INTRODUCTION

1.1	Background of this hand-book	Right to Information Act. 2005 (RTI Act)
1.2	Objective / purpose of this hand-book	To provide information about the Institute and sources of information.
1.3	Users of this hand-book	Students and staff of the Institute, general public, etc.
1.4	Organization of the information in this hand-book	As per guidelines of MHRD.
1.5	Definitions	**Institute:** Indian Institute of Science, Bangalore. **Act:** Right to Information Act 2005
1.6	Contact Person	**Mr. M.C. JAYAPRAKASH** Public Information Officer (CPIO)
1.7	Procedure & Fee structure for getting information	1) A request for obtaining the information as per sub-section (1) of Section 6 shall be accompanied by an application fee of Rs.10/- by way of cash against proper receipt or by demand draft or banker's cheque or Indian Postal Order in favour of Indian Institute of Science, payable at Bangalore. 2) For providing the information under sub-section(1) of Section 7 & Sub Section (5) of Section 7, the Fees shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or Indian Postal Order payable to the Finance & Accounts in Institute at the following rates: a) Rupees two for each page (in A4 or A3 size paper) created or copied b) Actual charge or cost price of a copy in large size paper c) Actual cost or price for samples or models; and d) For inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter. e) For information provided in diskette or floppy rupees fifty per diskette or floppy; and f) For information provided in printed form at the price fixed for such publication or rupees two per page or photocopy for extracts from the publication. 3) For obtaining information, the applicant should say whether he/she is an Indian citizen and also furnish his/her full address.

		4) [Click here to view application format](#)
1.8	For additional information	1) Refer various rules and regulation of the Institute 2) Contact the appropriate officer as per list in this book or the Institute website.

Annexure

APPLICATION FORMAT FOR SEEKING INFORMATION UNDER RTI-2005

Sl. No.	Particulars	Information to be provided by the information seeker
1	Name	
2	Nationality / citizenship	
3	Permanent address Phone : Email ID:	
4	Address for correspondence Phone : Email ID:	
5	Details of information required (If necessary a separate sheet may be attached)	
6	Details of application fee paid Demand Daft No. & date Amount Drawn in favour of	

NOTE: Application fee Rs.10/- and information copy @ Rs.2/- per page, a Demand Draft / Indian Postal Order drawn in favour of "Indian Institute of Science, Bangalore-560012' is required to be sent to the Public Information Officer, Indian Institute of Science, Bangalore560012, Karnataka State. For more details visit website:www.iisc.ac.in/rti

SIGNATURE OF THE APPLICATION

Place:

Date :

2. PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

2.1   Objective/purpose of the Institute

2.2   Brief history of the Institute and context of its formation

2.3   Main activities/functions of the Institute

2.4   Organizational Structure

2.5   Arrangements and methods made for seeking public participation/contribution

2.6   Address of the Institute

2.7   Institute working hours

2.1   Objective / purpose of the Indian Institute of Science, Bangalore (IISc)

The objects of the institute shall be

(a)   to provide for advanced instruction and to conduct original investigations in all branches of knowledge and, in particular, in such branches of knowledge as are likely to promote the material and industrial welfare of India,

(b)   to establish and maintain chairs and lectureships in Science, Arts and Technology,

(c)   to provide suitable libraries, laboratories and equipment,

(d)   to cooperate as far as possible with such recognized institutions as exist or are founded in future for cognate objects in India, and

(e)   to do all such things as are incidental, necessary or conducive to attainment of all or any of the objects of the Institute.

Source: Scheme, Regulations and Bye-laws of Institute.

2.2   Brief history of the Institute and context of its formation

Jamsetji Nusserwanji Tata (1839-1904) was one of the extraordinary men who even towards the end of the nineteenth century was convinced that the future progress of the country depended crucially on research in Science and Engineering. He envisaged this Institute as destined to promote original investigations in all branches of learning and to utilise them for the benefit of India.

After consulting several authorities in the country, he constituted a Provisional Committee to prepare the required scheme for the setting up of the Institute. On 31st December 1898, a draft prepared by the Committee was presented to Lord Curzon, the Viceroy-designate. Subsequently, upon the request of the Secretary of State for India, the Royal Society of London asked for the help of Sir William Ramsay, Nobel Laureate. Ramsay made a quick tour of the country and reported Bangalore to be the suitable place for such an Institution.

On the Initiative of the Dewan, Sir K Sheshadri Iyer, the Government of Shri Krishnaraja Wodeyar IV, the Maharaja of Mysore came forward with an offer of 372 acres of land, free of cost and promised other necessary facilities. Thus the original scheme of Jamsetji Tata became a tripartite venture with the association of the Government of India and the Government of Maharaja of Mysore.

The constitution of the Institute was approved by the Viceroy Lord Minto, and the necessary Vesting Order was signed on 27th May 1909. Early in 1911, the Maharaja of Mysore laid the foundation stone of the Institute and on 24th July the first batch of students were admitted in the Departments of General and Applied Chemistry and Electro technology.

With the establishment of the University Grants Commission in 1956, the Institute came under its purview as a deemed university.

Source: Institute Website

2.3   Main activities/functions of the Institute

Conduct research in all branches of Science and Engineering leading to award of Ph.D, M.Sc (Engg) and B.Sc(Research) egree by research. Offer Master's Degree programmes in all branches of Science and Engineering including interdisciplinary areas.

<u>Source: Joint Registrar, Academic</u>

2.4   ORGANIZATIONAL STRUCTURE

ORGANISATION CHART OF ADMINISTRATIVE UNITS
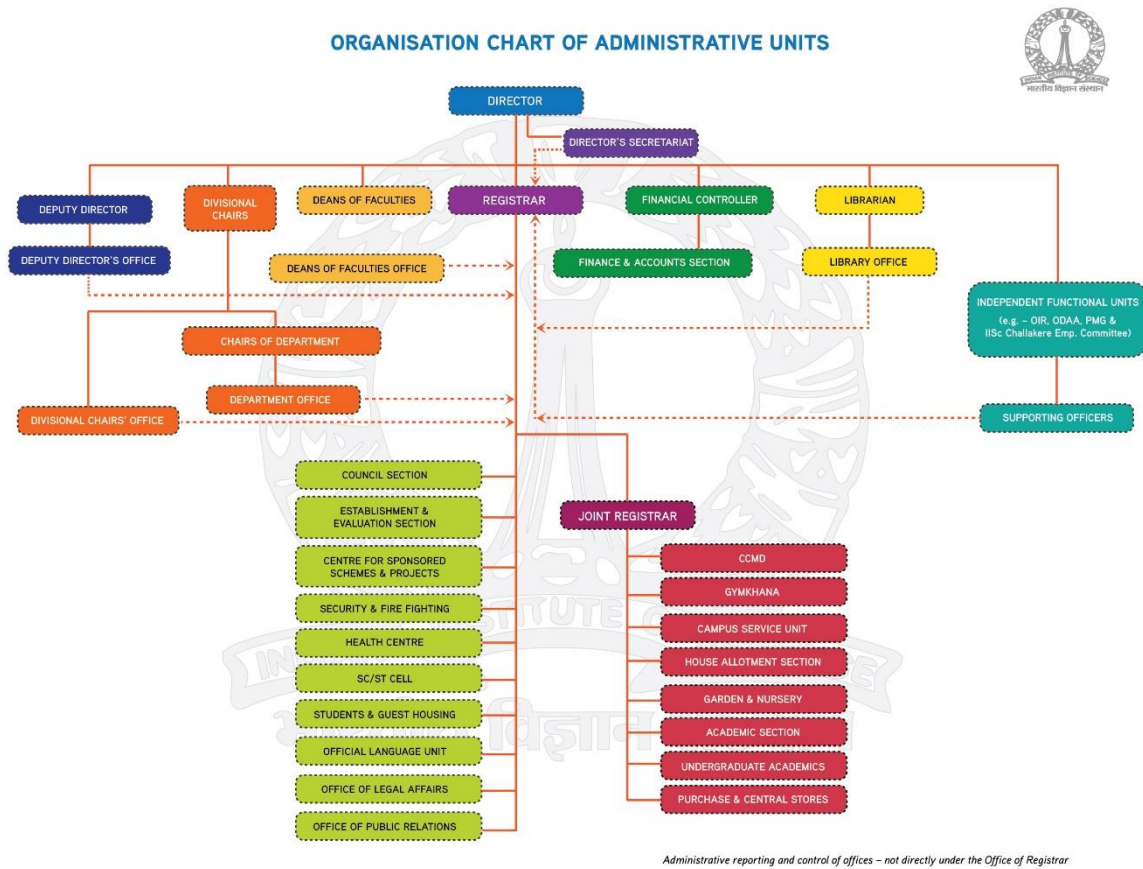
<u>Source</u>: IISc webpage

2.5   Arrangements and methods made for seeking Public participation contribution

The Council of the Institute has representatives of the Parliament: two from Lok Sabha and one from Rajya Sabha as members and they are actively participating.

Source: Assistant Registrar, Unit – I A

2.6 Address of the Institute.

INDIAN INSTITUTE OF SCIENCE
BANGALORE – 560 012,
KARNATAKA STATE

Source: Public Information Officer.

2.7 Institute working hours.

9.00 a.m. to 5.30 p.m. (Monday to Friday)

Source: Assistant Registrar, Unit – IA / Deputy Registrar, Unit-IB

3. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Director is the chief executive and academic officer of the Institute and shall be responsible for the administration of the Institute. The Director shall be a professor of the Institute in his own field. The Director may, with the approval of the Council delegates some of his powers, functions and duties to any member of the staff of the Institute.

In the absence of Director, Associate Director shall discharge the duties and functions of the Director.

Registrar shall act as ex-officio Secretary of the Court, the Council, the Finance Committee, the Senate and the Board of Trustees and of the Committees appointed by these authorities. He will act as recorder of the Institute, shall be the custodian of the seal and shall

have charge of all documents. He will render such assistance as may be desired by the Director in the performance of his duties. He shall be responsible for the work 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/Associate Director/Registrar

Source: Assistant Registrar Unit -IA

4. RULES, REGULATIONS AND INSTRUCTIONS USED

1. Scheme, Regulations & Bye laws of the Institute
2. Scheme of Instruction for Academic purposes
3. Norms / Guidelines framed by the Council from time to time.
4. Administrative manuals

Source: Assistant Registrar Unit -I A & Deputy Registrar (Academic)

5. MODE OF PUBLIC PARTICIPATION

The Governing Council and the Court of the Institute have members from MHRD, State Governments, CSIR, UGC, AICTE, AIU, Accountant General, etc., and receives guidance for formulation of policies and functioning of the Institute.

Source: Assistant Registrar, Unit – IA

6. OFFICIAL DOCUMENTS AND THEIR AVAILABILITY.

Admission Brochure

Hand Book of Information

Scheme of Instructions

Annual Report

GATE Admission Brochure

SRB

Various Policies

All these documents are available on Institute website.

Source: Assistant Registrar, Unit – IA & Joint Registrar (Academic)

7. BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES:

1. The Court
2. The Council
3. The Finance Committee
4. The Board of Trustees

The present composition of the various committees is available on our website.

Source: Assistant Registrar, Unit – IA

8. PUBLIC INFORMATION OFFICER

Mr. M.C. JAYAPRAKASH
Public Information Officer

Room No. 24, Administrative Complex
Indian Institute of Science
Bangalore - 560 012, Karnataka State, India
080 – 2293 3583, 2293 2211 (Office)
e-mail : pio@iisc.ac.in

APPELLATE AUTHORITY

Mr. V. RAJARAJAN

Registrar
Indian Institute of Science
Bangalore - 560 012, Karnataka State, India
080 – 2293 2444 23600757 (Office)
080 – 2293 2450, 23602301 (R)
Fax: 080 - 23600757
e-mail : registrar@iisc.ac.in

9. PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

The Director, Deputy Directors, Chairmen of the Divisions, Deans of Faculties, Chairmen of the Departments, Registrar, Financial Controller, carry out the various functions of the Institute as per procedures laid down in the Scheme, Regulations & Bye-laws of the Institute and as per decisions of the Council, Finance Committee and Senate from time to time.

Source: Assistant Registrar, Unit – IA

10. DIRECTORY OF OFFICERS AND EMPLOYEES

Please see the below link

11. PAY STRUCTURE OF INSTITUTE STAFF

No.	Designation	Pay Matrix under VII CPC (Academic)	
		Level	Pay Range
01	DIRECTOR	Level - 17	225000
02	ASSICATE DIRECTOR	Level - 17	225000
03	PROFESSOR IN SUPER TIME SCALE	Level – 15	182200-224100
04	PROFESSOR	Level – 14A	159100-220200
05	ASSOCIATE PROFESSOR	Level – 13A2	139600-211300
06	ASSISTANT PROFESSOR	Level – 12	101500 -167400
	ASST PROFESSOR with 3 years experience	Level – 13A1	131400 - 204700
07	PRINCIPAL RESEARCH SCIENTIST	Level – 13A2	139600-211300
08	SENIOR SCIENTIFIC OFFICER	Level – 12	101500 -167400
	SSO with 3 years experience	Level – 13A1	131400 - 204700
09	SCIENTIFIC OFFICER GR I	Level - 10	57700-98200
10	SCIENTIFIC OFFICER GR II	Level - 11	68900-117200
	LIBRARIAN	Level – 14	144200-211800
	DEPUTY LIBRARIAN	Level - 12	79800-131700
	DEPUTY LIBRARIAN with 3 years experience	Level - 13A1	131400-204700
	ASSISTANT LIBRARIAN	Level - 10	57700-98200

ADMINISTRATIVE STAFF

01	REGISTRAR	Level - 14	144200-218200
03	FINANCIAL CONTROLLER	Level - 14	144200-218200
04	DEPUTY REGISTRAR	Level - 12	78800-185900
	DEPUTY REGISTRAR with 5 years experience	Level - 13	123100-215900

05	DEPUTY FINANCIAL CONTROLLER	Level - 12	78800-185900
	DEPUTY FINANCIAL CONTROLLER with 5 years experience	Level - 13	123100-215900
08	ASSISTANT REGISTRAR	Level - 10	56100-132000
14	MEDICAL OFFICER	Level - 10	56100-132000
15	INTERNAL AUDITOR	Level - 10	56100-132000
11	TECHNICAL OFFICER GR III	Level - 12	78800-185900
12	TECHNICAL OFFICER GR II	Level - 11	67700-160000
13	TECHNICAL OFFICER GR I	Level - 10	56100-132000

Source :: Assistant Registrar(Council)

SUPPORTING STAFF

Sl. No.	Designations	Pay Matrix under VII CPC	
		Level	Pay Range
1.	Superintendent	Level 7	44900- 142400
2.	Office Supervisor	Level 6	35400-112400
3.	Upper Division Clerk	Level 4	25500-81100
4.	Lower Division Clerk	Level 2	19900-63200
5.	Personal Assistant	Level 6	35400-112400
6.	Senior Stenographer	Level 6	35400-112400
7.	Stenographer Gr-II	Level 4	25500-81100
8.	Scientific Assistant	Level 6	35400-112400
9.	Junior Scientific Assistant	Level 6	35400-112400
10.	Laboratory Assistant	Level 4	25500-81100
11.	Junior Foreman	Level 6	35400-112400
12.	Mechanic A	Level 4	25500-81100
13.	Mechanic B	Level 4	25500-81100
14.	Mechanic C	Level 2	19900-63200
15.	Mess Supervisor	Level 4	25500-81100
16.	Head Cook	Level 4	25500-81100

PAY MATRIX OF GROUP B, C AND MULTI TASKING STAFF AT THE INSTITUTE

17.	Cook	Level 2	19900-63200
18.	Security Supervisor	Level 6	35400-112400
19.	Driver, Telephone Operator, Head Security Guard, Maistry	Level 2	19900-63200
20.	Multi-Tasking Staff	Level 1	18000-56900

Source :Deputy Registrar Unit – I B

12. BUDGET ALLOCATED

Grants received from MHRD during 2016-17

1. Non-Plan Grant - Recurring   -   302.52Crore
2. Plan Grants   -   120.54 Crore

Source : Financial Controller

13. SUBSIDY PROGRAMS

The under-mentioned subsidies are provided to the students belonging to SC/ST Community.

a. Full tuition fee waiver
b. 50% concession in all other fees
c. 50% concession in the application fee for admission to all the Programs at the Institute
d. Pre-interview Familiarization Programs of One week duration for candidates called for interview.
e. Summer Fellowship programme in Science and Engineering for SC/ST.

Source :Joint Registrar (Academic)

14. CONCESSIONS AVAILED BY THE INSTITUTE

a) Customs duty exemption

b) GST exemption

Source : Deputy Financial Controller (Schemes & Projects)

15. NORMS / STANDARDS

The Senate has formulated norms for academic programmes of the Institute. The Sub Committees of the Senate, i.e., Senate Curriculum Committee and Senate Committee on Research Conferments will monitor the norms set by the Senate. The Council is the approving authority for the norms set by the Senate. Court approves the Budgeted estimates and Annual Accounts of the Institute.

Source: Joint Registrar Unit – IA

16. INFORMATION AVAILABLE IN ELECTRONIC MEDIA FORM

All the information related to Institute is available in the Institute website http:/www.iisc.ac.in

Source : Assistant Registrar Unit – IA

17. OBTAINING INFORMATION

Main activity of the Institute is conducting research in Science & Engineering and offering Graduation in Science (B.Sc(research)), Postgraduate degree and Doctoral programmes and in various branches of

Engineering / Technology. These informations are available in Institute website for the use of general public.

Source: Assistant Registrar Unit – I A

Annual Returns

Annual returns are being filed regularly on CIC website every year.

CPIO – Quarterly Returns 2017 - 2018

[Quarter 1 returns](#)

[Quarter 2 returns](#)

[Quarter 3 returns](#)

[Quarter 4 returns](#)

Source : Assistant Registrar Unit – IA