



FACULTY MANUAL 2021

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल
Indian Institute of Science Education and Research Bhopal

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About Faculty Manual:

This manual is a guideline to the newly recruited faculty members of IISER Bhopal and has been prepared using as simple language as possible. This manual is a reference book and should not be treated as a rule book.

This manual gives a glimpse of procedures to be followed while joining the Institute and the facilities / benefits available to the faculty members during their association with the Institute.

To facilitate the faculty members for their day to day service matter with various functionaries / departments such as R&D Office, Academic Affairs Office, Students' Affairs Office, Stores & Purchase, Health Centre, IWD, *etc.*, the manuals / rules are available on the respective departmental webpages.

The Director of the Institute is the Principal Academic and Executive Officer of the Institute. The Director appoints the Deans of respective affairs in consultation with the Chairperson, Board of Governors from amongst the faculty members with sufficient seniority for a tenure of three years. The Dean is deemed to be the Institute's officer and enjoys such powers and performs such duties as may be delegated to him/her from time to time.

Dean, Faculty Affairs (DoFA) <https://www.iiserb.ac.in/dofa>

The Dean, Faculty Affairs assists the Director in various activities related to recruitment of faculty members and their service matter during their tenure with the Institute.

About Faculty Affairs Office:

The Office of Faculty Affairs, IISER Bhopal assists the Dean, Faculty Affairs (DoFA) in day to day affairs of the faculty members and their service matters. The office also assists the DoFA in the recruitment process of faculty members and their joining in the Institute. The office holds the complete service record of the faculty members from their joining in the Institute and deals with all the service / establishment related matters.

The office also assists in recruitment to the various temporary academic positions such as Visiting Professors, Adjunct Professors, Visiting Faculty, Post-Doctoral Fellows.

1. On joining the Institute

The following important steps are required for completing the process of joining at IISER Bhopal, which also includes a set of important forms to be filled and submitted at the time of joining.

1.1 *Joining report*

A joining report indicating the joining date and the joining time (forenoon/afternoon) should be submitted to the Director through the Dean, Faculty Affairs.

1.2 *Bio-data and certificates*

Duly completed bio-data form along with copies of all the certificates and the Degrees obtained, along with the originals, should be submitted to the Dean, Faculty Affairs office. The originals will be returned to Faculty upon verification. Submission of the High School Certificate or its equivalent, wherein the date of birth is recorded, is essential.

Attestation forms are required to be submitted in duplicate. Passport-size photographs are required to be pasted on both the forms. These forms are sent for verification of character and antecedents to the concerned District Magistrate/ Civic Authorities. Confirmation will be considered after successful completion of specific probation period, performance report and verification of character and antecedents.

1.3 *Medical examination*

All fresh recruits are required to undergo a medical fitness examination at the time of joining the Institute. The Institute's Health Center facilitates the same.

1.4 *Family declaration*

Faculty are required to submit a family declaration form, duly filled in, to the Dean, Faculty Affairs Office, for the purpose of availing medical facilities, LTC, *etc.*, for the eligible dependent family members. The list of family members is to be kept updated by intimating changes, if any, from time to time. For the purpose of availing medical facilities, the definition of family is given below:

“Family means wife or husband of a member of the Institute employee as the case may be, and parents, sisters, widowed sisters, widowed daughters, minor brothers and children dependent on the Institute employee, if they are residing with him/her and their income from all sources including pension does not exceed Rs. 9,000/- per month (plus the amount of Dearness Relief admissible thereon on the date of consideration)”

1.5 *National Pension System (NPS)*

Each faculty after joining is required to submit the registration form for the National Pension System. The DoFA Office provides necessary assistance.

1.6 *Identity card*

Identity card is issued by the Dean, Faculty Affairs Office at the time of initial joining at the Institute. After a copy of the family declaration form is submitted to the DoFA Office, the faculty may contact the Office for the issue of the ID card for family members.

1.7 IISERB E-mail ID

An online form requesting an IISERB email ID, and access to the internet facility at IISER Bhopal, must be submitted to the Computer Centre upon joining the Institute.

1.8 Service Book

The service book is an important document for all Institute employees. It is a permanent record of the entire service of an employee at the Institute. The individual's name, father's or mother's name (spouse name in case of married employee), permanent address, date of birth, qualifications, identification mark, posts held, pay level, annual increments, confirmation of services, etc., are recorded in this book. Besides, a record of all kinds of leave, except casual leave availed by the employee, is kept. The employee must verify and sign to confirm that proper entries exist in his/her service book with respect to the following:

- Medical fitness,
- PAN, AADHAR, and Bank account details
- Date of birth and date of confirmation in service or post,
- Annual certification of verification of service with reference to salary bill,
- Entries regarding counting of periods of extraordinary leave as periods qualifying for pension (if applicable),
- Entries regarding the payment of leave salary contribution and pension contributions (under National Pension Scheme) while on foreign service, if any, specifying the period,
- Nomination for payment of retirement benefits/death gratuity is kept in the personnel file as well as in the F&A department. It should be ensured that a clear note has been made in the service book as to what nominations and related notices have been received and where they have been lodged for safe custody,
- Nomination for NPS is kept by the F&A department and an entry is made to that effect in the service book,
- Nomination for the group insurance scheme (wherever applicable) is kept in Part-II of the service book and an entry is made to that effect in the service book.

1.9 Declaration on Conflict of Interest, Assets and Liabilities, etc.

Upon joining, the faculty is required to sign the declaration on conflict of interest, research integrity and the undertaking form on the Institute policy against sexual harassment at workplace.

The faculty is also required to submit a declaration pertaining to Assets and Liabilities at the time of joining (and on a yearly basis thereafter).

2. Professional responsibilities

Academic freedom is recognized and encouraged by IISER Bhopal and should be carefully guarded against any misuse. The academic freedom can be exercised within the rules and regulations regarding academic and research matter as decided by the Head of the Department, Deans, Senate, Director and the Board.

Ability to teach at both UG and PG levels, knowledge of subject matter, skill in presentation, interest in students' academic career, ability to stimulate young minds, capacity for cooperation and enthusiasm, commitment to teaching and research are some of the qualities which are expected from an IISER Bhopal faculty member.

3. *Ethics and Code of Conduct*

The faculty are bound by the conduct rules laid down by the Government of India from time to time. Following are some of the salient features of these rules. The faculty:

- Shall maintain absolute integrity, devotion to duty and be strictly honest and impartial in all aspects.
- Shall be courteous in dealing with staff, students and members of public and maintain proper decorum at all times.
- Shall work as a full time employee.
- Shall be present at the place of duty during the scheduled hours of work.
- Except for valid reasons, shall not be absent without prior permission.
- Shall not leave station even during leave or vacation without prior permission.
- Shall inform the HOD/ Dean, Faculty Affairs, the address where he/she would be available during absence including leave.
- Shall devote full time and energy to the service of the Institute. The restriction to engage directly or indirectly in any form of trade, business or any other work which may interfere with the proper discharge of duties, shall not apply to unpaid academic work and consultative practice or any entrepreneurial or any similar activity undertaken with the permission of the Institute.
- Shall not commit any action, either through social media or any other mass medium (print / electronic), that may cause material, social, financial or reputational harm to the Institute or its faculty, staff and students. Any grievance by a faculty member with any policy of the Institute may be represented to the appropriate authority through proper channel (HoD / Dean).
- Shall not indulge in any act of plagiarism.

For complete details of conduct rules, please see the following link: (<https://dopt.gov.in/ccs-conduct-rules-1964>)

- **Sexual Harassment:**

The Institute has zero tolerance policy on workplace sexual harassment. An Internal Complaints Committee has been constituted at IISER Bhopal as per the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act 2013, with the following aims:

- To ensure that no female employee (including permanent, temporary, and contractual employees) or female student is subjected to gender specific discrimination or sexual harassment.
- To provide a platform for all individuals, irrespective of their gender, to register a complaint if they are subjected to any act of sexual harassment at IISER Bhopal.
- To investigate and recommend action against any individual found guilty of harassing another individual of any gender.
- To facilitate a gender-sensitive and congenial working environment at IISER Bhopal so that individuals can work in an atmosphere free of gender specific discrimination.

The following constitute some of the aspects of sexual harassment, if an employee:

- a. Subjects another person to an unwelcome act of physical intimacy, like grabbing, brushing, touching, pinching, *etc.*
 - b. Makes an unwelcome demand or request (whether directly or by implication) for sexual favors from another person, and further makes it a condition for employment/payment of wages/ increment/ promotion, *etc.*
 - c. Makes an unwelcome remark with sexual connotations, like sexually explicit compliments/ cracking loud jokes with sexual connotations/ making sexist remarks, *etc.*
 - d. Shows a person any sexually explicit visual material, in the form of pictures/ cartoons/ pin-ups/ calendars/ screen savers on computers/ any offensive written material/ pornographic e-mails, *etc.*
 - e. Engages in any other unwelcome conduct of a sexual nature, which could be verbal, or even non-verbal, like staring to make the other person uncomfortable, making offensive gestures, kissing sounds, *etc.*
- **Conflict of Interest:**

Institute's statement on Conflict of Interest: "Conflict of Interest" means the existence of conflict between the duties and responsibilities of any individual or entity involved in discharge of the Institute or public affairs, in which the

personal / private interest of such individual or entity could improperly influence the discharge of duties, responsibilities and functions, or result in breach of public trust, or be construed as personal / private or commercial interest of any person or organization or entity.

A conflict of interest may exist even if it results into no violation or unethical or improper act from such an action. Hence, it would include all those matters, resulting into conflict of interest, which might not have been specified in any Act/ Law/ Regulations/ Byelaws/ Statutes/ Rules/ Manuals/ Provisions/ Practices, *etc.*, but found worth of probing under this policy of the Institute or any law or regulation that may be enforced in future.

Every faculty member should go through the conflict of interest section of the R&D manual available on the Institute website. A declaration in the prescribed proforma (available on the R&D website) must also be mandatorily furnished by all faculty members upon joining as well as on different occasions. A few such occasions are mentioned below:

- i. At the time of first appointment/ joining the Institute or on becoming a part of Institute affairs including by permanent or temporary employee(s), consultant(s), student(s), PDF's, *etc.*
- ii. Handing over and taking over charge on a new position/ department at the Institute.
- iii. Being appointed/ nominated as a member in any committee such as admission committees, selection committees, enquiry committees, confidential committees, statutory committees at the Institute.
- iv. Being appointed/ nominated at any positions other than mentioned above as sought by the competent authority, wherever applicable.

4. Outreach through Centre for Science and Society (CS²)

The faculty of IISER Bhopal are also expected to conduct outreach activities for dissemination of knowledge beyond the confines of the Institute. This is carried out through Summer Schools, short term courses, invited lectures, visiting other places for delivering lectures etc. Most of such activities are carried out through Center for Science and Society (CS²), which was conceptualized and created in 2019 to integrate all the activities such as Outreach, Consultancy, Academia-Industry interaction, MOUs and patents under one umbrella in an integrated fashion. Having these activities in different verticals, the centre aims to grow organically with a vision to:

- a) Facilitate the outreach programs to popularize science with schools around Madhya Pradesh and across the country.
- b) Promote academia-industry relationships and consultancy services to facilitate the research services to the outside world.
- c) Engage with corporate and society to grow the endowment fund of IISER Bhopal.
- d) Facilitate the technology transfer and protection of intellectual property from IISER Bhopal.

5. Benefits and facilities:

Faculty at IISER Bhopal are entitled to the following benefits and facilities:

5.1 Cumulative Professional Development Allowance (CPDA):

The Institute has adopted and implemented the Cumulative Professional Development Allowance (CPDA) of Govt. of India (as per 6th CPC recommendations) with the approval of the Board of Governors. The following guidelines are in force for the operation of CPDA:

The funds available under CPDA can be utilized under following heads:

- 1) Participation / Presentation of Papers in National / International Conferences, Workshops, Symposia, Training Programmes and Invited Lectures: Expenses on travel, accommodation charges, daily allowance and other related contingent expenses like visa fees, insurance, registration fees, etc., incurred on participating in conferences, invited lectures, workshops, summer and winter schools, training programmes, collaborative research visits, etc., in India and abroad.
- 2) Payment of Membership Fee: The fund can be used for payment of membership fees of professional bodies.
- 3) Contingent expenses: Expenses on purchase of books, monographs, journal subscriptions, and expenses related to preparation of teaching and research materials.

General Guidelines for utilization of CPDA:

- 1) For participations in National / International Conferences / Workshops / Symposia / Invited lectures, Special Training Programmes, prior approval of competent authority is required.
- 2) Institute norms will be applicable for TA / DA. Reimbursement for foreign travel for attending conferences shall be strictly limited to the period of conference plus two days, subject to a maximum of eight days including the number of days of conference.
- 3) Admissible expenditure shall include actual travel expenditure by economy class by shortest route following extant Government of India/ Institute instructions.
- 4) In case of the lab consumables procured under rate contract, the copy of the purchase order is required to be enclosed along with the claim form.
- 5) Proper purchase procedure as per the existing GFR 2017 should be followed while procuring admissible items as mentioned under the contingent expenses. As per GoI guidelines, all payments to vendors/ suppliers are required to be made through online/ digital modes only and bills submitted for reimbursement should be supported with the payment confirmation / payment proof.

- 6) Faculty shall be responsible for submitting the accounts and claiming reimbursement within a month after participation in the conference/ expenditure incurred under various categories. TA advance should be adjusted with fifteen days of completion of the tour.
- 7) The stock entry of all the consumable items is required to be maintained in consumable stock register separately at the individual/ department level.
- 8) The entry of the books purchased under the head of CPDA are required to be maintained in the accession register of the Central Library of the Institute.

5.2 Telephone reimbursement:

Reimbursement of telephone call charges of residential telephone/ mobile phone/ broadband/ mobile data/ data card shall be as per the entitlement given below:

Sl. No.	Levels	Ceiling amount* in (Rs.)
1.	Level 14 A	2,700/- p.m. + taxes as applicable
2.	Level 12, Level 13 A1 & Level 13A2	2,250/- p.m. + taxes as applicable
3.	Level 10 & Level 11	1,200/- p.m. + taxes as applicable

* Subject to revision by the Government of India from time to time.

5.3 Payment of foreign TA/DA and accommodation charges for attending Seminar/ Conference/ Workshops/ Symposia with CPDA/ R&D/ Institute funds:

The following rates along with other expenses are eligible for reimbursement:

- 1) Actual registration fee.
- 2) Daily allowance for the days of the conference plus two days subject to a maximum of eight days as per the foreign DA rates of the Government of India.
- 3) Full to and fro excursion fare as per entitlement.
- 4) Separate accommodation charges as per the rates of Government of India.

5.4 Payment of TA/DA for attending Seminar/ Conference/ Workshops/ symposia/ meeting within India with CPDA/R&D/ Institute funds:

The Institute follows the below mentioned guidelines of the Govt. of India to determine the TA/DA entitlements:

Pay Level	Reimbursement (Amount in Rs.)			
	Travel Entitlement with the	Accommodation Charges per day (excluding GST)	Travelling Charges (for travel	Food Charges per day

	country		within the city)	
14 and above	Business/ Club Class by air or AC-I by train	Rs.7,500/-	AC-Taxi charges as per actual expenditure	Rs.1200/-
12-13A, 13A1 and 13A2	Economy Class by air or AC-I by train	Rs.4,500/-	AC-Taxi charges upto 50 kms	Rs.1000/-
10-11	Economy Class by air or AC-II by train	Rs.2,250/-	Non-AC Taxi charges up to Rs. 338 per day	Rs.900/-

5.5 Leave Regulations

5.5.1 Leave cannot be claimed as a matter of right. The leave sanctioning authority may refuse, or revoke leave of any kind, but cannot alter the kind of leave due and applied for. All leaves are to be sanctioned by the appropriate authority as per delegation of powers of the Institute. The Calendar Year is from 1st January to 31st December and the Academic Year (AY) is announced by the Institute separately each year.

A member of the staff ceases to be in the service of the Institute if he/she is continuously absent from duty for five years, whether with or without leave, unless such absence is on Foreign Service terms in India.

5.5.2 All the leave mentioned below are admissible on calendar year basis, except Vacation Leave:

S. No.	Leave	Number of days	Remarks
1.	Vacation Leave	60 days in AY	<ul style="list-style-type: none"> - A faculty member is entitled for 60 days of vacation leave during the academic year. The conventional vacation period comprises of the months of May, June, July, and December. However, the Institute announces the exact dates every year depending on its academic schedule. 50% of un-availed vacation leave for that academic year is converted into Earned Leave and is credited to the Earned Leave account on 1st of July of the following academic year. - The faculty are credited with a new set of VL on the 1st day of July each year.

			<ul style="list-style-type: none"> - The fresh recruits are granted VL on proportionate basis.
2.	Earned Leave	30 days	<ul style="list-style-type: none"> - The Earned Leave can be accumulated up to a maximum of 300 days.
3.	Casual Leave	08 days	<ul style="list-style-type: none"> - Casual leave is granted in such a manner that the total period of absence including holidays (prefixed or suffixed) does not ordinarily exceed nine days. - Casual Leave cannot be combined with any other kind of leave. - Vacation is not treated as leave and, therefore, casual leave can be combined with vacation which should, however, be limited to nine days absence. - Casual Leave is sanctioned by the concerned HOD.
4.	Special Casual Leave	15 days	<ul style="list-style-type: none"> - Special Casual Leave is granted for purposes like appearance in a court of law in public interests, participation in conference/ scientific gatherings, viva of Ph.D./ M.S. thesis, selection committee meetings, or any other purpose which the Director may think fit. The period of such leave is normally limited to 15 days in a calendar year. Special casual leave is sanctioned by the Dean, Faculty Affairs except in cases of visits abroad.
5.	Half Pay Leave/ Commuted Leave	20 days	<ul style="list-style-type: none"> - Half Pay Leave (HPL) is credited twice in a year (10 days on 1st of January and 1st of July each year). - HPL can be availed either with or without medical certificate. - If HPL is availed without medical certificate, half salary is paid for the period of leave availed. - If HPL is availed on medical ground supported by medical certificate, it is considered as commuted leave and twice the number of days availed are debited from the HPL account. In such case, the full salary is payable for the period of leave.

6.	Leave Not Due	360 days	<ul style="list-style-type: none"> - In the entire duration of service. - Shall be granted to a permanent faculty with no half pay leave at credit. - Shall be debited against the half pay leave that is earned subsequently.
7.	Extraordinary Leave		<ul style="list-style-type: none"> - Extraordinary leave is granted when: <ul style="list-style-type: none"> (a) No other leave is admissible, or (b) Other leave is admissible, but the faculty member applies in writing for the grant of extraordinary leave. - The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except when granted with medical certificate or for pursuing higher technical and scientific studies
8.	Maternity Leave	180 days	<ul style="list-style-type: none"> - Admissible to female faculty with less than two surviving children during pregnancy. - In case of Miscarriage/ Abortion (induced or otherwise) – 45 days in the entire service. (Admissible irrespective of number of surviving children. Application should be supported by a certificate from a Registered Medical Practitioner for NGOs and from AMA for GOs. Not admissible for threatened abortion.) - Can be combined with leave of any other kind.
9.	Paternity Leave	15 days	<ul style="list-style-type: none"> - Admissible to male faculty with less than two surviving children during the wife's confinement, <i>i.e.</i>, up to 15 days before, or up to six months from the date of delivery of the child. - Can be combined with other kind of leave except casual leave. - Paternity Leave is also admissible on valid adoption of a child below the age of one year.
10.	Child Care Leave	730	<ul style="list-style-type: none"> - In the entire duration of service. - Admissible to women faculty and

			<p>single male faculty having minor children.</p> <ul style="list-style-type: none"> - Requires prior sanction. - Shall not be granted for more than three spells in a calendar year. - Not ordinarily granted during probation. - May not be granted for a period less than 5 days at a time.
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Note: For detailed information about the leave rules, please refer CCS (Leave) Rules, 1972.

5.5.3 Leave Rules (on Academic Grounds):

5.5.3.1 Leave on Foreign Service Terms

a) Definition

Leave on Foreign Service Terms means the leave granted to serve elsewhere in which the faculty receives pay from another organization. This is basically a mechanism to permit a faculty to take up a remunerative position elsewhere while maintaining lien at the Institute and continuing to draw increments and retirement benefits at the Institute.

b) Contributions

A faculty granted leave on Foreign Service terms is required to pay leave salary contributions, pension contribution (under National Pension Scheme) and gratuity contribution. Besides, the faculty has to pay his own contribution towards NPS.

5.5.3.2 Short Leave on Foreign Service Terms

a) Definition

Any leave of absence for a duration exceeding a month during a semester and up to a maximum period of one semester with the provision of prefixing and/or suffixing vacation periods will be called SHORT LEAVE.

b) Eligibility

- i. Two full semesters should have been spent at the Institute after returning from the last Short or Long Leave or after initial joining of the Institute.
- ii. The obligations of any previous bond should have been fulfilled. This may be relaxed at most once in the tenure of a faculty member at this Institute.

c) Terms and Conditions

It must be ensured that prior and proper arrangements are made for the discharge of responsibilities, such as those concerning sponsored projects, guidance of research work of students, teaching duties, *etc.*

5.5.3.3 Long Leave on Foreign Service Terms

a) Definition

Any leave of absence over lapping two or more semesters shall be called LONG LEAVE.

b) Eligibility

Five years should have been spent at the Institute, including leave as due availed, after joining the Institute or return from the previous Long Leave or Sabbatical Leave whichever is most recent. This may be relaxed up to two years for Assistant and Associate Professors for availing Long Leave for the first time in their tenure as faculty members at this Institute.

- i. Two full semesters should have been spent at the Institute after return from the last Short Leave. The Institute may relax this requirement to one semester if Short or Long Leave has not been availed in the ten years preceding the last availed Short Leave.

c) Terms and Conditions

- i. It must be ensured that prior and proper arrangements are made for the discharge of responsibilities such as those concerning sponsored projects, guidance of research work of student, teaching duties, *etc.*
- ii. The maximum permissible period of Long Leave is 2 years.
- iii. Not more than 20% (rounded off to the next whole number) of the existing faculty of a department can be given Long Leave at any given time.
- iv. The person granted Long Leave will execute a bond to serve the Institute for a period of one year on return from the leave if the Long Leave is up to one year and for a period of three years if the Long Leave is for more than one year.

d) Terms and Conditions for Long Leave for Higher Studies/ Training

Long leave for pursuing higher studies/ training towards a degree/ diploma shall be granted rarely and under special circumstances by the Board.

5.5.3.4 Deputation on Foreign Service Terms

- a)** A permanent member of the academic staff may be deputed to a Government organization or an autonomous body drawing major

funding from the Government of India or an industrial enterprise, R & D organization or an academic institution of repute, if this is in the interest of the Institute.

- b)* In the case of deputation to the higher position in a National laboratory/ Institution of National Importance/ Public Sector Undertaking or a senior position in a Central or State Government department/ organization, the maximum period of deputation will be seven years, provided the appointment is in India. In all other cases, it shall be restricted to two years, and may be extended by the Board of Governors for good and sufficient reasons.
- c)* There would be at least one year service period left after return from deputation. This period could be reduced further and even waived under special circumstances by the Board of Governors, depending on merits of individual cases.
- d)* The conditions laid down under articles 5.5.3.1(b), 5.5.3.3(c)(i) and 5.5.3.3(c)(iii), should be satisfied.
- e)* The obligation of any previous bond must be fulfilled for grant of deputation. The Board of Governors may, however, relax this condition in special cases.

5.5.3.5 Sabbatical Leave

- a)* Sabbatical Leave may be granted for one or more of the following objects namely:
 - i. to conduct research or advanced studies in India or abroad; to write textbooks, standard works and other literature;
 - ii. to visit or work in Industrial concerns and technical departments of Government to gain practical experience in their respective fields;
 - iii. to visit or work in a University, Industry or Government research laboratory in India and abroad; and
 - iv. any other purposes for the academic development of the staff member, as approved by the Board of Governors.
- b)* The grant of Sabbatical Leave shall be subject to the following conditions namely:
 - i. The period of sabbatical leave shall not exceed one year at a time including vacations, if any, but the Board may grant in addition any other leave up to a maximum of 120 days which the member might have earned during the service at the Institute;
 - ii. A member of the academic staff shall, during the period of

sabbatical leave, be paid full salary and allowances as admissible under the normal rules but he/she shall not be entitled to claim any transport allowance or any extra allowance in India or abroad from the Institute;

- iii. No substitute shall be appointed in the vacancy and his work shall be shared by the other members of the faculty;
- iv. A member of the academic staff shall not undertake during the period of sabbatical leave, any regular appointment under any other organization in India or abroad; he / she shall, however; be free to receive a scholarship or fellowship or bursary or any other ad-hoc honorarium other than his regular employment.
- v. A member of the academic staff 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.

SABBATICAL LEAVE will be for the purpose and under terms and conditions as laid down by the Institute. Further, eligibility and other conditions are given below.

- c)* At least two full semesters should have been spent after availing Short Leave.
- d)* For grant of Sabbatical Leave for the first time since joining at least six years should have been spent at the Institute (including leave as due availed but restricted to earned leave and commuted leave).

For any subsequent Sabbatical Leave at least six years should have been spent at the Institute (including leave as due availed but restricted to earned leave and commuted leave) since return from the last Sabbatical Leave.

- e)* Obligations of the bond period, if any, of the last Long Leave should be fulfilled.
- f)* Conditions laid down under articles 5.5.3.3(c)(i) and 5.5.3.3(c)(iii) should be satisfied.
- g)* An undertaking in the proforma for the undertaking for sabbatical leave should be executed.
- h)* SoPs for Sabbatical Leave

The following are the SOPs for Faculty Members of IISER Bhopal proceeding to other academic and Research Institutes on Sabbatical Leave and also to those faculty members desirous of working at IISER Bhopal from other Institutes, vice versa. The faculty member of IISER

Bhopal or the faculty coming from any other academic and Research Institutes may follow the steps:

- i. An application in the prescribed proforma must be submitted at least 6 months in advance, prior to the proposed start date of work at IISER Bhopal or at the other academic and Research / host Institute.
- ii. The concerned faculty member is required to submit a detailed research proposal to / through the Head of the Department, Dean Faculty, Dean Academic and Dean Research and obtain the approval of the Director, IISER Bhopal for the proposal.
- iii. While submitting the proposal, the following should be attached:
 - a. Proforma application signed by the faculty member proceeding on sabbatical leave or wishing to work at IISER Bhopal from the other Institute.
 - b. Research proposal with recommendations of the Chair / Head of the Department.
 - c. Latest CV of the faculty member.
 - d. Source of funds for meeting the research expenses.
 - e. Support / Facilities required from the Institute.
 - f. Relevance of the proposal for the local host (faculty) at IISERB/host Institute.
 - g. Letter of support from the local host (faculty) at IISERB/ host Institute.
- iv. The proposal submitted so will be evaluated by the DFAC. In addition, the DFAC may ask for a presentation or organise a talk and submit its recommendations to the IFAC.
- v. If the proposal is accepted by the IFAC, the Institute will issue No Objection Certificate allowing the faculty member for working on the research / academic proposal during the sabbatical leave.
- vi. The outcomes of the research work must be enlisted, including sharing of resources, credits for the outcome and space planning.
- vii. IISER Bhopal shall not provide any funding for hosting the faculty from other Institutions carrying out their sabbatical at IISERB / host Institute. No TA/DA shall be admissible from Institute funds.
- viii. Any honorarium paid to such faculty for invited talks shall

be borne by the host faculty at IISERB / host Institute from his /her research funding or by the Department.

- ix. The Institute shall not provide any separate research space or office space to the faculty except sharing the resources of the host faculty at IISER Bhopal.

5.5.3.6 Duty Leave Abroad

Purpose: This leave can be availed for the following purposes:

- Participating in International seminars /conferences/ workshops / scientific gatherings including those supported by CPDA.
- Government sponsored projects (e.g., INSA, UGC, MHRD, DST, DBT, CSIR, etc.).
- Exchange programmes supported by the Government of India through the Centre for Sponsored Schemes and Projects (e.g., Indo-US, Indo-French, Indo-Japan, etc.).
- Exchange programmes supported by IISER Bhopal MoUs.
- Projects sponsored by the International Governments and Research Trusts (e.g., Wellcome Trust, Humboldt Foundation, Boysscast, Commonwealth fellowship, United Nations Programmes, etc.).
- Any government funded National/ International academic/ research organization sponsored collaborative projects.
- The period for which duty leave abroad is availed would not qualify for reckoning the number of completed years of service for sabbatical leave. For example, if a faculty member avails this leave for a period of six months in the first six years of seven-year block, s/he cannot avail sabbatical leave for one year before s/he completes six years and six months.

5.5.3.7 Field Research Leave

Purpose: This leave is mainly for field research supported by funded research projects.

- The leave application should be forwarded by the concerned HoD and sanctioned by the DoFA, except in case of travel abroad, when it is approved by the Director
- Saturday, Sunday, and closed holidays intervening shall be counted for calculating the duration of leave
- Leave may be prefixed/ suffixed with (i) regular (Earned Leave/ Half Pay Leave/ Vacation Leave) or (ii) Casual Leave, but not both (i) and (ii) together
- A joining and tour report should be submitted upon arrival
- Full pay and allowance will be payable during the leave period except the transport allowance, if absence is for full month

- TA/ DA/ accommodation cost should be supported by the research project/ host in normal circumstances
- The academic work, supervision of research projects and all other assignments should be substituted well-in-advance suitably by assigning the work to co-supervisor(s)

5.5.3.8 General Terms and Conditions

Leave of absence of any kind or a combination thereof during the semester(s) for a period of more than a month for academic purposes will be treated as Short or Long Leave as the case may be and will accordingly count as such for qualifying service required for the sanction of any further Short/Long Leave.

- a.* Leave of any kind can be converted into another kind of leave as provided by the Institute.
- b.* Leave sanctioned must be availed for the purposes for which it is granted and at the place approved. Changes are permissible only with prior approval of the Institute.
- c.* No faculty member shall proceed on leave unless all the prescribed formalities have been completed and formal orders have been issued.
- d.* A joining report after availing leave is mandatory; this should include a statement of activities during the leave period, and should give information on patents granted, technology transfer achieved, etc.
- e.* If an extension to the leave granted is sought, an application for the same should reach the Institute at least 3 months before the expiry of leave already sanctioned. In such cases decision will be communicated in advance. Unless a sanction for extension is received, the applicant is obliged to rejoin the Institute as per leave already sanctioned. Extension of leave will automatically extend bond period as per rules.
- f.* The grant of Long Leave will be considered by duly constituted committee whose recommendations will be submitted to the Director.
- g.* Overstaying beyond the sanctioned leave may attract disciplinary action and permission to join the Institute has to be invariably obtained in such cases.
- h.* The Institute may, for good and sufficient reasons to be recorded, grant relaxation of the conditions given above to the extent considered reasonable.

5.6 Leave Travel Concession

Leave Travel Concession (LTC) is admissible (as per rules) to the Institute faculty member and his/ her dependent family members residing with him/ her as per the Govt. of India rules adopted by the Institute. Advance for the journey up to 90% is admissible. The claim for LTC with or without advance must be settled within one month of performing the return journey.

Encashment of Earned Leave along with LTC is limited to a maximum of 10 days of Earned Leave on one occasion and 60 days in the entire career.

5.7 Reimbursement of travel expenses (Relocation Allowance)

Persons living abroad who are appointed to a faculty position at this Institute are eligible for reimbursement of travel expenses up to a maximum of Rs. 1,25,000/- (economy class fare for self and dependent family members) and Rs. 75,000/- for those who are from stations within India. If the claimed amount is less than the limits prescribed, the actual costs will only be reimbursed. This sum is admissible to the individual only on his/her completing one year of service and on production of official receipts for the expenditure and executing a bond for serving the Institute for a minimum period of five years.

5.8 Group Savings Linked Insurance Scheme (GSLIS)

This scheme is valid only for those faculty who have joined prior to 15-10-2013. This Group Savings Linked Insurance Scheme was made available as per the rules by entering into a tie-up with LIC of India. Under this scheme certain EMI per month is deducted from the salary of those permanent faculty of the Institute who have joined prior to 15-10-2013. A part of this amount goes to cover the risk of life, and the remaining part is retained by the Insurance Agency towards the savings component and interest is payable on this component of the monthly subscription to the scheme.

5.9 Children's Education Allowance

Children Education Allowance up to Rs. 27,000/- per annum per child for a maximum of two children is admissible on reimbursement basis, as per rules. It is revised from time to time based on Government of India orders.

5.10 Medical Attendance Rules

Faculty and their dependent family members are entitled to reimbursement for medical attendance and treatment. The Medical Attendance Rules, list of empaneled hospitals, List of AMAs, *etc.* are available on the Institute website.

6. Facilities & Services at Campus

The IISER Bhopal is a residential campus offering accommodation to the students, faculty members and support staff members. The campus has all the amenities for developing the personal, social, and academic skills of the community. The campus is equipped with housing facility, library, health centre, Adhaarshila (crèche & pre-school), banks, shopping complex & restaurant, post office, clubs, sports facilities, gymnasium, community centre, auditorium, Visitors' hostel, *etc.* Some of the facilities and services available in the campus are as follows:

6.1 Housing

IISER Bhopal is a residential campus, with the students residing in the students' Halls of Residence. The faculty and staff are provided unfurnished housing on the campus as per their eligibility and subject to the availability of the residences. The allotment of different types of such quarters / residences to various categories of officers and officials is made as per the seniority and eligibility criteria as prescribed in accordance with the Institute rules. An Institute level committee, the 'House Allotment Committee (HAC)' is entrusted with the task of allotment of these quarters / residences.

In case, residential accommodation is not provided by the Institute and the faculty and staff stay in rented accommodation / own house in the city of Bhopal, he/ she is eligible to draw a House Rent Allowance (HRA) as per rules of the Institute.

No House Rent Allowance (HRA) shall be admissible to those who are occupying the Government / Institute provided accommodation or refuse to occupy the Government / Institute provided accommodation. Further, the HRA shall be regulated as per Government of India rules issued from time to time.

Upon joining the Institute, if any type of housing is not available on the campus, temporary accommodation may be provided to the faculty in the Institute Visitors' Hostel, for a limited period.

6.2 Shopping Complex

The Institute campus provides for shopping facilities where commodities for regular usage can be purchased. The Banking and Postal services are a part of the complex.

6.3 Communication

E-mail facility is made available to each faculty, staff and student. Every faculty member shall have an internal/external telephone at office as well as at residence in the campus.

6.4 Schooling for children

In Bhopal city, there are several Central Schools managed by CBSE (Class I to XII), which are available for the benefit of the employees of Central Government for the education of their children. Besides, there are numerous corporate schools of excellent standards throughout city of Bhopal, as the city is famous for state-of-the-art academic facilities.

6.5 Institute magazine

Publication of Institute magazine Uday. The Ascent covering academic, research and community news of the Institute for internal and external circulation is done on annual basis.

6.6 Club

The Institute encourages establishing and organizing certain clubs like Book club, Institute's club and Women's welfare committee and various other Students' club. Interested faculty members may involve themselves by extending advisory role to the student and community club.

7. Research & Development

IISER Bhopal provides an excellent environment for research and development activities. These activities are coordinated through the Dean, Research & Development. The manual on R&D project management with various requisite guidelines including guidelines pertaining to Research Integrity and Plagiarism Policy are available on the Institute website.

8. Pay Structure as per 7th CPC

8.1 Assistant Professor Grade II:

- Pay Level - 10 (Rs.57,700 – 98,200) with initial pay of Rs.70,900/-
- After one year of post Ph.D. experience, the candidates shall be placed in Pay Level – 11 (Rs.68,900 – 1,17,200) with an initial pay of Rs 73,000/-, subject to evaluation of performance and antecedents.

8.2 Assistant Professor Grade I:

- Pay Level – 12 (Rs.1,01,500 – 1,67,400) with an initial pay of Rs.1,01,500/-
- After three years of regular service at pay level 12, the candidates shall be considered for moving to pay level – 13A1 (Rs.1,31,400 – 2,04,700) with an initial pay of Rs.1,31,400/-, subject to evaluation of performance and antecedents.

8.3 Associate Professor:

- Pay Level 13A2 (Rs.1,39,600 – 2,11,300) with an initial pay of Rs.1,39,600/-

8.4 Professor:

- Pay Level 14A (Rs.1,59,100 – 2,20,200) with an initial pay of Rs.1,59,100/-

8.5 Senior Professor (Pay Level-15)

- Pay Level 15 Rs.1,82,200 – 2,24,100) with an initial pay of Rs.1,82,200/-

A Professor can be placed to the post of Senior Professor. The placement shall be based on academic achievement, favorable review from three eminent subject experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience.

Up to a maximum of 20% of the sanctioned post of Professors shall be placed in Pay Level 15 after regular service of 10 years' as Professor in the Pay Level 14A and a minimum pay in the Pay Level will be fixed at Rs.1,82,200/- p.m. Other eligibility conditions will be as laid down by the Ministry of Education.

9. Probation and Confirmation

The appointments to permanent positions in the Institute will be made on a probation for a minimum period of one year which can be extended further based on performance evaluation, if deemed necessary. On successful completion of the probation, fulfilling prerequisite for confirmation and meeting the expectations of the Institute, the services will be confirmed.

10. Special honorarium for SSB/ Fellows of National Academies

In order to persuade and encourage the faculty members, the Institute operates a scheme similar to that of UGC for providing a special honorarium of Rs. 15,000/- per month to the faculty members who are the fellows of at least two of the following four academies, wherein, the faculty members are made eligible to draw honorarium either from CSIR for the SSB Award or from Institute under this scheme in addition to their salary.

1. National Academy of Sciences, India (Allahabad)
2. Indian Academy of Sciences (Bangalore)
3. Indian National Science Academy (New Delhi)
4. Indian National Academy of Engineering (New Delhi)

11. Annual Performance Appraisal

The Board of Governors at its 2019-1/34th meeting held on February 1, 2019, approved the proposal of performance evaluation of faculty members through 'Self Appraisal'. The self-appraisal form shall be used for performance evaluation of faculty members.

The self-appraisal form should be submitted by all faculty members for the academic year (1st July - 30th June), by 7th August to the DoFA office, duly forwarded by the Head of the concerned department. A proforma of self-appraisal form for faculty members to be submitted annually is attached as Appendix.

12. APPENDIX



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल

Indian Institute of Science Education and Research Bhopal

Self-Appraisal Form for Faculty Members

Academic Year: _____

Note: Details pertaining to the academic year only should be mentioned. This form must be type-written.

A. Personal Details:

1	Name:	P.F. No.:
2	Department:	
3	Designation:	
4	Pay Level:	
5	Present Assignment Since:	

B. Teaching/Research Supervision:

1	Details of Teaching evaluation:				
	Course No.	Course title	Semester	Total no. of students registered	SRS score and no. of respondents
2	Details of BS-MS Students registered (including name and roll no.)				
3	Details of PhD Students registered (including name and roll no.)				
4	Details of I-PhD Students registered (including name and roll no.)				

C. Publication Details:

1	Details of the publications in the referred journals: ["Title of Paper" Authors Name, <i>Journal Name</i> , <i>Year</i> , <i>Volume</i> , Page No.]
2	Details of Books and Book chapters published:
3	IPR and Patents, if any:
4	H-Index:
5	Please list the Top-ten journals / conferences in which you and your peers publish

	in the order of importance (<i>10 being the 'Best' and 1 being the 'least important'</i>):
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D. Awards/ Honors / Membership Details:

1	Details of Awards and Honors received: a) b)
2	Details of Membership of Professional Bodies: a) b)
3.	Workshops and Symposia Attended: Name of the Conference/Symposium/Workshop. Talk Title: "....."
4.	Workshops and Symposia Conducted:

E. Project/ Funding Details:

1	Details of R & D projects and amount sanctioned:				
	Title	Funding agency	Start date and duration	Amount	Status (Completed / Ongoing)
2	Details of R & D projects submitted for Funding:				
	Title	Funding agency	Amount		

F. Academic/ Administrative Positions held:

1	Administrative responsibilities being held at IISER Bhopal, if any: 1., IISER Bhopal (Duration)
2	Any other information which you would like to disclose: a) b)

Date:

Signature of the Faculty Member

Comments of HoD (if any):

Signature of HoD



संकाय मामले कार्यालय
Office of Faculty Affairs

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल
Indian Institute of Science Education and Research Bhopal

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