Faculty Handbook

Indian Institute of Technology Mandi

October 2024

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(Updated on 17.04.2025)

PREFACE

The IIT Mandi Faculty Handbook is designed to communicate the Institute's vision, mission, goals, and strategic directions. It provides a structured overview of the Institute and summarizes key policies, rules, and regulations relevant to faculty members. Intended as a quick reference rather than a legally binding document, the handbook includes resource references and web links for further details wherever appropriate. This guide is particularly beneficial for new faculty, offering essential information on administrative and operational matters. We trust that this version will serve as a practical resource for day-to-day reference.

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Section 1

THE INSTITUTE

1. About the Institute

Indian Institute of Technology Mandi was established by the Government of India in 2009 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 Mandi 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 Roorkee and shifted its operation to the city of Mandi in 2010-11. The Institute has adopted the concept of Schools for promoting inter-disciplinary research. At present there are nine schools and seven centres. Presently the academic programs of the Institute include B. Tech. (Hons.) in Computer Science, Mechanical Civil, Electrical, Electronics & Communication Engineering, M.Sc. in Physics, Chemistry, Mathematics; M.Tech. in various specialization and Ph.D. in all the schools. The academic programs are equipped with very relevant courses for a budding entrepreneur; the entire institute may be used as a technology incubator.

1.1. Vision

To be a leader in science and technology education, knowledge creation and innovation, in an India marching towards a just, inclusive and sustainable society.

1.2. Mission

- To create knowledge through team effort and individually for the benefit of society
- To impart education to produce professionals capable of leading efforts towards innovative products and processes for the development of the Himalayan region in particular and our country and humanity in general.
- To inculcate a spirit of entrepreneurship and to impart the ability to devise globally recognized solutions for the problems of society and industry, particularly in the fragile ecosystem of the Himalayas.
- To train teachers capable of inspiring the next generation of engineers, scientists and researchers
- To work intensely with industry in pursuit of the above goals of education and research, leading to the development of cutting-edge and commercially viable technologies.
- To operate in an ambience marked by overriding respect for ability and merit.

1.3. Official Documents

The Institutes of Technology Act, 1961, passed by the Parliament of India. stipulates that the IITs are institutions of national importance and prescribes the broad framework of their governance. The Statutes of IIT Mandi, which gives detailed rules of governance for the institute. In addition to these an Ordinances for governing the academic matters has been framed.

1.4. Governance Structure and Institute Functionaries

- **The Visitor:** The President of India is officially the Visitor of the Institutes. All official communications with the Visitor requires to be routed through the Ministry of Education (MoE).

  The IIT Council: At the very top of all the IITs' administration is the IIT Council. The Chairperson of the Council is the Minister of Education, and all other ex-officio members are the Chairpersons and the Directors of all IITs, the Chairperson and Director of IISc, Bangalore, the Director General of CSIR, Chairperson UGC and a few nominated members

- **The Board of Governors:** The Board of Governors (BOG), the highest governing body of the Institute, which meets, as often as may be necessary but not less than twice during a year. It takes decisions on questions of policy relating to the administration and working of the Institute; All appointments of Group A level require approval of the Board. ***The functions of the BoG are available in Section 13 of IIT Mandi Act***

- **The Senate:** The Senate is the custodian of all academic affairs of the Institute. The Senate is the highest academic body of the Institute, which approves courses of study, frames rules of academic programmes, conducts evaluations and finally recommends the award of degrees to the Board of Governo₹ All academic matters related to the selection of students or participants in academic programs and courses, and periodic information regarding their progress and completion, shall similarly be reported to the Senate for its information and approval. Policy and infrastructural initiatives that have a bearing on the research and academic profile of the Institute shall be presented to the Senate regularly for its comments and advice, which shall be non-binding but must be communicated to the Board. Senate shall meet at least four times during a calendar year. ***The details are available in Section 5 of the IIT Mandi Statutes.***

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

- **The Building and Works Committee:** Proposals and issues related to the construction works are taken up by the Building and Works Committee. ***The details are available in Section 8 of IIT Mandi Statutes.***

1.5. Who's who at the Institute

- **Director:** The Director is the **"head"** of the Institute and runs the Institute as per the policies decided by the Board. y and has a tenure of five years or until (s)he reaches the age of superannuation (70 years), whichever is earlier. The Director may, with the approval of the Board delegate any of the powers vested in him by the Act and Statues to one or more members of the academic or administrative staff of the Institute. **The powers and functions are available in Section 12 of IIT Mandi Statutes**.

- **Deans:** The Board appoints Dean (s) from among the Faculty members of the Institute for performing such duties and functions and on such terms and conditions as the Board may decide from time to time. The Deans shall be paid such allowances and provided such facilities as may be approved by the Board from time to time. The details of the different **Deans functioning in the Institute are as below:**

    1. **Dean of Faculty Affairs (DoFA)**
       Deals with matters related to Faculty recruitment and establishment etc.

    2. **Dean of Academic Affairs (DoAA)**
       Deals with the all-academic affairs of the Institute and holds the records of all students with regards to academic performance. He/ She presides over the general superintendence of the academic affairs and serves to avoid any academic concerns of faculty and students w.r.t. the academic programs. All academic proposals regarding conduct and modification of academic programs, required to be recommended by him/ her for further consideration and approval.

    3. **Dean of Student Affairs (DoSA)**
       DoSA is responsible for all matters concerning the students, other than academic matte₹ He/ She is also responsible to deal with the event of any misconduct by any student of the Institution.

    4. **Dean of Infrastructure & Services (DoI&S)**
       The Deanery of Infrastructure and Services is responsible for planning, designing and constructing infrastructure facilities in the campus including building, roads and communication networks. He also takes care of the maintenance of Civil as well as electrical works.

    5. **Dean (SRIC):**
       Dean (SRIC) facilitate administrative and managerial support for the operation of sponsored research, industrial consultancy and other R&D related activities of the Institute. It also promotes and manages Institute-Industry interaction and all externally funded research and development projects.

    6. **Dean of Resources and Alumni Relations (DORA):**
       The Dean of Resources and Alumni Relations (DORA) typically plays a crucial role in managing and enhancing the institution's resources and relationships with alumni.

7. **Dean (Finance)**
   The Dean of Finance typically holds a key leadership position within an organization, often in educational institutions, overseeing financial planning, management, and strategy.

8. **Dean of Digital & Computing Services (DCS)**
   Dean DCS is responsible for providing hassle-free, uninterrupted and efficient digital and computing services to the campus community by deploying/managing/maintaining the state-of-the-art digital infrastructure.

- **Head of Schools/Centers:** School Chairperson is in-charge of the School and Centre or similar unit. They are selected and appointed by the Director from among the academic staff of the Institute. He/She shall ensure that the teaching, research and development, administrative and other activities and the decisions of the Authorities of the Institute and of Director are faithfully carried out. He/she performs such other duties as may be assigned to him or her by the Director. ***The functions are available in Section 23 of IIT Mandi Statutes.***

- **Registrar:** The Registrar shall be appointed on such terms and conditions as may be laid down by the Statutes and is the custodian of records, the common seal, the funds of the Institute and such other property of the Institute as the Board shall commit to his charge. He/she is the ex-officio Secretary to Senate, Board of Governors and Finance Committee. ***The details are available in Section 15 of IIT Mandi Statutes.***

1.6. **Academic Units & their administration**
   The broad disciplines in which IIT Mandi has its teaching and research activities are those of Engineering, Science, Humanities & Social Sciences, Management, Design, Educational Technology, Entrepreneurship and Policy. The Academic Units are broadly represented by:

1. A **'School'** is a unit that offers a whole range of academic programmes ranging from undergraduate to doctoral degrees.

2. A **'Centre'** hosts only postgraduate and research programmes.

List of Schools/Centres

Name	Contact
SCHOOLS	
School of Mechanical & Materials Engineering **(SMME)**	**Office/Location: A11 Building,4th Floor, North Campus** **Email:** chairsmme@iitmandi.ac.in, smmeoffice@iitmandi.ac.in **Ph. No.**: 01905 267138
School of Civil& Environmental Engineering **(SCENE)**	**Office/Location :A11 Building, 5th Floor, North campus** **Email:** chair_scene@iitmandi.ac.in, office_scene@iitmandi.ac.in, **Ph. No.**: 01905 267180
School of Humanities & Social Sciences **(SHSS)**	**Office/Location: A14Building,5thFloor, North campus** **Email:** chairshss@iitmandi.ac.in, shssoffice@iitmandi.ac.in, **Ph. No**. :01905 267719

School of Computing and Electrical Engineering **(SCEE)**	**Office/Location: A17 Building, 2ndFloor, North campus** **Email:** chairscee@iitmandi.ac.in; sceeoffice@iitmandi.ac.in**Ph. No.:** 01905 267071, 267133
School of Management **(SOM)**	**Office/Location: A10 Building, North campus** **Email:** chairsom@iitmandi.ac.in; somoffice@iitmandi.ac.in **Ph. No.** :01905 267119
School of Physical Sciences **(SPS)**	**Office/Location: A3 Building, South Campus** **Email:** chairsps@iitmandi.ac.in; spsoffice@iitmandi.ac.in **Ph. No.** :01905 267812
School of Chemical Sciences **(SCS)**	**Office/Location: A3 Building, 208, South Campus** **Email:** chairscs@iitmandi.ac.in; scsoffice@iitmandi.ac.in **Ph. No.** :01905 267277
School of Biosciences & Bioengineering **(SBB)**	**Office/Location: A4 Building, 206, South Campus** **Email:** chairsbb@iitmandi.ac.in,sbboffice@iitmandi.ac.in **Ph. No**. :01905 267061
School of Mathematical & Statistical Sciences **(SMSS)**	**Office/Location: A13 Building, North Campus** **Email:** chairsmss@iitmandi.ac.in; smssoffice@iitmandi.ac.in **Ph. No.** :01905 267929
INTERDISCIPLINARY CENTRES	
Centre for Human Computer Interaction **(CHCI)**	**Office/Location: A17 Building, North Campus** **Email:** chairchci@iitmandi.ac.in,chcioffice@iitmandi.ac.in , **Ph. No.** :01905 267187
Indian Knowledge System & Mental Health Application Centre **(IKSMHA)**	**Office/Location: A18 Building, North Campus** **Email:** chairiksmha@iitmandi.ac.in; iksmhaoffice@iitmandi.ac.in **Ph. No.** :01905 267786
Centre for Artificial Intelligence & Robotics **(CAIR)**	**Office/Location: A11 Building, North Campus** **Email:** amitshukla@iitmandi.ac.in; atulsaini@iitmandi.ac.in **Ph. No.** :01905 267704
Centre for Quantum Science and Technologies **(CQST)**	**Office/Location: A6 Building, South Campus** **Email:** chaircqst@iitmandi.ac.in; arvindthapliyal@iitmandi.ac.in , **Ph. No.** :01905 267899
Centre for Climate change and Disaster Management **(CCCDM)**	**Office/Location: A11 Building, North Campus** **Email:** uday@iitmandi.ac.in **Ph. No.** :01905 267899
FACILITIES CENTRES	
Advanced Materials Research Centre (**AMRC**)	**Office/Location: A2 Building, South Campus** **Email:** chairamrc@iitmandi.ac.in, amrcoffice@iitmandi.ac.in **Ph. No.** :01905 267258
Centre for Design and Fabrication of Electronics Devices **(C4FED)**	**Office/Location: A4 Building, South Campus** **Email:** satinder@iitmandi.ac.in, sunilkumar@iitmandi.ac.in, c4dfed@iitmandi.ac.in, **Ph. No**.:01905 267841
Centre for Continuing Education **(CCE)**	**Office/Location: Auditorium Complex, North Campus** **Email:** headcce@iitmandi.ac.in; cceoffice@iitmandi.ac.in **Ph. No**. 01905 267788

1.7.   Institute Campus Map

North Campus
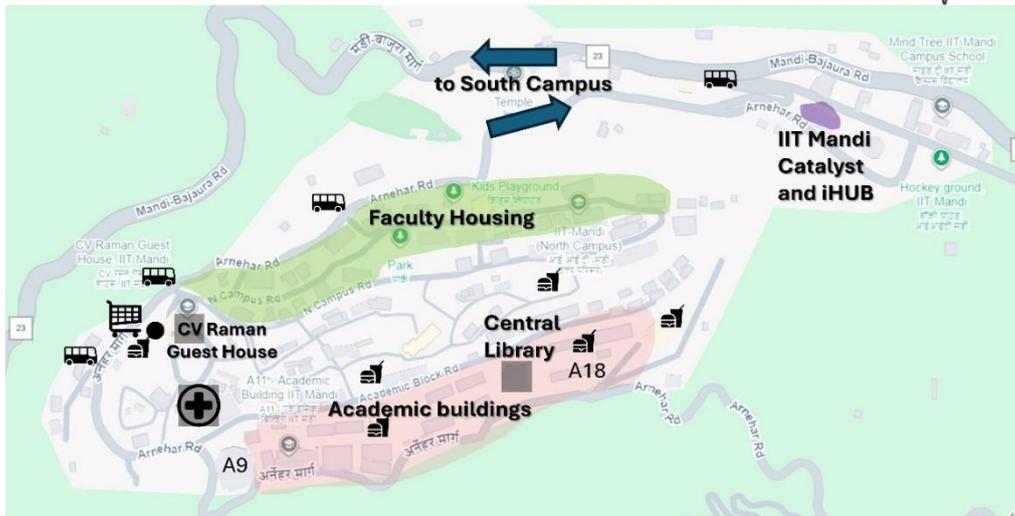
South Campus

Legend:
- ⊕ Medical Unit
- 🚌 Bus Stop
- ☕ Cafeteria
- 🛒 Grocery Store

Section 2

FACULTY CAREER

2.1. Faculty Selection Process

- The Faculty Establishment will be the nodal point for faculty recruitment.
- On the recommendation of School/Centre Chair and subsequent approval of the Director, the Faculty Establishment Section will float the advertisements for various posts in specific areas of specialization.
- A School/Centre shortlisting committee (SFSC/CFSC) duly constituted by the Director will examine the applications received against the advertisements and shortlist them based on their professional/academic credentials. Please refer to the link: https://cloud.iitmandi.ac.in/f/44c095fb32b74e6a8855/ for minimum screening criteria specifically for Associate Professor and Professor. Further, Candidates meeting the expectations of the SFSC/CFSC will be asked for a seminar and/or preliminary discussions by the respective School/Centre. The SFSC/CFSC must ensure that the seminar must comprise of teaching and research work. For Associate Professor and Professor, there shall be mandatory in-person interaction with School/Centre Faculty/Seminar.
- The recommendations of the SFSC/CFSC will be submitted to the Dean (Faculty). The recommendations of the SFSC must comprise:
  - o The recommendation must summarize the criteria adopted by the SFSC
  - o List of the application received, candidates shortlisted and not-shortlisted with reasons.
  - o Profiles of the shortlisted applicants.
  - o Justification for the need for hiring in the larger context of the growth of the school/centre.
  - o The SFSC recommendations along with the complete record will be placed to the IFSC by the Dean (Faculty) for further scrutiny.
- School/Centre Chairperson will arrange at least two recommendation letters (one should be from the candidate's PhD supervisor) for the candidates recommended by the IFSC.
- Final selection process will be organized by the Dean Faculty as per the Statutes of the Institute.
- The selection committee recommendations and decisions will be placed before the Chairperson BoG for approval.

2.2 Faculty Recruitment

All vacant posts at the Institute are normally filled through advertisement. The terms and conditions of the post are advertised by the Dean (Faculty). All applications received against a given advertisement are evaluated by a SFSC and IFSC approved by the Director.

2.3 Starting Pay Fixation of Assistant Professor (Grade-1 &II) (As approved in 27th BoG meeting dated 05.10.2019

S.No.	Qualification & Experience	Existing Pay	Pay Level as per 7th CPC 7th Cell
1	Fresh Ph.D.	₹ 84,700/-(Level-10)	Pay Level-10, Cell-14
2	Ph.D. +1 Year	₹ 89,900/-(Level-11)	Pay Level-11, Cell-10
3	Ph.D. +2 Years	₹ 92,600/-(Level-11)	Pay Level-11, Cell-11
4	Ph.D. +3 Years	₹ 1,01,500/-(Level-12)	Pay Level-12, Cell-01

Section 3

WHEN YOU JOIN

3.1 Welcome to IIT Mandi

Welcome to IIT Mandi faculty fraternity! The Institute promises you interesting times ahead. Setting up home and workplace might appear to be a tough proposition at first, but the Institute administration is constantly improving its systems and processes - in particular, to smooth the transition for new faculty - and is open to your suggestions in this regard. The Head of your academic unit is officially your liaison with the Institute and, as such, may be freely approached for help if you face any issues. Also, most senior colleagues would be more than happy to guide and help informally - please do not hesitate to ask! What follows is a quick look at what you need to do just before and after your arrival.

3.2 Joining and Settling down

Once you have decided on the date of your arrival, please write an email to your School Chairperson with a copy (cc) to the Dean (Faculty)/Deputy Registrar (Faculty: Establishment), requesting her/him to arrange an accommodation in the Institute Guest House, where you can check in upon arrival.

3.2.1   Immediate on Joining Formalities

- You have to make a visit to the **Faculty Establishment Section** in the A9 Building, 1st Floor, North Campus to complete the joining formalities.
- For this purpose, list of forms required to be filled at the time of joining are as mentioned below. You are required to submit all these forms to Faculty: Establishment Section on the day of your joining.

S.No.	Form	Instructions
(a)	Original and copies of all academic certificates from Class 10th to PhD and Experience Certificates	For Verification
(b)	Joining Form	Submit to the O/o the Dean (Faculty)
(c)	Bank Account, PAN Card and Aadhaar Card, Passport, 02 photographs, Marriage Certificate, Category certificate (SC/ST/OBC/EWS/PwD) if applicable	
(d)	Declaration form for Dependants (If applicable)	
(e)	Joint Declaration form (If applicable)	
(f)	Parental Income Declaration form (If applicable)	
(g)	Form for ID card	
(h)	HRA form (if applicable)	
(i)	Service Book	

(j)	Medical Fitness Certificate	Submit to O/o Dean (Faculty) within one month from the date of joining)
(k)	Form for opening official e-mail id	Created by O/o Dean (Faculty)
(l)	Samarth Account	Created by O/o Dean (Faculty)
(m)	Application for Institute House Allotment	Chair House Allotment Committee (HAC)

3.2.2 Your Initial Accommodation

On arrival, he/she may stay in Guest House of IIT Mandi free of charge up to maximum of three months. No HRA will be payable for this period. The facility ceases on allotment of any campus accommodation.

3.2.3 Accommodation on allotment within the Campus

The Institute has an Institute House Allotment Committee (HAC) that looks after the allotment of accommodation within the campus. If you wish to opt for accommodation within the campus, then send an email or fill online form for Institute accommodation. Please note that the request made on this email will be considered only and you will get accommodation subject to availability. If you get accommodation within the campus, you will not be eligible for HRA and will be charged License fee as applicable, Electricity and water charges as per actual usage.

3.2.4 Vehicle Stickers

Employee will be required to have vehicle stickers for his/her vehicle. He/she must deposit the copy of RC of vehicle, license and Institute Identity Card duly self-attested mentioning your name, designation, department and employee code at Security Help Desk. Employee can receive vehicle sticker on the working day from the security help desk. The stickers would be pasted on front windscreen on left side in four wheelers and on front body in two wheelers, at a location which is easily visible and identifiable. Please return the stickers to security helpdesk in the event of sale of the vehicle or change of job from IIT Mandi. Please note that the stickers are for facilitating identification of vehicles and display of the sticker on vehicle does not dispense the production of individual identity cards while making entry to the campus of the institute.

3.3 Service Conditions
(Refer19 (1) and Schedule-B of IIT Mandi Statutes for details)

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

3.3.2 **Superannuation**: The age of superannuation for all regular faculty members is 65 years

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

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

3.3.5 **Procedure for Confirmation:** You are required to submit a self-appraisal form, duly recommended by respective School Chair/Centres to the Office of Dean Faculty Affairs If approved by the Competent Authority through Performance Review Committee, a formal Office Order will be issued to you on successful completion of probation and confirmation of the service.

3.3.6 **Termination and /or leaving service:** You may resign from services at IIT Mandi by giving 03 months' notice to the Appointing Authority, provided that the Appointing Authority may for sufficient reasons either reduce this period or call upon you to continue till the end of semester or academic year in which the notice is received.

3.3.7 The Institute may terminate any employee with three months' notice or salary thereof, providing sufficient reasons for such termination. However, this notice period is reduced to 1 month for the probation period, and no reason may be provided by the Institute to terminate an employee on probation.

Section 4

FACULTY PERFORMANCE REVIEW PROCESS

4.1. Review process for entire Faculty cadre after Joining the Institute (As Approved in 28th BoG Meeting dated 13.12.2019)

The main objectives the Performance Review to nurse academic career of the faculty, to ensure that a faculty excels in his/her chosen discipline and to share the expectations of the Institute. The present process of review for Assistant Professor is well structured and has served well Associate Professor also.

These reviews are also requirement for service-related matters such as Probation Confirmation, Service Regularization, Placement in higher pay level etc.

Details Steps are as follows:

- Performance review of Assistant Professor, Associate Professor and Professor or equivalent positions be done annually, biennially and triennially respectively.

- **There are several dimensions on which performance is reviewed. Four major dimensions are teaching, research (including research guidance and funding), contributions to Institute building & Institute services. All faculty and persons in similar positions are expected to excel in at least two of these dimensions and to perform good in others**

- Few other dimensions for performance review include Industry Interaction Contributions to Government/Policy bodies, Social activities, Professional bodies and Nurturing of other educational Institutions. These dimensions are optional, though it is expected from Faculty member that they would normally be active in some of these also as their career advances.

- The proportion of responsibilities of each Faculty member will depend upon the needs of the Institute, interests and capabilities of concerned Faculty member and will be dynamic in nature.

- Faculty is required to submit Self-Assessment report in a prescribed format.

- An Introductory review meeting is to be held within 3 months of joining of a Faculty in the Institute. The primary purpose of this interaction is to share institute's vision mission and immediate expectations and to know faculty immediate teaching and research plans. The Committee may give its advice in the context of proposed teaching and research plans.

- The performance reviews may also be required for service-related matters and may be synchronized accordingly.

Movement in one level to next level will be considered based on the qualifying services at IIT Mandi only.

Based on the performance review meeting process, the outcome will be shared by the Chairperson to Faculty members during and after the meeting through appropriate means/channel.

Notwithstanding anything contained in above Performance Review process of Faculty members shall restrict any provision given in Statutes.

4.1.1. Timeline for faculty assessment Through Internal Review Process

Condition	Timeline	Remarks
Completion of Probation Period	1 year from the date of joining (not applicable for Assistant Professor Grade II)	Without change of Pay Level and Cell
Pay up gradation from Level 10 to 11	One Year of services at IIT Mandi in Level:11, Cell:10	₹ 89,900/- Level-11, Cell-10
Regularization from Assistant Professor Grade II to I	Two Years of services at IIT Mandi in Level:11, Cell:10 **or** One Year of services at IIT Mandi in Level:11, Cell:11	₹ 1,01,500/- Level:12, Cell:01
Placement in Level:13A1	Applicable for Assistant Professor Grade: I, who rendered minimum 03 years of service in Level:12	₹ 1,31,400/- Level:13A1, Cell:01

Section 5

ALLOWANCES AND PERKS

5.1. Salary and Allowances

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, SCRA allowance, HRA (if admissible) etc. The rate of Dearness Allowance is revised as per the notifications of the MoE. The Financial Year for tax purposes is from April 1st of a given year to March 31st of the following year. The Institute pays the salary after deducting the applicable TDS and Professional Tax.

Components of salary: The salary that you get has several components.

Pay at Pay Level: We outline the pay scales with reference to the 7th Pay Commission that is currently in force, below. The position to which you are appointed (or move to after selection to a higher post) defines the salary. Faculty members in Institutes such as IITs are placed in one of the following pay levels as per experience gained.

- Pay Level 10:   Salary range ₹ 57,700 to ₹ 98,200 per month.
- Pay Level 11:   Salary range ₹ 68,900 to ₹ 1,17,200 per month.
- Pay Level 12:   Salary range ₹ 101,500 to ₹ 167,400 per month.
- Pay Level 13A1:   Salary range ₹1,31,400 to ₹2,04,700 per month.
- Pay Level 13A2:   Salary range ₹1,39,600 to ₹ 2,11,300 per month.
- Pay Level 14A: Salary range ₹1,59,100 to ₹ 2,20,200 per month.
- Pay Level 15:   Salary range ₹1,82,200 to ₹ 2,24,100 per month.

LINK OF 7TH PAY COMMISSION PAY MATRIX:
https://cloud.iitmandi.ac.in/f/844544b88e1a4e2897df/

Salary within the pay band is fixed at the time of appointment and increases every year by an increment, as defined in the 7th Pay Commission Pay Matrix.

5.2. Children Education Allowance

Employee can claim up to ₹ 2,812/- per child per class per month as reimbursement towards education allowance, for a maximum of two eldest school going children from three classes before class one to 12th standard. In addition, Hostel Subsidy up to ₹ 8,437/-per child per class per month can also be claimed, if he/she keeps children in a hostel of a residential school/ institution located beyond a distance of 50 kms from your residence.

Some of the salient points are as follows:

a) Age limit for claiming Children Education Allowance for the children, other than disabled children is 20 years and for disabled is 22 years or till the time of passing XII class, whichever is earlier.

b) Children Education Allowance is also admissible for children studying through correspondence or Distance Learning (Restricted up to XII class only)

c) Even if a child fails in a particular class, the reimbursement of CEA shall not be stopped.

d) No minimum age for any child, including children with disabilities, for claiming reimbursement.

e) Reimbursement will be done once a year, after completion of the financial year.

f) Check Off list while submitting the claim are as follows:
   (1) Form F-1 (Children Education Allowance (CEA) claim form).
   (2) Certificate issued by the Head of the School/ Institution.
   (3) Bills of fees submitted.

Important Links:
https://documents.doptcircula₹nic.in/D2/D02est/CEACLARIFICATION6dR9N.pdf
https://documents.doptcircula₹nic.in/D2/D02est/CEAORDER71Mu5.pdf

5.3 Relocations Allowance

- For joining the Institute from abroad, if applicable, a relocation allowance to a maximum of ₹ 2,00,000/- (Rupees Two lakhs only) is admissible for self and family on production of tickets for Air travel by shortest route by economy class subject to the condition that you serve the Institute for a minimum period of 3 yea₹

- For joining the Institute within India, if applicable, a relocation allowance to a maximum of ₹ 1,00,000/- (Rupees One lakh only) is admissible for self and family on production of tickets for travel by shortest route by booking of Economy class air tickets or through road/train subject to the condition that you serve the Institute for a minimum period of 3 yea₹

The booking of Air Tickets shall be done only from the three Authorized Travel Agents viz.

   1. M/s Balmer Lawrie & Company Limited (BLCL)
   2. M/s Ashok Travels & Tours (ATT)
   3. Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)

   Please note that within sixty days or as soon as possible, you complete the joining formalities and relocate, you may submit the receipts and air tickets to claim this allowance. Settling accounts on time applies to all financial transactions.

Institute Notification Link:
https://insite.iitmandi.ac.in/circulars/show.php?ID=IITMandi/RO-01/2018/9789-92
https://insite.iitmandi.ac.in/circulars/show.php?ID=IITMandi/F/Admin/INTA05/6218-6223

5.4 Cumulative Professional Development Allowance (CPDA)

As per the point No. 8(iii) of MHRD (now Ministry of Education) letter No. 23-1/2008-TS.II dated 18.08.2009, and approval of the Chairman Board of Governors, IIT Mandi had implemented the Cumulative Professional Development Allowance for ₹ 3 lakh for every block period of 3 years (₹ One lakh per year) to every member of faculty on reimbursable basis to meet the expenses for participating in both national and international conferences, paying the membership fee of various professional bodies and contingent expenses. This was notified vide Notification No. IIT MANDI/ADMN/RS-06/1677-93 dated 13.07.2011. Further, the Board of Governors also approved carry forward of the unutilized CPDA for one block only as notified vide Office Memorandum No. IIT Mandi/RO-01/2019/5267-69 dated 25.07.2019.

To facilitate the efficient and fruitful utilization of the CPDA for the professional development of the faculty revised guidelines have been recommended by the Finance Committee in its 29th meeting &approved by the Board of Governors in its 33rd meeting held on 16.09.2021. The consolidated revised guidelines are given below:

1. Membership of Professional Societies, not more than three at a time including one life time.
2. Conference/Field trips.

Clarification in guidelines for the utilization of the CPDA vide Notification IIT Mandi/7th DC/2025/817-824 dated 18.03.2025

It is hereby clarified that CPDA may be utilized by the faculty for undertaking all kinds of academics related travels, such as to attend meetings/conference/seminars/ workshops/training programs/networking or collaboration visits/experiments/filed visits/library or archive visits/industry visits etc. Applicable expenses for attending all such academic events may be paid from CPDA. All such visits should be prior approved by the Competent Authority.
Link is as follows:
https://insite.iitmandi.ac.in/circulars/show.php?ID=F.No.IITMandi/7thDC/2025/817-824

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3. Books and stationery. Books costing ₹ 7500/- or above only will be entered in the departmental inventory and will be allowed to be retained by the faculty members concerned at 5% purchase value. Books costing less than ₹ 7500/- will neither be entered in the departmental inventory nor the faculty member concerned will have to pay anything to retain such books.
4. Software/Computer consumable/Computer peripherals*/Internet/ Lab equipment/Lab consumables/Lab usage charges. Institute norms may be followed for making purchases.
5. Any kind of publication/patent charges/subscription of journals/purchase of a journal paper.
6. Engagement of temporary manpower such as interns/project staff on short-term basis (up to a maximum period of three months only) and

payment of honorarium/remuneration and travel expenses on the recommendation of the faculty member and as per the rules/norms of the Institute.

7. Hosting of visitors for academic purpose at IIT Mandi with local hospitality. Local hospitality may be restricted to local travel and accommodation (boarding & lodging expenses only). It does not include any honorarium and other payments.

8. Fee for short-term courses or training programs for faculty members and their research scholars, including online courses and programs as recommended by the faculty member

9. Faculty members may also use the CPDA to support travel of a coauthor to a conference in India/abroad for jointly authored papers only. In such cases advance, if required, would be drawn and settled by the faculty member himself/herself within one month of completion of inward journey. In case of failure to settle the advance within one month of completion of inward journey, the advance paid will be recovered from the salary of the faculty member.

10. Faculty members availing of PDA for attending International Conference abroad during vacations will be allowed to avail leave of the kind due. There will be no restriction on prefixing or suffixing the conference period either before the vacation or after the vacation.

11. Faculty members on long leave of any kind exceeding 90 days will not be entitled for CPDA. However, they will be entitled for CPDA on a pro-rata basis for the period of stay at the Institute in the financial year.

12. For faculty members joining the Institute in the middle of a year, the amount of CPDA credit for that financial year will be calculated on a pro-rata basis (month wise), for the remaining period of the Financial Year. However, the block period for all the faculty members of the Institute will be the same, irrespective of date of their joining the Institute.

13. If the requirement of amount exceeds ₹ 1.00 lakh in the present or next financial year (as the case may be), the Chairperson of School may approve the additional PDA based on justification and funds availability.

14. Unutilized CPDA of one block is permitted to be carried forward up to next two blocks.

The block of three years starts from 1st April and automatically comes to end on completion of three yea₹

*Purchase of Desktops/Laptops/Tablets or devices of similar nature are not permitted through CPDA.

Institute Notification Links :
https://insite.iitmandi.ac.in/circulars/show.php?ID=IITMANDI/FAC;EST/Notification/ 2024/1294-04

Section 6
BENEFITS AND FACILITIES

6.1. National Pension System (NPS)

Employees will be provided a unique 16-digit Permanent Pension Account Number (PRAN), once NPS account is activated by the Office of Finance. The monthly contribution of 10% & 14% of employee and employer respectively on the Basic Pay & DA on it. Contribution will commence from the following month of joining the Government Service. **(For details, kindly visit https://www.npscra.nsdl.co.in**

Salient points are as follows:

- Exit from the Scheme will be on attaining 65 years of age.
- Mandatory to invest 40% of pension wealth in an annuity to provide pension for lifetime of self and dependent parents/ spouse.
- Partial withdrawal not exceeding 25% of accumulated pension wealth of your contribution is admissible subject to higher education & marriage of children, purchase/ construction of house, treatment of specified illness and medical & incidental expenses arising out of the disability or incapacitation.

6.2 Medical Facility

IIT Mandi Health Centre is highly equipped to medically take care of you and provides one of the best medical facilities available in the campus. Some of the best hospitals has been empanelled to provide the best medical facilities available. In case you have spent on your own on availing any medical facility elsewhere, kindly submit the bill along with Form (Claim for Reimbursement of Medical Expenses) to the Finance & Accounts Section duly verified by Medical Officer of IIT Mandi Health Centre. The amount will be reimbursed as per the applicable rates and rules in force. **The hospitals empanelled with the Institute are as follows:**

- Max Super Specialty Hospital, Mohali

6.3 Leave Travel Concession (LTC)

Employees are eligible for LTC if they have completed one year of continuous service on the date of journey. They have to apply for LTC in advance and submit the LTC application form to Office of Dean Faculty Affairs. The Office of Dean Faculty Affairs will issue an Office Memorandum (OM) for the same.

Some of the salient features are as follows:

- For fresh appointees, LTC is available every year for the first 08 years of service. 04th & 08th LTCs are for anywhere in India and the remaining six LTCs for the Hometown.
- Thereafter, two LTCs (one for Hometown and one for anywhere in India) are admissible in a four-year block. The present block year is 2022-25.
- It is admissible during all kind of leave.
- Concession for one block can be carried forward to the first year of the next block, i.e. the outward journey for 2022-23 block can be performed up to 31

December 2024 (Grace Period).

- 90% fare can be taken as advance, admissible for both outward and return journey. When advance is taken, claim should be submitted within 03 months from the date of return journey.
- When no advance is taken, claim should be submitted within 06 months from the completion of return journey. Otherwise, the claim will be forfeited.
- Hometown once declared is final and you may change it only once during the entire service period.
- The air travel where the Government of India bears the cost of air passage, air tickets shall be purchased from the three Authorized Travel Agents viz.
  - M/s Balmer Lawrie & Company Limited (BLCL)
  - M/s Ashok Travels & Tours (ATT)
  - Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)
- **Kindly process your LTC application at least one month before the commencement of journey.**
- **Also ensure that the flight tickets are to be booked at least 21 days before the intendent date of LTC journey**

Encashment of Earned Leave with LTC: At the time of availing LTC, Employee can encash up to 10 days of earned leave, subject to the condition that such encashment will not exceed 60 days during your entire career and after such encashment at least 30 days of Earned Leave should remain in your credit.

Important notification/circular/office memorandum related to LTC are available on the following link:
https://doptcircula₹nic.in/Default.aspx?URL=ApYu5J8VtciKARCH%20

6.4 Once in a year travel support to regular employees for professional Development by the Institute

1. Such visits may be permitted by the Department/Section Head of the employees for professional growth and development.
2. Applicable travel expenditure of the entitled class may be permitted to the employees without any provision of stay, DA, or other incidental expenses for performing such visits up to Delhi, Jammu, and in state of Himachal Pradesh and Punjab only.
3. Travel expenses on account of the journey performed beyond the specified area shall be borne by the employees.
4. This is a unique and additional travel facility which can be clubbed in LTC or other personal or professional travels with prior approval of the Competent Authority.
5. This facility may be availed by all the regular employees from Institute funds, in addition to the existing facility of CPDA, PDF etc.
6. All these visits must be approved in advance.

https://insite.iitmandi.ac.in/circulars/show.php?ID=F.No.IITMandi/7thDC/2025/811-816

6.5   TA/DA Claims for Official Trips Combined with Personal/Other Trips

1   Appropriate leave should be availed for the duration of the personal/other trip.
2   No TA/DA or any other expenditure will be paid during the duration of the personal/other trip.
3   To and fro travel expenses, as applicable until the official travel destination may be reimbursed subject to prior approval of the Competent Authority.
4   DA shall be admissible only for the official trip part as per applicable rules.

https://insite.iitmandi.ac.in/circulars/show.php?ID=F.No.IITMandi/7thDC/2025/831-837

Section 7

LEAVE RULES

7.1. Leave (Leave is not a matter of Right)
(Refer 20(2) and Schedule-E of IIT Mandi Statutes for details)

- Leave cannot be claimed as a matter of right.
- The leave sanctioning authority may refuse, or revoke leave of any kind.

Leave Provisions and Approval Process for the Faculty are as under:

S. No.	Kind of Leave	Provision as per Statues	Approval
1	Casual Leave (Non-Cumulative)	08 days per year (cannot be clubbed with any other type of leave)	School Chairperson
2	Special Casual Leave (Non-Cumulative)	Ordinarily 15 days per year, or "sufficient days as per the conditions laid down by the Board"	• School Chairperson for up to 8 days (including suffix, prefix, or intervening holidays/weekends) • School Chairperson>DOFA for more than 8 days
3	Special Leave	Case to case basis as may be approved by the Board	School Chairperson>DOFA>Director>Board
4	Half-Pay Leave (Cumulative)	20 days and credited in advance at the rate of 10 days on 1st Jan and 10 days on 1st July	School Chairperson>DOFA
5	Commuted Leave (Cumulative)	Up to half of half pay leave (for medical reasons)	School Chairperson>DOFA
6	Earned Leave (Cumulative)	• Up to half of unutilized VL in a year (< 30 days). Accumulation up to 300 days in the entire service is permissible. • Maximum limit of earned leave is generally up to 180 days at a time.	• School Chairperson for up to 8 days (including suffix, prefix, or intervening holidays/weekends) • School Chairperson>DOFA for more than 8 days
7	Extraordinary Leave	As per approval	School Chairperson>DOFA>>Director
8	Maternity Leave	180 days each for up to two children	School Chairperson>DOFA
9	Paternity Leave	15 days each for up to two children	School Chairperson>DOFA

10	Leave to a Female Faculty on Adoption of a Child	180 days each for up to two children	School Chairperson>DOFA
11	Hospital Leave	Period as it considered necessary by the authority competent to grant it. Total combined period of leave shall not exceed 28 months.	School Chairperson>DOFA>Director
12	Quarantine Leave (Non-Cumulative)	Ordinarily 21 days	School Chairperson>DOFA>Director
13	Leave-not-due	Up to 360 days during entire service (for medical and private affair). Not more than 180 days in all can be for private affairs	School Chairperson>DOFA>Deans' Committee
14	Sabbatical Leave	One year; thrice in a career; 3 years bond; cooling off period six year₹	School Chairperson>DOFA> Director/ Deans' Committee
15	Study Leave	24 months in the entire service period, 12 months at one time.	School Chairperson>DOFA> Deans' Committee
16	Child-Care Leave (Non-Cumulative)	As per Indian Govt. norm (Please refer to Section 26 of this document for details)	School Chairperson>DOFA> Director
17	Vacation (non-cumulative)	60 days per year to be availed during the vacation period	School Chairperson
18	Gazetted Holidays	As notified	
19	Restricted Holidays	02 days as notified	School Chairperson

*The leave approval for the faculties holding administrative positions are as follows:

Chairperson ➔ DOFA (except for the leaves where the approval of Director/Deans committee is required) with intimation to Director; Associate Dean ➔ Chairperson (except for the leaves where the approval of DOFA/Director/Deans committee is required) with intimation to respective Dean; Dean ➔ Director (except for the leaves where the approval is required through Deans committee) with intimation to respective School/Centre.

The following visits/activities by a faculty member will be considered as affair "on duty" away from campus:

Activities	Approval
• Attending meetings and site visits related to IIT Mandi approved projects as PI/Co-PI/Project coordinators • Approved visit for attending a	• School Chairperson - for up to 8 days (including suffix, prefix, or intervening holidays/weekends) • School Chairperson>DSRIC - for all cases related to projects or use of

reputed and relevant conference, workshop or similar research gathering in individual capacity with IIT Mandi affiliation and using PDF/PDA/ Institute/Project Fund.	project fund.

- Before the sanction of such visit (i.e., On Duty activities while away from campus), it should be ensured and certified that, teaching and research commitments and other work of the Institute will not be adversely affected due to the absence of the concerned faculty member from the campus.
- Visit for individual/personal research meets for collaborative research with a person or group from other institutes, visit for attending Ph.D. viva-voce as examiner, visit for attending different professional/expert committees, and visit for delivering lectures/talks and similar activities are not to be considered On Duty.
- Any visit outside India will require approval of competent authority as per applicable IIT Mandi norms.
- To avail on duty provisions approval must be taken prior to the visit.
- This supersedes all leave approval procedure notified earlier for faculty members

For more details please follow the below mention link:
1. https://insite.iitmandi.ac.in/circulars/show.php?ID=IITMandi/FAC: ESTAB-43/2024/1320-26
2. https://cloud.iitmandi.ac.in/f/1f19b5066ff647f0b7cd/

Section 8
INSTITUTE EXPECTATIONS

For most faculty members joining this Institute, this will be the first 'job', at least in an academic set-up. Since, in such a set up, it is largely up to the individual to plan out her activities and career, it is but natural that one is a little apprehensive as to how to manage one's time in the initial yea₹ While there are always some senior faculty in the academic unit who will guide you in this respect, the following sections give some idea of what is expected of you and introduce you to the various Institute-supported activities that you will probably get involved in as a faculty member.

8.1. What the Institute expects from you

General Expectation: When you join the Institute as a faculty, in order to assist you to settle in and get your research underway quickly and efficiently. In return, the Institute has certain expectations from the new faculty members These are:

1. Consistent high-quality teaching across various settings, including large classes and undergraduate core courses, with the commitment to teach 2-3 courses annually.
2. Active mentoring of at least 4 Ph.D. scholars throughout their career at every point in time.
3. Continuous publication of a significant number (4/year (average) of research articles in prestigious journals and participation in international conferences renowned in their research fields.
4. Consistent research projects of the cost of 50 lakhs (INR) annually (average).
5. Continuous engagement in activities such as patent filings (at least one per year, average), technology transfer, and entrepreneurship to foster innovation and contribute to societal impact.
6. Recognition through prestigious fellowships and prestigious awards.
7. This comprehensive approach underscores the institute & commitment to excellence and encourages faculty members to contribute significantly to academia, research, and societal development, both within and beyond the institute & boundaries.

8.1.1. Awards (As Approved in 37th BoG Meeting dated 10.02.2023)
- IIT Mandi Young Achiever Award and /Young Faculty Fellow.
- IIT Mandi motivates faculty members to continually challenges themselves to achieve higher productivity. Various incentives recognize and reward extraordinary performance.

Young Achiever Award (YAA): Young Achiever Award" promotes and rewards excellence and achievement in Research and Development in the fields of Engineering, Science, Management, Humanities and Social Sciences.

IIT Mandi supports and encourages young academicians from the very beginning of their career. The Young Achiever Award (YAA) incentivizes to young faculty members by providing additional research grant of ₹ 10 Lakhs for maximum

period of three years Faculty members in their first three years from the date of joining at IIT Mandi or having age less than 35 years, and who have not received this award in the past are eligible. The eligibility criteria may be relaxed in case of female and reserved category faculty member

Young Faculty Fellow (YFF): This is one time research excellence Award. Any faculty member, engaged in cutting edge research having good profile of external research grant and having age not more than 40 years on the date of submission of application is eligible for the fellowship. The eligibility criteria may be relaxed in case of female and reserved category faculty member The nominee should be a regular employee of IIT Mandi. Selection will be done based on their performance while at IIT Mandi. Research contribution in terms of quality and impact of the papers or articles published/accepted, books/book chapters authored, patents, society etc. will be taken into consideration in the selection process. The Young Faculty Fellow (YFF) incentivizes to faculty members as a fellowship of ₹ 25,000/- pm for a maximum period of three yea₹

Some important points:
- The applications for these awards are invited for a specific year and are valid for that year only.
- Any Faculty will consider for only one award at a time and can receive at most one award in each category in their tenure in IIT Mandi. However, one may apply for more than one of these awards if one fulfils the criteria.
- Every application will be screened/evaluated by a distinguished committee constituted by the Board before the final selection of awardees. The awards in any category may be shared by multiple faculty members at the discretion of the committee.

Criteria: The Board indicates area to be considered to ensure the eligibility for the awards are as under: (The list is indicative and other related areas may also be added). Every year, a committee will be constituted to decide the eligibility criteria and accordingly the application will be invited.

- Excelled in early career with remarkable accomplishments and showed potential for continued success.
- Received recognition as an emerging leader in professional and/or community achievements.
- Attained increasingly responsible positions within their organization, business, or field of work.
- Received recognition for significant professional contributions, discoveries or creative work through honours, awards, and/or media attention Recognition(s) received from institutional/national/international bodies.
- Served as an outstanding young role model for the students of IIT Mandi.
- Contribution to the growth and development of the Institute

Section 9

RULES & REGULATIONS

9.1.   Office of Sponsored Research & Industrial Consultancy (SRIC)

Office of Sponsored Research & Industrial Consultancy (SRIC) (the office) provides administrative and managerial support for the operation of sponsored research, industrial consultancy and other R&D related activities of the Institute. It facilitates interaction with external agencies, both national and international. It also promotes and manages Institute-Industry interaction and all externally funded research and development projects.

- **SRIC Activities**

    The proposals submitted by IIT Mandi involving the following activities are termed as SRIC activities:
    1. Sponsored Research Projects involving internal/external funding sources.
    2. International Research Collaborations involving international funding.
    3. Industry Sponsored Projects and Industrial Consultancy involving funding from industry
    4. IIT Mandi sponsored research projects.

- **SEED GRANT proposal Norms**
    1. Maximum duration of Seed Grant will be 2 years

    2. The seed grant shall not be used for Travel / Manpower / Contingency / Furniture; it should be utilized for Equipment / Computers / Software / Consumables / Field work. Also seed grant will be granted only once to the newly joined faculty at Assistant Professor level.

    3. Following is the structure of evaluation committee for Seed Grant proposals wherein the new faculty will make a brief presentation:
        a) Dean (SRIC & IR) or his/ her nominee: Chair
        b) Associate Dean (SRIC)
        c) Concerned School Chairperson
        d) Two experts: one based on recommendation of the school chair and other based on the proposer.
    4. The seed grant proposal is to be submitted by a newly joined faculty within a period of 6 months of joining, as per the format circulated by SRIC office and the budget should not exceed ₹ 15 Lakhs.

- **Sponsored Research Projects:**

    Sponsored Project refers to one in which the PI does not charge honoraria/consultation fee. For a project sponsored by a government agency, no honorarium in any form can be claimed. Amount may be used by the PIs as

approved in the respective budget head by the funding agency. For projects from industry and other agencies, any balance funds at the end of the project may remain with the Institute.

Guiding notes:

1. Each funding agency has its own format and guidelines. The proposal should be submitted after thoroughly going through the guidelines.

2. While making an estimate of the funds required for a project, the following budget heads may be taken into account:
   - Salary of Project Staff including PhD scholars
   - Equipment
   - Consumables
   - Travel (domestic, international)
   - Contingency
   - Administrative Overheads

3. All project proposals are to be sent to Dean SRIC for endorsement. The same are to be routed through the school chair along with the copy of the proposal and endorsement formats required.

4. Office will assign a unique internal number to the project proposal. This happens after receipt of 1st instalment of fund.

5. IPR issue: All IPR related issues will be governed as per the agreement between the Institute and the funding agency and IPR policy of IIT Mandi.

6. MoU/Agreement preparation: Any such document required for execution of the project is to be sent to SRIC office for processing

7. The project normally will be started after the receipt of funds.

8. The project expenditure for equipment and consumables will be maintained in a separate stock register.

9. The statement of expenditure and utilization certificate will be prepared at every financial year end by the designated Institute officer and sent to the sponsoring agency through the Dean SRIC on request of the PI.

10. Submission of Progress Reports and other Deliverables: It is the responsibility of the PI to send timely reports and other deliverables to the sponsoring agency with a copy to the Dean SRIC office. Statement of account to be submitted will be made available to the PI on request to the designated Institute officer.

11. After completion of the project, final report should be submitted to the funding agency with information to the Dean SRIC office with a soft copy for the record of the Dean SRIC.

12. A completion certificate should be obtained by the PI from the funding agency for successful completion of the project based on which project account will be closed with intimation to the SRIC office.

13. The project file will be closed with the submission of the final technical and financial project report and transfer of the non-consumables to the Central stock register.

14. Collaborative projects between two or more institutes/organizations can be submitted only after the approval of respective competent authorities. The

funds will be received by the host institute/organization of the PI and the host institute/organisation will have the responsibility to transfer the funds to the collaborative institutes/organizations as specified in the project proposals. If the sponsor agrees, funds can be released by the sponsor, separately, to the participating institutes.

- **Consultancy project Overhead Norms:**

  For cases where consultancy fee is not being credited to the PDF of the PI, then the percentage of Overhead 2 (OH02) would be:

  15%: for cases wherein only consultancy fee is involved and no other head is there.

  20%: for cases where other heads are involved along with consultancy fee.

  Applicable Overheads:

Sr. No.	Consultancy fee	Overhead on total grant received (OH1)	Overhead on total of Honorarium & Consultancy Fee (OH2)
1	If consultancy fee is credited by the PI to Professional Development Fund (PDF)	10%	10%
2	If consultancy fee is not credited to PDF by the PI	10%	15 or 20%

  * In case Contingency head is later used for honorarium then 20% of the honorarium value shall be deducted as Overhead.

- **Professional Development Fund (PDF) norms:**

  Professional Activities:

  - Travel (within India or abroad) for professional work, including per diem expenses.
  - Conference registration fees, travel expenses, and related costs (within India or abroad).
  - Books, journals, memberships, professional society fees, journal subscriptions.
  - Consumables (materials needed for professional work).
  - Office administration (stationery, printer, printer cartridges, etc.).
  - Equipment purchase, repair, maintenance, and annual maintenance contracts (AMC) as per Institute Purchase Rules.
  - Purchase of electronic items* for the office/lab (Desktop, workstation, air conditioners, laptop, tablet for project/consultancy work). *Smart watches are not included.
  - Purchase of mobile phone is limited to one mobile phone not exceeding ₹ 50,000, in three financial years

  Research Activities:

  - Equipment for research activities.
  - Office and lab furniture. The office and lab furniture budget are limited to ₹ 1 lakh per Financial Year.
  - Teaching materials and aids for enhancing skills and student learning.

- Hiring qualified personnel to assist with research as project staff as per Institute norms; and their travel for research assistance.
- Student support (registration fees for conferences).
- Journal processing charges for open-access journals (only Q1/Q2) with pre-approval from Dean (SRIC).
- Payment of Honorarium to research staff/experts/staff/interns/students, etc. The budget cap for honorarium is Rs 35,000 per month and not exceeding ₹ 1 Lakh per financial year. One person cannot be paid an honorarium for more than three months in one financial year. The amount of honorarium will be as per institute norms.
- Faculty/expert visits to facilitate research collaboration or other activities (with pre-approval from Dean (SRIC) for hosting external visitor(s)).
- Other expenses like taxi services and catering for professional work, including conferences and events, with the Director's approval.

- **General Principles**
  - All purchases must comply with Institute Purchase Rules.
  - Following the faculty member's resignation, the remaining PDF will be transferred to the Institute's Revenue Generation account. The funds cannot be used during the notice period.
  - Unspent funds cannot be transferred to anyone else's account or other accounts or projects.
  - The travel entitlements would be relaxed and would be as per Relaxed travel norms for travel from Industry Sponsored Research Projects and Consultancy Projects (Private Industries) Notification No. Ref. No.: IITM/DSRIC/02/2018/09-10 dated 13.09.2018
  - Special expenses/any other expense not listed above can be permitted by the Director as needed.

- **Procedure for IPR filing for IIT Mandi faculty, staff, student and affiliates**

  1. Fill out the appropriate invention disclosure form and email it to the IP & TT cell at iptt@iitmandi.ac.in.
  2. The IP & TT cell will examine, and will conduct a patentability search using external services. If any additional information is required, the same will be requested from the inventor(s).
  3. If the inventors wish to conduct their own patentability search using recognized software and / or a patent attorney, they must submit the patentability search report and the disclosure form to the IP & TT cell.
  4. The committee, as specified in the IPR policy, will meet periodically to decide whether the invention should be filed, or not.
  5. The inventors and the patent attorney hired for the specific invention filing will be responsible for the invention draft.
  6. In the case of a design (patent) application, the application will be processed after an internal assessment by the IP & TT Cell. The inventors will be responsible for creating all product views, as per the design (patent) filing mandate.

7. The Institute may cover up to 90% of the Indian invention filing costs and up to 50% of the international invention filing costs, subjected to the availability of the funds. The inventor (s) need to manage the remaining amount from other sources such as PDA, PDF, etc.

8. IIT Mandi will be the applicant for all the invention applications, and the revenue sharing model outlined in the IP policy will be used for invention licensing.

- **Important web links**

Sr. No.	Detail	Web link
1.	SRIC Rule & Guidelines	https://insite.iitmandi.ac.in/insite_wp/index.php/sric-rules-regulations/
2.	SRIC forms	https://insite.iitmandi.ac.in/insite_wp/index.php/user_file_category/sric-forms/
3.	SRIC Notifications	https://insite.iitmandi.ac.in/insite_wp/index.php/sric-notifications/
4.	Frequent Queries	https://iitmandi.ac.in/sric/
5.	IPR policy	https://iitmandi.ac.in/sric/iptt/forms/IPRPolicy.pdf
6.	Innovation and Entrepreneurship (IEP) policy	http://insite.iitmandi.ac.in/circulars/upload/IEPPolicy.pdf
7.	Procedure to be followed for project related purchases by SRIC section	https://insite.iitmandi.ac.in/circulars/show.php?ID=IITM/DSRIC/02/2021/07-34

9.2. Institute Purchase Norms

Guidelines for Procurement of Goods, Services and Equipments

1. There are two different modes of purchases i.e. (i) purchase through Government e-Marketplace (GeM) and (ii) purchase outside GeM portal known as non-GeM purchase. The following are few guiding segments for Non-GeM purchase cases keeping in mind the monetary value of purchase under consideration:

A. Procurement outside GeM:

Threshold value	Process
Up to Rs. 50K	Purchase of goods up to the value of Rs. 50,000 (Rupees fifty thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format. "I am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price." The documents are then submitted to Stores & Purchase for processing the bills after making entries in Central Stock Register (other than consumables). Bills for purchase of consumables are directly submitted to F&A Section.
Above Rs. 50 K and Up to Rs. 5 Lakh	In case a certain item is not available on the GeM portal, Purchase of goods costing above Rs. 50,000 (Rupees Fifty thousand only) and up to Rs.5,00,000/- (Rupees Five lakh only) on each occasion may be made on

	the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The designated purchase committee of the school/section/center/department will survey the market and collect a valid quotation from the identified vendor suitable &reasonable on offer according to required quality and specifications and appropriate supplier to supply the required goods. The committee will submit its recommendation duly approved by the CFA along with the quotation collected and an indent form to the Purchase Section for placement of Purchase Order.
Above Rs. 5 Lakh	Purchase of goods by obtaining bids. Except in cases covered under Rule 154 and 155, Ministries or Departments shall procure goods under the powers referred to in Rule 140 above by following the standard method of obtaining bids in: (i) Advertised Tender Enquiry (ii) Limited Tender Enquiry (iii) Two-Stage Bidding (iv) Single Tender Enquiry (v) Electronic Reverse Auctions.
Up to Rs. 1 Lakh	Purchase of goods up to the value of Rs. 1,00,000 (Rupees One Lakh only) on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format. "I am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price." The documents are then submitted to Stores & Purchase for processing the bills after making entries in Central Stock Register (other than consumables). Bills for purchase of consumables are directly submitted to F&A Section. Note: These powers can be used for procurement of any item. Further, these powers are to be used only when the required goods are not available on Government e-Marketplace (GeM). A certificate of non-GeM availability is to be obtained from the GeM portal by the indenter before processing such purchases.
Above Rs. 1 Lakh and up to 10 Lakh	Purchase of goods costing above Rs. 1,00,000 (Rs. 1 Lakh) and up to Rs. 10,000,00 (10 Lakh) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The designated purchase committee of the school/section/center/department will survey the market and collect a valid quotation from the identified vendor suitable &reasonable on offer according to required quality and specifications and appropriate supplier to supply the required goods. The committee will submit its recommendation duly approved by the CFA along with the quotation collected and an indent form to the Purchase Section for placement of Purchase Order. Note: These powers can be used for procurement of any item and are to be used only when the required goods are not available on GeM. A certificate of non-gem availability is to be obtained from the GeM portal by the indenter before processing such purchases. Local content & non-blacklisting/debarment certificate is required to be obtained from the prospective vendors on their letterheads for such purchases.

B. Procurement through GeM:

1. GFR2017 Sub Rule 149: Procurement of goods and services which are available on GeM portal are to be essentially procured through the GeM portal only.

2. The following are few guidelines for GeM purchase cases, keeping in mind the monetary value of purchase under consideration:

    2(i) For value up to Rs. 50K – The goods meeting with the required specifications may be shortlisted and a direct order may be placed after shortlisting of the goods and upon approval of the CFA.

    2(ii) For value above Rs. 50K and up to Rs. 10 L – The goods of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period to be shortlisted for such purchases. Order will be issued to the L1 vendor. A recommendation of the designated purchase committee and indent form duly approved by the CFA to be provided for issuance of PO by the S&P Section. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer even for procurements less than Rs 10,00,000 as decided by the competent authority.

    2(iii) For value above 10 L – through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM portal.

3. Cases on Proprietary Basis / Single Source Basis may be permitted in the following cases:

i. It is in the knowledge of user Schools/Sections/Units that only a particular firm is the manufacturer of the required goods.
ii. When an existing machinery is to be upgraded and / or spare parts are required for the existing machinery.
iii. In case of emergency, the required goods are to be purchased from a particular source. Justification for such a decision has to be recorded.
iv. Any decision in respect of (i) (ii) and (iii) above may be taken on the recommendation of the technical committee appointed by CFA. For an item costing more than Rs. One lac a proprietary certificate must be obtained from the supplier stating that they are the only source of supply / manufacture.

4. **For tendering cases:** Wherever the procurement is to be processed through tenders duly invited through the Institute website, GeM Portal and CPP Portal, at least three bids are required to process the tendering cases in a single instance of the bid submission due date & time. In case of less than three bids received, at least one extension to the bid submission due date by 10 days or more or ad decided by the competent authority, has to be given. In such cases, still, less than three bids are received, it should be processed provided indenter has to record a certificate in accordance with the GFR2017 sub-rule 173 (xx).

5. Processing of Bills:

After the receipt of the material, the indenter has to check and ensure that the received equipment's/goods are as per ordered specifications, quality and quantity, certify the date of receipt and installation (if installation is required). After satisfactory installation of the equipment, the bills should be processed through the school / center / section office for stock entry in the school / center / section stock register, get pass for payment from CFA

on the bill and forward it to the S&P section for entry in Central Stock Register and further submission to F&A Section through Internal Audit for payment processing.

6. **Rate Contract Procurement:** A Rate Contract (RC) is an agreement between the Institute and the supplier for supply of specific goods, at specified price and terms and conditions during the period covered by the Rate Contract. The items under Rate Contract can be procured from the vendors under Rate Contract on direct purchase basis upon recommendations of the designated committee of the respective school/ centre duly approved by the School Chair / Centre Head. PO will be issued by the S&P Section for such purchases.

Note:

1. These guidelines are applicable for purchase through Institute Funds (S&P Section) and through project fund (SRIC Section) as well.
2. The purchase should not be split to avoid the due procedure as applicable for the whole quantity required.
3. The specifications should be generic in nature and the procurement should be carried in a fair and transparent manner.

9.3. Institute House Allotment Norms

"Competent Authority" - Director of the Institute will be the competent Authority.

- **Allotment Procedure**

The Estate officer/Member Secretary (HAC) will inspect each vacant residence and will arrange necessary repair of Civil and electrical fixtures installed in the flat. He/ She will inform the Chairman, HAC that the House is available for allotment.

Announcement of vacant residence shall be made by the Chairman of the House Allotment Committee (HAC) with last date applying mentioned by him/her.
The applications received against the allotment call shall be screened; a seniority list shall be prepared for the various residences and put to the Competent Authority for approval.

After the approval of Competent Authority, the allotment letters will be issued to the applicants through Estate Office.

- **Eligibility**

The Institute residences shall be allotted on license only under following categories of officials/ faculties/staff or equivalent, as per the entitlement/ desecration of competent authority for allotment of Institute residence as per institute norms.
(a) Regular/ Re-employed/ Contract/ Temporary Staff of the Institute.
(b) Emeritus Fellows/ Emeritus Scientists/ Emeritus Professors/ Visiting faculty & Post-Doctoral Fellow or equivalent under MHRD/DST/UGC or any authorized agency or subject to any internal/ external scheme.
(c) Staff on Deputation.
(d) Persons eligible under terms & conditions of the MOU with any public/private organization.

- If a person and his/ her spouse are both employees of the Institute, only one of them shall be eligible for the allotment of residence, provided that this rule shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made buy a Court.
- Where two officers/officials in occupation of separate residences allotted under these rules marry each other, they shall within one month of marriage surrender one of the residences. If a residence is not surrendered as stated, the allotment of the residence in the general pool shall be deemed to have been cancelled on the expiry of such period.
- A person, who is having a period less than one year from the date of his/her superannuation shall not be eligible to apply for another residence.

- **Seniority**

    Seniority for allotment of a particular class of accommodation will be determined by Date of joining. In case the Date of joining of two or more employees is the same, seniority amongst them shall be determined by the Level/scale of pay. Employees in higher Level/scale of pay will be senior to the employees in lower scale of pay. In case the Level/scale is also the same, employee getting higher basic in the same scale will be senior. Where the Level/Scale/Basic is equal, the seniority will be determined by the date of birth, that the older employee will be getting precedence over the younger employee. And where all the above factors are equal, seniority will be decided by a draw of lots.

- **License Fee**

    Each allottee of an Institute residence shall be charged a license fee. The license fee will be as fixed by the Board from time to time for the different categories of residences. It will be subject to a maximum ceiling of 10% of monthly emoluments of the allottee.

    For more details, please follow the link as given below:
    https://insite.iitmandi.ac.in/circulars/show.php?ID=IITMandi/House AllotmentPolicy/Rules/2023

9.4. Norms for Foreign Travels

Foreign travels for eligible faculty/staff on official visits will as per following norms:

Registration fee: Actual registration fee for Conference/ Seminar to a maximum of US$ 1000 (for reimbursement beyond US$ 1000, approval of the Director is required).

International Travel: As per entitlement as prescribed in the DOE, OM No. 19030/1/2017-E. IV dated 13th July 2017 (Air tickets to be booked from the government Authorized Travel Agents where the Government of India bears the cost.)

Note: Air tickets to be booked from the Government Authorized Travel Agents where the Government of India bears the cost.

Hotel Accommodation: Permitted to arrange accommodation in MoEA approved panel of hotels, however, the expenditure towards accommodation may not exceed the limit of US$ 200 per day.

Daily Allowance: As specified in the MoEA order no. Q/FD/39503/2000 dated 25th September, 2023 (DA rates (in US$) shall be regulated as under):

For the first fourteen days	Full admissible DA
For the next fourteen days	75% of full admissible DA
For subsequent additional days	60% of full admissible DA

Admissibility of DA for various officials:

Officers drawing pay in Pay Level-10 and above	Full rate as indicated in the **"Annexure"**. (*link*)
Official drawing pay below Pay Level-10 but above Pay Level-1	75% of the prescribed rate
Official drawing pay in Pay Level-1	33% of the prescribed rate

Note:

- Where an officer is treated as a guest and is provided all meals free of cost, only 25% of the Daily Allowance shall be admissible.
- Where the hotel charges include breakfast charges, the Daily Allowance shall be reduced by 10%.

Local Travel: The actual cost of taxi or conveyance hired for trips on duty which is considered necessary and reasonable by the controlling authority will be reimbursed, as per admissibility/entitlement.

Medical Insurance: Reimbursement of medical insurance during the period of travel will be admissible.

Further revision in Daily Allowance shall take place as and when there is a revision by the GoI/MoEA.

Link:https://insite.iitmandi.ac.in/circulars/show.php?ID=IITMandi/BoG-42/RO-01/2024/561-565

Clarification in entitlement for faculty, staff, and students of the Institute on Foreign Travels vide Notification No. IITMandi/7thDC/2025/825-30 dated 18.03.2025

It is hereby clarified that the guidelines may be applicable to all approved official visits, including academic visits such as attending meetings/conferences /seminars/ workshops/ networking visits/training programs/experiments/ field visits/library or archive visits/ industry visits, etc. Further, the restriction on the payment of DA for a period of a maximum of eight days may be applicable when attending a single event. The Competent Authority may permit extended visits beyond eight days for clubbing multiple events (up to 15 days). TA/DA as applicable will be paid during such extended visits, and these visits must be approved in advance.

Link is as follows:
https://insite.iitmandi.ac.in/circulars/show.php?ID=F.No.IITMandi/7thDC/2025/825-830

9.5. Continuing for Continuing Education (CCE)

- CCE at IIT Mandi was established with the vision of fostering lifelong learning and professional growth of the nation's youth, expanding IIT Mandi's impact on education and innovation. With the help of this centre, you can offer diverse programs, including an online credit-linked certification program, short-term courses, workshops, certificate programs, conferences, seminars, symposia, and similar outreach activities, aimed at upgrading skills and providing advanced knowledge across various disciplines. Our mission is to make learning accessible to industry professionals, academicians, and students while promoting collaboration between academia and industry.
- **Contact details:**
  cceoffice@iitmandi.ac.in
  +91 1905 267788
- **Key documents:**
  Roles and Responsibilities of the [Coordinators](#)
  Financial [Policy](#)
  Proposal [Form](#)

9.6. Ethics and Conduct Rules for the Employee
(Refer19 (3) and Schedule-C of IIT MANDI Statutes for details)

- Every employee shall at all time maintain absolute integrity, devotion to duty and do nothing that is unbecoming of an employee of IIT Mandi and also be strictly honest and impartial in his official dealings.
- 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. This prohibition shall not apply to academic work and consultative practice or any entrepreneurial or any similar activity undertaken with the permission of the Institute.
- Employee should al all times be courteous in his dealings with others
- Every Employee is the whole-time employee of the Institute and may be called upon to perform such duties, as may be assigned by the Competent Authority, beyond scheduled working hours and on closed holidays and Sundays.
- Except for valid reasons or unforeseen contingencies, you should not be absent without permission.
- **Politics:** No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor subscribe in aid or assist any political movement or activity in any manner.
- **Media:** 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 publication.
- **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:

- o which has the effect of an adverse criticism of any current or recent policy or action of the Institute: or
- o which is capable of embarrassing the relations between the Institute and of the Central Government or any State Government or any other Institute or organization or members of the public.
    - ▪ Provided that nothing in this paragraph shall apply to any statements made or views expressed by any employee in official capacity or in the due performance of the duties assigned.

- **Unauthorized 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.
- **Marriage:** No Employee who has wife living shall contract another marriage without first obtaining the permission of the Board of Governors notwithstanding that subsequent marriage is permissible under the personal and religious law for the time being applicable.
- **Gifts:** Accepting or permitting spouse or any other member of the family to accept any gift of more than trifling value is prohibited.
- **Private Trade or Employment:** You should not engage directly or indirectly in any trade or business or any private tuition or undertake any employment outside official assignments without prior permission of the Competent Authority.
- **Disciplinary action.**
  - o Suspension: The Director may place a member of the staff appointed at the Institute under suspension:
    - ▪ where a disciplinary proceeding against him contemplated or is pending; or
    - ▪ where a case in respect of any criminal offence is under investigation or trial.
- 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.
- **Disciplinary proceedings.** All disciplinary proceedings shall be conducted following the Rules and Orders of the Government of India.
- **Penalties.** The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on any member of the staff:
  - ▪ Censure
  - ▪ Withholding of increment(s) or promotion;
  - ▪ Recovery from the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders,
  - ▪ Reduction to lower service, grade or post or to a lower time-scale, or to a lower stage in a time - scale;
 - ▪ Compulsory retirement;

- Removal from service which shall not be a disqualification for future employment under the Institute;
- Dismissal from service which shall ordinarily be a disqualification for future employment under the Institute.

9.7. Important Forms

S.No.	Description	Link
1	Joining forms	https://insite.iitmandi.ac.in/insite_wp/index.php/user_file_category/establishment/
2	House Rent Claim	
3	Faculty Self Appraisal Form	
4	LTC Claim Form	
5	No Dues Certificate	
6	Travelling Allowance Form	
7	Application for LTC	
8	Relocation Allowance	
9	Vehicle Pass Application Form Regular Employees	
10	Reimbursement of Medical Expenses for Indoor Patient	
11	Reimbursement of Medical Expenses for Outdoor Patient	
12	Performa for Application to attend Conference	
13	Form 1: Declaration by Employee in case of Parent as Dependents	
14	Form 2: Declaration by the Parent in case depends upon Employee	
15	Form 3: Declaration by Sibling if Employed and depends upon Employee	
16	Form 5: Declaration by Employee in case Sister as Dependent	
17	Form 6: Declaration by unemployed and Married Sister in case depend upon Employee	

Reference to Useful Documents:

S.No.	Description	Link
1	**Statutes of IIT Mandi**	https://www.iitmandi.ac.in/pdf/official/Statutes_Mandi.pdf
2	**The Central Educational Institutions (Reservation in Teachers' Cadre) Act, 2019 - reg.**	https://www.education.gov.in/sites/upload_files/mhrd/files/ce.pdf
3	**Central Civil Services (Leave) Rules, 1972 (Updated as on 18.10.2023)**	https://dopt.gov.in/acts/central-civil-services-leave-rules-0
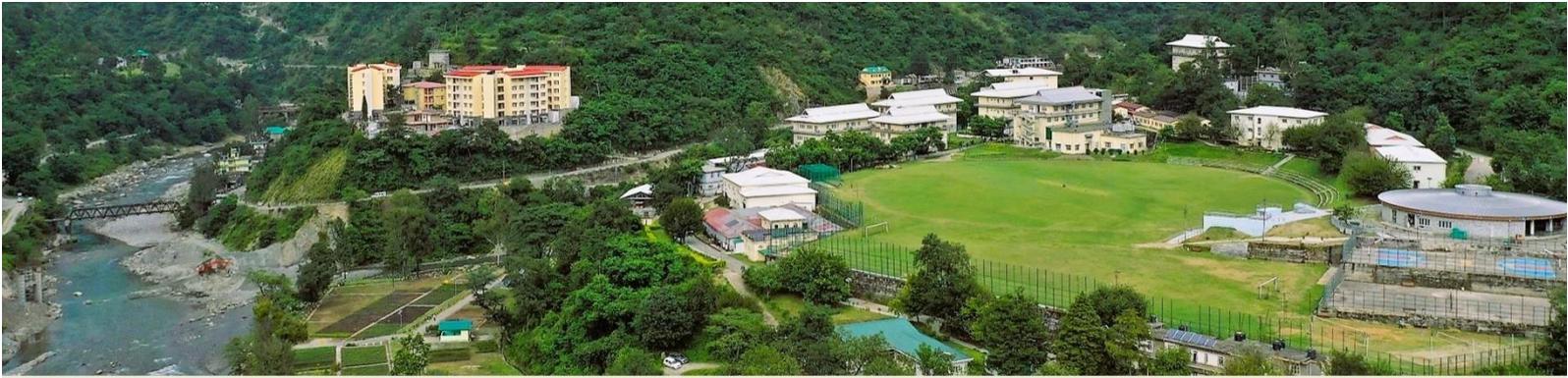
Indian Institute of Technology Mandi

Himachal Pradesh