

INDIAN INSTITUTE OF PETROLEUM AND ENERGY
VISAKHAPATNAM – 530 003



FACULTY HAND BOOK
2023

ABOUT THE INSTITUTE

Welcome to IPE, Visakhapatnam! This document will give you a first-hand idea about IPE, Visakhapatnam.

History of IPE, VISAKHAPATNAM

Indian Institute of Petroleum & Energy (IPE) is a **NextGen Institute** established by the Government of India under aegis of the Ministry of Petroleum & Natural Gas, in the year 2016 at Visakhapatnam in accordance with the provisions made in the Andhra Pradesh Reorganization Act, 2014. Initially, the institute was registered under the Andhra Pradesh Societies Registration Act, 2001 and subsequently, the Indian Institute of Petroleum and Energy (IPE) bill 2017 was enacted by the Parliament. A Gazette Notification to this effect was published on 08th January, 2018. The Indian Institute of Petroleum and Energy Act, 2017 (No. 3 of 2018) declares IPE is an "Institute of National Importance".

The institute is co-promoted as an energy domain specific institute by the leading Public Oil PSUs namely HPCL, ONGC, OIL, GAIL & IOCL. IPE is also collaborated with the leading International Universities and other National Institutions specialized in the Energy domain.

The main objective of establishing IPE is to meet the quantitative and qualitative gap and supply of skilled manpower for petroleum & energy sectors and to boost the research activities needed for growth of sectors. Learn, Experience and Implements is what IPE strives for and inculcate the same in students. Also, considering the rapid innovations and developments of new technology in the energy sector and other emerging IPE is expected to keep pace with the new developments and with enough scope to excel.

VISION & MISSION:

- ***To create and disseminate knowledge that facilitates progress and excellence in the field of Energy Sector.***
- ***To play a pivotal role for the progress of the Petroleum & Energy Sector in India by bridging the demand supply gap of skilled manpower.***
- ***To be Energy University that is ranked among top 200 universities of the world within 20 years of setup.***

The IPE Act has following key objectives:

- ❖ Nurture and promote quality and excellence in education and research in the area of petroleum and hydrocarbons and energy;
- ❖ Provide for programs and courses of instruction and research leading to the award of the Bachelors, Masters and Doctoral degrees in engineering and technology, management, sciences and arts in the area of petroleum and hydrocarbons and energy;
- ❖ Grant degrees, diplomas, certificates or other academic distinctions or titles and honorary degrees or other distinctions and to institute and award fellowships, scholarships, exhibitions, prizes and medals;

- ❖ Promote research and development for the benefit of oil, gas and petrochemical industry and the energy sector through the integration of teaching and research;
- ❖ Foster close educational and research interaction through networking with national, regional and international players in the oil, gas and petrochemical industry and the energy sector;
- ❖ Organize national and international symposia, seminars and conferences in the area of petroleum and hydrocarbons and energy;
- ❖ Promote research and development for the benefit of the oil and gas industry;
- ❖ Integrate new technology in the classroom to encourage student-centric learning strategies;
- ❖ Develop and maintain an information resource center of print and non-print knowledge resources in the field of petroleum sector covering the entire hydrocarbon value chain as well as other related areas of energy, science and technology; develop deeper interactions and a research environment in the industry;
- ❖ Fostering the creation of new basic knowledge and applied technology and its active transmission to companies for the benefit of the nation and for this purpose establishing an Intellectual Property Rights cell to patent the new developments made at the Institute and to license them nationally and internationally.
- ❖ Provide for further education to the working professionals and other employees of the Institute in the advanced areas of technology relating to oil, gas, complete hydrocarbon value chain and energy;
- ❖ Offering customized programs that serve the current and ongoing needs of working professionals for continuing education at the cutting-edge of petroleum and energy sector at the campus of the Institute or at company site;
- ❖ Encouraging industry to sponsor their staff to join the Institute for higher degrees and work on problems that interest the sponsoring industry thus helping develop deeper interactions and a research environment in the industry;
- ❖ Being proactive in supporting the skill development programs of the Government of India by training people in various related areas by way of certificate and diploma courses
- ❖ at the campus of the Institute or at other locations and involving industry in design and conduct of curricula;
- ❖ Giving broad focus to the functioning of the Institute in the area of petroleum and petroleum related technologies under the wide umbrella of energy.

Organization Structure:

The IIFE Act provides that the Hon'ble President of India will be the Visitor of the Institute and the authorities of the Institute

- ❖ Hon'ble President of India
- ❖ The General Council
- ❖ The Board of Governors
- ❖ The Academic Senate
- ❖ The Finance Committee
- ❖ Building & Works Committee

- ❖ The Institute constitutes additional committees and sub-committees as and when necessary with the approval of the Director / Board of Governors

The President: In emergent cases, the President may exercise the powers of the Board and subsequently inform the Board of the action taken by her / him on its behalf for its approval.

The Director is the Principal Academic and Executive Officer of the Institute. The Director shall be responsible for the proper administration of the Institute and for the imparting of the instruction and maintenance of discipline therein. The Director has the power to incur expenditure in accordance with the procedure as may be laid by the Board from time to time.

The Registrar shall assist the Director in administrative work and is the custodian of records, funds of Institute and such other properties of the Institute.

Other officers and staff of the Institute assume powers, responsibilities and duties as assigned to them from time to time by the Director.

The powers vested in the Director have been delegated by the Board, up to certain limits, to various Deans / Associate Deans in the interest of smooth administration. They are as follows:

1. The Dean (Faculty Affairs)
2. The Dean (Academic Affairs & Administration)
3. The Dean (Research & Development)
4. The Dean (Students Affairs)
5. The Dean (Planning Resources and Alumni)
6. The Dean (International Relations and Alumni Affairs)
7. The Dean (Innovation, Incubation and Entrepreneurship)

Academic Programs:

The Institute offers 4-year undergraduate courses, postgraduate courses and doctoral degree programs:

Undergraduate programs:

1. B. Tech in Chemical Engineering
2. B. Tech in Mechanical Engineering
3. B. Tech in Petroleum Engineering

Postgraduate Programs:

- M. Sc. in Applied Geology

IIPE is offering Ph.D. Programme [Regular, Sponsored, Working Professionals and Individual Fellowship (i.e. CSIR/ UGC/ DBT/ ICMR/ INSPIRE etc.)] in various disciplines of Engineering, Technology, Science and Management. The Institute provides facilities for research leading to the Degree of Doctor of Philosophy (Ph.D.). The award of the Ph.D. degree is made on the basis of satisfactory performance of a registered candidate in

- (i) Prescribed course work, comprehensive examination & seminar.

- (ii) Publication of original research work in reputed journals/conferences or award of patents/technology transfer etc.
- (iii) The thesis submitted by the candidate and a final viva voce. The thesis shall be the report of research work characterized by either discovery of new facts or a new interpretation of known facts and theory, or an independent design and development, or development of new instrument / technology.

For ensuring the access to affordable, reliable, and sustainable energy for all, institute is engaging and encouraging cutting edge research and has Ph.D. programs in various disciplines of Sciences and Engineering. IIFE takes the cream of talented students to its B. Tech programs through the JEE Advanced ranking, M.Sc. through JAM and to its PhD programs based on the GATE results. IIFE is notable for its rigorous curriculum and close collaborations with industries. The curriculum of the Institute is domain specialized and in line with the needs of the industries that emphasizes interdisciplinary teamwork, critical thinking, mutual support, and a deep understanding of core concepts and their practical applications through industrial tours, Innovation project work and research internships. IIFE is very proud of its faculties for their high academic credentials, research base, and international exposure. IIFE is striving for its vision to remain relevant, focusing on removing worlds impediments to achieve the goal of sustainable planet in terms of energy and progress towards future ready world.

Academic Departments:

The academic departments are headed by a competent and established faculty member of the Institute with a fixed tenure. All paperwork of the Department is routed through the Head of the Department. A head is generally appointed by the Director in consultation with the faculty members. The Head of Department undertakes major decisions for the Department in consultation with the faculty members of the Discipline. As of now there are five departments at IIFE Visakhapatnam.

1. Department of Chemical Engineering
2. Department of Energy Science and Engineering
3. Department of Humanities and Sciences
4. Department of Mechanical Engineering
5. Department of Petroleum Engineering and Earth Sciences

CHAPTER 2

WHEN YOU JOIN AS A FACULTY AT IPE

On your first day at IPE:

Welcome to IPE Visakhapatnam's faculty fraternity! You have to make a visit to the Office of the Dean (Faculty Affairs) to complete the joining formalities. For this purpose, you are required to produce the following personal documents (Original for verification and Self-Attested Two Sets Photocopies)

- Appointment Order
- Educational Qualifications from SSC onwards
- Date of Birth
- Category Certificate (SC / ST / OBC-NCL / EWS), if any
- Relieving Order from present employer, if employed
- Copy of Aadhar Card
- Copy of PAN Card
- Copy of NPS Account Number, if available / NPS Subscriber Form
- Recent Passport Size Photographs (Six Numbers)
- Copy of Bank Account Passbook
- Sports / NCC / Awards / Achievements / any other important documents

In addition, you are required to submit the following duly filled documents available in the IPE Website [Click here](#)

- Joining Report
- Complete Bio-Data Form
- Personal Details Form
- Relieving Order / Letter from present employer, if employed
- Attestation Forms (Six Sets) (Duly Filled)
- Medical Fitness Certificate from the Competent Medical Authority
- Character Certificate (Two Sets) from two different Gazetted Officers
- Property Declaration Form
- Agreement Copy
- Home Town Declaration
- Dependent Declaration
- Date of Birth Declaration
- Certificate of Marital Status
- Oath of Allegiance
- Oath of Secrecy
- Application Form for issue of Institute ID Card
- Declaration Certificate, if both Wife & Husband are Government employees for availing LTC, CEA and Medical Facilities

Nomination Forms:

- Nomination form for payment of Gratuity / Retirement Benefits
- Nomination form for NPS / Leave Encashment
- Nomination form for Group Insurance Scheme

After completion of joining-formalities, you will receive a joining receipt and then service book will be opened.

Interact with HoDs and others

After completion of joining-formalities, you will receive a joining receipt, then you are advised to meet with Heads of the Department, other colleagues and administrative staff to be habituated with IIPe family.

Joining and settling down:

Once you have decided on the date of your arrival, please write an email to your Head of the academic unit with a copy (cc) to the Dean (FA), requesting her / him to arrange an accommodation in the Institute Guest House, where you can check in upon arrival. You may also request to arrange for a transportation to bring you to the campus from airport / railway station. The Institute provides relocation charges for the faculty members

- (i) Working in permanent position in any Government / Government funded / Autonomous Institution, their reimbursement of relocation charges shall be as per the applicable Government of India TA rules on Transfer.
- (ii) Joining the Institute for the first time may be reimbursed up to 1,50,000 which include one (1) way air fare for self and spouse including luggage charges.

SERVICE CONDITIONS AND BENEFITS FOR FACULTY

Service Conditions:

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 week 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 assessment year for submission of Income Tax Returns, which is the financial year in which the return is filed. A salary slip is circulated through email 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.

Probation: Period of probation for Assistant Professor (Grade-I), Associate Professor and Professor shall be normally one year. However, the Institute may extend it if found necessary. For Assistant Professor (Grade-II), probation period is not applicable as this post is on contract basis.

Assistant Professor (Grade-I) on completion of 3 years of service and performance evaluation by an appropriate committee shall move to Level 13A1 of Pay Matrix and will, however, continue to be designated as Assistant Professor of Grade I.

Depending upon the qualifications and experience, a higher starting salary may be offered in deserving cases based on the recommendations of the Selection Committee and at the discretion of the Board of Governors of IIPE.

Assistant Professor (Grade-II) appointed in the Academic Pay Level 10 shall move to Academic Pay Level 11 after completion of one-year service, and after three years of service and performance evaluation by an appropriate committee shall move to Academic Pay Level 12 as Assistant Professor Grade-I.

Assistant Professor (Grade-II) appointed in the Academic Pay Level 11 at Cell 10 shall move to Academic Pay Level 12 as Assistant Professor (Grade-I) after two years of service and performance evaluation by an appropriate committee.

Assistant Professor (Grade-II) appointed in the Academic Pay Level 11 at Cell 11 shall move to Academic Pay Level 12 as Assistant Professor (Grade-I) after one year of service and performance evaluation by an appropriate committee.

Conduct Rules and Other Service Conditions:

Conduct rules and other service conditions refer to the set of guidelines, policies, and regulations that govern the behaviour, performance, and expectations of employees in this Institute. [Click here for more details](#)

INCENTIVES FOR PURSUING EXCELLENCE IN TEACHING AND RESEARCH:

1. Innovative Research Grant under the Institute Research Grant (IRG) be provided to new faculty members with a limit of 25 Lakhs under the Non-Recurring head (to acquire equipment and infrastructure) and a limit of Rs. 10 lakhs under the Recurring head (for travel within India, consumables, contingency) to the newly joined faculty members. The grant can be utilized to support Interns and also hosting Foreign Nationals. The Foreign Nationals may be working as Faculty / Post Docs / PhD Scholars. It is expected that the Foreign Nationals are from the Institute of repute preferably within top 200 QS world university rankings / institutes / departments or having MoU with IIPe.
2. A Cumulative Professional Development Allowance (CPDA) of Rs. 3 lakhs for every block period of 3 years may be made available to every member of the faculty on reimbursable basis to meet the expenses for participating in both national and international conferences, paying the membership fee of various professional bodies and contingent expenses.
3. An additional amount of Rs. 50,000/- is given to a faculty member for attending conferences abroad who is a Principal Investigator of a Sponsored Project amounting to at least Rs. 15 lakhs and has at least three published papers in referred journals in the preceding three years. This facility shall be provided for every new project amounting to at least Rs. 15 lakhs and three published papers together.
4. Reimbursement of relocation charges within India / abroad of up to Rs. 1,50,000/- to the faculty members at the time of their joining as per Institute norms.
5. Interest free soft advance of Rs. 50,000/- to the newly recruited faculty members.
6. Honorarium of Rs. 15,000/- per month to the faculty members who are the S.S. Bhatnagar awardees OR who are Fellow of at least two National Academies till retirement or holding the fellowship, whichever is earlier.
7. Reimbursement of Telephone allowance up to Rs. 18,000/- per financial year.
8. Reimbursement of open access fee up to USD 3000 in a block period of 3 years with IIPe affiliation and as a first author / corresponding author for publication of papers in Gold Open Access Journals indexed in WoS / SCI.
9. Institute recognizes best faculty every year and provides Best faculty award. Such award recipients may visit top notch universities in the world and spend one-month time for research and academic purposes during vacation period with financial support as per the IIPe norms. An amount of Rs. 5 lakhs is provided to the best faculty awardees.
10. A top up salary of Rs. 25,000/- for first one year only may be provided for outstanding candidates which will be credited to the Professional Growth Fund of faculty.
11. Transport Allowance, Children Education Allowances (CEA), LTC facility as per Government of India rules.
12. Medical Facilities for self and other dependent family members as per IIPe norms.

Benefits at IPE:

1. Leaves Rules:

Leave cannot be claimed as a matter of right. The leave sanctioning authority may refuse, or revoke leave of any kind. All leaves are to be sanctioned by the appropriate Institute authority as described in the next page. The Calendar Year is from 01 January to 31 December and Academic Year (AY) is from July to June of the following year. All the leave mentioned below is for Calendar Year except for Vacation Leave. [Click Here](#) for more details about faculty leave rules.

The summary of the leave entitlements are as follows:

S.No	Nature of Leave	Existing Rules
1	Casual Leave (CL)	08 Days for year can be combined with SCL/VL/RH but not with any other kind of leave
2	Restricted Holiday (RH)	Any two holidays from the list of RHs declared by the Institute.
3	Special Casual Leave (SCL)	Maximum of 15 Days
4	Vacation Leave (VL)	60 Days per Academic Year as vacation declared by the Institute.
5	Earned Leave (EL)	Half of unutilized Vacation will be credited as EL. Accumulation upto 300 Days in the service is permissible. After 300 Days accumulation, the EL is non-cumulative.
6	Half Pay Leave (HPL)	20 HPL per year
7	Commutated Leave	Upto half of HPL (for medical reasons)
8	Maternity Leave	180 Days each for upto two children
9	Adoption Leave	180 Days each for upto two children
10	Paternity Leave (PL)	15 Days each for upto two children
11	Child Care Leave (CCL)	730 Days during their entire service. First 365 Days 100% Salary & Next 365 Days 80% Salary
12	Project Leave	Upto 15 Days in a Calendar year
13	Work Related to Illness and Injury Leave (WRIIL)	Full pay during hospitalization. After Hospitalization, full pay for 6 months and half pay for next 12 months.
14	Quarantine Leave	Upto 21 Days. May be extended to 30 Days. Not admissible if member of staff is suffering from an infectious disease.
15	Spl. Leave connected with inquiry of Sexual Harassment	Upto 90 Days on recommendations of ICC
16	Leave Not Due (LND)	Maximum 360 Days in entire service. Limited to HPL one is like to earn in future.
17	Extra-ordinary Leave (EOL)	Upto 5 Years without Pay. Period not counted for increment.

18	Sabbatical Leave	Maximum 1 Year, in addition any other leave upto 120 days. Minimum 6 years' service is required in the Institute.
19	Special Leave	Minimum 3 years of service required in the Institute.
20	Leave on Foreign Service	Short Leave – Covering period from 01 month to maximum 01 Semester. Long leave – Absence overlapping two or more semesters. Minimum 5 years; service required in the Institute.
21	Station Leave	<i>Whilst leaving Headquarters / Duty Station during Institute's Holidays / Leave</i>

2. Leave Travel Concession:

To facilitate Institute employees, the benefit of Leave Travel Concession (LTC) as admissible to Central Government employees of India. For more details [click here](#).

3. Children Education Allowance:

The employees of IPE shall be entitled to Children Education Allowance for two children. For more details, click here for CEA guidelines.

4. Medical Facilities:

For Medical assistance, general physician available at IPE and some of the best hospitals in the City has been empanelled to provide the best medical facilities available. You need to produce your/dependant ID card to avail cashless facility in these hospitals. In case you have spent on your own on availing of any medical facility elsewhere, kindly submit the bills along with Medical Claim Form. The amount will be reimbursed as per the applicable rates and rules in force. The Institute adopts the Premium for Group Medclaim Policy for employees of IPE for the inpatient facilities across India. For more details about the hospitals empanelled by the Institute [Click here](#).

5. Residential Accommodation:

Residential accommodation will be provided (after completion of the construction activities of the IPE at the permanent campus, i.e., Vangali, Sabbavaram, Anakapalli District, Andhra Pradesh) subject to availability and according to the rules and regulations of the Institute in force from time to time.

6. National Pension Scheme (NPS):

The National Pension Scheme (NPS) is applicable for all employees who joined the Institute on or after 01.01.2004. The funds will be managed by the National Security Depository Ltd (NSDL). At present, loans and withdrawals from the fund 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). This, in turn, will provide you two personal accounts:

A mandatory Tier-I Pension Account: One needs to contribute a minimum of 10% of your basic pay plus D.A. to the Tier-I account every month. You will not be able to withdraw from this account till you retire from service. The Government (the Institute) will contribute to this account 10% of your basic plus D.A. Subject to a ceiling to be decided by the Government, your contribution, along with the contribution by the employer, will be invested by NSDL in debt instruments and stocks (85% fixed income and 15% equity).

A voluntary Tier- II Savings Account: A purely optional savings scheme without any tax benefit, from which withdrawals and loans are permitted. No matching contribution from the employer/Government will be made.

7. Encashment of Leave at the time of superannuation:

A maximum 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 can be encashed 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 to consist 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 her / his credit, encashment will be for 200 full days and 100 half days i.e., total encashment will be $200 + 100/2 = 250$, the balance of half pay leave will lapse.

8. Gratuity:

A lump sum amount known as gratuity is payable to an employee on superannuation or on resignation after 5 years. The amount payable is a fourth of the emoluments for very completed six months of service, subject to a maximum of Rs 20 Lakhs. The emolument includes basic pay and D.A. drawn by the employee on the day of superannuation or on resignation after 5 years.

9. Group Insurance:

The Institute adopts Premium for Group of employees. Currently, the premium of Rs. 50 Lakhs is opted for the faculty members. A monthly contribution (currently, Rs. 1129) is deducted from the salary of the faculty towards this.

10. Income tax Savings:

Deduction in respect of Income Tax (TDS) is made every month from the salary of employees whose income comes under the income tax slab and who are liable to pay tax. Every year in the month of October a self-assessment form is required to be submitted by the employees. In this form the employees are required to furnish details related to home loan, savings u/s 80c and other savings/ deductions, if any. Any other income may also be reported in that self-assessment form. Form-16 is provided by the Institute for filing of IT return.

Expected from the faculty member of IPE Visakhapatnam

There are some qualities expected from the faculties of IPE;

Expectations as a Teacher:

The fundamental objective of teachers at IPE is to educate young men and women from India and abroad for the development of their professional careers in various fields of Science, Engineering and Energy field. Teachers should teach excellently, grade impartially and fully cover the course contents. They are required to innovate new methodologies to teach besides conventional blackboard teaching. Teachers should also encourage interaction with the students in a friendly atmosphere within and outside the task.

Research and developments:

The Institute has an established Research and Development section to take care of its sponsored projects and consultancy matters. The Dean (R&D) along with the Associate Dean extends all types of support to the faculty members of the Institutes in carrying out their research and consultancy works.

The faculty is expected to contribute in their specialized areas of research and publish in reputed journals.

Faculty is also encouraged to have projects from various external funding agencies with new ideas. The faculty at IPE is advised to render their services for bringing high-value projects of National / International agencies also. The faculty is encouraged to patent their works.

Research Grants:

1. Institute Research Grant:

In order to assist the research of a newly joined Faculty member to get their research underway quickly and efficiently, the Institute and the department extend certain facilities. Office of the Dean (R & D) may offer a seed grant up to Rs. 28 lakh in the project mode. Higher seed grant amounts may be considered for equipment-intensive research. The newly joined faculty should apply for such grant within the first year of service in the Institute. Interested faculty members may submit their proposal as per the prescribed format available in the webpage of Dean (R&D). Hiring of project staff is generally not permitted under the scheme and only the items which are specified in the project proposals submitted by them can be procured. The PI of the project should avail the same financial power as approved by the competent authority of IPE to Principal Investigators (PIs) of external projects of different sponsoring agencies. There should not be any deviation in any respect. Any deviation would need prior approval of the Dean (R&D) and the Director.

In return, the Institute has certain expectations from the new faculty members. These are:

- a) At least one grant proposal submitted within the first 6-8 months after joining, and

- independent research funding secured within about a year.
- b) Confirmed research productivity in terms of laboratory development and publications as well as guiding of PhD and PG/UG students.

2. **Cumulative Professional Development Allowance (CPDA):**

A Cumulative Professional Development Allowance (CPDA) for Rs. 3.00 lakhs for every block period of 3 years (Rs. 1.00 lakh per year) may be made available to every member of Faculty on reimbursable basis to meet expenses for participating in both national and international conferences, paying the membership fee of professional bodies and contingent expenses. For more details about CPDA guidelines [Click here](#).

3. **Best Faculty Award:**

IIFE recognizes the outstanding performance of faculty members rewarding excellence in academia and to encourage and inspire faculty members to continue their valuable contributions to research and teaching with the prestigious award of Best Faculty Award for every year with an honorarium of Rs. 5 lakhs.

4. **Applying for Projects:**

IIFE encourages all the Faculty members to apply for externally funded projects in their respective fields. There are a number of external funding agencies where project proposals may be submitted. These include: DST, CSIR, DBT, MoES, DRDO, ISRO, DRDL, PAN-IIT, Coal India Ltd. ONGC, Oil India Ltd., Ministry of Mining, bilateral projects with different countries, etc. Faculty members are also encouraged to interact with core industries to find the real time problems in their respective fields and subsequent submission of proposals.

Types of Projects: There are three different types of projects as recognized by the Institute:

- a) **Grant-in-aid projects:** These types of projects usually received from different funding agencies as mentioned above. The Faculty members have to submit project proposal in their respective area of interest.
- b) **Sponsored projects:** These types of projects may be granted from different industries. These types of projects are generally aimed to specific interest or requirements of the sponsoring agencies.
- c) **Consultancy projects:** Consultancy projects are usually received from industries. The consultancy projects, unlike other projects, may allow payments to the investigators as consultant fees. The work on consultancy job shall be undertaken only after prior approval of the competent authority and on subsequent notification from the Office of the Dean (R&D). The detailed guidelines are available in the Institute's website.

While submitting the grant-in-aid and sponsored project proposal, investigators are suggested to keep 20% of the project cost (both recurring and non-recurring) as Institute's overhead charge. The individual faculty member or faculty members as a group may submit the proposals. Submissions of multidisciplinary project proposals are

encouraged by the Institute. The proposals must be submitted through HoD and to be forwarded for the approval of the Dean (R&D).

FACILITIES AT IIFE

1. Library:

The Library of IIFE is named as Dr. S. R. Ranganathan Library, it houses more than 30,000 books which cover more than 8,000 titles. The library subscribes to International and National Journals and also subscribes to International and national Newspapers and Magazines along with Online Databases. Being the member of UGC-INFLIBNET, E-Shodh Sindhu Consortium, all the students have access to digital E-Book collection of the National Digital Library and South-Asia Archive collection from the publishers Elsevier and Pearson which can be accessed by the Students both within the campus and off-campus for the convenience of students and faculty during the project works and research.

2. Computing Facility:

The Information Technology (IT) unit of IIFE has a hybrid CPU/GPU platform for high-performance computing. High-end computational servers with high availability, web servers and 10GBPS network services are provided for various academic and research activities of the Institute. Licensed software and email services are also managed by the IT unit. The institute currently holds licenses for simulation software like ANSYS, COMSOL, MATLAB, ASPEN and other 3D Modeling packages. All the equipment has uninterrupted Power Supply and is provided with proper air-conditioning.

PROCEDURE FOR PROCUREMENT OF GOODS AND SERVICES:

IIFE, Visakhapatnam receives funds from the Government of India and a sizeable portion is spent on purchasing various types of Equipment, Assets, Consumables and Services for Teaching, Research and for establishment purposes. Some of the items are also procured to develop technical facilities for academic purposes. Hence, it is imperative that these purchases are made following a uniform, transparent and effective procedure duly approved by the competent authorities in conformity with the General Financial Rules of Govt. of India. The Institute has adopted General Financial Rules, 2017 and Manual for Procurement of Goods, 2017 and amendments, addendums, corrigendum etc., thereon notified by the Govt. of India from time to time.

Further, the Institute has adopted IIFE's purchase manual, for more details about the procurement of goods and services, it is important for all faculty members (and other relevant personnel) to adhere to it. [Click here for IIFE's Purchase Manual.](#)