



# **FACULTY GUIDEBOOK**

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### ***Disclaimer:***

This handbook is intended to serve only as a very informal guide, and the matter contained within cannot be regarded as accurate, authentic and authoritative. While every effort has been made to capture all rules and regulations that must be followed in conformity with Gol rules, they are not comprehensive and are not definitive statements of the rules and regulations.

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## 1.0 The Institute

### 1.1 Genesis of the Institute

Indian Institutes of Science Education and Research (IISERs) were established by the Government of India to promote quality education and research in basic sciences. Traditionally, teaching has been segregated from research in undergraduate science curricula in our country. IISERs were established by the Ministry of Human Resource Development, Government of India with a prime focus of integrating research with teaching, and imparting education through research. The vision of IISERs encompasses creation of research centres of the highest caliber in which teaching and education in basic sciences are totally integrated with state-of-the-art research. IISERs are degree-granting autonomous institutions that have been approved by the Parliament under an amendment to the National Institutes of Technology Act in 2012. The faculty members in IISERs are expected to perform cutting-edge research in frontier areas of basic sciences and impart well-rounded education to students. IISERs are envisaged to cater to undergraduate and postgraduate teaching in sciences in an intellectually vibrant atmosphere of research and strive to make education and career in basic sciences highly attractive. IISER Thiruvananthapuram is among the first 5 IISERs established by the Government of India. At present, there are 7 IISERs in India located in Pune, Kolkata, Mohali, Bhopal, Thiruvananthapuram, Tirupati and Berhampur.

IISER Thiruvananthapuram (IISER TVM) started functioning in 2008 at its make-shift campus, namely College of Engineering, Thiruvananthapuram. After the creation of a campus of its own, IISER TVM began to operate from 2016 at Vithura, which is located at a distance of 40 kilometers from Thiruvananthapuram city. IISER TVM campus is at the foot of the Ponmudi hills, and is arguably one of the most picturesque Indian campuses. With rich greenery and a spectacular mountain backdrop, this eco-friendly campus enjoys a tranquil environment ideal for the pursuit of research and learning. The faculty members are engaged in research in frontier areas of basic sciences with a high degree of autonomy and creativity. The institute is mandated to impart high-quality education in modern science, integrating it with outstanding research at the undergraduate level itself, aiming to develop a spirit of inquiry cutting across disciplines. IISER TVM offers a five-year BS-MS program in addition to Integrated PhD and PhD programs in biology, chemistry, data science, mathematics, physics and interdisciplinary areas. The details of these programs are available on the website [www.iisertvm.ac.in](http://www.iisertvm.ac.in)

### 1.2 Vision and Mission of IISER TVM

The vision of IISER TVM is *“to enrich the world with motivated individuals, instilled with the power of free, imaginative and logical thinking, rooted in the philosophy of scientific pursuit.”*

The mission of IISER TVM is *“to provide high-quality education in modern science, integrating it with outstanding research of international standards at the undergraduate level itself, and develop a spirit of research cutting across disciplines.”*

The key objectives of the institute are:

- (i) to impart quality education and research in basic sciences, technology, arts, humanities and social sciences, through a flexible borderless curriculum by adapting to the best global practices,
- (ii) to build high-quality academic faculty members capable of synergizing quality research with education, teaching and mentoring, especially in emerging frontier areas of sciences,
- (iii) to actively forge strong relationships with existing universities, colleges, laboratories, and institutions in India and abroad in order to network and complement infrastructural and faculty resources,
- (iv) to generate significant intellectual property through sponsored research programs in areas of basic sciences that have potential in evolving as applied sciences, and
- (v) to engage in consultancy activities with industry thereby building up strong academia–industry connect enabling the tackling of complex research problems of relevance to humankind.

## **2.0 Governance Structure**

The National Institutes of Technology, Science Education and Research (NITSER) Act, 2007 declared IISERs to be institutes of national importance and stipulated a broad framework for the functioning of IISERs. The first statutes of IISERs notified in 2014 further stipulated the detailed rules of governance. For more details, see:

[http://www.iisertvm.ac.in//pages/iiser\\_act\\_and\\_statutes](http://www.iisertvm.ac.in//pages/iiser_act_and_statutes)

### **2.1 The Visitor**

The president of India is the visitor of the institute.

### **2.2 The Council**

The council is the central body that coordinates the activities of all the IISERs. The honorable minister of the Ministry of Human Resource Development (MHRD), Government of India is the chairperson of the council.

### **2.3 The Board of Governors**

The Board of Governors (BoG) is responsible for the general superintendence, direction and control of the affairs of the institute. The board lays down the norms for the following:

- (i) to provide academic support to other scientific and technical institutions,
- (ii) to collaborate with foreign and Indian educational and research institutions,
- (iii) to provide industrial consultancy, and
- (iv) to accept donations.

The chairperson of the board is nominated by the visitor. The director of the institute is an ex-officio member of the board and registrar is the secretary. Two professors of the institute are nominated/elected to the board by the senate. Additionally, six others are ex-officio members and two members are nominated by the ministry of human resource and development.

### **2.4 The Senate**

The senate is responsible for the maintenance of standards of instruction, education and examination in the institute. All academic matters come under the purview of the senate. The director is the chairperson of the senate. All professors of the institute are members of the senate, in addition to several other functionaries and nominees as stipulated in the NITSER act.

### **2.5 The Director**

The director of the institute is the principal academic and executive officer of the institute. The director is responsible for the proper administration of the institute and for imparting of instruction.

## 2.6 The Deputy Director

The deputy director assists the director in academic and administrative work, and in liaising with other institutions, industrial undertakings and other employers. The deputy director is appointed by the board from amongst the professors of the institute. The deputy director exercises power and performs duties as may be assigned to him by the director, and acts as the director whenever (s)he is away.

## 2.7 The Academic Functionaries

The institute is administered by the director through key functionaries, namely, the deputy director, registrar, deans, associate deans and heads of schools, appointed judiciously by the director based on certain criteria that best serve the purpose irrespective of seniority.

The deans and associate deans of the institute assist the director by discharging his/her duties and responsibilities in the areas of academic affairs, students' affairs, faculty affairs, research and development, planning and development, etc. The deans and associate deans are deemed to be officers of the institute. The associate deans assist the respective deans in discharging their duties.

**Dean of Academic Affairs (DoAA):** DoAA takes care of all the academic matters of the institute – from admission of students to the awarding of degrees. The DoAA acts on all academic issues, for both undergraduate and postgraduate students, and implements the decisions taken by the senate. The major functions of the academic section include coordinating admissions of BS-MS/IPhD/PhD programs, receiving, processing and maintaining all records related to the academic programs, preparing and updating academic calendars and scholarships of students, processing of theses, awarding medals, disseminating information related to academic matters and issuing memoranda/orders, conducting examinations, evaluating and declaring results, generating and issuing of transcripts, awards/certificates, etc. The DoAA office acts as a central platform for communication between students, faculty members and the schools.

**Dean of Students Affairs (DoSA):** The responsibilities of DoSA include overseeing the overall student life in the campus, supervising student activities, managing hostels and messes, resolving issues of the students related to ragging, harassment, discrimination etc. The DoSA serves as a liaison between institute administration and student council. DoSA office is also responsible for the formulation and review of policies directly related to students, in consultation with the director.

**Dean of Faculty Affairs (DoFA):** All matters related to the permanent faculty members as well as short-term appointees largely fall under the primary responsibility of the DoFA, within the powers delegated by the director. The DoFA office maintains records of all kinds of leave and service books of all faculty members. The DoFA initiates the process of recruitment of faculty members across the institute. Additionally, appointment and administration of visiting, adjunct and contractual fellows – supported through various sponsored schemes such as DST-INSPIRE, DST-Ramanujan and DBT-Ramalingaswami fellowships – come under the ambit of faculty affairs, and are overseen by DoFA.



**Dean of Research and Development (DoRD):** The DoRD Office at IISER TVM plays a role in ensuring smooth administration of sponsored research projects, works for promoting industry connect with the academia, endeavours incubation of innovative ideas of the research fraternity, disseminates information on research programs and funding opportunities to the academic community and fosters research internship opportunities for students. This office fervently pursues memoranda of understandings with various national and international institutions for cooperative and collaborative research initiatives.

**Dean of Planning and Development (DoPD):** The DoPD office works on building an enviable ecosystem by way of assessment, planning and creation of infrastructure and amenities for the community as a whole. The dean is responsible for strategically planning expansion of infrastructure and adoption of the state-of-the-art technological means for the institute. (S)he is also concerned with working out anticipated short-term and long-term requirements for research, teaching, housing, etc., and arranging for necessary resources including budget, finances, etc. DoPD works in close coordination with the faculty, especially the newly-joined ones, to evaluate the requirements for setting up their labs and find means of providing the facilities needed in an efficient, cost-effective and time-bound manner.

**Heads of Schools:** The teaching and research activities of the institute are conducted in the schools of biology, chemistry, mathematics, physics, etc. Each of the schools of the institute is run by a head of the school, chosen by the director from amongst the professors or associate professors of the institute based on certain criteria that best serve the purpose irrespective of the seniority. The head is responsible for smooth functioning of the school, and serves as an interface between faculty members/students and the director.

## **2.8 The Administrative Functionaries**

The registrar reports to the director and deputy director for proper discharge of his/her functions, and is the custodian of records, the common seal, in-charge of staff, funds and property of the institute. The registrar serves as secretary of the board and the senate. He is assisted by deputy registrars and assistant registrars in discharging his/her duties.

## 3.0 Faculty Recruitment

### 3.1 Four-Tier Flexible Faculty Structure with Academic Payscale

All the Centrally Funded Technical Institutions (CFTIs) follow a four-tier flexible faculty structure as given below:

- (i) Assistant Professor (Grade II)
- (ii) Assistant Professor (Grade I)
- (iii) Associate Professor and
- (iv) Professor

Minimum essential and desirable qualifications along with experience are given below for each of the above positions.

#### (i) Designation: Assistant Professor (Grade II)

Pay Level: 10

Essential Qualifications: PhD with first class or equivalent at the preceding degree with a very good academic record throughout.

Essential Requirements: A significant number of publications in SCI journals of international repute, perceived globally, in his/her area of research.

Age: preferably below 30 years

#### (ii) Designation: Assistant Professor (Grade I)

Pay Level: 12

Essential Qualifications: PhD with first class or equivalent at the preceding degree with a very good academic record throughout.

Essential Requirements:

- a) Three years of post-PhD industrial/research/teaching experience.
- b) A significant number of publications in SCI journals of international repute, perceived globally, in his/her area of research.

Age: preferably below 35 years

On completion of 3 years of their service, assistant professors can be placed in Pay Level 13A1 based on evaluation of his/her performance. In case the progress of a faculty member is not satisfactory, (s)he will have to wait for another year for the next evaluation. The date of movement to Pay Level 13A1 will be determined by the recommendation of the evaluation committee.

**(iii) Designation: Associate Professor**

Pay Level: 13A2

Essential Qualifications: PhD with first class or equivalent at the preceding degree with a very good academic record throughout.

Essential Requirements:

- a) Six years after PhD of which a minimum of three years is at the level of assistant professor.
- b) One completed plus one continuing PhD as a sole or principal supervisor.
- c) A significant number of publications in SCI journals of international repute, perceived globally, in his/her area of research, originating from his/her independent research carried out at the level of assistant professor.
- d) One completed plus one on-going sponsored project or two on-going sponsored projects.
- e) Consistent excellence in classroom and laboratory teaching which is reflected through the student evaluation reports.

Desirable Qualifications:

Awards/elected fellowships/elected memberships of national/international professional bodies.

**(iv) Designation: Professor**

Pay Level: 14A

Essential Qualifications: PhD with first class or equivalent at the preceding degree with a very good academic record throughout.

Essential Requirements:

- a) 10 years of experience after PhD of which at least 4 years should be at the level of associate professor in IITs, IISc Bangalore, IIM, NITIE Mumbai and IISERs or equivalent level in any other Indian or foreign institutions of comparable standards as may so be decided by the institute.
- b) Three PhDs completed as sole or principal supervisor during his/her term as assistant and associate professor.

- c) A significant number of publications in SCI journals of international repute, perceived globally, in his/her area of research, originating from his/her independent research carried out at the level of associate professor. Contribution of the candidate should be reflected through the citation of his/her independent publications.
- d) Two sponsored projects during the tenure of associate professor of which at least one is completed.
- e) Consistent excellence in classroom and laboratory teaching which is reflected through the student evaluation reports.

Desirable Qualifications:

- a) Contribution to curriculum, course development etc.
- b) Awards/elected fellowship/elected membership of national/international professional bodies.

Based on the recommendations of the director, the board shall have the power to fill a particular academic post by invitation or by promotion from amongst the faculty members of the institute.

Applications of candidates will be screened based on the eligibility and experience as prescribed in the advertisement, academic and research competence in the area of specialization, quality of work carried out during doctoral and postdoctoral research, and the feasibility and novelty of the research proposal. In order to keep the number of candidates interviewed within a practical limit, departmental-level screening committee and institute-level screening committee may, if they deem fit, reject a candidate on third or further attempt, if the candidate has failed to win the same post in two previous attempts (either in scrutiny or selection stage) even if (s)he meets the shortlisting criteria, except when there is significant new achievement justifying an exception. While the screening as well as shortlisting-cum-selection committees will use all information available to them and be as quantitative as possible, their recommendations will reflect a collective decision based on accumulated professional experience, which is often not possible to quantify. The committees will not be obliged to record the details of their individual reasoning process.

## **4.0 Faculty Joining Process**

The following important steps are required for completing the joining process. A set of forms to be filled and submitted at the time of joining are available on the Campus Mate.

### **4.1 Joining Report**

A joining report indicating the joining date and time (forenoon/afternoon) should be submitted to the HR section.

### **4.2 Medical Examination**

While joining the institute, a medical fitness certificate from an authorized medical officer (not below the rank of civil surgeon) is required to be submitted in the format sent along with the offer letter.

### **4.3 Bio-data and Certificates**

Bio-data in the prescribed format along with copies of educational qualifications and proof of date of birth need to be submitted to the HR section at the time of joining the institute. The originals should be produced for verification. Duly-attested forms with three passport-sized photographs are required to be submitted for verification. Confirmation of the incumbent in the appointed post after successful completion of the specified period of probation will be done only after completion of the verification process.

### **4.4 Family Declaration**

Faculty members are required to provide details of dependent family members for availing leave travel concession (LTC) and medical benefits in the prescribed format to the HR section. The details will be entered in the service book, and in the event of changes in the declaration submitted, the same has to be intimated. The definition of family for availing the benefits is as follows:

"Family means wife or husband of a member of the institute staff as the case may be, and parents, sisters, widowed sisters, widowed daughters, minor brothers and two surviving unmarried children that are fully dependent on the institute employee, and their income from all sources including pension should not exceed the minimum family pension of Rs. 3,500/- per month and the dearness relief thereon."

### **4.5 Service Book**

The service book is a permanent record of the entire service of the faculty member during the tenure at the institute. Personal details like name, parents' name, spouse name (for married), permanent address, date of birth, qualifications, identification marks, post(s) held, pay band, grade pay and annual increments, details of promotion, etc. are recorded in the service book by the administration. Details of all kinds of leave with the exception of casual leave availed by the employee are recorded in the service book. Faculty

members may verify that the entries in the service book are up-to-date and are correct with respect to the following and some others as applicable:

- (i) medical fitness,
- (ii) date of birth and date of confirmation in service or post,
- (iii) annual certificates of service verification,
- (iv) entries regarding counting periods of extraordinary leave as periods qualifying for pension,
- (v) entries regarding the payment of leave and pension contributions while on foreign service, if any, specifying the period,
- (vi) note regarding submission of nomination for payment of retirement benefits, and
- (vii) nomination for national pension system (NPS) and an entry to that effect.

Every employee affixes his/her signature every year after inspection of the entries in the service book.

#### **4.6 Identity Card and Institute E-mail id**

Application form for identity card and e-mail id has to be submitted to the HR section on joining. The IT section will issue username and password that can be used to access internet facilities.

#### **4.7 Relocation Expenses**

Persons living abroad who are appointed to a faculty position at the institute are eligible for reimbursement of travel (economy class fare) and relocation expenses for self and family up to a maximum of Rs. 1,25,000/-. The travel and relocation expenses up to Rs. 75,000/- or as per actuals, whichever is less, will be paid for those who are appointed from stations within India. This sum is admissible to the individual on production of receipts of the expenditure after joining.

## **5.0 Professional Responsibilities**

### **5.1 Teaching**

IISER TVM admits students in various academic programs that lead to award of BS-MS, Integrated PhD (IPhD) and PhD degrees as detailed in their respective guidebooks. Teaching and mentoring include classroom instruction and laboratory supervision, project/thesis guidance, evaluation of the academic performance of the students, development of course content and laboratory experiments, etc. Also, every faculty member serves as a 'faculty advisor' for BS-MS students in guiding and counseling them in matters related to social and psychological issues in addition to academics.

### **5.2 Research**

Faculty members are involved in cutting-edge research by setting up state-of-the-art research laboratories/facilities. Collaborative and interdisciplinary research activities are encouraged. The institute expects the newly-joined faculty members to submit at least one grant proposal within the first 3-6 months of their joining, and secure an independent external research funding within a year. All the faculty members are expected to (i) actively involve in one or two sponsored projects at any given point of time, (ii) demonstrate research productivity as reflected by lab development and publications in their relevant areas, and (iii) guide PhD scholars and BS-MS students in their research projects.

#### **5.2.1 Undergraduate, Doctoral and Postdoctoral**

The BS-MS students generally carry out a minor project in their eighth semester. In the final year, they undertake a research project in their chosen discipline. Hence, the faculty members are vested with the responsibility of guiding the students during these research projects. The students in the IPhD program pursue course work in the first two years. Subsequently, they undertake research work for PhD program as those of the students that join for the regular PhD program. The faculty members guide the IPhD as well as the PhD students in their research work. The institute supports a limited number of postdoctoral fellowships, the details for which can be found under the academics section of the institute website.

#### **5.2.2 Extramural Research**

The DoRD office is responsible for monitoring sponsored and consultancy projects, patenting new inventions and fostering international/national collaborations. The DoRD office supports activities by providing faculty members with general guidelines to be followed in preparing project proposals. All project proposals are routed through the DoRD office to different funding agencies. On receipt of sanction from a funding agency, the project is registered in the DoRD office as either a sponsored or a consultancy project. Upon completion of the registration process, the project is activated. For consultancy projects, the principal investigator (PI) can initiate project implementation through the disbursement of funds. Appointment of any project staff can only be made on receipt of the first instalment of the project grant from the funding agency.

### **5.3 Consultancy**

IISER TVM encourages industry-sponsored research projects and engagement with industry in the form of consultancy services, development of process/technology and transfer of product/technology. Detailed guidelines in this regard can be found in the R&D manual. All the consultancy proposals must be registered in the DoRD office prior to implementation. The institute normally requires the cost of the consultancy project to be deposited by the client in full before the work commences. For consultancy projects, 20% of the total project cost is charged as institute overhead.

### **5.4 Institutional and Outreach Responsibilities**

The faculty members are an integral part of holistic institute management and development. The latter encompass administrative, managerial and other activities within the school/center/facility/institute as a whole. They include academic planning and administration, participation in admission procedures, student welfare, management of resources, creation/ development of laboratories and facilities, etc.

### **5.5 Directorship in Companies**

Faculty members are encouraged to engage and connect with the industry, and be part of the governance of companies. However, prior approval from the competent authority should be obtained through the DoRD office. Faculty members are also allowed to start a company or a business enterprise of their own based on their research findings. Prior permission must be obtained from the competent authority through the DoRD office.



## 6.0 Career Progression

### 6.1 General Terms and Conditions of Service (NITSER Act, 2007)

- (i) The employees of the institute shall be governed by the Conduct Rules as framed under the statutes, in addition to the conduct rules specified under Central Civil Services (Conduct) Rules, 1964 and subsequent amendments as laid down by the Government of India for its employees from time to time.
- (ii) Subject to the provisions of the act and the statutes, all appointments to posts in the institute shall ordinarily be made on probation for a period of one year after which the appointee, if confirmed, shall continue to hold his/her office subject to the provisions of the act and the statutes, till the end of the month in which (s)he attains the age of superannuation as decided by the council and/or the Government of India from time to time.
- (iii) Every employee of the institute shall devote his/her whole time to the service of the institute and shall not engage, directly or indirectly, in any trade or business or political party activity or any other work which may interfere with the proper discharge of his/her duties, other than the academic work and consultative practice undertaken with the prior permission of the director, and/or in accordance with the procedures laid down by the board from time to time in this regard.
- (iv) There would not be any automatic migration between the four-tier flexible faculty structure and any change in the pay structure under the four-tier structure will be through an open advertisement and subsequent recommendation of the duly-constituted selection committee.
- (v) Those who do not fulfil the qualifications and minimum experience at the levels of Assistant Professor Grade I as well as Associate Professor will further continue to be in their respective grades.
- (vi) Provided that the period of probation of any appointee for such periods, as may be deemed necessary, may be extended by the appointing authority.
- (vii) The appointing authority shall have the power to terminate the services of any member of the staff without notice and without any cause assigned thereto during the period of probation.
- (viii) Provided further that, where the board considers that in the interest of the students and for the purpose of teaching and guiding the students registered for any PhD program, any member of the academic staff should be re-employed, it may re-employ such a member till the end of the semester or the academic session, as it thinks fit, in the circumstances of each case.

- (ix) Provided, further that where it becomes necessary to re-employ any such member beyond the end of the semester or academic session, as the case may be, the board may re-employ any such member for such period as may be considered necessary in consistence with the rules of the Government of India.
- (x) At any time, by giving notice of not less than three months in writing to the appointing authority, an employee may retire from service on the terms and conditions and rules and regulations laid down by the Government of India from time to time for its own employees.
- (xi) The appointing authority shall have the right to retire the employee before superannuation as premature retirement in accordance with the provisions of Central Civil Services (Retirement) Rules, as applicable to the employees of Government of India from time to time.

## **6.2 Professor-HAG (Higher Administrative Grade) Scale**

The minimum eligibility for the HAG scale is 6 years of service as a professor. A maximum of 40% of the total number of professors can be placed in this scale. The following criteria will be considered:

- (i) supervision of a significant number of PhD students,
- (ii) truly significant contributions in his/her area of research reflected through the publications in SCI journals of international repute as well as the citations of his/her research carried out at the level of professor,
- (iii) research accomplishments having significant international recognition,
- (iv) demonstrated leadership qualities in science management, and
- (v) awards/elected fellowships/elected memberships of national/international professional bodies.

## 7.0 Benefits and Privileges

### 7.1 Allowances

The institute provides various perks to the faculty members. Some of them are mentioned below:

#### 7.1.1 Cumulative Professional Development Allowance (CPDA)

##### Allotment of Funds:

- a) A CPDA of Rs. 3 lakhs for every block period of three years (for example, current block is 1 April 2018-31 March 2021) is available to every faculty member to meet the expenses for participation in national and international conferences/workshops/meetings etc., research activities in reputed national and international institutions, paying the membership fee of various professional bodies, buying books and certain other contingent expenses.
- b) For faculty members joining the institute in the middle of a year, the amount of CPDA credited for that financial year will be calculated on a pro-rata basis based on the number of months left in that year, including the month of joining.
- c) No advance funding will be allowed from the fund of the next financial year.
- d) The unutilized CPDA of one block cannot be carried forward to the next block.

##### Guidelines for CPDA Utilization:

Some of the guidelines pertaining to the utilization of CPDA are given below:

1. Reimbursement of travel and other expenses of the faculty members related to participating in national/international conferences, research visits, invited lectures and workshops. The travel requests should be accompanied by a proper letter of invitation and travel plan with justification. Paper acceptance and presentation are desirable while attending a conference. In the event of attending a conference without paper presentation or visiting an institute, suitable justification and evidence in terms of collaboration, research and scientific exchanges and discussions are to be furnished.
2. Paying membership fees of various professional bodies.
3. Payment for publication charges and payment for pages and colour photographs in journals and conferences are permitted.
4. Purchase of electronic books (e-books)/books/monographs/journal subscriptions/ computer-based software/databases.
5. Meeting various contingency expenses as per approved norms.
  - a. Contingency includes stationery, printer cartridges, external/portable memory devices, internet modem/dongle/router, and internet access bills for professional purposes.

- b. The amount spent on contingency will be limited to the one third of the total amount of CPDA in a block of 3 years.
6. Retired faculty members will be allowed to utilize CPDA till the date of re-employment. In case of the start of a new block period, a proportionate amount will be released.
7. The reimbursement/payment shall not be made for purchase of computers/laptops and electronic gadgets.

### **7.1.2 Medical Benefits**

The institute health center is open on all days with medical and nursing services round the clock. Ambulance service is also available for emergencies. Currently, all the regular employees of the institute are covered under Contributory Health Services Scheme (CHSS). A monthly contribution of Rs.1000/- is recovered from the employees in the pay level 12 (as per seventh CPC) and above. The expenses are reimbursed at the CHSS rates.

The CHSS claims for both outpatient and inpatient treatment i.e., for self and eligible dependents should be submitted in relevant filled up forms downloadable from the IISER TVM Campusmate website within six months from the date of availing treatment/investigation to medical officers of the institute for scrutiny. Submission in person is not required. They can be sent to the health centre, which will then be received, recorded, scrutinized and forwarded to the institute finance wing at the earliest. As per the existing and relevant CHSS norms, it is not mandatory to get sanction or referral from the institute medical officers for specialist consultation or treatment from Government or private consultants/hospitals.

Original bills along with prescription, requisition for investigations, discharge summary (in-patient treatment) etc., should be attached to the claim forms during submission. If original prescription/discharge summary is required for future reference by claimant, one can submit self-attested copies of the same along with the claim forms. Claims for treatment availed from specialists in ayurveda, homeopathy and other systems of medicine also have relevant published CHSS guidelines. CHSS claims relevant to these systems submitted for reimbursement will be dealt with as per CHSS norms.

### **7.1.3 Telephone Allowance**

A faculty member is entitled to reimbursement of telephone (landline at home and/or mobile connection and/or internet charges) expenses up to Rs 1500 per month. To claim this, telephone bills (including mobile bills and bills for internet charges) should be submitted to the accounts section. Consolidated claims either annually or semi-annually can also be submitted. As it is a reimbursement, no tax liability is due on this amount.

### **7.1.4 Leave Travel Concession (LTC)**

Leave Travel Concession (LTC) to hometown and back twice in a block of four years is admissible to the employee and his/her eligible dependent family members as per the Government of India rules adopted

by the institute. LTC to hometown can be converted to anywhere in India or to north east or Kashmir subject to rules in this regard issued by the central government from time to time. Those who are joining for the first time in government service are entitled for LTC to home town every year for the first eight years after completion of one year service. In this case, carryover of LTC to next year is not allowed and LTC to anywhere India can be taken on the fourth occasion only. An advance of up to 90% of the fare in entitled class is admissible. The claim has to be processed within one month from the date of completion of journey. Air travel is allowed only by Air India flights and the tickets have to be purchased directly from Air India/IRCTC or other government travel agency (or) the tour must be offered and arranged by IRCTC / other government travel agency. In case of tour packages, only the cost of flights will be reimbursed. At the time of taking LTC, an employee is permitted to encash up to 10 days of accumulated earned leave subject to the condition that such encashment will not exceed sixty days during the entire career of an employee. If both husband and wife are employees, each can encash such earned leave even when they are traveling together. The encashment of earned leave for the purpose of LTC will not have any bearing on the maximum number of days (300) for which earned leave can be cashed at the time of retirement.

#### **7.1.5 Children Education Allowance (CEA)**

CEA at Rs. 27,000 per annum without any fee receipt is allowed based on certificate given by school or self-attested documents given by the employee. Reimbursement of CEA/hostel subsidy (the ceiling of hostel subsidy is Rs.6750/- pm) can be claimed from nursery to 12th class. Nursery is two classes before class one. CEA/hostel subsidy is also admissible for initial 2 years of diploma/certificate course from polytechnic/ITI/engineering college if the child resumes the above course after 10th standard and CEA/hostel subsidy has not been granted in respect of the child for studying in 11th & 12th standards. The upper age limit for reimbursement of CEA is 20 years or till the passing of 12th standard whichever is earlier. However, for divyaang children, it has been raised to 22 years.

- (i) The amount for reimbursement of CEA will be Rs.2250/-per month (fixed) per child. This amount of Rs.2250/- is fixed irrespective of the actual expenses incurred by the faculty member. In order to claim reimbursement of CEA, the faculty member should produce a certificate issued by the head of the institution for the period/year for which claim has been processed. The certificate should confirm that the child studied in the school during the previous academic year. In case such certificate cannot be obtained, a self-attested copy of the report card or self-attested fee receipt(s) (including e-receipt(s)) indicating that the fee is deposited for the entire academic year can be produced as a supporting document to claim CEA. The period/year means academic year i.e., twelve months of complete academic session.
- (ii) The reimbursement of CEA/hostel subsidy can be claimed only for the two eldest surviving children with the exception that in case the second child birth results in twins/multiple birth. In case of failure of sterilization operation, the CEA/hostel subsidy would be admissible in respect of children born out of the first instance of such failure beyond the usual two children norm.
- (iii) In order to claim reimbursement of hostel subsidy for an academic year, a similar certificate from the head of institution confirming that the child studied in the school will suffice, with

additional requirement that the certificate should mention the amount of expenditure incurred by the faculty member towards lodging and boarding in the residential complex. The expenditure on boarding and lodging or the ceiling of Rs.6750/- as mentioned above, whichever is lower, shall be paid to the employee.

- (iv) The reimbursement of CEA for divyaang children of faculty members shall be payable at double the normal rates of CEA prescribed above in clause (a) i.e., Rs.4500/- per month (fixed).

## 7.2 Leave Rules

Leave of various types as per the entitlement can be availed for genuine personal reasons, planned academic/research activity, medical reasons or any other extra-ordinary conditions with prior approval from the appropriate authorities. Technically, no leave is a matter of right and has to be sanctioned by the competent authority. The director of the institute approves all types of leave. Wherever the administrative power to grant leave is delegated to the subordinate authorities, such leaves can be granted by them. In IISER TVM, all leaves with the exception of LTC, leaves to proceed abroad for professional engagements that include participation in conferences, maternity/paternity leave, duty leave, sabbatical, and any other extraordinary leave are approved by the DoFA upon forwarding by the respective heads of schools. Except under unusual circumstances and discipline-related cases, leave is generally not refused, although departments may sometimes have reasons for not recommending sanction of leave in case a faculty member's services are required for any purpose.

Leave applications including vacation leave should be submitted online using the Leave Management Portal. Saturdays, Sundays, restricted holidays and other holidays or the vacation days may be prefixed as well as suffixed to any type of leave, subject to the duration of leave as prescribed. Leave can be granted in combination with or in continuation of any other kinds of leave with the exception of casual leave. Only vacation leave can be combined with casual leave. Leave of any kind taken earlier can be converted to leave of any other kind at a later date within 30 days of joining the duty after the leave by discretion of the leave-sanctioning authority. This facility can be availed only if the employee is in service.

Other General Conditions:

- (i) Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- (ii) Absence from duty after expiry of the granted leave entails disciplinary action as per the code of conduct (CCS rules).
- (iii) Absence without leave will constitute a break in service.
- (iv) A staff on leave should not take up any service or employment elsewhere until and unless prior sanction is granted by the competent authority.

The following kinds of leave shall be admissible to the faculty members of the institute:

- (i) Casual Leave (CL)
- (ii) Special Casual Leave (SCL)
- (iii) Duty Leave (DL)
- (iv) Vacation Leave (VL)
- (v) Earned Leave (EL)
- (vi) Half-Pay Leave (HPL)
- (vii) Commuted Leave
- (viii) Extra-ordinary Leave (EOL)
- (ix) Maternity Leave
- (x) Adoption Leave
- (xi) Paternity Leave
- (xii) Child Care Leave (CCL)
- (xiii) Station Leave
- (xiv) Sabbatical Leave

A quick overview of the rules regarding some of these leaves is given below and faculty members may further refer to the Department of Personnel and Training (DOPT) rules for details.

### **7.2.1 Casual Leave (CL)**

- (i) (ii) The CL entitled in a calendar year is 8 days.
- (ii) CL can be combined with special casual leave/vacation/restricted holidays, but not with any other kind of leave. An employee can avail any two holidays from the list of restricted holidays declared by the Government of India and made applicable to the institute.
- (iii) Saturdays, Sundays, restricted holidays and holidays, whether intervening, prefixed or suffixed, shall not be counted as CL.
- (iv) CL shall not be granted for more than 5 days at any time, except under special circumstances.
- (v) CL can be taken for half a day as well.
- (vi) LTC can also be availed during CL.
- (viii) Officials joining during the middle of a year will be credited with CL proportionately or to the full extent at the discretion of the competent authority.

### 7.2.2 Special Casual Leave (SCL)

SCL, not counting towards ordinary CL, up to a maximum of 15 days in a calendar year is granted for the following:

SCL may be granted to a faculty member for academic/administrative purposes such as participation in conferences, undertaking examinership in academic institutions, attending selection committee meetings and national committee meetings, etc. This leave is primarily meant for professional (teaching, research, discussion meetings, symposia, etc.,) engagements. The duration of the SCL shall normally not exceed 15 days in a calendar year. SCL is sanctioned by the DoFA except in cases of visits abroad, which is to be finally approved by the director.

### 7.2.3 Duty Leave (DL)

DL up to a maximum of 15 days in an academic year during the semester periods will be granted to faculty members for the following purposes:

DL may be granted for participating in confidential institute activities such as JAC, KVPY, etc., attending other academic/administrative activities assigned by the institute, taking part in sports events of national/international importance, etc. This may also include activities like attending cultural events, court of law on matters pertaining to the institute in official capacity when representing the institute as per the Government of India guidelines. The duration of such DL will normally not exceed 15 days in a calendar year. DL is granted by the director.

### 7.2.4 Vacation Leave (VL)

- (i) The faculty members can avail up to 60 days of vacation leave in a calendar year during the notified semester vacation periods and mid-semester breaks as per the academic calendar. The usual vacation period comprises the months of May-July, December and mid-semester breaks (approximately 90 days).
- (ii) Faculty members who joined after the commencement of academic year will not be entitled to vacation during that academic year. Instead, 2.5 days of earned leave will be credited to them for each completed month of service.
- (iii) A new faculty member joining during the summer vacation period is not eligible for vacation during that summer.
- (iv) The maximum duration of vacation that can be taken together at a time is 30 days. Vacation beyond 30 days at a time will be subjected to approval of the director.
- (v) VL can be suffixed or prefixed with any other leaves subject to the maximum period of absence approved by the appropriate authority.
- (vi) If Saturdays and Sundays or holidays are prefixed and suffixed by VL, then those Saturdays, Sundays and holidays will also be counted as vacation days.



### **7.2.5 Earned Leave (EL)**

- (i) EL will be credited to the EL account of the faculty member on 1st January based on the unavailed vacation for the previous year. If a faculty member avails  $n$  vacation leaves, then  $(60-n)/2$  days of EL is credited to their respective EL account.
- (ii) EL can be accumulated up to 300 days (excluding the 60 days encashment allowed along with LTC).
- (iii) The maximum amount of EL that can be granted to a faculty member at a time shall be 180 days.
- (iv) Encashment of EL while availing LTC up to 10 days on each occasion and a maximum of 60 days in the entire service are permissible.

### **7.2.6 Half-Pay Leave (HPL)**

The HPL admissible to a faculty member with respect to each completed year of service shall be 20 days. HPL is credited in advance at the rate of 10 days on the 1st of January and 1st of July every year. HPL may be availed either on medical grounds or on private affairs.

### **7.2.7 Commuted Leave**

Commuted Leave not exceeding half the amount of HPL in credit can be taken for medical-related purposes on production of medical certificate from appropriate authority.

### **7.2.8 Extra-ordinary Leave (EOL)**

EOL shall always be without leave salary and may be granted when no other kind of leave is admissible, or even when other leave being admissible, but the faculty member has specifically applied for the grant of EOL. The maximum period of EOL that can be granted to a permanent faculty member is five years. EOL may also be granted for regularizing periods of absence without leave retrospectively.

### **7.2.9 Maternity Leave (ML)**

ML may be granted to both married and unmarried female employees with less than two surviving children, for a period of up to 180 days from the date of its commencement. ML shall not be debited to the leave account and is granted with full pay (salary equal to last pay drawn) and will be counted as service for increments and pension. ML may be combined with leave of any other kind except CL. Any leave, including commuted leave up to 60 days and leave not due, may be taken without medical certificate up to one year in continuation of ML.

### **7.2.10 Adoption Leave (AL)**

AL is available for a female faculty member with less than two surviving children for adoption of a child below the age of one year for a period of 180 days immediately after the date of adoption.

### 7.2.11 Paternity Leave (PL)

PL can be availed by male faculty members with less than two children. It may be granted for 15 days during wife's confinement or for adoption of a child below the age of one year. PL can be availed up to 15 days before or up to six months from the date of delivery of the child. PL shall not be debited to the leave account and leave salary equal to last pay drawn is admissible.

### 7.2.12 Child Care Leave (CCL)

CCL can be availed by female employees and single male parents having minor children to look after their needs like examination, sickness etc. Maximum allowed CCL is 730 days in the entire service. CCL will not be granted for more than three spells in a calendar year and will not be granted for a period of less than five days at a time. 100% of salary will be paid for the first 365 days on CCL and 80% for the rest 365 days.

### 7.2.13 Station Leave

The faculty members leaving the station during weekends (Saturday and Sunday) and holidays must communicate about their absence to DoFA by email. Such a leave, referred to as 'station leave', shall not be counted against any approved leave category, but such a practice is in the interest of the faculty, as it safeguards the dependents' claims in unfortunate and unforeseen situations during outstation visits from strict norms of the central government for compensation claims.

### 7.2.14 Sabbatical Leave (SL)

The SL is a special facility to the permanent faculty members in order to enable them to update their knowledge and experience which will be of greater use to the institute on their rejoining, and will be granted for any of the following activities:

- (i) to conduct research or advance studies in India or abroad,
- (ii) to write textbooks and other literature,
- (iii) to visit or work in industrial entities, technical departments of government etc., to gain practical knowledge in their respective field,
- (iv) to visit or work in a university/industry/government research laboratory in India or abroad and
- (v) any other purpose for the academic development of the faculty as approved by the board.

Sabbatical leave will be granted based on the following criteria:

- (i) After completion of 6 years or more of service continuously in the institute from the date of joining the institute or from the date of rejoining on return from SL/EOL-without-leave-salary except EOL granted on medical grounds. For subsequent sabbatical, there must be a gap of at least 3 years for a one-semester sabbatical and six years for a two-semester sabbatical.
- (ii) SL is limited to three times in the entire service period.

- (iii) The period of SL shall not exceed one year at a time inclusive of vacations, if any, but the board may grant any other leave additionally up to a maximum of 120 days, which the faculty member might have earned during the service in the institute.
- (iv) During the period of SL, a faculty member shall be paid full salary and allowances as admissible as though (s)he is on EL, but (s)he shall not be entitled to any traveling allowances or any additional daily allowances.
- (v) No substitute shall be appointed in the vacancy and his/her work shall be shared by the other members of the faculty.
- (vi) Faculty members shall not undertake any regular appointment in any other organization in India or abroad during the period of SL. (S)he shall, however, be free to receive a scholarship or fellowship or bursary or any other ad hoc honorarium other than regular employment salary.
- (vii) Faculty members availing SL shall furnish a bond in the prescribed form to serve the institute for a minimum period of 3 years on return to duty; the period of bond is for two years for one-semester sabbatical. The same can be reduced to 2 years, in cases, where the faculty is unable to serve the institute for a period of 3 years on the expiry of SL due to superannuation. If the faculty member resigns before completion of the bond period, (s)he will be required to refund the salary paid by the institute during the sabbatical period.
- (viii) SL shall not be granted for less than 6 months at a time and splitting of SL is not permissible.
- (ix) If the leave availed is less than the maximum permissible period, it will still be presumed that the opportunity has been fully utilized and the eligibility criteria would apply afresh from the date of reporting back from such leave.
- (x) The faculty member shall specify the places (s)he proposes to visit, the nature of work (s)he proposes to carry out and how this would contribute to his/her academic development.
- (xi) While recommending the leave, the head of school has to certify that alternative arrangements have been made for sharing the academic, research, project activities and other departmental duties/commitments of the concerned faculty member during his/her absence.
- (xii) A faculty member having a long-term project may request for permission to avail SL only after completion of one year of commencement of the project and a co-investigator as approved by the funding agency is available to take care of the project.
- (xiii) At any point of time, in a given school, a maximum of 15% of the existing strength of the faculty members (subject to any fraction in the figure thus arrived at being rounded off to the next higher integer) may be permitted to avail long leave either within India or abroad. This 15% rule will not apply to the faculty members who are 55 or more years old.
- (xiv) 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 SL.

- (xv) A faculty member who does not have the required period of service in the institute on his/her return may, however, be eligible for leave at credit such as EL and HPL for visit abroad to accept academic responsibilities. The proposal for SL should be submitted well in advance to the board through the director. The board of the institute may constitute a sub-committee as a Standing Committee to look into the proposals received from the faculty members for SL and EOL to recommend to the board for further consideration and approval.

### **7.3 Lien/Foreign Service**

Whenever a faculty member takes up an assignment in a non-Government organization, it is called foreign service. If a faculty member accepts a job either in India or abroad, either in private or public sector undertakings, (s)he may request for keeping lien on his/her post. A faculty member is eligible for lien only if (s)he has put in at least 5 years of service after confirmation. The period of lien can be one year at a stretch or two years if the period of service is over 10 years. For those appointed as directors or CEOs in a government organization or a public sector undertaking, the lien period can be for a period of five years.

- (i) Before proceeding on lien, (s)he has to sign an agreement on a stamp paper with the institute.
- (ii) While on lien, salary will not be paid to the faculty member from the institute.
- (iii) The employee should continue to pay his/her own contribution to NPS during the period of lien. Such contribution should be remitted to the institute every month or before 31st March of every financial year. When the institute sanctions a lien, it is the responsibility of the faculty member to remit all amounts payable to the institute.
- (iv) The faculty member has to pay the leave salary contribution, which is about 11% of the pay drawn from the host organization or the pay that (s)he would have drawn had (s)he not gone on lien. The director may waive the payment of leave salary contribution, in which case the leave account of the employee remains frozen during the period of lien. If (s)he pays the leave salary contribution, his/her leave account in the institute is credited or debited when (s)he takes leave in his/her host organization.
- (v) The institute will in general permit a faculty member to retain the quarter allotted only for a period of one year during the lien period. The normal license fee and utility charges will have to be paid by the faculty member every month. The director may permit a faculty member to keep the quarter during the second year of lien, on an enhanced license fee, which will be four times the normal license fee.

### **7.4 Pension Schemes/Retirement Benefits**

#### **7.4.1 National Pension Scheme (NPS)**

The faculty members who joined government service on or after January 01, 2004 are governed by the NPS. Application for joining NPS should be submitted to the finance & accounts section within one month from joining. An individual account will be opened in the name of every employee and an account number

known as the Permanent Retirement Account Number (PRAN) will be provided. In the mandatory Tier-I pension account, 10% of the pay and dearness allowance will be deducted and deposited as an employee's contribution. An equal amount up to 14% will be contributed as employer's contribution from the institute side. This is a mandatory account. The faculty members will not be able to withdraw from this account till retirement from service. Exit from the scheme is only at or after the age of 60 years. At the time of exit, the staff member would be mandatorily required to invest 40% of pension wealth to purchase an annuity from an insurance regulatory and development authority (IRDA) regulated life insurance company. However, the faculty member would have the flexibility to leave the pension scheme prior to the age of 60, in which case the mandatory annuitization would be 80% of the pension wealth.

## 8.0 Facilities and Activities

### 8.1 Library

Institute has a fast growing library to meet academic and research needs of the institute community. Library adopts state-of-the-art technologies to facilitate access to online and print resources to its users. Library operations are automated using the *Evergreen* library automation system and *Bibliotheca* RFID system. Major international journals and online resources in science and interdisciplinary areas have been subscribed. Library is successful in providing most of the resources in electronic format which facilitate 24x7 e-library, and can be accessed remotely from anywhere.

The library's extensive online collection from more than 40 international societies, and scientific publishers includes full-text, e-journals databases, journal archives, video journals, e-books, bibliographic and review databases, e-theses, grammar and plagiarism checking tools, reference management tools etc., which are useful for academic and research activities of the research community. Library of IISER TVM is a core member of the e-ShodhSindhu (e-SS) consortium established by the MHRD. It is also part of the IISER Library Consortium, constituted jointly by all IISERs, and institutional member of the Developing Library Network (DELNET).

### 8.2 Housing

The employees of the institute are eligible for residential accommodation inside the campus. Given a limited number of quarters, preference for allotment is determined based on the position held, seniority in service and availability of a particular type of accommodation. For allotment of accommodation, one has to submit the request in a prescribed format to the Chairperson, House Allotment Committee ([hac@iisertvm.ac.in](mailto:hac@iisertvm.ac.in)). The format is available in the institute intranet at <http://campusmate.iisertvm.ac.in/forms>.

Faculty members who are allotted apartments are to pay the prescribed license fees at the rates prescribed by the Government of India, which may vary from time to time. The cost of electricity and water, which is calculated based on the monthly consumption, will also need to be borne by the occupant. These deductions will be made from the salary payable by the Finance & Accounts section directly. Those who could not get campus accommodation will be provided with House Rent Allowance (HRA) at the rates approved for cities classified as 'Z' class. Faculty members can also avail temporary accommodation in the guest house of the institute.

### 8.3 Guest house

The institute guest house, Visitors Forest Retreat (VFR) is nestled within the picturesque IISER TVM campus in the Western Ghats, and its breathtaking location next to dense rubber estates and the forest make it one of the most attractive guest houses in India. The guest house has furnished rooms for both short and long term stays. The institute has striven to provide facilities at par with the best in the country, and VFR regularly hosts visitors from India and abroad, typically receiving excellent feedback. It includes suites and

double-bedded rooms with and without attached kitchenettes. A mix of local and other cuisines is available within the guest house. A dedicated guest house manager and resident staff take care of visitors. In addition to hosting visitors, VFR is also used to host meetings and small gatherings of the institute.

#### **8.4 Healthcare and Counselling**

The institute health centre functions round the clock on all days of the week. All employees and their dependent family members are entitled to avail free out-patient and limited in-patient services. A team consisting of three medical officers and nurses is available to take care of routine medical needs. Two ambulances are available and could be availed when required. Medicines that are not available in the institute medical centre can be purchased based on the doctor's prescription, and the bills can be reimbursed as per the rules of the institute. The claims for reimbursement, duly supported with original bill and other relevant documents, original or copy of prescription, should be submitted within three months from the date of treatment/ hospitalization/procurement of medication(s). The facility for cashless treatment at select hospitals will be available once the empanelment of hospitals under the institute CHSS is finalized.

#### **8.5 Dining and Recreation**

The campus caters the appetite of our students, faculty and staff 365 days and almost 24x7. The choices of food range from essential dining options, quick grabs in small cafeteria, mini-restaurants to multi-cuisine cafe. The timings are very accommodative of our fraternity's teaching & research. The Halls of Residence (HoRs) and VFR have regular catering facilities. Apart from this, there are other eating-places in the campus such as, iCafe (next to the Central Dining Hall-I), cooperative society's cafeteria at Chemical Sciences Block, cafeteria at Physical Sciences Block, mini-restaurant of North Indian Cuisine near the library complex, cafeteria of Kerala-style food located near over bridge connecting Anamudi Hostel Blocks. Further, our institute is actively involved into expanding more on food choices and restaurants in the near future.

Needless to say, the greenery surrounding our campus with gentle streams and fresh oxygen provides the most serene atmosphere for everyone for a relaxing walk at dawn and dusk. The campus has a vast field for various sports within walkable distance from the residential area. A community hall is dedicated for various activities including cultural events, birthday celebrations of the younger scientists and just a place for hang-out. A breathtaking nature trail longitudinally stretching across the campus will be an adventurous hike.

#### **8.6 Transport, Communication, Banking & Shopping Complex**

The campus is an hour-and-a-half away from Trivandrum city center and is connected by public transport. The campus is located near the township called 'Vithura', which is now a busy locality from where frequent public transport is available to commute from the city from early morning till late evening. Details of public transport timings can be accessed from the institute's website. Institute has been running its own shuttle service from Vithura to facilitate the commuters of the institute. Apart from this, shuttle services are

operated inside the campus for the benefit of staff & students to travel between academic and hostel/staff quarter areas.

The campus ATM centres (24x7 open) are located at the main gate of the institute and at the entrance of the library complex. In addition, a shopping complex building is ready and will have cafeteria, a supermarket, hairdressing shop, laundry etc.

### 8.7 Crèche for Children

The institute is running an active Crèche facility for the children on campus. It caters to the children of staff, faculty members and students. The facility is situated in the proposed primary school building. The institute shuttle service stops by the Day Care Facility so that children can commute from the residential area to the daycare. The facility is equipped with beds, toys, stationary, children friendly furniture, etc. Children are engaged in age-appropriate activities such as drawing, painting, singing etc.

### 8.8 Sports Facilities

IISER TVM provides ample opportunities to the students, faculties and staff for active participation in sports and games. The facilities available for sports at the institute include a multipurpose indoor stadium, gymnasiums, outdoor ground and students amenity centre. The multipurpose indoor stadium consists of three badminton courts, a basketball court, two table tennis halls, carom and chess facilities, air hockey tables and a squash court. Gymnasiums are available for boys and girls. Outdoor ground facilities include a football ground, two volleyball courts, kho-kho field, basketball court, kabaddi field, tennis court, cricket nets facility, etc. Students amenity centre (SAC) consists of games room, table tennis hall, dance room, music hall, etc.

### 8.9 Anvesha/Sopanam

IISER TVM has very active student-run clubs for various activities that are key for the vibrancy of the institute. Each body is guided by faculty member(s) who mentor the student community in respective clubs. These clubs are not just involved in the recreational activities on the campus but also engage in very healthy and impactful social welfare programs. *Anvesha*, the science club of IISER TVM, over the years has become a platform for scientific debates, talks, quizzes, games, brainstorming sessions, and much more enthralling activities. Popular science talks are usually organized for both in-house students and students from schools in Trivandrum through their outreach programs. The institute magazine, *Sopanam*, regularly conducts online events, with COVID-Epistle, a letter-writing event, the most recent one. The activities include conducting literary events (Syaahi) as part of Ishya, the cultural club of the institute, as well as judging box events. *Sopanam* also has an online blog that is updated periodically with student contributions.



## **9.0 Ethics and Code of Conduct**

### **9.1 General Code of Conduct**

IISER TVM is committed to upholding academic freedom to the faculty members. It believes in the quest for facts through creativity and innovation; the latter can only be fostered with academic freedom in an unhindered atmosphere with least extraneous interferences. However, the academic freedom is innately linked to the responsibility of being committed with high integrity. At IISER TVM, research as well as teaching components of academic responsibilities are insulated from personal beliefs and biases through policy and guidelines. Each faculty member is expected to be committed to highest standards of fairness and accountability.

### **9.2 Internal Complaints Committee (ICC)**

It is the right of every employee and student to work freely without being subjected to any form of harassment. IISER TVM believes and practices gender equality and non-tolerance to workplace harassment. The ICC of IISER TVM is a statutory body constituted in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013] and in compliance with the directives of the Supreme Court of India. Accordingly, measures adopted in IISER TVM include: (i) upholding of the dignity of women, (ii) facilitation of gender-sensitive work environment free of gender-specific discrimination or sexual harassment, (iii) protection of victims and witnesses against victimization or discrimination, and (iv) promotion of the awareness about gender-sensitivity in the community.

### **9.3 Plagiarism**

In pursuit of excellence in research, IISER TVM holds ethics in research in highest priority. Faculty members in the institute are expected to engage in research with a spotless ethical conduct and highest level of integrity. Academic freedom is enjoyed best through principles and methods following ethics in a rigorous manner. Indulgence in misconduct such as plagiarism, falsification or fabrication of data, etc. will be viewed in serious violation of the institute's policy, and will attract severe repercussions. A disciplinary committee constituted by the Director will investigate any case of ethical misconduct and initiate necessary action.

### **9.4 Consultancy Ethics**

While the primary responsibilities of the faculty members are teaching, research, and shouldering responsibility of institutional development, they are encouraged to take up external consultancy activities deemed to be beneficial to the society and to their own professional experience and reputation. It is the responsibility of faculty members to ensure that the consultancy agreement is consistent with the employment obligations, including the institute's conflict of interest policy. Faculty members are expected to be sensitive to potential conflicts between their outside consulting activities and teaching responsibilities vis-à-vis graduates and other students working under supervision. A faculty member is not

permitted to use intellectual property, including confidential information owned by the institute, with outside consulting organizations without any written agreement.

## **9.5 Right to Information**

In 2005, the Indian Parliament enacted a legislation known as the Right to Information (RTI) Act, which empowers a citizen to seek any information from the Government or from any publicly-funded institution. Aiming to promote transparency and accountability in the operations, IISER TVM complies with the RTI Act. The citizens may seek information at [pio@iisertvm.ac.in](mailto:pio@iisertvm.ac.in).

## 10. Appendix

### 10.1 Emeritus/Adjunct/Visiting Professors

IISER TVM has undertaken an initiative for appointing eminent academicians, scientists and researchers from academia and industry as emeritus/adjunct/visiting professors of the institute on invitation basis in recognition of their outstanding achievements in professional life. The vast professional experience of such invited academicians is believed to be immensely valuable to the relatively younger faculty in the newly-created institution.

#### Guidelines:

**(i) Emeritus Professor:** Scholars of nationally and internationally recognized eminence who have contributed considerably towards making a difference in the concerned discipline are appointed as emeritus professors. The latter will be involved in academic activities of the concerned school. They will participate in teaching and supervising post-doctoral fellows/research scholars as co-supervisors along with permanent faculty members.

**(ii) Adjunct Professor:** Reputed scientists/academic personnel, both serving and retired from active service, can be appointed as adjunct professors, who offer valuable expertise and knowledge and complement the pool of existing faculty. They will be involved in teaching courses and supervising student projects in collaboration with regular faculty members of the concerned school.

**(iii) Visiting Professor:** Eminent scholars in a particular field of study can be appointed as visiting professors. Their professional experience will be used in all the academic activities of the concerned school so as to bring reputation to the institute. They will deliver lectures for the knowledge enrichment of students at all levels and carry out sponsored research and consultancy.

### 10.2 Faculty Grievances

Grievance redressal is aimed at development of a wholesome responsive and accountable system for maintaining a congenial and productive educational and research atmosphere in the institute. Any faculty member with a genuine grievance may approach the Grievance Redressal Committee constituted by the Director, which consists of a senior/emeritus professor (chairperson), DoFA (convener) and few representatives as members drawn from SC/ST/OBC community (member), women faculty (member), etc.



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