



Indian Institute of Technology Kharagpur

January 2021

Important Telephone Numbers [5-digit IIT Phone Extn. No.s/
6-digit Phone No.s/ 3-digit Enquiry No.s]

Security Control Room [Main Gate]: 82751, 81001, 81004;
Security Control Room [Tikka]: 82745;
Security Control Room [Gymkhana]: 82677;
Quick Response Team: 81002, 81003;

Police: 88060;
Town Police Station/ **Fire:** 255967/ 255709.

BC Roy Tech **Hospital** Help Desk: 81008, 81009;
BC Roy Tech Hospital emergency: 82632;
Railway Hospital/ State Hospital: 255787/ 255610;
Hijli Primary Healthcare Ctr. 277229.

Tech **Guest House** (GH): 82800;
Visveswaraya GH: 82880;
Alumni GH: 82860.

Complaints Civil Campus/ Institute: 82610/ 82611;
Elect. Overhead/ Campus/ Institute: 82552/ 82550/ 82551;
Sanitary Campus/ Institute: 82734/ 82732;
Telephone/ Water/ Gas: 82710/ 82629/ 81028.

Railway **Enquiry:** 139.

Air Force Station (AFS) Salua: 255701; 277240; 277267.
AFS Kalaikunda: 232176.

Eastern Frontier Rifles (EFR) Salua: 277237, 277338, 277239.

Foreword by the Director

Indian Institute of Technology Kharagpur (IIT Kgp) is the oldest and the biggest IIT in India. This IIT has always remained dedicated to the service of the nation, thus holding an immensely significant place in the history of higher education in independent India. Working as a faculty member in this IIT is a privilege, as the faculty members at this Institute get an opportunity to teach some of the brightest minds of our country and engage in cutting edge research that contributes to the overall socio-cultural and economic development of the nation. Our faculty members play a central role in our dynamic and vibrant campus life, and it is the lively teacher-student interactions which contribute greatly to the enhancement of the intellectual resources of our Institute.

Like every other institute, IIT Kharagpur too, has its unique culture and administrative practices, as well as certain rules and regulations, which are necessary for all the faculty members to know and to abide by, so that the Institute may run smoothly, transparently and effectively. At IIT Kharagpur -which is also now an Institute of Eminence, we have a large and interconnected system of operational procedures, which are generally not easy for a faculty member to remember at every point of time. Hence, such a faculty handbook becomes a necessity, in order to help all the faculty members, and especially the newcomers, with an easily accessible pool of necessary and relevant information. When they come to gather a comprehensive knowledge of the rules, regulations and operational procedures of the Institute, those faculty members who are newcomers to the campus are enabled to get absorbed organically into its academic, administrative and residential ecosystems. I welcome all the new faculty members to the Institute and invite them to partake in the joy and glory of being members of the IIT Kgp family which is extended across the globe.

I heartily thank Professor V. R. Desai, Dean, Faculty of Engineering & Architecture, and his team, for bringing out this booklet -which will be immensely useful to all our faculty colleagues.



.....
V. K. Tewari


Director

Foreword by the Coordinating Dean

The need for a formal Faculty Handbook in IIT Kharagpur –the oldest, the biggest in terms of its physical area and the largest number of academic units among all the 23 IITs, was being felt for quite some time. The utility of such a Handbook is immense, especially for a newly joining faculty member. However, relying on the overall help extended by all the colleagues of an academic unit [such as a Department or a Centre or a School] to the newly joining faculty member(s), such an exercise was possibly not formalized so far.

This Faculty Handbook is an attempt to bridge this gap and to present all the consolidated information in the form of a single document. Suggestions to further improve this Handbook are welcome from all.

Encouragement provided by our Director -Professor V. K. Tewari, in undertaking this exercise, immense help provided by Dr. Bharath H. Aithal, Assistant Professor, Ranbir & Chitra Gupta School of Infrastructure Design & Management (RCGSIDM), as well as Dr. Anway Mukhopadhyay, Assistant Professor, Humanities & Social Sciences (HSS) Department, in preparing the first draft of this document, are duly acknowledged here.


.....
V. R. Desai 23.1.21

Professor of Civil Engineering
& Dean, Faculty of Engg. & Arch.

[On behalf of all the Deans & Associate Deans of Faculty]

About the Indian Institute of Technology (IIT) Kharagpur

The Indian Institutes of Technology were established for technological innovation and excellence for creating next generation technologists by the recommendation of an Expert Committee headed by Sir Nalini Ranjan Sarkar, an educationist, a businessman, and a well-known public figure. The first IIT in our country was set up in Kharagpur, West Bengal in 1951 in Hijli, which is well known for the Hijli Detention Camp. Prior to that, it functioned temporarily from Kolkata for about a year. During that period, it was known as the Eastern Higher Technological Institute (EHTI).

The following phrase is written on the Main building portico below the name of our Institute - 'Indian Institute of Technology' are as follows:

Dedicated to the service of the Nation

It signifies our Indian Nation-centric approach, in whatever tasks we perform.

Motto

The motto of IIT Kharagpur is "Yogah Karmasu Kaushalam". This literally translates to "Excellence in action is Yoga", essentially implying that doing your work with excellence is the true yoga. This can be traced to Sri Krishna's discourse with Arjuna in the Bhagavad Gita. The quote, in the larger context of the Gita, urges a person to acquire equanimity because a mind of equanimity allows a person to shed distracting thoughts of the effects of his/her deeds and concentrate on the task before him/her. Equanimity is the source of perfection in the Karmic endeavours that leads to Salvation or Moksha.

Vision

- To be a centre of excellence in education and research, producing global leaders in technology, science, humanities, management, law and medicine.
- To be a hub of knowledge creation and application that prioritises the frontier areas of national and global importance
- To improve the quality of life of every citizen of the country

Mission

As already outlined earlier, the Institute mission aligns all its activities to serve national interests and seeks:

- to provide a broad-based education, helping students hone their professional skills and acquire the best-in-class capabilities in their respective disciplines;
- to draw the best expertise in technology, science, humanities, management, law and medicine so as to equip the students with the skills to visualize, synthesize and execute projects in these fields;
- to imbibe a spirit of entrepreneurship and innovation in its students;
- to undertake sponsored research and to provide consultancy services in industrial, educational and socially relevant areas.

Organisation Structure at IIT Kharagpur

Visitor

The President of India is the Visitor of the Institute.

IIT Council

As per the Act and Statute of IIT Kharagpur a central body was established by the notification to be called the Council. It shall be the general duty of the Council to Co-ordinate the activities of all IITs.

The Council shall consist of the following members, namely: (a) the Minister in charge of technical education in the Central Government, ex-officio, as Chairman ; (b) the Chairman of each Institute, ex-officio ; (c) the Director of each Institute, ex-officio ; (d) the Chairman, University Grants Commission, ex-officio ; (e) the Director-General, Council of Scientific and Industrial Research, ex-officio ; the Chairman of the Council of the Indian Institute of Science, Bangalore, ex-officio ; (g) the Director of the Indian Institute of Science, Bangalore, ex-officio ; (h) three persons to be nominated by the Central Government, one to represent the Ministry concerned with technical education, another to represent the Ministry of Finance and the third to represent any other Ministry ; (i) one person to be nominated by the All-India Council for Technical Education ; (j) not less than three, but not more than five, persons to be nominated by the Visitor, who shall be persons having special knowledge or practical experience in respect of education, industry, science or technology ; (k) three Members of Parliament, of whom two shall be elected by the Lok Sabha from among its members and one by the Rajya Sabha from among its members. (3) An Officer of the Ministry of the Central Government concerned with technical education shall be nominated by that Government to act as the Secretary of the Council.

Board of Governors

As per the Act, each IIT has its own Board of Governors (BoG). The Board shall be responsible for the general superintendence, direction and control of the affairs of the Institute and shall exercise all the powers of the Institute not otherwise provided for by the Act, the Statutes and the Ordinances and shall have the power to review the acts of the Senate. This Board includes the Chairperson, Director, Deputy Director [generally as a Special Invitee] and Registrar along with nominees having experience, knowledge in sectors of education, engineering or science directly nominated by the IIT Council as members of the Board. The Senate also nominates two members for the board.

The Senate

Senate is the highest academic body of the Institute. Subject to the provisions of this Act, the Statutes and the Ordinances, the Senate of an Institute shall have the control and general regulation, and be responsible for the maintenance, of standards of instruction, education and examination in the Institute and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes

All academic programs which are first proposed by the academic units are discussed in the respective program committees, viz., Research Program Evaluation Committee (RPEC)/ Post Graduate Program Evaluation Committee (PGPEC)/ Under Graduate Program Evaluation Committee (UGPEC) and finally recommended by the Senate. The Director is the Chairperson of the Senate, while the Registrar of the Institute is the Secretary to the Senate.

The Director

The Director of each Institute shall be appointed by the Council with the prior approval of the Visitor. The Director shall be the principal academic and executive officer of the Institute and shall be responsible for the proper administration of the Institute and for the imparting of instruction and maintenance of discipline therein. The Director shall submit annual reports and accounts to the Board. The Director shall exercise such other powers and perform such other duties as may be assigned to him by this Act or the Statutes or Ordinances.

The Deputy Director

The Deputy Director of each Institute shall be appointed on such terms and conditions as may be laid down by the Statutes and shall exercise such powers and perform such duties as may be assigned to him by this Act or the Statutes or by the Director.

The Registrar

The Registrar of each Institute shall be appointed on such terms and conditions as may be laid down by the Statutes and shall be the custodian of records, the common seal, funds of the Institute and such other property of the Institute as the Board shall commit to his charge. The Registrar shall act as the Secretary of the Board, the Senate and such committees as may be prescribed by the Statutes. The Registrar shall be responsible to the Director for the proper discharge of his function. The Registrar shall exercise such other powers and perform such other duties as may be assigned to him by this Act or the Statutes or by the Director.

Deans/ Associate Deans

Deans/ Associate Deans are the functioning extended arms of the Director for managing the Institute and report to the Director. IIT Kharagpur has the following Deans/ Associate Deans based on their Functioning:

- ***Dean of Student Affairs (SA)***: Dean (SA) [along with the Dean's Council of faculty members for Student Welfare] looks after the matters relating to the student including extracurricular activities of the students, except the academic activities. The list also includes Technology Student Gymkhana, Hall [i.e., Hostel] Management Centre (HMC) and other student related facilities in the campus. Dean (SA) also chairs the Standing Disciplinary Committee responsible for all disciplinary action against students involved in social and general misconduct
- ***Dean & Associate Dean of Sponsored Research & Industrial Consultancy (SRIC)***: The Institute has a very large set of office called Sponsored Research & Industrial Consultancy (SRIC) to administer and manage the Sponsored Research and consultancy projects and some of the Institute/Institute level projects. Dean (SRIC) heads this office and is assisted by an Associate Dean (SRIC). The Dean (SRIC) office also has a Professor In-Charge for Intellectual Property Rights (IPR), Deputy Registrar, Assistant Registrar to assist him/her in various activities related to SRIC matters supported by a huge staff handling every component of the SRIC projects.
- ***Dean & Associate Deans of Infrastructure***: Dean (Infra) & Assoc Deans (Infra) look after the matters related to Institute works such as Civil Construction & Maintenance (CCM), Sanitary Section, Water Works (WW), Electrical & Mechanical (E & M) Works Section, Refrigeration & Air Conditioning (RAC) Section and Horticulture Section.

- **Deans & Associate Deans of Faculty (F):** Currently, all the 49 academic units of IIT Kgp [consisting of 19 Departments, 15 Centres, 10 Schools, 2 Academies, a Cell along with the School of Law [viz., Rajiv Gandhi School of Intellectual Property Law (RGSolPL) -headed by a Dean & the School of Management [viz., Vinod Gupta School of Mgt (VGSOM) -headed by a Dean], have been reorganized into 5 Faculties, as follows:

Faculty of Engineering & Architecture (FoE&A): It consists of: 12 Depts [Aero Engg, Agri & Food Engg, Arch & Reg Planning, Civil Engg, Chem Engg, Comp Sci & Engg, Elect Engg, Electronics & Elect Communication Engg, Mech Engg, Metallurgical & Materials Engg, Mining Engg, Ocean Engg & Naval Arch];

6 Centres/ Centres of Excellence (CoE) [CoE in Adv Manufacturing Tech, Railway Research, Steel Tech, CoE in Artificial Intelligence (AI), Comp & Data Sci (CCDS), Rubber Tech];

6 Schools [Water Resources, Energy Sci & Engg, GS Sanyal School of Telecom (GSSST), Subir Chowdhury School of Quality & Reliability (SCSQR), Environmental Sci & Engg, Ranbir & Chitra Gupta School of Infra Design & Mgt (RCGSIDM)].

Faculty of Sciences (FoS): It consists of 4 Depts [Physics, Chemistry, Mathematics, Geology & Geophysics] & a Centre [Centre for Oceans Rivers, Atmosphere & Land Sciences (CORAL)].

Faculty of Biotechnology & Biosciences (FBTBS): It consists of a Dept [Biotechnology]; a Centre [PK Sinha Centre for Bioenergy & Renewables] and 2 Schools [Medical Sci & Tech (SMST), Bioscience].

Faculty of Humanities, Social & Economic Sciences (FoHSES): It consists of a Dept [Humanities & Social Sci], 2 Centre/ CoE [Rekhi CoE for Sci of Happiness, Rural development & Innovative sustainable Technology (CRDIST)].

Faculty of Interdisciplinary Sciences & Engineering (FoIS&E): It consists of a Dept [Industrial & Systems Engg]; 5 Centres/ Centre of Excellence (CoE) [Advanced Tech Development Center (ATDC), Cryogenic Engg, Materials Science, Dey Sarkar CoE in Petroleum Engg, CoE in Safety Engg & Analytics]; 2 Schools [Nano-Sci & Tech, Rajendra Mishra School of Engg Entrepreneurship (RMSEE)], 2 Academies [Academy of Classical & Folk Arts, Partha Ghosh Academy of Leadership (PGAL)]; a Cell [Kalpana Chawla Space Tech Cell (KCSTC)].

Deans & Associate Deans of Faculty look after the matter related to Undergraduate (UG) students and/or Post Graduate (PG) students and/or Research scholars/ students (RS) as well as faculty affairs of all the academic units included in their respective Faculty/ School. Currently, FoHSES is looked after by Dean, Assoc Dean of FoS and FoIS&E is looked after by Dean, Assoc Deans of BTBS.

- **Dean/ Associate Dean of Outreach:** Dean/ Assoc Dean (Outreach) will look after the matters related to Alumni, International Relations (IR), Ranking, Branding and Outreach, Continuing Education & Technology (CE&T), Institute of Eminence (IoE).
- **Dean/ Associate Dean of Alumni Affairs (AA):** Dean/ Assoc Dean (AA) is responsible for maintaining and improving relations with alumni of the institute. Dean/ Assoc Dean (AA) coordinates with all alumni, donations and funding received through alumni of the Institute. From the coming month, Dean of Outreach is expected to look after the activities of Dean AA.
- **Dean of Continuing Education (CE):** Dean (CE) looks after the matter relating to outreach activities and is a nodal office to coordinate important outreach activities such as Technical Education Quality Improvement Program (TEQIP), Global Initiative of Academic Networks (GIAN), Scheme for

Promotion of Academic & Research Collaboration (SPARC), various Conferences and Workshops. Dean (CE) office also coordinates quality improvement program (QIP) for masters & doctoral studies by teachers of reputed technical academic institutions. From the coming month, Dean of Outreach is expected to look after the activities of Dean CE.

- **Dean/ Associate Dean of International Relations (IR):** Dean/ Assoc Dean (IR) is responsible for promoting and administering International relations especially formulating & managing various Memorandum of Understandings (MoUs), coordinating the visits by International experts and Foreign nationals. IR office also coordinates a large number of foreign funded scholarship and internships including some very prestigious ones such as the German Government Student & Faculty Exchange Program (DAAD) etc., and various Corporate Social Responsibility (CSR) initiatives of the corporate companies. From the coming month, Dean of Outreach is expected to look after the activities of Dean IR.
- **Dean of Planning and Coordination (P&C):** Dean (P&C) looks after the matter relating to planning and coordination. The Dean PC also looks after national and international rankings and also coordinate Institution of Eminence (IoE).

Heads/ Associate Heads of the Departments/ Centres/ Schools/ Academies :

Presently, IIT Kharagpur's academic activities are broadly grouped into 19 Departments, 15 Centres, 12 Schools, 2 Academies and a Cell. Each of these Academic Units (AUs) of the Institute [other than VGSoM & RGSoIPL] are under the charge of a Head & one or more Associate Heads who shall be selected by the Director from among the Professors, Associate Professors and Assistant Professors. Provided that when in the opinion of the Director the situation so demands, the Director may himself take temporary charge of a Department or place it under the charge of the Deputy Director or a Professor from another Department for a period not exceeding six months. The Head/ Assoc Head of an AU shall be responsible for the entire working of the AU subject to the general control of the Director. It shall be the duty of the Head/ Assoc Head of a Department/ Centre/ School/ Academy/ Cell, to see that the decisions of the authorities of the Institute are faithfully carried out. He/ she shall perform such other duties as may be assigned to him/her by the Director.

You as a New Faculty Joining in a 2100 acre Academic Campus!

Welcome to the oldest IIT of the country as a Faculty colleague. Institute has come leaps and bounds in welcoming and ensuring a comfortable working environment for the new faculty recruits. But, we do have some things which may not appear to be simple to you, when you join. The following paragraphs of the give you a bird's eye view of the various tasks on your arrival at the campus.

Prior to the Arrival to the Campus

As you receive the offer of appointment, you need to fill in the specified copies of the forms that are sent along. Medically fit certificate may be also obtained by a medical practitioner [only for certain positions] and a stamped document of undertaking as per the requirement are needed. Normally the faculty arriving on campus would be provided with transit accommodation immediately, if available. So once the dates of joining are communicated to the authority an email to Dean of Faculty to which you will soon belong to, and the Head of Department/ Centre/ School requesting for accommodation in either the Institute Quarters or the Institute Guest house need to be made. Institute provides an immediate guest house accommodation at nominal cost, in the case of non-availability of Quarters at that point of time.

The Institute provides for Relocation Allowance to the new faculty. The cost of travel for the faculty member and family (i.e., spouse and dependent children) and transportation of household goods are reimbursable up to a certain upper limit. Air ticket copy and boarding card or Rail ticket copy are

necessary for reimbursement. Also Goods & Services Tax (GST) paid bill is necessary for reimbursement of household goods transport. This has to be submitted in the Faculty unit of the Accounts Section with a filled in form, for processing within a stipulated period.

On your arrival and after you have secured a temporary place to stay, first task for you is to go to the Administrative Block. Visit the Establishment Section (i.e., E-3), Recruitment Section to complete the joining formalities. This is located at the far end of the 2nd & the top floor of the Main Building of IIT Kharagpur.

Documents needed during the Joining Time

- (a) Original and copies of all the academic certificates- Date of Birth is also extracted from these documents. Original copies of employment certificates and experience certificates to record the experience and position served.
- (b) Several passport and Stamp size photographs.

Along with these, the copies of already filled in forms and documents are needed.

Once the complete documents are scrutinized by the officer-in-charge, he/she would issue three essential documents to be given to:

1. Chairman, Estate office,
2. Medical officer, B.C. Roy Technology Hospital (BCRTH) for Medical fitness
3. Document of joining the Position [To be signed by the Head and a copy to be given to the establishment].

Further, you will be also asked to create an Enterprise Resource Planning (ERP) profile consisting of all items in the Personal Information System (PIS), other academic and official details, etc.

Once you get your joining order copy, the next step is to approach the Estate Office for your Quarters accommodation [This is in case you've not been allocated any Quarters in IIT Kharagpur so far]. You will be explained about the procedure to move in -if a ready to move in accommodation is available. If not, there could be a transit accommodation provided to you for certain period. Institute has its own procedure to provide accommodation based on the employee preference, Level of pay and Date of Joining. Once you are in a Transit accommodation and if there is an advertisement for allotment of vacant Quarters, you can apply through ERP.

Please remember regarding the declaration of liability/Dependents etc., which are very important while you fill the details in the ERP. Declaration of dependents will help both the institute [to provide the right kind of services] and the faculty [to avail all the services and facilities that include Medical facilities, Leave Travel Concession (LTC) as per the directives from the Government of India (GoI) etc.]. Copies of Permanent Account Number (PAN) Card for Income Tax purpose and Aadhar Card for entering the Aadhar Card number are necessary along with all other original documents. All these document copies need to be self-attested by you.

All transit accommodation and regular accommodation come with both Internet and telephone facility [i.e., in campus phone calls only] connection. Contact the telephone exchange for its commissioning and also for your telephone number. Some new accommodations have the telephones routed through Computer & Informatics Centre (CIC). Kindly contact the nodal officer for the same.

Retain both your Joining letter and accommodation allotment letter in original. Joining letter may be necessary for all the selection interviews for next higher posts, whereas accommodation letter serves as

document of proof for applying for Liquefied Petroleum Gas (LPG) connection, Bharat Sanchar Nigam Limited (BSNL) landline telephone connection, and any other services that require a proof of residence.

LPG connections can be obtained from the Indane Service Station located in the 1st Floor of the Technology Market Committee Office in the Technology Market [or simply Tech Market], which is the market for all your daily needs. Tuesday is a holiday. On other days you can apply for your LPG connection from 10 am-12 noon and 4 pm-6 pm.

Once your ERP profile is set up, kindly update all the information needed there. Visit the establishment section for the Medical Record Book for you and your family. Institute covers its faculty through B.C. Roy Technology Hospital and has Memoranda of Understanding (MoUs) with several well-known hospitals in Kolkata.

Along with the Medical Book, you need to apply for transfer of your New Pension Scheme (NPS) account for investment into pension scheme. This is in case you are having a NPS Account, through your previous job in India. Government of India mandates NPS for all for all the Class-A officers joining after 1st January 2004. This application needs your Aadhar Card and a photograph. If your ERP profile is updated, you need to request for an IIT Kharagpur Identity Card by filling a simple application. The Identity Card would be issued immediately after the approval from the authority.

You also might need to request your Head for an office space for you. The Department/ Centre/ School would provide an office space equipped with telephone, which has facility to make local phone calls as well as calls to anywhere in West Bengal. Also, you may need to request the Institute for a desktop personal computer (PC) through your Head and this would be provided by the Institute in a matter of days. Until then, the Department/ Centre/ School would provide an alternate PC that is readily available.

The next step is to head to the bank and open a salary account. There are three banks on campus. The State Bank of India (SBI), wherein you need to open your salary account, is near the main gate [also called the Puri Gate]. It also provides foreign exchange facilities. The 2nd bank, viz., Syndicate Bank is situated just opposite to the Police OutPost, also called the Hijli Town OutPost (TOP). The 3rd bank viz., the Punjab National Bank (PNB) is situated in Tech Market. In addition to these banks, the Institute hosts many ATM booths at several strategic locations of the campus. Please carry a photograph, PAN Card, Aadhar Card and the appointment order, while opening a bank account.

If you have school going children, the next step for you would be to look for a school for your child[ren]. The campus has four schools viz., Kendriya Vidyalaya (KV) [based on the Central Board of Secondary Education (CBSE) Curriculum], Dayanand Anglo Vedic (DAV) Model School [also based on CBSE Curriculum], Hijli High School [based on the West Bengal State Curriculum] and St. Agnes Primary School [based on Indian Council for Secondary Education (ICSE) Curriculum]. All the schools are having English as the medium of instruction. Hijli School also has Bengali (i.e., Bangla) & Hindi as the media of instruction. Speak to the school administration for completing all the formalities.

For younger kids who need care in the crèche. Institute facilitates it with Mongrace Crèche. The application can be found in the ERP. A professor in charge would approve your application.

Before the confirmation of your position [i.e., after the completion of the probationary period of 1 year] for the first time in IIT Kharagpur, Police verification is necessary. It would be done by the local police station. Normally it takes 15-60 days. Faculty members who had more than 1 year stay outside the country may have to wait for 90-120 days. When the police officer arrives at your residence for verification, kindly have all the original documents that were submitted while joining handy along with a set of photocopies ready.

For service confirmation for the first time, you also need to undergo medical examination. For this, a letter to the medical officer along with a form that needs to be filled up with personal details. There are other sections which are to be filled up by the specialist doctors of the Institute Hospital, including Ear-Nose-Throat (ENT), Eye, Heart, Lungs specialists. Once the doctors have filled in all details, the faculty will have to attend a medical board for which a date would be communicated to you. You will also be advised if any treatment is needed.

As a Faculty in an Institute –the Torchbearer of IIT System

IIT Kharagpur provides an environment wherein the senior faculty members of the department/ centre/ school guide the new recruits for certain duration of time. Departmental Academic committee would suitably decide the academic activities from time to time. If you join as an Assistant Professor, to facilitate, support and acknowledge the contributions, skills and professional activities of its faculty members and to aid in the process of professional induction, the Institute offers an Innovative Research Grant under the Institute Scheme for Innovative Research and Development (ISIRD) to the new faculty members, up to a maximum of ₹ 25 Lakhs for equipment and infrastructure and an additional grant of ₹ 3 Lakhs for consumables, contingency and travel.

The ISIRD grants are disbursed through proposal to Dean (SRIC) and the proposal is scrutinised by the experts in the area of project proposal. The institute also encourages the new recruits through forwarding of their applications for grants through various Government and non-government organisations.

Institute would also provide a Cumulative Professional Development Allowance (CPDA) of ₹ 3 Lakhs for every block period of 3 years (i.e., Rupees one lakh per year) to every member of the faculty on reimbursable basis, to meet the expenses for participating in both national and international conferences, paying the membership fees of various professional bodies and to meet other contingency expenses.

In addition to CPDA for attending conferences abroad, an additional amount of ₹ 50,000 is also provided by IIT Kharagpur to a faculty member, who is a Principal Investigator (PI) of a Sponsored Project, subject to fulfilling certain criteria in terms of value of the project and articles publications in reputed Journals. IIT Kharagpur also notifies the best Conferences across the globe. Attending these conferences are fully funded by IIT Kharagpur subject to fulfilling certain criteria. An interest-free soft advance of ₹ 50,000 is also given to all the newly recruited faculty members, for meeting their domestic requirements if they specially request for the same.

The main activities of the faculty members is to teach and to perform research. The rules governing various aspects of the academic programs are determined by the PGPEC/ UGPEC and the Senate. IIT Kharagpur offers extremely flexible and interdisciplinary programs, in which any faculty members would be interested. The new courses can be proposed as electives through the approval of department academic committee, then the PGPEC/ UGPEC and finally the Senate.

The Institute has an active Continuing Education Program (CEP) that is managed under the leadership of Dean of Outreach. The CEP coordinates the Quality Improvement Programme (QIP), GIAN, GIAN Plus, SPARC etc. A faculty member can offer courses specific to his/ her expertise under various activities of CEP.

Salary, Income Tax (IT) and more

IIT Kharagpur has implemented the 7th Pay commission. Salary slips can be found on ERP in the Personal Information System (PIS) and under Salary heading. As per the 7th pay commission, components of the Salary include:

1. *Basic Pay*: The position to which you are appointed defines the basic pay as per the matrix provided

by MHRD and Ministry of Finance, Government of India (GoI). Salary is paid directly to your bank account that has been mentioned in the ERP, generally during the last few working days of the month.

2. *Dearness Allowance (DA)*: Dearness Allowance is a part of the salary that is worked out to minimize the effect of inflation. Rate of dearness allowance is generally revised twice in a year. Currently it is at 17% of the Basic Pay.

3. *Transport Allowance*: All employees receive transport allowance. This is fixed as per the position and level. The rate of transport allowance is fixed at certain amount considering the class of the city. It is a fixed amount plus DA there upon.

4. *House Rent Allowance (HRA)*: IIT Kharagpur is one of the largest IITs in India and it generally provides accommodation for almost all the faculty. If you do not avail the accommodation in campus you are eligible to claim a House Rent Allowance (HRA) as per rules @ 8% of the basic pay for Kharagpur.

5. *Allowance for communication*: A non-taxable amount of ₹ 1500 per month would be paid for meeting the telephone & internet communication expenses from CPDA head.

6. *Annual Increment*: Every employee generally receives an annual increment in the salary. This can be calculated based on the basic pay.

7. *Deductions*: These deductions are essential components of the salary slip. Income Tax, Professional Tax, License Fee, Memberships to Technology Film Society (TFS)/ Technology Club/ Staff Club if applicable, Self-Contribution to the New Pension Scheme (NPS) etc., are components of normal salary slip under the deductions.

- *Income Tax (IT)* rates are as per the Govt. of India's Finance Bill (i.e., Budget) passed every year. Every faculty has to submit all the documentary proofs for tax shelters that a faculty member may avail, to the Pay Bill section. Unless the last date is extended, returns have to be filed by 31st July, every year. Since now e-filing is mandatory and normally hard copies are not necessary to be sent until the ways of verifying identity is not satisfied (Using Aadhar Card or PAN Card). In ERP one can find a section under Personal information section (PIS) for income tax to find an approximate value of the projected tax. At the year end, tax statements as per declaration from faculty are available in ERP to help you to file the income tax declaration in the income tax website of GoI.
- *Professional Tax*: Currently an amount of ₹ 200/- is deducted monthly from your salary.
- *License Fee and utility charges* are based on the Quarters type and there are also separate electricity and water charges. Water charges are fixed. Electric charges are based on the usage. The break-up can be found in the footer of your salary slip

Children's Education Allowance: Expense of admitting maximum of two children can be claimed for reimbursement. This reimbursement is provided on submission of claim form in ERP at the end of the year (normally in January-February) along with marks sheet/ fess paid certificate. The quantum of reimbursement for disabled children is twice this amount.

Cumulative Professional Development Allowance (CPDA): A total sum of ₹ 3 Lakhs for every block period of three years is made available for the faculty. This can be seen in the ERP. This fund is available to faculty mostly to present the research work in conferences, paying the membership fee of various professional bodies, books and contingent expenses. Dean (F) is the approving authority for expenditure under this head. The support for travel is normally given for international/ national conferences. These fund have certain rules (1) Out of the amount of ₹ 3 lakh mentioned above, a minimum of ₹ 2 Lakhs is earmarked for presenting papers at conferences and a maximum of ₹ 1 Lakh can be spent towards

membership of professional bodies, contingent expenses. Acceptance of a paper is a requirement for approval of expenses towards conferences. Expenses for a conference includes cost of travel (2nd Air Conditioned (AC) Coach or by economy class of Air India by the shortest route), local transport, overseas medical insurance, cost of visa, registration fee and DA based on the country that you would be visiting. One day preceding the conference and one day after the conference is considered for this calculation. The contingency provides would be divided in amounts of ₹ 33,000 per year and cannot be spent at once. If the CPDA of particular block year is unutilised can be added to travel expenditure of the next CPDA block year.

If a faculty has used up the CPDA grant but has a paper accepted in a prestigious conference falling within the same block year and conference being listed in Top 100 conferences in the institute list [revised periodically], the Institute has made a provision for complete reimbursement of these subject to fulfilling certain criteria.

Loans: The Institute provides loans for purchase of a car, motorcycle, scooter or a personal computer (PC) or House Building Allowance (HBA) subject to fulfilment of certain criteria. These loans bear nominal interest. Application for loans can be made through ERP.

Leave

As per the rules an employee in service can avail leave based on various activities connected to service and is sanctioned by competent authority [viz., Director/ Deputy Director] after they are recommended by the Head [and in some cases they are also recommended by Dean of Faculty]. Leave applications are made through ERP in the PIS section. Re-Joining form must be provided on joining back to service except for casual leave (CL).

Casual Leave (CL)

At present eight casual leaves are allowed for a faculty member, in a calendar year. These leaves are availed for casual purpose and need not have bearing towards professional life. However, the maximum period for which casual leave can be taken is not more than 5 days at a time. Unutilised leave expires at the year end.

Special Casual Leave

Special casual leave is granted for academic and various activities concerning any administration or participation in an evaluation committee that are undertaken by a faculty member. This leave would be granted for only very specific reasons such as attending conferences and expert committee(s) or attending as an examiner in any other university. The maximum leave for a faculty that can be granted is 15 days per year.

Vacation Leave

A faculty member would be entitled up to 60 days of vacation leave during an academic year subject to fulfilling certain criteria. Specific dates would be announced by the administration for vacation leave normally twice a year. During the announced dates a faculty would not be allowed to apply for any other leave than vacation leave. A faculty can apply for vacation leave through ERP and is forwarded to the Establishment Section, after the approval from the Head [both in ERP and in the Hard copy]

If in case a faculty member does not avail certain number of days of vacation leave in any academic year, 50% of these remaining vacation leave is converted to as Earned Leave and is credited to the earned leave account of the faculty member.

Earned Leave (EL)

Earned leave can be availed anytime with prior approval from the administration. A faculty member can accumulate a maximum of 300 days of earned leave until superannuation and can encash this at the superannuation time. 60 earned leaves can be encashed during LTC, with a maximum of 10 days per LTC approved. 60 earned leave are the maximum limit for encashment until superannuation. Earned leave can be combined with all types of leave other than casual leave. If a faculty accumulated 300 earned leave, the 50% leave that would be credited must be utilised in the same academic year. Unutilised EL beyond 300 days expires at the year end.

Half-Pay Leave and Commuted Leave

An employee is entitled to 20 days of half-pay leave for every completed year of service. As the name suggests, the employee will be paid half the salary during such leave period. Half pay leave can be availed for personal reasons or for medical purposes with prior approval. In case a faculty is availing the leave on medical reasons, faculty may convert two such half pay leave as commuted leave for every day spent for the medical reason. Commuted leave would provide a full day salary.

Leave also can be used as commuted leave by female faculty in connection with continuing of the maternity leave or while adopting a child less than a year of age. This kind of commuted leave can be availed for a maximum of 60 days during the service period. Commuted leave can also be considered for pursuing a study course for any academic use for not more than 90 days during the service period.

Maternity and Paternity Leave

Maternity leave for a female faculty member can be availed [with full pay for a maximum of 180 days at each instance] by female employees with less than two surviving children. This leave can be availed with commuted leave for a period not exceeding 60 days and leave not due can be granted for a maximum period of two years. Paternity leave for a male faculty member can be availed for a maximum of 15 days for not more than two surviving children. Such leave can be taken during the period up to 15 days before delivery and 6 months after the delivery.

Child Care Leave

A child care leave to facilitate women employees to raise a maximum of two surviving children below the age of 18 years may be availed for a maximum of 730 days. These are pre-approved leave by the authority. This can be availed with a minimum stretch of 15 days and with maximum 3 times a year for 730 days in the entire service period.

Extraordinary Leave (EOL)

These are kind of leaves availed without pay. These leaves are not counted in the service registers of the faculty.

Leave not Due

These are availed when no leave is available and a half pay leave may be granted to a faculty. Such leaves are adjusted with future half pay leaves.

Sabbatical Leave/ Special Leave

During the service period and with a full pay a faculty can avail these kind of leave(s) only for academic purpose(s). These leaves are pre-approved by the authorities. These leaves have a maximum limit of 3 years in the entire service period. These leaves also can be availed from ERP and must be recommended by head and forwarded to Dean (F). Dean (F) places the recommendation to the Director. Faculty member is responsible for all alternate arrangements for the research scholars, projects etc., in consultation with the department. Sabbatical leave is granted for specific academic commitments of the faculty both in India

and abroad. A minimum of six years of continuous service would give eligibility for a one year sabbatical leave for a faculty member. Special leave is granted for competitive fellowships and faculty availing it will draw complete immediate last salary drawn along with the fellowship amount.

The Institute requires a special bond to be executed by the faculty members proceeding on a sabbatical, undertaking to serve the Institute for a minimum period of three years on return from sabbatical. If the faculty member resigns before completion of the bond period faculty is required to refund the salary paid by the Institute during the sabbatical period.

Lien

Faculty members may progress in his/her career and would look at any opportunity of job that may be interesting for their career. A faculty member in this case will request for keeping lien the current post for accepting a job. These jobs may be anywhere in the world. Such Lien can be availed only if a faculty member has put in a minimum of 5 years of service towards the institute. Such lien period can be one year or two years (applicable for a maximum of 10 continuous years of service). This leave also needs a bond signed by the faculty member. These leaves do not attract any salary. It is up to the decision of the institute to allow a faculty member to retain the accommodation and office in the department. If allowed a license fee is payable and for the 2nd year an enhanced license fee is payable.

Disclaimer: The above details are provided for information only. This may not be quoted as rules at any point of time. Each request will be examined as per the rules and accordingly a decision will be taken by the Institute Authority.
