



FACULTY HANDBOOK 2023

**Indian Institute of Information Technology,
Design and Manufacturing, Kancheepuram**

Disclaimer

This handbook is intended to serve only as an informal guide, and the matter contained within cannot be regarded as accurate, authentic and authoritative. While every effort has been made to capture all rules and regulations, it must be followed in conformity with the regulations and guideline issued by Government of India, Institute, Statues, Senate and BoG rulings. The book is not comprehensive and what it contains are not definitive statements of the rules and regulations.

Preface

Faculty Handbook may be considered as an informal guide to apprise the faculty fraternity, particularly the newly joined one, about various rules/regulations/facilities available and the administrative/academic structure followed in the Institute. The administrative structure of Centrally funded IIITs is governed by the IIIT Act passed by the Parliament in the year of 2014. These Institute comes under MoE while maintaining their independence as an autonomous body as empowered by the ACT. Though, it is not possible to cover all the administrative/academic/research/teaching related regulations, however, an effort has been made to condense the regulations at one place with reference/link to the respective parent document. It may be appropriate to mention that the document is an informal booklet prepared for the benefit of the faculty and may not be considered/referred as a legal document. The exact rules and regulations are inscribed in the Institute Statues and the minutes of BoG/Senate meetings or as ordained by the IIIT Act/Ministry of Education as deemed appropriate. The need for such handbook had been observed for many years and this is its first edition prepared in the year of 2023 on the direction of the current Director Prof. M V Kartikeyan. For example, many faculty may not know the details related to various types of leaves, CPDA regulations, teaching requirements, seed grants etc. and this handbook provides the relevant information for different types of requirements of the faculty starting from the date of joining. It was observed that many faculty remains unaware of many aspects of the facilities available to the them and the code of conduct a government employee is expected to follow. This booklet has been finalized after due discussion with HoDs and Deans and I hope that it will be helpful to all. It is also expected that the handbook shall be appended annually.

Dean Faculty Affairs and Planning

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THE INSTITUTE

1.1. Genesis of the Institute

Indian Institute of Information Technology Design and Manufacturing Kancheepuram (IIITDM Kancheepuram) is a Centre of Excellence for technical education and research established in 2007 by the Ministry of Education, Government of India to pursue design and manufacturing oriented engineering education and research and to promote the competitive advantage of Indian products in global markets.

It is one of the three IIITDMs, the other two being located at Jabalpur and Kurnool. The institute, started functioning in 2007 at the campus of IIT Madras, its mentor institute. It relocated to its permanent campus at Kelambakkam - Vandalur road near Chennai in 2011.

The institute offers academic and research programs that integrate engineering design, manufacturing and management with information technology. The institute offers undergraduate and postgraduate programs which focus on IT, design and manufacturing in engineering sectors.

1.2. Vision and Mission of IIITDM Kancheepuram

VISION

To become a premier institution of excellence in Design and Manufacturing that would create and develop a new generation of engineers and technologists with the ability and mindset to lead Indian industries in globally competitive economic environment.

MISSION

To be a world class apex centre of excellence in education, research, development and training in Design and Manufacturing.

CHARTER

To provide education and training, at both undergraduate and postgraduate levels, to persons of outstanding abilities who would provide leadership to Indian industry in globally competitive economic environment.

To carry out advanced research and development activities in design and manufacturing technologies, both on its own and on sponsorship basis for the industry.

To provide distance learning and continuing education programs for faculty / scholars from other institutions and industry personnel.

2. THE GOVERNANCE STRUCTURE

2.1. THE VISITOR

The Honourable President of India is officially the chief of the IIITs; (s)he is called the Visitor of the Institutes. In reality, the Institute does not deal directly with the Visitor, but routes all paperwork requiring their approval through the Ministry of Education (MoE).

2.2. THE IIIT COUNCIL

The Honourable Minister of Education is the ex officio Chairperson of the Council which oversees the functioning of all IIITs.

The Council members include the Chairs of all Boards of Governors and the Directors of all IIITs, who are ex officio members.

2.3. The Board of Governors

- Each IIT is governed by the Governing Board, established as per the IIT Act for overall superintendence and control of affairs.
- It meets four times a year to review major policy decisions.
- The Visitor nominates the Chairman of the Board of Governors.
- The Chair presides over the meetings and the Institute's Convocation, and oversees the implementation of the decisions on campus.

2.4. The Senate:

- The IIT Act and Statutes declare the Senate of IIT as an authority of the Institute.
- The Director is the ex officio Chairperson of the Senate
- It is responsible for evaluating and maintaining the Institute's academic standards.
- It sends evaluation results and suggestions to the Board of Governors.

2.5. The Finance Committee

- The IIT Act and Statutes declare the Finance Committee as an authority of the Institute.
- The Chairperson, Board of Governors, shall be the Chairperson of the committee ex officio;
- The Finance Committee examines the accounts, scrutinizes proposals for expenditure and financial estimates of the Institute. The committee thereafter submits it to the Board of Governors together with its comments for approval.

2.6. The Building and Works Committee

- The Director, ex officio, shall be the Chairperson of the Committee

The Building and Works Committee shall discharge the following powers and functions:

- a) The construction of all major capital works after securing the necessary administrative approval and financial sanction from the Board.
- b) It shall have the power to give the necessary administrative approval and financial sanction for all construction work and work pertaining to maintenance and repairs, within the grant placed at the disposal of the Institute.
- c) It shall prepare the cause estimates of minor works, repair, maintenance, cost of building and other capital work.
- d) It shall be responsible for making technical scrutiny of each work as may be considered necessary by it.
- e) It shall be responsible for the enlistment of suitable contractors and acceptance of tenders and shall have the power to give direction for departmental works where necessary.

2.7. The Director

The Director of an Institute shall be appointed by the Central Government from a panel of names recommended in order of merit by a search-cum-selection committee with prior approval of the Visitor.

2.8. The Academic Functionaries

The institute is administered by the Director through key functionaries, namely, registrar, deans, associate deans and heads of departments, appointed judiciously by the director based on certain criteria that best serve the purpose irrespective of seniority.

The deans and head of departments of the institute assist the director by discharging his/her duties and responsibilities in the areas of academic affairs, students' affairs, faculty affairs, research and development, planning and development, etc.

Dean (Academics): Dean Academics takes care of all the academic matters of the institute – from admission of students to the award of degrees. The Dean of Academic Affairs acts on all academic issues, for both undergraduate and postgraduate students, and implements the decisions taken by the senate. The major functions of the academic section include coordinating admissions of B Tech / M Tech / PhD programs, receiving, processing and maintaining all records related to the academic programs, preparing and updating academic calendars and scholarships of students, processing of theses, awarding medals, disseminating information related to academic matters and issuing memorandum /orders, conducting examinations, evaluating and declaring results, generating and issuing of transcripts, awards/certificates, etc. The Dean office acts as a central platform for communication between students, faculty members and the schools.

Dean of Students Affairs (DoSA): The responsibilities of Dean of Student Affairs include overseeing the overall student life in the campus, supervising student activities, managing hostels and messes, resolving issues of the students related to ragging, harassment, discrimination etc. The Dean serves as a liaison between institute administration and student council. The Dean office is also responsible for the formulation and review of policies directly related to students, in consultation with the Director.

Dean of Faculty Affairs (DoFA): All matters related to the permanent faculty members as well as short term appointees largely fall under the primary responsibility of the DoFA, within the powers delegated by the Director. The DoFA initiates the process of recruitment of faculty members across the institute. Additionally, appointment and administration of visiting, adjunct and contractual fellows – supported through various sponsored schemes such as DST-INSPIRE and other fellowships – come under the ambit of faculty affairs, and it is overseen by DoFA.

Dean of Sponsored Research, Industrial Consultancy and Continuing Education (SRICCE): The Office of the Dean SRICCE at IIITDM plays a role in ensuring smooth administration of sponsored research projects - works for promoting industry connect with the academia and disseminates information on research programs and funding opportunities to the academic community. This office is in charge of pursuing opportunities to sign memoranda of understanding with various national and international institutions for cooperative and collaborative research initiatives.

Dean of Design, Innovation and Incubation (DII): The Dean-DII is responsible for promoting student and faculty-led intellectual property creation and innovation through the Institute Innovation Council, IPR Cell, and the Innovation Fund. The Dean-DII collaborates with the student bodies, faculty, academic departments and the incubator MaDeIT Innovation Foundation to accomplish the objectives. The Dean-DII is responsible for submitting details for ARIIA ranking.

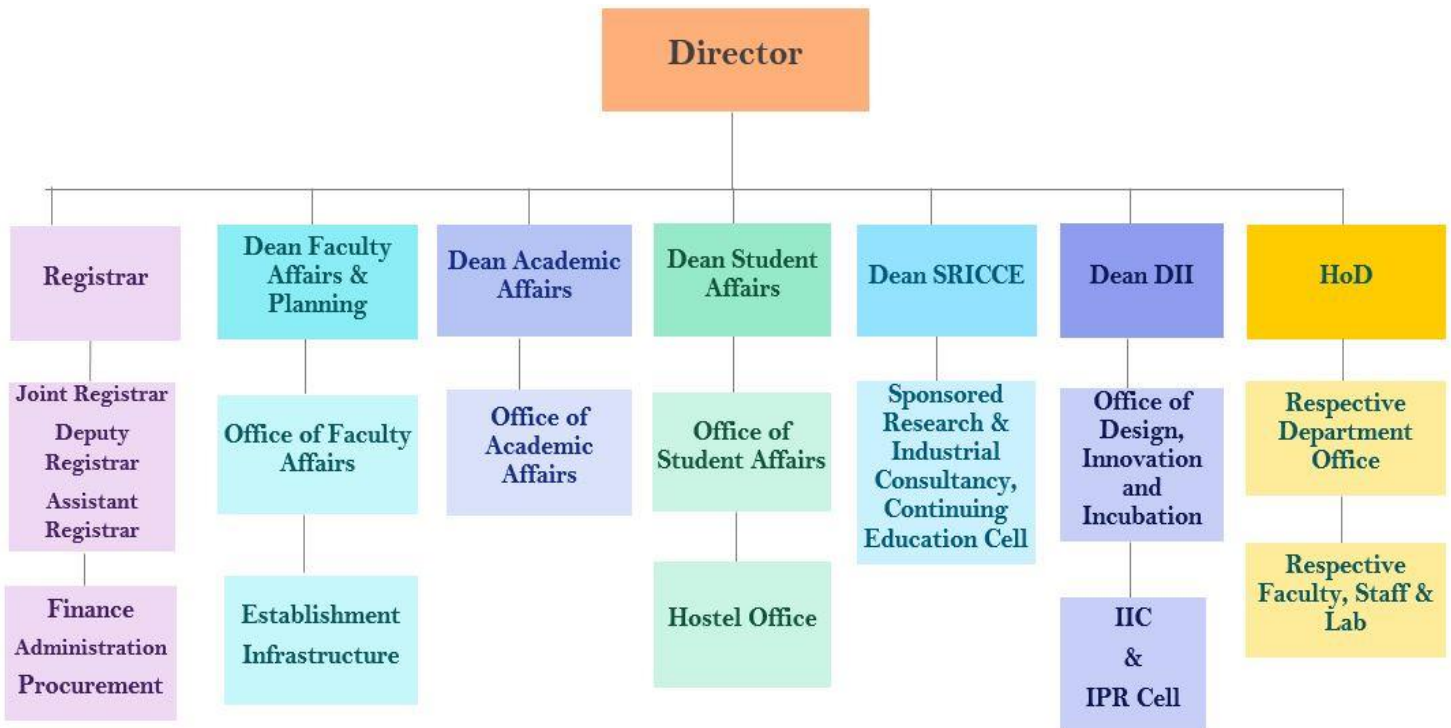
Dean of Planning (DoP): The office of DoP works on building an ecosystem by way of assessment, planning and creation of infrastructure and amenities for the community as a whole. The dean is responsible for strategical planning and expansion of infrastructure and adoption of the state-of-the-art technological means for the institute. (S)he is also concerned with working out anticipated short-term and long-term requirements for research, teaching and housing and arranging necessary resources budget and finances, etc. DoPD works in close coordination with the faculty, especially the newly-joined ones, to evaluate the requirements for setting up their labs and finds means of providing the facilities needed in an efficient, cost-effective and time-bound manner.

Heads of Department (HoD): The teaching and research activities of the institute are conducted in the Departments. All departments of the institute are run by a Head of the Department, chosen by the Director from the professors or associate professors of the institute based on certain criteria that best serve the purpose irrespective of the seniority. The head is responsible for smooth functioning of the department, and serves as an interface between faculty members/students and the Director.

2.9. The Registrar

The registrar reports to the Director for proper discharge of his/her functions. S/he is the custodian of records and the common seal and also in-charge of staff, funds and property of the institute. The registrar serves as the secretary of the board and the senate. S/he is assisted by deputy registrars and assistant registrars in discharging his/her duties.

2.10. The Organization Chart of the Institute



TELEPHONE
DIRECTORY.pdf

2.11. Telephone Directory: Institute Telephone Directory is available at

3. Faculty Recruitment

Faculty recruitment at IIITDM Kancheepuram process is administrated as per the 4tier faculty structure regulation ordered by MoE the details given in the below link



4Tier_Faculty_Recruitment_MoE.pdf

4. Faculty joining Process

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

4.1. Joining Report, working hours and attendance

A joining report indicating the joining date and time (forenoon/afternoon) should be submitted to the Establishment section. Institute administration office is open on Monday to Friday from 09.00 a.m. to 05.30 p.m., except Government holidays. Classes are scheduled from 08.00 a.m. to 04.30 p.m. on all working days. All employees are expected to mark their attendance punctually.

4.2. Medical Examination

While joining the institute, a medical fitness certificate from an authorized medical officer (not below the rank of civil surgeon) from a medical board is required to be submitted in the format sent along with the offer letter.

4.3. Bio-data and Certificates

Bio-data in the prescribed format along with copies of educational qualifications and proof of date of birth need to be submitted to the Establishment section at the time of joining the institute. The originals should be produced for verification. Duly-attested forms with three passport-sized photographs are required to be submitted for verification. Confirmation of the incumbent in the appointed post after successful completion of the specified period of probation will be done only after completion of the verification process.

4.4. Family Declaration

Faculty members are required to provide details of dependent family members for availing leave travel concession (LTC) and medical benefits in the prescribed format. The details will be entered in the service book, and in the event of changes in the declaration submitted, the same has to be intimated. The definition of family for availing the benefits is as follows:

"Family means wife or husband of a member of the institute staff as the case may be, and parents, sisters, widowed sisters, widowed daughters, minor brothers and two surviving unmarried children that are fully dependent on the institute employee, and their income from all sources including pension should not exceed the minimum family pension per month and the dearness relief thereon." As per Government of India guidelines.

4.5. Service Book

The service book is a permanent record of the entire service of the faculty member during the tenure at the institute. Personal details like name, parents' name, spouse name (for married), permanent address, date of birth, qualifications, identification marks, post(s) held, pay band, grade pay and annual increments, details of promotion, etc. are recorded in the service book by the administration. Details of all kinds of leave with the exception of casual leave availed by the employee are recorded in the service book. Faculty members may verify that the entries in the service book are up-to-date and are correct with respect to the following and some others as applicable:

- (i) Medical Fitness
- (ii) Date of birth and date of confirmation in service or post
- (iii) Annual certificates of service verification
- (iv) Entries regarding counting periods of extraordinary leave as periods qualifying for pension
- (v) Entries regarding the payment of leave and pension contributions while on foreign service, if any, specifying the period
- (vi) Note regarding submission of nomination for payment of retirement benefits
- (vii) Nomination for national pension system (NPS) and an entry to that effect.
- (viii) Every employee affixes his/her signature every year after inspection of the entries in the service book.

4.6. Identity Card and Institute E-mail id

Application form for identity card and e-mail id has to be submitted to the Administration section on joining. The IT section will issue username and password that can be used to access internet facilities.

4.7. Day 1 Assistance

Report to the Administration section for document verification and subsequently report to respective HoDs. Head of the Department and staff at administration and Department Office will be helping the newly joining faculty with arrival formalities and other onboarding processes. Space allocation and other facilities including computers, printers etc. will be arranged by Administration in advance.

5. Professional Responsibilities

5.1. As a Teacher

a) Teaching:

As a faculty member, you are expected to contribute both for academic courses and research activities of the Institute. These responsibilities, inter alia include: (i) teaching courses as per curriculum approved by the Senate (ii) introduction of new courses in the emerging field and industry relevant (iii) evaluation of student performance in courses/projects (iv) supervising and guiding research students/scholars.

Teaching constitutes core activity which involves delivery of courses as per course curriculum and evaluation of performance of the students. The rules governing various aspects of delivery and evaluation are provided in the relevant ordinance approved by the Senate.

The curriculums of IITDM Kancheepuram are distinct from other institutions as they blend engineering design and manufacturing with a set of institutional core courses in Information Technology, Product Design and Prototyping. In addition, these courses promote a problem-based learning pedagogy demanding a strong industry domain experience and interdisciplinary expertise. The unique curriculum imparts strong fundamental knowledge with design centric features so that students can handle complex design problems. Design and Manufacturing is incorporated in the charter of the institution. In addition, the Institute enables the student to choose various Minor Programs and Specialization Programs thereby giving each student ample opportunity to pursue his/her academic interests irrespective of the discipline to which the student belongs.

The Institute follows a credit based system for its academic program, in which the credits assigned to each course indicates the quantum of work involved in that activity. The credit for the course varies depending on the number of lectures tutorial and the practice/laboratory hours per week. Most theory courses are worth 4 credits and are made up of 3 lecture hours and a tutorial/practice hour(s) per week. Credits are also assigned to activities such as seminars and projects.

Besides course work, the faculty are expected to supervise the project work of UG/PG students.

b) Introduction of New Course:

Faculty member can propose new courses as elective courses in their area of expertise. These courses are to be considered first by the Departmental Advisory Committee (DAC) comprising of at least two external experts. The duly revised course, considering the recommendations of the DAC shall be placed before the Senate for its approval. It may be ensured that there is no significant overlap between the proposed elective course and the core/ elective courses already offered by the Institute.

c) As a Faculty Advisor

A faculty member is nominated as an advisor for a group of students and the faculty member is expected to monitor the academic performance of the students besides providing counselling for them.

d) Evaluation of Student Performance:

The performance of a student is to be assessed by way of continuous evaluation throughout the period of the duration of the course and the faculty has considerable freedom in deciding the components of evaluation and their relative weights such as assignments, tests and course projects. A typical evaluation pattern of the institute includes Quiz (I and II) assignments (having a maximum of 60% weightage) and the end-semester examination (with at least 40% weightage). The final percentage of marks obtained by a student are converted to a letter grade, usually based on the performance of the student relative to the class (relative grading). In case of students with certain category of disabilities, the institute follows Alternate Evaluation System.

Faculty members are expected to announce the evaluation methodology at the beginning of the semester, and also make available the corrected answer scripts for every assignment, quiz or examination (including the end-semester examination) for the students' inspection.

In this regard, Class Committee meetings are held immediately after the commencement of semester to deliberate on assessment procedure, distribution of marks and grading scheme wherein the student representatives also participate. Another meeting is held after completion of semester examination for finalization of award of grades.

The Institute follows the system of seeking course feedback on the effectiveness of the teaching of the faculty through a system of online course feedback mechanism. This feedback is collected prior to mid-semester and end-semester examinations. The feedback from mid-semester evaluation is used constructively for improvement in the course delivery. Teaching evaluations should be taken seriously, and introspection helps one become a better teacher.

e) Resources for Teaching:

- 1) Teaching is considered to be an important component of faculty activities. When a faculty is assigned a course to teach, he/she should look for course details such as syllabus and textbooks, as well as timing and venue. In general, it is mandatory to adhere to the specified syllabus, especially for core courses approved by the Senate. However, instructors can enhance their course offerings with additional topics and learning content.
- 2) The faculty can interact with the Head of the Department and previous instructors for additional inputs to handle the course. Senior faculty members who have taught the course may be able to help you with teaching material such as slides, homework problems, recommendations for textbooks, capable teaching assistants (TAs).
- 3) Faculty can also attend Faculty Development Workshops organized by the TLC/DIC of the Institute.
- 4) TLC is having state of the art studio to prepare video lectures and for conducting interactive class rooms.
- 5) NPTEL/Swayam is a nationwide program supported by MoE for high-quality content development in science/technology/ humanities and dissemination of the same through

Massive Open Online Courses (MOOCs), This facility may be utilized to enhance the teaching-learning experience.

f) As an Administrator

Faculty are also nominated as Professor in Charge (PIC) of various academic or administrative activities of the Institute. This enables them to take a larger role at a later date. The faculty has to carry out various duties as assigned by Deans/HoDs.

5.2. As a Researcher

a) Supervising and Guiding Research:

The basic rules governing supervision of Ph.D. scholar is as under:

- 1) Only full-time faculty members are entitled to undertake Ph.D. supervision.
- 2) The number of Institute research scholars under Half-Time Research Assistantship (HTRA) under the supervision of a faculty is limited to one/two/three (depending upon the grade) at present.
- 3) Junior Research Fellow (JRF) working under externally funded research project are permitted to enroll for Ph. D program and a maximum of two scholars under this category are permitted to avail Institute Fellowship after the completion of project period. For details, contact SRICCE Cell.
- 4) As a supervisor, faculty are expected to supervise the student till satisfactory results are achieved. A duly constituted Doctoral Committee (DC) comprising of internal as well as external experts, monitors the progress of the scholar. A supervisor must keep a check that the students being supervised present the research work for the completed period during (BI) Annual Doctoral Meeting after joining the program.
- 5) The faculty can also serve as a co-supervisor on the recommendation of the DC and subsequent approval of the Dean/ Director.
- 6) If the faculty are going on long leave, such as sabbatical leave/special leave/deputation etc., he/she must make an alternate arrangement to continue the academic activities of their students with the consent of the DC. For details, leave rules may be referred.
- 7) In case, a supervisor leaves the Institute permanently, a new supervisor(s) is required to be nominated before his/her relieving with the approval of the DC.
- 8) Change of supervisor is generally not advised and should be sought as a last resort. Under exceptional circumstances, cases shall be considered based on the recommendation of the DC. Every effort should be made to allow a fair transition for both the faculty and the concerned student.
- 9) Scholar supervision can also be done jointly with faculty or researcher/scientist of other educational institutions/research labs subject to the approval of the competent authority.

5.3. Sponsored Research Industrial Consultancy

Institute provides an initial funding in the name of seed grant to support research initiatives with which new faculty members are expected to write competitive research proposals for attracting external funds.

Research funding from external agencies such as central or state governments, R&D establishments, private entities, etc. gives faculty members access to greater resources. Sponsored research can support institutional growth, promote faculty development and help in transferring scientific knowledge and its benefits to society. Faculty members are

encouraged to secure research grants. Prior approval from the competent authority is mandatory for (1) submitting proposals such as sponsored research/ consultancy projects etc., (2) conducting events such as training/courses/talks/seminars/workshop/FDP etc., (3) research collaboration in the form of MoUs.

The office of Sponsored Research Industrial Consultancy and Continuing Education (SRICCE) at IITDM Kancheepuram provides the institute researchers with administrative support for sponsored programs. Faculty may contact the Office of SRICCE for any of the following requirements.

- 1) Endorsement Certificate for submission of proposals for research/consultancy/educational events
- 2) Recruitment of manpower under sponsored programs
- 3) Purchase under sponsored programs
- 4) Record of financial transactions of sponsored programs
- 5) Process of agreements and MOUs between institute and external agencies
- 6) Database of sponsored project/research, industrial consultancy projects, conduct of workshop/conference/STTP, invited talks and industrial visits.

5.4. Faculty feedback and appraisal system

Institute had started a healthy practice of taking feedback from the students about the courses and the teachers taking those courses. At present, the feedback is taken in an online mode and the students can submit the data using their login id on the Institute portal. There are around 11-12 parameters on the which the feedback from the student is sought and the student is allowed to give marks to the teacher/course on a scale of zero to ten. The feedback is taken twice in a semester, first after Mid semester examination and second after the End semester examination. This feedback is an important number which a faculty has to report in his annual appraisal report/review and also during the faculty interview/seminar presentation. The system of taking feedback from students is created to allow the teacher to introspect himself and to improve his teaching skills. Faculty can access the feedback of students for his course on the Institute portal using his login id.

5.5. Institute Intellectual property right cell

In order to facilitate the institute fill patent and their IPR for their innovation/ product development/ research etc. institute has established an IPR with the following objective and goals as mentioned below. Intellectual property right procedures and responsibilities.

IPR cell:

- Making the people aware of IPR policy of the institute
- Conducting awareness talks to improve the innovation eco-system in the institute.
- Tracking of patents/ designs/ Institute rights through collaborative works from the institute students and faculty.
- Connecting patent agents to faculty and students, and assisting them in filing the patents.

- Facilitating the technology licensing agreements / royalty agreements for institute faculty and students as per IPR policy.
- Inviting internal student/scholar/faculty applications for patent filling and processing support from institute funds. Facilitating the application scrutiny through external committee, under the supervision of Dean DII.
- Campaigning for the institute developed technologies through industry visits, meetings and interactions.

Faculty /Scholar/Student filing patent:

- Inventor (faculty/scholar/student) shall contact the IPR cell and submit the information and facilitation form to the cell with all details.
- IPR cell shares the agent details to the inventor.
- Inventor contacts the agent and completes the process for filing the patent / design (where institute as the applicant), by paying the expenses.



CPDA form.pdf

- Faculty inventors can claim the filing expenses from their CPDA fund.
- Student inventors can either apply from institute support (against the call from IPR cell) or KAPILA scheme support to reimburse the patent filing expenses.
- Inventors should share the reference CBR copy/published patent/patent certificate with IPR cell without fail.
- In the case of Institute support / KAPILA support, IPR cell facilitate the scrutiny and short listing of patent applications by external expert committee, purely based on merit. Dean DII will approve the list for support followed by the competent authority of the institute.

Execution of licensing agreement / Royalty agreement:

In the case of industry collaboration or any external collaboration that resulted in the commercializable product/technology etc., where institute faculty/student/staff taken part, and/ or also part of the patent as co applicant or co-inventor, then faculty/scholar/student shall request IPR cell to execute the royalty agreement with external entity/person. The royalty, waiver and any other provisions shall be as per the institute IPR policy.

In case any external entity or inventor him/her-self planning to commercialize the product / technology developed in the institute, the internal inventor shall use the licensing agreement format and fill all details which are mutually agreed by parties (should be as per institute IPR policy) and submit to the IPR cell for processing. After receiving approvals from the dean and competent authority, the IPR cell facilitates for signing of agreements.

In both of the above cases, faculty, student/ scholar shall keep the IPR cell informed for tracking the royalty / licensing payments and distribution for inventors as per the institute IPR policy.

IPR cell forms:



IPR_Information_for
m_OR_Facilitation_R



Inventor_certificate
_IPR Cell.pdf



LICENSING_AGREE
MENT_Templete.pdf



Technology_Licensi
ng_agreement_infor

6. Benefits and Privileges

6.1. Allowances

The institute provides various perquisite to the faculty members. Some of them are mentioned below:

6.1.1. Cumulative Professional Development Allowance (CPDA)

1. Faculty members are eligible to avail CPDA from the date of joining the Institute.
2. Total cumulative amount for a block of three years is Rs 3.00 lakhs. In the first year, only one lakh is available and in the second year, the available amount shall be upto Rs. 2.00 lakhs depending on the balance from the previous year such that at least one lakh is left from the last year of the block period. A candidate can also use three lakhs in the last year of the block period if available. Unused amount at the end of the block period will lapse.
3. The CPDA amount can be incurred on the following budget head; attending conferences, seminars, workshops, symposium, short term courses, training program, visit to other R&D Institutes/industry. (India/abroad), purchase of books/journals, purchase of consumable items for research purpose, stationary, computer accessories /laptops accessories (as per regulations, membership of professional bodies, IPR/copyright etc.
4. CPDA can be used for international travel, registration fee for attending international conference, visa fee, TA/DA, etc.
5. Faculty members can use the fund to attend flagship conferences as per the guidelines/list, approved by senate. If the conference is held abroad, it has been approved by Deans committee chaired by DoFA.
6. If a faculty member wants to attend a conference without paper, then it requires special recommendation from HoD with proper justification and subsequent approval from the competent authority.
7. Similarly, applications for attending workshops and visit to industry/academic institutes applications shall be forwarded through Dean FA for Director's approval.
8. For research consumable/computer accessory, if allowed, maximum amount that can be spent is limited to Rs. 50,000.00 per year
9. For purchasing books after prior approval, the maximum amount that can be spent is limited to Rs. 30,000.00 cumulative for three years. The book will be entered in the library and issued to the faculty.
10. The maximum amount that can be spent for obtaining membership of professional bodies/societies is 50,000.00 for three years.
11. The maximum amount that can be spent on purchasing stationary items is limited to Rs. 10,000.00 per year
12. DA is allowed (inclusive of accommodation) for conference days plus 2 days. for Foreign visit, extra number of days may require special justification
13. A budget sanction/approval has to be obtained for all international trips for which the faculty has to submit the application at least 15 days in advance.
14. If patents/IPR/Copyrights are filed in the name of the Institute (Institute as applicant and faculty as inventor), utilizing CPDA amount for meeting all associated expenses such as filing charges/professional fee/maintenance charges etc. is optional as these charges will be paid by the Institute. All such applications have to be forwarded through the IPR cell of the Institute, if a faculty wish to use CPDA.
15. If a faculty submits resignation, no expenditure under CPDA will be permitted thereafter unless recommended by Dean FA and approved by the Director.

Note: Each expenditure, to be incurred under CPDA, should have prior approval from the competent authority. For taking approval incurring expenditure, the faculty may apply for the same well in advance (say 15 days).

6.1.2. Medical Benefits

The institute health center is open on all days with medical and nursing services round the clock. Ambulance service is also available for emergencies. Currently, all the regular employees of the institute are provided reimbursement of medical expenditure as per rates of Central Government Health Services Scheme (CGHS). Faculty may contact admin office for availing the benefits or to learn the detail rule on the same.

6.1.3. Telephone Allowance

A faculty member is entitled to reimbursement of telephone (landline at home and/or postpaid mobile connection and/or internet charges) expenses up to Rs 1250 per month plus GST. To claim this, telephone bills (including mobile bills and bills for internet charges) should be submitted to the accounts section once in six months.

6.1.4. Leave Travel Concession (LTC)

All joiners will be considered as fresh recruits for eight years as per LTC rules in vogue.

Further, Leave Travel Concession (LTC) to hometown and back twice in a block of four years is admissible to the employee and his/her eligible dependent family members as per the Government of India rules adopted by the institute.

6.1.5. Children Education Allowance (CEA)

CEA at Rs. 27,000 per annum without any fee receipt is allowed based on certificate given by school or self-attested documents given by the employee. Reimbursement of CEA/hostel subsidy (the ceiling of hostel subsidy is Rs.6750/- pm) can be claimed from nursery to 12th class. Nursery is two classes before class one. CEA/hostel subsidy is also admissible for initial 2 years of diploma/certificate course from polytechnic/ITI/engineering college if the child resumes the above course after 10th standard and CEA/hostel subsidy has not been granted in respect of the child for studying in 11th & 12th standards. The upper age limit for reimbursement of CEA is 20 years or till the passing of 12th standard whichever is earlier. However, for divyaang children, it has been raised to 22 years.

6.1.6. Newspaper Allowance

A faculty member is entitled to reimbursement of newspaper purchase expenses as per Govt of India approved amounts. This can be claimed once in six months periodically.

6.2. Leave Rules

Leave of various types as per the entitlement can be availed for genuine personal reasons, planned academic/research activity, medical reasons or any other extra-ordinary conditions with prior approval from the appropriate authorities. Technically, no leave is a matter of right and has to be sanctioned by the competent authority. The Director of the institute approves all types of leave. Wherever the administrative power to grant leave is delegated to the subordinate authorities, such leaves can be granted by them. In IIITDM Kancheepuram, the subordinate authority DoFA for all leaves with the exception of LTC, leaves to proceed abroad for professional engagements that include participation in conferences, maternity/paternity leave, duty leave, sabbatical, and any other extraordinary leave upon forwarding by the respective heads of department. Except under unusual circumstances and discipline-

related cases, leave is generally not refused. HoDs may sometimes have reasons for not recommending sanction of leave in case a faculty member's services are required for any purpose. Prior approval for different leaves, out of headquarter CL/ML etc has to be taken.

Saturdays, Sundays, restricted holidays and other holidays or the vacation days may be prefixed as well as suffixed to any type of leave, subject to the duration of leave as prescribed. Leave can be granted in combination with or in continuation of any other kinds of leave with the exception of casual leave. Only vacation leave can be combined with casual leave. Leave of any kind taken earlier can be converted to leave of any other kind at a later date within 30 days of joining the duty after the leave by discretion of the leave-sanctioning authority. This facility can be availed only if the employee is in service.



Statutes.pdf

A detailed leave rules are referred from IIITDM Statutes

Other General Conditions:

1. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
2. Absence from duty after expiry of the granted leave entails disciplinary action as per the code of conduct (CCS rules).
3. Absence without leave will constitute a break in service.
4. A staff on leave should not take up any service or employment elsewhere until and unless prior sanction is granted by the competent authority.
5. A faculty member is required to submit a Joining Report on completion of leave period except casual leave.

The following kinds of leave shall be admissible to the faculty members of the institute:

- I. Casual Leave (CL)
- II. Special Casual Leave (SCL)
- III. Duty Leave (DL)
- IV. Vacation Leave (VL)
- V. Earned Leave (EL)
- VI. Half-Pay Leave (HPL)
- VII. Commuted Leave
- VIII. Extra-ordinary Leave (EOL)
- IX. Maternity Leave (ML)
- X. Adoption Leave (AL)
- XI. Paternity Leave (PL)
- XII. Child Care Leave (CCL)
- XIII. Station Leave
- XIV. Sabbatical Leave (SL)
- XV. Leave on Academic grounds

A quick overview of the rules regarding some of these leaves is given below and faculty members may further refer to the Department of Personnel and Training (DoPT) rules for details.

6.2.1. Casual Leave (CL)

- I. The CL entitled in a calendar year is 8 days.
- II. CL can be combined with special casual leave/vacation/restricted holidays, but not with any other kind of leave. An employee can avail any two holidays from the list of restricted holidays declared by the Government of India and made applicable to the institute.
- III. Saturdays, Sundays, restricted holidays and holidays, whether intervening, prefixed or suffixed, shall not be counted as CL.
- IV. CL shall not be granted for more than 5 days at any time, except under special circumstances.
- V. CL can be taken for half a day as well.
- VI. LTC can also be availed during CL.
- VII. Officials joining during the middle of a year will be credited with CL proportionately or to the full extent at the discretion of the competent authority.

6.2.2. Special Casual Leave (SCL)

SCL, not counting towards ordinary CL, up to a maximum of 15 days in a calendar year is granted for the following:

SCL may be granted to a faculty member for academic/administrative purposes such as participation in conferences, undertaking examinership in academic institutions, attending selection committee meetings and national committee meetings, etc. This leave is primarily meant for professional (teaching, research, discussion meetings, symposia, delivering talk etc..) engagements. The duration of the SCL shall normally not exceed 15 days in a calendar year. SCL is sanctioned by the DoFA except in cases of visits abroad, which is to be finally approved by the Director.

6.2.3. Duty Leave (DL)

DL up to a maximum of 15 days in an academic year during the semester periods will be granted to faculty members for the following purposes:

DL may be granted for participating in confidential institute activities, attending other academic/administrative activities assigned by the institute, taking part in sports events of national/international importance, etc. This may also include activities like attending cultural events, court of law on matters pertaining to the institute in official capacity when representing the institute as per the Government of India guidelines. The duration of such DL will normally not exceed 15 days in a calendar year. DL is granted by the director.

6.2.4. Vacation Leave (VL)

- I. The faculty members can avail up to 60 days of vacation leave in a calendar year during the notified semester vacation periods and mid-semester breaks as per the academic calendar. The usual vacation period comprises the months of May-July, December and mid-semester breaks (approximately 90 days).
- II. Faculty members who joined after the commencement of academic year will not be entitled to vacation during that academic year. Instead, 2.5 days of earned leave will be credited to them for each completed month of service.
- III. A new faculty member joining during the summer vacation period is not eligible for vacation during that summer.
- IV. The maximum duration of vacation that can be taken together at a time is 30 days. Vacation beyond 30 days at a time will be subjected to approval of the Director.

- V. VL can be suffixed or prefixed with any other leaves subject to the maximum period of absence approved by the appropriate authority.
- VI. If Saturdays and Sundays or holidays are prefixed and suffixed by VL, then those Saturdays, Sundays and holidays will also be counted as vacation days.

6.2.5. Earned Leave (EL)

- I. EL will be credited to the EL account of the faculty member on 1st January based on the unavailed vacation for the previous year. If a faculty member avails n vacation leaves, then $(60-n)/2$ days of EL is credited to their respective EL account.
- II. EL can be accumulated up to 300 days (excluding the 60 days encashment allowed along with LTC).
- III. The maximum amount of EL that can be granted to a faculty member at a time shall be 180 days.
- IV. Encashment of EL while availing LTC up to 10 days on each occasion and a maximum of 60 days in the entire service is permissible.

6.2.6. Half-Pay Leave (HPL)

The HPL admissible to a faculty member with respect to each completed year of service shall be 20 days. HPL is credited in advance at the rate of 10 days on the 1st of January and 1st of July every year. HPL may be availed either on medical grounds or on private affairs.

6.2.7. Commuted Leave

Commutated Leave not exceeding half the amount of HPL in credit can be taken for medical-related purposes on production of medical certificate from appropriate authority.

6.2.8. Extra-ordinary Leave (EOL)

EOL shall always be without leave salary and may be granted when no other kind of leave is admissible, or even when other leave being admissible, but the faculty member has specifically applied for the grant of EOL. The maximum period of EOL that can be granted to a permanent faculty member is five years. EOL may also be granted for regularizing periods of absence without leave retrospectively.

6.2.9. Maternity Leave (ML)

ML may be granted to both married and unmarried female employees with less than two surviving children, for a period of up to 180 days from the date of its commencement. ML shall not be debited to the leave account and is granted with full pay (salary equal to last pay drawn) and will be counted as service for increments and pension. ML may be combined with leave of any other kind except CL. Any leave, including commuted leave up to 60 days and leave not due, may be taken without medical certificate up to one year in continuation of ML.

6.2.10. Adoption Leave (AL)

AL is available for a female faculty member with less than two surviving children for adoption of a child below the age of one year for a period of 180 days immediately after the date of adoption.

6.2.11. Paternity Leave (PL)

PL can be availed by male faculty members with less than two children. It may be granted for 15 days during wife's confinement or for adoption of a child below the age of one year. PL can be availed up to 15 days before or up to six months from the date of delivery of the child. PL shall not be debited to the leave account and leave salary equal to last pay drawn is admissible.

6.2.12. Child Care Leave (CCL)

CCL can be availed by female employees and single male parents having minor children to look after their needs like examination, sickness etc. Maximum allowed CCL is 730 days in the entire service. CCL will not be granted for more than three spells in a calendar year and will not be granted for a period of less than five days at a time. 100% of salary will be paid for the first 365 days on CCL and 80% for the rest 365 days.

6.2.13. Station Leave

The faculty members leaving the station during weekends (Saturday and Sunday) and holidays must communicate about their absence to DoFA by email. Such a leave, referred to as 'station leave', shall not be counted against any approved leave category, but such a practice is in the interest of the faculty, as it safeguards the dependents' claims in unfortunate and unforeseen situations during outstation visits from strict norms of the central government for compensation claims.

6.2.14. Sabbatical Leave (SL)

The SL is a special facility to the permanent faculty members in order to enable them to update their knowledge and experience which will be of greater use to the institute on their rejoining, and will be granted for any of the following activities:

- I. To conduct research or advance studies in India or abroad,
- II. To write textbooks and other literature,
- III. To visit or work in industrial entities, technical departments of government etc., To gain practical knowledge in their respective field,
- IV. To visit or work in a university/industry/government research laboratory in India or abroad.
- V. Any other purpose for the academic development of the faculty as approved by the board.

Sabbatical leave will be granted based on the following criteria:

- I. After completion of 6 years or more of service continuously in the institute from the date of joining the institute or from the date of rejoining on return from SL/EOL-without-leave-salary except EOL granted on medical grounds. For subsequent sabbatical, there must be a gap of at least 3 years for a one-semester sabbatical and six years for a two-semester sabbatical.
- II. SL is limited to three times in the entire service period.
- III. The period of SL shall not exceed one year at a time inclusive of vacations, if any, but the board may grant any other leave additionally up to a maximum of 120 days, which the faculty member might have earned during the service in the institute.
- IV. During the period of SL, a faculty member shall be paid full salary and allowances as admissible as though (s)he is on EL, but (s)he shall not be entitled to any traveling allowances or any additional daily allowances.
- V. No substitute shall be appointed in the vacancy and his/her work shall be shared by the other members of the faculty.
- VI. Faculty members shall not undertake any regular appointment in any other organization in India or abroad during the period of SL. (S)he shall, however, be free to receive a scholarship or fellowship or bursary or any other ad hoc honorarium other than regular employment salary.
- VII. Faculty members availing SL shall furnish a bond in the prescribed form to serve the institute for a minimum period of 3 years on return to duty; the period of bond is for two years for one-semester sabbatical. The same can be reduced to 2 years, in cases, where the faculty is unable to serve the institute for a period of 3 years on the expiry of SL due to superannuation. If the

- faculty member resigns before completion of the bond period, (s)he will be required to refund the salary paid by the institute during the sabbatical period.
- VIII. SL shall not be granted for less than 6 months at a time and splitting of SL is not permissible.
 - IX. If the leave availed is less than the maximum permissible period, it will still be presumed that the opportunity has been fully utilized and the eligibility criteria would apply afresh from the date of reporting back from such leave.
 - X. The faculty member shall specify the places (s)he proposes to visit, the nature of work (s)he proposes to carry out and how this would contribute to his/her academic development.
 - XI. While recommending the leave, the head of school/department has to certify that alternative arrangements have been made for sharing the academic, research, project activities and other departmental duties/commitments of the faculty member concerned during his/her absence.
 - XII. A faculty member having a long-term project may request for permission to avail SL only after completion of one year of commencement of the project and a co-investigator as approved by the funding agency is available to take care of the project.
 - XIII. At any point of time, in a given school/department, a maximum of 15% of the existing strength of the faculty members (subject to any fraction in the figure thus arrived at being rounded off to the next higher integer) may be permitted to avail long leave either within India or abroad. This 15% rule will not apply to the faculty members who are 55 or more years old.
 - XIV. No other type of leave except leave at credit (EL/HPL) up to a maximum of 120 days will be permitted as an extension of SL.
 - XV. A faculty member who does not have the required period of service in the institute on his/her return may, however, be eligible for leave at credit such as EL and HPL for visit abroad to accept academic responsibilities. The proposal for SL should be submitted well in advance to the board through the Director. The board of the institute may constitute a sub-committee as a Standing Committee to look into the proposals received from the faculty members for SL and EOL to recommend to the board for further consideration and approval.

6.2.15. Leave on academic grounds: - (1) Leave shall be granted for the purpose of academic growth of a regular faculty member for the benefit of the Institute in pursuit of excellence.

Explanation – (1) For the purpose of this rule it is clarified that leave on academic ground shall basically be for the professional rejuvenation of the faculty member and after availing the leave, a faculty member is supposed to serve the institute for a period which shall be specified by Board and the faculty member furnish a bond to this effect.

(2) Any leave of absence for a duration exceeding a month during a semester up to a maximum of one semester with the provision of prefixing or suffixing of vacation periods or both shall be termed short leave and any leave of absence overlapping two or more semesters shall be termed as long leave.

(3) A short or long leave may be on foreign service terms and the institute shall not pay any salary to the faculty member on leave on foreign service terms. Employment with salary abroad is considered as foreign service but fellowship /stipend/honorarium/living expenses/government (DSTscheme etc. shall not be considered as salary.

(4) The terms of deputation to foreign services of faculty members shall be normally granted only for proceeding to head a government institution, Government organization or a government body like the Department of Science and Technology (DST).

(5) An employee who is granted leave on foreign service terms shall be entitled for pension, if entitled, and leave salary contribution, gratuity contribution, and her or his own contribution towards the General Provident Fund (GPF) or Contributory Provident Fund (CPF).

Short Leave: A faculty member shall be eligible for short leave if she/he or she has already spent two full semesters at the institute after returning from the last short or long leave or after initially joining the institute and subject to compliance of any previous bond.

Long Leave: A faculty member shall be eligible for long leave if he or she has already spent five years at the institute after joining the Institute or return from the previous long leave or sabbatical leave and this may be relaxed up to two years for Assistant or Associate Professors for availing long leave for the first time in their tenure as faculty members at the Institute.

6.3. Lien/Foreign Service

Whenever a faculty member takes up an assignment in a non-Government organization, it is called foreign service. DoPT guidelines for Lien / Foreign services will be followed and updated from time to time.

6.4. Pension Schemes/Retirement Benefits

6.4.1 National Pension Scheme (NPS)

The faculty members who joined government service on or after January 01, 2004 are governed by the NPS. Application for joining NPS should be submitted to the finance & accounts section within one month from joining. An individual account will be opened in the name of every employee and an account number known as the Permanent Retirement Account Number (PRAN) will be provided. In the mandatory Tier-I pension account, 10% of the pay and dearness allowance will be deducted and deposited as an employee's contribution. An equal amount up to 14% will be contributed as employer's contribution from the institute side. This is a mandatory account. The faculty members will not be able to withdraw from this account till retirement from service. Exit from the scheme is only at or after the age of 60 years. At the time of exit, the staff member would be mandatorily required to invest 40% of pension wealth to purchase an annuity from an insurance regulatory and development authority (IRDA) regulated life insurance company. However, the faculty member would have the flexibility to leave the pension scheme prior to the age of 60, in which case the mandatory annuitization would be 80% of the pension wealth.

7. Facilities and Activities

7.1. Library

Institute has a fast growing library to meet academic and research needs of the institute community. Library adopts state-of-the-art technologies to facilitate access to online and print resources to its users. Major international journals and online resources in science and interdisciplinary areas have been subscribed. Library is successful in providing most of the resources in electronic format which facilitate 24x7 e-library, and can be accessed remotely from anywhere.

7.2. Housing

The faculty of the institute are eligible for residential accommodation inside the campus. Given a limited number of quarters, preference for allotment is determined based on the position held, seniority in service and availability of a particular type of accommodation. For allotment of accommodation, one has to submit the request in a prescribed format to the Chairperson, House Allotment Committee.

Detailed Housing Allotment Rules are available at



**Amenment in HAR
2019.pdf**



**House Allotment
Rules 2019.pdf**

Faculty members who are allotted apartments are to pay the prescribed license fees at the rates prescribed by the Government of India, which may vary from time to time. The cost of electricity and water, which is calculated based on the monthly consumption, will also need to be borne by the occupant. These deductions will be made from the salary payable by the Accounts section directly.

7.3. Guest house

The Institute has a guest house facility for visiting parents, institute guests and other dignitaries. A limited accommodation for shorter periods can be availed by faculty arriving for joining the Institute.

7.4. Healthcare and Counseling

The institute's primary health center functions round the clock on all days of the week. All employees and their dependent family members are entitled to avail free out-patient services available in the institute health center. Nursing staff and ambulance will be available to take care of routine medical needs. Visiting duty medical officers will be available for consultations.

Medicines that are not available in the institute medical centre can be purchased based on the doctor's prescription, and the bills can be reimbursed as per the rules of the institute. The claims for reimbursement, duly supported with original bill and other relevant documents, original or copy of prescription, should be submitted within three months from the date of treatment/hospitalization/procurement of medication(s).

7.5. Dining and Recreation

The campus caters the appetite of our students, faculty and staff 365 days and almost 24x7. The choices of food range from essential dining options, quick grabs in small cafeteria and departmental stores in the campus.

7.6. Transport, Communication, Banking & Shopping Complex

The campus is 18 k.m. away from Chennai Airport and 40 k.m. from Chennai Central Railway Station. The campus is located near the township called 'Tambaram', which is now a busy locality from where frequent public transport is available to commute from the city.

The campus ATM centers (24x7 open) are located at the main gate of the institute and at the entrance. In addition, a Department Store and laundry are also available on the campus.

7.7. Sports Facilities

IIITDM Kancheepuram provides ample opportunities to the students, faculties and staff for active participation in sports and games. The facilities available for sports at the institute include a multipurpose indoor stadium, gymnasiums, outdoor grounds. The multipurpose indoor stadium consists of badminton courts, a basketball court, two table tennis halls, Gym, carom and chess facilities. Outdoor ground facilities include a football ground, two volleyball courts, cricket ground, basketball court, clay and synthetic tennis courts, cricket nets facility, etc.

8. Ethics and Code of Conduct

8.1. General Code of Conduct

IIITDM Kancheepuram is committed to upholding academic freedom to the faculty members. It believes in the quest for facts through creativity and innovation; the latter can only be fostered with academic freedom in an unhindered atmosphere with least extraneous interferences. However, the academic freedom is innately linked to the responsibility of being committed with high integrity. At IIITDM Kancheepuram, research as well as teaching components of academic responsibilities are

insulated from personal beliefs and biases through policy and guidelines. Each faculty member is expected to be committed to highest standards of fairness and accountability.

8.2. Internal Complaints Committee (ICC)

It is the right of every employee and student to work freely without being subjected to any form of harassment. IIITDM Kancheepuram believes and practices gender equality and non-tolerance to workplace harassment. The ICC of IIITDM Kancheepuram is a statutory body constituted in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressed) Act, 2013] and in compliance with the directives of the Supreme Court of India. Accordingly, measures adopted in IIITDM Kancheepuram include: (i) upholding of the dignity of women, (ii) facilitation of gender-sensitive work environment free of gender specific discrimination or sexual harassment, (iii) protection of victims and witnesses against victimization or discrimination, and (iv) promotion of the awareness about gender-sensitivity in the community.

8.3 Plagiarism

In pursuit of excellence in research, IIITDM Kancheepuram holds ethics in research in highest priority. Faculty members in the institute are expected to engage in research with a spotless ethical conduct and highest level of integrity. Academic freedom is enjoyed best through principles and methods following ethics in a rigorous manner. Indulgence in misconduct such as plagiarism, falsification or fabrication of data, etc. will be viewed in serious violation of the institute's policy, and will attract severe repercussions. A disciplinary committee constituted by the Director will investigate any case of ethical misconduct and initiate necessary action.

8.4 Consultancy Ethics

While the primary responsibilities of the faculty members are teaching, research, and shouldering responsibility of institutional development, they are encouraged to take up external consultancy activities deemed to be beneficial to the society and to their own professional experience and reputation. It is the responsibility of faculty members to ensure that the consultancy agreement is consistent with the employment obligations, including the institute's conflict of interest policy. Faculty members are expected to be sensitive to potential conflicts between their outside consulting activities and teaching responsibilities vis-à-vis graduates and other students working under supervision. A faculty member is not permitted to use intellectual property, including confidential information owned by the institute, with outside consulting organizations without any written agreement.

8.5 Right to Information

In 2005, the Indian Parliament enacted a legislation known as the Right to Information (RTI) Act, which empowers a citizen to seek any information from the Government or from any publicly-funded institution. Aiming to promote transparency and accountability in the operations, IIITDM Kancheepuram complies with the RTI Act.