**Vision**

To contribute to India and the World through excellence in scientific and technical education and research; to serve as a valuable resource for industry and society; and to remain a source of pride for all Indians.

**Mission**

To generate new knowledge by engaging in cutting-edge research and to promote academic growth by offering state-of-the-art undergraduate, postgraduate and doctoral programmes.

To identify, based on an informed perception of Indian, regional and global needs, areas of specialization upon which the Institute can concentrate.

To undertake collaborative projects which offer opportunities for long-term interaction with academia and industry.

To develop human potential to its fullest extent so that intellectually capable and imaginatively gifted leaders can emerge in a range of professions.

**Values**

- Academic integrity and accountability.
- Respect and tolerance for the views of every individual.
- Attention to issues of national relevance as well as of global concern.
- Breadth of understanding, including knowledge of the human sciences.
- Appreciation of intellectual excellence and creativity.
- An unfettered spirit of exploration, rationality and enterprise.
PREFACE

Although the basic structure of organizational functions and powers of an institute are laid down in its Act and Statutes, a large number of rules and regulations, ordinances, policy decisions are formulated by the Board of Governors, Senate and other authorities of the institute for regulating day-to-day work of the expanding activities of the institute. In order to ensure transparency and help the academic and administrative functionaries of the institute to discharge their responsibility with ease and efficiency, the Institute had in May 1993 prepared an Administrative Manual. An attempt has now been made to update this manual by incorporating changes which have taken place during the last ten years. I do hope that the Administrative Manual will help the academic and administrative functioning of the Institute. Many administrative functionaries of the Institute have put in their efforts in updating the Administrative Manual and I would like to place on record my appreciation for the work done by them. Any suggestions for additions and improvements in the Manual are welcome and users are requested to send the same to the Deputy Director (Admn).

(R.S. Sirohi)
DIRECTOR

New Delhi
25.3.2003
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