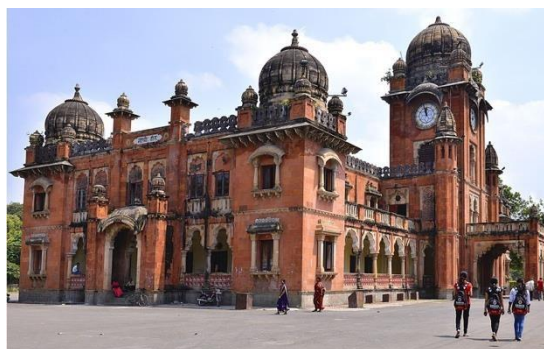
Choral Dam.   Located at a distance of 35 km from IIT Indore, Choral Dam is constructed on the backwaters of River Narmada and is a perfect picnic spot. The dam attracts nature lovers and water sports enthusiasts with its serene surroundings and tranquil vibes. Sunrises and sunsets are quite beautiful at the dam when differenthues of the sky make for an amazing backdrop for the lush green trees. Visitors can also enjoy a ride in a speed or paddle boat between 9 am and 6 pm on all days. Thedam is mainly used for irrigation as well as drinking purposes but still serves as a great place to unwind in the lap of nature.
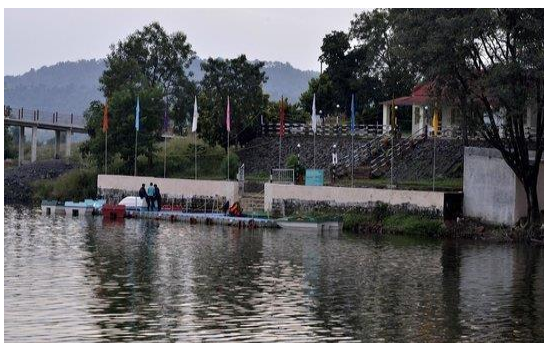
Ralamandal Wildlife Sanctuary. Located at a distance of 17 km from IIT Indore, it is one of the oldest Wildlife Sanctuary in Madhya Pradesh. Established in 1989, it is spread of five square miles and traditionally served as a hunting ground for the members of the Holkar Royal Dynasty. The majority of the Fauna includes Leopard, Black Buck, Sambar, Chital, Blue bull, Jarak, Bhedki (Barking deer) Rabbit etc. while Teak, Saja, Chandan, Eucalyptus, Babul, Bamboo etc. are the among the popular available Flora.

Patalpani Waterfall. Located at a distance of 20 km from IIT Indore, it is an iconic waterfall in Mhow tehsil near Indore, with a water height of 300 feet. The area around the waterfall is considered to be a popular and interesting picnic and trekking spot. Local legend says that the water falls to the depths of the patal (underworld), fromwhich the word patalpani emerges. The sightof the beautiful nature along with the soothing sounds of water are sure to have a calming effect on your senses.

Omkareshwar Temple. Located at 54 km from IIT Indore, Omkareshwar is a townin Khandwa district, south of Indore, knownfor housing one of the 12 revered Jyotirlinga Shrines of Shiva. The shrine is located on an island called *mandhata* in the Narmada River. It is said that the shape of the island is like the symbol *aum*. Two large temples dedicated to Lord Shiva are located here – one in the island and one on the south bank of the river in the mainland.

Mahakaleshwar Temple. Located in Ujjain, at a distance of 86 kms from IIT Indore, the Mahakaleshwar Temple houses another Jyotirlinga of Lord Shiva. Thetemple is situated to the side of the holy riverShipra. One of the 12 Jyotirlingas in India, the lingam at the Mahakala is believed to be swayambhu (born of itself) deriving currents of power shakti) from within itself as against the other images and lingams which are ritually established and invested with mantra-shakti.

9. **Indore Culinary Delights.** Indore reflects the true spirit of Unity in Diversity. Over the years, the city of Indore has welcomed people from all castes, creed and color. People from all corners of the country particularly Kerala, Gujarat, Rajasthan have migrated and settled here. The mixed culture can be invariably seen in the typical food habits ranging from South Indian Idli-Dosa, Vada-Sambhar to Dal-Bafla typical Malwa Food. Indore is known for its wide variety of Namkeens, Gujarati & Chinese food restaurants and Bengali sweets shops. Day in Indore starts early with chuskis of Chai (tea) with Poha and Jalebi followed by delicious lunch which invariably includes popular besan preparations. Later in the day one can easily find snacks like Khamand, Kachori, Samosa, Patis, Baked Samosa, Bhel Puri, Pani Puri, Mathri etc. Indore's famous food street, "Chappan Dukaan" has been redeveloped as a smart food street. Right from 6:00 a.m. every day, when the Indore's ubiquitous breakfast Pohaa is served at various shops, till late in the evenings (around 10:00 p.m., this market is abuzz with a huge variety of items - you can have many types of snacks, chaat, sweets, foods, hotdog (banjos), momos, and hot & cold drinks such as coffees, teas, milkshakes, juices, etc., all at one place. Late nights food market comes alive at 11:00 p.m. in Sarafa (the heart of city) where one can find lot of delicacies like Gajak, Bhutta kis, Gulab Jamoon, Garadu, Rabri, Hot Milk, Aalo Tikiya, Halwa, Ice Creams, Shakes etc. and finally tasty 'paan' to end your day.

Chapter 2
The Institute

1. IIT Indore was established by an Act of Parliament on 17 February 2009. IIT Indore has constantly strived for excellence in academics & research and has etched itself amongst the premier institutions of the country. IIT Indore has achieved national and international recognition for the contribution to scientific research in thecountry, with some of the highest rankings for any Indian institution. The Institute has achieved new heights in terms of academic and research progress from any Institution in India, especially among Institutes that have been started at around the same time.

2. Presently, the Institute has 11 academic departments and around 40 courses supported by an agile and highly capable administrative division. The Institute is continuously looking to design new and unique courses. Apart from an outstanding research-focused atmosphere, IIT Indore provides ample opportunities for the community to pursue extra-curricular activities by means of a number of clubs and events geared towards sports and cultural aspects of life.

3. IIT Indore is moving up fast in National Institute Ranking Framework (NIRF), currently in 10th place among engineering institutes and ranked 351-400 in the world on Times Higher Education (THE) rankings, 55th in Asia and 61st in emerging economies as per the 2020 data. IIT Indore has been rated as the top new IIT by the Abstracting and Indexing Service Scopus. IIT Indore has one of the leading Institute in h-index amongst all new IITs.

4. IIT Indore has always promoted interdisciplinary approach and proposed and nucleated Centres which in due course of time became Departments in their own right. The Departments are being set up keeping in mind the focal strengths of the Institute and the national priorities for research as defined by the Government of India from time to time.

5. **Vision**.

    (a) To establish a centre for excellence in interdisciplinary education that serves as a transformative role model towards the education sector and society in general by means of imparting the very best training and education.
    (b) To serve as a valuable resource for the country, and to always protect and enhance the national pride by force of overwhelming talent representing the country.
    (c) To serve as the benchmark for education and training in science and technology for the consideration of society, industry and educationists alike.

6. **Mission**. The driving force behind the 21st century is the development of knowledge-intensive societies. This awareness has led to the creation of new institutes of higher learning in India in the past few years. Indian Institute of Technology Indore, established in 2009, is part of this mega-project that envisages India as a Global Technology Leader. Continuing with the tradition of the older IITs, IIT Indore aims to play an active role in this task of propelling India on her

growth-trajectory by focusing on education, research and development. IIT Indore visualizes this mission within the context of larger humanistic concerns.

(a) To promote and encourage the very best and innovative methods of Research and Teaching.
(b) To foster society towards scientific method of thinking and to fulfil their responsibility as educated citizens of the nation.
(c) To serve and protect the interests of the nation and it's people.
(d) To consider, with due care, the issues of national importance and global concern.
(e) To establish the Science and Engineering workforce of India as among the foremost in the world.
(f) To promote broad-based, interdisciplinary, flexible education that allows students to absorb and execute their works on myriad levels.
(g) To foster and cultivate intellectual exchange, cultural exchange and creativity of every human being.
(h) To promote and encourage the methods of exploration, gaining knowledge, rationalism and enterprising spirit among the society and students.

7. **Values**.

(a) Utmost commitment to academic integrity and honesty.
(b) Respect for all human beings, at all levels.
(c) Commitment towards elimination of discrimination based on caste, creed, sex or religion etc.
(d) Tolerance and understanding of the views (scientific or otherwise) of every individual.
(e) Appreciation and encouragement of intellectual depth, experience and creativity.
(f) Promotion of enterprise and scientific spirit.
(g) Promotion of education at all levels and of all sections of society.
(h) Commitment to following the rules and regulations of the land and Institute.

8. **Academics**. IIT Indore conducts academic programmes and research activities in the broad disciplines of Technology/Engineering, Science and Humanities. The institution believes in the interdisciplinary nature of academic and research activities. The Academic Units are broadly represented by:

(a) Engineering.
Mechanical Engineering (ME)
Computer Science and Engineering (CSE)
Electrical Engineering (EE)
Civil Engineering (CE)
Metallurgy Engineering and Materials Science (MEMS)

(b) Science.
Physics
Mathematics
Chemistry

(c) Interdisciplinary.
Biosciences and Biomedical Engineering (BSBE)
Astronomy, Astrophysics & Space Engineering (DAASE)

(d) Humanities.   Humanities and Social Sciences (HSS)

9. **Chronology of Major Academic Milestones.**

➤ 17 February 2009: Foundation laying of IIT Indore at Simrol campus.

➤ July 2009   : Start of BTech program with admission of 107 students with three branches i.e. CSE, ME and EE.

➤ July 2010   : Start of PhD program.

➤ May-July 2011 : School of Engineering shifted to rented PACL Campus.

➤ 22 July 2011   : 1st meeting of Academic Council of IIT Indore.

➤ March 2012   : All academic records shifted from IITB to IITI Academic Server.

➤ April 2013   : Conversion of Academic Council to Senate.

➤ 08 June 2013   : 1st batch of BTech students graduated during 1st Convocation.

➤ July 2013   : Start of MTech and MSc Programs.

➤ 05 June 2014   : First batch of 6 PhD students received degree during 2nd Convocation

➤ July 2014   : Start of Minor programs in Branches

➤ Aug 2015   : 1st batch of MTech and MSc students graduates

➤ Dec 2015   : Academic activities shifted to Simrol Campus

➤ July 2016   : B. Tech. program started in CE and MEMS. Intake to BTech program increased from 120 to 260

➤ Dec 2016   : Residence of UG students shifted to Simrol Campus

➤ July 2017   : 1st BTech batch admitted to entirely in the permanent campus

➤ October 2020   : 1st batch of 6 MS (Research) students in CSE graduate.

10. **Some Unique Features of IIT Indore.**   IIT Indore is known for uniqueness and many "firsts". The Institute has defined its own path and believes in creating its own niche. Some of the unique features of IIT Indore are as follows:

(a) Very strong emphasis on practical/hand-on training in UG and PG programs (BTech student of any branch must do at least 10 practical courses during 3rd to 6th semester)

(b) 7th Semester of B Tech program free from any course work to enable B Tech students to undertake research oriented BTP which can be done entirely outside IITI.

(c) Financial support for high quality BTP through Promotion of Research and Innovation among Under-graduate Students (PRIUS).

(d) All the elective courses of all the Academic Programs are Open Electives i.e. choice based credit system.

(e) Very strong emphasis on inter-disciplinary research.

(f) Exposure to UG students to state-of-art research laboratories whilst working along with PG and PhD students and Post-Docs.

(g) 50-60% credits in PG programs dedicated to Thesis work.

(h) Enabling PhD and PG students straight away start research work with less coursework (MTech/ ME/ MPhil qualified PhD student has 2 theory courses only).

11. **How to reach IIT Indore.** IIT Indore is located at 31 kms from the Devi Ahilyabai Holkar Airport and 30 kms from Indore Railway Station. To reach IIT Indore from the airport or railway station, you may use any of the prepaid taxi services or AICTSL Bus No. M19 (plying frequently from Bhawarkuan Square, ABRoad to IIT Indore, Simrol). If you are commuting through two-wheelers, then you are required to wear proper full head helmets, as it is mandatory to wear helmets on two wheelers within the Institute campus.

Chapter 3
Governance Structure

1. The Institute is principally governed by *The Institutes of Technology Act, 1961, The Institutes of Technology (Amendment) Act, 2012* and IIT Indore Statutes. However, all rules in force must confirm in spirit to the established and relevant rules in force, promulgated by the Government of India for Government Institutions and Employees from time to time. Whenever the Act of Statutes are not clear on any matter, the relevant rules of the Government of India and/or it's constituent units are to be used as the reference.

2. As a member of IIT Indore community, it is advised to familiarize yourself with the following rules and regulations of IIT Indore:

    (a) The Institutes of Technology Act, 1961 (as per latest amendment)
    (b) The Institutes of Technology (Amendment) Act, 2012
    (c) The Statutes of IIT Indore

3. For matters not explicitly covered in the above documents or Institute Rules and Regulations, the following regulations may be used as additional reference:

    (a) Central Civil Services (Classification, Control & Appeal) Rules, 1965
    (b) Central Civil Services (Conduct) Rules, 1964
    (c) Central Civil Services (Leave) Rules, 1965

4. **The Visitor.** The President of India is the Visitor of the Institute. The visitor is vested with the power to change, revoke or review and decision, statute or bye-law of the Institute.

5. **The Council.** The IIT Council is the apex body responsible for the general governance of all IITs. The IIT Council is chaired by the Hon'ble Union HRD Minister, while the members are composed of Chairman and Director of all IITs, Chairman of UGC, DG CSIR, Chairman & Director of IISc, 03 MPs, 01 member nominated by AICTE, 03 members by Central Government and 03-05 members to be nominated by the Vsitor. The IIT Council convenes regularly to discuss common issues related to Indian education that affect all the IITs. *The detailed function of the IIT Council is provided in Section 33 of IIT Act 1961.*

6. **Board of Governors (BoG).** The Board of Governors is the principal advisory and governing body of the IIT. All major policy decisions are beapproved by the Board before coming in force. This includes appointments and terminations of staff/faculty, award of degrees, major purchases, constructions, starting of new disciplines/departments, approval of long-term leaves, etc. *The details are available in Section 3 of IIT Indore Statutes.*

    Members. Chairman, Director, 01 nominee by State Government, 04 nominees of the Council having special knowledge or practical experience in respect of education, engineering or science, 02 Professors of the Institute nominated by the Senate and Registrar as the Member Secretary.

Meeting.	Not less than twice during a calendar year
	05 members form the quorum

7. **Finance Committee (FC).** The Committee shall provide views and make its recommendations to the Board on any financial matter relating to the Institute. *The details are available in Section 7 of IIT Indore Statutes.*

Members. Chairman, Director, 02 nominees by Central Government, 02 nominees by Board and Registrar as the Secretary.

Meeting.	Not less than twice during a calendar year
	03 members form the quorum

8. **Building and Works Committee (BWC).** Proposals and issues related to the construction works are taken up by the Building and Works Committee. *The details are available in Section 8 of IIT Indore Statutes.*

Members. Not less than 05 and not more than 07 members appointed by the Board with Director as an ex-officio member and Registrar as the Secretary.

Meeting.	Not less than twice during a calendar year
	03 members form the quorum

9. **The Senate.** The Senate is the custodian of all academic affairs of the Institute. *The details are available in Section 5 of IIT Indore Statutes.* The Senate is empowered to:

(a) Sanction academic programs & courses approve their contents and any changes thereof, and oversee their conduct.
(b) Set the criteria for the award of academic degrees and honors and approve each individual award.
(c) Set the criteria for the termination of students' programs and approve each termination with due deliberation.
(d) All academic matters related to the selection of students or participants in academic programs and courses, and periodic information regarding their progress and completion, shall similarly be reported to the Senate for its information and approval.
(e) May approve changes in the program of study of students.
(f) Creation of new academic departments, schools and centres or abolition thereof or any significant changes in the profile of such entities that are already existing, shall be approved by the Senate and thereby recommended to the Board.
(g) Policy and infrastructural initiatives that have bearing on the research and academic profile of the Institute shall be presented to the Senate on a regular basis for its comments and advice, which shall be non-binding but must be communicated to the Board.

Members. Director, Deputy Director, Professors, Deans, HoD, 03 persons (not being employees of the Institute) to be nominated by the Chairman in consultation with the Director from among educationists of repute, one each from

the fields of Science, Engineering and Humanities, 02 distinguished persons from Industry/ R&D or any comparable organisation, upto 05 studentrepresentatives and Registrar as the Secretary.

Meeting. Not less than 04 times during a calendar year
1/3 members shall form the quorum

10. **Director.** The Council may appoint, with prior approval of the Visitor, an eminent person as Director on contract for a period not exceeding five years, with a provision for renewal for further periods. *The powers and functions areavailable in Section 12 of IIT Indore Statutes.*

11. **Deputy Director.** The Board, in the interest of smooth functioning of the Institute, shall have the power to create one or more posts of Deputy Director. The appointment of the Deputy Director, from among the faculty members of the Institute, shall be made by the Board on the recommendation of the Director. The Deputy Director shall assist the Director in such academic and administrative work as may be considered necessary from time to time.

12. **Deans.** The Board shall appoint Dean(s), from among the faculty members of the Institute, for performing such duties and functions and on such terms and conditions as the Board may decide from time to time. Presently, The Institute has the following Deans:

(a) **Dean of Faculty Affairs (DoFA).** DoFA deals with matters related to Faculty members including recruitment, approval of leaves etc.

(b) **Dean of Academic Affairs (DoAA).** DoAA is the head of the Academic Office, which holds the records of all students with regards to academic performance. He/ She presides over the general superintendence and conduct of the UG and PG academic affairs and serves to resolve grievances of faculty and students w.r.t. the academic programme. Proposals regarding conduct and modification of academic programmes, received from the departmental heads are recommended by him/ her for further consideration and approval.

(c) **Dean of Research and Development (Dean R&D).** Dean R&D is responsible for the promotion and promulgation of research activities and regulating funds for doing research at IIT Indore received from external agencies.

(d) **Dean of Student Affairs (DoSA).** DoSA is responsible for all matters concerning the studesnts, other than academic matters*.* He/ She is the Convenor of the Disciplinary Committee which is formed in the event of any misconduct by any student of the Institution.

(e) **Dean of Infrastructure Development (DoID).** DoID oversees all matters related to the creation, modification and repurposing of civil infrastructure and maintenance/upkeep of existing civil infrastructure such as roads, electricity, water supply etc. The maintenance and upkeep issues related to

the Institute Allotted Accommodation to the employees is also the responsibility of Dean (Infrastructure Development).

(f) **Dean of Administration (DoA).** DoA is responsible for broad policy issues relating to the administration of the Institute, such as recruitment of non-teaching staff, interdepartmental transfers, purchase, finance, administrative procedures, transportation, medical, administrative training programmes.

(g) **Dean of International Affairs and outreach (DoIA).** DoIA is responsible for promoting international linkages, international relations and projects with regards to the Institute. The office of Dean of International Affairs coordinates visits of foreign functionaries/ faculties/ officers for any type of academic and/or professional and/or cultural exchanges, including for visiting and/or guest faculty.

(h) **Dean of Resources Generation (DoRG).** DoRG handles matters relevant to Alumni Affairs, fund raising and donations towards the Institute.

13. **Head of Department.** HoD will be in-charge of the Department or School and Centre or Division or similar unit. He/ She shall be selected and appointed by the Director from among the academic staff of the Institute. He/ She shall ensure that the teaching, research and development, administrative and other activities and the decisions of the Authorities of the Institute and of Director are faithfully carried out. *The functions are available in Section 23 of IIT Indore Statutes.*

14. **Registrar.** The Registrar is one of the principal officers of the Institution under the IIT Act, 1961 and is entrusted with statutory functions under the Act. He/she is the ex-officio Secretary to all the statutory bodies of the IIT, such as the Senate, Board of Governors or any such committee that reports to the statutory committees such as Finance Committee and Building and WorksCommittee. The Registrar is the custodian of the records, common seal and any other such property of the Institute as assigned by the Director. *The duties of Registrar are available in Section 19 of IIT Act 1961.*

15. **Hierarchical structure of the Institute**.

Administrative
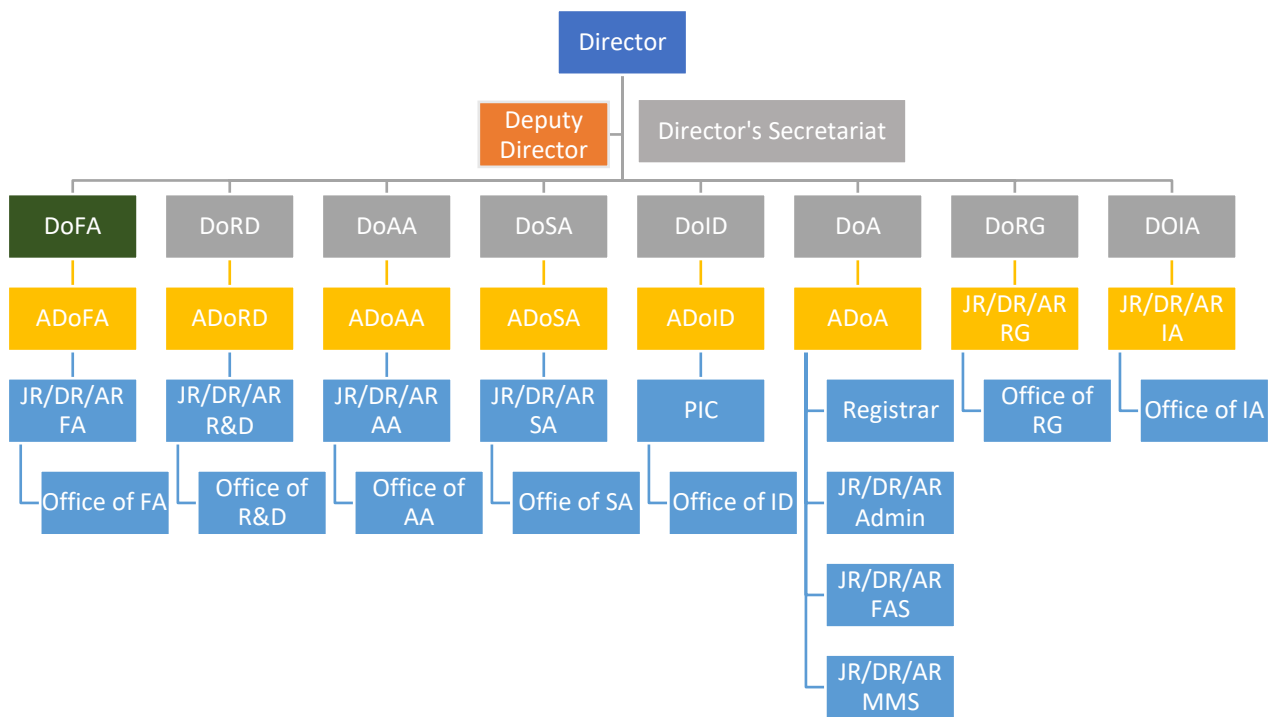
Departmental
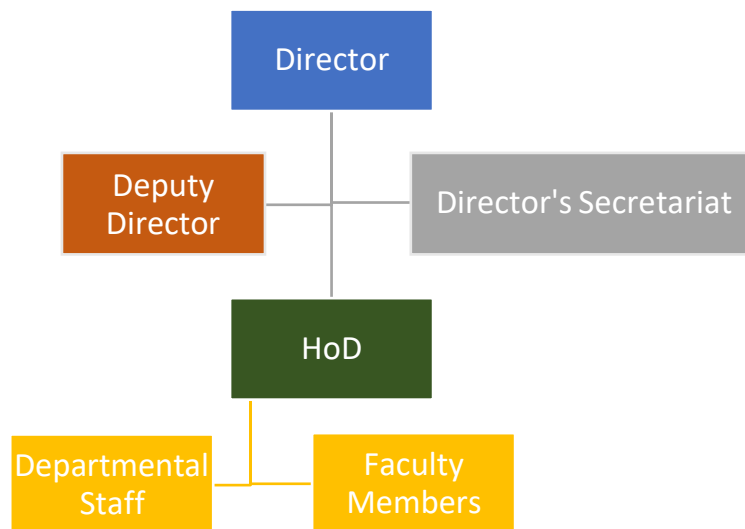
Chapter 4

Joining the Institute

1. Welcome to the IIT Indore family. You are required to report to your respective Department and meet the Manager/ Deputy Manager. You will be handed over a Welcome Kit which also contains the forms that are required to be submitted at the time of joining.

2. The list of forms required to be filled at the time of joining are as mentioned below and placed at the end of this book. You are required to submit all these forms to your departmental office on the day of your joining.

SI. No.	Form	Instructions
(a)	Joining Report	To be approved by concerned HoD and submitted at Departmental Office
(b)	Form for opening official e-mail id and internet access	Approved by concerned HoD and submitted to Computer Center / IT Center
(c)	Medical Fitness Form	Signed by Deputy Registrar (Faculty Affairs) and submitted to IITI Health Centre
(d)	Declaration form	Submit at Departmental Office
(e)	Attestation Forms	Submit at Departmental Office
(f)	Bank Account, PAN Card and Aadhaar declaration form	Submit at Departmental Office
(g)	NPS form for opening PRAN	Submit at Departmental Office
(h)	HRA form	Submit at Departmental Office
(i)	Form for ID card	Submit at Departmental Office
(j)	Faculty forum form	Submit at Departmental Office
(k)	Form for ID cards to dependents	Submit at Departmental Office. (If applicable)
(l)	Parental Income Declaration form	Submit at Departmental Office. (If applicable)
(m)	Joint Declaration form	Submit at Departmental Office. (If applicable)
(n)	Dependent Declaration form	Submit at Departmental Office. (If applicable)
(o)	Application for Accommodation	Submit through email to irac@iiti.ac.in
(p)	Service Book	Fill it at Office of Faculty Affairs

3. **Medical Fitness Test.** You are required to undergo the Medical Fitness Test conducted by the Medical Authority of Institute. Your joining will be complete only when you obtain a Certificate, certifying that you are is in sound health and physically fit for the service. This certificate is to be submitted within a week of joining the Institute. If it is not submitted in time, you will not be allowed to continue the services.

4. **Accommodation at the time of joining.** At the time of joining, you may be provided with accommodation in an Executive Suite for 21 days from the date of joining, subject to availability and a token amount of ₹2500/- to be paid by you or deducted from the HRA in your salary. If you want this accommodation, you are

required to mail your requirement to *guesthouse@iiti.ac.in* along with the number of days. In case the extension of duration is requested, accommodation may be provided on payment basis subject to availability. During this extended period, the occupant will fall into Category B, i.e. accommodation charges to be paid by the occupant as per the amount listed Para 8 of Chapter 6.

5. **Accommodation.** The Institute has an Institute Residential AllotmentCommittee (IRAC) that looks after the allotment of accommodation within the campus. If you wish to opt for accommodation within the campus, then fill A-19 Form (Application Format for Institute Accommodation) and send a mail to *irac@iiti.ac.in*. Please note that the request made on this email will be considered only and you will get accommodation subject to availability. If you get accommodation within the campus, you will not be eligible for HRA and will be charged License Fee as applicable, Electricity & Water charges at actuals. *More details can be obtained vide Institute Policy IIT/RO/48/2014/15 dated March 11, 2014 uploaded in the Policy Section of Faculty Affairs webpage.* Salient Points for getting an accommodation within the campus are as follows:

   (a)   Assistant Professor will be entitled for Type C (02 bedrooms) and others will be entitled for Type D (03 bedrooms) accommodation.
   (b)   HRA will not be admissible, if accommodation is provided.
   (c)   License Fee as applicable would be deducted from the salary. Presently, LF for Type C and D are ₹1,200/- and ₹1,500/- per month respectively.
   (d)   No furniture or any other facilities will be provided in these flats.
   (e)   The allotted flat must be well-maintained and kept in good condition.
   (f)   No alterations are permitted in the allotted flat.
   (g)   The competent authority reserves the right to have the allotted flat vacated with one month's notice.

6. **Vehicle Stickers.** You will be required to have vehicle stickers for your vehicle. You must deposit the copy of RC of vehicle, licence and Institute Identity Card duly self-attested mentioning your name, designation, department and ID code at Security Help Desk. You can receive your vehicle sticker on the following working day from the security help desk (Gate No. 1). The stickers would be pasted on front windscreen on left side in four wheelers and on front body in two wheelers, at a location which is easily visible and identifiable. Please return the stickers to security helpdesk in the event of sale of the vehicle or change of job from IIT Indore. Please note that the stickers are for facilitating identification of vehicles and display of the sticker on vehicle does not dispense the production of individual identity cards while making entry to the campus of the institute.
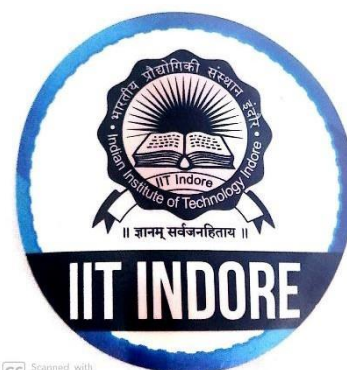
Chapter 5
Service Conditions
(Refer 19(1) and Schedule-B of IIT Indore Statutes for details)

1. **Medical Fitness.** Every appointment shall be subject to the condition that you are certified as being in sound health and physically fit for the service by the Medical Authority of the Institute.

2. **Superannuation.** The age of superannuation for all regular faculty membersis 65 years.

3. **Probation.** All appointments to permanent positions under the Institute will be made on a probation for a period of one year. The period of probation can be extended for such periods as may be found necessary but not exceeding 02 years. The Appointing Authority shall have the power to terminate the services without notice and without any cause assigned during the period of probation.

4. **Confirmation.** After successful completion of the probation and meeting the expectations of the Institute, you will be confirmed in your service and can continue till the end of the month in which you attain the age of superannuation.

5. **Procedure for Confirmation.** You are required to submit a self-appraisal form, approved by respective HoD, to the Office of Faculty Affairs at the end of first year. If approved by the Competent Authority, a formal Office Order will be issued to you on successful completion of probation and confirmation of the service.

6. **Termination and/or leaving service.** You may resign from services at IIT Indore by giving 03 months' notice to the Appointing Authority, provided that the Appointing Authority may for sufficient reasons either reduce this period or call upon you to continue till the end of semester or academic year in which the notice is received. The Institute may terminate any employee with three months' notice or salary thereof, providing sufficient reasons for such termination. However, this notice period is reduced to 1 month for the probation period, and no reason may be provided by the Institute to terminate an employee on probation.

7. **Timeline for Faculty Assessment**: The faculty members are required to submit an application along with the self-assessment form duly recommended by respective Head of Department to the Faculty Affairs office on following occasion:

Condition	Timeline
Completion of Probation Period	1 year from the date of joining (not applicable for Assistant Professor Grade II)
Pay upgradation from Level 10 to 11	1 year from the date of joining as Assistant Professor Grade II
Extension of Tenure	Applicable for Assistant Professor Grade II
Conversion from Assistant Professor Grade II to I	Applicable for Assistant Professor Grade II post completion of 3 years of post Ph.D experience
Pay upgradation from Level 12 to 13A1	3 years from the date of joining as Assistant Professor Grade I
HAG Scale (Level 14A to 15)	Applicable for Professor post completion of 06 years of continuous service as Professor in Level 14A

Chapter 6
Entitlements

1. **Relocation Allowance.** You are eligible for reimbursement as per entitlement for self and family, and charges for transportation of goods at actuals. Air travel is allowed by Air India only. You can claim the amount within 06 months of the travel and if you leave the Institute within 03 years, then you must return the amount claimed. The maximum amount reimbursable is as follows:

   (a) Within India - Maximum of ₹75,000/- (Rupees Seventy-Five thousand only) or actual expenditure, whichever is less.
   (b) Abroad - Maximum of ₹1,00,000/- (Rupees One lakh only) or actual expenditure, whichever is less.

2. **Children Education Allowance.** You can claim upto ₹2,250/- per child per class per month as reimbursement towards education allowance, for a maximum of two eldest school going children from Classes I to XII. In addition, Hostel Subsidy upto ₹6,750/- per child per class per month can also be claimed, if you keep your children in a hostel of a residential school/ institution located beyond a distance of 50 kms from your residence. Some of the salient points are as follows:

   (a) Age limit for claiming Children Education Allowance for the children, other than disabled children (in that case age limit is 22 years), is 20 years or till the time of passing XII class, whichever is earlier.
   (b) Children Education Allowance is also admissible for children studying through Correspondence or Distance Learning (Restricted up to XII class only).
   (c) Even if a child fails in a particular class, the reimbursement of CEA shall not be stopped.
   (d) Claim should be filed on an annual basis.
   (e) Check Off list while submitting the claim are as follows:
       (i) Form F-1 (Children Education Allowance (CEA) claim form).
       (ii) Certificate issued by the Head of the School/ Institution.
       (iii) Bills of fees submitted.

3. **Cumulative Professional Development Allowance (CPDA).** An amount of ₹3 Lakh for a block period of 3 years is earmarked for the professional development of the faculty members. The amount can be spent on presenting papers at conferences/workshops/symposia/training programmes, registration fee, purchase of books, membership fee of professional bodies and contingency. The new block year has started from April 1, 2019. For faculty members joining the Institute in the middle of the block period, the amount of CPDA credit will be calculated on the pro-rata basis. You can claim it by submitting Form F-8 (Claim for CPDA Expenses) in Finance & Accounts Section. *More details can be obtained vide Institute Policy IIT/RO/48/2014/15 dated March 11, 2014 uploaded in the Policy Section of Faculty Affairs webpage.* Time to time separate orders are issued clarifying the GOI orders on CPDA.

4. **Communication Charges.** You are entitled for a monthly reimbursement of the telephone, mobile and internet charges. No SIM/data card will be provided by the

Institute, and the reimbursement applies only to one connection of each type registered in your name. You can claim it on a quarterly basis by submitting Form F-2 (Claim for Communication Charges) in Finance & Accounts Section. *With reference to IITI Circular IITI/Admin/Int. Circ./2018/511 dated July 3, 2018*, the maximum monthly amount admissible is as mentioned below:

(a) Professor (Sr. Scale)   - ₹3,000/- + tax
(b) Professor   - ₹2,700/- + tax
(c) Associate Professor/ Assistant Professor Grade-I   - ₹2,250/- + tax
(d) Assistant Professor Grade-II   - ₹1,200/- + tax

5. **Newspapers Charges.**   You are entitled for a monthly reimbursement of the newspaper charges. You can claim it on a half yearly basis by submitting Form F-13 (Claim for Reimbursement of Newspaper Expenses) in Finance & Accounts Section. *With reference to IITI Circular IITI/Admin/Int. Circ./2018/510 dated July 3, 2018*, the maximum admissible amount is as mentioned below:

(a) Professor (Sr. Scale)   - ₹1,100/-
(b) Professor   - ₹850/-
(c) Associate Professor/ Assistant Professor   - ₹500/-

6. **Leave Travel Concession (LTC).** You are eligible for LTC if you have completed one year of continuous service on the date of journey. You are to apply for leave in advance and submit the approved leave application to Office of Faculty Affairs. The Office of Faculty Affairs will issue an Office Memorandum (OM) for the same. Some of the salient features are as follows:

(a) For fresh appointees, LTC is available every year for the first 08 years of service. 04th & 08th LTCs are for anywhere in India and the remaining six LTCs for the Hometown.

(b) Thereafter, two LTCs (one for Hometown and one for anywhere in India) are admissible in a four-year block. The present block year is 2018-21.

(c) It is not admissible during Child Care Leave.

(d) Concession for one block can be carried forward to the first year of the next block, i.e. the outward journey for 2020-21 block can be performed upto 31 December 2021.

(e) 90% fare can be taken as advance, admissible for both outward and return journey. When advance is taken, claim should be submitted within 01 month from the date of return journey.

(f) When no advance is taken, claim should be submitted within three months from the completion of return journey. Otherwise, the claim will be forfeited.

(g) Hometown once declared is final and you may change it only once during the entire service period.

(h) The air travel where the Government of India bears the cost of air passage, air tickets shall be purchased from the three Authorized Travel Agents viz.

    (i)   M/s Balmer Lawrie & Company Limited (BLCL),

    (ii)   M/s Ashok Travels & Tours (ATT)

    (iii)   Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)

(i)   <u>Encashment of Earned Leave with LTC</u>: At the time of availing LTC, you can encash upto 10 days of earned leave, subject to the condition that such encashment will not exceed 60 days during your entire career and after such encashment at least 30 days of Earned Leave should remain in your leave Account.

(j)   Check List whilst submitting the claim.

    (i)   Duly Filled Form F-3 for advance and F-4 for final claim
    (ii)   Approval of leave
    (iii)   OM issued by the Office of Faculty Affairs
    (iv)   Tickets
    (v)   Boarding Pass, if applicable

7. **Retirement Benefits.** It is in your own interest to ensure that your service book and leave accounts are correctly maintained by the Office of Faculty Affairs.

(a) <u>Encashment of Leave</u>. A lumpsum amount is granted, equivalent to Leave Salary admissible (includes DA but not HRA/ Special Allowance), for the number of days of Earned Leave and Half Pay Leave on the last day of your service. It is subjected to an overall limit of 300 days.

(b) <u>National Pension System</u>. (For details, kindly visit *www.npscra.nsdl.co.in)* You will be provided a unique 16-digit Permanent Pension Account Number by the Office of Faculty Affairs, once your NPS account is activated. The monthly contribution would be 10% & 14% of the total of Basic Pay & DA by you and the Institute respectively. Recovery will commence from the month following the month of joining the Government Service. Salient points are as follows:

    (i)   Exit from the Scheme will be on attaining 60 years of age.
    (ii)   Mandatory to invest 40% of pension wealth in an annuity to provide pension for lifetime of self and dependent parents/ spouse.
    (iii)   In case if you leave the scheme before 60 years of age, 80% of pension wealth is mandatory for investment.
    (iv)   Partial withdrawal not exceeding 25% of accumulated pension wealth of your contribution is admissible subject to higher education & marriage of children, purchase/ construction of house, treatment of specified illness and medical & incidental expenses arising out of the disability or incapacitation.

Chapter 7
Facilities

1. **Sophisticated Instrumentation Centre.** (For details, kindly refer *http://people.iiti.ac.in/~sic/*) Sophisticated Instrumentation Centre (SIC), was established in September 2011 to facilitate the research program at IIT Indore across the discipline. It is now a national facility providing service and expertise to academic and industry from all parts of country and some international centres. SIC is analyzing and recording more than 10000 samples yearly in diverse instruments across the disciplines of science and engineering and it is not only catering the need of the institute but also supporting more than hundred users and many institutes across India. Among more than forty sophisticated instruments housed in this centre. Nuclear magnetic resonance (NMR) spectrometer remains one of the mostly used equipment which is utilized to identify an unknown molecule. Confocal microscope is another instrument which remains particularly very much popular among biologists and works on the principle of fluorescence.

2. **Central Workshop.** It has a fully functional Mechanical Engineering Workshop including sections of Machining, Foundry, Welding, Forming, Plastic Parts Manufacturing, Carpentry and Fitting. Different machines available in the Central Workshop are used the students of different academic programs to manufacture and/or fabricate their apparatus, setup, equipment, etc. for their experimental research and projects. They are also used to fabricate different accessories, equipment i.e. UV based disinfection, padel operated sanitizer dispenser, dustbins, key chains, etc.

3. **Learning Resource Centre.** The LRC has a collection of 36,790+ books, 575+ Theses and Dissertations at present. These include books on all relevant subjects for teaching, reference and research in addition to fiction, literature and general interest books to take care of the leisure and recreation reading needs of users. The LRC has also developed special collections of books such as Gandhian Studies, Hindi books, Children's books, etc. The working hours are from 09:30 a.m. to 06:30 p.m. from Monday to Saturday. It is closed on Sundays & Holiday. You can get more information at http://library.iiti.ac.in/.

4. **Medical**. (For details, kindly visit http://people.iiti.ac.in/~medical/facility.php) IIT Indore Health Centre is highly equipped to medically take care of you and provides one of the best medical facilities available in the city. Some of the best hospitals in the City has been empanelled to provide the best medical facilities available. You need to produce your/dependant ID card to avail cashless facility in these hospitals. In case you have spent on your own on availing any medical facility elsewhere, kindly submit the bill along with Form F-12 (Claim for Reimbursement of Medical Expenses) to the Health Centre. The amount will be reimbursed as per the applicable rates and rules in force. The hospitals empanelled by the Institute are as follows:

   (a) CHL Hospitals
   (b) Choithram Hospital and Research Centre
   (c) Apollo Rajshree Hospitals & Research Centre
   (d) Bombay Hospital
   (e) Metropolis Healthcare Ltd.
   (f) Medanta Hospital
   (g) Retina Speciality Hospital

5. **Transport**. The Institute has a fleet of 04 buses which commute to the city and back. Thebuses ply from the Institute to IT Park on all working days and to C21 Mall on weekends. The tentative route and timing are mentioned below, however you must check for the latest information from Transport Office or website.

   On all working days

   Institute – Simrol – Umarikheda – Tejaji Nagar – Limbodi – IT Park

   07:15 a.m. & 06:10 p.m. from Institute / 08:10 a.m. & 07:00 p.m. from IT Park

   On weekends

   Institute – Simrol – Umarikheda – Tejaji Nagar – AB Bypass Road – Radisson Square – Vijay Nagar – C21 Mall

   03:15 p.m. from Institute / 07:30 p.m. from C21 Mall

   Institute – Simrol – Umarikheda – Tejaji Nagar – Silver Springs – IT Park

   07:15 a.m. & 06:10 p.m. from Institute / 08:10 a.m. & 07:00 p.m. from IT Park

6. **Internal Commutation.** The Institutepromotes non-usage of fossil fuels within thecampus and hence a fleet of 10 green vehicles are used to commute from one place to another within the campus. These e-vehicles ply every half an hour between IITI Health Centre to SchoolBuilding via Guest House, POD, Hub Building and SIC.

7. **Bank.** The Institute houses the Canara bank located near the Hall of Residence. The bank provides you with locker facilities too. In addition, lucrative offers on loan facility are also provided for the community. There are 03 ATMs in the Institute located as indicated below:


   (a)   Canara Bank   -   Bank Building
   (b)   HDFC   -   School Building
   (c)   SBI   -   Workshop

8. **Dining and Eateries.** The dining facilities are being offered by more than 01 caterers. In addition, various eateries are also available which include Tea Post, Zoom, Zippy, Juicilious, Noor's Kitchen, Amul, etc. All these facilities are available in the Central Dining Building. Payment at all the outlets is cashless.

9. **La Fresco.** La Fresco is a co-operative store which cater to the daily needs of the inhabitants. The timings of operation are from 12:00 noon to 08:00 p.m.
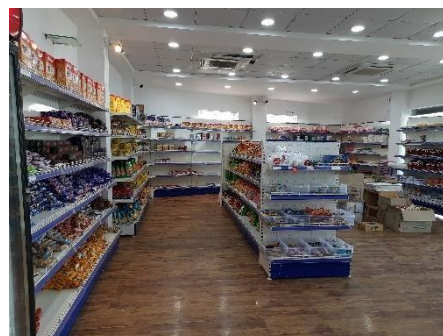
10. **Laundry.** Laundry services are available in the campus.

11. **Post Office.** Postal services are available on working days in the bank building first floor. Postal code is 453552. Postal services include Speed Post, Insurance and philately.

12. **Guest House.** The Institute has 18 Executive Rooms + 01 Suite Room available at the Guest House with world class facilities. In addition, 12 Executive Rooms are also available in the Studio apartments. If you want to book a room for your guest, you need to drop an email to *guesthouse@iiti.ac.in*. The guest charges (liable to change) and rules applicable are as follows:

Category of visitor	Eligibility	Authority	Amount (Per Room, meals excluded)	Payment Mode
A	**Visitor invited by the Institute** for academic, administrative work, Individual visiting Institute in connection with scheme, project, consultancy, short term courses, seminar, conferences, workshop, GIAN, research collaboration work, campus interview, JEE / GATE	Director / Registrar / Dean / HOS / HOD /PI (Faculty) Faculty in-charge-Placement Office.	Per Night (≤10 days): ₹2, 000 + Tax	Project / Respective Coordinator / Visitor/ Respective Department/ Section
B	Employee, Students, Parents / Guardians and Alumni guests / Visitors from other academic Institutes / Govt. or Public Sector Organization visiting for individual purpose	Faculty, Officers (Registrar/ OSD /DR/AR/ Security Officer/ Medical Officer/ Sports Officer)	**Executive Suite Charges:** Per Night (≤10 days): ₹3, 000 + Tax Per Month (> 10 days): ₹30, 000 + Tax **Non-Executive Suite Charges:** Per Night (≤ 10 days): ₹1, 500 + Tax Per Month (> 10 days): ₹20,000 + Tax	By the individual before checking out. **If charges are not paid by visitor, then the corresponding authority is requested to clear the bill.**

13. **Salon.** The Institute has a best-in-class salon facility available above the Canara bank with nominal rates. The timing of the Salon is from 07:00 a.m. to 08:00 p.m.

Chapter 8
Your Role

1. Sky is the limit at IIT Indore. The Institute expects the very best standards of Research and Teaching from you. In addition, the Institute will entrust you with additional responsibilities which would be required for the better functioning of the administration.

2. Following is a rough outline of what is expected from you:

   (a) Contribute immensely to the Institute in Teaching, Research and Service.
   (b) Handling of teaching intensive assignment/course work.
   (c) Good research productivity in the form of laboratory development.
   (d) Recruitment of PhD and/or master's, bachelor's students indicated by research output and project execution.
   (e) At least one grant proposal submitted within the first 72 months after joining, and independent research funding secured within about a year.
   (f) Promote innovation and entrepreneurship.
   (g) Assist the Institute in administrative matters.

3. **Teaching at IITI.** As a core activity (along with research), teaching involves the successful conduct and delivery of the academic programmes of the Institution. The Senate approves the courses for teaching for various academic programmes at IIT Indore. As a faculty member, you can propose new courses aselectives in your area of expertise. These courses go through a process of approval, first at the departmental level, then at the level of the appropriate Program committee (DPGC/DUGC) and finally at the Senate level itself.

4. **Academic Courses.** (For details, kindly refer *https://academic.iiti.ac.in/*) The Academic Office is responsible for all the academic affairs of the students of the Institute. Dean of Academic Affairs heads the office and is assisted by Associate Dean (Academic), Joint Registrar/Deputy Registrar/Administrative Officer, Managers and Deputy Managers besides some contractual employees. The Institute offers around 40 courses in various disciplines and are as follows:

   (a) Bachelor of Technology (B.Tech)

       (i)   Computer Science and Engineering (from AY 2009-10)
       (ii)   Electrical Engineering (from AY 2009-10)
       (iii) Mechanical Engineering (from AY 2009-10)
       (iv)   Civil Engineering (from AY 2016-17)
       (v)   Metallurgy Engineering and Materials Science (from AY 2016-17)

   (b) Master of Technology (M.Tech) with provision of converting to M.Tech + Ph.D dual degree at the end of 3rd Semester

       (i)   Electrical Engineering with specialization in Communication and Signal Processing (from AY 2013-14)

(ii) Electrical Engineering with specialization in VLSI Design and Nanoelectronics (from AY 2017-18)

(iii) Mechanical Engineering with specialization in Production and Industrial Engineering (from AY 2013-14)

(iv) Mechanical Engineering with specialization in Mechanical Systems Design (from AY 2018-19)

(v) Mechanical Engineering with specialization in Thermal Energy Systems (TES) (from AY 2022-23)

(vi) Metallurgy Engineering and Materials Science with specialization in Materials Science and Engineering (from AY 2015-16)

(vii) Metallurgy Engineering and Materials Science with specialization in Metallurgy Engineering (from AY 2018-19)

(viii) Electric Vehicle Technology from Center for Electric Vehicles Intelligent Transport Systems (CEVITS) (from AY 2021-22)

(ix) M.Tech. in Space Engineering from Department of Astronomy, Astrophysics And Space Engineering (DAASE) (from AY 2021-22)

(c) <u>Two-year Master of Science (M.Sc) with provision of converting to M.Sc + Ph.D dual degree at the end of 3rd Semester</u>

(i) Chemistry (from AY 2013-14)
(ii) Physics (from AY 2013-14)
(iii) Mathematics (from AY 2015-16)
(iv) Biotechnology (from AY 2017-18)
(v) Astronomy (from AY 2018-19)

(d) <u>Five-year B.Tech + M.Tech (only for eligible B.Tech students of IIT Indore at the end of 6th semester)</u>

(i) B.Tech in Electrical Engineering with M.Tech in Communication and Signal Processing (from AY 2014-15)

(ii) BTech in Electrical Engineering with M.Tech in VLSI Design and Nanoelectronics (from AY 2017-18)

(iii) B.Tech in Mechanical Engineering with M.Tech in Production and Industrial Engineering (from AY 2014-15)

(iv) B.Tech in Mechanical Engineering with M.Tech in Mechanical Systems Design (from AY 2018-19)

(v) B.Tech in Metallurgy Engineering and Materials Science with M.Tech in Materials Science and Engineering (from AY 2019-20)

(e) <u>MS (Research)</u>

(i) MS (Research) in Computer Science and Engineering (from AY 2018-19)

(ii) MS (Research) in Electrical Engineering (from AY 2019-20)

(iii) MS (Research) in Mechanical Engineering (from AY 2019-20)

(iv) M.S. (Research) in Space Science and Engineering from Department of Astronomy, Astrophysics And Space Engineering (DAASE) (from AY 2021-22)

(v) M.S. (Research) in Humanities and Social Science from School of Humanities and Social Science (HSS) (from AY 2021-22)

(f)   Doctor of Philosophy

     (i)   Computer Science and Engineering (from AY 2010-11)
     (ii)   Electrical Engineering (from AY 2010-11)
     (iii)   Mechanical Engineering (from AY 2010-11)
     (iv)   Civil Engineering (from AY 2017-18)
     (v)   Metallurgy Engineering and Materials Science (from AY 2014-15)
     (vi)   Bio-sciences and Bio-medical Engineering (from AY 2012-13)
     (vii)   Chemistry (from AY 2010-11)
     (viii) Physics (from AY 2010-11)
     (ix)   Mathematics (from AY 2010-11)
     (x)   English (from AY 2011-12)
     (xi)   Philosophy (from AY 2010-11)
     (xii)   Economics (from AY 2010-11)
     (xiii) Psychology (from AY 2012-13)
     (xiv) Sociology (from AY 2013-14)
     (xv)   Astronomy, Astrophysics and Space Engineering (from AY 2016-17)
     (xvi) Centre of Advanced Electronics (from AY 2021-22)

5. **Credit System.**   IITI follows a credit system for its academic programmes, in which the credits assigned to an academic activity are indicative of the quantum of work involved in that activity. Thus, the credits for a course, for example, depend on the number of Lectures per week, the number of Tutorials per week and the number of Practical or Laboratory hours per week. Credits are also assigned to activities such as seminars and projects.

6. **Assessment Method.** The assessment of a student's performance in a course is by continuous evaluation through the duration of the course. Typically, the evaluation is comprised of assignments, tests and other activities such as course projects which run through the semester, a mid-semester examination and the end-semester examination. The final percentage marks obtained by a student are converted to a letter grade, usually based on the performance of the student relative to the class. Instructors are expected to make available the corrected answer scripts for every assignment, quiz or examination (including the end-semester exam) for the students' inspection on request.

7. **Feedback.**   The Academic office obtains feedback on the effectiveness of your teaching through a system of online course evaluation by students, which happens at the end of the teaching semester.

8. **Faculty Advisor.** On joining the Institute, you will be given a very important additional responsibility as a Faculty Advisor to one or more students. You will have to provide guidance and advice concerning academic, professional, and personal growth of the assigned students. The guidance to the students will enable them to complete their course of study in a smooth and satisfactory manner.

9. **Discipline Under/Post Graduate Committee (DUGC/ DPGC).** Each department/ discipline/ inter-disciplinary research program has a DUGC/DPGC to deal with all the academic matters of its UG/PG/Ph.D students. The committee members and its convener are appointed by the concerned HOD. The Faculty advisors of the UG students report the academic matters related to the UG students to the

concerned DUGC. The Thesis supervisor(s) or Faculty advisor(s) of a PG/Ph.D. student report the academic matters related to that PG/Ph.D. student to the concerned DPGC.

10. **Senate Under/Post Graduate Committee (SUGC/SPGC).** This is an Institute level committee to deal with all the academic matters of the UG/PG/Ph.D students based upon the recommendations of the concerned DUGC/DPGC and it submits its recommendations to the Senate.

11. **System of evaluation and award of grades.** At the end of every semester, a student is awarded a grade based on his/her performance in examination, in every course registered by him/her. These grades are described by the letter grade and have numerical equivalent called the grade points as given below:

Letter Grade	Grade Point	Remark
AP	10	Awarded to the students with exceptional performance in the course
AA	10	Passing grades based on the marks scored by the student
AB	9	
BB	8	
BC	7	
CC	6	
CD	5	
DD	4	
FR	0	Credit not earned.
XX	0	• Repeats the course (for compulsory course). • Repeat or replace the course (for elective course).
PP	-	Pass (for non-credit course)
NP	-	Not Pass (for non-credit course)
AU	-	Pass (for audit course)
SS	-	Satisfactory (for PhD thesis)
US	-	Unsatisfactory (for PhD thesis)

(a) Scale of marks to award the above-mentioned grades will be decided by the concerned Course Coordinator. However, grades will be authenticated by Senate Post Graduate Committee (SPGC) before releasing the grades. Course coordinator(s) should not reveal the grades to students before authorization by SPGC. They may show the Answer Sheets and marks to the students.

(b) For AP grade upper cap is 2% with class strength of 25 or above i.e. for a class strength of 25 to 50, 1 student can be awarded AP grade.

(c) Upper cap for AA grade is 15% (including 2% of AP grade), it can be rounded-off to higher integer number in case of fractional number, i.e. 6.1 can be made 7.

(d) Highest grade that can be awarded to a student repeating a course [on account of earning FR or XX grade in that course in previous semester(s)] is BB.

(e) Minimum grade for earning credits in a course is DD.

12. **Role of Head of Department.** The academic departments are headed by a competent and established faculty member of the Institute with a fixed tenure. All paperwork of the Department is routed through the Head of the Department. A head is generally appointed by the Director after seeking appropriate consensus from the faculty members of the Academic Unit. The Head of Department undertakes major decisions for the Department in consultation with the faculty members of the Discipline. The matters related to students are handled through the Discipline Undergraduate Committee (DUGC) and the Discipline Post Graduate Committee (DPGC), which report to the Head.

13. **Research Work.** (For details, kindly refer *http://rnd.iiti.ac.in/final/home.php*) Research at IIT Indore has been recognized at both international and national level. Faculty members and scientists are actively involved in several key international projects and joint collaborations with research organizations in Japan, South Korea, Russian Federation, Portugal, France, Germany, UK, USA, and many other countries. The institute has been successful in securing 273 externally sponsored research projects with a sanctioned amount of Rs. 100.63 Crore.

14. **Continuing Education Programmes.** IIT Indore promotes and has organized several Continuing Education Programmes (CEPs) and Short Coursesfor working professionals in industry, institutions, and universities across India, toenable them to update their knowledge & skills and to train them in state-of-the- art facilities.

15. **Consultancy.** In order to foster strong links with industry for collaborative research, technology transfer, and specialized human resource development, consultancy services are offered to industrial partners, government organizations, and other agencies in niche areas of expertise available within the institute. Consultancy and related services offered at IIT Indore are classified into two categories, Expert Advice and Development Projects and Testing Projects.

16. **Innovation and Entrepreneurship.** IIT Indore has a Centre for Innovation, Incubation and Entrepreneurship and Industry Relations (CIIEIR), which promotes free thinking and implementation of student ideas into real world products and services. The aim of the Centre is to promote and encourage community to start up their ventures while in the campus and equip them with skills to start-up their own businesses and enterprises in near future. If you wish to incubate at CIIEIR then you must forward an application after due recommendation from respective HoD to Dean of Faculty Affairs for approval. You must read & agree to the "terms and conditions" of IIT Indore Incubation

Centre. An Internal Review Committee (IRC) constituted by the Chairperson, Governing Council would be setup to evaluate and carry out the selection procedure. For details you should go through the Incubation policy of the Institute available at *http://people.iiti.ac.in/~cie/docs/Incubation%20Policy.pdf*.

Chapter 9
Ethics and Code of Conduct
(Refer 19(3) and Schedule-C of IIT Indore Statutes for details)

1. It is necessary for you to maintain the highest standards of honesty, integrity, devotion to duty and decorum at all times.

2. You should devote your time and energy to the service of the Institute and shall not engage directly or indirectly in any trade or business or any other work which may interfere with the proper discharge of duties. This prohibition shall not apply to academic work and consultative practice or any entrepreneurial or any similar activity undertaken with the permission of the Institute.

3. You should be courteous in your dealings with others.

4. You are a whole-time employee of the Institute and may be called upon to perform such duties, as may be assigned by the Competent Authority, beyond scheduled working hours and on closed holidays and Sundays.

5. Except for valid reasons or unforeseen contingencies, you should not be absent without permission.

6. **Politics.** You should not take part in politics or be associated with any party or organisation which takes part in political activity, nor subscribe in aid or assist any political movement or activity in any manner.

7. **Media.** You should not participate in any media activity or contribute any article or write any letter either anonymously or in own name or in the name of any other person to any media. Salient points to be kept in mind are:

   (a) If what you are writing or talking about is of literary, artistic or scientific character, then you may send your writing to Public Relation Officer of the Institute at *prclo@iiti.ac.in*, who will coordinate it with the media.

   (b) If you are directly called by a media person, then you have politely direct him/her to Public Relation Officer of the Institute.

   (c) Criticism of the Institute in any mass media (print or electronic) is not permitted. Any grievance with any policy of the Institute may be expressed internally through the Faculty Forum of the Institute.

   (d) You should not commit any action, either through social media or any other medium, that may cause material, social, financial or reputational harm to the Institute or it's faculty, staff and students.

8. **Gifts.** Accepting or permitting spouse or any other member of the family to accept any gift of more than trifling value is prohibited.

9. **Private Trade or Employment.** You should not engage directly or indirectly in any trade or business or any private tuition or undertake any employment outside official assignments without prior permission of the Competent Authority.

10. **Representation.** If you wish to put forth any claim or seek redressal of any grievance or of any wrong done, then you must forward your case through proper channel i.e. Head of Department or respective Dean. You should not forward any advance copies of request or application to any higher authority unless the lower authority has rejected the claim or refused relief. You shall not be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

11. **Sexual Harassment.** The Institute follows zero tolerance in cases of Sexual Harassment and ensures that strictest of the actions are taken against the culprit. The Institute has the Internal Complaints Committee (ICC) to address issues of sexual harassment. The Institute also has a Women's Cell to address issues related to grievances by the women employee of the Institute. An inquiry by the Women's Cell or ICC has the status of an official inquiry under the Central Civil Service Rules, and employees must co-operate with the Women's Cell/Internal Complaints Committee in its investigations. All such activities fall under the ambit of sexual harassment:

(a) Physical contact and advances.

(b) Demand or request for sexual favours.

(c) Sexually coloured remarks (this includes coloured jokes in a mixed company, or a classroom, or even within hearing distance of a female member of the community).

(d) Showing pornography.

(e) Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature.

(f) Any other such conduct which may be deemed as undesirable, discriminative, or sexual in nature by the affected party.

12. **Plagiarism.** Being an Institute of excellence, the Institute takes a very serious view of any act of plagiarism. The guidelines issued by Indian Academy of Sciences, UGC, etc. are followed for the definition and consequences of plagiarism. In technical publications, all joint authors are responsible equally for any offence of plagiarism.

13. **Right to Information (RTI).** Under the provisions of RTI Act, a query from the Institute's RTI Cell must be answered within a stipulated time limit. Details of RTI is available on IITI's website. Complete cooperation must be extended to the Nodal Officer and Registrar of the Institute towards the exercise of his/her duty in the retrieval and compiling of information.

Chapter 10
Leave
(Refer 20(2) and Schedule-E of IIT Indore Statutes for details)

1. Leave cannot be claimed as a matter of right. The leave sanctioning authority may refuse, or revoke leave of any kind. All leaves are to be sanctioned by the appropriate Institute authority as described in the next page. The Calendar Year is from 01 January to 31 December and Academic Year (AY) is from third week of July to second week of July of the following year. All the leave mentioned below is for Calendar Year except for Vacation Leave.

2. The summary of the leave entitlements are as follows:

S. No.	Leave	No.	Remarks
(a)	Vacation Leave	60 days in AY	Office Order will be issued by the Office of Faculty Affairs for the duration of Vacation
(b)	Casual Leave	08 days	• Can only be combined with Special Casual Leave • Intervening Sundays & Holidays are not counted • Can be taken for half day also.
(c)	Half Pay Leave	20 days	
(d)	Maternity Leave	180 days	• For less than two surviving children • Combined with other leave
(e)	Paternity Leave	15 days	• Valid from 15 days before to 06 months from delivery date • Combined with other leave
(f)	Child Care Leave	730 days	• Admissible to women employees • For less than two surviving children & less than 18 years (disabled/ mentally challenged children – 22 years) • Not allowed during probation • Can be availed in more than one spell
(g)	Study Leave	2 years	• More than 5 years of continuous service • Course should be of advantage to Institute. • Combined with other leave but max absence should not be more than 28 months • TA is not admissible
(h)	Sabbatical Leave	1 year	• More than 6 years of continuous service • Can't exceed three times during the service
(i)	Special Casual Leave	15 days	Attend conferences and scientific gathering
(j)	Extraordinary Leave	3 months	• When no other leave is admissible • 06 or 18 months with medical certificate and 01 year of continuous service

3. **Limit of total absence.** A member of staff ceases to be in service of the Institute if he/she is continuously absent from duty for five years, whether with or without leave, unless the Visitor, in view of the exceptional circumstances of the case otherwise determines.

4. **Absence after expiry of leave.** Unless the authority competent to grant leave extends the leave, if you remain absent after the end of leave then you will not be entitled for leave salary for the period of such absence and that period shallbe debited against your leave account as though it were half pay leave, to the

extent such leave is due, the period in excess of such leave due being treated as extraordinary leave. Wilful absence from duty after the expiry of leave renders the employee liable to disciplinary action.

5. **Leave Salary.** Your eligibility for par and allowances during the leave will be as follows:

   (a)   Pay and allowances at full rates during the period of vacation.
   (b)   If on earned leave, then leave salary will be equal to the pay drawn immediately before proceeding on leave.
   (c)   If on half pay leave or leave-not-due, then leave salary will be equal to the half amount specified in sub-paragraph (b).
   (d)   If on extraordinary leave, then you are not entitled to any leave salary.

6. **Vacation Leave.**   A faculty member is entitled for 60 days of vacation during the year. The year for the purpose of vacation is the academic year, i.e. from third week of July to second week of July of the following year. The conventional vacation period comprises of the months of May, June and December. However, the Institute announces the exact dates every year depending on its academic schedule. If you do not avail the full 60 days' vacation in any academic year, 50% of unavailed vacation is converted to Earned Leave and is credited to your earned leave account on 1st July of the next academic year. Entitlements of vacation are as under:

Particulars	No of days eligible
Faculty member joining during first term / semester of Academic year	60
Faculty member joining during second term / semester of Academic year	30
Faculty member joining during the vacation period after first term / semester	30
Faculty member joining during the vacation period after second term / semester	Nil

7. **Sabbatical Leave.**   The period of sabbatical leave shall not exceed one year at a time including vacations, if any, but the Board may grant in addition any other leave up to a maximum of 120 days which the member might have earned during the service at the Institute. On availing sabbatical leave, a bond shall be furnished in the prescribed form to serve the Institute for a minimum period of three years on return to duty. The sabbatical leave may be granted for the following purposes:

   (a)   To conduct research or advanced studies in India or abroad.
   (b)   To write textbooks, standard works and other literature.
   (c)   To visit or work in Industrial concerns and technical departments of Government to gain practical experience in their respective fields.
   (d)   To visit or work in a University, Industry or Government research laboratories in India and abroad, and
   (e)   Any other purposes for the academic development of the Teaching Staff/Faculty Member, as approved by the Board of Governors.

8. **Study Leave.** Study Leave is granted to a staff member with not less than five years of continuous regular service for undergoing a special course consisting of higher studies or specialised training in a professional or technical subject having

a direct and close connection with the sphere of his or her duties or being capable of widening his or her mind in a manner likely to improve his ability. A full report on the work done during study leave should be submitted on return. Requisite Bond in the prescribed forms are required to be executed before proceeding on study leave.

9. **Commuted Leave.** Commuted leave not exceeding half the amount of the half-pay leave may be granted on medical certificate subject to the following conditions:

   (a) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account.
   (b) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days provided that no commuted leave maybe granted under this provision unless the authority competent to sanction leave has reason to believe that the staff will return to duty on its expiry.
   (c) Half-pay leave, up to a maximum of 180 days, may be allowed to be commuted during the entire service where such leave is utilised for an approved course of study such as a course which is certified to be in public interest by the leave sanctioning authority.

10. **Extraordinary Leave.** Leave without pay, which does not normally count towards increment or other service and retirement benefits may be granted to a faculty member at the Director's discretion when no other form of leave is available to the employee, or, when in spite of leave being available, the employee specifically desires for the same.

11. **Joining Report.** You are required to submit the joining report on resumption of your duties post leave, duly approved by the Head of Department,to the Office of Faculty Affairs.

12. **Conversion of one kind of leave into another leave.** Based on your request, the sanctioning authority may convert any kind of leave including extra ordinary leave, retrospectively into a leave of different kind which may be admissible as on the day on which the member of staff proceeded on leave, but the member of the staff cannot claim such conversion as a matter of right. If one kind of leave is converted into another, the amount of leave salary and allowances admissible shall be recalculated and the arrears of leave salary and allowances paid or amounts overdrawn recovered, as the case may be.

13. **Rejoining of duty before the expiry of leave.** Except with the permission of the authority which granted the leave, no one on leave may return to duty before the expiry of the period of leave granted.

14. **Leave Sanctioning Authority.** The recommending and approving authorities for different types of leaves for Students, Faculty members and Institute functionaries are as follows:

Position	Nature of Leave	Recommending Authority	Approving Authority
Faculty Members	Sabbatical Leave	HoD and DoFA	Director
	Ex-India Leave	HoD and DoIA	DoFA
	Maternity Leave/ Child Care Leave/ All Other Leaves	HoD	HoD
Head of Department or School	Sabbatical Leave	DoFA	Director
	Ex-India Leave	DoIA and DoFA	Director
	Maternity Leave/ Child Care Leave/ All Other Leaves	ADoFA	DoFA
Associate Deans	Sabbatical Leave	HoD and Concerned Dean	Director
	Ex-India Leave	HoD and Concerned Dean (with information to DoIA)	Director
	Maternity Leave/ Child Care Leave/ All Other Leaves	HoD	Concerned Dean
Deans	All type of Leaves	HoD	Director
M.Sc., M.Tech., MS (Research) and Ph.D. students	Maternity Leave	Thesis Supervisor and HoD	DoAA
	Ex-India Leave	Thesis Supervisor, HoD and DoAA	DoIA
	Academic Leave	Thesis Supervisor and HoD	DoAA
	Medical Leave	Senior Medical Officer, Thesis Supervisor and HoD	DoAA
	Casual Leave	Thesis Supervisor	HoD
UG students	Ex-India Leave	BTP Supervisor/ Faculty Advisor and HoD	DoIA
	Medical Leave	Senior Medical Officer and HoD	DoAA
	Academic Leave	BTP Supervisor/Faculty Advisor and HoD	DoAA
	Leave for attending extra-curricular activities	HoD and DoSA	DoAA

Chapter 11
Procedure for Procurement of Goods and Services

1. Indian Institute of Technology Indore receives funds from Govt. of India and a sizeable portion is spent in purchasing various types of Equipment, Assets, Consumables and Services for Teaching, Research and for establishment purpose. Some of the items are also procured to develop technical facilities for academic purpose. Hence, it is imperative that these purchases are made following a uniform, transparent and effective procedure duly approved by the competent authorities in conformity with the General Financial Rules of Govt. of India. The Institute has adopted General Financial Rules, 2017 and Manual for Procurement of Goods, 2017 and amendments, addendums, corrigendum etc thereon notified by the Govt. of India from time to time.

2. **Financial Power.** Within the approved budget, the powers for approval of purchase proposal are delegated as under:

Director, IITI	:	upto ₹02 crores
Dean R & D (Projects)	:	upto ₹05 lakhs
Deans	:	upto ₹02 lakhs
Heads of Department	:	upto ₹02 lakhs
Chief Warden	:	upto ₹02 lakhs
Registrar	:	upto ₹01 lakh
Associate Deans	:	upto ₹01 lakh
Principal Investigator	:	upto ₹01 lakh
Heads of Centers	:	upto ₹01 lakh

3. **Mode of Procurement.** As per the extant provisions, the following modes are to be adopted for procurement of goods and services:

    (a) **Government e-Marketplace (GeM).** As per GFR 2017, Rule No. 149, all procurements are to be done through GeM. In case, any goods or services are not available on GeM, a non-availability report is to be generated from GeM, before proceeding for Direct Purchase/ Local Purchase Committee (LPC) or through Central Procurement Portal (CPPP) as per the defined limit.

    (b) **Direct Purchase.** In case of non-availability of items/ equipment/ services on GeM, purchase upto a value of ₹25,000/- may be purchased directly from the local market.

    (c) **Local Purchase Committee.** In case of non-availability of items/ equipment/ services on GeM purchase in the range of ₹25,000/- to ₹2,50,000/- may be purchased on the recommendation of the Local Purchase Committee (LPC) constituted by the indent approving authority.

(d) **Open and Limited Tender Enquiry through CPP Portal.** In case of non-availability of items/ equipment/ services on GeM, purchase in the range of ₹2.5 lakhs to ₹25 lakhs may be procured through Limited Tender Enquiry (LTE) and above ₹25 lakhs through Open Tender Enquiry (OTE) through CPP Portal.

4. **Online Indenting.** An Online Indent Module for procurement of goods and services, has been launched on 5th November 2020 to ensure greater transparency and ease of procurement process. All indentors are required to use the module for raising the indents for goods and services in online mode following the steps mentioned below:

   (a) Log-in through the link http://erp.iiti.ac.in/ for online indenting.
   (b) Use your official email ID on the IITI domain as User ID and same Password.
   (c) Click on "Add New Indent".
   (d) Enter all the details as required and attach supporting documents wherever asked / required.
   (e) The Indent will be forwarded to the recommending and approving authorities as marked by the Indentor. A system generated email notification will be sent to Indent recommending and approving authorities for necessary action.

5. **Useful links for detailed Information and raising Indents.**

   (a) For raising online Indent: http://erp.iiti.ac.in/
   (b) For updates on MM Section tenders: https://www.iiti.ac.in/tender
   (c) For GFR 2017: https://doe.gov.in/sites/default/files/GFR2017_0.pdf
   (d) For Manual for Procurement of Goods:
       https://doe.gov.in/sites/default/files/Manual%20for%20Procurement%20of%20Goods%202017_0_0.pdf

6. **Help Desk at MM Section.** Help desk for training of users on usage of GeM portal is available at MM Section, 4th Floor (West Wing), Abhinandan Bhawan, IITIndore. MM Section may be reached at Phone No. **0731-6603551/3590/3580 andemail ID: mms@iiti.ac.in**

Chapter 12
Other Services and Forums for Faculty

1. **Faculty Forum.** (For details, kindly Refer *http://people.iiti.ac.in/~faculty_forum/index.php* for more details) The Faculty Forum at IIT Indore aims at equitable representation and welfare of the faculty members of the Institute in the administration and the Committees of the institute. It includes discussion about academic, welfare and social issues. It acts as the major representative group for the issues and broad interest of the faculty members. An annual contribution of ₹600/- is deducted from the salary of the faculty members towards the operational expenses of the Faculty Forum (usually, from the April month salary). The broad objective of the IIT Indore Faculty Forum are listed below:

   (a) Evolve institutional goals and norms appropriate to premier institute of higher education and research.
   (b) Promote freedom of thought, expression and action in fulfilling academic responsibilities.
   (c) Ensure faculty participation in the formulation and implementation of policies of the institute.
   (d) Facilitate the discharge of duties and the pursuit of creativity by the members.
   (e) Promote highest level of ethical and professional standards among the teaching and research community.
   (f) Uphold and safeguard the professional, social and financial interests of the members.
   (g) Help IIT Indore administration in introducing academic and administrative reforms in conformity with a true democratic set up, improving academic and administrative efficiency and transparent functioning of institute.
   (h) Promote a friendly feeling and foster a spirit of comradeship, unity and co-operation amongst the members.
   (i) Improve the working and service conditions of the members by all established and legitimate means and ways.
   (j) Improve the professional status and prospect of the members.
   (k) Make arrangements for the defense of any violation of any right accrued to the Association or any member thereof.
   (l) Device ways and means with a view to help members and their families in times of distress and render help to any member who may have suffered for the furtherance of the Association.
   (m) Foster all-round developments through literature, social gatherings, amusements, entertainments, organizing symposia, debates, study, club etc.
   (n) Promote incubation / innovation centers and entrepreneurship activities.
   (o) To take steps towards amendment and liberalization of service rules with the aim to bring them in consonance with the spirit of an academic institution of national importance and in keeping with the national aspirations.
   (p) To evolve ways and means to address faculty grievances concerned with vital matters of policy and administration in the institute.
   (q) To promote faculty welfare.

2. **IIT Indore Co-operative Housing Society.** IIT Indore Cooperative Society has been established with the prime objective of implementation of various welfare

measures for the Faculty/ Staff members. This will include operations of Departmental store with subsidized pricing, Credit Society for temporary loan facility, encouraging sports and cultural activities, Housing Society in the due course etc. The Society has been provisionally registered with the Cooperative Societies, Indore, Madhya Pradesh vide provisional Regn No. INDORE1082 dated December 12, 2017.

3. **Security and Safety.** (For details, kindly refer *http://safety.iiti.ac.in/*) The Institute Safety & Security Department is headed by Chief Security Officer with One Lab Safety Officer and assisted by one Jr. Assistant & trained security personnel. The security services have been outsourced and security personnel are deployed in and around the campus in consultation with the Institute. The Security personnel including lady guards are well trained to handle any emergency including fire. A Quick Reaction Team is also deployed with a four-wheeler for effective patrolling and swift action. All important locations and common area are under 24 x 7 surveillance and a control room is available in the Hub Building. You must keep the phone number of security helpdesk handy and do not hesitate to call them in case of any emergency.

Chapter 13
Emergency Contact Number

1. The directory has been provided to you as a part of the welcome kit. It is also available at IITI main webpage under connect section. Some of the contact numbers to be used at the time of emergency are as follows:

   If you are calling from any medium other than intercom, then dial 0731-660 followed by the Extension Number.

Location	Number	Section
Emergency Control Room	3117 9589518290	Emergency
Faculty Affairs Office	3488	Faculty Affairs
Ambulance	7509062832	Health Centre
Health Centre	3433	
Security Supervisor	-	Security
Gate No. 1	3524	
Gate No. 2	3525	
Helium Building	3401	
JC Bose	3460	
Transport	3557 7509062831 7509062834	Transport
Mr. Jagdish Upadhyay	9981034224	Electrician
Mr. Manoj Pal	9713687778	
Mr. Ashok Kumar	7869865298	
Mr. Janu	9981034220	Plumber
Mr. Keshraj	9329880457	
Mr. Vinod Pal	8982076134	

2. The State emergency numbers are as follows:

Fire	101
Ambulance	108
Police	100

Campus @ IITI

Abhinandan Bhavan

Lecture Hall Complex

Hostel Unit

Health Center

Dining Hall & Food Court

Kendriya Vidyalaya