A New Life at Indian Institute of Technology, Delhi

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History of this book

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2. April 10, 2014: The first draft (version 0.1) of the book is delivered to the DD(O) by Dr. Madhusudan Singh.

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5. July 20, 2014: Some updated forms (version 0.2) are delivered to the DD(O) by Dr. Madhusudan Singh.

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Preface

Indian Institute of Technology Delhi is a premier teaching and research institution located in Delhi. Being a member of its faculty here is a privilege. The colleagues are extremely friendly and helpful. This book provides essential information that will help you in getting started in your career here.

The style of writing is intentionally chosen to be friendly, plain English, as free of the nasty and unhelpful bureaucratic as possible. We authors are members of the faculty and know how immensely important it is for you to have all the relevant information in one place. If you find anything that should be added, please feel free to contact us.

Further, you will find (if you are returning to India after some time) that people often use abbreviations for terms that they assume that you are familiar with. This is both counter to considerate practice and scientific writing. As a result, we have done our best to describe all abbreviations used. Further, wherever currency conversions are necessary, we have used an exchange rate of ₹60.44/ $ and ₹81.74/ €. Please make certain to use the latest exchange rates to plan your purchases or grant proposals.

So, dear friend, this is our attempt to help you settle in. With due apologies to Justice Antonin Scalia of the US Supreme Court, this book is a living document because it represents a dynamic workplace which will likely double as your home during your long and fruitful career.

Madhusudan Singh, Shalini Gupta & Amit Gupta
New Delhi, 2014
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Part I

Welcome
Welcome

I am delighted to welcome you to IIT Delhi, a fifty-year old premier national Institute. I am glad that you chose IIT Delhi over other options that might have been available to you.

Every institution has its own culture and practices, and IIT Delhi is no exception to that. In an endeavour to make you feel at home as quickly as possible, various aspects of the Institute have been covered in this book. Under the guidance of Prof. S. N. Singh, Deputy Director (Operations), Dr. Madhusudan Singh, Dr. Shalini Gupta and Dr. Amit Gupta have compiled some information that you would need as a new faculty member of the Institute.

IITs were established by an Act of the Parliament for imparting high quality technical education and for carrying out cutting edge research that is globally relevant but locally relevant. All IITs are autonomous institutions with their own respective rules and regulations, inspired by common policies of the Government of India. Over fifty years, IIT Delhi has evolved procedures and ethos through a well-led democratic process. These procedures have been adopted after thorough discussions and screening at various stages. It is important that for efficient, transparent and unbiased functioning of the Institute, the rules and procedures must be followed without exceptions.

Due to the enormity of Institute, the system has become fairly complex and it is very difficult to know and remember all the rules and procedures. This is all the more true for a newcomer. This book will therefore provide handy access to the information that is frequently needed as a faculty member of the Institute and as a resident of the campus. I hope that this will help you in making a great start at your new abode.

I wish you the very best for all your future endeavours, and an enjoyable and productive life at this great Institution.

Raghunath K. Shevgaonkar
Director
Chapter 1

Vision, Mission, and Values

1.1 Vision
To contribute to India and the World through excellence in scientific and technical education and research; to serve as a valuable resource for industry and society; and remain a source of pride for all Indians.

1.2 Mission
To generate new knowledge by engaging in cutting-edge research and to promote academic growth by offering state-of-the-art undergraduate, postgraduate and doctoral programmes.

To identify, based on an informed perception of Indian, regional and global needs, areas of specialization upon which the institute can concentrate.

To undertake collaborative projects which offer opportunities for long-term interaction with academia and industry.

To develop human potential to its fullest extent so that intellectually capable and imaginatively gifted leaders can emerge in a range of professions.

1.3 Values

- Academic integrity and accountability.
- Respect and tolerance for the views of every individual.
- Attention to issues of national relevance as well as of global concern.
- Breadth of understanding, including knowledge of the human sciences.
- Appreciation of intellectual excellence and creativity.
- An unfettered spirit of exploration, rationality and enterprise.
Chapter 2

Your first week at IITD

Welcome to the IIT Delhi family. We are thrilled to welcome you to our fold as our newest member.

2.1 Joining IIT Delhi

Your first week at IIT Delhi will involve many changes to your former life. By putting this information together, it is our hope that such changes will occur seamlessly and in a progression that will leave you free to pursue your work. For authoritative reference, please study the flowchart shown in Fig. (2.1).

2.2 Paperwork

There is a significant amount of paperwork you need to put together to start work officially. Here is a list of 10 forms you will need to fill out and file during the process:

1. Joining report
2. Form for reporting results of medical examination
3. Vehicle sticker requisition form
4. Attestation form
5. Statement of personal finances
6. Declaration from new entrants to government service
7. Application for allotment of permanent retirement account number (PRAN) and the associated form for enrolment in the new pension scheme
8. Declaration about home town and details of family members
9. Application for Allotment of Temporary Residence
10. Application form for issuing identity card

Several of these forms are provided in Part VII.
2.2. PAPERWORK

Offer Letter

- Get a character certificate. Format is provided in your offer letter.
- Sign acceptance letter and email it to the HOD, CC DR/E-1 / and Dean Faculty. Ask for the medical test and joining report forms. Print them out along with your offer letter (5 copies). Keep them safe. Apply for a PAN card. Fill up the joining report.
- Plan travel. Keep all bills, boarding passes / train tickets, shipping manifest.
- Make sure you have a GSM unlocked phone for use in India if you are coming in from overseas.
- Bring original certificates, keep scanned copies of everything (and photocopies if you believe that printer access will be difficult on day of joining). Especially matriculation certificate and Ph.D. degree.
- Inform HOD of your travel plans and get Faculty Guest House accommodations. Confirm that you have been assigned an office.
- Get an Indian mobile phone if you don’t have one, and about 30 Indian-passport sized photographs.
- Arrive at IIT Delhi. Check into the guest house. Email HOD that you have arrived. Buy an empty plastic bottle/container for your urine tests tomorrow. Keep ₹3000 on you. You will need some of it for the tests.

Get an Indian mobile phone if you don’t have one, and about 30 Indian-passport sized photographs.

- Have an early dinner (no later than 8 PM). You will be fasting until 9 AM tomorrow.
- Wake up. Drink water (nothing else). Ask the dining hall at guest house to pack you some breakfast. Take the empty bottle, your offer letter, filled out joining report, and the medical test form with you to the hospital. Go to IITD Hospital. Have blood drawn (pay the phlebotomist) and the finger pricked (blood glucose).
- At 10 AM, collect your reports. See two doctors and get their signatures. Now visit the Chief Medical Officer and get the signatures and stamp.

Figure 2.1: A flowchart of the processes for your initial week at IIT Delhi.
2.3 Your initial stay

While you can refer to Chap. (16) for more details, you may be provided transitory accommodation for about 4-6 months before you may be able to find a permanent place to live on campus.

When you first arrive, you will check into the Faculty Guest House (for 2 weeks). Please refer to Fig. (2.1) to make sure you make your reservations sufficiently ahead of time. You will be able to pay for your stay for a little longer, depending on the local housing situation. Consult with the caretaker of the Faculty Guest House.
Part II

Research
Chapter 3

Setting up initial infrastructure

All great Universities are primarily research Universities. Therefore, we expect that your primary work at IIT Delhi will involve getting funding for, planning, conducting and leading research work in your area of expertise.

3.1 Talk to colleagues

Your colleagues will serve as your biggest initial resource of knowledge (other than this orientation guide). Talk to them extensively, especially with those that joined just before you did, or at around the same time. For instance, it is quite common for multiple faculty to share lab space. That means that you could find shortcuts to the usually difficult process of finding adequate lab space if you speak with them.

You should also understand that many times, your colleagues will have ownership or access to a piece of equipment you may need. Most faculty at IIT Delhi are very comfortable in sharing equipment and resources. They will usually be happy to help you.

Talk to them early, and often.

3.2 Create a lab plan

Find out what equipment you need and how many students / project associates you need to support. Get budgetary quotes from at least 3 vendors (if possible) for the equipment.

Budget about ₹1 lakh\(^1\) for contingencies for each year. Account for the cost of hiring students (Sec. 4.2.1) and the type of students or scientists you may want to hire (see Sec. 4.1), as well as lab safety considerations.

This will tell you how much money you need.

\(^1\)₹1654.53. €1223.39.
3.3 Fund the plan

See Ch. 5 for details. Decide how you want to fund this plan. As you realize, the planning grant (Sec. 5.1) can be entirely inadequate for buying equipment for experimental work. Still, you can use it for some purpose if you think about it hard enough.

3.4 Talk to your HOD / HOC

After you have done your initial survey, you will find it useful to speak with your HOD / HOC. All lab space requests have to go through the HOD / HOC. Space being a very precious commodity on campus, typically new faculty get about 300 sq. ft. of lab space (the precise number can vary wildly). Create an optimized plan for your lab. A typical experimental lab will take 1-1.5 years to setup at a minimum. Since getting space can take time, and the process of purchasing equipment can require a certification that lab space exists, get started on this as soon as possible.

Each Department has a certain amount of money it receives from the Institute every year. Out of this money, your HOD / HOC may decide to fund your equipment budget to the tune of ₹3 lakh² ₹7 lakh³. Consumables support may be limited to ₹1 lakh⁴ ₹3 lakh⁵ per year.

²$4963.60.  € 3670.17.
³$11581.73.  € 8563.74.
⁴$1654.53.  € 1223.39.
⁵$4963.60.  € 3670.17.
Chapter 4

Getting students

4.1 Types of students

There is a veritable alphabet soup of various kinds of positions, such as JRF, SRF, RA, PDF, etc. To avoid confusing the hell out of you, we won’t define each of those terms, but instead direct you to a website maintained by the Industrial Research and Development Unit (IRD) that explains all of that in gory detail. Be mindful that you need to be aware of the contents of that document before you start writing grant proposals.

Research students mainly come in two varieties: M. Tech/M. S. (R) students or Ph. D. students. For sustained research of the sort you need to produce to further your career, you should focus on hiring good Ph. D. students. Ph. D. interviews are typically held in May and December of each year. If you have someone in mind, you can ask the Departmental Research Committee (DRC) or Center Research Committee (CRC) chairperson for guidance on how to schedule an interview at other times. The funding of these students is another topic altogether, and you should consult Sec. 4.2.1 for that purpose.

If you miss the bus during the May or December interviews, you can hire a student through the DRC but only a month after the last formal interview (in May/Dec). Most funding agencies (like Department of Science and Technology (DST), Council of Scientific and Industrial Research (CSIR), Defence Research and Development Organization (DRDO), Department of Biotechnology (DBT), etc.) have their own hiring guidelines (for instance requirement for advertising a position, presence of external experts on the interview panel etc.) Read those guidelines if you wish to recruit a student on the agency funding to avoid delays. Believe it or not, this has been a major pain point for many of us!

http://ird.iitd.ac.in/recruitment_norms
4.2 How students and scientists are funded at IIT Delhi

4.2.1 Cost of students
Students cost about ₹25 thousand\(^2\) per month (or ₹3 lakh\(^2\) a year). Unlike the West, you do not need to pay for their tuition or medical insurance.

4.2.2 Institute Fellowships
Assistant professors get 2 Institute fellowship supported Ph. D. students at any given time. Associate professors also get 2 fellowships but they get the second of those fellowships typically if no assistant professor in their Department or Centre is lacking one. Full professors get 1 Institute fellowship a year.

Institute fellowships can support only full-time Ph. D. students.

4.2.3 Project employees
There is also a difference between project assistants and Ph. D. students. Project assistants need not be Ph. D. students. They can simply be employees paid by a funded grant. They do not take courses, and their research does not count towards a Ph. D. degree.

Many faculty initially hire students as project assistants / associates. If they are satisfied with their work, they appear for a Ph. D. interview, and depending on their performance and Graduate Aptitude Test in Engineering (GATE) score, can get admitted as Ph. D. students.

\(^2\)₹413.63. €305.85.
\(^3\)₹4963.60. €3670.17.
Chapter 5

Funding

In all that follows, any grant proposal has to be routed through your Department / Centre's DRC/CRC before receiving your HOD / HOC approval, though your first point of submission will be through a website run and maintained by IRD.

5.1 Internal Funding

When you join, you will be given a minor one-time ₹1 lakh\[1\] grant by the IRD and a slightly larger one-time ₹10 lakh\[2\] from the office of the Deputy Director (DD) Strategy & Planning. The latter grant, colloquially known as the planning grant, can be used only for purchase of capital equipment. That is the extent of any startup funding available.

In addition, there is a Professional Development Allowance (PDA)\[3\] allowance of ₹3 lakh\[4\] spread over 3 years. You can use this allowance to pay for travel, supplies, etc. Please see Sec. (10.2) for more details.

A portion of the money that you bring into the institute through external grants goes into your Professional Development Fund (PDF) maintained by IRD accounts. The expenditure rules of this money are a bit more relaxed. You can buy things like a cell phone or use this money for professional travel or to hire project assistants, etc., amongst other things.

5.2 External Grant Funding

The start point for all external funding is the IRD\[5\]. The steps involved in submitting a new proposal are:

1. Go to the website of a government (see Sec. (5.3) funding agency. Find out the areas they typically fund. Look under Call for Proposals.

2. Find a contact at the agency responsible for your area. This information is usually on the website. If not, consult your colleagues.

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\[1\]$1654.53. \(\€\,1223.39.\)

\[2\]$16545.33. \(\€\,12233.91.\)

\[3\]$4963.60. \(\€\,3670.17.\)
3. Talk to the contact. Find out: (a) how much money they can fund, (b) how much time does it take for a decision (depends on the amount of money you ask for), (c) when in the year should you submit proposals.

4. Write up a proposal. Don’t be shy about asking for co-PIs. Look for co-PIs in all Departments of possible interest.

5. When the proposal is ready, browse to the IRIS website of the IRD and submit your proposal. Fill out all the sections you need. After submission, you will get automated emails informing you of all the changes in the status of your proposal.

6. If you have co-PIs, the next step will involve getting their approval. They should get an email from the system asking them to approve the submission.

7. Once you have co-PI approval (in case of any co-PIs on the proposal), the system will send an email to your HOD / HOC for their approval (if you are the main PI).

8. Your HOD / HOC may want to get the Departmental DRC (or Centre CRC) involved in the decision. Or he or she may make a quick decision on their own. Either way, you need this approval. Some Departments report that a copy of the DRC minutes is required by the IRD before further action.

9. Once your Department or Centre approves the grant proposal, the system awaits the approval of the Dean, IRD. This approval typically takes about 2-3 days. Once approved, the office of the Dean, IRD will generate a letter on the official letterhead that assures the funding agency that IIT Delhi has the facilities needed to carry out the project, and that if you leave before it is over, someone else will take over for you.

10. Depending on the funding agency involved, you will need to either upload a proposal at the website or mail paper copies of the proposal over. You will need to include the letter you got from the Dean, IRD’s office.

11. After a certain period of time, you may hear from the program manager, inviting you to come make a presentation before a panel and defend your proposal.

12. Go defend your proposal. They will provide further instructions.

### 5.3 Governmental Funding Agencies

Table 5.3 lists some of the more common governmental funding agencies in India. As a rule of thumb, project proposals for ₹50 lakh or less tend to get funded in six months to a year. Further, it is generally a good idea to start off with small grants to build trust with the funding agencies. Larger amounts (such as ₹1 crore or ₹500 lakh) require additional levels of approval (at the level of secretary to the Minister, or even ministerial, or for really large grants, Cabinet) and add to delays. Its not uncommon for money to become available about 1-2 years after you write grant proposals. Please account for that in your timings. Thanks to the abysmally low startup grants, when compared to the

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5.3. GOVERNMENTAL FUNDING AGENCIES  

3. Talk to the contact. Find out: (a) how much money they can fund, (b) how much time does it take for a decision (depends on the amount of money you ask for), (c) when in the year should you submit proposals.

4. Write up a proposal. Don’t be shy about asking for co-PIs. Look for co-PIs in all Departments of possible interest.

5. When the proposal is ready, browse to the IRIS website of the IRD and submit your proposal. Fill out all the sections you need. After submission, you will get automated emails informing you of all the changes in the status of your proposal.

6. If you have co-PIs, the next step will involve getting their approval. They should get an email from the system asking them to approve the submission.

7. Once you have co-PI approval (in case of any co-PIs on the proposal), the system will send an email to your HOD / HOC for their approval (if you are the main PI).

8. Your HOD / HOC may want to get the Departmental DRC (or Centre CRC) involved in the decision. Or he or she may make a quick decision on their own. Either way, you need this approval. Some Departments report that a copy of the DRC minutes is required by the IRD before further action.

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https://iris.iitd.ac.in/ird/index.jsp  
5 ₹82,726.67. € 61,169.56.  
6 ₹16,545.34. € 12,233.91.
Table 5.1: Focus areas of Indian governmental funding agencies. See text and glossary for full forms for these.

<table>
<thead>
<tr>
<th>Entity</th>
<th>Funded areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>DST</td>
<td>All areas of science and engineering</td>
</tr>
<tr>
<td>DEITY</td>
<td>Areas related to the wider deployment of information and related technologies</td>
</tr>
<tr>
<td>DBT</td>
<td>Biomedical devices, biochemistry, sensors, etc.</td>
</tr>
<tr>
<td>MNRE</td>
<td>Renewable energy</td>
</tr>
<tr>
<td>ISRO</td>
<td>Very specific problems related payloads for ISRO missions and enabling technologies</td>
</tr>
<tr>
<td>CSIR</td>
<td>All areas of science and engineering</td>
</tr>
<tr>
<td>DRDO</td>
<td>All defence-related areas</td>
</tr>
<tr>
<td>DAE</td>
<td>Nearly all areas of science and engineering</td>
</tr>
<tr>
<td>MHRD</td>
<td>Areas related to education technology, social sciences, etc.</td>
</tr>
<tr>
<td>BARC</td>
<td>Nuclear energy, and all other areas of science and engineering</td>
</tr>
</tbody>
</table>

US, the startup times can be very long. However, colleagues at IIT Delhi tend to be understanding of such matters, and can be very helpful in many cases.

Some of the important Indian funding agencies are: DST, Department of Information Technology (DEITY), DBT, Ministry for New and Renewable Energy (MNRE), Indian Space Research Organization (ISRO), CSIR, DRDO, Ministry for Human Resources and Development (MHRD) and Bhabha Atomic Research Center (BARC). You should be aware of one reality - typically most grant budgets limit your capital equipment requests to only 40% of the total budget. That means you need to plan your budget carefully. Talk to faculty in your Department or Centre. Ask if they plan to write a Fund for Improvement of S and T Infrastructure (FIST) grant proposal. If not, and if it has been more than 5 years since the last one they wrote, offer to write it for your Department or Centre. This will involve more work, but you will be able to buy expensive equipment and earn goodwill amongst your colleagues. That last part is invaluable. If someone is already writing it, talk to that person.

Further, Indian funding agencies tend to limit the amount you can ask for consumables. It may not make sense, especially if you work in areas that involve a lot of consumables like solvents, chemicals, biological species, etc. You can expect the funding agency to cut down the amounts in that budget head.

5.4 Consultancies

IIT Delhi is a vibrant place for work with external entities. If you have an industrial partner that is keen on collaborating with you, please consult Foundation for Innovation and Technology Transfer (FITT). You should be aware of the Institute Intellectual Property Regulations (IPR) policy.

These projects generally include providing intellectual and scientific service to an organization or company for the refinement of processes, algorithms or certification. FITT is the industrial Interface of IIT Delhi that provides itself as a medium for transferring of technology for such projects to the industry keeping in view the Intellectual Property (IP) rights of the institute as a high priority. They also enable the 'consultant' to draw out a detailed budget and plan for execution of the work.

7http://www.fitt-iitd.org/
8http://ird.iitd.ac.in/content/ipr-issues
As it is, there is no prescribed limit on the number of consultancy jobs that a faculty can engage in during any given time, subject to a total time commitment of no more than 52 days per year, or in effect a day a week.

5.5 External industrially funded projects

External projects initiated in the industry can be routed to you through FITT. A member of faculty is free to pursue such projects through IRD. However, these also fall under the ambit of FITT and professional assistance in negotiating and drawing up the terms of contract is readily offered by FITT. Please do not hesitate to meet Dr. Anil Wali, Managing Director, FITT for any queries or assistance. However, remember that irrespective of consultancy or industrial project, the funding agency is obligated to pay overhead charges to IIT Delhi for supporting all activities through use of its space, infrastructure, accountants, electricity, library services etc.
Part III

Teaching
Chapter 6

Curriculum and courses

Details on the courses of study can be found at [http://www.iitd.ac.in/acad_calendar](http://www.iitd.ac.in/acad_calendar).

6.1 UG programs

IIT Delhi offers the following UG programmes:

- Bachelor of Technology [http://www.iitd.ac.in/content/undergraduate](http://www.iitd.ac.in/content/undergraduate)
- Dual Degree programmes [http://www.iitd.ac.in/content/dual-degree](http://www.iitd.ac.in/content/dual-degree)

6.2 PG programs

IIT Delhi offers a variety of PG programmes. Details of the Masters offered by various departments, centres and schools are as follows:

- M. Tech. programmes [http://www.iitd.ac.in/programs/master/mtech.html](http://www.iitd.ac.in/programs/master/mtech.html)
- Interdisciplinary M. Tech. programmes [http://www.iitd.ac.in/programs/master/inter_mtech.html](http://www.iitd.ac.in/programs/master/inter_mtech.html)
- M. S. Research (2 years) programmes [http://www.iitd.ac.in/programs/master/msr.html](http://www.iitd.ac.in/programs/master/msr.html)
- M. Sc. programmes [http://www.iitd.ac.in/programs/master/msc.html](http://www.iitd.ac.in/programs/master/msc.html)
- MBA programmes [http://www.iitd.ac.in/programs/master/mba.html](http://www.iitd.ac.in/programs/master/mba.html)
- M. Des. programmes (2 years) [http://www.iitd.ac.in/programs/master/mdes.html](http://www.iitd.ac.in/programs/master/mdes.html)

Details on the Ph.D. programmes offered at IIT Delhi can be found at [http://www.iitd.ac.in/programs/doctoral/phd.html](http://www.iitd.ac.in/programs/doctoral/phd.html).
6.3 Courses

UG courses are categorised as UG core, department core, department elective and open elective. PG courses are categorised as programme core, programme elective and open elective. The course number of each course is based on the department/centre that offers it, the level (UG - 1st to 4th years and PG - 1st and 2nd years) and semester (even/odd) at which it is offered and the particular programme (for PG courses) for which it is offered.

Typically, the first digit of the course number closely corresponds to the year in which a typical student is expected to take it. There are several exceptions to this general rule that have been necessitated by the decennial curriculum review and addition of new core courses. For full details, you should consult the UG and PG courses of study.

The precise definition of the first part of the course name (such as “EEL” in “EEL 322”) is rather complex, and you can look at the referenced courses of study URLs to understand what it means.

Course numbers follow the following general pattern:

- 100-400 level courses: Core and elective courses for UG programmes. These courses are not open to any PG student.
- 500 level courses: Courses for M.Sc. programmes. These courses are not open to other PG students.
- 600 level courses: Preparatory/introductory courses for M.Tech. programmes. These courses are normally not open to UG students.
- 700-800 level courses: Core and elective courses for M.Tech., M.Des., M.B.A., M.S (Research) and Ph.D. programmes. Usually 800 level courses are advanced courses for PG students. UG students can take these courses if they satisfy certain GPA/credit requirements.

For UG courses the minimum enrolment requirement is 12 (can be relaxed under special circumstances to 8). For 700 and 800 level courses, this number is 6. If a course offered during a semester has fewer students registered by the registration deadline (usually less than a week after the semester begins), the course does not float.

6.4 Slotting pattern

Courses at IIT Delhi follow a slotting pattern, that places courses in lettered time and exam slots. The details of course offerings, slotting patterns, room allotments, and exam timings are always available at [http://timetable.iitd.ac.in/](http://timetable.iitd.ac.in/). This method ensures that there are no time clashes between any two courses’ lectures, tutorials and practicals (an old fashioned way of referring to lab work).

6.5 Course credit system

IIT Delhi follows a credit-based system where each course has (usually) a structure given by L-T-P, where L, T and P denote the number of hours spent in lectures, tutorials and laboratory work respectively per week. The number of credits for a course is given by the formula: Credits = L + T
+ (P/2). For example, a 3-1-0 course will have 4 credits, a 3-0-4 course will have 5 credits, a 0-0-2 course will have 1 credit, and so on. There are some courses that do not carry any credits; these are called non-credit courses.
Chapter 7

Teaching load

You may have heard that due to the massive increase in the incoming class size in IITs, the teaching load has gone up significantly.

Though that is true, some of that increase has been ameliorated by the aggressive hiring of new faculty. Several Departments are already back down close to their teaching load prior to the increase in batch strength.

IIT Delhi floats a combination of UG and PG courses every semester. Given that every Department or Centre has a certain number of faculty, there is a certain expected teaching load that is established by each Department or Centre reflecting that reality. Departments or Centres with a heavy teaching commitment in number of courses and few faculty will generally see high loads, and vice versa.

Let us define a Preparation to Delivery Ratio (PDR) as the number of hours spent (excluding the time in delivery) in preparing for one component of a course (L, T or P) to the number of hours spent in delivery. This ratio varies widely across course levels and number of students registered. An empirical estimate would put PDR(L) to be anywhere between 1 and 2.5, PDR(T) to be between 0.25 and 1, PDR(P) between 0.25 and 0.75. Please note that these numbers are purely empirical and could vary well beyond these ranges for specific courses. PDR(T) and PDR(P) are usually much less than 1 when amortised over a large number of delivery hours of T/P of the same course. If you are teaching a course for the second time, you can expect your PDR numbers to drop, but for a good teacher, they should never approach zero. A zero PDR refers to an unprepared teacher.

Teaching Assistant (TA)s are available for tutorials and laboratory components, and also for lecture components of undergraduate courses with large enrolments. A 3-hour lecture component could either consist of 3 one-hour lecture slots or 2 lecture slots of 1.5 hours each, depending on which slot is allotted to the course. Laboratory components are usually held in the afternoon (after 2 pm) with certain exceptions (e.g. EEP101). Tutorials are usually held during 1-1:50 pm (which means that you miss lunch).

Every department has a (roughly) fixed teaching load per faculty member. A new faculty member may get the requisite teaching load in the semester that begins after he/she joins, i.e., someone joining in early July starts teaching from semester I (autumn/fall) of the ensuing academic year, someone joining during semester I starts teaching from semester II (spring), and so on.

It is quite common for new faculty teach a postgraduate course during their first semester of teaching, or to teach nothing beyond a few tutorials and lab sections. Policies on teaching load
of new faculty vary between Departments and Centres. Ask your \textbf{HOD} / \textbf{HOC} to explain to you what the expected teaching load for your Department or Centre is.
Part IV

Academic Service and Outreach
Chapter 8

Academic Service

8.1 Definitions

It is vital to distinguish between academic service and administration (and its related overhead) as this distinction is often blurred in India. Academic service consists of usually voluntary work by faculty that does not pertain to research and teaching, but results in, or is expected to result in tangible improvements in work conditions and in providing Institute outreach to its natural constituencies in the education sector, such as local schools, colleges, social services that benefit from the intrinsic expertise offered by the faculty.

Administrative work, especially when it does not involve a voluntary position of responsibility (such as the Dean, Deputy Director or the Director), is a bureaucratic overhead over the everyday responsibilities, that logically serves no purpose except satisfying certain external legal and administrative requirements. It is an inherently unproductive activity that encroaches on the limited faculty time and effort, and given enough time, usually produces faculty burnout. Like everywhere else in the world, there is a delicate balance between administrative overhead and productive work that is the actual business of being a faculty. IIT Delhi offers a dynamic environment in which this balance is constantly being re-evaluated.

Put very simply, academic service and outreach is something that we all do, and leaves us feeling good about the worth of our work at the end of the day. This kind of re-invigoration and re-discovery of social purpose is vital to the continued relevance of our work.

8.2 Committee Assignments

This document is the result of a committee assignment and as we hope that it is useful to you, it should underscore the importance of providing academic service. Every Department has a few standing committees. Among the more important ones are:

1. **Departmental Faculty Board (DFB)** or **Center Faculty Board (CFB)**
2. **Department Under-Graduate Committee (DUGC)**
3. **DRC** or **CRC**
4. **Committee of Professors (COP)**

There are other committees at the Institute level, that you may be appointed to. These include the Board of Academic Programs, proctorial committees for various hostels, various temporary committees, etc.
Part V

Administration
Chapter 9

Your initial appraisal and clearing probation

People with less than 3 years of post-doc/job experience after their PhDs are given contractual positions by the IITs. Once your 3 year period is over, you should immediately talk to your HOD to initiate the process for converting yourself into a permanent faculty. This will require you to give a brief presentation in front of a 3 member committee pre-decided by the department (1 senior faculty from the department + two senior IITD faculty members from outside the department) along with a written appraisal of the work done since joining IITD. The process is relatively informal.

People with more than 3 years of post-doc/job experience join on one year of probation which can be converted to a permanent position without any interview. Its essentially a more straightforward process where the HOD defends (in front of an administrative committee) on your behalf.
Chapter 10

Your benefits

Your benefits, other than living a stress-free life on campus in the middle of the hustle-bustle of the city, include on-campus housing, medical coverage, pension scheme, leave travel concession, biannual reimbursement of telephone bills (max. ₹1500 depending on the part of your salary known as grade pay), subsidized loans, sabbatical leave to name a few. You also get free internet at home, free intra-campus landline phone, annual reimbursement of children’s school fees up to Rs. 2500 per month, six months of maternity leave (as per GOI rules) and an additional 2 years of leave to be taken in parts for raising your child until he/she is 18 years of age, direct 10% or more off at various shopping outlets, cafes, salons, restaurants and healthcare facilities around the IITD campus. Don’t forget to carry your IITD ID card! Moreover, don’t forget to ask!

10.1 Taking time off work

IIT Delhi offers a very generous leave package, which addresses the various potential realities of our lives. More details on this topic can be found at [http://sps.iitd.ac.in/PDF/Administrative20Manual.pdf](http://sps.iitd.ac.in/PDF/Administrative20Manual.pdf). The rules governing different kind of leaves are summarized in Table 10.1: Casual Leave (CL), Special Casual Leave (SCL), Vacation Leave (VL), Earned Leave (EL), Leave Travel Concession (LTC), Medical Leave (ML), MTL, and CHL.

Of these, LTC is not really a leave, but rather is a peculiar allowance offered by the Institute for you to take a break from work and pay for your travel (typically within India). Under the Government of India rules as applied to IIT Delhi, you cannot avail LTC to travel overseas. However, the leave rules contain some well-meaning clauses regarding travel to an employee’s hometown. So, what happens if a certain employee is a foreign citizen (efforts to permit that are under works given the increasingly diverse body of visiting faculty at IIT Delhi and the situation in its peer Universities worldwide) whose hometown is overseas, is not very clear. It should be noted that some officers in certain Government of India offices can avail LTC for foreign travel. If anything changes in the application of these rules, this guide will be updated.
Table 10.1: Leave rules. CY=Calendar Year (Jan 1 - Dec 31). AY = Academic Year. (Jul 1 - Jun 30. MTL and CHL do not correspond to any defined cycle.

<table>
<thead>
<tr>
<th>Type of leave</th>
<th>Purpose</th>
<th>Number of leaves</th>
<th>Leave cycle</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>CL</td>
<td>Personal</td>
<td>8</td>
<td>CY</td>
<td>• Can be availed on a half-day or full-day basis</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Cannot be carried over to next year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Try utilizing these before ELs as these will lapse</td>
</tr>
<tr>
<td>SCL</td>
<td>Professional</td>
<td>30</td>
<td>CY</td>
<td>• Can be availed on a full-day basis</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Lapse after a year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Can be taken at any time during the year irrespective of whether the semester is on or off.</td>
</tr>
<tr>
<td>VL</td>
<td>Personal</td>
<td>60</td>
<td>AY</td>
<td>• Use only during summer or winter vacations as defined by the IITD calendar</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Half of all unused VLs convert into EL which then get carried over</td>
</tr>
<tr>
<td>EL</td>
<td>Personal</td>
<td>31</td>
<td>AY</td>
<td>• Any vacation taken during the semester has to be taken as an EL</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• ELs get carried over to subsequent years until the total reaches 300.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• ELs can be encashed at the time of retirement (maximum of 300).</td>
</tr>
<tr>
<td>LTC</td>
<td>Personal</td>
<td>EL</td>
<td>CY</td>
<td>• Can be availed only after completion of 1 year of service</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Leave can be encashed for up to 10 days of travel but the employee needs to have at least 30 ELs remaining in his/her account after deduction.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Maximum of 60 leaves are entitled in the entire service duration</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Can avail only once for travel outside hometown in a block of 4 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Can avail the remaining 3 years for traveling to hometown.</td>
</tr>
<tr>
<td>ML</td>
<td>Medical</td>
<td>10</td>
<td>6 monthly</td>
<td>• Can be carried forward without any maximum limit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(CY)</td>
<td>• Operates as [Half Pay Leave (HPL)], i.e., you can avail a full day leave on half a day pay cut in case you are unable to produce a medical certificate.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• In case you don’t produce a medical certificate, 2 HPLs will be deducted per day off (essentially giving you only 5 days of medical leaves in 6 months)</td>
</tr>
<tr>
<td>MTL</td>
<td>Childbirth</td>
<td>180</td>
<td>-</td>
<td>At one stretch.</td>
</tr>
<tr>
<td>CHL</td>
<td>Child-care</td>
<td>730</td>
<td>-</td>
<td>• Can be availed in an entire stretch</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Minimum leave days must be 15 at one stretch</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Can be availed up to 3 times in a year</td>
</tr>
</tbody>
</table>
10.2 Other incentives for faculty

In addition, at the time of joining, the institute provides seed-money (the planning grant covered in Sec. 5.1) to buy essential equipment for your lab. Each faculty also has to their disposal a PDA (₹3 lakh) for a three-year period, with the most recent window starting on April 2013) for attending international/national conferences/symposiums, purchasing of books and membership of professional societies.

In addition, most members of the faculty, depending on the grant proposals funding their work, have another tranche of money, known as the PDF which was discussed in Sec. 5.1.

\[^{6}S4963.60. \€3670.17.\]
Chapter 11

Financial Matters

11.1 The process of purchasing goods and supplies

Table 11.1: Financial structure of the purchase process.

<table>
<thead>
<tr>
<th>Purchase Amount (x)</th>
<th>Number of Bids</th>
<th>Cumulative comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>x &lt; ₹15 thousand</td>
<td>Zero</td>
<td>-</td>
</tr>
<tr>
<td>₹15 thousand &lt; x &lt; ₹1 lakh</td>
<td>One</td>
<td>Form Purchase Finalization Committee (PFC)</td>
</tr>
<tr>
<td>₹1 lakh &lt; x &lt; ₹10 lakh</td>
<td>Three</td>
<td>Additionally upload Notice Inviting Quotations (NIQ)</td>
</tr>
<tr>
<td>x &gt; ₹10 lakh</td>
<td>Three</td>
<td>Upload tender on <a href="http://eprocure.gov.in">eprocure.gov.in</a></td>
</tr>
<tr>
<td>x &gt; ₹25 lakh</td>
<td>Three</td>
<td>Take out a newspaper ad.</td>
</tr>
</tbody>
</table>

The process of purchasing goods and supplies is much more complicated in India (if you have not dealt with this before) compared to peer competitive countries and involves expenditure of significantly more faculty time and effort. Depending on the cost of the purchase (see Table 11.1), you are mandated to get a minimum number of quotes / bids and do certain other things, such form a PFC, upload an NIQ. If the item to be purchased is proprietary, it can be purchased on a single quote with approval of the Director.

Details of these two websites referenced above, are provided in the discussion that follows. Further, the composition of the purchase committee involved also changes with the purchase amount involved. Reference the specific form for this purpose.

Unless you are purchasing a replacement part or something that has a single vendor flavour, the typical steps involved in this process are:

1. ₹248.18.
2. €183.51.
3. ₹248.18.
4. €183.51.
5. ₹1654.53.
6. €1223.39.
7. ₹1654.53.
8. €1223.39.
9. ₹16545.33.
10. €12233.91.
11. ₹16545.33.
12. €12233.91.
13. ₹41363.34.
14. €30584.78.

$\text{\textsuperscript{1}}$₹248.18. €183.51.
$\text{\textsuperscript{2}}$₹248.18. €183.51.
$\text{\textsuperscript{3}}$₹1654.53. €1223.39.
$\text{\textsuperscript{4}}$₹1654.53. €1223.39.
$\text{\textsuperscript{5}}$₹16545.33. €12233.91.
$\text{\textsuperscript{6}}$₹16545.33. €12233.91.
$\text{\textsuperscript{7}}$₹41363.34. €30584.78.

$\text{\textsuperscript{8}}$This assumes that you have the money sanctioned from either an external funding agency, or the Institute funds
$\text{\textsuperscript{9}}$The precise rules keep changing, so keep a sharp eye for circulars that are sent out.
1. Approach likely vendors of the equipment you want to find out their specs and make sure they meet what you need. Get budgetary quotes. Use the budgetary quotes to form an estimate of the amount of money you will need. Over-estimate it a little (at least by 15% for cases involving imports as that is the maximum import duty) as the result of the purchase process must never exceed this amount. Create a document called Minutes and note each of the steps with dates and times to it.

2. Fill out a purchase committee form to request blocking of funds. Add suitable number of colleagues / others to this form, depending on the amount of money expected to be spent. This form will signed by the chain of command. This chain of command typically consists of:
   (a) You.
   (b) Your HOD / HOC.
   (c) The DD(O) / Director if you are using Institute funds, and the Dean, IRD if the source of funds is your grant money from extramural support.

3. Once you receive approval to spend the money, draft and upload a tender (referred to locally as an NIQ) to either the website of the Store and Purchase Section or the Government of India E-procurement website. Use the sample NIQ format provided on the website. Currently, the precise choice depends on the amount of money expended. If it is less than ₹10 lakh, go to the internal website. If greater, go to the Government of India website. You will need a Windows-only digital signature to use the Government of India website. Contact the Store and Purchase Section for details on how to get it.

4. The NIQ has to be up for at least 14 days. You will hopefully receive bids in response to your tender.

5. At the end of the 14 day period, count the number of bids you got. If it is greater than or equal to 3, proceed with the next step. Otherwise, extend the NIQ (re-upload) for a further period of 7 days.

6. If the final number of bids you got was \( \geq 3 \), call a meeting of the purchase committee. In their presence, open the envelopes. Each envelope will consist of one technical bid and one financial bid. Do not open any financial bids. Ask a colleague (or do it yourself) to add the proceedings to the minutes. Create a table for the bids received.

---

10 Please note that importing scientific equipment involves paying a custom duty. Though IIT Delhi is theoretically exempt from paying duty, the exemption still translates to a duty of about 6%.
12 This phrase needs to be qualified. Unlike other countries that are peer competitors (US/Canada/Europe/Japan/Singapore/China/Taiwan etc.) where money once sanctioned, truly is yours to spend, subject to budgetary heads and audit rules, in India, even sanctioned money is treated as the Government’s money against which you must seek permission to spend. It does not matter if you brought in the money to the Institute. Your “ownership” of the money is purely theoretical. The consequences of this basic attitude will show up in multiple places in the purchase process, almost always to the detriment to the amount of time or energy you will have to spend on this.
16 ₹16545.33, $2233.91.
17 These will be all in paper. If you get electronic bids, you will need to seek permission from the Director to consider them.
7. Open the technical bids. Scrutinize each one carefully. If it passes technical stage of examination, note it in the table as a passed. If not, note it as failed. Use a hole punch and a tag to add all of these into a file.

8. Count the number of bids that pass the technical stage. If this number is greater than or equal to 3, you can proceed to the next step. If not, route an application up the chain of command (along with the file) to seek permission to open the financial bids for those that survive. Further, if the item involved is proprietary, note that fact and route the file up to the DD(O). Each trip of the file up and down the food-chain will occupy 2-3 days.

9. When you are ready to proceed, open the financial bids (after scheduling another meeting of the purchase committee if necessary). Note carefully the terms of delivery, shipping costs, import duties etc. Note down the final amount after consideration of all the options offered and chosen by you, for each financial bid.

10. Find the lowest amount across all financial bids. Note it down. It will be called $L_1$.

11. Write a statement to the effect declaring the corresponding bidder as the winner of the tender. If the equipment is foreign sourced (as it will likely be), note down the name of the principal Original Equipment Manufacturer (OEM).

12. Send the completed file up the food chain for final approval.

13. If the winning bid involves an import, your file will be put through a mandatory audit after the purchase order is issued by the import cell. The audit section will do their level best to find small technical imperfections and send it back to you repeatedly. Be patient. This is their job.

14. If everything happens as it should, your order will go out and you should soon expect to receive delivery.

Typically, around the end of the financial year, this process occupies about 7-12 weeks (from start to end) for cases involving import of in-stock equipment. Sole source justifications are not legally permitted. It could conceivably be somewhat faster if you avoid the months of February / March. You can use an existing rate contract to avoid this process if the equipment you want is covered by a Government of India rate contract. For most scientific equipment, that will not be true.

If you have gone through this process, write down any differences you encountered, and contact us, so that we can update this document.

Your life will certainly be a lot simpler if you are a theorist or a numericist, who does not need to buy much equipment. However, if you are an experimentalist (like some of us are), you should plan your work on this to the minutest detail. You will waste a lot of time during your first contact with this system, but use that to build a workflow that you can follow to create whatever efficiencies are possible at your end.
Chapter 12

Organization Chart and seniority

The powers of the Institute are exercised through the various authorities of the Institute. These are:

1. A Board of Governors;
2. A Senate; and
3. Any other authorities as may be declared by the Statutes to be the authorities of the Institute.

The Senate of the Institute has the control and general regulation and is responsible for the maintenance of standards of instruction, education and examination in the Institute. The Senate is comprised of Professors and other invited members.

The Director is the principal academic and executive officer of the Institute and is responsible for the proper administration of the Institute and for the imparting of instruction and maintenance of discipline therein. He is assisted in his day to day work by Deputy Director(s), Registrar, Deans and other Officers of the Institute.

At the Department or Centre level, the following committees are operational:

1. DFB or CFB
   (a) Comprises of all full-time faculty members & joint faculty of the Department/Centre concerned, except those appointed under sponsored research projects and visiting faculty.
   (b) Duties include overall policy formulation, coordination and review of activities of the department/centre in addition to matters which are referred to by the HOD, DD, Dean, Director

2. Professorial Committee or COP
   (a) Comprises of all professors and scientific/design staff of the equivalent rank.
   (b) Assists the Head of Department/Centre in execution of the policies/programmes formulated by the authorities of the Institute and Faculty Board of the Department/Centre
Figure 12.1: The administrative structure of the Institute has recently been reorganized. This is the latest chart.
such as recommending the areas and levels for faculty advertisement, short listing of application for faculty positions, secondment of faculty to any outside Organisation, grant of leave (long & medium) to faculty, visiting faculty appointments, budget allocation, space/resource allocation, preparation of plan document and other proposals for future developmental activities of the Department/Centre.

3. DRC or CRC

(a) Consists of a minimum of seven members including Chairperson but not exceeding 1/3rd of the sanctioned faculty strength of the Department/Centre. At least four members are Professors. Post Graduate Programme Co-ordinators are also members of the committee.

(b) Provides direction to research and PG education at the department.

12.1 Going up the ranks

Minimum short-listing criteria for an assistant professor position:

- Ph.D. with 3 years experience (excluding the experience gained while pursuing Ph.D.),
- First class or equivalent grade in preceding degree in respective discipline, with a consistently good academic record,
- Potential for very good teaching,
- Maximum age is 35 years for male and 38 years for female candidates (to be relaxed by 5 years in case of persons with physical disability, Scheduled Caste (SC) and Scheduled Tribe (ST)), and
- At least 4 refereed conference/journal papers (of which at least 2 should be in reputed journals).

Minimum short-listing criteria for an associate professor position:

- Ph.D. with 6 years experience (excluding the experience gained while pursuing Ph.D.) of which at least 3 years should be as Assistant Professor or equivalent,
- First class or equivalent grade in preceding degree in respective discipline, with a consistently good academic record,
- Should have demonstrated capability for good teaching,
- At least 10 refereed conference/journal papers (of which at least 4 should be in reputed journals, out of which at least 2 in last 3 years), and
- Completed at least one sponsored research & development or consulting project as a PI, or completed two sponsored research & development or consulting project as a co-PI.

Minimum short-listing criteria for a professor position:

- Ph.D. with 10 years experience (excluding the experience gained while pursuing Ph.D.) of which either:
– At least 4 years should be as Associate Professor or equivalent, or
– At least 8 years should be as Assistant Professor or equivalent (in case of Institutions where the post of Associate Professor or equivalent does not exist),

• First class or equivalent grade in preceding degree in respective discipline, with a consistently good academic record,
• Should have demonstrated excellence in teaching,
• At least 20 refereed conference/journal papers (of which at least 8 should be in reputed journals, out of which at least 3 in last 4 years),
• Should have guided independently at least one Ph.D. student, or have guided at least two Ph.D. students jointly with other faculty/researchers, and

• Completed:
  – One sponsored research & development or consulting project as a PI, and
  – One more sponsored research & development or consulting project as a PI, or two sponsored research & development or consulting projects as a co-PI.

Both processes of elevation (to associate professor and to professor) involve first giving a presentation in front of an external committee and all the departmental/centre faculty colleagues. Feedback is sought by the HOD from all the faculty and then the candidate is sent for an interview, similar to the one you must have faced during your hiring, essentially in the presence of the director, deputy director, HOD/HOC and external committee members. Once promoted, you are again on probation for 1 year.

1. The Department/Centre/School can suitably enhance with additional criteria above the Institute level short-listing criteria for faculty positions.

2. In case of exceptionally outstanding candidates on some fronts, criteria on some other front(s) may be relaxed and justified by the short-listing Committee.
Part VI

Campus Life
Chapter 13

Layout, Maps and Directions

IIT Delhi campus is located in the southern part of New Delhi in a locality known as Hauz Khas. Immediately to the north of the campus is the Safdarjung Development Area and the forthcoming (under construction) IIT Delhi Metro station. The whole campus can be approximated as an imaginary hammer tilted roughly north east east.

The campus is fairly unique among various University campuses in India and overseas. Part of the imaginary rectangle that circumscribes the campus is co-located with some old villages that predate the modern city of Delhi. These are the various sarai, literally meaning an inn. These are: Jia Sarai (north), Ber Sarai (north west), Katwaria Sarai (south), Kallu Sarai (north east and east). Some of these are what are known as lal dora areas, which means that the property rights of the residents have been grandfathered in, and no one can take them over in interest of campus uniformity, security, etc. As the residents of these villages need access to the local roads, they have the right of way through campus. In many parts of the campus, you will find tall residential buildings that belong to these villages that almost abut campus buildings, creating a pretty unique campus layout.

13.1 Getting to IIT Delhi

New Delhi, being the capital of India, is linked via numerous air, road and rail links to the rest of the country. The international airport is a major hub of operations for Air India and additionally serves as a waypoint for several major international airlines.

Once in Delhi, the best way to currently reach the campus is to take the Metro Yellow Line to Hauz Khas station (located northeast of the campus), and then engage a three-wheeler to take you to campus (approx. fare as of 2014 is ₹50).

At all major transit locations\footnote{Confirmed for the airport, New Delhi Railway Station (NDLS) and Kashmere Gate Inter-State Bus Terminus (ISBT).} there are prepaid booths manned by Delhi police that allow you to buy prepaid taxi fares. This can save you from being fleeced by the private transit operators. Further, it has the potential of increasing your safety as these operators are less likely to act on any criminal intentions (especially late at night) if they know that your travel plans have been filed with the police, effectively.
### 13.1.1 Getting your stuff to IIT Delhi

If you moved to IIT Delhi from outside India, you may have shipped your belongings to Delhi as the final destination.

Your shipper’s bill of lading will have specified who the receiver of the shipment is. This receiving company will issue you a cargo arrival notice around the time of the expected delivery. Though they are supposed to do this on their own, you will want to call them ahead of time and tell them that you are expecting something. The cargo arrival notice will contain details of the amount of money they are expecting. It will usually be in the form of a demand draft. Get one from the State Bank of India (use any bank in National Capital Region (NCR) that the shipping receiver specifies as the drawee branch). You will also likely need an authority letter written on your own letterhead.

You will need to budget at least one full working day for getting your belongings, if not more. First of all you will need to visit your shipping receiver. Pay the money and get the delivery order. One point - the shipping receivers will likely throw a lot of abbreviations and trade terms at you and expect that you understand everything. If you are like the average individual shipper, this will likely be the first time you have done anything of the sort. Don’t get fazed and take their customer unhelpful attitude in your stride. They do not usually deal with a lot of personal items.

After you get your delivery order, you will find out which Inland Container Depot (ICD) your stuff is located at. Please note that there are two ICDs located in the NCR: Patparganj and Tughlakabad. Though you can do the rest of the process theoretically yourself, you will want to hire a Customs House Agent (CHA). They charge some fees but take most of the headache involved (and it is a headache) off your hands. Talk to your CHA to arrange delivery to the campus. Insist on riding with your stuff.

You will visit the right ICD spend an entire day and finally come home exhausted, somewhat poorer, somewhat disgusted but glad of having done it.

If you moved within India to IIT Delhi, none of this applies to you. Your moving company will advise you on what to do.

### 13.2 The campus

For your convenience, a map of the campus is shown in Fig. 13.1. You can access another map with additional details (some of which may be outdated) at [http://web.iitd.ac.in/~dharmar/STCFM2012/iitd-campus-map.pdf](http://web.iitd.ac.in/~dharmar/STCFM2012/iitd-campus-map.pdf)
Figure 13.1: A Google map of IIT Delhi. This use is permitted under non-commercial use terms specified by Google Inc. (http://www.google.com/permissions/geoguidelines.html) The various areas marked on the map are approximate and meant to be indicative.
Table 13.2: Cab companies of common use. Several faculty have reported that Meru and Quickcabs often don’t show up in spite of reservations - they do send a text (SMS) message indicating lack of availability of cabs a little ahead of time. Hostel Gate Taxi Stand tends to be more reliable. For some of these phone numbers, you may have to prepend a “+91-11” before the listed number.

<table>
<thead>
<tr>
<th>Cab Company (clickable URL where available)</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meru Cab</td>
<td>44224422</td>
</tr>
<tr>
<td>QuickCab</td>
<td>67676767/45333333</td>
</tr>
<tr>
<td>EasyCabs</td>
<td>43434343</td>
</tr>
<tr>
<td>Mega Cab</td>
<td>41414141</td>
</tr>
<tr>
<td>Delhi Cab</td>
<td>44333222</td>
</tr>
<tr>
<td>Hostel Gate Taxi</td>
<td>+91-9899683367</td>
</tr>
</tbody>
</table>

13.3 Moving around

13.3.1 Inside campus

Common modes of transport within the campus (in addition to your personal conveyance) are rickshaws (typically ₹15 from new campus to main gate) and more rarely, auto-rickshaws. Many faculty have bicycles and cars that they use to commute to work.

13.3.2 In Delhi

Delhi has an improving urban transit system supplemented by local privately run individualized transport solutions commonly found in other cities in India. There are a few cab companies that you can call (and several have Android and iOS applications). In addition, there are auto-rickshaws that follow metered operation mandated by the Government of Delhi (sometimes you have to argue with them to get them to agree to use meters).

13.3.3 Delhi Metro

Delhi Metro is the fastest way to travel in Delhi as you avoid all the road traffic which can slow down to a snarl come rush hour. A map for the system is reproduced in Fig. 13.2. To make your life easier, do yourself a favour and buy a smart card and load some money on it. That will make going through turnstiles a breeze.

[^2]: Latest fare chart: [http://www.delhi.gov.in/wps/wcm/connect/f765e9804f7bf7e284c1edc0b7152297/AUtoFare.pdf?MOD=AJPERES&IMOD=1772566557&CACHEID=f765e9804f7bf7e284c1edc0b7152297](http://www.delhi.gov.in/wps/wcm/connect/f765e9804f7bf7e284c1edc0b7152297/AUtoFare.pdf?MOD=AJPERES&IMOD=1772566557&CACHEID=f765e9804f7bf7e284c1edc0b7152297)
Figure 13.2: Delhi Metro Map (© Delhi Metro Rail Corporation): downloaded from http://www.delhimetrorail.com/OtherDocuments/Route_Map.pdf
Chapter 14

Security

The campus of IIT Delhi is a fairly safe place. Although there are no proper checks done on the people coming into the campus (just not feasible), the residents feel quite free to move around at any time of the day/night. There are a fair number of security guards patrolling the campus and many of them are actually quite sincere in their work. Having said that, it is also important for the residents to observe some common sense precautions:

1. Make sure that you properly lock your door if you are leaving your house or office even for a short while:
   (a) Most houses on campus have 2 doors at the main entrance: one of solid wood and the other of grilled iron. Residents must always lock both the doors properly whenever they go out (even if it is to the terrace of your building).
   (b) Even while working in office, make sure to lock the door even if you go out for 5 mins.
   (c) There have been few cases of theft on campus, at both the residence and office, and so its advisable to take proper precautions.

2. For 4-wheelers, it is recommended to use gear-locks. Vehicles should be locked when away from your personal supervision.

3. While walking, try to be on the sidewalks wherever they are available. You may encounter a few speeding cars within the campus. There have been a few hit-and-run type accidents over the years.

4. Whenever you plan to be out of town even for a day or two, inform the security office. The security guards will then specifically keep an eye on your house and vehicle. Leave a light on at home.

14.1 Gates

The Institute has six different gates through which restricted / open access to the campus is possible. If you attempt to enter the campus in an unmarked vehicle (without any IIT Delhi stickers), you will be challenged by the guards to disclose where you are headed.
Table 14.1: Timings of Institute gates. V=Vehicular. P=Pedestrian. JNU gate is so named because of its proximity to JNU.

<table>
<thead>
<tr>
<th>Gate Name</th>
<th>V/P</th>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main gate</td>
<td>V&amp;P</td>
<td>Westbound outer ring road</td>
<td>24 hours</td>
</tr>
<tr>
<td>Mehrauli (G-Street) gate</td>
<td>V&amp;P</td>
<td>Northbound Sri Aurobindo Marg</td>
<td>5 AM - 11 PM</td>
</tr>
<tr>
<td>Adchini gate</td>
<td>P</td>
<td>Northbound Sri Aurobindo Marg / Adchini village</td>
<td>5 AM - 11 PM</td>
</tr>
<tr>
<td>JNU gate</td>
<td>V&amp;P</td>
<td>Eastbound Aruna Asaf Ali Marg</td>
<td>5 AM - 11 PM</td>
</tr>
<tr>
<td>Hostel gate</td>
<td>V&amp;P</td>
<td>Westbound Olaf Palme Marg</td>
<td>5 AM - 11 PM</td>
</tr>
<tr>
<td>Vishwakarma Bhawan gate</td>
<td>V&amp;P</td>
<td>Eastbound Shaheed Jeet Singh Marg</td>
<td>5 AM - 11 PM</td>
</tr>
</tbody>
</table>

The timings of the operation of these gates differ (see Table 14.1). Only the main gate that abuts the outer ring road is open for 24 hours.
Chapter 15

Medical Care

It is never fun to be ill but its always best to be aware of what medical options exist if you do fall ill. The Institute has a hospital on campus, located on the main road between the academic area and the hostel area, opposite to the sports fields. It provides facilities for indoor (14 bed) and outdoor patients. As a member of the faculty, you and all dependents who have medical booklets would be eligible for free medical care.

If you need medical care at the hospital, dial 1500 or 6666 from any campus phone, or preferably, get there and present your medical booklet to the reception. Unless you have a specific choice of a doctor (with time and experience, you will develop your favourites), you will be assigned a doctor. Each doctor sees patients in their office, which is numbered.

After your consultation is over, you can pick up your medicines (for free) at the pharmacy that is internal to the hospital (next to the reception counter). If they do not have a specific medicine in stock, the pharmacy will print one out on the doctor's prescription, which you can get countersigned by your physician and the Chief Medical Officer.

There is a drug store right next to the hospital main entrance, currently run by M/s Optivention International. They honor supply orders issued by the hospital. Typically, they are open between 9AM to 9PM on all days except Sunday (closed).

The hospital itself functions from morning to evening on weekdays with reduced hours on weekends. Presently, no doctor is physically present in the Hospital on Sunday afternoons, but one is assigned to be on emergency call. You can consult the precise daily schedule of attending physicians at the hospital's website. This schedule updates on a weekly basis.

15.1 Off-campus referrals

Sometimes, you will be referred off-campus for a consult / scans / treatment if the attending physician feels that they cannot do it in-house. The aforementioned website maintains a list of recognised hospitals that IIT Delhi has contracts with. While several government and private hospitals exist within a few km of the campus, many IIT faculty prefer to use the Sitaram Bhartia Institute of Science and Research for their needs. Its located right across the road after exiting from the Vishwakarma gate of the campus.

1http://hospital.iitd.ac.in/
2http://www.sitarambhartia.org/
15.2 Medical Reimbursements

You can claim medical reimbursement for your expenses by filling out a form, enclosing a copy of the front page of the patient’s medical booklet\(^3\) and the relevant pages that contain the prescription / doctor advice. The process for submitting this form is non-standard. After you have filled it out, and attached the needed original receipts, please take it to the store office located inside the hospital and submit it between 9 AM to 11 AM on any day between Monday and Thursday. To the best of our knowledge, they do not accept forms on Fridays.

15.3 Insurance

The Institute participates in a medical insurance plan for all its qualifying employees (of which you will be one) and retired personnel who have signed up. Put simply, your medical expenditures up ₹2 lakh\(^4\) per family per year are covered under basic insurance. A further amount of ₹2 lakh\(^5\) per family per year is covered out of a fund maintained by IIT Delhi. This totals ₹4 lakh\(^6\) per family per year.

It is possible to top this up using top-up insurance up to an amount of ₹10 lakh\(^7\) per family per year, by paying an annual premium. See

The underwriter for this insurance is National Insurance Company, who have appointed a Third Party Administrator (TPA) M/s Vipul MedCorp TPA Ltd. You will receive an identity card for yourself and each dependent covered issued by the TPA.

For very important rules, top-up premiums and the somewhat unusual exclusions, please refer to the exhaustive list of documents at IIT Delhi Hospital’s website\(8\).

Please note that as of 2013, the Institute places severe restrictions on claiming parents of employees as dependents.

\(^3\)Hint: scan this page once and print it out as needed
\(^4\)₹3309.07. €2446.78.
\(^5\)₹3309.07. €2446.78.
\(^6\)₹6618.13. €4893.56.
\(^7\)₹16545.33. €12233.91.
\(^8\)http://hospital.iitd.ac.in/information/medical_insurance
Chapter 16

Housing

IIT Delhi is the smallest of all IITs and is currently going through a severe housing shortage. The situation is worse for you if you are returning to India after working a few years overseas. It is not uncommon for new faculty to spend anywhere between 4 months to a year, or even more in waiting for on-campus permanent housing.

Like many other things on campus, housing is allotted in order of seniority, regardless of whether you have previously been given any housing. Apartments and houses on campus are divided into two different geographical areas: old campus and new campus. Each campus has its own distinct maintenance office, which is in charge of keys and handling of complaints for that part of the campus. Specific to new campus, there are three named apartment complexes: Vaishali (which is for assistant professors and above), Taxila (which is for associate professors and above), and Vikramshila (which is somewhat swanky, and requires being a full professor for eligibility). In addition, there are duplexes with a yard, and multistory apartments. The latter are the most eagerly sought after places for assistant and associate professors due to their recent renovation and much better quality of work.

Since seniority is so important in determining your chances of getting housing, you should not lose any time in putting up a letter addressed to the Dean (Infrastructure) to claim credit for any post-Ph. D. academic work experience that you may have. If you worked outside India, you will get credit corresponding to a maximum of about 50% of the time you have spent in academia (as a post-doc / research scientist, etc.). If you worked in India, there is a good chance that you will get full credit, especially if you worked for the government in some capacity. You will likely get no credit for work in industry, regardless of how relevant it might be to your work, and how much research you did while working for, say, IBM. Note that the credit (called antedating of seniority in bureaucratese) may apply only for a certain class of houses (most likely the lowest quality of houses). Read the letter you get from the Estate Office carefully (they typically take about 3 weeks to process such requests) and understand what you are up against. Further, any credit that you may get will apply only to housing and not your pay or increments (Indian bureaucratese for annually defined pay raises).

Regardless, the Estate Office releases a list of vacant houses roughly once a month (sometimes more often) that become available due to people vacating their homes to move into presumably better accommodations, or retiring. This list is available at [https://internal.iitd.ernet.in](https://internal.iitd.ernet.in/)

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1 a third: mini campus is currently in the process of being razed to the ground to make space for new hostels

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and is also usually sent out via email. For any clarifications and requests, you should contact Dean, Infrastructure.

You can improve your chances by looking for open pool houses. Any house that is not taken up after two advertisements, is put on the open pool, which means that you can apply for it regardless of your seniority. These houses are typically in a worse state of repair and have an undesirable architecture or location.

Be careful about applying for houses though - if you apply for a house and get it, and then decide to decline allotment, you will be blacklisted for a year and will not be able to apply for housing during that time. So, before you apply for any housing, go take a look and make sure you know and understand what you are potentially getting into. Quality of construction and compatibility with common modern conveniences tends to be patchy - extremely poor in old construction, and moderately good in more newly constructed housing. The latter tends to need a lot of seniority, something you are not likely to have when joining.

Most designs of older houses are quite outdated (being about 40-50 years old) and the buildings are expected to be around for another 50 years. Barring Vikramshila, Taxila, and one specific block of Vaishali apartments, apartments on campus do not have elevators - so be aware of the challenges involved in living in a fourth floor walk-up.

So, what do you do while you await on-campus housing?

Apply for transit housing (Indraprastha Apartments), and failing that, look for off-campus housing. The Institute can pay you a Housing Rent Allowance (HRA) that depends on your salary. This amount does not compare favourably with the usual rents in the area, but will help defray some of the costs. The housing crunch is expected to ease somewhat with the expected construction of 176 new apartments sometime over the next 4-5 years.

So, finding any housing can thus take few months to a year, and finding housing that you may actually like may take many years. Your most important personal quality during this trying time will be patience, and willingness to be flexible. Keep the faith!
Chapter 17

The campus directory and online services

Table 17.1: Important phone numbers (AA=Academic Area, OC = Old Campus, NC = New Campus)

<table>
<thead>
<tr>
<th>Entity</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security</td>
<td>1711/1000</td>
</tr>
<tr>
<td>Fire</td>
<td>6101</td>
</tr>
<tr>
<td>Hospital</td>
<td>1500</td>
</tr>
<tr>
<td>Ambulance</td>
<td>6666</td>
</tr>
<tr>
<td>Electrical Maintenance</td>
<td>6140 (AA), 6854 (OC), 6997 (NC)</td>
</tr>
<tr>
<td>Civil Maintenance</td>
<td>6130 (AA), 6840 (OC), 6907 (NC)</td>
</tr>
<tr>
<td>Sanitation</td>
<td>7197 (AA), 6638</td>
</tr>
<tr>
<td>Air-conditioning complaint</td>
<td>7168</td>
</tr>
<tr>
<td>Telephone Complaints</td>
<td>1200</td>
</tr>
<tr>
<td>Network Complaints</td>
<td>7126</td>
</tr>
<tr>
<td>Power Supply</td>
<td>1400</td>
</tr>
<tr>
<td>Water Supply</td>
<td>6905, 6884</td>
</tr>
<tr>
<td>Main Gate</td>
<td>6981</td>
</tr>
<tr>
<td>Faculty Guest House</td>
<td>1699</td>
</tr>
<tr>
<td>Main Guest House</td>
<td>1906</td>
</tr>
<tr>
<td>State Bank of India</td>
<td>6614</td>
</tr>
<tr>
<td>Canara Bank</td>
<td>7149</td>
</tr>
<tr>
<td>Central Library</td>
<td>6749</td>
</tr>
</tbody>
</table>

The most important internal website for IIT Delhi is located at https://internal.iitd.ernet.in/. This contains latest announcements, a searchable campus directory, various Service Level Agreement (SLA)'s, information relevant to faculty, staff and students, forms, logos, etc.

Some important phone numbers are summarized in Table 17.1 while you can access the larger 2013 campus telephone directory at https://infrasla.iitd.ac.in/circulars/m2nteldirectory2013.
In addition, there are SLA websites that should allow you to file complaints. At the time of writing, there is no way to track the progress of a complaint via email, short of logging on to the system. These SLAs are:

1. Infrastructure (https://infrasla.iitd.ac.in/).
2. Telephone Services (https://infrasla.iitd.ac.in/telserv/).
3. Networking Services (https://infrasla.iitd.ac.in/netserv/).
4. Software (https://internal.iitd.ernet.in/slats/).
Chapter 18

Sports and Exercise

We are not just humourless and weak nerds. The following sports facilities are available in the institute, accessible to all faculty and their dependents:

- One badminton court (in Student’s Activity Center (SAC))
- Three table tennis courts (in SAC).
- Four synthetic and four clay tennis courts (opposite SAC)
- An Olympic size swimming pool (in SAC expected to be operational starting August 1, 2014)
- Two squash courts (in SAC)
- Three volleyball courts (near the tennis courts)
- Snooker table (in SAC)
- Athletic, cricket, hockey, and football sports fields
- Two basketball courts next to the hockey field
- Institute gym (in SAC). Separate rooms for ladies and gentlemen.

The SAC is located opposite the Nalanda grounds and near the Faculty Guest House. Only the badminton court is open 24 hours, whereas the other facilities have specific timings.

There are other sports and gym facilities available outside IIT, such as in nearby JNU or Hauz Khas, Delhi Lawn Tennis Association, or the Siri Fort sports complex.

Every year, all IITs come together to organize an inter-IIT staff sports meet. This event is usually held in the end of December at a different IIT each year. It is a great opportunity to connect with staff and faculty members on campus, and further, to represent the institute. Competitions is stiff, but healthy, and team selections usually happen around September/October.

If you play, make sure to ask colleagues about the possibility of getting on the Institute team.
Chapter 19

Banking

There are two banks located on campus - State Bank of India and the Canara Bank. The State Bank of India is located close to the main gate, next to the Department of Textile Engineering and the Centre for Polymer Sciences, and the new Lecture Hall Complex (under construction). The Canara Bank is located inside the administrative block next to the accounts section and the Dogra Hall.

Since India is still a heavily cash-based society, it will be helpful for you to know where the ATMs are. There are six ATMs on campus: a) next to the State Bank of India, b) next to the Canara bank, c) in Nalanda hostel, next to the Faculty Guest House, d) next to the Central Library, e) in the boys’ hostel area, at the termination of the road from the main gate, and f) next to old campus shopping centre.

There are several other ATMs located immediately outside the campus, opposite to the main gate. Yes, US-issued debit cards do work at these ATMs.
Chapter 20

Shopping and Food options

The campus is fairly self-sufficient if you are looking for basic Indian groceries. There are roughly two marketplaces on campus. The larger one is located on old campus near the Neelkauth community centre. There are various shops (groceries, tailors, books and stationery, etc.) located right next to the IIT Delhi Post Office (our PIN code is 110 016). The old campus market is located very close to the Mehrauli (G-Street) gate. There are two more shops located next to the gate - a Safal fruits and vegetables store and a Mothers’ Dairy milk / milk products shop.

The smaller one consisting of a groceries store (run by Mr. Gupta), a snacks store, a Kendriya Bhandar (for cost-effective food staples like flour, rice, pulses, sugar, and some other household items), a Mothers’ Dairy shop and a Safal fruits and vegetables store are located on new campus near the Nalanda and Nilgiri hostels.

20.1 On-campus food options

First of all, you need to be aware that a lunchtime option exists for you at the Faculty Lunch Club. This is located in the Faculty Lounge in the Main (multi-story) building at the very top floor. The food is vegetarian, very simple, home-style cooked food that will not make you sick. Depending on your home life, and importantly, the distance between your office/lab and home, you may decide that going home for lunch is not worth the hassle, or you may not have the time (depending on your teaching duties).

The cost of a lunch is quite reasonable, given the options (₹50 with advance sign-up and ₹55 without). You can also get tea and nimbu paani or lemonade for additional payment (₹7 at the time of writing). If you do not like the food but enjoy the convenience, do consider getting some fellow faculty to agree to a menu modification, and suitably consult with the lounge staff.

A popular eatery on campus is Southie (located opposite to the Aravali hostel, next to the tennis courts) and the staff canteen (located near State Bank of India). Additionally, there are 4 snacks shops surrounding the Central Library in the Academic area. A franchise of Cafe Coffee Day is located inside the academic area and is quite popular with students and faculty alike.

There is a fresh fruit juice shop located slightly off the main road near Zanskar hostel. There is a small shopping centre located behind it, which includes a bicycle repair shop.

Outside the campus, there is a growing choice in shopping malls. The two nearest ones are Ambience Mall / DLF Emporio in Vasant Kunj and CityWalk / DLF Place malls in Saket. Both
CHAPTER 20. SHOPPING AND FOOD OPTIONS

Figure 20.1: Eating joints and hostels.

HOSTELS
1. Nilgiri
2. Karakoram
3. Aravali
4. Jwalamukhi
5. Kumaon
6. Vindhyanchal
7. Shivalik
8. Zanskar
9. Satpura
10. Girnar
11. Udaigiri
12. Kailash
13. Himadri

EATING OUTLETS
12. Holistic Juice Center, Departmental Store
13. Southy
14. Lipton
15. Amul, Lipton
16. Cafe Coffee Day
17. Sip n Bite Cafeteria
18. Lipton

OTHER LOCATIONS
21. IIT Delhi Main Gate
22. Boys’ Hostel Gate
23. Girls’ Hostel Gate
24. Gupta Departmental Store, Mother Dairy
25. Students’ Activity Centre
26. Nalanda Grounds
27. Faculty Guest House
28. Nillkanth Departmental Store, Mother Dairy
29. Central Workshop
30. Dogra Hall
31. IIT Delhi Hockey Field
32. Hospital, Chemist
of these malls are about 15-20 minutes through normal traffic. In addition, there are several more traditional marketplaces in Delhi. These have days on which they are closed (Table 20.1).

### 20.2 Off-campus food options

Delhi is a fairly cosmopolitan city, given its location in India. Cuisines from most major countries is represented here, though it tends to acquire an inescapable Indian flavour. Food from all parts of India can be found in Delhi, and often at very reasonable prices. You can look at Zomato\(^\text{1}\) (which is roughly India’s foodie Yelp!) website to get an idea of the food choices available.

It’s not easy to work and cook after a long day at work. If you are ordering in, you should be aware that a place called Secular House Canteen is a widely-held favourite on IIT Delhi campus. Given their location, they also tend to deliver food very quickly. Other near-campus favourites are Kerala Canteen (in Ber Sarai), Flip, Kettle Drum, Chi, Shafali Sweets, Barista, etc. (opposite main gate, SDA market), etc.

Online ordering is available through Foodpanda and TastyKhana. Though the former has tried to ape the look and functionality of GrubHub in the US, their orders are still actually placed over the phone as most restaurants in India are not really online. Be careful though: several people have complained about both of these services. It appears that Foodpanda does not always honor special deals that may be mentioned on their online menu (especially those that are not easy to “add” to your cart). With Tastykhana (they strongly recommend credit card use), you have to watch out for any price differentials between what you paid online and what it actually cost the restaurant - look at the bill the delivery driver actually hands you. Other than the possibility of using your credit card, and the inherent ease of not having to talk to someone on the line who may not always

---

\(^1\) [http://www.zomato.com](http://www.zomato.com)
understand you, there do not seem to be any serious advantages with using these.
This document represents the reality to the best of our knowledge and personal experience with the system as we experienced it when we joined. As best we could, it has been updated with how these processes are run today. However, as in other aspects of life in India, the application and enforcement of rules is highly ad-hoc and it is conceivable that your experience may differ from what is described here. If that happens, please contact any of us and we will be happy to point you to the right person to talk to.

Life here is rewarding in many ways and you may well be surprised how much better things are on campus and how they are always dynamically changing, mostly for the better. It requires a certain period of adjustment. This campus will be your workplace and your home for several decades to come.

Many of us describe the campus as an oasis of calm in the otherwise mad pace of south Delhi. The levels of pollution (air and sound) are noticeably lower. The architecture and the system is a little dated but there are many changes already underway, thanks to the ever-decreasing willingness of young new faculty to just live with the status quo. Frankly, many of us have been pleasantly surprised by the willingness of senior faculty in the governance to take our concerns on board and fix things. Its a work in progress.

So, as young faculty to another, come join the team, and make IIT Delhi even better than it has turned out to be for us.
Acknowledgments and Attributions

First of all, this book would not have been possible without the dedicated and unstinting leadership of Prof. S. N. Singh, Department of Applied Mechanics, and Deputy Director (Operations) IIT Delhi. He put together a committee of a few new faculty, got his staff to provide information about the forms needed, and gave us an aggressive but reasonable deadline to produce this document. This book got written primarily because of his leadership.

We would like to acknowledge the input received from numerous colleagues and others over the period during which this book has been preparation:

Dr. Uday Khankhoje (who largely wrote the portion on sports and fitness), Prof. Ranjan Bose, (whose guides for foreign students contained useful information), Dr. Kushal Shah (whose guide on the first week at IIT Delhi formed the basis of an important flowchart, and who also wrote the sections on security and promotion criteria), Dr. Turbo Majumder (who largely wrote the part on teaching), Dr. Mukul Sarkar (discussions with whom on research funding were quite informative), Dr. Shouribrata Chatterjee (discussions with whom on purchase procedures helped form the basis of the relevant section of financial matters), Prof. Ashok Gupta (whose help with the rules on housing informed the basis of the chapter on housing), various members of staff of the Deputy Director (Operations) office and Establishment-1 (who compiled the original forms that were significantly revised), etc.

Although Dr. Madhusudan Singh designed and wrote most of the book and designed the new forms, the discussions and contributions of Dr. Shalini Gupta and Dr. Amit Gupta are also acknowledged. Among many other aspects, Dr. Shalini Gupta provided information about benefits, promotion rules, probation, the organizational chart, and useful additions/corrections to, and feedback for, several chapters and Dr. Amit Gupta provided information on consultancies, industrial projects, leave rules, benefits, maps, some elements of the purchase process, top organization structure, and numerous pieces of very useful information from his unique perspective as a second generation IIT Delhi’er.

Feedback on the new forms was provided by Dr. Shweta Agrawal, Dr. Shalini Gupta, Dr. Uday Khankhoje, Dr. Amit Gupta, Dr. Simona Sawhney and Dr. Arudra Burra. Their contribution is also gladly acknowledged.
Part VII

Forms
The forms provided here (as PDF attachments to this document) include:

1. Character Certificate.
3. Kerberos username / Email ID application form.
4. Medical Examination form.
5. Attestation / Personal Information form.
6. Declaration of Dependents form.
7. Medical Booklet application form.
8. Identity Card application form.
9. Transit housing application form.
10. Personal Finances declaration form.
11. Enrollment in New Pension Scheme form.
12. Housing application form.

In the printed version of this document, the above attachments will not appear. Instead, the form contents are included below. You may find it more convenient to access the provided attachments as they make it possible to enter most of the information online.
Purpose of this form: To obtain a certificate attesting to the soundness of your character from someone who has known you for a significant period of time (greater than 3 years).

Typical use of this form: Used immediately after the receipt of an offer letter. Please scan and email this completed form to the person who sent you the offer of a position along with the acceptance of the position offered. Please retain the original and bring it with you to the campus in case it is needed.

Please give us some feedback when you are done:

- Time taken to complete this form (minutes):
- Was this form repetitive? If so, which parts of this form could be removed to reduce paperwork?
- Was this form redundant? If so, which other form could replace or subsume this?
- Are all levels of approval specified actually needed for its processing? If not, which ones could be dispensed with?

For optimal results, please use Adobe Acrobat Reader when filling up this form online. Any fields that are not relevant to your situation should include “N/A” (not applicable) as your response. Designation refers to the position you were offered.

Form Submission Chain: You→Attesting Officer, You→Establishment-I

This personal certificate is being issued to , son / daughter / husband / wife of . I am not related to the recipient of this certificate. I have known him/her for a period of approximately years. To the best of my knowledge and belief, he/she possesses a sound moral character unencumbered by any antecedents that may render him/her unsuitable for employment at IIT Delhi.

PLACE: ____________________________________________ SIGNATURE: ____________________________________________

DATE: ____________________________________________
**Joining Report**

**Office of the Dean of Faculty Affairs**
**Indian Institute of Technology Delhi**

---

**Purpose of this form:** To officially inform your HOD/HOC that you have joined the Department or Center he or she leads. *This is not to be confused with the email acceptance of the offer you are required to send ahead of joining the Institute.*

**Typical use of this form:** Used during the joining process as the first form you submit after meeting with your HOD/HOC.

---

**Please give us some feedback when you are done:**

- Time taken to complete this form (minutes):
- Was this form repetitive? If so, which parts of this form could be removed to reduce paperwork?
- Was this form redundant? If so, which other form could replace or subsume this?
- Are all levels of approval specified actually needed for its processing? If not, which ones could be dispensed with?

For optimal results, please use Adobe Acrobat® Reader® when filling up this form online. Any fields that are not relevant to your situation should include “N/A” (not applicable) as your response. Designation refers to the position you were offered.

---

**Form Submission Chain:**  You → Your HOD/HOC

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<table>
<thead>
<tr>
<th>To</th>
<th>The Head</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Head of / Center for</td>
<td>Indian Institute of Technology Delhi.</td>
</tr>
</tbody>
</table>

**Subject:** Joining report in response to your offer letter dated .

---

**Dear Prof. :**

I am writing to inform you that I have joined Indian Institute of Technology Delhi as Professor in the forenoon/afternoon of .

---

Your signatures

Date
Kerberos / Email ID Application

Computer Services Center
Indian Institute of Technology Delhi

Purpose of this form: To apply for a Kerberos / Email ID for access to campus computational and information technology resources.
Typical use of this form: Used during the joining process.

Please give us some feedback when you are done:

- Time taken to complete this form (minutes):
- Was this form repetitive? If so, which parts of this form could be removed to reduce paperwork?
- Was this form redundant? If so, which other form could replace or subsume this?
- Are all levels of approval specified actually needed for its processing? If not, which ones could be dispensed with?

For optimal results, please use Adobe Acrobat® Reader® when filling up this form online. Any fields that are not relevant to your situation should include “N/A” (not applicable) as your response. Designation refers to the position you were offered.

Form Submission Chain: You→HOD/HOC, You→CSC

For immediate generation of your ID, contact any staff of CSC or Head, CSC, personally. Your use of these resources is governed by IIT Delhi policies. Useful CSC phone numbers to call: 1783/7266/1469/1781.

Name
Date of birth
Department / Centre
Employee Code (if any)
Contact phone number
Preferred Kerberos ID\(^1\) (provide three choices, separated by commas)

This is to certify that \(\underline{\text{Name}}\) has joined my Department / Centre as a/an \(\underline{\text{Position}}\) with effect from \(\underline{\text{Date}}\).

\(\underline{\text{Your signatures}}\) \(\underline{\text{Date}}\)

\(\underline{\text{HOD/HOC}}\) \(\underline{\text{Date}}\)

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\(^1\)Your email ID will be of format: xxx@yyyy.iitd.ac.in, where xxx is your Kerberos ID, and yyyy is an alphabetic code unique to your Department / Centre.
Medical Examination

Hospital
Indian Institute of Technology Delhi

Purpose of this form: To record your demographic details briefly, personal medical history in detail, and the medical opinion of the examining physicians on your fitness to serve as an employee of Indian Institute of Technology Delhi.

Typical use of this form: Used during the joining process.

Please give us some feedback when you are done:

- Time taken to complete this form (minutes):
- Was this form repetitive? If so, which parts of this form could be removed to reduce paperwork?
- Was this form redundant? If so, which other form could replace or subsume this?
- Are all levels of approval specified actually needed for its processing? If not, which ones could be dispensed with?

For optimal results, please use Adobe Acrobat Reader when filling up this form online. Any fields that are not relevant to your situation should include “N/A” (not applicable) as your response. Designation refers to the position you were offered.

Basic Demographic Information

The signatures by the Head of your Department / Center and Establishment-I need only be obtained after your medical examination is complete. Please provide fingerprints of your right hand, and accede to any other reasonable requests from the medical staff when asked. We apologize for any inconvenience.

Full Name
Date of birth
Place of birth
Present address
Parents’ Full Names
Parents’ Address(es)
Precise height in cm
Identifying marks (if any)
Designation

Form Submission Chain: You→Hospital, You→Your HOD/HOC, You→Establishment-I

Medical Background

Past illnesses
Have you ever presented any of the following conditions or symptoms?
Small-pox
Enlargement or suppuration of glands
Exsanguination or spitting of blood
Heart Disease
Respiratory illness
Fainting attacks
Rheumatism
Appendicitis
Anxiety (from overwork, etc.)
Any illness requiring bed rest and medical/surgical treatment
If you answered yes to any of the above, please provide details.

Details ........................................

Have you or your near relatives ever been diagnosed with the following conditions?

Tuberculosis
Scrofula / Lymphadenitis
Gout
Asthma
Seizures
Epilepsy
Severe mental dysfunction
If you answered yes to any of the above, please provide details.

Details ........................................

Prior determinations

Have you been examined and declared unfit for Government of India service or employment in an autonomous organization by Medical Officer/Board, in the last 3 years?

If you answered yes to the above question, please provide details.

Details ........................................

Vaccination/Inoculation Record

For each vaccine you have received, enter date in which you received it (or completed the course). For others, enter “N/A”.

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Date of Vaccination</th>
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<tbody>
<tr>
<td>Hepatitis A</td>
<td></td>
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<tr>
<td>Hepatitis B</td>
<td></td>
</tr>
<tr>
<td>Rabies</td>
<td></td>
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<tr>
<td>Yellow Fever</td>
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</tr>
</tbody>
</table>
Medical Examination

- Diptheria-Tetanus-Pertussis (DPT)
- Measles-Mumps-Rubella (MMR)
- Varicella (Chicken Pox)
- Polio
- Typhoid
- Japanese Encephalitis
- Small Pox
- Influenza
- Pneumonia
- Others (name(s) and date(s))? 

Family medical background

Is your father living at this time?
If living, enter current age, else enter age at time of death
If living, enter current state of health, else cause of death
Is your mother living at this time?
If living, enter current age, else enter age at time of death
If living, enter current state of health, else cause of death
Number of brothers alive at this time, their age(s) and state of health?
Number of brothers dead at this time, their age(s) at their time of death, and cause(s) of death?
Number of sisters alive at this time, their age(s) and state of health?
Number of sisters dead at this time, their age(s) at their time of death, and cause(s) of death?
Biometrics

Fingerprints for identification purposes

<table>
<thead>
<tr>
<th>Thumb</th>
<th>First Finger</th>
<th>Second Finger</th>
<th>Third Finger</th>
<th>Fourth Finger</th>
</tr>
</thead>
</table>

Mandatory statement by prospective employee

If applicable, I solemnly affirm that I have not received a disability certificate pension on account of any disease or other condition.

Additionally, I understand that in case I perjure myself with respect to any information provided in this form, I incur the risk of losing this position, and the attendant risk of forfeiture to all claims to superannuation allowances and gratuity, regardless of how long I held this position, prior to discovery of any perjury.

I declare that my statements above are true to the best of my knowledge, and belief, and are made without any mental reservation, or purpose of evasion.

__________________________  ________________
YOUR SIGNATURES          DATE

Statement by Medical Officers

The Medical Board, constituted to medically examine prospective employees for their suitability for employment at Indian Institute of Technology Delhi, met on _____________. We carried out the required laboratory tests and other medical examination of this prospective employee.

We hereby certify that we:

- have examined the aforementioned person, who is a prospective employee of Indian Institute of Technology Delhi, and
- judge this examinee’s age to be ________________ years, consistent with a self-declared age of (______________ years), and observe that:

- no disease, chronic illness, or physical infirmity has been discovered
- the undermentioned condition has been discovered, but we do not consider it to be a disqualification for employment at Indian Institute of Technology Delhi

1 In case of female examinees, at least one of the examining medical officers must also be female, by law.
the undermentioned condition has been discovered, and we consider it to be a disqualification for employment at Indian Institute of Technology Delhi

- this examinee has been found to suffer from ____________________________.

<table>
<thead>
<tr>
<th>Medical Officer 1</th>
<th>Date</th>
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<tbody>
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<tr>
<th>Medical Officer 2</th>
<th>Date</th>
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<th>Chief Medical Officer</th>
<th>Date</th>
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</table>
Attestation

Establishment-I
Indian Institute of Technology Delhi

Purpose of this form: To record your demographic details at length, academic and work history, any criminal record, and to seek attestation to your bona fides from some Government officers.

Typical use of this form: Used during the joining process.

Please give us some feedback when you are done:

- Time taken to complete this form (minutes):
- Was this form repetitive? If so, which parts of this form could be removed to reduce paperwork?
- Was this form redundant? If so, which other form could replace or subsume this?
- Are all levels of approval specified actually needed for its processing? If not, which ones could be dispensed with?

For optimal results, please use Adobe Acrobat Reader when filling up this form online. Any fields that are not relevant to your situation should include “N/A” (not applicable) as your response. Designation refers to the position you were offered.

Form Submission Chain: You→Attesting Officer,You→Establishment-I

Personal Details

The furnishing of false information or suppression of any material information in this form is a disqualification and is likely to render you ineligible for employment with the Government of India.

If detained, arrested, prosecuted, held on bail, fined, convicted, debarred, acquitted etc. subsequent to submission of this form, you should communicate details of your experience immediately to Indian Institute of Technology Delhi. Failure to comply with this requirement will constitute an attempt to suppress material information.

If a case of perjury, or suppression of material information comes to notice at any time during your employment, your services are liable to be terminated.

Affix a recent photograph of Indian passport size:
5cm × 7cm

Full name, with aliases, if any.
Nationality (note any OCI/PIO status)
Date of birth
Place of birth (with District/County, State/Province and Country)
Your filial/maternal origins (where your parents were born)
Your ancestral origins (where your grandparents were born)
Age when you completed matriculation/10th grade
Your religious faith (enter atheist / agnostic / purely spiritual if you do not profess any major faith)

Do you claim to be a member of a Scheduled Caste (SC)/Scheduled Tribe (ST) / Other Backward Classes (OBC)

Present address in full (with District name).

Permanent address in full (with District/County name).

If you were originally a resident of areas located in present day Pakistan, state your former address in that country, and the date of your migration to the Indian Union

**Address History**

Please enter addresses where you have lived longer than a year during the preceding 5 years. If you have lived overseas, please include all residences going back to when you were 21 years of age. Use additional sheets if needed.

<table>
<thead>
<tr>
<th>Month/Year from</th>
<th>Month/Year to</th>
<th>Full residential address</th>
<th>District Headquarters / County Seat</th>
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</table>

**Family Details**

Please provide information for your immediate family below. In case of any deceased relatives, enter last known address.

<table>
<thead>
<tr>
<th>Relation</th>
<th>Full Name(s)</th>
<th>Present nationality (note any OCI/PIO status)</th>
<th>Birthplace</th>
<th>Occupation, with designation and official address</th>
<th>Present postal address</th>
<th>Permanent address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father</td>
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<tr>
<td>Mother</td>
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<td>Sibling 1</td>
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<td>Sibling 2</td>
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<td>Sibling 3</td>
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</table>
If any of your children are currently living abroad, provide the following details:

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Present nationality (note any OCI/PIO status)</th>
<th>Birthplace, Country, with full present address</th>
<th>Since (date)</th>
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</table>

**Educational Accomplishments**

Please enter all your educational accomplishments, since high school, in reverse chronological order.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Name of Educational Institution</th>
<th>State/Province</th>
<th>Country</th>
<th>Start date</th>
<th>Completion date</th>
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</table>

**Employment history**

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Designation and nature of employment</th>
<th>Compensation¹</th>
<th>Full name and address of employer</th>
<th>Reasons for leaving</th>
</tr>
</thead>
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</table>

Does any of your listed past or current positions include an appointment under the Central Government, or any of the State Governments, or a semi-Government, or a quasi-Government, or an Autonomous Organization, or a Private Firm or Institution?

Answer the following question only if your previous employment was under Government of India/State Government/an Undertaking owned or controlled by the Government of India or a State Government / Autonomous Organization / University or local Organization:

If you had left Government service after giving a month’s notice under rule 5 of the Central Civil Services (Temporary Service) Rules, 1965, or any similar corresponding rules, were any disciplinary proceedings framed against you, or have you ever been called upon to explain your conduct in any

¹In ₹/$/€.
matter at the time of your notice, or at a subsequent date, before your employment was actually terminated?

Legal History

Have you ever been formally arrested?
Have you ever been prosecuted?
Have you ever been kept in detention?
Have you ever been fined by a Court of Law?
Have you ever been convicted by a Court of Law for any offence?
Have you ever been debarred from any scholastic examination, or rusticated by any educational institution?
Have you ever been debarred / disqualified by any Public Service Commission / Staff Selection Commission from possible examination/selection?
Are any legal proceedings pending against you in any court of law at this time?
Are there any investigations or open cases pending against you in any educational institution?
Have you ever been discharged/expelled/involuntarily withdrawn from any training institution?

If you have answered yes to any of the questions above, please provide details.

Details ..................

Please provide names of two persons at Indian Institute of Technology Delhi, to whom you are known.

Person 1 ..............

Person 2 ..............

I declare that my statements above are true to the best of my knowledge, and belief, and are made without any mental reservation, or purpose of evasion. I am not aware of any circumstances which might call my fitness for employment under Government into question.

Place: ___________________________ Signature: ___________________________
         ___________________________
Date: ___________________________

Identity Certificate

The declaration below can be countersigned by a person restricted to the following set of people:

1. Gazetted officers of Central or State Government.2

2. Members of Parliament, or state legislatures, belonging to the constituency where the prospective employee, or his parents/guardian ordinarily reside. Sub-divisional magistrate/officers.

2At Indian Institute of Technology Delhi, only the Registrar is accepted as a gazetted officer.
3. Tehsildar or Naib/Deputy Tehsildar authorized to exercise magisterial powers.

4. Principal/Headmaster of a recognised educational institution where the prospective employee studied most recently.

5. Any Block Development Officer.

6. Postmaster.

7. Panchayat Inspector.

Certified that I have known Mr./Ms. , son/daughter of Mr./Ms. for the last years and months, and that to the best of my knowledge and belief, the details provided in this form are correct.

Place: __________________________ Signature: __________________________

Date: __________________________

FOR OFFICE USE

1. Name, designation, and full address of the person appointing this prospective employee to the position.

2. The position to which this prospective employee is being appointed.
Declaration of Dependents

Accounts Section
Indian Institute of Technology Delhi

Purpose of this form: To record an up-to-date list of your dependents.
Typical use of this form: Used during the joining process, and subsequently when a need for updates arises.

Please give us some feedback when you are done:
• Time taken to complete this form (minutes):
• Was this form repetitive? If so, which parts of this form could be removed to reduce paperwork?
• Was this form redundant? If so, which other form could replace or subsume this?
• Are all levels of approval specified actually needed for its processing? If not, which ones could be dispensed with?

For optimal results, please use Adobe Acrobat Reader® when filling up this form online. Any fields that are not relevant to your situation should include “N/A” (not applicable) as your response. Designation refers to the position you were offered.

Form Submission Chain: You→Establishment-I/Accounts Section

Your Name
Designation
Employee Code
Date of Appointment

Dependents

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Date of Birth/Age</th>
<th>Relationship</th>
<th>Remarks (including income, if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<td>3.</td>
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<tr>
<td>4.</td>
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</tbody>
</table>

I hereby undertake to keep the above details up to date by notifying the Accounts Officer of any additions / alterations.

Place: __________________________ Signature: __________________________
Date: __________________________
Purpose of this form: To apply for a new medical booklet or, to apply to have an existing one revalidated.
Typical use of this form: Used during the joining process, and subsequently when a need for a new booklet arises.

Please give us some feedback when you are done:
- Time taken to complete this form (minutes):
- Was this form repetitive? If so, which parts of this form could be removed to reduce paperwork?
- Was this form redundant? If so, which other form could replace or subsume this?
- Are all levels of approval specified actually needed for its processing? If not, which ones could be dispensed with?

For optimal results, please use Adobe Acrobat© Reader© when filling up this form online. Any fields that are not relevant to your situation should include “N/A” (not applicable) as your response. Designation refers to the position you were offered.

Form Submission Chain: You → Establishment-I/II/III

Please enclose completed form: Declaration of Dependents1, to this form.

Please issue new medical booklet for the dependents listed in the enclosed Declaration of Dependents form.
Please revalidate2 the enclosed Medical Booklets of my dependent Son/Daughter/Parents listed as Sr. No. in the enclosed form, until December 31,

I declare that my statements above are true to the best of my knowledge, and belief, and are made without any mental reservation, or purpose of evasion.

Signature: __________________________

Name: __________________________

Employee Code: __________________________

Date: __________________________

Designation: __________________________

Department / Centre: __________________________

HOD/HOC/HOS/HOU/HOCELL Date __________________________

Establishment-I/II/III Date __________________________

---

1 In case your spouse is employed with another organization, please supply a certificate from his/her employer attesting to the lack of availability of medical facility with that employer, and to undertake that no such facility will be provided to him/her thereafter.
2 In case the date of retirement precedes the requested date, the date of retirement will be the date up to which these booklets are revalidated.
Identity Card

Purpose of this form: To apply for an identity card for a permanent employee.
Typical use of this form: Used during the joining process.

Please give us some feedback when you are done:
- Time taken to complete this form (minutes):
- Was this form repetitive? If so, which parts of this form could be removed to reduce paperwork?
- Was this form redundant? If so, which other form could replace or subsume this?
- Are all levels of approval specified actually needed for its processing? If not, which ones could be dispensed with?

For optimal results, please use Adobe Acrobat® Reader® when filling up this form online. Any fields that are not relevant to your situation should include “N/A” (not applicable) as your response. Designation refers to the position you were offered.

Form Submission Chain: You→HOD/HOC→Security Office

Follow up with the Security Office a day after submitting this form to your HOD/HOC/HOS/HOU/HOCCell.

Employee Code
Full name
Name of Father/Mother
Name of Husband/Wife
Date of birth
Date of appointment and designation
Department/Centre/Section/Unit/Cell
Contact phone number
Present address, with phone number (if any)
Permanent address, with phone number (if any)
Visible identification mark (if any)
Blood Group
Old ID Card number (if any)

Affix a recent photograph of Indian passport size:
5cm × 7cm

Your signatures
HOD/HOC/HOS/HOU/HOCCell
Date:

FOR OFFICE USE
Identity Card

Issued ID card no. ____________________________ on date: ____________________________

Dealing Assistant
Date: ________________

Security Officer

Indian Institute of Technology Delhi, Hauz Khas, New Delhi, India. 110 016

http://www.iitd.ac.in
Allotment of Transit Residence

Establishment-I
Indian Institute of Technology Delhi

Purpose of this form: To apply for allotment of transit residence, such as at Indraprastha (I. P.) Apartments.
Typical use of this form: Used for applying for an apartment in Indraprastha Apartments.

Please give us some feedback when you are done:
- Time taken to complete this form (minutes):
- Was this form repetitive? If so, which parts of this form could be removed to reduce paperwork?
- Was this form redundant? If so, which other form could replace or subsume this?
- Are all levels of approval specified actually needed for its processing? If not, which ones could be dispensed with?

For optimal results, please use Adobe Acrobat® Reader© when filling up this form online. Any fields that are not relevant to your situation should include “N/A” (not applicable) as your response. Designation refers to the position you were offered.

Form Submission Chain: You→Establishment-I, You→Dean, Faculty Affairs, You→Dean, Student Affairs, You→Caretaker, I. P. Apartments

This form has to be finally submitted to the Caretaker, I. P. Apartments (usually stationed at Aravali or Nilgiri Hostels)

Full name / Employee Code
Designation and Department / Centre
Contact phone number
Joining date

________________________  __________________________
Your signatures               Date

________________________  __________________________
DEPUTY REGISTRAR, ESTABLISHMENT-I  DEAN, FACULTY AFFAIRS
DATE:                        DATE:  

________________________  __________________________
DEAN, FACULTY AFFAIRS  DEAN, STUDENT AFFAIRS

FOR OFFICE USE

The apartment number has been handed over.

________________________  __________________________
CARETAKER, I. P. APARTMENTS  Your signatures
DATE:                        

Copy to:
1. Concerned Faculty Member (You).
2. Estate Officer.
3. Deputy Registrar (Establishment-I).
4. EE(E): direction to provide electricity and get the apartment fit for occupation.
5. EE(C-I): direction to get the apartment fit for occupation.
### Purpose of this form:
To record details of your personal finances, assets and liabilities, and to determine any conflicts of interest that may arise thereof.

### Typical use of this form:
Used during the joining process, and subsequently annually.

### Please give us some feedback when you are done:
- Time taken to complete this form (minutes):
- Was this form repetitive? If so, which parts of this form could be removed to reduce paperwork?
- Was this form redundant? If so, which other form could replace or subsume this?
- Are all levels of approval specified actually needed for its processing? If not, which ones could be dispensed with?

For optimal results, please use Adobe Acrobat® Reader© when filling up this form online. Any fields that are not relevant to your situation should include “N/A” (not applicable) as your response. Designation refers to the position you were offered.

### Form Submission Chain:
You → Establishment-I

**In this form, you are required to sign each section, prior to final signatures at the end. The inconvenience of repetition is regretted. It would be to your advantage to fill up this form online prior to printing it out, given the small size of some of the fields. The handling officer is advised to scrutinize for any changes in signatures, ink, and style to avoid errors.**

## Immovable Property

<table>
<thead>
<tr>
<th>Description</th>
<th>Location(^1)</th>
<th>Area(^2)</th>
<th>Land use(^3)</th>
<th>Extent of interest</th>
<th>Relationship(^4)</th>
<th>Date(^5)</th>
<th>Mode(^6)</th>
<th>Value(^7)</th>
<th>Sanction</th>
<th>Annual income</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

1. Provide full address
2. In case of landed property
3. Type of land.
4. If the property is not registered in your name, state your relationship with the owner.
5. Date of acquiring this property.
6. Whether by purchase, mortgage, lease, inheritance, gift, or exchange. Provide details of person or persons from whom you acquired this property. For the purposes of this answer, a “lease” would mean a lease of immovable property from year to year, or for any term exceeding one year, or reserving a yearly rent. However, if this lease is obtained from a person having official dealings with you, this lease should be shown in this column, regardless of the terms of the lease, periodicity of rent, etc.
7. In case of purchase, mortgage or lease, price or premium paid. In case of a lease, additionally the annual rent. In case of inheritance, gift or exchange, an approximate value of the property will suffice.

---

**Signatures**

**Date**
Monetary Assets

Cash and Bank balance exceeding 3 months’ equivalent of salary:  

Deposits, loans advances and all investments

<table>
<thead>
<tr>
<th>Description</th>
<th>Name of Bank or Financial Institution</th>
<th>Relationship</th>
<th>Amount</th>
<th>Annual derived income</th>
<th>Sanction or Prior reports</th>
<th>Remarks</th>
</tr>
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</tbody>
</table>

If the account or financial instrument is not registered in your name, state your relationship with the owner. Say “N/A” otherwise.
Movable Property

This section pertains to non-monetary fungible and liquid assets. Examples include: jewellery, precious metals and stones (separate from jewellery), vehicles, and any other items, that are not classifiable as items of daily personal use.

<table>
<thead>
<tr>
<th>Description</th>
<th>Value or current equity</th>
<th>Date of acquisition</th>
<th>Means of acquisition</th>
<th>Relationship</th>
<th>Sanction or Prior reports</th>
<th>Remarks</th>
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</tbody>
</table>

How did you buy it?

If the item is not held in your name explicitly, state your relationship with the owner. Say "N/A" otherwise.
## Provident Fund and Life Insurance Policies

*This section pertains to any prior provident funds - General / Contributory that you may hold, and any life insurance policies you own.*

<table>
<thead>
<tr>
<th>Type of Provident Fund</th>
<th>Account Number</th>
<th>Closing balance and date</th>
<th>Contributions made subsequently</th>
<th>Total amount</th>
<th>Remarks</th>
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</table>

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>Date</th>
<th>Insurance company</th>
<th>Annual premium</th>
<th>Sum insured</th>
<th>Date of Maturity</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Signatures**

**Date**

---

11 General Provident Fund (GPF) or Contributory Provident Fund (CPF). The latter is a type of a 401(k).

12 As last reported by the relevant audit/accounts officer.

13 If a dispute exists about the closing balance, please mention your view of what such a closing balance should be.
## Debts and other Liabilities

The statement below should include any loans and advances available for a Government employee, including but not limited to advances drawn on your GPF / Life insurance policies or other financial instruments.

<table>
<thead>
<tr>
<th>Amount involved</th>
<th>Name of Creditor</th>
<th>Creditor Address</th>
<th>Date of incurring liability</th>
<th>Transaction detail</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
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</table>

**Signatures**

**Date**

*I declare that my statements above are true to the best of my knowledge, and belief, and are made without any mental reservation, or purpose of evasion.*

**Signature:**

**Name:**

**Employee Code:**

**Date:**

**Designation:**

**Place:**

**Department / Centre:**

---

14 Do not include any loans less than three months’ worth of salary or ₹10,000, whichever is less.

15 When did you get into this debt/liability?

16 Include any sanction obtained from, or a report made to the relevant authorities.
Enrollment in New Pension Scheme

Purpose of this form: To enroll you into the defined contribution (401(k) like) pension scheme.
Typical use of this form: Used during the joining process.

Please give us some feedback when you are done:
- Time taken to complete this form (minutes):
- Was this form repetitive? If so, which parts of this form could be removed to reduce paperwork?
- Was this form redundant? If so, which other form could replace or subsume this?
- Are all levels of approval specified actually needed for its processing? If not, which ones could be dispensed with?

For optimal results, please use Adobe Acrobat Reader when filling up this form online. Any fields that are not relevant to your situation should include “N/A” (not applicable) as your response. Designation refers to the position you were offered.

Form Submission Chain: You → Establishment-I

To complete this process, you must accompany this form with Annexure S1: Application for Allotment of Permanent Retirement Account Number (PRAN)

Your Name
Date of Birth
Your Designation
Department / Center
Date of Appointment
Your basic salary / pay scale

Nomination Details

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Age / Date of Birth</th>
<th>Relationship</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
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Place: ______________________ Signature: ______________________
Date: ______________________

1Make sure that the percentages add up to 100%.
Allotment / Change of Campus Residence

Estate & Works
Indian Institute of Technology Delhi

Purpose of this form: To apply for allotment or change of campus residence. Not to be used for application for temporary housing, such as at Indraprastha Apartments.

Typical use of this form: Used everytime you wish to move residences, in response to a current advertisement for open housing.

Please give us some feedback when you are done:
- Time taken to complete this form (minutes):
- Was this form repetitive? If so, which parts of this form could be removed to reduce paperwork?
- Was this form redundant? If so, which other form could replace or subsume this?
- Are all levels of approval specified actually needed for its processing? If not, which ones could be dispensed with?

For optimal results, please use Adobe Acrobat Reader when filling up this form online. Any fields that are not relevant to your situation should include “N/A” (not applicable) as your response. Designation refers to the position you were offered.

Form Submission Chain: You→Estate Office

Incomplete applications will be rejected. You will be blacklisted for 3 years if you refuse allotment after a successful application.

Full name / Employee Code
Date of Birth/Retirement
Designation/Scale/Pay Band / Basic pay/Grade pay
Department
Contact phone number
Joining date / Date of entitlement
Present address/Date of allotment

<table>
<thead>
<tr>
<th>#</th>
<th>House Number (in preference order)</th>
<th>#</th>
<th>House Number (in preference order, contd.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>7</td>
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</tbody>
</table>

I declare that my statements above are true to the best of my knowledge, and belief, and are made without any mental reservation, or purpose of evasion.

YOUR SIGNATURES

DATE

1 This date is potentially distinct from the joining date. It accounts for any antedating of seniority due to eligible academic service, and any credit for previous Government of India service.
Acknowledgment

Received an application for allotment/change of campus residence from .
It has been assigned a serial number for this application cycle.

For Estate Office

Date
Glossary

C

Committee of Professors A Departmental or Center Committee consisting of all full professors. 87

Contingency This is a budgetary head that corresponds to small miscellaneous expenses that do not fit into anything else. This budget head is typically limited to a small number, ₹1 lakh / year. 87

D

Department Under-Graduate Committee A Departmental Committee that makes decisions on matters related to under-graduate studies in the Department, including curriculum and student applications. 87

F

Foundation for Innovation and Technology Transfer This entity is IIT Delhi’s version of a Technology Licensing Office. You will file technology disclosures and patents with this entity as well as consult on any intellectual property implications of your projects, such as those involving consultancies or industrial work-for-hire arrangements. 87

Fund for Improvement of Science and Technology Infrastructure This is a specific proposal (usual deadline: end of May of each year) that can be written to the Department of Science and Technology by the [HOD] or [HOC] once every 5 years. It can be used to buy only equipment or technical software, nothing else. 87

I

Industrial Research and Development Unit This unit is the sole liaison between the Institute and external sources of funding. It is headed by the Dean, IRD. 87

N

87
National Capital Region  A geographical region consisting of the state of Delhi, the modern Lutyens city of New Delhi, Noida, Gurgaon and some other urban regions contiguous to it.

Post-graduate  A degree or a course of study that pertains to specialization undertaken after the undergraduate degree. These degrees may include Masters level degrees or Ph. D. This class of study corresponds almost exactly with the concept of a grad school in US Universities.

Practicals  An old fashioned way of referring to lab work. The term is retained for historical reasons.

Preparation to Delivery Ratio  The ratio of time spent preparing for a class interaction (lecture, tutorial or lab) to the time taken usually delivering it.

Professional Development Allowance  A fund of money that is set aside every n number of years (n=3) for your use for various purposes that related to research, travel, etc. Other than paying yourself a salary, this fund can be used to do pretty much anything.

Professional Development Fund  A fund of money that is derived from your funded grant proposals (also known as projects). Typically, a government funded project involves an institutional overhead of 20%, part of which is made available to you for your use. The rules governing the use of the PDF are pretty much the same as that of the PDA.

Student’s Activity Center  This facility is the physical activity and recreational center for IIT Delhi students, faculty and staff. This contains a badminton court, squash courts, separate gyms for ladies and gentlemen, and a currently under refurbishment Olympic sized swimming pool, in addition to some student-driven clubs.

Teaching Assistant  A post-graduate or senior undergraduate student who assists in the teaching and grading of a course.

Under-graduate  A degree or a course of study that pertains to the first 4 years of education after high school, and constitutes the first professional degree achieved.
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