

INDIAN INSTITUTE OF ADVANCED STUDY
Rashtrapati Nivas, Shimla – 171005

Notes for the Guidance of Fellows

CLIMATE

April, May and June are the most pleasant months in Shimla. During this period light woollens are enough for health and comfort. July, August and September are usually very wet, and the weather is often chilly. For these months medium weight woollens are recommended. October is dry and sunny, but pleasantly cold; fairly warm clothing is necessary during this month. From the beginning of November to the end of March, it is real winter, and heavy woollens are absolutely essential. When there is snowfall in December or January an overcoat outdoors and a heater indoors are most welcome as additional comforts. Quilts and blankets are essential throughout the year.

Note: THE FELLOWS-DESIGNATE ARE ADVISED TO SEEK MEDICAL ADVICE BEFORE COMING TO SHIMLA BECAUSE OF ITS CLIMATE AND HEIGHT (7000 Ft.).

ACADEMICS

- (i) Residence at the Institute is compulsory for all Fellows from 1st March to 15th December. It is optional from 16th December to 28th February; during these months Fellows can avail of study tours for consulting libraries and archives outside Shimla as under:
 - (a) The Fellows with a full tenure of two years would be entitled to 30 days of study leave in a year.
 - (b) The Fellows with a tenure of one year would be entitled to 30 days of study leave.
 - (c) A Fellow who goes on study leave to her/his home town shall be entitled to TA but not DA.
 - (d) Journeys by Air or AC-1 are not permissible.
 - (e) The tour programme with details of academic institutions/libraries to be visited is to be approved by the Director in advance and a self certificate for attending the academic institutions/libraries will be submitted to the Institute after completion of the field tour/study leave. The Fellows visiting different centres on study leave may give one or two lectures during their stay, and prior arrangement for such lectures should be made in order to disseminate knowledge by the Fellows as the ambassadors of the Institute.

(g) DA during study leave will be paid @ Rs.200/- per day.

Note: Ticket/Ticket number should be given in the TA bill.

(ii) Fellows with a term of one year or more will be entitled to 8 days of casual leave, 20 days of earned leave and 7 days of commuted leave (supported by Medical certificate) on full Fellowship grant for each year. *Prior approval of the Director is necessary for station leave, casual leave, earned leave and duty leave.* Casual leave and earned leave cannot be combined. For the Fellows with a term of less than a year the quantum of leave will be proportionate to the duration of residence.

(iii) Fellows/National Fellows of the Institute are not governed CCS (Leave Rules) and they are not entitled for leave encashment.

(iv) The working hours of the Institute are from 9.00 a.m. to 5.30 p.m. with lunch break for half an hour from 1.00 p.m. Administrative and library staff observe all holidays observed in the Government of India Offices.

Note: Fellows are requested to send their arrival report after availing of earned leave/commuted leave/duty leave.

(v) At the time of joining, traveling allowance is allowed for self only from the place where the Fellow has been working, or the place from where he/she is actually coming, whichever is nearer to Shimla as per rules. The same facility is available on the return journey after completion of the fellowship but not in case of premature resignation.

(vi) Fellows designate who are resident abroad to whom offers of appointment are sent will not be entitled to international travel; traveling allowance in their case shall be calculated from the port of disembarkation in India to Shimla.

(vii) Fellows are expected to prepare his/her manuscript on the computer available in the Institute.

(viii) Besides their normal research work, Fellows are expected to participate in all the academic activities of the Institute. Every Fellow is expected to discuss his or her work periodically with the other Fellows and the Director during the academic session. At the close of the term of Fellowship, each Fellow is required to hand over to the Director the results of his or her research in typescript..

Note: THE RIGHT OF PUBLICATION OF THE RESULTS OF RESEARCH OF THE FELLOWS VESTS WITH THE INSTITUTE.

(ix) Each Fellow is provided with a 'study space' either in the main building, the adjacent Public Entry Building, or in the Library. Due to shortage of space, it is difficult to

provide one room to each Fellow and, therefore, most of the Fellows have to share study rooms.

- (x) The Institute does not have laboratory facilities and does not support research project involving extensive field work.

PAYMENT OF FELLOWSHIP GRANT

- (a) National Fellowship Grant – Rs.60,000/- per month.
- (b) In-service Fellows (employees in Universities, Government Departments, etc.) whose salary stands protected, shall have their Fellowship amount increased by 20% of their basic salary, if they maintain a separate establishment, subject to the condition that they are not in occupation of any accommodation provided by their parent organization/office.
- (c) For scholars who are retired/not in service, including Foreign scholars – Rs.47,000/- per month.
- (d) Pension shall not be deducted from the Fellowship Granted to National Fellows/Fellows who are retired and in receipt of pension from the public exchequer (Universities, Government Departments, etc.).

A Fellow/National Fellow of the Institute must draw her/his Fellowship Grant (Salary) from the Institute only and cannot be in the pay roll of any other organization during the tenure of her/his Fellowship/National Fellowship.

A branch of the State Bank of India is located in Boileauganj. Fellows are requested to open their account in that Branch for their own use as well as for remittance of cheques by the Institute. The Cashier of the Institute will assist the Fellows in opening a new account.

OBLIGATIONS OF FELLOWS

- a) A Fellow should give a seminar two months after joining the Institute in which he/she would present before his/her Peer Group, the work that he/she intends to undertake at the Institute and the methodology that he/she would adopt.
- b) A Fellow should present his/her second seminar after 9-10 months thereafter where he or she would present the draft research paper/monograph based on his/her 1st year's research at the Institute. In case of a Fellow who is at IAS only for one year, he/she would then be required to submit the final monograph/research paper to the Institute before completion of his or her term (at least one month prior to the end of the tenure of fellowship).

- c) In case the Fellow seeks an extension for the second year, his/her research paper and work plan for the second year would be submitted to an expert for evaluation. Only on a positive report of the evaluator, will an extension be given the Fellow and the draft research paper/monograph would be uploaded on the Institute's Website. Before the end of the 2nd year, the Fellow is required to give his/her final seminar before his/her peers, where he/she would present his/her completed work. Thereafter, the Monograph (submitted at least two months prior to the end of the tenure of Fellowship) would be sent to an evaluator for assessment with regard to the suitability of its publication.
- d) To participate in the Weekly Seminar of Fellows.
- e) To submit a manuscript at the end of the Fellowship which the Institute will have evaluated and, if suitable, be published.

RESIDENTIAL ACCOMMODATION

- (i) Family suites of different sizes are available on the Campus. The suites are furnished. While the accommodation and the furniture provided are rent-free, an addition of 10% of the emoluments and capitalized value of the furniture provided in the residences is made for the purpose of income tax.
- (ii) Fellows are required to pay electricity charges as per the meter-readings and water charges at the rate of Rs.15/- per month.
- (iii) Fellows are provided LPG connections on payment of nominal charges.
- (iv) Allotment is made on a first-come-first-served basis except where on medical grounds, a Fellow desires to have accommodation on the ground floor or in a particular locality.
- (v) As the CPWD maintains the Rashtrapati Nivas and the residential buildings attached to it, they have set up two enquiry offices, one for civil and the other for electrical complaints. To avoid inconvenience and to save time, Fellows/National Fellows are requested to lodge their complaints in the Complaint Book available with the Estate Supervisor who, in turn, passes on the same to the CPWD. The civil and electrical enquiry offices of the CPWD can also be contacted on phone No.233 and 2830981 respectively.
- (vi) Besides complaints of serious nature which are referred to the CPWD, minor electrical complaints are also attended to by the electrician-cum-lift operator of the Institute who can be contacted at the Reception Counter of the Institute through the Receptionist (Telephone No. 2831376, Intercom 216, 247).

MEDICAL FACILITIES

- (i) The Institute has a Resident Medical Officer with a small dispensary. The services of the Resident Medical Officer are available to the Fellows/National Fellows and their families. Medicines are normally stocked in the dispensary and are available free of cost to the Fellows/National Fellows and their families.
- (ii) Reimbursement of the cost of medicines prescribed by the Resident Medical Officer, or by the Government Hospitals, is also admissible in accordance with the relevant rules and decisions taken by the authorities of the Institute from time to time.
- (iii) The Resident Medical Officer attends to patients from 9.00 a.m. to 5.30 p.m. on every working day in the dispensary located on the ground floor of the Public Entry Building and can also be contacted at her residence on the campus (Phone No.2831382 during odd hours in case of an emergency).

CONVEYANCE FACILITIES

The Institute maintains four vehicles of which two are earmarked for general duty. These vehicles can be booked for official work and medical check up at the Government Hospitals in Shimla by the Fellows free of charge. The vehicle can also be booked for private use in exceptional cases subject to availability and on payment of the prescribed charges. For booking the vehicle, requisition on prescribed form may be made to Section Officer (S&S) in advance.

COMPUTER AND STATIONERY FACILITY

Fellows are provided with computer facility in their study. Fellows may contact Section Officer (Supply & Services) for issue of stationery and other items of stores as per rules.

LIBRARY FACILITIES

- (i) The Institute has a well-equipped Library. It has a rich and diverse collection of the printed and electronic resources. Fellows, however, may bring such special books as might be deemed necessary for her/his respective field of research, if they so desire. Fellows are requested to study the Library Rules as under:

1. WORKING HOURS

The Library remains open from 9.00 A.M. to 7.00 P.M. from Monday to Friday and 9.00 A.M. to 5.30 PM on Saturday and Sunday. It remains close on all National holidays.

2. MEMBERSHIP

Membership is open to the following:

- (a) Fellows /National Fellows of the Institute, Visiting Professor, Visiting Scholars and Associates of the Inter-University Centre (IUC).
- (b) The administrative staff of the Institute.
- (c) Editors of journals published by the Institute.
- (d) Former Fellows, on payment of a non refundable/ refundable fee.
- (e) **External Member (Individual and Institutional):**
The academician working and engaged in research work at Centre, State Government, employee of R & D Institutes and Central and State Government Group A officers. External member can refer and consult the library resources, use internet facility and access to electronic resources. The membership fee under this category is:

Period	Week	One Month	Three month	Six month	One year
Fee in Rs.	200/-	600/-	1000/-	1500/-	2000/-

(h) Institutional Membership:

The users under this category can only consult and refer the library.

Membership	Annual Fee in Rs.
Academic Institution	3000/-

Note: Membership of category (d) is valid for three years, renewable, on payment of the same amount, for three years at a time.

3. BORROWING FACILITIES

Different categories of members will have borrowing rights as follows:

- (i) Fellows : 30 books at a time for a period of three months.
- (ii) Editors of journal published : 5 books for a period of one months at a time.
By the Institute.
- (iii) Former Fellows : 2 books for a period of one month at a time.
- (v) Associates: 4 books for a period of one month at a time
- (vi) Guest Scholars: 2 books for a period of one month at a time

- (vii) Visiting Professors books for a period of one month at a time
- (viii) Visiting Scholars : 2 books for a period of one month at a time
- (ix) Staff: 2 books for a period of one month at a time

Any book borrowed by a member can be recalled earlier, if there is an urgent demand for it.

The maximum period of loan of a book by a Fellow may be extended by one month, provided that there is no demand for it. The maximum period of loan for other members can be extended by one week. A fine of Rs.2.00 a day will be realisable on each book overdue.

5. RESTRICTED CATEGORIES OF READING MATERIALS

Reference books, loose issues and bound volumes of periodicals, rare books and such other materials as may be placed under restricted categories by the Librarian may not be lent out.

6. LOSS/DAMAGE OF BOOKS

Damage to books should be brought to the notice of the library staff at the time of borrowing. Members are liable to be held responsible for damages not brought to the notice of the library staff, and required to pay the cost of damage. In the case of loss, the members responsible shall bear the entire cost of replacement of book(s).

7. INTER-LIBRARY LOAN

The library has arrangement for obtaining materials under Inter Library Loan from various other library networks (INFLIBNET & DELNET) in different forms.

8. XEROXING FACILITIES

The Library extends photocopying facility to the members, subject to the provisions of the Copyright Act. The rates of photocopying charges are as follows:

A. Fellows:

- (i) First 600 exposures in an academic year : Free
- (ii) Beyond 600 exposures up to 3000 exposures in an academic year : 50 paise per exposure
- (iii) Beyond 3000 exposures in an

- Academic year : Rs.1/- per exposure
- B. Editor of IUC Journals:**
- (i) First 200 exposures in one stint : Free
- (ii) Between 201 to 500 exposures : 50 paise per exposure
- (iii) Beyond 500 exposures : 1.00 per exposure
- C. I.U.C. Associates:**
- (i) First 200 exposure in one stint : Free
- (ii) Between 201 to 500 exposures : 50 paise per exposure
- (iii) Beyond 500 exposures up to a maximum
Limit of 800 exposures : 1.00 per exposure
- D. Officers and staff of the Institute:**
- (i) First 200 exposures in a year : 50 paise per exposure
- (ii) Between 200 and 500 exposures : Rs.1/- per exposure
- (iii) Beyond 500 exposures in a year : Rs.2/- per exposure
- E. Visiting Professors** : 150 exposure free
- F. Visiting Scholars & Seminars Participants** : 25 exposure free
- G. Non Members/consulting members** : Rs.1/- per exposure

Bills covering photocopying charges in respect of Fellows will be drawn in three installments i.e. by 31st May, 30th September and 30th November every year.

The I.U.C. Associates will be required to submit their requisitions in two phases i.e. by 8th and 15th of every month to facilitate timely disposal of photocopying work.

9. Access to Electronic Resources

The Library provides access to a wide range of E-resources. The Fellows and users of the library can access to full text article published in various commercial, society and institute publication. The library has access to following E-resources :

- (iii) JSTOR
- (iv) Springer Link
- (v) Cambridge University Press
- (vi) Oxford University Press
- (vii) Annual Reviews (both current and Archive)
- (viii) Journal Content customize Consortium (JCCC)
- (ix) ISID

Access to E-resources under N-List

The library is member of NLIST programme of INFLIBNET Consortium. The users can access to following E-resources under NLIST programme:

E-Journals

1. American Institute of Physics
2. American Physical Society
3. Annual Reviews
4. Cambridge University Press
5. Economic and Political Weekly (EPW)
6. Indian Journals
7. Institute of Physics
8. Oxford University Press
9. Royal Society of Chemistry
10. H. W. Wilson

E-Books

1. E-library (45000+ titles)
2. Oxford Scholarship (902 titles)
3. Net Library (936 titles)
4. McGraw Hill 1308 titles)

Bibliographic Database

- 1 MathSciNet

The Library subscribes to national dailies as well as periodicals. Newspapers and periodicals are available in the Reading room.

Fellows who want to order their own newspapers may contact Librarian/Assistant Librarian.

CANTEEN AND MESS FACILITIES

The Institute runs a canteen for the benefit of its Fellows and employees. It provides breakfast and meals at modest rates. Tea/Coffee and snacks can also be served during working hours on payment. The Institute also runs a mess for the benefit of the Fellows on no profit no loss basis under the supervision of a committee constituted for the purpose.

SHOPPING FACILITIES

While the main market is located on the Mall, there is a local shopping centre in Boileauganj which is within walking distance from the Institute and the residential buildings on the campus. Day-to-day requirements like rations, cereals, vegetables, bread, milk, etc. are available in this market. Those who want to go to the Mall for shopping can take the city buses from Boileauganj.

WATER SUPPLY

There is an acute shortage of water in Shimla, particularly in the summer months. Fellows are, therefore, requested to store sufficient water to avoid inconvenience.

TELEPHONE FACILITIES

The Institute has an EPABX telephone system for the Fellows, Officers and different sections.
