



ENGINEERS WITH
SOCIAL RESPONSIBILITY



FACULTY HANDBOOK

Table of Contents

The Institute & Governance	-	06-07
Institute Facilities	-	08-12
Expectations, Terms and Conditions of Service	-	13-16
Research Incentives	-	17-18
Consultancy Policy	-	19-20
Faculty Entrepreneurship Policy	-	21-23
Leave Rules	-	24-27
Research Policy and Principles	-	28-31
Code of Ethics and Conduct for Faculty	-	32
Annexure 1	-	33



ENGINEERS WITH
SOCIAL RESPONSIBILITY

Vision

To help build a knowledge-led society founded on intellectual competitiveness for global leadership.

Mission

To become a first choice academic institute having high caliber students, a dynamic faculty, a sensitive administration, functioning within an atmosphere of innovative research, emphasizing academic cooperation and global collaboration.

To nurture graduates to be civically engaged individuals who recognize their responsibility and role in their communities and the world.

The Institute

DA-IICT was founded in 2000 as a unique university devoted to the cutting-edge interdisciplinary area of Information and Communication Technology (ICT). ICT was emerging as the technology of the future bringing in the fourth Industrial Revolution. Well known and highly qualified faculty members joined DA-IICT and developed a curriculum and research program steeped in all aspects of ICT, societal, scientific, and technical. Primarily driven by the growing need to create a world-class Institute in the most crucial areas of Information and Communication Technology and strengthen the nation with high quality personnel, Dhirubhai Ambani Institute of Information and Communication Technology Society has been created as a non-profit education society under the Societies Registration Act, 1860.

In pursuant to the basic objectives to create and maintain centers of excellence, the Dhirubhai Ambani Institute of Information and Communication Technology (DA-IICT) has been established at Gandhinagar, the capital of the State of Gujarat. The Institute started functioning from 6th August, 2001.

The Act No. 6 of 2003 of the Gujarat Legislature provided for the establishment of the DA-IICT and conferred on it the status of a University. On 30 November 2004, the DA-IICT was included in the list of Universities maintained by the University Grants Commission under Section 2(f) of the UGC Act, 1956. DA-IICT is a member of the Association of Indian Universities (AIU) as approved by the AIU at its 84th Annual Meeting held during 12-14 November 2009.

The Institute started its journey with the first batch of 246 students for a four-year B.Tech. Programmes in Information and Communication Technology. After two decades of existence, DA-IICT has grown into a full-fledged Institution of Excellence with Undergraduate, Postgraduate & Doctoral Programmes producing cutting edge research in the fields of ICT, sciences and humanities.

Governance Structure

The DA-IICT Society, which is a registered Society under the Societies Registration Act, has established the Institute for the furtherance of the objectives of the Society.

Since 2008 onwards, the Society has come under Dhirubhai Ambani Memorial Trust (DAMT). Mrs. Tina Anil Ambani is the Patron Trustee of the Society and the ex-officio President of the Board of Governors of the Institute.

For all the academic matters, the Academic Council is the authority, which is chaired by the Director of the Institute and includes inter-alia some external professionals.

The institute is led by the **Director** who is responsible for implementing the board's policies and overseeing the day-to-day operations. The Director is responsible for general supervision and overall administration of the institute. He is the interface and link among all the stakeholders.

From its inception institute faculty has a flat structure. It does not have separate academic units/departments representing different disciplines. The Director is supported by the executive registrar in running the general administration; and is assisted by the three Deans in running the academic administration of the institute.

- The academic affairs of the institute are overseen by the **Dean (Academic Programmes, AP)**, who deals with issues related to faculty, students, and academic administration. The Dean (AP) also presides over the undergraduate and postgraduate programme committees (UGPC and PGPC) of the institute. The Dean (AP) is assisted in his/her work by an Associate Dean (AP).
- The **Dean (Research & Development, R&D)** looks after research and development activities of the institute. The Dean (R&D) takes care of

sponsored projects and consultancy matters as well as filing patents. There is an **Associate Dean (R)** who assists the Dean (R&D) to discharge his/her responsibilities.

- The **Dean (Students Affairs, SA)** is responsible for student activities and welfare, other than academic matters (which are dealt with by the Dean (AP). These include hostel, sports and cultural affairs. The Dean (SA) also chairs the Disciplinary Action Committee (DAC) to look into infringement of disciplinary rules applicable to the students.
- The **Executive Registrar** is officially the custodian of all records and funds received by the Institute. (S) he is also the Member Secretary of the Board of Governors, Academic Council, and also of the Finance and Allocation Committee.

The Director is also aided by several committees.

- The largest and most important of these is the faculty itself, which meets **at least twice every semester** for a Faculty Meeting, and takes major decisions of broad impact. The faculty has the important role of ensuring continuity in broad policy directions.
- The Faculty search committee, chaired by the Director, is responsible for taking decisions at all stages of the faculty recruitment processes.

[Annexure 1](#) presents the charts showing the broad organisational structure of the institute.

List of Centres

- Centre for Continuing Education Programme (CEP)
- Dhirubhai Centre for Entrepreneurship And Incubation (DCEI)

Faculty Structure

The DA-IICT teaching and research activities of the faculty are broadly in the disciplines of Engineering, Science, Humanities & Social Sciences, and Design. As stated above, from its inception the faculty have a flat structure and exist as a single entity.

List of Programmes

The institute runs the following undergraduate, post-graduate and Ph.D. Programmes. Some new programmes are added recently to the institute portfolio in order to be contemporary with the fast evolving world of science and technology education.

- **B Tech** (Information and Communication Technology, ICT)
- **B Tech** (ICT Honours with minor in Computational Science)
- **B Tech** (Mathematics and Computing, MnC)
- **B Tech** (Electronics and VLSI Design, EVD)
- **M Tech** (ICT) with specialization in
 - Software Systems
 - Machine Learning
 - VLSI & Embedded Systems
- **M Tech** (EC) with specialization in Wireless Communication & Signal Processing
Joint initiative by DA-IICT & C R Rao Institute of AIMSCS]
- **MSc** (Information Technology, IT)
- **MSc** (Data Science, DS)
- **MSc** (Agriculture Analytics, AA)
Joint initiative by DA-IICT, AAU-Anand and IIRS-Dehradun]
- **M Des** (Communication Design, CD)
- **PhD**



ENGINEERS WITH
SOCIAL RESPONSIBILITY

Institute Facilities

The institute offers a green campus spread over 50 acres of land in Gandhinagar, Capital City of Gujarat. The campus is carefully planned and designed as an environmentally conscious campus. The architecture of DA-IICT is functional, but what surrounds it is a fascinating garden. The entire design is oriented towards preserving the environment. The campus with trees, lawns and bushes bearing green leaves and exotic flowers surrounding the buildings and pathways instils in the minds of faculty and students an enriching environment for learning.

The campus also has an herb garden with species of rare medicinal plants. The landscape was planned and developed in a manner that no rainwater is lost. The irrigation for campus garden and lawns is carried out with recycled water. Its solid waste management system churns out organic fertilizer out of dry leaves, vegetable and food waste generated from food courts. The campus is a haven for bird-watchers, with a variety of species of birds being spotted.

The institute offers all kinds of infrastructural support to facilitate the pursuance of academic excellence by the faculty.

Resource Centre

Resource Centre (RC), the Library of DA-IICT, has a rich and diverse collection of books (print and electronic), journals (print and electronic), theses, data bases and audio visual materials on a variety of subjects including science, technology, humanities, and social sciences. It serves as an innovative partner in teaching, learning and research activities. RC is housed in its Wi-Fi enabled two buildings covering an area of about 16000 square feet which can accommodate about 300 users at a time. The RC has a collection of about 31020 books, 11230 e-books, 5674 e-journals, 78 print journals, 10 databases, 663 theses and 3913 audio visual materials. This collection can be searched by a web-enabled online catalogue.

The students can also browse and access the various electronic resources such as e-journals, e-books and databases using the dedicated terminals in the reading zones. RC offers language learning as well. RC has resource sharing collaboration with Information and Library Network (INFLIBNET) and National Digital Library of India (NDLI). The inter-library loan and resource sharing are a part of external reach services. RC also preserves and archives the internal (faculty and students) publications and institutional events records for posterity and further dissemination.

Computer & Internet Facilities

The institute has its own Datacentre with 30 servers and with a 10G switch for server farm to provide various IT services like email, web hosting, files sharing and software license management, campus management, Imaging of PCs, HPC cluster and other services. The Institute also has a setup of a HPC cluster of five nodes (one master and four compute nodes of which two compute nodes are GPU enabled).

The cluster is equipped with a 40Gbps SAN switch. Scientific Linux 7.1 OS is used to build the HPC Cluster tools like Torque, Open MP, Ganglia. The HPC also consists of various other open source development tools.

The Institute provides a computing setup comprising eight computing servers to facilitate the research work of Faculty, M Tech and PhD students. The servers operate on Scientific Linux 7.1. Of these eight servers, three are set up with high-end GPU.

The laboratory courses of all academic programmes run with 1:1 computing facility with campus wide LAN and WLAN services with bandwidths of 1 GBPS & a 20 MBPS fibre Leased line.

Sponsored Research Labs

Besides the above academic programmes, a number of research labs mostly funded by the research grants from outside agencies are engaged in cutting-edge research in specialized fields. Various Research Groups use the sponsored research labs as well as centralized computational facilities of the Institute (Refer Fig.1) to carry out advanced research in different technical/scientific areas.

The research activities of these labs are led by the faculty members working in the relevant fields. The students across all programmes often work on research projects offered by these labs. In the following, the list of research labs, its activities, and the faculty member/ members associated with it are furnished. A faculty member interested in the research activities of the lab may join.

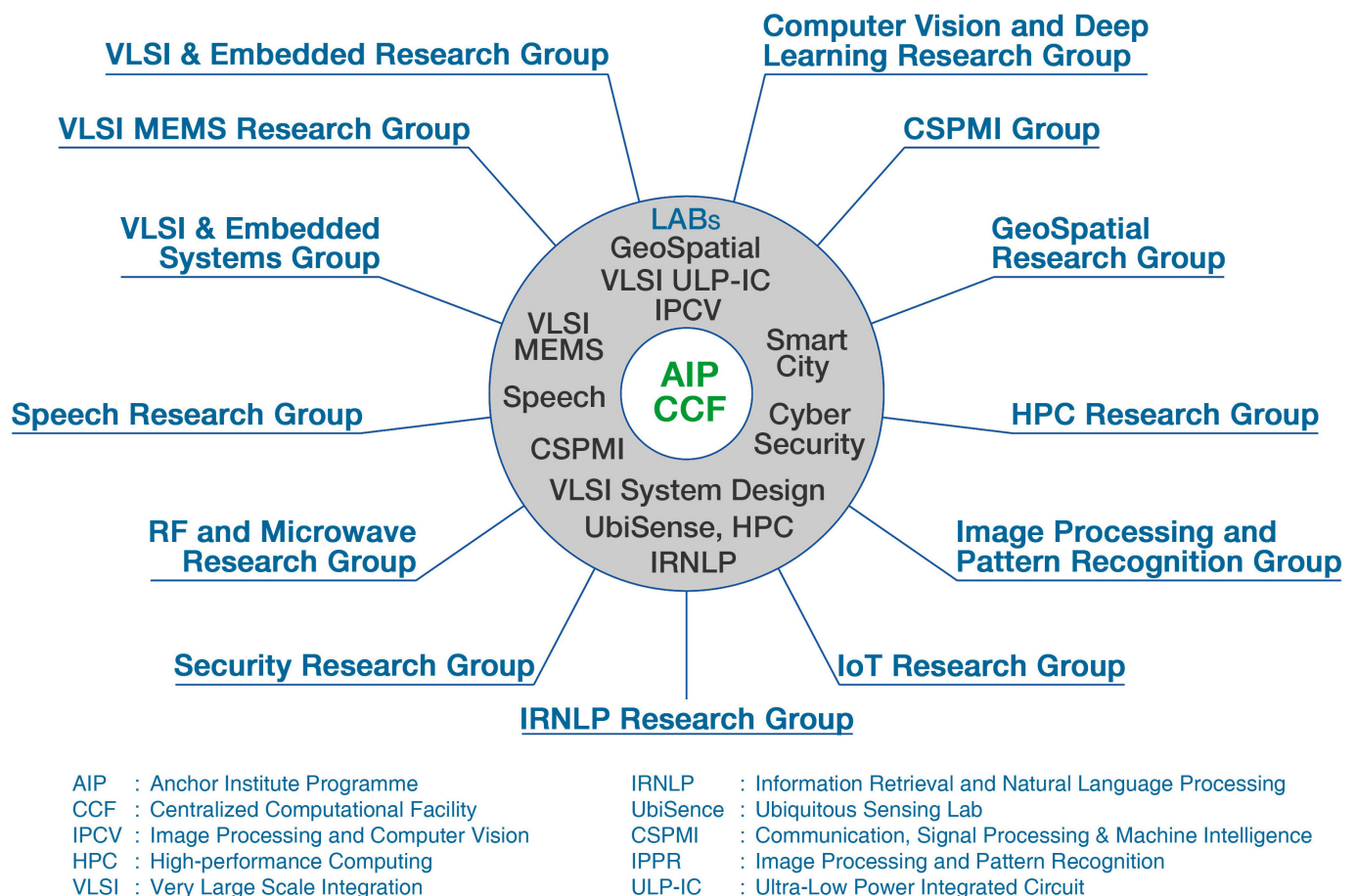


Fig.1



ENGINEERS WITH
SOCIAL RESPONSIBILITY

Institute Facilities

Communication, Signal Processing & Machine Intelligence Lab (CSPMI)

Faculty In charge: **Dr. Yash Vasavada**

The CSPMI Lab at DA-IICT engages in research and innovations in the domains of wireless and satellite communication systems, applied signal processing, control systems, wireless networking and communication system engineering. The lab is funded by ISRO on various projects including development of energy and bandwidth efficient transceivers for next generation wireless systems, novel channel estimation techniques, development of distributed antenna beamforming and compressive sensing algorithms etc. In addition, the CSPMI Lab also engages in collaborative research with internal and external research groups in the domains of cybersecurity, machine learning, embedded systems, etc.

RF and Microwave Lab (RFM)

Faculty In charge: **Dr. Deepak Ghodgaonkar**

The radio frequency and microwave group is involved in research activities in the areas of microwave imaging and microwave non-destructive testing (MNMT) of materials and structures. Projects include development of microwave absorber, microwave imaging of human body, development of RF/Microwave tunable attenuator based on magnetic fluid and development of dielectric resonator antennas for navigational satellite applications.

Robotics & Autonomous Systems (RAS)

Faculty Members Associated: **Dr. Tapas Kumar Maiti**

The RAS group works in the development and control of intelligent robots and autonomous systems. The group conducts multi-disciplinary research on the software and hardware aspects of autonomous wheeled-mobile robots, unmanned aerial vehicles, robot operating systems and humanoid robots. The group aims to develop AI-based robots and data-driven control algorithms for industry 4.0, rescue operations, Intelligent Transportation Systems, Smart-Agriculture, Safety and Security. The group has a state-of-the-art lab facility and research funding from agencies, such as GUJCOST, for conducting research in the above-mentioned areas.

System Design Lab (SDL)

Faculty In charge: **Dr. Vinay Palaparthi**

The system design Lab (SDL) works in the areas of sensors and system design mainly for agriculture applications. Projects include development of soil moisture, leaf wetness sensors, ambient and soil temperature and reactive humidity sensors which are widely used for optimum irrigation and plant disease predictions. The lab has received funding from DST SERB, DST GUJCOST, and TIH IoT- IIT Bombay.

Geospatial Lab

Faculty In charge: **Dr. Ranendu Ghosh**

The geospatial group works on projects that include monitoring, vulnerability assessment and combating plans for desertification and land degradation, detection of heavy metal pollution in vegetation and characterization of soil clay minerals using AVIRIS-NG data sponsored by ISRO and a machine learning based approach to prediction of pre-Harvest cotton yield.

Speech Lab

Faculty In charge: **Dr. Hemant Patil**

The speech lab works on problems related to using information hidden in speech and creating an interface between human speech and computer for certain important tasks. The lab works on projects funded by DeitY and DST. Projects include speech and speaker recognition, analysis of voice biometric attacks, speech synthesis, audio search applications, voice conversion, etc. The group is currently focusing on algorithms and systems of speech processing.

UbiSense –Ubiquitous Sensing Lab

Faculty In charge: **Dr. P.S Kalyan Sasidhar**

The UbiSense research lab works in the areas of mobile and pervasive computing. The lab works on projects funded by DST-NRDMs and ICSSR. Projects include developing a novel indoor location estimation and navigation system for indoor buildings, assessing and quantifying college students' behavior including their physical activities, offline social interactions, sleep patterns using smartphone data and map to their mental health status, and development of wearable devices for rural health care monitoring.

Cyber Security

Faculty-In charge: **Dr. Manik Lal Das,**
Dr. Anish Mathuria and **Dr. Priyanka Singh**

The Security Group carries out research on applied cryptographic algorithms, security protocols, design of lightweight cryptographic primitives, key management and access controls. The research work in the group is supported by various projects funded by DST and IFCPAR/CEFIPRA. Projects include a forensic tool for land revenue documents forgery detection, security and privacy infrastructure for Internet of Things (IoT) scenarios and applications, and study of privacy, accountability and ownership in IoT.

Image Processing Computer Vision

Faculty Members Associated: **Dr. Aditya Tatu,**
Dr. Anil Roy, Dr. Bakul Gohel, Dr. Manish Khare,
Dr. Manjunath Joshi, Dr. Shruti Bhilare and
Dr. Srimanta Mandal

In Image Processing computer vision research group, works on several topics in the areas of computer vision and image processing intelligent video surveillance image dehazing, image retrieval, image super resolution, and many more problems. Lab received funding from DST-SERB. Projects include integrated surveillance system for suspicious behaviour analysis, polarimetric SAR image classification, sign board detection, biometric face recognition, face anti-spoofing, underwater video surveillance, object tracking, anomaly detection.

HPC Lab

Faculty In charge: **Dr. Bhaskar Chaudhury**

The computational data science and HPC group primarily carries out research in three broad areas namely Computational Science, High Performance Computing and Data Science. The members of the lab work in the areas of Computational Plasma Physics, Heterogeneous and Parallel computing, Computational Electromagnetics, Computational Finance, Data Visualization and Applications of AI/ML for scientific and engineering problems. Lab has received significant amounts of funding via several sponsored projects supported by DST-SERB, DAE-BRNS, DST-NSM, GUJCOST, NSF-USA and nVIDIA.

Ultra-Low Power Integrated Circuit (ULP-IC) Lab

Faculty In charge: **Dr. Biswajit Mishra**

ULP-IC Lab research focuses on developing very low voltage and very low power digital and mixed-signal circuits and systems for next generation electronics. Current research projects are focused in the following areas:

- Batteryless Electronics and Energy Harvesting Electronic Circuits
- Low Power Capacitive and Time to Digital Converters
- Affordable System Design Considerations for Environmental and Healthcare Monitoring for Resource Constrained Regions
- Lightweight Reconfigurable Hardware for DSP Applications

The lab has received generous support and grants from DST-IMPRINT, DST-SERB-Core Research Grant, DST-S&T and Industrial Start-Up Grant. It has produced 4+ PhD, 30+ M.Tech. and numerous B.Tech. thesis and one start-up.

Smart City Lab

Faculty Members Associated: **Dr. Anil Roy,**
Dr. Sanjay Srivatsava and **Dr. Bakul Gohel**

The lab was founded in 2016 to cater to the potential opportunities created by the central government's Smart City Mission and the state government's declaration of developing five cities including Gandhinagar and Baroda. The lab works in the areas of IoT, sensors applications, humanitarian technologies, sensors network, cyber security etc. Projects include smart pen, Kinect-o-Therapy, MYOSA, VI-Navi, and weather drone. This lab has also received several consultancy projects from the government of Gujarat and some private hospitals.



ENGINEERS WITH
SOCIAL RESPONSIBILITY

Institute Facilities

Food Court & Cafeteria

It is the best spot on campus to relax and chat with diverse options for food and beverages. It caters both vegetarian and non-vegetarian food from early morning to late night.

Gym

The GYM is housed on the first floor of the Students' Activity Center-1 (SAC-1). It includes the change/rest room for boys and girls. It is well equipped with 36 functional equipment of state-of-the-art, like Chest Press, Functional Trainer, Bicycle, Multi Press, Shoulder Press, electronic Treadmill etc. 15-20 persons can use the GYM at a time. It is open to all from 6 AM to 9 PM except 5 PM to 7 PM, which is reserved for Girls.

Health Care Facilities

The Institute has a Medical Centre for all the students, faculty and staff of DA-IICT. Two doctors visit the centre every day at fixed hours. i.e. between - 12.30 to 13.30 hours and 16.45 to 17.45 hours on all working days. The students, faculty & staff members can consult them free of any charges. Also beyond these hours doctors are available for consultation at their respective clinics. A medical room is available for students who need to be isolated for medical reasons. Panel of medical specialists is also available.

DA-IICT has a tie-up with Apollo Hospitals, Hi-Tech Hospital and SMVS Hospital, Gandhinagar for the cashless treatment of students, staff and faculty members. DA-IICT does not have ambulance but whenever needed, 108 is called for emergency services. In addition, a vehicle with a driver is available 24/7 in case of emergency.

All permanent faculty members are covered under medical insurance. The details of the insurance policies are available at the Registrar's Office. The faculty member and their family members are covered for cashless hospitalization up to 10,00,000/- including Covid-19.

DA-IICT has a Stress Management Centre since July 2012. It also has the services of two professional counsellors since July 2014. The counsellors visit the Institute twice a week. A student is free to contact them (by prior appointment at the given e-mail id or via phone) or just go and talk to them when they are visiting. The counsellors provide students a comfortable and confidential environment and help them to focus on and understand more clearly the issues that concern them. This includes handling personal, family and peer problems as well as managing academics more responsibly. They offer support and respect the values, choices and lifestyle of the student. The process involves no medication, only interaction, and confidentiality is maintained in all the cases. The counsellors also hold interactive sessions with students for which they are informed well in advance.

Medical Fitness

All regular faculty members of the Institute are sent to the hospital immediately after joining for medical fitness test and subsequently, medical fitness certificate is received from the Hospital for our records.

Campus Guest Houses

The Institute has built two independent guest houses for its guests on campus. These are furnished, well maintained, and each has three bed-rooms, hall, kitchen and a washing area.

Campus Accommodation

The campus is residential for the undergraduate students. Campus accommodation for faculty is not considered an important issue since its inception. Faculty members find accommodation in close proximity of the institute if they prefer to stay in Gandhinagar; otherwise, they stay in Ahmedabad and prefer daily commute. In fact, the faculty members find these options are working out well.

Expectations, Terms and Conditions of Service



ENGINEERS WITH
SOCIAL RESPONSIBILITY

1. Expectation from The Faculty

DA-IICT believes that competent and committed faculty will be the foremost building block in the development of an academic institution, who would enjoy academic freedom and flexibility to create, innovate and implement new frontiers in teaching and learning, focus on research and publications, and doing all that will benefit the student body and the society at large. A high quality, committed and responsive faculty member would facilitate creation of an ideal and conducive environment for achieving excellence in teaching, learning and research activities.

1.1 Academic Responsibilities

1.1.1 Teaching

As a core activity (along with research), teaching involves delivery of courses (and performance of associated activities such as evaluation) as part of the Institute's academic programmes. The rules governing various aspects of academic programmes are determined by the Academic Council DA-IICT. It prides itself on offering a flexible curriculum for its programmes, which gives each student ample opportunity to pursue his/her academic interests irrespective of the discipline to which he/she belongs.

A regular faculty is expected to teach three courses in an academic calendar year. Normally, one course in Autumn semester (July-December) and two courses in Winter semester (January-May) or vice-versa, which will be assigned by the Dean (AP) depending on the requirement. A faculty member will be asked to teach core subjects at undergraduate and postgraduate level, and at the same time, and will be given option to offer new elective in his/her area of interest or get involved in existing elective courses.

In addition to conventional classroom teaching, faculty will be responsible to evaluate student performance in his/her course(s). Student project/thesis supervision, student mentoring and participation in semester evaluation process as per the academic calendar is an integral part of faculty's academic responsibility.

For visiting faculty and adjunct faculty, the Dean (AP) will discuss with the concerned faculty for teaching assignments. In most of the courses, faculty is supported with a number of teaching assistants (TAs), PhD students and MTech students, who help in running laboratory and tutorial sessions in the courses.

1.1.2 PhD Supervision

Apart from teaching and instructing courses, A faculty member is also expected to do a fair amount of supervision at the UG/PG and PhD levels. The PhD supervision entails certain basic criteria.

- Only full time faculty are entitled to undertake PhD supervision.
- At any given time point, the number of Institute research scholars working with a faculty member shall be as per UGC norms.
- A supervisor is expected to supervise the student till satisfactory results are achieved.
- A supervisor must keep a check that the students being supervised deliver the semester wise Research Progress Seminar (RPS) after clearing comprehensive examination. The objective of the RPS is to provide collective feedback about the research completed by the student in the current semester, and on continuing and refining his/her research. The RPS committee lays emphasis on publications in reputed international journals, filing invention disclosures and patents based on nature of the research output, and also encourages the student to present his/her work in national and international conferences and workshops.
- A faculty member can also serve as a co-supervisor if a student chooses to have more than one supervisor, and if this is approved by the Dean-AP.
- If a faculty is going on long leave, such as lien/sabbatical leave/special leave/deputation etc., the faculty member must propose an alternate arrangement to continue the academic activities of his/her students. Whenever a supervisor leaves the Institute permanently or temporarily for a period

Expectations, Terms and Conditions of Service

greater than or equal to one year, the Dean-AP shall provide new supervisor(s) for the students being supervised by him/her before his/her departure

- Change of supervisor is generally not advised and should be sought as a last resort. Under exceptional circumstances, switching of supervisor may be permitted on recommendation of the Dean (AP). Every effort should be made to allow a smooth transition for both the faculty and the concerned student.
- Student supervision can also be done jointly with faculty or staff of other universities or educational institutes. The institute facilitates joint advising of students across institutes and permission may be sought from the Dean (AP) having co-guides from outside DA-IICT

2. Upgradation of Knowledge & Skills

In order to continually upgrade knowledge and skill, faculty members would be encouraged to attend national and international conferences, seminar and specific training programmes. The Institute would provide incentive for this purpose as may be decided by the director.

3. Discipline and Ethics

Discipline and high standards of ethics are important guiding philosophy at DA-IICT. Faculty at all level are required to appreciate the importance of high standards of conduct in their personal and professional accomplishments. Through their conduct they should strive to emerge as role models to others and the society at large.

4. Terms and Conditions of Service

4.1 Probation

A faculty member recruited to any level is placed on probation for a period of one year. At the end of the probation period the Director in consultation with the

Dean (AP) makes a decision on the confirmation of the concerned faculty after taking into account his/her teaching feedback and research output during the probation period.

4.2 Compensation Package

All regular appointments shall be made under the concept of Cost to Company (CTC) and the total emoluments shall be in the following:

- 40% to Cover Basic, PF and Gratuity
- 40% choice pay out of specified ones
- 20% Performance Linked Incentive

As mentioned above the Institute provides compulsory health insurance for all the faculty members.

4.3 Annual Self-appraisal

For continuous improvement, performance appraisal of the faculty members is a sine-qua-non. The Board of Governors prescribes the mechanism for performance appraisal of faculty. Such evaluation reports may be used for various purposes such as career growth, suitability for specific jobs and deployment etc.

The three main areas in which faculty members contribute to the Institute are, Teaching, Research and Service. It is expected that, averaged over the year, a young faculty member would spend 40% of one's time during the working week on teaching, and up to 20% on service related activities, leaving the rest of the time (40% of the working week, in addition to weekends) for research. It may therefore be expected that, at various points where one's contributions are to be assessed, these weightage shall apply. It is possible, as one grows professionally these weightage may change as they may have to get more involved in the Institute's administration.

Expectations, Terms and Conditions of Service



4.4 Promotion Policy

4.4.1 Eligibility

Faculty members are eligible to apply for promotion provided they have completed the stipulated residency period after joining the Institute.

- **Promotion to Associate Professor:** A faculty member should have completed 4 years after the PhD degree, of which at least 3 years must have been spent at the Assistant Professor rank in the Institute.
- **Promotion to Professor:** A faculty member must have spent at least 4 years at the Associate Professor rank in the Institute.

4.4.2 Screening Process

An internal committee will be constituted by the Director to screen the eligible candidates. The screening committee shall comprise the Director, Dean (AP), Dean (R&D), and one or two professor from the Institute.

The screening criteria are divided into two categories. All of the A-criteria should be fulfilled. For B-criteria, a specified minimum number of criteria should be fulfilled.

4.5.1 Promotion to Associate Professor

A Criteria

All of the following criteria should be fulfilled.

- Effective teaching delivery evidenced by course feedback.
- Supervision (or co-supervision) of UG projects/PG projects/PhD students.
- Effective service contribution as member of Institute committees/projects.
- At least 2 peer-reviewed research papers in reputed conferences/journals.

B Criteria

At least ONE of the following criteria should be fulfilled.

- Applications for external research grants.
- Entrepreneurial activities including consultancy, technology transfer/patents.
- Effective contribution to the organization of training programmes, workshops, or conferences.
- Receipt of national/international prizes/professional recognitions or publication of book/monograph by reputed publishers.

4.5.2 Promotion to Professor

A Criteria

All of the following criteria should be fulfilled.

- Contributed to course/lab development and innovation in teaching.
- Supervision (as principal supervisor) of at least 1 PhD student through completion of degree/thesis submission.
- Effective service contribution as convener of Institute committees/projects.
- At least 2 peer-reviewed research papers in journals of repute.

B Criteria

At least THREE of the following criteria should be fulfilled.

- Good record of gaining external research funding/consultancy.
- Activities that enhance the professional standing, such as serving on the editorial board of a journal, serving as external examiner for PhD theses, etc.
- Collaboration with social sector organizations, such as involvement in advisory/monitoring projects.

Expectations, Terms and Conditions of Service

- Leadership in organizing training programmes, workshops, or conferences. Entrepreneurial activities including technology transfer/patents.
- Receipt of national/international awards/ professional recognitions or publication of book/ monograph by reputed publishers.

not as voting members. The selection committee will interact with the candidates and evaluate the candidate's contributions to teaching and research. The Director will implement the final recommendation of the selection committee and the same will be placed before the Board of Governors for ratification.

4.5.3 Interaction with Selection Committee

The candidates recommended by the screening committee will be invited to make a research presentation and interact with a selection committee. The selection committee shall comprise the Director, two subject matter experts opted from outside the Institute, and a board representative (academic expert). At the meeting of the selection committee, Dean (AP) and Dean (R&D) will be present as observers, but

5. Age of Retirement

The age of retirement of faculty will be **65 years**. The actual date of superannuation in all cases will be the last day of the month in which she/he is born (as per the School Leaving Certificate). However, if the date of birth is the 1st she/he will superannuate on the last working day of the previous month.

(See: <https://www.daiict.ac.in/policies>)



1. Cumulative Professional Development Allowance (CPDA) Policy

The Cumulative Professional Development Allowance (CPDA) of **3 lakhs for every block of three years** on reimbursable basis is provided to a faculty member (after confirmation of their service) to support the following:

- Attending international conferences/symposiums.
- Attending national conferences/symposiums.
- Attending training and research programmes for professional development. Purchase of books and other contingent items.
- Membership of professional Societies.

The CPDA grant is primarily intended for presentation of research papers by a faculty member at academic conferences. Faculty members are encouraged to publish in reputed conferences that have high visibility and attendance by the academic community. A faculty member can seek support more than once during the financial year as long as the support amount does not exceed the limit. The CPDA amount cannot be utilized during the period in which a faculty member may be on leave or extraordinary leave.

The following parameters will be used to prioritize support requests from faculty members:

- Sponsored projects earned by the faculty member (as PI/co-PI) including their financial outlay.
- Number of doctoral students guided by the faculty member.

1.1 Application Procedure

- CPDA grant applications should be submitted to Dean (Research) by e-mail. For conferences, the following information should be included: (a) conference dates and location; (b) acceptance notification and acceptance rate; (c) title of paper and author list; and (d) proposed budget.

- Dean (R&D) will forward such requests to the Director, who is the approving authority for expenditure under this head.
- The decision on the grant application will be conveyed by Dean (R&D) via e-mail.

Guidelines for budget preparation: The budget for conference attendance should include expenses for registration, travel, accommodation (including meals), and local travel. The expenses will be reimbursed as per actuals subject to a ceiling. All receipts, bills and boarding pass / train tickets are need to be produced for reimbursement of expenses.

2. Seed Grant Policy

Seed Grant Provision to Young Faculty

In order to motivate the newly joined faculty for carrying out quality research and to drive them to apply for external funding DA-IICT supports them with seed grant. A faculty member is supported up to INR 3,00,000/- over a period of 2 years after carefully evaluating the research proposal by a competent committee. The seed grant policy has all the necessary details

- The purpose of the seed grant policy is to set out the guidelines and procedures governing seed grant taken by the faculty members. A seed grant is offered to the faculty members to encourage them to pursue a new research idea which are expected to generate research grants in future from the relevant industry or different funding agencies or publications in reputed journals. The seed grant may also make the faculty members more competitive in getting started on writing research grant proposals, establishing contacts with external organizations (Industry, Service Sector, Government Departments and other agencies) and seeking external funding or support.



ENGINEERS WITH
SOCIAL RESPONSIBILITY

Research Incentives

- DA-IICT would ordinarily fund a faculty member up to 3,00,000/- for this purpose. The seed grant is typically operable over a 2-year period. The seed grant is routed by the institute to the faculty member through Dean (R&D). The office of Dean (R&D) will handle all the finances, auditing, and all purchases made using seed grants.

2.1 Seed Grant Research Proposal

A faculty member is required to submit the seed grant proposal to Dean (R&D).

- The seed grant is not expected to cover the costs for the full research plan, but only help a faculty member to start it. The overall research goal, approach(es), the type of facilities/equipment/consumables that are required, the expected outcome and possible uses/applications, and the agencies that can be approached to fund the projects in future.
- For a travel budget in your seed grant, a faculty member should consider the Cumulative Professional Development Allowance (CPDA) that he/she is eligible for from the institute (Rs. 3,00,000/- for a 3-year block period) for this purpose.
- The faculty member can't hire any staff from the seed grant but may take the help of the students.
- The seed grant proposal will be evaluated by the Research Promotion Committee (RPC) which may and opt for one external expert related to the research area of the seed grant proposal. The faculty member would be requested to make a presentation of the seed grant proposal to the RPC.
- RPC will also evaluate the progress of the work at regular intervals.

2.2 Format for Seed Grant Research Proposal

A seed grant research proposal must conform to the following broad format requirements:

- Name of the Investigator
- Title of the Seed Grant Research Proposal
- Background of the Research
- Brief review of work already done/Literature survey
- Rationale for taking up the research
- Research Objective
- Preliminary investigations done (if any)
- Innovative component of the research
- Research Methodology
- Significance
- Generation of new knowledge
- Development of new procedures
- Contribution to the research field
- Future research stemming from outcomes of the study
- Utilization of results
- Applications
- Publications in reputed journals, etc.
- Work Plan
- Phase-wise plan of action detailing time schedule
- Milestones may clearly be indicated
- PERT chart may be attached Budget Estimate (year-wise)
- Capital Equipment(s)
- Consumables
- Output and Deliverables
- Anticipated Journal Publications
- Suggested Post-Project Activities
- Suggested Potential External Agencies (for funding further research)
- Signature (with date) of the Investigator

(<https://www.daiict.ac.in/themes/daiict/images/DA-IICT-Seed-Grant-Policy.pdf>).

Encouragement to Carry out Consultancy

The purpose of the consultancy policy is expected to provide the guidelines and procedures governing consultancy assignments taken by the faculty members. Faculty members are encouraged to take up consultancy assignments provided they do not have any adverse effect on their ongoing academic and administrative responsibilities to the institute. The goal of the consultancy is to showcase/enhance their professional and/or academic competence and experience and solve practical problems. This will also establish the link between the DA-IICT and external organizations (Industry, Service Sector, Government Departments and other agencies) that will aid DA-IICT in areas such as increasing research opportunities and student placement. DA-IICT has a consultancy policy to guide the faculty

The standard terms and conditions for consultancy assignment are described below. The scope of the consultancy does not include sponsored research projects and other engagements where DA-IICT has a MoU with concerned sponsoring organization.

1. Consultancy Terms and Conditions

- The period of the consultancy assignment will not exceed one year. In exceptional case where the consultancy assignment is likely to exceed one year, a detailed justification is required in terms of quantum of work and intellectual challenges and it must be explicitly mentioned in the proposal.
 - The time spent on consultancy assignment by the faculty (consultant) shall be limited to 52 working days in a year (from the start date of the project on receipt of advance payment), maximum one working day per week during the regular semester. However, the consultancy may be extended to non-working days of the week. The faculty member may be permitted to utilize not more than twenty consecutive days towards consultancy during the vacation period (summer and winter).
- The minimum consultant fees per day will be Rs. 5,000/- plus GST at the prevailing rate or any applicable tax as prescribed by the Government of India from time to time. The minimum consultant fees as mentioned, is subject to amendment from time to time.
- The disbursement of the consultant fees will be as follows:
 - i) 70% of the consultant fees will be credited to the faculty's salary account through DA-IICT's payroll system.
 - ii) 10% will be credited to the concerned faculty's Cumulative Professional Development Allowance (CPDA).
 - iii) 20% will be credited towards Institute overheads.
 - If the consultancy project requires significant use of available institute resources (high-end computational software tools, specialized laboratory equipment, etc.), Dean (R&D) in consultation with the concerned faculty and Director, will recommend additional usage charges for usage of the institute resources; and it should be budgeted in the consultancy proposal.
 - The consultancy proposal will not include additional cost towards purchase of capital equipment and consumables.
 - The consultancy proposal may include hiring of additional manpower and it must be incorporated in the proposal.
 - Any other expenses (including travel and logistics) involved as a part of the consultancy assignment will be as per actuals, and reimbursed directly to the faculty by the sponsoring organization (client).



ENGINEERS WITH
SOCIAL RESPONSIBILITY

Consultancy Policy

2. Norms for Accepting Consultancy

- A consultancy assignment may be initiated either (i) by requests / enquiries from the industry / company / organization (client) directly to the Institute, or (ii) by discussion between the client and the faculty (consultant) / group of faculty.
(i) In case the enquiry is directly received by the Institute, specific consultant(s) depending on their expertise, will be identified by the Director.
(ii) In the event of a client preferring the services of a specific faculty, the assignment may normally be assigned to that faculty.
- The consultancy proposal is to be prepared by the faculty and submitted to Dean (R&D) for approval by the Director. It should include (i) the scope of work, (ii) duration, (iii) stage-wise deliverable schedule, (iv) stage-wise payment schedule (including advance payment), (v) relevant terms and conditions, (vi) requirement of additional manpower, and (vii) consultancy costing.
- The advance payment as mentioned in the consultancy proposal has to be paid before the start of the consultancy project, through NEFT transfer / crossed demand draft (drawn in favour of DA-IICT). In case of demand draft, it is to be mailed to the Executive Registrar, DA-IICT.
- On receipt of the advance payment from the client by DA-IICT, the Registrar's Office will set-up an account in the name of the consultancy project, assign an account number, and inform the concerned faculty.
- After approval of the consultancy project by the client, the consultant may hire additional manpower (preferably DA-IICT student) as per the proposal. This additional manpower will be selected by a selection committee. Total number of days for consultancy by this additional manpower is limited to one-fourth of the total consultancy period.

- Travel out of campus on account of consultancy activities on a working day should be taken with prior intimation to the Director.
- The consultancy amount will be disbursed to the faculty within 15 days on the receipt of the payment from the client.
- The Registrar's Office will intimate the faculty regarding the amounts credited to the concerned consultant's salary account (after TDS) and CPDA, and the amount credited to the institute overheads. It will also provide the utilization certificate.
- After the completion of the consultancy assignment, client's certified copy of the closure report must be submitted to the Dean (R&D).

3. Intellectual Property Rights

The terms and conditions regarding the rights pertaining to any intellectual property generated in due course of the consultancy assignment will be jointly worked out with the client based on the nature of consultancy.

4. Exemption

Prize money for any award because of recognition of research is excluded from the regulatory framework of this document. It simply cannot be treated as consulting, industrial funding or start up program.

(See: <https://www.daiict.ac.in/policies>)

Faculty Entrepreneurship Policy



ENGINEERS WITH
SOCIAL RESPONSIBILITY

Vision

“To encourage interdisciplinary research and innovation leading to successful start-ups”

Mission

- Manage Intellectual Property
- Evaluate new inventions
- Collaborate and negotiate research with industrial partners
- License the technology generated from the institute
- Create and Support start-ups

1. The Guiding Tenets

DA-IICT entrepreneurial activities aim to function by means of an effective coordination between its four key pillars: 1) the institute; 2) the faculty; 3) the students and 4) the collaborators. The purpose of this document is to frame a policy such that the four pillars work hand in hand to achieve best results. This is prepared with two guiding lights: 1) innovation and 2) faculty competence.

- We strongly encourage the setting up of start-ups. And each start-up must identify a faculty member of DA-IICT who can mentor its operations. It is mandatory that the faculty member should always be in the role of mentor, or director, or its equivalent.
- The primary focus would be on design and innovation. This we believe will adequately safeguard academic integrity and research interests. At this stage, our interest is in nurturing an atmosphere that will generate new ideas and lead to innovative propositions.
- Measuring the strength of a proposal is not rigid and conventional. Each proposal will be initially reviewed by a committee comprising all the stakeholders, from academia, industry and society, to measure its strength with respect to innovation and business-worthiness.

- We believe that the license based model offers the best way to quantify academic research. A successful application of this model will amount to making innovation address societal needs.

2. Pathway to Start-ups

The faculty who want to set-up an innovation based start-up has to apply formally to the director by sending an Expression of Interest (EOI): A one-page concept notes. Unless there is a valid reason why a faculty member desires to start a company elsewhere, i.e. outside DA-IICT, he/she is strongly encouraged to incubate the company through DCEI.

3. The Administrative Composition of the Start-ups

The role of the faculty in start-ups could be of four kinds:

- a) Faculty as promoter (ownership)
- b) Faculty as mentor (volunteer service)
- c) Faculty as a consultant (paid service)
- d) Faculty on the board of a start-up (holding shares without promoter)

The administrative body of a start-up in case of faculty being a promoter, can typically be composed in any of the following five modes:

- Faculty members alone
- Faculty members and students of the home institute
- Faculty members of the home institute and members of faculty of other institutes
- Faculty members, students and alumni
- Faculty members and other entrepreneurs

4. Usage of Labs

As companies get incubated at DA-IICT, the use of lab facilities is governed by the prevailing terms and policies of the institute.

5. Support to Start-ups

- The members of faculty may guide, coach and mentor the start-ups, if incubated by students alone, with the relevant expertise like helping in business plan preparation, making capital risk forecast and analysis, special advice (financial, technical, social).
- DA-IICT will provide hosting offices and lab access (the concerned faculty entrepreneur writes to the director for the approval).
- The seed funding in the form of a soft loan will be as per the DCEI start-up policy.

6. Start-Ups Internships

We assume that there would be good number of students interested in working in a start-up even if they may not want to begin a start-up themselves. They may be put under a mentorship process with IP experts, entrepreneurs, and design experts. Any student would be eligible to apply. The duration would range between 3-6 months

The internship program aims to motivate students to innovate (B.Tech, M.Tech and PhD students) by nurturing an innovation based ecosystem. The program provides students unique opportunities to develop a hands-on experience in innovation, development at early stage inventions and entrepreneurship.

By working with the labs or start-ups, the students would have an opportunity to develop or refine an existing invention, design and make prototypes, explore new applications, and evaluate markets. At the same time, the students may have opportunities to work with companies, groups and researchers associated with DA-IICT and may be mentored by experts from

the concerned areas. If the candidate performs well in the internship sessions, he/she may gain opportunities to get into an interface with the relevant accelerator programmes pertaining to technology transfer, entrepreneurship, intellectual property, marketing and industrial design.

The program is also open to post graduate students with different backgrounds, such as science, engineering, social sciences and design.

6.1 Requirements

An internship agreement must be signed with DA-IICT. These internships will not be accepted under the master thesis requirements. The award of the internship will be decided by the joint committee appointed by the director of DA-IICT.

7. Conflict of Interests

Whenever a faculty member of DA-IICT starts a company his/her time spent on company related work will overlap with his/her other responsibilities of the Institute. A comprehensive conflict of interests policy is needed for DA-IICT faculty. The policy covers the following:

- Whenever a DA-IICT faculty member is involved in the above mentioned activities he or she has to sign an agreement with the institute stating that his/her regular duties will not suffer on account of the conflict of his interests. If there is sufficient evidence against the faculty member that there is a negligence of his primary duties owing to his involvement in company or consultancy related work, the Dean-AP, under a clause of confidentiality, reserves right to request information regarding the activities of the start-up.
- If the faculty member is involved in consultancy work he or she is allowed at most one day per week for such activities.
- If the faculty member is involved in start-ups as a direct promoter then he or she cannot hold the position of an executive position such as CEO,

Faculty Entrepreneurship Policy

CTO or COO etc. until the company graduates (see the proper meaning of graduation of start-ups) from DA-IICT. He/she can hold a position of independent director.

- When the company graduates (grown sufficiently larger) then the faculty member can act as CEO etc. for the company however he/she has to take a sabbatical as per the rules of DA IICT or go for leave without pay as per the norms of DA-IICT with a discussion of specific situation.
- When a faculty is involved in start-ups as a non-promoter and he/she gets stock options (certain shares) of the company for holding a position of independent director a sharing model for stock options with DA-IICT has to be discussed and agreed upon. Also how these 2016-01-12 Classification: confidential Page 5 of 6 shares will be diluted when the company grows will depend

on the mutual agreement between faculty and DA-IICT (case by case). DA-IICT will have the first right to buy the shares if faculty wants to sell them.

- Whenever a faculty driven start-up is selected by an outside accelerator/incubator program in India or abroad and if (as per requirement) the faculty member can spend a maximum of semester at the incubation center as part of the process. However, such cases will be decided on the basis of the recommendations made by a committee appointed by the director.
- In cases where a faculty member offers his/her consultancy services to the company owned by another faculty member, the consultancy terms and conditions will apply. Refer to the DA-IICT Consultancy Policy Document.

(See: <https://www.daiict.ac.in/policies>)





ENGINEERS WITH
SOCIAL RESPONSIBILITY

Leave Rules

A faculty member will be eligible for different categories of leave as prescribed below:

1. Leave Not a Right

Leave cannot be claimed as of right and when exigencies so demand, leave of any description or nature may be rejected or revoked by the authority empowered to sanction the leave.

2. Authority Empowered to Sanction Leave

Leave may be sanctioned by the Director or by the functionary as may be decided by the Director from time to time. In the case of the Director, the Executive Board may sanction leave. However, in for Casual Leave, Director himself may avail of the leave. Leave should always be applied for and get sanctioned before it is availed of, except in case of emergency and for justified reasons.

3. Categories of Leave

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

- Casual Leave
- Special Casual Leave
- Special Leave
- Half-pay Leave
- Commuted Leave
- Earned Leave
- Extraordinary Leave
- Maternity Leave
- Paternity Leave
- Hospital Leave
- Sabbatical Leave
- Entrepreneurship Promotion Leave

3.1 Casual Leave

Casual leave shall be for 8 days for every calendar year with full pay. Casual leave shall not be combined with any other category of leave except with Sundays and/or holidays but the total combined absence from duty on account of casual leave should not exceed 7 days

at a stretch. Casual leave shall not be accumulated, and therefore shall lapse at the end of the calendar year. Entitlement for 8 days is for twelve months and therefore, admissibility to an individual shall ordinarily be in relation to the period spent of services in the year.

3.2 Special Casual Leave

Special Casual leave in addition to the Casual leave, may be granted to a member of the staff limited to 15 days in a year, when she/he is

- summoned by a court other than a case in which her/his private interests are not at issue;
- permitted to attend Seminar, Conferences, Selection Committee Meetings or for delivering an academic lecture;
- for any other purpose(s) as the Executive Board/ Board of Governors may from time to time decide.

3.3 Special Leave

Special Leave may be granted to the members of faculty who are deputed by the Institute in the interest of the Institute for such period and on such conditions as the Board may decide from time to time.

3.4 Half-pay Leave

All regular faculty members will be entitled to half-pay leave at the rate of half-pay and allowances admissible at the rate of 20 days for every completed year of service. Half pay leave may be granted on production of medical certificate or for purposes of private affairs. A faculty member who has been granted half pay leave on medical certificate shall not return to duty unless she/he is certified fit by a registered medical practitioner.

3.5 Commuted Leave

A faculty member has option to use her/his half-pay leave due to her/him converting it into half the number of due leave on full pay only if the leave is on medical grounds. Half pay leaves up to a maximum of 180 days of such leave can also be commuted during the entire service when such leave is utilized for an approved course of study. When commuted leave

is granted, twice the amount of such leave shall be debited against half-pay leave due. Not more than 240 days of Earned Leave and commuted leave may be sanctioned in conjunction. No commuted leave should be sanctioned unless the sanctioning authority has reason to believe that the faculty member will return to duty on its expiry.

3.6 Earned Leave

A non-vacation faculty member earns privilege leave at the rate of 30 days per year. Earned leave may be accumulated up to a maximum of 300 days. During the earned leave, a faculty member will draw leave salary at the same rate as the last pay drawn by her/him before proceeding on leave. Closed holidays may be prefixed and/or suffixed with the earned leave, but closed holiday during intervening period of leave will be counted as leave period. Faculty members will not be allowed to take any earned leave while on probation. Earned leave in respect of probation period, at the rate stipulated above will, however, be credited to their account on their confirmation.

A vacation faculty member shall be entitled to vacation as follows:

- Two months in Summer i.e., May and June
- No vacation in December

OR

1 month in Summer during May and June and
1 month in December.

However, adjustment of two months of vacation can be made within that limit in any manner during the one month of December or two months of May and June. A faculty member who joins the Institute in the month of October-November, will however not be entitled to the ensuing vacation of December. Similarly, a faculty member who joins in March-April will not be entitled for Summer Vacation.

Any faculty member who does not avail of the full two months of entitled vacation and spent the period in the Institute, working for teaching, research or any other work assigned by the Director, will be entitled to half of

the period actually worked without availing of vacation as Earned Leave which can be accumulated up to 300 days in the life time.

3.7 Extraordinary Leave

Extraordinary leave shall be without leave salary and may be granted when no other kind of leave is admissible or when other leave being admissible, the member of the faculty concerned specifically applies in writing for the grant of extra-ordinary leave which can be accumulated up to 300 days at any given time.

The period of extraordinary leave shall not count for increment except when such leave is granted due to sickness on medical certificate or for prosecuting higher studies, provided that in case of any doubt whether the extra-ordinary leave taken was for prosecuting higher studies or not, the decision of the Chairman of Board of Governors shall be final.

Except in the case of permanent faculty member, the duration of extraordinary leave on any occasion shall not exceed the following limits:

- Three months
- Six months, in case of faculty member, who has completed three years' continuous service on the date of expiry of the leave admissible to him under the rules, and a medical certificate supports his request for such leave.
- Eighteen months when the faculty member is suffering from tuberculosis or leprosy and undergoing treatment in a recognized clinic or under a specialist.

Where an faculty member other than a permanent employee, fails to resume duty on expiry of the maximum amount of extra-ordinary leave granted to her/him or where such a faculty member who was granted a lesser amount of extra ordinary leave than the maximum amount admissible to her/him, remains absent from duty for any period which, together with the period of extra-ordinary leave granted to her/him exceeds the limit up to which she/he could have been granted extra-ordinary leave she/he shall, unless

the Board of Governors in view of the exceptional circumstances of the case otherwise determine, be deemed to have resigned her/his appointment and shall cease to be in Institute employment.

The authority empowered to grant leave may commute retrospectively period of absence without leave into extra-ordinary leave.

The power of commuting retrospectively periods of absence without leave into extra-ordinary leave is absolute and not subject any other conditions.

3.8 Maternity Leave

Maternity leave may be granted to a woman member of the faculty on full pay for a period up to 90 days from the date of its commencement.

Maternity leave may also be granted on full pay in cases of miscarriage including abortion, subject to the condition that the leave applied for does not exceed six weeks and the application for leave is supported by medical certificate.

Maternity leave shall not be debited to the leave account.

Maternity leave may be combined with leave of any other kind except casual leave but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate.

3.9 Paternity Leave

Paternity leave of 15 days duration may be granted to male faculty members with less than two surviving children during the confinement of wife. Paternity leave shall not be debited against the leave account and may be combined with any other kind of leave.

3.10 Hospital Leave

Hospital leave may be granted to a faculty member under medical treatment for illness or injury if such illness or injury is directly due to risks incurred in the course of her/his official duty. This concession will be available to such members of the faculty, the nature of whose duties expose them to such illness or injury.

3.11 Sabbatical Leave

a) Sabbatical leave may be granted for one or more of the following purposes:

- To conduct research or advanced studies in India or abroad.
- To write text books, standard works and other literature;
- To visit or work in 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, and
- Any other purposes for the academic development of the faculty member, as approved by the Board of Governors.

b) The grant of sabbatical leave shall be subject to the following conditions:

- Sabbatical leave with pay and allowances will be restricted to maximum of 24 months in the career of a faculty member at the Institute. The Sabbatical leave will ordinarily be restricted to a maximum period of 12 months after six years or more of regular service at DA-IICT.
- Subsequently, on completion of every two years of service the faculty member will be eligible for sabbatical leave up to 2 months, and after every 3 years of service sabbatical leave up to 3 months, subject to a maximum of 24 months of sabbatical leave in the entire service of the faculty at the Institute.
- A member of the academic staff shall, during the period of sabbatical leave, be paid full salary and allowances as admissible under the normal rules but she/he shall not be entitled to any travelling allowance or any extra allowances in India or abroad.
- No substitute shall be appointed in the vacancy and his work shall be shared by the other members of the faculty;

- A faculty member shall not accept during the period of sabbatical leave, any regular appointment in 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 from any regular employment;

3.12 Entrepreneurship Promotion Leave (EPL)

Recognizing the need to encourage the faculty members to play a pro-active role in entrepreneurship activities so as to participate in the industrial development of the nation, the DA-IICT would encourage faculty members to undertake entrepreneurship ventures.

3.12.1 Norms for EPL

A faculty member may be sanctioned Entrepreneurship Promotion Leave for such period as would reasonably the specific proposal would demand. The norms for sanctioning Entrepreneurship Promotion Leave shall ordinarily be as follows:

- The faculty must have served the Institute for at least five years.
- The faculty must have proven track record of consultancy activities of at least five years
- The scope of the proposed entrepreneurship should have a bearing on the focused areas of research activities of the Institute.
- The proposed entrepreneurship may be either ownership or in partnership or in the form of a limited company. The percentage of stake will be mutually determined and will depend on the nature of the project.

3.12.2 Duration of EPL

The duration of EPL shall, in the first instance, be up to one year, which may be extended on the merit of request and case, up to a period of two years on a year-to-year basis.

3.12.3 Procedure for EPL

The proposal for Entrepreneurship Promotion Leave should be submitted by the faculty member to the Director through proper channel or direct as the case may be. The Director, if he finds the proposal prima facie promising/viable, may appoint a Committee of three persons with Dean (R&D) as the Chairman and two others, one of whom shall be an external expert preferably from Industry. The Committee after going through the proposal and after discussing with the faculty, shall make such recommendations to the Director as it may consider appropriate.

3.12.4 Withdrawal of or Partial Cancellation of EPL

The Institute shall have inherent right to withdraw/cancel EPL at any time during the operation of the leave if such an action is warranted in the Interest of the Institute.

The faculty member may, at any time during the operation of EPL, request the Institute to cancel a part of the leave, for whatever reason, to resume duty in the Institute.

3.13 Lien

A member of the faculty who has put in five years of service in the Institute after confirmation may be sanctioned lien for one year. One more year of lien may be sanctioned in the case of those who have served for 10 years after confirmation.

Research Policy and Principles

Research is an integral part of the activities of DA-IICT. The research policy of DA-IICT is governed by its vision of emerging itself as a research led institution in Information and Communication Technology in cutting edge areas with high standards of excellence. The Institute is committed to foster an academic and professional environment conducive to intellectual inquiry and scientific research through the best of facilities, policies, and practices.

The faculty members of DA-IICT are expected to actively pursue research projects, institutional, collaborative as well as Sponsored Projects. As a policy, DA-IICT will provide encouragement for the same. The research enterprise in the Institute will be promoted with the involvement of students, scholars, faculty members and other research staff and support from the government, public sector and private sector institutions and funding agencies. As a policy, it will be DA-IICT's endeavor to afford maximum academic freedom to its faculty members in conducting research and publication activities.

The faculty members and other research personnel shall maintain high standards of honesty, integrity and quality in every research endeavor. There shall not be any conflict of interest between the faculty members' research activities and their primary academic duties and responsibilities towards DA-IICT.

While DA-IICT will provide the umbrella and infrastructure facilities for research, it shall be the endeavour of the faculty members to explore project support from various funding agencies including government and industry.

It shall be DA-IICT's endeavor to continually improve its research standards and practices and thus develop a vibrant and outstanding research community with a strong national commitment. It shall also put in place an effective and integrated research project information management system for the benefit of all involved in the research enterprise directly or indirectly.

In order to encourage faculty members for undertaking research activities, a one-time seed money may be provided, as may be decided by the Institute from time to time.

The Institute also encourages its faculty to undertake consultancy assignments from the industry including Reliance Infocomm. The systems and processes for consultancy work are detailed in Chapter 4.

1. Research Organization

All research activities of the Institute will function under the supervision and control of Dean (Research) who will report to the Director.

Dean (Research) shall have the primary responsibility for setting up an efficient and effective mechanism to facilitate research organization in the Institute. Dean (Research) will have the lead role in formulating and improving the research policies, research standards, methodologies and laying down principles for adherence to the ethical standards. The Dean (Research) shall from time to time provide information, and guidance regarding the scope of research and project work to the faculty.

The Dean (Research) will also provide guidance, especially to the new faculty members for preparation of project proposals leading to high rate of success. Apart from providing administrative expertise and support to the Institute's research community, the Dean (Research) shall put in all efforts to safeguard the interest of the Institute and fulfill its responsibilities to external sponsors ensuring timely delivery of the project output.

Dean (Research) will provide assistance to faculty members and students for getting information on the availability of research project opportunities with details.

All the financial and accounting matters related to research projects will be coordinated by Dean

Research Policy and Principles



ENGINEERS WITH
SOCIAL RESPONSIBILITY

(Research) with the necessary assistance of the Accounts Department/Finance Officer of the Institute. This will include preparation of detailed budget and obtaining approval from the sponsor and ensuring that the expenses incurred are within the frame work and limits of budget. Periodic financial and compliance reports shall be put in place to ensure this. Dean (Research) shall ensure that the Project Investigator who secures funding submit accounts in time.

Dean (Research) has the overall responsibility to monitor and ensure that the research activities are conducted by the Institute's research community with utmost honesty and integrity in line with the Institute's policies and procedures.

A faculty member leading a research project may be designated as the **Principal Investigator (PI)**. A Co-PI will be chosen by the PI while submitting a research proposal to a funding body. She/he will have the responsibility for carrying out the research project and strive to achieve the research objectives within the timeframe and subject to the terms and conditions of the award. The PI will be primarily responsible for carrying out the scientific and technical investigations of the project. She/he will also be responsible to ensure that the expenditure of a Project is incurred according to the approved norms. The PI may obtain assistance from other faculty members, doctoral and postdoctoral students, research associates, research assistants, technical assistants and other support staff, as the case may be. In the case of a project involving a group of faculty the team will be headed by a faculty to be designated by the Dean (Research) as the leader of the team.

Generally, the research activities will be carried out in the respective work places of the research personnel or in laboratories/libraries or such other designated space allotted by the Dean (Research) within the Institute. Wherever necessary, on a case to case basis depending on the merit of the case, a part of the research or even the complete research project may be permitted to be carried out outside the Institute facilities, with the approval from Dean (Research) if that

does not affect the normal teaching and other academic responsibilities of the faculty. Wherever possible, the Institute will earmark the facilities and resources of the Institute that can be utilized for research work, with suitable cost allocations.

2. Preparation of Sponsored Research Proposals

The process of research project starts with a faculty member generating a research idea and exploring the potential for taking it forward as a full-fledged research project with the support of an external sponsor or funding agency. The external agencies on their own may also approach the Institute/faculty member with a research idea/proposal.

Generally, sponsored research projects may be categorized into sponsored research by an external agency and Consortium Research. A sponsored research is one that is funded by the central government agency (e.g., DST, DRDO, DIT etc.), state government agency, public sector undertakings, industry associations, private sector companies, NGOs, research foundations, international organizations, etc. A consortium project is a collaborative research undertaken by several institutes including IITs and NITs and other Institutes.

A research proposal shall cover the theme and objective of the research, financial and other resources required, the research organization for the particular research project, the academic and research personnel required including the time and effort expected from them, the research methodologies and techniques to be followed, the information and reporting system for the research, the timeframe for completion of the research, the intellectual and tangible property rights of the research processes and outcome and the activity chart etc. The proposal shall cover all the deliverable to the sponsor periodically and at the closure of the project. It shall also briefly cover the research policy of the Institute and the various standards and practices set by it in this regard.



ENGINEERS WITH
SOCIAL RESPONSIBILITY

Research Policy and Principles

The research proposal shall be routed through the Dean (Research). After the proposal is cleared by Dean (Research), the proposal will be forwarded by PI with suitable recommendation to the agency.

3. Academic Aspects of Research Projects

It shall be ensured that the research projects taken up by the Institute are conducted with high quality and commitment towards achieving the research objective and the overall academic mission of the Institute. Each research initiative should be subject to rigorous scientific inquiry and experiment so that it brings to light new theories and technologies. Promoting excellence in science and technology and scholarly activity shall be the guiding principle for all those who are involved in the research activities.

All efforts shall be put in by the faculty to ensure that the research project generates significant educational and scholarly value for the DA-IICT community of students, faculty and staff, while keeping the primary research objective in focus. As part of the research policy, wherever possible, student initiated research projects with the guidance of faculty shall be encouraged.

4. Intellectual Property Rights

A research project will create intellectual and tangible property rights to the Institute. The intellectual or intangible property may be in the form of copyrights, patents, rights to data, information and processes, while tangible property may be theses, dissertations, technical reports, equipment etc. Subject to the contractual obligations of the research award, efforts shall be made to publish and disseminate or make available the property acquired out of any research project, for the benefit of the entire DA-IICT community. Patents filing at national and international level is encouraged. DA-IICT has a well-defined policy IPR

(<https://www.daiict.ac.in/themes/daiict/images/IPR-Policy.pdf>)

All members of a research project shall comply with the patent and copyright obligations as required by the research award and sign an agreement to this effect before commencement of the work. While doing so, expert advice should be obtained. In no case shall the Institute be involved without the permission of the Dean (Research)/Director.

It shall be ensured that there is proper authorship attribution for each research/publication work. All the technical and invention reports as required by the sponsor shall be submitted by the Institute. The PI shall conduct periodical review of the project and assess the progress and initiate corrective steps wherever required.

(<https://www.daiict.ac.in/themes/daiict/images/DA-IICT-Consultancy-Policy-31Aug2018.pdf>).

5. Financial and Reporting Aspects of Research Projects

The financial responsibilities of a research project begin with the preparation of the budget indicating all the specific requirements and the cost thereof and various costing principles applied. The cost of proposal preparation may not be included in the budget as per policy of the Institute or based on the indication from the sponsor. The Dean (R&D) shall provide the facilities for preparation of the project proposal which she/he approves for submitting to the Research Sponsor. All the expenses or services shall be described in detail, and also how they relate to the project and how they benefit the project shall be explained.

The basis for estimating and allocating the various cost items shall be defined and described in detail in the budget. The extent of commitment of effort by the research personnel, category/level wise, shall be defined; this will form a major component of the research cost. Wherever it becomes necessary for a revision in the original budget estimates the same shall be done with suitable justifications and shall be approved by the sponsor.

6. Use of Institute Facilities on Payment

Any Institute facility used for the Project/Consultancy work shall be on payment basis as may be demanded by the provider of the facility in the Institute with the approval of Dean (Research)/Director. All the direct charges for the project shall be authorized by the PI. All the facilities and administrative cost which are charged as indirect costs shall be specified and charged as per the terms of the award and consistent with the accounting/allocation policy of the Institute in this regard. Wherever a research project involves subcontract for equipment or services, such subcontracts shall be consistent with the relevant clause of the main contract.

Dean (Research) shall closely work with the Accounts Dept./Chief Finance Officer of the Institute and ensure that the research accounts are maintained properly and periodical financial reports are generated and made available to the sponsor as per the terms of the award. The research accounts shall be closed at the end of each fiscal period and carried forward to the next year.

The research account shall be closed at the end of the project and any remaining fund in the research project shall be refunded to the sponsor or utilized or earmarked as may be approved by the sponsor. A report on the project shall be submitted to the research sponsor and one copy to the office of the Dean (R&D) for record.

7. Ethics and Professional Conduct in Research

Ethics, integrity and high professional standards shall be important guiding principles in the conduct of research activities at DA-IICT and every person involved in research is expected to strictly adhere to the same. These standards and obligations may be written or unwritten, but the key is the integrity of the research community. The institute is committed to foster a culture of compliance of high research standards and practices. This institutional commitment to compliance shall be complemented by the compliance by the entire research community of the Institute.

There shall not be any conflict of interest between the research assignment of a faculty and her/his obligation towards regular academic duties to the Institute. A conflict of interest may arise in situations when the faculty member concerned happens to receive personal gain out of a research engagement. Acceptance of fees on account of consultancy activities according to the rules of the Institute will not be considered as personal gain in this context.

The Institute believes in a policy of openness in research and therefore all the research personnel are expected to share or make available the research processes and outcomes to the benefit of the entire research and academic community of the Institute, subject to compliance with restriction/secrecy imposed by the sponsor.

A mechanism for monitoring, investigating and initiating action against scientific misconduct shall be put in place by Dean (Research) with the approval of the Board of Governors.

8. Framework for Developing Innovative Practices in Research

The Institute shall endeavor to achieve new directions and new models in its research efforts. It shall put in place the best practices in this area and benchmark the same with leading institutions in India and abroad. The Academic Council may provide policy directions in achieving this and positioning DA-IICT as an outstanding Institute of research.

Agreements and MoUs shall be signed **by the Director/Registrar/Dean (Research)** as per the protocol.



ENGINEERS WITH
SOCIAL RESPONSIBILITY

Code of Ethics and Conduct for Faculty

The Institute expects the faculty to help maintain a collegial environment and create an ecosystem fostering the wellbeing of all. Faculty are expected to maintain the highest standards of integrity in matters of personal conduct with colleagues and students. Acts of misconduct or misbehavior will be considered a breach.

A faculty member's conduct inside and outside the institute is subject to public scrutiny given the institute's preeminent status. It is, thus, imperative for the faculty members to exhibit the highest standards of integrity, public morality and decorum both within and outside the campus. These may be considered as the guiding principles of conduct, particularly, in dealing with the press, public associations and organizations.

A faculty member does not need permission from the admin to publish or engage with the media on subjects relating to their area of expertise or on any other issue of intellectual value. However, speaking to the media on matters pertaining to internal affairs of the Institute should be best left to appropriate officials

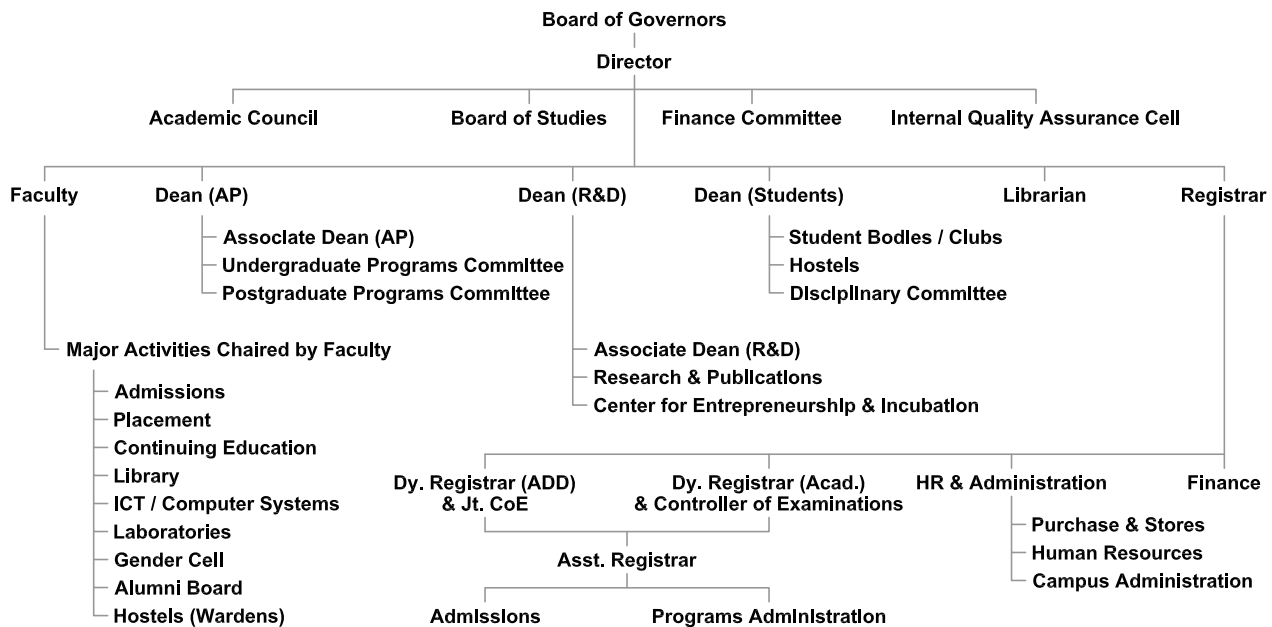
in the administration. If, however, a faculty member wishes to disseminate the academic vision, pedagogic ideals and achievements of the Institute to public, she may do so after consulting with the Director.

The Institute **follows a zero tolerance policy** on the following issues: (i) an act of plagiarism or academic dishonesty of any kind including producing false documents or providing wrong information relating to professional accomplishments, and for (ii) an act of sexual harassment on campus be they related to faculty, student or staff. **Such offences, will be dealt with strongly** if they are found to be true after a thorough and fair inquiry by the Gender Cell.

The Institute wishes to maintain a policy of free and transparent communication between faculty, staff and administration. If a faculty member has a grievance on a matter that she considers to be serious enough to bring it to the attention of the admin, it should be first brought to the notice of the Dean (AP). If the official response from the Dean (AP) is not found to be satisfactory, the faculty member may appeal to the Director for a satisfactory resolution.

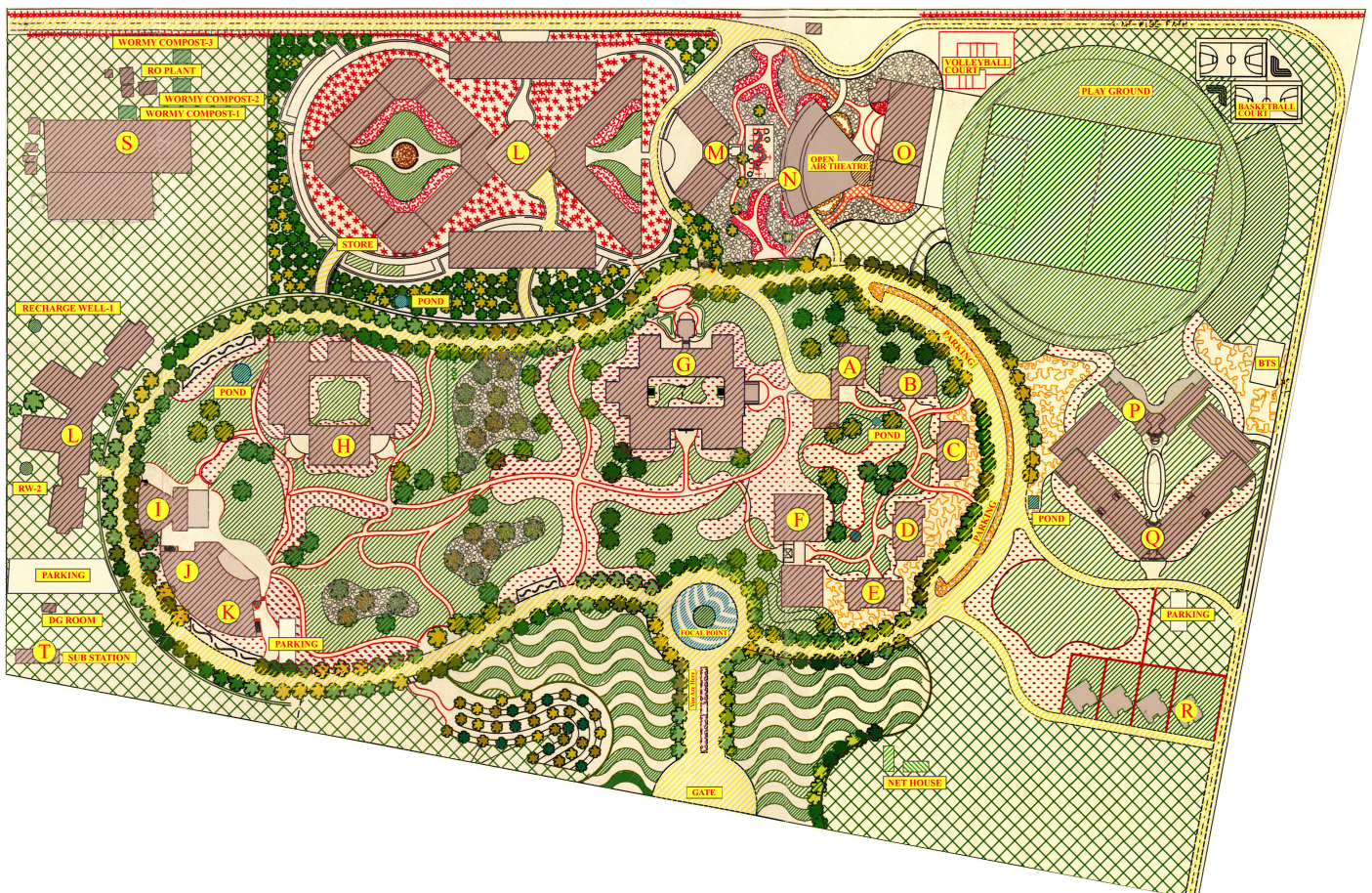


ORGANOGRAM*



*Please see Governance page of our website for details

<https://www.daiict.ac.in/governance>





ENGINEERS WITH
SOCIAL RESPONSIBILITY

**Dhirubhai Ambani
Institute of Information and Communication Technology**

DA-IICT Road, Gandhinagar, Gujarat, India 382007.

Tel.: +91 79 6826 1700 | Fax: +91 79 6826 1710 | Web: www.daiict.ac.in

NAAC Accredited

Recipient of Centre of Excellence Award by the Government of Gujarat

Recipient of '5 Star' in GSIRF Ranking by Government of Gujarat