

FACULTY HANDBOOK

2026

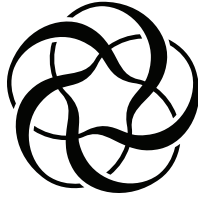


IIT PALAKKAD



संकाय हैंडबुक २०२६

FACULTY HANDBOOK 2026



INDIAN INSTITUTE
OF TECHNOLOGY
PALAKKAD

भारतीय प्रौद्योगिकी संस्थान पालक्काड़,
कंजिकोड पश्चिम, पालक्काड़, -६७८ ६२३, केरल

☎ ०४६१ २०६ २००१

INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD,
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☎ 0491 209 2001

QUICK REFERENCE

IIT Palakkad - Contact Directory

All numbers: 91 0491 209 xxxx.

Web: <https://iitpkd.ac.in/TelephoneDirectory>

Key office contacts

Office of the Director

Ext. 2002

Registrar

Ext. 2012

Dean, Administration

Ext. 2010

Dean, Academics

Ext. 2030

Dean, Student Affairs

Ext. 2080

Dean, ICSR

Ext. 2070

Dean, Infrastructure

Ext. 2150

Office of the Dean, Administration

Ext. 2019

Security

Ext. 8400

Emergency

Ext. 1001

Security Mobile Number

Mob. 9188952141

Office of Security Officer

Ext. 2231

Institute Clinic

Ext. 2271

Ambulance

Mob. 9645617267

Guest House Manager

Ext. 2301

Crèche

Ext. 2137

WELCOME



A very warm welcome to IIT Palakkad. It is my pleasure to introduce you to this institute which has grown tremendously since its inception in 2015, and is slowly but surely evolving in stature. The Institute offers various Bachelor's Programs (B.Tech), Master's Programs (M.Tech & M.Sc), M.S. by Research and doctoral programs (PhD) through 11 departments. An institution is only as good as its people are, and onboarding excellent human resources to facilitate and guide learning and practice is something that is pursued with hallmark IIT zeal. The student community is drawn from all over the country and continues to grow in strength and diversity. The dream to make a creative, multidisciplinary

institution which delivers quality education, original research and practice, is what drives the academic community here.

Research undertaken at IIT Palakkad has gained momentum with the faculty and students publishing widely in peer-reviewed journals and making their presence felt at conferences and workshops, within the country and abroad. We have also established the IIT Palakkad Technology Innovation Hub Foundation (IPTIF) for spearheading research in cyber-physical systems and a business incubator, the Technology Innovation Foundation of IIT Palakkad (TECHIN) to promote faculty and student startups. Periodic Industry-Academia Conclaves and a strong emphasis on industry internships represent a few other instances of our commitment to a strong education-industry interface. The mandate of our Career Development Centre, as the name indicates, goes far beyond coordinating campus placements.

Development of robust infrastructure is our priority, and the Institute has state-of-the-art centres and facilities for research and development in areas like data science, computational imaging, high-performance computing, micro-nano fabrication, materials and manufacturing, and instrumentation. Our pioneering centers include, the Smart AgriTech Research Centre for Advanced Research and Development (SATCARD), the Center on Renewable Energy (CoRE) focusing on Solar, Wind and Green Hydrogen, the Center for Robotics and Control, the Global Sanitation Center of Excellence (GSCoE) and the C2 Center for Innovation.

Our motto is 'Nurturing minds for a better world', and I do hope that you have reason to partner with us in this endeavour, in whatever way you can. This handbook is a consolidation of information a faculty member is likely to need in navigating through one's career at IIT Palakkad. As you traverse through your journey in this institute this handy booklet shall guide you to the functioning of the campus and its rules and regulations.

Prof. A. Seshadri Sekhar,
Director, IIT Palakkad



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1. KNOW THE INSTITUTE

1.1 REACHING IIT PALAKKAD

IIT Palakkad is conveniently accessible from both Palakkad and Coimbatore, which are served by major railway stations and are well connected to other parts of the country. The Institute is located approximately 14 km from the Palakkad Railway Station. The Coimbatore Railway Station and Coimbatore International Airport are about 60 km from the campus, with a typical travel time of approximately one hour by road. The Institute can also be reached by public transport from Palakkad via buses operating towards Kanjikode and Coimbatore, followed by a short auto-rickshaw ride to the campus.

1.2 JOINING AT IIT PALAKKAD: ONBOARDING & FORMALITIES

Welcome to the IIT Palakkad faculty fraternity! The Institute is committed to ensuring that your transition to our vibrant academic community is as smooth as possible. While setting up a new home and workplace may initially seem like a significant undertaking, your Head of the Department (HoD) is your primary liaison and is available to guide you through any challenges you may face.

► Pre-arrival

- Once you have accepted your Offer of Appointment and determined your joining date, please send an email on acceptance of Offer of Appointment & proposed date of joining to the Office of the Dean of Administration (office_deanadmn@iitpkd.ac.in) by keeping in CC: Dean of Administration (deanadmn@iitpkd.ac.in), Associate Dean of Administration (adadmn@iitpkd.ac.in), Registrar (registrar@iitpkd.ac.in), HoD, and Assistant Registrar (Administration) (aradmn@iitpkd.ac.in)
- To facilitate your arrival, you may request Guest House accommodation by emailing the Guest House Manager (ghm@iitpkd.ac.in) by keeping in CC: Dean of Administration (deanadmn@iitpkd.ac.in), Office of Administration (people@iitpkd.ac.in), and your HoD.

► **Joining Formalities**

Visit the Administration Section located in the Dr. APJ Abdul Kalam Block (D03), where your primary joining formalities will be completed. You must produce original documents (with one set of photocopies) of:

- Certificates of Educational Qualifications (Class X onwards)
- Experience Certificates, if any
- Proof of Date of Birth
- Certificate in support of reservation, if applicable
- 2 recent passport size photographs
- Relief Certificate from the present employer, if applicable
- Last Pay Certificate and Pension Payment Order, if applicable

Also fill the following Employee joining forms¹:

- Joining Report
- Marriage Declaration
- Attestation Form
- Declaration that you are not under any bond, agreement or obligation to serve the Central/State Government, University, or any public authority, undertaking, or institution
- Statement of Immovable Property Return
- Dependency Declaration
- Personal Data Form
- Insurance Declaration
- Certificate for House Rent Allowance
- Hometown Declaration
- Form of Appointment of Beneficiary
- Institute IT Credentials
- Statutory Details
- National Pension Scheme Details
- Oath of Allegiance
- Oath of Secrecy
- Character Certificate
- Identity Certificate
- Form of Medical Certificate Regarding Physical Fitness
- IRINS Faculty Profile Creation Form

¹https://drive.google.com/drive/folders/1-hNRoe8ILHVU_4AyzLbgU_mWcY6DbsTR?usp=drive_link

► Joining at the Department

After visiting Administration, report to your academic unit to meet your HoD and the Department Assistant. Here, you will fill out the Joining Report given above, which is signed by the HoD and forwarded back to the Administration Section to officially record your commencement of duty.

1.3 ABOUT IIT PALAKKAD

The Indian Institutes of Technology (IITs) were established by the Government of India as Institutes of National Importance under a Central statute, the Institutes of Technology Act, 1961. An IIT in Kerala was proposed in the Union Budget of July 2014. On November 20, 2014, IIT Madras was designated as the mentor institute by the Ministry of Education (MoE) erstwhile the Ministry of Human Resource Development. The Lok Sabha passed the bill for establishing six new IITs on July 25, 2016.

IIT Palakkad began its operations in August 2015 at its temporary campus at Ahalia Integrated Campus, Kozhippara, Palakkad. Academic activities were formally inaugurated on August 3, 2015, with the admission of the first batch of B.Tech students to the programmes in Civil Engineering, Computer Science and Engineering, Electrical Engineering, and Mechanical Engineering. Prof. P. B. Sunil Kumar assumed charge as the Institute's first Director on January 18, 2017. The current Director, Prof. A. Seshadri Sekhar, assumed charge on October 12, 2022.

Over the years, IIT Palakkad has grown rapidly in its academic, research, and institutional activities. Key developments include:

- Expansion of academic programmes to include B.Tech., M.Tech., M.Sc., M.S. (Research), and Ph.D. programmes, with 11 academic departments at present.
- Establishment of several interdisciplinary research and innovation centres, including IPTIF, TECHIN, GSCoE, ESSENCE, CCI, CoRE, SATCARD, and the Centre for Robotics and Control.
- Transition to the permanent Campus, which became fully functional in 2024.
- Strengthening of research infrastructure through the Madhava Supercomputing Facility, the 500 MHz NMR facility, and other advanced research facilities.
- Launch of the Mehta Family School of Data Science and Artificial Intelligence under the Department of Data Science, and the Teaching Learning Centre.
- Growth in industry engagement, outreach, and professional programmes through initiatives such as the Industry - Academia Conclave, Pale Blue Dot, Science Quest, Institute Open House, MSME and TechConnect events, and AICTE-QIP-PG Certificate programmes.

IIT Palakkad is currently ranked 64th in the Engineering category of the National Institutional Ranking Framework (NIRF), reflecting its continued growth in academics, research, and institutional development.

The governance and organizational structure of IIT Palakkad is outlined below, beginning with the apex bodies and authorities governing the IIT system.

► Visitor

- The President of India is the Visitor to all IITs.

► Council

- The Hon'ble Minister of Education serves as the ex-officio Chairperson of the Council, which oversees the functioning of all IITs.
- The Council comprises over 30 members, including the Chairpersons of the Boards of Governors and the Directors of all IITs, who serve as ex-officio members.

► Board of Governors (BoG)

- Each IIT is governed by a Board of Governors (BoG), constituted under the Institutes of Technology Act, 1961, which is responsible for the overall superintendence and control of the Institute's affairs.
- The Board's composition includes a Chairperson nominated by the Visitor (the President of India), with the Director of the Institute serving as an ex-officio member. To ensure a broad range of expertise, the Board also includes nominees from the state government, experts nominated by the IIT Council with specialized knowledge in science or education, and members nominated by the Institute Senate. The latest BoG members of IIT Palakkad can be accessed on the institute governance web page².
- The Board shall meet as often as may be necessary but not less than twice during a calendar year. The Chairperson presides over Board meetings and the Institute's Convocation, and oversees the implementation of the Board's decisions within the Institute, while the Registrar serves as the ex-officio Secretary.
- Key internal committees, such as the Finance Committee, the Building and Works Committee, report directly to the Board to ensure rigorous oversight of funds and campus development.

► Finance Committee (FC)

The Finance Committee (FC) shall provide its views and make recommendations to the Board, either suo motu or on the advice of the Board or the Director, on any financial matter relating to the Institute, provide advice and guidance relating to resource mobilization, and perform any other functions as the Board may decide from time to time.

The Finance Committee composition includes the Chairperson, BoG, two persons nominated by the Central Government, two persons nominated by the Board and the Director, ex-officio. The Registrar acts as its Secretary on ex-officio basis of the Finance Committee. The Committee shall ordinarily meet twice in a calendar year.

► Senate

The Senate decides the academic policy of the Institute. It exercises control over, and approves, the curriculum, courses, examinations, and results. The Senate may also constitute committees to address specific academic matters as they arise. Any new academic programme or change to an existing one is typically first proposed by an academic unit to specialized committees such as the Board of Academic Courses (BAC) or the Board of Academic Research (BoR), where it is discussed and refined before final presentation to the Senate for approval. Similarly, the teaching, training, and research activities of various departments are periodically reviewed to enhance facilities and maintain rigorous academic standards

²<https://iitpkd.ac.in/governance>

The Director of the Institute serves as the ex-officio Chairperson of the Senate, while the Registrar acts as its Secretary. Membership of the Senate includes all (full) Professors as ex-officio members, alongside representatives from the non-professorial faculty, student representatives, and external members from outside the Institute. The Senate is mandated to meet as often as necessary, but at least four times in a calendar year.

► The Board of Academic Courses (BAC)

The BAC is responsible for coordinating the course content and curriculum of all programmes offered by the Institute. All proposals for modifications to academic programmes are examined by the BAC, and its recommendations are submitted to the Senate for approval. The BAC also formulates policies for conducting the academic courses, subject to the approval of the Senate. In addition, BAC undertakes appropriate measures from time to time to maintain and enhance academic standards within the Institute.

► The Board of Academic Research (BoR)

The BoR coordinates all matters related to the Ph.D. and M.S. programmes across various disciplines. BoR formulates policies governing the conduct of research, and from time-to-time, reviews the ordinances and regulations relating to the M.S. and Ph.D. programmes, with the approval of the Senate. The BoR is also responsible for implementing the policies pertaining to academic research and development activities as laid down by the Senate and the BoG.

1.4 DIVERSITY & INCLUSION

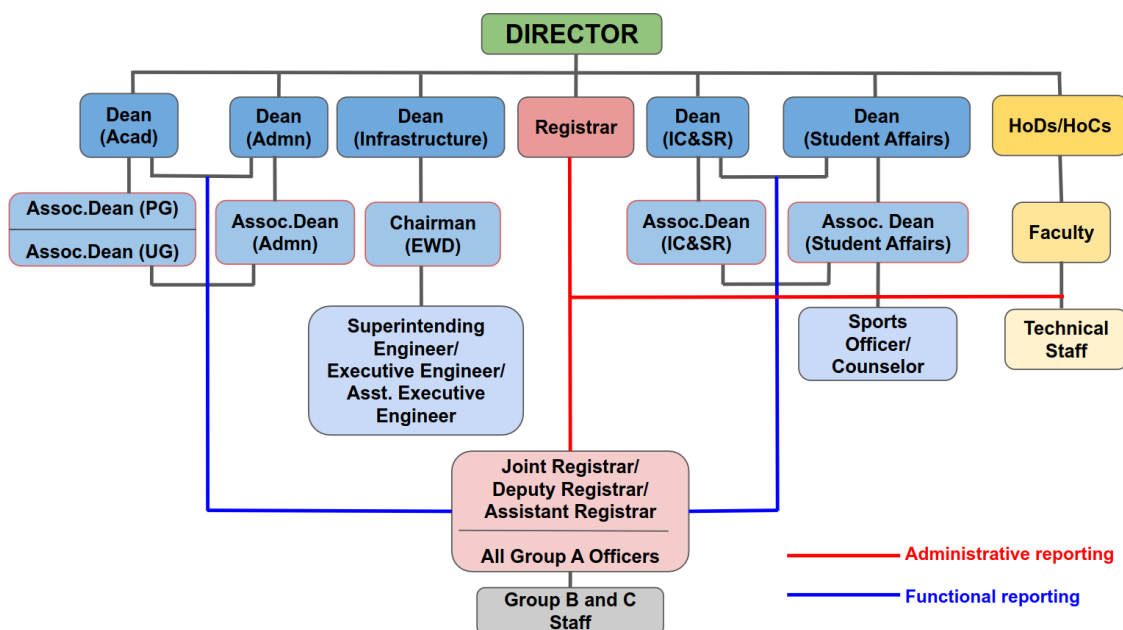
IIT Palakkad believes in adopting as well as implementing inclusive policies and practices that acknowledge the diversity of identities in terms of gender, caste, class, region, language, and religion. The initiatives at IIT Palakkad often reflect the dynamic movements within academic fraternity as well as the larger society. Active and deliberate efforts have also been taken to efficiently address the requirements and needs of the divyang, thereby facilitating access towards all institute facilities. Whenever a matter of grievance or concern in the institutional mechanism is brought to the administration's attention, proactive steps are taken towards redressal. All Faculty are encouraged to communicate with the HoD and Dean (Administration) if particular issues are to be flagged or addressed.

1.5 KEY FUNCTIONARIES

The Director is the executive head of the Institute, appointed by the Government of India for a typical tenure of five years. As the primary authority for institutional operations, the Director is responsible for its overall functioning in terms of administration, academic affairs, and research, ensuring the Institute runs in accordance with the policies decided by the BoG.

The Director is assisted by several Deans who oversee specific functional areas, as shown in the chart below. In the interest of ensuring smooth administration, specific powers have been delegated to these offices.

- **The Dean (Administration)** is responsible for the overall administrative functioning of the Institute. This office is the primary point of contact for faculty joining procedures and is proactive in addressing grievances and institutional concerns brought forward by the faculty. The Associate Dean (Administration) assists the Dean (Administration) in managing the



IIT Palakkad Organizational chart

Institute's administrative functions and other assigned responsibilities.

- **The Dean (Academics)** leads the Academics Section, which serves as the repository of all records connected with the academic performance of students. Dean Academics is responsible for all academic policies and curriculum-related matters, which include dealing with new course proposals, student admission matters, scholarship matters, MS/PhD thesis evaluation matters, and Senate related matters. Dean Academics chairs the BAC and BoR. The Dean is supported in these duties by the Associate Dean Academics (UG & PG).
- **Dean (Student Affairs)** chairs the Board of Students and is responsible for the administration of the hostels and the oversight of student extracurricular activities, including cultural, technical, literary, and sports activities. The Dean is also responsible for the maintenance of student discipline. The Board formulates policies for the conduct of extra curricular activities and the functioning of hostels subject to the approval of the Senate. The Dean is supported in these duties by the Associate Dean (Student Affairs).
- **The Dean (IC&SR- Industry Consultancy and Sponsored Research)** leads the office responsible for managing the Institute's interface with external funding agencies and industry. This office oversees the registration of sponsored research projects, consultancy agreements, patent applications, and the disbursement of Faculty Seed Grants. The Associate Dean (IC&SR) assists in discharging these responsibilities.
- **The Dean (Infrastructure)** oversees the development, operation, and upkeep of the Institute's physical infrastructure, ensuring that campus growth is supported by robust and state-of-the-art facilities. In coordination with the Engineering Works Department (EWD), the office manages the planning and execution of civil and electrical projects, along with essential services such as roads, water supply, and horticulture. The Dean (Infrastructure) also supervises estate management and facility maintenance to ensure a safe, efficient, and well-functioning campus for the academic community

Details of the current Deans, Associate Deans and Registrar of IIT Palakkad can be accessed here³.

³<https://iitpkd.ac.in/general-administration>

The Registrar is the official custodian of the Institute's records, funds, common seal, and other properties as committed by the Board. The Registrar serves as the ex-officio Secretary of the Board of Governors, the Senate, and other statutory committees.

1.6 ACADEMIC PROGRAMS & DEPARTMENTS/ CENTRES

IIT Palakkad offers diverse academic programs in Engineering, Science, Humanities, and Social Sciences designed to deliver quality education and original research. The Institute currently awards degrees including B.Tech, M.Tech, M.Sc, M.S. (by Research), and Ph.D. through its academic units

► List of Academic Departments

The Institute currently has eleven academic departments

1. Department of Biological Sciences and Engineering
2. Department of Chemistry
3. Department of Civil Engineering
4. Department of Computer Science and Engineering
5. Department of Data Science
6. Department of Electrical Engineering
7. Department of Humanities and Social Sciences
8. Department of Materials and Metallurgical Engineering
9. Department of Mathematics
10. Department of Mechanical Engineering
11. Department of Physics

Administration of Academic Units: Each department is headed by a faculty member, who serves as the Head of the Department (HoD). The HoD is appointed for a specific term (usually two years) and is responsible for maintaining the teaching and research standards of the department.

As a faculty member, the HoD is your primary liaison with the Institute. Nearly all official paperwork - including grant applications, leave requests, and administrative approvals - must be routed through the HoD for recommendation before being sent to the central administration. Faculty are encouraged to consult their HoD regarding resource allocation, lab space, and career mentorship as well.

1.7 SPECIALIZED CENTRES

The Institute envisions establishing itself as a hub for collaborative and interdisciplinary research and has accordingly set up several thematic research centres⁴. The interdisciplinary research centres primarily focus on research while also offering M.Tech programmes and contributing minor courses/electives to B.Tech curricula, whereas collaborative research centres function as research-only entities. Each centre is administered by a Head of the Centre (HoC). The current centres are as follows:

- *Center for Robotics and Control* promotes interdisciplinary research and innovation in robotics, autonomous systems, control engineering, and intelligent systems. The centre provides a collaborative platform for advancing cutting-edge technologies through research, education, and industry partnerships.
- *CoRE (Centre on Renewable Energy)* promotes interdisciplinary research, innovation, and

⁴<https://iitpkd.ac.in/centres>

technology development in renewable energy, with a focus on solar energy, wind energy, and green hydrogen. By bringing together expertise from diverse disciplines and collaborating with industry and government stakeholders, CoRE advances sustainable energy solutions and contributes to India's clean energy transition.

- *ESSENCE (Environmental Sciences and Sustainable Engineering Centre⁵)* is dedicated to addressing environmental challenges through interdisciplinary research, innovation, and sustainable engineering solutions. The Centre brings together expertise from diverse disciplines to advance work in areas such as climate resilience, resource management, renewable energy, and environmental monitoring. Through research, education, and outreach activities, ESSENCE contributes to the development of sustainable technologies and practices for a resilient future.
- *GSCoE (Global Sanitation Center of Excellence⁶)* serves as a hub for research, innovation, and capacity building in sanitation and public health. The centre develops sustainable and technology-driven solutions for sanitation challenges through interdisciplinary research, stakeholder engagement, and policy support. It aims to contribute to improved sanitation systems and enhanced quality of life at local, national, and global levels.
- *SATCARD (Smart AgriTech Research Centre for Advanced Research and Development)* is a multidisciplinary research centre dedicated to developing innovative and affordable technologies for sustainable agriculture. The centre focuses on areas such as precision farming, smart sensors, AI-enabled crop monitoring, weather stations, and intelligent irrigation systems. Through collaborations with academic institutions, industry, and farming communities, SATCARD aims to transform agricultural practices and improve farmers' livelihoods.
- *CDCM (Centre for Digital Construction Management)* was established through a strategic partnership with Autodesk Inc. and is fully sponsored by the company. This Centre aims to bridge the gap between academia and industry by providing state-of-the-art infrastructure for education, research, skill development and collaborative projects in the Architecture, Engineering and Construction sector.

1.8 INNOVATION & ENTREPRENEURSHIP CENTRES

At IIT Palakkad, the Innovation Centres support research, entrepreneurship, strengthening the institute's engagement with industry, academia, and society. Such centres at IIT Palakkad are

- *CSquare Innovation Centre⁷* fosters a culture of creativity, innovation, and entrepreneurship among students, faculty, and researchers. The centre supports the development of innovative ideas, prototypes, and technology-driven solutions through mentorship, collaborative projects, and industry engagement. It serves as a catalyst for translating research and innovation into societal and industrial impact.
- *IPTIF (IIT Palakkad Technology IHub Foundation⁸)* is a Technology Innovation Hub established by IIT Palakkad under the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS) of the Department of Science and Technology. The foundation promotes research, technology development, skill development, and entrepreneurship in the domain of Intelligent Collaborative Systems, with a focus on energy and safety applications. IPTIF supports innovators, startups, and researchers through funding, mentorship, advanced

⁵<https://essence.iitpkd.ac.in/>

⁶<https://gscoe.iitpkd.ac.in/>

⁷<https://iitpkd.ac.in/csquare-innovation-lab>

⁸<https://iptif.tech/>

facilities, and industry collaborations.

- *TECHIN (Technology Innovation Foundation of IIT Palakkad* ⁹) is the business incubator of IIT Palakkad, supporting innovation and entrepreneurship among the Institute's students, faculty, and researchers. It provides mentoring, incubation support, and industry linkages to help transform innovative ideas into successful ventures.

1.9 DIGITAL PORTALS AND SERVICE SYSTEMS

IIT Palakkad utilizes several integrated IT platforms to manage institutional processes, ranging from student lifecycle management to estate maintenance. IT Infrastructure & Services such as the Institute's email infrastructure, website hosting, and individual LDAP accounts are maintained by Centre for Education Technology¹⁰ (CET). Access to most of these systems is secured through your LDAP credentials, which are generated by the CET on your day of joining.

- *Class/Meeting Room Booking System (MRBS)*: All institutional spaces, including classrooms and departmental meeting rooms, are managed through the MRBS portal¹¹. Faculty members may request their login credentials by emailing the CET office.
- *Fedena (Records Portal)*: Fedena¹² is the Institute's primary intranet portal for faculty-related administrative tasks. It serves as a unified interface connecting various functional sections, including Academics, Administration, Stores & Purchase, and Finance.
- *Sponsored & Consultancy Project Management*: All records and administrative details pertaining to sponsored and consultancy projects are maintained by IC&SR via the Institute's ERP portal¹³, ensuring centralized and secure access.
- *Support System*: For maintenance and technical complaints, faculty should use the Support Centre¹⁴. This system ensures that maintenance requests are addressed quickly; every ticket is assigned a unique number, allowing you to track progress and responses online.

1.10 RESOURCES FOR TEACHING AND RESEARCH

To get started at the Institute, you can familiarize yourself with the technical and pedagogical resources available to help you teach and conduct research effectively.

- *Continuing Education*: The Centre for Continuing Education (CCE) supports faculty in organizing workshops, seminars, training programmes, and certificate courses for external participants, thereby promoting lifelong learning, professional development, and outreach activities.
- *Learning Management System (Moodle)*: For all course-related activities, faculty access Moodle¹⁵, the official LMS platform. It serves as the primary repository for course materials, assignments, and student academic engagement.
- *Networking and Digital Connectivity*: To facilitate a seamless research environment, the CET manages all campus-wide Networking systems and Computer Labs.

⁹<https://techin-iitpkd.org/>

¹⁰<https://cet.iitpkd.ac.in>

¹¹<https://mrbs.iitpkd.ac.in>

¹²<https://records.iitpkd.ac.in>

¹³<https://erp-icsr.iitpkd.ac.in>

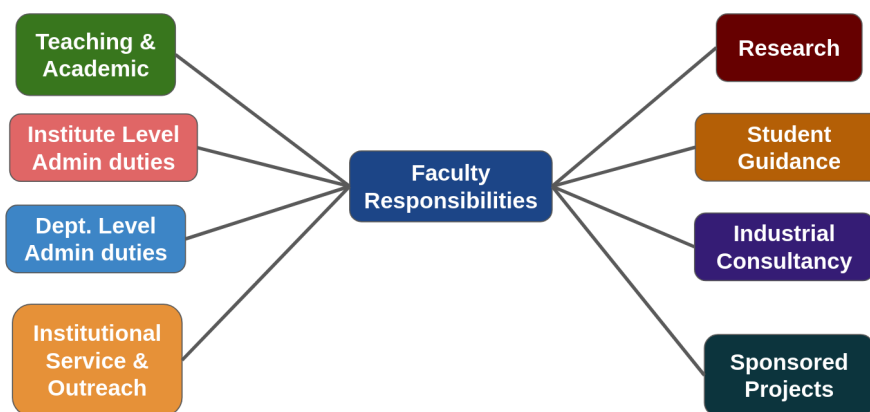
¹⁴<https://support.iitpkd.ac.in>

¹⁵<https://iitpkd.ac.in/moodle>

- *Pedagogical and Media Support*: CET provides comprehensive technical assistance for Audio/Video requirements in classrooms and research labs. For online or hybrid teaching, the Institute also offers Zoom licensing.
- *Teaching Learning Centre (TLC)*: Promotes excellence in teaching and learning through faculty development, pedagogical innovation, and educational research. The centre supports the continuous enhancement of teaching practices and learning outcomes across the Institute.

1.11 FACULTY RESPONSIBILITIES

“Every employee is a whole-time employee of the Institute, and may be called upon to perform such duties, as may be assigned by competent authority, beyond scheduled working hours and on closed holidays and Sundays. These duties shall inter-alia include attendance at meetings of committees to which appointed or required by the Institute.”- Schedule C of the Statutes¹⁶.



Faculty members are expected to contribute actively to teaching, research, academic administration, and other scholarly and institutional activities that support the Institute’s growth. Their responsibilities include curriculum development, effective course delivery, student evaluation, and the mentoring of undergraduate, postgraduate, and doctoral students. Faculty are also expected to participate in academic and administrative activities at the departmental and Institute levels, including service on committees and involvement in institutional functions. In addition to their teaching responsibilities, faculty members are expected to pursue high-quality research, secure sponsored research funding, and undertake industrial consultancy projects. They are encouraged to foster collaborations with industry, academic institutions, and other external organizations, while contributing to outreach and professional activities that enhance the Institute’s academic excellence and societal impact.

1.12 CONDUCT RULES

“An employee of the Institute shall devote whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or any other work which may interfere with the proper discharge of duties, but the prohibition herein contained shall not apply to academic work and Consultative Practice or any Entrepreneurial or any similar activity undertaken with the prior permission of the Institute, which may be given subject to such conditions as regards the acceptance of remuneration and conditions as may be laid down by the Board from time to time.”

The detailed Conduct Rules for the Employees are provided in Schedule C of the Statutes.

¹⁶https://drive.google.com/file/d/1mjM10So0CPnMacph51I-d9V233md_MC1/view



2. SERVICE MATTERS: BENEFITS, ALLOWANCES AND LEAVES

Faculty members are provided with a range of benefits, allowances, leave provisions, and other service-related entitlements in accordance with Government of India norms and Institute policies. These include optional medical insurance and term life coverage, Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA), retirement benefits, leave entitlements, provisions for official travel and Leave Travel Concession (LTC), as well as opportunities for academic and professional advancement. Faculty members are also supported through various internal research funding schemes and innovation initiatives. Familiarity with these provisions will enable effective planning of professional responsibilities, research activities, and personal commitments during service at the Institute.

2.1 RESEARCH FUNDING AND SUPPORT SCHEMES

The Institute provides a range of funding and support mechanisms to promote research, innovation, and industry engagement among faculty members. Internal funding schemes, including the Faculty Seed Grant (FSG), Additional Seed Grant, Seed Grant for Research Proposals, and Exploratory Research Grant (ERG), MSME-ERG grant, support the establishment of research facilities, initiation of research activities, and development of externally funded projects. The Institute also encourages innovation and technology transfer by providing support for patent filing and startup creation, while industry externship opportunities enable faculty members to gain industrial exposure and strengthen collaborations with industry and other external stakeholders. Detailed information regarding these funding schemes and support mechanisms is provided in the IC&SR section in the next chapter.

2.2 BENEFITS AND ALLOWANCES

► Common Benefits

The Institute provides the following benefits to faculty members.

- *The National Pension Scheme (NPS)* is applicable to all faculty members, with an employee contribution of 10% of emoluments (Basic Pay plus Dearness Allowance (DA)), and a Government contribution of 14% of the same. These contributions are credited to the individual's Permanent Retirement Account Number (PRAN) on a monthly basis, with the employee contribution deducted as part of the monthly salary.

2. SERVICE MATTERS: BENEFITS, ALLOWANCES AND LEAVES

- *Dearness Allowance (DA)* is paid at the rate of 60% of Basic Pay w.e.f. January 2026 to faculty members along with the monthly salary. The rate of DA is likely to get revised twice a year (January and July).
- *Transport Allowance (TA)* is applicable to all faculty at the rate of ₹3,600 plus DA thereon, as revised periodically by Government orders. This allowance is paid along with the monthly salary. Transport Allowance for a month will not be paid if a faculty member is absent for a full calendar month.
- *House Rent Allowance (HRA)* is paid at the rate of 10% of Basic Pay to faculty members who are not provided Institute accommodation. This allowance is disbursed along with the monthly salary.
- *Personal Accident Insurance:* All regular employees are covered under a compulsory Personal Accident Insurance scheme, which provides financial compensation in case of accidents caused directly attributable at workplace. The scheme offers a sum insured upto ₹10 lakhs, with the annual premium deducted from salary. The premium amount and service provider may be revised periodically, and coverage is subject to the terms and conditions of the insurance provider.
- *Group Term Life Insurance (GTLI):* Faculty members are also enrolled in the GTLI scheme, which is compulsory. Under this scheme, employees may opt for coverage of ₹15 lakhs, ₹25 lakhs, or ₹50 lakhs, with corresponding annual premiums deducted from salary. The scheme provides financial support to the family in the event of untimely death, and the premium, coverage and service provider may be revised from time to time.

► Allowances

The Institute provides the following allowances to faculty members.

- *Telephone Reimbursement:* Faculty members are eligible for reimbursement of expenses incurred on one landline and/or mobile connection/ broadband/ mobile data/ data card, subject to prescribed monthly limits based on pay level. The reimbursement limits are ₹1,200 per month for Assistant Professor Grade-II, ₹2,250 per month for Assistant Professor Grade-I and Associate Professor, ₹2,700 per month for Professor (Level 14A), and ₹3,000 per month (plus applicable taxes) for Professor (HAG). This facility is not admissible during leave or training exceeding one calendar month. Claims are to be submitted with bills/receipts to the Finance & Accounts section and are processed on a half-yearly basis in the prescribed format.
- *Newspaper Reimbursement:* Faculty members are eligible for reimbursement of expenses incurred on newspapers purchased or supplied at their residence. The reimbursement limits are ₹500 per month for Assistant/Associate Professors, ₹850 per month for Professors (Level 14A), and ₹1,100 per month for Professors in HAG, while the Director is eligible for reimbursement on actuals. Claims are processed on a half-yearly basis upon submission of a self-certification to the Finance & Accounts section.
- *Children Education Allowance (CEA)* is admissible for up to two children, from nursery (upto three classes before 1st Standard) to 12th standard. The allowance is ₹2,812.50 per child per month (fixed) and is reimbursed upon submission of relevant documents such as fee receipts, marksheets, or bonafide certificates.
- *Hostel Subsidy:* A hostel subsidy of ₹8,437.50 per child per month or the actual expenditure incurred on boarding and lodging whichever is lower is admissible to the faculties for up to two surviving children from nursery (upto three classes before 1st Standard) to 12th standard,

2. SERVICE MATTERS: BENEFITS, ALLOWANCES AND LEAVES

subject to actual hostel stay. The subsidy is applicable only when the distance between the school and the place of residence is at least 50 km. Reimbursement is processed upon submission of hostel fee receipts and bonafide certificates.

- *The Cumulative Professional Development Allowance (CPDA)* is provided to support faculty in professional and academic development activities. The current block period is 2025-26 to 2027-28, with a total grant of ₹3 lakhs per block, and no carry forward beyond the block period. CPDA may be utilized for participation in national and international conferences, workshops, symposia, training programmes, invited lectures, and collaborative research visits, covering expenses such as travel, accommodation, daily allowance, visa, insurance, and registration fees. It also supports membership fees of professional bodies relevant to academic and research activities. Additionally, CPDA may be used for contingency purchases related to academic and research work, subject to a ceiling of 25% of the total CPDA allocation, which may be relaxed up to 50% with the approval of the competent authority. Prior approval is required for all travel under CPDA. Faculty members may avail a travel advance of up to 90% of air/train fare, 50% of daily allowance and accommodation expenses, and 100% of registration fees, visa, and insurance charges. Submission of a tour report to the Director is mandatory before final settlement of claims. All purchases must adhere to the Institute's prescribed procurement procedures. Faculty are eligible for CPDA on a pro-rata basis, i.e., the allocation is made in proportion to the duration of service within the applicable block period. Relevant application forms are available through the Administration Section (CPDA) on the Institute website.

► Medical Benefits

The Institute provides medical support to faculty members through a combination of on-campus facilities, optional insurance coverage, and reimbursement mechanisms, in accordance with Institute norms.

- Medical facilities are extended to eligible dependent family members, including the spouse; children (unmarried daughters of any age, and sons up to 25 years of age or until employment, whichever is earlier); wholly dependent parents (with income below ₹9,000 + applicable DA/DR per month); and wholly dependent minor siblings.
- An Institute Clinic is available on campus to provide primary healthcare services, including outpatient consultation and basic emergency care for faculty members and their dependents.
- In-Patient (IP) Treatment is a medical treatment that requires admission to a hospital for at least 24 hours for diagnosis, procedures, or care under medical supervision. For IP treatment, faculty members may opt for a Group Medical Insurance scheme, which provides coverage for hospitalization expenses for the employee and eligible family members. The scheme is optional and currently covers only in-patient treatment.
- Out-Patient (OP) Treatment is a medical consultation, diagnosis, or minor treatment that does not require hospital admission, where the patient visits the hospital/clinic and returns the same day. For OP treatment, facilities are available through empanelled hospitals with which the Institute has MoUs. These include Ahalia Diabetes Hospital, Athani Hospital, Avitis Super Speciality Hospital, Malabar Hospital, Thangam Hospital, Trinity Eye Hospital, Lakshmi Hospital (Cardiology), Palakkad Institute of Medical Sciences, Avitis Clinic, and Dane Diagnostics & Polyclinic. Faculty have to present their Family Health card provided by the Institute to avail OP services at these hospitals. In such cases, hospitals submit consolidated monthly bills to the Institute, and payments are made directly after due verification. OP treatment availed at non-empanelled hospitals is reimbursed in accordance with CGHS

2. SERVICE MATTERS: BENEFITS, ALLOWANCES AND LEAVES

Thiruvananthapuram rates, subject to the submission of the prescribed documents. Expenses of a cosmetic or non-essential nature are not admissible for reimbursement.

► Travel Entitlements

Travel entitlements for official tours are determined based on the faculty member's pay level, in accordance with Government of India norms:

- Pay Level 14 and above: Air (up to Business/Club Class), Train (up to AC First Class), or road travel by public AC Bus/AC Taxi
- Pay Levels 12, 13A1, and 13A2: Air (Economy Class), Train (up to AC First Class), or road travel by public AC Bus/Non-AC Taxi
- Pay Levels 6 to 11: Air (Economy Class), Train (up to AC II Tier), or road travel by public AC Bus/Non-AC Taxi/Auto

For air travel, tickets must be booked only through authorized agents, namely M/s Balmer Lawrie & Company Ltd (BLCL), M/s Ashok Travels & Tours (ATT), or IRCTC, in accordance with Government guidelines.

Daily allowance during official travel is admissible based on the faculty member's pay level and covers accommodation, local conveyance, and food expenses within prescribed limits

- Pay Level 14 and above: Hotel accommodation up to ₹9,375 per day; city travel by AC taxi as per actuals; food allowance of ₹1,500 per day
- Pay Levels 12-13: Hotel accommodation up to ₹5,625 per day; city travel by AC taxi up to 50 km per day; food allowance of ₹1,250 per day
- Pay Levels 9-11: Hotel accommodation up to ₹2,812.50 per day; city travel by non-AC taxi up to ₹422.50 per day; food allowance of ₹1,125 per day

Note: Reimbursement of food charges is provided on a fixed daily allowance basis, and submission of bills or vouchers is not required. Actual daily food allowance admissible may vary depending on the length of absence from headquarters.

■ Travel related approvals

At IIT Palakkad, faculty members are required to obtain prior permission from the competent authority before leaving headquarters, irrespective of whether the travel is official or personal.

- For official travel within India, prior approval from the Dean (Administration) is required. Faculty members must submit the Travel Prior Approval Form, available on the Institute website (Administration → Travel → Travel Prior Approval Form), along with supporting documents duly approved by the HoD.
- For official travel abroad, prior approval from the Director is mandatory. The Travel Prior Approval Form, available on the Institute website (Administration → Travel → Travel Prior Approval Form), must be submitted along with all relevant supporting documents, duly endorsed by the HoD. Additional statutory or administrative clearances may also be required depending on the nature of the visit.
- For personal travel within India, approval from the HoD is sufficient, and no formal travel approval form is required. However, applicable leave should be availed.
- For personal travel abroad, prior approval from the Director is required. Faculty members must submit an Undertaking for Private Foreign Visit, available on the Institute website (Ad-

ministration → No Objection Certificate → Undertaking Private Foreign Visit). Applicable leave should be availed.

■ Empanelled taxi services and Institute related travel

The Institute has empanelled taxi/cab operators¹ to provide services to the Institute community at approved fixed rates. This arrangement is intended to benefit faculty and staff members. It may kindly be noted that reimbursement for travel undertaken using other taxi/cab services shall be restricted to the rates prescribed under the empanelled category. Further, for any taxi/cab booking made by faculty or staff members for purposes other than official institute duty, the responsibility for payment, coordination, and all related matters shall rest solely with the individual making the booking.

Faculty members may write to (travels@iitpkd.ac.in) only for institute-related official duties, such as arranging travel for external PhD viva voce examiners coming to IIT Palakkad, travel to other IITs/organizations on officially assigned duty, visits by official institute guests or delegates, travel related to institute committees or administrative assignments, and other travel specifically authorized by the Institute.

2.3 LEAVE RULES AND LTC

► Leave Rules

The Institute provides a range of leave provisions to faculty members in accordance with Government of India norms and Institute policies.

- *Casual Leave (CL)* is admissible up to 8 days in a calendar year. The total period of absence, including intervening Saturdays, Sundays, and holidays, shall not exceed eight days at a time. CL may also be availed for half a day. It can be combined with Restricted Holidays or Special Casual Leave, but cannot be combined with any other kind of leave.
- *Restricted Holidays (RH)* are admissible up to 2 days in a calendar year, which may be availed on specific days chosen by the faculty member from the list of restricted holidays notified annually by the Institute Administration.
- *Special Casual Leave (SCL)* of up to 15 days in a calendar year may be granted for specific purposes and does not count towards CL. It may be availed when a faculty member is summoned to serve as Juror or Assessor or to give evidence before a court of law as a witness in a civil or a criminal case in which her/his private interests are not at issue, deputed to attend a reference Library of other Institute or Conferences and scientific gatherings of learned and professional societies in the interest of the Institution, or for other purposes approved by the Board of Governors. SCL can be combined with CL or other regular leave.
- *Half-Pay Leave (HPL)* is admissible at 20 days per calendar year and is credited in advance in two equal installments of 10 days each on the 1st of January and 1st of July. For faculty joining during the year, HPL is credited on a pro-rata basis at the rate of 1.66 days for each completed calendar month. HPL may be granted on medical grounds or on private affairs.
- *Commutated Leave* may be availed on medical grounds, subject to submission of a medical certificate. The amount of commuted leave granted cannot exceed half of the HPL available, and twice the amount of commuted leave granted shall be debited against the HPL account.
- *Vacation and EL*: In a given calendar year, a faculty can avail up to a maximum of 60 days of

¹<https://drive.google.com/file/d/1xr30z43y6Xg4CAaaJXkZW1-4HbVELXcg/view?usp=sharing>

2. SERVICE MATTERS: BENEFITS, ALLOWANCES AND LEAVES

vacation (5 days per month x 12 months) as declared by the Institute, which can be converted into a credit of 30 days of EL by not availing the vacation. Every two days of vacation that is not availed is converted into one day EL subject to a maximum of 30 days in a calendar year. Such EL can be accumulated up to 300 days. The EL credited in a given year depends on the extent of vacation availed and is calculated as follows:

$$\text{EL credited} = \frac{60 - \text{Number of vacation days availed}}{2}$$

For example, if a faculty member avails 40 days of vacation in a given year, the remaining 20 days correspond to a credit of 10 days of EL.

- *Maternity Leave* may be granted to a female faculty member with less than two surviving children for a period of 180 days from the date of its commencement. Maternity leave not exceeding 45 days may also be granted to a woman faculty member (irrespective of the number of surviving children) during her entire service in cases of miscarriage including abortion on production of medical certificates.
- *Paternity Leave* may be granted to a male faculty member with less than two surviving children for a period of 15 days, during the confinement of his wife for childbirth, i.e., up to 15 days before, or up to six months from the date of delivery of the child. If not availed of within the period specified above, such leave shall be treated as lapsed.
- *Leave-Not-Due (LND)* may be granted when no other eligible leave is available. It can be availed for medical reasons or private affairs, subject to a maximum of 360 days during the entire service period, of which not more than 180 days may be for private affairs. During LND, the employee receives leave salary equivalent to that admissible during HPL. The leave granted is adjusted against the HPL that the employee is expected to earn in the future.
- *On-Duty Leave* may be granted to faculty members as sanctioned by the competent authority for undertaking official assignments and academic activities in the interest of the Institute.
- *Project Special Casual Leave* may be granted to a faculty member serving as the Principal Investigator (PI) or Co-Principal Investigator (Co-PI) of an externally funded project, for activities undertaken in connection with the project, subject to approval by the competent authority.
- *Child Care Leave (CCL)* is admissible to female employees for care of the two eldest children below 18 years of age. The leave is granted with 100% salary for the first 365 days and 80% salary for the next 365 days. It is not admissible during probation. Further details can be found here².
- *Extraordinary Leave (EOL)* may be granted when no other leave is available, or when an employee specifically requests EOL despite having other leave options. EOL is granted without leave salary and is normally not counted for increments. However, periods of EOL granted on medical grounds or for pursuing higher studies may be counted for increment as per the applicable rules. Consecutive spells of EOL separated by another type of leave are treated as a single continuous period of EOL.
- *Sabbatical Leave* shall be admissible to a faculty member
 - After completion of six years or more of continuous service with the Institute

Note: In cases where Special Leave or deputation of one year or more has been availed, eligibility shall arise only after completing six years of service in the Institute after returning from such leave.

²https://drive.google.com/file/d/1HGxe809_QFwMzhZrP3WW5gHd8J5FSe9K/view

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Sabbatical Leave may be granted for one or more of the following reasons, namely

- To conduct research or advanced studies in India or abroad
- To write text books, standard works and other literature
- To visit or work in Industrial concerns and technical departments of Government to gain practical experience in their respective fields
- To visit or work in a University, Industry or Government research laboratories in India and abroad
- Any other purposes for the academic development of the faculty member, as approved by the Board of Governors

The grant of sabbatical leave shall be subject to the following conditions, namely

- The period of sabbatical leave shall not exceed one year at a time including vacations, if any, but the Board may grant in addition any other leave up to a maximum of 120 days which the faculty member might have earned during the service at the Institute
 - Sabbatical leave shall not be granted on more than three occasions during the entire service
 - A faculty member shall during the period of sabbatical leave, be paid full salary and allowances as admissible under the normal rules but shall not be entitled to any traveling allowance or any extra allowances in India or abroad
 - No substitute shall be appointed in the vacancy and her/his work shall be shared by other faculty
 - A faculty member shall not undertake during the period of sabbatical leave, any regular appointment under any other organization in India or abroad; she/he shall, however, be free to receive a scholarship or fellowship or bursary or any other ‘ad hoc’ honorarium other than her/his regular employment
 - A faculty member availing sabbatical leave shall furnish a bond in the prescribed form to serve the Institute for a minimum period of three years on return to duty
- *Special Leave for Faculty Externship* is admissible for faculty members to undertake short-term engagement with industry for a period of up to 2 months during vacation period in a calendar year.

► Leave Travel Concession (LTC)

LTC is admissible for the following eligible family members (subject to conditions)

- Spouse
- Up to two eldest surviving children
- Wholly dependent parents, step-parents
- Wholly dependent minor siblings and step-siblings

LTC is available to faculty members on completion of one year of continuous service. LTC may be availed during any regular, casual, or special casual leave, or vacation; however, it cannot be availed during weekends or holidays alone. Prior approval of the competent authority is mandatory for the relevant block year and the place of visit (whether hometown or any other destination) before commencement of the outward journey.

LTC may be availed in different forms depending on the nature of travel and the applicable

block period, as per Government norms

- Hometown LTC may be availed once in a two-year block for travel to the declared hometown along with eligible family members
- Anywhere-in-India LTC may be availed once in a four-year block for travel to any destination within India
- Declaration of hometown: The hometown once declared is generally final; however, one change is permitted during the entire service with due approval
- LTC Conversion: One hometown LTC in a four-year block may be converted for travel to special regions such as the North Eastern Region (NER), Andaman & Nicobar Islands, Jammu & Kashmir, or Ladakh, subject to applicable rules

For new recruits of the institute, LTC may be availed for travel to the hometown along with family on three occasions in a block of four years, and to any place in India on the fourth occasion. This facility is available only for the first two blocks of four years from the date of initial joining in Government service. Following which, the faculty member becomes part of the regular running LTC block.

Travel under LTC is governed by TA entitlements applicable to the faculty member's pay level. Tickets must be booked only through authorized agents such as M/s Balmer Lawrie & Company Ltd (BLCL), M/s Ashok Travels & Tours (ATT), or IRCTC. Reimbursement is limited to point-to-point travel by the shortest direct route, and incidental expenses are not admissible. Faculty members may also avail encashment of up to 10 days of EL per LTC occasion, subject to a maximum of 60 days during the entire service. The employee and eligible dependents may undertake the journey separately, as per applicable rules.

Applications for LTC are to be submitted using the prescribed forms available through the Administration Section (LTC) on the Institute website. Faculty members are advised to refer to the relevant instructions and FAQs³ for detailed guidelines.

2.4 HOSTING FOREIGN NATIONALS AT IIT PALAKKAD

Faculty members may host foreign nationals at the Institute for academic and research activities, subject to compliance with applicable Government of India regulations. They are required to inform the International and Alumni Relations (IAR⁴) Office in advance and complete the necessary formalities before making any travel arrangements.

Mandatory intimation and compliance process:

- Step 1 - Identify Visitor: The faculty member identifies a prospective collaborator, invited speaker, or researcher who holds a foreign passport and intends to visit the Institute for academic, research, or related activities.
- Step 2 - Inform IAR Office: Before making any travel arrangements, the faculty member must inform the IAR Office by email at iar@iitpkd.ac.in or ir_office@iitpkd.ac.in. The communication should include essential details such as the visitor's name and affiliation, a copy of the passport, the purpose of the visit, and the tentative duration of stay, to facilitate necessary approvals and coordination.
- Step 3 - Visa Compliance: The faculty member must ensure that the visitor applies for and obtains the appropriate visa category in accordance with Government of India regulations.

³<https://drive.google.com/file/d/1xcpj8mNoRekigEsrQVRBI7x2t-rdc4eP/view>

⁴<https://iar.iitpkd.ac.in>

Detailed guidelines are available here⁵. It is important to note that a tourist visa does not permit engagement in academic, research, teaching, or institutional activities in India.

For any clarifications or assistance, faculty members may contact the IAR Office.

2.5 ACADEMIC CAREER PROGRESSION FRAMEWORK

At IIT Palakkad, career progression for faculty members is given below. In the sequel, “direct recruitment” refers to the appointment of a candidate to a faculty position through an open advertisement process, rather than through upgradation from an existing position within the institution.

Assistant Professor Grade II - Pay Level F10: Candidates with no post-doctoral experience, or with less than 1 year of post-Ph.D. experience in industry, research, or teaching, are eligible for direct recruitment as Assistant Professor Grade II at Pay Level F10.

Assistant Professor Grade II - Pay Level F11:

- Candidates with 1 to 3 years of post-Ph.D. experience in industry, research, or teaching are eligible for direct recruitment as Assistant Professor Grade II at Pay Level F11.

OR

- An Assistant Professor Grade II who joins at Pay Level F10 shall be automatically upgraded to Pay Level F11 upon completion of 1 year of post-Ph.D. experience.

Assistant Professor Grade I - Pay Level F12:

- Candidates with 3 years of post-Ph.D. experience in industry, research, or teaching are eligible for direct recruitment as Assistant Professor Grade I at Pay Level F12.

OR

- An Assistant Professor Grade II at Pay Level F11 who completes 3 years of cumulative post-Ph.D. experience becomes eligible for upgradation to Assistant Professor Grade I at Pay Level F12, subject to an evaluation process.

Assistant Professor Grade I - Pay Level F13A1: An Assistant Professor Grade I who completes 3 continuous years of service at Pay Level F12 shall be automatically upgraded to Pay Level F13A1 without any separate evaluation.

Associate Professor - Pay Level F13A2: Candidates are eligible for direct recruitment as Associate Professor at Pay Level F13A2 provided they satisfy the following conditions:

- At least 6 years of post-Ph.D. experience in industry, research, or teaching.

AND

- At least 3 of those years at the level of Assistant Professor Grade I (Pay Level F12 under the 7th CPC) or an equivalent position in a recognised institution.

⁵<https://ir.iitpkd.ac.in/node/15>

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Professor - Pay Level F14A: Candidates are eligible for direct recruitment as Professor provided they satisfy both of the following conditions:

- At least 10 years of post-Ph.D. industrial, research, or teaching experience.

AND

- At least 4 of those years must have been at the level of Associate Professor in IITs, IISc Bangalore, IIMs, NITs, IISERs, or an equivalent level in any other Indian or foreign institution of comparable standing.

The above eligibility criteria are as prescribed by the Ministry of Education (MoE). Faculty members are advised to consult their respective HoD regarding the department norms for career advancement.



3. KNOW THE INSTITUTE ADMINISTRATION AND SUPPORT

The following information provides an overview of the key administrative and support units of the Institute, including their roles, services, and major functions. It is intended as a quick reference to help faculty efficiently navigate administrative procedures and access the support available within the Institute.

3.1 OFFICE OF THE REGISTRAR

The Registrar shall be the custodian of records, the common seal, the funds of the Institute and such other property of the Institute as the Board shall commit to his charge. The Registrar shall act as the Secretary of the Board, the Senate, and such committees as may be prescribed by the Statutes.

Section Address: Office of the Registrar, First Floor (Right Wing), Dr. APJ Abdul Kalam Block, Sahyadri Campus. Email: ro@iitpkd.ac.in

The Office of the Registrar is headed by the **Registrar** and is supported by a Junior Superintendent and a Junior Attendant for the effective administration and functioning of the office.

► Services Offered

- Legal Cell: Ensures legal vetting of agreements and provides standard templates for official use. Legal proformas can be accessed [here](#)¹.
- Travel Desk: Facilitates official travel approvals and reimbursement claims in compliance with Institute norms. Travel and TA claim forms are available [here](#)².

3.2 ADMINISTRATION SECTION

The Administration Section manages the complete service lifecycle of faculty, including recruitment, onboarding, service records, benefits, and compliance with institutional and government norms.

Section Address: Administration Section, First Floor (Right Wing), Dr. APJ Abdul Kalam Block,

¹<https://docs.google.com/document/d/1S465G10RiXiZtYLWV-YfNWP86jDI2Npg/edit>

²https://drive.google.com/file/d/12q1jjjakZAfV_IyF5bS9Au_XcEEful14/view?usp=sharing

Sahyadri Campus. Email: office_deanadm@iitpkd.ac.in, personnel@iitpkd.ac.in, people@iitpkd.ac.in

The Administration Section functions under the guidance of the Dean (Administration) and Associate Dean (Administration). Administrative operations are coordinated by the Assistant Registrar and supported by a Superintendent, Junior Superintendent, Junior Assistant, and Junior Attendant.

► Services Offered

- *Employee Onboarding*: Handles joining formalities, including document verification, completion of required declarations, and creation of employee records to enable smooth onboarding. Employee joining forms are available [here](#)³.
- *Probation Confirmation & Career Progression*: Handles the assessment and processing of probation confirmation and subsequent upgradation based on eligibility criteria, performance, and prescribed norms.
- *Leave Travel Concession (LTC)*: Facilitates LTC applications by guiding faculty through eligibility conditions, prior approval requirements, and submission of claims, ensuring compliance with norms. The application form is available [here](#)⁴, and FAQs can be accessed [here](#)⁵.
- *No Objection Certificates (NOC)*: Issues prior permissions required for official/private visits abroad and external engagements, ensuring compliance with Government and Institute regulations. The NOC proforma is available [here](#)⁶.
- *Certificates & Bonafides*: Provides official certificates such as employment proof, bonafide status, and other administrative certifications, issued on request duly forwarded by the Head of the Department/Section/Centre for official, financial, or legal purposes.
- *Employee Insurance*: Administers Group Medical Insurance, Group Term Life Insurance, and Group Personal Accident Insurance for employees and their eligible dependents. Required details are collected by the section at the time of joining and updated periodically on an annual basis.
- *Children Education Allowance (CEA) & Hostel Subsidy*: Processes reimbursement claims towards children's education and hostel expenses as per norms, subject to eligibility and submission of required documents.
- *Immovable Property Return (IPR)*: Facilitates the mandatory annual declaration of immovable assets by faculty ensuring compliance with applicable norms.
- *Cumulative Professional Development Allowance (CPDA)*: Facilitates faculty participation in professional development activities such as conferences, workshops, and membership of professional bodies by providing financial support, subject to applicable norms and prior approvals.
 - Proforma for claiming contingency expenditure and professional society membership is available [here](#)⁷.
 - Proforma for seeking permission to attend National/International conferences, work-

³https://drive.google.com/drive/folders/1-hNRoe8ILHVU_4AyzLbgU_mWcY6DbsTR?usp=drive_link

⁴https://drive.google.com/file/d/1Pr9bGGPyavtnZiFMwKBfNt-qOu_TFA5t/view

⁵<https://drive.google.com/file/d/1xcpj8mNoRekigEsRQVRBI7x2t-rdc4eP/view>

⁶<https://drive.google.com/file/d/1jTxwWUnSMpWLYc8jP6F0yUPF4QWzNqUd/view>

⁷https://drive.google.com/file/d/1_4MtlWakIsWxzg9dFte4s8CAlwn-Wn/view

shops, or training programmes is available here⁸.

- TA claim form for reimbursement of travel expenses under CPDA (to be submitted along with supporting documents and prior approval) is available here⁹.
- Detailed CPDA norms and guidelines can be accessed here¹⁰.
- *Faculty Leave Matters*: Facilitates the submission and processing of various categories of leave in accordance with Institute norms, ensuring proper documentation and approval workflow.
 - Application forms for Casual Leave, Restricted Holiday, Special Casual Leave, and On Duty Leave are available here¹¹.
 - Application forms for Earned Leave, Half Pay Leave, Extraordinary Leave, Commuted Leave, Vacation, Maternity Leave, and Paternity Leave are available here¹².
- *ID Card / Health Card / Dependents*: Facilitates issuance of Institute ID cards and Health Cards, and manages addition or deletion of dependents for administrative and insurance purposes.
 - For ID Card and Health Card issuance, a request may be sent via email to personnel@iitpkd.ac.in.
 - For addition of dependents, a request may be sent to personnel@iitpkd.ac.in along with the following documents:
 - i) Duly filled dependency declaration form¹³.
 - ii) Valid ID proof of the dependents to be added.
- *Relieving of Employee*: Facilitates the formal relieving process by ensuring clearance of all dues and completion of exit formalities in coordination with relevant sections. The No Dues form can be accessed here¹⁴.
- *Other Services*: Handles recruitment processes, maintenance and updating of employee service records, and processing of annual increments in accordance with Institute norms.

3.3 ACADEMICS SECTION

The Academics Section of IIT Palakkad manages the entire student life cycle, from admission to graduation. It oversees curriculum implementation, semester registration, examinations, grading and issuance of academic records. It ensures adherence to Senate regulations with efficiency and transparency.

Section Address

- First Floor (Right Wing), Dr. APJ Abdul Kalam Block, Sahyadri Campus.
- West Foyer, Agora Annex, Nila Campus.
- A01-111, First Floor, Saraswati Building, Sahyadri Campus.
- Email: academic@iitpkd.ac.in, academicresearch@iitpkd.ac.in

⁸<https://drive.google.com/file/d/1Uxw84YTrKzIiZdsCb4aNu19405tPClte/view>

⁹<https://drive.google.com/file/d/1E5r5Sk81E2KWgVyqMulyLVkDQXBwnzd/view>

¹⁰<https://drive.google.com/file/d/1cVQ8540NsQ2edRSMtS7AdmV5NsKZ0o-B/view>

¹¹https://drive.google.com/file/d/1-ENU500596J_400HHjBt1PeGJk1GJqKi/view

¹²<https://drive.google.com/file/d/1eC-o6RhTwLfjToB1iTem8Kip9MBuDEPs/view>

¹³<https://drive.google.com/file/d/1HfqXIQ86Pr5mk1ohf4bH9XCwC7Mi-SA0/view>

¹⁴https://drive.google.com/file/d/1cIaxGudblKR8WQ_KjfiB-ZK_r4Hzie-Z/view

3. KNOW THE INSTITUTE ADMINISTRATION AND SUPPORT

The Academic Section is headed by the Dean (Academics), with support from the Associate Deans for Undergraduate and Postgraduate Academics. Administrative functions are managed by the Deputy Registrar and Assistant Registrar, assisted by supporting staff deployed across the Section, including dedicated personnel at the Saraswati and Agora offices.

► Services Offered

The Academic Section provides structured support for the following administrative and regulatory functions:

■ Regulatory & Governance Support

As the custodian of the Institute's academic activities, the Academic Section ensures the offering of all course based and research based programs in alignment with established regulations

- *Regulations*: Providing guidance on the interpretation and application of B. Tech., M. Tech., M. Sc., and Research (M.S./Ph.D.) regulations.
- *Academic Calendar Management*: Coordinating the institutional timeline for course registration, instruction periods, examinations, and grade submission deadlines etc.

■ Academic Planning & Course Development

The section facilitates the introduction and management of academic offerings

- *Course Proposals*: Devising standardized procedures and formats for proposing new courses to ensure syllabus rigor and credit compliance. Course proposal template is available here¹⁵.
- *Course Registration Management*: Oversight of student enrollment and course registration workflows each semester. All course registration-related queries and administrative assistance may be directed to academic@iitpkd.ac.in.
- *Classroom Facilitation*: Provisioning venues for specialized course sessions and recurring lecture requirements. All queries and requests related to classroom scheduling and resource allocation may be directed to academic@iitpkd.ac.in.
- *Classroom Maintenance and Assistance*: To report immediate classroom issues (such as AV equipment malfunctions), faculty may contact the academics section attenders posted at the academic blocks. Their contact numbers are prominently displayed near the Security Cabins of the respective academic blocks for quick access. Or Contact 0491-209-2035/2037.

■ Examinations & Grading

The section manages the integrity and logistics of the academic assessment process

- *Examination Conduct*: Preparation of examination schedule and invigilation chart for Test 1, Test 2 and end-semester examinations. All examination-related queries may be directed to exam@iitpkd.ac.in.
- *Result Processing*: Facilitating the formal grading workflow, coordinating the class committee meetings and ensuring the timely submission of results from course instructors and publication of results. All queries may be directed to academic@iitpkd.ac.in.

¹⁵<https://iitpkd.ac.in/academics-downloads>

■ Research Scholar Management

The Academic Section provides comprehensive lifecycle support for M.S. and Ph.D. supervisors

- *Admission*: Providing assistance to faculty members in coordination with DRCs for the advertisement, selection, and admission of research scholars.
- *Progress Monitoring*: Tracking scholar progress through monthly progress report and established evaluation cycles.
- *Governance*: Providing guidelines for Doctoral Committee (DC) constitution, meeting schedules, and the maintenance of meeting minutes/records.
- *Fellowships and Financial Support*: Management of research fellowships (HTRA/External Fellowships) and processing financial support to scholars for attending national and international conferences or seminars.
- *Honorarium*: Management and processing of honorarium payments to external examiners and thesis evaluators. The applicable rates for various academic activities are of the Institute are available here¹⁶.
- *Thesis Evaluation & Viva Voce*: Managing the administrative workflow for the external evaluation of thesis by external examiners, the confidential dispatch and receipt of evaluation reports, and the formal scheduling of the final viva voce examination. All queries regarding M.S./Ph.D. admissions, regulations, research scholar life cycle and immediate assistance may be directed to acadresearch@iitpkd.ac.in.

■ Student Certificates & Academic Records

The Academic Section serves as the office of record, issuing verified documentation required for a student's academic, professional, and personal requirements, as applicable.

To ensure academic accountability and institutional compliance, the Academic Section facilitates a structured approval workflow for student absences and external engagements. Faculty members acting as Faculty Advisors or Research Supervisors serve as the first point of recommendation, ensuring that these activities do not conflict with the student's academic residency or credit requirements. Faculty members, particularly Faculty Advisors and Research Supervisors may direct students/scholars to the Academics Section for the following essential records

- *Grade Cards (Semester-wise & Cumulative)*: Official transcripts documenting course-wise performance, GPA, and CGPA.
- *Course Completion Certificates/Provisional Certificates*: Issued upon the successful fulfillment of all program requirements prior to the formal Convocation.
- *Bonafide Certificates*: Issued to confirm current enrollment status for purposes such as bank account opening, passport/visa applications, and external competitions, etc.
- *Fee Structure for Education Loans*: Official, year-wise breakdowns of tuition and other fees required by banks and external financial institutions for loan processing.
- *No Objection Certificates (NoCs)*: Provided for various student requirements, including:
 - Applications for external internships or summer fellowships.
 - Participation in off-campus academic workshops or conferences.
 - Verification for external scholarship/grant applications.

¹⁶<https://iitpkd.ac.in/academics-downloads>

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- *Fellowship & Scholarship Certificates*: Official documentation certifying the receipt of Institute fellowships (HTRA) or external awards (e.g., Prime Minister's Research Fellowship), often required for visa processing for conferences etc.
- *Thesis Submission Certificates*: Issued upon the formal submission of the final thesis for evaluation.
- *Experience Certificates*: For the Institute Post Doctoral Fellows.
- *Leave Sanction*: Standardized Student Leave Applications are available, tailored specifically to the requirements of UG, PG, and MS/PhD programs. (All students are required to obtain formal approval for any absence from scheduled academic activities or departure from the campus.)

Note for Faculty: While faculty (Faculty Advisor/Supervisor/HoD) may need to provide the necessary recommendations/approvals as required, the formal issuance is handled by the Academic Section.

Applications for the above-mentioned documents (for B. Tech., M. Tech., and M. Sc. students) can be accessed here¹⁷. All M.S. (by Research) and Ph.D. students may email acadresearch@iitpkd.ac.in to request such documents.

■ Research Scholar Resources & Financial Guidelines

The Academics Section maintains a centralized digital repository of guidelines and templates, specifically for M.S. (by Research) and Ph.D. scholars.

- *Research Proposal & Thesis Submission*: To ensure academic rigor and uniformity in scholarly output, the following templates and guidelines must be followed:
 - Research Proposal: Includes both the Format for Research Proposal and the accompanying Guidelines to assist scholars. (Available here¹⁷)
 - Thesis Submission: Comprehensive Guidelines, Standard Operating Procedures (SoPs) and Templates for the preparation and submission of MS and PhD thesis, ensuring compliance with institutional formatting and archival standards. (Available here¹⁸).
- *Conference & Workshop Participation*: The Institute encourages scholarly exposure through participation in academic forums. The following resources govern the approval and funding process:
 - Guidelines for Participation: Detailed criteria for attending national and international Conferences/Workshops.
 - Financial Support Proforma: The mandatory application for seeking Institute funding for registration fees and travel expenses.
 - Traveling Allowance (TA) Reimbursement Form: The standardized format for claiming travel-related expenses post-event. (Available here¹⁷).
- *Contingency Fund Utilization*: Faculty supervisors should guide scholars on the appropriate use of their annual contingency grants:
 - Guidelines for Utilization of Contingency Fund: Outlines eligible expenses (such as books, specialized software, or consumables) and the procedure for procurement and reimbursement in accordance with Institute norms. (Available here¹⁹)

¹⁷<https://iitpkd.ac.in/academics-downloads>

¹⁸<https://iitpkd.ac.in/thesis>

¹⁹<https://iitpkd.ac.in/academics-downloads>

- *Note:* For external fellowships, the contingency fund guidelines pertaining to the respective external funding agency shall be applicable. If no such guidelines are available, the Institute contingency guidelines shall apply.

3.4 STORES AND PURCHASE SECTION

The Stores and Purchase Section manages procurement and inventory-related activities in accordance with General Financial Rules (GFR) and Institute procedures. It ensures transparent, timely, and compliant acquisition of goods, services, and equipment required for academic, administrative, and research purposes, while maintaining proper documentation and audit readiness.

Section Address: Stores and Purchase Section, First Floor (Right Wing), Dr. APJ Abdul Kalam Block, Sahyadri Campus. Email: purchase@iitpkd.ac.in, purchase1@iitpkd.ac.in

The Stores and Purchase Section, headed by the Registrar and coordinated by the Assistant Registrar, is responsible for procurement and stores management activities of the Institute. The section is supported by a team comprising a Superintendent, Junior Superintendent, Junior Assistant, and Junior Attendant. The key processes, procedures, and resources associated with procurement are outlined in the sequel.

► Purchase Procedure Workflow

The procurement process follows a structured workflow to ensure accountability and financial discipline:

- *Indent Creation:* The indenter (faculty/staff) initiates procurement by submitting an indent with detailed specifications, estimated cost, quotations (if applicable), and justification. Proper documentation at this stage helps avoid delays later.
- *Financial Verification:* The Accounts Section verifies budget availability under the relevant head and provides financial concurrence before procurement is initiated.
- *Procurement & Receipt:* Based on the value and nature of the item, the Purchase Section adopts the appropriate procurement method. After delivery, the indenter verifies that the items meet the required specifications and quality.
- *Submission & Payment Processing:* All supporting documents (invoice, inspection note, approvals) are submitted. The Purchase Section prepares the payment note, and the Accounts Section processes the payment.

► Types of Purchases & Approval Thresholds

Procurement methods are selected based on value, urgency, and availability, ensuring transparency, competition, and compliance with applicable rules:

- *Direct Purchase:* Used for low-value or urgent procurements, based on quotations or prevailing market rates, in accordance with Institute norms. Applicable for purchases up to ₹1 lakh (Non research) and ₹2 lakh (Research).
- *Limited Tender Enquiry (LTE):* Quotations are invited from a limited number of vendors (typically 3-5) to ensure reasonable competition while maintaining procedural efficiency. Applicable for procurements in the range of ₹1-10 lakh (Non research) and ₹2-25 lakh (Research).

- *Open Tender*: Procurement through public tendering on e-procurement portals, ensuring maximum transparency and broad vendor participation for high-value purchases. Applicable for procurements above ₹10 lakh (Non research) and ₹25 lakh (Research).
- *GeM Procurement*: Purchases are made through the Government e-Marketplace (GeM)²⁰ using direct purchase, comparison, or bidding modes as per GFR guidelines. It is the preferred platform for government institutions as it makes procurement simpler, more transparent, and helps ensure fair pricing with minimal delays.
- *Global Tender Enquiry*: This route is used when the required equipment or system is highly specialized and not readily available within India. In such cases, international vendors are invited to participate, ensuring access to the best available technology and competitive global pricing. This process is typically adopted for high-value or advanced research procurements and follows Government of India guidelines²¹.
- *Single Tender Enquiry*: Used when an item is proprietary or available from only one vendor. In such cases, a detailed technical justification and necessary approvals are required to ensure transparency and compliance with audit requirements.

► Asset & Compliance Management

Ensures proper tracking of assets and adherence to statutory procurement norms, supporting accountability and audit compliance across all purchases.

- *Asset Register & Verification*: All procured items are recorded in the Institute's asset register, with periodic verification carried out to ensure proper utilization and accountability.
- *Issuance of Customs Documents*: The section facilitates preparation and issuance of required documents for customs clearance in the case of imported equipment and materials.
- *GFR Compliance & Certification*: All procurement activities are carried out in accordance with GFR provisions, including required certifications (such as GFR 154 and 155), ensuring transparency, fairness, and audit compliance.

► Information on General Financial Rules (GFRs)

The procurement processes at IIT Palakkad are aligned with the GFRs²² issued by the Government of India, ensuring transparency, fairness, and accountability in all financial transactions. Some key GFR provisions relevant to procurement are summarized below

- *GFR 154 - Procurement without Quotation (Direct Purchase)*: This provision permits procurement of low-value items without inviting formal quotations, provided the purchase is justified and the price is reasonable. It is typically used for small purchases where market rates are well understood.
- *GFR 155 - Purchase through Purchase Committee*: Applicable when procurement is carried out through a Purchase Committee rather than an individual. The committee collectively certifies that the item meets required specifications, the price is reasonable, and the process is fair, thereby ensuring transparency and accountability.
- *GFR 149 - Procurement through GeM*: This provision mandates procurement through the Government e-Marketplace (GeM) for commonly available goods and services. It promotes

²⁰<https://gem.gov.in>

²¹<https://doe.gov.in/orders-circulars/459>

²²https://doe.gov.in/files/circulars_document/UpdatedGFR31July2025_0.pdf

standardized procurement, competitive pricing, and efficient, transparent processes.

3.5 FINANCE AND ACCOUNTS SECTION

The Finance and Accounts section oversees the Institute's financial operations, ensuring accurate processing of payments, claims, and statutory deductions

Section Address: Finance and Accounts Section, First Floor (Right Wing), Dr. APJ Abdul Kalam Block, Sahyadri Campus. Email: accounts@iitpkd.ac.in

The Finance and Accounts Section, headed by the Registrar and coordinated by the Assistant Registrar, oversees the Institute's financial and accounting activities. The section is supported by a team comprising a Superintendent, Junior Superintendent, Junior Assistant, and Junior Attendant.

► Services Provided

The Finance and Accounts Section manages a wide range of financial services for faculty, ensuring timely processing and compliance with Institute and statutory norms. Its functions include monthly salary disbursement, income tax deductions and related documentation (Form 12BB, Form 16), and facilitation of NPS account opening and contributions. The section also processes various claims and payments such as CPDA, LTC, and TA reimbursements based on duly approved forms.

3.6 INDUSTRY CONSULTANCY AND SPONSORED RESEARCH

The Centre for Industry Consultancy and Sponsored Research (IC&SR) Section facilitates partnerships between the Institute and industries, government agencies, and external organizations for sponsored research, consultancy, technology transfer, and collaborative projects. It provides administrative and financial support for proposal processing, project management, MoUs, intellectual property matters, and industry engagement activities.

Section Address: Office of Centre for Industry Consultancy and Sponsored Research (IC&SR), First Floor (Right Wing), Dr. APJ Abdul Kalam Block, Sahyadri Campus. Website²³. Email: icsr@iitpkd.ac.in

The IC&SR Section, headed by the Dean (IC&SR) and Associate Dean (IC&SR), oversees sponsored research, consultancy, and industry collaboration activities of the Institute. Administrative support is provided by the Assistant Registrar, along with a team comprising a Superintendent, Junior Superintendent, and Junior Assistant.

► Project Management

The IC&SR section centralizes all research activities through the STHIRA Facts ERP system²⁴. This platform is the primary tool for managing the lifecycle of both internal and external funding. The IC&SR section will onboard new projects into ERP upon receiving the formal sanction order and funds from the funding agency.

■ Project Grants Managed via STHIRA Facts

- Seed Grants: Initial & Additional Faculty Seed Grants/Projects.

²³<https://icsr.iitpkd.ac.in>

²⁴<https://erp-icsr.iitpkd.ac.in/sfacts/>

- Specialized Projects: Exploratory Research Grants (ERG), ERG with MSME, and Product Development Grants.
- External Research: All Sponsored and Consultancy Projects.

All requests for processing the purchases, payments, reimbursements, and claims should be submitted through ERP only. Requests for endorsement and manpower recruitment should be submitted through email.

Newly joined faculty members must contact the IC&SR Section to create their STHIRA Facts ERP Login ID. Once the login ID is created, you may kindly log in to the portal. To understand the ERP's basic functionalities, refer to this link²⁵.

► Externally Funded Sponsored Research Projects

■ Issuing Endorsement Certificate for Project Proposal

Facilitates institutional endorsement for the submission of research proposals to external funding agencies. The endorsement certificate confirms that the proposal has been processed through the Institute and is being submitted with institutional consent and support. To obtain the certificate, the following documents are required

- Complete project proposal along with detailed budgetary details.
- Certificate duly signed by the Principal Investigator (PI).
- Other relevant documents as mandated by the concerned funding agency.

PIs should share the final project proposal submitted to the funding agency with the IC&SR section through a google form²⁶ after receiving the endorsement certificate.

■ Registration of Sponsored Projects

Facilitates the registration of externally funded research projects within the Institute after approval by the funding agency. For processing the registration, the following documents are required

- Sanction Order issued by the funding agency.
- Intimation of receipt of funds.
- Detailed budgetary split-up of the funds received.

■ Common Requirements

For all purchases related to sponsored research projects, prior approval from the competent authority is required before procurement. The following documents are generally required at different stages of the procurement process.

The following documents are required for prior approval before procurement

- Purchase proposal form²⁷
- Technical specifications of the item(s).
- GeM availability/ non-availability certificate (generated by GeM consignees of respective department) or GeM results indicating the availability/ non-availability of the item certified

²⁵<https://drive.google.com/file/d/1LIkZQYhQ9LYB5HE-B6dRp8cqajm7LVcr/view>

²⁶https://docs.google.com/forms/d/1Q19FBQF-q8ZQF0__1-nuFZZdwg5EZV4qymErhUMdWf0/edit

²⁷<https://iitpkd.ac.in/purchase-procedure-and-annexures>

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by GeM consignee and verified by Indenter/ PI.

The following documents are required for payment/reimbursement processing after procurement

- Original invoice in hard copy.
- Any other document (like warranty certificate, installation report etc.) in hard copy, if applicable.
- In the case of IT equipment, the specifications of the item procured may be verified by the CET Team and shared with IC&SR.

■ Project Purchases (Up to ₹1 Lakh)

For purchases up to ₹1 Lakh towards research-related items and equipment under sponsored research projects, prior approval from the competent authority is required before procurement. Submission of the documents specified in "Common Requirements" shall be sufficient for obtaining such approval.

For payment/reimbursement processing after procurement, the documents specified in "Common Requirements" shall be submitted to IC&SR together with the following additional documents:

- GFR 154 form obtained from here²⁷

■ Project Purchases (Above ₹1 Lakh and up to ₹25 Lakhs)

For purchases above ₹1 Lakh and up to ₹25 Lakhs towards research-related items and equipment under sponsored research projects, procurement is carried out through quotation-based purchase procedures and Local Purchase Committee recommendations. Prior approval from the competent authority is required before procurement, followed by the submission of supporting documents for payment processing.

The following documents, in addition to those specified in "Common Requirements", shall be submitted for obtaining prior approval before procurement:

- Valid quotations from prospective suppliers (minimum 3 Nos.) along with their technical & financial comparisons.
- List of faculty members to be included in the Local Purchase Committee.
- In case of Single Tender Purchases, GFR 166 form²⁸ and relevant certificates (Proprietary Article Certificate, Fall Clause Certificate & valid quotation from vendor, etc.) are to be submitted.

The documents specified in "Common Requirements" are to be submitted to IC&SR and will be sufficient for payment/reimbursement processing after procurement.

■ Project Purchases (Above ₹25 Lakhs)

For purchases above ₹25 Lakhs towards research-related items and equipment under sponsored research projects, procurement is carried out through prescribed purchase procedures and recommendations of the Purchase Committee/Exclusive Purchase Committee, as applicable. Prior approval from the competent authority is required before procurement, followed by the submission of supporting documents for payment processing.

The following documents, in addition to those specified in "Common Requirements", shall be

²⁸https://docs.google.com/document/d/1CMmXJJnuqTkdx4S1IVycsf_016CiAoH/edit

submitted for obtaining prior approval before procurement:

- List of faculty members to be included in the Purchase Committee (for Purchase up to ₹25 lakhs) and Exclusive Purchase Committee (above ₹25 lakhs)
- In case of Single Tender Purchases, GFR 166 form²⁷ and relevant certificates (Proprietary Article Certificate, Fall Clause Certificate & valid quotation from vendor, etc.) are to be submitted.

The documents specified in "Common Requirements" are to be submitted to IC&SR and will be sufficient for payment/reimbursement processing after procurement.

■ **Emergency Purchases outside GeM (up to ₹1 Lakh)**

Facilitates emergency procurement of essential research-related items outside the GeM platform up to ₹1 Lakh under exceptional circumstances. The following documents are required after procurement for processing payment/reimbursement.

- Original invoice/receipt in hard copy
- Declaration for Emergency Purchase²⁹
- GFR 154 form
- GeM non-availability report/ results for items falling under the equipment category certified by the GeM consignee and verified by Indenter/ PI

■ **Travel related to Conferences/Research Meetings/Collaborations, etc.**

Facilitates approval and reimbursement of travel expenses incurred for conferences, research meetings, collaborations, and other project-related academic visits under sponsored research projects.

The following documents are required for obtaining prior approval before travel

- Form-A1³⁰ (Proforma for Sanction of TA/ DA/ Registration Fee from Project Funds)
- Confirmation email/ invitation or other relevant document conveying the purpose of the visit

After the completion of the visit, the following documents are to be submitted

- TA Claim Form: Form-A2³¹ (Claim for Travel Allowance and Daily Allowance)
- Original tickets and boarding passes (in case of air travel) in hard copy
- Proof of payment, wherever applicable
- Conference certificate/ result of collaboration etc.

■ **Recruitment of Manpower**

Facilitates the recruitment and appointment of project staff for sponsored research projects. Project Staff Recruitment Form³² is required for approval to advertise vacancy. For issuing an offer letter following the selection process, the following documents are required:

²⁹<https://iitpkd.ac.in/purchase-procedure-and-annexures>

³⁰<https://icsr.iitpkd.ac.in/sites/default/files/Form-A1.pdf>

³¹https://icsr.iitpkd.ac.in/sites/default/files/Form-A2_1.pdf

³²<https://icsr.iitpkd.ac.in/sites/default/files/Project%20Staff%20Recruitment%20Form.pdf>

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- Selection Committee Report³³ (The committee should comprise a minimum of 3 faculty members), *or* (for ad hoc appointments³⁴, the committee should comprise a minimum of 2 faculty members).
- CV/Resume of the selected candidate.
- Certificates pertaining to the educational qualifications of the selected candidate from Class 10 onwards.

For ad hoc appointments, advertisement of the vacancy is not required. The maximum duration permitted for an ad hoc appointment is 89 days.

► Externally Funded Consultancy Research Projects

Facilitates the formal registration of externally funded consultancy projects undertaken by the Institute. For processing the registration of consultancy projects, the following documents are required

- Form-C3³⁵ (Consultancy Project Agreement)
- Budgetary details

Utilisation of consultancy project funds for procurement, travel, recruitment, and other project-related activities in accordance with Institute norms and approved project provisions. All related requests and claims are to be processed in a manner similar to the procedures specified above.

► Provision of research support to the newly joined faculty members

■ Faculty Seed Grant (FSG)

The Institute offers the Faculty Seed Grant (FSG) facility to assist newly joined faculty members in setting up their initial research and development infrastructure. An initial FSG of ₹5 Lakhs is sanctioned for a period of three years from the date of joining the Institute.

In addition to the initial FSG, faculty members are eligible to apply for the following

■ Seed Grant Add-On (SGA)

An additional grant of up to ₹5 Lakhs may be approved based on the research needs of the faculty member, subject to submission of an appropriate justification in the form of a short proposal.

■ Seed Grant Project (SGP)

A further grant of up to ₹25 Lakhs may be sanctioned upon submission of a research/project proposal in the prescribed format/template.

Please note that faculty members may avail a maximum of ₹ 30 Lakhs under the SGA and SGP schemes combined. Applications for the SGA (up to ₹ 5 Lakhs) must be submitted within 12 months of joining the Institute, while applications for the SGP (up to ₹ 25 Lakhs) or a combination of both schemes (subject to an overall ceiling of ₹ 30 Lakhs) must be submitted within 18 months

³³https://icsr.iitpkd.ac.in/sites/default/files/Selection%20Committee%20Report%20for%20Advertisement%20Recruitment_0.pdf

³⁴<https://icsr.iitpkd.ac.in/sites/default/files/Recommendation%20for%20Recruitment%20of%20Project%20Staff%20on%20Ad%20Hoc%20Basis.pdf>

³⁵<https://icsr.iitpkd.ac.in/sites/default/files/Form-C3.pdf>

of joining the Institute. Detailed guidelines are available here ³⁶.

Utilisation of Seed Grant: Facilitates utilisation of Seed Grant funds for approved research-related activities such as procurement, travel, and manpower support in accordance with Institute norms. While seeking prior approval from the competent authority, the Seed Grant Prior Approval Form³⁷ is to be submitted along with the relevant supporting documents. In case of reimbursement claims, the Seed Grant Reimbursement Form³⁸ is to be submitted along with the applicable supporting documents.

► Provision of extra research support to the faculty members

In addition to the Faculty Seed Grant, the Institute also invites project proposals such as ERG, ERG with MSME, PDG from faculty members from time to time for funding support. Interested faculty members may submit their proposals and present them to the expert committee for further consideration.

■ Exploratory Research Grant (ERG)

ERG is intended to support innovative, high-risk, and foundational research that can seed long-term research programs, generate preliminary results for larger external funding opportunities, or advance fundamental/basic/blue-skies research with the potential for transformative and unforeseen outcomes. In evaluating proposals, greater emphasis will be placed on the significance of the research problem, the soundness of the methodology, and the justification for undertaking the work than on specific deliverables.

The scheme is open to regular faculty members, with a maximum project duration of 18 months, and each faculty member may submit only one proposal. Projects should be exploratory in nature and demonstrate clear potential for future expansion or significant impact. Funding may be used for research-related expenses; however, manpower support is not permitted, and travel support will be considered only with adequate justification. Faculty members who have received Institute financial support for high-value research equipment or software during the preceding one year are not eligible to apply.

■ ERG with MSME

The ERG with MSME (Micro, Small, and Medium Enterprises) scheme is designed to foster collaboration between IIT Palakkad faculty members and MSMEs, with preference given to MSMEs located in Kerala and Coimbatore, to address specific industry-relevant problem statements. Under this scheme, MSMEs may approach individual faculty members or the Institute with identified challenges requiring research-based solutions, even in the absence of financial support from the MSME. The Institute will provide funding support of up to ₹ 25 lakh for a maximum duration of 18 months to undertake exploratory research projects with the potential to generate innovative solutions and establish long-term industry-academia partnerships. As a special provision, faculty members who are currently holding an ERG may also apply under the ERG with MSME Scheme. Selection of proposals will be based on their scientific and technical merit, relevance of the problem statement, and recommendations of the expert/selection committee.

³⁶<https://icsr.iitpkd.ac.in/sites/default/files/Faculty%20Seed%20Grant%20Guidelines%20%28Feb%202026%29.pdf>

³⁷https://icsr.iitpkd.ac.in/sites/default/files/Seed%20Grant%20Prior%20Approval%20Form_0.pdf

³⁸https://icsr.iitpkd.ac.in/sites/default/files/Seed%20Grant%20Reimbursement%20Form_0.pdf

■ The Product Development Grant (PDG)

PDG aims to promote the development of indigenous technologies and products in line with the vision of Atmanirbhar Bharat and the philosophy of “Design and Manufacture in India”. The scheme supports faculty members in translating research outcomes into deployable products, preferably through collaborative proposals, with each faculty member serving as Principal Investigator (PI) in only one proposal.

Proposals should be based on prior research that has attained at least TRL-3/4, and applicants must demonstrate existing laboratory prototypes during the evaluation process. Funding of up to ₹ 60 lakh per project may be provided. Product development and manufacturing may utilize facilities at IIT Palakkad and relevant industrial partners. A maximum of ₹ 10 lakh may be allocated toward manpower support, and the grant may also be used to partially support international intellectual property (IP) filing costs.

► Research Agreements & Collaborations (MoU/MoA/NDA etc.)

Industry Liaisoning Officer facilitates processing and approval of research agreements, Memoranda of Understanding (MoU), Memoranda of Agreement (MoA), Non-Disclosure Agreements (NDA), and other collaborative documents with external organisations and institutions. For seeking approval from the competent authority, the following documents are required:

- Proforma³⁹ for vetting of legal documents
- Draft of the agreement/ MoU/ MoA/ NDA etc.

► Support for Innovation, Intellectual Property, and Industry Engagement

Faculty members are encouraged to engage in innovation, protect intellectual property, and collaborate with industry through structured institutional support mechanisms. The Institute provides enabling provisions for patent filing, startup creation, and industry exposure.

■ Patent Filing Support

Intellectual Property (IP) and Transfer of Technology (ToT) Executive facilitates the processing and filing of patent applications arising from research and innovation activities at the Institute. To initiate the patent filing process and obtain details of the empanelled IP agency, faculty members are required to submit a brief summary of the invention or idea. The Institute also provides access to Questel's Orbit Intelligence, a patent search and analytics platform that supports prior-art searches, patent analysis, and technology trend monitoring. Login credentials may be obtained from the IP and ToT Executive/ Library.

■ Startup Support (NoC for Startup)

Faculty and staff are permitted to establish startups, subject to institutional approval. This ensures that entrepreneurial activities are aligned with Institute policies and do not conflict with official responsibilities. The process involves submission of a request to IC&SR, followed by review by the Innovation & Entrepreneurship (I&E) Council, approval by the Administration Section and Director, and subsequent issuance of the No Objection Certificate (NoC).

³⁹<https://docs.google.com/document/d/1S465G10RiXiZtYLVW-YfNWP86jDI2Npg/edit>

■ Industry Externship for Faculty Members

Faculty members may undertake short-term engagement with industry to gain practical exposure and foster academia-industry collaboration. Such externships are treated as Special Leave and may be availed during vacation periods for up to 2 months per year. Applications must be submitted at least 30 days in advance, along with approval from the HoD and an acceptance letter from the host organization. Travel support is admissible for up to two round trips per year, and submission of a post-externship report is required.

► Payment of Remuneration for Part-time Employment in Sponsored or Consultancy Projects

Facilitates payment of remuneration to students and Institute staff engaged in part-time work under sponsored or consultancy projects. For seeking approval from the competent authority, the following documents are required:

For UG/PG/MS (by Research)/PhD Students:

- Form-4⁴⁰ for payment of part-time remuneration to students, subject to a minimum of ₹100 per hour and a maximum of ₹300 per hour, limited to a maximum of 50 hours per month.

For Institute Staff:

- Form-5⁴¹ for payment of part-time remuneration to students, subject to a minimum of ₹100 per hour and a maximum of ₹300 per hour, limited to a maximum of 50 hours per month.
- Schedule of work indicating the exact date and time worked outside regular office hours

3.7 STUDENTS' SECTION

The Students' Section manages the complete students activities responsible for the overall well-being, discipline, development, and campus life of students admitted into the hostel.

Section Address: Saveri Hostel, Sahyadri Campus. Email: office_studentssection@iitpkd.ac.in

The Student Section functions under the guidance of the Dean (Students) and Associate Dean (Students). Student-related administrative operations are coordinated by the Joint Registrar and supported by a Junior Superintendent. Hostel related tasks are supported by Advisor (Student matters). In addition, each hostel is administered by a Warden, who is supported by Deputy Wardens and Assistant Wardens in the effective management of hostel affairs and student welfare.

IIT Palakkad is a fully residential campus that offers dedicated hostels for both girls and boys, creating a secure, comfortable, vibrant, and exceptional living experience. In total, the campus houses six hostels: four in the Nila Campus and two in the Sahyadri Campus. Students are provided with double/ triple/Quadruple sharing accommodation at Nila Campus, while rooms at Sahyadri Campus are either single or triple occupancy rooms.

Hostels are equipped with water heaters, RO-based drinking water systems, heavy-duty washing machines, and WiFi/LAN connectivity in individual rooms, ensuring convenience and seamless online access. Residents also have access to a spacious dining hall, a well-equipped recreation area, an indoor games facility, and a fitness center. Additionally, common rooms in each hostel provide

⁴⁰<https://icsr.iitpkd.ac.in/sites/default/files/Form-4.pdf>

⁴¹https://icsr.iitpkd.ac.in/sites/default/files/Form-5_0.pdf

spaces for relaxation, equipped with a television, newspapers, and a selection of magazines chosen by the student body.

Faculties are appointed as wardens and deputy warden for various hostels for a period of one year which may be extended as deemed necessary. Hostel rules and regulations can be viewed here⁴². To support students' well-being, the Institute provides facilities for football, badminton, volleyball, basketball, and table tennis, along with professional coaching in athletics, football, volleyball, and cricket. Guest rooms are also available for faculty, staff, and students' families.

The institute has separate mess facilities at both Nila and Sahyadri Campuses. Additionally, the institute offers several eateries at Kedaram in Sahyadri, Kaapi at Nila, Nescafe (Bangaram) in Dr. APJ Abdul Kalam Block at Sahyadri, Manjus Cafeteria in Saraswati Block and an Amul outlet at the Nila Campus.

The overall functions and operations of the student section can be viewed here⁴³.

3.8 ENGINEERING WORKS DIVISION (EWD)

The Engineering Works Division (EWD) provides essential infrastructure development, maintenance, and related support services for the Institute.

Section Address: Engineering Works Division (EWD) Office, Sahyadri Campus. Email: ewd@iitpkd.ac.in

The EWD, functioning under the Dean (Infrastructure), is responsible for the planning, execution, and maintenance of the Institute's physical infrastructure and utilities. Further, the division is supported by the Chairman, Vice Chairman (EWD), engineering, technical, and administrative staff. The major services provided by the EWD include

- Civil project and maintenance works
- Electrical project and maintenance works
- Horticulture development and maintenance works
- Technical assistance related to construction, modification, alteration of laboratories, and furniture procurement
- Coordination and support for venue arrangements and special events

To improve the operational efficiency of the services rendered by the EWD, the following support request protocols are notified to the institute community.

- For all maintenance-related requests may be raised through the support portal ⁴⁴.
- For all new civil/electrical work and furniture purchases, the requirements may be sent through fedena⁴⁵.
- Requests will be attended as soon as possible (typically within 3 days of receiving the tickets).
- The division also reviews all the pending tickets once a week with the Vice Chairman monitoring the progress and the status shall be updated in the support and record portals for the user's reference every week. Nevertheless, matters of urgent nature that require immediate attention may be sent to vicechairewd@iitpkd.ac.in, however after the

⁴²<https://iitpkd.ac.in/sites/default/files/2025-07/4a9dc372-8d88-4c88-b8ae-1ce67960f55b.pdf>

⁴³<https://iitpkd.ac.in/hostels>

⁴⁴<https://support.iitpkd.ac.in/>

⁴⁵<https://records.iitpkd.ac.in/>

necessary tickets are raised through the support or fedena portals.

- If you have concerns about the progress and quality of your new facility/horticulture-related/maintenance/ repair work service requests, please write to vicechairewd@iitpkd.ac.in with the respective request number.
- Other email requests to the division email or any division personnel's email for progress updates/ new requests are discouraged.
- Chairman, EWD will oversee the above processes and look after only the major maintenance activities.
- The Dean of Infrastructure oversees all the matters related to the Institute's infrastructure, and execution of new buildings and facilities, future expansions, and provide periodic updates to the Director and offer long-term recommendations related to campus and infrastructure development.

3.9 CENTRE FOR EDUCATION TECHNOLOGY (CET)

The Centre for Education Technology (CET) provides IT infrastructure, digital services, and technical support required for academic, administrative, and research activities within the Institute.

Section Address: CET Office, Tilang B Block, Nila Campus. Email: cet@iitpkd.ac.in, cfet@iitpkd.ac.in

The CET provides technical support for the Institute's teaching and learning infrastructure. The Centre is led by the Chairperson and Vice Chairperson (CET) and is supported by Technical Officers and a Junior Technical Superintendent. The major services and facilities provided by CET include:

- Email, LDAP, and website services
- Moodle⁴⁶: Institute Learning Management System (LMS) used for academic activities including course management, assignment submission, and sharing of course materials.
- Support portal⁴⁴: Online ticket-based portal used for submitting and tracking maintenance and service requests through unique support ticket numbers.
- High Performance Computing (HPC⁴⁷) support
- Telephone support services
- MRBS⁴⁸ (Meeting/Class Room Booking System) support
- Networking and internet services
- Computer laboratory support
- CCTV surveillance systems
- System administration and maintenance
- VPN services

Users may sign-in to the Support portal using Institute credentials (usually created on the day of joining) and request help or services. They may also call the extn. 2172 or 2173 from any desk

⁴⁶<https://lms.iitpkd.ac.in>

⁴⁷<https://cet.iitpkd.ac.in/hpc>

⁴⁸<https://mrbs.iitpkd.ac.in>

phone in the Institute, or call +91-9495080851. More details about CET can be obtained from here⁴⁹.

3.10 CENTRAL LIBRARY

The Central Library serves as the primary knowledge and information hub of the institute, supporting the academic, research, and learning activities of students, faculty, and researchers. The library provides access to a wide range of print and electronic resources, including textbooks, reference books, monographs, theses, e-books, e-journals, scholarly databases, and online research platforms. It also offers research support services such as literature search assistance, citation management tools, plagiarism checking, and access to digital collections, including institutional repositories. In addition, the library provides modern learning spaces with reading areas, and internet-enabled facilities for academic and collaborative work. User-oriented services such as book lending, reference assistance, inter-library loan, document delivery, orientation programs, and remote access to online resources further enhance the learning experience.

Section Address: Central Library - Nila and Sahyadri Campus. Email: library@iitpkd.ac.in

The Library is administered under the oversight of the Library Advisory Committee, chaired by the Dean (Academics). Library operations are coordinated by the Librarian/Library In-Charge with support from the Library Superintendent.

► Services Provided

The library provides several user-focused services, including:

- Web OPAC (Online Public Access Catalog) for searching library collections
- Institutional Repository for accessing institute publications and academic outputs
- Remote Access Facility to use subscribed e-resources from outside campus
- Open Access System for freely accessible scholarly content
- Digital library Services for online academic resources and digital collections
- Newspaper Clipping Services for current affairs and academic updates
- User Training Sessions to help users effectively utilize library resources and databases
- Reading Resources (Print & Electronic)

The library provides access to a rich collection of academic and scholarly materials in both print and electronic formats, including:

- Books and textbooks
- National and international journals
- Standards and technical specifications
- Research databases
- Magazines and newspapers
- E-books and e-journals
- Other scholarly and reference resources

⁴⁹<https://cet.iitpkd.ac.in/home>

- Research Support Tools (Online)

To assist researchers, faculty, and students, the library offers access to various academic and research support platforms such as:

- Overleaf - web based editor for LaTeX
- Turnitin - plagiarism detection and academic integrity tool
- Writefull - academic writing and language enhancement support
- EndNote - reference management and citation tool
- Grammarly - grammar checking and writing assistance platform
- QuillBot - paraphrasing, summarizing, and writing enhancement tool
- Knimbus eLibrary - integrated digital library and resource discovery platform
- IRINS - Indian Research Information Network System for faculty and research profiling

More details are available at IIT Palakkad Central Library Website⁵⁰.

3.11 CENTRE FOR CONTINUING EDUCATION (CCE)

The Centre for Continuing Education (CCE) facilitates continuing education, professional development, outreach, and capacity-building activities conducted by the Institute.

Section Address: CCE Office, Sikharam, Nila Campus. Email: cce@iitpkd.ac.in

The CCE functions under the leadership of the Chairperson and Vice Chairperson (CCE). The Centre's administrative activities are supported by a Junior Assistant.

► Services provided

Programmes such as workshops, seminars, colloquia, schools, certificate programmes, and training sessions for external participants are coordinated through CCE by the respective departments/centres, particularly in cases where funds are received from and expended through external sources. CCE also facilitates activities related to the Quality Improvement Programme (QIP)⁵¹ aimed at enhancing the quality and professional competence of faculty members and technical personnel.

3.12 INTERNATIONAL AND ALUMNI RELATIONS (IAR)

The International and Alumni Relations (IAR) Cell serves as the Institute's nodal office for fostering global engagement and strengthening relationships with alumni. The Cell facilitates international collaborations with universities, research institutions, and industry partners through academic exchange programmes, joint research initiatives, and Memoranda of Understanding (MoUs). It also coordinates visits by international delegations, supports incoming and outgoing students and faculty under exchange programmes, and promotes the Institute's global outreach activities. In addition, the IAR Cell maintains engagement with the alumni community through networking events, outreach initiatives, and alumni-driven programmes, thereby strengthening alumni participation in the academic, research, and developmental activities of the Institute.

Address: IAR Office, Second floor (left wing), Dr. APJ Abdul Kalam Block, Sahyadri Campus.

⁵⁰<https://lib.iitpkd.ac.in>

⁵¹<https://qip.aicte-india.org/>

Email: iar@iitpkd.ac.in or ir_office@iitpkd.ac.in

3.13 COMPLAINTS & GRIEVANCES

Internal Complaints Committee on Sexual Harassment: The Committee⁵² is constituted to look into and recommend necessary steps with regard to complaints on sexual harassment from students, faculty, & staff and to address issues related to prevention, prohibition, and redressal of such complaints. The complaints may be sent to icc@iitpkd.ac.in or by the way of written communication.

Internal Complaints Committee on Caste-Based Discrimination: The Committee⁵² is constituted to address the complaints on caste-based discrimination against SC/ST/OBCs students, staff, and faculty. The complaints may be sent to grievance@iitpkd.ac.in or by the way of written communication.

Internal Grievance Resolution Cell (IGRC): The IGRC⁵³ redresses individual as well as collective grievances of the Faculty and Staff. The objective of the IGRC is to develop a responsive and accountable attitude among all the Faculty and Staff in order to maintain a harmonious atmosphere in the institute. The grievances may be sent to igrc@iitpkd.ac.in.

Grievance Cell for Students: The Grievance Cell takes prompt actions and measures on the non-academic grievances of the students of IIT Palakkad in a confidential manner as per the guidelines⁵⁴. Students may represent their grievances through the student representatives or directly in person or via email at mydost@iitpkd.ac.in.

3.14 MEDIA AND WEBSITE SECTION

The Media and Website Section is responsible for managing the institute's official digital communication and media outreach, ensuring effective dissemination of information related to its academic, research, and institutional activities.

Section Address: The Media and Website Section, Near Placement Office, Nila Campus. Email: teammedia@iitpkd.ac.in, media@iitpkd.ac.in

The Media and Website Section oversees the Institute's media, outreach, and digital communication activities. The section functions under the guidance of the Chairperson and Faculty In-Charge members for Audio-Visual Support, Website, and Outreach, with administrative and technical support from a Superintendent and a Junior Technical Superintendent.

► Services Offered

The Media and Website Section is responsible for managing and updating the Institute's official website and social media platforms, providing audio-visual support for Institute events, and documenting institutional activities through photography and videography. The section also facilitates official communication and coordinates with various media platforms to publicize the Institute's initiatives, achievements, and events through press releases and media outreach. In addition, it designs and develops promotional and communication materials such as brochures, posters, newsletters, banners, and other publications to support institutional visibility and outreach activities.

⁵²<https://iitpkd.ac.in/complaints-committees>

⁵³<https://iitpkd.ac.in/internal-grievance-resolution-cell>

⁵⁴https://iitpkd.ac.in/sites/default/files/2023-08/GrievanceCell_guidelinesEdited14082023.pdf



4. INSTITUTE FACILITIES AND SERVICES

4.1 INSTITUTE CLINIC

Serving as the pulsating heart of the institute, the Clinic¹ offers comprehensive health care services to students, employees, their dependents, and Institute guests, including Outpatient, Day Care, Trauma, and Emergency Care. The Clinic is well-equipped with daycare facilities such as Nebulization, Oxygen Inhalation, Intravenous Fluid Infusion, and E.C.G. Additionally, the Clinic conducts minor surgical procedures, such as wound dressing, suturing, and incision and drainage procedures in its well-equipped dressing room. The Clinic has a Medical Officer (mo@iitpkd.ac.in) and a Staff Nurse for general consultation. In emergency situations, ambulance service is also available inside the Institute campus (contact no.9645617267).

The Institute Clinic provides basic healthcare services to the Institute community under the supervision of the Medical Officer. The clinic functions under the administrative oversight of the Registrar and is supported by a Staff Nurse.

4.2 WELLNESS HUB

The ‘Wellness Hub’ of the Institute organises a wide range of activities for the wellness of the institute community. The activities of the hub include, but are not restricted to, Yoga, Sports, Life Skills, Counselling, Cultural Activities and programs, like, workshops, and motivational talks to help the students and employees to blossom under stress-free and supportive environments. The different sections of the hub include:

MITRA - The Counselling Services of Wellness Hub: MITRA² focuses on the mental health and well-being of the Institute community. Team MITRA consists of qualified and experienced Clinical Psychologists who support students experiencing difficulty in learning about themselves and help them foster healthy relationships, develop coping skills and decision-making skills. Team MITRA utilises the latest evidence-based clinical practices and reaches out through the one-to-one counselling sessions, group counselling sessions, support groups, mental health camp, well-being

¹<https://iitpkd.ac.in/institute-clinic>

²<https://iitpkd.ac.in/mitra>

orientation sessions, workshops, live discussions, seminars, online resources, posters, competitions, fun-filled activities and other outreach activities. The team also conducts certificate programs for the students and has mandatory interaction with freshers.

For counselling and mental well-being support, MITRA can be reached at mitra@iitpkd.ac.in. The Institute's in-house clinical psychologists may be contacted at arya@iitpkd.ac.in and counsellordrtessy@iitpkd.ac.in.

Cultural Hub: The Cultural Hub³ organises several events to embrace and express the diverse and vibrant culture that we uphold. It not only organises theatrical performances in association with various regional and national cultural centres but also conducts regular training and workshops on various art forms for the Institute community.

Yoga Hub: Yoga is considered an important segment of the Wellness Hub as it teaches students the way of leading a peaceful, balanced and more self-aware life. Yoga activities include regular Yoga classes and workshops. The aim is to create an excellent environment where students lead a mentally and physically healthy life. For more information, please visit here.⁴

Sports Hub: The Institute has a wide range of sporting facilities. These include those for cricket, football, badminton, table tennis, volleyball, chess, and athletics. In addition, there are two well equipped gymnasiums on campus. These facilities are managed by a Physical Training Instructor and coaches. The sporting events and facilities are open to all students, staff and faculty. For more information, please visit here.⁵

4.3 CLUBS

The various student clubs under the Arts Council, Film and Media Council, Literary Council, Sports and Fitness Affairs Council, Technical Affairs Council, Hostel Affairs Council and some Independent Clubs, like, the Yogshala (Yoga Club) and the Ek Bharat Shreshtha Bharat (EBSB) Club are attuned to help students get most out of their experience while they are at the Institute for their academic pursuits. Employees too are encouraged to participate in the various events organised by these clubs thereby providing for personal, social, and professional benefits and gaining fresh perspectives.

4.4 GUEST HOUSE

The Guest Houses at Indian Institute of Technology Palakkad provide a peaceful and comfortable stay for institute visitors. The facilities cater to institute guests, guests of employees, alumni, and parents of students, subject to availability. The institute has two guest houses: Bhageshri Guest House located within the Nila Campus, and Hamsanandi Guest House situated just outside the campus gate. Bhageshri Guest House has 9 rooms, while Hamsanandi Guest House offers 13 rooms. Both guest houses feature air-conditioned rooms with attached bathrooms fitted with geysers and are supported by uninterrupted power backup through an emergency generator system. Hamsanandi Guest House additionally provides living and kitchen spaces, and a 50-seat meeting room. Bhageshri Guest House offers spacious accommodation with limited kitchen support facilities, ensuring a comfortable and convenient stay for visitors.

³<https://iitpkd.ac.in/cultural-hub>

⁴<https://iitpkd.ac.in/yoga-hub>

⁵<https://iitpkd.ac.in/sports-hub>

► Reservation & Allotment Policy

- Requests for booking Guest House accommodation and catering services should be sent via email to the Guest House Manager (GHM) at ghm@iitpkd.ac.in, with a copy marked to fc_gh@iitpkd.ac.in.
- Any cancellation of bookings should be communicated at the earliest through email to the GHM.
- Allotment of Guest House accommodation is subject to approval by the competent authority and will be confirmed by the GHM through email based on availability, requirement, and priority of guests.
- Telephonic booking requests will not be entertained.
- Guests are requested to communicate their expected time of arrival through email in advance.
- All guests must complete the check-in and check-out formalities by signing the register maintained at the Guest House Office.
- Guests making payment are required to settle all dues through cashless modes before check-out.
- Room keys should be deposited at the Guest House Office at the time of check-out.
- Pets are not permitted inside the Guest House premises.

4.5 GETTING AROUND CAMPUS

Free bus service is available between the campuses and city

- On working days shuttle service for the institute community starts at 7:45 am and ends at 12:00 am
- On Saturdays, Sundays and institute holidays (gazetted) shuttle service for the institute community starts at 8:00 am and ends at 12:00 am.
- City service is not available on Sundays
- Transportation timings may be accessed here.⁶

Free Buggy service is available between the campuses for the institute community. Buggy service is operational daily until 2:15 am. Carrier buggy service is available on demand for the transportation and shifting of office equipment weighing up to 500 kg. Requests for availing the carrier buggy service may be made by sending an email to the Security Office: security@iitpkd.ac.in.

4.6 SECURITY

Contact: 0491 209 2231

The main gate and all major installations on campus are under 24x7 CCTV surveillance. Security guards are stationed at all gates and main doors of all buildings. Additionally, a dedicated security team patrols the campus around the clock to ensure safety and security. The following security requirements must be adhered to on campus:

Identity Card: All IIT Palakkad employees are required to carry institute-issued ID cards and present them to security personnel upon request.

⁶https://drive.google.com/drive/folders/1h4hdMccZYcd0i7zc3uIM_VUgWuzLa4D9?usp=sharing

Visitors Pass: Visitors are issued a pass upon stating the purpose of visit and verification of identity. Visiting guests require prior permission from the employee to be visited and planned visits must be communicated in advance to the Security Wing by the employee concerned. Visitors are permitted to access specific areas only and are not expected to remain on campus beyond the stipulated time.

Movement of stores: All stores being bought into the campus must have relevant supporting documents (invoice/bill of supply/delivery challan etc.). Similarly, all stores moving out of the campus must be accompanied by an authorized pass (returnable or non-returnable) issued by the concerned HoD/HoC/HoS. Movement of stores shall be permitted only after verification of these documents at the security gate.

Vehicle Pass: All employees must register their vehicles with the Security Office and receive an appropriate vehicle sticker (two/four wheeler). Vehicles without authorised stickers shall not be allowed entry into the campus and be subjected to inspection, if deemed necessary.

All vehicles must be parked in designated areas only. The speed limit within the campus shall not exceed 30 km/h, and no overtaking is permitted on the campus. Traffic Regulations and Penalties (as per Kerala Motor Vehicles Act) may be imposed as appropriate.

Quick Response Team (QRT): The Security Section of the Institute is supported by the Quick Response Team (QRT) consisting of security personnel who have gained adequate training, and is responsible for handling emergencies and security-related incidents on campus. Contact for QRT and Security:

- From any Campus Landline (Emergency) : 1001
- Main Gate Security (Campus landline) : 8400
- Security Officer on Campus : 9188952141
- From any mobile phone or external landline : 0491-209-1001

Caution Regarding Wildlife: The presence and occasional movement of wildlife within the campus premises is possible. In such situations, it is advised to remain cautious and follow the security guidelines in place from time to time.

It is expected that the faculties are adhering to the latest Security guidelines of the Institute. For additional information, please feel free to contact the Assistant Security Officer (security@iitpkd.ac.in, 9188952141).

4.7 HOUSEKEEPING SERVICES

The cleanliness of the campus is maintained by a dedicated housekeeping service through an agency on outsourcing basis. The Housekeeping service is functioning under the Administration section. The housekeeping service is responsible for maintaining the cleanliness and hygienic environment of the Hostel and Academics buildings, corridors, rooms, toilets, etc. Cleaning of offices, toilets, WCs, Wash Basins, urinals in toilets, verandahs, portico, etc are one of the responsibilities of housekeeping staff. They are also responsible for arranging, shifting and placing the table and chairs available in the Institute during the Institute events. The above activities constitute the routine housekeeping services carried out within the Institute. In case of any such requests, you may raise a ticket under the Help topic “Sanitation/Cleaning/Housekeeping” in the support portal.

Working hours: The working hours of housekeeping service is from 08:00 am to 05:00 pm on all days (Monday to Saturday).

4.8 RESTAURANTS AND EATERIES ON CAMPUS

The Institute provides a range of food and beverage facilities across its campuses. These include an eatery at Kedaram at the Sahyadri Campus, Kaapi Food Court and an Amul outlet at the Nila Campus, as well as a Nescafé outlet at the APJ Abdul Kalam Block in the Sahyadri Campus and Nescafé vending machines in Sangraha and Samgatha. The institute has separate mess facilities in both the Nila Campus and Sahyadri Campus.

4.9 BANKS AND ATM CENTRES

The institute has following banking facilities

- State Bank of India (SBI) - Location: First Floor, Dr. A P J Abdul Kalam Block, Sahyadri Campus
- Canara Bank - Location: Ground Floor, Dr. A P J Abdul Kalam Block, Sahyadri Campus

ATM: Canara Bank ATM is available at Samgatha Building, Nila campus. SBI ATMs are available at Entrance area of APJ Abdul Kalam Block and Backside entrance of Saraswati Block (Near the canteen).

4.10 POST OFFICE

The Kanjikode Post Office is 3 km away from the Nila campus. India Post, Flipkart, Amazon etc provide their delivery services to IIT Palakkad offices and hostels. Faculty members may submit their official postal/courier items to the Dispatch Section through the Department staff.

4.11 SHOPPING AND PURCHASES IN THE CITY

Faculty members of IIT Palakkad can avail exclusive offers and discounts at selected restaurants below in Palakkad by showing their valid Institute ID card during dine-in

- Fruitgasm - Natural Ice Cream and Patisserie - flat 10% off
- Heaven Dine Restaurant - flat 10% off
- Vox Sky Lounge & Fine Dine - flat 7.5% off
- Bake'Ryt - flat 20% off on Dine-in & Takeaway (additional delivery charges applicable for campus delivery)
- Momo & Me Palakkad - flat 10% off
- Sanchari-by Chef Pillai - flat 10% off
- Domino's Pizza - Corporate Menu Pricing during Dine-in along with exclusive campus delivery on Tuesdays and Saturdays at corporate menu rates. Faculty members may avail the dine-in corporate pricing by showing the Institute ID card and mentioning the code: UDAY_STORE_MANAGER_IIT_PKD_COLLAB.
- McDonald's - flat 5% discount on purchases above ₹500 during dine-in upon showing Institute ID card. Additional combo and bulk-order offers as applicable at the outlet.
- D9 by Monarch - flat 10% off
- The Choco Land - flat 10% off

- King & Queen Unisex Salon, Puduserry - minimum of 20% off on all their available services

4.12 KADAMBINI - IIT PALAKKAD WOMEN'S FORUM

The Kadambini forum⁷ envisages bringing about positive impact and development in the social, academic and working environment of the women community of our institute and the society at large by organising events and providing venues for discussions and interactions.

Broadly, the forum plays the following roles:

- To act as a forum for cultivating an increased positive attitude among the women community of the institute through small group interactions and events.
- To work towards getting welfare policies implemented for the benefit of the institute women community and to act as a channel for providing feedback and proactive inputs for institute level policy-making in related matters.
- To conduct activities at the institute level targeting the entire institute community, to sensitise them about gender related issues that are likely to exist in our daily social and academic environment.
- To conduct outreach programmes to help improve the quality of life and educational development of women from the neighbouring communities.

4.13 CRÈCHE - BALYAM VIHAR

IIT Palakkad operates Balyam Vihar, a child care facility dedicated to providing a safe, caring, and nurturing environment for children of the institute community. The creche is managed by trained caretakers under the supervision of the Balyam Vihar Committee and is equipped with child-friendly play materials and regularly monitored hygiene standards.

► Services Offered

Balyam Vihar aims to support the overall well-being and development of children through:

- A safe, caring, and child-friendly environment.
- Daily monitoring of children's activities, eating habits, and general health.
- Assistance in developing healthy habits related to eating, resting, and sleeping.
- Support during meals and bathroom/diapering activities, as required.
- Structured activities that promote cognitive, social, emotional, and behavioural development, including storytelling, art and craft, music, dance, and games.

► Working Hours

- Regular working hours are from 9:00 am to 5:00 pm, Monday to Friday.
- Parents/guardians are requested to pick up their children before 5:30 pm.
- The creche remains closed on all public holidays as per the institute calendar.
- In exceptional circumstances, childcare support on Saturdays may be considered upon prior

⁷<https://iitpkd.ac.in/kadambini>

intimation at least two days in advance, subject to feasibility and approval.

► Instructions to Parents/Guardians

- Parents are required to send snacks, meals, refreshments, and water bottles daily. All personal belongings should be clearly labelled.
- The creche does not provide food or beverages.
- Parents should provide an extra set of clothes, adequate diapers (if required), a towel, and a bedsheet for resting hours.
- Children suffering from fever, severe cold, or other contagious illnesses should not be brought to the creche. If a child becomes unwell during the day, parents will be informed and requested to pick up the child immediately.
- Caretakers will not administer medicines. Parents may personally provide medication if necessary and may seek assistance from the caretakers.
- Parents are advised not to send personal toys, chocolates, expensive jewellery, or valuable accessories with the child. The creche will not be responsible for loss of personal items.
- Parents should not offer money or gifts to caretakers.
- Parents may visit the creche only during the designated visiting hours (1:00 pm - 2:00 pm). During the initial adjustment period, parents or a previously introduced guardian may spend additional time to help the child settle comfortably.
- Drop-off and pick-up must be carried out only by parents or authorised persons already introduced to the caretakers.
- Suggestions regarding child management should not be given directly to caretakers. However, constructive feedback and suggestions are welcome through proper communication channels.
- All correspondence may be addressed to: balyamvihar@iitpkd.ac.in

4.14 CHARITABLE TRUST

The objectives of the Institute charitable trust⁸ are:

- Provide necessary financial assistance to the poor students.
- Carry on such programs as the trustees may deem fit and proper for the welfare of such poor students studying in IIT Palakkad.
- Provide vocational training in any vocation including health administration, social welfare, women's education, adult education and other training.
- Generally to carry on all charitable activities that are beneficial to the society or classes of society, from time to time and also to take up other incidental charitable objects, which are not prohibited under any law, order or instruction from government.

⁸<https://sites.google.com/iitpkd.ac.in/iitpkdcharitable-trust/home>

Disclaimer: This handbook is intended to serve as a consolidated reference for faculty members, providing essential information about IIT Palakkad. It is intended solely as a guide and is not a legally binding document. In the event of any discrepancy between the contents of this handbook and the Institute's Statutes, Ordinances, Regulations, Rules, Policies, or official notifications, the latter shall prevail. The contents of this handbook are subject to periodic revision and updating. Suggestions, corrections, and feedback may be sent to the Office of the Dean Administration at office_deanadmn@iitpkd.ac.in

