Benefits and incentives to faculty of IIT Delhi

(July, 2015)

A member of the faculty who holds a "regular" position in the Institute is entitled to several benefits, an outline of which is given below. Please note that the detailed guidelines, constraints if any, and procedures in respect of these benefits are available elsewhere. Also note that some of these benefits, though not all, may also be available to other full-time faculty employees (including Emeritus Fellows, IRD Fellows, and Visiting Professors/Faculty).

• Career-long benefits:
  
  • **Housing**: members of the faculty are entitled to on-campus housing, WHEN AVAILABLE, for which a nominal rent is charged as per government rules. Those who opt to stay off-campus would be entitled to "house rent allowance" @ 30% of Basic Pay + AGP. Faculty members can also have accommodation on lease outside the campus, if not available in Campus, and the institute supports the faculty members with reimbursement / payment of a monthly rent of upto Rs. 35,000/-.  
  
  • **Medical coverage**: members of the faculty, and their dependent family members, may use facilities and services available in its on-campus hospital. The latter has out-patient consultation with doctors, limited in-patient care, limited tools for diagnosis, and a well-stocked pharmacy. In those cases where the hospital is not in a position to provide necessary medical care, patients are referred to other specialists or to recognized hospitals in and around Delhi. Part of expenses incurred on such treatment is reimbursed.
  
  • **Retirement benefits**: members of the faculty who have joined (or join) after Jan 1, 2004 are entitled to "New Pensions Scheme (NPS)", wherein IIT as well as the faculty member each contribute 10% (Basic Pay plus DA) of member's salary to the fund. While the fund earns a fixed return each year, the accumulated fund may be accessed when the faculty member retires, or in a financial emergency. (Those who have worked elsewhere in the Government or in a Government-sponsored organization prior to joining IIT and have subscribed to a "pension-cum-gratuity" scheme may continue with that option.)
  
  • **Leave travel concession**: As with other Government employees, members of the faculty are entitled to "leave travel concession", wherein the Institute underwrites the travel expense to one's home town every two years. Alternatively, one can travel once to visit home and once to any place in India, in a Block of 4 years. This travel support is provided to all dependent family members as well.
  
  • **Reimbursement of telephone bills**: IIT will reimburse expenses incurred on use of telephone at residence up to Rs. 1800/- per month.
- **Subsidized loans for housing, car, computers, etc.:** Again, as with Government employees, IIT makes available limited amount of loans to buy/build a house, or to buy a car or a computer for one's personal use on interest rates notified by the dept. for such loans.

- **Sabbatical leave:** Every seventh year (limited to 3 times in entire service), a faculty member may take one year sabbatical leave with full pay. During the year, he/she may engage in research or development or in teaching at a university or industry in India or abroad. The essential requirement is that the engagement must lead to enrichment of one’s knowledge or experience in the field of one's specialization. He will be required to execute a Bond to serve the Institute for a minimum period of three years after joining duty after the sabbatical leave.

- **Other leave opportunities:** Other than sabbatical leave, faculty is entitled to various kinds of leave, including leave during summer/winter vacation periods, leave to cover medical treatment, special casual leave for participation in meetings, conferences, field trips, research and consultancies related work etc., or E.O.L. (un-paid leave) to take up a limited-term assignment with industry or another university.

**Features to help you settle-in**

- **Reimbursement of expenses for interview:** The Institute reimburses expenses towards travel within India by a faculty candidate to attend an interview with the Department and/or Selection Committee. The expenses are reimbursed to the extent of II-AC train fare.

- **Reimbursement of expenses to join IIT Delhi from within India:** The Institute will reimburse expenses by a faculty living in India towards travel to join IIT as a member of the faculty. Expenses incurred on travel by him/her and his/her family and for transportation of house-hold goods, but limited to Rs. 50,000/- (Rupees fifty thousand only) would be reimbursed. The mode of transportation etc. is, however, subject to Government of India guidelines.

- **Reimbursement of expenses to join IIT from abroad:** The Institute will reimburse expenses by a faculty living abroad towards travel to join IIT as a member of the faculty. Expenses incurred on travel by him/her and his/her family and for shipment of house-hold goods, but limited to Rs. 1,00,000/- (Rupees one lakh only) would be reimbursed. The mode of transportation etc. is, however, subject to Government of India guidelines.

- **Initial guest house stay facility:** The faculty and his/her family, would be entitled to stay in our guest house with free lodging (boarding charges to be paid by the faculty member) for up to 2 weeks till a suitable on-campus house is identified and allotted to him/her.

- **Initial equipment grant for office/lab equipment:** IIT will make available up to Rs. 1,00,000/- (Rupees one lakh only) in the form of an equipment grant
to help faculty settle down with necessary equipment, including a PC and printer, for use by him/her in the office or a lab.

• **Resources to help grow professionally**

  - **Research grant to procure equipment, supplies:** A new faculty is entitled to seek a research grant from IIT up to Rs. 20,00,000/- (Rupees twenty lakh only) to develop the necessary research capability in the area of his/her expertise and to support the significant progress made towards the research goals set for oneself. The Institute also provides an additional grant of Rs. 30,00,000/- (Rupees thirty lakh only) as matching grant to build new capability / high value research facilities into emerging areas via special project funding from external agencies. These are to be availed within 3 year of joining. Strategic goal of this fund is to aim for winning bigger projects.

  - **Professional Development Allowance (PDA):** Starting 1st April, 2010, Rs.3.0 lakh is made available to each faculty member for a block of 3 years to support the following:

    - Attending international conferences/symposiums
    - Attending national conferences/symposiums
    - Purchase of books and other contingent items
    - Membership of Professional Societies

    This can be augmented through sources like sponsored research projects directly obtained by the faculty member.

  - **Institute has a Young Faculty Incentive Fellowship Scheme sponsored by Alumni or Industry which may also be considered for newly recruited young faculty members who may also receive an honorarium of Rs.10,000/- (Rupees ten thousand only) per month over and above the salary and other benefits admissible to him/her as an Assistant Professor till attaining an age of 35 years or moving to PB-4 whichever is earlier.

  - **Sourcing, managing funds for R&D projects:** The Institute helps faculty seek and manage research projects and consulting assignments from industry and from funding agencies in India and abroad. When necessary, the Institute also facilitates transfer of technology to industry, or to file patent applications in India and/or abroad.
It is re-emphasized the above benefits are subject to certain terms and conditions, eligibility criteria, guidelines, procedures and deadlines. Further, to avail some of the above benefits, one will need to seek prior approval using a specific form.
NOTIFICATION

Subject: Revised guidelines for grant of Professional Development Allowance (PDA)

In supersession of notification No.IIITD/E-I/U-4/496 dated 29/02/2016, the following revised/updated guidelines are notified for grant of Professional Development Allowance of Rs.3.00 lakhs to every member of Faculty including Scientific/Design/programming Staff at the level of Assistant Professor and above at the Institute with immediate effect.

1. Three year block will be from 1-4-2016 to 31-3-2019 and so on with a provision to carry forward unspent balance to the next block. Further, in case a faculty member utilizes entire PDA Grant i.e. Rs.3.00 lacs within the three year block, an additional allowance of Rs.1.00 lakh will be provided from the IRD funds. However, the additional allowance will have to be utilized within the three years block.

2. PDA is made available to faculty to enable them to participate in a range of professional activities that includes membership of professional bodies as well as attending conferences in India as well as abroad. It is also possible that the faculty members have access to other funds (including from projects) for one or more of these activities.

3. (a) Out of Rs.3.00 lakhs, a maximum of Rs. 1.50 lakhs over three years can be spent by the concerned staff on Contingency that includes items like books, stationery, computer accessories, professional memberships, journal page charges etc.

   (i) Books costing above USD 100 or Rs.5,000/- only will be entered in the departmental inventory and will be allowed to be retained by the faculty members concerned at 5% purchase value. However, such books purchased during the three years preceding retirement will not be available to be retained by the faculty members concerned.

   (ii) Books costing up to USD or Rs.5,000/- will neither be entered in the departmental inventory nor the faculty member concerned will have to pay anything to retain these.

   Additional provisions extended with approval dated 23.1.2017 of Chairman Board of Governors.

   (iii) Engagement of Research Assistants/Associates on short-term (up to a maximum period of three months) basis and payment of salary and travel expenses as recommended by the faculty members as per the rules of the Institute.

   (iv) Hosting of visitors at IIT Delhi with local hospitality being covered from PDA. Local hospitality may be restricted to local travel and accommodation (boarding & lodging expenses) and it does not include any honorarium and other payments.

   (v) Fees for short-term courses or training programs for faculty members and their research scholars, including online courses and programs as recommended by the faculty members.

4. Maximum of Rs. 2.50 lakhs would be available for international travel to an applicant who has not attended an average of one national conference per year in the last 3 years and is not a member of any professional body.

5. Grant of PDA for attending National /International conference will be subject to Faculty and Scientific/Design staff either presenting a paper or chairing a session in his/her area of specialization. However, attending reputed conferences, symposiums and workshops without presenting a paper and /or chairing a session would be permitted only with a special approval from Dean (Faculty)/ Director, based on strong justification for the same. Presently, financial powers have been delegated to HOD/HOC for grant of PDA as approved vide BOG vide BG/7/2012.
6. Faculty member can also use these funds to support travel of a colleague to a conference in India or outside, as well as a student to a conference in India or outside for jointly authored papers. In all such cases advance if required would be drawn and settled by the faculty member himself/herself.

7. New faculty and Scientific / Design staff joining at the level of Professor, Associate Professor, Assistant Professor and equivalent Scientific / Design staff can also avail the PDA from the date of joining.

8. For faculty members retiring during the block of 3 years then (a) The period of entitlement of PDA should be counted up to the period of re-employment.

9. Faculty members availing PDA for attending International Conference abroad during vacations be allowed to avail leave of the kind due up to a maximum period of Vacation before or after the conference (as per DG/27/2012).

10. PDA could also be suitably broken for attending one or more conferences in the same block period covered in the first sentence. The amount of PDA could be used for:-

   i) International air travel including taxi charges between the place of residence and the airport, visa fees and airport tax;
   ii) Registration fee for the conference;
   iii) Boarding and lodging for the period of the conference plus two days i.e. one day prior to the conference and the other day after the conference;
   iv) Local travel at the place of the conference;
   v) Expenses for attending one workshop or tutorial up to two days associated with conference; and
   vi) Medical insurance connected with the International travel.

11. For the new faculty joining the Institute in between the block period, the amount of PDA may be allowed to be apportioned proportionally i.e. Rs.1.00 lakh per financial year. Per financial year means minimum 06 (six) months working. If it is less than six months, no PDA is admissible in that financial year. It is further clarified that if the requirement of amount exceeds Rs. 1.00 lakh in the present or next financial year (as the case may be), the HOD/HOC or Competent Authority may approve the additional PDA amount subject to 10-25% depending upon the fraction of months in the last financial year.

   The block of three years starts from 1st April and ends on 31st March after three years. The current three year block period is from 1st April, 2016 to 31st March, 2019.

   The Heads of Departments/Centers/Units/Sections are requested kindly to bring the contents of this Notification to the notice of all Faculty and Scientific/Design staff.

   (N.Bhaskar)
   Assistant Registrar (SS) (E-I)

Distributions
1. Dy. Directors (Operations/Strategy & Planning)
2. All Deans/ Assoc. Deans
3. All Heads of Deptt./Centers/Units/Section
4. Prof. in charge (Planning)
5. In-charge, Publication cell
6. Convener, Institute Website, Central Library.
7. Head, Hindi Cell
8. AR (Accounts)
9. DR, Director Office
10. PA to Registrar
11. D.R. (Conf.)
The competent authority has approved New Faculty research Grant as following:

(1) New Faculty Research Grant is enhanced up to Rs.50 lacs, of which Rs.20 lacs will be start-up seed grant and additional upto Rs. 30 lacs as matching equipment grant to build new capability/high value research facilities into emerging areas via special project funding from external agencies. These are to be availed within 3 year of joining. Strategic goal of this fund is to aim for winning bigger projects.

(2) Implementation guidelines

   i. This is to be named, henceforth, as the ‘New Faculty Seed’ (NFS) grant with budget head PLN06R
   ii. A major part of the fund has to be utilized to procure equipments.
   iii. New faculty joining at the Assistant/Associate/ Professors level are eligible.
   iv. Upto Rs. 2.00 lac of the above may be used to purchase Laptop, Printers, scanner etc.
   v. A special provision is made for the new faculty in Humanities & Social Science, Management and Mathematics departments where a major requirement is field work. Here 20% of the seed grant may be used for recurring purposes.
   vi. Two or more new faculty are encouraged to jointly avail this grant in order to build ‘New Research Facilities’ for collaborative research.
   vii. Utilize in-house talent (students) and research resources.
   viii. Progress and status fund utilization may be furnished to the Planning Unit annually.

(3) The revised performa for requesting. ‘New Faculty seed Grant` is enclosed as Annexure.


[Signature]
(M.P.Gupta)
Professor Incharge Planning

All heads of Department/ Centres