



संकाय पुस्तिका २०२३ FACULTY HANDBOOK 2023

(A quick Reference Book for a new faculty joining
IIT Bhubaneswar)



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“ Follow No One,
but Learn from Everyone and
Acknowledge it Too ”

<https://www.youtube.com/watch?v=gHy14szi0o>



PREFACE

“The faculty handbook of the Institute is aimed to be a guide to IIT Bhubaneswar vision, mission, goals and strategies. The document concisely presents the structure of the Institute and outlines the policies, rules and regulations which are relevant to a faculty member. I wish to add that the faculty handbook is only a quick start-up and reference guide and not a comprehensive document. Thus, wherever possible, resource references and web-links have been added for the benefit of the user, who would be interested in details. This handbook, I believe, is particularly useful for young faculty members of the institute. It should be viewed as a guide; the details of rules and regulations concerning specifics require confirmation from the authorities of administration as and when needed. I sincerely thank our Director, Prof. Shreepad Karmalkar, who has always offered constant support and encouragement in preparing this handbook. I hope that this version will serve as a handy reference on day to day matters for all faculty members. Furthermore, I would like to invite all faculty members to actively participate in the handbook's improvement by offering suggestions and comments where you think they would be worthwhile to annual review of the document.”



Prof. Mihir Kumar Pandit
Dean, Faculty Affairs

Committee Members

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Acknowledgements: All faculty and staff members of various sections for giving their valuable feedback and suggestions.

1. About the Institute

Indian Institute of Technology Bhubaneswar is established by the Government of India in 2008 under The Institutes of Technology Act 1961 with Amendments up to 2012. The Act was passed in the Lok Sabha on 24th March 2011 and by the Rajya Sabha on 30 April 2012. IIT Bhubaneswar became an Institute of National Importance from 29 June 2012 with notification of Amendment in the Institutes of Technology Act, 1961 by the Ministry of Education, (Department of Higher Education) Government of India published in the Gazette of India dated 2 July 2012. The Institute started functioning from the campus of IIT Kharagpur on 22nd July 2008 and shifted its operation to the city of Bhubaneswar on 22nd July 2009. The Institute has adopted the concept of Schools rather than Departments for promoting inter-disciplinary research. At present there are 7 full-fledged schools (Basic Sciences; Electrical Sciences; Earth, Ocean and Climate Sciences, Humanities, Social Sciences and Management; Infrastructure, Mechanical Sciences & Minerals, Metallurgical and Materials Engineering). Presently the academic programs of the Institute include B. Tech. (Hons.) in Computer Science, Civil, Electrical, Electronics & Communication Engineering, Mechanical Engineering, Metallurgical and Materials Engineering, M.Sc. in Physics, Chemistry, Mathematics, Geology and Atmosphere and Ocean Sciences; M.Tech in various specialization and Ph.D in all the schools. The pedagogy emphasizes student-centric and participatory learning. The academic programs are equipped with very relevant courses for a budding entrepreneur, the entire institute may be used as a technology incubator, and the institute has a 40,000 sq. ft. Start-up space for students to avail.



Main Gate



Main Building



Sanjeevan Health Centre



Guest House

The Institute is committed to providing holistic education aimed at producing tomorrow's leaders, nurturing personality, creativity, innovative mind-set and capability be it in Science or Technology or Management or other domains of human excellence. It provides ample opportunity for a young mind to take any path and excel apart from providing the opportunity to research in a chosen area. The Institute is also committed to creating a wellness environment, including green, clean and healthy environment, quality education, efficient and effective governance. The Institute provides well-qualified faculty, and state-of-the-art infrastructure facilities creating a conducive environment for the rapid growth of the students' skill sets in all aspects of the personality – academic, research, cultural, sports, ethical and social responsibility. Our Institute's numerous collaborations with foreign universities, industries and institutions across the world provide scope to the students to be exposed to the global trends in education, research and industry. Ample opportunities in both national and international stints for internships, research projects and exchange programs have been a prominent trend among our students.

Vision and Mission:

Indian Institute of Technology Bhubaneswar inherits the brand name IIT. This fact itself charges the Institute not only to be worthy of its inheritance but also to be distinctive and distinguished on its own by scripting a path towards novelties. Presented below are the statements for Vision and Mission of IIT Bhubaneswar.

Vision:

“Indian Institute of Technology Bhubaneswar will be globally well recognized for creating outstanding graduates and new knowledge.”

Mission

- To shape ourselves into a learning community, where we work, listen and respect each other.
- To encourage and facilitate faculty, researchers and students to work synergistically across discipline boundaries.
- To infuse a sense of excitement in students in innovation & invention, design & creation and entrepreneurship.
- To develop and pursue curricula those are dynamic, flexible and holistically designed to facilitate creativity and cognitive thinking.
- To strive for productive partnerships between the industry and the Institute.

2. The Board of Governors

Each IIT has its own Board of Governors or BoG. The BoG meets at least four times a year. All major policy decisions of the Institute are approved by the Board. The present Board of IIT Bhubaneswar comprises of Dr. R. P. Singh, Former Chairman & Managing Director, Power Grid Corporation and Independent Director, Azure Power Global Ltd. as the Chairman, Director, IIT Bhubaneswar as an ex-officio member of the Board, the other members being one nominated by the Government of Odisha from

among persons who are technologists or industrialists of repute, four persons nominated by the Council having special knowledge or practical experience in respect of education, engineering or science and two professors of the Institute nominated by the Senate. The list of current BoG members can be viewed at <https://www.iitbbs.ac.in/board-of-governors.php>.

3. The Senate

The senate of the Institute is the apex body to formulate academic regulation, and is responsible for the maintenance of standards of instruction, education and examination in the Institute. It also exercises such other powers and performs such other duties as may be conferred or imposed upon it from time to time. The Senate of the Institute consists of Director as the Chairman, Dy. Director as ex-officio, the professor appointed or recognized as such by the Institute for the purpose of imparting instruction in the Institute, three persons nominated by the chairman from among educationists of repute, and other members of the staff as may be laid down in the Statutes. The list of current Senate members can be viewed at <https://www.iitbbs.ac.in/senate.php>.

4. Institute Functionaries

The Director

The Principal Academic and Executive Officer of the Institute is the Director who runs the Institute as per the policies decided by the Board. The Director is appointed by the Government of India and usually has tenure of five years, which may be extended till he reaches the age of superannuation.

Prof. Shreepad Karmalkar is the Director of Indian Institute of Technology (IIT) Bhubaneswar (BBS) from 17th Nov. 2022. He is also a Professor of Electrical Sciences at IIT BBS and of Electrical Engineering at IIT Madras.

The Deans and Registrar

The Director is helped in the administration by a team of faculty administrators from among the Institute faculty. For smooth functioning of the administration, the powers vested in the Director have been delegated to various functionaries. The Director also appoints the Head for each school and Associate Head for each discipline of the school.

There are six Deans and one Associate Dean with different areas of responsibility as given below.

Dean (UG Programs and PG & Research Programs):

The Academic Office is the storehouse of all records connected with academic performance of students. The Dean UGP and PG&RP preside over the undergraduate and postgraduate policy committees (UGPEC and PGPEC) of the Institute respectively, which processes all academic proposals received from the academic units. The

present Dean (PG & RP) is Prof. C. N. Bhende of School of Electrical Sciences & Dean (UGP) is Prof. S. Pal of the School of Basic Sciences.

Dean (Alumni Affairs and International Relations):

The incumbent's job is to promote international linkages and also establish and cement contact with the alumni. Prof. P. K. Sahu of the School of Electrical Sciences is the present Dean (AA & IR) and Prof. Ashis Biswas is Associate Dean (AA&IR).

Dean (Continuing Education):

The incumbent's job is to promote outreach activities of the institute by supporting the faculty in organising seminars, conferences, workshops or any other outreach activities. Prof. Sujit Roy of the School of Basic Sciences is the present Dean (CE).

Dean (Faculty Affairs):

His primary job is to look at all matters connected with the faculty members. He initiates and processes the recruitment of the faculty. He also deals with the Pay level movement, CPDA, closure of Probation and other faculty affairs. Prof. Mihir Kumar Pandit of the School of Mechanical Sciences is the current Dean Faculty Affairs.

Dean (Sponsored Research and Industrial Consultancy):

The Sponsored Research and Industrial Consultancy (SRIC) is the administrative establishment to take care of sponsored projects and consultancy matters. Prof. Dinakar Pasla of the School of Infrastructure is the present Dean (SRIC).

Dean (Students Affairs):

Excepting for academic matters, all student issues are the responsibility of the Dean (SA). He is the ex-officio President of the Student Gymkhana responsible for all extra-curricular activities of the students. Prof. Rajesh Roshan Dash of the School of Infrastructure is the current Dean (SA).

Registrar :

The Registrar is officially the custodian of all records, the common seal and funds received by the Institute. He signs the cheques issued by the Institute and all payments payable to the Institute are paid to the Registrar, IIT Bhubaneswar. He is also the Member-Secretary of the Senate and the Secretary of the Board of Governors. He is the Head of the administration. Shri Bamadev Acharya is currently the Registrar of the Institute.

Head of Schools:

1. **Prof. Animesh Mandal**
Head, School of Minerals, Metallurgical and Materials Engineering (SMMME)
Email: hos.smmme@iitbbs.ac.in
2. **Dr. Syed Hilal Farooq**
Head, School of Earth, Ocean and Climate Sciences (SEOCS)
Email: hos.ecos@iitbbs.ac.in

3. [Prof. Sumanta Haldar](#)
Head, School of Infrastructure (SIF)
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4. [Prof. Rajan Jha](#)
Head, School of Basic Sciences (SBS)
Email: hos.sbs@iitbbs.ac.in
5. [Prof. Manas Mohan Mahapatra](#)
Head, School of Mechanical Sciences (SMS)
Email: hos.sms@iitbbs.ac.in
6. [Prof. S. R. Samantaray](#)
Head, School of Electrical Sciences (SES)
Email: hos.ses@iitbbs.ac.in
7. [Dr. Dukhabandhu Sahoo](#)
Head, School of Humanities, Social Sciences and Management (SHSSM)
Email: hos.hssm@iitbbs.ac.in

Associate Head of Schools:

1. [Dr. Sankarsan Mohapatra](#)
SES (Electrical Engineering)
Email: assohead.ee@iitbbs.ac.in
2. [Dr. Vijaya Sankara Rao](#)
SES (Electronics & Communication Engineering)
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3. [Dr. Debi Prosad Dogra](#)
SES (Computer Science & Engineering)
Email: assohead.cse@iitbbs.ac.in
4. [Dr. Niharika Mohapatra](#)
SBS (Physics)
Email: assohead.phy@iitbbs.ac.in
5. [Prof. Snehasis Chowdhuri](#)
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Email: assohead.chem@iitbbs.ac.in
6. [Dr. Sasmita Barik](#)
SBS (Mathematics)
Email: assohead.math@iitbbs.ac.in

Other Important Officials

1. [Mr. Debraj Rath](#)
Joint Registrar- SG (CE, SA, AA & IR)
Email: jtregistrar@iitbbs.ac.in
2. [Mr. Manas Kumar Behera](#)
Deputy Registrar (SRIC)
Email: dr.sric@iitbbs.ac.in
3. [Mr. Pradeep Kumar Sahoo](#)
Deputy Registrar (Academics)
Email: dr.acad@iitbbs.ac.in

4. **Mr. Santosh Kumar Sahoo**
Deputy Registrar (Establishment & Faculty Affairs)
Email: dr.est@iitbbs.ac.in, dr.facultyaffairs@iitbbs.ac.in
5. **Dr. Bibhuti Bhusan Sahoo**
Deputy Librarian
Email: dylibrarian@iitbbs.ac.in
6. **Dr. S. N. Routray**
Assistant Registrar (Store & Purchase, Estate)
Email: ar.sp@iitbbs.ac.in
7. **Mr. Ankit Parmanand Bagde**
Assistant Registrar (Finance & Accounts)
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8. **Mr. Sambhunath Sahoo**
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9. **Mr. Sanku Das**
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11. **Mr. Biswaranjan Pradhan**
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12. **Dr. Mansoor Ahmed Khan**
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13. **Mr. Rabi Kumar Patnaik**
Career Development & Placement Officer (CDPO)
Email: rkpatnaik@iitbbs.ac.in
14. **Dr. Gagandeep Kaur Makkar**
Student Counsellor
Email: gagandeep@iitbbs.ac.in
15. **Mr. Amulya Kumar Ray**
OSD (Establishment)
Email: osd.est@iitbbs.ac.in

The Director also appoints the existing faculties as Professor-in-charge (PIC) for the various other activities, services and functions of the institute, which can be viewed at <https://www.iitbbs.ac.in/prof-incharge.php>; Chief Warden, Wardens and Assistant Wardens for the various Hall of Residence, which can be viewed at <https://www.iitbbs.ac.in/iit-bbs-halls-wardens.php>.

5. Faculty Recruitment

All vacant posts at the Institute are normally filled through advertisement. The terms and conditions of the post are advertised by the registrar. All applications received against a given advertisement are evaluated by a Selection Committee approved by the Director. However, on the basis of the recommendation of the Director, the Board of Governors (BoG) decides if a particular post would be filled through invitation or by promotion of the members of the staff of the Institute.

Possible positions

IIT Bhubaneswar places great emphasis on the quality of the faculty it hires. In IIT Bhubaneswar, teaching and research go hand in hand. One activity cannot be discounted at the expense of the other. A regular faculty position is filled through advertisement and subsequent selection procedure wherein the prospective faculty faces a formal interview with the selection committee and the Director.

Along with regular faculty positions, IIT Bhubaneswar has created some additional faculty positions such as adjunct faculty, visiting professor, and visiting faculty. These positions are short-termed, typically, one semester. However, the tenure could be extended on the basis of recommendation of the Head of the School (HoS) and Director. Those who desire a regular position but cannot attend the interview can opt to be as visiting faculty till they face the next interview selection panel.

Offer letter

The offer letter to the selected candidate is sent both by email and by post. The offer of an appointment indicates post, scale of pay, initial salary admissible, period of probation, duration, duties, leave and vacation, GPF/CPF scheme, residential accommodation, termination of service, group insurance scheme, Medical facilities, etc. The selected candidate should give his acceptance within 7 days and join the Institute within 1 month from the date of issue of the offer of appointment. However, the competent authority may extend the joining date on case to case basis. Acceptance or rejection of the offer is to be communicated within seven days of the date the offer is made. No communication would be treated as 'non-acceptance'. At present the Scale of Pay to various faculty positions laid down by IIT BBS are as follows:

- | | |
|---|--|
| ● Assistant Professor Grade-II
(On tenure track) | APL-10: Rs. 70900 – Rs. 98200 (<1 year exp), and
APL-11: Rs. 84800 – Rs. 117200 (>1 year exp) |
| ● Assistant Professor Grade-I | APL-12: Rs. 101500 – Rs.167400
APL 13A1 : Rs. 131400 - Rs. 204700 |
| ● Associate Professor | APL-13A2: Rs. 139600 – Rs. 211300 |
| ● Professor | APL-14A: Rs. 159100 – Rs. 220200 |

The basic pay scale and the seniority is determined at the time of appointment. As per the prevailing rules of the Ministry of Education, Govt. of India, a candidate must

have a Ph.D. with first class at the preceding degrees plus three years of industry/ research/ academic experience for Assistant Professor Grade-I (APL-12). There are restrictions on giving more than three increments at the time of the initial appointment. Selection at the level of Associate Professor requires 6 years' of post Ph.D. experience of which at least 3 years should be at the level of Assistant Professor, Senior Scientific Officer/ Senior Design Engineer in a research organization or Industry at APL-12 or more. The selection at the level of Professor requires 10 years' of post PhD experience of which at least 4 years should be at the level of Associate Professor or equivalent in a reputed academic/research organization or industry at APL-13A2 or more. Candidates with less than three years of post-PhD experience may be considered for tenure-track position i.e. on Assistant Professor Gr-II. Regardless the selection status, the benefits for regular (tenured) and contract (tenured-track) appointments are generally the same.



Timeline for faculty assessment:

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

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

6. Resources for Teaching and Research:

As a faculty of IIT Bhubaneswar, you would be teaching undergraduate and/or post graduate courses as well as would be involved in research and development in your respective domains. To get started in the institute, you should first familiarize yourself with the existing resources available for helping you teach and conduct research effectively.

The Academic Rules discuss all aspects related to courses, curricula and other teaching related matters. IIT Bhubaneswar has state-of-the-art class rooms spread across “Lecture Hall Complexes (LHC)”. Each class room is equipped with modern projection facilities as well as conventional black/white boards to help you with teaching. To aid you handling with large classes, audio (speaker, microphone) facilities are in place. In addition to the “Lecture Hall Complexes”, each school possesses certain number of class-rooms to conduct classes/seminar/ term-paper presentation/ research discussion, etc. Undergraduate, first year laboratory courses are conducted in “Laboratory Complex (LBC)”. The “Central Library”, IIT Bhubaneswar is there should you require books. It has a large cache of text and reference books and is continuously topped up with new books to stay updated. You can issue a number of books at a time. The library also has online subscription of all major research journals to help you with your teaching and research.

To get you started with research, your school at IIT Bhubaneswar would provide you lab space. “Central Research and Instrumentation Facility (CRIF)” IIT Bhubaneswar has state-of-the-art research equipment facilities to help you. Your school conducts admission process for selection of research scholars (PhD students) twice a year. You may have a maximum of three institute-funded research scholars at a time. The Institute encourages you to apply for external grants to support your research. Sponsored Research and Industrial Consultancy (SRIC) at IIT Bhubaneswar

deals with all types of projects that include Govt. funded projects, industrial projects and consultancy projects. SRIC funds a “seed money project” up to 20 Lakh to all the faculties upon their joining the Institute. A newly joined faculty has to approach the SRIC office for collecting the proposal proforma for seed money project. In addition to research projects, one may also take on consultancy projects for external organizations. Finally, the Continuing Education Programme (CEP) permits you to conduct courses for external organizations through the Institute.

Other perks that come with being a faculty member include the Cumulative Professional Development Allowance (CPDA) of Rs. 3.00 lakhs for every block period of three (03) years. CPDA could be used to meet the expenses towards various professional activities as below:

CPDA

I. Participation in Conferences, Meetings, or Collaborative Research:

(A) ***National/International conference travel support/Field trips/Visits for data collection

- Oral or poster presentation (in case of multiple authorship, only one of the authors can avail the facility from the CPDA). In the event of attending a conference without paper presentation or visiting an Institute, suitable justification and evidence in terms of collaboration, research and scientific exchanges and discussions are to be furnished.
- Chairing a session
- Delivering an invited talk
- Acting as a resource person

(B) Registration fee for Short-term courses / Conference / Workshop / Tutorial / Training Programs

(C) Visits for collaborative research programs in India and abroad including visits to the partner Universities having MoU with IIT Bhubaneswar.

***Travel support for attending National/ International conferences is admissible to a co-author (a faculty of IIT Bhubaneswar). Field trips/ Visits for data collection will also be admissible for the faculty and the students supervised by the faculty.

(i) Duration of Participation:

The support from the CPDA grant for any of the above purposes shall normally be limited to a maximum period of 15 days inclusive of journey time in a calendar year. This will include the period of the Conferences / Seminars / Symposia / School / Workshop plus two days i.e. one day prior to the conference and one day after the conference. Participation in one workshop or tutorial up to two days associated with the conference will be admissible. Similarly, professional visits to other academic Institutes/Universities etc. for two days before/after the conference will be admissible. In all such cases, the stipulation of maximum period will remain as 15 days inclusive of journey time in a calendar year.

For activity **A & B** the CPDA could also be suitably broken for attending more than one Conference / Seminar / Symposium / School / Workshop / Meeting in India or outside during a calendar year, provided that the cumulative period including journey shall not exceed 15 days in a calendar year.

(ii) Nature of Leave:

For the activities **A and B**, a faculty member will be entitled to Duty Leave for the total duration as indicated above irrespective of whether such activities have been undertaken within a semester or outside. For activity **C**, the nature of leave will be determined on a case to case basis.

(iii) Financial Components:

For activities A and B, support will be provided towards:

- a) Registration fee (in full) & charges (if any)
- b) Admissible TA/DA/per diem
- c) Taxi fare between the place of residence and the airport
- d) Local travel at the place of the conference
- e) Airport tax
- f) VISA fees and charges (if any)
- g) TA/DA for attending VISA interview (if required)
- h) Medical insurance connected with International travel and visits abroad.

For activity C support will be provided towards:

- a) TA including local travel
- b) Airport tax
- c) VISA fees and charges (if any)
- d) TA/DA for attending VISA interview (if required)
- e) Medical insurance (if applicable).

(iv) Advance:

Advance at the rate as indicated below may be sanctioned to a faculty member upon request:

- a) 100% of Registration Charges.
- b) 90% of the admissible return train/air-fare from Headquarters to the approved destination;
- c) 50% of the admissible Daily Allowance including Hotel Charges.

Drawal of Advance:

- For items at (a) & (b) above: 60 days in advance
- For item at (c): 1 week in advance.
- Proof of utilization of advance to be submitted **within 10 days** from the date of drawal of advance and adjustment of advance to be made **within 15 days** from completion of approved visit or from the date the faculty member resumes duty as per TA/DA Rules.
- Air-fare means economy class excursion fare of any airlines by the shortest direct route and the tickets must be purchased **ONLY** from any of the three

authorized

travel agents viz IRCTC, M/s Balmer Lawrie, M/s Ashoka Tours and Travels.

II. Contingency Expenses:

- *Academic/research books/e-books/e-journals/ books for popular reading section in Central Library
 - Memberships of professional societies
 - Software/Cloud storage/Computer peripherals and accessories, projector, and printers /Laboratory consumables/Laboratory usage charges or Specimen testing charges (if the facility is not available in the Institute)/ minor repairs and maintenance of existing equipment/ Fabrication cost related student projects.
 - **Publication charges/Journal over-length page charges/Journal subscription charges/Purchase of journal article/Production charges for cover image/ Proofreading charges
 - Patent Application charges
 - Telephone charges as per Institute Norms
- *Books/e-books costing less than 10,000 can be retained by faculty. Books/e-books costing 10,000 and above will need to be entered in the Central Library collection. However, they can be retained at 5% purchase value.
- **Only for the high-quality research publications (Journals/conferences). Quality will be decided (to be decided by the school in a calendar year) on considering the ranking or impact factor (Thomson Reuters) of the journal, journals of reputed professional societies AICHE, ASME, ASCE, IEEE, or a ranking of the journals/conferences accepted widely by the peer group.

III. General Terms and Conditions of CPDA:

- In order to avail the CPDA, a faculty member would be required to have at least three publications in the preceding three years from the date of application as a one-time requirement for the entire block period. Publications of research work in peer-reviewed SCI - journals, peer-reviewed Proceedings of Conferences, Books (authored or edited), and Book Chapters will be considered. Granted Patents will be considered equivalent to Publication.
- After availing grant from the CPDA for participation in Conferences / Seminar/ Symposia / School / Workshop/Training Programs, the employee shall be required to present such papers/talks, etc. before the faculty members of the concerned School/Academic Unit and intimation regarding the compliance of the same be sent to Dean (FA) through the Head of the concerned School/Academic Unit.
- In the event, the grant is being utilized for initiation of the research program, collaborations, etc. in India and/or abroad; a report on the progress towards such activities needs to be submitted to the Dean (FA) through the Head of the concerned School/Academic Unit. This reporting will be taken into

consideration for future support under collaborative research.

- The entitlement of faculty joining or superannuating/ leaving the Institute during the middle of a block period shall be calculated on a pro-rata basis based on completed months of service during the block year period a faculty has rendered or is likely to render. Any excess payment shall be subject to recovery.
- The amount remaining unutilized at the end of a calendar year within the block period shall be carried forward to the next calendar year. Unutilized CPDA of one block will be carried forward to the next block.
- Faculty members availing CPDA for attending Conferences / Seminars / Symposium / School / Workshop during vacation can also avail up to a maximum of 2 weeks of vacation leave before or after the conference for other academic purposes with the approval of the Competent Authority.
- Faculty members will maintain a stock register for items falling under the head of contingent expenses.
- CPDA will not be admissible for the period of Sabbatical/Faculty Exchange Programme.
- Consumables and non-consumables purchased from the CPDA will be approved by the HOS and will be entered in departmental CPDA (consumable and non-consumable) stock registers.
- Travel support from CPDA will be approved by Dean (FA), except for foreign travels without paper presentation, in which case approval of the Director will be sought.

Note: Any other academic activity, which is not included above, may be considered by the Director on the recommendation of Head of School and Dean of Faculty Affairs for approval as a special case.

7. Academic Programs at IIT BBS

IIT Bhubaneswar offers 4 year B.Tech programme and 5 year Dual degree programme in various engineering streams. The admission to these programmes is conducted every year through Joint Entrance Examination (JEE Advanced). The institute also offers 2 year M.Tech programmes in various engineering disciplines. The admission to postgraduate (M.Tech) programmes is through Graduate Aptitude Test in Engineering (GATE) examination. The admission to 2 year M.Sc programme is through Joint Admission Examination (JAM). Our Institute also offers research based PhD programmes in all the streams. The more information regarding the academic regulation can be found through the link given <https://www.iitbbs.ac.in/iit-regulation.php>. The discipline and duration for all the degrees has been given below in the tabular form.

Degree	Discipline	Duration
B.Tech	Civil Engineering (CE), Computer Science and Engineering (CSE), Electrical Engineering (EE), Electrical Engineering (EE), Electronics and Communication Engineering (ECE), Mechanical Engineering (ME), Metallurgical and Materials Engineering (MME)	4 years
Dual Degree	B.Tech in Civil Engineering - M.Tech (Environmental Engg.) B.Tech in Civil Engineering - M.Tech (Structural Engg.) B.Tech in Civil Engineering - M.Tech (Transportation Engg.) B.Tech in Computer Science and Engineering - M.Tech (Computer Science and Engg.) B.Tech in Electrical Engineering - M.Tech (Power Electronics and Drives) B.Tech in Mechanical Engineering - M.Tech (Manufacturing Engg.) B.Tech in Mechanical Engineering - M.Tech (Mechanical System Design) B.Tech in Mechanical Engineering - M.Tech (Thermal Engg.) B.Tech in Metallurgical Engineering - M.Tech (Metallurgical and Materials Engg.)	5 years
M.Tech	Climate Science and Technology, Computer Science and Engineering, Electronics and Communication Engineering, Power Electronics and Drives, Power System Engineering, Mechanical Systems Design , Manufacturing Engineering, Thermal Science and Engineering, Environmental Engineering, Structural Engineering, Transportation Engineering, Geotechnical Engineering, Water Resources Engineering, Metallurgical and Materials Engineering	2 Years
M.Sc	Atmosphere and Ocean Sciences, Geology, Physics, Chemistry, Mathematics	2 Years
PhD	All Streams	-

Integrated Teachers Education Programme (ITEP) is a comprehensive four year undergraduate programme that emphasizes a dual-major approach, and seamlessly integrates teacher education within the broader higher education system. Set to commence from the academic session of 2023-24, it offers students the opportunity to pursue Bachelor of Science (B.Sc.) with Bachelor of Education (B.Ed.), or Bachelor of Arts (B.A.) with B.Ed., or Bachelor of Commerce (B.Com.) with B.Ed. Students enrolled in this programme will complete their studies within a condensed timeframe of four years, as opposed to the conventional five-year duration mandated by the current B.Ed. Curriculum. ITEP marks a significant milestone in the field of teacher education.

CGPA & SGPA:

The academic system at IIT Bhubaneswar is framed on a 7-scale grading system to measure the performance of the students.

Performance	Excellent	Very good	Good	Fair	Average	Pass	Fail
Letter grade	Ex	A	B	C	D	P	F
Grade point per credit	10	9	8	7	6	5	0

In addition, two more grades “I- for incomplete assessment” and “X- for debarred” are used for some special cases.

Based on the grades obtained at the end of a semester grade point average (SGPA) and cumulative grade point average (CGPA) will be computed for every student. Both SGPA and CGPA are used as the indicator of the academic performance of all students.

8. Salary and Allowances

The salary is paid directly to the bank account on the last day of the month excepting for the month of March when it is paid on the first working day of April. The salary includes transport allowance, Dearness Allowance, Telephone Allowance, Child Education Allowance and News Paper Allowance, HRA (if admissible) etc. The rate of Dearness Allowance is revised by the Central government once in a six months. The Financial Year for tax purposes is from April 1 of a given year to 31st March of the following year. The institute pay the salary after deducting the applicable TDS and Professional Tax. All the regular employee of the institute is covered under National Pension Scheme (NPS), in which the employee contributes 10% of Basic and DA, and employer contribute 14% of Basic and DA.

9. Children's Education Allowances

- CEA is payment made towards the tuition fee / hostel subsidies / text books and notebooks, two sets of uniforms and one set of school shoes etc. paid to a school for the education of your child studying from two classes before class one to 12th/10+2 standard or till the child attain the age of 20 years, whichever is earlier. For Divyang Children the upper age limit will be 22 years.
- CEA can be availed on reimbursement basis, once in a year for one academic session, after completion of financial year only. It is applicable for 2 child's only (3 or more children in case twins in case the second child birth results in twins/multiple birth)
- In 7th CPC the amount fixed for reimbursement of Children Education Allowance will be Rs. 2250/- pm., and Rs. 6750/- pm for Hostel Subsidy. The CEA will be double the normal rates for Divyang Children i.e. Rs. 4500/-
- For claiming CEA, an Employee should produce the following in a prescribed format after general notification from Registry / F&A section:

A certificate issued by the Head of the School/Institute for the period/year for which claim has been preferred. The certificate should confirm that the child studied in the School during previous academic year and should bear the registration number of the School. Or Self-attested copy of the report card having the particulars of the School. Or Self-attested fee receipt(s) (including e-receipts(s)) in original for entire academic year having the particulars of the School.

10. Medical Benefits

Basic medical care is provided by the on-campus doctors of the Sanjeevan Health Centre (SHC). Institute has also tie up (cashless) with major hospitals in Bhubaneswar like Panda Cancer Care, SUM Hospital, SUM Ultimate Hospital, Kalinga Hospital, Utkal Hospital, KIMS Hospital, Hitech Hospital, SPARSH, etc. Treatment with at CGHS rate is available at L V Prasad Eye Institute, Bibhuti Bhushan Memorial Dental Hospital, etc. But one can also avail treatment at other city hospitals and IIT will (partially) reimburse the costs as per CGHS rates. If you reside off-campus, you can avail the services of any government-service doctor who is also practicing privately. Separate forms for OPD (inclusive of cost of medicine purchased from outside) and indoor treatment, available in the office, should be filled up and submitted along with cash memos within three months. Blood sample collection in campus is done by SUM Ultimate twice weekly Wednesdays and Saturdays at Health Centre. Please note that anyone including dependents can get admitted to any hospital in India but with prior intimation to Registry and Health Centre and in Emergency post admission. The reimbursement would be done at CGHS rates Bhubaneswar on submission of bills. For any Query/Emergency kindly contact Sanjeevan Health Centre, 0674-7139200.

11. Relocation Allowances

Relocation Allowance in respect of regular faculty joining the Institute who are coming from abroad as well as within the country, single airfare for self and spouse and cost of transportation of house hold goods up to maximum of Rs. 1,20,000 is reimbursable for domestic & of Rs. 1,50,000/- for international travel provided they served the Institute for three years. If any faculty who has been sanctioned relocation allowance leave the institute before completion of three years of service shall have to refund the relocation allowance. For eligible employees Air Tickets are required to be purchased ONLY from any of the three authorized travel agents viz IRCTC, M/s Balmer Lawrie, M/s Ashoka Tours and Travels.

12. House Rent Allowance (HRA):

HRA is admissible as per the GoI norms subject to the approval of the Competent Authority. HRA is admissible to all employees of the Institute who have not been provided the Institute/Govt. accommodation, on furnishing a certificate on Form HRA.

- HRA is admissible to an employee living in a house owned by him/his wife/children/father/mother. Also admissible if he owns a house but lives in a rented house
- HRA is not admissible if the Institute employee resides in accommodation allotted to his/her parents, son/daughter by the Central/ State Government, Autonomous Bodies, Public Sector Undertaking or Semi-Government Organization, e.g. Municipality, Port Trust, Nationalized Bank, LIC, etc. HRA is not admissible to those provided with the Institute/ Government accommodation, female employees staying in Government-run hostels, employees allotted hostel accommodation run by Autonomous and Semi-Autonomous Organizations at subsidized rent and officers staying in Inspection quarters.

HRA is payable even when you stay in an accommodation owned by you. However, the amount will be tax-free only when you actually stay in a rented accommodation.

13. Accommodation Facility

Temporary Accommodation:

- I. All the new employees joining the Institute for the first time shall be provided the Guest House accommodation immediately, subject to the availability. He/she can avail such facility for a period up to three months from the date of allotment. Guest House allotment for first month will be free of cost. For the second and third month charges will be Rs. 1,000/- and Rs. 2,000/-, respectively.
 - ii. The food charges will be borne by the employees availing the facility as per the actuals during their entire period of stay in the Guest House.
 - iii. The first time airport pickup before joining would be arranged by the Institute.



Residential Accommodation:

- i. Residential accommodation in the Institute shall be provided subject to availability. For details information please refer to Residential Accommodation Allotment Regulation 2021 available in the Institute website.
- ii. The residential allotment letter can be used as an address proof for getting essentials like gas connections, etc.

14. Leave Travel Concession

All the regular employees can avail Leave Travel Concession (LTC) to Home Town once in a block of two years and LTC to Any Place in India may be availed once in a four-year block. Travel by any airlines only. The employee who joined Central Government organization (Fresh Recruits) can be allowed to travel to their Home Town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion for the 1st two blocks. The other terms and conditions are



- Air tickets will be reimbursed only for the Economy class only, irrespective of entitlement.
- Air Tickets are required to be purchased ONLY from any of the three authorized travel agents viz IRCTC, M/s Balmer Lawrie, M/s Ashoka Tours and Travels.
- **Home Town LTC** Admissible to all employees of the Institute irrespective of the distance involved.
- Home Town once declared is treated as final. In exceptional circumstances, the Director may authorize a change, only once during entire service.

Advance for LTC

- Up to 90% of the fare can be taken as advance for the purpose of LTC. Advance admissible for both outward and return journeys if the leave taken by the official or the anticipated absence of members of family does not exceed 90 days. Otherwise, advance may be drawn for the outward journey only.
- The employee should furnish Railway ticket numbers, PNR No. etc. to the Institute within ten days of drawl of advance.
- Advance can be drawn separately for self and family.

Submission of Claim

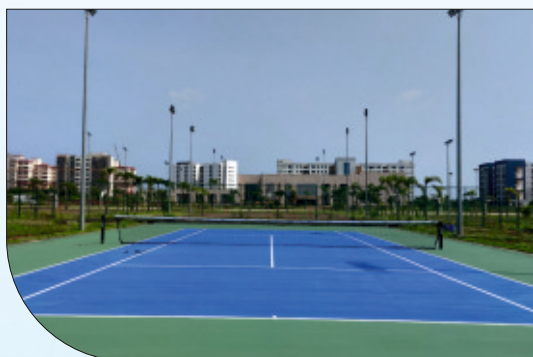
- When advance is taken, the claim should be submitted within one month from the date of return journey.
- If not, outstanding advance will be recovered in one lumpsum and the claim will be treated as one where no advance is sanctioned.
- GPF interest on the entire advance from the date of drawl to the date of recovery will be charged.
- When claim submitted within stipulated time but unutilized portion of advance not refunded, interest is chargeable on that amount from the date of drawl to the date of recovery.
- When a part of the advance becomes excess drawl due to genuine reasons beyond the control of the employee, the Director may, if satisfied, exempt charging of interest.
- When no advance is taken, claim should be submitted within three months from the completion of return journey. Otherwise, the claim will be forfeited.

Encashment of EL during LTC

Encashment of earned leave while availing LTC will be admissible subject to the following conditions:-

- Limited to 10 days of earned leave on one occasion and 60 days in the entire career.
- Will be taken into account while computing the maximum admissible for encashment at the time of quitting service.

- The balance at credit should be not less than 30 days after deducting the total of leave availed plus leave for which encashment was availed.



15. Leave Rules (LEAVE IS NOT A MATTER OF RIGHT)

The faculty members are entitled to vacation for a period of 60 days in an academic year which includes 40 days of Summer Vacation and 20 days of Winter Vacation. For professional visits abroad the faculty members can avail 60 days' vacation at a time if Winter Vacation is not availed. Faculty members are entitled to Casual Leave for a period of 8 days in a calendar year, paternity leave for a period of 15 days during the confinement of their wife for childbirth i.e. up to 15 days before, and Maternity leave up to six months from the date of delivery of the child. In general, the faculty members are entitled to the different types of leaves as given below:

Type of Leave	Duration	Purpose	Remarks
Casual Leave (CL)	8 days per year and for employees with disabilities, additional 4 days as Special Casual Leave for specific requirements relating to the disability of the official.	Personal work etc	<ul style="list-style-type: none"> • Maximum 5 days at a stretch excluding intervening prefix. suffix holidays • CL can be combined with Special Casual Leave/ Vacation/ Restricted holidays but not with any other kind of leave • CL can be taken for half a day also. LTC can also be availed during CL. • CL cannot be combined with joining time. • Officials joining during the middle of a year may avail of CL proportionately or to the full extent at the discretion of the competent authority.
Special Casual Leave (SCL)	15 days per year	<ul style="list-style-type: none"> • Visit in connection with consultancy and sponsored research activities • To present a paper at a conference or just to attend a conference • To conduct Ph.D Viva or an Examination • To attend committee meetings, and invited lectures without remuneration which are not treated as on duty • Required to be absent for any other purpose approved by the BOG 	<ul style="list-style-type: none"> • LTC can also be availed during SCL. • Combination of CL or regular leave like EL, HPL etc with SCL is permissible but combination of both CL and regular leave with SCL is not permissible. • To give special lectures with an honorarium, the faculty member must take leave at credit. No SCL is admissible.
Special Leave	15 days in a calendar year	<ul style="list-style-type: none"> • Can be granted when a staff member wishes to attend conference/seminars/ symposia etc both within Indian and abroad in his individual capacity and not as a representation or a delegate of the Institute 	
Earned Leave (EL)	30 days per year	<ul style="list-style-type: none"> • Admissible to member of vacation staff 	<ul style="list-style-type: none"> • Can be accumulated up to 300 days • Can be combined with any leave and also can be prefixed and suffixed with holidays but

			<p>Intervening holidays will be treated as EL</p> <ul style="list-style-type: none"> • EL can be availed up to a maximum of 180 days at a stretch • 15 days EL is credited in advance on the first of January and 1st July every year • The advance credit for the half-year in which a staff is appointed will be at the rate of 2 ½ days for each completed calendar month of service • Encashment of EL while availing LTC up to 10 days on each occasion and a maximum of 60 days in the entire service are permissible
Half Pay leave	20 days (10 days each on 1 st Jan & 1 st July every year)	<ul style="list-style-type: none"> • 20 days for each year of completed service • Medical grounds / private affairs 	<ul style="list-style-type: none"> • The credit for the half-year in which a Faculty is due to retire/resigns/removed /dismissed from service will be afforded at the rate of 5/3 days for each completed calendar month of service in that half-year up to the retirement/resignation. • Half-pay leave can be availed either with or without a medical certificate.
Commuted leave	Based on a medical certificate	<ul style="list-style-type: none"> • Medical grounds • Study purpose 	<ul style="list-style-type: none"> • Commuted leave not exceeding half the amount of half-pay leave due can be taken on a medical certificate • Commuted leave can be taken without a medical certificate.
Vacation Leave (VL)	60 days vacation in an academic year	<ul style="list-style-type: none"> • Vacation 	<ul style="list-style-type: none"> • A new faculty joining in the summer vacation period is not eligible for vacation during that summer • Can avail 60 days vacation partly in winter and partly in summer period or entire 60 days in summer period • A faculty joining in the middle of the academic year is eligible for a proportionate vacation for that academic year • Vacation can be suffixed or prefixed with any leave but the duration of vacation and other leave combined should not exceed 180 days at a time
Maternity Leave	Maternity: 180 days Miscarriage: 45 days	<ul style="list-style-type: none"> • Maternity/Miscarriage 	<ul style="list-style-type: none"> • During maternity leave, leave salary equal to last pay drawn is admissible • Maternity leave shall not be debited to the leave account

			<ul style="list-style-type: none"> • Can be combined with any other leave except CL
Paternity Leave	15 days before or up to six months from the date of delivery of the child	<ul style="list-style-type: none"> • Take care of the child and wife 	<ul style="list-style-type: none"> • Paternity leave shall not be debited to the leave account • During paternity leave, leave salary equal to last pay drawn is admissible
Leave Not Due	Limited to a maximum of 360 days during the entire service	<ul style="list-style-type: none"> • Medical grounds / private affairs 	<ul style="list-style-type: none"> • LND may be granted only on medical grounds to a permanent staff with no HPL at his/her credit • LND may be granted without medical certificate to a female staff in continuation of maternity leave or for adoption of a child
Extra - Ordinary Leave	5 years during the entire service and limited to 2 years on one occasion	<ul style="list-style-type: none"> • Short/ long term assignment in India/ abroad • Higher studies • Research activities • Fellowship • Sickness/ medical certificate 	<ul style="list-style-type: none"> • EOL shall always be without leave salary and may be granted when no other kind of leave is admissible • There must be a minimum interval of 3 years between two consecutive periods of long leave whose duration exceeds 6 months including sabbatical leave • Depending upon the nature and purpose for which the period of leave is to be availed of, EOL without pay and allowances will be granted only after the completion of a qualifying minimum service of 5 years at the Institute
Sabbatical Leave	Minimum 6 months & Maximum of 1 year at a time including vacation	<ul style="list-style-type: none"> • Research work, advanced studies, writing text books, visiting Industrial Concerns of govt., University, Industry or Government research laboratory in Indian and abroad 	<ul style="list-style-type: none"> • Every 6 years of continuous service as faculty member • In any case, sabbatical leave shall not exceed three times during the entire service of such a member • No other type of leave except leave at credit EL/HPL up to a maximum of 120 days will be permitted as an extension of Sabbatical Leave • Academic staff availing himself/herself of sabbatical leave shall furnish a bond in the prescribed form to serve the Institute for a minimum period of 3 years in return to duty and it is reduced to 2 years in cases where the staff member is unable to serve the Institute for a period of 3 years due the expiry of sabbatical leave due to superannuation

Duty Leave	Duration of conference plus up to maximum of two days, total 15 days in a calendar year.	<ul style="list-style-type: none"> To attend Nation/ International conferences within India/ abroad to present paper with Institute financial assistance Serve on committees/ evaluation of specific academic research activities with/ without Institute finance 	<ul style="list-style-type: none"> Holidays can be prefixed/suffixed
Short Leave and Long Leave	Short leave: up to six months must have served for two years Long leave up to a maximum of 12 months: must have served for 3 yr Long leave more than 1 yr and upto 2 yrs : must have served for 5 yrs	<ul style="list-style-type: none"> Fellowship or any other form of assistance offered by the Institution abroad 	<ul style="list-style-type: none"> It is desirable that the period of short leave does not overlap two semesters Leave may be granted to a faculty member for the purpose which are considered to be in the academic interest of the Institute and such leave may be availed of in Indian or Abroad There must be a minimum interval of three years between two consecutive periods of long leave Faculty members applying for long leave, excluding sabbatical leave, must have at least two years of service left in the Institute after the expiry of leave applied for
Child Care Leave (CCL)	Maximum period of two years (i.e. 730 days) during the entire service.	<ul style="list-style-type: none"> Admissible to women employees having minor children may be granted CCL by an authority competent to grant leave for taking care of up to two children's 	<ul style="list-style-type: none"> CCL is granted at 100 percent of the salary for the first 365 days and at 80 percent of the salary for the next 365 days. CCL is also granted to a single male government servant means an unmarried or widower or divorcee Government servant.
Special Leave connected with inquiry on Sexual Harassment	Maximum up to 90 days	<ul style="list-style-type: none"> To an aggrieved female Employee during the period of pendency of inquiry on the recommendations of the Internal Committee or Local Committee. 	<ul style="list-style-type: none"> The leave so granted, shall not be debited against the leave account.
Work Related Illness and Injury Leave (WRIL)		<ul style="list-style-type: none"> To grant leave may grant Work related Illness and Injury Leave (WRIL) to Faculty who suffers illness or injury that is attributable to or aggravated in the performance of her 	<ul style="list-style-type: none"> Full pay and allowances will be granted to all employees during the entire period of hospitalization on account of WRIL. Full pay and allowances for 6 months immediately following hospitalization and Half pay only for 12 months beyond that.

		<p>or his official duties.</p>	<ul style="list-style-type: none"> • The Half pay period may be commuted to full pay with corresponding number of days of Half Pay Leave debited from the employees leave account. • No earned Leave or Haif Pay Leave will be credited during the period that the employee is on WRIL.
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16. The Institute's Expectations

The sections that follow provide an overview of what is expected from you as well as an introduction to the various activities that you would like to participate in as a faculty member. However, you will always be able to get advice in this regard from senior faculty colleagues.

When you join, the Institute offers certain facilities to make it easier for you to settle in and get your research up and running successfully.

- i. A seed grant of up to ₹ 20,00,000 (applicable to Assistant Professor).
- ii. Facilities: A faculty cabin with an appropriate area and laboratory space to be identified by the department/school before he/she joins and made available on joining.
- iii. Reasonable teaching and administrative load.

The Institute has expectations from the new joinees in return.

- At least one external grant request must be submitted within the first six to eight months of employment as PI.
- Demonstration of research output in terms of laboratory development and publications as applicable to the faculty member's type of work.
- Evidence of research guidance (in the form of PhD scholars and finished Masters' projects) within a suitable time frame.
- Ensure your availability in the department at least during 9am-5pm on working days.

Faculty members will be evaluated in the following three areas as appropriate to their position: (i) Teaching, (ii) Sponsored Research/Industrial Consultancy/Professional Development and (iii) Service. The Institute recognizes that every faculty member offers a unique combination of accomplishments relative to these Areas, depending on the academic field, specialized scholarly interests, varying professional opportunities, and responsibilities for teaching, laboratory, and field work. However, while relative weights may vary, all faculty members are expected to be active in each of the three areas over time,

i. Teaching

Teaching is a core activity of the Institute and all faculty members are expected to achieve excellence in this role. The faculty members are expected to teach at least one theory course that contributes to the teaching load of each semester. Finally, all faculty members are expected to engage regularly in activities designed to enhance the effectiveness of their own teaching.

Teaching Portfolio: Evidence of Teaching Effectiveness

The Institute plans to take steps to enhance the quality of teaching-learning. For this, every faculty member will be required to create a "Teacher portfolio" for each course taught by him/her. At the time of the review connected with career advancement, the faculty will be expected to produce this document towards his or her teaching success. Research shows that the quality of problems presented and feedback on student performance during a course has a significant impact on how well students learn to solve real-world situations. Hence faculty will be expected to pay due attention to designing and posing problems and providing feedback to students. Additionally, the faculty will be expected to seek and then reflect upon the

feedback on their teaching from both students and peers as a means of improving their teaching effectiveness.

ii. Sponsored Research/Industrial Consultancy /Professional Development

Faculty members should to take an active role in undertaking sponsored research and consultancy projects addressing issues/challenges faced by the industries/societies. Participation in professional societies, seminars, and colloquia that are pertinent to the person's academic interests or their educational pursuits are examples of professional development activities.

iii. Service

All faculty members are expected to participate in activities at the department/school, institute, and overall levels that significantly advance the Institute's mission and vision. Faculty members are also expected to use their specialized knowledge to address regional, state, and national challenges. Active participation in various community services is encouraged.

17. Life at IIT BBS

Bhubaneswar which is also called as the 'temple city' of Odisha. The city is a beautiful amalgamation of tradition, culture and a wee bit of modernity. Few festivals are worth experiencing in here. They are Raja Parba, Jagannath Rath Yatra, Maha Shiv Ratri, Ram Navmi, Durga Puja, Naukhai and Ganesh Chaturthi. Ekamra Festival, Adivasi Mela, Toshali National Crafts Mela, Raja Rani Festival, Kalinga Mahotsaba, Mukteshwar Dance Festival, Rajdhani Book Fair, Khandagiri Utsav, Dot Fest and Odisha Literary Festival are worth experiencing.

IIT Bhubaneswar is located at the foot of Barunei Hills. Once you enter the campus, you will be welcomed by coniferous trees and plants. It's also the first IIT Campus to set up separate campus for extensive research in disaster management, coastal eco system. It offers you a vibrant campus life and a sense of community too. Student activity Centre, popularly known as SAC is where the student gymkhana operates. IIT provides you multiple facilities like indoor badminton courts, lawn tennis court, table tennis hall, basketball courts, dance court and volleyball court. Institute also has hockey ground, cricket ground and foot ball ground. It has brilliant fitness and sports facilities, not to forget gym which has both strength and cardio devices. The institute employs different coaches for sports and gym assistance as well. There is also an Olympic size swimming pool too.



IIT has two shopping complexes, this also includes, a chemist shop, Amul Outlet, a super store, vegetable vendor as well. This also includes one functional ATM. For the foodies, out there we have two Nescafe's on campus. Here you can get amazing burgers, different types of Maggi and a verity of hot and cold beverages. We also have 'Rolling Crunches', a food truck which visits the campus, situated next to SAC from 3 pm till Mid night. You can try different cuisines and drinks here. Our Night canteens in different hostels are also operational in nature. In the shopping complex, Kanha Restaurant has variety of food and snacks options. In addition to breakfast, lunch and dinner can be booked in the institute guest house.

The Institute has eight functioning clubs which also adds to the vibrancy of the campus life. These are: Sah Astitva (Animal Welfare Club), Niramay (Health Club), Parampara (Classical Dance Club), Avani (Gardening Club), Vaisharadya (Senior Citizen's Club), Feminine Fusion (Ladies Club), Aanand (Kids Activity Centre) and Vatsalya (Creche or Day Care Centre). Do not hesitate in asking your colleagues, neighbours if in doubt!



18. Ethics and Code of Conduct

(Refer to 19(3) and Schedule-C of IIT BBS Act & Statutes for details)

Application:

The provisions contained in this Schedule shall apply to all the employees of the Institute.

Definitions:

In this Schedule unless the context otherwise requires-

- a. "Competent authority" means: -
 - i. "The Board of Governors" in the case of the Director.
 - ii. "The Director" in the case of all other employees.
- b. "Members of the family" in relation to an employee includes: -
 - i. the spouse, child or step-child of such employee residing with and dependent, and such other dependants as may be permitted under the Central Government Rules or directive in this regard.
- c. "Service" means service under the Institute.

General Conditions:

- a. An employee of the Institute shall devote whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or any other work which may interfere with the proper discharge of duties, but the prohibition herein contained shall not apply to academic work and Consultative Practice or any Entrepreneurial or any similar activity undertaken with the prior permission of the Institute, which may be given subject to such conditions as regards the acceptance of remuneration and conditions as may be laid down by the Board from time to time.
- b. Every employee shall at all times maintain absolute integrity, devotion to duty, and do nothing that is unbecoming of an employee of Indian Institute of Technology Bhubaneswar, and also be strictly honest and impartial in his official dealings.
- c. An employee should at all times be courteous in his dealings with other members of the staff, students and members of the public.
- d. Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute, and may be called upon to perform such duties, as may be assigned by competent authority, beyond scheduled working hours and on closed holidays and Sundays. These duties shall inter-alia include attendance at meetings of committees to which appointed or required by the Institute.
- e. An employee shall be required to observe the scheduled hours of work, during which must be present at the place of his duty, unless required to be elsewhere on duty.
- f. Except for valid reasons or unforeseen contingencies, no employee shall be absent from duty without prior permission.

- g. No employee shall leave station except with the previous permission of proper authority, even during leave or vacation.

Taking Part in Politics and Election:

- a. No employee shall take part in politics or be associated with any party or organisation which takes part in political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.
- b. No employee shall canvass or otherwise interfere or use influence in connection with or take part in any election to legislative body or local authority: Provided that an employee of the Institute qualified to vote at such election may exercise right to vote but where so does, shall give no indication of the manner in which proposes to vote or has voted.

Connection with Media:

- a. No employee shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct or participate in the editing or managing of any newspaper or other periodical publications.
- b. No employee shall, except with the previous sanction of the competent authority or any other authority empowered by it in this behalf, or in the bona fide discharge of duties, participate in any media activity or contribute any article or write any letter either anonymously or in own name or in the name of any other person to any newspaper or periodical:
 - i. Provided that no such sanction shall be required if such media participation or when such contribution is of a purely literary, artistic or scientific character.

Note: Subject to the restrictions noted below, members of the staff are at liberty, without any sanction as contemplated above, to publish their original scientific, literary or artistic works.

Criticism of the Institute:

No employee shall, in any media activity or in any document published anonymously or in own name or in the name of any other person or in any communication to the media or in any public utterance, make any statement of fact or opinion-

- a. which has the effect of an adverse criticism of any current or recent policy or action of the Institute; or
- b. which is capable of embarrassing the relations between the Institute and of the Central Government or any State Government or any other institute or organisation or members of the public:

Provided that nothing in this paragraph shall apply to any statements made or views expressed by an employee in official capacity or in the due performance of the duties assigned.

Evidence before Committee or any other Authority

- a. Same as provided in sub-paragraph (iii) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, committee or authority.
- b. Where any sanction has been accorded under sub-paragraph (i), no employee giving such evidence shall criticise the policy or any action of the Institute or the Central Government or any State Government.
- c. Nothing in this paragraph shall apply to-
 - i. evidence given at any inquiry before any authority appointed by the Institute, by Parliament or by a State Legislature; or
 - ii. evidence given in any judicial inquiry; or
 - iii. evidence given in any departmental inquiry ordered by the Institute authorities.

Unauthorised Communication of Information:

No employee shall except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned, communicate, directly or indirectly, any official document or information to any person.

Gifts:

No employee shall, except with the previous sanction of the competent authority, accept or permit spouse or any other member of family to accept from any person other than relations any gift of more than 'trifling value.' The interpretation of the term 'trifling value' shall be the same as laid down in Central Civil Services (Conduct) Rules 1964 as amended from time to time.

Private

Trade or Employment: No employee shall, except with the previous permission of the competent authority, engage directly or indirectly in any trade or business or any private tuition or undertake any employment outside official assignments. Provided that the above restrictions shall not apply to academic and other related activities mentioned in clause 3 undertaken with the prior permission of the competent authority which may be given subject to guidelines framed by the Board.

Vindication of Acts and Character of Employees:

No employee shall, except with the previous sanction of the competent authority, have recourse to any Court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character: Provided nothing in this rule shall be deemed to prohibit an employee from vindicating private character or any act done in private capacity.

Marriage:

No employee who has wife living shall contract another marriage without first obtaining the permission of the Board of Governors notwithstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable.

Representations:

- a. Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance or of any wrong done, must forward case through proper channel, and shall not forward any advance copies of request or application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.
- b. No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

Punishment, Appeals, etc.: An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties for breach of any of these rules and preference of appeals against any such action taken.

Disciplinary action:

- i. Suspension: The Director may place a member of the staff appointed at the Institute under suspension:
 - a. where a disciplinary proceeding against him contemplated or is pending; or
 - b. where a case in respect of any criminal offence is under investigation or trial.
- ii. During the period of suspension, the member of the staff shall be entitled to the payments as per the rules in Government of India in this regard.
- iii. Disciplinary proceedings: All disciplinary proceedings shall be conducted following the Rules and Orders of the Government of India.
- iv. Penalties: The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on any member of the staff:
 - a. Censure;
 - b. Withholding of increment(s) or promotion;
 - c. Recovery from the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders,
 - d. Reduction to lower service, grade or post or to a lower time-scale, or to a lower stage in a time -scale;
 - e. Compulsory retirement;
 - f. Removal from service which shall not be a disqualification for future employment under the Institute;
 - g. Dismissal from service which shall ordinarily be a disqualification for future employment under the Institute.
- v. Imposition of penalty:
 - a. An order imposing on any member of the staff any of the penalties specified at paragraph iv (a) to (g) above shall be passed by the Appointing Authority after the member of the staff concerned has been given an opportunity to make a representation to the Appointing Authority.

- b. An order imposing on any member of the staff any of the penalties specified at paragraph iv (d) to (f) above shall be passed by the appointing authority after an enquiry has been held and the member of the staff has been given reasonable opportunity of showing cause against the action proposed to be taken.

Contact us

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