



INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

(Established by Ministry of Human Resource Development, Govt. of India)

Sector 81, Knowledge City, P. O. Manauli, S.A.S. Nagar, Mohali, Punjab

Minutes of the 16th Meeting of the Board of Governors held on 24th May, 2013 at 5.00 p.m. in the Conference room, Academic Block-1 of IISER Mohali campus, Sector 81, Mohali. The following members were present:

1	Dr. K. K. Talwar	Chairman
2.	Professor M. K. Surappa	Member
3.	Professor N. Sathyamurthy	Member
4.	Professor Kapil Hari Paranjape	Member
5.	Professor K. S. Viswanathan	Member
6.	Dr. P. Bapaiah	Secretary
7.	Professor Anand K. Bachhawat	Special Invitee
8.	Professor Arvind	Special Invitee
9.	Professor Jasjeet Bagla	Special Invitee
10.	Dr. Chanchal Kumar	Special Invitee

The following members could not be present in the meeting. Leave of absence was granted to these members:

1	Sh. Ashok Thakur, Secretary, MHRD	Member
2.	Shri Rakesh Singh, IAS	Member
3.	Professor P. Balaram	Member
4.	Mr. J. Sathyanarayana, IAS	Member
5	Dr. S. Ayyappan	Member
6	Sh. Yogendra Tripathi, IAS	Member

B.O.G.13.16.1	Welcome Remarks by the Director.
	Director welcomed the Chairman and the members. Director informed the Board of Governors that the Institute has moved out of its transit campus in toto on 17.05.2013. The Board desired that its appreciation is conveyed to the Government of Punjab for providing MGSIPAP buildings to IISER Mohali. He informed the BOG that a list of the Institute's publications has been brought out as a compendium by the librarian and requested the Chairman to release it. With the above, the Director requested the Chairman for his opening remarks and to take up the Agenda.
B.O.G.13.16.2	Opening Remarks by the Chairman.
	Chairman welcomed the members and congratulated the Institute for its 2nd convocation the following day (25.05.2013). It is also the day of Buddha Jayanti and he desired that Lord Buddha may shower his blessings on the Institute.
B.O.G.13.16.3	Confirmation of Draft Minutes of the 15th Meeting of the BOG held on April 12, 2013 in the conference room, Academic Block-1 of IISER Mohali.
Decision	Draft Minutes of the 15th Meeting of the BOG held on April 12, 2013 have been circulated to all the members, seeking comments, if any. Since, no comments have been received, it is proposed that the Draft Minutes may be confirmed. Draft Minutes of the 15th Meeting of the BOG is placed Confirmed.
B.O.G.13.16.4	Action taken report on the draft minutes of the 15th meeting of the BOG held on April 12, 2013.

Action taken report on the draft minutes of the 15 th Meeting of the BOG held on 12.04.2013 is placed at		
Item no.	Agenda Items	Status
B.O.G.13.15.1	Welcome Remarks by the Director	--
B.O.G.13.15.2	Opening Remarks by the Chairman.	--
B.O.G.13.15.3	Confirmation of Draft Minutes of the 14 th Meeting of the BOG held on January 18, 2013 in the Conference room, Academic Block-1, IISER Mohali	Confirmed.
B.O.G.13.15.4	Action taken report on the draft minutes of the 14 th meeting of the BOG held on January 18, 2013.	Noted.
B.O.G.13.15.5	For Reporting: Faculty Visits Abroad.	Noted.
B.O.G.13.15.6	For Ratification:	
	Non-Teaching Appointments:	
	(a) Scientific Assistant:	Ratified
	(b) Lab Assistants:	Ratified.
	(c) Software Assistant	Ratified.
	(d) Data Entry Operator	Ratified.
B.O.G. 13.15.7	For Consideration: (1) Reviewing of implementation of Reservations.	The Directions noted for compliance & to ensure admission of more students belonging to the SC/ST categories at Ph.D. Level also and also to recruit more faculty from these categories.
	(2) Requirement of additional faculty to IISER Mohali.	Informed the Ministry about the approval of the Board of Governors and requested MHRD to convey approval for additional faculty positions.
	(3) Recruitment of Veterinarian for the Animal facility of IISER Mohali.	Approval noted. Sought information from the other IISERs as well as similarly situated Institutions about

			the recruitment rules. On receipt of the information IISER Mohali shall make its own recruitment rule for the position and the post will be filled, as directed by the Chairman, BOG, IISER Mohali.
		(4) Draft Minutes of the 13th Finance Committee meeting held on 12.04.13 at 3.00 p.m.	--
		(5) Approval and adoption of un-audited Statement of Accounts for the year 2012-13.	BOG adopted the Annual Statement of accounts for the year 2012-13. A letter has been sent to the AG, Punjab for arranging to audit our accounts. As approved, transferred Rs. 2.45 crores earnings of the Institute to the Endowment Fund Account and invested with M/s Vijaya Bank, (after calling quotations) @ 9.25% for 360 days.
	B.O.G. 13.15.7	For Consideration: (6) Reviewing of implementation of Reservations.	The Directions noted for compliance & to ensure admission of more students belonging to the SC/ST categories at Ph.D. Level also and also to recruit more faculty from these categories.
		(7) Requirement of additional faculty to IISER Mohali.	Informed the Ministry about the approval of the Board of Governors and requested MHRD to convey approval for additional faculty positions.
		(8) Recruitment of Veterinarian for the Animal facility of IISER Mohali.	Approval noted. Sought information from the other IISERs as well as similarly situated Institutions about the recruitment rules. On receipt of the information IISER Mohali shall make its

			own recruitment rule for the position and the post will be filled, as directed by the Chairman, BOG, IISER Mohali.
		(9) Draft Minutes of the 13th Finance Committee meeting held on 12.04.13 at 3.00 p.m.	--
		(10) Approval and adoption of un-audited Statement of Accounts for the year 2012-13.	BOG adopted the Annual Statement of accounts for the year 2012-13. A letter has been sent to the AG, Punjab for arranging to audit our accounts. As approved, transferred Rs. 2.45 crores earnings of the Institute to the Endowment Fund Account and invested with M/s Vijaya Bank, (after calling quotations) @ 9.25% for 360 days.
		(6) Faculty Manual.	Is being placed as an agenda item for the 16 th Meeting of the Board of Governors.
	B.O.G. 13.15.7(7)	Any other item with the permission of the Chair. (1) 2nd Convocation of IISER Mohali. (2) List of Experts for selection of the Faculty.	2 nd Convocation of the IISER Mohali is scheduled to be held on 25.05.2013 at 4.00 p.m. Accordingly, notice has been issued for the BOG meeting at 5.00 p.m. on 24.05.2013. List of Experts have been approved by the Board of Governors and decision is noted for compliance.
Decision	Noted.		
	For Reporting:		
B.O.G.13.16.5	Concept Note for Formalization of CRIKC.		
	The idea of having knowledge cluster/hub has its genesis in the 'Narayan Murthy Report' April 2012, commissioned by Planning Commission on corporate participation in 'higher education'. This also finds echoed in the 'Knowledge Commission Report' of GOI. Further, the idea of having		

alliances between institutions of Higher Education and research in and around a given city also finds reference in the 12th Plan Document of GOI. The idea of having knowledge cluster/hub is also inclusive of the 'Meta-University' concept, being advocated by MHRD, GOI. Furthermore, "Science, Technology and Innovative (STI) 2013 policy of GOI also refers to clusters/hubs as tools for innovations.

Keeping these broad ideas in mind, several rounds of meetings involving heads and/or their representatives have been held in the last nine months, involving institutions of higher education and research in and around Chandigarh. In one of the meetings held on 24th November 2012 at Panjab University, it was agreed to name the knowledge cluster/hub as Chandigarh Region Innovation and Knowledge Cluster(CRIKC). This idea has received support from our local MP, Shri Pawan Kumar Bansal, who has agreed to release funds to the tune of Rs. 1 Crore out of MPLAD scheme to realize few steps towards its creation. As communicated earlier, the first installment of Rs. 37 Lakhs was received by Panjab University last month. To initiate utilization of funds as well as to provide further momentum to the activities, it is necessary to give a formal shape and structure to CRIKC. In this context the vision statement is articulated below:-

CRIKC would endeavor to foster and sustain close academic alliances between institutions of higher education and research in the Chandigarh region, to facilitate innovation and knowledge creation and for achieving excellence in all academic spheres without compromising in any manner the autonomy of the participating institutions. CRIKC would aim:

1. To identify and carry out joint and collaborative research projects.
2. Attempt to initiate joint teaching/training programs including pre-PhD courses.
3. To encourage the pooling of research facilities of the participating institutions.
4. To promote the spirit and philosophy of 'Meta-University' concept.
5. To promote and sustain the following themes for excellence in research in.

a. Biomedical Sciences

b. Applications of Nano-science and Nano-Technology

c. Theoretical Studies.

d. Policy planning work for better comprehension of GOI programs and societal needs.

Before CRIKC takes a more formal shape in terms of detailed MOUs which could be signed by the participating institutions, the following administrative structure is proposed during the interim period:-

	<p>The entire governance of CRIKC would be vested with the Advisory Committee consisting of the heads of the participating institutions. The Advisory committee will be chaired by the Vice-Chancellor, Panjab University Chandigarh.</p> <p>The committee will be assisted by 2 Co-ordinators, Professor Manmohan Gupta and Professor Rupinder Tewari of Panjab University.</p> <p>The core office of CRIKC will be located at the Panjab University Campus.</p> <p>For operational functioning of CRIKC, following committees are proposed:</p> <p>a) Finance Committee b) Academic Committee c) Administrative committee</p> <p>The composition of these would be determined by the advisory committee.</p>		
	<p>-Sd- (Prof. Arun K. Grover) Vice-Chancellor P.U.Chandigarh</p>	<p>-Sd- (Prof. Y.K.Chawla) Director, PGIMER</p>	<p>-Sd- (Dr. Girish Sahni) Director, IMTECH</p>
	<p>-Sd- (Professor N. Sathyamurthy) Director, IISER Mohali</p>	<p>-Sd- (Prof. K. K. Bhutani) Director, NIPER</p>	
	<p>(Dr.Rajesh Chakrabarti) Executive Director, ISB</p>	<p>(Professor M. K. Surappa) Director, IIT Ropar</p>	
	<p>(Prof. Manoj Datta) Director, PEC Institute of Technology</p>	<p>-Sd- (Prof. Atul Sachdev) Director Principal, GMCH</p>	
	<p>-Sd- (Dr. Rakesh Tuli) Executive Director, NABI</p>	<p>-Sd- (Prof. M. P. Punia) Director, NITTR</p>	
	<p>(Prof. Manjit Singh) Director, TBRL</p>	<p>(Prof. Ashok Ganguli) Solid State and Nano Material Research Lab</p>	
	<p>-Sd-</p>		

Decision	(Prof. Girish Sahni) Director, CSIO																																																																	
	Noted. The Chairman hoped that there would be fruitful collaborations between institutions in the tricity region.																																																																	
	For Ratification:																																																																	
B.O.G.13.16.6	Confirmation of Faculty.																																																																	
Decision	1. Dr. Rachna Chaba, Assistant Professor 2. Dr. Ram Kishor Yadav, Assistant Professor 3. Dr. Shravan Kumar Mishra, Assistant Professor Ratified.																																																																	
	For Consideration:																																																																	
B.O.G.13.16.7	Approval of BS-MS & Ph.D. Degrees, Medals and certificates as recommended by the Academic Senate–vide its meeting dated 17.05.2013.																																																																	
	Minutes of the Academic Senate meeting dated 17.05.2013 placed																																																																	
	List of the candidates for BS and MS Degrees.																																																																	
	<table><tr><th>S. No.</th><th>Name</th><th>Reg. No.</th><th>Subject</th><th>CPI</th></tr><tr><td>1</td><td>Abhilasha Joshi</td><td>MS08001</td><td>BIO</td><td>9.3</td></tr><tr><td>2</td><td>Abhishek Goswami</td><td>MS08003</td><td>PHY</td><td>7.7</td></tr><tr><td>3</td><td>Amit Kumar</td><td>MS08006</td><td>CHM</td><td>7.9</td></tr><tr><td>4</td><td>Ankit Kumar</td><td>MS08007</td><td>PHY</td><td>8.1</td></tr><tr><td>5</td><td>Anshu Gupta</td><td>MS08008</td><td>PHY</td><td>9.2</td></tr><tr><td>6</td><td>Anuj Shukla</td><td>MS08010</td><td>BIO</td><td>6.4</td></tr><tr><td>7</td><td>Arashdeep Singh</td><td>MS08011</td><td>BIO</td><td>7.4</td></tr><tr><td>8</td><td>Asif Equbal</td><td>MS08014</td><td>CHM</td><td>9.1</td></tr><tr><td>9</td><td>Deepansh Srivastava</td><td>MS08016</td><td>CHM</td><td>8.2</td></tr><tr><td>10</td><td>Gade Vinay Krishna</td><td>MS08020</td><td>MTH</td><td>5.8</td></tr><tr><td>11</td><td>Gagan Preet Singh</td><td>MS08021</td><td>PHY</td><td>6.5</td></tr><tr><td>12</td><td>Gaurav Kumar</td><td>MS08022</td><td>CHM</td><td>8.8</td></tr></table>	S. No.	Name	Reg. No.	Subject	CPI	1	Abhilasha Joshi	MS08001	BIO	9.3	2	Abhishek Goswami	MS08003	PHY	7.7	3	Amit Kumar	MS08006	CHM	7.9	4	Ankit Kumar	MS08007	PHY	8.1	5	Anshu Gupta	MS08008	PHY	9.2	6	Anuj Shukla	MS08010	BIO	6.4	7	Arashdeep Singh	MS08011	BIO	7.4	8	Asif Equbal	MS08014	CHM	9.1	9	Deepansh Srivastava	MS08016	CHM	8.2	10	Gade Vinay Krishna	MS08020	MTH	5.8	11	Gagan Preet Singh	MS08021	PHY	6.5	12	Gaurav Kumar	MS08022	CHM	8.8
	S. No.	Name	Reg. No.	Subject	CPI																																																													
	1	Abhilasha Joshi	MS08001	BIO	9.3																																																													
	2	Abhishek Goswami	MS08003	PHY	7.7																																																													
	3	Amit Kumar	MS08006	CHM	7.9																																																													
	4	Ankit Kumar	MS08007	PHY	8.1																																																													
	5	Anshu Gupta	MS08008	PHY	9.2																																																													
	6	Anuj Shukla	MS08010	BIO	6.4																																																													
	7	Arashdeep Singh	MS08011	BIO	7.4																																																													
	8	Asif Equbal	MS08014	CHM	9.1																																																													
	9	Deepansh Srivastava	MS08016	CHM	8.2																																																													
	10	Gade Vinay Krishna	MS08020	MTH	5.8																																																													
	11	Gagan Preet Singh	MS08021	PHY	6.5																																																													
12	Gaurav Kumar	MS08022	CHM	8.8																																																														

13	Himanshu Sachan	MS08024	CHM	6.6
14	Jithin Paul. M	MS08026	MTH	9.3
15	Kapil Dave	MS08027	CHM	9.6
16	Karishma Bhasne	MS08028	BIO	7.5
17	Kasturi Banerjee	MS08029	BIO	8.8
18	Keshav Aggarwal	MS08030	MTH	9.6
19	Manish Pareek	MS08031	CHM	9.3
20	Manmeet Singh	MS08032	BIO	7.1
21	Mehreen Khaleel	MS08033	BIO	8.1
22	Nikhil Kumar	MS08035	MTH	8.0
23	Nilmani Singh	MS08036	BIO	9.1
24	Nitish Sharma	MS08039	CHM	7.2
25	Nitish Tayal	MS08040	BIO	8.9
26	Shivam Bhardwaj	MS08047	BIO	8.6
27	Sumit Mittal	MS08049	CHM	9.4
28	Suraj Singh Khurana	MS08050	MTH	6.5
29	Vikesh Siddhu	MS08053	PHY	9.3
30	Vinod Kumar	MS08055	CHM	8.8

List of the candidates for Ph.D. Degrees

1. Amrita Kumari, PH08001
2. Shalini Gupta, PH08008
3. Bodhisatta Nandy, PH08011

President's Gold Medal

Mr. Keshav Aggarwal (MS08030), CPI: 9.62 is recommended for President's Gold Medal this year.

Professor S. N. Kaul Medal.

Abhilasha Joshi (MS08001)

Certificate of Academic Excellence

Sr. No.	Subject/Major	Name	Regn. No.
1	BIOLOGY	Abhilasha Joshi	MS08001
2	CHEMISTRY	Kapil Dave	MS08027

	3	MATHEMATICS	Keshav Aggarwal	MS08030
	4	PHYSICS	Vikesh Siddhu	MS08053
	<p>As recommended by the Academic Senate, Board of Governors approved the conferment of BS & MS degrees to the above listed 30 students. Further the Board of Governors approved the Conferment of 3 Ph.D. Degrees to the 3 candidates mentioned above. The BOG approved also the award of medals and certificates as recommended by the Academic Senate.</p> <p>The Board appreciated the progress in the Ph.D. studies as the 1st batch of Ph.D. graduates are coming out with flying colors within 5 years as the admissions for the Ph.D. Programme started in 2008.</p>			
Decision				
B.O.G.13.16.8	Proposal for the appointment of Visiting/Honorary/Adjunct Faculty.			
	<p>In addition to appointing regular faculty at IISER Mohali, the Institute also appoints Honorary Professors, Visiting Professors and Adjunct Faculty from time to time, based on the need of the Institute. Following is the proposed guidelines for consideration by the Board of Governors:</p> <p>Honorary Professors: The institute is proud to have a few distinguished colleagues associated with it as Honorary Professors. They are typically colleagues of standing. Some of them have retired officially, but they continue to be active professionally. They are paid honorarium per month or per lecture basis, depending upon how they contribute to the system. In case the Honorary Professor comes from outside Mohali/Chandigarh, travel expenses will be reimbursed as and when he/she visits the Institute to give a set of lectures or participate in any other professional activity. In addition, local hospitality (transport and boarding and lodging free of charge) will be provided.</p> <p>Visiting Professors/Faculty: Colleagues, who may be retired or may be in service elsewhere, but are willing to teach a particular course(s), are appointed as Visiting Professors/Faculty for a semester or a year, depending upon their availability and the need of the Institute. This provision is particularly valuable when there is a shortage of faculty in certain areas like mathematics, history of science, evolutionary biology, etc. They are usually paid a consolidated salary per month. In case they</p>			

	<p>come from outside Chandigarh, they will be reimbursed travel expenses. In case the visit is for a semester, TA/DA will be paid for the faculty member. In case the visit is for two semesters or more, TA/DA will be paid for the faculty member and the spouse. Efforts will be made to provide rent free accommodation in the campus.</p> <p>In the case of the individuals coming from outside India, the salary/honorarium will be approximately equal to what a person of similar stature in India will be paid.</p> <p>Adjunct Professors/Faculty: Colleagues in other institutions, who are in active service in other institutions and are willing to offer a set of lectures/courses at IISER Mohali are appointed as adjunct faculty/professor. They are usually paid an honorarium on the basis of the number of lectures delivered. They are paid travel expenses and local hospitality as and when they visit.</p> <p>Age limit: None. As long as the prospective visiting/adjunct/honorary faculty is professionally active and can offer courses or give lectures in the Institute, he/she can be appointed for a semester or more as the Institute deems fit.</p> <p>Procedure: The proposals will be made by individual faculty members or Heads of departments, discussed in the group of Deans, Chaired by the Director. Once this policy document is approved by the Board of Governors, the appointments of visiting/adjunct/honorary faculty will be made by the Director, and the same will be informed to the Board in its next meeting.</p> <p>To take care of the shortage of faculty in certain areas and to encourage interaction with colleagues in other Institutions in India or elsewhere, a proposal is submitted for consideration by the Board.</p>
Decision	<p>The Board of Governors after detailed deliberations decided that the salary be in the range of Rs. 60,000 to 80,000 p.m. depending upon the credentials and in case of candidates coming from abroad, upto 1 Lakh p.m. The Total number of appointments would normally be within about 10% of the sanctioned strength of the faculty.</p>
B.O.G.13.16.9	Approval of the Faculty Manual.
	<p style="text-align: center;">IISER MOHALI Manual for Faculty Members Indian Institute of Science Education and Research Mohali</p>

Contents:

1. The IISERs
2. The Institute
3. Important central facilities
 - 3.1 Library
 - 3.2 Computing Facility
 - 3.3 Institute Works Department
 - 3.4 Institute Medical Facilities
 - 3.5 Guest house
 - 3.6 Student Amenities
 - 3.7 Institute Creche
 - 3.8 Shopping Centre
 - 3.9 Post Office
4. On joining the Institute
 - 4.1 Joining report
 - 4.2 Bio-data and certificates
 - 4.3 Computer Center log-in
 - 4.4 Family declaration
 - 4.5 Identity card and Medical booklet
 - 4.6 New Pension Scheme (NPS)
 - 4.7 Medical examination
 - 4.8 Service book
5. Professional responsibilities
 - 5.1 Instructional element
 - 5.2 Research and scholarship element
 - 5.3 Consultancy and extension element
 - 5.4 Management and Institutional development
 - 5.5 Conduct rules
6. Academic system
 - 6.1 Teaching
 - 6.2 Curriculum
 - 6.3 Formation of Departments

	7. Outreach and Summer Programme
	8. Benefits and privileges
	8.1 Cumulative Professional Development Allowance
	8.2 Telephone reimbursement
	8.3 Equivalent Grade pay for TA/DA eligibility with reference to Academic Grade pay
	8.4 Leave Regulations
	8.5 Family planning incentive
	8.6 Leave Travel Concession
	8.7 Reimbursement of travel expenses on initial appointment
	8.8 Facility of Loan
	8.9 Children's Education Allowance
	8.10 Medical Attendance Rules
	9. Facilities & services at Permanent Campus
	9.1 Housing
	9.2 Transport
	9.3 Communication
	9.4 Schooling for children
	9.5 Institute Magazine
	9.6 Shopping complex and Restaurant
	10. Research & Development
	11. Leave Rules (on academic grounds)
	11.1 Introduction
	11.2 Leave on Foreign Service Terms
	11.3 Short Leave on Foreign Service Terms
	11.4 Long Leave on Foreign Service Terms
	11.5 Sabbatical Leave
	11.6 General Terms & Conditions
	12. Pay Structure as per 6th CPC
	13. Rules for appointment of Adjunct/Honorary Professors
	14. Institute Post- Doctoral Fellowships
	15. Annual Performance Appraisal

	<p>16. Acknowledgement</p> <p>17. Annexures</p> <p>Annexure 1- Guidelines for course evaluation and grading</p> <p>Annexure 2 - Self Evaluation Report</p> <p>Annexure 3 – List of forms</p> <p>The IISERs</p> <p>Indian Institutes of Science Education and Research (IISERs) were established by Government of India, to promote quality education and research in basic sciences. Two of these institutes, at Pune and Kolkata, were started in 2006. IISER Mohali was started in 2007. This was followed by IISERs in Bhopal and Trivandrum in 2008. Each IISER is a degree granting autonomous institution that has been approved by the Parliament under an amendment to the NIT act in 2012, with the prime focus to integrate science education and research, with the motive of attracting bright students and world class faculty.</p> <p>The Board of Governors of each Institute is responsible for the general superintendence, direction and control of the affairs of the Institute, including policies related to the administration. The Chairman of the Board is nominated by the Government of India. The Director of the Institute is an ex-officio member of the Board. Two professors of the Institute are nominated to the Board by the Academic Senate.</p> <p>The Academic Senate is the highest academic body of the Institute. All academic matters including the control and general regulation of the standards of instruction, education and examination in the Institute come under the purview of the Senate. The Director is the ex-officio Chairman of the Senate.</p> <p>The Institute</p> <p>The Foundation Stone for IISER Mohali was laid by the Prime Minister of India Dr. Manmohan Singh, on September 27, 2006. Its mission is to provide quality science education to Under Graduate (UG) and Post Graduate (PG) students.</p>
--	---

The prime focus of IISER Mohali is to create a world class institution with an intellectually alive atmosphere of research. It provides a platform for the faculty to engage in high quality teaching, at both undergraduate and postgraduate levels and to perform cutting edge research in frontier areas of basic sciences. The Institute is also committed to impart a well rounded education to students and create a genuine concern for social and environmental issues. With these set of broad objectives, it is hoped that IISER Mohali will emerge as a premier Institute within a few years of its inception.

IISER Mohali offers BS-MS (Dual Degree), Integrated PhD and Ph.D. degree programs in Physics, Chemistry, Biology, Mathematics, Humanities & Social Sciences and Earth & Environmental Sciences.

The details of these programs can be found in the website www.iisermohali.ac.in.

The Director of the Institute is the Principal Academic and Executive Officer of the Institute. The Deans of the Institute assist the Director in various activities such as Faculty Affairs, Academic Affairs, Students' Affairs and Research & Development.

New Campus

IISER Mohali started functioning initially in a transit campus in Sector 26, Chandigarh. Its fully residential 125 acre campus is coming up in the Knowledge City at Sector 81, S.A.S. Nagar. Two of the hostels, the Director's residence, faculty housing, housing for the non-teaching staff and the Central Analytical Facility and the Engineering Block have been completed. The lecture hall complex and the Academic Block-I have also become functional. The Knowledge City includes the Indian School of Business, the National Agro Biotech Institute (NABI), the Bioprocessing Unit (BPU), the Punjab Biotechnology Incubator facility, and the Institute of Nano Science & Technology (INST) and shall be a hub for intellectual activity in the region.

Important central facilities

3.1 Library

The Library of IISER Mohali has a large collection of monographs and Journals in Mathematics, Physics, Chemistry, Biology, Computer Sciences, Humanities & Social Sciences, Earth/Environmental Sciences, Astrophysics, etc. The collection includes textbooks for the UG and PG Courses in the basic sciences as well as applied sciences. The Library provides a host of information services, like online catalogue (WebOPAC), e-journals, on-line full text databases, online bibliographic service, abstracting databases, e-mail alert service, current awareness service, document delivery service, inter-library loan facility, photocopying facilities, reference service, and so on. The housekeeping activities of the Library has been computerized by implementing Open Source Library Management Software Koha.

The library subscribes to about 20 print journals and more than 4343 e-journals with full text access. The library also arranges to get copies of papers from journals that are not held in its collection from other libraries.

The IISER Mohali Library is one of the core members of INDEST as well as IISERs Consortia, and also an Associate Member of UGC-Infonet Digital Library Consortium. Under these Consortia, the Library has seamless access to thousands of electronic journals in the field of basic sciences. Some of the Online full text databases available for access are Science On-line, ACS (Web Edition), Nature Online, APS, AIP, AMS, MAA, RSC, IOP, International press, Annual Reviews, JSTOR, Project Muse, Project Euclid, Science direct, Springer-online, T&F, Wiley, World Scientific, etc. IISER Library also provides access to Bibliographical and Abstracts Databases like MathSciNet, SciFinder, Scopus and JCCC. The Library is an institutional member of the British Council library and the Panjab University library.

3.2 Computing Facility

The computing facility at IISER Mohali is based on Linux Platform and open-source. The facility is equipped with necessary and special purpose softwares required for research and development purposes. The facility has been planned with a three-fold usage in mind, namely: to impart computer skills to IISER Mohali students, to provide network and Internet facilities to the IISER Mohali community, and to provide computation power to carry out scientific research. The computing component of the facility will be further strengthened as we plan on creating a parallel Linux

cluster and augmenting the current CPU power. This facility also provides mailing, browsing, Internet and intranet access to IISER Mohali community.

A 3 Tera Flop high performance scientific computing facility has also been procured and is being used for research work.

3.3 Institute Works Department (IWD)

The primary role of the Institute Works Department (IWD) is to develop and maintain the capital assets and the utility services of the Institute. The Institute Works Department is striving hard for development of the permanent campus of the Institute at Mohali. Suggestions and complaints should be sent to iwd@iisermohali.ac.in.

3.4 Institute Medical Facilities

The Institute has recently appointed a Medical Officer and the health centre has started functioning in the shopping complex. The timings are 8 am -12 noon and 4pm – 8pm on all working days to take care of routine problems of students, staff and faculty. The Institute also is in the process of making arrangements for providing Health Services under tie-up with leading Private Hospitals, such as Fortis Hospital Mohali, Silver Oaks Mohali, Ivy Hospital Mohali, Max Health Care Mohali and Chaitanya Hospital Chandigarh in addition to Government Hospitals. Medicines which are prescribed can be purchased from outside and later reimbursed on submission of the Bills. Cases can also be referred to specialists for surgery, etc. to one of the recognized hospitals/nursing homes approved by the Institute. For details regarding rules including medical reimbursement, the faculty can contact the Registrar.

3.5 Guest house

The temporary guest house is located along with the Professors residences. Two of these residences D-7 and D-8 have been converted into the Guest house. Flats 702 and 703 in the 3 bedroom apartments are also being used as the Guest House but dining arrangements are only in D-7 and D-8. A Visitors Hostel is nearing completion and should be ready by July 2013.

The Guest house provides boarding and lodging for all Institute guests

subject to availability. Request for Guest House accommodation should be made to the Guest House in-charge.

3.6 Students Amenities

A gym equipped with modern fitness equipment has been set up in the hostel premises of the new campus. A volleyball court and some playing area has been created in the vicinity of the hostels. A common room with TV has been provided in the two hostels. Various existing student amenities are being augmented.

3.7 Institute Creche

Inaugurated in August 2008, the Institute crèche facility has become an asset for faculty, staff and other members of the IISER community. The facility is used by both regular users as well as less frequent users of the community. Currently the crèche is located in Flat No. 104 in the 2-BR apartments.

3.8 Shopping Centre

A Shopping Centre has started functioning in the campus. This includes a grocery shop, an eatery, a stationery shop and a saloon. A restaurant space has also been created and is currently being leased out.

3.9 Post Office

A post office, that is a branch of the Manauli P.O. is functioning in the shopping complex area, from 10 am to 12 noon on all working days.

4.0 On joining the Institute

The following important steps are required for completing the process of joining. A set of forms to be filled and submitted at the time of joining are available on the website of the Institute.

4.1 Joining report

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

4.2 Bio-data and certificates

A bio-data form duly completed is to be submitted to the Dean, Faculty office at the time of joining the Institute.

Copies of all the certificates and the Degrees obtained, along with the originals, should be submitted to the Dean Faculty office. The originals will be returned to the Faculty after verification. Submission of the High School Certificate or its equivalent, wherein the date of birth is recorded, is essential.

Attestation forms are required to be submitted in triplicate. Passport size photographs are required to be pasted on all the three forms. These forms are required for verification of character and antecedents. Confirmation against the post that an incumbent is appointed to (after successful completion of the specified period of probation) is taken up only after the verification of character and the antecedents has been carried out by the civic authorities.

4.3 Computer Center log-in

For access to the e-mail and internet facility a CC log-in is required. The required form can be downloaded from the intranet website.

4.4 Family declaration

Faculty are required to submit a family declaration form, duly filled, to the Dean Faculty office, for the purpose of issuance of health services booklet(s), grant of LTC etc to the eligible members. The list of family members is to be kept updated by intimating changes, if any, from time to time. For the purpose of availing medical facilities, the definition of a family is given below:

“Family means wife or husband of a member of the Institute staff as the case may be, and parents, sisters, widowed sisters, widowed daughters, minor brothers and children dependent on the Institute employee, if they are residing with him/her and their income from all sources including pension does not exceed Rs. 3,500/- per month.”

4.5 Identity card and Medical booklet

Identity card is issued by the ID Cell at the time of joining of the Institute. After a copy of the family declaration form is submitted to the Dean Faculty office, the Faculty may contact the ID Cell for the issue of the medical booklets & ID card.

4.6 New Pension Scheme (NPS)

Each employee joining in a permanent post needs to submit the registration form for joining the New Pension Scheme. The relevant form can be downloaded from the Institute website.

4.7 Medical examination

All employees are required to undergo a medical fitness examination to be conducted by a Medical Board constituted for the purpose. The date fixed by the medical board for this medical examination is intimated to the members of the academic staff by the Dean, Faculty office. Usually, it is once in a semester for all the new employees who joined in the preceding term.

4.8 Service book

The service book is an important document for the Faculty. It is a permanent record of the entire service of an employee at the Institute. The individual's name, father's name (husband's name in case of married female employee), permanent address, date of birth, qualifications, identification mark, post held, Pay Band and the Grade Pay, annual increments, etc. are recorded in this book. Besides, a record of all kinds of leave, except casual leave availed by the employee, is kept. Faculty should ensure that proper entries exist in Faculty service book in respect of the following:

Medical fitness

Date of birth and date of confirmation in service or post

Annual certificates of verification of service with reference to pay bills
Entries regarding counting periods of extraordinary leave as periods qualifying for pension

Entries regarding the payment of leave and pension (or PF) contributions while on foreign service, if any, specifying the period

Nomination for payment of retirement benefits/ death gratuity is kept in safe custody of Head of the Accounts section or, any other responsible officer identified by the Registrar. It should be ensured that a clear note

has been made in the service book as to what nominations and related notices have been received and where they have been lodged for safe custody

Nomination for NPS is kept by the accounts office and an entry is made to that effect in the service book

Each employee should inspect the service book once a year and affix his signature to signify its accuracy.

Professional responsibilities

Academic freedom is recognized and encouraged by IISER Mohali and should be carefully guarded against any misuse.

Ability to teach at both UG and PG levels, knowledge of subject matter, skill in presentation, interest in students, ability to stimulate young minds, capacity for cooperation and enthusiasm, devotion to teaching are some of the qualities that are expected from the Faculty. Outside the classroom a teacher also has the responsibility of being a guide and a friend to the student.

The major areas of professional and related activities of the Faculty are classified into following four elements. Though the primary activities of the Faculty are expected to be in the first two elements, it is expected that there would be a reasonable level of involvement in the other two elements too.

5.1 Instructional element

The instructional element includes classroom and laboratory instruction, project and thesis advising and supervision, valuation of student academic performance, course and laboratory development including development of learning resource material and industrial tour/ practical training supervision.

5.2 Research and scholarship element

The research and scholarship element includes the creative activity that results in the generation of new knowledge and the development of techniques, products, tools and new methods of adaptation and

communication in the areas of concern to the faculty. Research work may be of the personal or non-collaborative kind or may be collaborative or in a group setting through, for example, sponsored research projects. Often, it involves setting up or development of research laboratories and facilities. Research and scholarly activities result in technical reports, papers in conferences and scientific journals, research monographs, books or book chapters, patents, software packages, etc.

5.3 Consultancy and extension element

The consultancy and extension element includes interaction with industry in the form of consultancy services and continuing education programmes for working professionals, transfer of technology of products and processes to industry, interaction with research and academic institutions through collaborative programmes, contributions to professional societies, organization and participation in conferences, seminars, symposia, workshops, etc, at National and International levels.

5.4 Management and Institutional development

The Management and Institutional development element encompasses administrative, managerial and institutional development activities within the department/ center/ program/ facility and in the Institute as a whole. It includes services associated with student welfare and development, responsibilities for personnel administration, resource allocation and control, academic programme planning and administration, management of laboratories and facilities, participation in national level examinations for student admission at undergraduate and postgraduate levels, etc.

5.5 Conduct rules

Conduct rules are laid down by the Institute for strict adherence by all the employees of the Institute. Following are some of the salient features of these rules. An academic employee shall maintain absolute integrity, devotion to duty and be honest and impartial in dealings shall be courteous in dealings with colleagues, staff, students and members of public shall be a full time employee shall observe scheduled hours of work and be present at the place of duty except for valid reasons, shall not be absent without prior permission shall not leave station even during leave or vacation without prior permission shall inform the HOD/Dean Faculty, the address where he/ she would be available during the leave of absence

Academic system

6.1 Teaching

An important mission of IISER Mohali is to provide quality science education to UG and PG students. The goal is to integrate science education and research with a motive of attracting and nurturing students with an aptitude for science. The Institute is committed to impart high moral and ethical values and create a concern for social and environmental awareness.

The examination system at the Institute is a continuous process of evaluation normally based on short tests, two mid-semester examinations and one end-semester examination, in addition to homework and laboratory assignments. Based on a weighted average of the marks obtained in examinations, quizzes, and other assignments during a semester, a letter grade is awarded at the end of the course. There is nothing like promotion from one year to another; it is a course-wise meeting of the requirements. A student who has not cleared all the courses of any year is permitted to take courses of a later semester if he has passed the pre-requisites for such courses.

Each course is assigned a numerical weight. Each letter grade carries numerical points. The following are the letter grades with numerical points shown against each other:

Letter grade	Value	Meaning of Grades
A	10	Grasped_all_of the syllabus. Can answer most questions without hints or hesitation.
B	8	Good understanding of the material. Can answer most questions given a few hints.
C	6	Satisfactory/passing performance. Has shown the capacity to learn material that is in the syllabus.
D	4	Marginal. The student has failed to grasp most aspects of the syllabus.
E	0	May repeat the course.

There is one additional grade, 'I'. 'I' stands for incomplete.

The performance of a student at the end of a semester is evaluated in terms of weighted average of grade points secured by him/her in all the courses and is known as Semester Performance Index (SPI). Similarly, the Cumulative Performance Index (CPI) represents the weighted average of grade points secured in all the semesters up to and including the last semester.

For details of various academic procedures and requirements, please refer to the Courses of Study Booklet on the Institute's website. Guidelines for course evaluation and grading are provided.

6.2 Curriculum

A national level curriculum committee to design the curriculum for the 5-year Integrated BS-MS dual degree at IISER Mohali was set up in 2007. The third and concluding meeting of the curriculum committee was held during November 21-22, 2010. Apart from the IISER faculty, a number of experts from all over the country participated in this exercise. The committee designed the curriculum and reviewed and fine-tuned the structure and contents of all MS courses based on the teaching experience at IISER Mohali during the first three years. The committee gave clear guidelines for the curriculum, which was later adopted by the IISER Mohali Senate in its meeting in December 2010. A course and curriculum booklet was prepared with full details of the BS-MS dual degree programme. The curriculum is a dynamic entity with continuous changes and improvements as necessary. These changes however, require the approval of the Senate.

6.3 Formation of Departments

To streamline the teaching and research activities at IISER Mohali, the Board of Governors approved the formation of following departments: Department of Biological Sciences, Department of Chemical Sciences, Department of Physical Sciences, Department of Mathematical Sciences, Department of Humanities & Social Sciences and Department of Earth & Environmental Sciences.

7. Outreach and Summer Programme

As faculty members of the Institute, Faculty are also expected to participate in outreach activities for dissemination of knowledge beyond the confines of the institute. This is carried out through Summer Schools, short term courses, invited lectures, visiting other places for delivering

lectures, etc.

8. Benefits and privileges

The Institute provides various perks and privileges to the Faculty. Some of them are mentioned below:

8.1 Cumulative Professional Development Allowance (CPDA):

On the implementation of pay and perks as per the 6th Central Pay Commission, the following guidelines are made available for operation of Cumulative Professional Development Allowance (CPDA) from the main account of the Institute.

1. Guidelines for implementation of the CPDA Scheme:

a. Every faculty member of IISER Mohali will be entitled to a CPDA of Rs. 1,00,000/- every financial year on reimbursable basis.

b. Unspent amount at the end of a year will be carried over to the next year up to a block of three years.

c. The scheme is effective from 1st April 2009.

d. For faculty members joining the Institute in the middle of a year, the amount of CPDA credited for that financial year will be calculated on a pro-rata basis based on the number of months left in the year, including the month of joining. The year of joining will be the first year in the block of three years for that faculty member.

2. Finance and Accounts (F&A) Section will maintain individual accounts for each faculty member to monitor the expenditure on account of the CPDA. At the beginning of every financial year, Rs.1,00,000/- will be credited to the account of every faculty member. All expenses incurred by the faculty member under CPDA will be booked against this account. At the end of the third year of the block, balance if any will be transferred to the Institute account and will be deemed to be an income of the Institute for the next year. This cycle will be repeated every third year of the block.

3. The CPDA accounts will be maintained under a separate earmarked

fund named CPDA Fund, to be created for this purpose. At the beginning of every financial year, and on the joining of any faculty in the middle of a year, the CPDA amounts of the faculty will be transferred from the Institute Salary Account to the CPDA Fund.

4. The CPDA will be available on reimbursement basis, to meet the expenses for participating in both national and international conferences, paying membership fees for professional bodies and buying books.
5. Contingent Expenses: The “Contingent Expenses” shall be limited to books, stationery and computer related consumables such as external storage devices, cartridges, repair and maintenance of computer peripherals etc.

8.2 Telephone reimbursement:

Reimbursement of telephone bills to permanent faculty members up to a ceiling of Rs.750/- per month is permissible.

8.3 Equivalent Grade Pay for TA/DA eligibility with reference to Academic Grade Pay :

The Institute follows the guidelines of MHRD to determine the equivalent GP for each AGP for deciding the TA/DA entitlements.

The Academic Grade Pay has been fixed slightly at a higher level than the grade pay of similar grade of Central Government employees, but, the entitlement for TA/DA and other allowances would be governed by the provision of CCS (RP) Rules, 2008 as per the TA/DA entitlement for corresponding Grade Pay. The following mapping of academic grade pay with grade pay is required to be followed for the purpose of determining the eligibility for TA/DA and other allowances:

Sl. No.	Academic Grade Pay	Equivalent Grade Pay for TA/DA and other allowance
1	Rs. 6000 & Rs. 7000	Rs. 6600/-
2	Rs. 8000/-	Rs. 7600/-
3	Rs. 9000/-	Rs. 8700/-
4	Rs. 9500/-	Rs. 8900/-

	5	Rs. 10000/- and Rs. 10500/-	Rs. 10000/-
	<p>8.4 Leave Regulations</p> <p>The rules for various categories of leaves are mentioned in the subsequent paragraphs. A member of the staff ceases to be in the service of the Institute if he/she is continuously absent from duty for five years, whether with or without leave, unless such absence is on Foreign Service terms in India.</p> <p>▲ Casual leave</p> <p>Casual Leave is limited to 8 days in a calendar year and is granted in such a manner that the total period of absence including holidays (prefixed or suffixed) does not ordinarily exceed nine days.</p> <p>Casual leave is sanctioned by the concerned HOD.</p> <p>▲ Special casual leave</p> <p>Special casual leave is granted for purposes like appearance in a court of law in public interests, participation in conferences/ scientific gatherings, viva of Ph.D. /M.S. thesis, selection committee meetings, or any other purpose which the Director may think fit. The period of such leave is normally limited to 15 days in a calendar year. Special casual leave is sanctioned by the concerned HOD, except in cases of visit abroad.</p> <p>▲ Half-pay leave</p> <p>Half-pay leave that is admissible in respect of each completed year of service is 20 days. This may be granted either on medical grounds on production of a valid medical certificate or for private affairs. While on medical treatment, there is a provision for commutation (see below). However, this leave is not granted for those holding a temporary appointment except on medical grounds with a valid medical certificate.</p> <p>▲ Commuted leave</p> <p>Commutated leave not exceeding half the amount of half pay leave can be granted on production of a valid medical certificate. In such a case, twice the amount of such leave is deducted against the half pay leave due.</p>		

▲ Earned leave

During the period when semester is closed (vacation period) faculty members are entitled to vacation for 60 days. In case a faculty member remains on duty during the whole or part of the vacation, he/she will be eligible to get one day of Earned Leave for each two days of vacation not availed of with a maximum of 30 days for the entire period of vacation of 60 days per year.

Earned leave at the credit of a faculty member is carried forward and can be accumulated up to a maximum of 300 days. Encashment of accumulated earned leave subject to a maximum of 300 days at the time of death/ retirement is also admissible.

8.5 Family planning incentive

A special increment in the form of personal pay is given to a staff member who himself/ herself or, whose spouse undergoes a sterilization operation as per Govt. of India rules adopted by the Institute. The number of living children should not be less than one or more than three. To avail this benefit, the male employee's age should not be more than 50 and that of his wife should be less than 45. In the case of a female employee, her age should be less than 45 and that of her husband, less than 50. Also, the sterilization operation by the employee or his/ her spouse should be conducted at an approved institution. This incentive increment rates remain fixed during the entire period of service of the concerned employee and is not affected by any subsequent promotion.

8.6 Leave Travel Concession

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

8.7 Reimbursement of travel expenses on initial appointment

Persons living abroad who are appointed to a faculty position at this Institute are eligible for reimbursement of travel expenses up to a maximum of Rs. 1,25,000/- (economy class fare for self and family +

moving expenses).

The travel and relocation expenses will be paid for those who are appointed in IISER (M) from station within India as applicable as T.A on Transfer (TA Rules of the Government of India). (Minutes of 7th meeting of the Board of Governors held on March 3, 2010 Item No. 10.07.10). If the actual amounts are less than the limits prescribed, the actual costs only will be reimbursed. This sum is admissible to the individual only on his/her getting confirmed on the post he/she joins and on production of official receipts for the expenditure.

8.8 Facility of loan

Loan facility (on such interest rates and conditions as applicable in Government) for purchase of computer/ accessories / vehicle purchase and for building a house are available to all faculty working against a permanent post as per Govt. of India/Institute norms approved by the Board from time to time.

8.9 Children's Education Allowance

Children Education allowance up to Rs. 15,000/- per annum per child for a maximum of two children is admissible on reimbursement basis, as per rules. It is revised from time to time based on Government of India orders.

8.10 Medical Attendance Rules

Employees and their family members are entitled to reimbursement for medical attendance and treatment.

9. Facilities & Services at Permanent Campus

The IISER Mohali campus is being built on a plot of 125 acres of land. It is a residential campus offering accommodation to the students, faculty members and support staff members. The campus will have the amenities for developing the personal, social and academic skills of the community. Some of the facilities and services to be made available in the campus under development are as follows:

9.1 Housing

The faculty and the academic staff shall be provided housing as per their eligibility and subject to the availability of houses. In case, any type of housing is not immediately available, accommodation can be provided in the Institute Guest House for a temporary period depending on the availability. A lease amount is charged according to the type of accommodation allotted. In case, residential accommodation is not provided by the Institute and the employee stays in a rented accommodation outside the campus, he/she is eligible to draw a House Rent Allowance (HRA) as per rules of the Institute.

9.2 Transport

A shuttle bus has been arranged for ensuring connectivity from the new campus to the Mohali markets and Sector 26, Transit Campus, Chandigarh.

9.3 Communication

Currently, the Fax facility is available in the offices of Director, Registrar, Executive Engineer for official purposes. E-mail facility is made available to each individual faculty.

9.4 Schooling for children

In Chandigarh city, there are several Central Schools managed by CBSE (Class I to XII), which are available for the benefit of the employees of Central Government for the education of their children. In addition there are number of private schools in Mohali/Chandigarh area.

9.5 Institute magazine

Publication of Institute magazine Manthan by the IISER Mohali students covering academic, research and community news of the Institute for internal and external circulation is done on regular basis.

9.6 Shopping Complex and Restaurant

A shopping complex has come up in the campus that currently includes a grocery shop, a stationery shop, a saloon, and an eatery. A chemist shop

and a book shop are also expected to open along with a restaurant.

10 Research & Development

IISER Mohali provides an excellent environment for research and development activities, which are coordinated through the Dean, Research & Development. The detailed R & D policy document is being prepared to provide broader guidelines on the R & D activities and project employment structure.

11 Leave Rules (on Academic Grounds)

11.1 Introduction

The Institute has a provision for different kinds of leave. Besides the following kinds of leave, the Institute may adopt the recommendations of Govt. of India from time to time in terms of providing the facility of different kinds of leave for the benefit of the employees of the Institute:

Casual Leave, Special Leave, Half Pay Leave, Commuted Leave, Earned Leave, Extraordinary Leave, Maternity Leave, Hospital Leave, Quarantine Leave, Leave not Due and Sabbatical Leave.

The present document is meant to provide guidelines for the sanction of leave on academic grounds to faculty members who are permanently employed. Such leave can be short or long as explained below.

In the event of there being any inconsistency between any of these, guidelines and the corresponding leave rules prescribed by the Institute from time to time shall prevail.

11.2 Leave on Foreign Service Terms

11.2.1 Definition

Leave on Foreign Service Terms means the leave granted to serve elsewhere in which case the employee receives pay from another organization. This is basically a mechanism to permit an employee to take up a remunerative position elsewhere while maintaining lien at the Institute.

11.2.2 Contributions

An employee granted leave on Foreign Service terms is required to pay

Decision	<p>pension and leave salary contributions if governed by the Pension Scheme and Institute's share of NPS/Gratuity contribution and leave salary contribution, if governed by the Gratuity Scheme. Besides, the employee has to pay his own contribution towards NPS/Pension.</p> <p>11.3 Short Leave on Foreign Service Terms</p> <p>11.3.1 Definition</p> <p>Any leave of absence for a duration exceeding a month during a semester and up to a maximum period of one semester with the provision of prefixing and/or suffixing vacation periods will be called SHORT LEAVE.</p> <p>11.3.2 Eligibility</p> <p>11.3.2.1 Two full semesters should have been spent at the Institute after returning from the last Short or Long Leave or after initial joining of the Institute.</p> <p>11.3.3 Terms and Conditions</p> <p>It must be ensured that prior and proper arrangements are made for the discharge of responsibilities, such as those concerning sponsored projects, guidance of research work of students, teaching duties, etc.</p> <p>11.4 Long Leave on Foreign Service Terms</p> <p>11.4.1 Definition</p> <p>Any leave of absence overlapping two or more semesters shall be called LONG LEAVE.</p> <p>11.4.2 Eligibility</p> <p>11.4.2.1 Five years should have been spent at the Institute, including leave as due availed, after joining the Institute or return from the previous Long Leave or Sabbatical Leave whichever is the most recent.</p> <p>11.4.2.2 Two full semesters should have been spent at the Institute after the return from the last Short Leave. The Institute may relax this requirement to one semester if Short or Long Leave has not been availed</p>
----------	---

in the ten years preceding the last availed Short Leave.

11.4.3 Terms and Conditions

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

11.4.3.2 The maximum permissible period of Long Leave is 2 years.

11.4.3.3 Not more than 20% (rounded off to the next whole number) of the existing faculty of a department can be given Long Leave at any given time.

11.4.4 Deputation on Foreign Service Terms

11.4.4.1 A permanent member of the academic staff may be deputed to a Government organization or an autonomous body drawing major funding from the Government of India or an industrial enterprise, R & D organization or an academic institution of repute, if this is in the interest of the Institute.

11.4.4.2 In the case of deputation to a higher position in a national laboratory/institution of national /public sector undertaking or a senior position in a central or state government department/organization, the maximum period of deputation will normally be five years provided the appointment is in India. In all other cases, it shall be restricted to two years, and may be extended by the Board for good and sufficient reasons.

11.4.4.3 The conditions laid down under articles 11.4.3.1 and 11.2.2 should be satisfied.

11.5 Sabbatical Leave

11.5.1 Sabbatical Leave may be granted for one or more of the following purposes:-

to conduct research or advanced studies in India or abroad; to write text books, standard works and other literature;

a) to visit or work in Industrial concerns and technical departments of Government to gain practical experience in their respective fields;

b) to visit or work in a University, Industry or Government research laboratory in India, or abroad; and
any other purpose for the academic development of the staff member, as approved by the Board of Governors.

11.5.2 The grant of Sabbatical Leave shall be subject to the following conditions namely:-

(a) The period of sabbatical leave shall not exceed one year at a time including vacations, if any, but the Board may grant in addition any other leave up to a maximum of 120 days which the member might have earned during the service at the Institute;

(b) A member of the academic staff shall, during the period of sabbatical leave, be paid full salary and allowances as admissible under the normal rules but he/she shall not be entitled to claim any travelling allowance or any extra allowance in India or abroad from the Institute;

(c) No substitute shall be appointed in the vacancy and his work shall be shared by the other members of the faculty;

(d) A member of the academic staff shall not undertake during the period of sabbatical leave, any regular appointment under any other organization in India or abroad; he shall, however; be free to receive a scholarship or fellowship or bursary or any other ad-hoc honorarium other than his regular employment.

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

11.5.3 At least two full semesters should have been spent after availing a Short Leave.

11.5.4 For grant of Sabbatical Leave for the first time since joining the Institute, at least six years should have been spent at the Institute (including leave as due availed but restricted to earned leave and commuted leave).

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

11.6 General Terms and Conditions

11.6.1 Leave of absence of any kind or a combination thereof during the

	<p>semester(s) for a period of more than a month for academic purposes will be treated as Short or Long Leave as the case may be and will accordingly count as such for qualifying service required for the sanction of any further Short/Long Leave.</p> <p>11.6.2 Leave of any kind can be converted into another kind of leave as provided by the Institute.</p> <p>11.6.3 Leave sanctioned must be availed for the purpose for which it is granted and at the place approved. Changes are permissible only with the prior approval of the Institute.</p> <p>11.6.4 No faculty member shall proceed on leave unless all the prescribed formalities have been completed and formal orders have been issued.</p> <p>11.6.5 A joining report after availing leave is mandatory; this should include a statement of activities during the leave period, and should give information on patents granted, technology transfer achieved, etc.</p> <p>11.6.6 If an extension to the leave granted is sought, an application for the same should reach the Institute at least 3 months before the expiry of leave already sanctioned. In such cases the decision will be communicated in advance. Unless a sanction for extension is received, the applicant is obliged to rejoin the Institute as per leave already sanctioned.</p> <p>11.6.7 The grant of Long Leave will be considered by the committee of Deans chaired by the Director.</p> <p>11.6.8 Overstaying beyond the sanctioned leave may attract disciplinary action and permission to join the Institute has to be invariably obtained in such cases.</p> <p>11.6.9 The Institute may, for good and sufficient reasons to be recorded, grant relaxation of the conditions given above to the extent considered reasonable.</p> <p>12. Pay structure as per 6th CPC</p> <p>Allowances and perks to faculty will be given as per Government of India norms.</p>
--	---

	<p>Assistant Professor (On contract): Placed in Pay Band–3 with scale of Pay of Rs. 15,600-39,100 and Academic Grade Pay of Rs. 6,000/- with 7 non-compounded advance increments. After one year of continuous service, they will be placed in AGP of Rs. 7,000/- per month.</p> <p>Assistant Professor: Placed in Pay Band–3 with scale of Pay of Rs. 15,600-39,100 with Academic Grade Pay of Rs. 8,000/- per month. For direct recruits, minimum pay in the pay band 3 shall be fixed at Rs. 30,000/- per month + Academic Grade Pay of Rs. 8,000/- per month.</p> <p>Emoluments after three years of continuous service: After three years of continuous service as Assistant Professor in Pay Band 3, they will be placed in Pay Band–4 in the Pay Scale of Rs. 37,400 – 67,000 with Academic Grade Pay of Rs. 9,000/- per month.</p> <p>Associate Professor: Placed in Pay Band–4 with scale of Pay of Rs. 37,400-67,000 with Academic Grade Pay of Rs. 9,500/- per month. For direct recruits, minimum pay in the Pay Band – 4 will be fixed at Rs. 42,800/- per month + Academic Grade Pay of Rs. 9,500/- per month.</p> <p>Professor: Placed in Pay Band–4 with scale of Pay of Rs. 37,400-67,000/- with Academic Grade Pay of Rs. 10,500/- per month. For direct recruits, minimum pay in the Pay Band – 4 will be fixed at Rs. 48,000/- per month + Academic Grade Pay of Rs. 10,500/- per month.</p> <p>Upto 40% of the posts of Professors at any given point of time shall be eligible for HAG scale of Rs. 67,000 – 79,000/- per month after six years of regular service in AGP of Rs. 10,500/- per month. The services rendered by Professors presently working in IISER in the pre-revised scale of pay of Rs. 18,400 – 22,400/- will be counted for granting HAG scale of Rs. 67,000 – 79,000/- subject to the performance evaluation based on research publications, Ph.D supervisions, teaching and consultancy services etc.</p> <p>13. Rules for appointment of Adjunct / Honorary Professors</p>
--	---

The Institute took up an initiative for appointing eminent academicians, scientists, researcher from academia and industry as Adjunct / Honorary Professors of the Institute on invitation basis in recognition of their outstanding achievements in the professional life. Following are the guidelines which make this scheme more comprehensive:

i. The distinguished position of Adjunct / Honorary Professor of the Institute can be offered for a period of 5 years at a time from the date of formal acceptance.

ii. The following facilities would be made available during the period of the association with the Institute as an Adjunct/Honorary Professor.

A. Research Facilities: To carry out research at IISER Mohali all necessary infrastructure, equipment, laboratory space, contingency and consumable grants as applicable to the Institute faculty members will be provided. Project proposals can also be submitted for which the Institute undertakes to assume administrative responsibilities.

B. Academic Activity: Adjunct/Honorary Professors are encouraged to offer courses and take up teaching responsibilities as part of the Institute's Academic Programmes in the area of interest, including extending guidance to PG and PhD students.

C. Honorarium and other perquisites during any short-term stay: During the short-term visits/stay at the Institute they would receive an honorarium of Rs. 2,000/- per day, along with travel cost reimbursement as per the entitlements. Further, arrangements for stay, hospitality, transportation facilities etc., will be made by the Institute.

D. Long-term stay

14. Institute Post Doctoral Fellowships

IISER Mohali has an ongoing Post Doctoral Fellowship Scheme at the Institute. These post-doc fellows will carry out research as well as assist in running the laboratories (teaching and research). In view of the recent revision in the post-doc fellowships announced by DST/MHRD etc., the following revised rates and guidelines are approved for implementing Institute Post Doctoral Fellowship Scheme, w.e.f. January 10, 2011.

Qualifications and Fellowship Amount:

Name		Qualification	Experience	Duration	Amount
Post- Doctoral Fellowship		Ph D	PhD submitted but not awarded	2 Years (1+1)	18,000/-
Post -Doctoral Fellowship		Ph D	0-1 years after PhD	2 Years (1+1)	22,000/-
Post -Doctoral Fellowship		Ph D	1-2 years after PhD	2 Years (1+1)	23,000/-
Post -Doctoral Fellowship			>2 years after PhD	2 Years (1+1)	24,000/-
Selection Process: <p>The selection process will be decided by a committee approved by the Director. Following guidelines are approved in this connection.</p> <ol style="list-style-type: none"> 1. Departments and programs can seek from the Director, PDF positions to pursue specific research plans as per the above fellowship structure. The fellowship duration will be upto two years. Performance of the Post-Doctoral Fellows will be reviewed every year, to decide his/her continuation in the next year. 2. Advertisements for PDFs will be carried in the website of the Institute. 3. Besides applications against advertised PDF positions, applications will also be considered which are made by candidates on their own, provided such an application is accompanied by a research plan. 4. PDF applications will be considered by a committee consisting of Deans chaired by the Director. 5. Personal files of IISER Post- Doctoral Fellows will be maintained by the Dean Faculty. The files of Post -Doctoral fellowships from Research Grant or independent fellowship will be maintained by Dean R & D. 6. As Post- Doctoral Fellowships are purely temporary, benefits that are applicable only to permanent employees of the Institute (e.g., LTC, etc.) will not be applicable to Post- Doctoral Fellows. Benefits: <ol style="list-style-type: none"> 1. Medical benefits for Post- Doctoral Fellows will be the same as that of the registered students of IISER Mohali. 2. Campus facilities (except accommodation) for Post-Doctoral Fellows will be the same as those of postgraduate students of IISER Mohali. Thus they will enjoy the same benefits as PG students with respect to Computer Centre, Central Library, etc. 3. Leave rules for Post-Doctoral Fellows will be the same as the leave rules of PG students of IISER Mohali. 4. Post-Doctoral Fellows will be provided accommodation in the Institute 					

Students' Hostels, subject to availability.

15 Annual Performance Appraisal

The Institute has a system of performance appraisal for the faculty members, in order to encourage the assessment and accountability in terms of achievement of academic parameters. This would help the Institute to understand the academic profile development pattern at the time of faculty promotions, funding the Institute level projects etc. A proforma of performance appraisal for faculty members to be submitted annually is attached as Annexure II.

16 Acknowledgment

This manual was prepared on the basis of a similar manual published by IISER Bhopal.

Guidelines for Course Evaluation and Grading

Methodology

Every instructor of a course should provide a course outline to the class at the beginning of the course. It is also helpful to indicate the weightage of each examination, tutorial and other evaluation mechanisms towards the final score.

Such intermediate marks awarded to students should be conveyed to students as soon as possible so that they can self-correct. Continuous study should be encouraged over last-minute cramming for the end semester examination. It is suggested that the end semester examination carries not more than 50% of the weight towards the final grade.

Especially poor performance should be clearly indicated to students as soon as possible. Names of students (if any) whose performance is far below satisfactory should also be sent to the office of Dean of Academic Affairs after each of the two mid-semester examinations.

Prepare and keep up-to-date a chart of the following kind:

Reg	Name	First	Second	End	Tut	Total
MS123	Xyz	nn	mm	pp	qq	rrr

with appropriate modifications for the headings depending on the evaluation criteria.

Such a chart can be created very easily in a text editor. As an alternative, a spread-sheet type system can even ease the steps of adding totals and so on.

If possible use a method of entry which prevents errors as this table is crucial to the final grading process!

Awarding Grades

Grading a course is almost never easy. The task is to convert all the data and insight you have about the outcome of the course into a letter grade for each student. The following guidelines are meant to help this process.

Statistical tools

Some statistical notions will aid the grading process for large classes. For example, you may want to calculate the following five-tuple (called Tukey's number summary of a data set): minimum, lower-hinge, median, upper-hinge, maximum. In addition, you may wish to calculate the class average and standard deviation.

You can also create a frequency diagram which helps to locate points where divisions between the letter grades can be made.

Letter Grades

Letter grades can mean different things in different contexts. In IISER Mohali, the, BS-MS student needs to maintain a CPI of 4.0 to stay in the programme; a CPI of 5.0 to graduate; a CPI of 6.0 to keep the scholarship. Here is an interpretation of the grades in different terms.

Letter (Value)	Syllabus requirements
A(10)	Grasped _all_ of the syllabus. Can answer most questions without hints or hesitation.
B(8)	Good understanding of the material. Can answer most questions given a few hints.
C(6)	Satisfactory/passing performance. Has shown the capacity to learn material that is in the syllabus.
D(4)	Marginal. The student has failed to grasp most aspects of the syllabus.
F(0)	May repeat the course.

Division into letter grades can be done using the above as guidelines. Since a score of 5.0 is required for successful completion of the programme, the 'D' and 'F' grades are 'failing grades' in terms of the programme as a whole. The major difference is that 'D' can be "made up" by adequate performance in other subjects while the 'F' can only be "made up" by repeating the course.

This suggests that the 'F' grade should mostly be for courses that are requirements for the programme as a whole (such as the first two years or core courses for the chosen major) or for courses that are pre-requisites for other courses that are to be taught later to the same student.

Incomplete Grades

The 'I' grade should not normally be awarded by any instructor.

If some student has missed one or more examination, then the instructor should award a zero(0) for those examinations and calculate the final grade based on that. A note may be added to the grade sheet that the student has missed some examinations.

The Dean of Academic Affairs will take into account any communication received from the student in order to convert any such grade into an 'I' grade if it is judged to be justified.

A student receiving an 'I' grade can appear for a 'make-up' examination to replace the zero marks noted as above and then receive an appropriate grade based on the new total.

Grade Finalisation

=====

As per current practice, there is a faculty meeting at the end of each term to finalise the grades awarded in each course. The instructor must prepare the following for such a meeting:

A chart showing the total marks on the basis of which grades have been chosen. (In an effort to maintain objectivity, names of individual students should not be present in this chart.)

Some explanation and justification for the cases where the grades awarded are at variance with the guidelines.

Additional data that may be relevant to answer queries from other faculty members.

The instructor will be asked to present the data for examination by the

faculty as a whole and the latter will make various suggestions.
 The instructor can then take the input received into account and present the final decision on grades to the faculty during the course of the meeting. The grades finalised in this meeting will not be subject to change.
 Specifically, at the end of the meeting each instructor must present to the office of the Dean of Academic Affairs a list of candidates (reg.no and name) with the corresponding letter grade without any additional qualifications or marks. The document should be signed

Self -Evaluation report by individual faculty members at IISER Mohali
 (Not more than two pages)

Name:	P. F. No.
Designation:	Date of joining:
Courses taught:	

Research undertaken (not more than 10 lines):

List of publications with the IISER address, including books and book chapters

Equipment bought (more than 10 lakhs only) and installed, along with cost estimates:

Projects from external agencies (along with the title, name of the agency and the amount):

Contributions (other than teaching and research) to the Institute:

Awards and recognitions/after joining IISER Mohali:

Self assessment for the period, from the date of joining to Sept. 30, 2012 (in a scale of 10):

Steps needed to improve the performance:

Signature with date:

List of forms

1. Joining IISER Mohali
2. Attestation and police verification

	3. Enterprise Resource Planning 4. Leave Travel Concession 5. Leave Form 6. Joining after availing EL / Vacation 7. Travelling Allowance Form 8. Medical Reimbursement form 9. Vehicle requisition 10. Guest House booking form 11. Indent form (for purchase) 12. ID card 13. No dues form 14. Book Indent form (for procurement of books) 15. Foreign Travel form 16. New Pension Scheme The Board of Governors accorded its approval subject to the provision that the proposal is within the central government rules.
B.O.G.13.16.10	Any other item with the permission of the chair.
Decision	Draft annual report as placed has been approved.

Sd/-
Director
IISER Mohali

Sd/-
Chairman
IISER Mohali

Sd/-
Registrar/Secretary
IISER Mohali