



The IITH guide to New Faculty

Prepared by Sumohana Channappayya, Mahati Chittam, R. Prashanth Kumar and C.S. Sastry

Edited by Mahati Chittam, V. Eswaran and N. Jayaram

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Disclaimer: This guide is intended as an informal advisory compilation, and should not be taken to be a definitive statement of the rules and procedures applying to faculty at IIT Hyderabad.



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Welcome to IIT Hyderabad! If you have just joined us, you must have lots of queries about IITH. This brief document will give you basic information on how to get started and settled into your new environment.

Let us begin at the beginning...

1) Before you arrive at IITH

A. Pre-arrival arrangements

- ✓ Inform your department head of your arrival plans.
- ✓ Plan to fly Air India for either domestic or international travel.
- ✓ Contact Mr. Shiva (shivak@iith.ac.in, 94910 40829) to arrange for transport from the airport to the Institute guest-house. In case you plan to travel to an off-campus location, you can hire a cab at the airport.
- ✓ Save all receipts/tickets/boarding passes. This will make the reimbursement process easy and swift

B. Documents required at joining time (all originals):

- ✓ All degree certificates.
- ✓ 2 passport size photographs for your identity card. A soft copy is recommended as well.
- ✓ Proof identity needs to be furnished, this can be in the form of your passport or driving license.
- ✓ Certificate for proof of age (Class 10 mark-sheet/Passport/ etc).
- ✓ Proof of prior work experience/relieving letter.
- ✓ Character certificate from your previous Institution/place of work.

C. On your first day:

- ✓ Report to Mr. Muruganandam and sign your joining report.
- ✓ Meet the head of your department who will in turn introduce you to the Director.
- ✓ Mr. Arasu will take you on a mini tour of the Institute with stops at several important locations including your temporary office space.
- ✓ Get your email and computer accounts setup (contact person is Mr. Raguraman). Folders required to host your webpage will also be created.
- ✓ Visit the Stores Section for your requirements (laptop/desktop, data card, stationery etc.). Mr. Sadik will help you with these requests.
- ✓ Meet the Dean, Faculty, Prof V. Eswaran

D. Relocation expenses reimbursement

This covers airfare (by Air India) and transportation cost of personal belongings from the place of work to Hyderabad. Mr. Muruganandam assists in handling claims for relocation cost reimbursement. The Institute offers you plenty of time for submitting a claim – up to 1 year from the date of joining; this is particularly useful

for faculty relocating from abroad. Note, however, that a claim can be submitted only once – so be sure to complete all the components (books being parceled by sea, for example) of your move before claiming reimbursement. The maximum amount reimbursable is Rs.1 lakh.

E. State Bank of India (SBI) account

An SBI branch is conveniently located on campus. If you don't already have an SBI account, do open one as soon as possible. Your pay will directly be deposited to your SBI account. You will need these to open an account:

- ✓ Three passport size photographs
- ✓ Proof of address - any of the following would do: driver's license, passport copies, Institute ID

F. Temporary accommodation

If you are from out of town, you may be provided temporary accommodation at the Institute's guest house. The guest house is a stone's throw away from the main building, so commuting will not be an issue.

G. Food on campus

There is a small canteen that sells the basics like warm and cold beverages, snack food like puffs and samosas, ice-cream and finger chips. There is also a faculty canteen facility near the guesthouse (go past the Senior Club, take the first left, go straight and take the first right). Mr. Gopal will be able to help with any information regarding your breakfast, lunch and dinner. There is a shopping complex located close by with Tuesday and Friday evenings being particularly popular for fresh vegetables and meat. You can stock up on fresh food here. It's also a great place to get hot snacks like mirchi bhajji, pakoras and so on, on market days.

2) Whom to Approach for What

Purchases	Stores Officer
Leave	Head of Department
Housing	Estate office
Telephone bill reimbursement	Accounts office
Temporary advance	HoD or principal investigator of the project
Forms for various purposes	http://intranet.iith.ac.in
Project proposal agreements	HOD/Registrar/Director

3) Employment

- A. Probation period:** This period lasts for 1 year from the date of joining (except for a contract position, see below). While the process is pretty straightforward – the HoD gives a positive recommendation and the Director clears the end of the probation. There are important issues that are taken into consideration when one is under probation. Just as the word suggests, one is under observation for behavior towards colleagues and students, professional competence and general adherence to one’s duties. During probation a faculty member can be asked to leave without warning and/or without reasons being given. However, the usual procedure followed is:
- A warning letter is given by the HoD/Director to the concerned faculty requesting them to change their behavior; the probation period may be extended, by 6 months to 1 year.
 - If the faculty member continues to misbehave his/her employment with IITH may be terminated.

If maternity or paternity leave is sought during the time of probation, the probation period is suspended and will resume once the faculty member returns to normal duties.

- B. Promotion system:** There are no promotions in the IIT system; every move to a higher rank is a new appointment made against a new application for that rank. The selection is done by a committee of experts and the Director, i.e., a “selection committee”. Even if your application for a higher post is unsuccessful, you will still continue to get increments till the top of your present scale.

- Assistant professor:** Persons with less than 3 years of work-experience¹ are said to be on “contract”² and are in PB-3 (Pay Band 3); they will be given the “full” assistant professor rank upon reaching that level of experience, after an internal review. After completing 3 years as full Assistant Professor you automatically transition to PB-4.
- Associate professor (PB-4):** To be appointed to this rank you will need a minimum of 6 years Teaching/Industry/Research experience at the level of Assistant Professor, Senior Scientific Officer/Senior Design Engineer, including at least 3 years of service as an Assistant Professor. You must also have approximately 3 – 4 published papers³ after joining the institute, and at least one or two funded projects.
- Professor (PB-4):** You need at least 10 years of post-PhD experience and at least 4 years as an associate professor, with at least 5 papers¹ published and several funded

¹ Work-experience a) after Post Graduation but before joining PhD and b) experience after PhD is counted; periods spent pursuing Post Graduate degree and PhD are not counted.

² The word "contract" here is a misnomer, the post is fully permanent but in the “tenure-track” sense. The Institute may terminate the appointment during this period for any suitable reason. The probation period starts only after the attainment of “full” Assistant Professor status.

³ These figures may vary from department to department, and even from field to field, and are given only as a rough guide.

4. projects obtained at that rank. The key consideration here is that one has to have supervised several (say, 5⁻¹) PhD students to qualify for this post. Upto 40% of senior faculty after 6 years in the rank of Professor are eligible for the Higher Academic Grade (HAG) scale.

C. What is expected from faculty in IIT Hyderabad: While the above are just the routine details of how one moves up the academic ranks, there are many qualities expected in faculty from IITH.

1. *Research, research, research:* The first and most important quality that you must have is the urge to contribute to your field through consistent, excellent research. Your achievements in research will bring recognition and glory to the Institute. You must also help create an eco-system at IITH to foster research, discussion and intellectual growth among our graduate and undergraduate students, who will be our ambassadors to the world.
2. *Teaching:* Teach well, grade impartially and fully cover the prescribed course contents. Come up with a new technique to teach. Run with your idea. So what if it fails? Here, in IITH, we encourage and are proud of faculty who aren't afraid of experimenting with their teaching style to find one that engages, attracts and holds students' attention. Be punctual for classes (and leave the class-room promptly –after cleaning the blackboard--- at the end of the period to ensure that the next class starts in time!). Always make up classes that you may have missed due to leave, conferences, official travel, etc. Ensure that your classes have a friendly atmosphere, encouraging students' questions and comments. *Never* rebuke students in harsh terms, or make them uncomfortable by bring attention to their physical attributes, beliefs, ethnicity, gender, or any matter not directly relevant to their studies.
3. *Passion for IITH development:* Being a young IIT, this institute expects you to volunteer some of your time for its development. This can come in various ways, such as being part of one of the many committees that help in governing and developing the Institute, or simply by raising your hand when there is a requirement for faculty to help with something. You are at an exciting place – you are shaping the future of IITH!
4. *Create a non-hierarchical environment:* Be polite and friendly when dealing with students, your colleagues and the staff (especially the junior staff). Leave yourself open for questions and suggestions in class and outside it. Do not call persons *Sir*, except when formally addressing the person chairing an official meeting. If a colleague is senior, or is not on informal terms with you, call him Prof X or Dr X, but not *Sir* – and do not encourage younger colleagues to call *you* Sir!
5. *Create a friendly environment for growth:* IITH expects that faculty will help each other to reach their personal professional goals and those of the Institute. Experiment with ways in which an environment that is conducive and empowering for growth can be created.
6. *No fear:* IITH expects their faculty to have no fear of the new. So dare to be creative and innovative. Experiment with new methods --- in teaching, in research, or perhaps just in running the Institute more efficiently in some way.

4) Pay Scales

The pay scales mentioned here are from the 6th Pay Commission. When you join IITH, your pay fixation is calculated based on the number years of your [post-PG and post-PhD] work experience, from which the minimum experience requirement for that scale is subtracted. For the years beyond the minimum requirement, you will receive a 3% increment per annum, on your Basic Pay (BP) which is cumulative. ⁴

Example: For Assistant Professor in pay band-3 (PB3) with 4 years of experience:

Pay in PB3 (B): Rs. 30,000 (without increments)

Academic Grade Pay (AGP): Rs. 8,000

Basic Pay (BP) = Pay in PB3 plus Academic Grade Pay = Rs.38,000

Increments: 4-3 (min required for this position) = 1 year

Basic Pay (BP) with one increment = $38,000 + 38,000 \times 0.03 = \text{Rs } 39,140/-$

Dearness Allowance (DA): 65% of (BP) (From January 01, 2012)

House Rent Allowance (HRA): 30% of (BP)

Transport Allowance (TA): $\text{Rs. } 3,200 + (\text{DA } \%) \times 3,200 = \text{Rs. } 3,200 \times 1.65$ (DA % is 65)

Telephone (including broadband charges): Rs. 750 + service tax

Dearness Allowance is revised twice a year on January 01st and July 01st based on the cost of living index.

Below is the pay fixation of faculty in IITH:

Pay fixation for Assistant Professor (on Contract)			
Sl.	Experience after Ph D	Pay in PB 2 Rs.	AGP Rs.
1	Nil	26,620	6,000
2	01 year	27,630	7,000
3	02 years	28,670	7,000

⁴ Your increments are independent of your position and promotions. That is, your increments will be 3% of your BP irrespective of whether you are an Assistant Professor, Associate Professor or Professor, till your salary reached the top of your Pay Band.

Assistant Professor (full)				
PB 3: Rs.15600 – 39100 with Minimum Pay of Rs.30000 plus AGP: Rs.8000				
Minimum experience required: 3 (three) years Basic Pay = Rs.30000 + 8000 = Rs.38000 One Advance Increment is 3% of Basic Pay = Rs.1140 Advance Increment: One for each year of experience over & above minimum 3 years				
Pay fixation after grant of advance increment(s)				
1	2	3	4	5
Experience	No. of Advance Increment	Minimum Pay	Amount of Advance Increment	Basic Pay (BP) in PB 3
4 years	1	30000	1140	31140+AGP
5 years	2	30000	2280	32280+AGP
6 years	3	30000	3420	33420+AGP
7 years	4	30000	4560	34560+AGP
8 years	5	30000	5700	35700+AGP

Note: In Column 5 above, AGP of Rs.8000 is admissible in PB-3 and Rs 9000/- in PB-4. Placement in PB 4 – Rs.37400 – 67000 with AGP Rs.9000 with allowances is automatic on completion of 3 years as Assistant Professor in PB3. The calculations shown in the example above remain the same.

Associate Professor				
PB 4: Rs.37400 – 67000 with Minimum Pay of Rs.42800 plus AGP: Rs.9500				
Minimum experience required: 6 (six) years Basic Pay = Rs.42800 + 9500 = Rs.52300 One Advance Increment is 3% of Basic Pay = Rs.1570 Advance Increment: One for each year of experience over & above minimum 6 years				
Pay fixation after grant of advance increment(s)				
1	2	3	4	5
Experience	No. of Advance Increment	Minimum Pay	Amount of Advance Increment	Basic Pay (BP)
7 years	1	42800	1570	44370+AGP
8 years	2	42800	3140	45940+AGP
9 years	3	42800	4710	47510+AGP
10 years	4	42800	6280	49080+AGP
11 years	5	42800	7850	50650+AGP

Note: In Column 5 above, AGP of Rs. 9500 is admissible.

Professor

PB 3: Rs.37400 – 67000 with Minimum Pay of Rs.48000 plus AGP: Rs.10500

Basic Pay = Rs.48000 + 10500 = Rs.58500

One Advance Increment is 3% of Basic Pay = Rs.1760

Minimum experience required: 10 (ten) years of which at least 4 years should be at the level of Associate Professor in IIT or equivalent institutions.

Advance Increment: One for each year of experience over & above min. 10 years

Table of Pay fixation after grant of advance increment(s)

1	2	3	4	5
Experience	No. of Advance Increment	Minimum Pay	Amount of Advance Increment	Basic Pay (BP)
11 years	1	48000	1760	49760
12 years	2	48000	3520	51520
13 years	3	48000	5280	53280
14 years	4	48000	7040	55040
15 years	5	48000	8800	56800

Note: In Column 5 above, AGP of Rs.10500 is admissible.

HAG Scale for Professors:

- Limited to 40% of the posts of Professors at any given point of time.
- On completion of 6 years of experience as Professor with AGP Rs.10,500.
- Based on research publications, PH D supervision, teaching and consultancy services etc.
- HAG Scale is Rs.67000-79000 with no Academic Grade Pay.

5) Role of the Senate

The Academic Senate is the final arbiter of all things academic at IIT Hyderabad. It approves courses, new programs, course-instructors, grades, branch-change, changes in the programs (including their termination) of individual students, grants extraordinary leave and any special requests of students, and creates and enforces all academic rules. Even the Director, in his role as the Chairman of the Senate, cannot sanction any matter within the ambit of the Senate except as a temporary measure, which has to be later ratified by the Senate. In case you wish to create a new course, make a proposal that is approved by your department, and then forwarded by your HOD to the Dean Academics, who will present it to the Senate for approval, only after which the course can be offered. The Senate comprises all Professors, HODs and departmental representatives who are chosen from time to time⁵.

6) Grading System and supplementary exams:

The grading pattern and attendance conditions are as follows:

Grade	A+	A	A-	B	B-	C	C-	D	FS	FR
Credit points	10	10	9	8	7	6	5	4	0	0

All data (including final exam answer books) pertaining to the award of grades should be retained by the instructor for one semester, in case of complaints that are taken up by the Senate.

Those securing FS (fail with supplementary exam) and FR (repeat of the course) grades are deemed to have failed in the course. The students who secure the FS grade are eligible for a supplementary examination (conducted usually at the beginning of the next semester), while the students who secure the FR grade are required to register for the course afresh in the usual way. While these grades have zero points, their award is temporary and lasts only till the student takes a supplementary exam or repeats the course to get a passing grade. The final transcript will make no mention of the F grades.

The award of grades is the prerogative of the instructor-in-charge of the course, and is subject to scrutiny only by the Senate (which very rarely intervenes in the award of grades). This power comes with responsibility; the award of grades has to be done judiciously and impartially. We offer a few guidelines: The average grade across several older IITs collated in a recent study was 7.5; it is best that IITH not deviate from this norm, so as have some uniformity of grading patterns across the IITs. This means that the median grade for compulsory UG courses should be a B- (7.0 points), while the median grade for PG and UG elective courses may be slightly higher, but no more than B. In

⁵ In the older IITs, the Senate is comprised exclusively of full Professors. This rule has been relaxed at IITH due the insufficient numbers at that rank, and to ensure representation from all Departments.

small class-sizes, not subject to the tyranny of the law of large numbers, some deviation from the norm is again allowable. The A+ grade is to mark extraordinary performance and should not be given to more than 1-2% of the students in a large class, or to anyone but the top student in a smaller class.

7) Guidelines for PG oral exams

M.Tech Students have to register for thesis credits thrice: the first time, depending on their department, is either in their second semester or in their first summer. The grades for this are awarded directly by the supervisor. The other two times, during the 3rd and 4th semesters, the thesis grades are awarded by a formal committee proposed by the supervisor and approved by the HOD and communicated to the Dean Academics before the defence. This committee should include the supervisor(s), one other member of the same department, and one external member from another department or even from outside the Institute, who will be the chairman of the committee. The committees during the two semesters can be constituted differently.

PhD Students: have to present a thesis proposal after the end of their first year before a similarly constituted and approved doctoral committee, which shall need to accept the proposal and certify the student's preparedness' to take up thesis work. The same doctoral committee (members may be substituted with prior approval, if necessary) is also required to monitor and report the progress of the student each year, throughout his/her thesis work.

8) Housing

- A. Quarters:** Staying on campus is perhaps the first option you may like to explore. There are many advantages to living on campus that are obvious. First, you don't have a landlord subjecting you to regular supervision on small things. Another merit to living in quarters is that there is no annual increase in rent, as you will find should you live off campus. The bother of power cuts and water problems are not usually faced by faculty who live in quarters, as ODF has a special dispensation regarding power and water supply, not available to the mere 'civilians' living off-campus. The little things like having a maintenance man available 24/7, the wonderful quiet, the feeling of being far from the madding crowd and the ability to take a walk without combating traffic are things you will like, once you settle in. For single female faculty, you might find it to be very safe too. To make living in quarters even more enjoyable and comfortable, there is a twice a week market that is within walking distance. You get fresh, almost home grown fruit and vegetables for a bargain. You might go to the market for the fun of it too – you will find snack vendors, people selling knick knacks and even kitchenware. The Tuesday market is more vibrant than the one on Friday.

While the city is some distance away, you can arrange a cab⁶ to take you there or anywhere else – just call Shiva, in the accounts section, and he will arrange it for you (of course, for personal trips, *you* pay). But arguably the biggest advantage of living on the ODF campus is that you save two hours, or more, *every* working day on commuting time. And you can drop in any time in your office or lab to work, or even merely to check if your graduate students are slaving away as they should...

Nevertheless, there are some disadvantages to living in quarters too. For example, there are limited medical facilities available on campus, which may be of concern to faculty whose aging parents are living with them. Also, if you have children, the only school on campus is the Kendriya Vidyalaya. Moreover, if you are used to the hustle and bustle of city life, and regard having movie theatres, a choice of restaurants, places for shopping and general entertainment close by as requisite for *La Dolce Vita*, then you might find living in quarters somewhat dull. Unexpectedly, house-hold help on campus is as expensive as in the city– maids charge between Rs. 2000 – 3000 per month to work an hour in the morning and evening each. If you want a full-time maid, perhaps to look after your children, then they charge Rs. 5000. This is mainly due to the skewed demand-and-supply equation where there are few maids and more faculty needing them. Some faculty interviewed for this orientation pack expressed a concern for the high level of pollution surrounding the ODF Campus due to the chemical industries nearby. While there is not much evidence of pollution on the ODF campus, if this is a point of concern for you too, then you might consider living off-campus.

Let's have a look at the available housing facilities on campus. A couple of details first: the maintenance fee, water bill (fixed at Rs. 100) and electricity bill (based on meter) are deducted directly from your salary. Also, you are not given any HRA since you are already availing Institute housing. Faculty are eligible for the following 'types' of quarters based on IITH norms, eligibility for which is based on their grade pay, but actually may be restricted by the sheer unavailability of sufficient quarters.

- i) Type III: this is a 2 BHK, with approximately 1200 square feet of space. One pays Rs. 350 as maintenance fee for these.
- ii) Type IV: this is a 3 BHK, with approximately 1500 square feet of space. One pays Rs. 420 as maintenance fee for these.
- iii) Type V: These are 4 BHK, with approximately 1800 square feet of space. The maintenance fee is set at Rs. 600.

If you want to live on the campus, please fill up the accommodation request form and submit it to the Estates department. Mr. Pramod Kumar will know of apartment vacancies. The Estates department will clean the apartment, and do all repairs

⁶ The cab service is relatively expensive as opposed to public transport. However, the public transport available is not only intermittent, but also time-consuming. For example, it takes approximately 2 hours to get to Lingampally via public transport if you want to catch a movie at the theatre there, as opposed to 30-40 minutes by cab.

required before you move in. Get in touch with Mr. Sankar Rao (Institute administrative office) for phone and cooking gas connection setup.

B. Living off campus: Life on campus can be constrained in terms of the choice of quarters, the design of your home, babysitting facilities and entertainment. If you want a wider choice, then stepping out into Hyderabad city precincts would be the move for you. The city has a lot more going on in terms of markets, shopping, theatres, cinemas and cultural events. You may also feel the need for better hospitals and schools. One of the foremost driving factors can be that your spouse/partner works in the city, far from the IIT Hyderabad campus. Living half-way, say in a place like Lingampally, might be optimum since your spouse will be close to the MMTS/bus/auto services and you can take the institute cab service.

This said, there can be demerits for living off-campus too. The first thing one will need to consider is the distance and the resulting travel time. The Institute cab service is a great initiative which is cost-effective and convenient and takes away the pressure of driving and cost only Rs 1000/- per month. However, it has some limitations such as having to set off rather early from home, coordinating your travel with your co-passengers; if you sit at the back you need to worry about the vehicle suspension; it can get cozy inside (read: cramped); you lose the freedom to come and go as you want. Also, if you want to be more involved in student and on-campus activities, living away from the campus will be a hindrance.

If you live off-campus, you will receive an HRA (House Rent Allowance) of 30% of your Basic Pay + DA, which will work out to around Rs 15,000/-per month for entry-level faculty. There are many places outside the IITH campus where you can stay for this amount. The most frequently chosen places are Lingampally, Chandanagar and Miyapur. Less frequently chosen, and more distant, locations are Gachibowli, Madhapur and Kondapur.

Let's have a look at the frequently chosen locations, should you want to live off-campus.

All roads lead to the BHEL circle. From here, you can either go east towards Chandanagar, Madinaguda, Miyapur or you can go south towards Lingampally, Kondapur, Gachibowli. Going any more interior than this (e.g., Madhapur, Jubilee Hills) makes it a longer journey (but you will be pretty much in one of the many hearts of the city!).

East of BHEL circle: Rents in Miyapur and Chandanagar are comparable, at 10 – 17k for a 3 BHK. Madinaguda has the *My Home* apartments which are slightly more expensive and are in a gated community, opposite to Diptishree Nagar which also has its own park. Miyapur and Chandanagar are locations that have farmer's markets, have big parks and are well stocked for other facilities (e.g., schools, hospitals, maids).

- i. Treatment facilities will be allowed in the ODF hospital only on the basis of valid booklets, which will be provided by the Institute.
- ii. Claims for reimbursement have to be examined and countersigned by the AMA.
- iii. The bills are expected to be submitted for reimbursement within 90 days of treatment. In the event of any delay (that is, beyond the 90 days) in the submission of bills, you should, in writing, explain reasons for the delay and seek special approval from the Director for reimbursement.

10) Leave Travel Concession (LTC) & Block Periods:

All faculty members of IITH who have completed one year of service are entitled to LTC. LTC allows for a trip made by you and your dependent family members to visit your “hometown” (the native place that you declared upon joining the Institute) irrespective of the distance between IITH and declared hometown. The following are some of LTC rules:

- i. You can change your “hometown” only once during your entire service in the Institute.
- ii. Two LTC trips cannot be undertaken in a calendar year.
- iii. LTC is not admissible for trips during weekends/holidays without any leave. At least one day leave should be availed.
- iv. Unmarried faculty members can avail LTC supported “hometown” trips every year till they get married.
- v. New recruits can undertake “hometown” trips thrice and “any place in India” trip once in a block of 4 years. This facility shall be available only for the first two blocks of 4 years each. For new recruits, the first block of 4 years applies upon their date of joining the Institute.
- vi. After completion of 8 years of service, LTC may be availed for “hometown” trip once in a block period of 2 years and for “any place in India” once in a block period of 4 years.
- vii. LTC trip may include travel by Rail/Road/Ship/Air (only by Air India) within India.

An important thing to be kept in mind about the LTC is that it should only be availed by an employee⁷ while using Casual/Earn/Vacation/Maternity/Paternity leaves. Further, you can choose to opt for another “hometown” trip in place of “any place in India” trip. In terms of reimbursement, the LTC rules allow you to take 90% of anticipated trip expense as an advance.

The block periods for the new recruits are 2010-13 (4 calendar years) and 2014-2017 etc. You need to complete one year of service to avail LTC in *that* block, i.e., if you join on 30th December 2012, then you can avail the one remaining day of 31st December 2013 in *that* block of 2012-2013.

⁷ However, family members using LTC for travel unaccompanied by the employee may do so at any time.

When both you and your spouse (i.e., both husband and wife) are Central Government employees, the following rules are applicable:

- i. They can declare separate hometowns independently.
- ii. They can claim LTC for their respective families, viz, while you can claim for your parents/minor brothers/sisters, your spouse can claim for her/his parents/minor brothers/sisters.
- iii. Either of the parents (i.e., you and your spouse) can claim the concession for your children in a particular block.
- iv. If you or your spouse avail the LTC as a member of the family of the other (i.e., you as a family member of your spouse or vice-versa), then you cannot claim the same LTC again for yourself.

11) Leave

To take leave you have to get the consent of your HOD⁸ on a form that is available from the Director's Office or the Admin section. The approved leave form should be given to the Dean of Faculty office (Mr. Murganandam). You can also get your leave approved by the HOD by email, in which case the approval should be sent to dofa@iith.ac.in by the HOD.

On-duty vs. leave: Do not confuse *on-duty* time with *leave*. You can remain *on duty*, with your HOD's permission, when you attend conferences and scientific gatherings for presenting a paper, or when visiting other professional institutions and organizations for conducting viva, doing research/field-work, attending committee meetings, delivering invited lectures without remuneration, seeking projects, etc., or for any other purpose approved by the Director or board of governors. However, as with leave, any absence from the Institute of more than one week during the semester time should be approved by the Director (i.e., not just the HOD). Note, also, that if you are availing of institute (including your Block grant) or project funds for out-of-town travel, you will need prior approval for that from the Director⁹.

There are different types of leaves that you can take:

- i. **Casual leave:** All faculty members are entitled to 8 days of casual leave per calendar year. In addition to this, you can avail any 2 holidays from the list of restricted holidays declared by the Govt. of India. Saturdays, Sundays, and other holidays, whether intervening, prefixed, or suffixed, shall not be counted as casual leave in both these cases.

⁸ In case you are taking (special casual, earned, medical and maternity/paternity) leave, or will be away from work on duty elsewhere, **for more than a week during the semester** you have to take the consent of the Chairman, Academic Senate (i.e., the Director), as this may directly impact your teaching during the semester.

⁹ On obtaining the Director's approval for travel, your on-duty status is automatic; however, as a courtesy, inform your HOD of your impending absence.

- ii. **Special casual leave:** This may be granted in circumstances like Mountaineering/Trekking Expeditions approved by Indian Mountaineering Foundation or organized by Youth Hostels Organisation of India; for family planning; elections. The number of days that you can take as a special casual leave is up to the Director's discretion, although you cannot take more than 30 days p/a.
- iii. **Vacation leave:** This consists of 60 days per year can be availed during the officially declared summer and winter vacation periods. If vacation leave is not utilized, each day of vacation leave is converted to an earned leave of half day. A maximum of 300 days of earned leave can be accumulated during your service, to be encashed upon retirement. A faculty member during his/her first academic year is allowed to take vacation leave of five days for each of the number of months served.
- iv. **Earned leave:** This can be used during the non-vacation time (i.e., during the semester) from the earned leave that you have accumulated from previously unused vacation leave.
- v. **Half pay and Full pay leave:** Up to 20 days with half-pay (called a Half-Pay Leave) or up to 10 days with full pay (called a Full Pay Leave) can be availed on various grounds, such as medical, etc. This leave is accumulated if not used every year.
- vi. **Maternity leave:** female employees with less than two surviving children may avail a maximum of 180 days maternity leave, on full pay. Further, female employees can take up to 1 year (requesting for an extension every 3 months) off on these grounds at a loss of their pay for those extra months.
- vii. **Paternity Leave:** Male employees with less than two surviving children are eligible for 15 days Paternity Leave on full pay.
- viii. **Child Care Leave:** Female employees may avail upto a maximum of 730 days of Child Care Leave, for taking care (sickness, examination, etc.) of upto two children below the age of 18 years.
- ix. **Sabbatical leave:** may be granted with full salary to faculty for academic/professional work in India or abroad for a period of up to twelve months, after each six years of continuous service (apart from short-term leave). The rules for sabbatical leave are being formulated and will be presented to the Board of Governors soon.
- x. **Long Leave (or absence on duty):** may be granted with no pay to faculty for academic/professional work in India or abroad for a period up to 2 years, after each six years of continuous service (apart from short-term leave). The rules for long leave are being formulated and will be presented to the Board of Governors soon.

12) Children Education Allowance Scheme (CEAS)

Under the scheme of CEAS, reimbursement can be availed for up to a maximum of 2 children, and may be claimed once in 3 months, subject to the annual ceiling of Rs. 15000 per child per year, from their Nursery to 12th grade in a Recognised School, for the following educational expenses of your children:

- i. Tuition fee
- ii. Laboratory Fee

- iii. Fee charged for practical work under the program of work experience
- iv. Fee paid for the use of any aid or appliance by the child
- v. Library Fee
- vi. Games/Sports Fee
- vii. Fee for extra-curricular activities
- viii. Cost of one set of text and note books
- ix. Costs of two sets of uniforms and one set of school shoes
- x. Hostel fees

This scheme allows for the reimbursement of hostel fees up to the maximum limit of Rs. 3750 per month per child subject to a maximum of 2 children. Nevertheless, either the hostel fee **or** education allowance can be availed, but not both.

Please bear in mind that if both the spouses are Government employees, then only one of them can avail reimbursement under CEAS.

13) Book Grant

There is no separate book grant available to faculty members as of now. If you wish to buy books for your personal reference, you are expected to use the money from the non-consumable budget of your externally-funded research projects or from your block grant allowance of Rs. 3 lakhs for every 3 years from the date of joining (see below). Such books have to be entered in the Institute stock register, and *may* be required to be returned when you retire or resign your position.

14) Block Grant

All faculty members are entitled to the block grant of Rs. 3,00,000 for 3 years. All expenses from the block grant need the written approval of the Director. IITH allows the block grant to be used for participating in the conferences both in India and abroad, for purchasing books and your professional development. In terms of conferencing, on having an accepted paper, you are expected to take the Director's approval for participating in the conference. The money from the block grant may be used to meet conference registration fee, accommodation and travel expenses. The block grant period of 3 years starts on your date of joining.

The per diem/daily allowance for faculty members participating in international conferences is as follows:

- i. If the conference is in Europe/Japan/US/Canada: US\$ 100 per diem. If hotel accommodation is taken, then a maximum of US\$200 on production of hotel vouchers is reimbursed.
- ii. If the event in other Asian (including China) and African Countries: US\$ 75 per diem. If hotel accommodation is taken, then a maximum of US\$ 150 on production of hotel vouchers is reimbursed.

15) Seed Grant or Startup Grant

IITH provides a seed grant to new faculty to get them started on their research, while they await the results of their project proposals submitted to external funding agencies. Therefore, new faculty should apply for this grant within the first year of service in IITH. All new faculty members are eligible for a seed grant of up to Rs. 5 lakhs, soon after they join the Institute. To get this grant you need to submit a formal research proposal (of a few pages) to the Dean of Research (as of now, the Director) in the DST project proposal format. Please note that project staff cannot be hired under this grant, nor can you use it for travel, or to purchase furniture, laptops, mobiles, or other portable personal electronic devices.

16) Applying for Projects

IITH is very keen that all of its new faculty apply for external funding in their very first year at the Institute. There are several sources of external funding available for research / development such as: CSIR, DRDO, DRDL, DST, DBT, DIT, MoES, MNRE, ADE, ISRO, etc. Formats for project proposals are available on the respective websites.

There are three types of projects recognized by the institute:

- a) **Grant-in-aid projects:** These will usually come from agencies named above. The Faculty will make a proposal to the sponsor to do research in an area of interest to the Faculty.
- b) **Sponsored projects:** These will come from private industries. In these cases, research activities will be carried out to meet the specific requirements of the sponsor.
- c) **Consultancy projects:** These usually will come from Industry. In these cases, Faculty will render advice to industry and/or provide assistance in utilisation of technologies already developed. Consultancy projects, unlike sponsored projects, may allow payments to the investigators as consultancy fees.

Usually, both grant-in-aid and sponsored projects are loosely called “sponsored projects”. All projects include an institute overhead (30%)¹⁰ and allow project staff to be hired. Consultation fee for the project investigator(s) can be claimed for consultancy projects only.

The initiative for applying for projects has to be taken by the individual faculty members, or by self-chosen groups applying collectively. All documentation will have to go through the HoD to be forwarded for the Director’s approval. **Note: it is against the service rules to accept any projects from any source without going through the Institute.**

¹⁰ Which may be negotiable for grant-in-aid projects, subject to approval of the Director.

17) Purchase Process

A brief overview of the purchase process is given below.

Price (including taxes)	Process
up to 1 lakh	Single quotation, especially for purchase of consumables, and routine equipment such as data acquisition cards, vacuum pumps, and other equipment needed for teaching and research on an urgent basis.
1 lakh to 5 lakhs	Local purchase committee is formed, the Committee will survey the market, collect quotations (at least 3), and decide purchase.
5 lakhs to 25 lakhs	Open/Limited tender enquiry procedure to be followed (for further information please consult the Deputy Registrar).
25 lakhs and above	Open/Limited tender enquiry procedure to be followed (for further information please consult the Deputy Registrar).

For items under rate contract (which is an agreement between the Institute and suppliers for supply of specific goods at agreed-upon prices), or for proprietary items, purchases can be made with a single quotation. Temporary advance may be taken for cash purchases within Rs. 10,000/-. Other purchases have to be paid by cheque issued by the institute after purchase, delivery and approval of indentor.

For detailed information, refer to the purchase guide on the Institute intranet.

18) Banking Facility

The Institute's campus houses a branch of State Bank of India (mentioned earlier in this document). All faculty members are expected to have accounts with this branch, so that monthly salaries and other reimbursements can be credited to their accounts directly.

19) Income tax – Savings

The following are some of the features of the existing tax-code (for further details, please visit <http://www.incometaxindia.gov.in>)

- i. Tax saving schemes: Tax saving based investment limit is Rs. 100,000 (under section 80CC). But this 1 lakh investment can now be made only in provident fund, superannuation fund, gratuity fund and new pension scheme (NPS).
- ii. Annual Income Tax Slab: As of 2012¹¹, income tax rates and slabs are as follows:

¹¹ These figures will keep changing from year-to-year. So please consult the income-tax website for the current numbers.

- b) Up to Rs. 200,000 (Rs. 250,000 for senior citizens) : Nil
 - c) Between Rs. 200,000 to 500,000 : 10%
 - d) Between R s. 500,000 to 1,000,000 : 20%
 - e) Above Rs. 1,000,000 : 30%
- iii. Home loan interest: Exemption is Rs. 1.5 lakhs per year for interest on housing loan for self-occupied property. While the interest component of loan gets subtracted from gross salary, the principal component of it can be shown as savings under section 80CC.
- iv. Income arising from House Property: Deduction for rent and maintenance as of now is 20% of the Gross Rent.

20) Retirement Benefits/Pension

The contributory pension under New Pension Scheme (NPS) is 10% of Basic Pay + Dearness Allowance which is deducted from your salary each month. An equal amount is contributed by the Institute to NPS every month. NPS is applicable to all persons appointed on or after 01/01/2004. All subscribers of NPS are provided with a 16 digit Permanent Retirement Account Number (PRAN) and receive annual statements and monthly text messages. ***On joining the Institute, please apply immediately for your PRAN card through the Accounts Section, if you do not have one already.***

Normal exit from this scheme is upon attaining an age of 60. In this case, it is mandatory to invest 40% of accumulations (termed as pension wealth) in an annuity with IRDA regulated Life Insurance Company - to provide pension for the lifetimes of you and your dependent spouse/parents. If you exit from this scheme before attaining the age of 60, it is mandatory to invest 80% of the accumulations.