Indian Institute of Technology Kanpur
Office of Deputy Director

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OFFICE ORDER

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All future space allocation for the departments, including the new buildings that are being constructed, will be based on the guidelines approved by the Director (attached). Each department will have a Department Space Affairs Committee (DSAC) that (i) decides on the usage of the space allotted to the department as per the approved guidelines and (ii) for submitting requests for additional space for the department. Such requests will be considered by the Institute Space affairs Committee (ISAC).

(S.Ganesh)

Copy to:

1. Director
2. Members of ISAC
3. All Deans
4. Heads of the Department

Guidelines for Future Space Allocation of Academic Departments at IIT Kanpur

1. Every academic department should have a **Department Space[#] Affairs Committee** (DSAC) comprising of one Technical/office staff, one Assistant Professor, one Associate Professor, one Professor and HoD, which will work for optimal space utilization and new space allocation. The committee should coordinate with DOIP office in maintaining the updated space data in case of new allocation, change of utilization of space, creation of new space etc. For any change of space data, the data must be transmitted to DOIP office for keeping updated database.

2. The **Office of HoD** should be around 35-40 sqm. This size is double than what top universities use. But we often have meetings (DFAC, DPGC etc.) inside HOD's room. Hence, it may be fine. Similarly, the **Main Department Office** with 3-4 staff members (open office format) along with storage racks etc. should be around 30-35 sqm.

3. Every department should have (at the most) one **Seminar Room and** one **Meeting/conference room**. Also, departments should prefer seminars over regular classes in seminar/meeting/conference rooms. **For regular classes or seminar with large attendees, the department should use lecture hall facilities. Hence, no large classroom should be created by individual departments and the existing such departmental classrooms should be under the supervision of DOAA.** Utilizing department spaces for holding regular course lectures is strongly discouraged.

4. Very big **Shared Teaching Laboratories** (and associated office spaces) *required for Institute Core Courses* such as TA 101 should be under the direct control DOAA and should be administered through a committee comprising of a coordinator(s) nominated by the HOD of the associated department(s) and DOAA. These spaces should not be counted within Department spaces.

5. **For UG and PG experimental laboratory classes**, the spaces should be decided based on the safety and feasibility of the session. It may be good idea to conduct classes in multiple batches as appropriate. These labs should be designed such a way that they can be multiplexed for running multiple lab course in batches when needed. The idea is to maximize the usage of lab spaces.

[#]Space refers to Covered Assignable Space in sqm

6. **To increase the space utilization of teaching laboratory spaces,** the concept of **shared laboratory and time multiplexing** should be adopted. These labs should be designed such a way that they can be multiplexed for running multiple lab course in batches when needed. In other words, teaching laboratory spaces for one lab course should not be blocked for the entire year, if the laboratory classes are offered only for one semester in a year. Mechanism should evolve for hosting multiple laboratory courses to in the same laboratory space and timetable should adopt such approach.

7. The departments may allocate spaces for **Ph.D. students** of the size 2.5 - 3.0 sqm per students (comprising of computer tables, selves etc., open office format). If spaces are available within the department, the Department may also maintain computational facilities (20 sqm per 10 students in open office format) for M. Tech students registered in thesis credits and involved in computational works. However, emphasis must be given in optimal usage of such spaces (modular design, multiplexing, creation of mezzanine floor, etc) rather than creation of too many underutilized facilities.

8. **Permanent/project Staff** members in teaching laboratories should have office spaces not more than 6-8 sqm per staff.

9. **All departments should encourage their faculty members to share laboratory equipment and space.** This is very important considering the following two points: (i) service life of every equipment is somewhat limited and hence, maximum utilization is beneficial, (ii) sharing facility encourages collaborative research within the department and across the departments.

10. Each faculty member should have **only one office** (size 15-20 sqm) **including those built inside the laboratory**. If a faculty member is holding any institute administrative position, that office should not be counted as academic office.

11. For the departments, where **individual experimental laboratories** are preferred for various reasons, the maximum laboratory space under the direct control of a faculty member should not be more that 90 sqm (*15 sqm for Office and 75 sqm of research space for 12-15 research students*) plus 10 sqm of **shed** for holding gas/battery ups etc. Areas in excess of 100 sqm must be under the control of HOD and should be considered as a shared

departmental space. Further, all temporary sheds will be accounted in total departmental space.

12. **If a faculty member is having additional laboratory or office spaces in centers/buildings such as ACMS, Advance Imaging, CESE, Flexible electronics and ACMS, Sl. No. 10-11 will be strictly applied.**

13. **Centers housing common research facilities (e.g., ACMS, Advance Imaging, CESE, NWTF, NC Flex, Animal House, SERE)** should be administered by a coordinator (with term limit) decided by the DORD/Director **and except central facilities under the coordinator, all Laboratory Spaces therein under the control of a participating faculty member should be accounted towards the total space of the faculty member's actual Department. Only the space for office coordinator, staff and central facilities for these centers should be accounted as the Space of Center for space data entry. The same rule applies for all IDPs too.**

14. If for a project related requirement, a specialized space has to be created or an existing space is to be used after initial renovation, such allocation should be limited to the duration of the project only. In such case, apart from proving the basic infrastructure from the IWD funds, for additional upgradation and upkeep of the facility (cleaning etc.), the budget has to be arranged by the PI of that project or by the concerned department. This should not be shown as the part of the Institute OH collected by office of Dean R & D. After the completion of the project, the space will automatically be shown as shared department space following Sl. No. 9-10.

15. For visiting faculty members, the department should allocate faculty offices (~15 sqm) available in the department. For Institute Postdoctoral fellows and DST Inspire Faculty members, and REOs, the size of the offices should be 10-12 sqm.

16. **Total space for a particular department to be calculated by the norms shown in Tables 1 and 2. While Table 1 provides a procedure to calculate space requirement of a department, Table 2 provides the upper limit of space to be provided to a department. For comparison, Table 3 shows the space norms adopted for IIT Kanpur along with a few other universities and MOE guidelines.**

Table 1: Space norms in sqm for deciding Department Space Requirements

Nature		Lower Value	Upper Value
HOD Office (One)		35	40
Dept Office (One)		30	35
Faculty Office (Per Faculty)		15	20
Institute Postdoc, Inspire Faculty, REO (Per Person)		10	12
Staff Office (Per Staff)		6	8
Space for Computational, Research, and Teaching Laboratories including Workshop and Stores	PG Student linked component (Per PG Student)	5	8
	Faculty linked component * (Per Faculty)	60	80
Seminar Room (One)		60	80
Meeting Room (One)		40	60

*This row is not applicable for the Departments primarily NOT dealing with experimental/simulation facilities.

Table 2: Upper limit of total allocated Space to a Department in sqm**

Department	Per Faculty Space
For departments primarily dealing with large experimental/simulation facilities, the total departmental space **Including Items Not listed in Table 1**	130
For departments primarily **NOT** dealing with large experimental/simulation facilities, the total departmental space **Including Items Not Listed in Table 1**	50

**Needs at least 10 faculty members to apply this limit

Table 3: Comparison of Space Utilization Norms of IIT Kanpur with Others
(In sqm per person)

Name	HOD's Office	Faculty	Dept Office	Staff Open office/ Cubicle	Teaching + Research Laboratory/ Cubicle
Imperial Collage/ Bristol/ Cambridge	12-15	10-12	-	4.5-7.5	4.5 - 7.5
University of Michigan / UC Berkeley	13-15	9-15	-	6 - 9	3.5 - 7
MHRD (MOE) Higher Education Policy	10	5	20	-	-
IIT Kanpur	35 - 40	15-20	30 - 35	6 - 8	5 - 8