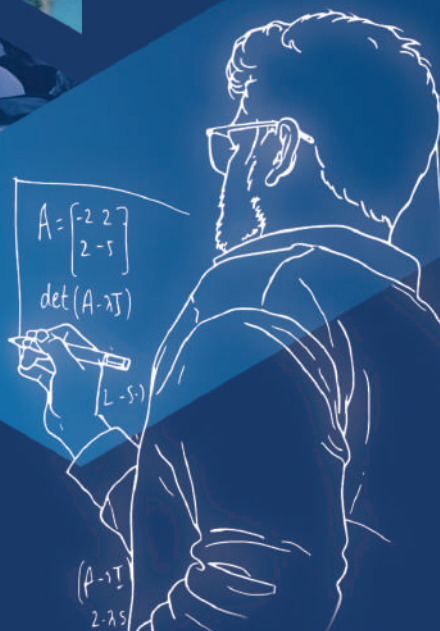




ଭାରତୀୟ ପ୍ରଯୁକ୍ତି ପ୍ରତିଷ୍ଠାନ ଭୁବନେଶ୍ୱର
भारतीय प्रौद्योगिक संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar



संकाय पुस्तिका
FACULTY HANDBOOK
2026





CONTENTS

	Title	Pg.No.
1.	Message by the Director & Preface	01
2.	About the Institute & Vision, Mission	02-05
3.	The Board of Governors	06
4.	The Senate	07
5.	Institute Functionaries	07-10
	The Director	
	Registrar	
	The Deans and Heads	
	Head of Schools/Departments	
6.	Schools	11-14
7.	Faculty Recruitment	15-20
	Possible Position	
	The Offer Letter	
	Timeline for Faculty Assessment	
8.	CPDA	20-24
9.	Academic Programs at IIT BBS	25
10.	Salary and Allowances	26
11.	Children's Education Allowance	26-27
12.	Medical Benefits	27-29
13.	Relocation Charges	29
14.	House Rent Allowance	30
15.	Accommodation Facility	31
16.	Leave Travel Concession (LTC)	31-32
17.	Leave Rules	33-38
18.	The Institute's Expectation	39-41
19.	Ethics and Code of Conduct	41-49
20.	Life at IIT Bhubaneswar	50-54



PREFACE



The Faculty Handbook of the Institute serves as a guide to the vision, mission, goals, and strategies of IIT Bhubaneswar. The document concisely presents the structure of the Institute and outlines the policies, rules, and regulations that 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.

Prof. Umaprasana Ojha

Dean Faculty Affairs



Indian Institute of Technology Bhubaneswar was 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 30th April 2012. IIT Bhubaneswar became an Institute of National Importance from 29th 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 2nd 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. At present, there are seven schools including 6 departments are offering academic programs. The pedagogy emphasizes participatory, student-centric 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.





The permanent 100 percent residential campus of IIT Bhubaneswar is spreading to over 936 acres of land, which is the largest campus among all Second Generation IITs and 3rd largest among all IITs. It is situated at the foot of Barunei Hill, which is famous for its rich history witnessing the unsung first battle of independence fought by the brave Paikas against the English. The campus provides a unique serene and pollution free academic environment. The campus is lush green with more than 50,000 plants planted so far, in addition to the already existing greenery and natural bounty of the area. The Institute has state-of-the-art learning halls with interactive classrooms equipped with audio-visual facilities. The campus also has a state-of-the-art 1500-seater auditorium with modern infrastructure and high-end audio-visual equipment.





The Institute is committed to providing holistic education aimed at producing tomorrow's leaders, nurturing personality, creativity, and an innovative mindset, as well as capability in science, technology, management, and 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 in green, clean, and healthy environment, quality education, efficient and effective governance, effective health services, security, equality, and enlightenment. The Institute provides well-qualified faculty, and state-of-the-art infrastructure facilities to create 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 IIT's inheritance but to be distinctive and distinguished also on its own by scripting a path towards novelties. Presented below are the statements for the 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.





THE BOARD OF GOVERNORS

Each IIT has its own Board of Governors (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-

- a. The Chairman of the Board is nominated by the Visitor.
- b. Director, IIT Bhubaneswar, as an ex-officio member of the Board.
- c. One member nominated by the Government of Odisha who is a technologist or an industrialist of repute.
- d. Four persons nominated by the Council having special knowledge or practical experience in respect of education, engineering or science, and
- e. Two professors from 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>.





THE SENATE

The Senate of the Institute is the apex body responsible for formulating academic regulations and maintaining the standards of instruction, education, and examination within the Institute. It also exercises 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 the Director as the Chairman, the professors 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>.

INSTITUTE FUNCTIONARIES

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 a tenure of five years. Prof. Shreepad Karmalkar is currently the Director of the Institute.

Registrar



The Registrar is the custodian of all records, the common seal, and funds received by the Institute. 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.



The Deans and Heads

The Director is supported in the administration by a team of faculty administrators from among the Institute faculty. For the smooth functioning of the administration, the powers vested in the Director have been delegated to various functionaries. The Director appoints the Head of School & Departments.

There are seven Deans with different areas of responsibility as given below.

DEANS			
Designation	Name & Email	Contact No.	Responsibilities
Dean Faculty Affairs	Prof. Umapasana Ojha deanf@iitbbs.ac.in	+91 674-713-7120	The primary job of the Dean (Faculty Affairs) 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.
Dean Alumni, Corporate and International Relations	Prof. Animesh Mandal deanacir@iitbbs.ac.in	+91 674-713-6906	The incumbent's job is to promote international linkages and also establish and cement contact with the alumni.
Dean Student Affairs	Prof. Mihir Kumar Das deansa@iitbbs.ac.in	+91 674-713-7118	Except 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.



Dean PG & Research Programs	Prof. Subhransu Ranjan Samantaray deanpgp@iitbbs.ac.in	+91 674-713-5750	The Academic Office is the storehouse of all records connected with the academic performance of students. The Dean PG&RP presides over the Postgraduate Policy Committees (PGPEC) of the Institute, which processes all academic proposals received from the academic units.
Dean Under Graduate Programs	Prof. Sumanta Haldar deanugp@iitbbs.ac.in	+91 674-713-6636	The Academic Office is the storehouse of all records connected with the academic performance of students. The Dean UGP presides over the Undergraduate Policy Committees (UGPEC) of the Institute, which processes all academic proposals received from the academic units.
Dean Sponsored Research & Industrial Consultancy	Prof. Vijay Shankar Pasupureddi deansric@iitbbs.ac.in	+91 674-230-4500	The Sponsored Research and Industrial Consultancy (SRIC) is the administrative establishment to take care of sponsored projects and consultancy matters.
Dean Continuing Education	Prof. Shyamal Chatterjee deance@iitbbs.ac.in	+91 674-713-5150	The incumbent's job is to promote outreach activities of the institute by supporting the faculty in organizing seminars, conferences, workshops or any other outreach activities.

**The following are the details of Heads of Schools/Departments:**

HEAD OF SCHOOLS / DEPARTMENTS			
Name of Faculty	School/Department	Contact No.	Email
Prof. Ashis Biswas	Chemistry (School of Basic Sciences)	+91 674 713 5152	hod.chem@iitbbs.ac.in
Dr. Malay Kumar Bandyopadhyay	Physics (School of Basic Sciences)	+91 674 713 5134	hod.phy@iitbbs.ac.in
Prof. Tarakanta Nayak	Mathematics (School of Basic Sciences)	+91 674 713 5142	hod.math@iitbbs.ac.in
Dr. Barathram Ramkumar	Electronics & Communication Engineering (School of Electrical & Computer Sciences)	+91 674 713 5778	hod.ece@iitbbs.ac.in
Prof. Chandrasekhar Narayan Bhende	Electrical Engineering (School of Electrical & Computer Sciences)	+91 674 713 5744	hod.ee@iitbbs.ac.in
Dr. Debi Prosad Dogra	Computer Science & Engineering (School of Electrical & Computer Sciences)	+91 674-713-5716	hod.cse@iitbbs.ac.in
Dr. Raj Kumar Singh	School of Earth, Ocean and Climate Sciences (SEOCS)	+91 674-713-5516	hos.ecos@iitbbs.ac.in
Dr. Amrita Satapathy	School of Humanities, Social Sciences and Management (SHSSM)	+91 674-713-6400	hos.hssm@iitbbs.ac.in
Prof. Rajesh Roshan Dash	School of Infrastructure (SIF)	+91 674 713 6636	hos.sif@iitbbs.ac.in
Prof. Arun Kumar Pradhan	School of Mechanical Sciences (SMS)	+91 674 713 7112	hos.sms@iitbbs.ac.in
Dr. Amritendu Roy	School of Minerals, Metallurgical and Materials Engineering (SMMME)	+91 674 713 6906	hos.smmme@iitbbs.ac.in

The Director also appoints the existing faculty as Chairpersons, Coordinators & Professor-in-charge for the various other activities, services and functions of the Institute, which can be viewed at <https://www.iitbbs.ac.in/index.php/home/professors-in-charge/>. Wardens and Associate Wardens are also appointed by the Director for the various Hall of Residence, which can be viewed at <https://www.iitbbs.ac.in/index.php/home/wardens/>.



SCHOOLS



School of Basic Sciences

- Department of Physics
- Department of Chemistry
- Department of Mathematics



School of Mechanical Sciences



School of Earth, Ocean & Climate Sciences

School of Electrical & Computer Sciences

- Department of Computer Science and Engineering
- Department of Electronics & Communication Engineering
- Department of Electrical Engineering





School of Humanities, Social Sciences & Management



School of Infrastructure



School of Minerals, Metallurgical & Materials Engineering



There are several sections & departments headed by different officials to support the administration and faculty related matters.

OTHER IMPORTANT OFFICIALS			
Section / Department	Name of concerned person	Contact No.	Email
Academic Section	Mrs. Jignyasha Behera (Assistant Registrar-PGRP)	+91 674-713-4578	ar.acadpg@iitbbs.ac.in
	Mr. Abhimanyu Mahal (Assistant Registrar-UGP)	+91 674-713-4574	ar.acadug@iitbbs.ac.in
Audit Section	Mr. Ajit kumar Sahoo (Assistant Registrar)	+91 674-713-4572	ar.audit@iitbbs.ac.in
Career Development Cell	Mr. Rabi Kumar Patnaik (Career Development & Placement Officer)	+91 674-713-4911	rkpatnaik@iitbbs.ac.in
Central Library	Dr. Bibhuti Bhusan Sahoo (Deputy Librarian)	+91 674-713-8755	dylibrarian@iitbbs.ac.in
	Dr. Sambhunath Sahoo (Assistant Librarian)	+91 674-713-8756	asst.librarian@iitbbs.ac.in
CITSC	Mr. Arup Kumar Harichandan (Software Engineer)	+91 674-713-8615	arupharichandan@iitbbs.ac.in
	Mr. Chandra Vadde (Software Engineer)	+91 674-713-8608	chandra@iitbbs.ac.in
Continuing Education, Alumni, Corporate & International Relations	Mr. Pradeep Kumar Sahoo (Deputy Registrar)	+91 674-713-4556	dr.ce@iitbbs.ac.in, dr.acir@iitbbs.ac.in
Director Office	Mr. Pitta Gireesh Kumar (Assistant Registrar)	+91 674-713-4449	gireshp@iitbbs.ac.in
Establishment-Non Teaching & General Administration	Mr. Santosh Kumar Sahoo (Deputy Registrar)	+91 674-713-4570	dr.est@iitbbs.ac.in
Estate, IMMC & Guest House	Mr. Satyajit Sarangi (Assistant Registrar)	+91 674-713-4600	ssarangi@iitbbs.ac.in



Faculty Affairs	Mr. Satyabrota Ghosh (Assistant Registrar)	+91 674-713-4493	ar.facultyaffairs@iitbbs.ac.in
Finance & Accounts	Mr. Manas Kumar Behera (Deputy Registrar)	+91 674-713-4568	dr.fa@iitbbs.ac.in
	Mrs. Suhana Parween (Assistant Registrar)	+91 674-713-4566	ar.fa@iitbbs.ac.in
Gymkhana	Mr. Biswajit Pegu (Assistant Sports Officer)	+91 8120115892	biswajitpegu@iitbbs.ac.in
Legal Cell	Mr. Subhaprad Mohanty (Assistant Legal Officer)	+91 674-713-4700	subhaprad@iitbbs.ac.in
Public Relations	Mrs. Dharitri Satapathy (Assistant Public Relation Officer)	+91 674-713-4576	pro@iitbbs.ac.in
Recruitment and Promotion Cell (Non-Teaching)	Mr. Jitendra Karna (Assistant Registrar)	+91 674-713-4586	ar.recruit@iitbbs.ac.in
Registrar Office	Mr. Pradeep Kumar Pattanaik (Senior Private Secretary)	+91 674-713-4560	registrar.office@iitbbs.ac.in
Sanjeevan Health Centre	Dr. Mansoor Ahmed Khan (Senior Medical Officer)	+91 9437310576	smo@iitbbs.ac.in
Security Unit	Mr. Ravinandan Kumar Vaishya (Security Officer)	+91 674-713-8800	securityofficer@iitbbs.ac.in
Sponsored Research & Industrial Consultancy	Mr. Ankit Parmanand Bagde (Assistant Registrar)	+91 674-713-4578	ar.sric@iitbbs.ac.in
Store & Purchase	Mr. Rajasekhar Bendi (Assistant Registrar)	+91 674-713-4564	ar.sp@iitbbs.ac.in
Student Affairs	Mrs. Nibedita Patnaik (Assistant Registrar)	+91 674-713-4461	nibeditapatnaik@iitbbs.ac.in
	Mr. Sambit Ranjan Mohanty (Assistant Registrar)	+91 674-713-4820	sambit@iitbbs.ac.in



FACULTY RECRUITMENT

All vacant posts at the Institute are normally filled through advertisement. The terms and conditions of the posts are advertised by the Institute. 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. All applications received against a given advertisement are initially scrutinized & shortlisted by the School/Department Faculty Shortlisting Committee for Seminar interaction. Based on the performance in the Seminar interaction, the final shortlisted candidates are called for an interview. Thereafter, the candidates are evaluated for final selection by a Selection Committee approved by the Director. At the end, the recommendation of the Selection Committee is submitted to the Board of Governors (BoG) for approval.

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. Along with regular faculty positions, IIT Bhubaneswar has created some additional faculty positions such as Adjunct Faculty, Visiting Faculty, Emeritus Fellow, Distinguished Visiting Professor and Professor of Practice. These positions are short-termed, typically ranging from one semester to three years. However, the tenure could be extended based on the recommendation of the Head of the School/Department and the Director. Those who desire a regular position but cannot attend the interview in-person may be offered as visiting faculty till they face the next interview selection panel.

The Offer Letter

The Offer Letter to the selected candidate is sent by email. The offer of appointment indicates post, scale of pay, period of probation, duties, leave and vacation, residential accommodation, service conditions, etc. The selected candidate should accept the offer within seven days and join the Institute within one month from the date of the appointment offer. However, the competent authority may extend the joining date on a case-by-case



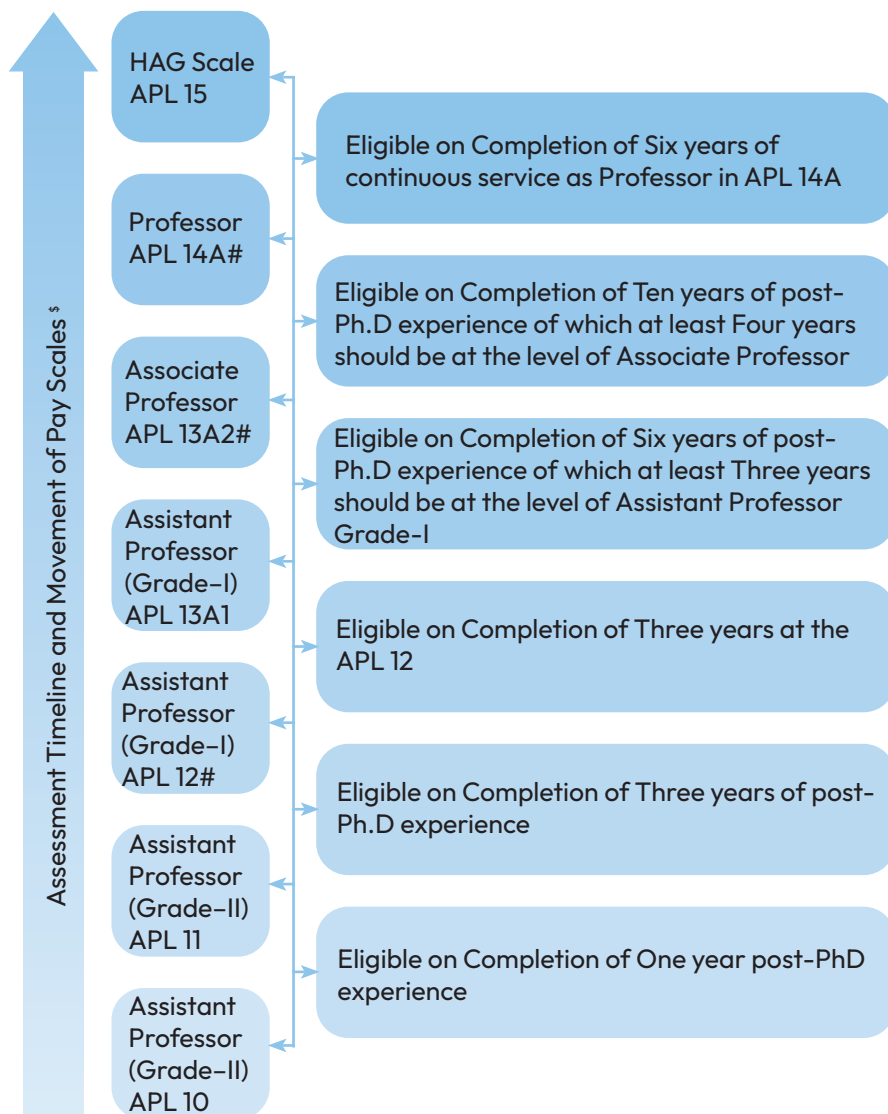
basis. No communication would be treated as 'non-acceptance'. At present, the Scale of Pay to various faculty positions laid down by IIT BBS in line with 7th CPC are as follows:

1. Assistant Professor Grade-II : APL-10 : ₹ 70,900 – ₹ 98,200
(On tenure track) : APL-11 : ₹ 84,800 – ₹ 1,17,200
(<1 year experience), and
(>1 year experience)
2. Assistant Professor Grade-I : APL-12 : ₹ 1,01,500 – ₹ 1,67,400
3. Associate Professor : APL-13A2 : ₹ 1,39,600 – ₹ 2,11,300
4. Professor : APL-14A : ₹ 1,59,100 – ₹ 2,20,200

The basic pay scale 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/ R&D/ academic experience for Assistant Professor Grade-I (APL-12). Candidates with less than three years of post-PhD experience may be considered for tenure-track position i.e. an Assistant Professor Gr-II. 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 Grade-I, 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.



Timeline for Faculty Assessment



Notes:

Probation period of one year

\$ All the assessment include performance in teaching, research and other responsibilities

NOTE: A candidate can join at any level based on prior experience through direct recruitment at all pay levels except APL-13A1 and APL-15



Resources for Teaching and Research:





A faculty member of IIT Bhubaneswar would be teaching undergraduate and/or postgraduate courses as well as being involved in research and development in the respective domains. To get started in the Institute, a faculty member should first familiarize themselves with the existing resources available for helping his/her 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 classrooms, termed as ‘Learning Halls’ spread across “Pushpagiri Learning Hall Complex”. Each classroom is equipped with modern projection facilities as well as conventional black/white boards to help the faculty members with teaching. To aid a faculty member handling large classes, audio (speaker, microphone) facilities are in place. In addition to the “Learning Hall Complex”, some school possesses certain number of classrooms to conduct classes/seminars/ term-paper presentations/ research discussions, etc. Undergraduate, first-year laboratory courses are conducted in “Laboratory Complex”. The “Central Library” at the Institute has a large cache of text and reference books and is continuously topped up with new books to stay updated. A number of books can be issued at a time. The library also has online subscription of all major research journals to help with teaching and research.

To get started with research, IIT Bhubaneswar would provide the laboratory space. “Central Research and Instrumentation Facility,” IIT Bhubaneswar, has state-of-the-art research equipment facilities. The Institute conducts an admission process for selection of research scholars (PhD students) twice a year. In general, a maximum of three institute-funded research scholars are allotted to each faculty member. The Institute encourages the faculty members to apply for external grants to support research. Sponsored Research and Industrial Consultancy (SRIC) at IIT Bhubaneswar deals with all types of projects that include Government-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 new joinee is encouraged to approach the SRIC office for the procedure to



apply for seed money project. One may also take on consultancy projects from external organizations. The Research and Entrepreneurship Park (REP) facilitates faculty members in entrepreneurial activities (<https://rep.iitbbs.ac.in>). In addition, the Continuing Education Programme (CEP) permits the faculty members to conduct courses for external organizations through the Institute.

Cumulative Professional Development Allowance (CPDA) of ₹3.00 lakhs for every block period of three (03) years could be used to meet the expenses towards various professional activities as below:

CPDA

1. Participation in Conferences, Meetings, or initiating Collaborative Research:

A. Participation in National and International Conferences / Seminars / Symposia / School/ Workshops for:

- Oral or poster presentation (in case of multiple authorship, only one of the authors can avail the facility)
- Chairing a session
- Delivering an invited talk
- Acting as a resource person

B. Attending editorial board, technical committee meetings etc. as a member

C. Visits under Collaborative research programme in India and abroad

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 within India. Participation in one workshop or tutorial up to two days associated with the conference



will be admissible. On the other hand, visits to other academic Institutes/ Universities etc. for attending Conferences / Seminars / Symposia / School / Workshop abroad, two days before/after the conference will be admissible.

ii. Nature of Leave:

For the activities A and B, a faculty member will be entitled to On-Duty-Travel (ODT) Leave for the total duration (maximum of 15 days) 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-by-case basis.

iii. Financial Components:

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

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

For activity C, the support will be provided towards:

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

iv. Advance:

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

- 100% of Registration Charges.
- 90% of the admissible return train/airfare from Headquarters to



- the approved destination;
- 50% of the admissible Daily Allowance, including Hotel Charges.

Drawal of Advance:

- For items at (i), (ii) & (iii) above: 60 days 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 the approved visit or from the date the faculty member resumes duty as per TA/DA Rules.
- Air-fare means the 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.

3. Contingent 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
- * Books/e-books costing less than 10,000 INR can be retained by faculty. Books/eBooks costing 10,000 INR 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. This should be submitted to Dean (FA) through HoS/HoD for prior approval of the Competent Authority.

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 the 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. Borrowing an advance from the available CPDA fund will be allowed within the block period subject to the approval of the competent Authority but not beyond the block period under any circumstance.
- 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 for visit within India will be approved by the Dean (FA). Approval of the Director will be sought for the foreign travels.
- CPDA applications should be submitted by the faculty well in advance (atleast before 5 working days) to facilitate proper scrutiny and approval of the Competent Authority.

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





ACADEMIC PROGRAMS AT IIT BBS

IIT Bhubaneswar offers 4 year B.Tech program in various engineering streams. The admission to these programs is conducted every year through the Joint Entrance Examination (JEE Advanced). The institute also offers 2 year M.Tech programs in various engineering disciplines. The admission to postgraduate (M.Tech) programs is through the Graduate Aptitude Test in Engineering (GATE) examination. The admission to 2 year M.Sc programme is through the Joint Admission Examination (JAM). Our Institute also offers research based PhD programs in all the streams. 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 degrees are listed below in a 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), Engineering Physics (EP), Mathematics & Computing (MC), Mechanical Engineering (ME), Metallurgical and Materials Engineering (MME)	4 years
M.Tech	Artificial Intelligence, Climate Science & Technology, Computer Science and Engineering, Environmental Engineering, Geotechnical Engineering, Manufacturing Engineering, Mechanical Systems Design, Metallurgical and Materials Engineering, Power Electronics and Drives, Power System Engineering, Robotics and Artificial Intelligence, Semiconductor Technology and Chip Design, Signal Processing and Communication Engineering, Structural Engineering, Thermal Science and Engineering, Transportation Engineering, Water Resources Engineering	2 Years
M.Sc	Atmosphere and Ocean Sciences, Geology, Physics, Chemistry, Mathematics	2 Years
M.S. (R)	All the branches of M.Tech	
PhD	All Streams	-
ITEP	Integrated Teacher Education Program (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. Commenced 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 time frame of four years, as opposed to the conventional five-year duration mandated by the current B.Ed. Curriculum. ITEP will be available for all students who choose teaching as a profession after passing the exit examination of Higher Secondary (10+2) in any discipline (Humanities/ Science/ Commerce/ Others).	4 Year



SALARY AND ALLOWANCES

The salary is paid directly to the bank account on the last day of the month except 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, and HRA (if admissible), among other benefits (e.g., Children Education Allowance, Newspaper Allowance, 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 1st April 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 the employer contributes 14% of Basic and DA.

CHILDREN'S EDUCATION ALLOWANCE

- The CEA and Hostel Subsidy is admissible in respect of children studying from three classes before class one to 12th standard (irrespective of nomenclature of class) and also for the initial two years of a diploma/certificate course from Polytechnic/ITI/Engineering College, if the child pursues the course after passing 10th standard and the Government servant has not been granted CEA/hostel subsidy in respect of the child for studies in 11th and 12th standards 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 a financial year only. It is applicable for 2 children only (3 or more children 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 ₹ 2813/- per month., and ₹ 8438/- per month for Hostel Subsidy. The CEA will be double the normal rates for Divyang Children i.e. ₹ 5625/-



- 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 of the ward for the period/year for which claim has been preferred. The certificate should confirm that the child studied in the School during the 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.

MEDICAL BENEFITS



Basic medical care is provided on campus by the doctors at the **Sanjeevan Health Centre (SHC)**. The Institute has cashless tie-ups with major hospitals in Bhubaneswar, including **Manipal Hospital, SUM Hospital, SUM Ultimate Hospital, Kalinga Hospital, Panda Cancer Hospital, Dr. Agarwal Eye Hospital, Utkal Hospital, KIMS Hospital, Hi-Tech Hospital, Sparsh Hospital**, etc. The list of empanelled hospitals is subject to change and is updated from time to time.



Dental treatment on a **cash basis at Central Government Health Scheme (CGHS) rates** is available at **Bibhuti Bhushan Memorial Dental Hospital**, among others. Treatment may also be availed at other city hospitals, and the Institute will reimburse expenses **as per prevailing CGHS rates**.

Faculty members residing off campus may avail medical services from any **registered medical practitioner** who is also engaged in private practice.

Separate reimbursement forms for **Outpatient Department (OPD) treatment (including the cost of medicines purchased from outside)** and **indoor/hospitalization treatment** are available at the SHC office and on the **Sanjeevan Health Centre webpage**. These forms must be duly filled and submitted within **six months**, along with:

- Original cash memos/bills
- Copy of the doctor's prescription

Blood sample collection on campus is conducted by **SUM Ultimate Hospital twice a week (Wednesday and Saturday)** at the Health Centre. In addition, basic pathological tests are performed at the **in-house Pathology Unit**, which operates from **Monday to Friday**.

Please note that **faculty members and their dependents may be admitted to any hospital anywhere in India**, provided **prior intimation** is given to the **Office of Establishment / Office of the Registrar and Sanjeevan Health Centre**, or **post-admission intimation in case of emergency**. Reimbursement will be processed as per **existing CGHS** rates upon submission of valid bills.

For any queries or emergencies, please contact:

- **Sanjeevan Health Centre:** 0674-7139200 / 0674-7139300 / 7064419568
- **Email:** sanjeevanhealthcentre@iitbbs.ac.in



Further details regarding available facilities, doctor duty rosters, visiting specialists, and empanelled hospitals can be found on the Sanjeevan Health Centre webpage [<https://www.iitbbs.ac.in/index.php/home/sanjeevan-health-center/>] under the Quick Links section.



RELOCATION CHARGES

Relocation charges 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 household goods up to a maximum of ₹ 1,20,000/- is reimbursable for domestic and of ₹ 1,50,000/- for international travel provided they served the Institute for three years. If any faculty who has been sanctioned relocation charges 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.



HOUSE RENT ALLOWANCE

HRA is admissible as per the Gol norms, subject to the approval of the Competent Authority.

HRA shall be admissible subject to the following conditions:

- HRA is admissible to all employees of the Institute who have not been provided the Institute/Govt. accommodation, on furnishing a necessary certificate.
- HRA is admissible to an employee living in a house owned by him/his wife/children/father/mother.

An employee shall not be entitled to HRA, if-

- The Institute employee resides in accommodation allotted to his/her parents, son/daughter at the same station 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 if his wife/her husband has been allotted accommodation at the same station by the Central Government/State Government/Autonomous/Semi Government organization.
- 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 the Central Government/State Government/Autonomous/Semi Government Organizations at subsidized rent, and officers staying in Inspection quarters.





ACCOMMODATION FACILITY

a. Temporary Accommodation:

- i. All the new employees joining the Institute for the first time shall be provided with the Guest House accommodation immediately, subject to availability. He/she can avail such facility for a period up to three months from the date of allotment. Guest House allotment for the first month will be free of cost. For the second and third month charges will be ₹ 1,000/- and ₹ 2000/- 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. It will be a feel good factor for new joiners.

b. Residential Accommodation:

- i. Residential accommodation in the Institute shall be provided subject to availability. For detailed information, please refer to the Residential Accommodation Allotment Regulation 2021 available in the Institute's website.
- ii. The residential allotment letter can be used as an address proof for getting essentials like gas connections, etc. The details are provided on the website (<https://www.iitbbs.ac.in/index.php/faculty-affairs/nearby-gas-agency>)

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. The employee who joined a Central Government organization (Fresh Recruits) can be allowed to travel to their Hometown along with their families on first 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, 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, and M/s Ashoka Tours and Travels.
- Home Town LTC is admissible to all employees of the Institute irrespective of the distance.



- Hometown once declared is treated as final. In exceptional circumstances, the Director may authorize a change, only once during the entire service.
- Employee whose headquarter and home town are same is not eligible for home town LTC.

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 an advance is taken, the claim should be submitted within one month from the date of the 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. Further, penal interest at 2% over GPF interest on the entire advance from the date of drawl to the date of recovery will be charged.
- When a claim is submitted within the stipulated time, but the 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 not be taken into account while computing the maximum admissible for encashment at the time of quitting service.
- The balance at credit should not be less than 30 days after deducting the total of leave availed plus leave for which encashment was availed.



LEAVE RULES

- Leave can't be claimed as a matter of right.

The faculty members are entitled to the different types of leaves as given below:

Type of Leave	Duration	Purpose
Casual Leave (CL)	8 days per year and for employees with disabilities, an additional 4 days as Special Casual Leave for specific requirements relating to the disability of the official.	Personal work etc.
Remarks • Maximum 5 days at a stretch excluding intervening prefix, suffix, holidays, if any. • 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. Note: CL can be combined with Vacation only as prefixed &/or suffixed. • Casual leave may be granted at the discretion of the sanctioning authority as and when occasion arises, provided that the total period of absence including Saturdays, Sundays and other holidays intervening, prefixed or suffixed shall not ordinarily exceed eight days at a time.		
Type of Leave	Duration	Purpose
Special Casual Leave (SCL)	15 days per year	• May be granted when a staff member: • Is summoned as juror/assessor or as a witness in cases not involving personal interest. • Is deputed to reference libraries, conferences, or scientific/professional gatherings in the institution's interest. • Is absent for other Board-approved purposes. • Normally up to 15 days/year, or as needed to cover the absence

**Remarks**

- 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.
- The total number of Special Casual Leave days in a calendar year shall not exceed 15 days.
- For travel outside the country, approval shall be obtained from the Director.
- SCL may be combined with Earned Leave (EL) and Vacation Leave.
- Similar to CL, SCL can be combined as prefixed &/or suffixed.

Type of Leave	Duration	Purpose
Earned Leave (EL) (EL shall be credited on a pro-rata basis in lieu of unutilized vacation leave.)	30 days per year	Personal work etc.

Remarks

- Can be accumulated up to 300 days.
- Can be combined with any leave except CL, and can also be prefixed and suffixed with holidays. Intervening holidays will be counted as EL.
- EL can be availed up to a maximum of 180 days at a stretch
- Encashment of EL while availing LTC up to 10 days on each occasion, subject to a balance of 30 days of EL after availing EL/Leave encashment and a maximum of 60 days in the entire service are permissible.
- For Vacation Staff: A faculty member is required to remain on duty during vacation, shall be eligible for proportionate Earned Leave.

Type of Leave	Duration	Purpose
Half Pay leave (HPL)	20 days (10 days each on 1 st Jan & 1 st July every year)	Medical grounds / private affairs

Remarks

- 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 medical certificate.
- Pay & allowance will be half rate.

Type of Leave	Duration	Purpose
Commuted leave	Based on medical certificate	• Medical grounds • Study purpose



Remarks		
- Commutated leave not exceeding half the amount of half pay leave due can be taken on medical certificate - Commutated leave can be taken without medical certificate on specific occasions.		
Type of Leave	Duration	Purpose
Vacation Leave (VL)	60 days' vacation in an academic year	Vacation
Remarks		
- A new faculty joining in the summer vacation period is not eligible for vacation during that summer. - Can avail 60days vacation partly in winter and partly in summer period or entire 60days 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. - During Vacation Period Maternity Leave, Paternity Leave, Commuted Leave and Restricted Holidays is admissible. - CL can be combined with vacation only prefixed & suffixed. - Vacation leave can be prefixed and suffixed with holidays but intervening holidays will be treated as VL.		
Type of Leave	Duration	Purpose
Maternity Leave	Maternity: 180 days Miscarriage: 45 days	Maternity/ Miscarriage
Remarks		
- During maternity leave, leave salary equal to last pay drawn is admissible. - Maternity leave shall not be debited to the leave account. - Can be combined with any other leave except CL. - Maternity Leave shall be taken in single spell. - Maternity leave not exceeding 45 days in single spell may also be granted to a female employee (irrespective of number of surviving children) on full pay in cases of miscarriage including (induced, but not threatened) abortion, subject to the condition that the application for leave is supported by medical certificate and related evidence.		
Type of Leave	Duration	Purpose
Paternity Leave	15 days before or up to six months from the date of delivery of the child	Take care of the child and wife

**Remarks**

- Paternity leave shall not be debited to the leave account.
- During paternity leave, leave salary equal to last pay drawn is admissible.
- Paternity leave may be combined with leave of any other kind except casual leave.
- Paternity leave shall also be given on valid adoption of a child below 1 year.
- Paternity Leave shall be taken in single spell.

Type of Leave	Duration	Purpose
Leave Not Due (LND)	Limited to a maximum of 360 days during the entire service	Medical grounds / private affairs

Remarks

- 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.

Type of Leave	Duration	Purpose
Extra -Ordinary Leave (EOL)	5 years during the entire service and limited to 2 years on one occasion	Short/ long term assignment in India/ abroad Higher studies Research activities Fellowship Sickness/ medical certificate

Remarks

- 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.

Type of Leave	Duration	Purpose
Sabbatical Leave	Maximum of 1 year at a time including vacation	Research work, advanced studies, writing text books, visiting Industrial Concerns of govt., University, Industry or Government research laboratory in Indian and abroad



Remarks

- After 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 to the expiry of sabbatical leave due to superannuation.
- The period of sabbatical leave at a time shall not exceed full semester or academic year as the case may be including vacations- But the Board may permit attaching to it up to 180 days of E.L. (with full pay and allowances) and EOL (without pay, but with increment & pension) for the rest, the total period of absence being limited to two years.
- A member of the faculty shall, during the period of sabbatical leave, be paid full salary and allowances as admissible under the normal rules but he shall not be entitled to any travelling allowance or any extra allowances in India or abroad.
- During Sabbatical leave, a faculty member will not lose increment or pension, but will not earn EL or HPL during the leave period.
- No substitute shall be appointed in the vacancy and his work shall be shared by the other members of the faculty.
- A member of the faculty shall not undertake during the period of sabbatical leave, any regular or temporary / contractual appointment under any other organization in India or abroad. He shall, however, be free to receive a scholarship or fellowship or bursary or any grant or honorarium of any amount but other than an employment involving salary or fee as compensation for work.
- A member of the faculty availing sabbatical leave shall furnish a bond in the prescribed form to serve the Institute for a minimum period of three years on return to duty, failing which the salary drawn by him during the leave period needs to be recovered.
- Initial Sabbatical leave can be availed only after completion of six years of continuous regular service in the Institute. Subsequent Sabbatical leave can be availed after six years of availing previous sabbatical leave or any long leave, whichever is later.
- Sabbatical leave can be availed up to maximum three times in career.
- On return from Sabbatical Leave, a faculty member needs to give a presentation in the department and submit a detailed report to the leave sanctioning authority on the outcome for which the Sabbatical Leave was sanctioned.
- The decision of the sanctioning authority on whether a particular payment is a salary (or fee or any other compensation for service) or a fellowship (or scholarship, stipend, associate ship, grant, honorarium etc.) shall be binding. There shall be no limit on the quantum of money received as a scholarship.
- If a faculty member stays on campus (e.g. for writing a book) he can carry on with his academic work, guide student projects, carry on sponsored research and consultancy work etc., can teach assigned courses at his discretion, but cannot hold administrative positions such as Dean, HOD, or member of committees. In case of need he can assist a committee as an invitee.



Type of Leave	Duration	Purpose
Duty Leave (ODT)	Duration of conference plus up to a maximum of two days (In India) & four days (Outside India), total 15 days in a calendar year.	- To attend National/ International conferences/ Seminar/Symposium/Workshop within India/ abroad to present paper with Institute financial assistance - Serve on committees/ evaluation of specific academic research activities with/ without Institute finance

Remarks

- Holidays can be prefixed/suffixed.
- This leave is distinct from vacation and can be combined with other leave types like earned, half-pay, or extraordinary leave, but it is not a substitute for the standard vacation leave.
- For travel outside the country, approval shall be obtained from the Director for all faculty members.

Type of Leave	Duration	Purpose
Child Care Leave (CCL)	The maximum period of two years (i.e., 730 days) during the entire service.	Admissible to women employees & single male employees having minor children may be granted CCL by an authority competent.

Remarks

- Maximum period of 730 days during the entire service for taking care of up to two eldest surviving children below 18 years. In respect of a child with a minimum disability of forty percent, it is permitted for an offspring of any age subject to submission of certificates.
- During the period of CCL, salary shall be paid 100 percent 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.
- CCL shall not be granted for more than three spells in a calendar year; in case of a single female employee, the grant of leave shall be extended to six spells in a calendar year.
- CCL may not be granted for a period less than five days at a time.
- Intervening holidays will count as CCL as in the case of EL.
- Not ordinarily to be granted during probation period except during certain extreme situations where the leave sanctioning authority is satisfied about the need and a minimal leave is sanctioned.
- CCL may be combined with leave of any other kind.
- LTC may be availed during CCL.

N.B. No leave should be availed without prior approval from the leave sanctioning authority except Casual Leave.



THE INSTITUTE'S EXPECTATIONS

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

While joining, the Institute offers certain facilities to make it easier for settling in and get the 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 joiners 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 availability in the department at least during 9am-5pm on working days.
- Industry visit/collaboration

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 her or his 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 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.

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: -

- "The Board of Governors" in the case of the Director.
- "The Director" in the case of all other employees.

b. "Members of the family" in relation to an employee includes: -

- 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:

1. 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.

2. Integrity towards Service

- a. Every employee shall at all times maintain absolute integrity, devotion to duty, and do nothing that is unbecoming of an employee of the Indian Institute of Technology Bhubaneswar, and also be strictly honest and impartial in his official dealings.
- b. An employee should at all times be courteous in his dealings with other members of the staff, students, and members of the public.
- c. 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.
- d. An employee shall be required to observe the scheduled hours of work, during which he or she must be present at the place of his or her duty, unless required to be elsewhere on duty.
- e. Except for valid reasons or unforeseen contingencies, no employee shall be absent from duty without prior permission.
- f. No employee shall leave station except with the previous permission of proper authority, even during leave or vacation.

3. Taking Part in Politics and Elections:

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.

No employee shall canvass or otherwise interfere or use influence in connection with or take part in any election to a 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.

4. 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 employees 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 their 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 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.

- 5. Criticism of the Institute:** No employee shall, in any media activity or in any document published anonymously or in their 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 an official capacity or in the due performance of the duties assigned.

6. Evidence before the 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.

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.

7. 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.

8. 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.

9. **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.
10. **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.
11. **Marriage:** No employee who has a spouse 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.

12. Representations:

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.

No employee shall be a signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.



13. 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 the preference of appeals against any such action taken.

14. Disciplinary action:

Suspension: The Director may place a member of the staff appointed at the Institute under suspension:

- i. where a disciplinary proceeding against him/her is contemplated or is pending; or
- ii. where a case in respect of any criminal offence is under investigation or trial.

15. During the period of suspension, the member of the staff shall be entitled to the payments as per the rules of the Government of India in this regard.

16. Disciplinary proceedings: All disciplinary proceedings shall be conducted following the Rules and Orders of the Government of India.

17. Penalties: The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on any member of the staff:

- i. Censure;
- ii. Withholding of increment(s) or promotion;
- iii. Recovery from the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders;
- iv. Reduction to lower service, grade, or post or to a lower time-scale, or to a lower stage in a time -scale;
- v. Compulsory retirement;
- vi. Removal from service, which shall not be a disqualification for future employment under the Institute;



- vii. Dismissal from service, which shall ordinarily be a disqualification for future employment under the Institute.

18. Imposition of penalty:

- a. An order imposing any of the penalties specified in paragraph 17 (i) to (iii) above on any member of the staff shall be passed by the Appointing Authority after the member of the staff concerned given an opportunity to make a representation to the Appointing Authority.
- b. An order imposing any of the penalties specified at paragraph 17 (iv) to (vii) above on any member of the staff shall be passed by the appointing authority after an enquiry has been held and the member of the staff given a reasonable opportunity of showing cause against the action proposed to be taken.





A collage of 20 photographs of birds and flowers, arranged in a scattered, overlapping manner. The images show various species of birds in flight, perched, or on the ground, alongside different types of flowers like purple morning glories, pink bougainvillea, and orange trumpet flowers. The photos are set against a dark, textured background.



Facilities inside the Campus





LIFE AT IIT BHUBANESWAR

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 one enters the campus, he/she 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 ecosystem. It offers 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 multiple facilities like indoor badminton courts, lawn tennis court, table tennis hall, basketball courts, dance court and volleyball court. The institute also has hockey ground, cricket ground and football ground. It has brilliant fitness and sports facilities, not to forget the 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-sized 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 one can get amazing burgers, different types of Maggi and a variety of hot and cold beverages. We have Dominos and a Mio Amore outlet in the campus. We also have ‘Rolling Crunches’, a food truck which visits the campus, situated next to SAC from 3 pm till midnight. One 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's 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 colleagues, neighbours if in doubt!





Nearby Tourist Attractions

Hirapur Chausathi Yogini Temple



30 min from IIT

Dhauli Santi Stupa



30 min from IIT

Khandagiri and Udayagiri Caves



30 min from IIT

Nandankanan Zoological Park



60 min from IIT



Nearby Tourist Attractions

Mangalajodi



60 min from IIT

Chilika Lake



60 min from IIT

Jagannath Temple



80 min from IIT

Konark Temple



120 min from IIT



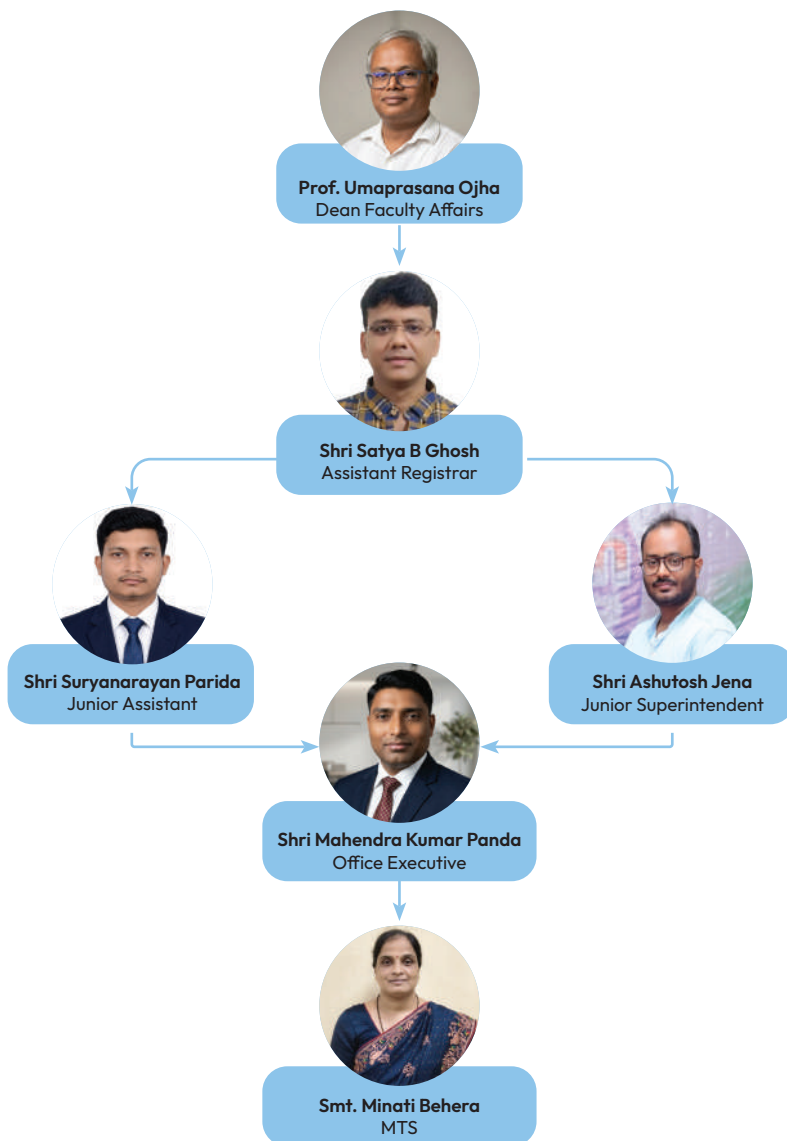




Office of the Establishment -I (Faculty Affairs)

deanf.office@iitbbs.ac.in, +91 674 -713-4491/92/93

Our Team Members



+91 6747134491, +916747134492

deanf.office@iitbbs.ac.in

www.iitbbs.ac.in



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर

Indian Institute of Technology Bhubaneswar

Argul, Khordha, Odisha, India- 752050