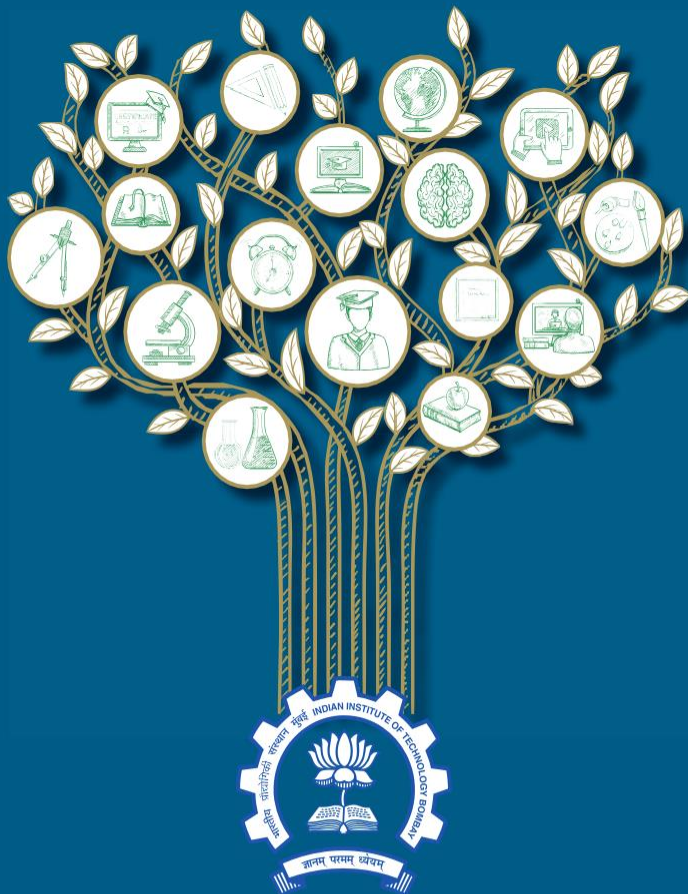


FACULTY HANDBOOK

2021



IIT BOMBAY

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Preface

The Faculty Handbook is an extremely useful document since it consolidates much of the information that the faculty members need during their careers at IIT Bombay. The first edition was brought out in 2014. Over the years, there have been several far-reaching changes in the governance, recruitment policies, salary structure, etc. This second edition of the Handbook has been thoroughly revised and updated to take all the changes into account.

There are many written (and some unwritten) rules that govern any institution like IIT. Many such rules have been captured succinctly, although some have no doubt been left out inadvertently. A handbook such as this, I believe, is particularly useful for young faculty members of the institute. Significant efforts have therefore been made to address the issues that concern young faculty members.

Disclaimer: While every effort has been made to keep the Handbook up-to-date and accurate, it should not be regarded as authoritative. Going by the very name, it should be viewed as a guide; the details of rules and regulations concerning specifics require confirmation from the authorities of administration as and when needed.

The need to update the Handbook was originally brought to the fore by Prof. Abhay Karandikar (erstwhile Dean (FA)) in 2017. A committee with Prof. Swaroop Ganguly as the Convener prepared the first draft of the handbook with crucial inputs from faculty members. Prof. K. P. Kaliappan, the former Dean (FA) has invested a tremendous amount of time to document as many details as possible in the handbook and bring it to this current form. Special thanks to Prof. Kumar Appaiah (Department of Electrical Engineering) for his hard work, dedication, and consistent support that helped to publish this document. The revised draft was reviewed by Prof. Devang Khakhar (former Director, IIT Bombay), Prof. S. Sudarshan, DD (AIA), Prof. Avinash Mahajan, Dean (AP), Prof. A.M. Pradeep, Associate Dean (R&D), Prof. Santanu Banerjee (Earth sciences Department, other functionaries and Heads of academic units and their very valuable suggestions have been incorporated. The timely help and efforts of Dr. K.V.Reghuthaman, Joint Registrar, Mr. Sanjay Shah, Assistant Registrar, Ms. Falguni Banerjee Naha (PRO) and the staff from their offices and Ms. Archita Patil, Dean (FA) office who checked the details for accuracy deserve special appreciation. Finally, the Director, Prof. Subhasis Chaudhuri, has always offered constant support and encouragement throughout the handbook revision process.

I trust that this version will serve as a handy reference on day-to-day matters for all faculty members.

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CHAPTER 1

The Institute

The Indian Institutes of Technology (IITs) were established on the recommendation of a Committee headed by Sir Nalini Ranjan Sarkar, a businessman, educationist, industrialist and public figure. The Committee had recommended the establishment of institutes of national importance to be set up in different regions of India. The first of the IITs was set up in Kharagpur in 1950 at a site in Hijli village which used to be a British-era detention camp.

Four more IITs followed in quick succession. IIT Bombay (officially ‘Indian Institute of Technology Bombay’) was established in 1958, followed by those at Madras (1959), Kanpur (1959) and Delhi (1961). Though the names of the cities Bombay and Madras were later changed respectively to Mumbai and Chennai, the Institutes at these two places retain the original names. Thus our institute is IIT Bombay. IIT Bombay celebrated its Golden Jubilee in 2008 and Diamond Jubilee in 2018.

In 1994, a sixth IIT was established in Guwahati, Assam. Seven years later, in the year 2001, one of the oldest engineering colleges of the country situated in Roorkee, Uttarakhand, was given the status of an IIT in its 150th anniversary year. The Government of India decided to open eight more IITs from the academic year 2008-2009. These are located in Bhubaneswar (Odisha), Gandhinagar (Gujarat), Hyderabad (Telengana), Indore (Madhya Pradesh), Mandi (Himachal Pradesh), Patna (Bihar), Ropar (Punjab) and Jodhpur (Rajasthan). In 2012, the Institute of Technology of Banaras Hindu University at Varanasi (Uttar Pradesh) was conferred the status of an IIT. Then, in 2015-2016, a few more IITs were set up in Tirupati, Goa, Palakkad, Bhilai, Dharwad and Jammu; at the same time, the Indian School of Mines, Dhanbad (Jharkhand) was converted to IIT Dhanbad, making a total of 23, as of 2021.

Who’s who

There are two statutory documents that stipulate the way the Institute is to be run. The first one is [The Institutes of Technology Act, 1961](#), passed by the Indian Parliament. The act stipulates that the IITs are institutions of national importance and prescribes the broad

framework of their governance. The second one is the Statutes of I.I.T. Bombay, which gives the detailed [rules of governance](#).

The Visitor. Formally, the President of India is officially the chief of the IITs; (s)he is called the Visitor of the Institutes. In reality, the Institute does not deal directly with the Visitor, but routes all paperwork requiring their approval through the Ministry of Education (MoE).

The IIT Council. At the very top of all the IITs' administration is the [IIT Council](#). The Chairperson of the Council is the Minister of Education, which is the central ministry under which our Institute belongs to. The Council is an organization with a large (ex-officio) members, e.g. the Chairpersons and the Directors of all IITs, Chairperson and Director of IISc, Bangalore, Director General of CSIR, Chairperson UGC and a few nominated members.

The Board of Governors. Each IIT has its own Board of Governors (BOG), the highest governing body of the Institute, which meets, at least four times a year. Almost all major policy decisions have to be approved by the Board. For instance, all appointments, major purchases, constructions etc. require approval and authorization of the Board. The meetings of the Board are generally held once in three months. The Chairperson of the Board approves urgent items that cannot wait for the next Board Meeting; these are approved *post facto* by the BOG.

The Board has 11 members. In addition to the Chairperson (appointed by MoE) and the Director of the Institute, who are *ex officio* members of the Board, one nominee from each of the governments of the states Maharashtra, Goa and the Union Territory of Dadra and Nagar Haveli, which comprise the zone in which the Institute is situated, are members of the Board. There are four members, having special knowledge or practical experience in respect of education, engineering or science, nominated by the IIT Council to the Board. The remaining two members are nominees of the Senate of IIT Bombay. These members are, in practice, recommended by the Senate Nominations Committee. The Registrar of the Institute is the *ex officio* Secretary of the Board of Governors.

Two crucial Institute committees, namely the *Finance Committee* and the *Building and Works Committee* report to the Board. Any proposal, which requires major fund allocation is generally routed through the Finance Committee that acts as the watchdog of the Institute funds. The Financial Advisor to MoE is a member of the Finance Committee. The Building and Works Committee is responsible for all the major construction projects in the Institute and has the power to make recommendations related to these.