



Faculty Handbook 2024

Indian Institute of Technology
(BHU), Varanasi

Introduction

(A) The Institute:

The Indian Institutes of Technology (IITs) were established on the recommendation of a committee headed by Sir Nalini Ranjan Sarkar, a businessman, educationist, industrialist and public figure. The Committee had recommended the establishment of institutes of national importance to be set up in different regions of India. The first of the IITs was set up in Kharagpur in 1950 at a site in Hijli village which used to be a British era detention camp.

Four more IITs followed in quick succession. IIT Bombay (officially 'Indian Institute of Technology Bombay') was established in 1958, followed by those at Madras (1959), Kanpur (1959) and Delhi (1961). Though the names of the cities Bombay and Madras were later changed respectively to Mumbai and Chennai, the Institutes at these two places retain the original names.

In 1994, a sixth IIT was established in Guwahati, Assam. Seven years later, in the year 2001, one of the oldest engineering colleges of the country situated in Roorkee, Uttarakhand, was given the status of an IIT in its 150th anniversary year. The Government of India decided to open eight more IITs from the academic year 2008-09 which are located in Bhubaneswar (Odisha), Gandhinagar (Gujarat), Hyderabad (Telengana), Indore (Madhya Pradesh), Mandi (Himachal Pradesh), Patna (Bihar), Ropar (Punjab) and Jodhpur (Rajasthan). **In 2012, the Institute of Technology of Banaras Hindu University at Varanasi (Uttar Pradesh) was conferred the status of an IIT which is at present known as Indian Institute of Technology (Banaras Hindu University).** Afterwards, in 2015-16, a few more IITs were set up in Tirupati, Goa, Palakkad, Bhilai, Dharwad and Jammu including the Indian School of Mines, Dhanbad (Jharkhand) converted to IIT Dhanbad. At present, among 23 IITs in India, **IIT(BHU) is ranked 10th in the Engineering Category and ranked 30th in the Overall Category in NIRF 2024.**

(B) Vision:

The Institute aims to attain global recognition in research, and training students for meeting the challenging needs of industries and society, while molding the character of the graduands conforming to a high standard of integrity. The Institute is dedicated to its vision of becoming a beacon of modern interdisciplinary technological advancement in the country. The Institute aims to lead the charge, pioneering innovations that shape the future. In line with the vision of Mahamana ji, the Institute is steadfast in its commitment to hold high the role of engineering and technology in laying a firm foundation for our nation's journey towards self-dependence and self-reliance. Central to our vision is the pursuit of value-based excellence in science and technology education and research. We firmly believe that fostering a culture of integrity, ethics, and social responsibility is paramount in producing the next generation of leaders in these fields. Our commitment to imparting quality education is unwavering. Going forward, the Institute will give more and more emphasis to interdisciplinary research and collaboration with the industry and international peers to position ourselves in the top-rung of educational Institutions in our country and abroad. By embracing modern pedagogical approaches and designing curricula that reflect real-world challenges, we would try to ensure that our students are not just academically proficient but also well-prepared to tackle the complexities of today's globalized world.

(C) Mission:

To Provide high-quality undergraduate and post-graduate education to generate knowledge and to develop technology through quality research in frontier areas such as Climate responsive built Environment, Indian Knowledge system application in Design, Opencast Mine Planning, Green Chemistry and Sustainability, Healthcare Technologies and Advanced Materials. Our mission is to foster Industry- Academia relationship through short term courses, workshop and exchange visits to develop quality life of rural and urban societies. We aim to attain global recognition in research and training for meeting the challenging needs of current time.

Governance Structure

Indian Institute of Technology (BHU), Varanasi is an institute of national importance created by an Act of the Parliament through the Institutes of Technology (Amendment) Act, 2012 vide Gazette Notification dated **29.06.2012**. All the IITs are administered centrally by the IIT Council, an apex body established by the Government of India. The Minister of Human Resource & Development, Government of India, is the Chairman of the Council.

The Visitor:

The President of India is officially the chief of the IITs; (s)he is called the Visitor of the Institutes. In reality, the Institute does not deal directly with the Visitor but routes all papers which require her approval through the Ministry of Human Resource Development, MHRD for short.

The Council:

At the very top of all the IITs' administration is the IIT Council. The Chairman of the Council is the Minister of Human Resource Development, which is the central ministry under which our Institute comes. The Council is a very large organization with a large number of (ex-officio) members, e.g., the Chairmen and the Directors of all IITs.

The Board of Governors:

IIT(BHU) has Board of Governors or BoG responsible for its overall administration. The BoG meets often. Almost all major policy decisions have to be approved by the Board. For instance, all appointments, major purchases, constructions, etc. require approval and authorization of the Board. The meetings of the Board are generally spaced every six months. The Chairman of the Board approves items which cannot await the next meeting of the Board, and such decisions are approved in *post-facto* by the BOG.

The Senate:

It comprises all professors of the Institute who decide the academic policy of the Institute. It controls and approves the curriculum, courses,

examinations and results. It appoints committees to look into specific academic matters arising from time to time. The teaching, training and research activities of various departments of the Institute are periodically reviewed to improve facilities and maintain standards. The Director of the Institute is the ex-officio Chairman of the Senate.

Other Statutory authorities of the Institute are the **Finance Committee** and the **Building and Works Committee**.

The Director and Other Functionaries:

The Director is the Principal Academic and Executive Officer of the Institute. The Director is responsible for the proper administration of the Institute and for the imparting of the instruction and maintenance of discipline therein. **Dr. Amit Patra, Professor, Department of Electrical Engineering IIT Kharagpur** is the current Director of the Institute.

The Registrar is the custodian of records, funds of the Institute and other properties of the Institute. He is also Secretary to the Board of Governors, the Senate, the Finance Committee and the Building and Works Committee.

There are five Deans who have been delineated various functions by the Director as per the following details:

- (i) **Dean (Faculty Affairs):** All establishment matters of faculty members since recruitment till superannuation fall under the responsibility of the Dean (Faculty Affairs).
- (ii) **Dean (Academic Affairs):** The office of the Dean (Academic Affairs), called the Academic Section, is responsible for the implementation of the decisions taken on academic matters by the Senate, the Senate Under Graduate Committee (SUGC) and the Senate Post Graduate Committee (SPGC). Acts as a channel of communication between students, instructors, departments/interdisciplinary programmes and SUGC/SPGC. The under graduate (UG) and post graduate (PG) offices of the Academic Section assist the SGUC/SPGC and its subcommittees in their tasks.

(iii) Dean (Research & Development): The institute is dedicated to fulfilling national needs through Research and Innovation. Faculty members and students are actively engaged in cutting-edge research across various schemes. To foster a research-oriented culture among students, Tinkering Labs have been established in several departments, enabling students to participate in research projects at an early stage in their academic journey. The institute supports faculty research initiatives through grants such as Seed Money, Research Support Grant, Challenge grant, and R&D Thrust Area Grants. In addition, the institute provides Lab Grants to upgrade teaching labs and supports the acquisition of central instruments.

Faculty members are actively involved in pioneering research areas, by receiving support from government research agencies and reputed able industries. Besides, the faculty entrepreneurship policy of the institute promotes faculty involvement to take their ideas from lab to market. A significant initiative of IIT (BHU) Varanasi focuses on green and sustainable technology, promoting interdisciplinary research in collaboration with industry to develop indigenous, cost-effective, and scalable technologies that meet local needs and have global impact.

The Institute has proven expertise in the areas of steel, advanced materials, microwave technology, electrical and electronic devices, artificial intelligence, composite materials, novel reactor design, new drugs, and sensors/biosensors apart from others. The institute has identified thrust areas of Research in Hydrogen Energy, Environment and Water, Healthcare, Biomedical Devices, Biosensors, Smart microgrids, Smart e-mobility, Quantum Computing, Precision Engineering, Material Science and Drone Technologies. Various technology development and research projects are going on in these areas of research. Significant numbers of projects have been initiated to address the national needs and social issues.

Institute is collaborating with various other institutions of high repute in India and abroad. The focus of these MoUs is to promote student and faculty exchange, research collaboration, joint publications and supervision. The Institute has signed several

international MoUs with renowned international Institutes/Universities/Organizations. Besides international collaborative projects such as GIAN, SPARC and Bilateral exchanges are executed by faculty members of the institute.

IIT(BHU) Varanasi has developed a research and innovation friendly environment supported through state of art infrastructure at Department/School level. The Institute has also shown significant improvement in IPRs.

Research and development activities fall under the Dean (Research & Development). The office maintains records of project grants received from funding agencies. It helps in placing purchase orders, appointing staff, and preparation of certificates required for submission to the funding organizations. This section facilitates the following activities:

(a) Collaborations

(b) MoUs

(c) Projects

(d) Patents

For more details, please visit <https://iitbhu.ac.in/dean/dord>

- (iv) Dean (Resource & Alumni): The Resource & Alumni Affairs of the Institute are looked after by the Dean (Resource & Alumni). It coordinates the alumni process and works out resource generation activities of the Institute.
- (v) Dean (Student's Affairs): The Dean (Students' Affairs) is the coordinating authority for all student activities at IIT (BHU) and is responsible for the general welfare of the students at the Institute. The DoSA is also the ex-officio President of the Students' Parliament and the Chief Counsellor of the IIT (BHU) Gymkhana. As the President of the Students' Parliament, the DoSA oversees the general functioning of the legislative body and appoints elected representatives to the offices of the Vice President, the Assistant

Vice President, and the Conveners of various parliamentary committees, who report to the DoSA on all matters concerning the Parliament. The Dean (Students' Affairs) also looks after the matters of student welfare, including hostel affairs, and takes care of the needs of students requiring any special attention. The Institute has a **Student's Activity Center (SAC)** which consists of advanced facilities for the students and the staff.

Head & Coordinator: Each Department and School has a Head or Coordinator, respectively who carry out the various functions as per the delegation of the Director. IIT(BHU) has 15 Departments and 3 Schools.

<u>Name of Department/Schools</u>	<u>URL</u>
• Department of Architecture, Planning and Design	https://iitbhu.ac.in/dept/apd
• Department of Ceramic Engineering	https://iitbhu.ac.in/dept/cer
• Department of Chemical Engineering and Technology	https://iitbhu.ac.in/dept/che
• Department of Civil Engineering	https://iitbhu.ac.in/dept/civ
• Department of Computer Science and Engineering	https://iitbhu.ac.in/dept/cse
• Department of Electrical Engineering	https://iitbhu.ac.in/dept/eee
• Department of Electronics Engineering	https://iitbhu.ac.in/dept/ece
• Department of Mechanical Engineering	https://iitbhu.ac.in/dept/mec
• Department of Metallurgical Engineering	https://iitbhu.ac.in/dept/met
• Department of Mining Engineering	https://iitbhu.ac.in/dept/min
• Department of Pharmaceutical Engineering and Technology	https://iitbhu.ac.in/dept/phe
• Department of Chemistry	https://iitbhu.ac.in/dept/chy
• Department of Mathematical Sciences	https://iitbhu.ac.in/dept/mat

• Department of Physics	https://iitbhu.ac.in/dept/phy
• Department of Humanistic Studies	https://iitbhu.ac.in/dept/hss
• School of Biochemical Engineering	https://iitbhu.ac.in/dept/bce
• School of Biomedical Engineering	https://iitbhu.ac.in/dept/bme
• School of Materials Science and Technology	https://iitbhu.ac.in/dept/mst

The Joint Registrar/Deputy Registrar/Assistant Registrars report to the Deans/the Registrar directly as per the division of work and are accountable for their area.

[Roadmap for a Newly Joined Faculty Member](#)

Formalities at the time of joining the Institute

Person who has been selected and offered a faculty position in the Institute has to send his/her acceptance and likely date of joining within one month from the issue of the offer letter to the Office of Faculty Affairs. He/she may also intimate the confirmed date of joining well in advance so that guest house can be booked accordingly.

Apply for a PAN card and the Aadhar card immediately, if it is not available. These are legal documents mandated by the Government of India. They are also required to maintain a clean record of income taxes.

Bank account details are also required for payment of salary after joining the Institute. Hence, one can open a bank account in any bank in India, if not having the same. **The Bank located in the IIT(BHU) campus is State Bank of India, IIT (BHU) Branch.**

Newly appointed faculty members of the Institute are provided with the following formats with the offer letter to be submitted at the time of joining:

- (i) Attestation Form
- (ii) Family Declaration

- (iii) Home Town Declaration Form
- (iv) Family Declaration Form for LTC purpose
- (v) Marital Status

They are also requested to bring with them the following in the original along with a set of self-attested xerox copies:

- (i) The High School Certificate or equivalent in proof of your date of birth/age
- (ii) Certificates and Mark-sheets of educational qualifications
- (iii) Certificate of Medical Fitness
- (iv) Caste Certificate (if applicable)
- (v) Recent passport size photographs

If they are already in service, the following original certificates are required issued from present employer:

- (a) Relieving Letter
- (b) Last Pay Certificate
- (c) Character Certificate

The newly appointed faculty member has to report in the respective Department/School along with all the above-mentioned documents. The joining report forwarded by the Head/Coordinator is accepted by the Office of Faculty Affairs and it is circulated to all concerned. In case of any difficulty/for any assistance regarding joining formalities, a newly appointed faculty member may contact **Assistant Registrar (Faculty Affairs)** at ar.fa@itbhu.ac.in.

The Salary Section under the Joint Registrar/Deputy Registrar (Accounts) issues Employee Id on the basis of the joining report circulated by the Office of the Faculty Affairs.

The newly joined faculty member has to submit bank account details, copy of PAN Card, Aadhar Card and Forms related to National Pension System (NPS) to the Salary Section of the Institute.

After getting Employee Id, one can apply online for issue of Identity Card through the link provided below:

<https://services.iitbhu.ac.in/>

The In-charge, Centre for Computing and Information Services may be contacted for issue of login id & password for internet and e-mail id at head.cis@iitbhu.ac.in

Library Card is issued by the Senate Library on submission of the Enrollment form available at the library in physical mode.

For more details, please visit <https://iitbhu.ac.in/cf/lib>

Accommodation at IIT BHU

For the Newly joined Faculty member, the Institute provides free accommodation to the newly joined faculty members at Gandhi Technology Alumni Centre (GTAC) for 7 days. The period of stay can be extended upto next 28 days with the approval of the Director at prevailing rates.

(For more details regarding booking accommodation, Rules & Regulations of the guest house, please visit <https://iitbhu.ac.in/cf/gtac/>)

The Institute provides accommodation to its faculty members at Gurudev Rabindranath Tagore Apartment (Single/Double Bedroom), New Faculty Apartments (3 BHK) and Prof. Gopal Tripathi Faculty Residential Complex (3 BHK) through **Estate's office (subject to availability) at office.estates@itbhu.ac.in**.

The Institute provides a **Day Care Center** which is equipped with all basic needs to facilitate a comfortable and weather appropriate stay for the Kids. The facility is open for all regular and contractual employees as well as research scholars of the Institute.

(5) Services and Benefits

(A) Pay and Allowances: salary is paid directly to the bank account of the individual on the last working day of the month except for the month of March when it is paid on the first working day of April. The *Financial Year* for tax purposes is from April 1st of a given year to March 31st of the

following year. The income tax uses *the assessment year* for submission of Income Tax Returns, which is the financial year in which the return is filed. A printed salary slip is given to every employee around the end of the month showing details of earnings and deductions and the net pay that will be paid to the bank account of the employee.

(B) Cumulative Professional Development Allowance (CPDA):

The Institute provides several grants to a newly joined faculty member launch her/his research career quickly. Cumulative Professional Development Allowance (CPDA) of Rs. 3 lakhs for a block of 3 years is also provided to meet expenses for participating national/international conferences, paying membership fees of professional bodies and contingent expenses.

(C) Children Education Allowance (CEA):

The Institute follows Government of India guidelines and orders issued from time to time for grant of Children Education Allowance to its employees. CEA/Hostel subsidy can be claimed only for the two eldest surviving children. The amount of CEA and hostel subsidy will be Rs. 2250/- and Rs. 6750/- per month per child, respectively at the prevailing sanctioned rates. The reimbursement of CEA for Divyang Children shall be payable at double the normal rate. The rate of CEA would be raised by 25% every time the DA on the revised pay structure goes up by 50%. The CEA & Hostel subsidy is admissible in respect of Children studying from three classes before Class One to 12th standard in accordance. Reimbursement of CEA will be done just once in a financial year after completion of the financial year.

(D) Telephone Expense Reimbursement:

A faculty member is entitled to reimbursement of residential telephone/mobile phone/broadband/mobile data/data card. The existing rate of telephone charges being paid to the faculty members are as under:

Pay Level	Reimbursement limit
Level 15 & Above	Rs. 3000 plus taxes per month
Level 14 & 14 (A)	Rs. 2700 plus taxes per month
Level 12, 13 and 13(A)	Rs. 2250 plus taxes per month
Level 11	Rs. 1200 plus taxes per month

The receipts issued by telephone service provider must be submitted while seeking the reimbursement. Receipts issued by any third party i.e. Local vendors etc. shall not be accepted. The reimbursement may be claimed once in a month/bi-monthly or on annual basis for the period from January to December. The reimbursement shall be limited to the maximum monthly ceiling amount corresponding to the pay levels in the table above.

(E) Leave Travel Concession (LTC):

The Institute follows Government of India guidelines and orders issued from time to time for sanction of LTC to its employees.

LTC shall be admissible to the employees only on completion of one-year continuous service. Hometown LTC can be availed once in a block of two years and LTC to visit Anywhere in India may be availed one in a four-year block. If not availed during these blocks, the LTC may also be availed in the first year of the following block.

Fresh Recruits are entitled to avail LTC for first 8 year of their service. In every block of 4 years, fresh recruits are allowed to avail 4 hometown LTCs or 3 hometown LTCs and one All India LTC in lieu of the Hometown LTC. However, the All India LTC can be availed only on the 4th occasion of the block year and not at random. They are not allowed to carry forward unutilized LTC in the next year, as they are eligible for LTC every year for the first 8 years of service. They can convert Hometown LTC to Jammu&Kashmir/North East Regions/Andaman&Nicobar LTC against one of the four occasions of Hometown LTC available to them in each block.

Employees are allowed to encash 10 days of Earned Leave while availing LTC to the extent of 60 days during the entire service, for which a balance of at least 30 days after deducting 10 days leave to be encashed. The request for each leave encashment should be made prior to availing the LTC.

Reimbursement under the LTC scheme shall not cover incidental expenses & expenditure incurred on local journeys. Reimbursement shall be allowed only on the basis of a point-to-point journey on a through ticket over the shortest direct route. LTC rules does not permit reimbursement for journey carried out by a private vehicle or a bus/van or other vehicle owned by private operators.

A faculty member can request for **advance** before availing LTC through

Form-7

(https://intranet.iitbhu.ac.in/admin/doc/form7_request_for_leave_travel_concession_and_advance.pdf).

Any employee has to produce railway tickets, air tickets (Itinerary receipts), bus tickets, etc. to the LTC section within 10 days of drawal of advance.

For more details, please visit <https://doptcirculars.nic.in/OM/ViewOM.aspx?id=479&headid=8>

(F) Leave Facilities:

During the period of service, an employee is eligible for various types of leave. Technically, no leave is a matter of right and has to be sanctioned by the competent authority. However, except under unusual circumstances (for instance, if a group of employees wish to take mass casual leave to register protest against something) and discipline related cases, leave is generally not refused, though Departments/Schools may sometimes have reasons for not recommending sanction of leave in case services are required for any purpose. For complete information, faculty members should refer to the Institute's statutes available on the website or consult the Office of the Faculty Affairs. Leave Provisions for employees of the Institute are given at SCHEDULE-E of Statutes which is available on the website at the following links:

www.iitbhu.ac.in/contents/institute/admin/statutes/doc/first_statutes_IIT_BHU_english.pdf and
https://itbhu.ac.in/dean/dofa/leave_guidelines

(G) National Pension System (Formerly New Pension Scheme):

Govt. of India, Ministry of Finance, Department of Expenditure have introduced a new defined contribution pension scheme replacing the existing system of defined benefit pension system. The New Pension Scheme has come into operation with effect from 1st January 2004 and is applicable (mandated) to all new entrants to government service except to Armed Forces joining service on or after 1st January 2004. Important features of the National Pension System (NPS) can be seen on the websites of NSDL and PFRDA. At the time of joining, the duly filled-in subscriber registration form for joining the National Pension System is to be submitted in the Salary Section of the Institute. In a few weeks, PRAN (Permanent Retirement Account Number) is allotted and

monthly deductions from your salary will commence.

(H) Medical Facilities:

Medical facility is provided by the Institute through Employees Health Centre of BHU and SS Hospital BHU. Apart from this, the following hospitals/Diagnostic centers have been empaneled by the Institute to extend medical facilities to Institute serving/retired employees and their dependents on existing CGHS Norms:

<u>Both OPD & IPD on cashless basis</u>		
<u>Srl No.</u>	<u>Hospital Name</u>	<u>Address</u>
1.	Heritage Hospitals	Lanka, Varanasi
2.	Oriana Hospital	Ravindrapuri Extension, Varanasi
3.	Apex Hospital	BLW-Hydel Road, Varanasi
4.	Agrim Hospital	Ravindrapuri Extension, Varanasi
5.	Galaxy Hospital	Mahmoorganj, Varanasi
6.	Heritage Institute of Medical Science (HIMS)	NH-2, G.T. Road-Bypass, Bhadwar, Varanasi
7.	Netrodaya- The Eye City	Near Dafi Toll Plaza, NH-2, Varanasi
8.	Chandra Eye Care	Lanka, Varanasi
9.	Mahamana Pandit Madan Mohan Malviya Cancer Centre	Sundarpur, Varanasi
10.	Homi Bhabha Cancer Hospital	Shivpurwa, Varanasi
11.	Karauli Diagnostic	a) Near Sankat Mochan Temple, Varanasi. b) Virat MS Commercial Complex, Manduadih BLW Road, Varanasi. c) Sikraul, Gilat Bazar,

		Varanasi. d) Pisachmochan, Maldahiya, Varanasi
<u>IPD Cashless & OPD on cash payment basis</u>		
12.	Shubham Hospital	Khajuri, Varanasi
13.	Kids Care Multi Speciality Hospital	Kabir Nagar, Durga Kund, Varanasi
<u>On cash payment basis</u>		
14.	Artemis Hospital 1. The following specialties as per CGHS rates. (a) Cardiology/Cardiac Surgeries (b) Nephrology with dialysis and renal transplant. (c) Medical oncology/Surgical oncology/Nuclear medicine/Radiotherapy. (d) Orthopedics with Joint replacement. (e) Ortho Spine Surgery at current CGHS-NABH rates. (f) Hematology Oncology with bone marrow transplants (g) Gastroenterology with liver transplant. 2. Other than above specialties, 10% discount is being offered to the Institute beneficiaries.	Sector-51, Gurugram, Haryana
15.	Indian Spinal Injuries Center	Vasant Kunj, New Delhi

Medicines which are prescribed can be obtained from the University Employees' Health Care Complex or from outside and later reimbursed

on submission of the Bills in the Medical Reimbursement Cell.

A pharmacy outlet managed and run by **Apollo Pharmacy** has been functioning in the Institute since 05.08.2019. The pharmacy dispenses admissible medicines (CGHS & CS(MA) rules) on cashless basis to Institute employees (serving/retired) and their dependents, who holds health diary issued by the UEHCC, BHU.

For details regarding rules and services provided by the Institute, including medical reimbursement, the faculty can visit the website or the MR Cell of the Institute.

Retirement Benefits

(A) Superannuation: This is the term used for official termination of regular appointment. It happens on the last day of the month in which someone completes 65 years of age, if the birthday is from 2nd to the last day of the month and on the last day of the preceding month if the birthday is the first day of the month.

(B) Re-employment: Faculty members are usually reappointed till the end of semester based on a recommendation from the department. (Further extensions are possible till the age of 70, and are made on case-to-case basis depending on recommendations from the department.) During the period of re-employment, a faculty receives pension as well as a component of salary in such a way that the two together do not exceed the last drawn salary. Further, many service benefits come to an end. The reappointment letter will make it clear as to what benefits will still be available. As per the current practice, the medical facilities will continue during the period of re-employment.

(C) Retirement schemes: For those who joined the Institute before 01.01.2004, there were two retirement schemes to choose from, viz., Contributory Provident Fund-cum-gratuity Scheme (CPF) and General Provident Fund-cum-Pension-cum-gratuity Scheme (GPF). The salient features of these schemes are as follows.

(D) GPF: If someone has chosen this scheme, he/she is eligible to draw a pension throughout the remaining life at a rate as shown below.

Further, after death, family will be eligible for a family pension too.

(E) Pension: The maximum rate of pension is half the basic pay at the time of retirement, or 50% of the average monthly remuneration drawn during the last ten months of service, whichever is beneficial, along with the applicable rate of D.A. Pension accelerates with age beyond 80 as for regular pension.

(F) Commutation of Pension: It is possible to offer to the Institute that a percentage of the pension be commuted, i.e., a faculty can opt to receive a one-time lump sum amount and a smaller pension. The maximum commutation possible is 40% of the basic pension. This offer may be made to the Institute either at the time of superannuation or even afterwards. However, if the offer is made after one year of superannuation, the pensioner would be required to undergo a medical examination.

(G) Family Pension: After the death of the employee, a reduced pension is payable to dependent family members. All such dependents must have been declared before superannuation and must have continued to remain qualified as dependents. The family pension is calculated as 60% of the basic pension defined earlier. In case an employee dies while in service, the rate of family pension will be 50% of the last salary drawn by the employee for a period of 10 years, after which it would revert to the regular rate stated above. In case an employee dies after retirement but before reaching 67 years of age, the family pension till such time will be equal to the pension that would have been payable had the employee not so died. In addition, the applicable D.A. is also payable. Note that the family pension amount is not affected by any commutation that the employee might have done. Family pension also accelerates with age beyond 80 as for regular pension.

(H) General Provident Fund (GPF): This is basically what an employee keeps aside every month from his/her salary. The minimum amount one has to save is 6% of the basic pay and the maximum cannot exceed basic pay. The amount of subscription can be increased and/or decreased once during a financial year. The attractive thing about this is when an employee receives it back, the amount is tax free. Further, the subscription qualifies for tax reduction too. Government of India announces the interest payable for deposits in GPF, Loans (called

advances) can be taken from the GPF to meet various contingent expenditures like illness and education related expense of dependents, obligatory family expense like marriages and sradh, to meet cost of legal proceedings or simply to buy consumer durables. Such loans must be refunded in a maximum of 36 monthly instalments and are interest free (as the amount actually belongs to you!). Facility of nomination is available. One can also make permanent withdrawals from GPF for all the above-mentioned purposes after 15 years of service or for purchase of an accommodation (including renovating ancestral house) any time during the service.

(I) Gratuity: A lump sum amount known as gratuity is payable to an employee on superannuation. The amount payable is a fourth of the emoluments for every completed six months of service, subject to a maximum of **Rs 25 Lakhs**. The emolument includes basic pay and D.A. drawn by the employee on the day of superannuation.

(J) Contributory Provident Fund (CPF): If someone has opted for this scheme, no pension is payable to him/her. However, the gratuity as described under GPF scheme is payable. In this scheme, the contribution is a minimum of 10% of the basic pay with the maximum being 100% of the same. The Institute contributes 10% of the basic pay to this fund as well. The deposit under the scheme earns interest at a prescribed rate and like the GPF is tax free in the hands of the retiree. Loans and withdrawals may be made from the subscription account like the GPF scheme.

(K) Encashment of Leave at the time of superannuation

A maximum of 300 days of earned leave may be accumulated by an employee. All unutilized earned leave up to this maximum duration is encashable at the time of superannuation. In case the amount of earned leave to the credit of the employee is less than 300 at the time of retirement, the shortfall can be made up from the half pay leave to the credit of the employee to the extent of such short-fall. However, the half pay leave will only be cashed at half rate and no commutation is permitted. The rate of encashment is the total emoluments (basic + D.A.) per day on the date of retirement, assuming a month consisting of 30 days. For instance, if an employee has, at the time of retirement, 200 days of earned leave and 300 days of half-pay leave to his/her credit, encashment will be for 200 full days and 100 half days, the balance of

half pay leave will lapse.

(L) Voluntary Retirement

The minimum period of service for voluntary retirement with full pension (as determined by pay at the time of taking such retirement) is 20 years.

(M) Premature Retirement

All faculty members who have entered service before attaining the age of 35 years have the option of retiring after attaining the age of 50 years.

(N) New Pension Scheme (for those who joined the service on or after 1.1.2004)

The New Pension Scheme (NPS) is applicable for all employees who joined the Institute on or after 1.1.2004. The funds will be managed by the National Security Depository Ltd (NSDL). At present, loans and withdrawals from the funds are not permissible. What follows is the information on NPS for Central Government servants. Under this scheme, an individual account will be opened in the name of every employee to whom the employee will contribute 10% of his emoluments every month. This account number is known as the Permanent Retirement Account Number (PRAN). There are two types of NPS accounts-Tier I and Tier II. While NPS Tier I serves as the primary NPS account with building a retirement corpus while Tier 2 operates like a voluntary savings account with greater flexibility for deposits and withdrawals.

All the employees joined the Institute have to contribute 10% of their salary and DA with matching contribution @14% by the Government w.e.f. 01.04.2019.

The contribution made by the employees and contribution from the Government are invested by the Pension Fund Managers in accordance with the investment pattern prescribed by the PFRDA for Central Government employees. On exit from NPS on superannuation, an employee is mandatorily required to invest at least 40% of the accumulated pension corpus in Tier-I to purchase an annuity from an Annuity Service Provider an Insurance Regulatory and Development Authority regulated Insurance Company registered with PFRDA and a maximum of 60% of the accumulated corpus in the Tier-I account is

given to the individual in lump-sum. If the Government servant exits from NPS before superannuation, he/she has to invest at least 80% of the accumulated corpus to purchase an annuity and the remaining 20% can be withdrawn in lump sum.

Option for investment choices and Pension Fund made available to Government employees w.e.f. 01.04.2019. Investment in NPS Tier II has been brought under Section 80 C for tax exemption w.e.f. 01.04.2019.

Research Facilities

(A) Seed Money:

It is a scheme to support newly appointed faculty members to submit a project proposal upto a limit of maximum **Rs. 25.00 Lakhs** to establish research infrastructure and other facilities. For any assistance in this regard, a newly appointed faculty member may contact the Office of the Dean (Research & Development).

(B) Central Instrument Facility (CIF)

It is one of the newly formed Specialized Core Facilities at Indian Institute of Technology (Banaras Hindu University), Varanasi. It's mission is to provide futuristic research infrastructure and quality education services in support of advanced instrumentation. CIF offers a complement of sophisticated instruments and technical expertise to support faculty/student research and industrial R&D. PG student assistants are also available for smooth operation of the instruments.

(C) Main Workshop

Pandit Madan Mohan Malviyaji, the founder of Banaras Hindu University, recommended for a full - scale workshop in erstwhile Banaras Engineering College (BENCO) established in the year 1919 with a vision to develop practical engineering aptitude among young technocrats. In addition to this, the Main Workshop was being utilized for producing miscellaneous building construction items such as cast-iron grills, benches and engineering equipment which includes lathe, electric fan, etc. It has a floor area of about Four Hundred Forty-Five square meters. This unit also provides technical assistance for maintenance and

fabrication to nearby Industries: for example, Martin Burn Electricity Company, Diesel Locomotive Works (DLW). The mission is acquiring the most modern equipment to transform the existing inadequate and age-old technical support and educational facilities and designing the training programs for the students and the workshop staff (whole of BHU and also of the other institutions) to meet the requirements of the teaching, practice and research (basic and applied) that would also help in providing the necessary support and consultancy to the industries.

(D) Precision Engineering Hub

The Precision Engineering Hub (PEH) facility at IIT (BHU) Varanasi is a central facility working for concept design and product realization. It is an initiative at IIT (BHU) Varanasi, established with a goal to provide support to students, faculties, and industries in the development of new products or improvement of the existing product. The PEH facility is planned to provide a systematic digital integration of design, simulation, and manufacturing. The digital environment of the facility is structured into four spaces namely the Makers space, Designer space, Tool room space, and Product Design & Development space. The major equipment in the PEH facility are Metal 3D Printer (EOS M290), PCB Printing (ProtoLaser U4), Ceramic 3D Printing, HP Multijet 3D Printer, Composite 3D Printer (MARK X 7), FDM 3D Printer (Ultimaker), CNC Lathe Machine, CNC Milling Machine, CNC Laser Cutting Machine and Inverter Air Plasma Arc Cutting. The facility encompasses all the latest manufacturing technologies that are essential for holistic product development. Through its unique digital environment, the PEH facility aims to provide professional training to students, industries and MSME employees. It also provides infrastructural support for projects, sponsored research and industrial consultancy.

(E) Centre for Computing and Information Services

Centre for Computing and Information Services (CCIS) previously known as Computer Unit is a recent addition to the central facilities of Indian Institute of Technology (Banaras Hindu University) Varanasi. It was lately inaugurated by Prof. Rajeev Sangal, Former Director, IIT (BHU). It purveys the academic and information technology related requirements of the institute.

Centre for Computing and Information Services offers high end

computational servers, high availability web servers, network services, computer lab and provides a robust platform for various academic and research importunities of the institute. Licensed software, email services and in-house software development for the institute are also managed by the Centre. All the facilities are backed up by AC and UPS system. CCIS is one of the growing units and projects are in early stage for developing it into a facility center poised horizontally to meet the crescent demand of industry standard technical solution, computerization and for research and development areas of the institute.

(F) Ideation Innovation & Incubation (I-3) Foundation (I3F)

Ideation Innovation & Incubation (I-3) Foundation (I3F), a section 8 company is an umbrella organization at IIT (BHU), Varanasi for fostering an entrepreneurial ecosystem and nurturing start-ups. It provides 'Start to Scale' support for entrepreneurship and facilitates research activities to convert into commercial ventures. Its mission is Identifying, exploring, and developing regional competitiveness, enhancing links between universities and research institutions, and contributing to the growth and success of emerging technology businesses. Its vision is contributing to raising the GDP of our National Economy through Entrepreneurship, - initiating start-ups and supporting SMEs in the East UP region.

I3F has been established with the following objectives-

- a. To promote entrepreneurship among students and society in the region.
- b. To create a support system for Innovation-based enterprises/start-ups.
- c. To encourage technology transfer and commercialization.
- d. To sustain job creation and support the "Make in India" Model.
- e. To provide R & D support to SMEs of the region and business incubators.
- f. To forge a close linkage between new business & academia R & D.

I3F provides following services -

- a. Technical due-diligence.
- b. Training Programs.
- c. Mentoring.
- d. Legal advice.
- e. IP Creation & Protection.
- f. Funding Support.
- g. Networking support.

For more details, please visit <https://i3f-iitbhu.org/>

(G) Training & Placement Cell

The Training & Placement Office, IIT (BHU) Varanasi facilitates the process of placement of students passing out from the Institute besides collaborating with leading organizations and institutes in setting up of internship and training program of students. The office liaises with various industrial establishments, corporate houses etc. which conduct campus interviews and select graduate and post-graduate students from all disciplines. The Training & Placement Office provides the infra-structural facilities to conduct group discussions, tests and interviews besides catering to other logistics. The Office interacts with many industries in the country, of which nearly 200 companies visit the campus for holding campus interviews. The industries which approach the institute come under the purview of: Core Engineering industries IT & IT enabled services Manufacturing Industries Consultancy Firms Finance Companies Management Organizations R & D laboratories. The placement season runs through the course of the year commencing the last week of July through to March. Pre-Placement Talks are also conducted in this regard as per mutual convenience. Job offers, dates of interviews, selection of candidates etc. are announced through the Training & Placement Office. The Placement Office is assisted by a committee comprising representatives of students from the undergraduate and post-graduate engineering streams. The committee evolves a broad policy framework every year besides a set of rules which are inviolable. Student's members are closely co-opted in implementing these policy decisions.

(H) I-DAPT Hub Foundation

Interdisciplinary Data Analytics and Predictive Technology (I-DAPT) at IIT (BHU) under Technology Incubation Hub (TIH) targets to leverage Research and Engineering capabilities of Sustainable Development Goal and achieve the mandate of National Mission on Interdisciplinary Cyber Physical Systems. The I-DAPT at IIT (BHU) promotes progression of Technology Readiness Level (TRL) for development of indigenous system mainly in five domain areas, i.e., Telecommunication, Power, Defense Research and Development, Road Transport and Highways, and Health and Family Welfare. The I-DAPT at IIT (BHU) also encourages to leverage other related areas for technology development, innovation, professional education, entrepreneurship, brand building, technology commercialization and product management for the dissemination and deployment of intellectual property; and for public outreach. At IIT (BHU), I-DAPT under TIH acts as a Section 8 Company to spearhead the activities in "Data Analytics and

Predictive Technologies” and other related areas under TIH.

(I) DRDO Industry Academy-Center of Excellence (DIA-CoE)

The Defense Research and Development Organization (DRDO) has established the DRDO Industry Academy-Center of Excellence (DIA-CoE) at IIT (BHU). It focused on emerging technologies such as cyber physical systems, artificial intelligence, machine learning, and symmetric technology and also work on developing technology to predict disasters like cloudbursts and earthquakes.

(J) Web Management and Email Services

The Office of Institute Web Committee (IWC) manages the official intranet / internet websites and E-mail services of IIT (BHU) Varanasi.

(K) Institute Web Page

This site provides relevant, pertinent and recent announcements, notifications, committee constitutions, and some important recent activities that have taken place in the institute. The areas included are as follows:

Director, Academics, Departments, R&D, Students, Faculty, Facilities, Admin, Finance, Infrastructure, Alumni and Generalia.