INDRAPRASTHA INSTITUTE of
INFORMATION TECHNOLOGY DELHI
A State University established by
Government of NCT of Delhi

Faculty Handbook | 2020

Index

1. Scope

This document is meant for regular tenure-track faculty, faculty on limited term contracts and non-regular teaching positions at IIIT-Delhi. The rules and regulations mentioned in this hand book are extracted from various official documents like statutes, ordinances, office orders etc. and an attempt has been made to keep the contents consistent with them. For details, a suitable official document may be referred; in case of any discrepancy, the official document will prevail.

2. Types of Appointments

The appointments at IIIT-Delhi may be of one of the following types:

1. Regular, tenure-track/ tenured, including teaching-track faculty ("Institute Teachers" as per the Act/ Statutes)
2. Regular, limited term contract (part of "Institute Teachers and Academic Staff")
3. Non-regular teaching positions

In the first two types of appointments, the faculty member is considered a full-time employee of the Institute and cannot be employed elsewhere (except when explicitly permitted by the Institute). The classification of faculty positions under these two types is made into Assistant Professor, Associate Professor, and Professor (including professors at highest academic grade). The essential qualification, experience etc. for these faculty positions are detailed in this document.

3. Joining the Institute

When joining the Institute, a regular faculty member is expected to provide the following:
1. Copies of all degrees (original needs to be shown also).
2. Proof of Date of Birth. This could be a copy of the passport, Class X certificate, or the date of birth record.
3. Copy of the relieving certificate from the last job, if applicable. (The Institute may also ask for work certificates from earlier employers.)
4. Family details.
5. Home town details and present address and contact number details.
6. Photos for ID card.

In addition, they are expected to complete a few formalities
1. Give a joining letter.
2. Sign the CV submitted along with the application, as a way of self-certifying the details provided.
3. Undergo a health check-up from one of the Institute-approved panels.

In exceptional circumstances, the Institute permits virtual joining with some applicable administrative features/ requirements till physical joining at the Institute. This applicability of the virtual joining of a faculty member will be on a case-by-case basis approval of the Director. Details are available in **Appendix A**.

4. Probation Review Process

The faculty member submits the details in the probation review document, details are available in **Appendix B**. The Head of the Department (HoD) makes a recommendation based on the probation review document and sends it to the Dean of Faculty Affairs (DoFA). The DoFA gives his/ her recommendation to the Director. The Director makes the final decision. Probation evaluation of a faculty member on long/ extraordinary leave upon joining will be done one year later after resuming back from long/ extraordinary leave.

5. Salary and Benefits

Salary and other benefits will be decided by the BOG from time to time. Currently, benefits to the regular tenure-track/ tenured faculty members include:
• **Salary, Dearness Allowance/ Pay.** As per BOG approved scales.

• **Housing.** Suitable accommodation will be provided on-campus, if available. The license-fee for the accommodation will be as per BOG approved rates (currently, less than Rs.2000/- pm). If on-campus housing is not available, leased housing will be offered with the lease amount within the limit set by the Board (currently Rs.35,000/- per month). HRA is admissible as per BOG approved norms (currently, this is 24% of base salary) in lieu of housing. If both husband and

wife are faculty or employed with the Institute and availing campus accommodation, then the HRA rule as per GoI and as approved by the BOG of the Institute will be applicable. Details are available in **Appendix C**.

- **Travel Allowance.** Travel allowance is provided to all (currently, this is Rs.7,200/- + DA as applicable for an Assistant Professor and above positions). Those who are not living on campus will get an additional travel allowance to offset the cost of travel. Those who have joined after 31st December 2017 are not entitled for additional travel allowance.

- **Leave and Leave encashment.** As per leave rules described in the following section.

- **Leave Travel Concession (LTC).** LTC can be availed every two years up to a limit of Rs.75,000/-. LTC may be encashed (if expenses incurred towards LTC are less than this limit, the balance may be encashed).

- **Pension and Gratuity.** The Institute has adopted the New Pension Scheme (NPS) of GoI in which 14% of the base salary (which includes Basic pay and Dearness Allowance) is contributed by the Institute and 10% of the amount is contributed by the employee. The Institute also follows the standard Gratuity scheme under which on severance, 15 days of salary (Basic +DA) for each year of service may be given as Gratuity (there are some limits), provided the service in the Institute is more than five years. (For faculty members who are foreign nationals, the implementation of pension scheme is different due to pension scheme rules.)

- **Health and wellness.** The Institute currently pays Rs.2,083/- towards medical allowance as a part of the monthly salary. There is also a shared buffer maintained which may be used by an employee, if his/her expenses cross this limit. In addition, health insurance cover for a sum assured of 6 Lacs is provided for the faculty and his/ her spouse and up to two/ three (in case of twin) children. For this insurance, 90% of the premium is paid by the Institute. An employee may opt out of the insurance scheme if he/ she has better coverage available through other means and get the premium as compensation. In addition, there is a critical care rider of Rs.25 lakhs covering only self for which 100% is paid by the Institute. In addition to this, an annual check-up will be arranged by the Institute free of cost. Further, gym membership will also be provided free of cost.

- **Children's Education Allowance.** School fees for up to two children is reimbursed (limit: Rs.2250/- per month per child.)

- **Telephone and Internet/ data card reimbursement.** Telephone/ internet expense reimbursement for up to Rs.2500/- (Rs.1500/- if staying in campus) per month is permitted. (If the full amount is not used in a year, the balance is credited to the faculty member's Professional Development Account – Institute head.)

- **Moving/ Relocation Allowance.** Reimbursement for air/train/bus fare on actual for self and/or family, plus moving expenses is provided within the BOG approved limits. More reimbursement may be provided depending on the merit of the case with approval. If a faculty member leaves within three years of joining, then he/ she will have to return this allowance, they will have to return the entire relocation allowance amount reimbursed. Limit details are available in **Appendix D**.

- **Salary Advance.** Up to 3 months of salary may be provided as advance for specific purposes like buying an asset, etc. twice in a period of 5 years.

- **Support for Purchase/ Upgrading of Office Machines.** At joining and every three years, faculty members can purchase office equipment (laptop, desk top, printer) for up to Rs.1 Lakh. After three years, this equipment may be purchased by the faculty member at the depreciated book value. The unspent amount out of Rs.1 Lakh is added to the PDA-Institute head of the faculty concerned. The faculty member again becomes eligible for a grant of Rs.1 Lakh after 3 years.

6. Leave Rules

It is expected that a faculty member will take leave in a manner that has a minimal impact on teaching and other assigned duties.

Furthermore, it is expected that the start of classes in a semester will not be delayed (due to an assignment in summer/ winter) and no more than a few classes during the semester will be impacted due to travel/ leave. Should it be necessary to miss some classes, the faculty member is expected to make them up through extra classes or ensure that some colleague takes them so the syllabus is covered.

For any leave, an application will have to be made, as per the leave process.

• **Casual Leave (CL).** Upto 8 days each year is permitted.

• **Special Work Leave for Professional Work.** A faculty member may not be able to attend regular duties due to professional work. Such work includes participating in conferences, giving seminars, professional meetings, selection committee meetings, expert committee meetings, etc. going on consultancy also falls in this category.

• **Earned Leave (EL) and Vacation.** A faculty member is entitled to 60 days of vacation during the identified vacation periods (summer, winter, mid-semester recess) in an academic year. 50% of the unused vacation in a year is converted into EL (subject to a maximum of 30 days). The unused EL of a year is accumulated, and a limited amount of EL may be encashed (a maximum of 10 per year till it reaches to an encashment of 180 while in service). If the faculty member wants to be away for more than 60 days during the vacation periods, the accumulated EL may be used for the period not covered by vacation. The faculty member should apply for EL/ vacation well in advance.

• **Leave for Summer/ Winter Assignments.** Assignments which align with faculty members and Institute's goals may be undertaken during vacation periods. Assignments involving R&D are encouraged (teaching assignments are discouraged). It is, however, expected that the faculty member will ensure that such assignments do not interfere with the regular academic duties and that he/ she returns to the Institute before the start of the semester. For these assignments, a faculty member will take his/ her vacation leave for the year and accumulated EL. For faculty members who do not have sufficient accumulated EL, they can use their "future" EL, with permission. For those assignments that are particularly well aligned with Institute objectives, the period beyond the vacation may be treated as being on service (but without any daily or living allowance).

• **Leave Encashment.** Up to 10 days of EL may be encashed every year, up to a maximum of 180 days total. On severance, up to 180 days of accumulated EL may be encashed for more than 15 years of service duration (for shorter service durations different limits apply).

• **Medical Leave.** Faculty members are allowed up to 10 days of medical leave on hospitalization of self/ spouse/ children.

• **Maternity and Paternity Leave.** As per Govt. of India rules.

• **Sabbatical Leave.** Six months full-pay or full year at half-pay after every six years of continued service at the Institute. Details are given in the following section.

• **Long Leave.** Leave without pay may be granted to faculty members. Such leaves will normally be at zero cost to the Institute. Details are given in the following section.

• **Other Leaves.** All other leave requests not falling in one of the categories above will be applied to the Director, who will decide on a case-by-case basis.

• **Restricted Holiday (RH).** 2 RH out of the Institute's approved list of the holidays for a calendar year can be availed.

7. Long Leave and Sabbatical Leave Rules

The faculty members of the Institute are also entitled for the following types of leaves:

• **Long Leave**

The following process is to be followed:

Faculty → HoD → DoAA (for recommendations for academic and research related concerns like supervision etc.) / DIRD (for recommendations if needed considering funded research projects) → DoFA (for recommending after getting facts checked from HR) → BoG (for consideration and advice) → HR (for compliance of BoG's decision as per due processes)

• Sabbatical Leave

The following process is to be followed:

Faculty → HoD → DIRD (for recommendations if needed considering funded research projects) → DoFA (for recommending after getting facts checked from HR) → BoG (for consideration and advice) → HR (for compliance of BoG's decision as per due processes)

Details are available in **Appendix E**.

8. Faculty joining back after vacation/ long/ sabbatical leave

A faculty member availing vacation leave/ long leave/ sabbatical leave or any other kind of leave is expected to join back at least 3 days prior to the beginning of the semester.

9. Personal File and Service Book

The personal file of a faculty member keeps a record of the entire service of an employee. The service book is a permanent record, which keeps "at a glance" view of the faculty member's service at the Institute. The personal file/ service book contain records including:

1. Appointment letter, joining report, signed CV, recommendation letters (the recommendation letters will be kept in a sealed envelope).
2. Personal information – address, family, home town.
3. Nomination for payment of retirement benefits/ death gratuity.
4. Medical fitness certificate, certificate for date of birth.
5. Copies of degrees, relieving certificate, employment certificates/ records.
6. Yearly review report.
7. Annual salary information.
8. Summary of course feedback for each semester.
9. Leave record and related documents (except casual leave).
10. Records relating to yearly review, tenure, and promotion. Some of the records like recommendation letters, recommendations of committees, etc. may be kept in a sealed cover which can be opened only under explicit permission of the Director. The faculty members are encouraged to review their file from time to time. They may be asked by the administration to countersign the service book from time to time.

10. Faculty on limited time contract

In case of a regular, limited time contract the faculty member is expected to apply for a regular, tenure-track or teaching-track position at least before six months from the date of expiry of the contract. The assessment will be done on the basis of the interaction with the selection committee. The HoD will also be a part of the Selection Committee, based on the level of the position. The previous annual review comments may also be presented to the Selection Committee during the process.

11. Faculty Responsibilities, Tenure and Promotion

The primary responsibility of a faculty member is teaching, research and services including academic governance/ Institute administration and professional services. A full-time faculty member is expected to engage in these three, though the levels of engagement can vary for different faculty members. Tenure and promotion of faculty depends on contributions in these three areas. Details are available in **Appendix F**.

12. Yearly Contribution to PDA

There is a yearly review of contributions made by the faculty in the previous year for each faculty member. A faculty member's contribution to teaching, research, and service is reviewed by a committee and the contributions in each are rated as: Excellent, Very Good, Good, Average, or Below Average. The PDA amount will be decided on "Best Two" (Research/ Teaching/ Services) ratings. E.g. a faculty member may excel at Research and Teaching or Teaching and Services.

The PDA amount for each rating would be the following:

Rating	Amount (in Rs.)
Excellent	1,50,000/-
Very Good	1,25,000/-
Good	1,00,000/-
Average	80,000/-
Below Average	60,000/-

The faculty member submits his/ her annual report for the duration from May 1 to April 30. The PDA component based on this yearly evaluation process is credited for the upcoming Academic Year from Aug 1 to July 31.
The teaching load of a faculty member for a year depends on the yearly appraisal result and can increase or decrease from the normal teaching load.

The PDA contribution of a faculty member on long leave/ sabbatical leave will be computed only on the basis of the research component.

1. **Research** contribution (with IIIT-D affiliation) will be counted for PDA assessment objectively as is done for all, for the duration of evaluation of PDA.
2. **Teaching** component will be 'N/A'. So, no assessment/contribution under this vertical.
3. The **Service** component has two parts. These will be evaluated as follows
   - Service to Institute - N/A. So, no assessment/contribution under this sub-vertical.
   - Service to the Profession - Here an assessment may be made objectively and given a rating. Implicitly, it can be half of the total value. So, even if the faculty gets an excellent in Service to the Profession, it will be 50% weightage in terms of contribution

Details are available in **Appendix G**.

13. Referral policy for faculty members joining the Institute
A faculty member can claim for an additional PDA amount incentive of Rs. 50 k in case of any new faculty member who joins through his/ her reference. The eligibility criteria for recruitment of a faculty member is available in **Appendix H**.

14. Professor on HAG Scale
A faculty member at Professor position can apply for HAG scale as per the details available in **Appendix I**.

15. Superannuation Age
BOG of the Institute has approved the superannuation age of a faculty member as 65 years.

16. Administrative Roles and Responsibilities of Head of the Department (HoD)
The role and responsibility of the Head of the Department is available in **Appendix J**.

17. Department Affiliation of a Faculty Member
A faculty member can request to change or include himself/ herself in any department of the Institute. The request of a faculty member will be reviewed as per the following steps.
   - Director/ DoFA + 2 concerned HoDs will decide about the shifting/ inclusion of the faculty member and the associated labs
   - The primary and secondary department will be assigned to the faculty member after approval of the Director/ DoFA subsequent to the recommendation of the HoD.

18. Process of a Foreign National joining as a faculty member
When a foreign national wishes to join the Institute as a faculty member, the following documents can be provided upon request enabling him/ her to join the Institute after following the faculty recruitment process and issuance of the offer of appointment:
   - Justification of employment

- Letter from the Institute
- IIITD legal contract document

Also, the foreign national has to get himself/ herself registered with the FRRO office within two weeks of arrival in India or as per the guidelines available in their official website. Also the foreign national has to keep himself/ herself registered with the FRRO periodically, as prescribed by their guidelines.

19. Process of transfer of PhD students of a faculty member joining the Institute

When a new faculty member joins the institute and requests for the transfer of his/ her PhD student(s) to the Institute, the faculty can offer fellowship to the student in one of the following ways:

About Credit Transfer
- If project funding from the previous institute can be transferred, then that funding can continue to be used as the source of fellowship for the PhD student (even after joining IIIT-Delhi).
- Every regular faculty of the Institute is eligible for one Institute Ph.D. fellowship token (which provides fellowship for 5 years duration). The faculty may use this token towards the student (for whom the request of transfer is submitted). This token is released as soon as the faculty finds an alternate source of funding for the student, and the faculty can then hire a new student on this token.
- In case of an International student, there is an International Student fee that the student can be asked to pay. The student (for whom the request of transfer is submitted) may opt for payment of the fee (as due) and the student will become eligible for the Institute Ph.D. fellowship. In this case, the faculty Institute token will remain unutilized and the faculty may use the same to hire another PhD student.
- However, as an overriding clause the concerned department at the Institute must examine the suitability/ appropriateness of such student(s) for the PhD program at the Institute and recommend for approval to the Academic Authority, e.g. Dean of Academic Affairs. The pre-approved regulations and defined procedures with respect to the PhD program shall be binding for the credit transfers, if any.
- Admission will be facilitated through a rolling interview.
- The NOC from the parent Institution and IIIT-D shall be necessary to implement the transfer of such student(s).

Supporting Students: In case of more than one PhD student transfer
- At most one student will be supported by the Institute as per the norms.

Special Rules for Foreign Students
- After selection and acceptance of the foreign national student to Ph.D. program an offer of admission letter containing terms and conditions of the admission will be issued by the Academic Section. Based on this admission letter the student will apply and obtain a Research Visa from the Indian Mission in his/ her country. After getting the Visa the student will report to the Institute for joining the program. At the time of joining the student will bring the original Educational Certificates, Passport, Research Visa, AIDS test certificate, Medical Fitness Certificate, and any other documents mentioned in the offer of admission, for verification.
- On joining the Institute every foreign national student is required to report to the FRRO, RK Puram, New Delhi within 15 days of joining. The Academic Section will provide bonafide certificate and assist in registration of foreign student at FRRO Office.

20. Faculty member as a Resource person elsewhere

External teaching assignments are not permitted during the regular semester. At the same time, faculty members are allowed/ encouraged to take up external academic engagements with organizations of repute during the vacation period, as this can help develop academic linkages, research collaborations etc. Also, being in a full-time faculty position, a faculty member is not entitled to take any regular/ visiting position at any other Institute. The faculty member can only be a resource person at another University/ Institute. Such engagements are to be preferably avoided for the working days of a week. Also, he/ she cannot take a salary from the other Institute but can only accept an honorarium. The faculty member is expected to apply appropriate leave as per the Institute's leave policy.

21. Visiting/ Adjunct faculty position elsewhere

A faculty member while applying for a visiting/ adjunct faculty position elsewhere on a temporary basis is expected to intimate the Institute (DoFA and HoD) along with the financials involved in that position. For a Visiting Faculty position elsewhere, the faculty member is expected to serve during the vacation period only, with minimal impact on the duties assigned to him at the Institute.

The faculty member is expected to apply appropriate leave as per the Institute's leave policy, wherever applicable. May please refer to the leave rules for further details.

22. R&D Matters

The R&D matters are available in **Appendix K**.

23. Non-Regular Teaching Positions

Besides regular faculty, IIIT-Delhi also has non-regular teaching positions. These appointments are normally one of the following:

A. Visiting Faculty (full-time or part-time)
B. Visiting Faculty on fellowship (like Inspire, Ramanujan, etc.)
C. Professor of Practice (full-time or part-time)
D. Guest Faculty
E. Adjunct Faculty
F. Teaching Fellow
G. Honorary Institute/ Distinguished Professors
H. Advisors

A. Visiting Faculty

A visiting faculty member of IIIT-Delhi may be of one of the following types:

I. Full-time visiting – in this case, the faculty member is a full-time employee of the Institute, and is governed by general employment rules for the same, if not specifically stated otherwise.
II. Part-time visiting – normally this is a half time appointment, which may be 2, 2.5 or 3 days a week. For the rest of the time, the person is free to do whatever other jobs/ assignment he/ she may want.

Responsibilities

The primary responsibility of a Visiting Faculty member is to teach courses and/ or assist in Institute administration. However, visiting appointments may be made for contributing to research also.

A full-time visiting faculty is expected to teach two courses (of 4 credits each) per semester, and a part-time visiting faculty is expected to teach one course (of 4 credits each) per semester. These courses will be allocated according to the needs of the Institute and would preferably be courses with large enrolment. They are expected to help in some Institute administrative functions such as members of committees, chairing some committees, helping in various events and initiatives, etc.

Visiting faculty members can guide B.Tech. and M.Tech. thesis, IP/ IS/ UR and may be co-guide for Ph.D. students also (where possible). They can also participate in project proposals as Co-PI. In general, a visiting faculty can engage in most activities a regular faculty can engage in.

Appointment Method

The appointment process is as follows:

I. Appointment for 1 year or less is done through the Standing Committee. Such appointments can be renewed, up to a maximum of 3 years on a yearly renewal basis, based on their performance in the previous year(s), and the need of the Institute/ Department.
II. Appointments for 3 years or more are done through the regular Faculty Selection Committee.

The Standing Committee consists of:
● Director/ DoFA

- Dean of Academic Affairs (DoAA)
- Dean of Innovation, Research and Development (DIRD)
- Head(s) of respective Department(s)

Terms of Appointment and Compensation

- **Appointment duration:** Normally yearly appointments are of 11 months duration, and starts a few weeks before the start of a semester. However, if significant summer responsibility is assigned, or the visiting faculty is handling important administrative/ research responsibilities, then the appointment can be given for 12 months.

- **Title:** Normally, the visiting faculty is just appointed as "visiting faculty". Sometimes, if needed (e.g. for faculty on a 3-year contract, title of Lecturer/ Visiting Assistant Professor/ Associate Professor/ Professor may be given).

- **Compensation:** Visiting faculty are on a consolidated scale, which is defined from time to time by the Board. A full time visiting faculty, depending on his/ her experience and qualification, may be given the visiting faculty scale of Lecturer/ Assistant/ Associate, or Full Professor. The compensation of a part-time faculty is proportionate to the number of days expected in the appointment (e.g. a half-time appointment will be offered half of the full-time consolidated). Additional allowances may be permitted by the Director on a case-by-case basis.

- **Health insurance:** Full-time visiting faculty may be included in the health insurance cover, on terms same as for regular staff/ faculty.

- **Professional Development Allowance:** A visiting faculty is granted Rs.25,000/- (for part-time) and Rs.50,000/- (for full-time) for professional development every year. The limit may be enhanced with the approval of the Director. The use of this fund is for purposes similar to those for regular faculty.

- **Housing:** There is no housing for the visiting faculty. However, the Director may assign a married student quarter, or offer a vacant flat (on a yearly lease basis, as allowed by the Board), and may offer the use of a guest house for a limited period. If a visiting faculty takes any accommodation from the Institute. They will have to forgo their HRA component from the monthly consolidated amount of salary, and will abide by all the housing rules of the Institute.

- **Joining:** When joining the Institute, a visiting faculty member is expected to provide the following:
    - Copies of degrees (original needs to be shown also), particularly the Bachelor and the PhD degrees.
    - Proof of Date of Birth. This could be a copy of the passport, Class X certificate, or the date of birth record.
    - Family details, in case of availing medical insurance
    - Home town details and present address and contact number details
    - Photos for ID card
      In addition, they are expected to complete a few formalities
    - Give a joining letter
    - Sign the CV submitted along with the application, as a way of self-certifying the details provided

- **Office setup:** If there is a good laptop (<2 years old) in stock, that may be provided. Otherwise office setup may be provided (one laptop/ desktop up to Rs.50,000/- and a personal-size printer).

- **Leaving the Institute before the Contract Expires:** If the faculty wishes to leave the Institute before the end of the contract period, he/ she is expected to ensure that the assigned responsibilities (particularly teaching) are completed before leaving, and that sufficient notice is given to the Head/ Dean so they do not include the person for course planning.

○ At the time of leaving: The faculty is required to return back all Institute property, pay all dues, etc. and will be required to obtain no-dues from Estate, library, Dean Faculty, IT, etc. If the faculty was a Co-PI in some project, or was supported through a Fellowship, then suitable arrangements and notification should be made.

○ All faculty in this category will be governed by the Act, Statutes, Ordinances, and Board decisions.

The part-time Visiting Faculty are paid proportionate remuneration to the weekly workload of the full-time visiting faculty. Visiting Faculty part-time are expected to teach one 4-credit course each semester. If such a person teaches one extra 4-credit course over and above the requirement, he/ she will be paid at Guest Faculty honorarium rates.

Leave Rules

● It is expected that a visiting faculty member will take leave in a manner that has a minimal impact on teaching and other assigned duties.

● Furthermore, it is expected that the start of classes in a semester will not be delayed (due to an assignment in summer/ winter) and no more than a few classes during the semester will be impacted due to travel/ leave. Should it be necessary to miss some classes, the faculty member is expected to make them up through extra classes or ensure that some colleague takes them so the syllabus is covered.

● For any leave, an application will have to be made, as per the leave process.

● 20 days of leave per year is permitted for visiting faculty – full time / visiting faculty on fellowship. During the vacation period, up to 40 days of vacation leave may be taken. The number of leaves are counted as half of the total no. of leaves availed during the vacation period. There will be no encashment and carry forward of leaves.

● Visiting faculty may also be granted work-leave, or any other leave with permission of Dean of Faculty Affairs (DoFA) and Head of the Department.

Visiting faculty part-time are not entitled to the above-mentioned leave. In case of requirement, they are required to apply for a special approval as per the leave process. They are expected to compensate for their responsibilities in the preceding/ succeeding week.

Lecturer is a part of the visiting faculty cadre with the only exception in the recruitment process which is similar to a regular faculty appointment.

B. Visiting Faculty on Fellowships

Responsibilities

Visiting faculty on Fellowships may be given to candidates who have some Fellowship, which provides for their primary personal salary. The Fellowships often also provide support for research. Good examples of this are DST's Inspire and Ramanujan Fellowships.

The primary goal of this appointment is to collaborate with the visiting faculty and help him/her build a strong research profile, while contributing to the academics of the Institute also.

Such visiting faculty members are expected to primarily engage in research, and can also guide B.Tech. and M.Tech. thesis, and may be co-guide for Ph.D. students also (where possible). They can also participate in project proposals if permitted by the funding agency. In general, they can engage in most activities a regular faculty member can engage in.

Appointment Method

Appointment is done through the Standing Committee, with inputs from the Department which will host the candidate about the desirability of having the candidate.

Such appointments are for the duration of the fellowship, and can be mutually terminated in between with sufficient notice so that Institute's planning and projects are not adversely affected.

Terms of Appointment and Compensation

- As the candidate gets fellowship, no compensation/ salary is provided by the Institute.

- However, the candidate is eligible for PDA as for visiting faculty. Director may provide additional PDA support for specific purposes like presenting paper in conference etc.

- The person is typically expected to teach one course per year.

- If more than one course is taught (as per the requirement of the department), then for other courses the person may be treated as guest faculty and honorarium may be given as per guest faculty norms.

C. Professor of Practice

Appointees in the Professor of Practice category are distinguished professionals, either practicing or retired. A few may have traditional academic backgrounds, but most do not. The working title of Professor of Practice helps promote the integration of academic scholarship with practical experience. Appointees provide faculty, undergraduate students, and graduate students with an understanding of the practical applications of a particular field of study. These positions will be limited term contractual positions, and will be for the purpose of teaching courses, advising students, and setting up research collaborations in areas related to their expertise and experience.

Responsibilities/ Expectations: They may be involved in designing and teaching courses, research and development activities, setting up research collaborations, promoting industry-institute linkages, consulting assignments, entrepreneurship-related activities, contributing in placement-related activities and other institutional initiatives. They can also participate in projects as Co-PI, co-guide B.Tech./ Masters/ Ph.D. thesis/ projects.

Appointment Method: These positions will be offered on a consolidated basis for a limited period of up to 3 years. The appointment may be on full-time or part-time basis. Appointment is done through a Faculty Selection Committee with at least two industry experts.

Terms of Appointment and Compensation:

- **Appointment duration:** Typical appointment will be up to three years. Full-time/ Part-time appointment is given based on the tasks identified and responsibilities assigned.

- **Profile:** Selected candidates will be persons of repute/ eminence (typically be or have been senior managers) with a strong track record with substantial contributions to their fields and currently have extensive networks of contacts in the field. They will be people who have the potential to contribute uniquely and substantially to the Institute and in the field of engineering.

- **Eligibility Criteria:** The eligibility criteria and the necessary qualifications will be based on the courses and/ or research activities for which such faculty are being hired. The candidates must preferably hold a PhD, but it is not an essential criterion. However, this requirement will be waived if she/ he is a graduate in any discipline from a reputed educational institute with over 15 years of industry experience for Professor of Practice. The applicant will have specialist knowledge in the domain, expertise that will complement the available expertise within IIIT-Delhi and be able to bring practice-oriented teaching frameworks into the classroom.

- **Compensation:** The overall compensation will be equivalent to that of a Professor in the visiting faculty consolidated scale, which is defined from time to time by the Board. The compensation of a part-time faculty is proportionate to the number of days expected in the appointment (e.g. a half-time appointment will be offered half of the full-time consolidated). The part-time faculty member is paid proportionate remuneration to the weekly workload of the full time faculty member. Additional allowances may be permitted by the Director on a case-by-case basis.

- **Health insurance:** Full-time faculty in this category may be included in the health insurance cover, on terms same as for regular faculty/ staff.

- **Professional Development Allowance:** Grant of Rs.25,000/- (for part-time) and Rs.50,000/- (for full-time) for professional development every year. The limit may be enhanced with the approval of the Director. The use of this fund is for purposes similar to those for regular/ visiting faculty.

- **Housing:** These faculty members will not be eligible for campus housing.

- **Joining:** When joining the Institute, the faculty member is expected to provide the following:
  - Copies of degrees (original needs to be shown also).
  - Work experience documents.
  - Proof of Date of Birth. This could be a copy of the passport, Class X certificate, or the date of birth record.
  - Family details, in case of availing medical insurance
  - Home town details and present address and contact number details
  - Photos for ID card
  In addition, they are expected to complete a few formalities:
  - Give a joining letter
  - Sign the CV submitted along with the application, as a way of self-certifying the details provided

- **Office setup**: If there is a good laptop (<2 years old) in stock, that may be provided. Otherwise office setup may be provided (one laptop/ desktop (Rs.50,000/- limit) and a personal-size printer).

- **Leaving the Institute before the Contract Expires:** If the faculty wishes to leave the Institute before the end of the contract period, he/ she is expected to ensure that the assigned responsibilities (particularly teaching) are completed before leaving, and that sufficient notice is given to the Head/Dean so they do not include the person for course planning.
  - At the time of leaving: The faculty is required to return back all Institute property, pay all dues, etc. and will be required to obtain no-dues from Estate, library, Dean Faculty, IT, etc. If the faculty was a Co-PI in some project, or was supported through a Fellowship, then suitable arrangements and notification should be made.
  - All faculty in this category will be governed by the Act, Statutes, Ordinances, and Board decisions.

- **Eligible for Tenure:** No.

- **Leave Rules:**
  - It is expected that the faculty member will take leave in a manner that has a minimal impact on teaching and other assigned duties.
  - Furthermore, it is expected that the start of classes in a semester will not be delayed (due to an assignment in summer/ winter) and no more than a few classes during the semester will be impacted due to travel/ leave. Should it be necessary to miss some classes, the faculty member is expected to make them up through extra classes or ensure that some colleague takes them so the syllabus is covered.
  - For any leave, an application will have to be made, as per the leave process.
  - 20 days of leave per year is permitted for a full-time faculty member in this category. During the vacation period, up to 40 days of vacation leave may be taken. The number of leaves are counted as half of the total number of leaves availed during the vacation period. There will be no encashment and carry forward of leaves.
  - The faculty may also be granted work-leave, or any other leave with permission of Dean of Faculty Affairs (DoFA) and Head of the Department.

The part-time faculty members in this category are not entitled to the above-mentioned leave. In case of requirement, they are required to apply for a special approval as per the leave process. They are expected to compensate for their responsibilities in the preceding/ succeeding week.

- **Terms of service:**

This category does not convey membership in the Academic Senate. Appointees in this category are not eligible for sabbatical leave, but are eligible for other types of leave with pay in accordance with the institute's policies.

D. Guest Faculty

Responsibilities

A Guest Faculty is a member of the Institute whose contribution is more towards academic development than research or any other. They are normally appointed for the purpose of teaching some course(s), and that is their primary responsibility. Guest faculties have to do all the teaching related duties, like invigilation in mid sem and end sem exams, evaluation, holding regular office hours with students and any other duties and responsibilities assigned by the Institute from time to time.

They cannot supervise or guide IP, IS, UR, BTP, MTech thesis, MTech SP, MTech Capstone project and PhD Thesis.

Appointment Method

Guest Faculty appointment is done by Dean – Academics, on the recommendation of the Head of the Department, UG Chair or PG Chair. A formal interview may be conducted, if required, by the committee constituted by the Dean-Academics. The appointment is on purely adhoc basis for the duration on the basis of teaching requirement (for 4 months of teaching duration in a semester).

A fresh appointment for further semesters can be made based on the Institute's requirement.

Other terms and conditions are:

A common sitting space namely Guest Faculty Enclosure is provided to the guest faculties where they can meet their TAs or conduct meetings as per requirement.

Terms of Appointment and Compensation

The appointment of guest faculty is done on semester basis.

Honorarium/ Payment options: The Guest Faculty can opt for honorarium payment option as per the following criterion:
- Monthly
- Twice a semester
- End of the semester

The honorarium paid is a consolidated amount including Travel Allowance. The amount is inclusive of all and no separate TA/ DA will be paid. This amount is taxable as per Income Tax Act of India.

The Guest Faculty can avail the benefit of Yearly Health Check up on a discounted rate.
Teaching Assistants are allotted based on the course requirements.

Leave Rules

Guest Faculty are expected to fulfil their responsibilities as assigned. They are expected to come for the days when lectures/ labs/ tutorials/ office hours are scheduled, on the days when their exams are scheduled and any other activities where they are involved is scheduled. If they miss any day when they are expected to be here, they are to inform the academic section well in advance about their absence, and make suitable arrangements for missing the class by taking a makeup class.

E. Adjunct Faculty

Responsibilities

An Adjunct Faculty is the member of the Institute who is associated with the Institute on a secondary level. The adjunct faculty may teach courses or delivers lectures in courses, participate in projects as Co-PI, co-guide BTech/ Masters/ PhD thesis/ projects. Only local travel within NCR Delhi region can be paid, where possible. No other financial support will be provided to the adjunct faculty.

In addition, no payment will be made for delivering some guest lectures in a course assigned to a regular faculty. However, if a full course is assigned to the adjunct faculty, based on the need of the Institute, payment may be made as per the Guest Faculty honorarium. In this case, no other financial payment/ support (including local travel) will be provided for visiting the campus or participating in other academic activities as adjunct faculty.

An adjunct faculty member's responsibility includes: Participating in courses, participating and co-guiding in projects as Co-PI, and other academic tasks.

Appointment Method
- The application/ nomination for adjunct faculty must include a tentative plan about which group/ faculty will the adjunct collaborate with, and the nature of collaborative work they may be involved in.
- The faculty/ group interested in having the person as adjunct should also send a recommendation with some explanation of how the presence may help his/ her work
- The CV and plan will be submitted to the Standing Committee for approval.
- The appointment will be for 2 years. At the end of the tenure as Adjunct a short note about the tenure including approx. time/ visits to IIIT-Delhi, activities participated in, publications/ reports with IIIT-Delhi as affiliation or with IIIT-Delhi faculty/ students, etc. will have to be submitted (and this template can be given to the adjunct at the appointment time, to set suitable expectations).
- The adjunct faculty appointment is done assessing the Institute's requirement towards academics, research and development.
- This appointment can be renewed based on the report, interest of the adjunct, as well as interest of the collaborator from IIIT-Delhi.

Terms of Appointment and Compensation
- Appointment of an Adjunct Faculty is done through an approved Standing Committee.
- Generally, a regular faculty member or a group of faculty members from the Institute is assigned as a point of contact for the Adjunct Faculty.
- Generally adjunct faculties do not take salary but get their local travel reimbursed and honorarium from the Institute, in case required for.
- The adjunct faculty member can request for visiting cards from the Institute (or the association with IIIT-Delhi can be put by them in their existing visiting cards/ contact information).
- Adjunct faculty, when visiting the Institute can be provided a suitable sitting/ working space, if available.

F. Teaching Fellow
Responsibilities
The main task of a teaching fellow is to help Instructors of large core courses (courses with strength>100) in managing the course effectively, and in coordination. In a way, they are like "Assistant Instructor". Their role includes helping the instructor in all aspects of running the course, in particular, in managing the tutorials, labs, grading of assignments, helping students with their problems, managing course TAs etc. The fellow may be a primary instructor for summer modules. As per the need of the institute, in Summer Term, the TFs may be involved in admissions or other administrative tasks. In a regular course, the TF would not take classes.

The teaching fellow is expected to:
- teach in tutorials, managing the tutorials and other Tutors/ Teaching Assistants
- manage course related labs, inventory required during the semester and performing the experiments
- conduct extra classes on the topics where students are facing difficulties. Maintaining Office Hours to clarify course related doubts, out of class hours, tutorials, etc.
- assist the faculty in preparing exam question papers/ Lab exam practical questions and conducting Quizzes, Mid Sem Exam, Final Exams and other exams
- assist the faculty in final semester grading, paper checking
- mentor and guide students in class-course projects
- assigning the rubric and grading the progress throughout the semester
- conduct Refresher Modules for M.Tech/ B.Tech students in summers
- provide extra support to weak students

Teaching fellow can be full-time or half-time. Normally, a full-time TF is expected to be TF in two large courses. A half-time TF may be the TF for one large course. In some cases, a full-time TF may be assigned one course, and the remaining time may assist in some specific research projects. It is possible to have a half-time TF, who is also given a full-time PhD student appointment – this is done on a case-by-case basis and as agreed by the Director on recommendation of DoAA and HoD.

Appointment Method

At the start of the year/ semester, the number of teaching fellow positions in each department are decided by the Director in consultation with the DoAA and HoDs. The main goal is to provide support for large core courses. Applications are floated to our M.Tech. students, as well as open advertisement on IIIT-D website or in newspapers, to attract quality candidates (Master degree is required to be eligible for the position) from reputed Institutes/ Universities across the Country.

A committee from the department, headed by the Head, recommends the selection after the interview.

Terms of Appointment and Compensation

- The appointment is normally made for a semester or a year, which can be renewed after the first year based on the performance. This can be extended maximum up to one more year based on the performance and feedback. No extension shall be given beyond two years.
- The compensation is Rs.45,000/- per month (consolidated amount) in first year with free hostel accommodation or Rs.50,000/- per month (consolidated amount) without hostel accommodation. In the second year Rs.50,000/- month (consolidated amount) with free hostel accommodation or Rs.55,000/- per month (consolidated amount) without hostel accommodation.
- Office setup: If there is a good laptop (<2 years old) in stock, that may be provided. Otherwise office setup may be provided (one laptop/ desktop up to Rs.40,000/-).
- They can use a common printer available at the concerned department. A workstation/ sitting space (cubical) is provided to the Teaching Fellows where they can meet their TAs/ students or do their routine tasks.
- The head of the department is the officer-in-charge for the Teaching Fellows and the semester wise reporting will be with the course instructors of the assigned course(s).
- The Institute gives top priority to the ongoing academic activities and does not promote leaving the offered position during an ongoing semester. To ensure this, a monthly deposit of Rs.22,500/- from the salary of the first two months will be kept with the institute. This deposit will be paid on completion of the offered tenure.
- Teaching Fellows need to spend 8 hours and 30 minutes/ day in office. For this they need to mark their in and out time on a daily basis and apply for leaves as per the Institute's leave process.
- The DOAA may recommend to the Director on the request of the HoD to relax any or all the conditions mentioned here with a reason for the same.

Leave Rules

- It is expected that a Teaching Fellow will take leave in a manner that has a minimal impact on teaching and other assigned duties.
- Teaching fellows are entitled for 2.5 days of leave in a month (up to 30 days in a year) along-with 8 days of casual leave, 2 restricted holidays, Gazetted holidays as per Institute's calendar per year (like earned leave – all days from the start of the leave to the end of the leave are counted). TF needs to take prior approval from the course instructor and HoD for availing leave. The entitled leaves shall lapse at the end of the year and no carry forward/ encashment to be made.

Rules for Separation

- In case a Teaching Fellow needs to leave the Institute for any reason a notice period of one month needs to be served or salary in lieu of the same.
- The Teaching Fellow is required to return all institute property back, pay all dues, etc. and will be required to obtain no-dues from Academics, Estate, library, Head of the Department, IT, etc.

G. Honorary Institute/ Distinguished Professors

These are honorary positions and the appointments are done by the BoG.

The Institute looks forward to their contribution towards the following activities: teaching courses, guiding/ co-guiding B.Tech./ M.Tech. students, mentoring new faculty members, and helping in some administrative work (such as policy formulation), etc.

H. Advisors

The advisor extends his/ her expertise towards development of the new curriculum of an upcoming program. The appointments are generally done for a brief period of about 1 or 2 years, based on requirement. They are helpful in formulation of related courses, course design, student project, focused courses, summer course, industry-related activities like outreach and commercializing technologies, etc.

24. Leaving the Institute

If a faculty member wishes to leave the Institute, he/she should follow these guidelines:

- Give notice of a semester (i.e. 4 months). The portion of the notice period falling in vacation period can be waived. Notice should be given 2 months or more before the end of the semester (so that course planning can be adjusted), and the date of relieving is within 30 days after completion of the semester.
- Make suitable arrangements for PhD students he/ she may be guiding. Often this may entail adding a co-supervisor. For MTech students, often the faculty can take the thesis/capstone to completion even after leaving, but can add co-supervisors, if desired.
- Make suitable arrangements (normally by adding a co-PI) for any projects for which he/she may be PI. Permission from the granting agency may be needed for this.
- Return or transfer to some other faculty member, all equipment purchased through Institute funds/PDA/ project; return other assets issued to him/her, and take "no dues".
- Must release the accommodation as per housing rules, and pay the rent as per rules for the period after relieving.
- Pay any other pending dues (e.g. electricity, gas)
- To facilitate thesis guidance and to continue collaboration, any regular faculty member who leaves will automatically be offered an Adjunct Faculty position for a period of two years.

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Appendix A: Virtual joining of a faculty member under exceptional circumstances

The faculty virtual on-boarding process mainly falls under the following two categories:

Category 1: In case of existing IIITD faculty members

The following administrative requirements/ features will be applicable till the time the faculty member availing any kind of long-leave has not resumed back physically at the Institute and has applied to join virtually due to the pandemic situation.

- The faculty member is required to deliver the course online till he/ she resumes back physically in the Institute
- He/ She is required to be available via online mode to the students who may need help or guidance and fulfil other academic requirements
- He/ She is required to be available via online mode for faculty discussions
- He/ She is required to submit an undertaking stating the completion of the quarantine period as prescribed by the Govt. at the time of physical joining at the Institute
- The following allowances may not be available till the time he/ she is able to resume back physically:
  - The salary will be credited into the salaried account after he/ she physically joins back the Institute w.e.f. the virtual date of joining.
  - Insurance and other benefits/ allowances (namely health insurance, critical care insurance, purchase from funded research projects, PDA and LTC) may not be extended till the time he/ she is physically available in the Institute
  - Earned or vacation leave will not be accrued for the period he/she is not physically present in the Institute
  - Length of service (from virtual joining to actual joining) will be regularized at actual physical joining and accordingly, periodical increments, purchase from funded research projects, PDA, LTC and earned or vacation leave will accrue.

Category 2: In case of new faculty joining

The following administrative requirements/ features will be applicable in case of virtual joining of a new faculty member till the time he/ she is able to join physically at the Institute and has applied to join virtually due to the pandemic situation:

- The new faculty member in case of production of a relieving order from his/ her previous employer may be given the option to join as a regular faculty, if applied to join virtually due to the pandemic situation.
- The new faculty member in case of non-production of a relieving order from his/ her previous employer and still working at the previous organization to fulfill his/ her employment condition to stay on international grounds - may be given the option to join as a Visiting Faculty (part-time) with applicable salary/ compensation revisions.
- He/ She is required to be available via online mode to teach one course per semester and fulfill other academic requirements
- He/ She is required to be available via online mode to the students who may need help or guidance
- He/ She is required to be available via online mode for faculty discussions
- He/ She is required to submit an undertaking stating the completion of the quarantine period as prescribed by the Govt. at the time of physical joining at the Institute
- The following allowances may not be available till the time he/ she is able to resume back physically:
  - The salary w.e.f. the virtual date of joining will be credited into the salaried account after he/ she physically joins the Institute and the Pre-Employment Health Check-up is done successfully and production of medical fitness certificate.
  - Insurance and other benefits/ allowances (namely health insurance and PDA) may not be extended till the time he/ she is physically available in the Institute
  - Earned or vacation leave will not be accrued for the period he/ she is not physically present in the Institute
  - Length of service (from virtual joining to actual joining) will be regularized at actual physical joining and accordingly, benefits/ allowance will be extended as per conditions of offer.

Considering the requirements of the Institute, it is at the discretion of the Director to allow any such benefits which otherwise are not allowed while granting virtual joining at the Institute in general. Also, the temporary conversion of the type of offer of appointment from tenure-track/ non-tenure track faculty position to visiting faculty position may be granted by the Director. Any such discretion is to be made on a case-by-case basis.

Appendix B: Probation review document

The probation review document is as follows:

Name:
Date of Joining IIIT-Delhi:
Primary Department:
Secondary Department (if any):

I. Research Contributions (Research, Development and Innovation)
List of Publications (since joining)

Full-length Journal Papers
- Published
    1. Publication_1
    2. Publication_2

- Under Review/ Pre-Prints
    1. Publication_1
    2. Publication_2

- Full-length Conference papers
    1. Publication_1
    2. Publication_2

- Under Review/ Pre-Prints
    1. Publication_1
    2. Publication_2

Workshops/ letters/ poster/ demos/ book chapters etc.
    1. Publication_1
    2. Publication_2

PhD Students
Please mention thesis title/ area, institute, co-advisor (if any), and graduation year

Ongoing Students (mention co-guides, start date, institute registered)
    1. Student_1
    2. Student_2

External Active Collaborations since joining
Please list collaborations in which you were actively engaged – for each mention the collaborator, joint funding (submitted and approved), joint students, and any other notable activity. Please list visits undertaken for collaborations.
    1. Collaboration_1
    2. Collaboration_2

Patents
Granted/ Published Patents/ Copyrights Information.

Please provide complete information.
    1.

Patents/ Copyrights Information (submitted/ filed but not yet granted/ published)
    1. Patent_1
    2. Patent_2

Technology Transfers
Please provide all the details including the company/ organization to which the technology has been transferred, value of the technology transfer, date of transfer etc.
    1. Technology_1
    2. Technology_2

Funding
New Sponsored Projects/ Consultancy:
Please mention the project title, sponsoring agency, co-PIs and their affiliation, total approved amount and amount approved for IIIT-Delhi, and duration
(Sanctioned since joining)
1. Project_1
2. Project_2

Other ongoing Projects/ Consultancy:
Please mention the project title, sponsoring agency, co-PIs and their affiliation, total approved amount and amount approved for IIIT-Delhi, and duration
1. Project_1
2. Project_2

Industry Outreach Programs
1. IOP_1
2. IOP_2

Entrepreneurship and Societal Impact
Information about entrepreneurial activity/ start-up company:

Impact on Industry since joining:
Please give a quantitative verifiable assessment of impact of your technologies/tools/research on industry in terms of number of users, licenses, installations, income, etc.

Impact on Government or Society (please focus on impact since joining):
Please give a quantitative and verifiable assessment of the impact of your work on government or society in terms of number of users, installations, mentions in forums, etc.

Awards/ Recognition (received since joining)
Please provide all the necessary details

II. Teaching Contributions (briefly describe your role and contributions since joining)
Course feedback – Please attach course summaries separately

Course No	Course Name	No of Students	No of Responses	Semester	Avg. Score

BTPs:

MTech Thesis:

MTech Scholarly Papers/ Capstone project:

UG Research/Independent Study or Independent Project:

Summaries of Courses taught:

Other Teaching Contributions (CEP/ FDP/ MOOC/ Tutorial/ Seminar etc.)

Innovations in Teaching

III. Service Contributions (briefly describe your role and contributions since joining)
Institute service

1. Service_1
2. Service_2

Service outside the institute / Professional Service
1. Service_1
2. Service_2

Outreach activities
1. Activity_1
2. Activity_2

IV. Utilization of Initiation Research Grant

Name of the Proposal submitted towards utilization of the Initiation Research Grant provided by the Institute and the corresponding amount.

Appendix C: Housing rules

Allotment Policy - Faculty Housing Rules-2012

The Rules below are meant to specify the obligations of the Institute and resident of the faculty accommodation building. The Rules may be called the Faculty Accommodation Housing Rules-2012.

1. The Employer shall permit the Employee who has opted to avail accommodation facility, subject to the terms and conditions set out in these Rules, to reside in allotted flat of the building (titled as "Faculty Accommodation Building") situated at the permanent campus of the Institute mentioned above, including the right of common vehicle parking.

2. Interpretations and Definitions
   For the purpose of these Rules "Employee" shall mean self and his/her family (spouse, children and parents of the Employee). For the duration of their stay, visiting guests of the Employee shall be construed as part of his/her family. Further, live-in-maids/servants shall also be treated as part of the Employee's family.

3. Use of Premises
   The allotted accommodation shall be used only for private, peaceful, free of noise residential purposes. The Employee or his family, guests, servants should not indulge in any activity which may or become any annoyance or cause damage or disturbance to the Employer or the occupiers of other flats in the building. The accommodation shall not be used for commercial purpose, sub-letting, use as paying guest accommodation etc., nor shall the Employee allow the premises to be inhabited by any other persons on permanent basis. No birds, animals or pets of any kind shall be kept upon any part of the premises. No sign, advertisement or notice shall be painted, affixed or hung upon any part of the premises. Common areas of the building such as staircase, pathways, corridors, terrace etc. shall not be utilized for storing the items or for any private use.

4. Supplies to the Premises
   The Employee shall be directly responsible for the payment of all electricity, water and PNG consumed and for all wireless telephone installations (external connections) or reconnection, rental and calls during the Lease Period and for the payment of any other charges payable in connection with the aforesaid, as agreed.

5. Maintenance Cost and Fixtures and Fittings
   5.1 The Employer shall bear the following expenditure:
       1. Major Capital Expenditure,
       2. Whitewash of building after three years (exteriors and interiors),
       3. Annual Maintenance Cost of Lifts and DG sets,
       3. Provision of Security,
       4. Property or other taxes,
       5. Housekeeping expenditure of common areas as included in the FMS Contract,
       6. Repairs and replacement of fixed electrical fittings such as switches, fans etc,
       7. Repairs of plumbing related items, carpentry etc., and
       8. Major expenditure on replacement or repairs of sanitary items arising out of manufacturing defects, structural defects, seepage etc.

9. Expenditure on replacement of Institute provided 2 TR split air-conditioners installed in the drawing room of the flat after its accounting life of 04 years. Residents who do not wish to have the Institute provided air-conditioner in the flat may request the Institute for its removal. In the initial phase, all de-snagging expenses shall be borne by the Institute.

5.2 All other maintenance expenditure shall be borne by the residents (through a RWA). License fee charged by the Institute as per Govt. norms will be utilized towards these. This maintenance includes:
1. Repairs and replacement of consumable sanitary items, wood work etc.,
2. Annual maintenance cost of Solar Water System,
3. Monthly waste disposal charges,
4. Repairs and replacement of electrical fittings such as lamps, CFLs, tube Lights, sockets, consumable parts of air-conditioners etc.
5. Expenditure on Common lighting,
6. Consumption of DG Set power, and
7. Any other expenditure of recurring in nature.

5.3 The Employee shall, for the duration of the Lease Period, at his own cost maintain the interior and all the fixtures and fittings therein of the Premises in a state of good repair, fair wear and tear accepted, and shall on termination of period re-deliver the Premises to the Employer, subject to fair wear and tear, in the same condition as it existed on the lease commencement date.

5.4 The Employee shall not be entitled to affix any permanent fixtures and fittings into the walls of the Premises without the prior written consent of the Employer.

5.5 Any fixtures and fittings installed by the Employee shall be removed by the Employee on vacating the premises, unless otherwise agreed by the Employer as at clause 5.4 above. Should the Employee fail to remove any authorized fixtures and fittings, such fixtures and fittings shall become the property of the Employer, without any obligation to compensate the Employee therefore. In case such fixtures and fitting are removed, the same shall be at the cost of the Employee.

6. Alterations
The Employee shall not bring about any alterations or additions, whether structural or not, to the Premises without prior written consent of the Employer. At the time of termination of the period, alternation carried out will need to be undone at the cost of the Employee; whether got undone by the Employer or the Employee.

7. Damage to the Premises by the Employee, Family, Visitors
7.1 The Employee shall repair any damage caused to the Premises during the Lease Period. Damage shall cover major loss to the property of the Institute on account of act of residents, guests, his/her servants etc.

7.2 The Employee shall not knowingly or negligently cause or allow to be caused any obstruction or blockage of any sewerage pipes, drains and other supply equipment and installations serving the Premises and the RWA or the concerned faculty, as may be decided by RWA, shall remove at their own cost any obstruction or blockage which occurs in such pipes or drain as a result of his actions and, where necessary, shall cause, at his own cost, such sewer, pipe or drain to be repaired.

8. Inspection of Premises during the Lease Period
The Employer shall, at all reasonable times during the lease Period and with prior arrangement with the Employee is entitled to have access to and inspect the premises.

9. Subletting, Cession and Assignment
The Employee shall not be entitled to cede or assign this Lease, nor sublet the premises, nor part with possession of the premises, nor place any Person (including a Company/Firm/Body of Individuals etc.) in occupation of the premises, or any portion thereof. During long leave/ sabbatical approved by the Institute, the Employee shall be allowed to retain the accommodation. However, during such a period with prior approval of the Institute, the accommodation can be sublet to another faculty of the Institute.

10. Employer's Liability

The accommodation in the Building is allotted on "As-is-Where-is Basis". The Employer's liability is limited up to the date of handing over possession of the accommodation.

11. Destruction or Damage

Should the Premises at any time during the Lease Period be destroyed or be so damaged, by whatever cause (other than natural causes such as earthquake, lightning etc.) as to deprive the Employee of the beneficial use of the Premises, then lease shall terminate, and each party shall remain liable for its obligations in terms of the Rules up to the date of such termination.

12. Insurance

The Employees shall be responsible for insurance of his furniture and other movables contained in the premises hereby let.

13. Termination of the Lease

Termination Date: The Lease shall remain valid till the day Employee is in service with the Institute and shall lapse on the day of discontinuance of service for any reason whatsoever, including termination, non-renewal of Rules etc. Breach of any of the terms and conditions mentioned herein may be ground for termination of lease. An Employee can also terminate lease by giving in writing notice of one month. A period of 30 days from the date of termination or discontinuance of service shall be allowed for vacation of the premises, during which a fee equal to the Employee's HRA shall be levied. After 30 days, a penal fee equal to the market rent of the flat will be levied. Under no circumstance can an Employee remain in the accommodation beyond 90 days of ceasing to be the Employee of the Institute or beyond 90 days of termination of lease. In the event of death of Employee the accommodation may be retained for a period of 06 months.

14. Save Clause

The Board of Governors of the Institute may relax or may advise for including any other provisions/clauses in the Rules. RWA of the accommodation shall be consulted in this regard.

15. Acceptance

The Employer and the Employee shall acknowledge that they have read and understood the contents of this Rules.

Appendix D: Relocation limits

The relocation limits are as follows:

S. No.	Category	Relocation Limit
1	Relocation for Foreign Nationals and people with experience	Ticket costs can be paid on actual. However for other things for cost up to Rs.1.5 lakhs, Director is authorized to approve. Anything beyond this can be considered with approval of the Chairman
2	Movement within Delhi (local outside accommodation to Institute's accommodation)	Reimbursement of local packing and moving expenses on actual basis
3	Relocation within India (From any other state to Delhi)	Tickets cost can be paid on actual. For other things, cost up to Rs.75,000/-, Director is authorized to approve. Anything beyond this will be considered with approval of the Chairman.

Reimbursement for air/train/bus fare on actual for self and/or family, plus moving expenses is provided within the BOG approved limits. More reimbursement may be provided depending on the merit of the case with approval. If a faculty member leaves within three years of joining, then he/ she will have to return this allowance, they will have to return the entire relocation allowance amount reimbursed.

Appendix E: Long leave/ Sabbatical leave rules

Policy on Sabbatical and Long Leave at IIIT-Delhi are as follows:

Sabbatical at IIIT-Delhi

Sabbatical leave is an academic tradition widely followed across the world. All good Institutions have this concept and are expected to have it. The purpose of the Sabbatical leave is to allow faculty members to pursue activities elsewhere, which will enrich the faculty member, which, in turn, will help the Institute in achieving its mission goals. This note proposes the Sabbatical scheme for faculty at IIIT-Delhi.

- Only tenured faculty members or such faculty members who have completed a minimum of six years of regular employment on scale at Institute and holding a valid contract with the Institute for two years beyond the duration of the requested Sabbatical leave are eligible for Sabbatical leave.
- A Sabbatical leave can be taken after at least six years of service to the Institute and after at least six years from the previous Sabbatical. For each six years spell of service at the Institute, the permissible length of Sabbatical leave will be one year. However, the Sabbatical leave in continuation for two years will be discouraged at Institute with a cap of two years as being maximum for a single stretch. The duration of the availed Long leave, if any, will not be counted in the length of service and no request of Sabbatical leave will be considered in the continuation to Long leave. Such a request should be made a semester in advance or before the course allocation process for the subsequent semester.
- A Sabbatical leave will be allowed primarily for pursuits which further the Institute goals. Some examples of acceptable purposes of Sabbaticals are: visits to other academic institutions, labs, industry, etc. to pursue and enrich research and strengthen/ pursue collaborations; to pursue some entrepreneurial activity which emanated out of Institute work; to pursue some writing/research agenda.
- A Sabbatical can encompass one semester, or two consecutive semesters. The Sabbatical leave itself can be of up to six months (for one semester) or up to one year (for two semesters). Vacation leave is permitted immediately before/after the Sabbatical leave (i.e., the actual duration of leave can be extended by Vacation leave).
- Grant of the Sabbatical leave will be subjected to a quota of 20% of the faculty strength of the primary Department of the Sabbatical leave requesting faculty member (i.e. a maximum of 20% of the total strength can be on Sabbatical and Long leave combined).
- Any faculty member taking a Sabbatical leave will sign an undertaking to serve the Institute for at least two years after the Sabbatical, failing which the salary and benefits during the Sabbatical will have to be refunded. During the Sabbatical, the faculty member will not be provided 'NoC' for applying for a position elsewhere for being under obligation to serve the Institute for two years.
- While on Sabbatical, the faculty member can take temporary employment (e.g. as visiting/guest faculty, visiting researcher/scientist/scholar, etc.) and get paid by the host organization for it. However, as an ethical approach, such temporary employment should not be for exploring regular employment.
- During the Sabbatical, the faculty member will get full salary and benefits for the Sabbatical leave duration or six months, whichever is lesser (called the paid-portion of the Sabbatical leave). For longer Sabbatical leaves, the extra duration beyond the paid-portion will be treated as Leave Without Pay.
- For benefits, the faculty member will be entitled to all benefits (housing, health insurance, etc.) for the paid portion of the Sabbatical leave.
- For such requests where the duration of the leave is beyond the paid-period of the Sabbatical leave, the faculty member will not function as Principal Investigator (PI) to his/her ongoing research project(s). He/She, through the Dean (IRD), has to get a PI assigned to such project(s) and will act as Co-PI and can again become the PI on joining back the Institute after availing the leave. During the leave period, he/she cannot initiate the process for purchases/procurements from his/her funded research projects. However, if the funding agency allows the faculty member to be PI while being on Sabbatical leave, the Institute will permit him/her to function as PI for such a funded project.
- Beyond the paid-portion of the Sabbatical leave, the faculty member can continue the benefits for the extra period but without cost to the Institute. Specifically:

o For accommodation: if it is leased, he/she will have to pay the rent (or refund to the Institute, if the Institute is paying the rent); if it is Institute accommodation, then besides the license fee, he/she will also have to pay a sum equivalent to the HRA for the period (i.e. the amount the Institute recovers normally),

o For health insurance: he/she can continue the insurance plan, but will have to pay the full premium (or refund to the Institute),

o No earned leave/ vacation will accrue.

● The Director is empowered to relax any or all the conditions mentioned here for recommending a case to the Board of Governors for its consideration for approval by giving a reason for the same.

Process for Sabbatical leave for faculty

Faculty → HoD → DIRD (for recommendations if needed considering funded research projects) → DoFA (for recommending after getting facts checked from HR) → BoG (for consideration and advice) → HR (for compliance of BoG's decision as per due processes)

Long Leave at IIIT-Delhi

The following note proposes the long leave scheme for faculty at IIIT-Delhi.

● Only tenured faculty members or such faculty members who have completed a minimum of five years of regular employment on scale at Institute and holding a valid contract with the Institute at the time of requesting are eligible to apply for Long leave (e.g. a leave request for a duration more than one semester or 6 months will fall in this category).

● A Long leave request can be made after at least five years of service at the Institute and after at least five years from the previous Long leave, provided two years undertaking of serving the Institute has been served for the availed Sabbatical leave, if any. For each five years spell of service at Institute, the permissible limit of Long leave will be one year. No more than two years' Long leave can be availed by a faculty member at a time; however, an extension up to a maximum of three months may be permitted if the extension period is Vacation period at Institute.

● In case of a faculty member having applied through proper channel at the Institute for full-time assignment in Central/ State Government Department/ Public undertakings/ Universities and Research Laboratories with a view getting absorbed therein, a lien up to 2 years may be considered for granting by the Board of Governors on the basis of recommendations and justification of the concerned Department duly endorsed by the Dean of Faculty Affairs and the Director. In case, he/ she returns from lien, the period of lien shall be counted towards future entitlement.

● A Long leave request can be made for personal as well as professional purpose/reason. Such a request should preferably be made a semester in advance or before the course allocation for the subsequent semester.

● Availing Vacation leave immediately before the start of and after the Long leave (provided these were already there within the calendar year) is permitted (i.e., the actual duration of leave can be extended by adding Vacation leave as per availability as a pre or post -fix to Long leave). The Casual or Earn leave can also be used as a pre-/ post-fix to the Long leave.

● Grant of Long leave will be subjected to a quota of 20% of the faculty strength of the primary Department of the applying faculty (i.e. a maximum of 20% of the total strength can be on Sabbatical and Long leave combined).

● During the Long leave, the faculty member will not get any salary and other benefits from the Institute. This will be treated as Leave without Pay and the period of Long leave will not be counted towards the length of service for any benefits, like gratuity, annual increment etc.

● During the Long leave period, the faculty member through the concerned Department has to get assigned a Supervisor to such students who are under his/her supervision (for M.Tech. or Ph.D.). The faculty member during the Long leave period will act as a Co-Supervisor to such students and may become the Supervisor on joining back at the Institute after availing the leave.

● During the Long leave period, the faculty member will not function as Principal Investigator (PI) to his/her ongoing research project(s). He/ She, through the Dean (IRD), has to get a PI assigned to such project(s) and will act as Co-PI and can again become the PI on joining back the Institute after availing the leave. During the leave period, he/ she cannot initiate the process for purchases/ procurements from his/ her funded research projects and PDA. However, if the funding agency allows the faculty member to be PI while being on Long leave, the Institute will permit him/ her to function as PI for such a funded project.

- During the Long leave period, the faculty member can avail the benefits of being a faculty without any cost to the Institute. Specifically:
  - For accommodation: if it is leased, he/ she will have to pay the rent (or refund to the Institute, if the Institute is paying the rent); if it is Institute accommodation, then besides the license fee, he/she will also have to pay a sum equivalent to the HRA for the period (i.e. the amount the Institute recovers normally),
  - For health insurance: he/ she can continue the insurance plan, but will have to pay the full premium (or refund to the Institute),
  - No earned leave/ vacation will accrue.
  - The period of Long leave will not be counted towards grant of annual increment and Gratuity.
  - The Director is empowered to relax any or all the conditions mentioned here for recommending a case to the Board of Governors for its consideration for approval by giving a reason for the same.

Process for Long leave for faculty

Faculty → HoD → DoAA (for recommendations for academic and research related concerns like supervision etc.) / DIRD (for recommendations if needed considering funded research projects) → DoFA (for recommending after getting facts checked from HR) → BoG (for consideration and advice) → HR (for compliance of BoG's decision as per due processes)

Appendix F: Faculty tenure and promotion

Process for Granting Tenure

Within the seven year contract period for a tenure-track Assistant Professor (or five years for a tenure-track Associate Professor or tenure-track Full Professor), a faculty member may request to be evaluated for tenure. A faculty member will normally not be considered for tenure before he/she has completed **six years** after PhD. If no explicit request is made, approximately one year before the expiry of the contract period, the tenure evaluation will be initiated. A faculty member may request, with reasons for the same, up to two years extension of the initial contract and a corresponding delay in his/her tenure evaluation. This request will be evaluated on a case-by-case basis. Some reasonable reasons for such a request are: childbirth, serious illness in the immediate family, setbacks in work beyond one's control, etc.

The **process** for **tenure** evaluation is:

- Tenure process is initiated, generally no later than about one year before the expiry of the initial contract of the concerned faculty member. A faculty member may also request to be evaluated for tenure. The faculty member will be informed when the process is started.
- The faculty member concerned prepares a portfolio comprising of the summary, detailed CV, research/teaching summary statements, and **five** of his/her best papers. Summary of yearly feedbacks may also be included in the portfolio by the faculty member.
- For evaluation of research contributions, this portfolio is sent to at least six experts in the area, of which at least half are from outside the country.
- For selecting the set of experts, the concerned faculty member may give a list of at least six names, from which three will be chosen.
- The experts will be requested to write a report – the letter for requesting this report is given in the appendix (i).
- The letters from experts and the portfolio will be put to a Tenure Committee constituted by the Director. The committee will categorize the performance of the faculty members in the three areas in different levels (excellent, good, average, below average), and based on this make its recommendations about tenure and promotion as per the policy, which is, good or above in research and good or above in teaching. (This committee may finally comprise of senior faculty members from the Institute, but initially it will comprise of at least three external members, to be selected from the set of names in each area agreed by the faculty for yearly review committees).
- The committee's recommendations, along with the faculty member's portfolio and letters from experts will be presented to a Selection Committee, which will make the final recommendation on tenure and/or promotion.

For faculty members directly recruited at the Associate Professor level without tenure, their promotion to the post of Professor and tenure decision can be tied together, or can be done separately. In case a faculty member at Associate Professor level without tenure applies for tenure then the assessment can be done by the selection committee on the basis of the annual reports of the previous years.

Process for Promotion to Associate Professor

For an Assistant Professor, assessment for tenure and promotion may be done together. An Assistant Professor, who is already tenured, may request for promotion if eligible.

The **eligibility criteria** for consideration for Associate Professor: At least 6 years post PhD experience in teaching / research/ industry.

The **process** for **tenure** and **promotion to Associate Professor** is:
- A faculty member may request to be evaluated for tenure and promotion. The faculty member will be informed when the process is started.
- The faculty member concerned prepares a portfolio comprising of the summary, detailed CV, research/ teaching summary statements, and **five** of his/ her best papers. Summary of yearly feedbacks may also be included in the portfolio by the faculty member.
- For evaluation of research contributions, this is sent to at least six experts in the area, of which at least half are from outside the country.
  - For selecting the set of experts, the concerned faculty member may give a list of at least six names, from which three will be chosen.
  - Additional letters may be sought, if required
- The experts will be requested to write a report – the letter for requesting this report is given in the appendix (i).
- The letters from experts and the portfolio will be put to a **Tenure and Promotion Committee** constituted by the Director. The committee will categorize the performance of the faculty members in the three areas in different levels (excellent, good, average, below average), and based on this make its recommendations about tenure and promotion as per the policy, which is, good or above in research **and** good or above in teaching.
- The committee's recommendations, along with the faculty member's portfolio and letters from experts will be presented to a **Selection Committee**, which will make the final recommendation on tenure and/or promotion.

The **process** for **promotion to Associate Professor** (for a tenured Assistant Professor) is:
- A tenured faculty member at the rank of Assistant Professor may request to be evaluated for promotion. The faculty member will be informed when the process is started.
- The faculty member concerned prepares a portfolio comprising of the summary, detailed CV, research/teaching summary statements, and five of his/her best papers. Summary of yearly feedbacks may also be included in the portfolio by the faculty member.
- For evaluation of research contributions, this portfolio is sent to at least six experts in the area, of which at least half are from outside the country.
  - For selecting the set of experts, the concerned faculty member may give a list of at least six names, from which three will be chosen.
  - Additional letters may be sought, if required
- The experts will be requested to write a report – the letter for requesting this report is given in the appendix (i).
- The letters from experts and the portfolio will be put to a **Promotion Committee** constituted by the Director. The committee will categorize the performance of the faculty members in the three areas in different levels (excellent, good, average, below average), and based on this make its recommendations about promotion as per the policy, which is, good or above in research **and** good or above in teaching.
- The committee's recommendations, along with the faculty member's portfolio and letters from experts will be presented to a **Selection Committee**, which will make the final recommendation on promotion.

Process for Promotion to Full Professor
The **eligibility criteria** for consideration for Full Professor: At least **10 years** post PhD experience in teaching/ research/ industry, of which at least **4 years** should be at the level of Associate Professor.

The **process** for **promotion to Professor** is:
- A faculty member may request to be evaluated for promotion. The faculty member will be informed when the process is started.
- The faculty member concerned prepares a portfolio comprising of the summary, detailed CV, research/ teaching summary statements, and **ten** of his/ her best papers. Summary of yearly feedbacks may also be included in the portfolio by the faculty member.
- For evaluation of research contributions, this portfolio is sent to at least six experts in the area, of which at least half are from outside the country.
  - For selecting the set of experts, the concerned faculty member may give a list of at least six names, from which three will be chosen.

- o Additional letters may be sought, if required
- The experts will be requested to write a report – the letter for requesting this report is given in the appendix (i).
- The letters from experts and the portfolio will be put to a **Promotion Committee** constituted by the Director. The committee will categorize the performance of the faculty members in the three areas in different levels (excellent, good, average, below average), and based on this make its recommendations about promotion as per the policy, which is, good or above in research with evidence of national and international recognition **and** is good or above in teaching **and** is good or above in service.
- The committee's recommendations, along with the faculty member's portfolio and letters from experts will be presented to a **Selection Committee**, which will make the final recommendation on promotion.

If a faculty member's application for promotion to Full Professor is declined, normally a minimum gap of two years is required for consideration for Full Professor again. For re-consideration of a case, a statement of changes in the CV/ Contributions since the last consideration will also be provided. Up to three new letters may be sought. Entire earlier package, statement of change, and new letters will be submitted to the committees.

Teaching-Track Regular Faculty Positions
The Teaching-track faculty members are regular faculty members in the Institute but with a different balance between teaching and research, and a correspondingly different criterion for tenure and promotion. Teaching-track faculty will have a higher teaching load and will be expected to engage in high quality teaching, and accordingly will be expected to maintain a modest level of research. The criterion for tenure and promotion also has a higher expectation in quality teaching than research. Following are the guidelines for teaching-track positions.
- A candidate may explicitly apply for "Teaching-track regular faculty position"; an applicant for a faculty position may be considered for this track.
- The process for selection of teaching-track faculty will be the same as for all faculty – i.e. through a selection committee against approved positions for this track. The contract will state that the appointment is for a teaching-track position.
- Compensation and benefits for teaching-track faculty will be the same as for all regular faculty.
- Teaching-track faculty members are expected to spend more effort in teaching and will have a higher teaching load per year. To support effective teaching, they will be expected to maintain a modest level in research, which can also include research in Education.
- Normal teaching load for such faculty will be 2 courses per semester – normally one large/ core course and one elective. (For other disciplines, it will be at least one more than the normal teaching load for that discipline.)
- Yearly Review. The yearly review of teaching-track faculty will primarily focus on teaching, though feedback on research will be provided.
- Tenure and promotion. The criteria for promotion and tenure for teaching-track faculty is: overall teaching assessment is good or above (i.e. very good or excellent) **and** the overall research assessment is at least average. Tenure and promotion decisions need not be taken together and tenure may be granted separately from promotion.
- Promotion to full-professor. The criteria will, like above, expect more in teaching and less in research. The criterion is: good or above for teaching **and** average or above for research **and** good or above for service.
- If an existing faculty at IIIT-Delhi applies for a teaching-track position, for selection, the regular process will be followed. However, if selected, the appointment will be treated as continuation of the previous appointment.

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Appendix (i) {for reference purpose only}:

Dear Prof. _____:

Dr. _____ is being considered for tenure and promotion to the rank of _____ at IIIT-Delhi. Founded in 2008, IIIT-Delhi's vision is to be 'a globally respected institution for research as well as education'. IIIT-Delhi is already ranked 41 by QS India ranking 2020. It currently enrols more than 2000 students and has 80+ full-time faculty members.

Part of our promotion procedure is to solicit external evaluations of the candidate's scholarship from recognized scholars such as yourself. The outcome of assessment for tenure & promotion can be one of the three: (A) grant tenure & promotion, (B) grant more time for tenure & promotion (C) deny promotion. (Generally tenure is granted)

I would like to request you for a letter which will help us in assessing his/her research contributions. In your letter kindly comment on:

- *How significant and original are his/her contributions, and how do they compare with contributions by his/her peers at similar stages in their careers.*
- *Whether his/her current achievements would result in promotion to Professor in a research university at the level of original IITs in India or universities in the band next to top 40 universities in US (or similar universities in Europe, etc.)*

Please also share your view regarding which of the three categories (A, B, C - as mentioned above) is most appropriate for this level of achievement. I hope you will be able to send your letter (email is fine) in four weeks. Observing this deadline is necessary for the Tenure and Promotion Committee to meet the schedule for this review process that has been set by the Administration. If you need more time, or further information, please let me know. IIIT-Delhi will maintain both the confidentiality of your letter and your identity.

Summary of his/ her contributions (which also lists his/her most important papers), detailed CV, research and teaching summary statements are attached.

I realize that our request for an evaluation is time-consuming, and we are grateful for your help. Thank you very much for this help in a very important task for our Institute. Your efforts are very much appreciated.

Regards,
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Guidelines for operating the policy of relaxing the eligibility for tenure and promotion for faculty with significant industry experience

Board in its 39th meeting, approved that a relaxation of up to 2 years may be given, based on recommendations of the Selection Committee, to an Assistant Professor candidate with significant industry experience. This relaxation is for tenure and promotion to Associate Professor only. For this policy, the following operational guidelines are proposed:

- The Selection Committee recommending the appointment for Assistant Professor should explicitly record its recommendation for relaxation, if it feels that it should be granted.
- Relaxation of up to 2 years may be recommended for experience of 10 years or more, and up to 1 year for experience of 5 to 10 years.
- As noted in the Board meeting, this relaxation is only for eligibility for consideration for tenure and promotion to Associate Professor (normally the eligibility is 6 years post PhD experience); the case for tenure and promotion to Associate Professor is to be considered purely on merit.
- The faculty should be informed about the relaxation (if recommended), and it is up to the faculty member to decide whether he/ she wants to use this relaxation for applying for tenure and promotion to Associate Professor.
- The Tenure Committee which considers the case for tenure and promotion, and the Selection Committee which considers the recommendations of the Tenure Committee, be notified about the relaxation clause, if it is being used.

Appendix G: Yearly reviews and contribution to PDA

Process for Faculty Reviews (based on the process approved in the 45th BoG)

1. Submission of Annual Report:
   Every faculty member will submit an annual report with details under three broad categories: Research, Teaching and Service. The report will contain research contributions for the last three years in a sliding-window manner e.g. for the report to be submitted for June 2019, research contributions starting from June 2016 can be reported. The reviewers will have the opportunity to see the long-term research evolution and comment accordingly. It will also provide assurance and sufficient time to faculty to tackle tough problems and not compromise on quality.

2. Frequency of review:
   For Associate and Full Professors
   - Every two years (as allowed by the statute)
   For others
   - Every year

Research contributions
- To be reported for the last three years (sliding-window)

Note: (i) Every faculty member needs to fill the progress-report *every year*.
(ii) Only the frequency of review is being changed for Associate and Full Professors.
(ii) Those being evaluated every two years will get the same PDA amount for the two years.

3. Parameters and Review Methodology

Broad parameters for evaluation		Review Methodology	Measurable parameters
Research (Research, Development and Innovation)	Publications	External (TPC* Model)	Research Papers in good venues Books, book chapters, other publications Ph.D. Student guidance
	Patents	External	Patents Filed, Published, Granted Technology transfers
	Funding	External	Sponsored Research/Consultancy CEP Industry Outreach Programs
	Entrepreneurship and Societal Impact	External	Parameters to be decided by a set of experts primarily from industry/ entrepreneurship ecosystem
Teaching		Internal (Director + HOD)	• Number/size of classes • Student feedback • New courses • Innovations in teaching • Rigour in teaching • B.Tech./M.Tech. Students
Service	Institute Service	Internal (Director + HOD Or Through a committee)	Departmental feedback Stakeholders' feedback • What was done right • What could be improved • Any major concerns
	Professional Service		• Organizing small/ medium/ large events • Serving as reviewers/editors

* Technical Program Committee Model (choose a set of 2-3 experts from a pool of domain experts).

4. Technical Program Committee Model:
   Each department will define broad domains of research and domain experts will review faculty members from a particular domain in a manner similar to the technical program committee (TPC) of a conference. Each department will provide a list of experts in the broad research domains. Faculty members will specify at least one broad research domain in their annual report.

5. Ratings:
   The scale for rating will be: Excellent, Very Good, Good, Average, Below Average. Broadly, the comparison group for the rating is the original IITs.
   The PDA amount for each rating would be the following:

Rating	Amount (in Rs.)
Excellent	1,50,000/-

Very Good	1,25,000/-
Good	1,00,000/-
Average	80,000/-
Below Average	60,000/-

No extra payment will be made for publishing in Tier 1 venues as it is already included in research output.

6. Combining sub-domain ratings under Research:
   In the Research category, following two subdomains may be combined to give a higher grade:
   - if "very good" is received in two of the subcategories of Research then the overall grade would be considered "excellent"
   - if "good" is received in two of the subcategories then overall grade would be "very good".
   This will be applied recursively. Some illustrative examples are given below.

Research evaluation	Interim Grades	Final Research Grade
Publications	Very Good	Excellent
Patents	Very Good	
Funding	Average	
Entrepreneurship	Average	

Research evaluation	Interim Grades	Final Research Grade
Publications	Good	Very Good
Patents	Good	
Funding	Average	
Entrepreneurship	Average	

Research evaluation	Interim Grades	Final Research Grade
Publications	Very Good	Excellent
Patents	Good	
Funding	Good	
Entrepreneurship	Average	

Research evaluation	Interim Grades	Final Research Grade
Publications	Good	Excellent
Patents	Good	
Funding	Good	
Entrepreneurship	Good	

Note: Average and Below Average ratings cannot be combined with any other rating.

7. Incentives: The PDA amount will be decided on "Best Two" (Research/ Teaching/ Services) ratings. E.g. a faculty member may excel at Research and Teaching or Teaching and Services. Some examples:

Broad parameters for evaluation	Grades
Research	Very Good
Teaching	Good
Service	Average

Net Score: 1 Very Good + 1 Good: So PDA = Rs.1,25,000/- + Rs.1,00,000/- = Rs.2,25,000/-

Broad parameters for evaluation	Grades
Research	Very Good
Teaching	Average
Service	Very Good

Net Score: 1 Very Good + 1 Very Good: So PDA = Rs.1,25,000/- + Rs.1,25,000/- = Rs.2,50,000/-

Broad parameters for evaluation	Grades
Research	Good
Teaching	Very Good
Service	Very Good

Net Score: 1 Very Good + 1 Very Good: So PDA = Rs.1,25,000/- + Rs.1,25,000/- = Rs.2,50,000/-

Broad parameters for evaluation	Grades
Research	Average
Teaching	Good
Service	Excellent

Net Score: 1 Good + 1 Excellent: So PDA = Rs.1,00,000/- + Rs.1,50,000/- = Rs.2,50,000/-

Note: Those being evaluated every two years will get the same PDA amount for the two years.

Appendix H: Faculty recruitment policy

For recruitment on faculty position (Direct)
The most preferred faculty position for direct recruitment shall be the Assistant Professor position. As an exception, the Institute has the liberty to go for direct recruitment at other faculty positions, namely Associate Professor and Professor, based on the specific need at the Institute or expansion of a particular academic/research wing of a Department. Such

direct recruitment at the level of Professor (non-tenure under this recruitment type) will initially be for a maximum of five years term, extendable through the Selection Committee process. Whereas, the recruitment on the Associate Professor position shall be on tenure-track initially for five years which can be considered for the grant of tenure and promotion to Full Professor as per the policy of the Institute for other regular Associate Professor of the Institute.

Assistant Professor
Essential Qualifications:
Academic: Ph.D. in the relevant area/ discipline with "First Class" at the preceding degree with good academic record throughout. Definition of "First Class" for the purpose of faculty recruitment condition means 60% of the range of grade-points or marks. However, if an Institute awards "First Class" with the different criterion the same shall be acceptable but the criterion for "First Class" shall not be lower than 60% in any case.
Experience: 3 years' experience. In case Ph.D. submitted but not awarded, the Selection Committee may consider for granting Visiting Faculty position till Ph.D. is awarded and on the completion of Ph.D. (award) will automatically get converted to Assistant Professor.

Associate Professor
Essential Qualification:
Academic: Same as above for the position of Assistant Professor Grade I.
Experience: A minimum of six years post Ph.D. experience in teaching/ research/ industry, out of which 3 years at least should be at the level of Assistant Professor. The candidate should have demonstrated adequate experience of independent research in terms of guidance of B.Tech., M.Tech. and Ph.D. students, publication in reputed journals and conferences, patents, laboratory/ course development and/ or other recognizable relevant professional activities.

Professor
Essential Qualification: Academic: Same as above for the position of Assistant Professor.
Experience: A minimum of ten years post Ph.D. experience in teaching/ research/ industry, out of which 4 years at least should be at the level of Associate Professor on the date of application. The candidate should have demonstrated leadership in research in a specific area of specialization in terms of guidance of Ph.D. students, strong record of publications in reputed journals and conferences, patents, laboratory/ course development and/or other recognizable relevant professional activities along with observable role and indulgence in Institute/ organization building.

Higher qualifications and experience may be used in each area based on need. In view of the interdisciplinary nature of academic and research activities at the Institute, though a prospective faculty candidate may have been called for a particular Department but he/ she may be offered the same post in another Department if the Selection Committee finds this more suitable. Applicants for Assistant Professor will be considered for both Grade-I and Grade-II depending on eligibility and suitability and the discretion of Selection Committee as interpreted by the Director of the Institute shall be final on the offered position.

Appendix I: Professor on HAG scale

The eligibility criteria for consideration to granting HAG Scale to Professor: As defined in the policy for at most 40% of Professors (at least 1) who can be on HAG Scale at any time.
The process for granting HAG scale is:
- A faculty member qualifying the requirements as per the above policy may request to be evaluated for granting the HAG Scale. The faculty member will be informed when the process for the same is initiated.
- For evaluation and giving recommendations, an Expert Committee comprising of four experts will be constituted.
  - For selecting the set of experts on the Committee, the concerned faculty member may give a list of at least six experts in the area, from which two will be nominated by the Director.
  - The other two expert members may be nominated by the Director.
- Threshold as an overall average rating for the four traits (i.e., research, teaching, project funding and service to the Institute) for the grant of HAG may be set by the Expert Committee and informed to the potential applicants while initiating the process. The minimum expected rating in each category and overall average rating in all categories should be set while initiating the process.
- The faculty member concerned prepares a portfolio comprising of a detailed CV highlighting research, teaching, project funding and service to the Institute and best papers published while holding the position of Professor or equivalent position. Wherever available, summary of the yearly feedbacks, submitted may also be included in the portfolio by the faculty member.
- The Expert Committee will be requested to evaluate each faculty portfolio under request for consideration for granting HAG for research, teaching, project funding and service on the scale of 1-5, with 1 being interpreted as demanding more efforts, 2 as average, 3 as good, 4 as very good and 5 as outstanding. The overall average rating on these four domains (while calculating average rating, the rating of service domain should be multiplied by a factor of 0.6 while the others will be multiplied by 1.0) along with recommendations for the grant/not recommended for the grant of the HAG Scale will be made to the Director. The Director shall consider the

recommendations of the Expert Committee suitably and further recommend to the BOG for grant of the HAG Scale. While recommending any case to the Board, the Director may override the recommendations of the Expert Committee by giving proper justification.

If a faculty member's application for granting the HAG Scale is declined, a minimum gap of two years is required for consideration for granting the HAG Scale. For reconsideration of a case, a statement of changes in the CV/ contributions since the last consideration will need to be provided by the applicant. The entire earlier package, along with this statement of changes shall be placed before the Expert Committee for assessment/evaluation for giving its recommendations.

Appendix J: Roles and responsibilities of Head of the Department (HoD)

I. Process for Appointing Heads
- Nominations will be taken from the Department faculty
- The nominations will be input to the Director, who will finally nominate the Head.
(*approved in the 35th Meeting of BoG*)

II. Appointment Term
- The appointment term of a HoD is for 2 years, preferably ending on completion of a calendar year.
- The term can be extended by 1 year if required, or until the next HoD is appointed.
- A faculty can be re-appointed as HoD

III. Roles and Responsibilities
The primary role of the Head of the Department (Department Head / HoD) is to provide strong academic leadership. The HoD is required to lead, manage and grow the department to ensure it achieves the highest possible standards of excellence in all its activities. HoD is supported by the faculty colleagues and the administrative staff from within the department. The HoD reports to the Director. The *key responsibilities* of the HoD are listed below.

1. Leadership and Management
- setting and advancing the academic goals of the Department in consultation with departmental faculty
- articulating and implementing a clear strategic vision for the Department which aligns with the Institute's strategic plans
- orientation and basic mentoring of new faculty members in the Department and assigning a faculty mentor to the new faculty member, if required.
- providing appropriate opportunities to all faculty members to participate in departmental affairs in a fair manner
- making informed recommendations for the probation clearance of new faculty members
- organizing and chairing the departmental Faculty Meetings through which faculty can express their ideas freely, thus promoting productive discussions among the departmental faculty members
- preparing and managing the departmental budget and allocating funds in a manner consistent with the goals of the Department
- assigning departmental space, facilities, and equipment
- identifying opportunities and risks for the Department

2. Responsibilities for Promotion of Research and Education
- creating a dynamic and forward looking research and learning environment in the Department
- providing leadership to departmental faculty in developing strong and attractive curricula
- periodic messaging to faculty and students to ensure the highest levels of quality, integrity and ethics in all research undertaken in the Department
- taking initiatives to attract high-quality Ph.D. students to the department
- exploring new opportunities for knowledge transfer activity in order to secure additional income streams and new areas of teaching and/or research

3. People Management
   - recommending/ not-recommending leave application of a faculty member based on the available faculty strength and other considerations for the smooth functioning in the Department.
   - approving/ disapproving the leave of administrative staff, teaching fellows working in the Department
   - encouraging and facilitating professional development of departmental faculty through activities such as suggesting funding sources, discussing research ideas, outreach activities and urging attendance at professional meetings and workshops
   - encouraging a culture of excellence, co-operation and respect both within and beyond the department
   - creating a safe and healthy environment for faculty, staff and students, and interfacing with the Institute for compliance with health and safety requirements

4. Responsibilities beyond the Department
   - representing the Department in the Academic Senate
   - providing a communication link between and among the faculty and the other levels of administration
   - participating in the faculty recruitment process (all components - initial video conferencing, organizing the departmental visit and as a member of the selection committee for Assistant/ Associate Professors)
   - participating in the Standing Committee meetings for the appointment/ renewal of Visiting/ Adjunct Faculty members in the Department.
   - helping the Director in the Annual Review Process of the departmental faculty (teaching and service parameters), as and when required.
   - participating in regular Heads' meeting chaired by the Director
   - presenting the departmental vision and progress periodically for internal review
   - setting up periodic meetings of the Advisory Board of the Department and seeking inputs for the growth of the Department, as and when required
   - taking initiatives to improve the external visibility of the Department
   - Some of the above-mentioned responsibilities may be delegated to colleagues in the Department as part of sharing leadership, development opportunities and fostering inclusive decision-making. The financial powers are as below:

S. No.	Nature of Financial Power	Financial Power Limit
1	Refreshment and other related expenses for Department/Centre Faculty Meetings, Seminars, official lunches/dinners etc.	Up to Rs.5,000/- per instance.
2	Expenditure on travel and stay of experts/visitors for seminar or otherwise for interaction and payment of Honorarium.	As per Institute norms.
3	Gifts/Mementoes/Souvenirs to distinguished guests/visitors/experts etc.	Up to Rs.5,000/- per item.
4	Expenditure on lunch/dinner with faculty candidate (s)	Up to Rs. 5,000/- on each occasion.
5	Provision of support to students of the Department/Centre for attending conferences/events/etc., including for organizing events	As per Institute guidelines.
6	Expenses for workshops/seminars/conferences etc. (banners/backdrops, tea/coffee, snacks etc.)	Up to Rs.50,000/- for each workshop, with approval by Dean (IRD).
7	Consumables	Up to Rs.5,000/- per item.
8	Non Consumables	Up to Rs.2.50 Lakh per purchase as per IIIT-D Purchase Rules.
9	Travel of Employees of Departments from Departmental travel funds and Project Funds.	As per Institute's Rules
10	Sanction of Imprest	Up to Rs.20,000/-.
11	Advances for: -Equipment -Consumables	Up to Rs.50,000/-. Up to Rs.5,000/-.
12	Any Expenditure not specified above	Up to Rs.5,000/-

Appendix K: R&D Matters (Section under revision by IRD division)

- **R&D Support**. An Initiation grant of up to Rs.5 Lakh is made available for setting up some initial research infrastructure. Higher grants may be given for starting new labs in areas that align with IIIT-D's goals and objectives. For senior faculty, this grant may be further increased. Further details are given later.

- **Conference travel support**. Each faculty can get support for travel for up to five International Conferences presenting papers. Support will be available only for good quality conferences and will follow the prescribed rules and limits.

- **Professional Development Account**. Each faculty member has a Professional Development Account (PDA). The Institute contributes Rs.2.5 Lakh at the time of joining in the PDA, and every year, contributes an amount which depends on outcome of yearly review. For every project a faculty member gets, 20% of the overhead (50% for the first three years) is also credited to his/ her PDA. The PDA may be used for purchasing books, society membership, travel, etc. Guidelines for use of PDA are given later in the document.

- **Fellowships and Chairs.** It is expected that, like in IITs, through private sponsorships, some Faculty Fellowships and Chairs will be created, from which additional personal money can be provided. As and when these Fellowships and Chairs are set up, extra personal compensation may be provided to the occupant of the Fellowship/ Chair from these funds. The above are the benefits that are directly provided by the Institute. To improve the compensation of faculty while still working towards the goals of the Institute, the provisions mentioned have been made available. These provisions not only allow the faculty member to earn more, they also help the Institute in long term as they help build linkages with industry and other R&D groups in the world.

- **Consultancy.** Faculty may provide consultancy through the Institute to other organizations in high end technology and R&D work. Faculty members will be allowed to consult for, on an average, 1 day per week (per 7 days). There will be no Institute deduction for consultancy fees up to some limit for a year (currently Rs.10 Lakh). The additional fees earned beyond this amount will be divided equally between the Institute and the consulting faculty member.

- **Professional assignments during summer/ winter**. Faculty members can undertake, with permission, professional assignments during vacation periods with national or international organizations. In such assignments, the host organization will pay the faculty directly. Leave arrangements for such assignments are defined below.

- **Extra compensation from projects**. Following the practice in US universities, a faculty member may take as personal compensation up to 33% of his total yearly compensation from IIITD from R&D grants, provided this is explicitly budgeted in the project. When taking such compensation, the faculty member is expected to spend an appropriate amount of his/ her summer vacation on this project (and cannot undertake any other assignment during that period).

- **Extra compensation from awards**. If a faculty member gets an award in which no budget head division is specified, and the awarding agency permits the use of the budget "as per Institute guidelines", for such awards the Faculty as PI is allowed to take personal compensation as per the limits for the projects mentioned above (so this is treated like a project), with the additional restriction that no more than 33% of the total funds in the award may be used towards this.

- **Starting companies in partnership with students and others**. One of the goals of the Institute is to encourage entrepreneurship. Hence, it would want to see technologies, products, and companies being created by faculty and students to commercialize the IPR created in the Institute. Guidelines for this will be evolved later. Most of these benefits are available to regular, limited term contract faculty also. However, some of the terms may be different, as defined by the BOG from time to time.

Professional Travel

Faculty members have to frequently travel for professional work, like attending conferences, visiting lab/ universities/ corporations for giving a seminar, attending technical meetings, selection/ expert committee meetings, etc.

A faculty member will ensure that such travels align with the overall academic goals of IIIT-Delhi and that such travels have a minimal impact on teaching and other Institute commitments. Should some classes fall during the travel periods, the faculty member will either arrange the class to be conducted by some colleague or will arrange for extra classes to make up for these classes. Overall, during the semester, each faculty member will make active efforts to minimize travel and keep each travel for the shortest duration possible. Also, when combining personal stay with professional travel (e.g. staying for a few extra days after the conference) he/ she will not claim any DA for these days. Such professional travel is generally done on Special leave, though some may be "on duty". The travel procedure is:

- A request for Financial approval for the travel should be made to the competent authority (Director if using Institute funds, Dean R&D/ PI if traveling from a project/ PDA) well in advance. If a PI is doing the financial approval, he/ she

will take full responsibility for ensuring that the travel being undertaken is permitted in the project to which it is billed and that there are sufficient travel funds in the project. A leave request should be made to the competent authority to undertake this travel.
- A submitted travel request will be deemed to be approved if non-approval is not communicated within five working days by the competent authority.
- In case of urgency, a faculty member can seek ex post-facto approval for a travel. This should be done rarely when pre-planning is not feasible/ possible.
- If the travel is to an overseas destination, and if the faculty member wants, a suitable letter for visa will be issued on approval by a competent authority. Advance for travel may also be provided.
- TA bill is to be submitted on return, which will be processed and reimbursements made.

International Research Exposure Fellowship
Faculty members who have not had any international research exposure (i.e. have not worked overseas as a PhD student/ post-doc/ visiting person, etc.) can be considered for limited support for spending up to six months (encompassing one semester) in some good research lab/university for doing research. (Current support: $2000 per month + RT ticket). Part of the support for this visit will come from the faculty member's PDA, and most of the teaching commitment for this semester will have to be made up, normally within one year of returning. This visit may be allowed only if it does not affect the smooth functioning of the academic programs. The faculty member who avails of this will be required to serve the Institute for at least one year after availing this facility. (Failing which the cost incurred by the Institute for the visit will be recovered.)

Initiation Research Grant
Research projects are normally supported through research grants from agencies. However, the process of getting a research grant can take time. To get research started quickly, a new faculty member can get an initiation research grant for setting a lab or research facility needed for research. As a faculty member also gets a contribution in PDA upon joining for profession related expenses, the initiation research grant is meant primarily for setting research facility. The guidelines and process for this grant are:
- This grant is only for equipment and related consumables/ software/etc. for setting up a lab or research facility.
- A faculty member must make a short research proposal for this grant, along with the proposed equipment purchase and its justification (including why current Institute resources are insufficient for the purpose). It is expected that this initial and short research proposal will later be expanded or will lead to submitting a larger research proposal to sponsoring agencies, and plans for doing so should also be mentioned in the proposal.
- Faculty members can submit joint proposals for larger support. The proposal will be evaluated by an internal committee.
- As the intent of this support is to get the research started, the proposal for the initiation grant should be submitted within one year of joining and the grant should be spent within one year of approval.
- Normally the support will be limited to Rs 5 Lacs. Up to 15% of this may be granted for unspecified small equipment/software for supporting research without a proposal.

This grant can be used for Entrepreneurship and for SSH faculty members can only be used for manpower.

The seed grant/ research initiation grant terms and conditions for the SSH Department can be used as per the following table (43rd BoG).

Overhead	Details
Equipment	- Computer lab and associated processor systems - Laptops, Tablets or Smartphones (and associated equipment needs for - Field-work surveys etc.) - Software - Recorders, video and audio equipment - Printers and associated consumables – cartridges, papers etc.
Non-Equipment	- Books, scholarly articles, case studies - Stationery
Manpower	- Research associates, research assistants, interns, field workers, translators, transcribers, literature reviewers, copy and/or proof editors. - The manpower can also be arranged for data visualizations, editing, animations, MOOCs etc.

Data Collection and Travel Costs	● Research related travel and other costs for the PI, co-PI, informants, participants. ● Experimental design costs, Survey printing and scripting costs ● Library archival costs ● Filming and film festival participation costs ● Workshops for data collection (e.g., philosophy) ● Location hiring costs – e.g. Workshops, Focus Group Discussions etc.

Use of Faculty Initiation Grant for Faculty/ Student led Start-ups (45th BoG)

The Research Initiation Grant may also be used by the individual faculty for incubation of faculty/ student-led start-ups in IIIT-D. This will help bolster The Institute Innovation Council (IIC) activities and culture of innovation.

The funds cannot be given to the faculty Entrepreneur Company. However, these can be used for the development and commercialization of the product etc., as part of the Institute's activities and will be governed by the existing rules.

Eligibility under PDA

The PDA can be utilized for the following purposes:

1. Travel for professional purposes for self or colleagues and students, including:
   ● Any professional domestic travel including attending conferences, participating in panels, attending meetings, giving seminars, etc.
   ● International travel to present a paper in a reputed conference.
   ● International travel to participate in other events that help in building professional reputation – e.g. specialized invitation only workshops, program committee meeting of highly rated conferences, to organize some important event.
   ● To attend at most one Tier I International conference every five years even without an accepted paper.

2. To cover local expenses of collaborators/ researchers visiting IIIT-D.

3. Membership fee for Professional Societies.

4. Purchase of Professional Books, instructional video and consumables such as External Hard Drives/ USB Storage Devices/ DVD/ CD ROM/ Storage Media etc. Such items become property of the faculty.

5. Purchase of Cellular Phone, PDA, tablet, etc. of cost less than Rs.40,000/-, which will be property of the Institute. Replacement/ upgradation is allowed after N years, where N=mod (purchase price/ 10000).

6. Recruitment of project staff by PIs/ CIs as per norms for a short-term period not exceeding three months in a financial year.

7. Recruitment of students on a part-time basis, as per norms of the Institute.

8. Charges for filing Indian Patent.

9. Up to Rs.20,000/- per fiscal year as research related contingency fund. Bills must be provided for all claims and each expenditure should be limited to Rs.5000/-.

Any other professional activity, or relaxation of the above, with approval of the Dean, and where needed, the Director.

Further details are available in the IRD Manual.

Appendix L: Conduct rules

Professional Ethics and Conduct

1. Every member shall at all times maintain absolute integrity and devotion to duty and also be honest and fair in all his/ her official and academic dealings.

2. As members of an academic institution, faculty members shall, above all, seek to be effective teachers and scholars. They should also give due regard to their other responsibilities within their institution and accept and duly discharge their share of responsibilities for the governance of their institution. In addition, they
   • Shall be courteous in dealings with staff, students and members of public
   • Shall not be absent from duty without prior permission, except for valid reasons
   • When giving views or opinions, issuing letters/ certificates, etc. on the Institute's letterhead, unless authorized by the Institute for the same, shall make clear, where necessary, that they are his/ her personal views and not imply in any way that the views are endorsed by the Institute.
   • When is in a position to influence a decision/ recommendation and there is a conflict of interest, shall make known such conflict, and generally avoid participating in the decision making, unless allowed to do so.
   • In financial matters, shall follow all rules and guidelines scrupulously in letter and in spirit.

- Use Institute resources and facilities judiciously and responsibly.

3. As researchers, the faculty members should work with intellectual honesty and freedom to seek and state the truth as they see it.

4. As teachers, they should encourage the free pursuit of learning in students, hold before them the best scholarly and ethical standards of their discipline, demonstrate respect for students as individuals, be proper role models as intellectual guides and counselors, foster honest academic conduct, ensure that all students get equal opportunity and no individual or group has any unfair advantage in any academic matter, ensure that evaluations of students reflect each student's true merit, maintain confidentiality, avoid any exploitation, harassment, or discriminatory treatment of students, and protect their academic freedom.

5. As colleagues, faculty members shall not discriminate against or harass colleagues, respect and defend the free inquiry of associates, show due respect for differing opinions of others, strive to be objective in their professional judgment of colleagues and work, not accuse publicly or privately any member/ authority through any channel other than one in which such person may have the opportunity to defend himself or herself.

6. As members of their professional community, faculty members shall follow the code of ethics of their professional body, and sincerely discharge the responsibilities they undertake. When speaking or acting as individuals or private persons, they should avoid creating the impression of speaking or acting for the Institute. As citizens engaged in a profession that depends upon pursuit of truth, and freedom of pursuit and expression, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

7. Every member shall be aware of and be sensitive about the position and power we hold in our relationship with the woman student/ faculty member/ staff and others and ensure that every woman member of the Institute feels safe and comfortable in her interactions. If meetings need to be scheduled beyond office hours, seek consent from each woman member involved and in the office space or a public or open space.

8. Be familiar with the Institute's policy for the Prevention, Prohibition and Punishment of Sexual Harassment, the Internal Complaints Committee (ICC), and other provisions of the institute.

9. NOT have discriminatory rules or patterns of behaviour against women citing safety of all women. For e.g., making a generalised rule barring the entry of women students to the lab premises after dark, or not including women in projects on grounds of timings, etc.

10. NOT probe, interfere, or comment on the personal life choices of students, unless solicited. NOT get into an intimate relationship with a student. NOT practice or engage in any form of sexual harassment or gender discriminatory behaviour. Quid Pro Quo or creating an intimidating, offensive and hostile environment to work and study, is unacceptable.

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