



FACULTY INFORMATION HANDBOOK

INDIAN INSTITUTE OF SCIENCE



FACULTY INFORMATION HANDBOOK



**Indian Institute of Science
Bengaluru**

Disclaimer: This handbook is intended as an informal document for preliminary information, and should not be taken to be a definitive statement of the rules and procedures applying to faculty at Indian Institute of Science, Bangalore.

Please send any suggestions/corrections to:
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1 THE ACADEMIC BODIES AT THE INSTITUTE

1.1 The Senate

The Senate comprises of:

- Director (Chair)
- Professors
- Associate Professors
- Chief Research Scientists and Principal Research Scientists (by Invitation)
- The seniormost Assistant Professors from each of the two Faculties
- Librarian
- Registrar (Secretary)

The Senate is the academic body of the Institute, and subject to the provisions of the Scheme, Regulations and Bye-laws of the Institute, its functions are to,

- a) Plan and co-ordinate the research activities of the Institute;
- b) Regulate the organization of instruction, courses of study, admission of students, and examinations and conditions for the award of degrees and for the grant of diplomas and/or certificates of the Institute;
- c) Make recommendations to the Council for the award of degrees and for the grant of diplomas and/or certificates of the Institute.

The Senate meets four times in a year.

1.2 The Faculties

There are two faculties in the Institute, the Science Faculty and the Engineering Faculty. The faculties act as advisory bodies to the Senate and assist in the discharge of its duties. Each faculty is headed by a Dean; thus, there is a Dean, Faculty of Science, and a Dean, Faculty of Engineering. The Deans are appointed in the order of seniority of service by appointment by the Director, and hold office for 2 years at a time. The Deans take decisions on all academic matters,

Each faculty consists of the respective Dean as the Chair, all Professors, Chief Research Scientists, Associate Professors, Principal Research Scientists, Assistant Professors and Senior Scientific Officers as

members, and the Joint Registrar as the Secretary. Each faculty meets twice in a year.

A joint meeting of the two faculties is held twice every year and is presided over by the Director.

1.2.1 The Senate Curriculum Committee (SCC)

The SCC comprises the following members:

- Chairperson
- Deans of Faculties (Ex-officio Members)
- Chair, CCE (Centre for Continuing Education)
- Convener of Deans of Divisions
- Representatives from the Divisions of Biological Sciences, Chemical Sciences, Electrical Sciences, Mechanical Sciences, Physical and Mathematical Sciences and Interdisciplinary Sciences
- Secretary (Joint/ Deputy/ Assistant Registrar, Academic)

The SCC meets on the third Wednesday of every month and considers the following matters:

- Offering of courses
- Review of courses – content, level
- New academic programs
- Review of examination results
- Problem cases or special cases arising out of examination results
- Course and examination time tables
- The Scheme of Instruction booklet
- Research Training Program (RTP) of research students

1.2.2 The Senate Committee on Research Conferment (SCRC)

The SCRC comprises the following members:

- The Senior Dean (Chairperson)
- The second Dean
- The two previous Deans
- Chair, SCC
- Other members identified by the Director, on the recommendation of the Deans
- Registrar (Secretary)

- Joint Registrar, Finance

The SCRC meets on the second Wednesday of every month to consider requests from the departments on the following matters:

- Confirmation of candidacy for research (PhD, Int. PhD, M.Tech (Research)) after RTP (Registration) including staff registrants
- Identification of Senate nominees for conducting general tests (M.Tech (Research)) and comprehensive examinations (PhD)
- Change/addition/deletion of research supervisors
- Requests by students to take up internships
- Requests by students for doing research work abroad beyond the permitted six months
- Break in studies on medical grounds
- Conversion from M.Tech or M.Tech (Research) to PhD
- Registration for a PhD by an M.Tech. (Research) student, after thesis submission
- Confirmation of candidacy on receipt of general test and comprehensive examination reports
- Applications by M.Tech. (Research) students for waiver of general test for confirmation of candidacy

1.2.3 The Department Curriculum Committees (DCC)

The DCC deals with curriculum matters including the monitoring of registration of courses, the offering of new courses, and the conduct of and re-organization of courses. The DCC is also the interface between the students of the department and the Office of Deans, and the Academic Section. Thus DCC acts on all applications by students concerning matters such as the dropping of courses, the preparation of transcripts, request for internships and research outside the Institute, break in studies for any reason (e.g., poor health), delay in submission of thesis, etc. The DCC examines each application and functions as a screening committee in order to sort out local issues before referring appropriate matters to the SCC.

1.3 UG Programme

The Indian Institute of Science offers a unique 4-year Bachelor of Science (Research) programme with a possibility to continue for one more year to obtain a master's degree. The graduates of this programme

will obtain a Bachelor of Science (Research) degree in a specialization. This programme is carefully designed to offer specialization in a science subject, but the knowledge imparted carries a strong flavour of engineering and an exposure to social science disciplines. Students specializing in a Major subject are encouraged to take courses on other subjects, thus maintaining the strong interdisciplinary flavour of this Bachelor of Science (Research) programme. All students take core courses in Physics, Mathematics, Chemistry, Biology, Engineering and Humanities in the first one and half years (I, II and III semesters). While specialization is introduced rigorously in the following year and a half (IV, V and VI semesters), the students are free (and are also encouraged) to choose electives from subjects other than their own specialization during this time. The course culminates with a research oriented project in the fourth year (VII and VIII semesters) supervised by a faculty.

2 ADMINISTRATIVE ORGANIZATION

Name	Centrex 2293..... Off	Residence/ Direct	Email ID (x@iisc.ac.in)
Registrar		T/F:23600757	registrar@iisc.ac.in
Secy to Registrar	2293 2444/2440		
Joint Registrar (Finance)	2293 2294 /2803		jr@iisc.ac.in
Deputy Registrars			
Academics	2706		vnagaraja@iisc.ac.in
Finance & Accounts	2207		jayaprakashm@iisc.ac.in
Stores & Purchase/Vigilance Officer/Liaison Officer SC ST	2640		dr.purchase@iisc.ac.in dr.vigilance@iisc.ac.in
Public Relations/ Gymkhana/ Campus Support Service/ Kannada Cell/Housing/Guest House/Amenities	2647/2228/2770		pro@iisc.ac.in veeranna@iisc.ac.in
Assistant Registrars			
Finance & Accounts- I	2019/2251		ar.fna@iisc.ac.in
Guest House & House Allotment Committee/Amenities	2311/2289		hac.cmd@iisc.ac.in ar.housing@iisc.ac.in
CSSP	2894		arhr.schemes@iisc.ac.in
Hostels/Security	2617/2399/2428		hostel.office@iisc.ac.in security.officer@iisc.ac.in

Finance & Accounts II (Salary & Pension)	3615		arsalary.fna@iisc.ac.in
CSSP/F & A	3630		araccounts.schemes@iisc.ac.in
ODSI/HR/Council/Meetings	2241		ar.council@iisc.ac.in
Academics II/Telephones	3688		ar.purchase@iisc.ac.in
Academics/UG & PG	2333		anupyadav@iisc.ac.in
Legal/Contract Management/ CPGRAMS/PIO	2878		vasanthan@iisc.ac.in
Health Centre/Wellness Centre	3617		sreedharbn@iisc.ac.in
Establishment	2232		ar.estb@iisc.ac.in
Assistant Executive Engineer	2546		aee.ccmd@iisc.ac.in
Technical Officer, Power and Maintenance	2018		power.ccmd@iisc.ac.in
Technical Officer, Garden Nursery	2221/2218		office.nursery@iisc.ac.in
Sr. Hindi Officer	2504		office.olu@iisc.ac.in sro.hindi@iisc.ac.in
Health Centre	3617/ 2234		health.center@iisc.ac.in cmo.hc@iisc.ac.in
Centre for Continuing Education	2055/2247	23600911	so.cce@iisc.ac.in
Project Engineer cum-Estate- officer		23600985	office.ccmd@iisc.ac.in

Finance and Accounts

FINANCIAL CONTROLLER

Telephone (Direct):2360 0612 / 2293 2250

Fax:2360 2324

Email:fc.fna@iisc.ac.in

PA to Financial Controller

Ph: 2293 2250

dfc.fna@iisc.ac.in

CENTRE FOR SPONSORED SCHEMES AND PROJECTS

Schemes, Ph.No.2894

ar.schemes@iisc.ac

2.1 Council Section (Unit-IA Extn: 2231)

The Council Section provides secretarial support to the Registrar to carry out duties as Secretary of the Court, the Council, the Finance Committee, the Board of Trustees, the Buildings & Works Committee, and the Promotions and Assessment Committee. Besides these secretarial functions, this Unit also provides administrative support for various activities such as the recruitment of faculty, and Group A Officers, their career advancement through periodical evaluation, the implementation of their entitlements and incentives, during service as well as after retirement. Thus, the main activities of this Unit are the following:

- Providing support for the meetings of the Court, the Council, and various Institute committees
- Recruitment and evaluation of the Faculty and Group A Officers
- Implementation of incentives for the Faculty and Scientific staff members
- Administrative support for the processing of Visiting Scientists/ Professorship/Endowed Chairs etc.
- Entitlements/Establishment matters
- Publication of the Annual Report

2.2 Establishment Section (Unit 1B Extn: 2232)

- Recruitment of staff (B,C and D group) including temporary employees
- Promotion
- Maintenance of Rosters
- Discipline
- Establishment matters
- MBF (old scheme)

2.3 Evaluation Section (Unit 1C Extn: 2293)

- Evaluation of B,C, and D group of employees
- Amenities/Facilities in the campus

2.4 Academic Section (Unit 2 Extn: 2233)

The following are the main functions of the Academic Section:

- Secretarial support for the meetings of Senate, the Chairmen of Departments (COD), SCRC, SCC.
- Student matters: admission, scholarships, thesis processing, award of medals, implementation of the Student Assistance Program (SAP), and the Student Aid Fund and convocation
- Registration of students, adding and dropping of courses
- Preparation of course and examination schedules, and compilation of results, generation of transcripts
- Admission and administration of short term research workers

2.5 Campus and Services (Unit 3 Extn: 2500/2230)

- Official postages/courier
- Transport
- Contract management

3 ACADEMIC ADMINISTRATION

The academic administration of the Institute is provided by the divisional structure comprising the six divisions, headed by a Dean for each Division, coordinated by the Convener of Deans of Divisions. The six divisions are: Biological Sciences, Chemical Sciences, Electrical Sciences, Interdisciplinary Research, Mechanical Sciences and Physical & Mathematical Science. General administrative support is provided by the Registrar, Joint Registrar, Assistant Registrars and other officers.

3.1 Deans of Divisions

The Deans of Divisions serve as an interface between the faculty and the Director. Their role is essentially to make recommendations on various faculty related matters

- Faculty recruitment, and assessment for promotion and awards
- Start-up grants for new faculty members
- Faculty visits abroad; sabbaticals, deputation/lien

- Creation of new laboratory facilities, upgradation of existing facilities
- Departmental reviews

3.2 Department Chair

Chairpersons:

- Custodian of the department.
- Looks after all the administrative matters pertaining to the department.

3.3 Committee of Professors (CoP)

Advises the Chairperson of the department on matters pertaining to

- Faculty recruitment
- Faculty Assessment and Promotion
- Student Admissions
- Other administrative matters, as needed.

4 FACULTY

4.1 Faculty Recruitment

A prospective faculty candidate sends an application to the respective department chairperson with a copy to the Registrar. The application can be submitted by a person of any nationality with a proven track record. A faculty search committee in the department evaluates the suitability of the candidate based on the academic credentials and the requirement in the department based on the area of expertise of the candidate. If found suitable then the candidate will be invited for an interactive session with the faculty members and to deliver a lecture. Based on the interaction and the lecture, the department will shortlist the candidate and sends a request to the Director through the respective divisional chairperson if found suitable. The Director appoints a selection committee comprising of both internal and external experts. On recommendation of the selection committee and approval of the Council the candidate will be appointed as a faculty member.

4.2 Service Conditions of Faculty Members

Appointment

- Initially on contract for 5 years.
- On absorption into permanent service – may opt for continuation until superannuation or sign another contract for 5 years.
- All appointments of Assistant Professors are on an initial contract period of 5 years. A one year “probation period” runs concurrently with the first of these 5 years.
- IISc has a “tenure” system, the details of which are provided in Section ... If an Assistant Professor does not get tenure by the end of the initial 5 year contract period, the Institute can (based on its own assessment) give one more contract (not exceeding 5 years) during which the faculty member must secure tenure or leave the Institute.
- Upon obtaining “tenure” the faculty member can choose to continue until superannuation, or to be on a series of successive 5 year contracts.

Deputation/Foreign Service

- Only for permanent staff
- To higher positions
- Borrowing organization/individual to meet leave salary and pension contribution

Voluntary Retirement

- On completion of 20 years of qualifying service
- Requires 3 months’ notice
- Pension and other benefits – as per GOI rules

Consultancy

- From private, public, joint sector units, R&D labs, etc.
- Without affecting normal research and academic work.
- Eligible for a share in the Consultancy fees for scientific and technical advice.

Continuing Education

- Can offer courses under PROFICIENCE program during evening hours.
- On areas of current interest and on identified topics.
- For updating and refreshing specialized knowledge of participants.
- Suitable honorarium paid.

4.3 Faculty Promotion and Assessments

Timeline for Faculty Assessment (Tenure System for Assistant Professors Appointed before the September-2015 Council Meeting)

Timeline	Event	Office Responsible
0	Faculty member joins the Institute with an initial 5 year contract	Council Section
9 months	Work report sought from the faculty member for the purpose of closure of probation	Council Section
11 months	Closure of probation following Department Recommendation -> DC Recommendation -> Director Approval	Council Section
3 years	3 year work report sought from the faculty member	Division of Deans Office
3 years, 2 months	Deadline for 3 year work report. If not received, reminder to be sent to the faculty member; If received, discussion by Division of Deans followed by feedback and advice letter from DC to the faculty member	Division of Deans
3 years, 6 months	Strict deadline for receiving 3 year work report. If not received, Division of Deans to talk to Department Chair and faculty member.	Division of Deans
4 years, 8 months	Work report sought from faculty member for making a tenure decision	Council Section

At least one month before completion of 5 years	After a discussion involving the Deans of Divisions and the Director, decision to be taken to (1) tenure the faculty member (that is, offer a permanent position) OR (2) extend the contract of the faculty member by 3 years	Council Section
	<p>(1) <i>Tenure</i>: The faculty member is asked to choose between continuation until superannuation or another 5 year contract</p> <p>a. If the faculty member opts to continue until superannuation, the faculty member becomes a permanent faculty member.</p> <p>b. If the faculty member opts for another contract for 5 years, a new 5 year contract is issued; the option to choose between continuation until superannuation or another 5 year contract is offered after 5 years.</p> <p>(2) <i>Contract extension by 3 years</i>: The faculty member is given a one-time contract extension of 3 years before which he/she will be evaluated for deciding whether or not to offer tenure.</p>	
5 years, 6 months to 6 years, 6 months	Work report sought for initiating promotion process at the completion of 5 years, 6 months. If the work report is not received, reminders at 5 years 9 months; 6 years; 6 years 3 months.	Council Section

<p>5 years 6 months to 6 years 6 months</p>	<p>Faculty member to submit work report to the Department with a copy to the Council Section.</p> <p>Department to provide appropriate inputs (within two weeks) to the faculty member so that a work report that is admissible can be forwarded to the Council Section. The date of receipt of such an admissible work report in the Department is taken as the Submission Date.</p> <p>Department to forward to the Council Section, within one month of this Submission Date, the following documents:</p> <ul style="list-style-type: none"> • Work report of the faculty member • A list of 8 referees chosen by the faculty member (preferably with a brief 3 to 4 line profile of each referee) • A non-overlapping, separate list of 8 referees chosen by the Department (preferably with a brief 3 to 4 line profile of each referee) • Soft copies of 3 to 5 best papers chosen by the faculty member • COP recommendation <p>Peer review will be immediately initiated by the Deans of Divisions. Following peer review, discussion, and recommendation by the PAC (Promotions and Assessments Committee), the Council takes one of the following decisions: (1) faculty member gets promoted (2) faculty member does not get promoted.</p>	<p>Department, Council Section</p>
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(1) Faculty member gets promoted:

If tenured already, the faculty member will continue in service as per standard tenure rules.

If not already tenured, the faculty member is offered tenure and requested to choose to continue until superannuation or on another contract:

c. If the faculty member opts to continue until superannuation, he/she becomes a permanent faculty member.

d. If the faculty member opts for another contract for 5 years, a new 5 year contract is issued; the option to choose between continuation until superannuation or another 5 year contract is offered again after 5 years.

Note 1: In the case of tenure/promotion evaluation of women faculty members, a benefit of additional one year is provided for each maternity. The benefit is limited to two maternities in a woman's career.

Note 2: The date of promotion is recommended by the PAC and approved by the Council. In the normal course, the date of promotion is taken as 6 years if the Submission Date is earlier than or equal to 6 years, 6 months; otherwise, the date of promotion is taken as the date of the Council meeting that approves the promotion.

	<p>(2)Faculty member does not get promoted:</p> <p><i>If tenured already</i>, the faculty member will continue in service as Assistant Professor and will have to resubmit work report as per the Council decision.</p> <p><i>If not tenured</i>, the extended contract would lapse at 8 years with no possibility of another extension.</p>	
7 years	Deadline for receiving work report from a non-tenured faculty member for peer review. If work report is not received by 7 years, the faculty member is informed that the extended contract would lapse at 8 years with no possibility of another extension.	Council Section

Timeline for Faculty Assessment (Tenure System for Assistant Professors Appointed after the September-2015 Council Meeting)

Timeline	Event	Office Responsible
0	Faculty member joins the Institute with an initial 5 year contract	Council Section
9 months	Work report sought from the faculty member for the purpose of closure of probation	Council Section
11 months	Closure of probation following Department Recommendation - > Deans of Division Recommendation - > Director Decision	Council Section
3 years	3 year work report sought from the faculty member	Deans of Divisions Office

3 years, 2 months	Deadline for 3 year work report. If not received, reminder to be sent to the faculty member; If received, discussion by DCs followed by feedback and advice letter from DC to the faculty member	Deans of Divisions Office
3 years, 6 months	Strict deadline for receiving 3 year work report. If not received, Deans of Division to talk to Department Chair and faculty member.	Deans of Divisions Office
4 years 6 months	Deadline for receiving work report from the faculty member to be considered for early promotion (early promotion process to be initiated by the Department; to be recommended by the Deans of Division; and to be approved by the Director). Note: See below for details on work report submission and the promotion process.	Department; Deans of Divisions, Director; Council Section
4 years 8 months	Work report sought from the faculty member in case the faculty member is not already promoted (for contract extension purposes)	Council Section
At least one month before completion of 5 Years	A one-time extension of contract by 3 years to be offered (except in extraordinary cases) to the faculty member in case the faculty member is not already promoted.	Council Section
5 years, 6 months to 6 years, 6 months	If not already promoted, work report sought for initiating promotion process at the completion of 5 years, 6 months. If the work report is not received, reminders at 5 years 9 months; 6 years; 6 years 3 months.	Council Section

<p>5 years 6 months to 6 years 6 months</p>	<p>Faculty member to submit work report to the Department with a copy to the Council Section.</p> <p>Department to provide appropriate inputs (within two weeks) to the faculty member so that a work report that is admissible can be forwarded to the Council Section. The date of receipt of such an admissible work report in the Department is taken as the Submission Date. Department to forward to the Council Section, within one month of this Submission Date, the following documents:</p> <ul style="list-style-type: none"> • Work report of the faculty member • A list of 8 referees chosen by the faculty member (preferably with a brief 3 to 4 line profile of each referee) • A non-overlapping, separate list of 8 referees chosen by the Department (preferably with a brief 3 to 4 line profile of each referee) • Soft copies of 3 to 5 best papers chosen by the faculty member • COP recommendation <p>Peer review will be immediately initiated by the Deans of Divisions. Following peer review, discussion, and recommendation by the PAC (Promotions and Assessments Committee), the Council takes one of the following decisions: (1) faculty member gets promoted (2) faculty member does not get promoted.</p>	<p>Department; Council Section</p>
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(1) Faculty member gets promoted:

The faculty member is offered tenure and requested to choose between continuation until superannuation or opt for another 5 year contract

- a. If the faculty member opts to continue until superannuation, the faculty member becomes a permanent faculty member.
- b. If the faculty member opts for another contract for 5 years, a new 5 year contract is issued; the option to choose between another 5 year contract or continuation until superannuation is offered again after 5 years.

Note 1: In the case of tenure/promotion evaluation of women faculty members, a benefit of additional one year is provided for each maternity. The benefit is limited to two maternities in a woman's career.

Note 2: The date of promotion is recommended by the PAC and approved by the Council. In the normal course, the date of promotion is taken as 6 years if the Submission Date is earlier than or equal to 6 years, 6 months; otherwise, the date of promotion is taken as the date of the Council meeting that approves the promotion.

	<p>(2) Faculty member does not get promoted:</p> <p>The faculty member is informed that the extended contract will lapse at 8 years with no possibility of another extension</p>	
6 years, 6 months	If work report is not received by 6 years 6 months, the faculty member is informed that the extended contract will lapse at 8 years with no possibility of another extension	Council Section

4.4 Leave Rules

4.4.1. Short Title, Applicability and Commencement

- 4.4.1.1. These rules may be called the Indian Institute of Science Leave Rules.
- 4.4.1.2. They shall be applicable to all the members of the Staff of the Institution.
- 4.4.1.3. They shall come into force on the eleventh day of July 1967.

4.4.2. Right of Leave

- 4.4.2.1. Leave cannot be claimed as of right and when exigencies so demand, leave of any kind may be refused by the authority empowered to sanction the leave.

4.4.3. Authority empowered to sanction leave

- 4.4.3.1. Applications for leave shall be addressed to the Council by the Director and to the Director by the other members of the staff.
- 4.4.3.2. Leave may be sanctioned by the Director or by a member of the staff to whom the power has been delegated by the Director.
- 4.4.3.3. The Council may sanction leave to the Director, but the Director can avail himself of casual leave on his own authority.

4.4.4. Commencement and Termination of leave

- 4.4.4.1. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the one in which duty is resumed; if resumption of duty takes place on the afternoon of a day, leave ends on the same day.
- 4.4.4.2. Sundays and other holidays or the vacation may be prefixed as well as suffixed to leave, subject to such limits of absence on leave prescribed under each category of leave.

4.4.5. Combination of different kinds of leave

- 4.4.5.1. Except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any kind of leave, subject to such limits on the aggregate period of absence as may be prescribed in such cases.

4.4.6. Conversion of one kind of leave into another kind

- 4.4.6.1. At the request of a member of the staff, the sanctioning authority may convert any kind of leave, including extraordinary leave, retrospectively into leave of a different kind which may be admissible as on the date on which the leave was availed of, but the member of staff cannot claim such conversion as a matter of right.
Provided that no such request shall be considered unless received by such authority, within a period of 30 days the concerned staff member joining duty on the expiry of the relevant spell of leave availed of.
- 4.4.6.2. If one kind of leave is converted into another, the amount of leave salary and allowances admissible shall be recalculated and the arrears of leave salary and allowances paid or amounts overdrawn recovered, as the case may be.

4.4.7. Rejoining duty on return from leave on medical grounds

- 4.4.7.1. A member of the staff who has been granted leave on medical certificate shall be required to produce a medical certificate of fitness before resuming duty.

4.4.8. Rejoining duty before the expiry of leave

4.4.8.1. Except with the permission of the authority which granted the leave, no member of the staff on leave, may return to duty before expiry of the period of leave granted to him.

4.4.9. General

4.4.9.1. Leave should always be applied for and got sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.

4.4.9.2. Continuous temporary service followed by permanent services without any break shall be included In permanent service for the purpose of computation of leave.

4.4.10. Kinds of Leave

4.4.10.1. The following kinds of leave shall be admissible to the Director and the members of the Teaching staff:

- a) Casual Leave
- b) Leave for academic work
- c) Half-Pay Leave
- d) Commuted Leave
- e) Earned Leave
- f) Extraordinary Leave
- g) Maternity Leave
- h) Paternity Leave
- i) Sabbatical Leave
- j) Special Study Leave
- k) Extraordinary Study leave

4.4.10.2. The following kinds of leave shall be admissible to members of the staff other than Teaching Staff:

- a) Casual Leave
- b) Half Pay Leave
- c) Commuted Leave
- d) Earned Leave
- e) Extraordinary Leave
- f) Maternity Leave
- g) Paternity leave

- h) Special Study Leave
- i) Extraordinary Study Leave

4.4.11.Casual Leave

- 4.4.11.1. Casual Leave is not earned by duty. A member of the staff on casual leave is not treated as absent from duty and his pay is not interrupted. Casual Leave cannot be claimed as of right and its grant is always subject to the exigencies of service and subject to a maximum of 10 days in the aggregate in a calendar year.
- 4.4.11.2. Casual Leave may be granted at the discretion of the sanctioning authority, as and when occasion arises for not more than 5 days (excluding weekly holidays/public holidays/weekly offs, restricted holidays – prefixed / suffixed/ sandwiched) at any one-time. The Head of the Department/ Section /Unit may, however, waive this condition in individual cases, if the considers that these are exceptional circumstances justifying in this regard.
- 4.4.11.3. Casual Leave cannot be combined with any other kind of leave.
- 4.4.11.4. Special casual leave not counting against ordinary casual leave may be granted to a member of the staff when he is summoned to serve as a juror or assessor or to give evidence before a court of law as a witness in a civil or a criminal case in which his private interests are not at issue. The leave so granted should be sufficient to cover the total period of absence necessary.

4.4.12.Leave for academic work

- 4.4.12.1. A member of the teaching staff be eligible for 15 days of leave for academic work in each calendar year. In computing the 15 days of leave admissible, the days of journey, if any, to and from the places where such academic work is carried out shall be excluded.

Note: - Academic work will include work on scientific and technical committees on which the member of the teaching staff concerned has been permitted by the Director of the Institution to serve.

4.4.13. Half Pay Leave

- 4.4.13.1. The half pay leave account of every staff member shall be credited with half-pay leave in advance, in two installments of ten days each on the first day of January and July of every calendar year.
- The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which he is likely to render in the half year of the calendar year in which he is appointed.
 - The credit for the half year in which a staff member, is due to retire or resigns from the service shall be allowed at the rate of 5/3 days per completed calendar month up to date of retirement or resignation.
 - When a staff member is removed or dismissed from service or dies while in service, credit of half pay leave shall be allowed at the rate of 5/3 days per completed calendar month up to end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.
 - While affording credit of half pay leave, fraction of a day shall be rounded off to the nearest day.
 - While a period of absence or suspension of a member of staff has been treated as “dies-non” in a half year, the credit to be afforded to his half pay leave account at the commencement of next half year, shall be reduced by one eighteenth of the period of “dies-non” subject to a maximum of ten days.
- 4.4.13.2. Half Pay leave may be granted to a member of the staff on medical certificate or on private affairs.
- 4.4.13.3. Half pay leave may be granted in advance on production of a medical certificate to a permanent member of the staff for a period not exceeding 360 days during his entire service. Such leave is granted when there is a reasonable prospect of the staff member returning to duty on the expiry of leave and shall be limited to the half pay leave he is likely to earn thereafter. Such leave shall be debited against the half pay leave he may earn subsequently.
- If a member of staff leaves service or retires before earning in full the half-pay leave granted in advance,

the appropriate authority shall decide on merits how the balance of half-pay leave not earned should be dealt with.

- 4.4.13.4. In case a member of staff has un-utilized Half-pay Leave at credit at the time of retirement on superannuation, the entire HPL at his credit be allowed to be en-cashed.
- Cash equivalent shall be equal to the leave salary admissible on half-pay leave plus dearness allowance on that leave salary at the rates in force on the date the staff member retires from service. The pension, pension equivalent of other retirement benefits and relief on pension shall be deducted from the leave salary. The amount so calculated shall be paid in one lump-sum as a one-time settlement. No city compensatory allowance and/or house rent allowance shall be payable.

4.4.14. Commuted Leave

- 4.4.14.1. Commuted leave not exceeding half the amount of half-pay leave at credit may be granted on medical certificate to a permanent member of the staff, subject to the following condition:
The sanctioning authority is satisfied that there is reasonable prospect of the member of the staff returning to duty on its expiry;
- 4.4.14.2. When commuted leave is granted, twice the amount of such leave shall be debited against the half - pay leave due.

4.4.15. Earned Leave

Earned leave admissible to members of the teaching staff

- 4.4.15.1. In case a member of the teaching staff is required to remain on duty during the whole or any part of the vacation, he shall be eligible to the following amount of earned leave:

<u>Duration of duty during vacation</u>	<u>Eligibility to earned leave on full pay:</u>
(i) Entire vacation	30 days No. of days of vacation not availed of
(ii) Part of vacation	30 X ----- No of days of the entire vacation

- A teaching staff member joining the service during the first academic year (i.e. August to July) is not allowed to avail of full vacation. However, they will be allowed 2 ½ days of earned leave for each completed calendar month of service. In calculating such leave, a part of the month, if any shall be ignored.
- During the academic year of superannuation, including the period of re-employment where applicable, the teaching staff will be allowed 2 ½ days of earned leave for each complemented calendar month of service. However, a re-employed staff member can avail of vacation for twice the number of days of earned leave at credit.

Earned leave admissible to members of staff other than teaching staff

4.4.15.2. The earned leave admissible to a member of staff in the permanent employment other than teaching staff shall be 30 days in a calendar year. The leave shall be credited in two installments at a uniform rate of 15 days each on the 1st January and July every year. Any leave at credit of an employee at the close of any half year shall be carried forward to the next half year subject to the maximum accumulation permissible under Rule 15.5.

- The credit for the half year in which a staff member is due to retire or resigns from the service shall be afforded only at the rate of 2 ½ days per completed calendar month up to the date of retirement or resignation.
- When a staff member is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of 2 ½ days per completed

calendar month up to the end of the calendar month proceeding the calendar month in which he is removed or dismissed from service or dies in service.

- 4.4.15.3. In the case of a member of staff not in permanent employment, the earned leave admissible during the first year of service shall be at the rate of 2 ½ days for each completed month of service which he is likely to render in the calendar half year in which he is appointed, and in calculating such leave, a part of the month, if any, shall be ignored. The leave to be credited shall be rounded off to next higher day.
- 4.4.15.4. In case a member of staff avails extraordinary leave in any half year the credit afforded to his leave account at the commencement of the half year shall be reduced by 1/10 of the extraordinary leave, fractions of a day being rounded off to next day, subject to a maximum of 15 days. Limits of accumulation and grant (applicable to all members of the staff)
- 4.4.15.5. A member of the staff shall cease to earn such leave when the earned leave amounts to 300 days.
- 4.4.15.6. The maximum amount of earned leave that can be granted to a member of the staff at a time shall be 180 days. Earned leave may be granted for a period exceeding 180 days if the entire leave so granted or any portion thereof is spent outside India, provided that when earned leave exceeding 180 days is so granted the period of such leave spent within India shall not in the aggregate exceed 180 days.
- 4.4.15.7. Vacation may be taken in combination with any kind of leave under these rules, provided that the total duration of vacation and earned leave taken in conjunction, whether the earned leave is taken in combination with other leave or not, shall not exceed 240 days.
- 4.4.15.8. In case a member of staff dies while in service, the cash equivalent of the leave salary that the deceased employee would have got had he gone on earned leave, that would have been due and admissible to him but for the death, on the date immediately following the date of death, subject to a maximum of leave salary for 300 days, shall be paid

to his family. Further, such case equivalent would not be subject to reduction on account of pension equivalent to death- cum- retirement gratuity.

4.4.15.9. In case a member of staff has not utilized earned leave at credit at the time of retirement on superannuation, he shall be paid cash equivalent of leave salary in respect of the period of un-utilized earned leave subject to the following conditions.

- The payment of cash equivalent of leave salary shall be limited to a maximum of 300 days earned leave.
- The cash equivalent of leave salary thus admissible will become payable on retirement and will be paid in one lump-sum as one-time settlement.
- Cash payment under this rule will be equal to leave salary as admissible for earned leave and dearness allowance admissible on the leave salary at the rates in force on the date of retirement. No city compensatory allowance and/ or house rent allowance shall be payable.

4.4.15.10. A staff member who retires by giving notice to the Institute may be granted suo moto, by the Institute, cash equivalent of the leave salary in respect of Earned Leave at his credit subject to a maximum of 300 days and also in respect of all the half pay leave at his credit provided this period does not exceed the period between the date on which he so retires from the service and the date on which he would have retired in the normal course after attaining the age prescribed for retirement. However, encashment of Earned Leave due and admissible, subject to a maximum of 300 days, may be allowed even if this exceeds the period between the date on which a staff member retires from the service and the date on which he would have retired in the normal course after attaining the age prescribed for retirement.

- The cash equivalent shall be equal to the leave salary as admissible for Earned Leave and/ or equal to the leave salary as admissible for half pay leave plus Dearness Allowance admissible on that leave salary for the first 300 days at the rates in force on the date

the staff member so retires from the service. The pension and pension equivalent of other retirement benefits and ad-hoc relief/graded relief on pension shall be deducted from the leave salary paid for the period of half pay leave, if any, for which the cash equivalent is payable. The amount so calculated shall be paid in one lump-sum as one-time settlement. No House Rent Allowance or City Compensatory Allowance shall be payable.

- If the leave salary for the half-pay leave component falls short of pension and other pensioner benefits, cash equivalent of half pay leave shall not be granted.

4.4.15.11. Where the services of a staff member are terminated by notice or by payment of pay and allowances in lieu of notice, or otherwise in accordance with the terms and conditions of his appointment, he may be granted, suo moto, by the Institute, cash equivalent in respect of Earned Leave at his credit on the date on which he ceases to be in service subject to a maximum of 300 days.

4.4.15.12. If a staff member resigns or quits service, he may be granted, suo moto, by the Institute, cash equivalent in respect of Earned Leave at his credit on the date of cessation of service, to the extent of half of such leave at his credit subject to a maximum of 150 days.

4.4.15.13. A staff member, who is re-employed after retirement may, on termination of his re-employment, be granted, suo moto, by the Institute, cash equivalent in respect of earned leave at the credit on the date of termination of re-employment subject of a maximum of 300 days, including the period for which encashment was allowed at the time of retirement.

4.4.15.14. The cash equivalent of Earned Leave payable under these rules shall be equivalent to leave salary admissible for Earned Leave plus Dearness Allowance admissible on that leave salary at the rates in force on the date the staff member ceases to be in service. The amount so calculated shall be paid in one lump-sum as one-time settlement. No city compensatory allowance or house rent, allowance shall be payable.

4.4.15.15. A staff member who is retired due to permanent physical or mental disability incapacitating him for further service may be granted, suo moto by the Institute, cash equivalent of leave salary in respect of leave due and admissible on the date of his invalidation of service provided that the period of leave for which he is granted cash equivalent does not extend beyond the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his service. However, encashment of earned leave due and admissible subject to a maximum of 300 days, may be allowed even if this exceeds the period between the date on which a staff member retires from the service and the date on which he would have retired in the normal course after attaining the age prescribed for retirement. The cash equivalent thus payable shall be equal to the leave salary as calculated above.

4.4.16. Payment of cash equivalent of leave salary in case of death etc., of the staff member

4.4.16.1. In the event of the death of the staff member while in service or after retirement or after final cessation of duties but before actual receipt of its cash equivalent of leave salary payable under these rules, such amount shall be payable to such person(s) who are members of the family and in whose favor nominations are made by the staff members. The nominations shall be made in prescribed form appended to these rules.

4.4.17. Extraordinary Leave

4.4.17.1. Extraordinary leave shall always be without pay and may be granted when no other kind of leave is admissible, or when other leave being admissible, the member of the staff concerned specifically applies in writing for the grant of extraordinary leave. The payment of any allowances during such leave will, however be governed by the rules applicable to the grant of such allowances.

4.4.17.2. The period of extraordinary leave shall count for increment only when such leave is granted to a member of staff:

- (1) On account of illness covered by a proper medical certificate.
- (2) for work abroad or in the country under Fellowship/ Scholarship;
- (3) for work for a specified period/periods of time at academic research and development laboratories etc., in India or abroad as may be approved by the Director from time to time.

4.4.18. Maternity Leave

4.4.18.1. Maternity Leave may be granted to a female staff member with less than two surviving children, on full pay for a period of 135 days from the date of its commencement.

- Maternity Leave may also be granted, irrespective of number of surviving children, in cases of miscarriage including abortion subject to the condition that the total period of maternity for such purpose does not exceed 45 days during the entire service of that female staff member and the application for leave is supported by a medical certificate. In case requiring longer duration of rest, leave of the kind due and admissible can be availed to cover the period of absence.

4.4.18.2. Maternity leave shall not be debited to the leave account.

4.4.18.3. Maternity leave may be combined with leave of any kind (except casual leave) due and admissible (including commuted leave for a period not exceeding 60 days) up to a maximum of one year, if applied for, without production of medical certificate.

4.4.19. Paternity leave

4.4.19.1. Paternity leave may be granted to a male staff member with fewer than two surviving children, for a period of

15 days during the confinement of his wife. During the period of such leave, he shall be paid leave salary equal to the pay drawn before proceeding on leave. Paternity leave shall not be debited against the leave account and may be combined with any other kind of leave. It may not be normally be refused under any circumstances.

4.4.20.Sabbatical Leave

- 4.4.20.1. Sabbatical leave may be granted by the Council to members of the teaching staff for a period of not less than six months and not more than twelve months inclusive of vacation at a time, after six years of approved service. In the case of those who were on deputation abroad for one year or more sponsored by the Institute, the period of six years shall be reckoned from the date of reporting for duty on return.
- 4.4.20.2. No carryover of Sabbatical Leave (part or full) will be permissible.
- 4.4.20.3. Staff members will be paid full salary during the period of sabbatical leave. However, payment of D.A, HRA and CCA during the period is subject to Government of India rules in this regard.

4.4.21.Special Study Leave

- 4.4.21.1. Special Study Leave may be granted by the Council to all members of the staff with a minimum of 2 years of completed service for study or training which has direct bearing on the work of the Institute but not to the extent of placing such member of staff on deputation. Special study leave can be combined with Earned Leave and no case beyond two years. Special study leave will not be debited to the leave account of the member of staff. The period of special study leave shall count for increments. The members of staff will be entitled to half pay and allowances admissible during such period.

4.4.22.Extraordinary Study Leave

- 4.4.22.1. Extraordinary study leave may be granted by the Council to all members of staff with a service of 3 years at the Institute. A member of staff on Extraordinary study leave will not be entitled to any pay or allowances during such period, however the period of extraordinary study leave will count for increments. The maximum period of absence on this count shall not exceed one year.

4.4.23.Limit to Total Absence

- 4.4.23.1. A member of the staff shall cease to be in the service of the Institute if he is continuously absent from duty for five years, whether with or without leave unless such absence is absence on foreign service in India.

4.4.24.Leave Salary

- 4.4.24.1. A member of the staff on earned leave and commuted leave is entitled to leave salary equal to pay drawn before proceeding on leave.
- 4.4.24.2. A member of the staff on half-pay leave is entitled to leave salary equal to half of the pay drawn before proceeding on leave.
- 4.4.24.3. A member of the staff on extraordinary leave is not entitled to any leave salary.

4.4.25.Increment during leave

- 4.4.25.1. If the increment falls during leave other than casual leave, the effect of increase in pay will be given from the date the member of the staff resumes duty, without prejudice to the normal date of his increment, subject however to the provisions of Rule 18.2.

4.5 Visits Abroad

The leave of absence for visits abroad in respect of all faculty and scientific staff will be treated as follows:

4.5.1 Duty leave up to a maximum of six months in a seven year period

4.5.2 Visits to Universities/Laboratories/Institutions:

- (a) For lectures and discussion
- (b) For research programmes on individual collaboration basis
- (c) On exchange programmes supported by the Government of India (INSA, UGC, MHRD, DST, DBT, CSIR etc.)
- (d) On exchange programmes supported by the Government of India through the Centre for Sponsored Schemes and Projects
E.g. Indo-US, Indo-French, Indo-Japan
- (e) On exchange programmes supported by IISC MOUs
- (f) In connection with consultancy projects through CSIC.
(The Programmes (c) to (e) should have a bilateral content).

4.5.3 Symposia/Conferences/Workshops/Seminars:

4.5.4. Sabbatical Leave:

- The facility of availing sabbatical leave for the faculty either within the country or abroad is meant for the academic renewal of the faculty by way of providing them an opportunity to keep abreast of latest developments in their chosen and related areas of research and to gain a first-hand knowledge of emerging areas of research.
- Sabbatical leave may be availed of only upto a maximum of one year (inclusive of one vacation) provided the staff member has completed six years of service immediately preceding the proposed sabbatical leave. E.O.L availed of during the preceding period would not qualify for reckoning the number of completed years of service.
- The faculty should serve the Institute at least for one year after return from sabbatical leave.
- Normally sabbatical leave may not be granted to faculty members for taking up regular employment.

4.5.5. Earned Leave/E.O.L on loss of pay

- For purposes listed in 1.1 & 1.2 to the extent not covered by Duty leave/Vacation abroad.
- For taking up teaching assignments in Universities which do not have research schools of international standard without a significant level of research work, Earned Leave/Extra-ordinary Leave upto a maximum of one year may be granted.
- For research assignments in Industrial R & D establishments, Extra-ordinary Leave only upto a maximum of one year may be granted.
- For cases coming under 3.2 and 3.3, a faculty member must have completed six years of service immediately preceding the proposed leave.

4.5.6. General considerations

- At any point of time, not more than one third of the faculty on roll in a Department will be permitted for any of the leave of absence.
- The staff member proceeding abroad during vacation will be generally treated as availing vacation abroad for the purpose indicated above. During the academic term they will be granted Duty leave/Earned leave/E.O.L as applicable.
- Faculty members are expected to provide sufficient notice(at least four week's time) before actually proceeding on any of the above visits abroad.
- Extra-ordinary leave will have the effect of postponing the due date of evaluation of the faculty member and also the eligibility of sabbatical leave. However, the date of increment will not be changed. The period of E.O.L will qualify for the purpose of terminal benefits provided the contributions towards pension/ CPF Employer's share of contribution are paid within 3 months of return from the leave of absence granted; failing whereof, the period of E.O.L would be considered as non-qualifying service for the purpose of terminal benefits.

4.5.7. Overriding considerations

- The grant of leave of any kind will be subject to the following conditions;
 - (a) A ceiling limit of two years of all types of leave of absence including sabbatical leave in a seven-year period.
 - (b) Leave of absence of any kind above either singly or in combination with one another shall not exceed 15 months at a time subject to the ceiling indicated above. However, in case a staff member has availed of either vacation or any other kind of leave of absence amounting to a total of not more than one year during a 12 year period, he or she may be permitted to avail sabbatical leave for one year and other kinds of leave (Earned Leave/E.O.L) for another one year in conjunction.

5. AIR INDIA TRAVEL

1. The Ministry of Finance through a notification dated 13.7.2009 requires that in all cases of air travel, both domestic and international, where the Government of India bears the cost of air passage, the officials concerned may travel only by Air India.
2. The Ministry of Civil Aviation advises that for travel to stations not connected by Air India, the officials may travel by Air India to the point closest to their eventual destination, beyond which they may utilize the services of another airline, preferably a Star Alliance partner. Only in routes where Air India does not provide service, travel by other airlines is permitted.
3. The cost of the ticket cannot be cited as the reason for seeking exemption from Air India travel.
4. Air India tickets may be purchased from Air India's official website, booking counter, or through government authorized travel agents namely M/s. Balmer and Lawrie and Co., M/s. Ashok Travel and Tours, or IRCTC. Before purchasing a ticket, the Air India official website must be consulted for Air India flight operation details.

5. When settling the TA claim, the official concerned must also give an undertaking that the tickets have been purchased at the lowest fare available on the day of booking.
6. In cases where Government of India is not bearing the cost of air passage, the official may travel by a private airline. Non-Air-India travel costs can also be met from the overheads of Schemes projects.

6. RESEARCH FUNDING

6.1 Startup Research Grant

A faculty member joining the Institute will receive a start-up grant to start the initial work. The amount will be decided based on the need, availability of other facilities in the campus etc. The faculty members are strongly encouraged to apply for sponsored research projects. A list of potential agencies is given in Annexure B.

6.2 Cumulative Professional Development Allowance (CPDA): (Unit VA – Ext: 2252)

- Rs. 3 lakhs for every three years block period. The current block period started on 1.9.2017.
- This can be utilized for travel and registration fee to attend International/National conferences. Payment of annual membership fee of foreign or Indian professional bodies. Purchase of consumables, stationery, books.

6.3 Support for Conference Organization – Ext: 2228

Faculty members can organize seminars, symposia and summer programmes in their area of research through assistance from outside agencies. Accommodation for participants can be booked through the Guest House/Hoysala Hostel and at other places.

Proposals to be sent to Divisional Chair through Dept. Chair.

6.4 Research Ethics and Safety

Research involving certain forms of genetic material requires approval by the Institute Biosafety Committee (form available from <http://mbu.iisc.ac.in/resources.htm> . Research focusing on human subjects requires approval by the Institutional Human Ethics Committee (form available from <http://www.cns.iisc.ac.in/home/resources/downloads/>. Similarly, research involving certain animal taxa as subjects requires approval by the Institutional Animal Ethics Committee (IAEC). Details and the associated forms are available at <http://caf.iisc.ac.in/download.html>

7. PERSONAL BENEFITS

7.1 Medical Benefits

7.1.1 Campus Health Centre (Ext: 2234/2227)

- A 12 bed health centre, with X-Ray, diagnostic lab, dental and ophthalmic clinics and minor surgical facility, for on-campus out-patient and emergency services.
- A medical staff of full time general practitioners and nurses, as well as consulting gynecologist, dentist, psychiatrist and ophthalmologist. Off- campus residents can consult designated area doctors.

7.1.2 Reimbursement of Medical Expenses (Unit V – Finance Section; Ext: 2252)

- Medicines - prescribed by Health Centre doctors or designated area doctors.
- Other expenses – as per G.O.I. rules (CHSS Rules)
- The institute employees are covered under a group insurance scheme. There is a ceiling for the coverage. However, members can opt for enhancement of the ceiling by paying extra premium.
- Additional support is also available if the limit is exceeded in deserving cases.

7.2 Other Benefits

7.2.1 Children's Education Allowance (Unit VA – Ext: 2252)

- Reimbursement will be made for expenditure on the education of school going children only, i.e., for children from nursery to class twelfth.
- Reimbursement can be availed only for two eldest surviving children (except when the number of children exceeds two due to second child birth resulting in multiple birth)
- Reimbursement is for items like tuition fee, admission fee, laboratory fee, special fee library fee games/sport fee etc. Also for one set of text books and note books, two sets of uniforms and one set of school shoes, in a year.
- Maximum reimbursement is Rs.18,000/-per annum.
- Reimbursement is subject to submission of original receipts.

7.2.2 Transport Allowance (Unit VA – Ext. 2252)

All permanent staff and is paid along with the salary.

7.2.3 Reimbursement of Telephone Charges (Unit VC – Ext: 2570)

- All faculty members, Technical Officers, administrative officers are eligible for telephone reimbursement.
- Actual expenditure or Rs.750/-, whichever is less, is reimbursable per month for landline plus mobile phone. (Those who have been provided with Centrex without “0” facility will be eligible for reimbursement of Rs.550/- only per month).
- Actual expenditure or Rs.250/-, whichever is less, is reimbursable per month for Broadband (Internet).

7.2.4 Leave Travel Concession (LTC) (Unit IA – Ext:2231) for Approvals (Unit VA-Ext: 2252) for Bill Clearance

- This concession is available to employees of the Institute as per Government of India rules and regulations applicable from time to time.

- Salient features of the LTC scheme:
 1. The LTC scheme is available for the government servant and family.
 2. The concession is admissible to all Government servants who have completed one year of continuous service as on the date of journey. A period of unauthorized absence shall be deemed to cause break in service, unless condoned by the appointing authority, while calculating the minimum period of continuous service.
 3. The concession can be availed during regular/casual/special casual leave or vacation. It cannot be availed during the weekend or any other period of holidays alone.
 4. The concession can be availed during maternity leave and while on study leave.
 5. Earned leave encashment facility: Earned leave up to a maximum of ten days at a time may be encashed, without any linkage to the number of days and the nature of leave availed while proceeding on LTC. This is limited to a maximum of 60 days during the entire career and the total number of days so encashed will not be included for computing maximum quantum of leave encashable at the time of quitting service.
 6. The concession to home-town is allowed once in a block period of two calendar years. The block is counted from 1956-57. However, a Government servant, whether married or unmarried, who has his family living away from his headquarters at home town can avail this concession for himself alone every year, if he forgoes the eligibility for his family. In such cases, he and his family will lose the right of LTC to anywhere in India.
 7. LTC to visit any place in India is admissible once in a block of four calendar years. The first block was 1974-77 and the current block is 2014-2017. This concession is in lieu of one of the two home-town concessions available during the block of four years.
 8. Fresh recruits to Central Government are allowed to travel to their home-town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. This facility is available to the Government officers only for the first two blocks of four years applicable after joining the Government

for the first time. The blocks of four years apply with reference to the initial date of joining the Government even though the employee changes the job within Government subsequently. The existing blocks will remain the same but the entitlements of the new recruit will be different in the first 8 years of service.

9. "Any place in India" covers any place in mainland India, Andaman and Nicobar Islands, Jammu and Kashmir, Lakshadweep & Maldives Islands, including the home town of the Government servant.
10. Both in respect of journeys to Home town and any place in India, the Government of India will reimburse 100% of the to and fro fare by air/rail/road/steamer, as per the entitlement. Local taxi fares are not covered. The Government's assistance will be limited to the fare by the shortest direct route calculated on a through ticket basis, irrespective of the fact whether the journey was performed by the shortest route or any other route.
11. LTC can be combined with journeys on tour or transfer.
12. The concession is not admissible to (i) Government servant under suspension; however, his/her family can avail the concession; (iii) Government servant who proceeds on leave, but resigns his post without returning to duty.
13. Advance up to 90% of the probable amount of reimbursement can be availed.
14. The home-town can be declared by a Government servant at the time of recruitment and can be changed only once during the entire period of service with the approval of the appointing authority.
15. If husband and wife are both Central Government servants, then they are treated as two independent Government servants.
16. The declared place of visit can be changed before the commencement of the journey with the approval of the controlling authority, but not after the commencement of the journey.
17. The Government servant and members of his family may avail LTC at different times. It is also not necessary that all of them should visit the same place.

18. Grace time: The concession admissible for a particular block of two years, which is not availed during the block, may be availed in the first year of the next block by the Government servant and his family, independently of each other. According to this relaxation, there is the possibility of a Government servant availing the concession twice during the same calendar year.
19. Home town LTC can be swapped with LTC to the North-East and Jammu and Kashmir.

7.2.5 Mutual Benefit Fund

Old Scheme (Unit 1B – Ext 2232) – Subscription Rs. 20 per month

- Grant or interest free loan for medical treatment (max Rs. 4000) or educational expenses (max Rs. 15,000 at a time) of self or dependents (repayable in 10 installments)
- Grant in case of death of spouse, parents or dependents.
- Maximum grant of Rs.12,000/- to nominee in case of death of staff member.
- Maximum grant during the entire service is limited to Rs 12,000.

New Scheme – Subscription Rs.25 per month (Rs.8.30 towards ex-gratia grant in case of death, and the balance Savings Fund of the member)

- Ex-gratia of Rs. 25.000/- together with subscription towards savings fund and interest accrued thereon to the nominee, in case of death of the staff member.
- On resignation/retirement, subscription towards savings fund together with interest

7.2.6 House Building Advance (Unit VA – Ext: 2797)

Eligibility – permanent staff with 10 years' service

Purposes – Construction of a new house on the plot already owned by the official or jointly with his/her spouse or purchase of flat

Amount – upto Rs 5,00,000/- or as notified by Govt. from time to time

Interest, etc. - as notified by Govt. from time to time

7.3 Retirement and Termination Benefits (Unit VB – Ext: 2723)

(Applicable only for those who have joined on or before 31.12.2003)

	FOR THOSE UNDER GPF-CUM-GRATUITY SCHEME	FOR THOSE UNDER CPF-CUM-GRATUITY SCHEME
PENSION	50% of the Basic Pay (Pay in Pay Band plus Grade Pay) after 20 years' continuous service.	Not eligible
COMMUTATION OF PENSION	Maximum 40% of pension	Not eligible
GRATUITY	½ month's emoluments (Basic Pay+Grade Pay+DA) for every completed year of service, subject to maximum of 16½ times or Rs.10 lakhs.	½ month's emoluments (Basic Pay+Grade Pay+DA) for every completed year of service, subject to maximum of 16½ times or Rs.10 lakhs.
PROVIDENT FUND	Amount at credit under GPF as on date of retirement with applicable interest.	Amount at credit under CPF (individuals subscription + Institute's contribution) as on date of retirement with applicable interest.
LEAVE ENCASHMENT	Lump-sum cash equivalent to leave salary admissible for the number of days of earned leave at the credit of the employee on the last day of his service.	Lump-sum cash equivalent to leave salary admissible for the number of days of earned leave at the credit of the employee on the last day of his service.
MUTUAL BENEFIT FUND (OLD)	Maximum of Rs.4000/- or less by the amount of grant has been utilized during the service.	Maximum of Rs.4000/- or less by the amount of grant has been utilized during the service.

NEW MUTUAL BENEFIT FUND	Savings component of subscription plus interest thereon.	Savings component of subscription plus interest thereon.
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7.4 New Defined Contribution Pension Scheme (NDCPS)

(FOR THOSE WHO JOINED THE INSTITUTE ON OR AFTER 1.1.2004)

All those who joined the Institute, on or after 1.1.2004 will come under Government of India's New Defined Contribution Pension Scheme (NDCPS), which has been notified under GOI, MOF, DEA notification dated 22.12.2003.

The salient features of the New Pension Scheme are as follows:-

- The New Pension Scheme works on defined contribution basis.
- It has two tiers-Tiers I and II. Contribution to Tier-I is mandatory for all employees joining Institute on or after 1-1-2004, whereas Tier-II will be optional and at the discretion of employees. Tier-II is yet to be made operational.
- Under Tier-I, employees will have to make a contribution of 10% of his basic pay plus DA, which will be deducted from his salary bill every month. The Institute will make an equal matching contribution.
- Tier-I contributions (and the investment returns) will be kept in a non-withdrawable Pension Tier-I Account by Central Record keeping Agency. Exit from Tier-I can only take place when an individual leaves service.
- Tier-II contributions will be kept in a separate account that will be available for withdrawal at the option of the employee. The Institute will not make any contribution to Tier-II account.
- The existing provisions of Defined Benefit Pension and GPF would not be available to new employees joining Government service on or after 1-1-2004. No deductions will be made towards GPF contribution as the same is not applicable to them.
- An employee can exit at or after the age of 60 years from the Tier-I of the Scheme. At exit, it would be mandatory for him to invest 40 per cent of pension wealth to purchase an annuity (from an IRDA-

regulated Life Insurance Company) which will provide for pension for the lifetime of the employee and his dependent parents/spouse. The employee would receive a lump-sum of the remaining pension wealth which he would be free to utilize in any manner. In the case of employee who leaves the Scheme before attaining the age of 60, the mandatory annuitization would be 80% of the pension wealth.

- Immediately on joining the Institute, the employee will be required to provide particulars such as his name, designation, level of pay, date of birth, nominee(s) for the fund, relationship of the nominee, etc. in the prescribed proforma. The Institute will obtain PRAN Number and start remitting the amount recovered from salary to the Trustee Bank.
- In case of death of employee who joined the Institute on or after 1.1.2004, the family of the deceased will be entitled for family pension and death gratuity, as per CCS(Pension) Rules, 1972.
- In case of retirement of employee who joined the Institute on or after 1.1.2004, the he/she will be entitled for retirement gratuity, as per CCS(Pension) Rules, 1972.
- The benefit of encashment of leave salary in terms of CCS(Leave) Rules will be applicable to employees who join the Institute on or after 1.1.2004.

7.5 Provident Fund (Unit VB - Ext: 2723)

(Applicable only for those who have joined on or before 31.12.2003)

7.5.1 Advances

- **PURPOSES:**

- Illness – Self or family members
- Higher Education – Self or family members
- Obligatory expenses – Betrothals, marriages, funerals or other religious expenses
- Pilgrimage to religious places

- **AMOUNT OF ADVANCE:**

- 3 months Basic Pay (Pay in Pay Band + Grade Pay) or 50% of the amount at credit, whichever is less.

- **RECOVERY:**

- Recoverable in not more than 24 installments, from the pay for the month following the one in which advance was drawn.

7.5.2 Withdrawals

PURPOSES	ELIGIBILITY	AMOUNT OF WITHDRAWAL
<ul style="list-style-type: none"> ● Illness – Self or family members. ● Higher education (self or family members). ● Obligatory expenses – Betrothals, marriages, funerals or other religious expenses. 	<p>After completion of 15 years of service OR within 10 years before the date of superannuation, whichever is earlier.</p>	<ul style="list-style-type: none"> ● 50% of the amount at credit or 6 months’ Basic Pay (Pay in Pay Band + Grade Pay). ● 75% of the amount at credit at the discretions of the sanctioning authority.
<ul style="list-style-type: none"> ● Housing – Building or acquiring a suitable house or ready-built flat. ● Repayment of outstanding housing loan. ● Purchasing a house site. ● Constructing a house. ● Additions/alterations to a house already owned. ● Renovating ancestral house. 	<p>Any time during the service.</p>	<p>Up to 90% of the balance at credit. (subject to fulfilling other conditions)</p>

<ul style="list-style-type: none"> • Purchase of motor car/ motor cycle / scooter 	<p>After completion of 15 years of service OR within 5 years before the date of superannuation, whichever is earlier.</p>	<p>Rs.1,10,000 for motor car and Rs.20,000 for motor cycle / scooter/ moped, but the amount of withdrawal should not exceed 50% of the amount at credit or the actual price.</p>
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7.6 On-Campus Housing (HAC – Ext: 2580)

Guidelines for Allotment of Quarters

- All types of quarters are allotted in the open house meeting based on seniority and according to date of eligibility.
- Each staff will be given 2 chances to opt in the open house meeting, failing which his/her case will be considered after 1 year with a request letter.
- Change of quarters will be considered only one time in the existing type of quarters to the same type quarters after one year from present type of quarters like D type to another D type or E type to another E type and not to higher type of quarters.

Eligibility Criteria for Allotment of Quarters to IISc Faculty

Type	Based on Designation
C	Scientific Assistant
D	Lecturer, Asst. Professor, SO / SSO / TO-I, TO-II, TO-III Assistant Registrar, Accounts Officer, Asst. Librarian, Medical Officer
E	Employees in Pay Band – 4
Duplex	Professors, Associate Professors, PRS, CRS

The Institute provides for retention of quarters beyond the date of superannuation for which the license fee at the following slabs are charged.

First 2 months- normal license fee

3rd & 4th month- double the normal license fee

5th & 6th month- 4 times of the normal license fee

7th & 8th month- 16 times of the normal license fee

9th & 10th month- 32 times of the normal license fee

11th & 12th month- 36 times of the normal license fee

Beyond 12 months

A, B, C & D-55 times of the normal license fee

E & Duplex-65 times of the normal license fee

The total numbers of apartments of each type:

Type	Location	Total
C-Scientific	NHC	5
	Vignanapura	8
C-Scientific Total		13
D	Arjun Marg	17
	KRVH (Gymkhana)	16
	Aryabhatta	16
	NHC Old D	40
	NHC New D	18
	Tunga	26
	Vignanapura	44
D Total		177
E	NHC - Old E	36
	NHC - NE18	18
	NHC - NE60	60
	HE	72
	Vignanapura	31
E Total		217

Duplex	NHC	20
Bungalow	Campus	9
Grand Total		364

Application for allotment of quarters / Change of quarters

Name (Block letters)	
Designation	
Department	
Category (SC / ST)	
Basic Pay	Rs.
Date of Joining / Eligibility for D / E type	
If staying in quarters	Qtrs. No:
	Date of occupation :
Have you availed House Building Advances / Interest Subsidy	Yes / No If yes , Place of construction of House

Preference of quarters

1. 2. 3. 4.

Date

Signature

8. EXTRAMURAL FUNDING, ENTREPRENEURSHIP AND PATENTING

8.1 *Centre for Sponsored Schemes and Projects*

The Institute receives funding from Government funding agencies, public sector agencies, and the private sector for undertaking sponsored research projects. Currently more than 800 projects are ongoing at the Institute. The Centre for Sponsored Schemes and Projects handles all the administrative logistics of the above projects.

8.2 Society for Innovation and Development (SID)

The Society for Innovation and Development (SID) was founded in the year 1991 and is registered under the Karnataka Societies Act. It has a symbiotic relationship with IISc and primarily provides access to the intellectual and infrastructural resources of IISc.

Its mission is to enable India's innovations in science and technology by creating a decisive and effective channel to help and assist industries and business establishments to compete and prosper. It attempts to bring the leading intellectuals of IISc and the fruits of their research and development efforts closer to industries in a cordial atmosphere with prosperity of the Nation as the ultimate goal.

It undertakes research and development projects based on individual or joint proposals from the faculty of IISc in collaboration with industries, national and international organizations. Such organizations directly enter into an agreement through SID with an intention to collaborate with faculty in IISc to sponsor research projects.

It also sets up work groups in identified areas that can undertake multiple projects on a sustained basis with varying degrees of flexibility to facilitate and expedite execution of the project.

Address:

Society for Innovation and Development

Innovation Centre, Indian Institute of Science Campus,
Bangalore-560 012

Telephone Nos. 91 - 080 - 23442779

91 - 080 - 23460622

91 - 080 - 22932544

Chief Executive

Direct No. 91 - 080 - 2293 2982/2983

Fax: 91 - 080 - 23314314

E-mail: office.sid@iisc.ac.in

Website: <http://sid.iisc.ac.in>

8.3 Centre for Scientific and Industrial Consultancy (CSIC)

The Centre for Scientific and Industrial Consultancy (CSIC) was established in 1975 with the sole purpose to strengthen, promote and streamline the interaction between academia and industry.

It provides solutions to industry's problems and ensures at the same time that the Institute's work remains relevant to national needs at all times. It strives to help research innovations develop into industrial applications and also makes the industry more inclined to sponsor indigenously developed technology. Hence, it attempts to contribute towards making the nation self-reliant in its technological needs.

The CSIC is a centre for scientists and members of the industry as it benefits scientists to stay "tuned" to the needs of industry while it enables industry to gain access to the expertise and facilities available at the Institute.

There are several consultancy exercises undertaken by CSIC which can be broadly classified as: product design and development, process design and development, system design and software development, technology transfer, technical advice and guidance, testing and evaluation, diagnostics, proof checking and system studies.

Contact Details:

Chair

Centre for Scientific and Industrial Consultancy
Indian Institute of Science, Bangalore – 560 012.

Phone: (080) 2293 2446/2516

Email: chair.csic@iisc.ac.in

Website: www.csic.iisc.ernet.in

8.4 Intellectual Property and Technology Licensing (IPTeL)

Institute's gateway to filing for Intellectual Property (IP) protection and Technology Licensing (TeL). The mission is to ensure that the value of the knowledge being generated at the Institute is leveraged, by responsible licensing, for the benefit of the Institute and thereby to society at large.

The IPTeL is responsible for the management of the Intellectual Property of the Indian Institute of Science (IISc), Bangalore. At present, it is housed in the Innovation Centre (SID Building) where it works in close partnership with the Society for Innovation and Development (SID).

The IPTeL strives to harness the fullest potential of the Institute in terms of innovation and IP productivity. It facilitates optimal use of Institute IP for societal welfare and benefit and fosters increased collaboration with industry.

The major activities that the IPTeL is involved in are as follows:

- Increasing IP awareness within the Institute
- Evaluating, patenting and licensing of Institute IP
- Streamlined maintenance and comprehensive protection of Institute IP
- Providing a single window for industry and other research institutes, in terms of IP utilization and commercialization
- Evolving IP policies, in keeping with the changing times
- Development and administration of ever-efficient IP processes
- Provision of legal counsel, in IP issues and policy matters, to Institute researchers and
- Representation of the Institute in IP negotiations and transactions

The major policies of the IPTeL are as follows:

- Ownership of any IP arising out of in-house or sponsored, or collaborative research projects will rest with IISc, whether in whole or in part.
- In case of solely owned IP, IISc will commercially exploit IP through technology transfer, or licensing or revenue sharing agreements.
- In case of jointly owned IP and where the other party is an industry, first right to commercially utilize and exploit the IP will be granted to the industry party. However, royalty should be shared with IISc on mutually agreed terms.
- Revenue arising out of licensing of IP and subsequent royalty will be shared between inventor and Institute in a 60:40 ratio.

Address

Intellectual Property and Technology Licensing (IPTeL)

SID Complex,

Indian Institute of Science,

(Near Maramma Circle Gate, Close to J.N. Tata Auditorium)

Bangalore - 560012

Phone: +91 80 22932037 ; +91 80 22932038 ; +91 80 23464088

Email: office.iptel@iisc.ac.in

Office Hours:

Monday to Friday - 9:00AM to 5:00PM

Saturday & Sunday: Closed

8.5 Office of Development and Alumni Affairs (ODAA)

This is a newly developed centre that aims to bring together the community of alumni, friends, partners and well-wishers who seek to support the Institute's mission. The office plans to foster Industry-Institute partnerships as well as alumni and philanthropist-funded programmes. In addition, ODAA will work with IISc's Alumni Associations to support various alumni-related activities and engagement programmes.

Contact Details:

Office of Development and Alumni Affairs

Indian Institute of Science

Bangalore - 560 012

India

Phone: +91 80 2293 3590/3591

General Enquiries

office.odaa@iisc.ac.in

Alumni contributions and queries

alumniaffairs.odaa@iisc.ac.in

Corporate/private contributions

development.odaa@iisc.ac.in

8.6 Office of International Relations (OIR)

The Office of International Relations (OIR) oversees and coordinate all international programmes of the Institute, including:

- Admission of international students to Ph.D. and M.Tech. (Engg) programmes of the Institute
- International exchange of academic staff and cooperation in education and research with foreign institutions/industry
- Formulate and execute Memoranda of Understanding (MOU) between IISc and institutions abroad

- Student exchange
- Collaborative Research and International Funding opportunities
- To organize the international universities and public bodies delegation visits and schedule the visits of IISc delegation to worldwide institutions
- To facilitate Special Lectures by Internationally acclaimed scientists in association with International agencies like British Council, Noble Prize India etc.
- To create a database of all International programs of the Institute (Indo-Foreign country collaborative research programs, funding opportunities, visits of various delegations, MOU signed between universities and institutions abroad etc.)
- Assist the Director, IISc in matters relating to international programs

The Chair
Office of International Relations
Indian Institute of Science
Bangalore 560 012 India

Tel: + 91 80 2293 2560
Fax: + 91 80 2360 2567
Email: oir.admin@iisc.ac.in ; iro.admin@iisc.ac.in

8.7 Office of Communications (OoC)

In 2007, the Archives Cell was established to collect, catalogue and preserve all documents, images and other articles of relevance to the Institute. In 2008, it was renamed as the Archives and Publications Cell (APC) when its function expanded to include publication activities through the IISc Press.

In 2019, APC evolved into what is now IISc's Office of Communications (OoC). OoC is the single point of contact for all external communications related to the Institute.

Activities

- **Publications:** The office produces two main in-house publications. One is a quarterly magazine called Connect which focuses on stories from IISc's history and campus community, and issues relevant to

science and society. The other is a monthly research newsletter called Kernel which spotlights current research at the Institute. In addition, the office is also responsible for copy editing Institute publications such as Annual Reports, brochures, pamphlets and other publicity documents (kernel.ooc@iisc.ac.in | connect.ooc@iisc.ac.in)

- **Archives:** The IISc Archives collects, catalogues and preserves material related to the Institute and its history. It also seeks to make the material available for academic research, outreach and other Institute requirements (archives.ooc@iisc.ac.in)
- **News:** OoC is responsible for drafting and disseminating periodic press releases from IISc about breaking research, major collaborations, and new initiatives and achievements. It also handles the Institute’s social media accounts (news@iisc.ac.in)
- **Outreach:** OoC organises regular webinars on diverse topics that are open for all.
- **IISc Press & IISc Journal:** OoC also takes care of publishing books under the IISc Press as well as the Journal of the Indian Institute of Science, a quarterly reviews journal.
- **Store:** OoC sells IISc-branded gift items like themed picture postcard sets, stationery, coffee mugs, tea coasters, bookmarks, paintings, clothing and so on.

COMMUNICATIONS/SOCIAL MEDIA ETIQUETTE

1. Gender-inclusive writing

In order to be inclusive, it is a good practice to eliminate references to gender in all correspondence whenever possible, as outlined in the guidelines below.

Salutation

For an unknown receiver, use generic salutation	
Use	Avoid
Dear Colleague:	Dear Sir or Madam:
Dear Professor:	Dear Sir:

Use	Avoid
Dear Assistant Registrar:	Dear Madam or Sir:
Dear Administrative Officer:	Dear Madam:
<p>Note: The noun(s) after “Dear” need to be capitalised. If the title (Prof/Dr) of the person to whom the email is addressed is not known, use their full name without a prefix such as Mr/Mrs/Ms Body of the letter or email: To write inclusively, use gender-neutral terms as often as possible.</p>	

Gender-inclusive nouns/pronouns

Use second person (you) instead of third person (he, she, he or she) Use plural nouns or pronouns with “they” or one of its forms	
Use	Avoid
Person	man (or) woman
Chair	Chairman
Spouse or Partner	Husband (or) wife
Send your application	The applicant must send his or her application
Applicants must send their application by December 31, 2020	The applicant must send his or her application by December 31, 2020
All graduates must wear caps and gowns if they wish to attend the convocation ceremony	Every graduate must wear a cap or a gown if he or she wishes to attend the convocation ceremony
Avoid nouns formed from the word “man” and nouns with feminine endings	
Use	Avoid
house helper (or) domestic helper	maid
human resources	manpower
police officer	policeman
property owner	landlady
humanity	mankind

Other examples	
Use	Avoid
A teacher can provide instruction to students even after the teacher's official class hours have ended	A teacher can provide instruction to students even after his or her official class hours have ended
Every member has paid their dues.	Every member has paid his/her dues.
I checked with everyone, and they have all finished their work.	

2. Social media etiquette

IISc faculty members are encouraged to use social media platforms like Twitter, Facebook and LinkedIn for their professional networking and outreach. Some guidelines to be followed in this regard include:

- Each person should take ownership for what they post or upload on social media
- If you are expressing your opinions, please clarify that you are speaking for yourself and not on behalf of anyone else or the Institute
- Please be sensitive to the language you use. Hate speech will be viewed very seriously by the Institute.

The Chair

Office of Communications

Indian Institute of Science, Bengaluru

Tel : 91 80 2750/2066/2618/2654

Email : office.ooc@iisc.ac.in

8.8 Office of Research Grants (ORG)

The Office of Research Grants (ORG) provides services and support for the effective administration of sponsored projects at the Indian Institute of Science. The mandate of ORG is

- To support faculty, post-doctoral and graduate students with tools and processes to solicit, secure and manage extramural project funding.

- To serve as an intermediary between national and international grant agencies and the various administrative offices at the Institute to provide oversight for grant availability, policy and research administration compliance, grant management and financial reporting, and research highlights communications.
- To provide the highest level of professionalism and service to support and promote research at IISc.

The Chair
Office of Research Grants
Indian Institute of Science
Bengaluru

Tel : 91 80 2293 2860/3366 Chairman
Email : office.org@iisc.ac.in
Website : <https://org.iisc.ac.in/>

9. FACILITIES

9.1 *Centre for Counseling and Support*

9.1.1 *Internal Committee Against Sexual Harassment (ICASH)*

The Government of India (GoI) has enacted the Protection of Women from Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act (the SH Act), 2013. For details, see: <http://www.shebox.nic.in> (SHe-Box – Ministry of Women & Child Development)
<https://www.rightsofemployees.com/2018/01/26/sexual-harassment-at-workplace/>

ICASH Policy 2017

- Sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:
 - Physical contact and advances
 - A demand or request for sexual favours
 - Sexually coloured remarks
 - Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature
- Behaviour such as this constitutes an action unbecoming of a student/staff member of the Institute and will attract appropriate disciplinary action.

- The Internal Committee Against Sexual Harassment (ICASH) will provide equal opportunity for all IISc personnel, without regard to gender or age, to lodge complaints of any sexual harassment in the work place.
- WeCaRe
- A new centre called WeCaRe (Women Empowerment, Children Activities and Recreation) was created in the Institute in January 2017. The centre will conduct activities for women, such as yoga, tailoring and computer coaching, as well as children's activities.

Psychological Counseling

Psychological Counseling has been initiated from the year 2007 to help individuals, mainly the student community, in distress for any reason. However, the facility can be made available by any belonging to the Institute Community.

Individuals in need can fix up the appointment with the professional directly on the Phone number 2293 2990.

Help can be sought by individuals, or through Referrals from the Health Centre/Faculties or from concerned authorities, in the areas related to Academic, Personal and/or any Relationship pressure and issues.

The objective of the service is to help the individuals to understand the issue in the right perspective and get helped to come out of the stress. This is believed to help him/her to understand and maximize the inherent potential and to focus on the purpose of joining the Institute and to leave the same with due credits. Total focus will be on addressing the issue with suggestive coping mechanism/s to come out of distress. No records will be maintained to take action or harass any student while being in or out of the institute. The ethics of counseling in maintaining total confidence, anonymity and being non-judgemental is assured.

9.2 Guest Accommodation

IISc has several guest houses in the main campus. Call ahead for availability information and send in a reservation request through the department office.

Institute Guest House: Single and double (A/c and non A/c) rooms are available. Breakfast, lunch, and dinner is available in the dining area.

Guests visiting with kids should request a room in the Centenary Visitors House (CVH). CVH has studio apartments, one/two/three bedroom apartments. Long-term stay is permitted in CVH for visiting guests.

Breakfast, lunch and dinner is available in the dining area at both the guest houses.

Institute Guest House (Extn. 2311/2289)

Centenary Visitor's House (CVH) (Extn. 3500)

Hoysala (Extn. 2535/2573):

Jawahar Guest House (Extn. 2499):

JNC Guest House (Extn. 2584):

NIAS Guest House (23604351)

9.3 Academic Facilities

JRD Tata Memorial Library: Considered to be one of the best libraries in the country for science and technology. Visit <http://library.iisc.ac.in> for access to the online catalog, e-journals, and e-books.

INDEST: IISc is a core member of the Indian National Digital Library in Engineering Sciences and Technology (INDEST) consortium. INDEST provides access to various electronic resources.

[<http://paniit.iitd.ac.in/indest/>]

Supercomputer Education and Research Centre: SERC is the country's leading computing centre having state-of-the-art computing facilities, catering to the ever-increasing demands of high performance computing for scientific and engineering research. The Centre is conceived of as a functionally distributed supercomputing environment, housing state-of-the-art computing systems, with sophisticated software packages, and connected by a powerful high-speed network.

[<http://www.serc.iisc.ac.in>]

9.4 Dining

Faculty Club: The snack parlor at the faculty club serves a healthy hot lunch to members on working days between 12.45 pm and 2 pm. Tea and coffee with biscuits are available from 10 am to 6 pm with a gap between 2 and 3 pm. Evening tiffin is between 4 pm and 6 pm.

Nesara: Located near Kabini and the Canara Bank is the only restaurant on campus. It is open on all days from 8 am to 11 pm.

Nisarga: Located behind the biological sciences building is open upto 7.00 pm and serves tea, coffee, samosas, pastries, and various snacks
Gym Cafe is located south of C.V. Raman Road outside the Gymkhana. It is open from 2pm to 11pm and serves various snacks and tea.

CEDT Coffee Shop: The coffee shop in the CEDT building (near the entrance to CAOS) serves coffee, tea, lime juice, and biscuits. It is open from 10:30 am to 11:30 am and again in the afternoon from 3 pm to 4:30 pm.

9.5 Recreation

Gymkhana: Membership compulsory. The Gymkhana houses several recreational facilities including a fitness centre, library, table tennis, badminton, basketball and volleyball courts, indoor game room. The Gymkhana club also screens Hindi and English movies.

[<http://www.iisc.ac.in/iiscgym/>]

Swimming Pool: The swimming pool is located near the main guest house. Membership applications need to be submitted to the Gymkhana office. The swimming club organizes coaching camps for children during the summer.

Faculty Club: Members include all faculty and officers. The club is open from 7am to 9 pm on weekdays and from 11am to 7 pm on Sundays and holidays. The reading room with newspapers and magazines is open during the entire working hours.

The lending library has a small collection of fiction, non-fiction, and children's books as well as CD's and non-current issues of magazines. Members can borrow two books and two magazines at a time. There is a good television and audio system.

There are two billiards and two table-tennis tables in a separate building. These facilities are available from 12 noon to 2 pm and from 5pm onwards. Other indoor sports available are caroms and chess. The Bridge group meets on Wednesday evenings.

There is a tennis court for the use of members adjoining the main guest house. Play equipment for small children are available within the premises of the club. The indoor gymnasium has basic equipment for cardiovascular exercise and muscle toning.

Film society: Screens good foreign films and award winning movies.

9.6 Shopping on Campus

North Campus Amenities Centre: This is a new shopping complex opposite the old Janata Bazaar and houses different types of shops.

Sarvam: The amenities centre for students at the old C mess houses various shops.

9.7 Creche and School

- IISc Employees Association Baby Creche Location : Next to Tata Memorial Club (TMC) Opp : State Bank of India Working Hours : 9 am to 5.30 pm Contact details : Ph : 22932602
- Shubhodaya Children Care Centre Location : Opp : Tata Memorial Club (TMC) Next to State Bank of India Working Hours : 9.30 am to 5.30 pm Contact details : Ph 22933007

Little Elly Day Care Centre: The Playschool is housed in Bungalow No. 10, Gulmohar Marg, Working Hours: 8.30 am to 6.30 pm (Monday to Friday), Saturday-10 am to 1 pm, Contact Details: Ph-7338337868

Kendriya Vidyalaya: Standard I to XII, situated near faculty quarters (Aryabhata) in Yeswanthpur. [<http://www.kviisc.com>]

9.8 Communication

Telecom Bureau: near main building, ISD and STD facilities, telephone bill payment, BSNL mobile re-charge facility – 8.00 AM to 8.00 PM.

Post Office: (Science Institute Post Office – pin code 560012) – with all facilities, situated just outside the campus. Working hours: 9.00 AM to 5.00 PM (Monday to Saturday).

9.9 Banking

- Canara Bank
- State Bank of India
- Fully computerized branches with other facilities including foreign exchange transactions and ATMs

9.10 Travels

Jaybee Travels: Located near Tata book house near the gate on Sir C.V. Raman road.

Varsha Travels: Located in the complex near Kabini.

10. OFF-CAMPUS FACILITIES

10.1 Dining

New BEL road that runs east of the campus located north of Ramaiah hospital has several restaurants and fast food joints (Nandhini Palace, Nandhini Deluxe, Gowri, Pizza Hut, Sagar Samrat, Chung's, Beijing Bites, Food Bay, Corner House, McDonalds, KFC, Burger King and many more).

Malleshwaram

- Adigas on 15th cross, Sampige Road
- Food Camp (c/o Asha Sweets) on 10th Cross and Temple St.. Good south Indian snacks, chaats, and north Indian food. Self service downstairs and A/c restaurant upstairs
- Janatha hotel - Good for south Indian snacks. Located at 8th cross, west of Sampige Road
- Vaishali - Good for South Indian snacks. Located at 8th cross, between Margosa and Sampige, first floor
- Halli Mane - Kannadiga food. Located on Sampige road and 4th cross
- Shakti - on Sampige and 6th cross, opposite to bus stop serves good roti-sabji
- Suhas on Sampige and 2nd cross, 1st floor
- NKB (New Krishna Bhavan) - located north of Bhashyam park, at the south end of Sampige is good for snacks and thali
- Gopika - Next door to New Krishna Bhavan, this hotel serves good north Indian food

- Viking - on 8th Main and 16th Cross
- Basil - on Sampige Road, south of 5th Cross
- Shanti Sagar - on Bhashyam circle
- Big Chef - on Bhashyam circle
- Sri Sagar - 7th Cross, Margosa Road
- MTR - Near Sampige Theatre, Sampige Road
- 1947 - 15th Cross, Margosa Road
- Sattvam - Sadashivnagar, Opposite Shell Petrol Bunk. Serves Jain food

10.2 Hotel Accommodation (Illustrative)

The Basil

8, Sampige Road, Malleshwaram

Bangalore, 560003

Tel: 080 23315123

<http://www.thebasilhotel.com>

[Rs. 1,600 - Rs. 4,000 for single bed]

Urban Oasis

Multiple locations near IISc

Malleswaram, RMV Extension - II Stage

Sadashivnagar

<http://www.urbanoasis.co.in>

[Rs. 1,800 - Rs. 2,800 for double bed]

Windsor Manor

ITC Welcome Group Hotels

No. 25, Windsor Square, Sankey Road

Bangalore, 560020

Tel: 080 22269898

[Rs. 20,000 for single bed]

Hotel Le Meridien

28, Sankey Road

Bangalore, 560052

Tel: 080 22262233

<http://www.lemeridien-bangalore.com>

[Rs. 13,500 - Rs. 17,000 for single bed]

The Lalit Ashok

Kumara Krupa High Grounds

Tel: 80 30527777

<http://www.thegrandhotels.net/Bangalore/default.aspx>

[Rs. 15,000 - Rs. 27,000 for single bed]

Gold Finch Hotel

No.32/3, Crescent Road

High grounds, Bangalore 560001

<http://www.goldfinchhotels.com>

[Rs. 6,500 - Rs. 10,500 for single bed]

Thirty Seventh Crescent

No.37, Crescent Road

High grounds, Bangalore 560001

<http://www.37thcrescent.in>

[Rs. 5,000 - Rs. 10,000 for single bed]

Krishinton suites

993, M.S. Ramaiah Main Road,

Near IISc D-Gate, Mathikere

Bangalore - 560 054

PH: +91-80-42595959

MSR Hotel and Spa

115, Gokula Extension, BEL Circle,

Bengaluru - 560 054

<http://www.msrhoteles.com>

PH: 080 4300 1000

10.3 Schools

Kendriya Vidyalaya, Hebbal, C.V. Raman Road, 080-23602491

[\[http://www.kvhebbal.org\]](http://www.kvhebbal.org)

Kendriya Vidyalaya, Malleswaram, 080-23341454

[\[http://www.kvmb.org\]](http://www.kvmb.org)

MES Kishore Kendra, 15th Cross, 10th Main, Malleswaram

Himamshu Malleswaram, Kensri Mariya Street, Mariyanna Palya,

080-23533528, 23537665 [\[http://www.kensri.com\]](http://www.kensri.com)

Amara Soundarya Dollars Colony, RMV 2nd stage,
080-65606965, 23412999

Vidya Mandir, 11th Cross, Malleswaram West

10.4 IISc Approved Hospitals

Health Centre, Indian Institute of Science, Bangalore- 560 012
Recognized Hospitals for cashless facility (by referral only)-2017-18

Sl. No.	Hospital Names	Address	Contact Numbers
1.	Bangalore Hospital	No.202, Rashtriya Vidyalaya Road, Basavanagudi, Bengaluru : 560004	080 4118 7600
2.	Bangalore Institute of Oncology	KH double Rd	2222 5698 / 5644 / F 22222146
3.	Bangalore Kidney Foundation	NO.638,Thimmaiah Road Nisarga layout Padmanabha Nagar, Bengaluru: 560 070	080 26981086
4.	Bhagawan Mahaveer Jain Hospital	No.08, Miller Road, Vasanth Nagar, Bengaluru : 560 052	080 4087 5555
5.	Chord Road Hospital	No.100/101; LIC colony near Shankar mutt, west of chord, Basaveswaranagar, Bengaluru : 560 079	080 6719 2222
6.	Jayaprasad Clinic/Nursing Home	B.H Road, Nelamangala, Bengaluru : 560 123	27722165 / 3394
7.	Gokul Curie Cancer Centre	MS Ramaiah Hospital Campus	080 2218 2929
8.	Mahaveer Eye Hospital (Solanki Eye Hospital)	No. 191/1, 2nd cross Link road, Malleswaram, Bengaluru : 560 003	23562299 / 2211

9.	Mallige Medical Centre	31/32, Crescent Road, High Grounds	22261135/ 22203333 F 220 3333
10.	Manipal Northside Hospital	71, 11th Main Road, Malleswaram, Bengaluru -560 003	080 3001 4000
11.	M.S. Ramaiah Memorial Hospital	New BEL Road, Bengaluru - 560 054	23608888/ 23609999
12.	Narayana Netralaya	121/C, Chord Rd, 1st R Block, Rajaji Nagar, Bengaluru - 560 010	080 6612 1300
13.	Ravi Kirloskar Memorial Hospital	No. 19, 2nd Main Road, Peenya 1st Phase, Bengaluru - 560 058	080 4260 2424
14.	Raj Mahal Vilas Hospital	No . 138, Aecs Layout, Near-Reliance Fresh, Sanjay Nagar, Bengaluru - 560 094	080 4266 4366
15.	St. John's Medical College & Hospital	John Nagar, Sarjapur Road, Bangalore - 34	080 49466029
16.	St. Martha's Hospital	No. 5 RBI colony Sampige Rama Nagar, Nrupathunga Road, Bangalore - 560 001	18002080208
17.	Vijayanagar Global Hospital	No. 46, 17th cross near main bus stand, M.C Road, Vijayanagar, Bangalore- 560 040	080 4240 8200
18.	St. Philomena Hospital	No 4, Mother Theresa Rd, Near Life Style, Vivek Nagar Post, Bengaluru : 560 047	080 4016 4433
19.	Fortis Hospitals Groups	01. Cunningham Road 02. Banerghatta Road	080 4199 4444

20.	Vagus Hospital	No. 18th cross road, Margosa road, Malleswaram, Bengaluru : 560 003	080 2356 9970
21.	Vikram Hospital	No. 71/1, Miller Road, Opp Anne's college, Bengaluru-560 052	080 3350 9007 (Only Multi bed)
22.	Columbia Asia Hospital	Hebbal Yeshwanthpur	080 4179 1000 080 3989 8969
23.	Apollo Hospital	No. 1, Old No. 28, Platform Road, Near Mantri Square Mall, Sheshadripuram, Bengaluru : 560020	080 4668 8888
24.	Hosmat Hospital Pvt. Ltd.,	No. 45, Magrath Road, Off Richmond Road, Bengaluru: 560025	080 2559 3796
25.	Fortis Hospital	111, West of Chord Road, Opp Rajajinagar 1st Block Junction, Bengaluru: 560086	080 2300 4444
26.	Nethra Eye Hospital	8, 80 Feet Road, Poojari Layout, Sanjaynagar, RMV II Stage, Bengaluru: 560094	080 2351 2666
27.	Vasan Eye Hospital	R T Nagara Basaveshwara Nagar Jayanagar	080 3920 7950 080 3941 9000 080 3989 0500
28.	Shekar Eye Hospital	633, 100 Feet Ring Road, 3rd Phase, JP Nagar, Bengaluru : 560078	080 2659 4505

10.5 Travel

Institute Approved Taxi Services:

Aishwarya Tours & Travels -23647403/ 8792712047/ 6361405247
Amrutha Cabs - 23578239/ 65984306/ 9845525039/ 9482229701

Globus Cars - 32976555/ 9845680551/ 9686113733

Jesta Tours and Travels: 9742061540/ 9739368361

Shri Doddammadevi Tours & Travels - 23470555/ 9972563369/
9880541841

Smart Tours and Travels - 23416564/ 9972018099/ 9742264798

Varsha Tours and Travels -23570029/ 9980873172

Appendix A

New Faculty Check List

A check-list of things to do before arrival, on arrival, and a few days after.

Before Arrival

- Prepare a proposal for a start-up grant. This is to let the Institute help you set up your lab. Identify a list of projects you plan to work on (for say 3 years). Identify equipment you will need (computers, printers, copiers, scanners, special equipment, a/c requirements, telephones, answering machines, shredders, furniture: tables, chairs, filing cabinets, book shelves, window meshes, white boards, specialized software, specialized hardware, everything you can think of). Ask the department for the set of rates as per rate contract with approved vendor. They publish contracted rates of standard equipment. Try to send this to the Chair of the department before you arrive, if you have your plans clear in your mind. Start up grant is only to cover the first 1-2 year's work. The faculty member needs to quickly begin to seek funds from funding agencies.
- Inform your department head of your arrival plans.
- Plan to fly Air India for either domestic or international travel.
- Contact the department to arrange for transport from the airport to the Institute guest-house. In case you plan to travel to an off-campus location, you can hire a cab at the airport.

- Save all receipts/tickets/boarding passes. This will make the reimbursement process easy and swift.

After Arrival

- Complete medical check-up prior to date of joining. Go to health centre with appointment letter. Drink plenty of water before going because a urine test will be done. It is a full physical, so be prepared to bare all.
- Remember to get an official “rubber stamp” saying “Fit” on your appointment letter. CMO at the health center will send official certificate directly to the Deputy Registrar.
- Have plenty of passport size photographs (at least 15) and a few stamp-sized ones (10). You will need them for health center (2), banks (3/bank), Institute ID (2), library (1), cell phone purchase (1/phone). You can get your photos at G.K.Vale - Malleswaram, on Margosa Rd, just south of 15th Cross Street.
- Have passport size photographs of all members of your family who will avail of the Institute’s medical coverage. 2 photographs per person are required.
- Have photocopies of 10th standard pass certificate with your date birth, and copies of all original degrees and translations in case your university writes degrees in Greek or Latin or any language other than English.
- Have all originals (of the aforementioned documents) on the day you report to the department and for perusal and return by Unit 1A.

First Few Days

- Report to the department on the day of reporting to duty.
- If you are already in town, consider reporting to duty right away. Your seniority is determined based on how long you have been at the Institute.
- Have a joining report ready. (Just state that with reference to the offer letter; you are happy to report to duty on the forenoon/afternoon of such and such a day).
- Get the Chair’s signature, and go to the main building and show the documents, give photocopies, photographs, fingerprints. Remember to take back all your originals.
- As you do all this, get a letter from the Chair of your department confirming that you have joined the department on such-and-such

day. This can serve as official proof of office address until the more official one arrives from the Registrar's office (which will take a few days).

- If you already have an apartment allotted, make couple of photocopies of the allotment letter. It can serve as address proof.
- Fill up bank account form, get Chair's signature (introduction area of form), take all documents (letter from Chair, proof of residence, or of temporary residence, PAN card copy, passport copy of name and address pages, witness signature from a witness who sees you choose a nominee and sign), and take it to the bank of your choice (Canara / SBI) to open the account. Remember to take a copy of your joining letter (with Chair's counter signature). This will serve as office address proof for the bank authorities.
- If you wish to get a locker, talk to the bank manager to see if they are available and apply for one.
- Don't forget to apply for an online user account for viewing bank statements and make use of a wealth of services online. The user id and password will be given to you the same day. Access is enabled in 3 working days.
- Apply for a debit card for making ATM withdrawals and for making purchases. The card will be sent to you in ten days. Wait for three days and then go back to the bank to pick up a sealed envelope with your ATM pin.
- Apply for a credit card if needed at the bank. Just talk to the manager and request him to send the credit card agent to your office if he is not around that day. For those coming from abroad: Aadhaar, PAN Card, possible visit to the FRRO, etc.
- Write a letter to the financial controller with information on your bank account number for future deposits of reimbursements, salary, etc.
- A few days later, you will receive a letter from the Deputy Registrar, that you have joined the Institute. (Same as the one the Chair gives, but a more official one). Take multiple photo-copies of this letter.
- Write letters to Gymkhana Secretary and Faculty Club Secretary, saying that you have joined IISc, (department), and would like to use the Gymkhana facilities and join the Faculty Club. This letter should be directed through the Chair. Get Chair's signature. Gymkhana membership is actually automatic, and your Institute ID should get you entry, but send this letter anyway. If you need access to the swimming pool, go to the Gymkhana with photographs, pay a fee, and get a special pool access card.

- Apply for a smart card. This serves both as your ID and library card. Get the appropriate form from your department office, fill it up, and return it with a stamp-sized photograph. Your office staff will forward your application to the security office and the academic section.
- Hike to Security Office near SBI and Canara bank ATMs. Take a copy of your reporting to duty letter. Get challans to pay a certain amount to the Cash Section. (Recent note: Library and ID cards have been merged into a single smart card.)
- Request an ID card for your spouse as well. This will allow your spouse free entry into the campus. Submit your spouse's passport size photograph, and provide details (name, address, date of birth, etc.) at the security office. You can collect the ID card the next day. This card is issued free of charge.
- Go to Cash Section (opp. JRD Tata Library), pay Rs. 25 (9AM to 12:45, 1:30 to 3) and get one copy of challan to return to Security.
- Go back the next day to collect the ID card.
- Go to Gymkhana across the bridge near the health center, Faculty Club on the way to ECE, and enroll yourself. This may take multiple visits to complete.
- Consider becoming a member of the Faculty Association. There is a nominal life member fee (Rs. 410). For more information, go to Faculty Association website.
- Register at the Institute Administration and Management System. Some of your details will be listed here which you can verify. Click on "New User" and give your information. You should get an email from someone with login details.
- Whenever you avail some benefit (LTC, travel to home town, loan), or update information (say income tax declaration), check this web site one week later to see if the information is up to date.
- Go to the Cash Section and talk to the accounts officer about Contributory Provident Fund. There is a statutory contribution of 10% of your Basic Pay + Dearness Pay (BP + DP). The Institute will match this. You can contribute up to 100% of your BP + DP if you wish. During the first year probationary period, you can contribute, but it will not accrue interest. During the second year, your first year's statutory contribution will be deducted in 8 monthly installments, in addition to the statutory (plus optional extra) contribution that you will make to the fund.

Getting Settled

- The first few pages of BSNL telephone directory have a wealth of information on Bangalore, public utilities, and government. Keep it handy. Borrow one from the department office until you get your telephone connection and therefore your own directory copy.
- For further information visit Bangalore's online information on local and Karnataka government.
- **LPG:** Earlier, an address proof was sufficient to get a gas connection account. Nowadays you need an Aadhaar and PAN card. While you are there, write a letter requesting a second cylinder. If you do not have a ration card, it will be difficult to get such a connection. You can alternatively request for a private agency's gas connection.
- **BSNL telephone and DSL connection:** Call (Extn: 2004) at the Telecom office (housed in a small room beside the Tata library) to apply for a telephone or a DSL connection. They will help you fill up the form, and will forward it to the appropriate office (RT Nagar if you live in Vignanapura, Malleswaram if you live in the main campus). Alternatively, you can do it yourself. If you are in Vignanapura, you will have to go to the RT Nagar / Ganga Nagar BSNL office to request a telephone as well as a cell-one connection. It is located near Bellary Road and CBI Road junction, on 325, Bellary Road, Telephone: 2333 4720. Remember to get wireless LAN enabled modem for your DSL connection.
- **Mobile phone:** GSM phones - BSNL has reasonably good coverage. If you want a BSNL phone connection, go to the service centre at Malleswaram on Margosa Road / 15th Cross, 2334 0560, and request a connection. After paying a deposit (which varies if you want an STD or an ISD capability) you will be given a SIM card. Make sure you take photographs and address proof with you. Also ask how to activate your voice mail (it is free). Then purchase a GSM/GPRS HSPA/LTE phone/modern smart phone from any vendor, and you are all set.
- If you don't have a **PAN card** and **Aadhaar Card**, apply for both. The website Income Tax India answers a lot of questions. There is a section on how to apply for it on the web. You can apply via internet, apply for a DD on the internet and have it mailed to you (or just hike to SBI to pick it up if SBI is your bank), mail the DD along with a few supporting documents, and get your PAN card in about 2-3 weeks. You will need to give this number on purchases of cars, furniture, etc.

- **Ration card:** You will need this for a voter identification card or for getting a gas connection. Write to Deputy Director, Karnataka Food, Civil Supplies, and Consumer Affairs, North Range, 2, 11th 'C' Cross, Behind Cancer Society, Vyalikaval, Bangalore 560003. Telephone: 2344 5702. To reach here go to Vyalikaval Police Station (From CNR Rao Circle, go on Sankey Road, take right at Bhashyam Circle, take right opposite Vyalikaval Police Station, take right on 11th C Cross).
Foreigner Registration: If your child/children are foreign nationals, and you are wondering if they need to be registered at the Foreigner Registration Office in Bangalore, go here for more information provided by Bureau of Immigration, Ministry of Home Affairs, Government of India. If you do need to register, you will have to go to the Commissioner of Police's office in Infantry Road. It is best to go there by hiring auto rickshaw/cab due to parking restrictions. Note that you will have to provide a financial guarantee affidavit on a document sheet with franking of Rs. 20/- denomination and get it attested by a notary. The documents needed may vary depending on the age of your child/children. Visit the office once and get the relevant information.
- How do I get a stamp paper? It is sold by State Bank of Mysore only. The nearest branch is Vyalikaval branch (CNR Rao Circle, Sankey Road, right at Bhashyam Circle, the bank is on your left about 1 km down this road).
- **Cable connection:** If you are in Vignanapura, Starline Cable. It is located on New BEL Road on the West side of the road, above Safa Garments, and near Gurukripa Clinic. Proprietor: R. R. Reddy, 2360-0697, 9AM to 2 PM, 4 PM to 8 PM.
- **Pharmacy:** There are plenty on New BEL Road. Ramaiah Hospital runs one that is open till late nights.
- If you already have or you procure a vehicle, you will need to procure a sticker for free access into the Institute. Go to the security building near the ATM gate with your vehicle's registration certificate to apply for one. You will have to get back here another day to collect it.

Appendix B

Grants

There are many sources of funding for science and engineering in India. A selected list of grants is given below:

Agency	Scheme	Weblink
British Petroleum (BP)/Bird life International/ Conservation International/ Fauna and Flora international/ Wildlife conservation society	Conservation Leadership Programme (CLP)- Conservation Leadership Awards	http://www.conservationleadershipprogramme.org/LeadershipAward.asp
BBSRC (UK)	India Partnering Award	http://www.bbsrc.ac.uk/funding/internationalfunding/india.aspx
BRFST Board of Research in Fusion Science and Technology		http://www.nfp.pssi.in/documents/brfst_home.html
CEFIPRA	Indo-French Collaborative research projects	http://www.cefipra.org/section.aspx?catid=819&langid=1
CSIR	CSIR research Grant	http://csirhrdg.nic.in/Res_grants.htm
CSIR	Financial Assistance for organising Conference/ Seminar/ Symposium/ Workshops	http://csirhrdg.res.in/sy.htm
Company of Biologists	Scientific Meetings grants	http://www.biologists.com/scientific_grants.html
Company of Biologists	Small Meetings grants	http://www.biologists.com/small_grants.html

DAAD, Germany	Research Stays	http://www.daaddelhi.org/imperia/md/content/newdelhi/fa.pdf
DAE	National Board of Higher Mathematics	http://www.nbhm.dae.gov.in/forms/brochure.doc
DBT	CREST Award	http://dbtindia.nic.in/uniquepage.asp?id_pk=646
DBT	Financial Assistance for organising Conference/ Seminar/ Symposium/ Workshops	http://dbtctep.gov.in/
DBT	Project for creation of Infrastructural facility	http://dbtindia.nic.in/
DBT	Project grant	http://www.dbtindia.nic.in/schemes-2
DBT	Ramalingaswamy Re-entry Fellowship	http://www.dbtindia.nic.in/funding-mechanism-2/fellowships-for-scientists#Rama
DBT	Travel Support for attending International Conference/ Seminar/ Symposium	http://dbtctep.gov.in/
DBT, DST, MHRD	occasionally announce calls for Centres of Excellence Schemes	
DRDO	Different research boards, such as Life Sciences Research Board, Aeronautics Research and Development Board etc.	http://drdo.gov.in/drdo/boards/lsrcb/fplsrcb.htm , http://drdo.gov.in/drdo/boards/ardb/rules&grants_intro.htm

DST (SERB)	Extra Mural Research Funding (Individual Centric)	http://serb.gov.in/emr.php
DST	Financial Assistance for organising Conference/ Seminar/ Symposium/ Workshops	http://serb.gov.in/apbs.php
DST	Fund for improvement of S&T infrastructure (FIST)	http://www.fist-dst.org/
DST	International Travel support Scheme	http://serb.gov.in/its.php
DST	J C Bose National Fellowships	http://serb.gov.in/formats.php#jc
DST	Ramanujan Fellowship	http://serb.gov.in/formats.php#ramanujan
DST (SERB)	Special schemes such as Special Initiatives in Organic Chemistry, Nano mission etc.	http://serb.gov.in/pdfs/OC-Advt.pdf , http://www.nanomission.gov.in/
DST	Swarnajayanti Fellowships	http://www.dst.gov.in/whats_new/whats_new15/SWARNAJAYANTI%20FELLOWSHIPS-2014-15.pdf
DST	Woman Scientist schemes	http://www.dst.gov.in/scientific-programme/women-scientists.htm
DST/Royal Society, UK	India-UK Scientific Seminar Scheme	http://www.dst.gov.in/whats_new/whats_new14/COP_Scientific-Seminar.pdf

DST regularly announces Joint Research Programmes in partnership with other countries; please see DST website		
EARTHWATCH Institute US/ International	Research Grants	http://www.earthwatch.org/aboutus/research/scientistops/reqresprop/
EMBO	EMBO Courses and Workshops program	http://newsletters.embo.org/news/events_call_to_organizers/june2013/index.html?goback=.gde_4172799_member_251868238
Gates	Grand Challenges Explorations	http://www.grandchallenges.org/Explorations/Pages/Introduction.aspx
Human Frontiers in Science Program (HFSP)	Career Development Award	http://www.hfsp.org/funding/career-development-awards
Human Frontier in Science Program (HFSP)	Programme grants	http://www.hfsp.org/funding/research-grants/information-and-guidelines
Human Frontier in Science Program (HFSP)	Young Investigator's grants	http://www.hfsp.org/funding/research-grants/information-and-guidelines
ICMR	Extramural Research Projects	http://www.icmr.nic.in/Grants/Grants.html
India US Science and Technology Forum (IUSSTF)	US- India Science and Technology Endowment	http://www.usistef.org/
INSA-CSIR-DAE/ BRNS-DOS/ISRO	CICS Travel Fellowship Programme	http://www.cics.tn.nic.in/Travel_Fellowship_Application_Form.pdf
International Brain research Organization (IBRO)	International Travel Grants	http://ibro.info/professional-development/funding-programmes/travel-grants/

International Brain research Organization (IBRO)	Return home Fellowship	http://ibro.info/professional-development/funding-programmes/return-home-fellowships/
ISRO-STC IISc	In-house research grant	http://www.aero.iisc.ernet.in/content/space-technology-cell-stc
ISRO	RESPOND	http://www.isro.org/scripts/srrespond.aspx
Ministry of Earth Sciences	R & D grants	http://dod.nic.in/RND/rnd.html
Ministry of Environment and Forests	NNMRS Programme	http://envfor.nic.in/division/call-proposals-under-nnrms-programme
Ministry of Environment and Forests	Research Grants	http://envfor.nic.in/division/call-research-proposals
Ministry of Mines	Science and Technology Grants	http://mines.nic.in/
Ministry of New and Renewable Energy	R & D Grants	http://www.mnre.gov.in/schemes/r-d/rd-formats/
National Geographic	Conservation trust	http://www.nationalgeographic.com/explorers/grants-programs/conservation-trust-application/
Ratan Tata Trust and Navajbai Ratan Tata Trust	Education grant-Travel grants	http://www.srtt.org/individual_grants/education_grants.htm#travel
Royal Society, UK	International Exchange scheme	http://royalsociety.org/grants/schemes/international-exchanges/
TWAS	International Scientific meetings	http://twas.ictp.it/prog/meetings/support-for-international-scientific-meetings
UGC/UKIERI	UGC-UKIERI Thematic Partnerships	http://www.ukieri.org/images/xls/UGCUKIERIGUIDELINES2013.doc

USAID/NSF	Partnership for enhanced engagement in Research (PEER)	http://sites.nationalacademies.org/PGA/dsc/peerscience/PGA_071743
Wellcome Trust-DBT India Alliance	Intermediate Research Fellowship	http://www.wellcomedbt.org/intermediate.html
Wellcome Trust-DBT India Alliance	Senior Research Fellowship	http://www.wellcomedbt.org/senior.html
WWF-India	Small Grants Program	http://www.wwfindia.org/about_wwf/small_grants_program/

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CENTRE FOR CAMPUS MANAGEMENT AND DEVELOPMENT [CCMD]	2202/2203/2008		office.ccmd@iisc.ac.in
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Electrical Maintenance Station	2298		
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Chairperson: Jagadeesh G	2997	23576262/ 23600976	jaggie@iisc.ac.in
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CENTRE FOR NEUROSCIENCE	3431/3289		
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Shubhodaya Baby Creche	3007		
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EMPLOYEES' HOUSING CO-OPERATIVE SOCIETY	3008		

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EVALUATION SECTION	2293		
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Bills (Local)	2251/2565		
Bills (Foreign)	2564		
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CSIC Accounts	2804		
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Jawahar Visitors' House	2499		
JNC Guest House	2584		
Centenary Visitors' House (CVH) (Reception)	3500		
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Hon. President: Ambedkar Dukkipati, P/CSA	3201	23340419/ 2972800	president.gym@iisc.ac.in
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Ophthalmologist: Kailash Chhabria	2007	99454 93929	
Physician: Apoorva Nagarajan	3468	98331 24553	
Dermatologist: Shyamprasad	2936	23318936/ 9845324131	
Gynaecologist: Nandyala Sundari	2412	98450 96967	
ENT: Sanjay B Patil	3505	9886508825	
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Ruth Boyle	3468	9945496325	
Dhananjaya	3468	9448374584	
Dentist: Beena	2348	42180283/ 9844069793	
Specialized Units			
Laboratory	2007		
Nursing	2390		
Pharmacy	2412		
X-Ray	2348		
Public	2006		
Apollo Pharmacy		22957424	
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Ashwini	2430		
Bharani	2291		
I Block - Ground Floor Security	2431		
II Block : Ground Floor	2621		
Married Apts: Kapila	2592		
Krithika	2562		
Mrigashira	2453		
N Block	2454		
New Men's Hostel	2048		
New Women's Hostel	2466		
R Block	2539		
Rohini	2639		
S Block	2918		
U Block	2591		
P D Block	2559		
Student's Guest rooms	2488		
NEW HOSTEL COMPLAINTS CELL	2223		
House Allotment Section	2580		
ICTS - TIFR		23608205/ 8200/ 8201	
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Cherayil B J	3185		

Chinmoy Ranjan	2240/3683		
Das P K	2582		
Debasis Das	3678		
Geetharani K	3304		
Jagirdar B R	3184		
Mugesh G	3531/2308 (Bio Lab)		
Mukherjee P S	3352/3684		
Nethaji M	2401		
Ramakrishnan S	2826		
Sai G Ramesh	2022		
Sampath S	3686/3680		
Samuelson A G	2663(C001)/ 3682(B012)		
Sandya S	23602718		
Thilagar P	3685		
Umapathy S	2595/3469/3471		
Upendra Harbola	2022		
Vasudevan S	3679		
Library/Workshop/ Glass Blowing Section	2829		
NMR/TEM	3356		
SQUID	2429		
CCD	2820		
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'B' Mess	2992		
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Project UC/SEs Section	2244/3666		
Travel Bills Section	2254		
Cash Advance Section	2880		
Local Bills Section	2879/2355		
Foreign Bills Section	3665		
Cash Section/Counter	2942		
SECURITY			

Office	5555/2841		
Guard Room	2225		
Supervisors	2400		
Security Gates			
CVH Security Gate (Near Ramaiah Hospital)	2040		
Central School Gate	2016		
D Gate	2650		
Director's Bungalow	2017		
Entrepreneurship Centre Gate	2041		
Main Gate	2287		
New BEL Road Gate	2015		
New Hostel Complex Gate	2009		
SID / ASTRA Gate	2805		
Vijnanapura Campus Gate	2032		
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SSCU Lab, old Chem Engg. Bldg.	2951/2952		
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Electrical	2528		
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Globus Cars		32976555/ 9845680551/ 9686113733	
Jesta Tours & Travels		9742061540/ 9739368361	
Shri Doddammadevi Tours & Travels		23470555/ 9972563369/ 9880541841	
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Varsha Tours and Travels		23570029/ 9980873172	
Airport Taxi Services			
Easycabs		43434343	
Mega		47474747	
Meru		44224422	
OLA		33553355	
KSTDC		44664466	
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Unit I B (Establishment Section)	2232		
Unit I C (Evaluation Section)	2293		
Unit II (Academics)	2333/2577		
Unit III (Postal)	2230/2500		
Unit IV A (Purchase Section)	2217/2398/ 2640		
Unit V A (Finance & Accounts)	2252/2797		
Unit V B (PF Section)	2723		
Unit V C (Scholarship Section)	2570		

Unit VI A (Budget Section)	2253/2603		
Unit VI B (Budget Section)	2253		
Unit VII A (CSSP-Bills)	2254/2244		
Unit VIII (Audit Section)	2208/2255		
WOMEN EMPOWERMENT, CHILDREN ACTIVITIES AND RECREATION (WeCaRe)	2990	23601561	
Chairperson: Dipshikha Chakravorty	2842	23606657	dipa@iisc.ac.in
Counselling Psychologists			
Savitha P S	3628		
B G Shridhar	3269		
WOMEN'S CELL COMMITTEE			
Chairperson: Indumati Srinivasan	2250	23610272/ 23600612/ 9901769496	fc.fna@iisc.ac.in
XEROX CENTRES			
Campus Xerox Centre	23608342	9845368220	ravi@gmail.com
Srivari Xerox Centre	23602492	9845575515	sumanth161@gmail.com



Indian Institute of Science (IISc) Campus Map

Legend

- ATM
- Parking
- Post box
- Restaurant/Cafe
- Statue
- Bus Stop
- Health Centre
- Juice Centre
- Airstrip
- Arterial
- Residential
- Major Streets
- Walkways
- Academic
- Activities
- Amenities and Medical
- Auditorium and Halls
- Bank and ATM
- Food
- Guest House
- Non-academic
- Residential
- Play ground
- Swimming Pool
- Green Cover
- Boundary



ACADEMICS

Division of Biological Sciences

- 1 Biochemistry
- 2 Central Animal Facility
- 3 Centre for Ecological Sciences
- 4 Centre for Infectious Diseases Research
- 5 Centre for Neuro Sciences
- 6 Microbiology & Cell Biology
- 7 Molecular Biophysics
- 8 Molecular Reproduction, Development & Genetics

Division of Chemical Sciences

- 9 Department of Organic Chemistry
- 10 Inorganic and Physical Chemistry
- 11 Materials Research Center
- 12 NMR Research Centre
- 13 Solid State & Structural Chemistry Unit (SSCU)

Division of Electrical, Electronics and Computer Sciences

- 14 Computer Science and Automation
- 15 Department of Electronic Systems Engineering
- 16 Department of Electrical Communication Engineering
- 17 Electrical Engineering

Division of Interdisciplinary Research

- 18 Center for infrastructure, Sustainable Transportation and Urban Planning (CiSTUP)
- 19 Centre for Biosystems Science and Engineering (BSSE)
- 20 Centre for Contemporary Studies
- 21 Centre for Nano Science and Engineering (CeNSE)
- 22 Department of Computational and Data Sciences (CDS)
- 23 Department of Management Studies
- 24 IISc Mathematics Initiative (IMI)

- 25 Interdisciplinary Centre for Energy Research (ICER)
- 26 Interdisciplinary Centre for Water Research (ICWaR)
- 27 Robert Bosch Centre for Cyber Physical Systems (RBCCPS)
- 28 Supercomputer Education and Research Centre

Division of Mechanical Sciences

- 29 Advanced Facility for Microscopy and Microanalysis (AFMM)
- 30 Department of Aerospace Engineering
- 31 Centre for Atmospheric and Oceanic Sciences
- 32 Centre for Earth Sciences
- 33 Centre for Product Design & Manufacturing
- 34 Centre for Sustainable Technologies (formerly ASTRA)
- 35 Chemical Engineering
- 36 Civil Engineering
- 37 Divecha Centre for Climate Change
- 38 Department of Materials Engineering
- 39 Mechanical Engineering

Division of Physical & Mathematical Sciences

- 40 Astronomy and Astrophysics Programme
- 41 Centre for Cryogenic Technology
- 42 Department of Instrumentation and Applied Physics
- 43 Department of Mathematics
- 44 Centre for High Energy Physics
- 45 Department of Physics

Centres under the Director

- 46 Office of Communications (OoC)
- 47 Centre for Counselling and Support
- 48 Center for Sponsored Schemes and Projects (CSSP)

- 49 Centre for Continuing Education
- 50 Centre for Scientific & Industrial Consultancy
- 51 JRD Tata Memorial Library
- 52 Office of Development & Alumni Affairs (ODAA)

Activities

- 121 Faculty Club
- 122 Gymkhana
- 123 IISc Alumni Association
- 124 Student Amenities Center (SAC)
- 125 Students' Council
- 126 Tata Memorial Club

Non-academic - Admin

- 92 Administrative Offices
- 93 Centre for Campus Management and Development
- 94 Customer Care Center for Water Supply and Sewage System
- 95 Garden and Nursery
- 96 Hostel Office
- 97 Official Language Unit
- 98 Public Relations Office
- 99 Security Office
- 100 Main Building

Non-academic - Hostels

- 101 Aryabhata Married Apartments
- 102 Ashwini
- 103 Bharani
- 104 E Block
- 105 Kaveri Married Apartments
- 106 Krithika
- 107 Mrigasira (LM-Block)
- 108 N-Block
- 109 New Boys Hostel
- 110 New Girls Hostel
- 111 New Hostel Complex - Block 2
- 112 New Hostel Complex - Block 1
- 113 P Block
- 114 Post Doctoral (PD) Block
- 115 R Block
- 116 Ramanujam Married Apartments
- 117 Rohini
- 118 S Block
- 119 Studio Apartments
- 120 U Block

Amenities and Medical

- 127 Bicycle Repair Shop
- 128 Creche
- 129 Health Centre
- 130 New Shopping Complex
- 131 Medical Store
- 132 Science Institute Post Office
- 133 Shubhodaya Child Care Centre
- 134 Tata Book House
- 135 BSNL Customer Service Centre
- 136 BSNL Telephone Exchange
- 137 Ely Child Care Centre

Sports

- 150 Basketball Court
- 151 Gymkhana Grounds
- 152 Gymkhana Pitch
- 153 KV School Playground
- 154 Swimming Pool
- 155 Tennis Court
- 156 TMC Playground
- 157 Volley Ball Court

Auditorium and Halls

- 81 CCS Seminar Hall
- 82 CeNSE Auditorium
- 83 Choksi Hall
- 84 Faculty Hall | Tower Building
- 85 JN Tata Auditorium
- 86 JRD Tata Auditorium, NIAS
- 87 Main Auditorium, New Biological Sciences Building
- 88 MRC Auditorium
- 89 Old Amenities Hall
- 90 Satish Dhawan Auditorium
- 91 SSCU Auditorium Residential
- 164 Director's Bungalow
- 165 JNC President's House
- 166 Quarters
- 167 CES Mini-forest
- 168 Jubilee Gardens

Centres, Labs, Facilities and Offices

- 54 Central Animal Facility
- 55 Central Purchase and Stores
- 56 Centre for Brain Research
- 57 Combustion, Gasification and Propulsion Laboratory

- 58 Entrepreneurship Centre, SID
- 59 GATE Office
- 60 Government High School
- 61 High Voltage Engineering
- 62 Hydraulics Lab
- 63 IISc - ISRO Space Technology Cell
- 64 Innovation Center, Society for Innovation and Development (SID)
- 65 International Centre for Theoretical Sciences (ICTS)
- 66 Karnataka State Council for Science and Technology (KSCST)
- 67 Kendriya Vidyalaya IISc
- 68 Kishor Vaigyanik Protsahan Yojana (KVPY)
- 69 Lecture Hall Complex
- 70 National Institute of Advanced Studies (NIAS)
- 71 Office of Intellectual Property and Technology Licensing
- 72 Office of International Relations
- 73 Open Circuit Wind Tunnel
- 74 Primate Research Laboratory
- 75 Science Media Center at IISc
- 76 Signal Processing Lab, ECE
- 77 Soil Mechanics Laboratory

- 78 Spectroscopy Analytical Test Facility
- 79 Structures Lab
- 80 Undergraduate Office

Bank and ATM

- 137 ATM - Canara Bank & SBI
- 138 Canara Bank
- 139 State Bank of India

Food

- 140 A Mess
- 141 B Mess
- 142 C & D Mess
- 143 Gymkhana Cafe
- 144 Hotel Nisarga
- 145 Juice Centre
- 146 Kabini Canteen
- 147 Nesara
- 148 Prakruti
- 149 Snack Centre, DESE/CEDT

Guest House

- 158 Centenary Visitors House
- 159 Hoysala Guest House
- 160 Main Guest House
- 161 Jawahar Visitors House
- 162 JNC Guest House
- 163 NIAS Guest House

Entry - Exit

- 169 ATM / Security Gate
- 170 Circle Maramma Gate
- 171 D Gate
- 172 Gymkhana Gate
- 173 JN Tata Auditorium Gate
- 174 KV Gate
- 175 Main Gate
- 176 Management Studies Gate
- 177 Mattikere Road Gate
- 178 NIAS Gate
- 179 Ramaiah College, New BEL Road Gate



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