

First Edition, 2022

FACULTY GUIDEBOOK

**Indian Institute of Technology
Jodhpur**

The higher you act, the higher you think, the nobler your enterprise, something of that nobility comes to you. If you indulge in small activities, in small thinking, then you remain small. But if you dare and go in for the really big things of life, then even in your endeavour to realise them, you become big in the process.

– Pt. Jawahar Lal Nehru
First Convocation Address at IIT Kharagpur
21st April, 1956

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Director's Message

IIT Jodhpur has embarked on an ambitious mission to establish itself as one of the top destinations in the country for a wholesome education with the right mix of flexible academics, cutting-edge research, curiosity-driven innovation and a curriculum built on technology foresight.

Our institute is driven by its commitment to excel in next generation technology development and research. There are several emerging technologies coming up at IIT Jodhpur potentially in different spaces. Many of these technologies will bring a set of products and services which will be conceptualized, indigenously developed and engineered to bring up products of Indian origin. We are researching new paradigms to solve the most complex problems through locally-built solutions. I am sure that the Vision of IIT Jodhpur to be a future-driven Institute for responding to societal challenges and aspirations, and serving the national priorities using transformational technologies/interventions with a multidisciplinary approach, resonates within all the faculty members.

Foreword

Indian Institute of Technology Jodhpur welcomes you as a faculty member. Congratulations. As a faculty member of an Institution of National Importance, naturally the expectations from you are of very high order particularly with respect to academic research and teaching. You are given the freedom and the responsibility to create and nurture a vibrant academic atmosphere at IIT Jodhpur and make the Institution an excellent place for higher education and learning. IIT Jodhpur has instituted various schemes and awards to encourage and support the faculty members in their pursuit of academic excellence. As a faculty member, you are entitled for several additional privileges. This brochure provides a consolidated summary of various aspects related to the privileges, administrative rules and regulations pertaining to the faculty members.

Wish you all the very best!!!!
Professor In-Charge, Faculty

Disclaimer

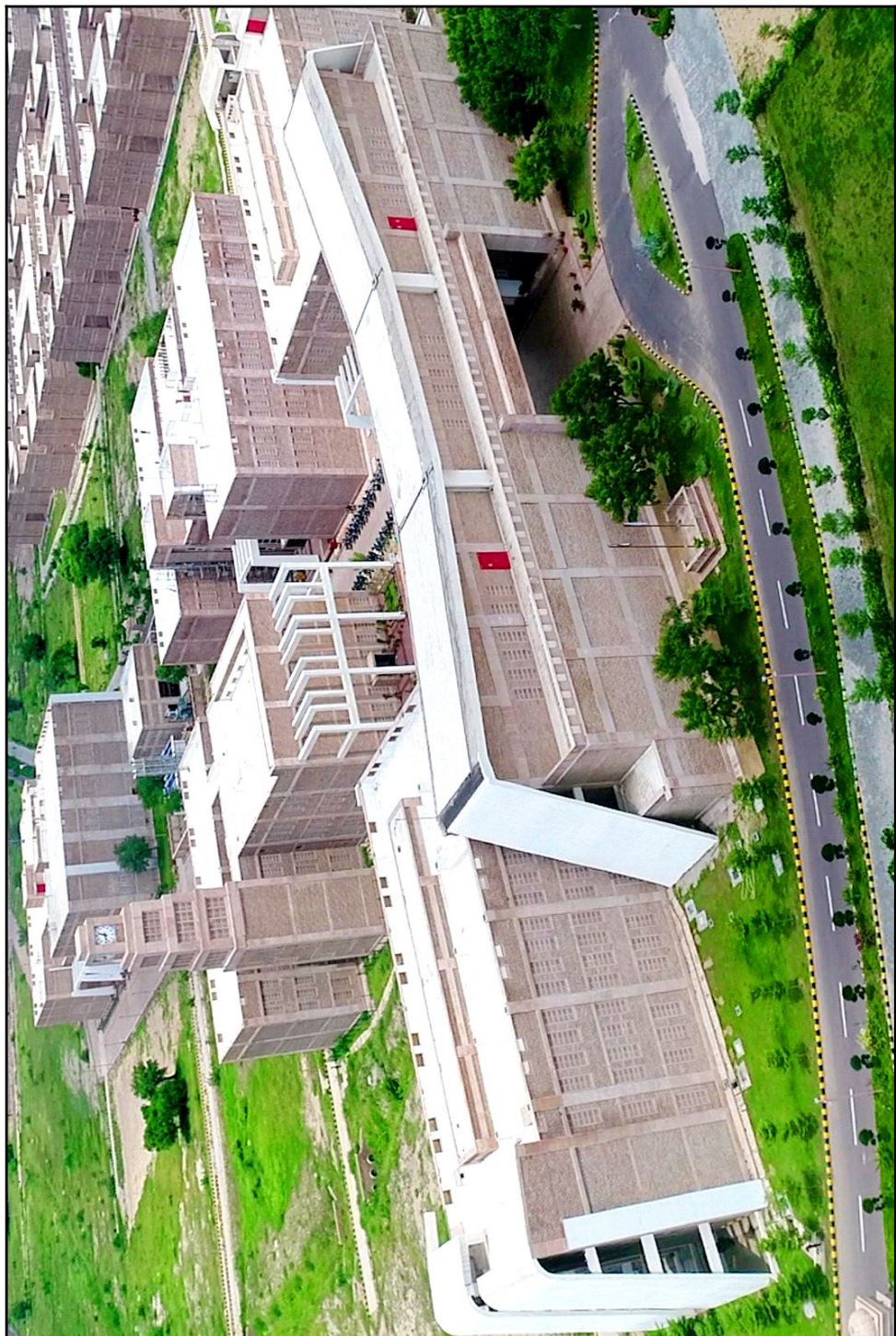
The text/material printed in this document has been prepared and compiled with all due diligence from appropriate sources. This document is purely intended to be used for the day to day working of IIT Jodhpur faculty members. The text/material presented in this document is the property of the Institute, and cannot be reproduced without written permission of the Institute's authorities. It must be noted that this is only a guidebook to dispense general information to all the faculty members. This book should not be considered as a IIT Jodhpur rule book.

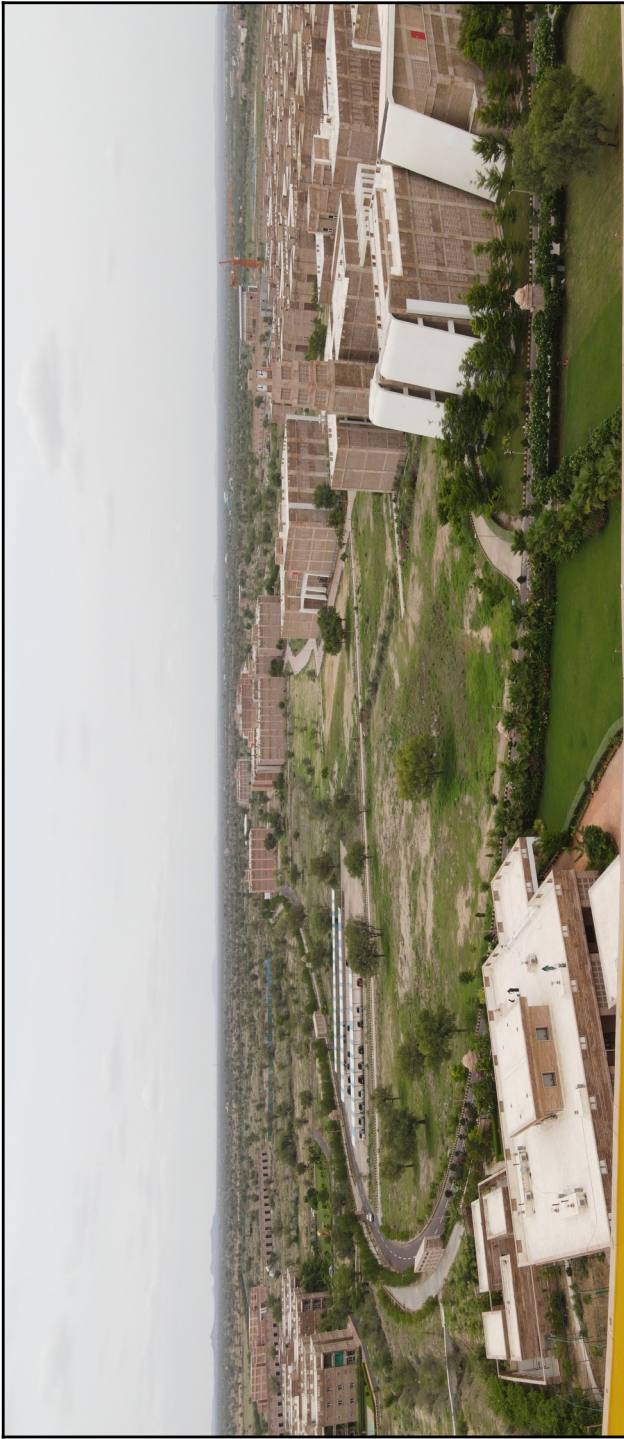
History

Way back in 1946, an idea grew in the visionary leaderships of the country for the establishment of Higher Technical Education Institutes for the post-war industrial development in India. A Committee, headed by Nalini Ranjan Sarkar, recommended the establishment of these institutes in various parts of the country. The first Indian Institute of Technology (IIT) was founded in May 1950 at Kharagpur. In 1956, during the first convocation of IIT Kharagpur, the first Prime Minister, Pt. Jawaharlal Nehru, highlighted in his address that these institutes will help us in meeting the technological challenges of the Nation. During 1959-1960, four new IITs were established at Bombay, Delhi, Kanpur and Madras. Subsequently, on 15 September 1956, the Parliament of India passed an act known as the Institutes of Technology (Kharagpur) Act, 1961 declaring IIT Kharagpur as an Institute of national importance. Also, IIT Kharagpur was given the status of an autonomous university. Thereupon, IIT Guwahati was established 1992, and later the University of Roorkee was given the status of an IIT (and now called IIT Roorkee) in 2001.

Establishment of eight new second generation IITs across the country began with a Cabinet decision, which was announced by the Minister of Human Resource Development on 28 March 2008. IIT Bhubaneswar, IIT Gandhinagar, IIT Hyderabad, IIT Jodhpur (earlier called IIT Rajasthan), IIT Patna and IIT Ropar began functioning from 2008. Two others, IIT Indore and IIT Mandi commenced their sessions from 2009.

Since the inception, IITs have been the hallmark of quality education and research, in accordance with the global standards. The endeavor at IIT Jodhpur is to live up to this brand image, which has been built meticulously over the last 70+ years. With a renewed focus on producing world class technology driven graduates, IIT Jodhpur is now contributing towards the development of the nation.





Part I

INTRODUCTION

Chapter 1

Institute's Vision and Missions

The Institute has completed more than a decade in its journey in nurturing talent and achieving excellence, and has experienced a significant growth in recent times. It is important for a technology institute to assess the changing landscape of the technology and other relevant factors to shape and tune its strategy to contribute significantly and meaningfully. There were several factors including but not limited to New Education Policy, exponential change in technology, changing nature of work and job, financial constraints, expectations from the society, and, the need for virtual mode of education that has shaped the current Vision and Mission of the Institute. Furthermore, high-quality education acquires unprecedented importance in improving the lives and future of the people/planet. The arena and scope of technological education also have to expand far beyond the 20th-century concepts. Technology institutes have to increasingly become more and more multi-disciplinary, and also contribute more directly to the application of emerging technologies for responding effectively to ever-changing challenges/opportunities. They have to become significant contributors to the national development, including in the areas of sustainability, economic growth, and societal problem-solving. The shift in nature of work/ jobs move towards the use of immersive media for blended teaching and the new virtual educational institutions, and growing societal expectations are all calling for a total rethink. Following are the institute Vision, Missions, Goals and Core values of the Institute.

1.1 Vision

A future-driven Institute for nurturing excellence of thought; creating, preserving, and imparting knowledge; and using transformational technologies/interventions with a multidisciplinary approach for responding to societal challenges and aspirations.

1.2 *Missions*

1. Foster humanitarian values, passion for learning, and creativity in faculty and students.
2. Move towards high quality, futuristic educational, and research ecosystem.
3. Develop socially responsible faculty, students, and future leaders, committed to creating a self-reliant India.
4. Catalyze a professional internal culture along with enabling infrastructure and ancillary services.
5. Forge effective national as well as international collaboration and partnership with industry and academia for diverse purposes and activities.

1.3 *Goals*

Curriculum

To assimilate balanced, broad-based as well as specialized education in all curricula with opportunities for different kinds of students and their interests.

Pedagogy

To establish systems for dynamic development, implementation, and evaluation of futuristic pedagogy including blended-hybrid teaching and experiential learning.

Research

Have a globally engaged research ecosystem with state-of-the-art facilities in place, for attaining leadership in research on academic, social, national, and industrial fronts while capitalizing on emerging and in-demand opportunities.

Outreach

To be the Institute of Choice for a lifelong learning journey of working professionals, alumni, and the community.

Institutional Collaboration

Have an efficient platform in place for forging impactful partnerships with academia, research institutes, business organizations, civil society, governments, and other agencies across the world for contributing to larger goals for humanity.

Industry Connect

Ensure ease of collaboration with industry for joint research/ projects, IPR development, technology transfer, and encouraging entrepreneurship/ startups, along with efficient supporting infrastructure and systems.

Financial Plan

Set up innovative resource mobilization mechanisms and expenditure management systems, embedded in the internal budgetary processes, to have ample resources/ funds for actualizing the institute's vision and goals.

Infrastructure

Institute will have secure, evolving futuristic digital and physical infrastructure and ancillary services to meet all its needs, along with knowledge infrastructure for supporting learning and enabling skill development.

Student Life Cycle

Students will find at IIT Jodhpur (i) a vibrant learning environment, with opportunities for excelling in curricular, co-curricular and extracurricular activities, (ii) an effective career development process for their successful initiation to the professions of their choice and (iii) a strong linkage with alumni through regular interactions, support for their lifelong learning and professional development; and enabling their active participation as a stakeholder in the affairs of the Institute.

Agile Organization

Ensure that IITJ continues to be an agile organization for both stability and dynamism as a network of teams with a people-centric culture that operates through fast but considered decision cycles which are enabled by technology, and guided by a powerful common purpose to co-create value for all stakeholders of the Institute.

1.4 Core Values

The Institute stands for a set of core values, wherein each member of the IIT Jodhpur community shall:

1. Uphold highest levels of human integrity and dignity.
2. Not take unfair advantage of any stakeholder of the Institute.

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3. Work towards building the most admired technology Institute furthering interests of Students, Industries and Society.
 4. Commit to economic development of India through technological thought and action.
 5. Be ethical, sincere and open in all transactions; and
 6. Be continually responsible for upholding utmost confidentiality of all information and circumstances arising out of any interaction.

Chapter 2

Institutional Structure

The Institute came into existence in the year 2008. It is one of the 2nd generation IITs. IIT Jodhpur functions from its sprawling residential permanent campus of 852 acres on National Highway 62, north-northwest of Jodhpur in the princely state of Rajasthan. This campus is meticulously planned and envisioned to stand as a symbol of academics – simple, but deep. The Institute is committed to a multidisciplinary approach towards the technology development. Hence, it has established research laboratories for fundamental science and advanced engineering, and creating the state-of-the-art facilities for development. The academic activities are coordinated by academic units comprising of various Departments, Schools and Centers.

The functioning of the Institute is governed by two documents, namely The Institutes of Technology Act, 1961, and Statutes of IIT Jodhpur. These are very sacred documents providing the directives for the functioning of the Institute. The first one, passed by the Parliament of India, states that the IITs are the institutions of national importance, and encapsulates the broad framework of its governance. The second one gives the detailed set of rules and regulations for its governance. These documents can be accessed at the IIT Jodhpur website. The governing structure of IITs is as follows.

2.1 The Visitor

The President of India is formally the official chief of all the IITs. He/She is known as the Visitor of the Institute. The Institutes however do not directly have correspondence with the Visitor in day to day working. However, any work which requires the approval of the Visitor is channeled through the Ministry of Education.

2.2 *The Council*

IIT council is the pinnacle of the administration within IITs. The Minister of the Ministry of Education is the Chairman of the Council. The Council has many members. Few of the members are Ex-Officio members of the Council while others are nominated.

2.3 *The Board of Governors*

Each IIT has its own Board of Governors (BoG). The BoG is the key to almost all major policy decisions. The BoG meets often, at least two times in a calendar year. The Registrar of the Institute is the ex-officio Secretary of the Board of Governors. Furthermore, there are two committees declared as authorities under the Statutes of the institute as per the Section 10(c) of The Institutes of Technology Act, 1961. The committees report to the Board.

The first of these is the Finance Committee. All the major matters involving financial implications shall be routed through the Finance Committee to the BoG for approval. The Finance Committee shall:

1. provide its views and make its recommendations to the Board either suo-moto or on the advice of the Board or of the Director on any financial matter relating to the Institute.
 2. provide advice and guidance relating to resource mobilization.
 3. perform any other functions as the Board may decide from time to time.
- The Financial Advisor to MoE is a member of the Finance Committee.

The second is the Building and Works Committee. All the matters related to construction work are dealt by the Building and Works Committee. The Committee shall:

1. be responsible under the direction of the Board for construction of all major capital works after securing from the Board the necessary administrative approval and expenditure sanction.
2. have the power to give the necessary administrative approval and expenditure sanction for minor works and works pertaining to maintenance and repairs, within the grant placed at the disposal of the Institute for the purpose.
3. cause to be prepared estimates of cost of buildings and other capital works, minor works, repairs, maintenance and the like.

4. be responsible for making technical scrutiny as may be considered necessary by it.
5. be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the power to give directions for departmental works where necessary.
6. have the power to settle rates not covered by tender and settle claims and disputes with contractors.

2.4 *The Senate*

The Senate is the highest academic body of the Institute. The following are its powers and duties:

1. As the custodian of all academic affairs of the Institute, the Senate is empowered to sanction academic programs and courses, approve their contents and any changes thereof, and oversee their conduct.
2. It shall set the criteria for the award of academic degrees and honors and approve each individual award.
3. It shall set the criteria for the termination of students' programs and approve each termination with due deliberation.
4. In the pursuit of its duties, the Senate is empowered to constitute permanent and other sub-committees, appoint their members and set their powers that shall not equal or exceed the powers of the Senate as a whole.
5. The Senate may invest the Chairman with powers to facilitate speedy decision making in academic matters. However, all academic decisions of the sub-committees and of the Chairman and functionaries shall be reported to the Senate for confirmation.
6. All academic matters related to the selection of students or participants in academic programs and courses, and periodic information regarding their progress and completion, shall similarly be reported to the Senate for its information and approval.
7. The Senate alone may approve changes in the program of study of students.

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8. The creation of new academic departments, schools and centers or abolition thereof or any significant changes in the profile of such entities that are already existing, shall be approved by the Senate and thereby recommended to the Board.
 9. Policy and infrastructural initiatives that have bearing on the research and academic profile of the Institute shall be presented to the Senate on a regular basis for its comments and advice, which shall be non-binding but must be communicated to the Board.
 10. The Senate shall have powers to invite such person or persons as may be deemed fit to attend a meeting of the Senate.

2.5 The Director

Director of the Institute is the key functionary for the day to day working of the Institute. The Director is appointed by the Ministry of Education, Government of India for a tenure of 5 years, which may be extended. The Director is also the Chairman of the Institute's Senate. Many major decisions such as new department frameworks, faculty recruitment, budgeting, policy matters, leading the Institute's vision and missions are presided by the Director.

2.6 Other functionaries

Other important key functionaries include the Deputy Director, Deans and Associate Deans and the Registrar.

Deputy Director

The appointment of the Deputy Director shall be made by the Board on the recommendation of the Director. The Deputy Director shall assist the Director in academic and administrative work as considered necessary from time to time. The Deputy Director shall be paid allowances and provided other facilities as may be approved by the Board from time to time.

Deans

The Board shall appoint Dean(s), among the faculty members of the Institute, for performing assigned duties and functions and on the terms and conditions of the Institute.

Registrar

The Registrar shall be appointed by the Board on the recommendations of the Selection Committee constituted under clause (d) of sub-statute (5) of Statute

17 on the terms and conditions as the Central Government may specify from time to time. In addition to the role provided in section 19 of the Act, it shall be the duty of the Registrar

1. to take action, as may be directed by the Director, to fill up the vacancies including casual vacancies of the Authorities of the Institute.
2. to perform such other duties as assigned by the Director.

Chapter 3

Academics @ IITJ

Academic programs at Indian Institute of Technology, Jodhpur are designed to develop the highest calibre human resource capable of understanding the new patterns of knowledge creation across disciplines obliterating traditional boundaries between science, humanities, social sciences and engineering. IIT Jodhpur aims to produce quality professionals who would be able to address profound and wide-ranging societal challenges of the 21st century such as energy, food, water, housing, mobility, and health. In addition to imparting scientific knowledge, IIT Jodhpur endeavours to inculcate human qualities of courage, integrity, fairness, humility and team effort among its graduates through curricular, co-curricular and extra-curricular activities on campus.

3.1 Departments, Schools and Centers

IIT Jodhpur offers Bachelor, Masters, Doctoral and Diploma courses in the areas of Engineering/Technology, Science and Management. The institute currently has 10 departments, 3 Schools and 6 IDRPs. All the necessary work/papers from the Department/Schools/Centers are routed through the Head/Coordinator of the unit. The Head/Coordinator is appointed by the Director, generally by seeking a consensus view from the faculty of the unit. Following is the list of departments in the Institute.

1. Department of Bioscience and Bioengineering
2. Department of Civil and Infrastructure Engineering
3. Department of Chemical Engineering
4. Department of Chemistry
5. Department of Computer Science and Engineering

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6. Department of Electrical Engineering
 7. Department of Metallurgical and Materials Engineering
 8. Department of Mathematics
 9. Department of Mechanical Engineering
 10. Department of Physics

In addition to the departments, IIT Jodhpur currently has the following specialized schools offering different academic programs.

1. School of Management and Entrepreneurship
2. School of Artificial Intelligence and Data Science
3. School of Liberal Arts

Following are the Centers functioning at IIT Jodhpur

1. Center for Emerging Technologies and Sustainable Development
2. Center of Technology Foresight and Policy
3. Center for Education and Technology for Education
4. Centre for Research and Development of Scientific Instruments

Interdisciplinary Research Platforms (IDRPs)

IDRPs are aimed at multi-disciplinary initiatives for problems requiring an integrated approach through the fusion of knowledge from multiple fields leading to the establishment of truly trans-disciplinary academic Centers. The latest information about the following IDRPs can be accessed through their websites.

1. Digital Humanities (DH)
2. Internet of Things (IoT) and Applications
3. Quantum Information and Computation (QIC)
4. Robotics and Mobility Systems (RMS)
5. Smart Health Care (SHC)
6. Space Science and Technologies (SST)

3.2 Academic Programs

The undergraduate academic programs focus on developing a temper for the life long process of learning, creative thinking and exploring. The post-graduate academic programs focus on developing a deep understanding of the subject of study coupled with creative inquisitiveness and the ability to address and solve new problems with a free and objective mind.

The academic programs are based on three tenets of (1) Semester system, (2) Credit System and (3) Relative Grading. These academic programs are administered by a duly constituted Academic Committee (AC) through the office of Academics. The AC will be chaired by Dean (Academics). In the absence of Dean (Academics), Associate Dean (Academics-PG)/Associate Dean (Academics-UG) will discharge the responsibilities of Dean (Academics).

Semester System

The academic session is divided into three parts: two regular semesters and a summer term as per the following timelines:

Semester I: From the fourth week of July to the last week of November

Semester II: From the last week of December to the last week of April

Summer Term: From the middle of May to the middle of July.

Excluding the days of the examinations, the total number of days of instruction in a semester is at least 70.

Credit System

All courses have associated credits. The total credits for a course are calculated by taking into account the number of lectures, tutorial, and practical hours (L-T-P) assigned to the course. Each credit is associated with the number of contact hours and the expected number of self-learning hours (on an average) to be spent by the student for each contact hour to meet academic demand of the course. The complete details about credit system can be found in Rules and Regulations document, available on IIT website.

Relative Grading

The performance of students in a course is evaluated through examinations and on a continuous basis. Minor 1, Minor 2 and Major examinations are mandatory components of the evaluation of a regular 14-week long lecture course. The total weightage of examination component (three examinations for a 14 week-long course) shall be between 40% to 60% of the total weightage of evaluation measure.

Academic Calendar

The exact dates of all important events during the Academic Session, such as orientation, registration, the commencement of classes, adding and dropping declaration of courses, submission of documents, examinations, submission of grades, project evaluation, of results, mid-semester vacation are provided in the Academic calendar. The calendar is approved by the Senate.

Academic Programs

The complete list of various Academic Programs offered by IIT Jodhpur is available on the website.

Chapter 4

Research and Innovation Opportunities

IIT Jodhpur has established good number of teaching and research laboratories and facilities, which aid in elevating the students from minimalist academic concerns to inquisitive world of scientific arena. These teaching and research laboratories help faculty members and students work for better future by supplementing and improving existing technologies and bodies of knowledge, using competence, creativity and imagination. Following avenues are available for all the faculty members to pursue their research targets.

4.1 Centre for Research and Development of Scientific Instruments (CRDSI)

The state-of-the-art central instrumentation facility of IIT Jodhpur which was established in the year 2018 has been designated as the Centre for Research Development of Scientific Instruments (CRDSI). The CRDSI has an endeavour to provide advanced scientific instrumentation service in the multidisciplinary field of research to the undergraduate, graduate, Ph.D. students and the faculty members of IITJ as well as researcher from other institutes across the country. At present a total number of 93 high end instruments under CRDSI facility are located at various departments of the Institute. For example, Room No. 111 and 112, Chemistry Department building houses 22 such equipment including 500 MHz NMR, Single Crystal XRD, Powder XRD, AFM, SEM, PPMS Dynacool, SQUID, Surface area analyzer, DSC, TGA etc. The overall day to day activities and the policy of the centre is determined by a committee of faculty members of IITJ. A faculty-in-charge is appointed for each of the instruments for smooth running and maintenance of the equipment. Furthermore, CRDSI facility at IITJ imparts an opportu-

nity towards its users for accessing various latest and advanced instruments persuasively via a transparent online booking portal. Thus, the CRDSI facility contributes towards publishing the research findings in internationally peer reviewed journals. IITJ CRDSI facility welcomes external users from all national institutes and R&D organizations for accessing this facility on a minimal chargeable basis.

Main Objectives of CRDSI facility are:

1. Advanced scientific instrumentation service to researchers from both academic and industrial organizations.
2. R&D for advanced scientific instrumentation.
3. Technology development and innovation in the area of scientific instrumentation.
4. Encouraging start-ups for scientific instrumentation

Latest Information on CRDSI, and the available instruments can be checked at IITJ CRDSI website.

4.2 High Performance Computing (HPC)

The Institute provides an HPC cluster facility for performing tasks which require high end computations. HPC is a collection of relatively low-cost standalone computers that are networked together. These inter-connected computers are endowed with software to coordinate programs on (or across) those computers, and they can therefore work together to perform computationally intensive tasks. More details can be accessed at the Computer Center website.

4.3 Seed Grant

Research initiation grant of up to Rs. 25 Lakhs (as per the availability of funds) within the initial period of 3 years from the date of joining. The provision for Seed Grant is to facilitate and give a launch pad to new faculty for their research activity till the point they are able to get results out of their research proposals. To get this grant you need to submit a formal research proposal to the office of R&D. Please note that project staff cannot be hired under this grant, nor can you use it for travel, or to purchase furniture, laptops, mobiles, or other portable personal electronic devices. However, a faculty member can avail a computer / Laptop and a printer for your office with a total amount of 1.5 Lakhs right after joining. This amount is adjusted in the seed grant.

4.4 *Mobility Research Grant*

All the new faculty members of the Institute are eligible for Mobility Research Grant within 3 years from date of joining. The grant of up to Rs. 10 Lakhs would be provide to support the travel, subsistence allowance, and contingency expenses to Assistant Professors and his/her PhD student to visit the laboratories of foreign collaborators during two consecutive years. The grant may be extended to third year as well. The mobility grant can also be used to host foreign collaborators at the Institute.

4.5 *Office of R&D*

The Office of R&D provides specialized administrative and managerial support for the operation of Sponsored Research Projects, Consultancy Projects and other R&D related activities of the Institute. The office facilitates interaction with national and international agencies supporting research development. Also, it promotes academia-industry interactions and collaboration with larger R&D laboratories, and liaises between Institute and funding agencies. Further, it supports faculty members in filing of patents and documenting IPR generated through research activity of the Institute. For all the research related queries, and for more details you may refer to the office of R&D website.

Chapter 5

Other Institutional Constituents

There are multiple avenues in which a faculty member could directly connect their expertise, either with the nearby communities or with the world for an enhanced engagement. Following Institutional constituents play an active role in the development and transfer of knowledge and technologies to the society in a responsible manner.

5.1 Jodhpur City Knowledge and Innovation Cluster

The Jodhpur City Knowledge and Innovation Cluster (JCKIC) has been established under the Aegis of the Office of the Principal Scientific Adviser, Government of India. The main focus of the cluster is to provide a necessary platform to create synergy between all the stakeholders to make use of available knowledge as well as to develop advanced technologies, creative skills, state of the art infrastructure and innovative environment in an organized manner so as to ensure sustainable and systematic development of city of Jodhpur. The initial focus of the cluster will be in the following areas:

1. To provide Innovation-driven impetus to Healthcare and Medical Technology industry in the city.
2. To design and implement digital technologies for value addition to local handicrafts and handlooms
3. To develop and implement a prototype waste water management system dealing with pollutions from the textile industry
4. To roll out an AI driven initiative for increasing efficiency of traffic and crime management system of the city of Jodhpur

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5. To design and develop an integrated real time data management system for the city of Jodhpur, on top of forthcoming 5G network

More information can be found at JCKIC website.

5.2 *TIH-iHub Drishti*

iHub Drishti, IIT Jodhpur is a Technology Innovation Hub focused around “Computer Vision, Augmented Reality and Virtual Reality”. It is a Section-8, Not-for-profit Organization, promoted by and at the Indian Institute of Technology Jodhpur under a National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) of the Government of India. The hub, steered by the Hub Governing Board and the Director of the TIH, hosts teams of faculty members, research scholars, developers and scientists who work towards developing the technologies. With various partners identified as

1. Research collaborators from national and international institutions
2. Domain expert partner institutions
3. Hub and spoke model (mentor-mentee) based partner institutions
4. Research labs and industry including startups.

The TIH envisions creating an ecosystem in and around the thematic areas and building collaborations with other TIHs to foster the overall growth and development of CPS technologies. The facility includes a mix of office and laboratory spaces with state-of-the-art infrastructure facilities, which will cater to the collaborating institutions. The TIH will also build a network of researchers and developers, both externally hired and from the student body, such that in the next 5 years, iHub Drishti becomes the main hub of technologies related to computer vision, virtual and augmented reality in the entire country.

More information can be found at TIH-iHub Drishti website.

5.3 *Technology Park*

IIT Jodhpur is setting up an Incubation Centre and Technology Park in its campus to nucleate a cluster of new age ventures. The focal theme for the Technology Park is AIoT – Artificial Intelligence of Things. Convergence of AI, IoT and 5G is ushering in AIoT. This next generation technology is expected to impact all sectors of economy.

The Technology Park, under the aegis of an independent section-8 company managed by IIT Jodhpur with the financial and technical support of relevant stake-holders (Government Agencies, Angel and Venture Investors, Technology Providers), will

1. Have a Common Research and Technology development Hub providing access to hardware and software facilities for end-to-end research, prototype development and pilot production of products for AIoT space
2. Provide an interface for industries to collaborate with faculty and students of IITJ and other research and academic organizations in the country, and Jodhpur in particular
3. Enable interface for mentors and investors including government agencies to work with MSME and start-up's

The Common Research and Development Hub (core of AIoT FAB) of the Technology Park will include

1. Electronic Fab for fabrication of sensors and associated electronics
2. Fabless design facilities for hardware IP in IoT-AI domain
3. Design, implementation, testing and production facilities for IoT devices (all facilities for electronic system development and production).
4. Hardware and Software Infrastructure for design, development and deployment of AI and Data Driven Products
5. Appropriate Data Infrastructure for Enabling enterprises to manage and use large scale enterprise data in real-time
6. Computational Facilities and Software support for Large Scale Modelling and Simulation

More information can be found at Technology Park website.

5.4 *Technology Innovation and Start-up Center (TISC)*

The Technology Innovation and Start-up Center (TISC), which is promoted by IIT Jodhpur, is a company incorporated under Section 8 of The Companies Act, 2013. The TISC is an independent entity with its own governance system and managed by CEO along with its management team. TISC at IIT Jodhpur is the umbrella body for nurturing innovation and enterprise in technology product manufacturing. Its primary intent is to nurture technology-driven ideas and innovations into successful prototypes. The proposed TISC works in line with the national priorities and goals, and focuses to build an innovation-driven entrepreneurial ecosystem within the national missions of Technology Innovation, Intellectual Property (IP) generation and Skill Development. The norms and process guidelines of TISC are available on the IITJ website.





Part II

ONCE YOU HAVE JOINED

Chapter 6

First things first...

Welcome aboard to Indian Institute of Technology Jodhpur. The Institute is striving to make itself better with passing days, and will ensure to provide you with the desired amenities for professional and personal growth. The Institute as a whole looks forward to your contributions in the years ahead for excellence in education, research and technology transfer.

6.1 Before coming to campus

Before reporting at the institute, after the formal acceptance of the Offer of appointment, the faculty member may inform the Office of Establishment-I through email regarding the date of arrival at IIT Jodhpur, with a request for necessary arrangements like Guest House and pick-up from the airport to the institute. The Office of Establishment-I shall take care of the needful arrangements.

6.2 After reporting at IITJ

A faculty member is required to complete a set of formalities in order to complete the process of joining the institute. The Office of Establishment-I currently takes care of completion of all such formalities in a meticulous manner. The undermentioned forms are made available to the faculty members along with the Offer of Appointment:

1. Bio-data form
2. Attestation form (to be submitted in triplicate)
3. Character Certificate
4. Identity Certificate
5. Form for Oath of Allegiance

The Faculty member is required to submit all the above mentioned forms. The Character Certificate and the Identity Certificate are also required to be signed by an official (list of officials available in pro forma) before reporting at IITJ. The faculty member needs to submit the joining report, copy of offer letter and the copy of application/CV at the time of reporting. He/She is also required to furnish the original documents pertaining to educational qualifications (Class 10th onwards) and other documents such as Aadhar, PAN, PRAN (if already exists), Caste Certificate (if any) etc. for verification. For record purpose, the self-attested copies of all the documents would be kept in the office of Establishment I. One must also carry 10 passport size photographs.

In case a faculty member has been working in any other organization earlier, he/she shall also be required to submit:

1. Copy of Relieving letter
2. Work Experience Certificate
3. Last Salary Slip

After verification of documents, the Office of Establishment-I will issue the undermentioned forms:

1. Medical Form: The faculty member is required to get himself medically tested at the Primary Health Center of the Institute. It is only after receipt of the report of being medically fit that the process of joining the Institute is finalized.
2. Form regarding Declaration of Marriage
3. Form regarding Declaration of Hometown and Dependent family members (necessary for availing benefits like LTC, Medical facilities etc.)
4. Form for Institute email ID (to access official mails and LDAP)
5. Annual Immovable Property Return
6. Group Insurance form
7. Relocation reimbursement form

The joining report along with above mentioned forms duly completed in all aspects is to be submitted to the Office of Establishment-I for further process. The joining report needs to be duly signed by the Head of the Department and the Director before the start of further process. In the intervening period

the concerned faculty member needs to get himself medically examined at the Primary Health Center so that the process of joining can be streamlined and completed as quickly as possible.

On completion of the above formalities, the Office of Establishment-I will issue an official document called “Office Memorandum” confirming the joining. The same is also sent in copy (through email) to all concerned departments/offices to intimate the joining and for future references. The Office of Establishment-I would prepare a Personal File (P.F.), a Service Book (discussed later), and issue an Office Memorandum regarding Joining and Pay fixation upon the approval from Competent Authority. You would be given a P.F. number that serves as an employee Identification for multiple purposes.

The concerned department takes care of providing an office space and equipping the space with required furniture and computers etc. Although, the departments try to make prior arrangements, sometimes it may take a few days for the things to settle.

6.3 *LAN connection and Office Telephone*

Once office space has been allocated in the department, the Computer Center will equip the office with the LAN connection and telephone. All faculty members and Group A officers are provided telephone facility in the office with zero dial facility.

6.4 *Reimbursement of Relocation*

The Institute strives to facilitate the faculty members with all benefits allied to their joining the institute. One of the benefits extended is reimbursement of relocation expenses. The expenses which include the cost of travel for the faculty member and family (spouse and dependent children) and transportation of household goods are reimbursable up to a limit of up to Rs. 1,50,000 or actual (whichever is less) as per the applicable TA rules. This is for the candidates joining for full-time positions at the Institute from abroad or from any place in India, subject to a maximum of one-way economy class airfare by any airlines. The tickets must be booked as per the prevalent TA rules. As per the current Government of India norms the tickets must be booked only through IRCTC or Balmer Lawrie or Ashok Travels. This facility is available only to the candidates joining the posts of Professor, Associate Professor and Assistant Professor Grade I. It is very important that the form for relocation along with the bond be submitted to the Office of Establishment-I within 60 days of joining the Institute. One must keep safe

all the tickets/boarding passes/receipts for claiming the reimbursement. For claiming the reimbursement one needs to execute a bond on a Non-Judicial Stamp paper and undertake to serve IIT Jodhpur for 3 Years. In case a faculty member wishes to leave the Institute before the expiry of 3 years, he/she will be required to return the amount paid/received.

The faculty members joining at the post of Assistant Professor Grade II can become eligible only, if they are offered the post of Assistant Professor Grade I after completion of 3 years' of service and due review of performance; in such cases, a bond shall be executed to serve IIT Jodhpur for 3 Years after joining the post of Assistant Professor Grade I.

6.5 Institute ID Card

The Office of Establishment will also facilitate in preparation of identity Card. The office provides a Link for ID Card (via Google Forms) shared through the email with the concerned faculty. Currently, the Office of Library at IITJ prepares the ID card. Once the card is ready, the office will intimate the concerned faculty to collect the card from the Office of Establishment-I. Currently, the ID card also serves as a Library Card. Being a premier Institute of technology, the Institute is striving to make use of the best available resources for providing an efficient work environment.

6.6 Institute Email ID

Currently, the faculty member submits the form for the generation of the official email ID at the Office of Establishment-I. The same is forwarded to the Computer Center (CC) where the ID will be issued.

6.7 LDAP ID

The CC will also generate an LDAP ID which serves as an identification for accessing the Institute's internet, ERP and E-office.

6.8 Institute Repository

All the minutes of the meeting of the Senate, BoG, and other documents such as Newsletters, Annual report, NIRF data are available on IITJ Repository webpage. In addition to that, IITJ Institute Communications Repository preserves and enables easy access to various office orders, forms, guidelines, rules, FAQs of IIT Jodhpur, to their community.

6.9 *Medical Booklet*

Medical facility (detailed later) is available for all the faculty members. For availing the medical facilities, you need to use the medical booklets. These are issued on request for self and dependent family members.

6.10 *Library Membership*

The form for getting the membership of Library is also made available to the faculty member. The details about the Library services are available in the final chapter.

6.11 *Office of Establishment-I (E-I)*

The Office of Establishment-I deals with the Service Matters of the faculty members. As mentioned above, after the selection of the faculty member, all the joining formalities are performed by this office. The Office is the custodian of Personal Files and Service Books of all the Faculty Members.

Service Book

It is a book in which all the major events of the Service at IITJ will be recorded. It contains information like Joining, Pay fixation, Yearly increment, Pay movement, Leave, Leave Travel Concession Records among others. One is required to sign the Service Book as and when required (normally once in a year) in order to verify the details filled-in.

6.12 *House Allotment*

At the time of joining, the Institute provides Guest House Accommodation as a transit accommodation for a few days till an accommodation is available. The Institute currently offers two types of accommodation within the campus viz. Type-B and Type-C to faculty members. The accommodation within the campus is subject to availability, and as per the House Allotment Rules applicable from time to time. The Institute is also offering accommodation outside the campus in Jodhpur city. For this purpose, the Siddhartha residency at Pal Road has been taken as a leased accommodation.

The concerned faculty member has to contact the Office of Estate which looks into the matter of allotment of accommodation, both within and outside the campus. In case a faculty member occupies any of the aforesaid accommodation, then he/she shall not be entitled to receive House Rent Allowance (HRA) as a component of salary. Upon the allotment of an accommodation, the Office of Estate will issue a House Allotment Letter containing the terms

and conditions of the allotment. The letter needs to be retained for various future purposes. The same letter can be used as a residential address proof to be submitted to various agencies, for example, while applying for gas connections, driving license etc. However, if the faculty member chooses to stay in an accommodation owned/rented by him/herself then he/she shall be entitled to HRA subject to filling up the requisite form for claiming HRA. This is being taken care of by the Office of Establishment-I.

Additionally, there exists a maintenance email-ID for the residents at IITJ campus to raise complaints about operational and maintenance issues. One can register the complaints at maintenance@iitj.ac.in

6.13 Key Contacts

In case of any difficulty, you may need to contact the associated office for resolution and assistance. Following details would be helpful.

1. For any pre-arrival information and joining formalities, you may contact

Mr. Darsh K. Khatwani, Junior Superintendent, 0291-2801011

Mr. Shyam Sunder Singh, Junior Assistant, 0291-2801111

Email: office_establishment_e1@iitj.ac.in

2. For any issues related to the Guest House accommodation, you may contact

Mr. Abdul Khan, 0291-280 1068, 7587528640

Email: booking_ghouse@iitj.ac.in

3. For any issues related to accommodation, within campus, and leased accommodation outside the campus, you may contact Mr. Shankar Singh (0291-2801067) in the Office of Estate.

4. For all Service related matters, following staff members may be contacted in the Office of Establishment-I.

Mr. Prashant Bhardwaj, Assistant Registrar

Mr. Sambaji, Junior Assistant

Mr. Shyam Sunder, Junior Assistant, 0291-2801111

Email: office_establishment_e1@iitj.ac.in

Chapter 7

Ethics and Code of Conduct

As a faculty member of an institute of national importance in the country, it is expected that one should maintain expected levels of decorum and integrity at all times. Being an employee of an Autonomous Institute of the Government of India one is always subjected to several checks and balances by various government agencies as well as the public in general. For this purpose, it is difficult to provide an exhaustive list of do's and don'ts or what is the expected level of decorum and integrity but there are surely certain rules that provide a guiding light in the matter.

7.1 General conduct

An employee of the Institute shall devote whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or any other work which may interfere with the proper discharge of duties, but the prohibition herein contained shall not apply to academic work and Consultative Practice or any Entrepreneurial or any similar activity undertaken with the prior permission of the Institute, which may be given subject to such conditions as regards the acceptance of remuneration and conditions as may be laid down by the Board from time to time. In addition,

1. Every employee shall at all times maintain absolute integrity, devotion to duty, and do nothing that is unbecoming of an employee of Indian Institute of Technology Jodhpur, and also be strictly honest and impartial in his official dealings.
2. An employee should at all times be courteous in his dealings with other members of the staff, students and members of the public.

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3. Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute, and may be called upon to perform such duties, as may be assigned by competent authority, beyond scheduled working hours and on closed holidays and Sundays. These duties shall inter-alia include attendance at meetings of committees to which appointed or required by the Institute.
 4. An employee shall be required to observe the scheduled hours of work, during which must be present at the place of his duty, unless required to be elsewhere on duty.
 5. Except for valid reasons or unforeseen contingencies, no employee shall be absent from duty without prior permission.
 6. No employee shall leave station except with the previous permission of proper authority, even during leave or vacation

7.2 Taking Part in Politics and Election

The faculty members are not allowed to take part in politics or be associated with any party or organization which takes part in political activity. They should also not subscribe in aid or assist in any manner any political movement or activity. Voting in elections is not covered under this, therefore one can vote in elections. However, one can participate in elections process in any professional body he/she is engaged with.

7.3 Connection with Media

The institute has a well laid mechanism to issue any official information to the media. Therefore, as a faculty member a prior sanction of the Competent Authority is required in case of participation of any kind of activity with the media. However no such sanction shall be required if such media participation or when such contribution is of a purely literary, artistic or scientific character. Therefore, no prior sanction is allowed for sending a technical manuscript for publication. Here press refers to all kind of print and electronic media.

7.4 Criticism of the Institute

No faculty member shall engage in any activity through the media or any other document being published which leads to the criticism of the institute whether done in own name, anonymously or in the name of the other person. They shall not engage in any communication to the media or in any public

utterance, make any statement of fact or opinion which has the effect of an adverse criticism of any current or recent policy or action of the Institute; or capable of embarrassing the relations between the Institute and of the Central Government or any State Government or any other institute or organization or members of the public. Provided that nothing in this paragraph shall apply to any statements made or views expressed by an employee in official capacity or in the due performance of the duties assigned.

However, in case of any grievance with the Institute or the policies of the Institute one should always follow “a proper channel”. Therefore, one may write about his/her grievance to the important functionaries such as the Director, Deputy Director, Head of the Department or the Registrar. In case of no resolution the matter may even be taken to the Chairman of the Board and further to the Visitor of the Institute. The grievances need to be routed through the Head of the Department and addressed to the Director/Deputy Director. In case of no help from the said functionaries, one may even take a legal recourse but it is always better to settle things through amicable solutions within the institute to avoid waste of valuable time and other resources.

7.5 Consultancy Ethics

Private consultancy is a serious breach of the code of conduct. Similarly, you should not take up remunerative assignments outside the Institute without explicit permission from the Institute. You may not, however, accept assignments in a Tutorial organization either as a consultant or for direct teaching.

7.6 Plagiarism

Being an Institute of excellence, the Institute takes a very serious view of any act of plagiarism. While the penal codes are silent on it, there are guidelines issued by National Academies on what constitutes plagiarism. In technical publications, all joint authors are responsible equally for any offence of plagiarism. Punishment can be severe, including termination of service.

7.7 Sexual Harassment of women at the workplace

This is of main importance to the male faculty. However, the female faculty members should also get to know about the latest guidelines regarding “Sexual harassment at workplace” so as to know their rights and also be of help at any time to any other female colleague or student. Being a co-educational

institute, a male faculty gets to interact with both the male as well as female students of the institute and also female faculty members other colleagues. At all times the behavior must be unblemished. Due to larger participation of women in the workforce and occurrence of various incidents pertaining to sexual harassment at workplace, the Supreme Court of India framed the popularly known “Vishakha Guidelines”.

They were a set of procedural guidelines for use in India in cases of sexual harassment. They were promulgated by the Indian Supreme Court in 1997 and were superseded in 2013 by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act. The act defines sexual harassment as any one or more of the following unwelcome acts or behavior (whether directly or by implication):

1. physical contact and advances.
2. demand or request for sexual favors.
3. sexually colored remarks (this includes colored jokes in a mixed company, or a classroom, or even within hearing distance of a female member of the community)
4. showing pornography.
5. any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Other than any case which involves an act that amounts to be an offense under the Indian Penal Code which is dealt by the public authorities like the police/law courts, anyone who is or has been a victim of sexual harassment (or one who perceives sexual harassment to oneself) may lodge a complaint to the Women Cell/internal Complaints Committee. The complaint may also be submitted to the Director/Deputy Director/Professor In-charge/Deans which will further be dealt by the committee. The faculty members can also reach out to the Committee/Cell in case of any advice or redressal of a problem which pertains to the Committee/Cell.

7.8 Right to Information

The Parliament of India enacted the Right to Information Act in 2005 to enable the citizens of India to get any information pertaining to the government or any other institute/organization which is publicly funded. Being a public funded institution, IIT Jodhpur falls within the ambit of the RTI Act and

any citizen of the country can seek any information without citing a reason thereof. However, the act provides for exemption from providing certain types of information. For the purpose of dissemination of information on suo moto basis or the information sought, the institute has appointed a Central Public Information Officer and an Assistant Public Information Officer and it is their statutory duty to provide information sought.

7.9 Conduct Rules

It has been tried to precisely provide details regarding the expected code of conduct expected out of the faculty members in few of the above mentioned sections. Further, all the employees of the Institute are subject to the Conduct Rules which have been discussed in detail in the SCHEDULE-C of Statutes. The Schedule-C is available on the Institute website.

Chapter 8

Salary, Allowances and other Benefits

After the implementation of 6th CPC, and continued after the implementation of the 7th CPC, fresh PhD holders are offered only contractual positions (against regular vacancies) at the institute. The position offered to PhD holders with less than 3 years post-PhD experience is Assistant Professor (Grade II). The contractual faculty members are entitled to almost all the facilities as a regular employee. After the completion of 3 years, and due evaluation, a faculty member will be offered the post of Assistant Professor (Grade I). Thereafter, the faculty members are placed on probation for 1 year. On regularization, the services may be confirmed otherwise the probation may be extended for a further duration.

8.1 Pay Scales

After implementation of the 7th Pay Commission, the salary is as per the Academic Pay Levels. Each Pay Level provides an initial Basic Pay given in Cells and with yearly increments in each Pay level. The various Pay Levels, and the corresponding designations are as follows:

1. Assistant Professor: Gr. II- Pay Level 10
2. Assistant Professor: Gr.II- Pay Level 11 (after 1 year of experience)
3. Assistant Professor: Gr.I - Pay Level 12 (after 3 years of experience)
4. Assistant Professor: Pay Level 13A1 (after 3 years in Pay Level 12)
5. Associate Professor: Pay Level 13A2
6. Professor: Pay Level 14, 14A and HAG

The Institute is also offering Chair positions to anyone with a track record of an outstanding teacher or researcher in the rank of Associate Professor or Professor or a person with RD experience from the industry or a known person in the area of liberal arts. Anyone who is considered for the Chair would be appointed against one of the positions available in the institute. The appointment is nominally made for a period of up to 5 years.

8.2 Components of a Salary

The salary is credited on the last working day of all the months except for March, which is credited on the first working day of April. The Financial Year for tax purposes is from 1st April of a year to 31st March of the following year. The income tax uses assessment year for submission of Income Tax Returns, which is the financial year in which the return is filed. Salary Slips are provided through email by the Office of Accounts. The Salary Slip shows the details of total earnings, deductions and the net pay. Following are the components of the salary.

Basic Pay

The basic pay is fixed in a particular pay level which is decided according to the designation and/or experience of a faculty member. The same is intimated to the concerned faculty member in the Offer of Appointment itself. The pay may be fixed at the minimum of a Pay level or in the later cells on the basis of recommendation of the Selection Committee, after consideration of credentials and/or experience of the candidate. The Basic Pay of a faculty member increases every year in the form of Annual Increments. After the implementation of the 7th CPC there are two fixed dates of Annual Increment viz. 1st Jan and 1st July of a particular year. However, one is entitled for one increment only, by which he/she hops onto the next cell of a particular pay level. This increment is offered on 1st Jan/1st July according to the date of joining the institute.

Dearness Allowance (DA)

Considering the inflation rates, Dearness Allowance rates are announced by the Government twice a year, once in January and the other in July based on Consumer price indices. Although effective from January or July of a particular year, the announcement is normally made in March and September of the year.

House Rent Allowance (HRA)

This component is paid if one stays in accommodation owned by himself/family or on rented accommodation. Currently, the rate of HRA is 9% at IITJ. In case a faculty and her/her spouse both are Institute employees/Government employees, and stay in owned/rented accommodation, both get HRA otherwise if they stay at Institute accommodation, none receives it. HRA is taxable, however if one lives in rented accommodation, HRA received is exempted from tax partially/fully.

Transport Allowance (TA)

This component of salary is payable at the same rate irrespective of whether a faculty member stays inside or outside the campus. Dearness Allowance on the prevailing rates is also paid on TA. The current prevailing rates of TA for all faculty members irrespective of their designation is Rs. 3600 + DA as per applicable rates. It is to be noted that in case of persons with disabilities the TA is paid at double the rates.

Employers Contribution to NPS

All Institute employees are covered under the National Pension Scheme (NPS), implemented for all employees joining government service on or after 01.01.2004. Employer (IITJ) currently pays 14% of Basic Pay and Dearness Allowance. Although this amount is not credited into the account of the employee but towards his NPS Account.

8.3 Deductions

Income Tax

Income tax is deducted from the salary as per the tax provisions. However, tax liability can be lowered by investing in various tax saving schemes. The Office of Accounts floats a form for collecting this information with the details of tax-saving investments by an individual. This helps them in calculating the appropriate amount of tax that needs to be deducted from the salary. One must remember providing the information otherwise it will lead to deduction of higher amounts as tax, although the same may be refunded later by the IT department on the basis of information provided while filing Income Tax Returns every year.

Form 16 is issued to the employee at the end of the Financial Year and it is compulsory to file Income Tax Returns as per the dates scheduled (normally the same is 31st July unless extended). E-filing of Income tax is possible

after one-time registration on the tax filing portal of Income Tax Department. Over the period of time filing of returns has been made simpler and totally electronic.

License Fees, Water and Electricity Charges

If an employee occupies accommodation provided within the campus or GPRA (General Pool Residential Accommodation) of CPWD, the deductions for the License Fees, Water and/or Electricity are made as applicable.

Contribution to NPS

10% of the employees Basic Pay and Dearness Allowance is deducted from the salary as employee's contribution to NPS. As mentioned above, 14% of the Basic Pay and Dearness allowance (employer's share) is also deducted and the total amount deposited in the NPS account of the employee monthly. NPS is applicable to all the employees appointed on or after 01/01/2004. Therefore, it is mandatory to make an application for NPS after joining the Institute. The Office of Establishment and Office of Accounts provide all the help in this matter. Nowadays, an application for a PRAN card is easily available through a designated web portal. After the application of NPS to NSDL, all subscribers of NPS are provided with a 16 digit Permanent Retirement Account Number (PRAN). If you already have a PRAN, just provide the details to the Office of Accounts for the deductions and Institute contribution to be deposited in the same.

Group Insurance and Endowment Fund

The Institute also provides a Life Insurance of Rs. 10 lakhs, and the endowment fund for every employee. An employee may choose the deduction of Rs. 500/1000/1500 in relation to Group Insurance Scheme/Endowment Fund. The amount deposited in the endowment fund is refunded to the employee with interest at the time of retirement or in case an employee resigns/leaves the institute before retirement.

8.4 Other Benefits

Leave Travel Concession (LTC)

The employees are eligible for a paid travel to Hometown once every two years. The employee needs to declare his Hometown in an application form provided by the Office of E-I at the time of joining. Hometown can only be changed once in the lifetime of the faculty member subject to certain conditions.

An employee can avail Hometown LTC once in two years and can opt to travel anywhere in India in lieu of Hometown within a four year block. This facility is extended after the first year of joining any government service. For those whose first appointment is on 31st December of any year, the first LTC can be availed on 31st December of the next year. For the purpose, Block Years (starting 1st Jan and ending 31st Dec) have been devised. LTC is calculated on calendar year basis. The four year block is further divided into two year blocks. For example, the current four year block is 2022-2025 and the two year blocks are 2022-23 and 2024-25. Either of home town or travel to anywhere in India in lieu of hometown can be availed in a two year block.

An employee can avail LTC benefits for self and dependent family members. The travel need not be taken together or for the same destination when opting for anywhere in India LTC. All return journeys must be completed within 6 months from the date of outward journey. If availing LTC for self, leave is mandatory. Therefore LTC cannot be availed just by traveling on weekends/holidays.

If both the spouses are working for the Institute/government, they can claim LTC separately. They can also declare dependents differently, i.e. if the wife has declared her parents to be dependent on her, she can claim the LTC for them separately. The children can avail LTC only with one of the parents. If one of them takes LTC for the spouse under eligible LTC entitlement, he/she cannot independently claim LTC for self. Each spouse can declare a separate "Hometown" and take LTC for their respective hometowns.

Special provision for New Appointees

Fresh appointees are eligible for LTC once every year for two blocks of four years each. This means that during the first eight years of service an employee can avail one LTC every year. A new employee can avail 03 hometown LTC and 01 anywhere in India LTC in a block of four years up to two 4 year blocks. After eight years, the LTC is governed by the above mentioned rules. More details about LTC entitlements to fresh appointees can be accessed through the notification on DOPT website. Further clarity can be obtained via FAQs on LTC, available on the DOPT website.

Currently, in order to promote tourism in North-East India, Jammu & Kashmir, and Andaman & Nicobar Islands, the government provides an option for conversion of one hometown LTC in a block year to visit the above mentioned places. The formal notification can be accessed on the DOPT website. The notification about travel entitlements of the central government employees can also be accessed on the DOPT website.

Encashment of Leave while availing LTC

At the time of taking an 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. After encashment a balance of minimum 30 leaves must be available in the account of the 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.

Telephone Reimbursement

All faculty members are eligible for Telephone Reimbursement for which the ceiling amount shall be as per the prevailing guidelines. The current rates of reimbursement are as follows.

1. Pay level 10 and 11: Rs. 1200/- p.m.
2. Pay level 12 to 13A2: Rs.2250/- p.m.
3. Pay Level 14 and above: Rs. 2750/- p.m.

For the purpose, one landline phone at residence, one mobile phone and one data card in the name of claimant shall be considered. The claimant will be required to submit reimbursement claim form along with payment receipt disclosing date of payment/ period of payment, amount, telephone/ mobile/ data card number. The claims should be submitted to Office of Accounts once in three months for a period of December to March, March to June, June to September and September to December. The employees residing off campus are entitled to similar facility.

Telephone at residence

Telephone facility at residence will be provided to all eligible employees with zero dial. Telephone instruments to be provided by the Institute. The facility at residences of Director/ Deputy Director / Registrar/ Dean/Associate Dean/Professor-in-charge/ HoD/Medical Officer/ Security Officer will be free of charge and it will be chargeable for all other employees. The bill will be generated by the Computer Centre and provided to all employees and a consolidated list to Office of Accounts. Office of Accounts will keep it in record and adjust at the time of reimbursement. Charges for extra usage will be recovered from salary of the employee.

Children Education Allowance (CEA)

The reimbursement of Children Education Allowance (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. 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 government employee. Hostel subsidy is applicable for a child studying in a residential educational institution located at least 50 kilometers from the residence of the employee. The expenditure on boarding and lodging or the ceiling of Rs.6750/-, whichever is lower will be paid to the employee as hostel subsidy. The reimbursement of CEA for Divyang children of government employees shall be payable at double the normal rates of CEA prescribed i.e. Rs.4500/- per month (fixed). The official notification can be accessed on the DOPT website.

Cumulative Professional Development Allowance (CPDA)

An allowance of Rs 3 Lakhs for a block of three years is made available to faculty members (including faculty on contractual basis) on reimbursable basis to enable presentation of their research work in conferences, paying the membership fee of various professional bodies, books and contingent expenses. CPDA cannot be utilized during the period in which a faculty member may be on lien or extraordinary leave. Detailed guidelines are available with the Office of Establishment-I.

Professional Development Account (PDA)

Amounts credited in PDA are those arising from the academic and professional activities of the Faculty Member, namely:

1. Part of Institute Overheads from Sponsored Research Projects
2. Remuneration from JEE, GATE, JAM, JMET and other similar national examinations
3. Amount transferred from Outreach Projects, if any
4. Amount transferred from Consultancy Projects, if any, after meeting the expenditures
5. Any other income with the approval of the Director.

The amount accrued in the PDA can be utilized for the following purposes:

1. Purchase of equipment and furniture for furthering research activities of Faculty Members
2. Travel (within the country or abroad) for research related meeting and conferences; Conference related expenditures
3. Purchase of books, journal subscriptions and professional membership
4. Purchase of Teaching material and teaching aids.
5. Expenses related to promotion of professional activities, like purchase of printer cartridges
6. Appointment of qualified Project Staff Members to assist in research activities
7. Any other expenditure with the approval of the Director.

Soft Loans

Interest-free soft advance up to a maximum limit of 3 months' salary (namely Basic Pay + Dearness Allowance) or 1.5 lakhs whichever is less can be availed maximum two times within the 3 years of date of joining the Institute for the purpose of education, obligatory expenses, legal costs, purchase of consumers' durable and pilgrimages. The advance amount can be repaid in a maximum of 12 monthly equal installments.

Fellowships

Faculty Members receiving any one of the following two awards, namely INAE Young Engineer Award and INSA Young Scientist Award, will be provided an additional financial incentive of Rs. 10,000 per month. The incentive will be given for a period of 3 years from the date of announcement of the award.

Faculty Members who are the fellow of any two of the following academies

1. Indian National Science Academy (INSA), New Delhi
2. Indian National Academy of Engineering (INAE), New Delhi
3. Indian Academy of Science (IASC), Bangalore
4. National Academy of Science, India (NASI), Allahabad

will be provided an honorarium of Rs. 15,000 per month.

Chapter 9

Leaves

An employee during service is eligible for various forms of leave. However, no leave can be claimed as a matter of right and can only be availed when approved by the Competent Authority. The undermentioned are the rules/guidelines in relation to leaves but they are not exhaustive and in order to have an overall understanding, Statutes of the institute or Office of Establishment can provide a better picture/clarification.

9.1 *Vacation Leave*

1. Only faculty members of the Institute are eligible for the same. A faculty member is entitled to 60 days of vacation during the year i.e. an academic year (starting from 1st July to 30th June of the following year).
2. Normally, vacation falls in the months of May, June and December. However, the vacations can be ascertained from the Academic Calendar, which is announced every year by the Institute.
3. A form has been made available for applying for Vacation Leave.
4. If full 60 days vacation in any academic year is not utilized, 50% of unavailed portion is converted to Earned Leave and credited as Earned leave on 1st July of the next academic year i.e. if only X days (in total) of vacation is availed in an Academic Year, then half of the balance i.e. $(60-X)/2$ days of earned leave is credited to the Earned Leave account.

9.2 *Earned Leave*

1. Earned leave can be availed any time during the year with prior sanction.

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2. Earned leave can be accumulated up to a maximum of 300 days.
 3. The unutilized earned leave can be en-cashed only at the time of superannuation/resignation/technical resignation from service of the institute.
 4. Earned leave can also be cashed at the time of availing LTC (discussed earlier under LTC).
 5. Earned leave can be combined with all types of leave other than casual leave.

9.3 *Half-Pay Leave and Commuted Leave*

1. An employee is entitled to 20 days of half-pay leave for every completed year of service.
2. As the name suggests, the employee will be paid half the salary during such a leave period.
3. Half-pay leave is credited in advance on January 1st and July 1st every year by calculating the expected period of service of an employee during the following six months. (The credit given is 5/3 days for every month expected to be completed.)
4. Half pay leave can be availed for personal reasons or for medical purposes.
5. An employee can avail half-pay leave even when he/she has earned leave to his/her credit.
6. When a half-pay leave is sought to be availed for an employee's medical requirement, an employee may opt to avail Commuted Leave by surrendering two days of half pay leave for every day of leave required. In such a case, the employee draws a full salary.
7. Leave can be commuted for non-medical purposes
 - by women employees, for a maximum of 60 days, if taken in continuity of a maternity leave or when she adopts a child less than one year old
 - for pursuing a course of study for a total period not exceeding 90 days during entire service.

9.4 *Maternity and Paternity Leave*

1. Maternity leave with full pay for a maximum of 180 days at each instance can be availed by female employees with less than two surviving children.
2. Leave of any kind due and admissible (including commuted leave for a period not exceeding 60 days and leave not due) can be granted in continuation with maternity leave for a maximum period of two years.
3. Paternity leave of 15 days can be granted to a male employee with less than two surviving children during the confinement of his wife for childbirth. Such leave can be taken in the period up to 15 days before delivery and 6 months after the delivery.

9.5 *Child Care Leave (CCL)*

1. A child care leave to facilitate women employees to take care of their two eldest surviving children below the age of 18 years at the time of need (such as sickness, examination etc.) for a period not exceeding two years (730 days) during the entire period of service may be granted.
2. Such leave must be pre-approved by the authorities.
3. It can be availed for not less than 15 days at a time, and on not more than three occasions in a year.
4. During the period of such leave, the employee is eligible to draw the salary received by her immediately before proceeding on such leave subject to the undermentioned: "CCL may be granted at 100% of the leave salary for the first 365 days and 80% of the leave salary for the next 365 days"

9.6 *Extraordinary Leave*

Leave without pay, which does not normally count towards increment or other service and retirement benefits may be granted to a faculty member at the Director's discretion when no other form of leave is available to the employee, or, when in spite of leave being available, the employee specifically desires for the same.

9.7 *Leave not due*

Leave not due, at half-pay salary may be granted to an employee who has no leave to his/her credit. Such leave will be adjusted against half-pay leave that may accrue at a future date.

9.8 *Casual Leave*

1. As the name suggests, this form of leave is to meet casual requirements of an individual.
2. At present the number of days for which casual leave can be taken is eight per year.
3. For the purpose of casual leave, the year is a calendar year, i.e., from January to December. However, the maximum period for which casual leave can be taken is not more than 5 days at a time.
4. Saturdays/ Sundays and holidays, when prefixed or suffixed to casual leave, will not count towards casual leave.
5. For those who join in the middle of a calendar year, a proportionate amount of casual leave is allowed.
6. Casual leave can even be taken for half a day, i.e. morning session or afternoon session.
7. Casual leave cannot be appended to any other form of leave other than vacation.
8. Unutilized casual leave expires on 31st December every year and is not carried over.
9. Generally, no reason has to be given for going on casual leave.
10. The sanctioning power for casual leave is vested in the Head of the Department of the employee.
11. One has to take an advance sanction for casual leave as well. However, in case of unforeseen circumstances, one can apply the leave post-facto. It is a good practice to keep the Head (say, by dropping an email at the first available opportunity) or at least one of your colleagues informed of such an absence.

9.9 *Special Casual Leave*

Special casual leave for a period not exceeding 15 days in a year may be granted to a faculty member for legitimate academic/administrative absence, for instance, for attending conferences, undertaking examinations in a university, etc. (Special casual leave of varying duration is also available for undergoing operations required for family planning purposes. Administration section should be consulted for details.

9.10 *Sabbatical Leave*

1. Sabbatical leave shall be admissible to a member of Teaching Staff or Faculty Member
 - after the completion of six years or more of continuous service with the Institute.
 - Where he/she availed of special leave or deputation for a period of one year or more, after completion of six years or more of service with the Institute after his return from such special leave.
2. In no case Sabbatical leave shall exceed three times during the entire service of the Teaching Staff or Faculty Member.
3. Sabbatical leave may be granted for one or more of the following objects, namely:
 - To conduct research or advanced studies in India or abroad.
 - To write text books, standard works and other literature.
 - To visit or work in Industrial concerns and technical departments of Government to gain practical experience in their respective fields.
 - To visit or work in a University, Industry or Government research laboratories in India and abroad.
 - Any other purposes for the academic development of the Teaching Staff/Faculty Member, as approved by the Board of Governors. Detailed/Other information on Sabbatical leave are available in IITJ Statutes.

9.11 *Study Leave*

1. Study Leave is granted to a staff member with not less than five years of continuous regular service for undergoing a special course consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his or her duties or being capable of widening his or her mind in a manner likely to improve his ability.
2. The Course should be certified to be of definite advantage to the Institute from the point of view of public interest and the competent authority to grant leave should approve the particular study or study tour. The staff member on his or her return should submit a full report on the work done during study leave.
3. Study leave is not admissible for studies outside of India:
 - a) if facilities for such studies exist in India.
 - b) to an official due to retire within three years on return from the study leave
 - c) to the same official with such frequency as to remove him from contact with his regular work or cause cadre difficulties owing to his absence on leave.
4. Maximum period of study leave which may be granted shall be 24 months in the entire service period, and ordinarily twelve months at any one time.
5. Study leave shall not be debited to the leave account.
6. Study leave may be combined with any other leave due, but maximum period of continuous absence, including vacation, if any but excluding extraordinary leave, should not exceed 28 months generally, and 36 months for study leading to Ph.D. degree.
7. Requisite Bonds in the prescribed forms are required to be executed by the staff member before proceeding on study leave. The bond amount will be decided by the Board.
8. If the course falls short of the study leave, the official should resume duty on conclusion of the course; or the excess period may be treated as ordinary leave with the leave sanctioning authority's prior approval.

9. Leave Salary:

- Outside India: Pay last drawn plus Dearness Allowance, House Rent Allowances, and in addition, Study Allowance admissible.
- In India: Leave salary will be equal to pay last drawn plus Dearness Allowance, House Rent Allowances. No study allowance admissible.
- Stipend, scholarship or remuneration for any part-time employment during the period of study leave should be adjusted against the leave salary subject to the conditions that the leave salary will not be less than that admissible during half pay leave.





Part III

FACILITIES @ IITJ

Chapter 10

Institutional Facilities

10.1 Computer Center

The Institute has a modern Computer Center, presently running on a gigabit LAN with 1Gbps internet bandwidth. It is the nucleus of all computing activities for Students, Staff Members and Faculty Members. Several terminals running on Windows and GNU/Linux operating systems across the campus, provide access to several licensed software such as Matlab, Mathematica, Cadence, Mentor Graphic, Ansys, PSCAD and Solidworks. A 802.11/b/g/n Wi-Fi service is enabled in the academic and residential areas. Also, the Computer Centre hosts a High Performance Computing cluster for scientific research. The Resources and Facilities provide by computer center can be accessed on the IIT Jodhpur website.

10.2 E-Office, ERP and DSC

The Institute has implemented the eOffice of NIC to digitalize the office procedures. The Institute is also working towards the deployment of a comprehensive Enterprise Resource Planning (ERP) system. The faculty members are also provided with Digital Signature Certificate (DSC) for their day to day working.

10.3 Library

The Learning Hub, i.e. the library supports teaching and research activities of the Institute by facilitating acquisition, organization and dissemination of knowledge resources, and also by providing information services to IIT Jodhpur community. The Learning Hub of the Institute is situated prominently at the entrance of the academic area of the Institute, stands as the tallest structure on the campus scaling over 15m from the ground; keeps time for the

entire campus with a 4-way clock at the clock tower, only the third in the city of Jodhpur. It functions under the guidance of the Library Committee, which has representatives from all Departments, and Student Representatives. The Library has a rich and growing collection of approximately 14,000 volumes of books and e-books, which include textbooks, and books of general and reference nature. A wide range of scholarly journals, databases and research support tools are also subscribed from various sources for the academic and research purposes of the Institute.

The following services and facilities are being provided by the Library to its registered users:

1. Membership and Circulation Services
2. Orientation and User Education
3. Borrowing Facility
4. Reference and Information Service
5. Course Reserves
6. Current Awareness Service
7. Inter Library Loan and Document Supply, and
8. Digital Library Facility and Services.

The library services are automated through Biometric enabled RFID technology using smart library solution for an effective management of the library and providing enhanced services like, self-check-out, self-check-in (book drop), security of materials, inventory management and finding misplaced items, stock verification, visitor counter, Smart Card issuance, etc. Digital resources are accessible through the Library website which provide access to the Library subscribed resources, online catalogue, lists of useful resources accessible in the open domain such as open access journals, books, repositories, video lectures, open courseware. These resources are continuously updated.

A resource guide portal has also been developed and maintained by Library, wherein, resources i.e., books available in Library, subscribed journals, resources accessible in open domain are listed and linked, course-wise.

10.4 Health Care

Health care facility is provided by the Institute through Primary Healthcare Centre of IITJ and apart from this, Goyal Hospital centre has been empaneled by the Institute for providing better medical facilities. Efforts have also been taken for cashless medical facilities through the empaneled center/s. Cases can also be referred to specialists or for surgery etc. to one of the recognized hospitals/nursing homes approved by the Institute.

Primary Healthcare Center (PHC) at IITJ

IITJ houses a Primary Healthcare Center within its campus. Currently, the PHC is being managed by M/s Goyal Hospital which is one of the prominent hospitals at Jodhpur. PHC provides 24x7 medical facilities to all the employees and their dependents as well as students. There is a Resident Medical Officer who is a staff of IIT Jodhpur who manages and overlooks all the activities at the PHC. Other than the Medical Officer, Goyal Hospital provides for doctors (shift wise), nursing and pharmacy staff to manage the Primary Health Center. PHC also has a Life Support Ambulance available within the campus 24x7. There are regular visits from specialists, such as Gynecologists, Pediatrician, on a weekly basis. PHC also provide general vaccinations facility on payment basis, as well as drives for Covid doses.

Associated Hospitals

1. Medipulse Hospital, Jodhpur
2. Goyal Hospital and Research Centre, Jodhpur
3. Kamla Nagar Hospital, Pal Link Road, Jodhpur
4. ASG Eye Hospital, Paota, Jodhpur
5. Vasundhara Hospital, Jodhpur

Pharmacy

The PHC at IIT Jodhpur also has a pharmacy which functions 24x7 and most of the medicines which are needed on regular basis are available there. For details regarding rules and services provided by the Institute, including medical reimbursement, the faculty can contact the office concerned.

Chapter 11

General Amenities

11.1 Schooling

IIT Jodhpur has a Kendriya Vidyalaya (KV IITJ) located in the Pocket B premises of IIT Jodhpur Campus (Pocket B is on the opposite side of the highway). It caters to the needs of the children of staff members of IIT Jodhpur among others. Presently, the school runs the classes from I to X. Also, there are a number of good schools in the city, in which children of faculty staff members of IIT Jodhpur study. These include: Delhi Public School, Sri Aurobindo International, Vidhyashram International School, Rajmata Krishna Kumari Girls Public School, Mayoer Chopasni School, Saint Patrick's Vidya Bhawan, Saint Anne's School, Saint Paul's School, Central Academy, Euro School, and Happy Hours, to name a few.

11.2 Pre-School and Day Care for Kids

In addition to the schools mentioned above, Eurokids is also running a pre-school and daycare for the kids. This is currently located within the campus at Jodhpur club, which is at a walkable distance from the faculty housing.

11.3 Transport Facilities

IITJ is located at 25 kms away from the main city. Bus facility is available for those who want to commute at specific timings. The taxi services are available on call. Balaji Transport Services (Mo: 9314097888, 9782450029) can be contacted for availing the taxi services.

11.4 Vegetable Shops

The institute has multiple vendors to provide fresh vegetables and fruits within the campus. Additionally, you may use online app based services of

Fresh N Green and iFresh to have vegetables and fruits delivered at your doorsteps. You can also explore multiple shops on the highway.

11.5 Grocery Shops

Institute has two grocery shops, namely Kendriya Bhandar (located in the community center) and Rukmani Enterprises (in W-21 Berm) that provides the grocery items for day to day needs of the residents.

11.6 Laundry Services

Laundry Services are operational in E-22 Berm.

11.7 Stationary/Photocopy Shop

Stationary services are provided by M/s Karni Trading and Constructions at E-21 Berm.

11.8 Cafeteria

The Institute cafeteria, Shamiyana, is located near the CASE building.

11.9 Medical Shops

Primary Health Center (PHC) of IIT Jodhpur caters to the medical needs of all the employees. After the issue of Medical Booklet for self and dependent family members, one can avail the facilities available at PHC. PHC houses a Pharmacy where many medicines are available, or made available on request. There are a few medical shops within 1-2 kilometers of the campus.

11.10 Sports complex

IIT Jodhpur has a dedicated area towards Sports facilities. The Institute has a Cricket field, Hockey/Football ground, 400m Running Track, 2 Tennis Courts, 5 Volleyball Courts. The indoor facility, in the Aakash Building, has multiple wooden floor Badminton and Squash courts, and Table Tennis facilities. Currently, Jodhpur Club also has two badminton courts.

11.11 Community Center and Jodhpur Club

The Community Center is a multipurpose area, and provides multiple facilities such as Salon, Beauty Parlor and a Vegetable Shop. It also houses a State Bank of India Branch. Jodhpur Club, another place for multipurpose activities, is currently housing the Euro Kids pre-school, Rasa Canteen and Badminton courts.

11.12 Banking

Currently, there are two nationalized banks operating within the Institute's campus, namely State Bank of India and Canara Bank. All faculty members are expected to have accounts preferably with the State Bank of India. The monthly salaries and other reimbursements are credited to their accounts directly. The Institute also houses 3 ATMs (located at Admin Building East, Lecture Hall Building and Community Centre near Type C Housing) which makes it hassle free to arrange for cash whenever needed.

11.13 Beauty parlor and Salon

The Community Centre houses a Beauty parlor and a Salon. The Ladies Beauty Parlour (Sondaryam: A Sofy's Saloon) has extended its services at E-21 Berm. Contact: Mrs. Shephali Solanki - 9829024481/7976157208.

11.14 Furniture for House

Apart from being famous for its historical monuments, Jodhpur - The Blue City is also famous for its furniture and artifacts carved out of Sheesham wood. One can find various small industries catring to the wooden work. You can locate various shops in the Jodhpur city for this purpose. IITJ also arranges frequent visits by these suppliers in the campus itself where they exhibit their products.

11.15 Gas Connection

An Indane Gas Distributor from Mandore caters to the cooking gas requirements in the Institute. You can contact Mr. Abhinav Sharma, H. N. Gas Service (98290 21472) for the same. The delivery person Mr. Pralahad (8560869360, 9588296920) can help you with all the connection related formalities. You can also apply for a new connection and book cylinders using the Indane app.

11.16 Shopping

There are several good outlets in Jodhpur City to purchase regular household items and consumer durables. National Handloom Corporation Ltd., being the one stop shop for almost everything you may need, has several branches located in the city. Besides this, there are several shops such as the Salujas, Bhoot Brothers, Kitchen King, Arora Plastic store and many more in and around Railway Station Road, Sardarpura B Road, Sardarpura C Road areas of Jodhpur. Also, Big Bazaar and Reliance Trends outlets located between the Railway Station and Sardarpura.

11.17 *Maintenance*

The Institute has taken up Repair, Maintenance and Operations of Buildings of IIT Jodhpur campus. For routine repair and maintenance works, it is suggested to lodge a complaint via maintenance@iitj.ac.in.

Moreover, you may also communicate directly on the following contact numbers

1. Maintenance Office (W-8 Berm) - 0291-2801971
2. Electrical Complaints : Service Centre (Vimal Acharya) - 09829483314
3. Civil Complaints : Service Centre - 08209815632
4. AC related Issues : Yakub Ali - 08852994586
5. Lift related Issues
 - Johnson Lifts - 09116126765
 - Otis Lifts - 09891391760





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