



భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్
भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad

ADMINISTRATIVE MANUAL

2021



INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD

Kandi, Sangareddy – 502 284, Telangana

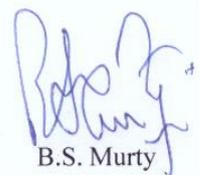
FOREWORD

Having come into existence more than a decade ago, the Indian Institute of Technology Hyderabad can no longer be considered a toddler anymore. It has not only evolved into a full-fledged self-reliant institution but also acquired the requisite potential to mentor any new institution of the ilk. It has already earned the reputation of having mentored IIT Bhilai and IIIT Sri City (Chittoor) and is currently mentoring IIIT Raichur.

However, it is not just enough for IIT Hyderabad to claim to be a fully grown-up institution. It is time for it to prove its mettle and maturity by demonstrating not only academic excellence but also its administrative soundness. With this objective in mind, we have concentrated some of our efforts on revamping and reinforcing the administrative structure of the institute. It has been observed that the practices adopted, and the interim informal arrangements made with a view to overcoming the teething problems during the Institute's initial formative years, have remained deep-seated, and over these years have unduly acquired the strength of the formal procedures. All such incongruities have been identified and are being eliminated one by one or realigned in conformity with the formal and well-established procedures so as to bring about more transparency, efficiency and accountability in each and every administrative function of the Institute. I am sure that the Institute's academic and administrative excellence will soar to new heights of reputation.

This book entitled '**Administrative Manual**' is a small effort to help not only the newly joined students and recruits but also the existing ones. This book, which offers an overview of the administrative structure and the services it offers, is intended to serve as a handy reference guide on whom to contact for various services and facilities at IITH. It may, however, be noted that this Manual contains only an outline of various service rules and regulations for quick understanding and reference. In the event of any conflict of facts and figures, the extant orders of the Central Government on the subject shall prevail.

I hope that this Manual will prove to be very useful to the IITH fraternity.



B.S. Murty
Director

September 15, 2021

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# CHAPTER-1

## ABOUT IIT HYDERABAD

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The Indian Institute of Technology Hyderabad is a Centrally Funded Technological Autonomous Institution founded and registered under the Andhra Pradesh Societies Registration Act 2001 (Act No.35 of 2001) in 2008. The Institute functions under the aegis of the Ministry of Education, Department of Higher Education, Government of India.

2. IIT Hyderabad is one among the 2nd generation of IITs started by the Govt. of India. Although the Institute was founded in 2008, its first faculty joined only in August 2009 and the Institute had to function from a temporary location inside the ODF, Yeddumailaram until 2015. Despite this humble start, IITH has made great strides within a short span of 10 years and has been able to create not only a vibrant research and development ambience and innovative academic ecosystem but also carve out a niche for itself in NIRF and QS world rankings and claims the top position among all second generation IITs. It is ranked No.8 in India for Engineering, and No.17 in overall by NIRF. IITH has entered the QS World University Ranking for the first time in position 601-650.

3. Today IITH offers 11 B.Tech. programs, 1 B.Des. Program, 3 M.Sc. programs, 18 M.Tech programs, 1 M.Des program, 1 M.A. Program and 16 Ph.D. programs in all branches of engineering, science, liberal arts, climate change and design. IIT Hyderabad offers all its Programs to foreign nationals as well subject to their fulfilling the eligibility criteria. The very foundation of IIT Hyderabad is based on research and innovation. Invention and innovations have been the governing vision for IIT Hyderabad. This vision is reflected in all aspects of IITH – research and development, teaching, campus development, student activities and administration.

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CHAPTER-2

IITH'S VISION, MISSION & VALUES

Vision



IITH will be the cradle for inventions and innovations. It will advance knowledge and scholarship to students in science, technology and liberal arts, and equip them to handle the challenges of the nation and the world in 21st century.

Mission



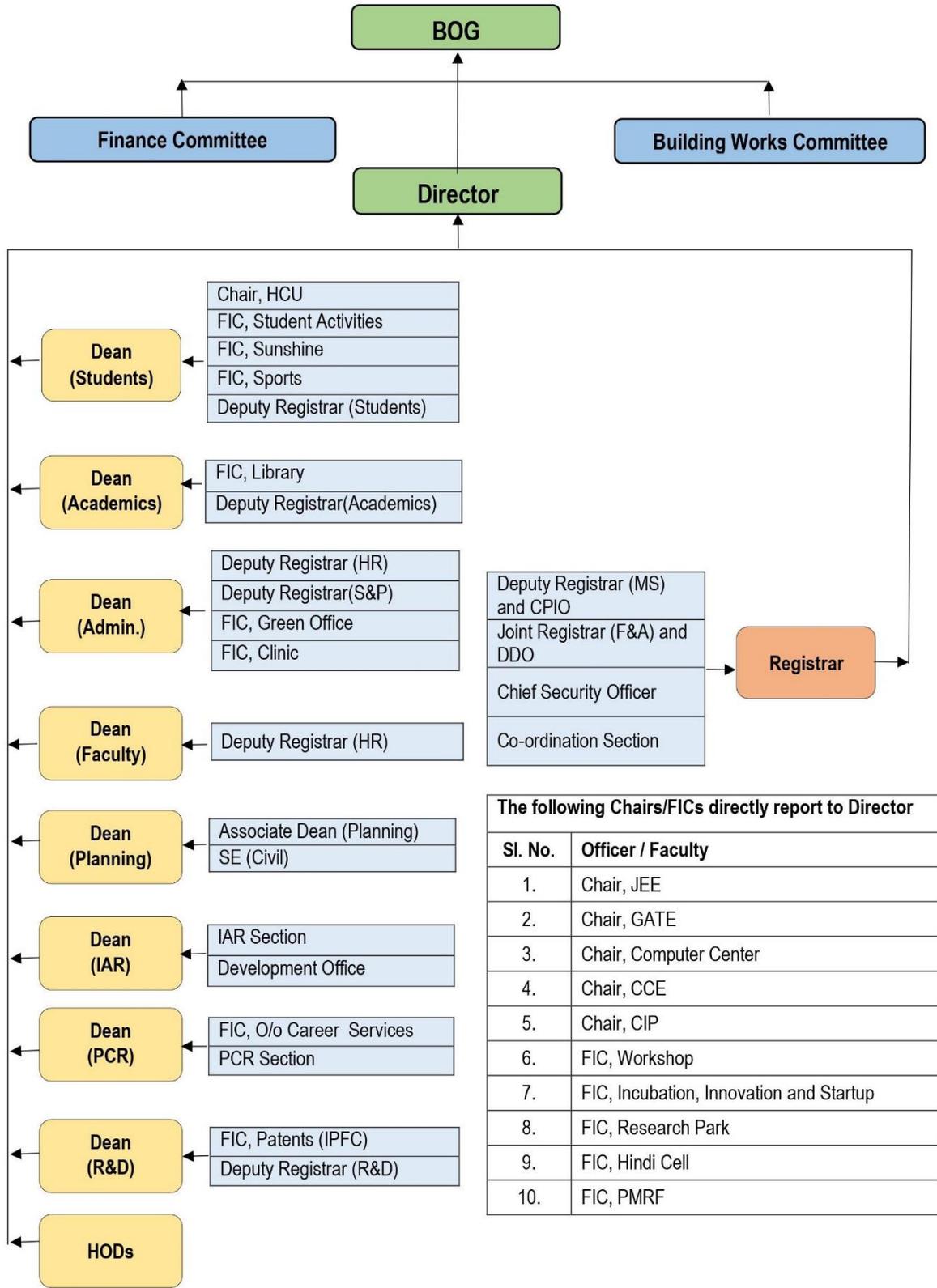
To be recognized as ideators and leaders in higher education and research, and to develop human power with creativity, technology and passion for the betterment of India and humankind.

Values



IITH recognizes the importance of ethics and integrity in the discharge of duties and responsibilities and attaches high importance to values in its work culture.

CHAPTER-3 ORGANOGRAM OF IITH



The following Chairs/FICs directly report to Director

Sl. No.	Officer / Faculty
1.	Chair, JEE
2.	Chair, GATE
3.	Chair, Computer Center
4.	Chair, CCE
5.	Chair, CIP
6.	FIC, Workshop
7.	FIC, Incubation, Innovation and Startup
8.	FIC, Research Park
9.	FIC, Hindi Cell
10.	FIC, PMRF

CHAPTER-4

BOG, SENATE, FC & BWC

1. Board of Governors (BOG):

The Board of Governors is the apex authority of the Institute and is responsible for the general superintendence, direction and control of the affairs of the Institute and exercises all the powers of the Institute and has the power to review the acts of the Senate. The Board consists of the following persons, namely:-

- (a) The Chairman, to be nominated by the Visitor (viz. The President)
- (b) The Director (IITH), *ex officio*,
- (c) One person to be nominated by the Government of each of the States comprising the zone in which the Institute is situated, from among the persons who, in the opinion of that Government, are technologists or industrialists of repute;
- (d) Four persons having special knowledge or practical experience in respect of education, engineering or science, to be nominated by the Council; and
- (e) Two professors of the Institute, to be nominated by the Senate.

1.1. Tenure of the Board Members:

- (a) Generally, the term of office of the Chairman or any other member of the Board shall be three years from the date of his/her nomination.
- (b) The term of office of an *ex officio* member shall continue so long as he/she holds the office by virtue of which he/she is a member.
- (c) The term of office of a member nominated by the Senate shall be two years from the 1st day of January of the year in which he/she is nominated.
- (d) The term of office of a member nominated to fill a casual vacancy shall continue for the remainder of the term of the member in whose place he/she has been nominated.

1.2. Present Composition of the Board:

Present composition of the Board of Governors is as follows.

- | | | |
|--------------------------------------|---|---------------------|
| (a) Shri B.V.R.Mohan Reddy | - | Chairman |
| (b) Prof. Vinod Krishan | - | Member |
| (c) Dr. Prema Ramachandran | - | Member |
| (d) Prof. M.Lakshmi Kantam | - | Member |
| (e) Mr. Rakesh Ranjan, IAS | - | Member |
| (f) Dr. B. Janardhan Reddy | - | Member |
| (g) Prof. Ch. Subrahmanyam | - | Member |
| (h) Prof. C Krishna Mohan | - | Member |
| (i) Prof. B.S. Murty, Director, IITH | - | Member (Ex-officio) |
| (j) Cmde. Manohar Nambiar (Retd.) | - | Secretary |

1.3. Meetings of the Board:

- (a) The Board meets not less than twice in a calendar year;
- (b) Meetings are ordinarily convened by the Chairman on his own or at the request of Director or not less than three members;
- (c) All orders and decisions of the Board are authenticated by the signature of the Registrar.

2. Senate:

The Senate comprising all Deans, Heads of the departments and senior faculty members of the Institute decides the academic policy of the Institute. It controls and approves the curriculum, courses, examinations and results. It appoints committees to look into specific academic matters arising from time to time. The teaching, training and research activities of various departments of the Institute are periodically reviewed to improve facilities and maintain standards. The Director of the Institute is the ex-officio Chairman of the Senate. The Chairman nominates two distinguished persons from the industry, R&D, Financial Institutions and any comparable organizations for a period of two years, and up to five student representatives as special invitees for a period of one year.

2.1. Powers of the Senate:

Some of the important powers of the Senate are listed below. The Senate is empowered

- (a) To sanction academic programs and courses and their content;
- (b) To fix the criteria for award of academic degrees and honours.
- (c) To approve changes in the program of study of students; and
- (d) To create new academic departments or abolish or alter the existing ones.

2.2. Minutes of the Senate:

- (a) The Senate meets not less than 4 times in a calendar year;
- (b) Meetings are ordinarily convened by the Chairman on his own or at the request of not less than one third of members;
- (c) All orders and decisions of the Senate are authenticated by the signature of the Registrar.

3. Finance Committee (FC):

This Committee provides its views and makes its recommendations to the BOG either *suo motu* or on the advice of the BOG or the Director on any financial matter pertaining to the Institute. The composition of the Finance Committee is as under

- (a) The Chairman, ex-officio;
- (b) Two persons nominated by the Central Govt.;
- (c) Two persons nominated by the Board;
- (d) The Director, ex-officio; and
- (e) The Registrar acts as Secretary on ex-officio basis.

3.1. Minutes of the FC:

- (a) The Committee meets not less than twice in a calendar year;
- (b) Meetings are ordinarily convened by the Chairman on his own or at the request of Director or not less than 3 members;
- (c) All orders and decisions of the Committee are authenticated by the signature of the Registrar.

4. Building and Works Committee (BWC):

The Building and Works Committee (BWC) consists of not less than five and not more than seven members as appointed by the BOG including the Director as Chairman (ex-officio). The BWC is responsible for construction of all major capital works under the direction of the BOG.

4.1. Minutes of the BWC:

- (a) The BWC meets not less than twice a year;
- (b) In emergent cases, the Chairman may exercise the powers of the committee, and report the decisions taken to the committee/Board at next meeting;
- (c) All orders and decisions of the BWC are authenticated by the signature of the Registrar.

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## CHAPTER-5

### STRENGTH/CLASSIFICATION OF STAFF AND POSTS

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#### 1. Total Strength of Posts in the Institute:

Just like any other IIT, IITH is permitted to have its staff strength in an ideal ratio of 10:1:1.1 (Students:Faculty:Non-Faculty). At present, the Institute has 329 sanctioned faculty posts Existing faculty – 242) and 318 non-faculty sanctioned posts (existing non-faculty staff – 272). A summary of grade-wise and cadre-wise break-up of strength of various posts in IITH can be seen in the following para.

#### 2. Classification of Staff:

The members of staff of the Institute are broadly classified as follows.

- (a) **Academic Staff:** The incumbents of the following posts constitute the academic staff, also called as the Faculty, of the Institute. The Institute has a sanctioned strength of 329 academic posts as on date. As regards the break-up of this strength, the Institute has the liberty of creating and filling the posts in different grades (i.e. Pay Levels). The following table gives the present incumbency position in each grade.

| Sl. No.      | Name of the Post             | Pay Level | No. of Posts filled |
|--------------|------------------------------|-----------|---------------------|
| 1            | Director                     | Apex      | 1                   |
| 2            | Professors                   | 15        | 5                   |
| 3            | Professors                   | 14A       | 39                  |
| 4            | Associate Professors         | 13A2      | 87                  |
| 5            | Assistant Professors (Gr-I)  | 13A1      | 44                  |
| 6            | Assistant Professors (Gr-I)  | 12        | 54                  |
| 7            | Assistant Professors (Gr-II) | 11        | 11                  |
| 8            | Assistant Professors (Gr-II) | 10        | 1                   |
| <b>Total</b> |                              |           | <b>242</b>          |

- (b) **Technical Staff:** The incumbents of the following posts constitute the technical staff of the Institute. The Institute has a sanctioned strength of 169 technical posts as on date. The following table gives the cadre-wise break-up of this strength.

#### Engineering Cadre

| Sl. No. | Name of the Post                      | Pay Level | No. of Posts |
|---------|---------------------------------------|-----------|--------------|
| 1       | Superintending Engineer               | 13        | 1            |
| 2       | Executive Engineer (Civil)            | 11        | 1            |
| 3       | Executive Engineer (Electrical)       | 11        | 1            |
| 4       | Asst. Executive Engineer (Civil)      | 10        | 3            |
| 5       | Asst. Executive Engineer (Electrical) | 10        | 1            |

| 6                                    | Assistant Engineer (Civil)          | 8         | 4            |
|--------------------------------------|-------------------------------------|-----------|--------------|
| 7                                    | Assistant Engineer (Electrical)     | 8         | 4            |
| 8                                    | Junior Engineer (Civil)             | 6         | 8            |
| 9                                    | Junior Engineer (Electrical)        | 6         | 6            |
| <b>Total</b>                         |                                     |           | <b>29</b>    |
| <b>Technical Cadre</b>               |                                     |           |              |
| Sl. No.                              | Name of the Post                    | Pay Level | No. of Posts |
| 1                                    | Technical Officer                   | 11        | 1            |
| 2                                    | Senior Technical Superintendent     | 10        | 13           |
| 3                                    | Technical Superintendent            | 8         | 41           |
| 4                                    | Junior Technician                   | 3         | 61           |
| 5                                    | Junior Laboratory Assistant         | 3         | 1            |
| <b>Total</b>                         |                                     |           | <b>117</b>   |
| <b>Medical Cadre</b>                 |                                     |           |              |
| Sl. No.                              | Name of the Post                    | Pay Level | No. of Posts |
| 1                                    | Medical Officer                     | 11        | 01           |
| 2                                    | Junior Medical Officer              | 10        | 03           |
| <b>Total</b>                         |                                     |           | <b>04</b>    |
| <b>Physical Education Cadre</b>      |                                     |           |              |
| S.No.                                | Name of the Post                    | Pay Level | No. of Posts |
| 1                                    | Junior Sports Officer               | 10        | 07           |
| 2                                    | Senior Physical Training Instructor | 08        | 02           |
| 3                                    | Physical Training Instructor        | 06        | 02           |
| <b>Total</b>                         |                                     |           | <b>11</b>    |
| <b>Psychological Counselor Cadre</b> |                                     |           |              |
| S.No.                                | Name of the Post                    | Pay Level | No. of Posts |
| 1                                    | Psychological Counselor             | 10        | 01           |
| 2                                    | Junior Psychological Counselor      | 08        | 02           |
| <b>Total</b>                         |                                     |           | <b>03</b>    |
| <b>Isolated Posts</b>                |                                     |           |              |
| S.No.                                | Name of the Post                    | Pay Level | No. of Posts |
| 1                                    | Bio-Safety Officer                  | 10        | 1            |
| 2                                    | Veterinary Doctor                   | 10        | 1            |
| 3                                    | Network/Systems Administrator       | 11        | 2            |
| 4                                    | Physiotherapist                     | 6         | 1            |
| <b>Total</b>                         |                                     |           | <b>05</b>    |

- (c) **Administrative Staff:** The incumbents of the following posts constitute the technical staff of the Institute. The Institute has a sanctioned strength of 149 administrative posts as on date. The following table gives the cadre-wise break-up of this strength.

### Administrative Cadre

| Sl. No.      | Name of the Post    | Pay Level | No. of Posts |
|--------------|---------------------|-----------|--------------|
| 1            | Registrar           | 14        | 1            |
| 2            | Deputy Registrar    | 12        | 7            |
| 3            | Assistant Registrar | 10        | 14           |
| 4            | Section officer     | 8         | 13           |
| 5            | Executive Assistant | 6         | 36           |
| 6            | Senior Assistant    | 5         | 7            |
| 7            | Accountant          | 4         | 8            |
| 8            | Junior Assistant    | 3         | 15           |
| <b>Total</b> |                     |           | <b>101</b>   |

### Library Cadre

| Sl. No.      | Name of the Post              | Pay Level | No. of Posts |
|--------------|-------------------------------|-----------|--------------|
| 1            | Chief Library Officer         | 13        | 1            |
| 2            | Deputy Librarian              | 12        | 1            |
| 3            | Assistant Librarian           | 11        | 1            |
| 4            | Library Information Assistant | 6         | 2            |
| <b>Total</b> |                               |           | <b>05</b>    |

### Security Cadre

| S.No.        | Name of the Post       | Pay Level | No. of Posts |
|--------------|------------------------|-----------|--------------|
| 1            | Chief Security Officer | 13        | 01           |
| 2            | Security Officer       | 11        | 01           |
| <b>Total</b> |                        |           | <b>02</b>    |

### Isolated Posts

| S.No.        | Name of the Post              | Pay Level | No. of Posts |
|--------------|-------------------------------|-----------|--------------|
| 1            | Junior Hindi Translator       | 6         | 1            |
| 2            | Hospitality Management Asstt. | 6         | 2            |
| <b>Total</b> |                               |           | <b>03</b>    |

### Multi Skill Assistant Cadre

| S.No.        | Name of the Post            | Pay Level | No. of Posts |
|--------------|-----------------------------|-----------|--------------|
| 1            | Multi Skill Assistant Gr-II | 02        | 11           |
| 2            | Multi Skill Assistant Gr-I  | 01        | 27           |
| <b>Total</b> |                             |           | <b>38</b>    |

### 3. Classification of Posts:

The classification of posts followed by the Institute is the same as notified by the Central Government from time to time which at present is as follows.

| Sl. No. | Pay Level (as per 7 CPC)                                                            | Classified as |
|---------|-------------------------------------------------------------------------------------|---------------|
| 1.      | A Central Civil Post carrying the pay in the Pay Matrix at the Level from 10 to 18. | Group 'A'     |
| 2.      | A Central Civil Post carrying the pay in the Pay Matrix at the Level from 6 to 9.   | Group 'B'     |
| 3.      | A Central Civil Post carrying the pay in the Pay Matrix at the Level from 1 to 5.   | Group 'C'     |

## CHAPTER-6

### ADMINISTRATIVE OFFICES AND THEIR RESPONSIBILITIES

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1. **Director's Office:** The duties and responsibilities generally include
  - (a) Assisting the Director in discharge of all his duties;
  - (b) Maintaining the Director's schedule of appointments and engagements; Updating them from time to time and apprising the Director;
  - (c) Fixing appointments of the VIPs and visitors with Director;
  - (d) Liaising with MoE and District Administration on behalf of IITH;
  - (e) Liaising with Deans, HoDs, Faculty, Students and any other officer of the Institute on behalf of Director;
  - (f) Ensuring timely receipt of requisite agenda and other papers to enable the Director to prepare for BOG/Senate/FC/BWC meetings;
  - (g) Arranging the meetings of Deans/HoDs/faculty with the Director. Circulating the agenda and minutes of such meetings;
  - (h) Ensuring timely issue of necessary office orders for appointment of Deans, HoDs, FICs, CVO and various Committees;
  - (i) Any other responsibility assigned by the Director from time to time.

**Vide Annexure-10** at Appendix, for Channel of Submission & Workflow of this office.

#### Contact Details:

| Sl. No. | Contact person      | Contact Email              | Contact Phone No. |
|---------|---------------------|----------------------------|-------------------|
| 1.      | Assistant Registrar | office.director@iith.ac.in | 040-23016002      |

2. **Registrar's Office:** The duties and responsibilities generally include
  - (a) The Registrar of the Institute shall be the custodian of records, the common seal, the funds of the Institute and such other property of the Institute as the Board shall commit to his charge;
  - (b) The Registrar shall act as the Secretary of the Board, the Senate, and such committees as may be prescribed by the Statutes and the Director, and prepare the agenda and minutes of their meetings;
  - (c) The Registrar shall take action, as may be directed by the Director to fill up the vacancies including casual vacancies of the authorities of the Institute;
  - (d) The Registrar shall exercise such other powers and perform such other duties as may be assigned to him by the IIT Act 1961 or the Statutes of the Institute or by the Director;
  - (e) The Registrar shall act as the legal interface of the Institute and authenticate all documents and papers to be filed by the Institute before courts of law, tribunals etc.
  - (f) Arranging the meetings of key administrative officers and all staff with the Director. Circulating the agenda and minutes of such meetings;
  - (g) In addition to the above, the Registrar is presently discharging responsibilities as the First Appellate Authority also in respect of RTI matters.

**Contact Details:**

| Sl. No. | Contact person     | Contact Email               | Contact Phone No. |
|---------|--------------------|-----------------------------|-------------------|
| 1.      | Registrar          | registrar@iith.ac.in        | 040-23016055      |
| 2.      | Registrar's Office | office.registrar@iith.ac.in | 040-23016055      |

3. **Academic Section:** The Academic Section deals with the core activities of the Institute, and caters to the needs of students and faculty alike. It welcomes the student by issuing the Identity card, aids in all matters throughout the academic life cycle and bids adieu by issuing the final consolidated grade card. It deals with all the processes related to admissions, progress reports and assessment of the students enrolled at IIT Hyderabad. The section processes all the financial incentives (scholarships, fellowships) and non-financial incentives (awards, medals) for meritorious students. It also facilitates in creating the right ambience for students by maintaining the best of classroom infrastructure. It processes and prepares the Original Degree, the coveted dream of students and facilitates the issue of the same.

The section not only acts as the academic repository of rules, regulations and guidelines governing the Institute but also maintains the database of the students' academic records, since inception. It coordinates with various departments and faculty to ensure that the curricula are consistent with the guidelines. It provides administrative support to the highest academic decision making body i.e. The Senate as well as its supporting statutory bodies such as the Senate Under Graduate Committee (SUGC), the Senate Post Graduate Committee (SPGC) and the Academic Advisory Committee (AAC).

The Academic Section has the following three verticals to deal with the academic matters related to various programs:

- i) UG Cell: to deal with Under Graduate (UG) courses:
- ii) PG Cell: to deal with Post Graduate courses; and
- iii) PhD Cell: to deal with Doctoral programs

**Vide Annexure-10** at Appendix, for Channel of Submission & Workflow of this office.

**Contact Details:**

| Sl. No. | Contact person           | Contact Email        | Contact Phone No. |
|---------|--------------------------|----------------------|-------------------|
| 1.      | Dy. Registrar (Academic) | dr.acad@iith.ac.in   | 040-23016057      |
| 2.      | Assistant Registrar (UG) | ar.acadug@iith.ac.in | 040-23016064      |
| 3.      | Assistant Registrar (PG) | ar.acadpg@iith.ac.in | 040-23016065      |
| 4.      | Section Officer (PhD)    | acad.phd@iith.ac.in  | 040-23016767      |

4. **Dean (Students) Office:** The primary responsibility of the Dean (Students) Office is to take all necessary measures and actions so as to ensure for all students a comfortable accommodation and a pleasant stay on the campus. Dean (Students) Office comprises the following offices:

- a) Student related activities (Handled by FIC (Students) and DR (Students))
- b) Hostel Office (Handled by HCU Chair along with council of Wardens and AR Hostels);

- c) Sunshine Activities (Handled by FIC-Sunshine and Psychological Counselors);  
and
- d) Sports Activities (Handled by FIC-Sports and Sports Officer)

The usual duties and responsibilities of the Dean (Students) Office are as follows.

- a) Student Related Activities: Student related Activities like ELAN and nVision, MILAN, Gymkhana Activities, Recreational Activities, SciTech Activities, Cultural Activities, Ecell, Tedex, Gymkhana Account maintenance, EML, literacy club activities, EBSB, NSS, NSO, Sports Activities which comes under Hostel & Hostel Office etc.
  - (i) Liaison between students and appropriate staff related to student activities, organization of annual technical, Cultural and Technical workshop conducted by students Gymkhana.
  - (ii) Monitoring of functioning of various literacy clubs under student gymkhana.
  - (iii) Preparation of financial statement of Cultural, SciTech, Elan, Literacy club, Ecell & Tedex.
  - (iv) Gymkhana Bank Account Maintenance, EML Events, Recreational and Sports Activities.
- b) Hostel Office:
  - (i) *Mess Management*: Mess related duties, Sanitation, Maintenance of Mess and Stores, Daily menu vetting (food quality check, cleanliness, Liaoning with floor manager), Dining app - working with student volunteers, updating the mess wardens, Monthly meeting with caterer, Regular meeting with mess team, AMC of mess equipment, Minutes of Minutes, Ice cream DJ, Dining halls upkeep, Stores and upkeep, Purchases related to Dining hall, Mess feedback, Room service for the sick.
  - (ii) *Inventory and Maintenance*: Housekeeping, Maintenance (Student related activities in hostels, Cafeteria, Pest Control Monitoring), Inventory management, Preparations of travel Plan, Date base management, Student Complaints, Peripheral Maintenance, Accounting of Furniture, drafting of mails, Letters/PPT's as per requirement, Physical verification of Stores, Drafting of letters and liaison with all departments. SAC - maintenance, cleanliness, No-due related to hostel & mess, Handling CMD issues related to Hostels. Cafeteria, Wet and Dry Canteen documentation maintenance, Physical Checking of Wet and Dry Canteen Services, Assistant to Administration for Cafeteria, laundry and Stationary services. Attends complaints related to Kent, Washing Machines, water Dispensers & furniture in hostels. Gym - identify needs, cleanliness, maintaining equipment Cafeteria - Surprise inspection, Rent payment on time.
  - (iii) *Purchase & Tender*: Procurement, Mess tender, Furniture Tender, Wet Canteen, All Hostel related procurement, Stock taking/Inventory.
  - (iv) *Accommodation*: Processing Bills related to hostel office, Water Bills, Mess Bills, Accommodation, Preparation of travel Plans, date management, workshops, coordination with Wardens, Housekeeping Staff

- attendance sheet/OT Hours. HCU Website updating, Registrations, Attendance, Sports - facilitation of students in inter-IIT meets, keeping record of Hostel Documents, Maintenance of keys, Bill Preparation, PWD transport file, Student vacation, Updating In/Out moment of students. Imprest Bills, Physical Verification of rooms, attending to CMD complaints, Dak/letters and signatures from concerned authorities, Emergency Medical cases
- (v) *Emergency and Maintenance of Postal Room:* Liaising with Medical Officers. Ensuring physical and mental wellbeing of the students. Sick students and medical emergencies of students are handled which includes providing attender for accompanying students to hospitals, taking care of all their needs, delivering food etc. Postal Room Administration i.e. receiving postal dak meant for students and delivering the same to the student concerned.
- c) Sunshine Activities: There is a Counselling Cell headed by a Faculty. Open house sessions are conducted by professional counsellors during week days and week-ends. The services of Counsellors are available for students 24\*7. Sunshine activities include
- (i) Conduct of Icebreakers & sunshine weekend, Mental Health Articles sharing every 15 days, Group Sessions for quarantine sessions, Treasure hunt and Vlogathon Competitions etc.
  - (ii) Training in life skills through group sessions and with a counsellor, covering a wide range of topics, such as resilience, self-esteem building, goals and dreams, mindfulness, and self-love.
  - (iii) Training student mentors in basics of emotional intelligence, personality development, public speaking, basic mentoring skills, problem solving and suicide prevention since 2012. These training sessions are being successfully conducted online.
  - (iv) Further information of Sunshine – Counseling Cell can be accessed at <https://sunshine.iith.ac.in>
- d) Sports Activities:
- (i) An online video channel for the institute’s community. Sport-specific and yoga exercises are posted regularly on this channel to encourage the student community to engage in healthy physical activity.
  - (ii) The National Sports Organization, IIT Hyderabad has been conducting online classes for students on Wednesdays and Fridays.
  - (iii) To provide a boost to the sporting spirit, a Fit India Run is conducted from time to time, where IIT Hyderabad community members run a specific track on their own and post their run-time on social media platforms. A similar event for cycling is also conducted periodically.
  - (iv) Online yoga classes are regularly conducted (all weekdays except Wednesday, 5-6pm), and June 21 is celebrated as Yoga Day.

**Vide Annexure-10** at Appendix, for Channel of Submission & Workflow of this office.

**Contact Details:**

| Sl. No. | Contact person                | Contact Email          | Contact Phone No. |
|---------|-------------------------------|------------------------|-------------------|
| 1.      | Dy. Registrar (Students)      | dr.students@iith.ac.in | 040-23016061      |
| 2.      | Assistant Registrar (Hostels) | ar.hostels@iith.ac.in  | 040-23016075      |

5. **Human Resource (HR):** HR Section is broadly responsible for framing and executing policies to ensure that the Institute's needs of human resource are fully and timely met and that the personnel recruited are so well oriented and trained as to deal with the assigned work efficiently.

The HR Section has the following two wings.

- (i) HR (Faculty) – looks after all the recruitment, upgradations, upward placements & establishment matters of Faculty members;
- (ii) HR (Staff) – looks after all the recruitment, promotion, upgradations & establishment matters of Staff members.

Each of these wings is looked after by an Assistant Registrar under the overall supervision of a Deputy Registrar. The HR Section usually deals with the following activities:

- (a) All activities related to notifying vacancies and recruitments.
- (b) Assisting the new employees in all possible ways like getting ID card issued, official email account opened, providing office space, introducing them to IITH fraternity;
- (c) Issuing Joining & Posting Orders;
- (d) Opening, updating and maintaining Service Books;
- (e) Issuing Medical books & updating the dependent record;
- (f) Conducting orientation/induction programs for Faculty and Staff members;
- (g) Fixation of Pay & Allowances;
- (h) Joining time, joining time pay, Relocation (Faculty)/CTG/TTA related matters;
- (i) Probation clearance and Confirmation of Services;
- (j) Organizing learning and development programs;
- (k) Matters related to Career advancement/Training Programs;
- (l) Processing Block grant/CPDA requests of Faculty members;
- (m) Issuance of Address proof certificates and NOCs (to obtain Passport/Visa; to apply for outside jobs; to pursue higher studies etc.);
- (n) Internal transfers;
- (o) Matters related to incentives;
- (p) Matters related to lien and deputation;
- (q) Matters related to grant of leave and annual increments;
- (r) Processing of LTC requests/claims;
- (s) Disciplinary proceedings against regular faculty/staff;
- (t) Obtaining and maintaining Annual Performance Appraisal Reports (APARS) and Annual Immovable Property Returns (IPRs);
- (u) Matters related to Placements, Movements and Promotions;
- (v) Matters related to well-being/welfare of the Employees;
- (w) Drafting/revising Recruitment and Promotion Rules of the Institute;
- (x) Retirements and its related claims;
- (y) Maintaining database of faculty for NIRF & other ranking framework;

- (z) Any other work assigned by the Director from time to time.

**Vide Annexure-10** at Appendix, for Channel of Submission & Workflow of this office.

**Contact Details:**

| Sl. No. | Contact person                   | Contact Email                                                     | Contact Phone No. |
|---------|----------------------------------|-------------------------------------------------------------------|-------------------|
| 1.      | Dy. Registrar (HR)               | dr.hr@iith.ac.in                                                  | 040-23016060      |
| 2.      | Assistant Registrar (HR-Faculty) | ar.hrfaculty@iith.ac.in<br>office.establishmentfaculty@iith.ac.in | 040-23016069      |
| 3.      | Assistant Registrar (HR-Staff)   | ar.hrstaff@iith.ac.in<br>office.establishmentstaff@iith.ac.in     | 040-23016074      |

6. **Management Services (MS) Section:** MS Section is responsible for general administration of the Institute. The Section shall ensure that the Institute's needs of various services, facilities and amenities on its campus are fully and timely met and efficiently run. The usual work of the section is summarized below.
- (a) Dealing with a multitude of service contracts for Housekeeping, Manpower, Civilian Security, Ex-Servicemen Security, Mess, Transport, Amul Parlor, Nescafe, SBI & Canara Bank, Solid Waste Management, Apollo Pharmacy, Ambulance, Pest Control, Media Outreach, Wet Canteen, Dry Canteen, Sampoorna Supermarket, Stationery shop, Laundry, Hair Salon, Naturals Beauty Parlor, Vijaya Diagnostics Services etc;
  - (b) Recruitment and service matters of all contractual project staff;
  - (c) Telephone connections, complaints and issue of SIM cards to Key Functionaries. Payment of their bills; Updating the communication directory;
  - (d) Keeping track of Minimum wages orders issued from time to time and processing the monthly bills of all the above-mentioned contractors;
  - (e) Filing of Periodical Returns with RLC in respect of all the above service contracts;
  - (f) Procurement of (raw) materials for sanitization and disinfection and housekeeping activities;
  - (g) Dealing with Bio-Metric Attendance System;
  - (h) Dealing with LDP issues;
  - (i) Allotment/Cancellation of quarters;
  - (j) Organization of events like Republic Day/Independence Day etc;
  - (k) Preparation of Fact Sheet and sending it to Ministry of Education;
  - (l) Arrangement of Lunches/Refreshments as per requests received through [admin.facilities@iith.ac.in](mailto:admin.facilities@iith.ac.in)
  - (m) Collection of monthly rentals/License Fees from all contractors;
  - (n) Receipt, dispatch, distribution and record maintenance of all Institute Inward/Outward communications;
  - (o) Deployment of manpower and housekeeping staff for various locations and purposes.
  - (p) Supervision of the work of the Institute's Transport Cell and the Guesthouse; and
  - (q) Any other work assigned by the Director from time to time.

**Vide Annexure-10** at Appendix, for Channel of Submission & Workflow of this office.

**Contact Details:**

| Sl. No. | Contact person           | Contact Email       | Contact Phone No. |
|---------|--------------------------|---------------------|-------------------|
| 1.      | Dy. Registrar (MS)       | dr.ms@iith.ac.in    | 040-23016058      |
| 2.      | Assistant Registrar (MS) | ar.ms@iith.ac.in    | 040-23016066      |
| 3.      | Dispatch Cell            | despatch@iith.ac.in | 040-23016776      |

7. **Stores & Purchases (S&P) Section:** The primary role of the S&P Section is to ensure adequate and timely supply of materials to the Faculty/Departments and students for carrying out their research and educational activities, in a fair and transparent manner in keeping with the principles of procurement. S&P Section shall ensure speed, efficiency, economy and transparency in procurement process.

The procedure covers procurement of all kinds of goods viz. equipment's, instruments, plants & machinery, furniture, fixtures, raw materials, spares, chemicals, glassware, stationery etc. and all kinds of services, which include concluding rate contracts, annual maintenance contracts, customs clearance and cargo handling & consolidation services, exporting of goods for warranty replacements/repairs, Inventory and stock register maintenance and updating the same from time to time etc., but excludes publications, printing works, outsourcing activities connected to infrastructure, housekeeping, manpower, security, cleaning, horticulture, transport etc.

**Vide Annexure-10** at Appendix, for Channel of Submission & Workflow of this office.

**Contact Details:**

| Sl. No. | Contact person      | Contact Email          | Contact Phone No. |
|---------|---------------------|------------------------|-------------------|
| 1.      | Deputy Registrar    | dr.snp@iith.ac.in      | 040-23016062      |
| 2.      | Assistant Registrar | ar.purchase@iith.ac.in | 040-23016071      |

8. **Finance & Accounts (F&A) Section:** Finance & Accounts Section is primarily responsible for maintaining the budget and the accounts of all the funds of the Institute. It shall release the amounts only against the approved claims. The usual work of the Section is summarized below.

- (a) Preparation of Budget requirements and various other reports for BWC, FC and Board, HEFA loan payments, TRP related payments etc. and submission regular reports to JICA India office and MoE. Payments;
- (b) Operation of bank accounts in the name of the Institute as per approved requirement and maintaining a cash book in the prescribed form for each of them;
- (c) Compliance with statutory requirement under IT Act and reconciliation of payments with the Bank;
- (d) Collection of fees, its accounting, payments, reconciliation, issuing certificates etc., in respect of the activities of TEQIP, GIAN, SPARC workshops and TLC activities;
- (e) Exercising necessary Budgetary control in view of the limited funds sanctioned by the MoE and making allocations to different departments and Faculty under various schemes/names like Departmental Contingency, IRG, BUILD, Rural Development, Inter Disciplinary;

- (f) Uploading of all payments information in PFMS in time so as to ensure further release of funds by the MoE. Similarly, updating tally entries to facilitate preparation of reports for MHRD every month and also for the Director;
- (g) Preparation of Annual Accounts within the time allocated for submission to the Parliament through the MoE;
- (h) Payroll preparation and release of salaries for all faculty and staff and their Income Tax calculation, collection of monthly deductions from various sections, effecting Pay increases and calculation of arrears, calculation of increments, DA arrears, Pay Fixation vetting on appointment, promotion, placement and movements etc. Remittance of Statutory deduction from the Salary and issue of certificates like Form16 etc;
- (i) Processing of medical claims of all employees and their dependants and students for reimbursement;
- (j) Payments to Hospitals, Apollo Pharmacy, LTC and CEA claims of all Faculty and Staff. Medical claims process requires specialized knowledge regarding CGHS rules and admissibility of medicines etc;
- (k) Collection of fee payable from New Students, calculation of fee payable for all old students (2<sup>nd</sup> Semester and above) for all batches i.e. UG, PG and PhD considering the fee structure prescribed by Academic Section, verification of IT Returns of all the students every year for Vidya Lakshmi benefit, reconciliation of fee paid and balance fee collection, issue of No Dues to outgoing students etc. One of the main activity is payment of Stipend to Ph.D. and M.Tech. Students (both Institute and Project students), scholarships, every month. Settlement of Mess Bills and refund of caution deposits at the end of the course is also one of the major activity. Uploading PFMS reports related to CSS schemes etc., also will be taken care of by the Section;
- (l) Maintenance of BGs and MoUs and Agreements submitted by the vendors;
- (m) Release of payments to vendors and (construction) contractors like Security Services, Housekeeping, Manpower, Pest Control Services, Transport, Gardeners/plantation, in a timely manner. In addition to this payment in respect of all purchase orders issued by Stores section will be made by this staff;
- (n) Imprest, reimbursements, Temporary Advances, Travel Advances, Block Grants/Seed Grants;
- (o) Rendering necessary support to C&AG audit and GST audit, Tax audit by way of providing them with necessary information. For this purpose, the F&A section shall co-ordinate with all other sections in collecting the information for the audit;
- (p) Conduct of Internal Audit as per the Internal Audit Manual; and
- (q) Any other work assigned by the Director from time to time.

**Vide Annexure-10** at Appendix, for Channel of Submission & Workflow of this office.

**Contact Details:**

| Sl. No. | Contact person        | Contact Email          | Contact Phone No. |
|---------|-----------------------|------------------------|-------------------|
| 1.      | Joint Registrar (F&A) | jr.fna@iith.ac.in      | 040-23016059      |
| 2.      | AR (Accounts)         | ar.accounts@iith.ac.in | 040-23016067      |
| 3.      | AR (Finance)          | ar.finance@iith.ac.in  | 040-23016068      |

9. **Construction & Maintenance Division (CMD):** Construction and Maintenance Division (CMD) broadly responsible for the Construction & Campus Development and Oversee facility management of Buildings and Infrastructure on the Campus. The usual work of the Division is summarized below.
- To oversee the present ongoing major construction activities of Phase-II Package -3A & 3B works and participating in weekly review meetings with contractor, consultants, Architects & PMC to review the progress and to clear the bottlenecks;
  - To execute the Maintenance/Minor works by floating the tenders through e-procurement portal OR by calling the quotations for the works which received Administrative Approval & Expenditure Sanctions and its Execution as per the CPWD works manual/specifications with the help of in-house Engineering Staff comprising various cadres;
  - To Process the Contractor bills of Phase-II Package -3A & 3B works, other capital work bills, Consultant bills, other services/Utility bills etc;
  - Construction and Maintenance Division is one of the important service units which plays a vital role providing requisite infrastructure facilities and performing the day to day maintenance such as Electricity, ELV, HVAC, water supply, disposal of sewage and solid waste, roads & Path Ways, Horticulture and all other amenities in the campus.
  - To ensure a satisfactory level of maintenance, CMD unit shall conform to the latest building codes and respect the bio-diversity of the IIT Hyderabad campus.

**Vide Annexure-10** at Appendix, for Channel of Submission & Workflow of this office.

**Contact Details:**

| Sl. No. | Contact person | Contact Email                                             | Contact Phone No.                         |
|---------|----------------|-----------------------------------------------------------|-------------------------------------------|
| 1.      | SE (Civil)     | se.civil@iith.ac.in                                       | 040-23016090                              |
| 2.      | EE (Civil)     | ee.civil@iith.ac.in                                       | 040-23016091                              |
| 3.      | For complaints | civil.complaints@iith.ac.in<br>elec.complaints@iith.ac.in | 040-23016796(Civil)<br>040-23016797(Elec) |

10. **Co-Ordination Section:** This Section is responsible to ensure timely disposal of the communications including Parliament Questions received from the Ministry of Education, through an efficient and prompt co-ordination with various departments and sections of the Institute. The usual work of the section is summarized below.
- Organizing various events such as vigilance awareness week, Quami Ekta Diwas, Constitution Day etc., and administering requisite pledges;
  - Collecting and submitting QPRs to the CVO;
  - Replying to the information-seeking communications received from the Ministry of Education and other offices; and
  - Any other work assigned by the Director from time to time.

**Vide Annexure-10** at Appendix, for Channel of Submission & Workflow of this office.

**Contact Details:**

| Sl. No. | Contact person               | Contact Email        | Contact Phone No. |
|---------|------------------------------|----------------------|-------------------|
| 1.      | Registrar                    | registrar@iith.ac.in | 040-23016055      |
| 2.      | Assistant Registrar (Coord.) | ar.coord@iith.ac.in  | 040-23016073      |

11. **Research & Development (R&D) Section:** The R&D Section shall render all necessary administrative and accounts-related support to the Institute's Faculty in respect of their Research and Development projects and activities. The usual work of the Section is summarized below.

- (a) Appointment of staff for each R&D Project as per the requirement of the Project In-charge concerned;
- (b) Accounting for budget of all R&D projects;
- (c) Processing of Projects Staff Salaries, Reconciliation of Accounts, Project Receipts, Entry of RDF, DDF and SRC amounts;
- (d) Invoices, RDF and DDF Commitments and Payments and GST payments.
- (e) Payments from all project funds;
- (f) Utilization Certificate and Statements of Expenditure of all Projects; &
- (g) Any other work assigned by the Dean(R&D) from time to time.

**Vide Annexure-10** at Appendix, for Channel of Submission & Workflow of this office.

**Contact Details:**

| Sl. No. | Contact person               | Contact Email     | Contact Phone No. |
|---------|------------------------------|-------------------|-------------------|
| 1.      | Assistant Registrar (R&D)-I  | ar.rnd@iith.ac.in | 040-23016070      |
| 2.      | Assistant Registrar (R&D)-II | ar.rnd@iith.ac.in | 040-23016073      |

12. **Green Office:** The green office is organized into four committees - Campus Biodiversity, Solid Waste Management, Energy Conservation and Plantation. These committees are coordinated by a faculty member who serves as Convener for Green Office.

- a) Biodiversity: The Biodiversity Team supervises and coordinates tree plantation /urban forestry activities to ensure that indigenous species of flora are planted, and takes measures to improve biodiversity.
- b) Energy Conservation: The Energy Conservation Team introduces programs to promote energy saving habits and awareness of the same. Solar energy will be used on the campus by setting up a solar farm.
- c) Waste Management: The Waste Management Team monitors the on-campus recycling program and procures the required bins for garbage and recycling.
- d) Plantation: The Plantation Team supervises and coordinates tree plantation/urban forestry activities to ensure that indigenous species of flora are planted, and take measures to improve ecological balance of the environment of the earth.

**Contact Details:**

| Sl. No. | Contact person         | Contact Email                                   | Contact Phone No. |
|---------|------------------------|-------------------------------------------------|-------------------|
| 1.      | Convenor, Green Office | fic.green@iith.ac.in<br>office.green@iith.ac.in | 040-23016845      |
| 2.      | AE(Civil), Plantation  | plantation@iith.ac.in                           | 040-23016309      |

13. **Guesthouse Office:** At present, the flats located on 1<sup>st</sup> to 5<sup>th</sup> floors of FT-3 Building are being used as Guest House. Each flat has one common hall and four bedrooms with attached washrooms. All the bedrooms are air-conditioned and each washroom has a geyser facility.

| Sl. No. | Floor  | No of bedrooms                                                                       |
|---------|--------|--------------------------------------------------------------------------------------|
| 1.      | First  | 12 bedrooms (9 Rooms with One King size bed and 3 rooms with One Single size bed)    |
| 2.      | Second | 12 bedrooms (9 Rooms with One King size bed and 3 rooms with One Single size bed)    |
| 3.      | Third  | 12 bedrooms (9 Rooms with two single size beds and 3 rooms with One Single size bed) |
| 4.      | Fourth | 12 bedrooms (9 Rooms with two single size beds and 3 rooms with One Single size bed) |
| 5.      | Fifth  | 12 bedrooms (9 Rooms with One King size bed and 3 rooms with One Single size bed)    |

**Guesthouse Booking and Cancellation Procedure:** A detailed policy can be viewed at the following link

<https://docs.google.com/document/d/1jMcwZ7HMniiu0oDWwFkyM74TOEK9Ft3cImlCUZj1rUQ/edit?usp=sharing>

However, some important points of the procedure to be followed are mentioned below:-

- (a) For booking a room in the Guest House, a request should be sent by the Faculty/Staff to the Guest house email id: [office.gh@iith.ac.in](mailto:office.gh@iith.ac.in) with the mandatory details like Name of the guest, his organization and address, nationality, purpose of visit, No. of persons and the rooms to be booked.
- (b) In case of requests for official category bookings, the same should be approved by Director/ Dean/ Chairman JEE / Chairman GATE/ HOD/ Registrar.
- (c) The room is allotted on the condition that if necessary, the allottee shall have no objection to sharing accommodation with another guest.
- (d) Cancellations can be made by sending an email as early as possible. No Telephonic cancellations will be entertained.
- (e) Any booking request for a continuous period of a two weeks or more than two weeks (Official or Payment) need to be approved by the competent authority.
- (f) Priority for accommodation will be accorded to guest covered under Official category.
- (g) Due to limited no of rooms in Guest House, any request from Students will not be considered.
- (h) Any damage or loss to the room amenities / equipment's / linen etc., by the occupants will be charged to the guest under Payment category and to the Host under Official category.
- (i) Guest Houses do not have provision of providing extra beds in the rooms.
- (j) In case of rooms with double occupancy having one king size bed, only one quilt/blanket needs to be shared by the two guests.
- (k) Bills have to be settled by the Guest/Indenter.

(l) Guesthouse Accommodation Charges including GST are as follows:

| Sl. No.                                                                                                                                                                                                                                                                                                                            | Period            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Total charges incl. GST (Rs.) | Charges for Alumni (Rs.) | Remarks                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------|-----------------------------------------------|
| 1.                                                                                                                                                                                                                                                                                                                                 | Single occupancy  | Full day (24 hrs basis)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1,400/-                       | 320/-                    | Rooms with one king size bed/ two single beds |
| 2.                                                                                                                                                                                                                                                                                                                                 | Double occupancy  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 2,000/-                       | 450/-                    |                                               |
| 3.                                                                                                                                                                                                                                                                                                                                 | Single occupancy  | Day time only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 800/-                         | 180/-                    |                                               |
| 4.                                                                                                                                                                                                                                                                                                                                 | Double occupancy  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1,100/-                       | 250/-                    |                                               |
| 5.                                                                                                                                                                                                                                                                                                                                 | Single occupancy  | Full day (24 hrs basis)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1,200/-                       | 270/-                    | Rooms with one single size bed                |
| 6.                                                                                                                                                                                                                                                                                                                                 | Single occupancy  | Day time only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 600/-                         | 140/-                    |                                               |
| 7.                                                                                                                                                                                                                                                                                                                                 | New faculty/Staff | <p>Guest House room will be allotted until he/she occupies the allocated quarters, he/she will be charged at the rate of Rs.1000 per month per room or part thereof for the first month.</p> <p>When he/she, continues to stay in the guesthouse longer than 1 month, he/she will be charged at the rate of Rs.3000 per month per room or part thereof.</p> <p>No HRA will be paid for the above period of stay at the Guesthouses.</p> <p>If he/she wants to avail dining facility in guesthouse, he/she will have to pay the regular dining charges.</p> <p>Basic amenities will be provided at the time of allotment of room only. Faculty/ Staff have to pay the laundry charges for changing the bed linen.</p> |                               |                          |                                               |
| <p><u>Note:</u></p> <ul style="list-style-type: none"> <li>• Complimentary Breakfast, Lunch, Tea and Dinner will be provided for short duration guests, vide Sl. No.1 above.</li> <li>• Room rates may vary subject to change in GST rates.</li> <li>• If GST invoice is required, please inform while check in itself.</li> </ul> |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                               |                          |                                               |

(m) All the facilities in GH are necessarily for official purposes only.

(n) The indenters are advised not to book rooms for personal purposes of the visitors/unknown visitors in view of the resource crunch as well as security hazards.

(o) By filling up the requisition form for allotment of GH facilities, the indenter/forwarding official/visitor shall be treated to have accepted to abide by all the rules and take personal responsibility for the genuineness of the visitor, behavioral issues with the visitors and any damages caused by the visitor during the stay.

**Guest House Room Booking Categories:**

| <b>Sl.No</b>             | <b>Categories</b>                                                          | <b>Approval required from</b>                                                                                                                                                                                                                                                                                                                      |
|--------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>On Official Basis</b> |                                                                            |                                                                                                                                                                                                                                                                                                                                                    |
| 1.                       | All IIT Directors                                                          | Director                                                                                                                                                                                                                                                                                                                                           |
| 2.                       | Directors Office                                                           | Director                                                                                                                                                                                                                                                                                                                                           |
| 3.                       | Institute Guests such as Institute Statutory committee (BOG, B&W, Finance) | Director                                                                                                                                                                                                                                                                                                                                           |
| 4.                       | External thesis examiners                                                  | Dean Academic or booking request should come from the office of the Dean Academic                                                                                                                                                                                                                                                                  |
| 5.                       | JEE/ CEED/ UCEED Members                                                   | Chairman JEE                                                                                                                                                                                                                                                                                                                                       |
| 6.                       | GATE/ JAM Members                                                          | Chairman GATE                                                                                                                                                                                                                                                                                                                                      |
| 7.                       | Candidates for Faculty interview, Expert committee members                 | Dean Faculty or booking request should come from the office of the Dean Faculty                                                                                                                                                                                                                                                                    |
| 8.                       | Invited Speakers/Visitors to a department                                  | Booking request should come from HOD                                                                                                                                                                                                                                                                                                               |
| 9.                       | Visiting faculty                                                           | Dean Faculty                                                                                                                                                                                                                                                                                                                                       |
| <b>On Payment Basis</b>  |                                                                            |                                                                                                                                                                                                                                                                                                                                                    |
| 1.                       | Personal guest, collaborator, visitors, conference, workshops, etc.        | Concerned Faculty/staff should send a request with full details of the guest/s (Name, Mob no., address). In the case of bulk booking (More than 10 rooms), approval from Dean Administration is required. Bookings made on payment basis for which payment will be cleared from Department contingency fund, in such cases GST will not be levied. |
| 2.                       | New joining faculty/Staff                                                  | Requests should come from the Dean Faculty Office/ Recruitment Office. Rooms will be reserved only for 7 days and will be extended further depending on the availability of rooms.                                                                                                                                                                 |
| 3.                       | Alumnus                                                                    | Requests should come through the Alumni Office. Alumni are charged @25% when compared with regular guests.                                                                                                                                                                                                                                         |

14. **RTI Cell:** The Cell has been constituted with a view to having an exclusive team of officers and staff to deal with and dispose of all requests received under the RTI Act 2005 and all the matters related thereto. The Cell is composed of a Section Officer, a Nodal Officer, a CPIO and the First Appellate Authority. Besides, a suitable officer from each Section of the Institute has been designated and declared as Assistant Public Information Officer. The names of all these functionaries can be viewed at <https://www.iith.ac.in/rti/>. The usual work of the Cell is summarized below.

- (a) Ensuring *suo motu* disclosure of as much information as possible on the Institute's website;
- (b) Processing and disposal of all the requests for information received under the RTI Act online or offline;
- (c) Filing of self-appraisal report to the CIC;
- (d) Arranging for conduct of a third party audit of the Institute's compliance with the provision of the Act related to *suo motu* disclosure of information;
- (e) Filing other periodical returns required to be filed with CIC;
- (f) Dealing with the correspondence with the CIC or another office on the subject;
- (g) Any other work assigned to the Cell by the Director from time to time.

**Contact Details:**

| Sl. No. | Contact person            | Contact Email         | Contact Phone No. |
|---------|---------------------------|-----------------------|-------------------|
| 1.      | CPIO                      | dr.cpio@iith.ac.in    | 040-23016058      |
| 2.      | First Appellate Authority | registrar@iith.ac.in  | 040-23016055      |
| 3.      | RTI Cell                  | office.rti@iith.ac.in | 040-23016773      |

15. **Transport Cell:** The transport cell provides transport facilities to students and staff from IIT Hyderabad to Lingampalli, Miyapur and Sangareddy. This service is offered to ensure hassle-free and safe transportation. However, the transport service to Lingampalli/Miyapur is presently under temporary suspension on account of pandemic situation. Further, intra transport within the campus is available from 7.15 am to 11.00 pm once in every 15 minutes from the Main Gate to the Hostel and vice versa. One can view the updated bus schedule at [https://www.iith.ac.in/bus\\_schedule/](https://www.iith.ac.in/bus_schedule/).

All the students and staff can avail themselves of the intra-campus transport facilities while those traveling by the buses that go out of the campus (to Lingampalli, Miyapur and Sangareddy) will have to pay the fares as fixed by the Institute from time to time. Only QR code based payments are allowed for travel on these buses.

However, as stated earlier, the bus facility to the areas outside the campus has been temporarily suspended on account of the prevailing pandemic situation.

**Air Travel Arrangements for Official Purposes**

- (a) Henceforth, MS section will book air tickets only for the Director and the Institute guests invited by him.
- (b) All others can directly book their air tickets from M/s Balmer Lawrie Co. Ltd., for travels to attend to Institute related activities duly approved by the competent authority, themselves or through their respective offices, and submit their claims of settlement or reimbursement to the Accounts Section.

- (c) It may be noted that all air travels funded by the Govt. Agencies and the IITH should be done by Air India only. In case of travel by non-Air India, a specific approval of the competent authority shall be obtained mandatorily.

### Local Transport Arrangements for Official Purposes

- (a) Institute will arrange local transport, only for Institute Guests invited by the Director, Deans, HoDs and the Registrar.
- (b) Institute will arrange transport for local travel of Deans, HoD's, Registrar and any other functionary only when they themselves need to travel for Institute related activities. A request for the same may be sent to office.transport@iith.ac.in.
- (c) Faculty members should use their project funds/block grants for their travel/transport needs. As of now, the Institute is utilizing the services of M/s Sri Sai Travels, ODF Main Gate, Shankerpally ((Cell: 8179474824/9553841137/email: rajusanju824@gmail.com) at the rates mentioned below. Faculty can directly contact them for their travel needs and settle the bills with them. However, faculty are free to choose any other travel agent/cab supplier also.

| S.No.                                                                                                                                                                     | Vehicle Type        | Particulars                                                                      | Amount* (Rs.) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------------------------------------------------------------|---------------|
| 1.                                                                                                                                                                        | Sedan               | RGI Airport, Secunderabad, Nampally & Kachiguda Railway Station, Drop or Pick-up | 1,700/-       |
| 2.                                                                                                                                                                        | Sedan (City Local)  | 8 Hours 80 KM                                                                    | 1,700/-       |
|                                                                                                                                                                           |                     | Each extra hour                                                                  | 125/-         |
|                                                                                                                                                                           |                     | Each extra KM                                                                    | 12/-          |
| 3.                                                                                                                                                                        | Innova              | RGI Airport, Secunderabad, Nampally & Kachiguda Railway Station, Drop or Pick-up | 2,400/-       |
| 4.                                                                                                                                                                        | Innova (City Local) | 8 Hours 80 KM                                                                    | 2,400/-       |
|                                                                                                                                                                           |                     | Each extra hour                                                                  | 175/-         |
|                                                                                                                                                                           |                     | Each extra KM                                                                    | 13/-          |
| * NOTE:                                                                                                                                                                   |                     |                                                                                  |               |
| 1. These rates get revised from time to time and notified by the MS Section as when revised. Users are advised to check the Institute's website for the prevailing rates. |                     |                                                                                  |               |
| 2. The above charges are excluding Toll charges/GST/Parking charges                                                                                                       |                     |                                                                                  |               |
| 3. The above charges are from IITH to IITH.                                                                                                                               |                     |                                                                                  |               |

### Contact Details:

| Sl. No. | Contact person           | Contact Email               | Contact Phone No. |
|---------|--------------------------|-----------------------------|-------------------|
| 1.      | Deputy Registrar (MS)    | dr.ms@iith.ac.in            | 040-23016058      |
| 2.      | Assistant Registrar (MS) | ar.ms@iith.ac.in            | 040-23016066      |
| 3.      | Transport Cell           | office.transport@iith.ac.in | 040-23016773      |

**16. Patent & Technology Transfer Cell:** The Institute has recently established Intellectual Property Facilitation Center (IPFC) to support Innovation and intellectual property activities of the IITH community. This center shall provide the following services to the IITH fraternity.

- (a) Assisting and conducting prior art search in respective technology domains;

- (b) Liaison with a IP attorney office for filing National & International patent applications;
- (c) Helping in Patentability search for the inventions and research proposals;
- (d) Conducting awareness and training programmes on IPR & its allied topics;
- (e) Coordinating in Patent drafting in tandem with inventor & IP attorney offices;
- (f) Maintaining of the IIT-H Patent database and categorizing various stages of its prosecution;
- (g) Conducting Freedom To Operate (FTO) search for prototypes;
- (h) Patent landscaping for business development;
- (i) Making of technology patentability assessment report;
- (j) Exploring the opportunities for Technology Transfer etc.

IPFC has procured 100 licenses of Orbit Express software module for prior art search (*Orbit Express is user friendly, basic patent search database, and it gives preliminary results*). Orbit Express user may communicate with IPFC for more details on Prior art, Patentability, Freedom To Operate (FTO), Competitive analysis and Business Intelligence.

[OR]

Inventors may directly submit Google Form; Innovation Disclosure Form (IDF) to IPFC for initiating *prior art, Patentability, Freedom To Operate (FTO), Competitive analysis and Business Intelligence*.

**Contact Details:**

| Sl. No. | Contact person | Contact Email        | Contact Phone No. |
|---------|----------------|----------------------|-------------------|
| 1.      | Patent Analyst | office.ip@iith.ac.in | 040-23017080      |

17. **JICA Cell:** There shall be a JICA Cell in the Institute for providing all necessary support to the Dean (Planning) for implementation of the IITH-Japan Collaboration.

The various positions and their strength shall be decided from time to time as may be approved by the Institute. All positions shall be temporary for such fixed period as may be decided in each case by the Institute.

The pay-scale or fixed pay as also any other facilities would be as may be mentioned in the letter of appointments issued by the Institute. All other terms and conditions shall be according to those mentioned in the letter of appointments of the individual incumbents.

The various positions and their job descriptions are mentioned as follows which are subject to changes from to time as may be decided by the Dean(Planning), in the interest of better distribution of work pertaining to the project.

All staff members shall devote their full time for performance of their respective duties. All staff members are subject to the conduct rules of the Institute.

18. **IAR Office:** The office of International and Alumni Relations (IAR) shall undertake various activities and initiatives so as to increase its international outreach and strengthen the alumni community. It shall facilitate and enhance faculty & student exchange programs, academic partnerships, industry and research collaborations and other

international activities on the campus. Further, it should facilitate global & national Alumni networking and conduct various Alumni events.

19. **Development Office:** This is a newly established office functioning as part of the IAR Office. The mission of this office is to leverage the alumni network for the benefit of the institution and raise funds for various initiatives of IIT Hyderabad. Alumni of the Institute are one of the important stake holders who have interest in seeing their alma mater grow in stature. The development office engages alumni with the Institution for a mutually rewarding relationship. The office also enables Alumni to share their Time, Talent and Treasure with the institution. Development office functions as the single point of contact of alumni with the institution. The office also engages with corporates and other philanthropic trusts and foundations and raises funds for various projects. A few of the activities usually performed by the alumni development office are listed below:

- (a) Maintain the data base of alumni.
- (b) Create engagement opportunities for the alumni with the institution.
- (c) Constantly update the funding opportunities needed.
- (d) Raise funds.
- (e) Provide the Funds Utilization Reports to the donors.

**Contact Details:**

| Sl. No. | Contact person | Contact Email         | Contact Phone No. |
|---------|----------------|-----------------------|-------------------|
| 1.      | Dean (IAR)     | dean.iar@iith.ac.in   | 040-23016119      |
| 2.      | IAR Office     | office.iar@iith.ac.in | 040-23016765      |

20. **PCR Office:** The office of Public and Corporate Relations (PCR) facilitates a holistic public and corporate relations network, leveraging the institute’s research visibility and brand along with its faculty and student talent. It supports the institute’s research and education mission by attracting, engaging, and cultivating a broad spectrum of strategic partnerships with corporates which benefit the student's career development. The PCR office works towards its vision and mission through the following wings by facilitating a strong and comprehensive public and corporate relations which would result in higher student recruitment, industry liaison, funds for faculty research, greater visibility, and strategic investments.

(a) **Public Relations Office:**

- (i) Institute Publications and Communications:- In addition to the publication of the Institute’s Annual Report and a Calendar, a quarterly newsletter christened “किरIITH - The Crowning Glory” is brought out disseminating the interesting articles written by the Institute’s faculty, research scholars and alumni. Besides, promotional videos whenever required are also made and disseminated by this office.
- (ii) Media Management and Public Relations:- As a policy, students, faculty members and institute functionaries are required to take clearance from the Office of Dean PCR, before interacting with media. It is also advisable to keep PRO informed about any communication with the media and take approval from the Competent Authority before inviting any journalist to the campus.

(b) **Corporate Relations Office:**

- (i) Office of Career Services (OCS):- To ensure 360-degree development of the students, the erstwhile Placement Cell of the Institute has undergone a metamorphic transformation and is renamed as the Office of Career Services (OCS). The OCS imparts career guidance to all the students in addition to providing excellent internship and placement opportunities. It arranges knowledge sharing sessions by professionals from various organizations of repute. It works on a defined structure of hiring procedure. Further, the OCS also works towards increasing the interactions of IIT Hyderabad community with various management, research and industrial organizations ensuring the students are given enough exposure and training from second year itself so as to enable them to be employed by the best of the firms.
- (ii) Corporate Relations and Social Responsibility:- In order to augment students' placements and internships, this office acts as a bridge between IIT Hyderabad & industry and strives to strike new Corporate relations and strengthen the Institute's existing ones. It helps companies to identify & access the institute's vast resources which include cutting-edge research, state-of-the-art infrastructure, student recruitment & collaborations.

**Contact Details:**

| Sl. No. | Contact person | Contact Email          | Contact Phone No. |
|---------|----------------|------------------------|-------------------|
| 1.      | Dean (PCR)     | dean.pcr@iith.ac.in    | 040-23016039      |
| 2.      | PCR Office     | office.pcr@iith.ac.in  |                   |
| 3.      | PRO            | pro@iith.ac.in         | 040-23016099      |
|         |                | internships@iith.ac.in |                   |
|         |                | career.cell@iith.ac.in |                   |

21. **Security Office:** The Institute is under professional security cover 24x7x365. Security Agencies having decades of experience of commendable security management at various government/private organizations and educational institutions of repute are contracted with the task of security management at IIT Hyderabad. A variety of personnel, sufficiently trained and qualified, with majority retired from Army, Paramilitary Forces and other Armed Forces are being utilized. They are entrusted with the task of ensuring a safe and secure campus conducive to all educational and research activities and residence of the employees.

The Security Office is administered by the Chief Security Officer and a Security Officer under the guidance of the Registrar. In addition to physical deployment of security personnel, various monitoring methods such as a surveillance system and access control techniques are being utilized to achieve the objectives. The Roles and Responsibilities of the Department are summarized below:-

- (a) Provide a safe and secure campus conducive for all educational, teaching and learning activities;
- (b) Ensure the safety of all personnel and property belonging to the institute;
- (c) Aid and assist the residents in any exigency with minimum delay;

- (d) Effectively manage and control vehicular and personnel movement within the campus;
- (e) Manage, guide and assist visitors;
- (f) Provide security cover to various student and Institute events;
- (g) Control vehicular traffic and monitor vehicle parking;
- (h) Ensure authorized entry only, by issuing various types of passes for Vehicle, Visitors, Servants etc;
- (i) Ensure authorized material entry/ exit through Gate Pass system;
- (j) Liaise with police, law enforcing agencies and Fire department to assist IITH in case of need;
- (k) Maintain records as required at security posts for accountability;
- (l) Ensure effective Key Management System at needed locations;
- (m) Make emergency contact numbers available at vantage points;
- (n) Support Fire Officer to maintain Fire Fighting Systems in the campus
- (o) Assist Campus management in maintaining orderly behavior of all personnel on campus at all times;
- (p) Make and issue Identity cards to students, permanent faculty/ staff/ Project staff etc.

**Vide Annexure-10** at Appendix, for Channel of Submission & Workflow of this office.

**Contact Details:**

| Sl. No. | Contact person                         | Contact Email  | Contact Phone No.          |
|---------|----------------------------------------|----------------|----------------------------|
| 1.      | Chief Security Officer                 | cso@iith.ac.in | 040-23016083               |
| 2.      | Security Officer                       | so@iith.ac.in  | 040-23016084               |
| 3.      | Main Gate (IN)                         |                | 040-23016815               |
| 4.      | Main Gate (OUT)                        |                | 040-23016816               |
| 5.      | Security Office                        |                | 040-23016812               |
| 6.      | Security Control Room<br>Help-Line No. |                | 040-23016813<br>8331036114 |

**22. Computer Center:** The Computer Center provides students, faculty, and staff of IITH various computers and IT related facilities/services including, but not limited to internet access, LAN, email, VPN, software licenses, data centres, website maintenance, and process automation. The Computer Center consists of the following divisions.

- (a) Data Center Facility (DCF)

**Scope:**

- (i) Setting up and maintenance of Data Center/HPC including racks, UPS, DG Set, Cooling, and Access control;
- (ii) Monitoring of DC/HPC resources and physical infra of DC;
- (iii) Allocation of rack space for hosting clusters, storage systems and high-end servers procured by the faculty.

- (b) IT Services (ITS)

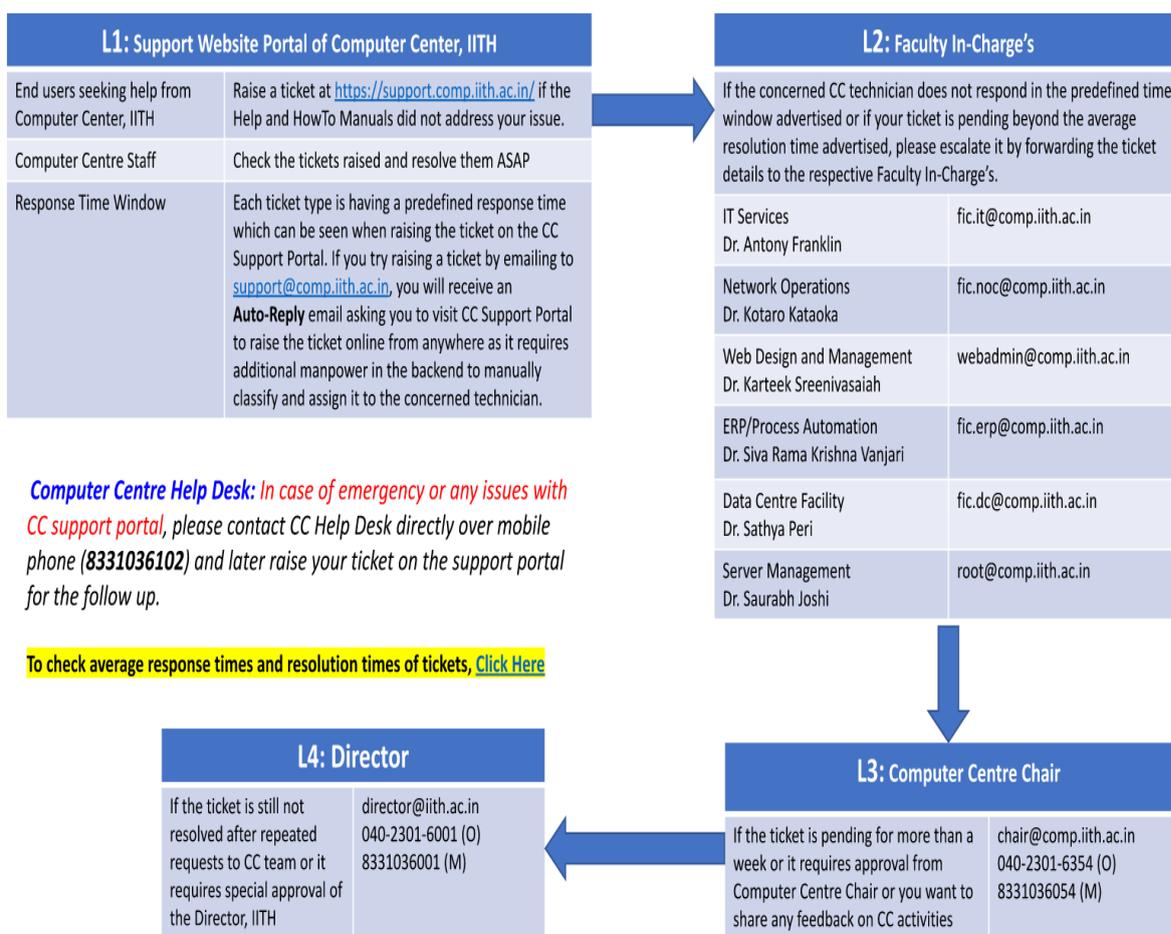
**Scope:**

- (i) Software licensing (e.g., Microsoft, Symantec campus agreements) and managing license keys;
  - (ii) Procurement of computers/servers and other ICT equipment at the institute level;
  - (iii) Video Conferencing and lecture recording facilities;
  - (iv) Helpdesk for handling various ICT related complaints from users.
- (c) Network Operations Cell (NOC)
- Scope:**
- (i) Campus LAN to all units in the institute;
  - (ii) Campus Wi-Fi;
  - (iii) ISP links and fiber links management;
  - (iv) Purchase of networking equipment, firewall and accessories and AMC for critical infrastructure of the institute;
  - (v) Monitoring of active network components and NOC servers using tools like Nagios.
- (d) Process Automation Cell (PAC)
- Scope:**
- (i) Design and implementation/procurement of ERP or ERP like solutions for automating work flow of various institute operations (e.g., automation of registration process, academic record maintenance, transcript generation, other activities of the academic section, accounts, stores & purchases, leaves, admissions, resource booking, recruitment of staff/faculty, guest house booking, timetabling, library management, R&D project account management, etc.) based on the inputs from respective sections and making them available on Intranet or Internet with built-in security features;
  - (ii) Backups of data periodically and regular upgrades of automation software.
- (e) Server Management (SM)
- Scope:**
- (i) Private Cloud setup on common compute resources of the institute available in the data centres;
  - (ii) Providing computing resources for hosting of web servers of various websites of IITH, AIMS, ERP systems on CC servers/cloud;
  - (iii) Managing key services like Discourse, storage system, Name server, VPN, DHCP, Email, LDAP etc;
  - (iv) Auditing, advising, implementing security mechanisms on CC services and ICT activities.
- (f) Web Design and Management (WDM)
- Scope:**
- (i) Institute Website Design and content management (Note: Creating and maintaining department web pages is the responsibility of respective departments and does not come under the scope of work of this cell);

- (ii) Content design and review for other groups (e.g., review of static pages for automation subgroup).

In order to streamline support requests and better serve the IITH Community, the Computer Centre utilizes a support ticket system. Every support request is assigned a unique ticket number which a user can use to track the progress and responses online. For reference they provide a complete archive and history of all support requests to the respective user. A valid IITH email address is required to create a ticket.

### Computer Center Escalation Matrix



**Contact details:**

| Sl. No. | Contact person         | Contact Email                                                                                        | Contact Phone No. |
|---------|------------------------|------------------------------------------------------------------------------------------------------|-------------------|
| 1.      | Chair, Computer Centre | <a href="mailto:chair@comp.iith.ac.in">chair@comp.iith.ac.in</a>                                     |                   |
| 2.      | CC Help Line           | By raising ticket on <a href="https://support.comp.iith.ac.in/">https://support.comp.iith.ac.in/</a> | 8331036102        |

23. **Library:** IITH Library serves as a resource bank with a rich collection of books on Engineering, Science & Technology, and Design. Library stands as a unique Knowledge Centre that offers access to essential and specialized information resources and services. IITH Library operations are automated using KOHA. Library currently houses 24,000 books. Also we have subscribed 3,000,000+ scholarly e-Resources (ebooks, journals and databases) titles from various publishers includes **Access Engineering, IET Digital Library, ACM Digital Library etc.** The collection includes reference books, text books, CDs etc.

Being a premier research Institute, IITH has subscriptions to major STEM publishers Databases and e-journals. Such as Science Direct, IEEE-IEL digital library, J-Store, ACM Digital Library, American Chemical Society, ASCE, RSC, ASTM, Scopus etc. Students need to fill up a registration form for joining the library. In addition, students can check more details on this URL: <https://library.iith.ac.in/>

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## CHAPTER-7

### RECORDS MANAGEMENT AND RETENTION

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Management of records is very crucial for any organization to ensure economy of space and ease of retrieval as and when needed. With the advent of the Right to Information Act, this aspect of management has assumed even more significance.

Once all necessary action on a particular file has been completed and no further action is considered pending. The file is required to be classified as a particular type of file retainable for a certain period of time. This action is known as 'file recording'. While file recording, files are categorized into the following categories and retained for the specified length of time.

#### 1. Categorization of Records:

##### 1.1. Physical Records - File may be recorded under any one of the following categories:

Category 'A' meaning 'keep and microfilm' –

- (a) Files which qualify for permanent preservation for administrative purposes and which have to be microfilmed because they contain:
  - (i) A document so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum to avoid its damage or loss; or
  - (ii) Material likely to be required for frequent reference by different parties simultaneously/frequently.
- (b) Files of historical importance.

Category 'B' meaning 'keep but do not microfilm' -

This category will cover files required for permanent preservation for administrative purpose. It will, however, exclude the nature of material falling under the category described in (i) or (ii) of sub-para (1) (a) above and therefore need not be microfilmed.

Category 'C' meaning 'keep for specified period only'.

This category will include files of secondary importance having reference value for a limited period not exceeding 10 years. In exceptional cases, if the record is required to be retained beyond 10 years it will be upgraded to B Category. C-3, C-5 & C-10 means Category-C files to be kept for 3 years, 5 years and 10 years respectively.

##### 1.2. Electronic Records - e-Files/records may be digitized any one of the category:

- a) Category-I (e-Files/records to preserved permanently on which are of historical importance) – For 10 years, it will be kept in the Institute's sever and thereafter transferred to the server of the National Archives of India.

b) Category–II (e-Files/records of secondary importance and have a reference value for a limited period) – 10 years on the Institute’s server. In exceptional cases, if the record is required to be retained beyond 10 years it will be upgraded to Category-I.

**2. Action to be taken by the Department/Section:** Each department and section of the Institute should follow the aforesaid guidelines and do the file recordings from time to time. The Government of India has already laid down an ideal record retention schedule for each kind of record in a generic manner which could be adopted by all the government organizations mutatis mutandis.

Each department and section of the IITH may take necessary action in respect of the records pertaining to their department/section from time to time as per the Government of India’s guidelines which can be accessed at <https://dopt.gov.in/acts/record-retention-schedule-prescribed-do-administrative-reforms-and-public-grievances> .

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CHAPTER-8

FORMS AND PROCEDURE OF COMMUNICATION

An Organization's communication with its employees and with other organizations should be so effective and impressive both in its form and content as to get across well its views and decisions and elicit a prompt response from others. The different forms of communication and the format that are in vogue in official business are explained below, in the context of their relevance and usage at IITH.

1. **Letter:** Generally, this form is used to correspond with the Ministry of Education and its departments, State Governments, PSUs, Statutory Authorities, Other Autonomous Bodies and the members of the public.

A letter begins with the address of the addressee followed by an outline of subject and previous references, and then by a suitable salutation like "Sir/Madam". It ends with a suitable subscription like "Yours faithfully/Yours sincerely".

2. **Demi-Official Letter:** Generally, this form is used in correspondence between the IITH's Director and the directors of other IITs, NITs, CFIs, Senior Officers of the State Government and in replying to VIPs like MPs and MLAs etc. Communications to non-officials such as CEOs of Infosys or TCS or any voluntary organization etc., can also take the form of a demi-official letter.

A demi-official letter is written in the first person in a personal and friendly tone, and is addressed by name. "Yours sincerely" is the usual subscription in such letters which will be followed by the address of the addressee.

3. **Office Memorandum:** Generally, this form is used for internal correspondence i.e. from one department/section to another of the Institute for calling for or conveying information. The Institute may also use this form if any information is to be conveyed to all its employees or a category of them.

An OM begins with an outline of subject and is written in the third person only and bears no salutation or subscription or superscription except the name and signature of the person signing it. The names of the offices/sections for whom it is intended are mentioned on the left side of the OM at the bottom.

4. **Office Order:** This form is normally used for issuing instructions meant for internal administration of the Institute such as grant of regular leave, appointments and transfers, distribution of work among officers/staff etc.

An office order does not bear any outline of the subject. In all other respects, it looks like an OM. It bears neither salutation nor subscription nor superscription except the name and signature of the person signing it, followed by the details of whom it is distributed to.

5. **Order:** Generally, this form is used for issuing certain types of financial sanctions and for communicating the Institute's orders in disciplinary cases. Its format varies a little and looks like something between an OM and an Office Order.
6. **Circular:** This form is generally used by the Institute if any information or guidelines are to be conveyed to all IITH fraternity such as Covid19 protocol, Advisories, Transport timings etc. Its format is almost the same as an OM, but only the context of its use differs.
7. **Notification:** This is the form used by the Institute for notifying the available vacancies for recruitment, tender notices for various services, and declaration of the results of these processes on the website.

A notification is not addressed to anyone as it is meant for information to all including the general public.

8. **Corrigendum:** All amendments and corrections to the information already placed in the public domain by way of a notification are again notified and placed in the public domain in the form of a corrigendum.

Its format is the same as a notification but contains a reference to the original notification and the amended or corrected provisions.

9. **Addendum:** Any additional information to the information already placed in the public domain by way of a notification is again notified and placed in the public domain in the form of an addendum.

Its format is the same as a notification but contains a reference to the original notification and the information being additionally provided.

10. **Minutes:** A record of discussions prepared immediately after the meeting of the Institute's BOG, Senate, Finance Committee, Building & Works Committee and any other meeting held in the Institute is called 'the minutes of the meeting'. It is got approved by the Chairman of the meeting and circulated to all the participants of the meeting and to all those departments and sections which are supposed to take necessary follow up action on the minutes. The minutes contain the date, time and the venue of the meeting held, who chaired it, the list of participants, and the conclusions reached etc.

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## CHAPTER-9

### IITH PURCHASE PROCEDURE

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1. **Objective:** The objective is to make a provision of adequate and timely supply of materials to the Faculty / Departments and students for carrying out their research and educational activities, in a fair and transparent manner falling in line with the principles of procurement. IITH shall also strive to achieve implementation of E-Procurement, which aims to ensure speed, efficiency, economy and transparency in procurement process, which is a mandatory step for every government organization as per the recent guidelines laid down by the Government of India. The procedure covers procurement of all kinds of goods viz. equipment, instruments, plants & machinery, furniture, fixtures, raw materials, spares, chemicals, glassware, stationery etc. and all kinds of services, which include concluding rate contracts, annual maintenance contracts, customs clearance and cargo handling & consolidation services, exporting of goods for warranty replacements / repairs etc. but excludes publications, printing works, outsourcing activities connected to Infrastructure, Housekeeping, Security, cleaning, horticulture etc.
2. **Fundamental Principles of Buying:** The most fundamental and important principle is to bring efficiency, economy, transparency in matters relating to procurement and for fair and equitable treatment of suppliers and promotion of competition in procurement.

The procedure to be followed in making procurement must conform to the following yardsticks:

- (a) The specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the Institute. The specifications so worked out should meet the basic needs of the Institute without including superfluous and non-essential features, which may result in unwarranted expenditure. Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs;
  - (b) Offers should be invited following a fair, transparent and reasonable procedure;
  - (c) The Indenter / User Department should be satisfied that the selected offer adequately meets the requirement in all respects;
  - (d) The Indenter / User Department should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required;
  - (e) At each stage of procurement, the concerned Indenter / User Department must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.
3. **Stages of Procurement:**
    - (a) The Budget provision.
    - (b) Prioritization of purchase of equipment, machinery etc. for the financial year.
    - (c) Preparation of specifications/identification of exact requirement by the User Dept.
    - (d) Placement of indent by the Users / Faculty / Depts.
    - (e) Consideration of the indents by the respective Purchase Committees, where required.

- (f) Request for quotations / tenders, wherever required and processing thereof.
- (g) Evaluation of tenders by the Indenter / Committee.
- (h) Submission of relevant papers to the competent authority for approval and sanction.
- (i) Placement of Purchase Orders.
- (j) Arrival of equipment, installation, commissioning and inspection & certification by indenter / user for processing payment.

**4. Placement of Indents, Framing Specifications and Processing:**

- (a) While placing an indent for any procurement, the Faculty / User concerned has to ensure that the details like detailed description of the equipment, quantity required, useful life of the equipment, availability of spares, estimated cost, available list of vendors, space availability, inspection schedule, budget provision, expected date of delivery etc. are incorporated in the indent.
- (b) Single Tender Enquiry Certificate should be furnished along with the indent, wherever required.
- (c) Indent should be submitted on-line or typewritten, not hand written.

**Framing Specifications:** While framing specifications of the indented items, efforts must be made to ensure that the following points are taken care of:

- (a) The specifications of the goods should be framed giving all details in such a manner that it is neither too elaborately restrictive as to deter potential bidders or increase the cost of purchase nor too sketchy to leave scope for substandard supply.
- (b) Specifications must be complete and meet the essential requirements and end- use of the user department and must aim at procuring the latest technology.
- (c) Specifications should have a mention on the factors like efficiency, optimum fuel / power consumption, adhering to Green Purchases, reduced noise and low maintenance cost etc.
- (d) Indents shall be processed by Purchase Section only after obtaining no-stock certificate from Stores Section and budgetary clearance from the Accounts Section.

**Processing of Indents**

- (a) The indents clear in all respects shall be thoroughly checked and processed as per rules. Faulty or incomplete indents may be returned to the Indenter usually within two working days. Minor defects in the indents should be corrected in consultation with the indenters.
- (b) The Officers in-charge of Purchase Section must play a facilitating role while vetting the specifications. They may guide the indenters in such a manner that the key objectives of purchase i.e. 5 Rs of Purchase (Right Quality, Right Quantity, Right Price, Right Time and Right Place) are fulfilled.

**5. General Procedure and Rules For All Purchases:** The following are the types of purchases which are applicable to all purchases through the recurring / non-recurring budget heads and through funds received for sponsored / consultancy projects:

- (a) Purchase of goods without quotation (Type 1)
  - (b) Purchase of goods by Purchase Committee (Type 2)
  - (c) Purchase of goods directly under Rate Contract (Type 3)
  - (d) Purchase of goods by obtaining bids/quotations (Type 4)
    - (i) Advertised Tender Enquiry
    - (ii) Limited Tender Enquiry
    - (iii) Single Tender Enquiry
- (a) Purchase of Goods without Quotation (Type 1)**

Purchase of goods up to the value of Rs.25,000 (Rupees twenty-five thousand only) on each occasion may be made without inviting quotations or bids on the basis of the a certificate to be recorded by the Competent Authority/HOD/Project Leader/Senior most available officer in-charge of Stores & Purchase Section in the following format:

.....

“I \_\_\_\_\_, am personally satisfied that these goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at a reasonable price “.

Signature

.....

**(b) Purchase of Goods By Purchase Committee (Type 2)**

Purchase of goods costing above Rs.25,000/- (Rupees twenty-five thousand only) and up to Rs.2,50,000/- (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department, including User/Indenter, of the level of Assist. Professors/Group A Officers. The committee will survey the market to ascertain the reasonableness of the rate, quality and specifications and identify appropriate suppliers. Thereafter, the LPC will obtain a quotation from the vendor so identified and hand over the quotation along with the indent to the Purchase Section for placement of Purchase Order. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under

.....

“Certified that we, the members of the Local Purchase Committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specifications and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question”.

|         |         |         |
|---------|---------|---------|
| Member  | Member  | Member  |
| Name:   | Name:   | Name:   |
| Desig.: | Desig.: | Desig.: |

If the required items are not available within the twin cities of Hyderabad/Secunderabad, the Committee can invite offers from sources available in any other city within India, through fax, e-mail, registered post or with approval of the Director, visit the place of availability of the material, if considered absolutely necessary and economically viable, to finalize such purchases. If the material is not available within the country, then the offers may be invited on limited tender basis directly by the Officer in-charge of Purchase Section (Dy. Registrar/Asst. Registrar /Section Officer) and be processed further, without reference to the Purchase Committee.

**(c) Purchase of Goods Directly Under Rate Contract (Type 3)**

A Rate Contract (commonly known as RC) is an agreement between the Institute and the supplier for supply of specific goods and allied services, if any, at specified price and terms and conditions during the period covered by the Rate Contract.

Based on the requirements identified by the Stores Section / User Departments, the Institute may conclude Rate Contracts with one or more manufacturers / authorized dealers for supply of all goods including furniture, chemicals, glassware, stationery items etc., for specified period. The Institute may also place purchase orders with the suppliers / authorized dealers, who have entered into a rate contract with any other IIT or any Central Government Organization e.g. DRDO, CSIR Laboratories etc. or on the basis of DGS&D Rate Contract. Any item may be purchased on single quotation basis at DGS&D approved rate from authorized and established firms authorized by the manufacturer. But the firm has to furnish latest DGS&D rate contract copy. The Institute shall make its own arrangement for inspection and testing of such goods where required.

**(d) Purchase of Goods By Obtaining Bids / Quotations (Type 4)**

Except in cases covered under rules spelt out above, the Institute shall procure goods under the relevant rules, by following the standard method of obtaining bids in:-

- (i) Advertised (Open/Global) Tender Enquiry.
- (ii) Limited Tender Enquiry.
- (iii) Single Tender Enquiry.

**6. Advertised (Open / Global) Tender Enquiry:**

- (a) This method must be followed where the estimated cost of the indent is **above Rs.25.00 lakhs**. Advertisement in such case should be given in the Indian Trade Journal (ITJ) published by the Director General of Commercial Intelligence and Statistics, Kolkata and to bring about economy in expenditure, the Institute must host the NIT on its website with pointer advertisement in at least in one National Daily having wide circulation.
- (b) Deliberate splitting of indents with a view to bring it outside the framework of advertised tender enquiry method is strictly prohibited.
- (c) The Institute must also post the complete bidding documents in its website and permit prospective bidders to download the bidding documents free of cost.

- (d) Where the Institute feels that the goods of the required quality, specifications etc., may not be available in the country and it is necessary to also look for suitable competitive offers from abroad (Global Tender Enquiry), the Institute may send copies of the tender notice to the Indian embassies abroad as well as to the foreign embassies in India, through e-mail. The selection of the embassies will depend on the possibility of availability of the required goods in such countries.
- (e) Ordinarily, the minimum time to be allowed for submission of bids should be **three weeks** in case of open tender method (obtaining bids from within the country) and **four weeks** in case of global tender method (obtaining bids from abroad).

#### **7. Limited Tender Enquiry:**

- (a) This method must be followed where the estimated cost of the indent is **up to Rs.25.00 lakhs**. Copies of NIT may be sent directly by speed post / registered post / courier / fax / e-mail to the prospective bidders, free of cost. Efforts should be made to identify a higher number of suppliers to obtain more responsive bids on competitive basis. Further, web-based publicity should be given for limited tenders, if there is prospects of enlisting more suppliers. Any bid received against such limited tender enquiry should also be considered, subject to fulfillment of all terms and conditions stipulated in the bidding documents, by the prospective bidder.
- (b) The availability of sources may be finalized as suggested by the User Department and through Internet search.
- (c) Purchase through Limited Tender Enquiry may also be adopted even where the estimated value of the procurement is more than Rs.25.00 lakhs, in any one of the following circumstances:
  - (i) The Indenter / User certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency.
  - (ii) It is not in the public interest to procure the goods through advertised tender enquiry.
  - (iii) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped, is remote.
- (d) Opening of bids where response is poor: - In case where the response to the limited tenders in respect of procurements costing more than Rs.25.00 lakhs, is poor i.e. response being two or less bidders, the Purchase Committee may take a decision either to open the tenders or to extend time for submission of tenders or otherwise, as may be necessary under the circumstances.
- (e) While adopting the LTE method, care must be taken in the sense that NITs must be sent to parties of comparable reputation, in order to ensure proper comparison.
- (f) The time frame allowed for submission of bids in LTE should be 1-2 weeks.

#### **8. Single Tender Enquiry:** Procurement from a single source may be resorted in the following circumstances:-

- (a) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.
- (b) In case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained.

- (c) For standardization of machinery or spares, accessories, consumables etc., the required item is to be purchased only from a selected firm.
- (d) The item is required to be purchased from the selected firm in order to ensure that the consistency and continuity is maintained with regard to achieving the desired end results.
- (e) *The indented items are required to be purchased from a Government Agency viz.:*

Indenter / User Department shall furnish a Single Tender Enquiry Certificate, in the below mentioned format, along with the indent, which is required to be approved by the Chairman, Stores & Purchase Committee before processing by the Purchase Section.

.....  
 The indented goods are manufactured by M  
 /s..... No other make or model is acceptable  
 for the following reasons

.....  
 .....

Signature of the Indenter / User

Approval of the Chairman, Purchase Committee:

.....

The Officer in-charge of Purchase Section (Dy. Registrar / Asst. Registrar / Section Officer) shall call for the quotation from the source already identified and approved, by fax / speed post / e-mail etc. After receiving the offers and obtaining the recommendations of the Indenting Officer and sanction of expenditure by the competent authority, Purchase Section may directly place the order with the supplier, without any reference to the Purchase Committee. However, the reasonability of prices and acceptability of other terms and conditions are required to be certified by the Indenting Officer. In case commercial negotiation becomes necessary, the Purchase Committee may be co-opted and the decision / minutes of the negotiations be recorded in the file.

- 9. Purchase Committees:** There shall be the following two Purchase Committees for recommending and deciding the procurements in the Institute:

Purchase Committee – I  
 Purchase Committee – II

- 10. Constitution and Functions of Purchase Committee – I:** The Director, IITH, will constitute the Purchase Committee – I, which will consider all cases of procurements, both consumable and non-consumable items including equipment, RCs, AMCs etc., **up to an estimated value of Rs.25.00 lakhs.** The Committee shall consist of the following members:-

- 1. Chairman : One Faculty Member, not below the rank of Professor / HOD.
- 2. One Member : Indenter / Project Leader
- 3. One Member : One more Faculty (Other Department)
- 4. Member : Available officer of Accounts Section (JR/DR/AR)
- 5. Member : Available officer of Purchase Section (DR / AR)

The Director, IITH may also nominate an alternative Chairman. The quorum will consist of Chairman, Indenter / PL, Members from Accounts & Purchase.

The following shall be the functions of Purchase Committee – I:-

- (a) The PC-I will also consider the cases of procurements above Rs.25.00 lakhs, where LTE method is to be adopted in view of the specified reasons.
- (b) All the members of the PC-I shall be responsible for the recommendations made by the Committee, with respect to their own areas of competence.
- (c) Wherever necessary, PC-I may also constitute a separate technical sub- committee for vetting of specifications and for technical evaluation of bids.

- 11. Constitution and Functions of Purchase Committee – II:** The Director, IITH will constitute Purchase Committee – II, in each case, which will consider all cases of procurements **above Rs.25.00 lakhs**, including equipment, plants and machinery, turnkey projects, and where advertised tender enquiry (open / global) method has been adopted for invitation of bids. The Committee shall consist of the following members:-

|    |             |   |                                                                               |
|----|-------------|---|-------------------------------------------------------------------------------|
| 1. | Chairman    | : | A senior Faculty of the Institute, not below the rank of Professor/HOD        |
| 2. | One Member  | : | Indenter / Project Leader                                                     |
| 3. | Two Members | : | Two other Faculty Members (1 other than Indenter/PL & 1 other dept.)          |
| 4. | Member      | : | Available officer of Accounts Section (JR/DR/AR)                              |
| 5. | Member      | : | Available officer of Purchase Section (DR/AR)                                 |
| 6  |             |   | Any other member nominated by the Chairman, PC – II, wherever felt necessary. |

The following shall be the functions of Purchase Committee – II:

- (a) The PC-II will consider all cases of procurements above Rs.25.00 lakhs.
- (b) The mode of tendering shall invariably be through open / global methods and in two bid system.
- (c) All the members of the PC-II shall be responsible for the recommendations made by the Committee, with respect to their own areas of competence.
- (d) Wherever necessary, the members of PC-II except Members from Accounts & Purchase wings, may act as a technical sub-committee for consideration of all technical aspects e.g. vetting of specifications, technical evaluation of bids etc.
- (e) The Indenter/PL shall convene the meetings of Technical Sub-Committee whereas Member-Purchase shall convene the meetings of Full PC-II.

- 12. PROCUREMENT MATTERS WHICH NEED NOT BE REFERRED TO ACCOUNTS & PURCHASE COMMITTEE:** The following matters of procurement need not be referred to Accounts / Purchase Committee and can be decided by the Sr. most available officer in-charge of Purchase Section:-

- (a) Enhancing the order quantity to 50% within the delivery period, subject to availability of funds, on the advice of Indenter only.
- (b) Placing Purchase Orders on DGS&D R/Cs and R/Cs concluded by other IITs etc.
- (c) Procurement from Kendriya Bhandar / NCCF etc up to a value of Rs.1.00 lakh on each occasion.
- (d) Procurement cases where the prices of the indented items are regulated by the Central / State Govts. Eg. Petrol, Gases etc.
- (e) Any payment towards statutory levies e.g. VAT, ED etc.

### **Two Bid System**

For purchasing high value plant, machinery etc. of a complex and technical nature, bids may be obtained in two parts as under:-

- (a) **Technical Commercial Bid** (Technical Bid) consisting of all technical details along with commercial terms and conditions; and
- (b) **Commercial Bid** (Financial Bid) indicating item-wise price for the items mentioned in the techno-commercial bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids are to be opened by the Institute, at the first instance, and evaluated by a competent committee or authority. At the second stage, financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.

The procurements valuing between Rs.5.00 lakhs and Rs.25.00 lakhs may be normally done on single bid system. But, for procurements **above Rs.25.00 lakhs, two bid system** should invariably be adopted.

### **Repeat Order**

- (a) Repeat Orders may be processed subject to the following conditions:
- (b) The repeat order should not exceed the quantity of the original order.
- (c) The repeat order can be made with no change in the rates, specifications as well as terms and conditions of supply.
- (d) The repeat order(s) shall be placed **within three months'** period from the date of placement of original order.
- (e) It must be ensured that there is no reduction in the cost of the item(s).
- (f) No repeat order will be placed if buy-back is involved in the purchase.
- (g) Repeat Order shall not be placed for purchase of certain items for which the rates fluctuate often. There may be a situation where the repeat order is placed when the prices have actually gone down. Such items are computers, electronics, electricals etc.

### **Bid Security**

- (a) To safeguard against a bidder's withdrawing or altering its bid during the bid validity period in the case of advertised or limited tender enquiry, Bid Security (also known as Earnest Money Deposit (EMD)) is to be obtained from the bidders except those

who are registered with Directorate General of Supply & Disposals (DGS&D), National Small Industries Corporation (NSIC), Government Public Undertakings, Central Autonomous Bodies and with the sister IITs, provided such registration includes the item they are offering, which are manufactured by them and not for marketing the items which are manufactured by other firms. Bid Security may be forfeited in case a bidder withdraws or alters its tender during the bid validity period.

- (b) The bidders may submit bid security along with their techno-commercial bids (technical bids), in the form of an Account Payee Demand Draft / Fixed Deposit Receipt / Banker's Cheque or Bank Guarantee from any of the nationalized / scheduled banks in an acceptable form, safeguarding the Institute's interest in all respects. The bids received without bid security are to be summarily rejected.
- (c) Bid Security may be @ 2% – 5% of the estimated value of the goods to be procured. However, there are some provisional orders issued by the GoI vide, OM No.F.9/4/2020-PPD dt.12/11/2020 enjoining collection a Self-Declaration in lieu of bid security in respect of all tenders issued till 31<sup>st</sup> December 2021.
- (d) Bid Security may invariably be collected in cases for equipment / items costing above Rs.25.00 lakhs. The Director, IITH, in the rare cases, may waive off the condition of Bid Security in case of highly reputed firms.
- (e) The bid security shall be valid for a period of 45 days beyond the final bid validity period.
- (f) Bid Security may be obtained from the manufacturers or their authorized dealers in case of indigenous purchases and in case of foreign purchases, the same may be obtained from the Principal or from their Indian Agents.
- (g) Bid Security of the unsuccessful bidders should be returned to them within 30 days from the date of completion of evaluation of tenders (including selection of lowest responsive bidder). Bid Security of the successful bidder should be returned to him after the receipt of Performance Security.

### **Performance Security**

- (a) Performance Security is to be obtained from the supplier, who has been awarded the contract, only for the items costing above Rs.25.00 lakhs.
- (b) To ensure the performance of the contract, Performance Security is to be obtained from every successful bidder who has been awarded the contract for an amount of **3%** of the value of the contract, in the form of Account Payee Demand Draft / Fixed Deposit Receipt / Banker's Cheque / Bank Guarantee from a nationalized / scheduled bank, in an acceptable form safeguarding the Institute's interest in all respects. It may be submitted by the manufacturers or their authorized dealers in case of indigenous purchases and by the Principals or their Indian Agents in case of foreign purchases.
- (c) Performance Security should be obtained within **21** days after the award of the contract.
- (d) Performance Security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
- (e) The percentage/amount of performance security may be increased / decreased or waived off, with the approval of the Director, IITH in exceptional circumstances by recording the reasons which warranted such act.
- (f) In case of a breach of contract by the supplier, the Performance Security obtained may be forfeited.

(g) Performance Security should be refunded to the supplier within 60 days from the date of completion of all contractual obligations.

13. **Reference: Ministry of Finance, No. F.9/4/2020-PPD Government of India Ministry of Finance Department of Expenditure Procurement Policy Division 512, New Delhi Dated the 12th November 2020:** On account of slowdown in economy due to the pandemic, there is acute financial crunch among many commercial entities and contractors, which in turn is affecting timely execution of the contracts. In view of above, it is decided to reduce Performance Security from existing 5-10 % to 3% of the value of the contract for all existing contracts. However, the benefit of the reduced Performance Security will not be given in the contracts under dispute wherein arbitration/ court proceedings have been already started or are contemplated.

Further, all tenders/ contracts issued/ concluded till 31 .12.2021 should also have the provision of reduced Performance Security. In all contracts where Performance Security has been reduced to 3% in view of above stipulations, the reduced percentage of Performance Security shall continue for the entire duration of the contract and there should be no subsequent increase of Performance Security even beyond 31.12.2021. Similarly, in all contracts entered into with the reduced percentage of Performance Security of 3%, there will be no subsequent increase in Performance Security even beyond 31.12.2021.

14. **Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017: Requirement of Registration:** Any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with the Department for promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Government of India.
15. **Public Procurement (Preference to Make in India), Order 2017:** The policy of Government of India to encourage “Make in India” and promote manufacturing and production of goods and services in India. Purchase preference shall be given to local suppliers in all procurements undertaken by procuring entities.
16. **Execution of Works:** The Procurement of Works is done under the Construction and Maintenance Division (CMD) of the Institute. The procurement of works shall be done in accordance with the procedures and guidelines prescribed in the **Manual for Procurement of Works 2019 published** by the Ministry of Finance and the **CPWD Works Manual 2019 and CPWD Standard Operating Procedures 2019 published** by CPWD with all the provisions contained in these manuals and as per the amendments issued from time to time.

This is in line with Rule 139 of the General Financial Rules (GFR) 2017.

Suiting to Institute’s requirements and the hierarchy, the Dean (Planning) is mapped with Chief Engineer and the Director is mapped with Director General, CPWD for operating these rules/guidelines.

17. **Authority of procurement through GeM: Procurement through GeM has been authorized as per Rule 149 of GFR 2017: Government e-Market Place (GeM):** The

Govt. of India has established Government e-Marketplace (GeM) for common use Goods and Services. The GeM SPV will ensure adequate publicity including periodic advertisement of the items to be procured through GeM for the prospective suppliers. The procurement of Goods and Services by Ministries/Departments will be mandatory for Goods and Services available on GeM. The credentials of suppliers on GeM shall be certified by GeM SPV. The procuring authorities will certify the reasonability of rates. The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under: -

- (a) Up to Rs. 25,000 / through any of the available suppliers on the GeM, meeting the requisite quality, specifications and delivery period.
- (b) Above 25,000/- (Rupees twenty-five thousand) and up to 2,50,000/- (Rupees two lakh fifty thousand) through the GeM Seller having lowest price amongst the available sellers, (excluding automobiles where the limit of Rs. 30.00 lakhs will apply) of at least three different manufacturers, on Gem, meeting the requisite quality, specification and delivery period by a specially constituted Local Purchase Committee. The tools for online bidding and online reverse auction available on GeM can be used by the Procuring Entity, if decided by the LPC. The LPC shall be responsible for ensuring reasonableness of rates.
- (c) The invitation for the online e-bidding/reverse auction will be available to all the existing Sellers or other Sellers registered on the portal and who have offered their goods/ services under the particular product/service category, as per terms and conditions of GeM.
- (d) The above-mentioned monetary ceiling is applicable only for purchases made through GeM. For purchases, if any, outside GeM, relevant GFR Rules shall apply;

- 18. Compensation for the delay/penalty for late delivery:** As the time is the essence of the work/Purchase order, the date of delivery should be strictly adhered to, otherwise, the Director IITH reserves the right not to accept the delivery in part or full and to claim liquidated damages at 1% per week subject to a maximum of 10% the total value of purchase order.

The Percentage/amount of penalty may be increased/decreased or waived off, with the approval of the Director, IITH in exceptional circumstances.

- 19. Contents of the Bidding Documents:** All the terms, conditions, stipulations and information to be incorporated in the bidding documents are to be shown in the appropriate chapters as below:-

- (a) Chapter 1: Instructions to Bidders
- (b) Chapter 2: Conditions of Contract
- (c) Chapter 3: Schedule of Requirements
- (d) Chapter 4: Specifications and allied Technical Details
- (e) Chapter 5: Price Schedule (to be utilized by the bidders for quoting their prices)
- (f) Chapter 6: Contract Form
- (g) Chapter 7: Other Standard Forms, if any, to be utilized by the Institute and the Bidders.

All interested bidders who wish to submit their bids in response to our NIT, should remit a tender document fee at a uniform rate of Rs.500/- irrespective of the estimated value of

the goods to be procured beyond Rs.25.00 lakhs. This clause is also applicable to the prospective bidders who wish to submit their offers by directly downloading the bidding documents from IITH website.

**20. Transparency, Competition, Fairness and Elimination of Arbitrariness in the Procurement Process:** All purchases should be made in a transparent, competitive and fair manner, to secure best value for money. This will also enable the prospective bidders to formulate and send their competitive bids with confidence. Some of the measures for ensuring the above are as follows:

- (a) The text of the bidding documents should be self-contained and comprehensive without any ambiguities. All essential information, which a bidder needs for sending responsive bid, should be clearly spelt out in the bidding document in simple language. The bidding document should contain, *inter-alia*:-
  - (i) The criteria for eligibility and qualifications to be met by the bidders such as minimum level of experience, past performance, technical capability, manufacturing facilities and financial position etc;
  - (ii) The eligibility criteria for goods indicating any legal restrictions or conditions about the origin of goods etc., which may be required to be met by the successful bidder;
  - (iii) The procedure as well as date, time and place for sending the bids;
  - (iv) Date, time and place of opening of the bid in the presence of authorized representatives of the bidders;
  - (v) Terms of delivery;
  - (vi) Special terms affecting performance, if any.
- (b) Suitable provision should be kept in the bidding document to enable a bidder to question the bidding conditions, bidding process and / or rejection of its bid.
- (c) Suitable provision for settlement of disputes, if any, emanating from the resultant contract, should be kept in the bidding document. The bidding document should indicate clearly that the resultant contract will be interpreted under Indian Laws. The venue of arbitration shall be the place from where the contract has been awarded.
- (d) The bidders should be given reasonable time to send their bids.
- (e) The bids should be opened in public and authorized representatives of the bidders should be permitted to attend the bid opening.
- (f) The specifications of the required goods should be clearly stated without any ambiguity so that the prospective bidders can send meaningful bids. In order to attract sufficient number of bidders, the specification should be generalized and broad based to the extent possible. Efforts should also be made to use standard specifications which are widely known to the industry.
- (g) Pre-Bid Conference: In case of turnkey contract(s) or contract(s) of special nature for procurement of sophisticated and costly equipment, a suitable provision is to be incorporated in the bidding document for a pre-bid conference for clarifying issues and clearing doubts, if any, about the specifications and other allied technical details of the plant, equipment and machinery projected in the bidding document. The date, time and place of pre-bid conference should be indicated in the bidding document. This date should be sufficiently ahead of bid opening date.

- (h) Criteria for determining responsiveness of bids, criteria as well as factors to be taken into account for evaluating the bids on a common platform and the criteria for awarding the contract to the responsive lowest bidder should be clearly indicated in the bidding documents.
- (i) Bids received should be evaluated in accordance with the terms and conditions already incorporated in the bidding documents; no new conditions which was not incorporated in the bidding documents should be brought in for evaluation of the bids. Determination of a bid's responsiveness should be based on the contents of the bid itself without recourse to extrinsic evidence.
- (j) Bidders should not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
- (k) The basis of comparison between the indigenous and foreign bidders should be indicated clearly in the bidding documents. It may also be made clear whether overall lowest or item-wise individual lowest shall be the criteria for evaluation.
- (l) Contract should ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the corresponding bidding document. However, where the lowest acceptable bidder against ad-hoc requirement is not in a position to supply the full quantity required, the remaining quantity, as far as possible, be ordered from the next higher responsive bidder at the rates offered by the lowest responsive bidder.

**21. Processing of Quotations / Tenders:** The following are the stages while processing the quotations / tenders:

- (a) Receipt of quotations within the specified date and time
- (b) Opening of quotations on the specified date and time by a Tender Opening Committee.
- (c) Preparation of comparative statement.
- (d) Evaluation of bids and selection of lowest responsive bidder.
- (e) Recommendations of the Indenter / User / Committee.
- (f) Submission of tender papers for approval and sanction of the competent authority.
- (g) Placement of Purchase Order / Award of Contract.
- (h) Follow up of orders and amendments, if any.
- (i) Arrival of material / equipment in Stores.
- (j) Inspection, certification, stock entry and processing supplier's payment.

While going through the above mentioned stages during processing of quotations, efforts should be made to adhere to the following procedure:

- (a) Quotations / Tenders are received by post / courier / by hand and shall be dropped in the tender box, duly locked and sealed and its keys shall be with designated Purchase Officer. Tenders received in open condition or through fax/ e-mail etc. within the due date and time, shall also be accepted but at the risk and responsibility of the bidder A separate register shall be maintained for keeping records of the bids received by hand.
- (b) In the case of advertised tender enquiry or limited tender enquiry, late bids (i.e. bids received after the specified date and time for receipt of bids) should not be considered and returned to the bidders, in their original envelopes unopened.
- (c) All the tenders shall be opened by a standing Tender Opening Committee (TOC) consisting of three representatives -- one each from User Department, Accounts and Purchase Sections, not below the rank of Section Officer, at the specified date and

time. The TOC shall read out the important particulars of the quotations received such as tender number, name of the firm, description of the item, price inclusive / exclusive of tax, delivery schedule, terms of delivery and warranty obligations etc., for the information of the bidders or their representatives present at that time. The TOC shall sign each of the quotations containing specifications, price schedule etc. and also attest all the corrections / alterations.

- (d) Evaluation of tenders must be done on the basis of the terms and conditions incorporated in the bidding document, eventually to finalize the lowest responsive bid. No new condition should be added and no already stipulated condition shall be overlooked. The tenders who do not meet the basic requirements are to be treated as unresponsive and ignored.
- (e) In case of discrepancies between the unit price and total prices, the unit price shall prevail and the total price shall be calculated accordingly. In case of discrepancy between the figures and words of the quoted prices, the amount in words shall prevail. In case of discrepancies between the original and copies of a bid, the original copy will prevail.
- (f) A neat comparative statement of the quotations opened shall be prepared and evaluated by the Indenter / Committee and recommendations are recorded for placement of purchase order by Purchase Section.
- (g) When bids are received in different currencies, the price comparison is to be done clearly by giving the exchange rate as notified in the newspapers on the date of opening of financial bids or the conversion details can also be got from the websites e.g. [www.xe.com](http://www.xe.com), [www.rbi.org.in](http://www.rbi.org.in) etc.
- (h) In the case of single bid system, the lowest evaluated bidder is selected and awarded the contract. In the case of two-bid system, first the techno-commercial bids are opened and evaluation on technical parameters is done, then the financial bids of those bidders whose techno-commercial bids are meeting the tendered specifications, will be opened next. Among the financial bids so opened, the L1 is awarded the contract. The comparison between the indigenous and foreign offers shall be made on Final Landing Cost of the items to be procured, at the Institute's premises.
- (i) Negotiation with bidders after bid opening must be severely discouraged. However, in exceptional circumstances like in case of proprietary items and in cases where price negotiations are warranted due to some unavoidable reasons, the same may be resorted to only with lowest evaluated responsive bidder (L1) for holding such negotiation.
- (j) Purchase Order / Contract should be awarded to the lowest evaluated bidder, after obtaining approval / sanction of the competent authority. The details of the orders valuing more than Rs.25.00 lakhs should be hosted on the Institute website.
- (k) After placement of purchase order, the order acknowledgement from the supplier should be obtained within 15 days.
- (l) Amendments to all purchase orders not involving financial implications and LC amendments without any change in the price, specifications, quantity and the other terms and conditions, may be made directly by the senior most available officer in-charge of Purchase Section. Amendments which require financial and / or legal implications should be made through Purchase Committee and with the approval of the competent authority.
- (m) The ordered material / equipment etc. are received in Stores Section. The receipt of material is intimated to the User / Indenter concerned. After the equipment is delivered, installed and commissioned satisfactorily, the User Department inspects and furnishes the final acceptance report to the Stores Section. Thereafter, Stores

Section issues the stock entry certificate and sends the supplier's invoice to the Purchase Section along with copy of the Indenter's acceptance report, which in turn is forwarded to Accounts Section for making payment.

- (n) After all the supplies are affected and the payments released to the supplier, the Purchase files / records are to be retained for a maximum period of 5 years. Thereafter, all such files / records are to be weeded out provided there are no audit/vigilance objections.
- 22. Advance Payment to Supplier:** Ordinarily, payments for services rendered or supplies made should be released within 30 days after services have been rendered or supplies made (after satisfactory installation and commissioning in case of equipment). However, it may become necessary to make advance payments on some occasions e.g. in some proprietary purchases, where a reputed supplier specifically requests / insists for advance payment. In such cases, on the specific recommendations of the User Department / Purchase Committee, the Director, IITH shall decide on the matter, whose decision shall be final. However, efforts must be made to obtain a Bank Guarantee from the supplier to the extent advance payment is released to him.
- 23. Part Payment to Suppliers:** Depending on the terms of delivery incorporated in a contract, part payment to the suppliers may be released after it despatches the goods from its premises in terms of the contract.
- 24. Maintenance Contract:** Depending on the cost and nature of the goods to be purchased, it may also be necessary to enter into maintenance contract(s) of suitable period either with the supplier of the goods or with any other competent firm, not necessarily the supplier of the subject goods. Such maintenance contracts are especially needed for sophisticated and costly equipment and machinery. It may, however, be kept in mind that the equipment or machinery is maintained free of charge by the supplier during its warranty period or such other extended periods as the contract terms may provide and the paid maintenance should commence only thereafter.
- 25. Buy Back Offer:** When it is decided with the approval of the competent authority to replace an existing old item(s) with a new and better version, the Institute may trade the existing old item while purchasing the new one. For this purpose, a suitable clause is to be incorporated in the bidding document so that the prospective and interested bidders formulate their bids accordingly. Depending on the value and condition of the old item to be traded, the time as well as the mode of handing over the old item to the successful bidder should be decided and relevant details in this regard suitably incorporated in the bidding document. Further, suitable provision should also be kept in the bidding document to enable the Institute either to trade or not to trade the item while purchasing the new one.
- 26. Other Provisions:** Nonetheless, all Rules and Regulations of Government of India and amendments/modifications issued thereunder from time to time especially those relating to GFR-2017, Manual of Procurement and Goods/Services/Works and the Guidelines/Instructions issued by the Department of Expenditure will be applicable to IIT Hyderabad.
- The operation of the above procedure and rules shall be in supersession of all existing procedures and rules.

- These rules and procedure may be reviewed at suitable intervals for further modifications.
- In case of clarification with regard to interpretation of these rules and procedure, the matters will be referred to the Director, IITH, whose decision shall be final and binding.

### Delegation of Financial Powers

| Sl. No. | Type of Purchase                              | Mode of Purchase                            | Monetary Limit (Rs.)                                                 | Approving / Authority                              |
|---------|-----------------------------------------------|---------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------|
| 1.      | Purchase of Goods without Quotation (Type 1)  | Without Quotation                           | 25,000/-                                                             | (i) Institute funds below 20 lakhs<br>Dean(Admin)  |
| 2.      | Purchase of Goods by the Committee (Type 2)   | By Local Purchase Committee                 | 2,50,000/-                                                           |                                                    |
| 3.      | Purchase of Goods directly under R/C (Type 3) | Placing Order directly on supplier with R/C | Up to 5.0 lakhs                                                      |                                                    |
| 4.      | Purchase of Goods by obtaining bids (Type 4)  | Advertised Tender Enquiry                   | 25 – 50 lakhs<br>Above 50 lakhs                                      |                                                    |
|         |                                               | Limited Tender Enquiry                      | From 2.50 lakhs to 25.00 lakhs<br>25 - 50 lakhs<br>Above 50.00 lakhs | (ii) R&D Funds below 20 Lakhs<br>Dean (R&D)        |
|         |                                               | Single Tender Enquiry                       | Up to 25.00 lakhs<br>25 – 50 lakhs<br>Above 50 lakhs                 |                                                    |
|         |                                               |                                             |                                                                      |                                                    |
|         |                                               |                                             |                                                                      | (iii) Institute/ R&D funds, Director –<br>No limit |

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CHAPTER-10

HOSTELS AND WARDENS



IITH Hostel Blocks

1. All the students, namely, under-graduate, post-graduate and research scholars shall reside in the Hostels built and managed by the IITH inside the campus. However, in exceptional cases, the Director may permit a student, scholar or fellow to reside outside the campus subject to certain conditions.
2. The Director appoints for each Hall and Hostel a warden and such number of associate wardens and other staff as deemed fit from time to time.
3. The offices of warden and/or associate warden are held by the members of the Institute's faculty.
4. Every resident in the Halls and Hostels shall abide by the rules laid down by the wardens with the approval of the Director.
5. The conditions of residence of students, levying of fees for residence and other charges as also the management of the Halls of Residence and Hostels shall be in accordance with the rules approved by the Director.
6. The hostel blocks of IITH have been recently renamed as mentioned below.

Sl.No	Old Name of the Block	New Name of the Block
1.	A	Aryabhata
2.	B	Bhaskara
3.	C	Charaka
4.	D	Susruta

5.	E	Kautilya
6.	F	Vyasa
7.	G	Brahmagupta
8.	H	Varahamihira
9.	I	Maitreyi
10.	J	Gargi
11.	PSH	Kapila
12.	New block	Ramanuja

7. Each hostel block will have a warden and all the wardens constitute a Council of Wardens and report to the Chair, HCU and to the Dean(Students). Besides, there is a team of administrative staff consisting of a Deputy Registrar, an Assistant Registrar and a few other administrative staff assisting the Dean (Students) Office in management of student hostels and the FIC (Students) in student activities. AR(Hostels) reports to DR(Students) and to HCU. DR(Students) reports to Dean (Students).

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## CHAPTER-11

### EMPLOYMENT WITH IITH

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1. **Working Hours:** The Institute follows a five-day work schedule i.e. Monday to Friday. The normal hours of attendance are from 9:00 AM to 5:30 PM, with lunch Interval from 1.00 PM to 1.30 PM on all working days.

NOTE: Offices will remain closed on Saturdays and Sundays. However, a member of the staff may, however, be required to work outside office hours if the state of work in the office so demands. Every member of the staff is expected to be in his/her seat and to start work by 9.00 AM unless special permission for late attendance has been obtained.

2. **Leave (General conditions):** The grant of leave to employees of the Institute is governed by the CCS (Leave) Rules, 1972. Leave cannot be claimed as a matter of right. The following instructions should be observed by members of staff in submitting applications for leave.

- (a) In the case of leave of any kind for private purposes (i.e. leave other than that on medical certificate), an application should be submitted and sanctioned well in advance before the date of commencement of the leave.
- (b) In the case of leave on medical certificate, the application should be accompanied by a medical certificate, from Competent Medical Authority stating clearly the nature, probable duration of illness and the period of leave required for restoration of health.
- (c) The leave address and contact number should invariably be indicated in all cases.

3. **Kinds of leave available to Faculty:**

- (a) **Casual Leave:** Eight days in a calendar year is allowed. Saturdays, Sundays and holidays, whether intervening, prefixed or suffixed shall not be counted as casual leave. Casual leave cannot be combined with any other kind of leave except vacation leave.
- (b) **Special casual leave:** A faculty can avail up to a maximum of 30 days Special Casual Leave (SCL) excluding Saturdays/Sundays/Closed holidays in a given calendar year. During the semester time, it is advised to restrict the same up to 5 days in one spell. This leave is allowed for the following professional activities: (a) national and international conferences, (b) workshops/seminars, (c) PhD viva, (d) project related meetings (defense, reviews), (e) research visits and fellowships to other institutes/labs/universities, (f) industry visits, (g) state level committee meetings and (h) for delivering talks. These leaves are approved by the HoD, and Dean (Faculty) if it entails travel outside Hyderabad.
- (c) **Earned Leave/Vacation:** Earned leave is admissible to members of vacation staff (faculty). In a given academic year, a faculty can avail up to a maximum of 60 days of vacation as declared by the Institute, which can be converted into a credit of 30 days of EL by not availing the vacation. Every two days of vacation that is not availed will be converted as one day EL subject to a maximum of 30 days in a calendar year and 300 days in entire service. Institute will, however, afford an advance credit of 15 days in every half year i.e. on 1st January and 1st July and the credit earned as above

will be adjusted from this advance credit. Further, EL is allowed to be encashed at the rate of not more than 10 days on each occasion of availing LTC up to 60 days in the entire career provided that the balance at the credit should not be less than 30 days after deducting the amount of leave being encashed. EL can be accumulated up to 300 days in addition to the number of days encashed at the time of availing LTC.

- (d) **Half pay leave:** Up to 20 days with half-pay (called a Half-Pay Leave) or up to 10 days with full pay (called a Commuted Leave on a medical certificate) can be availed on various grounds. This leave gets accumulated if not used every year.
- (e) **Commuted Leave:** This Leave is granted on medical certificate normally. Commuted leave not exceeding half the amount of half-pay leave due can be taken on medical certificate. Up to a maximum of 90 days can be taken during the entire service without medical certificate where such leave is utilized for an approved course of study certified to be in institute interest. A maximum of 60 days can be granted to a female employee in continuation of maternity leave without medical certificate and up to a maximum of 60 days can be granted without medical certificate to a female employee with less than two living children, on adoption of a child less than one-year-old. Commuted leave may be granted at the request of the employee even when he/she has earned leave at credit.
- (f) **Maternity leave:** Female employees with less than two surviving children may avail themselves of a maximum of 180 days' maternity leave, on full pay from the date of its commencement. Maternity leave not exceeding 45 days in case of miscarriage including abortion on production of medical certificate, may also be granted to a woman faculty member (irrespective of the number of surviving children) on full pay.
- (g) **Paternity Leave:** A male employee with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife. During the period of such leave he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity Leave shall not be debited against the leave account and may be combined with other kind of leave as in the case of Maternity Leave.
- (h) **Child Care Leave:** Female employees may avail up to a maximum of 730 days of Child Care Leave, for taking care (sickness, examination, etc.) of up to two children below the age of 18 years with 100% salary for first 365 days and 80% of the salary next 365 days.
- (i) **Sabbatical leave:** This leave may be granted with full salary to faculty for academic/professional work in India or abroad for a period of up to twelve months, after each six years of continuous service (apart from short-term leave). In no case Sabbatical leave shall exceed three times during the entire service of the Teaching Staff. The faculty seeking grant of sabbatical leave has to submit his/her application in the prescribed form and execute a bond on non-judicial stamp paper. The prescribed format of the application, guidelines and the bond are appended to this Manual at *Annexure-7*.

This leave is granted for:

- (i) To conduct research and advance studies in India or abroad.
- (ii) To write Text books, standard works and other literature.
- (iii) To visit or work in industrial concerns and technical departments of Government to gain practical experience in their respective fields.
- (iv) To visit or work in a University, Industry, or Government research laboratories in India and abroad; and

(v) Any other purposes for the academic development of the teaching staff / Faculty member Approved by the Board of Governors.

(j) **Absence On-duty (AOD):** Absence On-duty will be granted for the following purposes: (a) National level committee meetings like PACs of SERB, DST, MEITY, DB T etc., and BOG meetings of CFIs, (b) faculty selection committee meetings at CFIs, (c) PMRF Selection Committees and (d) when a faculty is assigned any other duties by the Institute.

#### 4. **Kinds of leave available for Non-Faculty:**

(a) **Casual Leave:** Same as 3 (i) above.

(b) **Special Casual Leave:** This may be granted in circumstances like Mountaineering/Trekking Expeditions approved by Indian Mountaineering Foundation or organized by Youth Hostels Organization of India; for family planning; for casting of vote, Conference, Research visits etc.

(c) **Earned Leave:** This leave is credited to the employee's account in advance at a uniform rate of 15 days on 1st January and 1st July every year. This can be availed any time of the year subject to availability and granting by the competent authority. EL is allowed to be encashed at the rate of not more than 10 days on each occasion of availing LTC up to 60 days in the entire career provided that the balance at the credit should not be less than 30 days after deducting the amount of leave being encashed. EL can be accumulated up to 300 days in addition to the number of days encashed at the time of availing LTC.

(d) **Half Pay Leave: Same as at 3 (iv).**

(e) **Commuted Leave: Same as at 3 (v) above.**

(f) **Maternity Leave: Same as at 3 (vi) above.**

(g) **Paternity Leave: Same as at 3 (vii) above.**

(h) **Child Care Leave: Same as at 3 (viii) above.**

5. **Conversion of one kind of leave into another leave:** When requested by an employee, the sanctioning authority may convert any kind of leave within 30 days of leave availed, but such conversion cannot be claimed as a matter of right.

6. **Maintenance of Leave Account:** A record of all kinds of leave (except Casual Leave) availed by an employee is maintained by the respective HR Section in respect of Faculty and Non-faculty. Therefore, the leave granting authorities shall forward all the granted leave applications (except CL) to the HR Section *via* leaves@iith.ac.in for further necessary action. As regards the Casual Leave and the Restricted Holidays availed by an individual employee, a record of the same shall be maintained by the Head of the department/section concerned.

6A. **Holidays for the Institute:** The Institute observes a total of 17 days on different occasions as closed holidays every year. A list of such approved holidays for each year is circulated well before the beginning of the year concerned. It is also placed on the intranet of the Institute. In addition to these 17 holidays, all regular employees of the Institute may avail themselves of any two of the other holidays which are known as Restricted Holidays. A list of Restricted Holidays is also circulated by the Institute along with the list of Closed Holidays.

7. **Procedure to be followed when leaving Headquarters/Station:** No employee should leave the Institute headquarters/station without permission. If anyone needs to leave the headquarters/station during working days for any purpose other than on approved official business, he/she shall apply for leave by duly mentioning the leave address and contact number in their application. However, separate permission is not necessary if the employee has already indicated his intention of leaving the headquarters/station and mentioned his outstation address in his application for leave.

7A. **Procedure to be followed when proceeding abroad on private visits:** Employees desirous of going abroad for private visits while on leave should obtain the prior permission of the Institute before proceeding. For this purpose, they should submit their application for permission in the prescribed format which can be obtained from the HR Section. If there is no response from the Institute even after 21 days of submission of the complete application, the employee concerned may be free to assume that permission has been granted to him/her.

8. **Probation Period:** This period lasts for 1 year from the date of joining. There are important issues that are taken into consideration when one is under probation. Just as the word suggests, one is under observation for behavior towards colleagues and students, professional competence and general adherence to one's duties. During probation a faculty/non-faculty member can be asked to leave without warning and/or without reasons being given. However, the procedure usually followed is:

A warning letter is given by the HoD/Director to the faculty/non-faculty concerned advising them to improve their performance/behavior and the probation period may be extended by 6 months to 1 year. If the faculty/non-faculty member continues to misbehave, his/her employment with IITH may be terminated. If maternity or paternity leave is sought during the time of probation, the probation period is suspended and will resume once the faculty member returns to normal duties.

9. **Career Advancement scheme for Faculty:** There are no promotions in the IIT System. Every move to a higher rank is a new appointment made against a new application for that rank. The selection is done by a committee of experts and the Director. Even if one's application for a higher position is unsuccessful, one can still continue to get annual increments till the maximum of your present pay level. Position-wise growth path is explained below.

(a) **Assistant Professor Gr-II to Assistant Professor Gr-I:** Faculty with less than 3 years of work-experience<sup>1</sup> are said to be on "Assistant Professor Gr-II"<sup>2</sup> and are in the Pay Level 10 or 11 (based on experience); they will be given the "Assistant Professor Gr-I" rank in pay level 12 upon reaching that level of experience, after assessment by way of an internal review. After completing 3 years as full Assistant Professor Gr-I there will be transition to pay level 13A1.

(b) **Assistant Professor Gr-I to Associate Professor:** To be appointed to this rank, a faculty member needs a minimum of 6 years' Teaching/Industry/Research experience after PhD including at least 3 years of service as an Assistant Professor. The faculty must also have published a reasonable number of good quality papers<sup>3</sup> after joining the Institute, and have at least one or two funded projects, and a PhD guidance completed or near to completion.

(c) **Associate Professor to Professor:** To be appointed to this position, a faculty member shall have at least 10 years of post-PhD experience and at least 4 years' as an Associate Professor, with a good number of papers published<sup>3</sup> and several funded projects obtained at that rank. The key consideration here is that the faculty should have supervised several (say, 3) PhD students to qualify for this post. The quality of publications and citations count significantly particularly to reach this level. The research infrastructure developed by the faculty through the sponsored research is valued a lot. Up to 40% of senior faculties, after having completed six years in the rank of Professor are eligible for the Higher Academic Grade (HAG) scale.

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<sup>1</sup> Work experience: Experience after PhD is counted. Periods spent pursuing Post Graduate degree or PhD and in-between Masters' and PhD or Bachelors' and Masters' are not counted.

<sup>2</sup> The Word "Grade II" here is misnomer; the post is fully permanent but in the "tenure-track" sense.

<sup>3</sup> These figures may vary from department to department, and even from field to field.  
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The Pay Matrix applicable to the faculty of IITH is appended to this Manual at **Annexure-3**.

## **10. Special Grants Available for Faculty:**

- (a) **Book Grant:** There is no separate book grant available to faculty members as of now. However, if any faculty wishes to buy books for his/her personal reference, he/she is expected to use the money from the non-consumable budget of his/her externally-funded research projects or from his/her block grant allowance of Rs.3 lakhs for every 3 years from the date of joining. Such books have to be entered in the Institute's/Library's stock register, and may be required to be returned when the faculty retires or resigns from the Institute.
- (b) **Block Grant:** All faculty members are entitled to a block grant of Rs.3,00,000 for 3 years. IITH allows the block grant to be used for participating in the conferences both in India and abroad, for purchasing books and for his/her professional development (attending project related meetings (defense, review etc.), research visits and fellowships to other institutes/labs/universities, industry visits, state level committee meetings and for delivering talks, purchasing laptops/tabs/computer, computer software/ databases/ cartridges/ stationery, membership fee for professional bodies, journal subscriptions, author publication charges, patent filing charges etc.); an upper limit of Rs.1 Lakh per block exists for all non-travel expenditure. For conferences or such visits, the cost of expenditure includes per diem, travel charges including local, accommodation, registration fees, visa fees, travel insurance.

Faculty can put up a request through HoD to Dean Faculty, via email for using the block grant for the aforesaid purposes. The block grant period of 3 years starts on the date of joining.

### **Allowances payable to faculty for participation in internal conferences:**

The per diem/daily allowance for faculty members participating in international conferences is as follows:

- (i) If the conference is in Europe/Japan/US/Canada: US\$ 100 per diem. If hotel accommodation is taken, then a maximum of US\$200 on production of hotel vouchers is reimbursed.
  - (ii) If the event in other Asian (including China) and African Countries: US\$ 75 per diem. If hotel accommodation is taken, then a maximum of US\$ 150 on production of hotel vouchers is reimbursed.
- (c) **Seed Grant or Startup Grant:** IITH provides a seed grant to new Faculty to get them started on their research, while they await the results of their project proposals submitted to external funding agencies. Therefore, new faculty should apply within one year of joining only. Assistant Professors are eligible for a Seed grant of up to Rs.25 lakhs, soon after they join the Institute. New Faculty Members at Associate Professor/ Professor level can get a seed grant up-to 5 lakhs (they are expected to generate their own funding from funding agencies). To get this grant one needs to submit a formal research proposal (of a few pages) to the Dean of Research & Development in the ECR DST project proposal format. It may, however, be noted that project staff cannot be hired under this grant, nor it can be used to purchase furniture, laptops, mobiles, or other portable personal electronic devices. The grants can be used for National Travel.
- (d) **Applying for Projects:** IITH is very keen that all of its new Faculty apply for external funding in their very first year at the Institute. There are several sources of external funding for available for Research/ Development such as: CSIR, DRDO, DRDL, DST, DBT, DIT, MoES, MNRE, ADE, ISRO, etc. Formats for project proposal are available on the respective websites.

There are three types of projects recognized by the Institute:

- (i) Grant-in-aid projects: These will usually come from agencies named above. The Faculty will make a proposal to the sponsor to do research in an area of interest to the Faculty.
- (ii) Sponsored projects: These will come from Private industries. In these cases, research activities will be carried out to meet the specific requirements of the sponsor.
- (iii) Consultancy projects: These usually will come from Industry. In these type of Projects, Faculty will render advice to industry and/or provide assistance in utilization of technologies already developed. Consultancy projects, unlike sponsored projects, may allow payments to the Investigators as consultancy fees.

Usually, both Grant-in-aid and Sponsored projects are loosely called “Sponsored projects”. All projects include an Institute Overhead as per the BoG norms and allow project staff to be hired. The consultation fee for the Project Investigator(s) may be claimed from Sponsored / Consultancy projects as per the Project norms. The initiative for applying for projects has to be taken by the individual Faculty members, or by self-chosen groups applying collectively. All documentation will have to go through the HoD to be forwarded for the approval of Dean (R&D).

- (e) **Research Development Fund (RDF):** From externally funded project overheads, a certain proportion depending upon the type of project is credited to the RDF. Faculty may utilize RDF for activities related to academic research. Some of these include: (1) Consumables, Purchase of Books, Journal articles and publication fees, (2) Equipment, (3) Office furniture up to Rs.25,000 in a financial year, (4) Conference registration fee

and travel expenses, (5) Membership fees for professional bodies, (6) Payment of communication expenses, (7) Supporting students to attend national/international conferences and (8) other expenses.

- (f) **Research Equipment Maintenance Fund (REMF):** From externally funded project overheads, a certain proportion depending upon the type of project is credited to the REMF. REMF may be utilized only for repairs and maintenance of facilities including expenditure for cleaning, overhauling, assembling and re-assembling, replacement of parts and spares, and all such expenditure deemed necessary for maintenance of facilities.

## **11. Recruitment and Promotion Rules (RPR) 2021 for Non-Teaching Posts:**

### **11.1 Introduction & Features:**

The Non-Teaching Employees of IIT Hyderabad are integral to achieving the Institute's goals of excellence in Academics & Research. They perform multiple roles across Departments, Centers and Administrative sections and therefore have to be competent and up-to-date in their knowledge and skills.

Ministry of Education (earlier known as Ministry of Human Resource Development (MHRD)), Government of India Vide its letter number F.No.32-14/2013-TS.I, dated June 10, 2013 has communicated that:

“In exercise of powers conferred by Section 6(1)(h) of the Institute of Technology Act 1961, Indian Institutes of Technology (IITs) are allowed to design their administrative/ management/technical staff structure as per requirement after due approval from the Board of Governors keeping in mind the sustainability of expenditure on this account.

IITs are allowed to institute and recruit non-faculty positions as per the 10:1.1 Student to non-faculty ratio after due approval of the Board of Governors.”

### **11.2. Objective:**

The main objective of these Recruitment & Promotion Rules (henceforth called IITH RPR) is

- to appoint the best-suited candidate for a post by identifying appropriate eligibility norms and following a proper method of recruitment.
- to ensure a fair process of selection in accordance with the Act & Statutes of the Institute along with the guidelines/directions issued by the Government of India from time to time.
- to provide a career path to employees that will encourage consistent high performance and motivate employees to achieve excellence in their work, thereby attaining their career goals.
- to strike a healthy balance between the functional requirements of the Institute and the career progression of the non-teaching employees.

### **11.3. Classification of posts:**

As per the provision under the Statutes 16 of the Institute, the members of Non-Teaching

staff of the Institute shall be classified as follows:

a) Technical Staff

The posts of Technical Staff comprise Technical Cadre, Engineering Cadre, Medical Officer Cadre, Library Cadre, Physical Education Cadre, Psychological Counsellor Cadre, Physiotherapist cadre and any other Cadre(s) as proposed by the Institute and approved by the Board of Governors.

b) Administrative Staff

The posts of Administrative Staff comprise Administrative Cadre, Security Cadre, Hindi Cell Cadre, Multi Skill Assistant cadre and any other Cadre(s) as proposed by the Institute and approved by the Board of Governors.

#### 11.4. Sanctioned strength:

The Sanctioned Strength is the total number of employee's cadre-wise determined by the Director of this Institute and subsequently authorized by the Board of Governors. The number of employees operated shall be equal to or less than the sanctioned strength. This shall be termed as the operating strength. The present sanctioned strength has been arrived at based on the student strength of 2019-20. This is subject to periodic review as envisaged in the para 11.7.4 below.

#### 11.5. Methods of selection:

The methods of filling up of the post in each level have been prescribed for each cadre.

Two types of selection have been adopted under IITH RPR viz., (i) Open selection through direct recruitment, and (ii) Internal selection by promotion. These will be called Recruitment and Promotion, respectively.

11.5.1 **Direct Recruitment** is recruitment by an open advertisement which is open to all candidates based on prescribed age, educational qualification, experience, etc. as indicated in the IITH RPR i.e. recruitment from the open market. The minimum educational qualification, percentage of posts in a level in each cadre and experience required for direct recruitment are indicated in the Avenue Charts that follow para 11.7 of this chapter.

11.5.2 **Promotion** is a selection from identified feeder grades from among IITH employees to a higher post in the avenue prescribed in the IITH RPR. This will be as per the prescribed qualification, number of years of qualifying service, percentage of posts to be filled up by promotion etc. These criteria have been evolved to ensure that the employee has ample opportunity to demonstrate his/her competence for holding the higher post as indicated in the Avenue Charts that follow para 11.7 of this chapter.

In addition, the Institute may go in for other modes of filling up of posts, as provided for in the statutes and DoP&T guidelines including deputation, contract, re-employment etc.

## **11.6. Appointing authority:**

In accordance with Section 25 of the Act, all appointments of the Non-Teaching posts of the Institute except that of the Director, shall be made by:

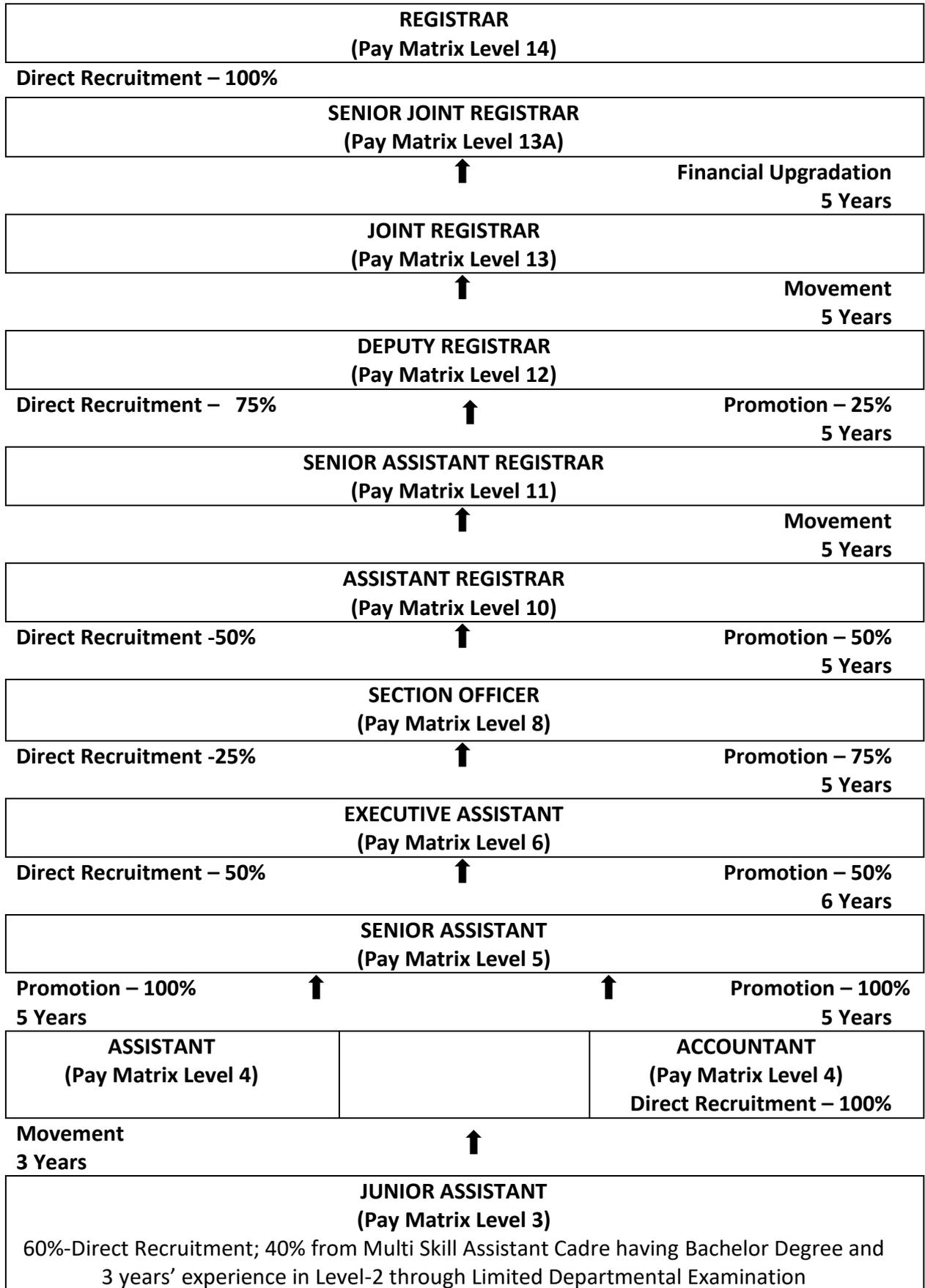
- 11.6.1 The Board, if the appointment is made to the non-teaching posts carrying Pay Matrix Level 10 and above as per 7<sup>th</sup> Central Pay Commission (CPC) and categorized under the Group 'A'.
- 11.6.2 The Director, if the appointment is made to the non-teaching posts carrying Pay Matrix level less than Level 10 as per 7<sup>th</sup> CPC and categorized under the Groups 'B' and 'C'.

## **11.7. Basic principles of recruitment and promotion rules:**

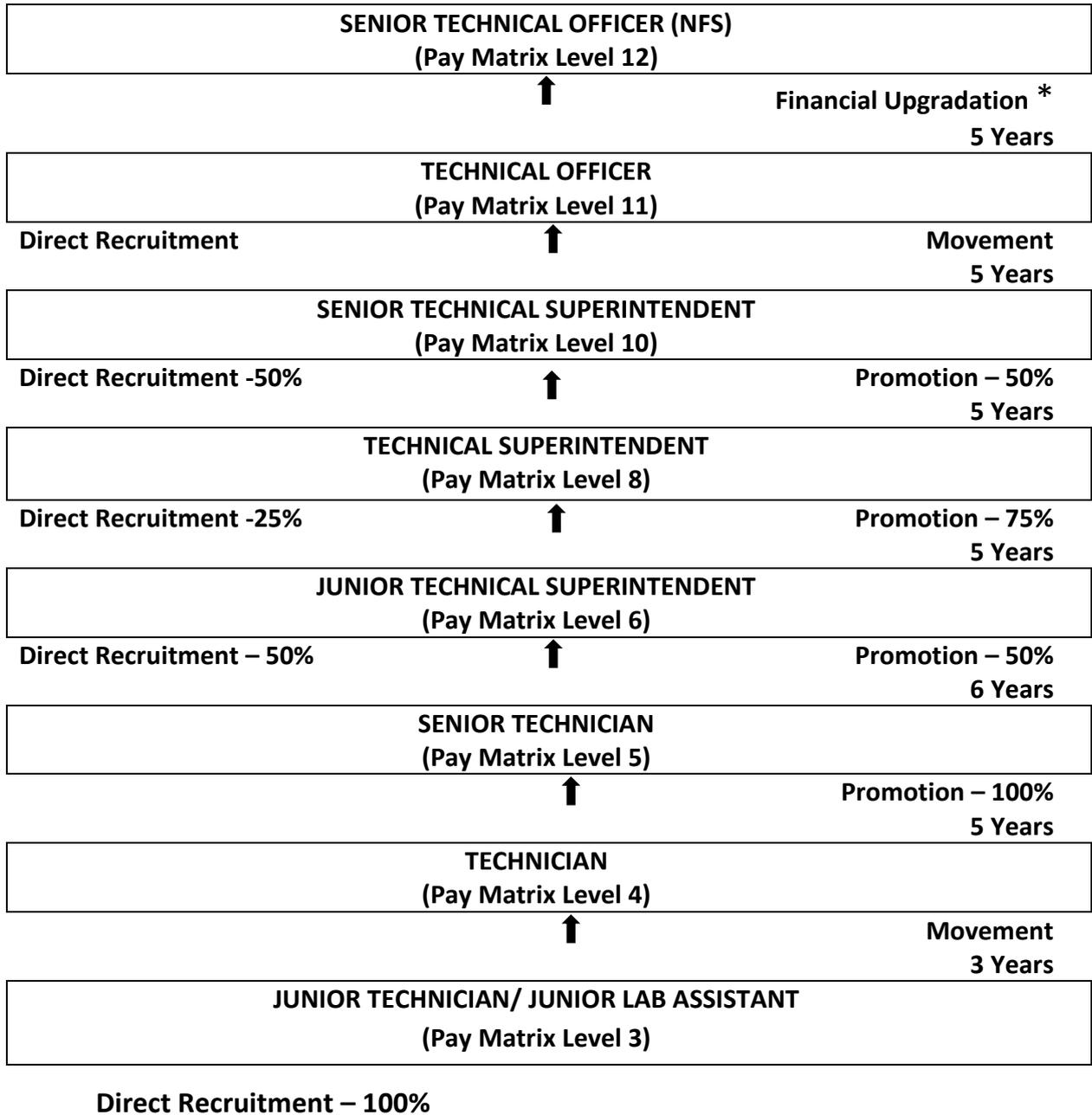
- 11.7.1 RPR provides for merit-based career advancement in a given cadre based on the vacancies in the cadre.
- 11.7.2 All posts will be filled up as per the methods prescribed in the IITH Recruitment and Promotion Rules in force at the time of occurrence of vacancies. This is in addition to the operation of MACPS, which assures a time-bound financial upgradation.
- 11.7.3 If any decision is taken to create a new post or re-structure any service, the IITH RPR shall suitably be amended for that particular post with the approval of the Board.
- 11.7.4 The Director shall propose the number of posts in each level within the total posts sanctioned for IITH for the Board's approval as per MoE norms. The present sanctioned strength is arrived at based on the student and staff ratio of 10:1.1.
- 11.7.5 Nothing in these rules shall affect the provisions regarding reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes and other categories in accordance with the orders issued by the Government of India from time to time. Accordingly, the rosters shall be prepared/recast as per Government of India guidelines.
- 11.7.6 Subject to the powers specified in these norms, any amendment to the basic provisions in the RPR can be done only with the approval of the BoG.
- 11.7.7 Certain posts may require specific skills, experience or expertise which may be filled up through contract or deputation for a fixed period or tenure. The decision to fill these posts by contract or deputation will be made as per the statutes by the competent authority.
- 11.7.8 Compassionate appointment shall be made as per the Government of India provisions i.e., maximum of 5% of vacancies at the entry-level post of Group-C category, in general, and technical category if qualified suitably, based on the availability of positions.

A cadre-wise avenue charts containing details of the post(s) along with the method of recruitment and eligibility criteria are given below:

## ADMINISTRATIVE CADRE



## TECHNICAL CADRE

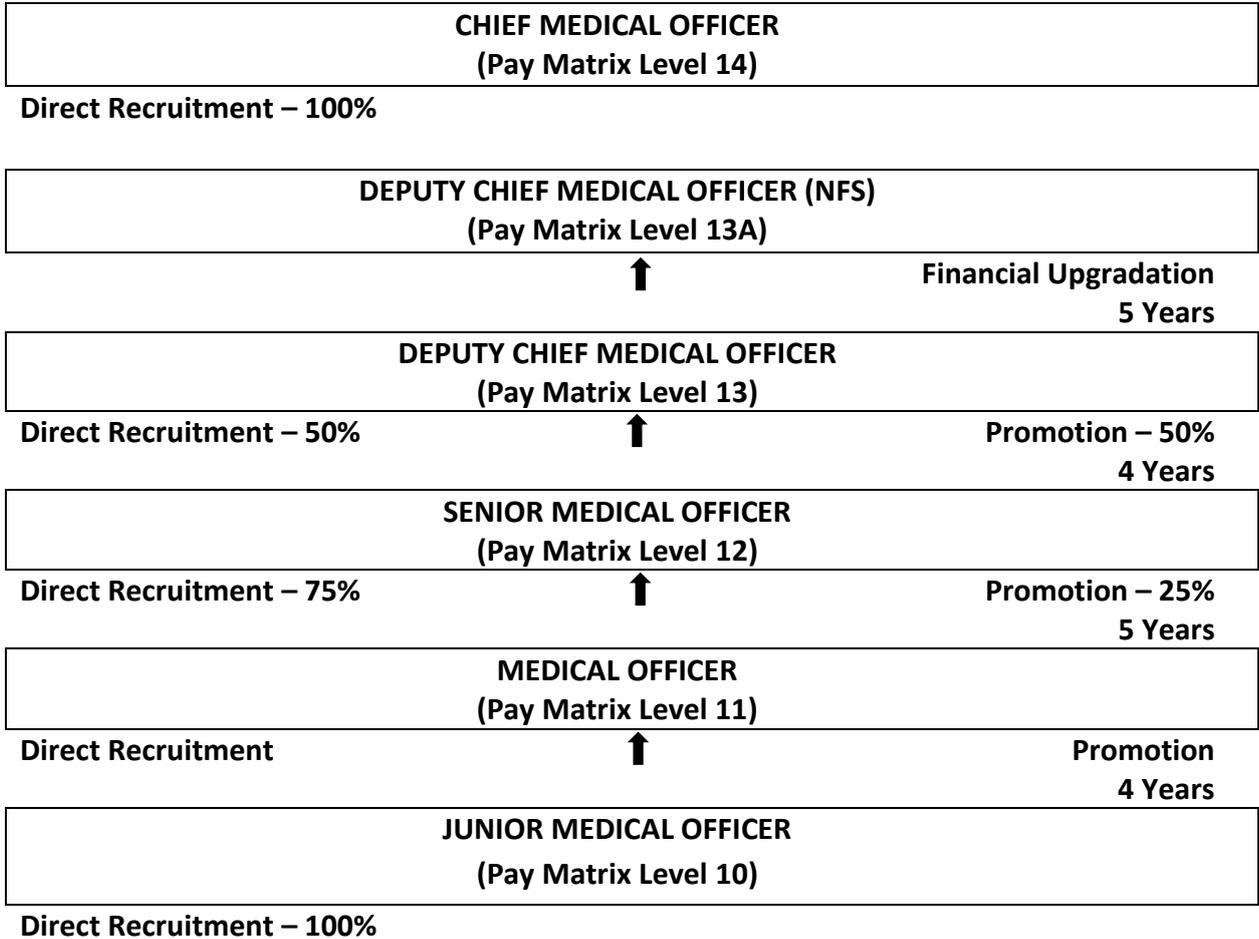


**\*Subject to approval of MoE, which is awaited.**

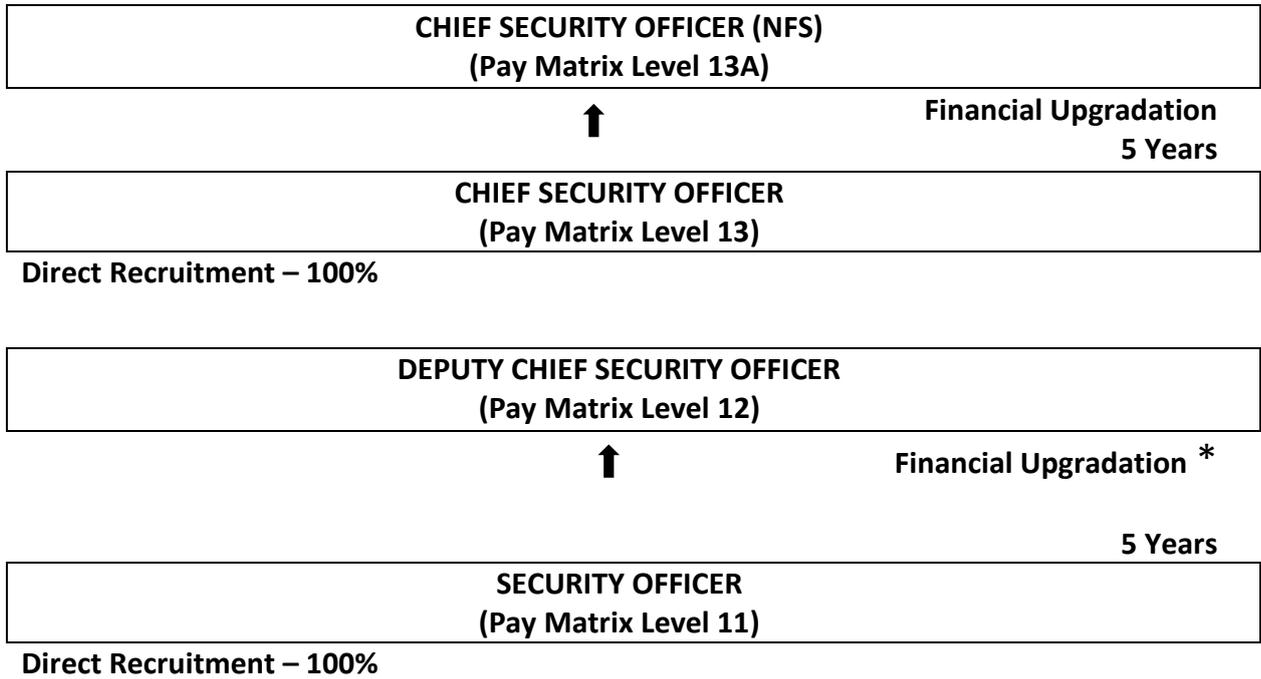




**MEDICAL CADRE**

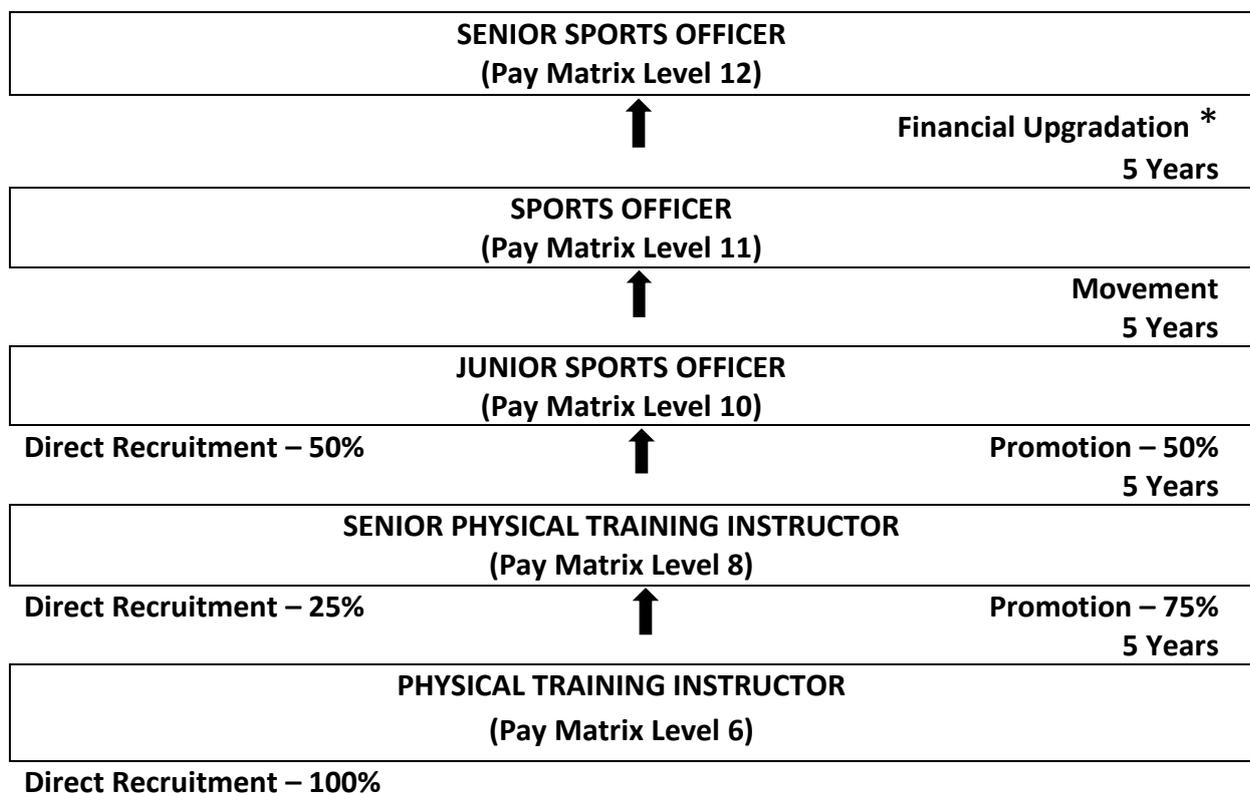


**SECURITY CADRE**



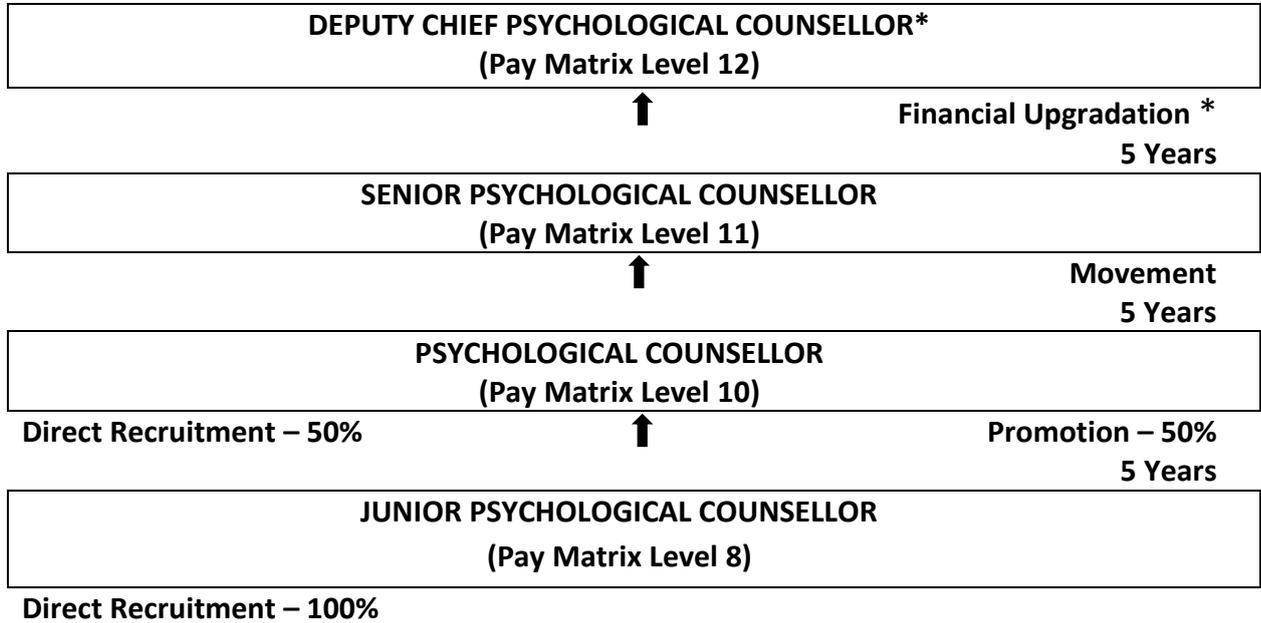
**\*Subject to approval of MoE, which is awaited.**

## PHYSICAL EDUCATION CADRE



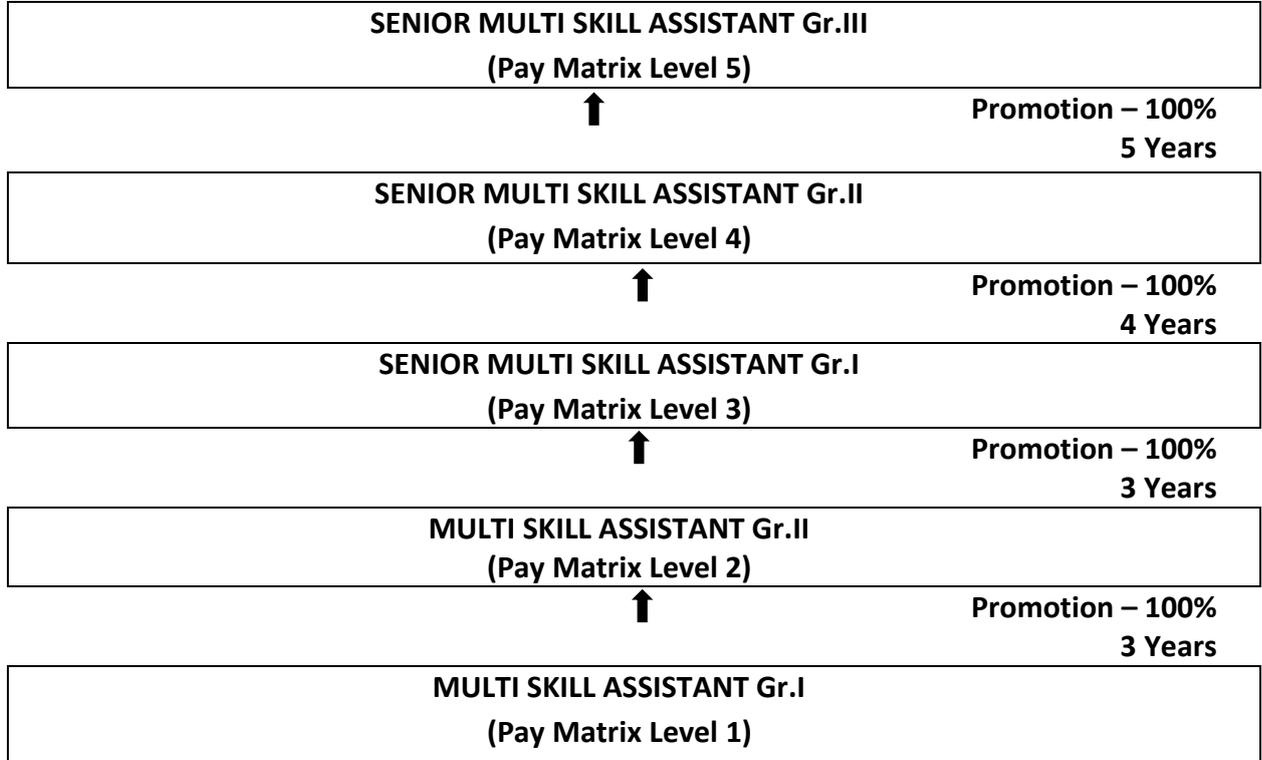
**\*Subject to approval of MoE, which is awaited.**

**PSYCHOLOGICAL COUNSELLOR CADRE**



\*Subject to approval of MoE, which is awaited.

**MULTI SKILL ASSISTANT CADRE**



**Direct Recruitment – 100%**

## **11.8. Recruitment and Promotion rules 2021:**

These rules may be called the “Indian Institute of Technology, Hyderabad Recruitment & Promotion Rules (Non Teaching Posts)” hereinafter termed as ‘IITH RPR 2021’. These Rules shall come into force with effect from the date of approval by the Board of Governors of IIT Hyderabad.

### **Definitions:**

#### **In the present Rules, unless the context otherwise requires:**

- 11.8.1 “Act” means the Institutes of Technology (IIT) Act, 1961
- 11.8.2 “Applicants” means the candidates who apply against the advertised post (s).
- 11.8.3 “Board” means the Board of Governors of the Institute.
- 11.8.4 “Chairman” means the Chairman of the Board.
- 11.8.5 “Director” means the Director of the Institute.
- 11.8.6 “IITH or Institute” means the Indian Institute of Technology Hyderabad.
- 11.8.7 “Internal Candidate” means a regular employee of the IITH who applies for the post (s).
- 11.8.8 “Rules” means the “Indian Institute of Technology Hyderabad Recruitment & Promotion Rules (Non Teaching Posts), 2021”
- 11.8.9 “Officers and Employees of the IITH” means the personnel recruited under the Rules including recruited prior to implementation of these Rules”.
- 11.8.10 “Screening Committee” means the Committee constituted by the Competent Authority for scrutinizing the applications and shortlisting candidates for particular post (s).
- 11.8.11 “Section” means the Sections of the Act.
- 11.8.12 “Selected Candidate” means the candidate selected for the post (s).
- 11.8.13 “Selection Committee” means the Selection Committee constituted by the Competent Authority for Selection of Candidate for particular post(s).
- 11.8.14 “Shortlisted Candidate” means the candidate shortlisted by the Screening Committee for the next stage of selection process.
- 11.8.15 “Statutes” means the Statutes of the Institute.
- 11.8.16 “Competent Authority” means the Appointing Authority for the said post.

## **11.9 General Principles**

- 11.9.1 Under these rules, the Non-Teaching posts of IITH have been classified into two categories viz., Non-technical and Technical. The posts have been organized into cadres which consist of multiple grades/levels of employees within a work domain. The RPR is presently aligned to the existing nomenclature, Pay Levels with VII CPC scales, and will undergo modifications as maybe notified by Government of India or any other authority from time to time.
- 11.9.2 The posts specified in each category are as approved by the Board of Governors of the Institute from time to time based on the sanctioned strength for Non-Teaching posts as per MoE norms (10:1.1).

11.9.3 Reservation provisions will be followed as per the guidelines issued by the Government of India.

11.9.4 General Age limit recommended for Direct Recruitment:

| <b>Post No.</b> | <b>Name of the post</b>                         | <b>Age limit</b> | <b>Post No.</b> | <b>Name of the post</b>                       | <b>Age limit</b> |
|-----------------|-------------------------------------------------|------------------|-----------------|-----------------------------------------------|------------------|
| 1               | Registrar                                       | 55               | 19              | Security Officer                              | 45               |
| 2               | Chief Library Officer                           | 50               | 20              | Technical Superintendent                      | 40               |
| 3               | Superintending Engineer                         | 50               | 21              | Assistant Engineer (Civil/Electrical)         | 40               |
| 4               | Chief Security Officer                          | 50               | 22              | Section Officer                               | 40               |
| 5               | Deputy Registrar                                | 50               | 23              | Junior Psychological Counsellor               | 40               |
| 6               | Executive Engineer (Civil/Electrical)           | 45               | 24              | Junior Translator Officer                     | 35               |
| 7               | Technical Officer                               | 45               | 25              | Executive Assistant                           | 35               |
| 8               | Assistant Librarian                             | 45               | 26              | Library Information Assistant                 | 35               |
| 9               | Network/Systems Administrator                   | 45               | 27              | Hospitality Management Assistant              | 35               |
| 10              | Assistant Executive Engineer (Civil/Electrical) | 45               | 28              | Physiotherapist                               | 35               |
| 11              | Junior Sports Officer                           | 45               | 29              | Physical Training Instructor                  | 35               |
| 12              | Junior Medical Officer                          | 45               | 30              | Lady Physical Training Instructor             | 35               |
| 13              | Junior Lady Medical Officer                     | 45               | 31              | Junior Engineer (Civil/Electrical)            | 35               |
| 14              | Senior Technical Superintendent                 | 45               | 32              | Accountant                                    | 35               |
| 15              | Assistant Registrar                             | 45               | 33              | Junior Assistant                              | 35               |
| 16              | Bio-Safety Officer                              | 45               | 34              | Junior Technician/Junior Laboratory Assistant | 35               |
| 17              | Veterinary Doctor                               | 45               | 35              | Multi Skill Assistant Gr-I                    | 30               |
| 18              | Psychological Counsellor                        | 45               |                 |                                               |                  |

11.9.5 No age-limit for internal candidates applying for the direct recruitment posts.

11.9.6 Crucial date for calculation of age-limit will be the closing date for receipt of applications from candidates

## 11.10. Method and Procedure of Recruitment and other requirements:

### Method of Recruitment:

- 11.10.1 Direct recruitment – This shall include appointments through open selection, Deputation and/or Absorption, appointments on Contract, and appointments on tenure basis.
- 11.10.2 Promotion.

### Procedure for Recruitment:

11.10.3 **Direct Recruitment:** The following procedure shall be followed for making Direct Recruitment to the posts, wherever it is prescribed in the Rules.

- (a) The Institute shall invite applications for the posts through an advertisement.
- (b) Applications received pursuant to the advertisement as, shall be scrutinized for eligibility by the Screening Committee constituted by the Competent Authority in accordance with the statutes. Where applications received are more than 10 times the number of posts advertised, the Screening Committee may formulate additional criteria for shortlisting, based on academic performance and/or years of experience of the Applicants.
- (c) A Selection Committee will be constituted by the Competent Authority of the IITH in accordance with the Statutes.
- (d) Recommendations of the Selection Committee shall be placed before the Appointing Authority for approval.
- (e) Qualifications, experience, and other requirements for Direct Recruitment: For all the posts identified for Direct Recruitment, based on the requirement prevailing at the relevant point of time; qualification(s), experience, and other requirement(s) will be determined by the Director based on the recommendations of the Head of the Department/Centre/Section before the advertisement is released. In case qualification(s), experience, and other requirement(s) have been laid down by MHRD or any other competent authority, then, laid down qualification(s), experience, and other requirement(s) shall apply to such posts, to the extent applicable.

11.10.4 **Promotion:** Proposed recruitment and promotional schemes is based on the current and foreseeable scenario of the Institute. The posts and their numbers may change as may be necessary for effective functioning of the Institute and subject to various directions the Board of Governors may issue from time to time.

- (a) **Vacancy based:** All the promotions and direct recruitments are subject to availability of vacancy.
- (b) **Percentage for promotion and direct recruitment:** Considering the current situation various percentages for Direct Recruitment and Promotion have been mentioned against various posts. For example,

if the prescription is 50%: 50%, it implies that 50% of the posts will be by Promotion and 50% of the posts will be filled by Direct Recruitment.

- (c) **Review of percentages:** Lower level post will form feeder post for the higher post to which promotion or direct recruitment is to be made. The percentages for promotion and direct recruitment may be varied as and when found necessary from the view point of functioning of the Institute and will be subject to directions and/or approval of the approval of the Board of Governors.
- (d) **Filling up of promotional posts through direct recruitment:** IIT Hyderabad being a new Institute at this point of time, sufficient number of staff in feeder posts may not be available for promotions. With a view to enable smooth functioning of the Institute, promotional posts may be filled through Direct Recruitment in the years in which candidates for promotion are not available. As and when candidates for promotion become available, direct recruitment vacancy to the extent available will be channeled to promotion to the extent of number of promotional posts filled by direct recruitment.
- (e) **Filling up single post where percentages for promotion and direct recruitment are prescribed:** In view of limitations on creating posts, it would not be possible to create sufficient number of posts in one go in every level in every cadre. Where a single post is available in any level in any cadre and there is a percentage prescription for filling up the posts through promotion and direct recruitment, the Director will determine the method of filling up the post and the decision of the Director shall be final.
- (f) **Assessment of vacancy for promotion and direct recruitment:** Vacancies on the 1<sup>st</sup> January of every calendar year will be assessed. Further, vacancies likely to arise during the calendar year will also be estimated.
- (g) **Meeting of Promotion Committees:** There will be periodic meetings of the Promotion Committees. Nevertheless, there will be at least two meetings of the Promotion Committee in a year.
- (h) **Performance evaluation and Bench Mark for promotion:** Assessment of performance shall be through APAR (Annual Performance Appraisal Report). Minimum Bench mark for eligibility for consideration for promotion is “Very Good” during preceding five years of the year in which the candidate becoming eligible for the promotion.
- (i) **Non-applicability of qualifications and experience requirement of direct recruitment for promotion posts:** Qualifications and experience requirement applicable to direct recruitment shall not be applicable to promotions.
- (j) **Minimum length of service in feeder cadre post(s) for promotion:** will be as stated in structure of cadre.

- (k) **Composition of Selection committee for Promotion:** The following committee may be Constituted by the Director for moving recommendation
- (i) Chairman
  - (ii) HoD concerned/Registrar
  - (iii) Member (Outside of the Department/ Section)
  - (iv) Member
  - (v) Representative of SC/ST/OBC (In case of the candidate from the said community)
  - (vi) Female Member (In case of the candidate is female)

12. **Grant of Increments:** The annual increment is granted as specified in the vertical cells of the applicable Level in the Pay Matrix of both Faculty and Non-Faculty.

There are two dates for grant of increment *viz.*, 1<sup>st</sup> January and 1<sup>st</sup> July of every year provided that an employee is entitled to only one increment either on 1<sup>st</sup> January or 1<sup>st</sup> July depending on the date of his/her appointment, promotion or upgradation.

The increment in respect of an employee appointed or promoted or upgraded during the period between the 2<sup>nd</sup> day of January and the 1<sup>st</sup> day of July (both inclusive) will be granted on 1<sup>st</sup> day of January. The increment in respect of any employee appointed or promoted or upgraded between the 2<sup>nd</sup> day July and 1<sup>st</sup> day of January (both inclusive) will be granted on 1<sup>st</sup> day of July.

13. **Leave Travel Concession (LTC) & Block Years:** Once in every two years, an employee is eligible for a paid travel to home town. LTC allows for a trip made by employee and dependent family members (income of dependent family member from all sources should not exceed Rs.9000/- +Dearness Relief per month) to visit “hometown” (place declared upon joining the Institute), irrespective of the distance between IITH and declared hometown. The following are some of LTC rules:

- (a) **Eligibility:** One-year regular service must have been completed to be eligible for LTC. Prior intimation / application is required to be submitted to the office (HR Section) before availing LTC.
- (b) **Block Years:** For the purpose of LTC, block years are defined as 4-year block and 2-year block. During a block of 4 years, one Home Town LTC and one Any-Place-in-India LTC can be availed. (For Eg: Under 2018-21 block period (four years), an employee can avail 2018-19 (2 years) to Home Town and 2020-21(2years) to Any place in India and vice versa). However, it has been the practice of the Government to allow a grace year, i.e. LTC for the block year 2018-19 can be availed (i.e. outward journey commenced) up to 31<sup>st</sup> December, 2020.
- (c) **Home Town:** It is a place that is declared to be one’s Home Town upon joining the Institute. An employee and his/her family members can avail once in two years irrespective of the distance between IITH and the declared hometown. The declared home town can be changed only once during the entire service. An employee can avail LTC to hometown every year by surrendering Any-Place-in-India LTC.
- (d) **Any place in India:** Will cover any place within the territory of India, whether it is within mainland India or overseas.
- (e) **Leave has to be mandatorily taken:** This Concession is not admissible during weekends/holidays alone without any leave. At least one-day leave is required to be availed.

- (f) Special provision for fresh recruits: New recruits can avail this concession thrice to “hometown” and once to “any place in India” in a block of 4 years, after completion of one year of service at IITH. This facility shall be available only for the first two blocks of 4 years each. For new recruits, the first block of 4 years applies from their date of joining the Institute. i.e., if an employee joins on 30<sup>th</sup> December 2019, then he/she can avail the one remaining day of 31<sup>st</sup> December 2020 in the first year of LTC block, for subsequent years LTC is treated under calendar years (first 8 years only) for fresh recruits. After completion of 8 years of service, LTC may be availed against regular 4 year blocks. i.e. 2018-21, 2022-25 and so on.
- (g) Class of Accommodation: Journey may be performed within India by Rail/Road/Ship/Air. In case of Air, journey to be performed only by Air India as per DoPT, GoI’s instructions, however exemption is applicable for few routes, as permitted by Ministry of Civil Aviation, from time to time. The employees of pay level 10 and above are entitled to perform journey by Economy class. In case of journey by train, pay level 10 and 11 entitled by 2<sup>nd</sup> AC and pay level-12 and above by 1<sup>st</sup> AC. No taxi or road mileage is admissible to reach the airport/railway station. However, for internal travel to destination road mileage for 100 km is allowed, where government buses/transport are not available to reach the declared destination. (Bills to be enclosed as proof of travel). LTC rules are strictly observed and it is necessary to enclose tickets along with boarding passes to claim the fares (In case of advance drawn claim to be submitted within 30 days from the date of return journey and in cases where advance is not drawn, the claim is to be submitted within 90 days from the date of return journey). Production of an e-ticket without the boarding passes is not considered as proof of travel.
- (h) Advance: Up to 90%, advance of the probable amount of reimbursement is granted on request. Application can be submitted to the HR Section, maximum 120 days prior to the date of journey in case of journey performed by train and 45 days in case of air travel.

**When both husband and wife are Government employees:**

- (i) They can declare separate home towns independently.
- (ii) LTC can be claimed for their respective families, viz, while husband can claim for his parents/minor brothers/ unmarried & unemployed sisters and wife can claim for her parents/minor brothers/unmarried & unemployed sisters.
- (iii) Either of the parents can claim the concession for children in a particular block.
- (iv) The husband or wife, who avails LTC as a member of the family of the spouse, cannot claim independently for self. (Joint declaration is to be submitted at both the offices) LTC is not applicable to persons whose spouses are employed in Indian Railways and National Airlines (Air India)

14. **Children Education Allowance Scheme (CEAS):** Under the scheme of CEA/Hostel subsidy, reimbursement can be availed for up to a maximum of 2 eldest surviving children with the exception that in case the second child birth results in twins/multiple births.

The amount of reimbursement of CEA will be Rs.2250/- per month per child (fixed) irrespective of the actual expenses incurred by the Govt. servant for a maximum of 12 months in an academic year.

For Divyaang children of government servants, CEA shall be payable at double the normal rates of CEA prescribed above i.e., Rs.4500/- per month (fixed).

### **Hostel Subsidy:**

This scheme allows for the reimbursement of hostel fees up to the maximum limit of Rs.6750/- per month per child or actual expenditure incurred by the Govt. servant whichever is lower.

Hostel subsidy is applicable only in respect of the child studying in a residential educational institution located at least 50 kilometers from the residence of the Government servant.

The CEA and Hostel Subsidy is admissible in respect of children studying from two classes before Class-1 to 12, in a Recognized School.

Reimbursement can be claimed just once in a financial year after completion of the financial year.

The Hostel Subsidy and Children Education Allowance can be claimed concurrently.

If both the spouses are Government employees, then only one of them can avail reimbursement under CEAS.

15. **Medical Policy and Care:** For general health care, a 24x7 medical clinic together with a 24/7 Apollo Pharmacy is located on the campus. The clinic is headed by the CMO-In-Charge with a team of full time Medical Officers, Visiting Specialists and Nursing staff. Medical needs of the Campus population consisting of Students, Staff members and their families are met by the Institute Clinic.



Further, specialist doctors will be visiting the campus on select days. Furthermore, all faculty and non-faculty members of the IIT Hyderabad, as well as their dependent family members, are entitled to medical attendance and treatment, including reimbursement, as per procedures approved by the Board of Governors. However, for receiving reimbursement for dependent family members there are a few criteria that need to be met:

- (a) Members of the family other than spouse, are considered dependent if their income(s) from all sources, including pension (excluding DR), does not exceed Rs.9000/- per month on the date of consideration. For spouse no monetary limit is fixed.
- (b) For determining other dependents, Government's norms are followed (please refer to the Institute' medical policy for details on the Institute intranet).

When it comes to consulting a specialist, and for out-patient (OPD) and in-patient treatment, the procedure to be followed is that the patient has to first consult IITH Medical Officer/an authorized medical attendant (AMA). Upon this consultation, if advised by the Medical Officer/AMA, specialist OPD/in-patient treatment can be availed from any Hospital after obtaining necessary referral from the Medical Officer/AMA.

All faculty members and their dependents may avail credit facility at Institute empaneled hospitals and diagnostics after obtaining necessary referral from the Medical Officer/AMA.

A few important points to remember in this regard:

- (i) Treatment facilities will be allowed in the Institute Dispensary only on the basis of valid booklets, which will be provided by the Institute.
- (ii) The reimbursement bills are expected to be submitted for reimbursement within a maximum period of 6 months of treatment. The reimbursement will, however, be restricted to the approved norms.

#### **15.1. Various Medical Services being rendered at the IITH Clinic:**

- (a) **Emergency services-** Medical staff /Ambulance available- 24x7; Detailed Medical Emergency Protocol and the norms for usage of ambulance services are appended to this Manual at **Annexures-10 & 11** in the Appendix.
- (b) **OPD -** Timings: 8 AM-8 PM (on all institute working days)/8 PM-8 AM- Emergency cases only;
- (c) **Treatment facilities-** Student/faculty/staff and their dependents are issued with medical books from admin/hostel office. They have to bring the book while visiting the clinic. Day care treatment, ECG, minor surgical procedure like dressing of lacerated wound, suturing of minor lacerations;
- (d) **Pathology lab services** are catered by M/s Vijaya Diagnostics (P) Ltd., as per the MoU signed with the Institute. Samples collected by the Institute Clinic are picked up by them twice daily, and reports are sent online;
- (e) **Pharmacy-** IITH clinic has tied up with Apollo for its pharmacy needs within the campus. Apollo provides 24\*7 support with a cashless facility for students and faculty as per CGHS norms;
- (f) **Specialty Medical Center -** The IITH speciality medical center is adjacent to Sampoorna Super Market situated near the faculty towers area. Consultant specialists from Apollo Hospitals visit the specialty center. Schedule is updated on IITH website;
- (g) **List of empaneled Hospitals and AMAs and list of hospitals/diagnostic centres not on the empaneled list are available on the Institute's website <https://intranet.iith.ac.in/wiki/FormsCirculars> .**

#### **15.2. Treatment/Reimbursement policy-CGHS Norms:**

- (a) Treatment within Hyderabad (Faculty and staff including dependents within Hyderabad/campus)- Referral/ approval from Institute Medical Doctor is required to be taken. Reimbursement will be as per IITH/CGHS norms;
- (b) Treatment at Hometown/outside Hyderabad (Faculty and staff including dependents outside Hyderabad)-Prior approval from Registrar/Dean Admin is required except in medical emergencies;
- (c) If dependents are at home town and for regular monthly medicine/consultation, prior approval from Registrar/Dean admin is required. No cashless facility from Apollo pharmacy of the campus in this case;
- (d) Confinement of a lady staff member or the wife of a staff member in a recognized hospital in hometown/outside Hyderabad-Prior approval from Registrar/Dean Admin is required;

- (e) If the Employee/their spouses and children are in home town/out of Hyderabad (non-official/vacation) and are in need of treatment/consultation, their requests are considered subject to the following conditions;
- (i) Considered only in emergencies.
  - (ii) Cases treated as OPD cases are not considered emergency except in accidental injuries.
  - (iii) Reimbursement for OPD treatment is limited to treatment availed from Government hospital.
- (f) For students (within the Campus) – All students are covered under health insurance. Referral/approval from Institute Medical Doctor, Reimbursement will be as per IITH norms.

**15.3. The medical claim is not recommended for reimbursement if**

- (a) There is no official reference in an emergency case. Direct admission of campus residents to referral hospital where the Institute Medical Doctor retrospectively cannot confirm life-threatening emergency.
- (b) A patient is already under treatment of a private doctor who later decides to admit the patient in emergency.
- (c) A patient is treated for non-emergency condition at non-recognized hospital. CT Scan/MRI/other investigation is performed on OPD basis without reference from IITH Hospital.

**Note:** These are only guidelines and will be updated from time to time. If any discrepancy arises on the basis of interpretation of language in the above guidelines, the rules as approved by BOG shall apply.

**15.4. Treatment charges for non-dependent family members: The faculty and non-faculty members of the Institute can avail themselves of the services of the Clinic for their non-dependent family members by paying for the services at the following rates.**

- (a) Consultation fee (Institute medical officer): Rs.100/-
- (b) Consultation fee (Visiting specialist): Rs.200/-
- (c) Treatment charges (incl. IV fluids, injections, consumables): Rs.100/-
- (d) RBS, ECG, Wound dressing: INR 100/-

**Contact Details:**

| Sl. No. | Contact person              | Contact Email         | Contact Ph. No.            |
|---------|-----------------------------|-----------------------|----------------------------|
| 1.      | FIC(Clinic)                 | fic.clinic@iith.ac.in |                            |
| 2.      | Clinic                      | doctors@iith.ac.in    | 040-23016828<br>8331036101 |
| 3.      | Treatment room              |                       | 040-23016826               |
| 4.      | Multi-Specialty Clinic      |                       | 040-23016829               |
| 5.      | Dr.Kanaparthi Anilkumar     |                       | 040-23016076               |
| 6.      | Dr.Raja Adharnath           |                       | 040-23016077               |
| 7.      | Dr.Baishakhakhi Chandra     |                       | 040-23016078               |
| 8.      | Ambulance                   |                       | 8331036100                 |
| 9.      | Vijaya Diagnostics Enquiry  |                       | 9100096962                 |
| 10.     | Manager, Vijaya Diagnostics |                       | 9000542497                 |

16. **Reimbursement of Telephone/Internet charges:** The Institute is presently implementing a scheme of reimbursement of telephone/internet charges incurred by the faculty/non-faculty. This scheme has been in force since 18/01/2013. The details of the reimbursement facility are as follows.

| Sl. No | Designation         | AGP/GP<br>(as per 6 <sup>th</sup> CPC) | Pay Level<br>(as 7 <sup>th</sup> CPC) | Limit per month |
|--------|---------------------|----------------------------------------|---------------------------------------|-----------------|
| 1.     | Professor/Registrar | HAG/10500/10000                        | 15/14A/14                             | Rs.2500         |
| 2.     | Associate Professor | 9500                                   | 13A2                                  | Rs.2500         |
| 3.     | Assistant Professor | 9000/8000/7000/6000                    | 13A1/12/11/10                         | Rs.2000         |
| 4.     | SE or equivalent    | 8700                                   | 13                                    | Rs.1000         |
|        | DR or equivalent    | 7600                                   | 12                                    |                 |
| 5.     | EE or equivalent    | 6600                                   | 11                                    | Rs.750          |
|        | AR or equivalent    | 5400                                   | 10                                    |                 |

The above reimbursement is subject to the following conditions.

The amount reimbursable is the maximum and covers all forms of telephony and internet connectivity excluding service tax and any other applicable taxes;

- (a) If the actual expenditure is less, the actual expenditure will be reimbursed;
- (b) There will be no deductions on account of usage of the free internet Wi-Fi connection being provided to the residential quarters of the Institute. However, the expenditure incurred on the FTTH landline telephone—cum-internet facility will be deducted from the aforesaid limit, and the reimbursement will be limited to only the balance, if any, left in the case of residents of the campus;
- (c) This scheme will be available to Visiting Faculty also;
- (d) This scheme is not applicable to Adjunct/Honorary Faculty and Consultants;

**Guidelines to be followed while availing the above scheme:**

- (a) Claims for reimbursement duly supported by cash memos/receipts may be tendered every month for the immediately preceding calendar month. In any case, no claim for any prior period *i.e.* more than three immediately preceding calendar months will be accepted.
  - (b) Production of cash memos/vouchers/receipts is compulsory.
17. **Provision of Housing on the campus:** IITH has a housing facility for its faculty and non-faculty inside the campus. At present, the Institute has five residential towers catering to the needs of housing for its employees – three towers for faculty and two towers for non-faculty.



Residential Towers of IITH

The details of accommodation available in each of these towers are as follows.

| Tower                    | ST-1 |     |     | ST-2 |      |      | FT-1 |      |      | FT-2 |      |      | FT-3 |      |      |
|--------------------------|------|-----|-----|------|------|------|------|------|------|------|------|------|------|------|------|
| Type                     | E1   | E2  | E3  | D1   | D2   | C4   | C1   | C2   | C3   | B1   | B2   | B3   | A1   | A2   | A3   |
| Area                     | 902  | 902 | 902 | 1219 | 1219 | 1278 | 1278 | 1278 | 1278 | 1638 | 1638 | 1638 | 1987 | 1987 | 1987 |
| LF                       | 640  | 640 | 640 | 1190 | 1190 | 1560 | 1560 | 1560 | 1560 | 1870 | 1870 | 1870 | 2190 | 2190 | 2190 |
| No. of flats             | 17   | 17  | 15  | 17   | 17   | 17   | 17   | 17   | 17   | 17   | 17   | 17   | 17   | 16   | 16   |
| <b>TOTAL FLATS:- 251</b> |      |     |     |      |      |      |      |      |      |      |      |      |      |      |      |

- (i) **Eligibility for allotment of Institute's Quarters:** All regular employees (Faculty and Non-Faculty) are eligible for allotment of residential quarters available on the campus according to their pay level.
- (ii) **No allotment of quarters to an employee whose spouse has been allotted quarters:** Quarters will not be allotted to an employee whose spouse has already been allotted a quarter. When two allottees in occupation of a separate accommodation marry each other, they shall surrender one of the quarters within one month of their marriage.
- (iii) **Application for allotment:** Allotment of quarters is not done automatically. It is done against the specific application/request made by an employee. A request for allotment of Institute quarters can be sent to the Accommodation Committee via email: office.housing@iith.ac.in.
- (iv) **Acceptance of allotment:** An offer of allotment of a quarter shall be accepted by the allottee within 8 days from the date of allotment.
- (v) **Non-acceptance of allotment or failure to occupy:** Non-acceptance within 8 days or failure to take possession within 5 days of receipt of the allotment letter will debar the allottee from applying for a period of 3 months subject to payment of one month's normal license fee. However, if an allottee occupying a lower type of accommodation refuses to accept an offer of the type to which he/she is entitled, he/she will be permitted to continue in the previously allotted quarter.

- (vi) **Allotment of a quarter to an employee under suspension:** The allotment of a quarter to an employee who is under suspension would be made as if suspension did not take place.
- (vii) **Persons permitted to reside with the allottee:** The allottee shall reside in the allotted accommodation with his/her family and immediate relations. For this purpose, 'family' means spouse of the allottee, their children/step-children, parents, brothers or sisters as ordinarily residing with and are dependent on the allottee. "Immediate relations" means grandfather, grandmother, grandsons, granddaughters, father-in-law, mother-in-law, son-in-law, daughter-in-law and any other relationship established by legal adoption.
- (viii) **Surrender of an allotted quarter:** An allottee may surrender his/her quarter at any time during the currency of his/her allotment. His/her subsequent request, if any, for re-allotment will be considered on merits by the competent authority.
- (ix) **Concessional period of retention of Institute Accommodation:** An allottee may be permitted to retain the Institute accommodation on the happening of any of the events specified in Column (2) of the following Table up to the period specified in the corresponding entry in Column (3) thereof provided that the accommodation is required for the *bonafide* use of the allottee or members of his/her family.

**Scenarios and limits of retention of Institute Quarters**

| Sl. No. | Events                                                                                                                                                                                                            | Permissible period of retention                                                                                                                                                                                                   |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | Resignation, dismissal or removal from service, termination of service or unauthorized absence without permission, compulsory retirement under CCS(CCA) Rules.                                                    | One month on normal license fee                                                                                                                                                                                                   |
| 2.      | Retirement, VRS, compulsory retirement under FR 56(j), technical resignation, death of allottee on re-employment and death of an allottee who is not a regular employee or deputation outside India/within India. | Six months on normal license fee                                                                                                                                                                                                  |
| 3.      | To eligible spouse or ward in case of death of the allottee or in case the allottee is missing.                                                                                                                   | 12 months on normal license fee and for a further period of 12 months on normal license fee provided the deceased or the missing allottee or any member of the family does not own a house at the place of occupation of quarter. |
| 4.      | Study Leave/Sabbatical Leave                                                                                                                                                                                      | Actual period of leave or two years whichever is earlier.                                                                                                                                                                         |

**Note:** Email addresses to which a request needs to be made for various services with regard to residential/office accommodation are mentioned below.

1. Request for quarter allotment : [office.housing@iith.ac.in](mailto:office.housing@iith.ac.in)
2. Collection of keys of the allotted quarter: [office.cmd@iith.ac.in](mailto:office.cmd@iith.ac.in)
3. Civil or electrical complaints in the allotted quarter: [civil.complaints@iith.ac.in](mailto:civil.complaints@iith.ac.in) & [elec.complaints@iith.ac.in](mailto:elec.complaints@iith.ac.in)

4. Request for cleaning of the allotted quarter: admin.facilities@iith.ac.in
5. Quarters vacating intimation: office.cmd@iith.ac.in
6. Complaint about non-collection of garbage: office.green@iith.ac.in
7. Complaint about Common areas cleaning: admin.facilities@iith.ac.in
8. Request for bee-hive removal: office.green@iith.ac.in
9. Request for office space: space@iith.ac.in
10. Request for community hall booking: office.gh@iith.ac.in

#### 18. Expectations of IITH from its employees:

**(a) Expectations from Faculty:-** The Institute has many expectations from its faculty members. A few of them are listed below for the sake of illustration.

- (i) **Teaching:** Faculty are expected to teach well, grade impartially and fully cover the prescribed course contents and come up with a new technique to teach. IITH encourages and are proud of the faculty members who aren't afraid of experimenting with their teaching style to find one that engages, attracts and holds students' attention. Faculty ought to be punctual for classes and always make up classes that they may have missed due to leave, conferences, official travel, etc. Further, faculty is expected to encourage students' questions and comments and ensure that their classes have a friendly atmosphere. Never rebuke students in harsh terms, or make them uncomfortable by bring attention to their physical attributes, beliefs, ethnicity, gender, or any matter not directly relevant to their studies.
- (ii) **Research, research, research:** One Project as PI at least within 3 years of joining and 2 more as PI within next 3 years. The first and most important quality that faculty must have is the urge to contribute to their field through consistent, excellent research. Their achievement in research will bring recognition and glory to the Institute. Each faculty member is expected to become a leader within his/her field in a 10-year time frame after starting his/her career at IITH. He/she is also encouraged to help the institute's startup eco system. Patenting and transfer of technologies are also given significant importance by the Institute.
- (iii) **Friendly environment for growth:** IITH expects that faculty will help each other to reach their personal professional goals and those of the Institute.

**(b) Expectations from All Employees:-** The Institute has the following expectations from all its employees.

- (i) **Code of Ethics and Integrity:** IITH recognizes the importance of ethics and integrity in the discharge of duties and responsibilities and attaches high importance to it in its work culture. All employees should act with integrity and comply with Institute's rules, regulations and policies. They should treat students, colleagues, and other stakeholders with due respect.
- (ii) The code of ethics includes honesty, attendance and punctuality, courteous behavior towards one and all, avoiding conflict of interest, maintaining office decorum and high personal integrity. These principles govern the decisions, attitude and behavior of the IITH fraternity.
- (iii) **Furtherance of the goals of the Institute:** IITH has gained a significant stature among the second generation IITs wherein the Institute ranks 'First' (courtesy NIRF rankings). While the credit for this rests largely on the distinguished faculty (academic staff), the non-academic staff also play an important role in furthering

the goals of the Institute by owning up the organizational interests, being efficient in their work domains and facilitating a better learning environment.

(iv) **Professionalism and dedication:** It should be a continuous endeavor of IITH fraternity to strive to move ahead in the space of technology, innovation and learning. In an endeavor to grow from strength to strength, every member is expected to be a team player, show genuine commitment, take the team along, own up responsibility, help and support colleagues and focus on solutions.

19. **Conduct of employees while with IITH:** The conduct of all employees of the IITH throughout their service with the Institute shall be governed by the CCS (Conduct) Rules 1964. There are a lot of *do's* and *don'ts* to be followed under these rules. However, a few important provisions of these rules are listed below.
- (a) One should maintain absolute integrity, accountability, transparency and devotion to duty at all times;
  - (b) One should not associate oneself with any banned organization;
  - (c) One should not join or support any illegal strike;
  - (d) One should not undertake private consultancy work;
  - (e) One should not indulge in any act of sexual harassment of any woman at her work place;
  - (f) Whenever one acquires or disposes of any immovable property either in one's own name or in the name of any of one's dependent family members, one should give prior intimations to the Institute regarding such transactions. Further, if one is holding a Group 'A' or 'B' post, one is required to submit an annual immovable property return as on 1st January every year.
  - (g) Similarly, any transaction in movable property either in one's own name or in the name of any of dependent family members should be reported to the Institute within one month of such transaction if the value of such property exceeds two months' basic pay.
20. **Disciplinary Rules:** IITH may initiate appropriate disciplinary proceedings in respect of any delinquent faculty or non-faculty in accordance with the rules and orders of the Government of India, namely under the Central Civil Services (Classification, Control and Appeal) Rules, 1965.
21. **Forwarding of applications for outside employment:** Ordinarily, every employee (whether scientific and technical or non-scientific and non-technical personnel) is permitted to apply for an outside post even though he/she may be holding a permanent post, for a maximum of four times in a year. As regards applications for deputation outside, the requests will be decided on case to case basis. Requests for deputation to a lower post will not be entertained.
22. **Grant of permission to pursue various courses:** An employee who wants to enroll for a course of study shall do so only after a permission for the same is obtained from the Institute. Ordinarily, permission is granted to pursue the courses offered online or through distance mode subject to certain conditions. However, permission to pursue more than one such course at a time will not be granted.
23. **Procedure to be followed for change of name:** Every employee goes by his/her name as entered in the first page of his/her Service Book, which in turn is based on the name as entered in his School Certificate, produced by him/her at the time of recruitment. However, if anyone desires to adopt a new name or effect modification in his/her existing name, the following procedure has to be followed.

- (a) **All cases of addition/deletion or change in name/surname:**
- (i) An employee wishing to adopt a new name or to effect any modification in his/her existing name may do so formally by a Deed changing his/her name. The sample Deed form is appended to this Manual at **Annexure-5**;
  - (ii) The execution the Deed should be followed by publication of the change in a prominent local newspaper as well as in the Gazette of India at the employee's own expense.
- (b) **Addition/Change in surname only on account of marriage/remarriage of a female employee:**
- (i) If the employee desires a change, she should give a formal intimation to the Institute about her marriage and request to update her surname in the official records;
  - (ii) Particulars of the husband may be given for making necessary entries in her Service Book.
- (c) **Deletion of surname or reversion to maiden name on divorce/separation or death of the husband of female employee:**
- (i) An intimation is required to be given to the Institute regarding the change in marital status; and
  - (ii) A formal request for reversion to her maiden name.

**NOTE:** There is no prescribed form for items (B) & (C) above.

24. **Grant of NOC to acquire Indian Passports:** The Ministry of External Affairs, GOI has given an option to the Govt. Servants to submit any one of the following documents from their department along with their application for a fresh Indian Passport or Reissue of an old one.
- (i) Identity Certificate (known as Annexure-A in their parlance) Or
  - (ii) No Objection Certificate (known as Annexure-G in their parlance) Or
  - (iii) Prior Intimation Letter (known as Annexure-H in their parlance)
- The above forms are downloadable from the Ministry's portal <https://passportindia.gov.in/AppOnlineProject/online/annexureAffidavit>. Regular employees who need such a document from the Institute may submit their request to the HR Section.

25. **Resignation/Termination of Service:**

- (a) **Temporary Employees:-** As per Rule 5(1) of the CCS (Temporary Service) Rules 1965, the services of a temporary employee are liable to termination at any time by a notice of one month in writing given either by the employee to the Institute or by the Institute to the employee.
- Distinction between a notice under Rule 5 (1) of CCS (TS) Rules and a simple letter of resignation is that the former is an exercise of the right conferred by statutory rules enabling a temporary employee to cease performance of his/her duties automatically on the expiry of the notice period of one month while the latter requires acceptance by the Institute in order to become effective.
- (b) **Resignation on Personal Grounds:** Resignation from service on personal grounds entails forfeiture of past service, i.e. The employee will not be entitled to any terminal benefits like gratuity etc., except for cash equivalent of earned leave at his/her credit on the date of cessation of service to the extent half of such leave at his credit subject to a maximum of 150 days.

- (c) **Resignation on Technical Grounds:** A resignation will not entail forfeiture of terminal benefits if it has been submitted to take up, with proper permission, another appointment in Central Government/Central Autonomous Bodies/PSUs/State Governments.
26. **Voluntary Retirement:** An employee has the right to voluntarily retire and get terminal benefits by giving three months' notice to the Institute in writing:
- (a) **After attaining the age of 50 years:** Group 'A' and 'B' officers who had entered service before attaining the age of 35 years.
- (b) **After attaining the age of 55 years:** Group 'A' and 'B' officers who had entered service after attaining the age of 35 years, and all Group 'C' employees.
- (c) **After completion of 30 years of service:** All employees.
27. **Superannuation:** The maximum age limit up to which various categories of the employees of IITH are continued in service is indicated below.
- (a) Director - up to 70 years of age;
- (b) Faculty - up to 65 years of age;
- (c) Registrar – up to 62 years of age;
- (d) Others - up to 60 years of age.

**NOTE:** The details of the Pension Scheme *i.e.* National Pension Scheme (NPS) applicable to the employees of the IITH can be seen in Chapter-12 of this Manual.

28. **Scheme of Compassionate Appointments at IITH:**
- A. Objective of the Scheme:** The Scheme is to grant appointment on compassionate grounds to a dependent family member of the Institute's confirmed Permanent Employee. A permanent employee dying in harness or who is retired on medical grounds, thereby leaving his family in penury and without any means of livelihood, to relieve the family of the Employee concerned from financial destitution and to help it get over the emergency.
- B. To whom applicable:** To a dependent family member of institute's confirmed permanent employee who:
- (a) dies while in service (including death by suicide); or
- (b) is retired on medical grounds under Rule 2 of the CCS (Medical Examination) Rules, 1957 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years; or
- (c) is retired on medical grounds under Rule 38 of the CCS (Pension) Rules, 1972 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years;
- (d) **"Dependent family member"** means:
- (i) spouse; or
- (ii) son (including adopted son);
- (iii) daughter (including adopted daughter);

- (iv) brother or sister in the case of unmarried Employee, who was wholly dependent on the Employee at the time of his/her death in harness or retirement on medical grounds, as the case may be.

Concession of compassionate appointment is admissible to one dependent only.

Exception: In exceptional circumstances, with the prior approval of the Board of Governors, the appointment on compassionate grounds may be considered even when there is an earning member in the family of the deceased.

- C. Authority Competent to make appointments:** Director, IIT Hyderabad.
- D. Posts to which appointments can be made:** Group 'C' posts against Direct Recruitment quota.
- E. Eligibility:**
  - (a) The family is indigent and deserves immediate assistance for relief from financial destitution; and
  - (b) Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules.
  - (c) A person appointed on compassionate grounds under the scheme should give an undertaking in writing that he/she will maintain properly the other family members who were dependent on the employee in question and in case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, his/her appointment may be terminated forthwith.
- F. Relaxations:**
  - (a) The Upper age limit will be based on the recruitment rules for the post to which the compassionate appointment is made. It could be relaxed wherever found to be necessary, subject to a maximum of 55 years, provided they fulfill all the required eligibility criteria. The lower age limit should, however, in no case be relaxed below 18 years of age.

**Note I.** Age eligibility shall be determined with reference to the date of application and not the date of appointment;

**Note II.** Authority competent to take a final decision for making compassionate appointment in a case shall be competent to grant relaxation of upper age limit also for making such appointment.
  - (b) In exceptional circumstances, with the approval of the Board, Institute may consider recruiting persons with relaxing the minimum educational standards against the post of MSA only.
  - (c) In case of appointment of a widow not fulfilling the requirement of educational qualification, against the post of MSA, she will be placed in Group 'C'- Pay level 1 as per 7<sup>th</sup> CPC, directly without insisting on fulfillment of educational qualification norms, provided the appointing authority is satisfied that the duties of the post against which she is being appointed can be performed with help of some on job training. This dispensation is to be allowed for appointment on compassionate ground against the post of MSA only.
  - (d) However, in both the above cases (b & c), the subsequent up-gradation/ promotion etc. will be admissible to such incumbents only after they acquire the prescribed qualification as per the Recruitment and Promotion Rules.

**G. Determination/Availability of vacancies:**

- (a) Appointment on compassionate grounds should be made only on regular basis and that too only if regular vacancies meant for that purpose are available.
- (b) Compassionate appointments can be made up to a maximum of 5% of vacancies falling under direct recruitment quota in a Group 'C' post.
- (c) A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against the appropriate category viz SC/ST/ OBC/General depending upon the category to which he/she belongs. For example, if he/she belongs to SC category he/she will be adjusted against the SC reservation point, if he/she is ST/OBC he/she will be adjusted against ST/OBC point and if he/she belongs to General category he/she will be adjusted against the vacancy point meant for General category.

**H. Time limit for making applications for compassionate appointment:**

- (a) Requests for compassionate appointment even where the death or retirement on medical grounds of an Institute's confirmed permanent employee took place should be considered within one-year subject to availability of vacancy and fulfillment of other conditions. However, the competent authority can relax grounds for cases within 5 years of death/retirement of the Employee. While examining belated requests it should, however, be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the Institute's permanent employee in order to relieve it from economic distress. The very fact that the family has been able to manage somehow all these years should normally be taken as adequate proof that the family had some dependable means of subsistence. Therefore, examination of such cases would call for a great deal of circumspection. The decision to relax the time limit and make appointment on compassionate grounds in such cases may, therefore, be taken only by the Director.
- (b) Whether a request for compassionate appointment is belated or not may be decided with reference to the date of death or retirement on the medical grounds of the Institute's permanent employee, and not the age of the applicant at the time of consideration.

**I. Cases where there is an earning member in the family:**

- (a) In deserving cases even where there is already an earning member in the family, a dependent family member may be considered for compassionate appointment with prior approval of the Director who, before approving such appointment, will satisfy himself that grant of compassionate appointment is justified having regard to number of dependents, assets and liabilities left by the Employee, income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the Employee and whether he should not be a source of support to other members of the family.
- (b) A widow appointed on compassionate grounds will be allowed to continue in service even after re-marriage.

**J. Missing Employee:**

- (a) Cases of missing employees are also covered under the scheme for compassionate appointment subject to the following conditions: -

- (b) A request to grant the benefit of compassionate appointment can be considered only after a lapse of at least 2 years from the date from which the Institute's permanent employee has been missing, provided that:
    - (i) an FIR to this effect has been lodged with the Police,
    - (ii) the missing person is not traceable, and
    - (iii) the competent authority feels that the case is genuine;
  - (c) This benefit will not be applicable to the case of an employee: -
    - (i) who had less than two years to retire on the date from which he has been missing; or
    - (ii) who is suspected to have committed fraud, or suspected to have joined any terrorist organization or suspected to have gone abroad.
  - (d) Compassionate appointment in the case of a missing employee also would not be a matter of right as in the case of others and it will be subject to fulfillment of all the conditions, including the availability of vacancy, laid down for such appointment under the scheme;
  - (e) While considering such a request, the results of the Police investigation should also be taken into account; and
  - (f) A decision on any such request for compassionate appointment should be taken by the Board of Governors of the Institute. In case of any clarifications, the BoG may refer the matter to the Ministry.
- K. Request for change of Post / Person:** When a person has been appointed on compassionate grounds to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist. Therefore,
- (a) he/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion should invariably be rejected.
  - (b) an appointment made on compassionate grounds cannot be transferred to any other person and any request for the same on considerations of compassion should invariably be rejected.
  - (c) A person appointed on compassionate ground in a particular year may be placed at the bottom of all the candidates recruited/appointed through direct recruitment, promotion etc. in that year, irrespective of the date of joining of the candidate on compassionate ground.
- L. Termination of Service:** The compassionate appointments can be terminated anytime on the ground of non-compliance of any condition stated in the offer of appointment after providing an opportunity to the compassionate appointee by way of issue of show cause notice asking him/her to explain why his/her services should not be terminated for non-compliance of the condition(s) in the offer of appointment and it is not necessary to follow the procedure.
- M. Procedure:**
- (a) Applications shall be submitted to the Registrar, IIT Hyderabad in the prescribed format which can be seen immediately after sub-para 'O' down below, along with following documents:
    - (i) Age proof certificate.
    - (ii) Educational qualifications certificates.
    - (iii) Community Certificate in the prescribed format duly obtained from the competent authority in case of SC/ST/OBC candidates.

- (iv) Income Certificate.
  - (v) Pension Pay Order, if any
  - (vi) Details of amount received under LIC/PLI etc., if any
  - (vii) Movable/Immovable property details
- (b) The Standing Committee to consider the applications for appointment on Compassionate ground:
- 1) Dean-Administration
  - 2) Registrar
  - 3) Two (2) members nominated by the Director
- (c) The applicant may also be granted personal hearing by the committee, if necessary, for better appreciation of the facts of the case.
- (d) Recommendation of the committee should be placed before the Director for a decision/approval.

**N. Other Terms & Conditions of the Scheme:**

- (a) No compassionate appointment will be made in Group 'A' & 'B' posts.
- (b) At the time of being given compassionate appointment, the applicant must be medically fit in all respects as per the Institute norms.
- (c) The family of the deceased employee will be provided an Institute accommodation/ may continue with already provided accommodation at the Institute for a period of two years after which they will either move to an entitled accommodation against vacancy available or look for alternate accommodation if Institute accommodation is not available.
- (d) In case the widow or the eligible son/daughter wishes that compassionate appointment be deferred till he/she attains the required minimum age/adequate educational qualification for compassionate appointment, such a request should be granted for deferment up to a period of not more than three years. In case the family is occupying IIT accommodation, they will be allowed retention of Institute accommodation as per the Institute/Directorate of Estate, GoI norm
- (e) There is no bar against a widow appointed on compassionate grounds continuing in the appointment after re-marriage.
- (f) An affidavit with declaration (as given at point no. 6 of the application format which can be seen immediately after the sub-para 'O' down below) shall be submitted by the Applicant along with his application.

**O. Criteria for making compassionate appointments:** On the basis of various attributes included in the application form, the following system of allocation of points is hereby proposed on a scale of 100 points. Appointments will be offered to the candidate starting from the one who has the maximum points and going down in the list till the number of available vacancies are exhausted.

- (a) The Lump sum amount available under NPS (Includes withdrawn and investment in annuity)

**Max: 20 points**

| Sl.No. | Points | Slab                          |
|--------|--------|-------------------------------|
| 1      | 20     | Up to Rs. 5,00,000            |
| 2      | 18     | Rs. 5,00,001 – Rs. 10,00,000  |
| 3      | 16     | Rs. 10,00,001 – Rs. 15,00,000 |
| 4      | 14     | Rs. 15,00,001 – Rs. 20,00,000 |
| 5      | 12     | Rs. 20,00,001 – Rs. 25,00,000 |
| 6      | 10     | Rs. 25,00,001 – Rs. 30,00,000 |
| 7      | 08     | Rs. 30,00,001 – Rs. 35,00,000 |
| 8      | 06     | Rs. 35,00,001 – Rs. 40,00,000 |
| 9      | 04     | Rs. 40,00,001 – Rs. 50,00,000 |
| 10     | 02     | Above Rs. 50,00,00            |

- (b) Lumpsum amount received by the family on the death of Govt. servant (i.e. DCR Gratuity, Leave encashment, CGEGIS, LIC/PLI etc.)

**Max: 10 points**

| Sl.No. | Points | Slab                          |
|--------|--------|-------------------------------|
| 1      | 10     | Up to Rs, 5,00,000            |
| 2      | 08     | Rs. 5,00,001 – Rs. 10,00,000  |
| 3      | 06     | Rs. 10,00,001 – Rs. 15,00,000 |
| 4      | 04     | Rs. 15,00,001 – Rs. 20,00,000 |
| 5      | 02     | Above Rs. 20,00,000           |

- (c) Whether the deceased employee owns a house

**Max: 05 points**

| Sl.No. | Points | Slab                                                            |
|--------|--------|-----------------------------------------------------------------|
| 1      | 05     | Not have an own house. Family residing in a rental house        |
| 2      | 02     | Have own house in other than municipal/corporation/urban limits |
| 3      | 00     | Have own house in municipal/corporation/urban limits            |

- (d) Movable/ Immovable property of the family (latest market value) including fixed deposit/ bank balance etc. but excluding the lumpsum amount received as mentioned under i), ii) & iii) above.

**Max: 10 points**

| Sl.No. | Points | Slab                          |
|--------|--------|-------------------------------|
| 1      | 10     | Up to Rs, 5,00,000            |
| 2      | 08     | Rs. 5,00,001 – Rs. 10,00,000  |
| 3      | 06     | Rs. 10,00,001 – Rs. 15,00,000 |
| 4      | 04     | Rs. 15,00,001 – Rs. 20,00,000 |
| 5      | 02     | Above Rs. 20,00,000           |

- (e) Number of dependents

**Max: 15 points**

| Sl.No. | Points | No. of dependents |
|--------|--------|-------------------|
| 1      | 15     | 3 and above       |
| 2      | 10     | 2                 |
| 3      | 05     | 1                 |

- (f) Number of unmarried daughters

**Max: 15 points**

| <b>Sl.No.</b> | <b>Points</b> | <b>No. of un married daughters</b> |
|---------------|---------------|------------------------------------|
| 1             | 15            | 3 and above                        |
| 2             | 10            | 2                                  |
| 3             | 05            | 1                                  |
| 4             | 00            | None                               |

- (g) Number of Minor Children (below 18 years)

**Max: 15 points**

| <b>Sl.No.</b> | <b>Points</b> | <b>No. of minor children</b> |
|---------------|---------------|------------------------------|
| 1             | 15            | 3 and above                  |
| 2             | 10            | 2                            |
| 3             | 05            | 1                            |
| 4             | 00            | None                         |

- (h) Left over service

**Max: 10 points**

| <b>Sl.No.</b> | <b>Points</b> | <b>Left Over Service</b>      |
|---------------|---------------|-------------------------------|
| 1             | 10            | Over 20 years                 |
| 2             | 08            | Over 15 Years & Upto 20 Years |
| 3             | 06            | Over 10 Years & Upto 15 Years |
| 4             | 04            | Over 05 Years & Upto 10 Years |
| 5             | 02            | 5 years or less than 5 years  |

In addition to the above, cases where the wife of the deceased employee has applied for appointment on compassionate ground for herself, she shall get 15 additional points as Grace points. This will be in line with the general principle that the widow needs to be given preference for Compassionate Appointment.

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INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD

FORM FOR SEEKING COMPASSINATE APPOINTMENT BY DEPENDENTS OF THE EMPLOYEE DECEASED WHILE IN SERVICE OR RETIRED ON MEDICAL GROUNDS

PART A

1. Details of the Employee (deceased/disabled)		
1.1	Name of the Employee (deceased/ disabled):	
1.2	Designation of the Employee:	
1.3	Date of joining the Institute:	
1.4	Date of birth	
1.5	Date of death/ disablement:	
1.6	Total length of service rendered:	
1.7	Whether permanent or temporary:	
1.8	Whether belonging to SC/ST Community:	
2. Details of the candidate for appointment (Dependent of deceased/ disabled employee)		
2.1	Name of the candidate for appointment:	
2.2	His/ Her relationship with employee:	
2.3	Date of birth:	
2.4	Educational Qualifications and Experience:	
2.5	Whether any other member of the family of the deceased/disabled employee is an earning member if so, the details:	
3. Particulars of total assets of the Employee (deceased/ disabled)		
3.1	Family Pension:	
3.2	Life Insurance policies (including postal life Insurance):	
3.3	Movable and Immovable properties & annual income earned there from the family:	
3.4	Encashment of leave:	
3.5	Any other assets:	
4. Brief particulars of liabilities, if any:		

5. Particulars of all dependent family members of the deceased/disabled employee (if some are employed, their income and whether they are living together or separately be specifically be stated).

S.No.	Name(s)	Relationship with Govt Servant	Age	Address	Employed or not. If employed particulars of employment and emoluments)
1.					
2.					
3.					

6. Declaration/Undertaking

- 6.1 I hereby declare that the facts given by me above are, to the best of my knowledge, correct.
If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated.
- 6.2 I hereby also declare that I shall maintain properly the other family members who were dependent on the deceased/disabled Employee mentioned against 1(a) of Part-A of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Date:
Place:

Signature of the candidate
Name: _____
Address: _____

Verification Certificate to be issued by HR Section, IIT Hyderabad

I have verified that the facts mentioned above by the candidate are correct.

Date:

Section-in-Charge
HR Section, IIT Hyderabad
Name: _____
Designation: _____

PART B

(To be filled by the HR Section for approval of the competent authority)

1.	Name of the candidate for Appointment	
2.	His/ Her relationship with the Institute's permanent employee.	
3.	Age (date of birth), educational qualifications and experience	
4.	Post (Group C) which employment is Proposed	
5.	Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment	
6.	Whether the relevant Recruitment Rules provide for direct recruitment	
7.	Whether the candidate fulfils the requirements of the Recruitment Rules for the post.	
8.	Whether the facts mentioned in Part-A have been verified by the office and if so, indicate the records	

Date:

Section-in-Charge
HR Section, IIT Hyderabad

Recommendation of the Selection Committee:

Recommendation of the Director:

CHAPTER-12

NATIONAL PENSION SCHEME (NPS)

The National Pension Scheme (NPS) is a social security initiative by the Central Government. This pension programme is open to employees from the public, private and even the unorganized sectors except those from the armed forces. The scheme encourages people to invest in a pension account at regular intervals during the course of their employment. After retirement, the subscribers can take out a certain percentage (40%) of the corpus and buy an annuity with the remaining 60% corpus to secure a regular income as a monthly pension after retirement. Earlier, the NPS scheme covered only the Central Government employees. Now, however, the PFRDA has made it open to all Indian citizens on a voluntary basis. The scheme is portable across jobs and locations, with tax benefits under Section 80C and Section 80CCD. Features of the Scheme differ depending on the category of subscribers as to whether they are public sector employees or private sector employees

- (a) **Government sector NPS model:** The pension scheme is applicable to the Central government employees who joined the service on or after 01/01/2004, except for those employed with the armed forces. Under this model, a contribution of 10% of a government employee's salary (*i.e.* Basic pay plus DA) goes to the National Pension System with an equal contribution by the government. Central Government employees receive a contribution of 14% from the government w.e.f. 01/04/2019.

The extant rules regarding recovery of the employees' share of contribution (10%) in various scenarios are summarized below.

- (i) **Suspension:** - During suspension, the employee need not pay any contribution. However, on exoneration or other, the subscription will be based on emoluments to which he/she was entitled to on the first day of his/her return to duty. If the employee concerned is willing to pay for the period of suspension, he/she may be allowed to do so. The subscription in that case shall be based on the emoluments he received during the period of suspension.
- (ii) **HPL:** During HPL, the employee's subscription shall be based on leave salary.
- (iii) **EOL:** During EOL, there will be no contribution either from the employee or from the employer.
- (b) **Accounts Maintained under NPS:** NPS offers two accounts: Tier-I and Tier-II accounts. Tier-I is a mandatory account and Tier-II is voluntary. The big difference between the two is on withdrawal of money invested in them. You cannot withdraw the entire money from Tier-I account till your retirement. Even on retirement, there are restrictions on withdrawal on the Tier-I account. The subscriber is free to withdraw the entire money from the Tier-II account.
- (c) **Management of Pension Fund:** The money invested in NPS is managed by the Pension Fund Managers registered by the Pension Fund Regulatory and Development Authority (PFRDA), such as ICICI Prudential Pension Fund, LIC Pension Fund, Kotak Mahindra Pension Fund, SBI etc.
- (d) **Standard Tax benefits:** Income tax benefits for National Pension Scheme investments are available under the following sections.

Sections under Income Tax Act 1961	Tax Benefits Allowed
U/S 80CCD (1)	Own contribution of a subscriber towards Tier-I investments tax deductible within the total ceiling of Rs.1.5 lakh u/s 80C.
U/S 80CCD 1(B)	In addition to deductions under section 80CCD (1), subscribers are allowed up to Rs.50,000/- as deductions towards Tier I contributions. The scheme, therefore, allows a tax deduction of up to Rs 2 lakh in total.
U/S 80CCD (2)	Contribution of an employer towards Tier I investments is eligible for deduction up to 14% for central government contributions. This deduction is over and above the deduction limit applicable u/s 80C.

- (e) **Other tax benefits:** Other tax benefits on NPS Tier I investments include –
- (i) Up to 25% of Tier I contributions withdrawn by a subscriber are exempt from tax.
 - (ii) Annuity purchase from National Pension Scheme corpus is tax-exempt. However, income generated from such annuity in the following years is taxable.
 - (iii) Lump-sum withdrawal of up to 40% of an NPS corpus after a subscriber turns 60 is exempt from tax.
 - (iv) Thus, after 60 years of age if the total corpus created through National Pension System amounts to Rs.20 Lakh, a lump sum withdrawal of 40%, i.e., Rs.8 lakh will not attract any tax. Further, if the remaining 60% of funds are utilized for annuity purchase, the entire corpus will be tax-free. Only the income generated from the annuity will be taxable.
- (f) **Withdrawal of amount from NPS accounts:** No withdrawal is allowed from Tier-I Account. However, partial withdrawal is allowed from Tier-II Account subject to the following conditions.
- (i) Subscriber should have been in the NPS for 3 years;
 - (ii) The amount to be withdrawn should not exceed 25% of the contributions made by the subscriber;
 - (iii) Withdrawal is allowed only against the specified reasons such as higher education of children, marriage of sons/daughters, purchase or construction of a residential house or flat, treatment of specified illnesses etc.
 - (iv) A subscriber is allowed to withdraw to a maximum of three times during the entire tenure of subscription;
 - (v) After superannuation, a subscriber is allowed a lump sum withdrawal up to 60% of the corpus without citing any reason. He/she is, however, required to compulsorily keep aside at least 40% of the corpus to receive a regular pension from a PFRDA-registered insurance firm.
- (g) **Exit from NPS:** Generally, exit of a subscriber from the NPS occurs in the following scenarios.
- (i) **Upon Superannuation:** As already stated at (f) (v) above, after superannuation, a subscriber is allowed a lump sum withdrawal up to 60% of the corpus without citing any reason. He/she is, however, required to compulsorily keep aside at least 40% of the corpus to receive a regular pension from a PFRDA-registered insurance firm;
 - (ii) **Upon Death:** At least 80% of the accumulated pension wealth of the deceased subscriber has to be utilized for purchase of an annuity which would provide for

monthly pension to his/her spouse and the balance is paid as lump sum to the nominee/legal heir;

- (iii) Upon Resignation: NPS is a pension system which offers financial security after retirement to a person (not only opened for Government service holder but for all the citizen of India). So one should not think about withdrawing from it before attaining the age of retirement.

If an employee resigns from the IITH to join a Central Government Department or another Centrally Funded Autonomous Body, he/she just needs to transfer his/her PRAN Number to his/her new DDO/Department. If he/she resigns to join a Non-Govt Organization (NGO), then he/she can continue his/her subscription in NPS provided that organization has the NPS facility. If he/she resigns from the IITH to start his/her own venture (business, entrepreneurship etc.) or joined in an organization where there is no NPS, at least 80% of his/her accumulated pension wealth shall be utilized for purchase of annuity providing for his/her monthly pension and the balance is paid to him/her as a lump sum payment.

Thus, during the service life of an employee, only one NPS account is maintained irrespective of change of employer.

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## CHAPTER-13

### WASTE MANAGEMENT AT IITH

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For an institution like IIT which is of a national importance, there has to be a clearly laid down policy of its waste disposal in a manner befitting its stature. Therefore, the responsibility of disposing of various kinds of waste generated on the Institute campus, without any harm to the neighbourhood and the environment in accordance with the extant norms prescribed by the Ministry of Environment, Forest and Climate Change, Government of India, is fixed as under.

1. **Disposal of Garbage:** The Management Services Section is responsible for safe disposal of various types of garbage such as dry waste, wet waste, animal carcasses and sanitary waste generated from the households, hostels, class rooms and offices inside the campus. The Section shall explore the various options available for safe disposal of the waste and take necessary action promptly to ensure a neat and clean campus.
2. **Disposal of Bio-Medical Waste:** The Bio-Safety Office is responsible for safe disposal of various types of bio-medical waste generated from the laboratories and the clinic/hospital inside the campus. The office shall explore the various options available for safe disposal of this waste and take necessary action promptly to get rid of it without any harm to the neighborhood and the environment in compliance with the extant norms prescribed by the Government of India, in this regard.
3. **Disposal of Chemical & Hazardous Waste:** Chemical/Bio-Safety Office is responsible for safe disposal of various types of chemical and hazardous waste generated from the laboratories inside the campus. The office shall explore the various options available for safe disposal of hazardous waste and take necessary action promptly to get rid of it without any harm to the neighbourhood and the environment in compliance with the extant norms prescribed by the Government of India, in this regard.
4. **Disposal of E-Waste:** The Stores & Purchase Section is responsible for safe disposal of various types of e-waste such as unserviceable junk computers, keyboards, mouse, batteries, UPSs and other electronic equipment generated from the hostels, class rooms and offices inside the campus. The Section shall explore the various options available for safe disposal of the waste and take necessary action promptly to free up the space occupied by this waste and unclutter the passages and the premises.
5. **Disposal of obsolete and unserviceable items of furniture:** The Stores & Purchase Section is responsible for safe disposal of various types of obsolete unserviceable items of furniture such as tables, chairs, almirahs, cabinets, racks from the hostels, class rooms and offices inside the campus. The Section shall explore the various options available for safe disposal of the waste and take necessary action promptly to free up the space occupied by this waste and unclutter the passages and the premises.
6. **Disposal of Recyclable Waste:** The Green Office is responsible for disposal of various types of recyclable items such as paper waste, shredded paper, cardboards, plastic waste, packing wood, scrap iron (steel), and scrap aluminum. The office shall explore the various options available for safe disposal of the waste and take necessary action promptly to get it cleared from the campus.
7. **Disposal of Leafage and Tree Waste:** The Green Office is responsible for safe disposal of various types of leafage fallen from trees and plants, and dead tree logs inside the campus. The office shall explore the various options available for safe disposal of the waste and take necessary action promptly before this waste begins to harbour reptiles or clogs the drains or gets strewn on the roads and the passages.

8. **Disposal of Construction Waste:** The CMD is responsible for safe disposal of various types of construction waste such as concrete mix, sand, bricks, hardened cement, junk scaffoldings etc. The office shall explore the various options available for safe disposal of the waste and take necessary action promptly before this waste begins to harbour reptiles or other poisonous insects or clogs the drains or gets strewn on the roads and the passages.

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CHAPTER-14

CAMPUS LIFE AT IITH

The Institute has a vast campus beside the National High No.63 (Hyderabad-Bombay) just a little away from the city, Hyderabad. Nestled amid green fields and form houses on the one side and two big lakes on another side, the IITH campus affords a beautiful and quiet ambience to live in and study. There is a 24x7 medical clinic together with a 24x7 Apollo Pharmacy located on the campus. The services of six qualified Doctors and a Physiotherapist are also available at the campus clinic on shift basis. Furthermore, Specialist Doctors will be visiting the campus on select days. Two ambulances are stationed at the campus clinic for use in emergencies round the clock. Furthermore, the campus has a tight security with security personnel available 24x7. Being able to take a walk without combating traffic and without any security threat is something that everyone would long for and the IITH campus enables.

To make life on the campus even more enjoyable and comfortable, there are wet and dry canteens and a swimming pool, branches of SBI and Canara Bank etc. Snaps of all the amenities and the sports facilities available on the campus are appended to this Manual at **Annexures-1 & 2**. Many more amenities are in the offing.

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## CHAPTER-15

### FAQs ON ACADEMIC, HR AND ADMIN MATTERS

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#### 1. FREQUENTLY ASKED QUESTIONS (FAQ's) ABOUT ACADEMIC MATTERS

##### DISCLAIMER

*Disclaimer: These FAQs are merely suggestive in nature. They are an attempt to facilitate information to students. These are subject to change, from time to time, based on the administrative exigencies/ institute requirements.*

#### **1. Common Queries (UG, PG and PhD)**

**1-Q1:** Where can I find the Academic Calendar?

**Ans.** Academic Calendar is available at the following link:

[https://iith.ac.in/academics/assets/files/calendars/B-Des-B-Tech-2020-Batch\(I-and-II-Semesters\).pdf](https://iith.ac.in/academics/assets/files/calendars/B-Des-B-Tech-2020-Batch(I-and-II-Semesters).pdf)

**1-Q2:** Where is the detailed Fee Structure available?

**Ans.** Detailed Fee structure, is available at the link:

<https://iith.ac.in/academics/fee-structure/>

**1-Q3:** What is meant by Financial Registration?

**Ans.** Financial registration means payment of semester fee. It has to be done online through SBI collect mode. Please pay through the following link:

<https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=372897>

**1-Q4:** Regarding fee payment issues to whom I have to contact?

**Ans.** Regarding fee payment issues the scholar may write to Accounts section at: [students.accounts@iith.ac.in](mailto:students.accounts@iith.ac.in)

**1-Q5:** How to obtain various Bonafide Certificates?

**Ans.** You may send a request email to [office.acad@iith.ac.in](mailto:office.acad@iith.ac.in) with all relevant details.

**1-Q6:** I have not done my academic/financial registration? How to proceed?

**Ans.** The students are advised to ensure to do their financial & course registration within the stipulated deadlines as mentioned in the academic calendar from time to time. In case of failure to do so will lead to the following fines/penalties and are applicable for all students.

**1-Q7:** I have paid the fees. The transaction was successful and I even got message from my bank. But when I want to print the receipt it is showing "No Payment Details Available". How to proceed?

**Ans.** A student can download the transaction receipt by entering the required details in SBI collect under payment history. A screenshot is attached for reference.

mpaymentdetails.htm

State Bank Collect - State Bank Mops

State Bank Collect - Collect - Exit

Reprint Remittance Form

Payment History

09-Apr-2021 12:18 PM IST

INDIAN INSTITUTE OF TECHNOLOGY, HYDERABAD  
NH-65 KANDI SANGAREDDY 502285 . . KANDI-502285

Provide details of payment

Select Payment Category \* Advance Fee for Admission

STUDENT NAME \*

FATHER NAME \*

GENDER \* --Select GENDER--

CATEGORY \* --Select CATEGORY--

PROGRAM \* --Select PROGRAM--

ADVANCE PAYMENT \* --Select ADVANCE PAYMENT--

Remarks

Please enter your Name, Date of Birth (For Personal Banking) / Incorporation (For Corporate Banking) & Mobile Number.  
This is required to reprint your e-receipt / remittance (PAP) form, if the need arises.

Name \*

Date Of Birth / Incorporation \*

Mobile Number \*

Email Id

Enter the text as shown in the image \*  48C71

**1-Q8:** Options to use debit cards or UPI to pay the application fee is not enabled in the SBI collect site.

**Ans.** Students can pay using Other Banks Net banking, NEFT/RTGS/ Credit Card. They can also pay through Bank challan at any SBI using debit card. We have not enabled debit cards and UPI payments as we are facing high failure rates.

**1-Q9:** What is the schedule to add or drop the course?

**Ans.** Students are allowed to add any course in the first week of start of the respective segment and  
 can drop 1 credit course - Within one week from the start date of course  
 can drop 2 credit course - Within two weeks from the start date of the course  
 can drop 3 credit course - within three weeks from the start date of the course

**1-Q10:** How to Check my Grades?

**Ans.** You can view your Grades in your AIMS login as per the academic calendar. Please note that submission of course feedback is mandatory and failure to do so will render you ineligible to access your grades.

**1-Q11:** When can we submit the course Feedback?

**Ans.** 10 days before completion of each course as per the segment.

**1-Q12:** How can I get an ID card / Duplicate ID Card?

**Ans.** You can apply for the student ID card in the online portal (AIMS Portal) under the section "Request ID card". Once your ID card is ready you will receive a mail to collect the same.

If you have lost the ID card, you have to file an FIR in any Mee Seva centre and pay the fee Rs.200/- in SBI collect. Submit the hard copy of FIR and fee payment receipt in the Academic office along with the new ID card application form. Once your ID card is ready you will receive a mail to collect the same.

**1-Q13:** Where to collect my Semester Grade Card?

**Ans.** You may collect your semester grade card after every semester from the Academic office.

**1-Q14:** Where can I get the CGPA to Percentage conversion certificate?

**Ans.** CGPA To Percentage conversion certificate, is available at link: <https://iith.ac.in/academics/assets/files/forms/CGPA-to-percentage-conversion.pdf>

**1-Q15:** Where can I get the Medium of instruction certificate?

**Ans.** Medium of instruction, is available at link: <https://iith.ac.in/academics/assets/files/forms/Intruction-of-English-language.pdf>

**1-Q16:** Where can I get the forms?

**Ans.** All forms are available at link: <https://intranet.iith.ac.in/wiki/FormsCirculars>

## **2. Queries related to Undergraduate Programs (BTech and BDes)**

**2-Q1:** Is there any tuition fee reimbursement for BTech/BDes Programs in IITH?

**Ans.** As per Govt. of India guidelines, the tuition fee remission is given as detailed below:

- The SC/ ST/ PH students shall get complete fee waiver.
- The most economically backward students (whose family income\* is less than Rs. 1 lakh per annum) shall get full remission of the fee.
- The other economically backward students (whose family income\* is between Rs. 1 lakh to Rs. 5 lakhs per annum) shall get remission of 2/3<sup>rd</sup> of the fee.
- All students shall have access to interest free loan under the Vidyalaxmi scheme for the total portion of the tuition fee payable.

(\*Only the ITRs of both the parents will be considered as evidence for income proof)

**2-Q2:** What are the documents required to avail Fee remission.

**Ans.** The following documents are required to avail Fee remission:

- Fee remission form and
- Income Tax returns and Acknowledgement received from the IT department of both the parents for the respective Financial Year.

It is to inform that all the students have to submit full fee as per their category in the first semester. After registration in the institute, the student has to apply for the tuition fee remission as per the income criteria. Subsequently, the refundable tuition fee amount will be refunded as per rules. If you have any query / problem with regard to tuition fee waiver you may write to: [students.accounts@iith.ac.in](mailto:students.accounts@iith.ac.in)

**2-Q3:** Details of Vidyalaxmi Scheme:

**Ans.** Vidyalaxmi Scheme details are:

- If students opt for this scheme, the Institute will pay the interest on the loan for a period of five years. To avail this scheme, it is mandatory for students to submit Income Tax Returns of both the parents (irrespective of the fact that ITR need not be

filed if income is below Rs 5 lakhs). If a student wishes to avail loan under Vidya Lakshmi, then they need to file ITR for both the parents.

- Since, the fee payment is time bound, some students may first pay the fee and then opt for an Education Loan. This is allowed and, in such cases, the bank will refund the amount once the loan is sanctioned. Further, in cases where fee remission is allowed as per income limits, banks will sanction loans only to that extent.

### **Branch Change details:**

**2-Q4:** When can one apply for a Branch Change?

**Ans.** First year B. Tech students can apply for branch change at the end of the first semester.

**2-Q5:** What is the basis of allotment of a new branch?

**Ans.** The allotment of new branches is done on the basis of the CGPA at the end of 1<sup>st</sup> semester, for those who seek branch change. In case of a tie, the higher JEE rank student will be given allotment.

**2-Q6:** How many students are eligible to opt for a new branch within a department?

**Ans.** No more than 10% students can move to another department under branch change. Each department can take 10% of new students from branch change.

**2-Q7:** Once we are eligible for branch change, will we have an option to choose between the new branch and the current branch?

**Ans.** Once the allotment is made, there is no possibility of a further change either to a new branch or to the original branch.

**2-Q8:** Whom to consult regarding courses and curriculum of the new department?

**Ans.** Contact the Faculty Advisor of the new department for the courses and curriculum.

### **Minor / Honors Details:**

**2-Q9:** What is the eligibility requirement for registration in terms of number of backlogs?

**Ans.** A student must have cleared all outstanding backlogs by the time of enrolment into Minor/Honors.

**2-Q10:** Is there a CGPA criterion for registration?

**Ans.** No CGPA criterion for Minor. However, a CGPA criterion for Honors can be set by the respective Departments.

**2-Q11:** Department-wise maximum number of students (or a percentage of existing student strength) that can avail this option?

**Ans.** To avoid overloading, departments offering Minor/Honors can put an upper limit on the number of Minor / Honors students they wish to take. The students have to understand that since the number of seats available for each of the programs will always be limited, one has to compete for a place; he/she thus cannot ignore the basic CGPA.

**2-Q12:** When can one apply, in which semester?

**Ans.** A student can enroll for Minor in fifth semester only. There is no CGPA criteria for enrolling into a Minor. A student can enroll for Honors in fifth or sixth semester, depending on the policy of the department. The department can plan the Honors from

fifth or sixth semester. There is no CGPA criteria for enrolling into Honors at institute level.

**2-Q13:** Whom to inform/seek approval if a student wishes to pursue an option of Minor / Honor?

**Ans.** The student has to inform the Faculty advisor to pursue the Minor/Honors program.

**2-Q14:** Is any approval required from the other department if a student wants to pursue a Minor option?

**Ans.** Approval of the DUGC Convener of the other dept. is required to pursue a minor option.

**2-Q15:** What is the process of information flow?

**Ans.** Faculty advisor informs the academic office.

**2-Q16:** If a student would like to withdraw from minor or honors what is the procedure and when can that be done, again whom to contact?

**Ans.** The Student can withdraw from Minor/Honor at any point of time but the courses registered under Minor / Honors cannot be dropped after drop period, the registered/ completed courses will be shown under additional. Students can contact the Faculty advisor to withdraw from the Minor / Honors program.

**2-Q17:** Can a student be terminated from the program and under what circumstances?

**Ans.** After enrolling into Minors / Honors, if a student gets FS/FR grade in more than 3 credits his/her enrolment to the same will be terminated.

**2-Q18:** What is the department's take if a student wants to pursue more than one option such as major as well as minor or major as well as Honors?

**Ans.** Should be permitted on the recommendation of the Faculty Advisor. Minor and major cannot be done in the same department. Students can enroll for both Minors & Honors or for 2 Minors.

### **Additional Details for Minor / Honors:**

- In order to earn a minor, a student has to earn a minimum of 12 extra credits from a basket of courses prescribed for each minor stream.
- In order to earn honors, a student has to earn a minimum of 12 extra credits out of which six credits from project work and at least six credits are from courses offered by the student's major department. These can change as per department guidelines
- The final transcript will only show the basic CGPA corresponding to the minimum requirement for the degree. The Minors / Honors will be indicated by a separate CGPA. The additional courses taken will also find separate mention in the transcript.
- Students can be allowed to convert the credits as shown below from their Minor / Major degree, given he / she has completed the 2/3rd number of total credits:
  - For Minor – Up to 3 credits may be converted to Free electives.
  - For Honours – Up to 3 credits may be converted to Free elective / Departmental electives.

### **Double Major Details:**

- Double major means a student can get ONE BTech degree mentioning two different departments.

- A student may join the IITH in any particular discipline. S/he may then require additional courses (24 credits) in a different discipline. An additional 24 credits as listed by the second-department needs to be completed by the student and the second department may also list an additional set of prerequisite courses in some cases.
- This program is based on the premise that there is a fair amount of fundamental and common subjects amongst engineering curriculum and a reasonable amount of additional work can also make the student eligible for degree requirements of two departments.
- An additional one year is permitted for the student to complete these additional requirements.
- There will be a cap on double major registrations: 10% of the UG intake of the host department.
- The guidelines may vary from time to time, as per IITH Senate norms.

### **Double Major FAQs:**

**2-Q19:** What is the eligibility requirement for Double Major registration in terms of number of backlogs?

**Ans.** There should not be any backlogs (Fail courses) at the time of registration for double major.

**2-Q20:** Is there a CGPA criterion for registration?

**Ans.** Department will shortlist and select the students for Double Major registration.

**2-Q21:** Department-wise maximum number of students (or a percentage of existing student strength) that can avail Double Major option?

**Ans.** 10% of the UG intake of the host department.

**2-Q22:** When can one apply for Double Major, in which semester?

**Ans.** Starting from 4th Semester

**2-Q23:** Whom to inform/seek approval if a student wishes to pursue an option of Double Major?

**Ans.** The student has to inform the Faculty advisor

**2-Q24:** Any approval required from the other department if a student wants to pursue the Double Major option?

**Ans.** Approval of the other department's DUGC convener is required to pursue the Double Major option.

**2-Q25:** If a student would like to withdraw from major, what is the procedure and when can that be done and whom to contact?

**Ans.** The Student can withdraw from Double Major at any point of time but the courses registered under Double Major cannot be dropped after drop period, the registered/completed courses will be shown under additional. Students can contact the Faculty advisor to withdraw from the Double Major option.

**2-Q26:** Can a student be terminated from the program and under what circumstances?

**Ans.** After enrolling into majors, if a student gets FS/FR grade in more than 3 credits his/her enrolment to the same will be terminated.

**2-Q27:** Can a student pursue more than one option such as major as well as minor or major as well as honours'?

**Ans.** Should be permitted on the recommendation of the Faculty Advisor. Minor and major cannot be done in the same department.

**2-Q28:** Whether Students are allowed to convert the credits given if he/she has completed the 2/3rd number of total credits?

**Ans.** If the Double Major – Up to 6 credits may be converted to Free electives.

### **Conversion from B. Tech to B.Tech. plus M. Tech details:**

- The option to convert will be given at the end of 6th semester and no conversion related request will be allowed after the add/drop period (1-2 segment) of seventh semester.
- A formal application must be submitted through the Head of the Department.
- The candidate will appear for a technical interview with a panel of at least 3 faculty members nominated by the HoD.
- Minimum CGPA requirement for B.Tech. to M.Tech. is 8.5 for General category, and 8.0 for OBC/SC/ST. This rule will be applicable for students' of 2019 batch onwards; for earlier batches, the old cut-off will be applicable i.e.,  $CGPA \geq 7.0$  for general category and 6.5 for SC/ST/OBC.
- B. Tech fees will be paid up to the 8<sup>th</sup> semester.
- Degree requirement for both degrees should be fulfilled.
- Maximum time allowed for the completion of the degree is 7 years.
- In case, the student decides to leave at the end of fourth year, he/she may be awarded a B.Tech. provided all the appropriate credit requirements are completed.
- Fifth year later, he/she may be awarded an M.Tech. degree provided all the appropriate credit requirements are complete.
- M.Tech Fellowship will be paid after 8<sup>th</sup> semester.

### **Queries related to Scholarships**

#### **Institute Scholarships:**

##### **Merit- cum- Means (MCM)**

- GEN, GEN-EWS / OBC category students can apply
- Parental Income shall not exceed Rs. 4.5 Lakhs for any category.
- Income Tax Return with Acknowledgement from IT Department has to be submitted as Income Proof of Parents (Father and Mother or Guardian if any)
- The number of students to be awarded MCM scholarship will be limited to 25% of Class Strength.
- The student should secure a SGPA / CGPA of 7.0 and above with no active backlogs (Fail Grade) in any type of courses (Including Additional courses).
- The Shortlisted students are eligible for Pocket Money of Rs. 1,000 per month.

##### **ST / SC Scholarship**

- Students belonging to SC / ST category can apply.
- Parental Income shall not exceed Rs. 4.5 Lakhs for any category.
- Income Tax Return with Acknowledgement from IT Department for the AY 2020-21 has to be submitted as Income Proof of Parents (Father and Mother or Guardian if any)
- There is no ceiling on the award of SC / ST scholarship subject to fulfilling the required criteria.

- The student should secure a SGPA / CGPA of 7.0 and above with no active backlogs (Fail Grade) in any type of courses (Including Additional courses).
- The Shortlisted students are eligible for Pocket Money of Rs.250 per month and are eligible for refund of License Fee and Dining Charges at actuals and as per the eligibility.

### **Scholarship FAQs:**

**2-Q29:** When to apply for the scholarships

**Ans.** Government Scholarships once a year (kindly refer to the NSP website regularly).  
Institute Scholarships – once a year, notified through email.

**2-Q30:** How will students know about various scholarships?

**Ans.** Students will be informed through email whenever the institute receives the information from the sponsored government/ agency.

**2-Q31:** Can a student avail dual Scholarship / Financial benefit?

**Ans.** No, however please refer to the guidelines from time to time for updates.

**2-Q32:** W.r.t dual scholarships, how does the Institute ensure the transparency / integrity of students?

**Ans.** Institute takes following measures:

- Students are asked to submit an undertaking / declaration that they are not availing any other financial benefit / scholarship other than what they are applying for
- Students are asked to produce a valid ITR as income proof for claiming any financial benefit from the Institute

**2-Q33:** What is the Grant receiving mechanism?

**Ans.**

- Government scholarships- The amount is directly sent into the student's account via DBT mode through PFMS, only the admission fee component will be remitted to the Institute account and the same will be disbursed to the Student.
- Institute scholarships – Remitted directly to the student's bank account.

**2-Q34:** Which income will be taken into consideration for award of scholarship - Gross income / taxable income?

**Ans.** Gross Income will be taken into consideration.

### **3. Queries related to Post Graduate Programs**

#### **Queries Related to Fresh Admissions:**

**3-Q1:** Do we need to submit the migration certificate also during the physical verification process? What is the tentative date for the submission of the same?

**Ans.** Migration certificate is not required

**3-Q2:** Is a medical certificate required? If yes, then is there a condition that the medical certificate should be signed by a government doctor. Can I consult a private hospital for a medical certificate?

**Ans.** Yes, any qualified medical practitioner

**3-Q3:** Is the original degree certificate required? I have uploaded a provisional certificate. Will it be sufficient?

**Ans.** Original degree certificate is required for claiming stipend

**3-Q4:** What is academic registration? When is the academic registration?

**Ans.** Academic Registration means course registration. The course registration for every semester will be placed on our website in the Academic calendar page. Please follow the link: <https://www.iith.ac.in/academics/calendars-timetables/>

**3-Q5:** How do I know the procedure for academic registration?

**Ans.** On receiving the fee payment confirmation from the student, a roll number will be created, which will be communicated to the student by e-mail (available as per IITH records). The roll number is needed for the academic registration in AIMS (Academic Institute Management System) portal.

The step wise procedure for Academic Registration is as follows:

- a) AIMS Login ID is the Roll No. - A unique id (roll number) and password will be communicated to the student through email. Students are advised to change the password.
- b) Please follow a step by step procedure outlined in the demo link which will be shared through e- mail.
- c) Students are advised to complete the AIMS registration.  
Link: <https://aims.iith.ac.in/aims/>

In AIMS portal, the stages of updation required are for following fields- Request ID card, my details, Course Registration (you may consult your Faculty advisor, for list of courses, if required)

**3-Q6:** If I do not have a valid OBC-NCL Certificate?

**Ans.** You have to provide an undertaking and provide the valid OBC-NCL certificate at the time of registration. Undertaking form is available at the below link: <https://iith.ac.in/academics/forms/>

**3-Q7:** Is GATE qualification mandatory for IIT Graduates?

**Ans.** No, it is not mandatory. You must have 8.00 CGPA in the qualifying degree. However, at the time of applying at IITH you have to enter the digit “zero” in the GATE registration number field and proceed further.

**3-Q8:** Is COAP registration mandatory for IIT Graduates?

**Ans.** No, it is not mandatory for IIT graduates. However, at the time of applying at IITH you have to enter the digit “zero” in the COAP registration field and proceed further.

**3-Q9:** Is there any separate provision for OCI candidates to apply for the M. Tech/M. Des/MA program at IITH?

**Ans.** No separate provision for OCI candidates in MTech Program, they have to apply online through IITH admission portal subject to fulfilling required eligibility criteria as prescribed.

**3-Q10:** Can I apply with a valid temporary PWD Certificate?

**Ans.** Yes, you can apply with a valid temporary PWD Certificate

**3-Q11:** What Should I do if I do not get security code?

**Ans.** Please check your spam folder if you do not get in inbox/spam folder, then write to [acad.pg@iith.ac.in](mailto:acad.pg@iith.ac.in) mentioning the user ID.

**3-Q12:** If the final results are awaited what should I fill in the Percentage/CGPA column?

**Ans.** You may enter the Percentage/CGPA of the previous semester.

**3-Q13:** Does the candidate have to pay separately when applying for admission in different funding programmes such as MHRD/Project/Govt. Lab/Self Sponsored in the same department?

**Ans.** Yes, the candidate has to pay separately when applying for different funding programs in the same department.

**3-Q14:** In case of failure of online transaction for application fee whom shall I contact?

**Ans.** You may please mail to [students.accounts@iith.ac.in](mailto:students.accounts@iith.ac.in)

### **Queries Related to Courses, Curriculum and other Miscellaneous Items:**

**3-Q15:** What are the Guidelines for Dual Degree?

**Ans.** Minimum CGPA requirement for any conversion of degree, such as B.Tech. to M.Tech., B.Tech. to PhD, M.Tech. to PhD, is CGPA of 8.5 for General category, and 8.0 for OBC/SC/ST. This rule will be applicable for students of 2019 batch onwards;

For earlier batches, the old cut-off will be applicable i.e.,  $CGPA \geq 7.0$  for general category and 6.5 for SC/ST/OBC.

### **M.Tech/M. Des to PhD Conversion:**

For M Tech/M Des students, the conversion should be based on 2nd semester CGPA and this should be done before the start of regular MHRD PhD interviews for the next semester.

### **B. Tech to M. Tech Conversion:**

B. Tech student should apply before the add and drop period (1-2 segment) of 7<sup>th</sup> semester and 6th semester CGPA will be considered for shortlisting.

**3-Q15:** Can I be entitled for short leave/ Semester break?

**Ans.** Yes, you are entitled on medical grounds subject to submission of medical certificate and approval from competent authority

**3-Q16:** Can I get the details of Guide allocation for Thesis/Dissertation?

**Ans.** Details are available in Academic Hand Book available at the following link:  
<https://intranet.iith.ac.in/chrome/site/files/academic/20200306-Academics-Handbook.pdf>

### **Queries Related to Fees, Scholarships etc.,**

**3-Q17:** Is a medical certificate mandatory for getting a stipend?

**Ans.** Medical certificate is mandatory to ensure that the student is medically fit to take up the studies.

**3-Q18:** What exactly are the certificates that we have to upload for getting our stipend (Please provide a list)?

**Ans.** SSC, Intermediate, UG/PG, All qualifications marks sheet and final degree/provisional certificate, GATE / GPAT / CEED Score Card, Medical Certificates, Fee Receipt, Passbook/Account Details, Category Certificate (OBC, ST, SC and EWS), PWD Certificate (if any), Aadhar Card.

**3-Q19:** Can we upload bank statements (with all the details of bank, account no. IFSC code), cancelled cheque instead of passbook?

**Ans.** Yes, it must contain your bank account number and IFSC details.

**3-Q20:** Is a TC migration certificate necessary to get a stipend?

**Ans.** Not required.

**3-Q21:** Due to some reason I am not able to upload my bank details this month, so if I will upload at a later date will it be considered?

**Ans.** Stipend will be paid only after submission of bank details along with all required certificates.

**3-Q22:** Is the original degree certificate required? I have uploaded a provisional certificate. Will it be sufficient?

**Ans.** Original degree certificate is required for claiming stipend.

**3-Q23:** Would a change in bank account details (IFSC and branch name) be entertained later in the academic years?

**Ans.** Yes, however you have to inform the accounts section whenever there is a change in IFSC and branch name.

**3-Q24:** Is an e-account statement ok in place of a passbook? (It has all relevant details as a passbook)?

**Ans.** Electronic account statements will be accepted.

**3-Q25:** All the required documents have been submitted at the time of admission, is there anything else required apart from the Bank Passbook?

**Ans.** Please ref. Sl. No. 2 above, if it is fulfilled then not required to upload any documents.

**3-Q25:** What is the expected date to receive a stipend in our account?

**Ans.** **First List:** Students have to apply in AIMS portal from 20<sup>th</sup> to 25 of each month and FA has to approve the same by 26<sup>th</sup> to 29<sup>th</sup>, processing of bill by academic section is 30<sup>th</sup>, forwarding of bill to academic section is 31<sup>st</sup>/1<sup>st</sup>. Stipend will be credited tentatively by the 05<sup>th</sup> of each month, subject to fulfilling all the prescribed norms.

**Second list:** Students have to apply in AIMS portal from 05<sup>th</sup> to 10<sup>th</sup> of each month and FA has to approve the same by 11<sup>th</sup> to 13<sup>th</sup>, processing of bill by academic section is 14<sup>th</sup>, forwarding of bill to accounts section is 15<sup>th</sup>. Stipend will be credited tentatively by 20<sup>th</sup>, subject to fulfilling all the prescribed norms.

**3-Q26:** What is meant by Financial Registration?

**Ans.** Financial registration means payment of semester fee. It has to be done online through SBI collect mode. Please pay through the following link:

<https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=372897>

#### 4. Queries related to Ph.D. Program

**4-Q1:** I have got the Ph.D. admission offer letter. In the offer letter it is mentioned that I have to pay the advance fee and have to do the Financial Registration. What is meant by Financial Registration?

**Ans.** Financial registration means payment of semester fee. It has to be done in online mode through SBI collect. The following is the SBI collect payment link:

<https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=372897>

**4-Q2:** What is meant by Academic Registration? When is the Academic Registration?

**Ans.** On the day of Academic Registration scholars have to report the Institute along with their original certificates for the verification. On the same day scholars have to do Course registration in the online portal. The scholars will be given a demo on Course registration. The date of Academic Registration is mentioned in the Academic Calendar which is available at the following link:

<https://iith.ac.in/academics/calendars-timetables/>

**4-Q3:** What is the Roll number? How can I get the roll number?

**Ans.** After the completion of Academic Registration, scholars will be allotted a Roll number and email ID. The roll number, e-mail ID and online portal login credentials will be communicated to the student through personal email ID (available as per IITH records).

**4-Q4:** How can I register the courses in the online portal?

**Ans.** The step wise procedure for Academic Registration is as follows:

- a) The student has to login to his/her IITH mail ID
- b) In his inbox, the student will find the AIMS Login ID (which is also the Roll No.) and the password.
- c) With this AIMS login ID (roll number) and password he/she needs to login to AIMS portal <https://aims.iith.ac.in/aims/>
- d) Students are advised to login to AIMS
- e) Please follow the step by step procedure to register in AIMS
- f) Students are advised to enter their personal details, upload the certificates, fill the details in the request ID card section and do the course registration

**4-Q5:** Which courses I have to choose while doing the course registration in the portal? To whom I have to contact to discuss about the courses?

**Ans.** The scholars may contact the Faculty Advisor to discuss about the courses to be register.

**4-Q6:** When will the classes start?

**Ans.** The date of commencement of classes is available in the Academic calendar. The complete Academic schedule is mentioned in the Academic calendar. The link for Academic calendar is as follows: <https://iith.ac.in/academics/calendars-timetables/>

**4-Q7:** Who should be contacted regarding Hostel allotment?

**Ans.** Hostel office should be contacted. Mail ID of Hostel office is: [office.hostel@iith.ac.in](mailto:office.hostel@iith.ac.in)

**4-Q8:** I want to withdraw my admission. How can I withdraw my admission? Will I get my fee refund?

**Ans.** To withdraw the Ph.D. admission the scholar may fill the “Admission withdrawal form” & “No-Due’s form”, get the necessary signatures on the form and submit it to the Academic office. Academic office will take the necessary approvals and inform the scholar. The same will be forwarded to the Accounts section to process the fee refunds. The forms are available at the link: <https://iith.ac.in/academics/forms/>. The policy of fee refund in case of admission withdrawn/ cancellation is available at the following link, under “Seat Acceptance Fee and Refund Policy”: <https://iith.ac.in/academics/fee-structure/>

**4-Q9:** What is the maximum duration of the Ph.D. program?

**Ans.** The maximum duration of Ph.D. program is as follows:  
For Regular PhD (Full time) - 6 years  
For External Ph.D. (Part time) - 7 years

**4-Q10:** What is the procedure for Guide/Supervisor selection?

**Ans.** Ph.D. scholars can select the Guide/Supervisor at the beginning of enrolling semester i.e., before the first course add/drop period of the semester (or) at the end of the enrolling semester. Regarding Guide allocation, the scholar may contact Faculty Advisor/DPGC/HOD. Once the Guide is allotted the scholar has to submit the “Guide consent form” along with the necessary signatures in the Academic section. The Guide Consent form is available at the following link: <https://iith.ac.in/academics/forms/>

**4-Q11:** What is the Doctoral Committee?

**Ans.** Each Ph.D. scholar will be guided by a Doctoral Committee (DC). The Guide will constitute the DC. The DC may be constituted within a month from the date of Guide allocation. The DC has at least 3 members including the Guide. The DC will have at least one external member i.e., members from other departments. After the DC constitution the form has to be submitted in the Academic office along with the necessary signatures. The DC constitution form is available at the following link: <https://iith.ac.in/academics/forms/>

**4-Q12:** How many credits do I have to complete during my Ph.D. coursework? In how many semesters, I have to complete my coursework? What is the minimum CGPA that I have to secure during my course work?

**Ans.** Ph.D. scholars have to complete their minimum course work requirement in the first two semesters and have to secure a minimum 7 CGPA.

**The minimum course work credit requirement is as follows:**

| Scholar’s highest qualification      | Admitted to | Minimum no. of credit requirement |
|--------------------------------------|-------------|-----------------------------------|
| B.Tech                               | Ph.D.       | 24                                |
| M.Tech<br>(from Non-IIT/IISc /IISER) | Ph.D.       | 12                                |
| M.Tech<br>(from IIT/IISc/IISER)      | Ph.D.       | 12                                |

|                                              |                                                                                         |                                                                |
|----------------------------------------------|-----------------------------------------------------------------------------------------|----------------------------------------------------------------|
|                                              |                                                                                         | (DC may waive off up to 6 credits on case to case basis)       |
| Master's Degree<br>(from Non-IIT/IISc/IISER) | Ph.D.<br>(Sciences, Liberal Arts, Design and Entrepreneurship & Management departments) | 12                                                             |
| Master's Degree<br>(from IIT/IISc/IISER)     | Ph.D.<br>(Sciences, Liberal Arts, Design and Entrepreneurship & Management departments) | 12<br>(DC may waive off up to 6 credits on case to case basis) |
| M.Sc.                                        | Ph.D.<br>(Engineering departments)                                                      | 24                                                             |

**4-Q13:** How can I get the Semester grade cards for the coursework I have completed?

**Ans.** Scholars may request for the semester grade card through mail. Please mail to: [acad.phd@iith.ac.in](mailto:acad.phd@iith.ac.in). Please note that the request has to be given 4 working days in advance.

**4-Q14:** Is Clean India (CI1010) a mandatory course?

**Ans.** Yes. It is a mandatory course for all the scholars. Each scholar has to complete this course once in entire duration of the program. The scholars may register this course as additional.

**4-Q15:** I have completed my Ph.D. course work. Do I need to register in the AIMS portal every semester?

**Ans.** Yes. You have to register in the AIMS portal for each semester until completion of your final Ph.D. Viva. Even if not registering for any courses the scholar may mention the comments in the comments box and submit the course registration.

**4-Q16:** How can I apply for the Ph.D. Fellowship?

**Ans.** The fellowship initiation and application process for different funding agencies is mentioned below.

- a) MoE (MHRD), PMRF, QIP & ASEAN Fellowship: Upon receiving the confirmation from the Academic office, the scholars can apply for monthly fellowship in the AIMS portal between the dates 20-25<sup>th</sup> of every month. Guide and TA may approve the same by 29<sup>th</sup>. Academic office will process further. If a scholar misses to apply for the fellowship within the said dates then the scholar can apply in the second spell i.e., from 05-10<sup>th</sup> of next month. The Guide and TA may approve the same by 13<sup>th</sup> of the same month. Academic office will process further.
- b) Project: The procedure of initiation of Ph.D. Project funding fellowship is as follows:

**Step-I:** Application for fellowship (format available in intranet) should be submitted in R&D section ([office.rnd@iith.ac.in](mailto:office.rnd@iith.ac.in)) through Faculty in charge/ Project PI(Guide).

**Step-II:** R&D office will prepare a Project approval (with the details of fellowship amount and tenure) and will forward to the Academic office([acad.phd@iith.ac.in](mailto:acad.phd@iith.ac.in))

**Step-III:** Academic office will update the Project details in the AIMS portal. The same will be informed to the scholar concerned, so that the scholar can apply for the fellowship in the AIMS portal as mentioned in the point (a) above.

- c) DST INSPIRE, DBT & ICMR: Scholars has to submit the joining report and other documents as mentioned by the funding agency in their respective funding agency website login. Upon receiving the funds from the funding agency, R&D office will forward the information to the Academic office. Academic office will update the details in the AIMS portal then will inform the same to the concerned scholar. Subsequently, the scholar can apply for the fellowship in the AIMS portal as mentioned at point (a).
- d) CSIR Fellowship: Scholar has to submit the joining report, bank account details and other documents as mentioned by CSIR in the Academic office ([acad.phd@iith.ac.in](mailto:acad.phd@iith.ac.in)). Academic office will send all the documents to CSIR. After receiving the sanction letter from CSIR the fellowship process will be started. Scholar has to submit the monthly fellowship claim bill with the approval of Guide in the Academic office every month, the same will be forwarded to CSIR. The fellowship will be paid to the scholar through DBT mode from CSIR. To claim the contingency scholar has to submit the respective form in the Academic office. For further details please refer the CSIR website at: <https://www.csirhrdg.res.in/Home/Index/1/Default/1886/60>
- e) UGC Fellowship: Scholar has to submit the joining report, bank account details and other documents as mentioned by UGC in the Academic office([acad.phd@iith.ac.in](mailto:acad.phd@iith.ac.in)). Academic office will upload the same in the UGC online portal. Upon the approval of UGC, the fellowship process will be started. Scholar has to submit Continuation certificate and HRA form in the Academic section with the approval of Guide, once in three months.

**4-Q17:** What is Comprehensive Exam?

**Ans.** Each Ph.D. scholar has to attend the Comprehensive Exam within 12 months from the date of joining. After the completion of the course work (at least 75% of credits), student is eligible for Comprehensive exam. The scholar needs to achieve a minimum CGPA of 7.0 in coursework to be eligible for the comprehensive exam. The Department will decide and inform the pattern of the exam to the scholar. It is applicable from July/Aug'2020 batch onwards. The format for Comprehensive Exam is available at the following link: <https://iith.ac.in/academics/forms/>

**4-Q18:** What is meant by Proposal Defence (or) RPS (or) Research Proposal?

**Ans.** Each Ph.D. scholar has to present the Proposal Defence (or) Research Proposal Seminar (RPS) (or) Research Proposal. Scholar has to present the RPS within 3 months from the date of passing the Comprehensive exam. RPS for regular and direct PhD students should be done within 18 months of registration.

The format for Proposal Defence (or) RPS (or) Research Proposal is available at the following link: <https://iith.ac.in/academics/forms/>

**4-Q19:** What is the procedure to convert from JRF-SRF?

**Ans.** Ph.D. is a 5-year tenure program. The first 2-year period is called as JRF and the next 3-year period is called as SRF. The scholar's JRF-SRF upgradation has to be done in the presence of the committee members out of which one should be an external examiner. Upon successful completion of the upgradation, the scholar's JRF fellowship will be upgraded to the SRF fellowship amount. Each full-time scholar has to go through this to receive SRF fellowship amount. Scholar has to follow the respective funding agency guidelines and formats in this regard. For MoE funded scholars, the format is available at the following link: <https://iith.ac.in/academics/forms/>

**4-Q20:** What is the schedule of "Research progress Review" (or) DC meetings?

**Ans.** The "Research progress Review" (or) a DC meeting for the PhD students should be held every year for the first 3 years and subsequently, every six months until 5 years. Beyond 5 years, DC meetings have to be conducted every 3 months and an extension need to be sought, if required, in each of these DC meeting for 3 additional months. The Guide will conduct this meeting. The format is available at the following link: <https://iith.ac.in/academics/forms/>

**4-Q21:** What is the procedure to submit Open Colloquium (OC) and final Thesis for evaluation?

**Ans.** Upon the recommendation of the DC, the scholar can submit the Open Colloquium (OC) request. Along with the OC request form the scholar has to submit the list of documents as mentioned in the form. The proposed date for the OC has to be mentioned in the form. OC request form has to be submitted at least 7 days before the date of OC. After the verification, Academic office will take the approval of Dean Academics and will inform the same to the guide. Then the OC may be conducted. After the OC, the report form needs to be submitted to the Academic office. The OC Request and Report forms are available at the following link: <https://iith.ac.in/academics/forms/>

**4-Q22:** What is the procedure of Thesis evaluation and Viva?

**Ans.** After the successful completion of OC, scholar has to submit the final thesis to the Academic office within one month along with a copy to Guide for the evaluation. The Thesis will be sent to the external examiners for the evaluation in mode (A) or (B) as chosen by the scholar in the prescribed form.

**Mode/Option (A):** The competent authority will select the two examiners/ referees to evaluate the thesis. After the acceptance by the examiners, their details will be shared with the supervisor(s) by the Academic office. Thereafter, supervisor(s) can directly contact these referees, requesting for timely completion of evaluation and fixing the date of final Viva. Both the referees have to attend the final Viva. The Acad office is to be kept informed about the scheduled date of Viva.

**Mode/Option (B):** The competent authority will select the three examiners/ referees to evaluate the thesis. After the acceptance by the referees, they will be given two months' time to submit a report. Once, two positive reports are received, the competent authority will select a final examiner for the Viva. The examiner details will be shared with the Guide, Subsequently, the Guide will contact the examiner and schedule a final Viva date. The Academic office is to be kept informed about the scheduled date of Viva.

**4-Q23:** I have submitted my Ph.D. final thesis. Will I get any thesis submission proof document?

**Ans.** Yes, we will issue the “Thesis submission” certificate. In the certificate we will mention the Thesis submission date. Scholar may submit the request through mail to [acad.phd@iith.ac.in](mailto:acad.phd@iith.ac.in). The document will be issued in 3-4 working days.

**4-Q24:** How can I apply for Provisional Degree certificate?

**Ans.** Scholar may submit the request through mail to <[acad.phd@iith.ac.in](mailto:acad.phd@iith.ac.in)> with the recommendation of Guide. To apply for the Provisional Certificate, the scholar should have defended his final Viva successfully and needs to submit the No-Dues certificate. The provisional Degree certificate will be issued in 4-5 working days.

**4-Q25:** Till when do I have to pay the semester fee?

**Ans.** Ph.D. scholars have to pay the semester fee till the date of final Ph.D. Thesis submission (for evaluation after the OC).

**4-Q26:** What is the procedure to get the No-Dues certificate?

**Ans.** The format for No-Dues certificate is available at the following link:  
<https://www.iith.ac.in/academics/forms/>

The scholar has to get the No-Dues confirmation/signature from all the offices individually and finally submit in the Academic Section. Only on submission of No Dues the scholar will be issued the Provisional certificate.

**4-Q27:** How can I get my Ph.D. final Degree certificate?

**Ans.** The final Degree Certificate will be awarded in the immediate (next) Convocation. If the scholar is unable to attend the Convocation the certificate will be sent to the scholar through post.

**4-Q28:** How can I get my Consolidated Grade report?

**Ans.** The Consolidated Grade report will be awarded along with the Degree certificate.

**4-Q29:** What are the Joint Ph.D. programs/exchange programs with the foreign universities available at IITH? How can I apply for them?

**Ans.** Please contact the “Office of International & Alumni Affairs (IAR)” office. You may reach the IAR office at the mail ID: [office.iar@iith.ac.in](mailto:office.iar@iith.ac.in). Also, please visit our website at: <https://www.iith.ac.in/iar/>

**4-Q30:** I have Graduated from IITH. How can I get my Alumni ID card?

**Ans.** Please contact the “Office of International & Alumni Affairs (IAR)” office. You may reach the IAR office at the mail ID: [office.iar@iith.ac.in](mailto:office.iar@iith.ac.in)

**4-Q31:** I have an issue with login to my institute mail ID. Whom do I need to contact?

**Ans.** Regarding all network issues, please visit the website of Computer Centre and follow the instructions. The link for website of Computer Centre is: <https://iith.ac.in/computer-centre/>

**4-Q32:** I have submitted my Ph.D. thesis within 4.5years. What is the procedure to apply for the Institute PDF fellowship?

**Ans.** The Ph.D. scholars who submit their thesis within 4.5 years are eligible to get the Institute PDF fellowship for a 6-months period. After the submission of thesis, the scholar has to submit a request along with the approval of Guide and HoD. The scholar may submit the request through mail.

**4-Q33:** What is the procedure and eligibility criteria to convert from Project to MoE(Institute) funding?

**Ans.** The scholar who has met the following eligibility criteria may submit a request to her/his guide. The Guide may forward the request to the Academic office([acad.phd@iith.ac.in](mailto:acad.phd@iith.ac.in)) for further processing.

**Eligibility Criteria guidelines:**

1. S/he should have minimum 2.5 years of support as on application date & should be SRF
2. Minimum 1 Journal article (in Scopus or web of science indexed; 1st Author or equal contribution authorship) or 1 Patent application (filed). Only For CSE Dept.: Minimum 1 Journal/Conference article\* (in Scopus or web of science indexed; 1st Author or equal contribution authorship).  
\* For Conference Article: Should be published in a proceeding with page number given.
3. Not more than 1 project student per faculty will be eligible for such support

**Once approved, following points to be noted:**

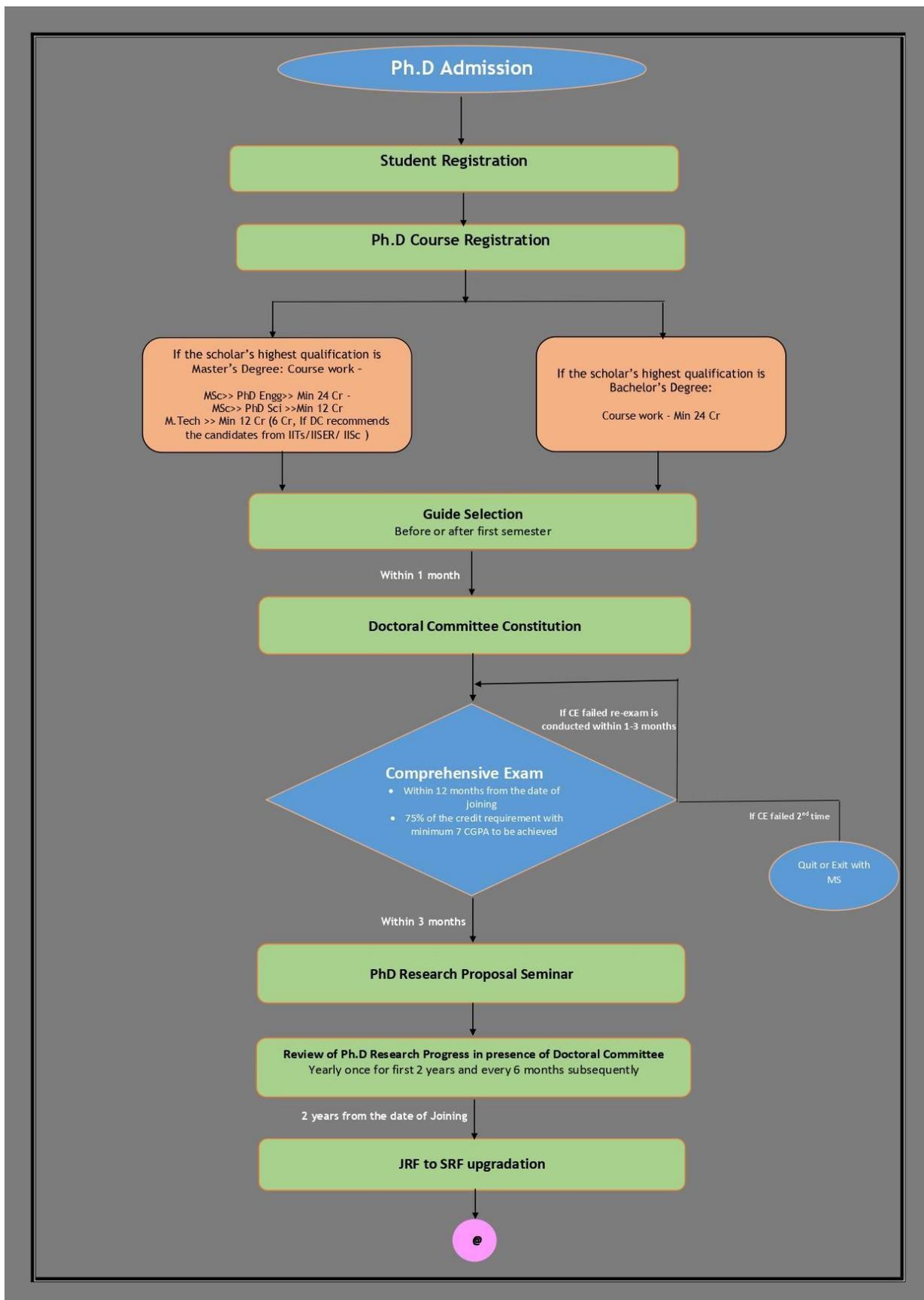
1. The approval will be effective from the date of approval
2. Approval will be for 1 year
3. After 1 Year, if DC recommends, then some extension can be given (3 months at the maximum).
4. These project Ph.D. students are not eligible for the institute post-doc facility.

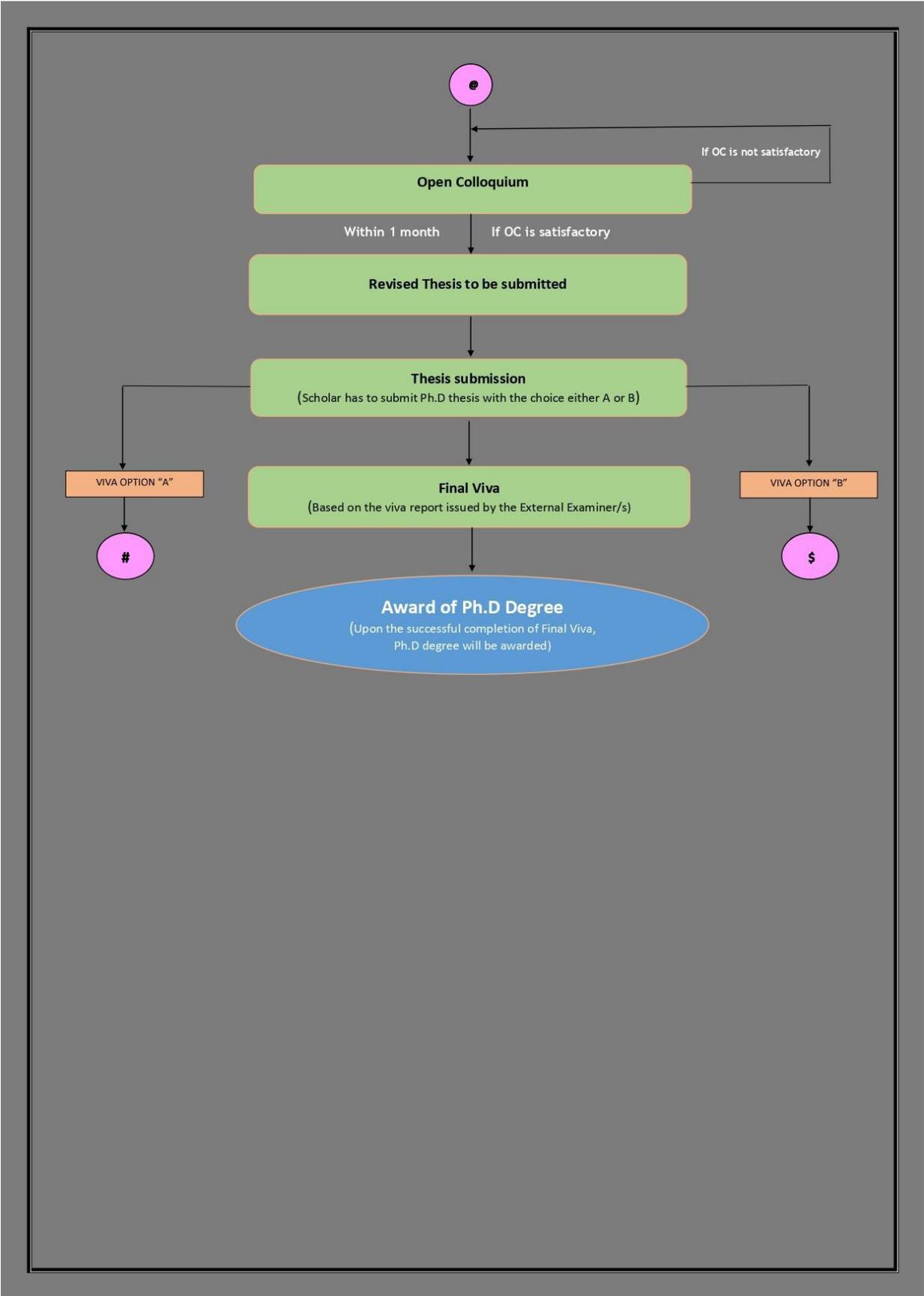
**4-Q34:** Whom to contact to know further details not covered here about the Ph.D. program?

**Ans.** Please write to Ph.D. Academic office at: [acad.phd@iith.ac.in](mailto:acad.phd@iith.ac.in)

**4-Q35:** Can I have an overall Ph.D. program structure as a flow chart?

**Ans.** Please see the following flow chart:





## 5. Queries Related to Certificate Charges

**5-Q1:** How can I get the additional transcripts/ Migration/Duplicate grade card /Duplicate degree certificate/Attestation certificate /Courier /postal and Handling charges?

**Ans.** Send an email to concern section for example for UG: acad.pg@iith.aca.in. Certificate charges details are available at the following link:

<https://www.iith.ac.in/academics/assets/files/pdf/certificate-charges.pdf>

**5-Q2:** How to get Certificate of Medium of instruction (English)/ CPI to Percentage (%) Conversion Certificate

**Ans.** [CGPA-to-percentage-conversion.pdf](#) /[Intruction-of-English-language.pdf](#)

**5-Q3:** What are the late penalty for financial registration?

**Ans.** A penalty of Rs. 1,000/- per day after the date of financial registration till one week and Rs. 10,000/- beyond one week with necessary approvals of Department & Dean Academics.

**5-Q4:** What are the Penalty for Late Add / Drop of Courses:

**Ans.**

- a) Penalty of Rs. 500 per day up to one week - for add/drop of courses after the deadline.
- b) Beyond one week add /drop request - after obtaining approvals from FA & DUGC/DPGC and Dean Academics, the penalty would be Rs.5000/-.

**5-Q5:** What are the uniform seat acceptance fee to be collected for various PG/PhD Programs/ Refund of fees

**Ans.** Please refer the link for the information: [Seat Acceptance Fee and Refund Policy](#)

## 6. FAQs On Ticketing System Information

**6-Q1:** How to get Bonafide certificate for various purposes (like Scholarship / ID / BANK /SIM / laptop / credit card / education loan / ID (Aadhar, Voter card / Passport / Visa etc.)?

**Ans.** The student can upload the filled template (based on his /her own requirement/ format/or institute template)

**6-Q2:** How to get No Objection certificate for placement/internship/attending conference related activities?

**Ans.** Student can avail no objection certificate by following these steps.

- Details to be provided in remarks Box: Template attached as format 2 (Name of the company and duration of internship/ visit etc. required)
- Upload documents as per requirement
- Approval (email) copy for UG programs - of Faculty Advisor, HoD
- Approval required for internship - M. Tech and PhD scholars need to take approval (from Guide, HoD and the same approval (email) copy needs to be uploaded.
- To upload other formats (if any) provided by the company.

**6-Q3:** How to get provisional certificate for BTECH / BDES / MTECH / MDES / MSC / MA

**Ans.** Please upload the copy of NOC from all sections/departments. The provisional certificate will be issued in 4-5 working days.

**6-Q4:** How to get Migration Certificate?

**Ans.** Please upload following documents

- Upload the copy of NOC from all sections/departments.
- Upload the fees receipt (charges of Rs. 500/-)

**6-Q5:** How to get expected graduation certificate?

**Ans.** Student needs to upload approval email copy from his FA/ Guide, DUGC/DPGC and HoD.

**6-Q6:** How to get duplicate Grade Cards copy/transcripts/consolidated grade card

**Ans.** Following are the requirements:

- Duplicate Grade Card: Student has to pay Rs.200/- as per the institute charges
- Attested Grade Copy: Student has to pay Rs.50/- as per the institute charges
- Please upload: Payment Receipt / In case of attestation copy student need to upload copy of grade card along with payment receipt

**6-Q7:** How to get my Transcript?

**Ans.** Students should be awarded grades for all courses (there should not be any “I” grade). He needs to pay:

- Student has to pay Rs.200/- per copy as per the institute charges
- For each copy of attestation Rs. 100/-
- Please upload Payment Receipt / In case of attestation copy student needs to upload copy of transcript along with payment receipt.

(The on roll students will get the transcript till last semester and consolidated grade report will be given to passed out students)

**6-Q8:** How to get Duplicate Degree Certificate/Attested copy

**Ans.** Student has to file the police complaint (FIR) and has to pay the fee as per the institute norms.

- Degree Attested copies: Student has to scan his original Degree certificate and forward it to the Institute while filling the form.
- **Please Upload Payment Receipt** (Rs 2,500/- for duplicate and Rs. 100 for attestation) & copy of FIR for duplicate / In case of attestation copy student needs to upload copy of degree certificate along with the payment receipt.
  1. FIR Copy
  2. Approval Copy
  3. Payment Receipt

**6-Q9:** How to get Permission for Conferences?

**Ans.** Permission can be availed by following these steps.

- Upload the approval from Guide/FA, the Department HoD.
- Upload filled in template.

**6-Q10:** How to get Course completion certificate?

**Ans.** Following are required to get the certificate Requirement:

- Approval of FA/Guide and HoD.
- Please write any additional information required in Remarks Box.
- Upload Option: PhD scholars need to take approval from Guide, approval copy from guide needs to be uploaded, & filled in template need to be uploaded.

**6-Q11:** How to get PhD Thesis submission certificate/ Viva completion certificate?

**Ans.** Please write in Remark's box: Thesis submission/ Viva completion certificate

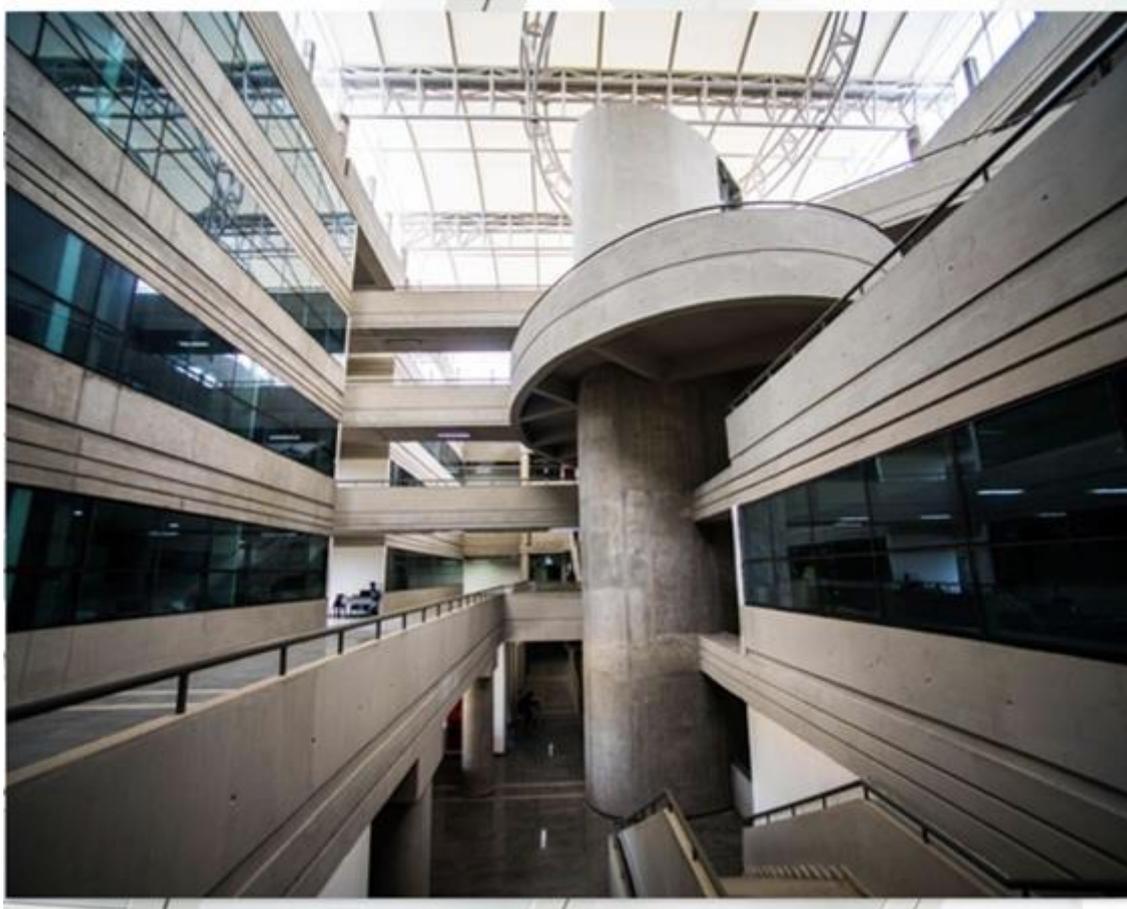
**6-Q12:** How to get provisional certificate for PHD?

**Ans.** Follow these steps:

- No dues clearance certificate needs to be submitted.
- PhD Scholars should have completed VIVA successfully and submitted the necessary docs.
- If attested copy is needed, then student has to pay Rs.100/- as per the institute charges.
- Upload the copy of NOC from all departments.
- In case of attestation copy, payment receipt & copy of provisional need to be uploaded.

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## 2. FREQUENTLY ASKED QUESTIONS (FAQ's) ABOUT HR MATTERS



### Disclaimer

**Frequently Asked Questions Disclaimer:** These FAQs are merely suggestive in nature. They are an attempt to facilitate information to Faculty/ Staff. These are subject to change, from time to time, based on the administrative exigencies/ institute requirements.

Common Queries from Faculty in particular.

#### **1. Where can I find faculty orientation document.?**

**Ans.** Faculty ordination document, Important circulars, Important information related to rate contracts, IPR and all forms in use are available on intranet at the following link.

<https://intranet.iith.ac.in/wiki/ForFaculty>

#### **2. What is the procedure for claiming Relocation expenses?**

**Ans:** Relocation expenses covers airfare (By Air India) and transportation cost of personal belongings from the place of work to Hyderabad. You will have to submit your claim within 60 days from the date of journey performed. Note, however, that a claim can be submitted only once –So be sure to complete all the components (books being parceled by sea, for example) of your move before claiming reimbursement. The maximum amount reimbursable is Rs. 1 lakh. For claiming this kindly submit all tickets & TA claim form to HR (Faculty) office along with your office order.

### **3.What are latest CPDA guidelines for use of CPDA ?**

**Ans:** Following is an update on the use of CPDA (approved by FC/BoG), and this comes into effect from 20-05-2021:

As per MoE: A sum of Rs 300000.00 (Rupees Three Lakhs only) will be earmarked as CPDA to each faculty member for a block period of three years. The CPDA is primarily provided to meet the expenses for participating in both National and International conferences, for paying the membership fee of various professional bodies and for contingent expenses.

From the aforementioned 3 lakhs, a maximum of Rs 100000.00 (Rupees One lakh only) may be utilized from the earmarked CPDA towards contingent expenses relating to non-travel expenditure. **Procurement of Laptop/Desktop/Tablet/printer/software /research consumables/ computer peripherals / phones/ hard disks and such items are NOT allowed under CPDA.**

**Non travel expenditure includes:**

- 1. Membership Fee for Professional Bodies**
- 2. Purchase of books/monographs/journal subscriptions/author publication charges for peer-reviewed, reputed (non-predatory) journals/patent filing and related charges/any research related certification.**

For using CPDA for all of the aforesaid purposes:

1. Faculty are expected to take an approval via email, from the HoD, and Dean Faculty prior to any procurement/conference registration/membership.
2. For Author Publication Charges, the HoD is requested to confirm that the said journal is non-predatory, before approving the same.

*Please also note: A Maximum of 50% of the MHRD sanctioned CPDA grant for a block period can be carried forward from the one block period to the next block period. Since the current sanction is for INR 3 Lakhs/block period, a maximum of Rs.1.5 Lakhs can be carried forward to the next block. At any given point of time, the total CPDA cannot exceed INR 4.5 lakhs (3 lakhs of the current block and 1.5 lakhs from the previous block).*

### **4.What is the procedure for probation completion for faculty?**

**Ans.** You will receive a mail approximately 15 days before your probation completion date from HR (Faculty), requesting you to send a one page write up on your work at IIT Hyderabad in past one year to your HOD. Which will be routed through given channel of submission and approved by Director finally.

(The channel of submission is Faculty --> HOD --> Dean Faculty --> Director)

### **5.What is the procedure for placement from pay level 10 to pay level 11?**

**Ans.** Placement from pay level 10 to pay level 11 is time bound placement, as and when a faculty attains one year of post PhD experience he is placed in pay level 11, with the approval of Director. Eg: On joining if you have 5 months of post PhD experience you be placed in Pay level 10.

After serving in IIT for 7 months you will be placed in pay level 11

| Pay fixation for Assistant Professor Grade II |                      |           |       |
|-----------------------------------------------|----------------------|-----------|-------|
| Sl.No.                                        | Experience after PhD | Basic Pay | Level |
| 1                                             | Nil                  | 98,200    | 10    |
| 2                                             | 01 year              | 98,300    | 11    |
| 3                                             | 02 years             | 1,01,200  | 11    |

**6.What is the procedure for movement from pay level 11 to pay level 12, Assistant Professor Grade II to Assistant Professor Gr I (Assistant Professor (on contract) to regular Assistant Professor as per 6th CPC)?**

**Ans:** A faculty who joins as Assistant Professor Gr II in pay level 10 or 11 will have to face an internal review after attaining 3 years of post-PhD experience for upgrading himself/herself to Assistant Professor Gr I. Committee will consist of Director, Dean faculty, HoD and other members appointed by Director. You will have to share your updated CV & Write-up on your work at IIT Hyderabad, to be shared with the committee members & keep a small presentation of 5 minutes ready to be presented on the day of review. Your write-up should cover following points

Summary of activities-after joining IITH:

1. Teaching
2. Research projects sanctioned/granted/applied for
3. Publications with IITH affiliation (pl mention the ones with IITH students or no IITH students, separately) and patents if any.
4. Administrative responsibilities & outreach activities
5. Future plans for teaching and research.

**7.What is the procedure for movement for placement in pay level 13A1 from pay level 12?**

**Ans:** All Assistant Professors Gr I, in pay level 12, will be placed in pay level 13A1 after spending three years in IIT's, this is time bound placement done with approval of Director.

What is the procedure for leave during semester?

**Ans:**

1. To prevent disruption of academic activity and sponsored/consultancy or other project work, Faculty may avoid availing leave and/or LTC during Semester.
2. In exceptional cases, during the semester, leave of any kind, with or without LTC, for duration not exceeding 10 (ten) working days in a single spell, may be availed, on a case to case basis, by Faculty with the approval or the Head of the Department. In case of leave of any kind, with or without LTC, for duration exceeding 10 (ten) working days in a single spell, may be availed by Faculty, on a case to case basis, during Semester with the approval of the Head of the Department and the Dean of Faculty.
3. The above provision, is subject to the stipulations that academic work/activity as well as work relating to project, if any, shall not be adversely affected. The concerned Faculty shall make necessary arrangements, with written intimation to the Head of the Department, relating to academic and project activity/work so that there will be no disruption of any kind.

## **8.What are Earned (vacation) leave rules?**

**Ans:** Earned leave is admissible to members of vacation staff (faculty). In a given academic year, a faculty can avail up to a maximum of 60 days of vacation as declared by the Institute, which can be converted into a credit of 30 days of EL by not availing the vacation. Every two days of vacation that is not availed will be converted as one day EL subject to a maximum of 30 days in a calendar year and 300 days in entire service. Institute will, however, afford an advance credit of 15 days in every half year i.e. on 1stJanuaryand 1stJulyand the credit earned as above will be adjusted from this advance credit.

## **9.Procedure for obtaining NOC for a visit abroad.**

**Ans:** Mail may be sent to faculty office with following information

- Invitation letter (attached)
- Source of funds
- Period of stay

On receiving the above information note will be moved for issue of NOC, which will be routed through given channel of submission and approved by Director finally.  
(The channel of submission is HOD --> Dean Faculty --> Director)

## **10.Procedure for obtaining Passport/ VISA documents.**

**Ans:** Mail may be sent to faculty office with following information

- Photo to be handed over physically
- Current address (if address proof is also needed)
- If NOC for dependent is required, it is to be ensured that name of dependent is reflected on form-3

[FAQs for Employees \(common for Faculty and non-Faculty\):](#)

## **11.What are the mandatory documents to be produced for the first time of reporting to duty?**

**Ans:** The Institute will inform the selected candidate about documents to be submitted at the time his/her reporting. However, the list is as follows:

- a) Proof of date of birth
- b) Attested copies of Educational and Technical qualifications along with the Originals for physical verification
- c) Attested copy of Community certificate along with the original, in case of SC/ST/OBC
- d) Relieving certificate from the present employer, if employed.
- e) Medical Certificate from a Gazetted Govt. Medical Officer or a Medical Officer of a Govt. undertaking
- f) Declaration of not having any bond and non-submission of any application at other Organizations

- g) Property Declaration Form
- h) Attestation Form in triplicate
- i) Declaration of Marriage
- j) Personal Data
- k) Character certificate
- l) Identity certificate
- m) Any other documents asked for

**12.Can I get any financial/travel assistance at the time of joining in IIT Hyderabad?**

**Ans:** The benefit of Transfer Travelling Allowance is available only to the regular employees of Central Govt. organization/Central Autonomous Bodies consequent to their appointment in a post of IIT Hyderabad.

For details on Transfer Travelling Allowance one may go through the following document <https://doe.gov.in/sites/default/files/TA%20English.pdf>

**13.What is the time-limit for submission of bills to claim Transfer Travelling Allowance?**

**Ans:** Time-limit for submission of claim is Sixty (60) days succeeding the date of completion of the Journey. If the employee and his/her family members performed journey separately, then the dates shall be reckoned separately for each journey and the claim shall be submitted within sixty days succeeding the date of completion of each individual journey. The same is applicable in case of transportation of personal effects and conveyance charges.

**14.Is Pay protection available to the employees joining the IIT Hyderabad?**

**Ans:** Pay protection is available only to the regular employees of Central Govt. organization/Central Autonomous Bodies/PSUs consequent to their appointment in a post of IIT Hyderabad as per the guidelines of DoPT to this effect.

**15.How do I get Institute's email id?**

**Ans:** Upon reporting to the HR Section, the section will raise a ticket requesting the Support team of Computer centre to create an email Id on your name. The credentials of new email id will be shared on your personal email id (given at the time of reporting) within 24hr of such request.

**16.How do I get Institute Identity Card?**

**Ans:** At the time of joining, an application form has to be submitted to the HR section for the purpose. The Identity card will be issued to you within 24-48 hrs.

**17.How can I add dependents?**

**Ans:** At the time of joining, a declaration (in Form-3) and required documents for adding dependents is submitted. Further employee may also submit an application to the HR Section to add or remove the dependents, with relevant supporting documents.

**18.Where can I collect my medical books?**

**Ans:** New Joinee / Employee can collect medical books for self and dependents from HR Section.

**19.Can I change my Date of Birth in service book?**

**Ans:**Employee can make alteration in the date of birth only within five years of his entry into service, with the approval of the competent authority subject to the following conditions:

- a) A request in this regard is made within five years of his entry into service;
- b) It is clearly established that a genuine bonafide mistake has occurred; and
- c) The date of birth so altered would not make him ineligible to appear in any school or University or Union Public Service Commission examination in which he had appeared or for an entry into Government service on the date on which he first appeared at such examination or on the date on which he entered service.

**20.Can I change my Home Town?**

**Ans:**The hometown once declared and accepted by the controlling officer shall be treated as final. In exceptional circumstances, competent authority may authorize a change in such declaration as per the regulations provided that such a change shall not be made more than once during the entire service.

**21.I am from the same station (in case where Home town and HQ of Office i.e. IITH are located in same station); Can I avail Home Town LTC?**

**Ans:** No, one cannot avail Home Town LTC if his/her Home Town is same station.

**22.I joined IITH recently; Can I avail LTC?**

**Ans:** An Employee who joins service for the first time has to complete at least 1 year in order to avail the LTC scheme. Fresh recruits are allowed to travel to their home town along with their dependent family members on three occasions in a block of four years and to any place in India on the fourth occasion. This facility shall be available to the fresh recruits only for the first two blocks of four years applicable after joining the Government service for the first time.

You may visit [https://dopt.gov.in/sites/default/files/31011\\_7\\_2013-Estt.A-IV-26092014.pdf](https://dopt.gov.in/sites/default/files/31011_7_2013-Estt.A-IV-26092014.pdf) for further details on the topic.

**23.I joined IITH after 4 years of service in another Government organization. What is my entitlement for the purpose of LTC scheme?**

**Ans:** Your past service in your previous Govt. organization(s) will be counted for the purpose of LTC.

**24.Is it mandatory to apply leave in order to avail LTC facility?**

**Ans:** Yes! LTC can't be availed without approved leave. Leave is mandatory to avail Leave Travel Concession (LTC).

**25.How are the claims of LTC adjusted?**

**Ans:** Wherever advance has been drawn, the claim for reimbursement shall be submitted within one month of completion of the return Journey. Where no advance has been drawn, the expenditure incurred shall be submitted within three months of the completion of the return journey.

**26.What is the definition of Family for the purpose of LTC?**

**Ans:**

- (I) Spouse of the Employee and two surviving unmarried children or step children.
- (II) Married daughters, who have been divorced, abandoned or separated from their husbands and widowed daughters residing with and wholly dependent on the Employee.
- (III) Parents and/or step parents residing with and wholly dependent on the employee
- (IV) Unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands, and widowed sisters residing with and wholly dependent on the employee provided their parents are either not alive and are themselves wholly dependent on the Govt. servant.

**27.I want my educational qualifications to be updated in my service book as I recently completed my UG/Masters/PhD after joining IITH, what is the procedure?**

**Ans:** You may submit an application along with copies of certificate(s) at the HR Section. You are required to produce the original degree too for physical verification.

**28.What is the procedure to get No Objection Certificate for applying employment outside?**

**Ans:**You may submit an application along with copy (ies) of advertisement through proper channel to the HR Section. There is a restriction of 4 chances in a calendar year, to apply for outside employment.

**29.I lost my Institute's ID card; How can I get a new one?**

**Ans:** You need to lodge a complaint in any Mee-Seva center. With the report received from Mee-Seva against your complaint, you may submit an application in HR Section for issuance of new ID Card.

**30.What is the Date of Next Increment?**

**Ans:** There shall be two dates for grant of increment namely, 1st January and 1st July of every year. The increment in respect of an employee appointed or promoted or granted financial upgradation during the period **between the 2nd day of January and 1st day of July** (both inclusive) shall be granted on **1st day of January** and the increment in respect of an employee appointed or promoted or granted financial upgradation during the **period between the 2nd day of July and 1st day of January (both inclusive)** shall be granted on **1st day of July**.

**31.What is the length of Probation period at IITH?**

**Ans:** One (1) Year with effect from the date of Joining. However, it may also be extended beyond one (1) year in cases where it is necessary with the approval of the Competent Authority.

**32.What are the kinds of leave available for Faculty & Non Faculty?**

**Ans:** Apart from the general holidays, weekend and public holidays, following are the leaves an employee can avail.

The following kinds of leave shall be admissible to Employees of IITH:

- (a) Casual Leave
- (b) Special Casual Leave
- (c) Special Leave
- (d) Half-pay Leave
- (e) Commuted Leave
- (f) Earned Leave
- (g) Extra-ordinary Leave
- (h) Maternity Leave
- (i) Paternity Leave
- (j) Leave to a female member of staff on adoption of a child
- (k) Hospital Leave
- (l) Quarantine Leave
- (m) Leave-not-due
- (n) Vacation Leave (Only for Faculty)
- (o) Sabbatical Leave (Only for Faculty)
- (p) Study Leave
- (q) Child Care Leave (CCL)

For further details about leaves and their provisions, please visit the **Schedule E of Statutes of IIT Hyderabad** at <https://iith.ac.in/assets/files/pdf/Statutes-1-70-IIT-HYDERABAD.pdf>

**33.Can I avail Casual leave in combination with any other kind of leave or vice-versa?**

**Ans:** Casual leave can be combined with Special Casual Leave/Vacation leave but not with any other kind of leave

**34.How to get an address proof certificate from the Institute to open bank account/to change address in my Aadhar/to apply for loan etc.?**

**Ans:** You can submit a request to the HR Section with a supporting document (rental agreement/ Gas connection book etc.) in order to obtain an address proof certificate.

**35.To whom should I contact in case of matters related to HR section?**

**Ans:** Contact details of the section are as follows:

| <b>Designation</b>  | <b>Email id</b>                                                                                | <b>Contact number</b> |
|---------------------|------------------------------------------------------------------------------------------------|-----------------------|
| Deputy Registrar    | <a href="mailto:dr.hr@iith.ac.in">dr.hr@iith.ac.in</a>                                         | 040-23016060          |
| Assistant Registrar | <a href="mailto:ar.hrstaff@iith.ac.in">ar.hrstaff@iith.ac.in</a>                               | 040-23016074          |
| Section Officer     | <a href="mailto:office.establishmentstaff@iith.ac.in">office.establishmentstaff@iith.ac.in</a> | 040-23016774          |

**36. What is the procedure for submission of Leave application?**

**Ans:** The employee intended to avail any kind of leave should submit his/her application to the concerned Head of the Department/Section for approval/ recommendations, as the case may be.

| Type of Leave   | Recommending Authority         | Approving Authority            | Remarks                                                                                                                                                        |
|-----------------|--------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Casual Leave    |                                | Head of the Department/Section | Leave record shall be maintained at the concerned department/section. A copy can be sent to HR Section for record keeping                                      |
| Earned Leave    |                                | Head of the Department/Section | Leave application should be forwarded to the HR Section for updating the service records and record keeping                                                    |
| Any other leave | Head of the Department/Section | Dean-Admin                     | Upon recommendation, the applicant shall submit his/her Leave application along with the required supporting documents to the HR section for necessary action. |

**37. Is Career Progression scheme available in IIT Hyderabad (for Non-Faculty)?**

**Ans:** The details related to Recruitment and Promotion Rules in IIT Hyderabad are available under the following link:

<https://iith.ac.in/assets/files/pdf/Recruitment-and-Promotional-Scheme-for-non-faculty-positions-in-IIT-Hyderabad.pdf>

**38. Will the employees be allowed to attend the training programs? (for Non-Faculty)**

**Ans:** Yes! IITH encourage its employees to attend the training programs being organized by reputed Training Institutes subject to availability of training budget.

An interested employee can submit his/her application through the concerned Head of the Department/Section to the HR Section for further needful action in this regard.

**39.What is the superannuation age of an employee at IIT Hyderabad (for Non-faculty)?**

**Ans:** 60 Years (except certain posts where the superannuation age is higher)

[FAQs for Aspirants \(Non-Faculty positions\)](#)

**40.Where and when to apply for a job in IIT Hyderabad?**

**Ans:** As per the requirement, the Institute notifies the vacancies on its website and publish the advertisement in leading daily Newspaper(s)/Employment News etc. The aspirant may check the Institute's website (<https://iith.ac.in/careers>) regularly and can apply for a post suitable to him/her as per the eligibility criteria as and when notified under the particular advertisement.

**41.Who can apply?**

**Ans:** Eligibility criteria for each post will be notified in the advertisement. Candidates who meets the eligibility criteria can apply.

**42.Whether reservations applicable in recruitments of IIT Hyderabad?**

**Ans:** Yes, IIT Hyderabad follows the Government of India guidelines with respect to provision of Reservations to the SC, ST, OBC, EWS and PwD applicants.

**43.Whether PwD candidate can apply for a post in IIT Hyderabad?**

**Ans:** Yes, The PwD candidate can apply for any post except those identified as not suitable. The details will be mentioned in the advertisement.

**44.What are the selection methods being followed by IIT Hyderabad?**

**Ans:** As per Govt. of India norms, the selections will be done through written test for the posts at Level-6 & below and through Written test/Interviews for the posts at Level-8 and above.

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3. FREQUENTLY ASKED QUESTIONS (FAQ's) ABOUT ADMINISTRATIVE MATTERS

1. Whom should I contact for housekeeping services?

Ans: Just drop a request mail to admin.facilities@iith.ac.in with full details like nature of work, where and when the service is required.

2. Whom should I contact in case of any requirement of manpower to shift office furniture?

Ans: Just drop a request mail to admin.facilities@iith.ac.in with full details like items to be shifted, from where to where, the number of staff required, date and time.

3. How can I book the conference room No.620, Academic block-A?

Ans: Just drop a request mail to admin.facilities@iith.ac.in with booking details like purpose of booking, date and duration.

4. How can I book refreshments like Tea/Coffee, Biscuits, Special/Normal lunches etc.?

Ans:

- i. For departmental events, you can directly contact the Mess Manager for the arrangement of Refreshments/Lunches and settle the bills directly with them.
- ii. For Institute related events, with the approval of competent authority you can drop a request mail to admin.facilities@iith.ac.in with complete details like, no of lunches/refreshments required, place, date and time of arrangement.

5. Whom should I contact for a new telephone connection or to lodge complaint or request for instrument change etc.?

Ans: Just drop a mail to "admin.facilities@iith.ac.in" mentioning the problem including your room no.

6. Whom should I contact for dispatch official communications or dispatch details?

Ans: Send your mail to "office.dispatch@iith.ac.in" to get details about dispatch of the documents/materials/parcels through Indian Postal Service or through courier.

7. How can I book a vehicle for local travel on official business?

Ans:

- (a) MS Section will arrange local transport only for Institute Guests invited by the Director, Deans, HoDs and the Registrar, and for local travel of Deans, HoD's, Registrar and any other functionary only when they themselves need to travel for Institute related activities. For this purpose, a request can be sent to office.transport@iith.ac.in.
- (b) Faculty members should use their project funds/block grants for their travel/transport needs. As of now, the Institute is utilizing the services of M/s. Sri Sai Travels, ODF Main Gate, Shankerpally (Cell:8179474824/9553841137/ email: rajusanju824@gmail.com) at the rates mentioned below. Faculty can directly contact them for their travel needs and settle the bills with them. However, faculty members are free to choose any other travel agent/cab supplier also.

S.No.	Vehicle Type	Particulars	Rate (Rs.)
1.	Sedan	RGI Airport, Secunderabad, Nampally & Kachiguda Rly. Station, Drop or Pick-up	1,700/-
2.	Sedan (City Local)	8 Hours 80 KM	1,700/-
		Each extra hour	125/-
		Each extra KM	12/-
3.	Innova	RGI Airport, Secunderabad, Nampally & Kachiguda Rly. Station, Drop or Pick-up	2,400/-
4.	Innova (City Local)	8 Hours 80 KM	2,400/-
		Each extra hour	175/-
		Each extra KM	13/-

8. How can I book my tickets for Air Travel on official business?

Ans:

- (a) MS Section will book air tickets only for the Director and the Institute guests invited by him.
- (b) All others can directly book their air tickets from M/s Balmer Lawrie Co. Ltd., for travels to attend to Institute related activities duly approved by the competent authority, themselves or through their respective Departments/Sections, and submit their claims of settlement or reimbursement to the Accounts Section.
- (c) It may be noted that all air travels funded by the Govt. Agencies and the IITH should be done by Air India only. In case of travel by non-Air India, a specific approval of the competent authority shall be obtained mandatorily.

9. Whose approval is required for travel by non-Air India?

Ans: Approval of the Financial Adviser (FA) of the Ministry of Education (MoE) needs to be obtained through the Director's Office.

10. How to know the Schedule of internal buses?

Ans: Internal buses time schedule is available on the Institute's website at https://iith.ac.in/bus_schedule/

11. Whom should I contact in case of complaints about internal buses?

Ans: Just drop a mail to office.transport@iith.ac.in.

12. How can I book an accommodation in the Institute Guesthouse?

Ans : Just drop a mail request to office.gh@iith.ac.in to know all guest house related matters like availability of the rooms, tariff etc., and book accommodation therein.

13. Whom should I contact to get the details of RTI Applications and related matters?

Ans : Just send a mail request to (office.rti@iith.ac.in)

14. Whom should I contact for visiting cards, rubber stamps, name boards etc.?

Ans : Just send a mail request to admin.facilities@iith.ac.in . It may please be noted that the M S section will only facilitate the procurement of these things. The bills have to be to be settled with the vendors by the departments/faculty/staff concerned from their funds.

15. How can I apply for allotment of residential quarters on the campus?

Ans : You can make a formal request for various services including allotment through an email to the following addresses

- (a) Request for quarter allotment : office.housing@iith.ac.in
- (b) Collection of keys of the allotted quarter : office.cmd@iith.ac.in
- (c) Civil or electrical complaints in the allotted quarter: civil.complaints@iith.ac.in & elec.complaints@iith.ac.in
- (d) Request for initial cleaning of the allotted quarter : admin.facilities@iith.ac.in
- (e) Quarters vacating intimation : office.cmd@iith.ac.in
- (f) Complaint about non-collection of garbage : office.green@iith.ac.in or admin.facilities@iith.ac.in
- (g) Complaint about common areas cleaning : admin.facilities@iith.ac.in
- (h) Request for bee-hive removal : office.green@iith.ac.in
- (i) Request for office space : space@iith.ac.in
- (j) Request for community hall booking : office.gh@iith.ac.in

16. Whom should I contact for pest control services?

Ans : Just drop a mail request to admin.facilities@iith.ac.in together with details of location and the nature of pest menace.

17. Whom should I contact for Institute Seal or endorsements on various official documents like Patent Applications, legal documents etc.?

Ans : You may approach the Registrar's Office through office.registrar@iith.ac.in .

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**INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD**  
(Amenities on the campus)



**Dining Hall**



**Sampoorna**



**Shirucafe**



**Cafeteria**



**Bus Services**



**Nescafe**



SBI ATM



Canara



Amul



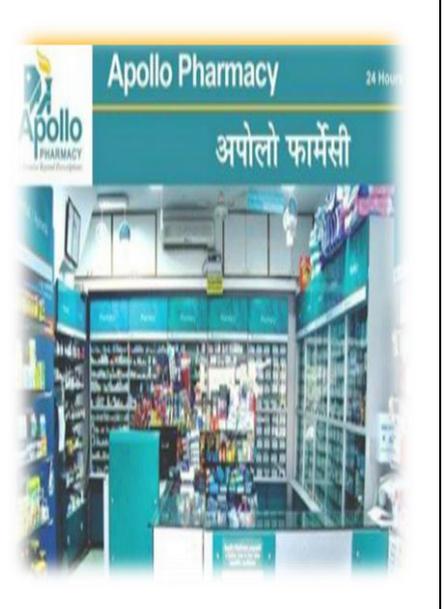
Natural Unisex



DAV School



Ambulance



**IITH Sports Facilities**



**Cricket Pitch**



**Badminton**



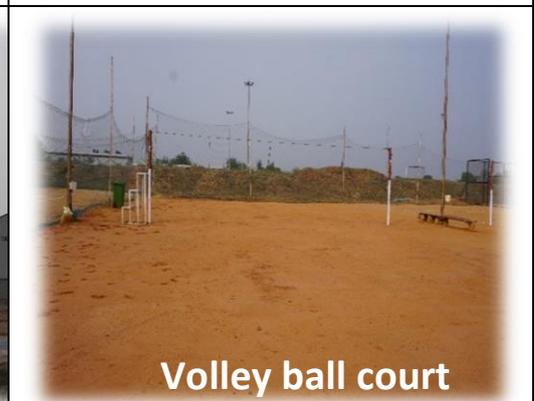
**Swimming Pool**



**Billiards**



**Cricket Nets & Basket**



**Volley ball court**



**Gym**

## PAY MATRIX (FOR FACULTY)

Annexure -I

**15-4/2017-TC**  
**Government of India**  
**Ministry of Human Resource Development**  
**Department of Higher Education**  
**\*\*\***

| Cadre Title                 | Asst. Prof. Grade II |        | Asst. Prof. Grade I |        | Associate Prof. |        | Professor   |        |
|-----------------------------|----------------------|--------|---------------------|--------|-----------------|--------|-------------|--------|
|                             | PB3 15600-39100      |        | 9000**              |        | PB4 37400-67000 |        | 67000-79000 |        |
| 6 <sup>th</sup> PC Pay Band | 6000                 | 7000   | 8000                | 9000** | 9500            | 10000  | 10500       | HAG    |
| Grade Pay - III etc.        | 2.67                 | 2.67   | 2.67                | 2.67   | 2.67            | 2.72   | 2.72        | 2.72   |
| Index of Rationalisation    | 21600                | 25790  | 38000               | 49200  | 52300           | 53000  | 58500       | 67000  |
| Entry Pay IIT etc.          | 10                   | 11     | 12                  | 13A1   | 13A2            | 14     | 14A         | 15     |
| Cell No.                    |                      |        |                     |        |                 |        |             |        |
| 1                           | 57700                | 68900  | 101500              | 131400 | 139600          | 144200 | 159100      | 182200 |
| 2                           | 59400                | 71000  | 104500              | 135300 | 143800          | 148300 | 163900      | 18700  |
| 3                           | 61200                | 73100  | 107600              | 139400 | 148100          | 153000 | 168800      | 193300 |
| 4                           | 63000                | 75300  | 110800              | 143600 | 152500          | 157600 | 173900      | 199100 |
| 5                           | 64900                | 77600  | 114100              | 147900 | 157100          | 162300 | 179100      | 205100 |
| 6                           | 66800                | 79900  | 117500              | 152300 | 161800          | 167200 | 184500      | 211300 |
| 7                           | 68800                | 82300  | 121000              | 156900 | 166700          | 172200 | 190000      | 217600 |
| 8                           | 70900                | 84800  | 124600              | 161600 | 171700          | 177400 | 195700      | 224100 |
| 9                           | 73000                | 87300  | 128300              | 166400 | 176900          | 182700 | 201600      |        |
| 10                          | 75200                | 89900  | 132100              | 171400 | 182200          | 188200 | 207600      |        |
| 11                          | 77500                | 92600  | 136100              | 176500 | 187700          | 193800 | 213800      |        |
| 12                          | 79800                | 95400  | 140200              | 181800 | 193300          | 199600 | 220200      |        |
| 13                          | 82200                | 98300  | 144400              | 187300 | 199100          | 205600 |             |        |
| 14                          | 84700                | 101200 | 148700              | 192900 | 205100          | 211800 |             |        |
| 15                          | 87200                | 104200 | 153200              | 198700 | 211300          |        |             |        |
| 16                          | 89800                | 107300 | 157800              | 204700 |                 |        |             |        |
| 17                          | 92500                | 110500 | 162500              |        |                 |        |             |        |
| 18                          | 95300                | 113800 | 167400              |        |                 |        |             |        |
| 19                          | 98200                | 117200 |                     |        |                 |        |             |        |

\*As ISM, Dhanbad has become IIT, not shown separately; \*\* 9000 grade pay also has Asso. Prof (pre 4-iter), not shown separately.

*mm*

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**PAY MATRIX (FOR NON-FACULTY)**

| Pay Band  | 5200-20200 |       |       |       |       | 9300-34800 |        |        |        | 15600-39100 |        |        | 37400-67000 |        |        | 67000-79000 | 75500-80000 | 80000  | 90000  |
|-----------|------------|-------|-------|-------|-------|------------|--------|--------|--------|-------------|--------|--------|-------------|--------|--------|-------------|-------------|--------|--------|
| Grade Pay | 1800       | 1900  | 2000  | 2400  | 2800  | 4200       | 4600   | 4800   | 5400   | 5400        | 6600   | 7600   | 8700        | 8900   | 10000  |             |             |        |        |
| Level     | 1          | 2     | 3     | 4     | 5     | 6          | 7      | 8      | 9      | 10          | 11     | 12     | 13          | 13A    | 14     | 15          | 16          | 17     | 18     |
| 1         | 18000      | 19900 | 21700 | 25500 | 29200 | 35400      | 44900  | 47600  | 53100  | 56100       | 67700  | 78800  | 118500      | 131100 | 144200 | 182200      | 205400      | 225000 | 250000 |
| 2         | 18500      | 20500 | 22400 | 26300 | 30100 | 36500      | 46200  | 49000  | 54700  | 57800       | 69700  | 81200  | 122100      | 135000 | 148500 | 187700      | 211600      |        |        |
| 3         | 19100      | 21100 | 23100 | 27100 | 31000 | 37600      | 47600  | 50500  | 56300  | 59500       | 71800  | 83600  | 125800      | 139100 | 153000 | 193300      | 217900      |        |        |
| 4         | 19700      | 21700 | 23800 | 27900 | 31900 | 38700      | 49000  | 52000  | 58000  | 61300       | 74000  | 86100  | 129600      | 143300 | 157600 | 199100      | 224400      |        |        |
| 5         | 20300      | 22400 | 24500 | 28700 | 32900 | 39900      | 50500  | 53600  | 59700  | 63100       | 76200  | 88700  | 133500      | 147600 | 162300 | 205100      |             |        |        |
| 6         | 20900      | 23100 | 25200 | 29600 | 33900 | 41100      | 52000  | 55200  | 61500  | 65000       | 78500  | 91400  | 137500      | 152000 | 167200 | 211300      |             |        |        |
| 7         | 21500      | 23800 | 26000 | 30500 | 34900 | 42300      | 53600  | 56900  | 63300  | 67000       | 80900  | 94100  | 141600      | 156600 | 172200 | 217600      |             |        |        |
| 8         | 22100      | 24500 | 26800 | 31400 | 35900 | 43600      | 55200  | 58600  | 65200  | 69000       | 83300  | 96900  | 145800      | 161300 | 177400 | 224100      |             |        |        |
| 9         | 22800      | 25200 | 27600 | 32300 | 37000 | 44900      | 56900  | 60400  | 67200  | 71100       | 85800  | 99800  | 150200      | 166100 | 182700 |             |             |        |        |
| 10        | 23500      | 26000 | 28400 | 33300 | 38100 | 46200      | 58600  | 62200  | 69200  | 73200       | 88400  | 102800 | 154700      | 171100 | 188200 |             |             |        |        |
| 11        | 24200      | 26800 | 29300 | 34300 | 39200 | 47600      | 60400  | 64100  | 71300  | 75400       | 91100  | 105900 | 159300      | 176200 | 193800 |             |             |        |        |
| 12        | 24900      | 27600 | 30200 | 35300 | 40400 | 49000      | 62200  | 66000  | 73400  | 77700       | 93800  | 109100 | 164100      | 181500 | 199600 |             |             |        |        |
| 13        | 25600      | 28400 | 31100 | 36400 | 41600 | 50500      | 64100  | 68000  | 75600  | 80000       | 96600  | 112400 | 169000      | 186900 | 205600 |             |             |        |        |
| 14        | 26400      | 29300 | 32000 | 37500 | 42800 | 52000      | 66000  | 70000  | 77900  | 82400       | 99500  | 115800 | 174100      | 192500 | 211800 |             |             |        |        |
| 15        | 27200      | 30200 | 33000 | 38600 | 44100 | 53600      | 68000  | 72100  | 80200  | 84900       | 102500 | 119300 | 179300      | 198300 | 218200 |             |             |        |        |
| 16        | 28000      | 31100 | 34000 | 39800 | 45400 | 55200      | 70000  | 74300  | 82600  | 87400       | 105600 | 122900 | 184700      | 204200 |        |             |             |        |        |
| 17        | 28800      | 32000 | 35000 | 41000 | 46800 | 56900      | 72100  | 76500  | 85100  | 90000       | 108800 | 126600 | 190200      | 210300 |        |             |             |        |        |
| 18        | 29700      | 33000 | 36100 | 42200 | 48200 | 58600      | 74300  | 78800  | 87700  | 92700       | 112100 | 130400 | 195900      | 216600 |        |             |             |        |        |
| 19        | 30600      | 34000 | 37200 | 43500 | 49600 | 60400      | 76500  | 81200  | 90300  | 95500       | 115500 | 134300 | 201800      |        |        |             |             |        |        |
| 20        | 31500      | 35000 | 38300 | 44800 | 51100 | 62200      | 78800  | 83600  | 93000  | 98400       | 119000 | 138300 | 207900      |        |        |             |             |        |        |
| 21        | 32400      | 36100 | 39400 | 46100 | 52600 | 64100      | 81200  | 86100  | 95800  | 101400      | 122600 | 142400 | 214100      |        |        |             |             |        |        |
| 22        | 33400      | 37200 | 40600 | 47500 | 54200 | 66000      | 83600  | 88700  | 98700  | 104400      | 126300 | 146700 |             |        |        |             |             |        |        |
| 23        | 34400      | 38300 | 41800 | 48900 | 55800 | 68000      | 86100  | 91400  | 101700 | 107500      | 130100 | 151100 |             |        |        |             |             |        |        |
| 24        | 35400      | 39400 | 43100 | 50400 | 57500 | 70000      | 88700  | 94100  | 104800 | 110700      | 134000 | 155600 |             |        |        |             |             |        |        |
| 25        | 36500      | 40600 | 44400 | 51900 | 59200 | 72100      | 91400  | 96900  | 107900 | 114000      | 138000 | 160300 |             |        |        |             |             |        |        |
| 26        | 37600      | 41800 | 45700 | 53500 | 61000 | 74300      | 94100  | 99800  | 111100 | 117400      | 142100 | 165100 |             |        |        |             |             |        |        |
| 27        | 38700      | 43100 | 47100 | 55100 | 62800 | 76500      | 96900  | 102800 | 114400 | 120900      | 146400 | 170100 |             |        |        |             |             |        |        |
| 28        | 39900      | 44400 | 48500 | 56800 | 64700 | 78800      | 99800  | 105900 | 117800 | 124500      | 150800 | 175200 |             |        |        |             |             |        |        |
| 29        | 41100      | 45700 | 50000 | 58500 | 66600 | 81200      | 102800 | 109100 | 121300 | 128200      | 155300 | 180500 |             |        |        |             |             |        |        |
| 30        | 42300      | 47100 | 51500 | 60300 | 68600 | 83600      | 105900 | 112400 | 124900 | 132000      | 160000 | 185900 |             |        |        |             |             |        |        |
| 31        | 43600      | 48500 | 53000 | 62100 | 70700 | 86100      | 109100 | 115800 | 128600 | 136000      | 164800 | 191500 |             |        |        |             |             |        |        |
| 32        | 44900      | 50000 | 54600 | 64000 | 72800 | 88700      | 112400 | 119300 | 132500 | 140100      | 169700 | 197200 |             |        |        |             |             |        |        |
| 33        | 46200      | 51500 | 56200 | 65900 | 75000 | 91400      | 115800 | 122900 | 136500 | 144300      | 174800 | 203100 |             |        |        |             |             |        |        |
| 34        | 47600      | 53000 | 57900 | 67900 | 77300 | 94100      | 119300 | 126600 | 140600 | 148600      | 180000 | 209200 |             |        |        |             |             |        |        |
| 35        | 49000      | 54600 | 59600 | 69900 | 79600 | 96900      | 122900 | 130400 | 144800 | 153100      | 185400 |        |             |        |        |             |             |        |        |
| 36        | 50500      | 56200 | 61400 | 72000 | 82000 | 99800      | 126600 | 134300 | 149100 | 157700      | 191000 |        |             |        |        |             |             |        |        |
| 37        | 52000      | 57900 | 63200 | 74200 | 84500 | 102800     | 130400 | 138300 | 153600 | 162400      | 196700 |        |             |        |        |             |             |        |        |
| 38        | 53600      | 59600 | 65100 | 76400 | 87000 | 105900     | 134300 | 142400 | 158200 | 167300      | 202600 |        |             |        |        |             |             |        |        |
| 39        | 55200      | 61400 | 67100 | 78700 | 89600 | 109100     | 138300 | 146700 | 162900 | 172300      | 208700 |        |             |        |        |             |             |        |        |
| 40        | 56900      | 63200 | 69100 | 81100 | 92300 | 112400     | 142400 | 151100 | 167800 | 177500      |        |        |             |        |        |             |             |        |        |

**FORMAT OF DEED FOR CHANGE OF NAME/SURNAME**

BY THIS DEED, I, the undersigned ..... (New name) lately called ..... (former name) employed as ..... (Designation of the post held at the time by the Government Servant) at ..... (place where employed in the Ministry/Department of the Government of India) do hereby-

1. Wholly renounce, relinquish and abandon the use of my former name of ..... and in place thereof the name of .....and so that I may, hereafter, be called, known and distinguished not by my former name of ..... but by my assumed name of .....

2. For the purpose of evidencing such my determination declare that I shall at all times hereafter in all records, deeds and writings and in all proceedings, dealings and transactions private as well as public and upon all occasions whatsoever use and sign the name of ..... as my name in place of and in substitution for my former name of .....

3. Expressly authorize and request all persons at all times hereafter to designate and address me by such assumed name of accordingly.

IN WITNESS WHEREOF I have hereunto subscribed my former and adopted names of ..... and ..... and affixed my seal this ..... day of .....

Signature

Signed and delivered by the above

named .....

formerly .....

in the presence of:

Witness: 1. ....

2. ....

## GUIDELINES ON PREPARATION & MAINTENANCE OF APARs FOR NON-FACULTY

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As Annual Performance Appraisal Reports (APAR) are vital for personnel administration, it is important that instruction and guidelines issued by the Govt./DoPT for their processing and maintenance, are strictly adhered to by all the authorities concerned. Therefore, the Institute has laid down the following guidelines for strict compliance by every staff member and each authority concerned:

### 1. Prescribed Timelines for Processing of APAR:

| Sl. No. | Activity                                                                              | Date by which action to be completed annually |
|---------|---------------------------------------------------------------------------------------|-----------------------------------------------|
| (a)     | Distribution of blank APAR form to all the concerned staff by the Reporting Officers. | 31 <sup>st</sup> December                     |
| (b)     | Submission of APAR by staff to Reporting Officer (As per details attached)            | 15 <sup>th</sup> January                      |
| (c)     | Submission of report by the Reporting Officer to Reviewing Officer                    | 31 <sup>st</sup> January                      |
| (d)     | Submission of report by the Reviewing Officer to Administration/accepting authority   | 28 <sup>th</sup> /29 <sup>th</sup> February   |
| (e)     | Disclosure of filled in APAR to the staff                                             | 01 <sup>st</sup> April                        |
| (f)     | Submission of representation, if any, by staff on APAR                                | 15 <sup>th</sup> April                        |

2. **If a staff member fails to submit his/her APAR in time:** APAR has to be submitted within a time-frame, as mentioned above so that up-to-date reports are available at any given time. If the APAR is not received on time, Reporting Officer should take it upon himself to remind the staff in writing by 31<sup>st</sup> January of the year in which the APAR is to be submitted. If no APAR is received from the staff within 15 days of reminder, the Reporting Officer can request the Custodian to force-forward the APAR and proceed to write the report on the basis of his/her experience of the work and conduct of the concerned staff and submit it to Reviewing Officer. While doing so, he can also point out the failure of the staff to submit his/her APAR within the stipulated time.
3. **If the Reporting/Reviewing Officer misses the 'timeline':** If APAR is not distributed by the Reporting Officer to the staff concerned by 31<sup>st</sup> January of the year in which the APAR is to be submitted, he/she shall forfeit his/her right to enter any remarks in the APAR of the concerned staff and he/she shall submit all APARs held by him/her to the Reviewing Officer on the next working day or else the Custodian may also force forward such APARs to such authority. Similarly, the Reviewing Officer shall forfeit his/her right to enter any remarks in the APAR beyond 31<sup>st</sup> March of the year in which the APAR is to be submitted.

In case of delay and slippage of the prescribed timelines, the Dean (Admin) may direct to call for the explanation of the concerned officers for not having performed the public duty of writing the APARs within the due date, and in the absence of proper justification, he/she

issues a written warning for delay in completing the APAR, which would be placed in the APAR folder of the defaulting officer and the staff concerned.

In case the remarks of the Reporting Officer or the Reviewing Officer have not been entered in the APAR due to the officer concerned forfeiting his/her right to make any entry as per the abovementioned provisions, a certificate to this effect shall be added in the APAR for the relevant period.

4. **'Qualifying Period' for Report/Review of APAR:** The Reporting and Reviewing Officers are required to have at least three *months of experience of supervising/knowning the work and conduct of the staff* concerned, before they can record their assessment on the performance of the staff.
5. **More than one APAR for one year:** While normally there should be only one APAR in a year, there can be situation, in which it becomes necessary to write more than one report during a year. There is no objection to two or more independent reports being written during a year by different Reporting Officers, subject to the conditions that each Reporting Officer has at least three months of experience on which he/she can base his/her report. Where more than one report is written in the course of a year, each report should indicate precisely the period covered by it. When a report has to be written by a Reporting Officer who is under transfer, it should be written at the time of transfer or immediately thereafter and not deferred till the end of the year. The responsibility for timely circulation of the APAR and obtaining it from the Reporting Officer concerned in such cases, will be that of the custodian.
6. **Situation when Role of Reporting Officer is performed by the Reviewing Officer:** Where for a period of report, there is no Reporting Officer with the requisite experience to initiate the report, the Reviewing Officer may initiate the report as Reporting Officer provided the Reviewing Officer has been the same for the entire period of report and he/she is in a position to fill in column to be filled in by the Reporting Officer. Where a report is thus initiated by the Reviewing Officer, it will have to be submitted by him/her to his/her own superior for review, if there is a superior officer to him/her in the prescribed channel.
7. **Effect of suspension of Reporting/Reviewing Officer:** If a Reporting/Reviewing Officer is under suspension when the APAR has become due to be written/reviewed, it may be written/reviewed by the officer concerned within two months from the date of his/her having been placed under suspension or within one month from the date on which the report was due, whichever is later. An officer under suspension shall not be asked to write/review APAR after the time limit specified above. The section entrusted with the maintenance of the APAR should take the necessary action to have such APAR completed.
8. **No Report Certificate (NRC):** Wherever there is any gap in the APAR during a particular reporting period, it is the responsibility of the Section-in-charge for maintaining the APAR to place a No Report Certificate (NRC) indicating the reasons, e.g., the officer has not worked for minimum 3 months under a Reporting Officer as he/she was on leave/training during the period; he/she was on unauthorized absence; the APAR could not be completed by lapse of the time limit for making remarks by the retired/suspended Reporting/Reviewing Officer, etc. The NRC will not be placed in the CR dossier, 'casually', under any circumstances. The prescribed format for NRC is appended to this Annexure.
9. **Effect of retirement of Reporting or Reviewing Officer:** Where a Reporting/ Reviewing Officer retires, he/she may be allowed to give the report on his/her subordinates within one-month of retirement. The section responsible to generate the APARs should take a call at least two weeks before the retirement of the officer and ensure that the APARs of his/her subordinates should reach the retiring officer on the day of his/her retirement.

10. **Assessment at one level:** Where a Government servant has only one supervisory level above him/her as in the case of personal staff attached to officers, the assessment will be at the level of Reporting Officer only.
11. **Disposal of Representation:** The staff can represent against the entries and the final grading in the report within a period of fifteen (15) days from the date of receipt of the APAR. The representation should be restricted to the specific factual observation containing in the report leading to assessment of the officer in terms of attributes, work output, etc. In case no representation is received within the 15 days, it shall be deemed that he/she has no representation to make. If the concerned APAR section does not receive any information from the concerned staff on or before 15 days from the date of disclosure, the APAR will be treated as final. The representation against the remarks or for upgradation of final grading in the APAR will be considered by the competent authority objectively in a quasi-judicial manner on the basis of material placed before it.

A staff wise list of Reporting and Reviewing Officers for various Administrative and Technical positions at IITH is appended as **Annexure-7** to this Manual. This list is, however, likely to change as and when the incumbent changes. An updated arrangement may be obtained from the HR Section of the Institute.

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भारतीय प्रौद्योगिकी संस्थान हैदराबाद

**INDIAN INSTITUTE OF TECHNOLOGY
HYDERABAD**

Annual Performance Appraisal Report (APAR)

PART – IV: No Report Certificate

(To be filled by Reporting & Reviewing Authority)

APAR for the period.....

The APAR of, working as
..... in the Department
/ Section could not be written for the period from to
due to one of the following reasons:

1. The employee has joined newly in the Institute (less than 90days)
2. The employee has not worked for minimum three (03 months) under any of the Reporting Officer / Reviewing Officer
3. The employees' performance could not be reviewed due to superannuation / suspension on either sides.
4. The employee was on unauthorized absence
5. The employee did not submit the Part 1 & 2 within time limit.
6. Any other reason (Pl. specify)

Date:

Signature of Reporting Officer

I concur and agree with the remarks of the Reporting Officer who could not write the APAR of

Date:

Signature of Reviewing Officer

Indian Institute of Technology Hyderabad
STAFF WISE LIST OF REPORTING AND REVIEWING OFFICERS FOR APAR

Sl.No	ID No.	Name	Designation	Department	Reporting Officer	Name of Rep. Officer	Reviewing Officer	Name of Rev. Officer
1. Academic Section								
1	S018	Shri M Venkatesh	Assistant Registrar	Academic Section	DR-Academics	Ms D Chanchala Devi	Dean-Academics	Prof. Saptarshi Majumdar
2	S019	Ms Archana Singh	Section Officer	Academic Section	DR-Academics	Ms D Chanchala Devi	Dean-Academics	Prof. Saptarshi Majumdar
3	S023	Shri Md Jameel	Assistant Registrar	Academic Section	DR-Academics	Ms D Chanchala Devi	Dean-Academics	Prof. Saptarshi Majumdar
4	S066	Ms Reddi Meena Kumari	Section Officer	Academic Section	AR-Academics	Shri M Venkatesh	DR-Academics	Ms D Chanchala Devi
5	S080	Shri K. Sreenivasa Reddy	Junior Assistant	Academic Section	AR-Academics	Shri Md Jameel	DR-Academics	Ms D Chanchala Devi
6	S122	Shri T. Srinivas	Executive Assistant	Academic Section	AR-Academics	Shri M Venkatesh	DR-Academics	Ms D Chanchala Devi
7	S123	Shri Budeti Pradeep Babu	Executive Assistant	Academic Section	AR-Academics	Shri M Venkatesh	DR-Academics	Ms D Chanchala Devi
8	S124	Shri Rajashekhara Soudhara	Executive Assistant	Academic Section	AR-Academics	Shri Md Jameel	DR-Academics	Ms D Chanchala Devi
9	S150	Ms S Swarna	Multi Skill Assistant I	Academic Section	AR-Academics	Shri M Venkatesh	DR-Academics	Ms D Chanchala Devi
10	S163	Ms Doodi Chanchala Devi	Deputy Registrar	Academic Section	Dean-Academics	Prof. Saptarshi Majumdar	Director	Prof. Murty B S
11	S167	Ms Rongala Lakshmi Prasanna	Section Officer	Academic Section	AR-Academics	Shri M Venkatesh	DR-Academics	Ms D Chanchala Devi
12	S210	Ms J Rebekah	Junior Assistant	Academic Section	AR-Academics	Shri Md Jameel	DR-Academics	Ms D Chanchala Devi
13	S229	Ms Siddam Mounika	Multi Skill Assistant I	Academic Section	AR-Academics	Shri M Venkatesh	DR-Academics	Ms D Chanchala Devi
14	S253	Ms T Lavanya	Executive Assistant	Academic Section	AR-Academics	Shri M Venkatesh	DR-Academics	Ms D Chanchala Devi
15	S255	Shri Janardhan Kumar Tolana	Executive Assistant	Academic Section	AR-Academics	Shri M Venkatesh	DR-Academics	Ms D Chanchala Devi
2. Administration								
16	S176	Cmde Manohar Nambiar	Registrar	Administration	Director	Prof. Murty B S	Director	Prof. Murty B S
17	S294	Shri Beera Suresh Kumar	Executive Assistant	Administration	Registrar	Cmde Manohar Nambiar (Retd)	Registrar	Cmde Manohar Nambiar (Retd)
3. Department of Artificial Intelligence								
18	S194	Shri Krishnaswamy Bharani	Technical Superintendent	Artificial Intelligence	HOD	Prof. Vineeth N Balasubramanian	HOD	Prof. Vineeth N Balasubramanian
4. Department of Biomedical Engineering and Department of Biotechnology								
19	S135	Shri Vetrivel M	Executive Assistant	Biomed & Bio Tech	HOD (BME&BT)	Dr. Subha Narayan Rath Dr. Anindya Roy	HOD (BME&BT)	Dr. Subha Narayan Rath Dr. Anindya Roy
20	S240	Shri Rebba Vinod Kumar	Multi Skill Assistant I	Biomed & Bio Tech	HOD (BME&BT)	Dr. Subha Narayan Rath Dr. Anindya Roy	HOD (BME&BT)	Dr. Subha Narayan Rath Dr. Anindya Roy
5. Department of Biomedical Engineering								
21	S047	Ms B Jayalakshmi	Junior Technician	Biomedical Engineering	FIC	Dr. Aravind Rengan	HOD	Dr. Subha Narayan Rath
22	S173	Shri Saranesh Khandelwal	Technical Superintendent	Biomedical Engineering	FIC	Dr. Kousik Sarathy	HOD	Dr. Subha Narayan Rath
23	S175	Shri Krushna Chandra Hembram	Technical Superintendent	Biomedical Engineering	FIC	Dr. Aravind Rengan	HOD	Dr. Subha Narayan Rath
24	S183	Dr. Chavan Sagar Babanrao	Veterinary Doctor	Biomedical Engineering	FIC	Dr. Subha N Rath	HOD	Dr. Subha Narayan Rath
25	S192	Shri Saranam M	Technical Superintendent	Biomedical Engineering	FIC	Dr. Subha N Rath	HOD	Dr. Subha Narayan Rath
26	S262	Shri Chaitanya Subhash Gajbiye	Junior Technician	Biomedical Engineering	FIC	Dr. Mohan Raghavan	HOD	Dr. Subha Narayan Rath
27	S268	Shri Kasubojula Sharath	Junior Technician	Biomedical Engineering	FIC	Dr. Avinash Eranki	HOD	Dr. Subha Narayan Rath

Sl.No	ID No.	Name	Designation	Department	Reporting Officer	Name of Rep.Officer	Reviewing Officer	Name of Rev.Officer
6. Department of Biotechnology								
28	S048	Ms N Ashwini	Junior Technician	Biotechnology	FIC	Dr Basant Patel	HOD	Dr Anindya Roy
29	S108	Shri Pulala Raghuvver Yadav	Technical Officer Grade I	Biotechnology	FIC	Dr Anamika Bhargava	HOD	Dr Anindya Roy
30	S162	Shri M Jayavardhana Reddy	Junior Technician	Biotechnology	FIC	Dr T Rathinavelan	HOD	Dr Anindya Roy
31	S248	Shri Venkatasrinivasprasad SM	Junior Technician	Biotechnology	FIC	Dr Anindya Roy	HOD	Dr Anindya Roy
7. Centre for Continued Education								
32	S287	Ms Priyanka Pathaparapu	Executive Assistant	CCE	Chair CCE	Dr B Umashankar	Chair CCE	Dr B Umashankar
8. Central Workshop								
33	S084	Shri Vadla Brahma Chary	Junior Technician	Central Workshop	TO	Cdr Ajayakumar S(Retd)	FIC,CW	Dr. Karri Badarinarath
34	S085	Shri A Praveen Kumar	Junior Technician	Central Workshop	TO	Cdr Ajayakumar S(Retd)	FIC,CW	Dr. Karri Badarinarath
35	S164	Shri M Srinivas	Junior Technician	Central Workshop	TO	Cdr Ajayakumar S(Retd)	FIC,CW	Dr. Karri Badarinarath
36	S165	Shri Lohakare Pramod Maroti	Junior Technician	Central Workshop	TO	Cdr Ajayakumar S(Retd)	FIC,CW	Dr. Karri Badarinarath
37	S166	Shri Lingannaiah B	Junior Technician	Central Workshop	TO	Cdr Ajayakumar S(Retd)	FIC,CW	Dr. Karri Badarinarath
38	S168	Shri Ajith Kanakanbaran	Junior Technician	Central Workshop	TO	Cdr Ajayakumar S(Retd)	FIC,CW	Dr. Karri Badarinarath
39	S170	Shri Dhananjay Sahoo	Junior Technician	Central Workshop	TO	Cdr Ajayakumar S(Retd)	FIC,CW	Dr. Karri Badarinarath
40	S177	Shri Ajayakumar S	Technical Officer Gr-II	Central Workshop	FIC	Dr. Karri Badarinarath	Director	Prof. Murty B S
41	S257	Shri Munnigala Dakaiiah	Junior Technician	Central Workshop	TO	Cdr Ajayakumar S(Retd)	FIC,CW	Dr. Karri Badarinarath
9. Department of Chemical Engineering & Department of Materials Science and Metallurgical Engineering								
42	S258	Shri Harish Ramineni	Executive Assistant	Chemical & MSME	HoD, Che&MSME	Prof. Kishalay Mitra, Prof. Sulhash Ranjan Dey	HoD, Che & MSME	Prof. Kishalay Mitra, Prof. Sulhash Ranjan Dey
43	S260	Shri Cheemakurthi M Subhani	Multi Skill Assistant I	Chemical & MSME	HoD, Che&MSME	Prof. Kishalay Mitra, Prof. Sulhash Ranjan Dey	HoD, Che & MSME	Prof. Kishalay Mitra, Prof. Sulhash Ranjan Dey
10. Department of Chemical Engineering								
44	S069	Ms Suman A Gupta	Technical Officer Grade I	Chemical Engineering	HOD	Prof. Kishalay Mitra	HOD	Prof. Kishalay Mitra
45	S074	Ms T P Lalitha	Junior Technician	Chemical Engineering	TO	Ms Suman A Gupta	HOD	Prof. Kishalay Mitra
46	S075	Shri P Nagarajna	Junior Technician	Chemical Engineering	TO	Ms Suman A Gupta	HOD	Prof. Kishalay Mitra
47	S155	Shri Nama Someshwar Rao	Technical Superintendent	Chemical Engineering	TO	Ms Suman A Gupta	HOD	Prof. Kishalay Mitra
48	S186	Ms P Gayathri	Technical Superintendent	Chemical Engineering	TO	Ms Suman A Gupta	HOD	Prof. Kishalay Mitra
49	S187	Shri V Bhadra Rao Korupolu	Technical Superintendent	Chemical Engineering	TO	Ms Suman A Gupta	HOD	Prof. Kishalay Mitra
50	S246	Shri R V Mohan Malavya	Junior Technician	Chemical Engineering	TO	Ms Suman A Gupta	HOD	Prof. Kishalay Mitra
51	S285	Shri Bharath G Relekar	Junior Technician	Chemical Engineering	TO	Ms Suman A Gupta	HOD	Prof. Kishalay Mitra
11. Department of Chemistry								
52	S051	Shri Ashok Yeligi	Technical Superintendent	Chemistry	FIC	Prof. G. Satyanarayana	HOD	Prof. G. Satyanarayana
53	S099	Shri Pentakota Sree Ramana Babu	Junior Laboratory Assistant	Chemistry	FIC	Prof. Tarun K Panda	HOD	Prof. G. Satyanarayana
54	S102	Shri MD Saamuddin	Technical Officer Grade I	Chemistry	FIC	Prof. G. Satyanarayana	HOD	Prof. G. Satyanarayana
55	S104	Shri Poondda Vijaya Kumar	Junior Technician	Chemistry	FIC	Prof. Prabu Sankar	HOD	Prof. G. Satyanarayana
56	S105	Shri Kota Venkata Satya Girish	Technical Officer Grade I	Chemistry	FIC	Dr. S K Marthia	HOD	Prof. G. Satyanarayana
57	S172	Ms Melody R C	Junior Technician	Chemistry	FIC	Dr. S K Marthia	HOD	Prof. G. Satyanarayana
58	S206	Shri Allam Vinaykumar	Junior Technician	Chemistry	FIC	Prof. Tarun K Panda	HOD	Prof. G. Satyanarayana
59	S207	Shri Surender B	Junior Technician	Chemistry	FIC	Dr. Somnath Majji	HOD	Prof. G. Satyanarayana
60	S218	Shri Gugunoth Venkanna	Junior Technician	Chemistry	FIC	Dr. Surajit Maity	HOD	Prof. G. Satyanarayana

Sl.No	ID No.	Name	Designation	Department	Reporting Officer	Name of Rep.Officer	Reviewing Officer	Name of Rev.Officer
61	S252	Shri Srinivas Pulimamidi	Junior Technician	Chemistry	FC	Dr. Ashutosh Kumar Mishra	HOD	Prof. G. Satyanarayana
62	S265	Shri Gottapu Naga Satish	Executive Assistant	Chemistry	HOD	Prof. G. Satyanarayana	HOD	Prof. G. Satyanarayana

12. Department of Civil Engineering

63	S136	Shri Kandhukuri Sandeep Kumar	Junior Technician	Civil Engineering	FC	Dr Debraj Bhattacharya	HOD	Dr. S Suriya Prakash
64	S139	Shri Vishwamath B J	Junior Technician	Civil Engineering	FC	Dr Ramya Mullapudi	HOD	Dr. S Suriya Prakash
65	S141	Shri Yaseen Sherief Mohammed	Technical Superintendent	Civil Engineering	FC	Dr Anil Agarwal	HOD	Dr. S Suriya Prakash
66	S159	Shri Jitendriya Raul	Technical Superintendent	Civil Engineering	FC	Dr Munwar Basha	HOD	Dr. S Suriya Prakash
67	S188	Shri Bhukya Ramakrishna	Technical Superintendent	Civil Engineering	FC	Dr KBVN Phamindra	HOD	Dr. S Suriya Prakash
68	S196	Shri Srikanth K	Technical Superintendent	Civil Engineering	FC	Dr Debraj Bhattacharya	HOD	Dr. S Suriya Prakash
69	S199	Shri Gourav	Technical Superintendent	Civil Engineering	FC	Dr Anil Agarwal	HOD	Dr. S Suriya Prakash
70	S216	Shri Mudavath Sandeep	Junior Technician	Civil Engineering	FC	Dr Munwar Basha	HOD	Dr. S Suriya Prakash
71	S261	Shri S Mani Kumar	Executive Assistant	Civil Engineering	HOD	Dr. S Suriya Prakash	HOD	Dr. S Suriya Prakash
72	S276	Shri Rajesh Kumar	Junior Technician	Civil Engineering	FC	Dr KBVN Phamindra	HOD	Dr. S Suriya Prakash

13. Clinic

73	S086	Dr Kanaparthi Anilkumar	Medical Officer 2	Clinic	FC-Clinic	Dr. Aravind K. Rengan	Dean-Admin	Prof. Raja Banerjee
74	S153	Dr T Raja Adharmath	Medical Officer I	Clinic	FC-Clinic	Dr. Aravind K. Rengan	Dean-Admin	Prof. Raja Banerjee
75	S184	Dr Baishakhi Chandra	Lady Medical Officer Gr-I	Clinic	FC-Clinic	Dr. Aravind K. Rengan	Dean-Admin	Prof. Raja Banerjee
76	S233	Shri Takkoli Sivakrishnareddy	Multi Skill Assistant I	Clinic	MO (in charge-Clinic)	Dr T Raja Adharmath	FC-Clinic	Dr. Aravind K. Rengan
77	S274	Ms. Avvati Vedavani	Physiotherapist	Clinic	MO (in charge-Clinic)	Dr T Raja Adharmath	FC-Clinic	Dr. Aravind K. Rengan

14. Construction and Maintenance Division

78	S004	Shri K S Ravindra Babu	Superintending Engineer (Civil)	CMD	Dean-Planning	Prof. K.VL. Subramaniam	Director	Prof. Murty B S
79	S109	Shri Mahankali Sateesh	Executive Engineer (Civil)	CMD	SE	Shri K S Ravindra Babu	Dean-Planning	Prof. K.VL. Subramaniam
80	S006	Shri S Pramod Kumar	Asst Executive Engineer(Civil)	CMD	EE	Shri Mahankali Sateesh	SE	Shri K S Ravindra Babu
81	S182	Shri Datla Praveen Kumar	Asst Executive Engineer(Civil)	CMD	EE	Shri Mahankali Sateesh	SE	Shri K S Ravindra Babu
82	S005	Shri P Srinivasulu Yadav	Asst Executive Engineer(Elec)	CMD	EE	Shri Mahankali Sateesh	SE	Shri K S Ravindra Babu
83	S078	Shri M Yedukondalu	Executive Assistant	CMD	AEE (C)	Shri S Pramod Kumar	EE	Shri Mahankali Sateesh
84	S088	Shri Patibandla Srikanth	Assistant Engineer (Civil)	CMD	AEE (C)	Shri Datla Praveen Kumar	EE	Shri Mahankali Sateesh
85	S090	Shri Ymay Kumar Beesa	Assistant Engineer(Civil)	CMD	AEE (C)	Shri Datla Praveen Kumar	EE	Shri Mahankali Sateesh
86	S093	Shri Altaf Hussain	Assistant Engineer (Electrical)	CMD	AEE(Ele)	Shri P Srinivasulu Yadav	EE	Shri Mahankali Sateesh
87	S094	Shri Nadiminti Nagaraju	Assistant Engineer (Electrical)	CMD	AEE(Ele)	Shri P Srinivasulu Yadav	EE	Shri Mahankali Sateesh
88	S096	Shri Menda Chiranjeevi	Assistant Engineer(Civil)	CMD	AEE (C)	Shri S Pramod Kumar	EE	Shri Mahankali Sateesh
89	S101	Shri Yanaam Aneesh	Assistant Engineer (Electrical)	CMD	AEE (C)	Shri P Srinivasulu Yadav	EE	Shri Mahankali Sateesh
90	S110	Shri Viyyuri Raja Babu	Junior Engineer(Civil)	CMD	AEE (C)	Shri S Pramod Kumar	EE	Shri Mahankali Sateesh
91	S111	Shri Sivakrishna Reddy	Junior Engineer(Electrical)	CMD	AEE(Ele)	Shri P Srinivasulu Yadav	EE	Shri Mahankali Sateesh
92	S112	Shri Chandra Sekhar Reddi	Junior Engineer(Electrical)	CMD	AEE(Ele)	Shri P Srinivasulu Yadav	EE	Shri Mahankali Sateesh
93	S113	Shri Surender Banoth	Assistant Engineer(Civil)	CMD	AEE (C)	Shri S Pramod Kumar	EE	Shri Mahankali Sateesh
94	S120	Shri Narayana RamaJaneyulu	Junior Accountant	CMD	AEE (C)	Shri S Pramod Kumar	EE	Shri Mahankali Sateesh

Sl.No	ID No.	Name	Designation	Department	Reporting Officer	Name of Rep. Officer	Reviewing Officer	Name of Rev. Officer
95	S144	Shri Bala Prakash T	Executive Assistant	CMD	AEE (C)	Shri S Pramod Kumar	EE	Shri Mahankali Sateesh
96	S148	Shri B Rajander	Multi Skill Assistant 1	CMD	AEE (C)	Shri S Pramod Kumar	EE	Shri Mahankali Sateesh
97	S149	Shri S Samuel	Multi Skill Assistant 1	CMD	AEE(Elc)	Shri P Sriinivasulu Yadav	EE	Shri Mahankali Sateesh
98	S169	Shri Naveed MA	Executive Assistant	CMD	AEE (C)	Shri S Pramod Kumar	EE	Shri Mahankali Sateesh
99	S204	Shri Bhoopal K.	MSA 1 (Plumber)	CMD	AEE (C)	Shri S Pramod Kumar	EE	Shri Mahankali Sateesh
100	S212	Shri Neelavath Shiva Shankar	Multi Skill Assistant 1	CMD	AEE (C)	Shri S Pramod Kumar	EE	Shri Mahankali Sateesh
101	S219	Shri Begari Vinod	MSA 1 (Carpenter)	CMD	AEE (C)	Shri Datla Praveen Kumar	EE	Shri Mahankali Sateesh
102	S243	Shri Nelli Avvas	Junior Engineer(Civil)	CMD	AEE (C)	Shri Datla Praveen Kumar	EE	Shri Mahankali Sateesh
103	S250	Shri Chityala Anand	Junior Engineer(Civil)	CMD	AEE (C)	Shri S Pramod Kumar	EE	Shri Mahankali Sateesh
104	S278	Shri Uppuleti Chandramouli	Junior Accountant	CMD	AEE (C)	Shri S Pramod Kumar	EE	Shri Mahankali Sateesh
105	S290	Shri Gummadi Anil Kumar	Junior Engineer(Civil)	CMD	AEE (C)	Shri Datla Praveen Kumar	EE	Shri Mahankali Sateesh

15. Computer Centre

106	S234	Shri B Harshavardan Reddy	Multi Skill Assistant 1	Computer Centre	FIC IT	Dr. Antony Franklin	Chair, CC	Dr. Bheemarjuna Reddy Tamma
107	S273	Shri Mohammad Abdul Junaid	Junior Technician	Computer Centre	FIC IT	Dr. Antony Franklin	Chair, CC	Dr. Bheemarjuna Reddy Tamma
108	S281	Shri Sanju Kumar Chavan S	Technical Superintendent	Computer Centre	FIC DC	Dr. Satiya Peri	Chair, CC	Dr. Bheemarjuna Reddy Tamma
109	S282	Shri Ashish Kumar Varma	Technical Superintendent	Computer Centre	FIC ERP	Dr. Siva Rama Krishna Vanjari	Chair, CC	Dr. Bheemarjuna Reddy Tamma

16. Counselling Cell

110	S098	Ms Maria Josephine Susan Morris	Sr Psychological Counsellor	Counselling Cell	FIC-Sunshine	Dr. D Sukumar	Dean-Students	Prof. Rajalakshmi
111	S293	Ms Yukti Rastogi	Psychological Counsellor	Counselling Cell	FIC-Sunshine	Dr. D Sukumar	Dean-Students	Prof. Rajalakshmi

17. Department of Computer Science and Engineering

112	S046	Shri I Vijay Chakravarthi	Technical Superintendent	CSE	FIC, NOC (CC)	Dr. Kotaro Kataoka	HOD	Dr. Subrahmanyam Kalyanasundaram
113	S126	Shri K Ragnathan	Technical Superintendent	CSE	FIC, IT (CC)	Dr. Antony Franklin	HOD	Dr. Subrahmanyam Kalyanasundaram
114	S127	Shri Imtiaz Ahmed	Technical Superintendent	CSE	CC Chair	Prof. Bheemarjuna Reddy Tamma	HOD	Dr. Subrahmanyam Kalyanasundaram
115	S128	Shri Bondla Jessy	Technical Superintendent	CSE	FIC, NOC (CC)	Dr. Kotaro Kataoka	HOD	Dr. Subrahmanyam Kalyanasundaram
116	S130	Shri Nakka Syamala Rao	Technical Superintendent	CSE	CC Chair	Prof. Bheemarjuna Reddy Tamma	HOD	Dr. Subrahmanyam Kalyanasundaram
117	S215	Shri D Ravi Kumar	Junior Technician	CSE	FIC, DC (CC)	Dr. Satiya Peri	HOD	Dr. Subrahmanyam Kalyanasundaram
118	S237	Shri Nikith Reddy Peddasherri	Junior Technician	CSE	FIC	Dr. Manish Singh	HOD	Dr. Subrahmanyam Kalyanasundaram
119	S247	Ms Maloth Sunitha	Junior Technician	CSE	CC Chair	Prof. Bheemarjuna Reddy Tamma	HOD	Dr. Subrahmanyam Kalyanasundaram

18. Department of Computer Science and Engineering & Computer Center

120	S026	Shri Ponna Satyanarayana	Executive Assistant	CSE&CC	HOD(CSE&CC)	Dr. Subrahmanyam Kalyanasundaram &	HOD(CSE&CC)	Dr. Subrahmanyam Kalyanasundaram &
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Sl.No	ID No.	Name	Designation	Department	Reporting Officer	Name of Rep. Officer	Reviewing Officer	Name of Rev. Officer
149	S151	Shri Chidruppa Thimothi	Multi Skill Assistant I	Finance & Accounts	AR-F&A	Shri N Srisailem	JR-F&A	Shri Mmuganti Badmath
150	S224	Ms Voleti Gowthami	Junior Accountant	Finance & Accounts	AR-F&A	Shri N Srisailem	JR-F&A	Shri Mmuganti Badmath
151	S227	Ms Ataluri Jeevani	Junior Accountant	Finance & Accounts	AR-F&A	Shri N Srisailem	JR-F&A	Shri Mmuganti Badmath
152	S266	Shri Sandolla Dasharath	Executive Assistant	Finance & Accounts	AR-F&A	Shri N Srisailem	JR-F&A	Shri Mmuganti Badmath
153	S267	Shri Doodle Tarun Sagar	Junior Accountant	Finance & Accounts	AR-F&A	Shri N Srisailem	JR-F&A	Shri Mmuganti Badmath
24. GATE Office and JEE Office								
154	S132	Shri Ankanwar Satish	Executive Assistant	Gate / JEE	Chair JEE & Chair Gate	Dr. P A Lakshmi Narayana Prof. Ch. Subrahmanyam	Chair JEE & Chair Gate	Dr. P A Lakshmi Narayana Prof. Ch. Subrahmanyam
25. Green Office								
155	S028	Shri Devraj Venkata Subramanyam	AEE(Civil)	Green Office	Convenor-Green Office	Dr. Anurag Tripathi	Dean-Planning	Prof. KVL Subramaniam
156	S288	Shri Golla Vamsi Krishna	Multi Skill Assistant I	Green Office	AEE(Civil)- Campus Beautification	Shri Devraj Venkata Subramanyam	Convenor-Green Office	Dr. Anurag Tripathi
26. Students/Hostel Office								
157	S009	Shri Gandepalli Surya Prakash	Junior Assistant	Hostel Office	AR-Hostels	Shri K Ramesh Kumar	DR Students	Shri Rajnesh MP
158	S020	Ms Sady Sarala	Section Officer	Hostel Office	AR-Hostels	Shri K Ramesh Kumar	DR Students	Shri Rajnesh MP
159	S033	Ms Guntur Vinjala	Multi Skill Assistant 2	Hostel Office	AR-Hostels	Shri K Ramesh Kumar	DR Students	Shri Rajnesh MP
160	S034	Shri B Vinod Kumar Raju	Multi Skill Assistant 2	Hostel Office	AR-Hostels	Shri K Ramesh Kumar	DR Students	Shri Rajnesh MP
161	S059	Ms A Pushpalatha	Multi Skill Assistant 2	Hostel Office	AR-Hostels	Shri K Ramesh Kumar	DR Students	Shri Rajnesh MP
162	S064	Shri Mohsin Mohammed	Section Officer	Hostel Office	AR-Hostels	Shri K Ramesh Kumar	DR Students	Shri Rajnesh MP
163	S133	Shri D Sri Hani	Junior Assistant	Hostel Office	AR-Hostels	Shri K Ramesh Kumar	DR Students	Shri Rajnesh MP
164	S179	Shri Rajnesh MP	Deputy Registrar	Students Office	Dean-Students	Prof. Rajalakshmi	Director	Prof. Murty B S
165	S190	Shri K Ramesh Kumar	Assistant Registrar	Hostel Office	DR Students	Shri Rajnesh MP	HCU Chair	Dr. Saravanan Bahusanny
166	S211	Shri CH Guni Prasad	Multi Skill Assistant I	Hostel Office	AR-Hostels	Shri K Ramesh Kumar	DR Students	Shri Rajnesh MP
167	S226	Shri Batti Raja Sekhar	Multi Skill Assistant I	Hostel Office	AR-Hostels	Shri K Ramesh Kumar	DR Students	Shri Rajnesh MP
168	S235	Shri Nandyala Bheemeswara Reddy	Executive Assistant	Hostel Office	AR-Hostels	Shri K Ramesh Kumar	DR Students	Shri Rajnesh MP
169	S239	Shri L Dinesh	Junior Assistant	Hostel Office	AR-Hostels	Shri K Ramesh Kumar	DR Students	Shri Rajnesh MP
170	S271	Shri George K T	HMA	Hostel Office	AR-Hostels	Shri K Ramesh Kumar	DR Students	Shri Rajnesh MP
27. HR Section								
171	S014	Shri V S Sastry	Assistant Registrar	HR	DR-HR	Cdr Alex Lilly Mary(Retd)	Dean-Faculty	Prof M Deepa
172	S058	Shri M Ramakesava	Junior Assistant	HR	AR-HR	Shri K Saikiran	DR-HR	Cdr Alex Lilly Mary(Retd)
173	S068	Ms S V Sree Devi	Section Officer	HR	AR-HR	Shri K Saikiran	DR-HR	Cdr Alex Lilly Mary(Retd)
174	S077	Shri K Sathesh	Junior Assistant	HR	AR-HR	Shri V S Sastry	DR-HR	Cdr Alex Lilly Mary(Retd)
175	S079	Ms G Shyamala Kumari	Junior Assistant	HR	AR-HR	Shri V S Sastry	DR-HR	Cdr Alex Lilly Mary(Retd)
176	S129	Shri N Shivakumar	Junior Assistant	HR	AR-HR	Shri K Saikiran	DR-HR	Cdr Alex Lilly Mary(Retd)
177	S143	Shri Naresh Kandradhi	Executive Assistant	HR	AR-HR	Shri V S Sastry	DR-HR	Cdr Alex Lilly Mary(Retd)
178	S171	Cdr Alex Lilly Mary(Retd)	Deputy Registrar	HR	Dean Admin	Prof. Raja Banerjee	Director	Prof. Murty B S
179	S180	Shri K Saikiran	Assistant Registrar	HR	DR-HR	Cdr Alex Lilly Mary(Retd)	Dean-Admin	Prof. Raja Banerjee
180	S280	Shri Venkanna Bolagani	Executive Assistant	HR	AR-HR	Shri K Saikiran	DR-HR	Cdr Alex Lilly Mary(Retd)
28. Hindi Cell								
181	S295	Shri Naveen Srivastava	Junior Hindi Translator	Hindi Cell	FIC	Dr Anupam Gupta	Dean-Admin	Prof. Raja Banerjee

Sl.No	ID No.	Name	Designation	Department	Reporting Officer	Name of Rep. Officer	Reviewing Officer	Name of Rev. Officer
29. Internal Audit								
182	S055	Shri G Vijay Kumar	Assistant	Internal Audit	AR-IA	Shri V S P Hanumantha Krishna	Registrar	Cmde Manohar Nambiar (Retd)
183	S117	Shri V S P Hanumantha Krishna	Assistant Registrar	Internal Audit	Registrar	Cmde Manohar Nambiar (Retd)	Director	Prof. Murty B S
184	S228	Shri Lakkoji Mamikanta	Multi Skill Assistant 1	Internal Audit	AR-IA	Shri V S P Hanumantha Krishna	Registrar	Cmde Manohar Nambiar (Retd)
30. International And Alumni Relations								
185	S065	Ms A. Pramitha	Section Officer	IAR	Dean-IAR	Prof. Pinaki P Bhattacharjee	Director	Prof. Murty B S
186	S223	Shri Akarapu Chaitranjan	Multi Skill Assistant 1	IAR	Dean-IAR	Prof. Pinaki P Bhattacharjee	Dean-IAR	Prof. Pinaki P Bhattacharjee
187	S259	Shri Azmath Ali SK	Executive Assistant	IAR	Dean-IAR	Prof. Pinaki P Bhattacharjee	Dean-IAR	Prof. Pinaki P Bhattacharjee
31. Department of Liberal Arts								
188	S225	Shri Anjaneyulu Botta	Junior Technician	Liberal Arts	FIC	Dr Nandini Ramesh	HOD	Dr. Shubha Ranganathan
Department of Liberal Arts & Department of Design								
189	S157	Shri Abani Kumar Das	Executive Assistant	LA&Design	HoD, LA & Design	Dr. Shubha Ranganathan, Prof. Deepak J Mathew	HOD, LA & Design	Dr. Shubha Ranganathan, Prof. Deepak J Mathew
190	S249	Ms Chintha Aujali	Multi Skill Assistant 1	LA&Design	HoD, LA & Design	Dr. Shubha Ranganathan, Prof. Deepak J Mathew	HOD, LA & Design	Dr. Shubha Ranganathan, Prof. Deepak J Mathew
32. Library								
191	S032	Dr C Mallikarjuna	Deputy Librarian	Library	FIC-Library	Dr-Shishir Kumar	Dean-Acad	Prof. Saptarshi Majumdar
192	S181	Shri Kimidi Siva Shankar	Assistant Librarian	Library	DL	Dr C Mallikarjuna	FIC-Library	Dr Shishir Kumar
193	S221	Ms Haseena V K K M	Library Information Assistant	Library	AL	Shri Kimidi Siva Shankar	DL	Dr C Mallikarjuna
194	S244	Shri Jayanta Kumar Sahu	Library Information Assistant	Library	AL	Shri Kimidi Siva Shankar	DL	Dr C Mallikarjuna
33. Department of Mechanical & Aerospace Engineering								
195	S040	Shri Vootla Srikanth	Technical Officer Grade I	MAE	FIC	Dr-Harsh N Dixit	HOD	Prof. Ramji M
196	S050	Shri S Jagadeesan	Junior Technician	MAE	FIC	Dr Venkatesham	HOD	Prof. Ramji M
197	S052	Shri Mohd. Abdulla	Junior Technician	MAE	FIC	Dr Syed Nizamuddin	HOD	Prof. Ramji M
198	S097	Shri Raju P	Technical Officer Grade I	MAE	FIC	Dr Ashok K Pandey	HOD	Prof. Ramji M
199	S103	Shri Ramu G	Technical Officer Grade I	MAE	FIC	Dr Gopinath	HOD	Prof. Ramji M
200	S185	Shri Paudicheri Madhu	Technical Superintendent	MAE	FIC	Dr Viswanath	HOD	Prof. Ramji M
201	S213	Shri Marepally Praveen Kumar	Junior Technician	MAE	FIC	Dr Gangadharan	HOD	Prof. Ramji M
202	S230	Shri Pillai Madhusankar Subramonia	Junior Technician	MAE	FIC	Dr Saravanan	HOD	Prof. Ramji M
203	S251	Shri Rekhala Vikram	Junior Technician	MAE	FIC	Dr Syed Nizamuddin	HOD	Prof. Ramji M
204	S283	Shri Vallakonda Santhosh kumar	Executive Assistant	MAE	HOD	Prof. Ramji M	HOD	Prof. Ramji M
34. Department of Mathematics								
205	S203	Shri Anand V	Technical Superintendent	Mathematics	HOD	Dr. P Anantha Lakshmi Narayana	HOD	Dr. P Anantha Lakshmi Narayana

Sl.No	ID No.	Name	Designation	Department	Reporting Officer	Name of Rep. Officer	Reviewing Officer	Name of Rev. Officer
35. Department of Mathematics & Department of Physics								
206	S147	Shri Mahaboob Moonavath	Executive Assistant	Mathematics & Physics	HoD, Phy & MA	Prof. V Kanchana, Dr. P Anantha Lakshmi Narayana	HoD, Phy & MA	Prof. V Kanchana, Dr. P Anantha Lakshmi Narayana
207	S217	Shri Maatla Vishal	Mtin Skill Assistant 1	Mathematics & Physics	HoD, Phy & MA	Prof. V Kanchana, Dr. P Anantha Lakshmi Narayana	HoD, Phy & MA	Prof. V Kanchana, Dr. P Anantha Lakshmi Narayana
36. Management Services								
208	S012	Shri T Vijay Anand	Section Officer	Management Services(MS)	AR-MS	Ms. V Surya Phani Kumari	DR-MS	Shri Syed Ali Sabeer
209	S017	Ms V Surya Phani Kumari	Assistant Registrar	Management Services(MS)	DR-MS	Shri Syed Ali Sabeer	Registrar	Cinde Manohar Nambiar
210	S035	Shri Chakali Papaiah	Multi Skill Assistant 2	Management Services(MS)	AR-MS	Ms. V Surya Phani Kumari	DR-MS	Shri Syed Ali Sabeer
211	S061	Shri P Srinivas	Multi Skill Assistant 2	Management Services(MS)	AR-MS	Ms. V Surya Phani Kumari	DR-MS	Shri Syed Ali Sabeer
212	S081	Shri K Velmurugan	Junior Assistant	Management Services(MS)	AR-MS	Ms. V Surya Phani Kumari	DR-MS	Shri Syed Ali Sabeer
213	S134	Shri Nalla Srinivas	Executive Assistant	Management Services(MS)	AR-MS	Ms. V Surya Phani Kumari	DR-MS	Shri Syed Ali Sabeer
214	S138	Shri Syed AH Sabeer	Deputy Registrar	Management Services(MS)	Registrar	Cinde Manohar Nambiar	Director	Prof. Mury B S
215	S152	Shri N Pradeep Kumar	Executive Assistant	Management Services(MS)	AR-MS	Ms. V Surya Phani Kumari	DR-MS	Shri Syed Ali Sabeer
216	S154	Shri M Sandeep	Multi Skill Assistant 1	Management Services(MS)	AR-MS	Ms. V Surya Phani Kumari	DR-MS	Shri Syed Ali Sabeer
217	S209	Shri Dhananjay K	HMA	MS Section, Guest House	AR-MS	Ms. V Surya Phani Kumari	DR-MS	Shri Syed Ali Sabeer
218	S220	Shri Kotamla Srikanth	Multi Skill Assistant 1	MS Section, Guest House	AR-MS	Ms. V Surya Phani Kumari	DR-MS	Shri Syed Ali Sabeer
219	S236	Shri Ramnaresh B	Multi Skill Assistant 1	MS Section, Guest House	AR-MS	Ms. V Surya Phani Kumari	DR-MS	Shri Syed Ali Sabeer
37. Department of Materials Science and Metallurgical Engineering								
220	S070	Shri Manche Venkata Srinivas	Junior Technician	MSME	FIC	Prof. Janakiram G.D. and/or Dr. Mayur Vaidya	HOD	Prof. Suthash Ranjan Dey
221	S071	Shri B Balavandhi Raju	Technical Officer Grade I	MSME	FIC	Prof. Pinaki P. Bhattacharjee and/or Prof. Bharat B. Panigrahi and/or Prof. Suthash R. Dey	HOD	Prof. Suthash Ranjan Dey
222	S072	Shri E Rangaiyah	Junior Technician	MSME	FIC	Dr. Atul S. Deshpande and/or Dr. Shourya Dutta Gupta	HOD	Prof. Suthash Ranjan Dey
223	S107	Shri Upender Sunkari	Technical Officer Grade I	MSME	FIC	Prof. Suthash R. Dey and/or Dr. Mudrika Khundelwal	HOD	Prof. Suthash Ranjan Dey
224	S195	Ms Yarajani Sravani	Technical Superintendent	MSME	FIC	Dr. Chandrasekhar Murapaka and/or Dr. Deepu J. Babu	HOD	Prof. Suthash Ranjan Dey
225	S200	Shri Muriki Laxminarayana	Technical Superintendent	MSME	FIC	Dr. Sai Rama Krishna Malladi and/or Prof. Suthash R. Dey	HOD	Prof. Suthash Ranjan Dey
226	S202	Shri Chinnam Sivateja	Technical Superintendent	MSME	FIC	Dr. Rajesh Korla and/or Dr. Subhradeep Chatterjee	HOD	Prof. Suthash Ranjan Dey
227	S245	Shri Nalam Divakar	Junior Technician	MSME	FIC	Dr. Rajesh Korla	HOD	Prof. Suthash Ranjan Dey

Sl.No	ID No.	Name	Designation	Department	Reporting Officer	Name of Rep.Officer and/or	Reviewing Officer	Name of Rev.Officer
228	S272	Shri E R Jyothilingam	Junior Technician	MSME	FIC	Dr. Ranjith R. and/or Dr. Suresh K. Garlapati and/or Prof. Subhash R. Dey	HOD	Prof. Subhash Ranjan Dey
229	S277	Shri Asutya Kumar Biswal	Junior Technician	MSME	FIC	Prof. Bharat B. Panigrahi and/or Dr. Mudrika Khadelwal and/or Dr. Shourya Dutta Gupta	HOD	Prof. Subhash Ranjan Dey
230	S292	Ms Saimatha Gannabathula	Junior Technician	MSME	FIC		HOD	Prof. Subhash Ranjan Dey
38. Public & Corporate Relations								
231	S231	Shri Lalit Kishor Sharma	Multi Skill Assistant 1	PCR	Dean-PCR	Prof. C. Krishna Mohan	Dean-PCR	Prof. C. Krishna Mohan
232	S254	Ms Lingampally Neeraja	Executive Assistant	PCR	Dean-PCR	Prof. C. Krishna Mohan	Dean-PCR	Prof. C. Krishna Mohan
39. Department of Physics								
233	S045	Shri T Naarayanan	Technical Officer Grade I	Physics	FIC	Dr. J. Suryanarayana	HOD	Prof. V Kanchana
234	S092	Shri T Chengappa	Technical Superintendent	Physics	FIC	Dr. J. Mohanty	HOD	Prof. V Kanchana
235	S137	Shri Ranjit Kumar	Technical Superintendent	Physics	FIC	Dr. Saurabh	HOD	Prof. V Kanchana
236	S140	Shri Kanchigantla Rameshyadav	Technical Superintendent	Physics	FIC	Dr. Nithyanandan K	HOD	Prof. V Kanchana
237	S214	Shri Vadla Anjanah	Junior Technician	Physics	FIC	Dr. Arabinda Halder	HOD	Prof. V Kanchana
238	S256	Shri Samaresh Basant	Junior Technician	Physics	FIC	Dr. Mayukh	HOD	Prof. V Kanchana
40. Office of Career Services								
239	S063	Ms K Malini	Section Officer	Placement / OCS	FIC	Dr. Abhinav Kumar	Dean-PCR	Prof. C. Krishna Mohan
240	S131	Ms S Hemalatha	Executive Assistant	Placement / OCS	FIC	Dr. Abhinav Kumar	Dean-PCR	Prof. C. Krishna Mohan
41. R & D Section								
241	S002	Shri V Venkat Rao	Joint Registrar	R&D	Registrar	Cnde Manohar Nambiar (Retd)	Director	Prof. Murty B S
242	S007	Ms Razia Begum	Assistant	R&D	AR-R&D	Shri M Phanindra Kumar	DR(R&D)	Shri Jagadeswara Rao B
243	S013	Shri A Srinivas Rao	Executive Assistant	R&D	AR-R&D	Shri M Eswar Reddy	DR(R&D)	Shri Jagadeswara Rao B
244	S025	Shri M Phanindra Kumar	Assistant Registrar	R&D	DR(R&D)	Shri Jagadeswara Rao B	Deau-R&D	Prof. Kiran Kumar Kuchi
245	S053	Shri K Shiva	Assistant	R&D	AR-R&D	Shri M Eswar Reddy	DR(R&D)	Shri Jagadeswara Rao B
246	S056	Shri Mohd. Mirza Raza Ali Baig	Assistant	R&D	AR-R&D	Shri M Phanindra Kumar	DR(R&D)	Shri Jagadeswara Rao B
247	S161	Shri M Eswar Reddy	Assistant Registrar	R&D	DR(R&D)	Shri Jagadeswara Rao B	Dean-R&D	Prof. Kiran Kumar Kuchi
248	S222	Shri E Guruswamy	Junior Accountant	R&D	AR-R&D	Shri M Eswar Reddy	DR(R&D)	Shri Jagadeswara Rao B
249	S238	Shri Pradeep Kumar Jada	Multi Skill Assistant 1	R&D	AR-R&D	Shri M Eswar Reddy	DR(R&D)	Shri Jagadeswara Rao B
250	S275	Shri Gollapalli Nagesh	Junior Accountant	R&D	AR-R&D	Shri M Phanindra Kumar	DR(R&D)	Shri Jagadeswara Rao B
42. Security Office								
251	S087	Shri M Sreejith	Chief Security Officer	Security Office	Registrar	Cnde Manohar Nambiar (Retd)	Director	Prof. Murty B S
252	S232	Shri Prasad Boppa	Multi Skill Assistant 1	Security Office	CSO	Lt Cdr M Sreejith(Retd)	CSO	Lt Cdr M Sreejith(Retd)
43. Safety Office								
253	S156	Shri Pyaram Purushotham	Security Officer	Safety Office	Convener, Safety Committee	Prof. Tarun K. Panda	Dean- Planning	Prof. KVL Subramaniam

Sl.No	ID No.	Name	Designation	Department	Reporting Officer	Name of Rep. Officer	Reviewing Officer	Name of Rev. Officer
44. Sports Department								
254	S038	Shri Vikram Pratap Singh Bundela	Sports Officer Grade-I	Sports Department	FIC Sports	Dr. Asif Qureshi	Dean-Students	Prof. Rajalakshmi
255	S039	Shri Md Akbar	Sports Officer Grade-I	Sports Department	FIC Sports	Dr. Asif Qureshi	Dean-Students	Prof. Rajalakshmi
256	S197	Shri Baba Aditya Varma P	Sports Officer Grade-I	Sports Department	FIC Sports	Dr. Asif Qureshi	Dean-Students	Prof. Rajalakshmi
257	S201	Ms Ruchi Yadav	Sports Officer Grade-I	Sports Department	FIC Sports	Dr. Asif Qureshi	Dean-Students	Prof. Rajalakshmi
258	S241	Ms Kherkar Purva Ganeshrao	Physical Training Instructor	Sports Department	FIC Sports	Dr. Asif Qureshi	FIC Sports	Dr. Asif Qureshi
259	S242	Shri Anil Kumar Kushwaha	Physical Training Instructor	Sports Department	FIC Sports	Dr. Asif Qureshi	FIC Sports	Dr. Asif Qureshi
260	S289	Shri Hardeep	Sports Officer Grade-I	Sports Department	FIC Sports	Dr. Asif Qureshi	Dean-Students	Prof. Rajalakshmi
45. Stores & Purchase Section								
261	S030	Shri Pothananka Sree Ramakrishna	Section Officer	Stores & Purchase	AR-S&P	Shri Suresh Narayanan Nair	DR -S&P	Shri Jagadeswara Rao B
262	S036	Shri S Thirunavukkarasu	Multi Skill Assistant 2	Stores & Purchase	AR- S&P	Shri Suresh Narayanan Nair	DR- S&P	Shri Jagadeswara Rao B
263	S037	Shri Arun Kumar Chidrupa	Multi Skill Assistant 2	Stores & Purchase	AR- S&P	Shri Suresh Narayanan Nair	DR- S&P	Shri Jagadeswara Rao B
264	S067	Shri Palle Mohan Kumar	Section Officer	Stores & Purchase	AR-S&P	Shri Suresh Narayanan Nair	DR-S&P	Shri Jagadeswara Rao B
265	S114	Shri Suresh Narayanan Nair	Assistant Registrar	Stores & Purchase	DR-S&P	Shri Jagadeswara Rao B	Dean-Admin	Prof. Raja Banerjee
266	S119	Ms Debarpita Patra	Junior Assistant	Stores & Purchase	AR-S&P	Shri Suresh Narayanan Nair	DR-S&P	Shri Jagadeswara Rao B
267	S121	Ms N Aruna	Junior Assistant	Stores & Purchase	AR-S&P	Shri Suresh Narayanan Nair	DR-S&P	Shri Jagadeswara Rao B
268	S125	Ms Vijaya Lakshmi A	Executive Assistant	Stores & Purchase	AR-S&P	Shri Suresh Narayanan Nair	DR-S&P	Shri Jagadeswara Rao B
269	S145	Shri Jagadeswara Rao B	Deputy Registrar	Stores & Purchase	Dean-Admin	Prof. Raja Banerjee	Director	Prof. Murty B S
270	S264	Shri S Gunavant Narayan	Executive Assistant	Stores & Purchase	Stores & Purchase	Shri Suresh Narayanan Nair	DR -S&P	Shri Jagadeswara Rao B
271	S279	Shri Sankarreddy A	Executive Assistant	Stores & Purchase	AR-S&P	Shri Suresh Narayanan Nair	DR -S&P	Shri Jagadeswara Rao B
272	S286	Shri Dinakar Pyla	Executive Assistant	Stores & Purchase	AR-S&P	Shri Suresh Narayanan Nair	DR -S&P	Shri Jagadeswara Rao B

46. Note:

All Admin staff attached to departments will have HOD as the Reporting and Reviewing Officer. Wherever there is one staff attached to 2 depts, the report will be written by one HOD and concurred by the 2nd. Alphabetical sequence will be followed for determining the Dept which has to write the report.

HOD(BME): 2021 and HOD(BT): 2022

HOD(CH): 2021 and HOD(MSME): 2022

HOD(CC): 2021 and HOD(CSE): 2022

HOD(Des): 2021 and HOD(LA): 2022

HOD(Math): 2021 and HOD(Phys): 2022

HOD(AL): 2021, HOD(CC): 2022 and HOD(ES): 2023

Note: The above arrangement is subject to change as and when there is change of incumbent. For latest arrangement, HR Section may be contacted.

INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD
KANDI – 502284, Sangareddy

Application for Sabbatical Leave

(To take up advanced research/teaching assignment/any other academic activity in India or abroad)

PART-I

(To be filled by the faculty concerned)

1. Name & Emp. Code _____
2. Designation _____
3. Name of the Department _____
4. Date of Joining the Institute _____
5. Field of specialization _____
6. a) Purpose of leave **Tick any one**
 - i. To conduct research or advanced studies in India or abroad.
 - ii. To write textbooks, standards, works and other literature.
 - iii. To visit or work in Industrial concerns and technical department of Government to gain practical experience in their respective fields
 - iv. To visit or work in a University Industry or Government research Laboratories in India and abroad; and
 - v. Any other purpose for the academic development of the faculty members, as approved by the Board of Governor. Please specify __________

(b) Name & Address of the organization _____
during the leave

c) Financial Arrangements _____

i. Amount to be received as salary /
Fellowships/ stipend/per diem/ honorarium/
travel grant/other consideration _____

ii. Financial support will be provided by _____

Note: Enclose copy of offer covering details of 6(a) through 6 (c)

7. Importance of the activity for self-development and Institute programmes

8. Details of long leave (i.e. more than 6 months) availed previously along with purpose and duration _____

9. Period of leave requested

a) Sabbatical leave From _____ To_____ (Months___ Days___)

b) Earned Leave:
(if (a) above is more than 1 yr) From _____ To_____ (Days_____)

c) HPL
(if (a) above is more than 1 yr) From _____ To_____ (Days_____)

(Note: The period of sabbatical leave shall not exceed one year at a time including vacations, if any but the Board may grant in addition any other leave up to a maximum of 120 days which the member might have earned during the service at the Institute)

10. Arrangement during leave period for

a) Teaching

b) Masters/PhD Thesis supervision

c) Sponsored projects

d) Consultancy Projects

e) Involvement of JEE/GATE work

f) Any other institute responsibility

11. If residing on campus indicate whether

a) Your family will continue to stay in the residence

b) You will make the house available for temporary allotment to a Faculty member/research staff of the Institute as caretaker during leave period

Date: _____

Signature of the employee

PART-II

12. Remark & recommendations of the Head of the Department

(a)	No. of faculty members	In position: _____
(b)	Recommendation by the HoD for leave in view of the teaching responsibility of faculty concerned	
(c)	Is the work to be done recommended in the research interest of the Department and /or the professional development of faculty member concerned?	

(d)	Comment on the proposed arrangement under serial no.10	
-----	--	--

Date: _____

Signature of the Head of Dept.

PART-III

13. Remarks by Establishment Section

(a) Particulars of assignment _____

(b) Period of leave requested From _____ To _____

i. Sabbatical Leave _____

ii. Earned Leave: (if (i) above is more than 1 yr) _____

iii.HPL (if (i) above is more than 1 yr) _____

iv. Leave duration (i + ii + iii above) _____

(c) Leave Entitlement

i.Date of Joining the Institute _____

ii. Date of Superannuation _____

iii. Balance of service on the date of commencement of leave _____

iv. Balance of service on the date of returning from the leave _____

v. Sabbatical leave availed in the past _____

(a) Sabbatical leave for 1st time _____

(b) Sabbatical leave for 2nd time _____

Balance of leave to be left after 13(b) above. (i) EL _____

(ii) HPL _____

(d) Whether recommendation of the HoD is attached Yes / No

(e) General remarks/ recommendations

Registrar

Dean (Admin)

14. Recommendation of the **Dean (F)**15. Decision of **the Director**

(a) Approved

(b) Orders (if any)

INSTITUTE GUIDELINES FOR GRANT OF SABBATICAL LEAVE

1. Sabbatical leave shall be admissible to a member of Faculty Member
 - (a) After completion of six years or more of continuous service with the Institute;
 - (b) Where he availed of special leave or deputation for a period of one year or more, after completion of six years or more of service with the Institute after his return from such special leave.
2. In no case Sabbatical leave shall exceed three times during the entire service of the Teaching Staff or Faculty Member.
3. Sabbatical leave may be granted for one or more of the following objects, namely:
 - (a) To conduct research or advanced studies in India or abroad,
 - (b) To write text books, standard works and other literature,
 - (c) To visit or work in Industrial concerns and technical departments of Government to gain practical experience in their respective fields,
 - (d) To visit or work in a University, Industry or Government research laboratories in India and abroad, and
 - (e) Any other purposes for the academic development of the Teaching Staff/Faculty Member, as approved by the Board of Governors.
4. The grant of sabbatical leave shall be subject to the following conditions, namely:
 - (a) The period of sabbatical leave shall not exceed one year at a time including vacations, if any but the Board may grant in addition any other leave up to a maximum of 120 days which the member might have earned during the service at the Institute;
 - (b) A member of the Teaching Staff or Faculty Member shall during the period of sabbatical leave, be paid full salary and allowances as admissible under the normal rules but he shall not be entitled to any travelling allowance or any extra allowances in India or abroad
 - (c) No substitute shall be appointed in the vacancy and his work shall be shared by the other members of the faculty;
 - (d) A member of the Teaching Staff or Faculty Member shall not undertake during the period of sabbatical leave, any regular appointment under any other organization in India or abroad; he shall, however, be free to receive a scholarship or fellowship or bursary or any other 'ad hoc' honorarium other than his regular employment.
 - (e) A member of the Teaching Staff or Faculty Member availing sabbatical leave shall furnish a bond in the prescribed form to serve the Institute for a minimum period of three years on return to duty.

~~~~~

**BOND TO BE EXECUTED BY FACULTY PROCEEDING ON SABBATICAL LEAVE**

(to be submitted on Rs.100/- Indian Judicial Stamp Paper)

This **BOND** (“**Bond**”) is executed on \_\_\_\_\_ (date) of \_\_\_\_\_ (month), \_\_\_\_\_ (year) at **IIT Hyderabad, Kandi-502285**.

KNOW ALL THOSE WHO ARE PRESENT THAT I \_\_\_\_\_, son/daughter/wife of \_\_\_\_\_, aged about \_\_\_\_\_ years, residing at \_\_\_\_\_ presently employed as \_\_\_\_\_ in the Indian Institute of Technology Hyderabad, (hereinafter called “**the Obligor**”).

**and**

(i) Prof./Dr./Shri/Smt. \_\_\_\_\_ son of Prof./Dr./Shri/Smt. \_\_\_\_\_, aged \_\_\_\_\_ about \_\_\_\_\_ years, residing \_\_\_\_\_ having \_\_\_\_\_ permanent address at \_\_\_\_\_; (ii)(Optional) Prof/Dr./Shri/Smt. \_\_\_\_\_ son of Prof./Dr./Shri/Smt. \_\_\_\_\_, aged \_\_\_\_\_ about \_\_\_\_\_ years, residing \_\_\_\_\_ having \_\_\_\_\_ permanent address at \_\_\_\_\_; (iii) (Optional) Prof/Dr./Shri/Smt. \_\_\_\_\_ son of Prof./Dr./Shri/Smt. \_\_\_\_\_, aged \_\_\_\_\_ about \_\_\_\_\_ years, residing \_\_\_\_\_ having permanent address at \_\_\_\_\_ (hereinafter referred to as “**the Guarantor(s)**”). (*Note: It is not mandatory for the Obligor to have more than one Guarantor for him*).

The Obligor and the Guarantor(s) are individually referred to as “the Obligor” and “the Guarantor(s)” respectively, but collectively as “the Parties”.

WHEREAS the parties do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Indian Institute of Technology, Hyderabad (hereinafter called “**The Institute**”) on demand a sum together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between the country and India and TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Institute.

WHEREAS **the Obligor** is granted sabbatical leave by the IIT Hyderabad for the period of \_\_\_\_\_ months starting from \_\_\_\_\_ up to \_\_\_\_\_ vide its Office Order No. \_\_\_\_\_ dated \_\_\_\_\_ for the purpose of \_\_\_\_\_.

WHEREAS for better protection of the Institute’s interests, the Obligor has agreed to execute this bond with such conditions as hereunder written.

AND WHEREAS the said Guarantor(s) has/have agreed to stand surety and execute this bond on behalf of the above bounden duty of the Obligor.

Now the Conditions of the Above Written Obligation Are

**THAT** the Obligor agrees and will not engage himself in or seek or obtain any employment or work or render services in any capacity or under any designation with any other person, company, firm, undertaking or business or trade in the Union of India or elsewhere, other than the purpose of sabbatical leave granted.

**THAT** the Obligor, during the period of sabbatical leave (including extensions, if any) and upon completion, agrees and promises to come back and serve the Institute for a minimum period of 36 months or as stipulated in the Statues and amended from time to time, excluding the notice period required to terminate his employment with the Institute.

**THAT** in the event of 'the Obligor' failing to resume duty or resigning or retiring voluntarily from service or otherwise quitting without returning to duty after the expiry or termination of the period of the sabbatical leave or any extension in leave of any kind in continuation of the said leave or at any time within a period of three years after the Obligor returns to duty or in the event of his/her removal or dismissal from service for any kind of misconduct during the aforesaid period, the Obligor and the Guarantor(s) hereby agree to pay back to the Institute forthwith the entire amount of money received by the Obligor by way of salary and allowances during the said leave period, together with interest thereon at the rates in force on Government loans, at the time of demand by the Institute.

**THAT** the Parties agree to discharge individually or jointly the monetary liabilities devolving on them in the event of breach of the conditions of this bond. The Guarantor(s), who has/have signed as such on this bond, shall be equally liable to discharge all the monetary liabilities arising out of the breach of the bond only when the Obligor does not respond to the communication sent to him by the Institute in this regard or fails to discharge the said monetary liabilities by the due date and if his/her Pension fund is outside legal reach.

**THAT** without prejudice to the right of the Institute to recover the sum including interest as aforesaid, it is hereby further agreed by the Obligor that in the event of his not reporting back to duty at the Institute after the expiry of his/her Sabbatical leave or any extension in leave of any kind in continuation of the sabbatical leave, he/she shall be deemed to have resigned from the Institute and his/her relationship with the Institute as an employee shall cease immediately from the date of expiry of sabbatical leave/extended period of leave as the case may be.

**THAT** upon fulfillment of the conditions of this bond by the Obligor/Guarantor(s), to the full satisfaction of the Institute, the aforesaid written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

**PROVIDED ALWAYS** that the liability of the Guarantor(s) hereunder shall not be impaired or discharged by reason of time being granted, and by any forbearance act or omission of the Institute or any person authorized by it (whether with or without the consent or knowledge of the Guarantor(s)) nor shall it be necessary for the Institute to sue the Obligor before suing the Guarantor(s) for amounts due hereunder.

**PROVIDED FURTHER THAT** this Bond shall in all respects be governed by the Laws of India for the time being in force and rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate courts in India.

**IN WITNESS WHEREOF THE PARTIES HERETO HAVE SET THEIR HAND THIS DAY, MONTH AND THE YEAR FIRST HEREIN ABOVE MENTIONED.**

**Signature of the OBLIGOR** \_\_\_\_\_

**GUARANTOR-1:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

**GUARANTOR-2: (Optional)**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

**GUARANTOR-3: (Optional)**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

**WITNESS:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

**INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD**  
**(List of Committees, their composition and mandate)**

As on 16<sup>th</sup> August, 2021

| Sl. No. | Committee                                                     | Members                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Contact                                                                                                                                        | W.e.f.     | Term  |
|---------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|
| 1.      | Student Grievance Committee (Academic & Non Academic matters) | Dr.Manish Niranjan, Convener<br>FIC-Sunshine<br>Dr.Shantanu Desai, AI<br>Dr.Hari Krishnan, BME<br>Dr.Ashish Misra, Bio-tech.<br>Dr.Praveen Meduri, Chem. Engg.<br>Dr.Tarun K Panda, Chemistry<br>Dr.Zeeshan Ali, CE<br>Dr.Kaushik Nayak, Climate Change<br>Dr.Rogers Mathew, CSE<br>Dr.Mohd.Shahid, Design<br>Dr.Siva Kumar, EE<br>Dr.Aravind Rengan, Engg. Science<br>Dr.M.P.Ganesh, EM<br>Dr.Gaurav Dhamija, LA<br>Dr.Subhradeep Chatterjee, MSME<br>Dr.Ch.Narasimha Kumar, Mathematics<br>Dr.Ashok Kumar Pandey, MAE<br>Student Welfare Secretary – Gymkhana | <a href="mailto:manish@phy.iith.ac.in">manish@phy.iith.ac.in</a>                                                                               | 05/03/2021 | 3 yrs |
| 2.      | Project Monitoring Committee for IITH Research Park           | Director<br>Dean (planning)<br>Dean (R& D)<br>Dean (IAR)<br>Faculty-in-charge for Entrepreneurship                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <a href="mailto:dean.plan@iith.ac.in">dean.plan@iith.ac.in</a>                                                                                 | 02/11/2017 |       |
| 3.      | Library Committee                                             | Dr.Shishir Kumar, Convener<br>Dr.Kaushik Nayak, Member EE<br>Dr.Anamika B, Member BT<br>Dr.Manohar Kaul, Member, CSE<br>Dr.Shourya Dutta Gupta, Member, MSME<br>Dr.Satish Regonda, Member CE<br>Dr.Aalok Khandekar, Member, LA<br>Dr.Falguni Pati, Member, BM<br>Dr.Bhakti Bhusan Manna, Membe, MA<br>Dr.Ashutosh Kr Mishra, Member, CY<br>Dr.Satyavrata Samavedi, Member, CH<br>Dr.Arabinda Halder, Member, PHY<br>Dr.Gangadharan, Member, ME<br>Dr.Delwyn Jude Remedios, Member, Design                                                                       | <a href="mailto:shishir@ee.iith.ac.in">shishir@ee.iith.ac.in</a><br><br><a href="mailto:mallikarjunac@iith.ac.in">mallikarjunac@iith.ac.in</a> | 25/01/2018 |       |
| 4.      | Quarters Allotment Committee                                  | Dr.Ranjith Ramadurai<br>Dr.V Chandrika Prakash<br>Dr. N Seetha                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <a href="mailto:office.housing@iith.ac.in">office.housing@iith.ac.in</a>                                                                       | 30/07/2019 |       |
| 5.      | Faculty & Staff Grievance Committee                           | Prof.C Krishna Mohan<br>Prof.KVL Subramaniam<br>Ms.Alex Lily Mary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <a href="mailto:ckm@cse.iith.ac.in">ckm@cse.iith.ac.in</a>                                                                                     | 23/09/2019 | 3 Yrs |
| 6.      | Sports Advisory Committee                                     | Dr.AsifQureshi<br>Dr.Pritha Chatterjee<br>Dr.Rogers Mathew                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <a href="mailto:fic.sports@iith.ac.in">fic.sports@iith.ac.in</a>                                                                               | 02/01/2020 | 1 Yr  |
| 7.      | Hospital and Health Advisory Committee                        | Prof.M Ramji<br>Dr.T Raja Adharnath<br>Prof.Renu John<br>Dr.Subha Narayan Rath<br>Dr.Haripriya Narasimhan<br>Mr.Kalyan Kumar Narla<br>Mr.Santosh Reddy (Student Nominee)                                                                                                                                                                                                                                                                                                                                                                                        | <a href="mailto:ramji_mano@mae.iith.ac.in">ramji_mano@mae.iith.ac.in</a>                                                                       | 24/02/2020 | 3 Yrs |

| Sl. No. | Committee                                          | Members                                                                                                                                                                                                                                                                                                                                                               | Contact                                                   | W.e.f.     | Term  |
|---------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|------------|-------|
| 8.      | Women Cell                                         | Dr.Vandana Sharma<br>Dr.Shuhita Bhattacharjee<br>Cdr. Alex Lily Mery                                                                                                                                                                                                                                                                                                  | women_cell<br>@iith.ac.in                                 | 09/03/2020 | 3 yrs |
| 9.      | Institute Biosafety Committee                      | <b>Chairman:</b><br>Prof.B.S Murty, Director,<br><b>Member Secretary:</b><br>Dr.Jyotsnendu Giri Asso. Prof.<br>BME<br><b>Members</b><br>Dr.Suhanya Duraisamy<br>Dr.Rajkumara Erappa<br>Dr.Falguni Pati<br><b>Biosafety Officer:</b><br>Dr.Raja Adhanath, Medical<br>Officer,<br><b>External Expert</b><br>Dr.Girish K Radhakrishnan,<br>Scientist D, NIAB, Hyderabad, | jgiri<br>@bme.iith.ac.in                                  | 17/04/2020 |       |
| 10.     | Taskforce for establishment of KV School in IITH   | Prof.Raja Banerjee, Dean (Admin), Chairman<br>Cmde M Nambiar, Registrar<br>Prof.S.Sireesh,Dean (Planning)<br>Prof.P.Rajalakshmi, Dean (Student Affairs)<br>Dr.Ranjith R, Dept. of MSME<br>Dr.Shiva Ramakrishna V, Dept. of EE<br>Mr.KS Ravindra Babu, SE<br>Mr.Ali Sabeer Syed, DR (MS)<br>Mr.S. Laxman, AR<br>Mr.N. Srisailam, AR(Accounts)                          | dean.admin<br>@iith.ac.in                                 | 10/06/2020 |       |
| 11.     | Institute Ranking Committee                        | Prof. Vinod Janardhanan, Convener<br>Dr.Raavi Sai Santosh Kumar<br>Dr.Manish Singh                                                                                                                                                                                                                                                                                    | vj<br>@che.iith.ac.in                                     | 03/08/2020 | 3 Yrs |
| 12.     | Coordination Committee of Rural Development Center | Head, Rural Development Centre, Chairman<br>Dr.M K Madhavan, Convener<br>UBA Coordinator<br>NSS Coordinator<br>Dr.Badri Narayan Rath<br>Dr.Amit Acharyya<br>Dr.Aravind Kumar Rengan<br>Dr.Shiva Ji<br>Dr.Ambika S                                                                                                                                                     | prem<br>@phy.iith.ac.in<br><br>mkm<br>@ce.iith.ac.in      | 03/08/2020 | 3 Yrs |
| 13.     | Plantation Committee                               | Dr.Rajesh Korla (Convener)<br>Dr.T. Bhimarjuna Reddy<br>Dr.V. Ashish Mishra<br>Dr.Shiva Ji<br>Dr.M.Narasimha Kumar<br>Dr.Suhas R Dey<br>Dr.Neerai Kumar<br>Dr.Tanmoy Paul<br>Dr.Ranjith Ramadurai<br>Dr.Lakshmi Natarajan<br>Dr.Mahendra K Madhavan<br>Dr.Karteek Sreenivasaih<br>Mr.D.V.Subrahmanyam                                                                 | rajeshk<br>@msme.iith.ac.<br>In                           | 04/09/2020 | 3 Yrs |
| 14.     | BUILD Project Monitoring Committee (BMPC)          | Dean (Students), Chairperson<br>Faculty-in-Charge(SA), Convener<br>Dr.Ch. Gajendranath Chaudhury, Member<br>Dr.Rogers Mathew, Member<br>Dr.Avinash Eranki, Member<br>DR (Students), Secretary                                                                                                                                                                         | fic.sa<br>@iith.ac.in<br><br>dean.students<br>@iith.ac.in | 04/12/2020 | 3 Yrs |

| Sl. No. | Committee                                                                               | Members                                                                                                                                                                                                                                                                                                                                                                                                                                                | Contact                                                                                                                                          | W.e.f.     | Term  |
|---------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|
| 15.     | Disciplinary Action Committee (DAC)                                                     | 1. Dean (PCR)<br>2. Dean (Academic)<br>3. Dean (Student)<br>4. Faculty-in-Charge (Sunshine)<br>5. Prof. Bharat B. Panigrahi<br>6. Dr.Vandana Sharma<br>7. HCU Chair<br>8. Warden (1 representative)<br>9. Student Representatives I (Gymkhana President)<br>10. Student Representatives 2 (Gymkhana Secretary)<br>11. Deputy Registrar (Student)                                                                                                       | <a href="mailto:dean.pcr@iith.ac.in">dean.pcr@iith.ac.in</a>                                                                                     | 08/12/2020 |       |
| 16.     | Space Committee                                                                         | Dr.Jyoti Ranjan Mohanty<br>Prof.Bharat B Panigrahi<br>Dr.Surendra Kumar Martha<br>Dr.Rajkumara Eerappa<br>Dr.Neelakantan                                                                                                                                                                                                                                                                                                                               | <a href="mailto:space@iith.ac.in">space@iith.ac.in</a>                                                                                           | 21/01/2021 | 3 Yrs |
| 17.     | SC-ST Cell                                                                              | Prof.C.Krishna Mohan<br>Prof.Bharath B Panigrahi<br>Dr.K.P.Prabheesh<br>Mr.S.Laxman, AR<br>Ms.N.Aruna, Jr. Assistant                                                                                                                                                                                                                                                                                                                                   | <a href="mailto:ckm@cse.iith.ac.in">ckm@cse.iith.ac.in</a>                                                                                       | 25/01/2021 | 3 Yrs |
| 18.     | Hindi Cell                                                                              | Dr.Anupam Gupta (FIC)                                                                                                                                                                                                                                                                                                                                                                                                                                  | <a href="mailto:agupta@phy.iith.ac.in">agupta@phy.iith.ac.in</a>                                                                                 | 03/02/2021 | 3 Yrs |
| 19.     | Liaison officer for implementation of Reservation policy in respect of OBC, PWD and EWS | Dr.Narasimha Mangadoddy                                                                                                                                                                                                                                                                                                                                                                                                                                | <a href="mailto:narasimha@che.iith.ac.in">narasimha@che.iith.ac.in</a>                                                                           | 03/02/2021 | 3 Yrs |
| 20.     | Anti-Ragging Committee                                                                  | Dean (Students) - Chairperson<br>Dr.Siva Rama Kishna Vanjari - Convener<br>Dr.Saravanan Balusamy<br>Dr.Viswanath RR S R Ch<br>Dr.Sameen Naqvi<br>Dr.Muvvala Gopinath<br>Dr.Bhabani Shankar Mallik<br>Mr.MP Rajnesh, DR - Secretary                                                                                                                                                                                                                     | <a href="mailto:dean.students@iith.ac.in">dean.students@iith.ac.in</a><br><br><a href="mailto:svanjari@ee.iith.ac.in">svanjari@ee.iith.ac.in</a> | 27/11/2020 | 3 Yrs |
| 21.     | NISP Committee                                                                          | 1.Dean (R&D) - Chairman<br>2.FIC, IPFC Cell<br>3.FIC, Incubation, Innovation & Start Up<br>4.FIC, Research Park.<br>5.FIC, Office of Career Services<br>6.FIC, Students Activities                                                                                                                                                                                                                                                                     | <a href="mailto:dean.rnd@iith.ac.in">dean.rnd@iith.ac.in</a>                                                                                     | 30/03/2021 | 3 Yrs |
| 22.     | Safety Committee                                                                        | 1.Prof.Tarun Kumar Panda, Chemical Safety - Convener<br>2.Dr.Meduri Praveen, Fire Safety<br>3.Dr.Pradeep Yemula, Electrical Safety<br>4.Dr.Harish Nagaraj Dixit, Mechanical Safety<br>5.Dr.Saurabh Sandilya, Radiation and Laser Safety<br>6.Dr.Debraj Bhattacharyya, Water Safety<br>7.Dr.T.Shashidhar, Air Pollution and Safety<br>8.Dr.Sandipan Ray, Bio-safety<br>9.Dr.Anindita Majumdar, Member Secretary of Institutional Ethics Committee (IEC) | <a href="mailto:tpanda@chy.iith.ac.in">tpanda@chy.iith.ac.in</a>                                                                                 | 22/03/2021 | 3 Yrs |

| Sl. No. | Committee                                                                                                        | Members                                                                                                                                                                                                                                                                | Contact                                                                | W.e.f.     | Term  |
|---------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|------------|-------|
|         |                                                                                                                  | 10.Dr.Mudrika Khandelwal,<br>Member Secretary of Institute<br>Committee on Stem Cell<br>Research (IC-SCR)<br>11.Dr.Jyotsnendu Giri, Member<br>secretary of Institute<br>Biological Safety Committee<br>(IBSC)<br>12.Lt Cdr Sreejith, CSO<br>13.Mr.KS Ravindra Babu, SE |                                                                        |            |       |
| 22.     | Equal Opportunity Cell                                                                                           | Dr.Narasimha M, Chair & LO<br>Dr.Asif Qureshi, Member<br>Dr.Maria Francis, Member<br>Mrs.Chanchala Devi D, Member<br>Mr.Md. Jameel, Member                                                                                                                             | <a href="mailto:narasimha@che.iith.ac.in">narasimha@che.iith.ac.in</a> | 13/05/2021 | 3 Yrs |
| 23.     | Internal Complaints Committee for Prevention, Prohibition & Redress of Sexual Harassment of Women at Work place. | Dr.M.Deepa<br>Dr.Amrita Deb<br>Dr.Shubha Ranganathan<br>Smt.Sundari R P, Advocate from<br>M/s Tempus Law Associates                                                                                                                                                    |                                                                        | 29/01/2014 |       |
| 24.     | Faculty & Staff Grievance Committee                                                                              | Prof.C.Krishna Mohan<br>(Chairman)<br>Prof.KVL Subrahmanyam<br>Ms.Alex Lilly Mary, DR                                                                                                                                                                                  | <a href="mailto:ckm@cse.iith.ac.in">ckm@cse.iith.ac.in</a>             | 23/09/2019 | 3 Yrs |
| 25.     | High End Electrical Infrastructure Advisory Committee                                                            | Dr.Shiva Kumar, Convenor<br>Dr.Pradeep Kr Yemula<br>Dr.Ravikumar Bhimasinghu<br>Dr.Rupesh Wandhare                                                                                                                                                                     |                                                                        | 06/02/2020 | 3 Yrs |
| 26.     | Hospital and Health Advisory Committee                                                                           | Prof.M.Ramji<br>Dr.T.Raja Adharnath<br>Prof.Renu John<br>Dr.Subha Narayan Rath<br>Dr.Haripriya Narasimhan<br>Mr.Kalyan Kumar Narla - Staff<br>Mr.Santhosh Reddy, - Student                                                                                             |                                                                        | 24/02/2020 | 3 Yrs |
| 27.     | Coordination Committee of Rural Development Centre                                                               | Head, RDC<br>Dr.Mahendrakumar Madhavan -<br>Convenor<br>UBA Coordinator<br>NSS Coordinator<br>Dr.Badri narayan Rath<br>Dr.Amit Acharya<br>Dr.Aravind Kumar Rengan<br>Dr.Shiva Ji<br>Dr.Ambika S                                                                        |                                                                        | 03/08/2020 | 3 Yrs |
| 28.     | BUILD Project Monitoring Committee (BPMC)                                                                        | Dean (Students) – Chair<br>FIC (SA)<br>Dr.Ch.Gajendra Chaudhary<br>Dr.Rogers Mathew<br>Dr.Avinash Eranki<br>DR(Students) - Secretary                                                                                                                                   |                                                                        | 04/12/2020 | 3 Yrs |
| 29.     | Student Welfare Committee                                                                                        | Dean (Students) – Chair<br>Dean (Acad)<br>FIC (SA)<br>FIC(Clinic)<br>President, Gymkhana<br>Welfare Secretary<br>President, IITH Alumni Asstn.<br>JR(F&A)<br>DR(Students) - Secretary                                                                                  | <a href="mailto:dean.students@iith.ac.in">dean.students@iith.ac.in</a> | 14/07/2021 |       |

| Sl. No. | Committee                                         | Members                                                                                                                                                                                                              | Contact                                                                                                                                            | W.e.f.   | Term |
|---------|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------|------|
| 30.     | Official Language Implementation Committee (OLIC) | 1. Director – Chairman<br>2. Registrar – Vice-Chairman<br>3. JR(F&A) - Member<br>4. DR(MS) - Member<br>5. DR(Acad) - Member<br>6. DR(S&P) - Member<br>7. Dy. Librarian - Member<br>8. FIC(Hindi Cell) – Member Secy. | <a href="mailto:office.registrar@iith.ac.in">office.registrar@iith.ac.in</a><br><br><a href="mailto:registrar@iith.ac.in">registrar@iith.ac.in</a> | 06/09/21 |      |
|         |                                                   |                                                                                                                                                                                                                      |                                                                                                                                                    |          |      |

**INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD**

**Section-wise Channel of Submission and Approval for Various Activities**

**1. Academics Section**

**UG Section**

| S.No. | Item of Work                                                           | Channel of Submission                                                              | Timeline  |
|-------|------------------------------------------------------------------------|------------------------------------------------------------------------------------|-----------|
| 1     | Grade Change                                                           | Course Instructor >> HOD >> DA >> AR >> DR >> Dean                                 | 2-3 days  |
| 2     | Honors Degree Adding, Minors Degree Adding, Double Major Degree Adding | FA >> DUGC > HOD >> DA >> AR >> DR >> Dean                                         | 2-3 days  |
| 3     | Honors Degree Dropping, Minors Degree Dropping, Double Major Dropping  | FA >> DUGC >> DA >> AR                                                             | 2-3 days  |
| 4     | No Dues (UG)                                                           | Approval from all Section / Departments >> JR (F&A) >> DA >> DR (A.P) >> Registrar | 2 days    |
| 5     | Duplicate Student ID-Card                                              | DA >> AR >> DR (A.P)                                                               | 5-7 days  |
| 6     | Substitution of Elective Course                                        | FA >> DUGC >> HOD >> DA >> AR >> DR >> Dean                                        | 2-3 days  |
| 7     | Withdrawal Request from Academic Programme                             | FA >> DUGC >> HOD >> DA >> AR >> DR >> Dean >> Director                            | 3-5 days  |
| 8     | Course Add / Drop after the deadline                                   | Course Instructor >> FA >> DUGC >> HOD >> DA >> AR >> DR                           | 2 days    |
| 9     | Course Conversions (after 6 <sup>th</sup> Semester)                    | FA >> HOD >> DA >> AR >> DR >> Dean                                                | 5-7 days  |
| 10    | Expected Graduation Certificate                                        | FA >> HOD >> DUGC >> DA >> AR >> DR                                                | 3-5 days  |
| 11    | No Objection Certificate for Internship                                | FA >> HOD >> DA >> AR >> DR >> Dean                                                | 3-5 days  |
| 12    | Education Verification                                                 | Request from External Agencies >> DA >> SO / AR / DR                               | 7-10 days |
| 13    | Late Financial Registration                                            | Department >> DA >> AR >> DR >> Dean                                               | 2-3 days  |
| 14    | Bonafide for Specific Purpose                                          | DA >> AR / DR                                                                      | 3-5 days  |

|    |                                                                    |                                                                          |          |
|----|--------------------------------------------------------------------|--------------------------------------------------------------------------|----------|
| 15 | Request for provisional certificate for BTECH / BDES               | DA >> AR >> DR >> Dean                                                   | 5-7 days |
| 16 | Migration Certificate                                              | DA >> AR >> DR                                                           | 3-5 days |
| 17 | Duplicate Grade Cards copy / transcripts / consolidated grade card | DA >> AR >> DR                                                           | 5-7 days |
| 18 | Duplicate Degree Certificate:                                      | DA >> AR >> DR >> Dean >> Registrar                                      | 10 days  |
| 19 | Course Completion Certificate:                                     | FA >> DUGC >> HOD >> DA >> AR >> DR                                      | 5-7 days |
| 20 | Attestation of Certificates                                        | DA >> AR / DR                                                            | 3 days   |
| 21 | MHRD / Parliament / Audit Replies                                  | Ministry >> DA >> AR >> DR >> Dean >> Director (Depends upon the case)   | 4 days   |
| 22 | RTI                                                                | RTI seeker >> DA >> AR >> DR >> Dean >> Director (Depends upon the case) | 30 days  |

**(PG Section and AIMS)**

| S. No. | Item of Work                                         | Channel of Submission                                                                                                        | Timeline |
|--------|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|----------|
| 1      | Grade Change Form                                    | Course Coordinator/Instructor >> HoD >> DA >> AR >> DR >> Dean                                                               | 3-5 days |
| 2      | Approval of Student No Dues                          | Student >> All Depts. & Admin heads >> JR (F&A) >> DR >> Registrar >> DA                                                     | 5-7 days |
| 3      | Approval of Student Casual Leave/ Medical Leave      | ML: Student >> Guide/Supervisor >> HoD >> DA >> AR >> DR >> Dean<br>CL: Student >> Guide/Supervisor >> HoD >> DA >> AR >> DR | 3-5 days |
| 4      | Request for Dual Degree Conversion (B.Tech to MTech) | Student >> EA/DA Dept. >> Dept. FA/ Guide/Supervisor/ DPGC >> HoD >> DA >> AR (UG) >> AR (PG) >> DR >> Dean                  | 3-5 days |
| 5      | Guide/Co-Guide Consent Form                          | Student >> EA/DA Dept. >> Dept. FA/ Guide/Supervisor/ DPGC >> HoD >> DA >> AR >> DR >> Dean                                  | 3-5 days |

|    |                                                                     |                                                                                                 |                                 |
|----|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------|
| 6  | Guide Change Form                                                   | Student >> EA/DA Dept. >> Dept. FA/ Guide/Supervisor/ DPGC >> HoD >> DA >> AR >> DR >> Dean     | 3-5 days                        |
| 7  | Request for Elective Type Conversion                                | Student >> EA/DA Dept. >> Dept. FA/ Guide/Supervisor/ DPGC >> HoD >> DA >> AR >> DR             | 3-5 days                        |
| 8  | Student Request for Duplicate ID Card                               | Student >> DA >> AR >> ID Card Dept.                                                            | 5-7 days                        |
| 9  | All Types of Bonafide Certificates                                  | Student >> DA >> AR >> DR                                                                       | 3-5 days                        |
| 10 | Student Request for Grade Card/Transcript/Consolidated Grade Report | Student >> DA >> AR >> DR                                                                       | 5-7 days                        |
| 11 | Issue of Duplicate Degree                                           | DA/SO >> DR >> Dean >> Senate >> Registrar >> Director >> BOG Chairman                          | 10 days                         |
| 12 | Request for Semester Extension                                      | Student >> EA/DA Dept. >> Dept. FA / Guide / Supervisor / DPGC >> HoD >> DA >> AR >> DR >> Dean | 5-7 days                        |
| 13 | Request for Grades Submission by Faculty                            | Course Coordinator / Instructor >> HoD >> DA >> AR (UG & PG) >> DR >> Dean                      | 3-5 days                        |
| 14 | Education Verification of Alumni Students                           | From Agencies >> DA >> AR                                                                       | 4 days after payment of charges |
| 15 | Seat Matrix                                                         | DA >> AR >> DR >> Dean >> Director                                                              | 7-10 days                       |
| 16 | Admission Related Activities                                        | Chair JAM / GATE >> HoD >> DA >> AR >> DR >> Dean                                               | 7 days                          |
| 17 | Final List of Selected Candidate for PG Admission                   | FIC >> HoD >> DA >> AR >> DR >> Dean                                                            | 7 days                          |
| 18 | Creation of Roll No/Email ID                                        | DA >> AR                                                                                        | 2-3 days                        |
| 19 | Issue of Roll No.s                                                  | DA >> Computer Centre                                                                           | 2-3 days                        |
| 20 | Fact Sheet                                                          | DA >> AR >> DR                                                                                  | 5 days                          |
| 21 | Project Fellowship                                                  | Dept. FA / Guide / Supervisor >> HoD >> R&D Dept. >> DA >> AR >> DR                             | 2-3 days                        |

|    |                                                                                                     |                                                                                                                                    |           |
|----|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 22 | Regular Fellowship                                                                                  | Dept. FA/ Guide / Supervisor >> HoD >> DA >> AR >> DR                                                                              | 2-3 days  |
| 23 | Updating Semester wise Time Table/Courses in AIMS Portal                                            | EA / DA Dept. >> Dept. FIC >> HoD >> DA                                                                                            | 7-10 days |
| 24 | Reminder Email for: 1. Course Registration (add/drop), 2. Grades Submission, 3. Feedback Submission | DA >> Students                                                                                                                     | 1-2 days  |
| 25 | Student Course Add/Drop Request Beyond the Deadline                                                 | Student >> EA / DA Dept. >> Course Coordinator/Instructor >> Dept. FA / Guide / Supervisor / DPGC >> HoD >> DA >> AR >> DR         | 3-4 days  |
| 26 | MTech/MDes Evaluation Form                                                                          | Guide / Supervisor >> HoD >> DA >> AR >> DR >> Dean                                                                                | 5 days    |
| 27 | MHRD / Parliament / Audit Replies                                                                   | Ministry >> DA >> AR >> DR >> Dean >> Director (Depends upon the case)                                                             | 4 days    |
| 28 | ICCR/Study in India/DRDO/Armed Forces                                                               | Agency / IAR Office >> DA >> AR >> Deputy Registrar (A.P) >> Dean (A.P) and Dean IAR for ICCR / SII                                | 3-5 days  |
| 29 | SPGC Agenda/Minutes                                                                                 | AR >> DR >> Dean                                                                                                                   | 5-7 days  |
| 30 | AAC Agenda/Minutes                                                                                  | DR >> Dean >> Director                                                                                                             | 5-7 days  |
| 31 | Student Master Data and Personal Files Pertaining to PG                                             | DA >> AR                                                                                                                           | 3-5 days  |
| 32 | Request for Admission Withdrawn                                                                     | Student >> EA / DA Dept. >> Dept. FA / Guide / Supervisor / DPGC >> HoD >> DA >> AR >> DR >> Dean                                  | 3-5 days  |
| 33 | Execution of Senate Ruling in Specific Cases                                                        | Student >> EA / DA Dept. >> Dept. FA / Guide / Supervisor / DPGC >> HoD >> DA >> AR >> DR >> Dean                                  | 3-5 days  |
| 34 | Exchange Programs (Swinburne, Hokkaido University etc.)                                             | Student >> IAR Office >> EA / DA Dept. >> Dept. FA / Guide / Supervisor / DPGC >> HoD >> DA >> AR >> DR >> Dean (A.P) and Dean IAR | 5-7 days  |
| 35 | Preparation of Budget                                                                               | DA >> AR >> DR >> Dean                                                                                                             | 5-7 days  |

## PhD Section

| S.No.                       | Item of work                                                                                                      | Channel of submission                                                 | Timeline |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------|
| <b>Admission procedure:</b> |                                                                                                                   |                                                                       |          |
| 1                           | Approval for MHRD intake/ seat matrix (PhD) for the academic year                                                 | DA / SO (Proposal) >> DR >> Dean >> Director                          | 7 days   |
| 2                           | Approval for opening admission portal                                                                             | DA / SO (Proposal) >> DR >> FIC >> HoD >> Dean                        | 3 days   |
| 3                           | Approval for PhD admission selection list                                                                         | FIC >> HoD >> DA / SO >> DR >> Dean                                   | 15 days  |
| 4                           | Approval for admission forms (After modifications according to the different notifications for the academic year) | DA / SO (Proposal) >> DR >> Dean                                      | 5-7 days |
| 5                           | Issue of Roll No.s                                                                                                | DA / SO >> Computer Centre                                            | 2 days   |
| 6                           | Issue of ID card                                                                                                  | DA / SO >> ID Card Cell                                               | 3-5 days |
| 7                           | Approval for re-issue of ID card                                                                                  | DA / SO >> DR >> ID Call Cell                                         | 3-5 days |
| <b>Academic Procedure</b>   |                                                                                                                   |                                                                       |          |
| 8                           | Approval for registration of courses beyond timeline                                                              | Scholar >> FA / Guide >> HoD >> DA / SO >> DR                         | 3-5 days |
| 9                           | Approval for drop courses beyond timeline                                                                         | Scholar >> FA / Guide >> HoD >> DA / SO >> DR                         | 3-5 days |
| 10                          | Approval for conversion of elective type of courses                                                               | Scholar >> FA / Guide >> HoD >> DA / SO >> DR >> Dean                 | 3-5 days |
| 11                          | Approval for selection of guide                                                                                   | Scholar >> Guide >> HoD >> DA / SO >> DR >> Dean                      | 3-5 days |
| 12                          | Approval for change of guide                                                                                      | Scholar >> Old Guide >> New Guide >> HoD >> DA / SO >> DR >> Dean     | 3-5 days |
| 13                          | Approval for DC Constitution                                                                                      | Guide >> HoD >> DA / SO >> DR >> Dean                                 | 3-5 days |
| 14                          | Approval for Comprehensive Exam (AY 2020-21 onwards)                                                              | Guide (Result) >> HoD >> DA / SO >> DR >> Dean                        | 5-7 days |
| 15                          | Approval for conversion from PhD to MS                                                                            | Scholar >> Guide >> DC >> HoD >> DA / SO >> DR >> Dean                | 7 days   |
| 16                          | Approval for Proposal Defense                                                                                     | Guide >> HoD >> DA / SO >> DR >> Dean                                 | 5-7 days |
| 17                          | Approval for JRF to SRF conversion                                                                                | Scholar >> Guide >> External >> HoD >> DA / SO >> DR                  | 5-7 days |
| 18                          | Approval for PhD annual review meetings                                                                           | Guide >> DC >> HoD >> DA / SO >> DR                                   | 5-7 days |
| 19                          | Approval for Open Colloquium request                                                                              | Scholar >> Guide >> DC >> HoD >> DA / SO >> DR >> Dean                | 7 days   |
| 20                          | Approval for Open Colloquium report                                                                               | Guide >> DC >> HoD >> DA / SO >> DR >> Dean                           | 3-5 days |
| 21                          | Selection of examiners for Thesis evaluation & viva                                                               | DA / SO >> DR >> Dean                                                 | 7 days   |
| 22                          | Approval for Action Taken on the report sent by examiners                                                         | External >> DA / SO >> Guide >> DC members >> External (copy to Dean) | 7 days   |

|                      |                                                                                                             |                                                                          |          |
|----------------------|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------|
| 23                   | Approval for payment of honorarium                                                                          | DA / SO >> DR >> F&A                                                     | 5-7 days |
| 24                   | Approval for extension of the program beyond specified tenure                                               | Scholar >> Guide >>DC >> HoD >> DA / SO >> DR >> Dean >> Director        | 5-7 days |
| 25                   | Approval for issue of Degree                                                                                | DA / SO >> DR >> Dean >> Senate >> Registrar >> Director >> BOG Chairman | 10 days  |
| <b>Fellowship</b>    |                                                                                                             |                                                                          |          |
| 26                   | Approval for MHRD/CSIR/UGC/DST Inspire/ DBT / ICMR/ Project/ PMRF/ TCS/ Visweswarayya fellowships (Monthly) | Scholar >> Guide / TA >> DA / SO >> DR >> JR F&A                         | 2-3 days |
| 27                   | ASIAN & QIP fellowships are under process                                                                   | Scholar >> Guide / TA >> DA / SO >> DR >> JR F&A                         | 2-3 days |
| 28                   | Funding conversion                                                                                          | Scholar >> Guide >> HoD >> DA / SO >> DR >> Dean >> Director             | 3-5 days |
| 29                   | PDF conversion                                                                                              | Scholar >> Guide >> HoD >> DA / SO >> DR >> Dean                         | 3-5 days |
| <b>Miscellaneous</b> |                                                                                                             |                                                                          |          |
| 30                   | Approval for exchange programs with foreign universities (SUT/ Hokkaido etc.,)                              | Scholar >> Guide >> HoD >> IAR >>DA / SO >>DR >> Dean and Dean IAR       | 5-7 days |
| 31                   | Approval for issue of grade card                                                                            | Scholar >> DA / SO >> DR                                                 | 3-5 days |
| 32                   | Approval consolidated grade report                                                                          | Scholar >> DA / SO >> DR                                                 | 3-5 days |
| 33                   | Approval for admission withdrawal                                                                           | Scholar >> Guide Concern / FA / DPGC >> HoD >> DA / SO >> DR >> Dean     | 3-5 days |
| 34                   | Approval for issue of Provisional Certificate.                                                              | Scholar >> Guide >> DA / SO >> DR >> Dean                                | 3-5 days |
| 35                   | Approval for issue of Bonafide Certificate                                                                  | Scholar >> DA / SO >> DR                                                 | 3-5 days |
| 36                   | Permission to attend national and International Conferences & for financial assistance                      | Scholar >> Guide Concern >> HoD >> DA / SO >> DR >> Dean                 | 5-7 days |
| 37                   | Approval for No objection certificate to attend conferences                                                 | Scholar >> Guide Concern >> HoD >> DA / SO >> DR (International – Dean)  | 3-5 days |
| 38                   | Issue of Course Completion certificate                                                                      | Scholar >> Guide Concern >> HoD >> DA / SO >> DR                         | 3-5 days |
| 39                   | Approval for thesis submission certificate                                                                  | Scholar >> DA / SO >> DR                                                 | 3-5 days |
| 40                   | Approval for viva completion certificate                                                                    | Scholar >> DA / SO >> DR                                                 | 3-5 days |
| 41                   | Approval for issue of PDF experience certificate                                                            | PDF >> Guide Concern >> HoD >> DA / SO >> DR                             | 3-5 days |
| 42                   | Approval for grade change                                                                                   | Instructor >> HoD >> DA / SO >> DR >> Dean                               | 3-5 days |

|    |                                  |                                                                                      |          |
|----|----------------------------------|--------------------------------------------------------------------------------------|----------|
| 43 | Approval for Leave               | Scholar >> Guide >> HoD >> DA / SO >> DR                                             | 3-5 days |
| 44 | RTI                              | RTI seeker >> DA >> AR >> DR >> Dean >> Director (Depends upon the case)             | 30 days  |
| 45 | Approval for no dues             | Scholar >> Various Departments >> DA / SO >> JR F&A >> DR >> Registrar               | 3-5 days |
| 46 | Termination for non-performers   | Guide >> DC >> HoD >> DA / SO >> DR >> Dean >> Director                              | 5-7 days |
| 47 | Other approvals                  | Scholar >> Guide >> HoD >> DA / SO >> DR >> Dean >> Director (Depends upon the case) | 7 days   |
| 48 | MHRD /Parliament / Audit Replies | Ministry >> DA >> AR >> DR >> Dean >> Director (Depends upon the case)               | 4 days   |

### **Abbreviations**

DA : Dealing Assistant  
SO : Section Officer  
DR : Deputy Registrar  
FIC : Faculty In charge  
FA : Faculty Advisor

DC : Doctoral Committee  
F&A : Finance & Accounts  
AR : Assistant Registrar  
HoD : Head of Dept.

### **Important Emails:**

DR: [dr.acad@iith.ac.in](mailto:dr.acad@iith.ac.in)  
UG: [acad.ug@iith.ac.in](mailto:acad.ug@iith.ac.in)  
PG: [acad.pg@iith.ac.in](mailto:acad.pg@iith.ac.in)  
PhD: [acad.phd@iith.ac.in](mailto:acad.phd@iith.ac.in)

## **2. Coordination Section**

**(For activities pertaining to IIT Hyderabad and IIIT Raichur)**

| <b>S.No.</b> | <b>Item of Work</b>                                                                 | <b>Channel of Submission</b>                                                                                                                  | <b>Timeline</b>                                                                                      |
|--------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| 1            | For activities related to the information sought by MoE                             | Dept. of Higher Education, Ministry of Education >> Director/ Registrar >> JR >> AR >> Concerned Section                                      | 1 day from the date of receiving the information from the concerned section.                         |
| 2            | For obtaining approval of Competent Authority for forwarding the information to MoE | AR / JR >> Registrar / Dean (Admin) / Director                                                                                                | 1 day                                                                                                |
| 3            | Forwarding of information to the MoE after obtaining approval                       | AR / JR >> Dept. of Higher Education, Ministry of Education.                                                                                  | 1 day                                                                                                |
| 4            | For activities for implementation/ sensitization/ compliance.                       | Dept. of Higher Education, Ministry of Education >> Director / Registrar >> JR >> AR >> Concerned Section (for implementation and compliance) | 1 day (The information will be forwarded to the concerned section for implementation and compliance) |
| 5            | Furnishing RTI Reply/ Disposal of RTI applications*                                 | Application >> AR / JR >> Concerned Section (for reply) >> AR >> RTI Cell >> Applicant                                                        | Within 30 days (As per the timelines mentioned in RTI Act, 2005)                                     |

Coordination section forwards the RTI applications to the concerned section for early disposal and coordinates with different sections for completion of the RTI activities.

### **Important Emails**

JR Coord: Joint Registrar (Coord): [jr.coord@iith.ac.in](mailto:jr.coord@iith.ac.in)

AR Coord: Asst Registrar (Coord): [ar.coord@iith.ac.in](mailto:ar.coord@iith.ac.in)

### **3. Director's Office**

| <b>S.No.</b> | <b>Item of Work</b>                                                                                                      | <b>Channel of Submission</b> | <b>Timeline</b> |
|--------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------|
| 1            | Approval of all files sent for the Director's approval.                                                                  | DA >> AR >> Director         | 1 day           |
| 2            | Approval for scheduling BoG and FC meetings                                                                              | AR >> Registrar >> Director  | 1 day           |
| 3            | Handling of confidential matters                                                                                         | AR >> Director               | 1 day           |
| 4            | Approval for corresponding with outside agencies on important matters.                                                   | DA >> AR >> Director         | 1 day           |
| 5            | Approval for corresponding with internal Departments/ Sections on matters of budget approval and other important matters | NA                           | 1 day           |
| 6            | Approval for corresponding with outside agencies on routine matters.                                                     | DA >> AR                     | 1 day           |
| 7            | Approval for corresponding with internal Departments/ Sections on routine matters                                        | DA >> AR                     | 1 day           |
| 8            | Approval for scheduling appointments/ meetings of the Director                                                           | DA >> AR                     | 1 day           |
| 9            | Approval for the travel arrangement of the Director (including visas/accommodation).                                     | DA >> AR                     | 1 day           |
| 10           | Approval for data management and filing, including opening of new files and weeding of old files                         | DA >> AR                     | 1 day           |
| 11           | Approval to produce documents, briefing papers, reports and presentations for the Director                               | DA >> AR                     | 1 day           |
| 12           | Maintain records of Director's contacts                                                                                  | DA >> AR                     | NA              |
| 13           | Approval of Log sheet and running expenditure of Official Vehicle                                                        | Driver >> AR                 | 1 day           |
| 14           | Approval of Leaves of Director's Office staff                                                                            | AR                           | 1 day           |
| 15           | Approval for purchase of office stationary.                                                                              | MSA >> DA >> AR              | 1 day           |
| 16           | Approval for purchases materials for the Director's pantry                                                               | MSA >> DA >> AR              | 1 day           |
| 17           | Disposal of Director's instructions, Office Orders, Oms                                                                  | Director >> AR >> DA         | 1 day           |

#### **Abbreviations and Important emails:**

AR: Assistant Registrar ([office.director@iith.ac.in](mailto:office.director@iith.ac.in));

MSA: Multi Skill Assistant;

DA: Dealing Assistant

#### 4. Finance & Accounts Section

| S. No. | Item of Work                               | Channel of Submission                                                                | Timeline                                                                                                                  |
|--------|--------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
|        | Personal Claims                            |                                                                                      | It is assumed that each point in the chain will require a minimum of two working days to clear. In some cases is it more. |
| 1      | LTC                                        | DR(HR) >> DA >> AR >> DDO>> Cashier >> JR (F&A)                                      | 7 days                                                                                                                    |
| 2      | CEA                                        | DR(HR) >> DA >> AR >> DDO>> Cashier >> JR (F&A)                                      | 7 days                                                                                                                    |
| 3      | Medical Reimbursement                      | Employee >> Inward >> DA >> AR >> DDO>> Cashier >> JR (F&A)                          | 14 days                                                                                                                   |
| 4      | Telephone Reimbursement                    | Employee >> Inward >> DA >> AR >> DDO>> Cashier >> JR (F&A)                          | All telephone bills will be processed Monthly twice.                                                                      |
| 5      | Reimbursement from Block Grant             | Faculty >> HOD >> Dean (Faculty) >> Inward >> DA >> AR >> DDO >> Cashier >> JR (F&A) | 7 days                                                                                                                    |
| 6      | TA Claim of Faculty                        | Faculty >> HOD >> Dean (Faculty) >> Inward >> DA >> AR >> DDO >> Cashier >> JR (F&A) | 7 days                                                                                                                    |
| 7      | Any claim from Block Grant                 | Faculty >> HOD >> Dean (Faculty) >> Inward >> DA >> AR >> DDO >> Cashier >> JR (F&A) | 7 days                                                                                                                    |
| 8      | TA Advance for Official Purpose            | Faculty >> HOD >> Dean (Admin) >> Inward >> DA >> AR >> DDO >> Cashier >> JR (F&A)   | 5 days                                                                                                                    |
| 9      | Temporary Advance From Dept Contingency    | Faculty >> HOD >> Inward >> DA >> AR >> DDO >> Cashier >> JR (F&A)                   | 5 days                                                                                                                    |
| 10     | Temporary Advance From Dept IRG            | Faculty >> HOD >> Inward >> DA >> AR >> DDO >> Cashier >> JR (F&A)                   | 5 days                                                                                                                    |
| 11     | Imprest Bills                              | Imprest Holder >> Stores >> Inward >> DA >> AR >> JR(F&A) >> Cashier >> JR(F&A)      | 5 days                                                                                                                    |
| 12     | Payment against Purchase Order             | Indentor >> Stores >> Inward >> DA >> AR >> JR(F&A) >> Cashier                       | 10 days                                                                                                                   |
| 13     | Budget Commitment for release of PO        | DR(SnP) >> Inward >> DA >> AR >> Outward >> Stores                                   | 5 days                                                                                                                    |
| 14     | Reimbursement claims requiring stock entry | DA of Stores >> Inward >> DA >> AR >> DDO >> Cashier >> JR (F&A)                     | 10 days                                                                                                                   |

|                            |                                               |                                                                                        |                                                                                                           |
|----------------------------|-----------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| 15                         | Student Stipends, Fellowship                  | DR (Acad) >> Inward >> DA >> AR >> JR(F&A) >> Cashier                                  | 5 days                                                                                                    |
| 16                         | Scholarships                                  | DR (Acad) >> Inward >> DA >> AR >> JR(F&A) >> Cashier                                  | 10 days (subject to the student having submitted income declaration along with ITR of both the parents)   |
| 17                         | Eligibility for Vidya Lakshmi Scheme          | DR (Acad)>>Inward>>DA>>AR>>JR(F&A)>>Cashier                                            | 10 days (subject to the student having submitted income declaration along with ITR of both the parents)   |
| 18                         | Payment of Medical Insurance Claim            | DR (Acad)>>Inward>>DA>>AR>>JR(F&A)>>Cashier                                            | 10 days                                                                                                   |
| 19                         | Pay Fixation Vetting                          | DR(HR) >> Inward>> DA >> AR >> JR (F&A)                                                | 5 days                                                                                                    |
| 20                         | Pay Bill Processing                           | DR(HR) >> Inward >> DA >> AR >> JR (F&A)                                               | Monthly once, subject to attendance details received before cut-off date of 21 <sup>st</sup> of the month |
| 21                         | Increment                                     | DR(HR) >> Inward >> DA >> AR >> JR (F&A)                                               | Yearly twice, 10 days                                                                                     |
| 22                         | CTG Claims                                    | DR(HR) >> Inward >> DA >> AR >> JR (F&A)                                               | 10 days                                                                                                   |
| 23                         | CMD Office Bills                              | CMD Office >> Inward >> DA >> AR >> JR (F&A)                                           | 14 days. Only one junior Accountant has to process all the bills.                                         |
| 24                         | Electricity, Water Bills                      | CMD Office >> Inward >> DA >> AR >> JR (F&A)                                           | 3 days                                                                                                    |
| 25                         | Minor works approved                          | CMD Office >> Inward >> DA >> AR >> JR (F&A)                                           | 14 days                                                                                                   |
| 26                         | Payments against contracts                    | CMD Office >> Inward >> DA >> AR >> JR (F&A)                                           | 10 days                                                                                                   |
| 27                         | Budget Commitments CMD Office works proposals | EE(Civil)/SE (Civil)>>Associate Dean(P)>>Dean (P)>>Inward of Accounts>>DA>>AR>>Outward | 5 days                                                                                                    |
| <b>Hostel Office Bills</b> |                                               |                                                                                        |                                                                                                           |

|                             |                                              |                                                     |        |
|-----------------------------|----------------------------------------------|-----------------------------------------------------|--------|
| 28                          | Student mess Bills                           | DR (Students)>>Inward>>DA>>AR>><br>JR(F&A)>>Cashier | 5 days |
| <b>Administration Bills</b> |                                              |                                                     |        |
| 29                          | Manpower, House Keeping, Security Bills      | DR(MS)>>Inward>>DA>>AR>><br>JR(F&A)                 | 5 days |
| 30                          | License Fees from Banks, and other licensees | DR(MS)>>Inward>>DA>>AR>><br>JR(F&A)                 | 5 days |

Notes:

1. All advances will be processed on priority basis as it does not involve much verification.
2. The time limit applies only if the bills are submitted with all approvals, along with all bills and store entry, with budget allocation.
3. Leave period of anyone in the channel has to be added to the above time limit.
4. This may reduce when an ERP becomes operational.
5. The above time limit holds good only when funds are available and received from MOE on time.
6. With implementation of TSA system, if any payee details are not on PFMS, additional time of 2 days has to be added.
7. Bill processing during an audit and during the FY closure will be delayed.

**Abbreviations and Important Emails:**

JR: Joint Registrar ([jr.fna@iith.ac.in](mailto:jr.fna@iith.ac.in))

DDO: Direct Disbursing Officer([jr.ddo@iith.ac.in](mailto:jr.ddo@iith.ac.in))

AR: Assistant Registrar ([ar.accounts@iith.ac.in](mailto:ar.accounts@iith.ac.in))

**5. Internal Audit Cell**

| S.No. | Item of Work                                            | Channel of Submission                     | Timeline |
|-------|---------------------------------------------------------|-------------------------------------------|----------|
| 1     | Records received for verification by the Internal Audit | Inward >> DA >> AR                        | 5 days   |
| 2     | Replies received against Audit Enquiries                | Inward >> DA >> AR                        | 5 days   |
| 3     | Records returned                                        | AR >> DA >> Outward                       | 5 days   |
| 4     | Submission of Internal Audit Report                     | AR >> Registrar / Dean (Admin) / Director | 5 days   |

**Important Emails:**

Audit : [audit@iith.ac.in](mailto:audit@iith.ac.in)

Dean Admin : [dean.admin@iith.ac.in](mailto:dean.admin@iith.ac.in)

Registrar : [registrar@iith.ac.in](mailto:registrar@iith.ac.in)

## **6. Dean (Students) & HCU office**

| <b>S.No.</b> | <b>Item of Work</b>                                                      | <b>Channel of Submission</b>                                                                                                     | <b>Timeline</b>              |
|--------------|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 1            | Student Cultural /Educational / Scientific Activities (Student Gymkhana) | Student >> Office Staff >> SO >> DR >> FIC Student Activities >> Dean Students                                                   | 3 Days (As per the activity) |
| 2            | Sports FIC                                                               | Student >> Office Staff (HCU staff not involved) >> Sports Officer >> DR (Presently not involved) >> FIC Sports >> Dean Students | 3 Days (As per the activity) |
| 3            | Counselling Cell                                                         | Student >> Office Staff (Not involved) >> Psychological Counsellors >> FIC Sunshine >> Dean Students                             | 3 Days (As per the activity) |
| 4            | Other Student Activities like ELAN, MILAN ,n-Vision etc.                 | Student >> Office Staff >> SO >> DR >> FIC Student Activities >> Dean Students                                                   | 3 Days (As per the activity) |
| 5            | Financial Approval / Purchases                                           | Office Staff >> SO >> DR >> FIC Student Activities >> Dean Students >> Dean Admin >> Director                                    | 3 Days (As per the activity) |
| 6            | NSS/NSO/EBSB Activities                                                  | Student >> Office Staff >> SO >> DR >> FIC >> Dean Students                                                                      | 3 Days (As per the activity) |
| 7            | Leaves of staff                                                          | DR >> Dean Students                                                                                                              | 3 Days (As per the activity) |
| 8            | Events                                                                   | Students >> Office Staff >> SO >> DR >> Dean Students                                                                            | 3 Days (As per the activity) |
| 9            | Imprest                                                                  | Office Staff >> SO >> DR >> Dean Students                                                                                        | 3 Days (As per the activity) |
| 10           | Other Activities not listed above                                        | Office Staff >> SO >> DR >> Dean Students                                                                                        | 3 Days (As per the activity) |

| <b>Hostel Office</b> |                                                                                                                                                                                           |                                                                                                      |                        |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------|
| <b>S.No.</b>         | <b>Item of Work</b>                                                                                                                                                                       | <b>Channel of Submission</b>                                                                         | <b>Timeline</b>        |
| 1                    | Maintenance issues in Hostels (Civil, Electrical, Plumbing), Radiant Cooling/AC in mess / Lifts/Overhead water tank cleaning / Pesto flash in mess / Fans / Gas leakage alarm in mess etc | Students / Hostel Office >> SO >> AR >> CMD team to handle                                           | Immediately/<br>3 Days |
| 2                    | Furniture                                                                                                                                                                                 | Students/Hostel Office Staff >> SO >> AR (For repair CMD/Central Workshop team is involved)          | Immediately/<br>3 Days |
| 3                    | Internet Connectivity                                                                                                                                                                     | Students/Hostel Office Staff >> SO >> AR (For attending the issues Computer Centre team is involved) | Immediately/<br>3 Days |
| 4                    | House keeping                                                                                                                                                                             | Students/Hostel Office Staff >> SO >> AR                                                             | Immediately            |
| 5                    | Water Filter, Washing Machine, etc                                                                                                                                                        | Students/Hostel Office Staff >> SO >> AR                                                             | Immediately/<br>5 days |

|            |                                                                                                             |                                                                                                                                                    |                         |
|------------|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 6          | Open area maintenance in hostels (gardening)                                                                | Students/Hostel Office Staff >> SO >> AR<br>(Green office will facilitate the machinery to carry out the work)                                     | 5 Days                  |
| 7          | Pest Control                                                                                                | Students/Hostel Office >> SO >> AR >> DR >> HCU Chair                                                                                              | Immediately/<br>6 days  |
| <b>II</b>  | <b>Mess and Cafeteria Activity</b>                                                                          |                                                                                                                                                    |                         |
| 1          | Mess and Cafeteria Electrical and Civil issues                                                              | Students/Hostel Office Staff >> Hospitality Manager >> SO >> AR >> CMD (CMD team has to handle)                                                    | Immediately/<br>3 days  |
| 2          | Mess Hygiene                                                                                                | Caterer >> Student Mess Committee >> Hostel Office >> Hospitality Manager >> SO >> AR >> Mess Wardens >> HCU (As per tender Under Caterer purview) | Immediately/<br>3 days  |
| 3          | Daily menu vetting/ Dining app/ Monthly meeting with caterer/ Regular meeting with mess team/ Mess feedback | Caterer >> Student Mess Committee >> Hostel Office >> Hospitality Manager >> SO >> AR >> Mess Wardens >> HCU                                       | Immediately/<br>3 days  |
| 4          | AMC of mess equipment in UDH and LDH                                                                        | Caterer >> Hostel Office Staff >> Hospitality Manager >> SO >> AR >> Mess Wardens >> HCU (As per tender few equipment's Under Caterer purview)     | Immediately/<br>7 days  |
| 5          | Food related matters, Food Facility (Mess related issue /Dry Canteen/Wet Canteen/Nescafe/Amul Parlour)      | Students/Hostel Office >> Hospitality Manager >>SO >> AR >> Wardens >> HCU Chair                                                                   | Immediately             |
| <b>III</b> | <b>Other Activities</b>                                                                                     |                                                                                                                                                    |                         |
| 1          | Stationary related / Saloon related/ Cloth pressing(ironing) issues etc.                                    | Students/Hostel Office>>SO>>AR>> Warden>>HCU Chair                                                                                                 | Immediately/<br>3 days  |
| 2          | Snake Catching                                                                                              | Students/Hostel Office>>SO>>AR >>HCU Chair (MS team has to handle the issue with service provider)                                                 | Immediately/<br>2 hours |
| 3          | Room service for sick                                                                                       | Students/Hostel Office >> SO >> AR >> Warden >> HCU Chair                                                                                          | Immediately             |
| 4          | Postal Complaints                                                                                           | Students/Hostel Office >> SO >> AR >> HCU Chair                                                                                                    | Immediately/<br>3 days  |
| 5          | Medical Insurance issues                                                                                    | Students/Hostel Office >> SO >> AR >> DR >> HCU Chair                                                                                              | Immediately/<br>3 days  |
| 6          | Other General Issues                                                                                        | Students/Hostel Office >>SO >> AR >> Warden >> HCU Chair                                                                                           | Immediately/<br>3 days  |
| 7          | Security related matters                                                                                    | Students >> Security Office >> Chief Security officer >> Hostel Office >> AR/DR/Wardens/HCU Chair ( Security Team has to handle)                   | Immediately             |
| 8          | Medical/Ambulance Services                                                                                  | Students >> IITH Clinic >> Nurse (should accompany the student in ambulance) >> Medical Officer >> Hostel Office >>                                | Immediately             |

|    |                                    |                                                                                                                                                                                                                              |                                                                |
|----|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
|    |                                    | AR/DR/Wardens/HCU Chair<br>(Medical Team has to handle)                                                                                                                                                                      |                                                                |
| 9  | Psychological related matters      | Students >> Sunshine Team >> Psychological Counsellors >> Hostel Staff >> AR/DR/Wardens/HCU Chair/Dean Students/(Intimation to Parents/Guardians).<br>Psychological Problems should be handled by Psychological Counsellors. | Immediately                                                    |
| 10 | New Registration/Room Allocation   | Newly Enrolled students >> Academic/Accounts Section >> Hostel Office >> AR (With intimation to HCU Chair)                                                                                                                   | Immediately                                                    |
| 11 | Vacation Report/No Due Certificate | Students/Hostel Office >> SO >> AR >> DR >> HCU Chair                                                                                                                                                                        | Immediately or Within 03 working days                          |
| 12 | Imprest                            | Office Staff >> AR >> HCU Chair                                                                                                                                                                                              | Within 03 working days                                         |
| 13 | Tenders                            | Students >> Office staff >> SO >> AR >> DR/Wardens >> HCU Chair >> Dean (Students) >> Dean (Admin)                                                                                                                           | Within 05 working days (As per the event/activity Requirement) |
| 14 | Purchases                          | Office staff >> SO >> AR >> DR >> HCU Chair >> Dean Students >> Dean Admin >> Director                                                                                                                                       | Within 05 working days (As per the event/activity Requirement) |
| 15 | Data Management                    | Office staff >> SO >> AR >> DR/Warden >> HCU Chair >> Dean Students                                                                                                                                                          | To be carried out periodically at least once in a month        |
| 16 | Inventory Management               | Office staff >> SO/Hospitality Manager >> AR >> DR/Warden >> HCU Chair >> Dean Students                                                                                                                                      | To be carried out periodically at least once in a year         |
| 17 | Liaison                            | CSO to liaison with Local Police. MO/Sr. MO have to liaison with Hospital outside IITH<br>Intimation to Parents by concerned Warden and intimation to media should be handled by PRO after approval from Director IITH.      | As per requirement                                             |
| 18 | Other Activities not listed above  | Office Staff >> SO >> AR >> DR/Wardens >> HCU Chair >> Dean Students                                                                                                                                                         | As per the event/activity requirement                          |

Hostel Office unlike other Administrative departments, most of the activities of these offices are to act as mediators between the students and other offices like CMD/Clinic/Security or Cultural/Scientific/NSS/EBSB activities conducted by students etc.

**Abbreviations**

SO- Section Officer

AR- Assistant Registrar

DR- Deputy Registrar

FIC- Faculty In Charge

HCU –Hostel Coordinating Unit Chair

PRO-Public Relation Officer.

MO-Medical Officer

Sr. MO-Senior Medical Officer

CSO- Chief Security Officer

SO-Security Officer.

**Important Emails:**

Dean (S) : [dean.students@iith.ac.in](mailto:dean.students@iith.ac.in)

HCU : [hcu@iith.ac.in](mailto:hcu@iith.ac.in)

DR(S) : [dr.students@iith.ac.in](mailto:dr.students@iith.ac.in)

AR : [ar.hostels@iith.ac.in](mailto:ar.hostels@iith.ac.in)

Wardens : [wardens@iith.ac.in](mailto:wardens@iith.ac.in)

Office : [office.hostel@iith.ac.in](mailto:office.hostel@iith.ac.in)

## **7. HR Section (Staff)**

| <b>S.No.</b> | <b>Item of Work</b>                                                                                                         | <b>Channel of Submission</b>                                 | <b>Timeline</b>                                                                                                             |
|--------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| 1            | Approval for verification of candidate's credentials/antecedents and certificates.                                          | DA / SO >> AR >> DR                                          | Min: 1 day;<br>Max: 10 days – for verification of documents at the section based on complete submission                     |
| 2            | Approval for updating of Orientation material for non-teaching staff.                                                       | DA / SO >> AR >> DR >> Registrar >> Dean (Admin)             | 1 day                                                                                                                       |
| 3            | Approval for pay fixation in respect of Non-Teaching staff after promotions/up gradations/placements/ revisions/new joining | DA / SO >> AR >> DR >> JR (F/A) >> Registrar                 | Min: 1 day<br>Max: 7 days<br>However, in cases of new joining from Govt./CAB/PSU, it depends on submission of LPC           |
| 4            | Approval for replies to audit objections on establishment matters pertaining to non-teaching staff.                         | DA / SO >> AR >> DR >> Dean (Admin)                          | 5 days                                                                                                                      |
| 5            | Approval for correspondence with MOE on matters related to non-teaching staff.                                              | DA / SO >> AR >> DR >> Dean (Admin)                          | 1 day                                                                                                                       |
| 6            | Approval for probation clearance and confirmation in respect of non-teaching staff.                                         | DA / SO >> AR >> DR >> Dean (Admin)                          | Process will start a month before and the candidate will receive the communication a day before the completion of probation |
| 7            | Approval for extension of probation period in respect of non-teaching staff.                                                | DA / SO >> AR >> DR >> Registrar >> Dean (Admin) >> Director | Process will start one month before and the candidate will be notified a day before the completion of probation             |
| 8            | Approval for promotions/placements in respect of non-teaching staff.                                                        | DA / SO >> AR >> DR >> Registrar >> Dean (Admin) >> Director | Process will start one month before and the candidate will be notified a day                                                |

|    |                                                                                                                                     |                                                            |                                                                                                 |
|----|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
|    |                                                                                                                                     |                                                            | before the completion of due/mandatory period                                                   |
| 9  | Approval for grant of annual increments.                                                                                            | DA/SO >> AR >> DR                                          | 15 <sup>th</sup> of January/<br>15 <sup>th</sup> July as the case may be                        |
| 10 | Approval for forwarding applications for outside employment through proper channel or for grant of NOC thereafter (Direct rect).    | DA/SO >> AR >> DR >> Dean (Admin)                          | 2 days                                                                                          |
| 11 | Approval for grant of permission to pursue higher studies.                                                                          | DA/SO >> AR >> DR >> Dean (Admin)                          | 2 days                                                                                          |
| 12 | Timely collection of self-appraisals for APARs and communication of final grading/adverse remarks in respect of non-teaching staff. | DA/SO >> AR                                                | Collection of APARs by 5 <sup>th</sup> Feb<br>Communication of grading by 1 <sup>st</sup> April |
| 13 | Approval for timely collection of Annual Property Returns and uploading on website.                                                 | DA/SO >> AR >> DR >> CVO                                   | 1 <sup>st</sup> April                                                                           |
| 14 | Acceptance of resignations/approval for relieving on Deputations/Lien, etc. in respect of non-teaching staff.                       | DA/SO >> AR >> DR >> Registrar >> Dean (Admin) >> Director | 2 – 5 days                                                                                      |
| 15 | Replies to RTI applications in respect of non-teaching staff matters.                                                               | DA/SO >> AR >> DR                                          | 30 days                                                                                         |
| 16 | Sanction of LTC in respect of non-teaching staff                                                                                    | DA/SO >> AR >> DR                                          | 2 days                                                                                          |
| 17 | Approval for issue of NOC for Passport / Visa Certificate for non-faculty.                                                          | DA/SO >> AR >> DR >> Registrar                             | 2 days                                                                                          |
| 18 | Approval for issue of address proof certificates for non-teaching staff.                                                            | DA/SO >> AR                                                | 1 day                                                                                           |
| 19 | Approval for issue of ID cards.                                                                                                     | DA/SO >> AR                                                | 1 day                                                                                           |
| 20 | Approval for ex-India leave/Study leave in respect of non-teaching staff.                                                           | DA/SO >> AR >> DR >> Registrar >> Dean (Admin) >> Director | 2 – 7 days                                                                                      |
| 21 | Attestation of entries in the Service Books of non-teaching staff.                                                                  | DA/SO >> AR >> DR                                          | Timely, upon issuance of the orders                                                             |
| 22 | Approval for issue of service certificates                                                                                          | DA/SO >> AR                                                | 1 day                                                                                           |

|    |                                                                                   |                                                                   |                                                       |
|----|-----------------------------------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------|
| 23 | Approval to depute non-teaching staff for election duties.                        | DA/SO >> AR >> DR >> Registrar >> Dean (Admin)                    | 1 – 2 days                                            |
| 24 | Approval for Reservation Roster Entries in respect of non-teaching staff.         | DA/SO >> AR >> DR                                                 | Immediately after issuing the Joining Order           |
| 25 | Framing/Amending of recruitment rules in respect of non-teaching staff.           | DA/SO >> AR >> DR >> Registrar >> Dean (Admin) >> Director >> BOG | As and when required based on the directions          |
| 26 | Approval for transfer and postings of non-teaching staff.                         | DA/SO >> AR >> DR >> Registrar >> Dean (Admin) >> Director        | 1 day                                                 |
| 27 | Approval for extension of Joining time for new appointee                          | DA/SO >> HOD >> AR >> DR >> Dean (Admin) >> Director              | 1 – 2 days                                            |
| 28 | Approval for TTA                                                                  | DA/SO >> AR >> DR >> JR (F&A) >> Registrar >> Director            | 7 days after submission of all the relevant documents |
| 29 | Approval for Joining Time Pay and Credit of EL in lieu of unutilized Joining Time | DA/SO >> AR >> DR >> JR (F&A) >> Registrar >> Dean (Admin)        | 7 days after submission of all the relevant documents |
| 30 | Approval for CCL (Less than 01 month)                                             | DA/SO >> AR >> DR >> Dean (Admin)                                 | 1 - 2 days                                            |
| 31 | Approval for CCL (More than 01 month)                                             | DA/SO >> AR >> DR >> Dean (Admin) >> Director                     | 2 days                                                |
| 32 | Approval of Paternity/Maternity leave                                             | DA/SO >> AR >> DR >> Dean (Admin)                                 | 1 – 2 days                                            |
| 33 | Approval for nomination of experts for selection committees.                      | Dean(Admin) >> Director                                           | 2 days                                                |
| 34 | EoM nomination review                                                             | DR >> Registrar >> Review Committee >> Director                   | Every 22 <sup>nd</sup> of the month                   |

**Important emails:**

DR : Deputy Registrar ( [dr.hr@iith.ac.in](mailto:dr.hr@iith.ac.in))

AR : Assistant Registrar-HR Staff ( [ar.hrstaff@iith.ac.in](mailto:ar.hrstaff@iith.ac.in))

DA/SO: Dealing Assistant/ Section Officer ( [office.establishmentstaff@iith.ac.in](mailto:office.establishmentstaff@iith.ac.in))

### **8. HR Section (Faculty)**

| <b>S.No.</b> | <b>Item of Work</b>                                                                                                            | <b>Channel of Submission</b>                                             | <b>Timeline</b>                                                                                                   |
|--------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| 1            | Approval for verification of character and antecedents of selected candidates.                                                 | DA/SO >> AR >> DR                                                        | Min: 1 day; Max: 10 days – for verification of documents at the section based on complete submission              |
| 2            | Approval for updating of Orientation material for faculty.                                                                     | DA/SO >> AR >> DR >> Dean (Faculty)                                      | 1 day                                                                                                             |
| 3            | Approval for pay fixation in respect of faculty on first appointment and after promotions/ up gradations/placements/revisions. | DA/SO >> AR >> DR >> JR (F&A) >> Registrar >> Dean (Faculty) >> Director | Min: 1 day<br>Max: 7 days<br>However, in cases of new joining from Govt./CAB/PSU, it depends on submission of LPC |
| 4            | Approval for replies to audit objections on establishment matters pertaining to faculty matters.                               | DA/SO >> AR >> DR                                                        | 5 days                                                                                                            |
| 5            | Approval for correspondence with MoE on matters related to faculty.                                                            | DA/SO >> AR >> DR >> Registrar                                           | 1 day                                                                                                             |
| 6            | Approval for probation clearance and confirmation in respect of faculty.                                                       | DA/SO >> AR >> DR >> Dean (Faculty) >> Director                          | Process starts 1 month before                                                                                     |
| 7            | Approval for extension of probation period in respect of faculty.                                                              | DA/SO >> AR >> DR >> Dean (Faculty) >> Director                          | Process starts 1 month before                                                                                     |
| 8            | Approval for promotions/placements in respect of faculty.                                                                      | DA/SO >> AR >> DR >> Dean (Faculty) >> Director                          | Process starts 1 month before                                                                                     |
| 9            | Approval for grant of annual increments to faculty.                                                                            | DA/SO >> AR >> DR                                                        | 15 <sup>th</sup> of January/<br>15 <sup>th</sup> July as the case may be                                          |
| 10           | Approval for forwarding applications for outside employment through proper channel or for grant of NOC therefor.               | DA/SO >> AR >> DR >> Dean (Faculty) >> Director                          | 2 days                                                                                                            |
| 11           | Approval for grant of permission to pursue further course/studies.                                                             | DA/SO >> AR >> DR >> Dean (Faculty) >> Director                          | 2 – 7 days                                                                                                        |
| 12           | Approval for timely collection of Annual Property Returns and uploading on website.                                            | DA/SO >> AR >> DR >> CVO                                                 | 1 <sup>st</sup> April                                                                                             |

|    |                                                                                                                                               |                                                              |                                             |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------|
| 13 | Acceptance of resignations/approval for relieving on Deputations/Lien, etc. in respect of faculty.                                            | DA/SO >> AR >> DR >> Registrar >> Dean (Faculty) >> Director | 2 – 5 days                                  |
| 14 | Approval of replies to RTI applications in respect of faculty.                                                                                | DA/SO >> AR >> DR >> Dean (Faculty)                          | 1-7 days                                    |
| 15 | Sanction of LTC in respect of faculty.                                                                                                        | DA/SO >> AR >> DR                                            | 2 days                                      |
| 16 | Approval for issue of NOC for Passport / Visa Certificate for faculty.                                                                        | DA/SO >> AR >> DR                                            | 2 days                                      |
| 17 | Approval for issue of address proof certificates for faculty.                                                                                 | DA/SO >> AR                                                  | 1 day                                       |
| 18 | Approval for ex-India leave/Sabbatical leave in respect of faculty.                                                                           | DA/SO >> AR >> DR >> Dean (Faculty) >> Director              | 5-7 days                                    |
| 19 | Attestation of entries in the Service Books of faculty.                                                                                       | DA/SO >> AR >> DR                                            | Timely, upon issuance of the orders         |
| 20 | Approval for issue of service certificates to faculty.                                                                                        | DA/SO >> AR                                                  | 1 day                                       |
| 21 | Approval for issue of ID cards.                                                                                                               | DA/SO >> AR                                                  | 1 day                                       |
| 22 | Approval to depute faculty for election duties.                                                                                               | DA/SO >> AR >> DR >> Dean (Faculty) >> Director              | 1 – 2 days                                  |
| 23 | Approval for nomination of experts for selection committees.                                                                                  | Dean (Faculty) >> Director                                   | 1 – 2 days                                  |
| 24 | Approval for Reservation Roster Entries in respect of faculty.                                                                                | DA/SO >> AR >> DR (As of now no roster)                      | Immediately after issuing the Joining Order |
| 25 | Approval for arranging lunch for Experts Members, Dean Faculty, Director, Departmental Faculty and Faculty Candidates for interviews/seminars | DA/SO >> AR >> DR                                            | 1 day                                       |
| 26 | Approval for CCL (Less than 01 month)                                                                                                         | DA/SO >> AR >> DR >> Dean (Faculty)                          | 1 – 2 days                                  |
| 27 | Approval for CCL (More than 01 month)                                                                                                         | DA/SO >> AR >> DR >> Dean (Faculty) >> Director              | 2 days                                      |
| 28 | Approval of Paternity/Maternity leave                                                                                                         | DA/SO >> AR >> DR >> Dean (Faculty)                          | 2 days                                      |

**Important Emails:**

DR : Deputy Registrar ([dr.hr@iith.ac.in](mailto:dr.hr@iith.ac.in))

AR : Assistant Registrar-HR Faculty ([ar.hrfaculty@iith.ac.in](mailto:ar.hrfaculty@iith.ac.in))

DA/SO: Dealing Assistant/Section Officer ([office.establishmentfaculty@iith.ac.in](mailto:office.establishmentfaculty@iith.ac.in))

## 9. MS Section

| <b>S.No</b> | <b>Item of work</b>                                                                                                                                        | <b>Channel of submission</b>                            | <b>Timeline</b>                              |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|----------------------------------------------|
| 1.          | Approval for floating of tenders for any kind of service.                                                                                                  | DA >> AR >> DR >> Registrar >> Dean (Admin) >> Director | 5 days from finalization of NIT              |
| 2.          | Approval for award of tenders for any kind of service.                                                                                                     | DA >> AR >> DR >> Registrar >> Dean (Admin) >> Director | 5 days from receipt of TC's recommendations  |
| 3.          | Approval for arrangement of lunches/refreshments/ housekeeping services/manpower for shifting/ transport as per requests received through ticketing system | DA >> AR                                                | 1 day                                        |
| 4.          | Approval for replies to audit objections/RTI applications pertaining to the work of the section.                                                           | DA >> AR >> DR                                          | 5 days                                       |
| 5.          | Approval for correspondence with MOE on matters related to the section.                                                                                    | DA >> AR >> DR >> Registrar                             | 2 days after collection of information       |
| 6.          | Decision to deploy housekeeping staff at various locations on requirement basis.                                                                           | DA >> AR                                                | Instantly                                    |
| 7.          | Decision to deploy manpower at various locations on requirement basis.                                                                                     | DA >> AR >> DR >> Registrar                             | 1-2 days                                     |
| 8.          | Approval for appointment of institute project staff on ad hoc basis.                                                                                       | DA >> AR >> DR >> Registrar >> Director                 | 3 days from receipt of SC's recommendations  |
| 9.          | Approval for extension/termination of tenure of appointment of institute project staff on ad hoc basis.                                                    | DA >> AR >> DR >> Registrar >> Director                 | 3 days from receipt of HOD's recommendations |
| 10.         | Approval for grant of annual increments to project staff.                                                                                                  | DA >> AR >> DR >> Registrar >> Director                 | 5 days                                       |
| 11.         | Approval for new telephone connections.                                                                                                                    | DA >> AR >> DR >> Registrar >> Dean (Admin)             | 2 days                                       |
| 12.         | Approval of BSNL/Mess/Pest control bills for the payment after due verification.                                                                           | DA >> AR                                                | 3 days                                       |
| 13.         | Approval of bills for payment of wages to housekeeping,                                                                                                    | DA >> AR                                                | 3 days                                       |

|     |                                                                                      |                                         |          |
|-----|--------------------------------------------------------------------------------------|-----------------------------------------|----------|
|     | manpower and security personnel after due verification.                              |                                         |          |
| 14. | Approval for arrangements for celebration of Independence/Republic Day.              | DA >> AR >> DR >> Registrar >> Director | 3 days   |
| 15. | Approval for Name plates/ID cards.                                                   | DA >> AR                                | 1 day    |
| 16. | Approval of monthly transport bills for payment after due verification.              | DA >> AR                                | 3 days   |
| 17. | Approval of monthly ambulance bills for payment after due verification.              | DA >> AR >> FIC (Clinic)                | 3 days   |
| 18. | Approval of monthly diagnostic (VDC) bills for payment after due verification.       | DA >> AR >> FIC (Clinic)                | 3 days   |
| 19. | Approval of monthly super specialty clinic bills for payment after due verification. | DA >> AR >> FIC (Clinic)                | 3 days   |
| 20. | Approval of monthly Solid Waste Management bills for payment after due verification. | DA >> AR >> FIC (Green Office)          | 3 days   |
| 21. | Approval of monthly Media services bills for payment after due verification.         | DA >> AR >> Dean (PCR)                  | 3 days   |
| 22. | Approval for issue of NOC to project staff for their applications outside IITH.      | DA >> AR >> DR                          | 3 days   |
| 23. | Approval for imposition of penalties on contractors/licensees.                       | DA >> AR >> DR >> Registrar >> Director | 3 days   |
| 24. | Approval to expend from the Imprest amount.                                          | DA >> AR >> DR                          | 1 day    |
| 25. | Approval for filing periodical returns with the Office of the LC.                    | DA >> AR                                | 3 days   |
| 26. | Approval for issue of service certificates in respect of project staff.              | DA >> AR                                | 2 days   |
| 27. | Approval for correspondence with MED.                                                | DA >> AR >> DR >> Registrar             | 2-3 days |
| 28. | Approval for engagement of LDPs on outsourcing basis.                                | DA >> AR >> DR >> Registrar             | 7 days   |
| 29. | Approval for payment of revised wages to outsourced staff.                           | DA >> AR >> DR >> Registrar >> Director | 5 days   |

|     |                                                                                              |                                                                  |          |
|-----|----------------------------------------------------------------------------------------------|------------------------------------------------------------------|----------|
| 30. | Approval for purchase of monthly housekeeping material.                                      | DA >> AR >> DR >> Registrar >> Dean (Admin)                      | 3 days   |
| 31. | Approval for acceptance of two optional gazetted holidays.                                   | DA >> AR >> DR >> Registrar >> Director                          | 2 days   |
|     | Approval to notify yearly public holidays                                                    | DA >> AR >> DR >> Registrar                                      | 1 day    |
| 32. | Approval for allotment of guesthouse accommodation.                                          | DA >> AR                                                         | 1 day    |
| 33. | Allotment of residential accommodation.                                                      | AC >> DA >> AR >> DR                                             | 1 day    |
| 34. | Approval to generate monthly license fee invoices.                                           | DA >> AR                                                         | 1 day    |
| 35. | Approval for <b>bulk allotment</b> of guesthouse accommodation.                              | DA >> AR >> DR >> Registrar >> Dean (Admin)                      | 2-3 days |
| 36. | Approval for various Circulars/Notifications/Advisories to be circulated to IITH Fraternity. | DA >> AR >> DR >> Registrar >> Director                          | 2 days   |
| 37. | Delivery of dak to the respective sections/depts/faculty/officers.                           | Receipt Assistant >> Delivery Assistant >> Receiver              | 1 day    |
| 38. | Despatch of dak by postal or courier means.                                                  | Receipt Assistant >> Despatch Assistant >> Post Office / Courier | 2 days   |

**Abbreviations:**

DA – Dealing Assistant; AR – Assistant Registrar; DR – Deputy Registrar; FIC – Faculty In charge; TC – Tender Committee; SC – Selection Committee; AC – Accommodation Committee; LC – Labour Commissioner; MOE – Ministry of Education; NIT – Notice Inviting Tender; LDP – Land Displaced Person.

**Important Emails:**

Deputy Registrar : [dr.ms@iith.ac.in](mailto:dr.ms@iith.ac.in)  
Assistant Registrar : [ar.ms@iith.ac.in](mailto:ar.ms@iith.ac.in)  
Office : [office.admin@iith.ac.in](mailto:office.admin@iith.ac.in)

## **10. R&D Section**

| <b>S.No.</b> | <b>Item of Work</b>                                                                          | <b>Channel of Submission</b>                                                                                                            | <b>Timeline</b>                                     |
|--------------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| 1            | Entry of Receipts in respect of Grant-in-Aid, Sponsored, Consultancy Projects and Workshops. | Bank Statement >> DA >> AR                                                                                                              | 7 days.                                             |
| 2            | For Entry in RDF, DDF and SRC                                                                | Bank Statement >> DA >> AR                                                                                                              | 7 days                                              |
| 3            | For Purchase Commitments from respective Projects and RDF and DDF.                           | Stores >> R&D >> DA>> AR                                                                                                                | 7 days                                              |
| 4            | For obtaining approval from Dean (R&D) for Project Purchases, RDF and DDF.                   | S&P >> AR >> Dean (R&D) >> S&P for release of Purchase Order.                                                                           | 2 days                                              |
| 5            | For processing of payments after stock entry by stores section                               | DA >> AR >> JR (R&D) (For value upto 2 Lakhs)<br>DA >> AR >> JR (R&D) >> DDO / Registrar (For value more than 2 Lakhs).                 | 10 days*                                            |
| 6            | For approval of Temporary Advances from Dean (R&D) and Settlement of Advances.               | Project Investigator >> DA >> AR >> Dean (R&D)                                                                                          | 2 days.                                             |
| 7            | For payment of Temporary Advances and Settlement of Advances after approval                  | DA >> AR >> JR (R&D)                                                                                                                    | 5 days.                                             |
| 8            | For approval of Honorarium to Faculty from Consultancy Projects and RDF.                     | Project Investigator >> DA >> AR >> Dean (R&D)                                                                                          | 5 days.                                             |
| 9            | For payment of Honorarium to Faculty from Consultancy Projects and RDF.                      | Project Investigator >> DA >> AR >> JR (R&D) >> DDO (upto 2 Lakhs).<br>DA >> AR >> JR (R&D) >> DDO / Registrar (For more than 2 Lakhs). | 5 days after the commitment.                        |
| 10           | For Manpower commitments of Project Staff, MTech / Ph.D. students from Projects.             | Project Investigator >> R&D DA >> AR >> Dean (R&D) – Admin & Academic                                                                   | 5 days.                                             |
| 11           | For Manpower commitments of Intern students.                                                 | Project Investigator >> R&D DA >> AR >> Dean (R&D)                                                                                      | 5 days.                                             |
| 12           | For payment to Project Staff and MTech. / Ph.D. students                                     | Manpower List from Admin / Academic >> R&D DA >> AR >> JR (R&D) >> DDO / Registrar                                                      | 5 days to Project staff<br>3 days for MTech & Ph.D. |
| 13           | Preparation of UC and SOE for Grant-in-Aid and Sponsored Projects.                           | Project Investigator >> Dealing Assistant >> AR >> PI >> JR (R&D) >> Submission to UC to PI.                                            | 1 day after getting its turn. (FCFS)                |
| 14           | Preparation of Invoices for Sponsored & Consultancy Projects                                 | Receipt of Purchase Order from Sponsored Agency (if applicable) >> DA>> AR >> Project                                                   | 2 days.                                             |

|    |                                                  |                                                                                                                           |        |
|----|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------|
|    |                                                  | Investigator >> Sponsored Agency.                                                                                         |        |
| 15 | Research Equipment Maintenance Fund user charges | User Faculty >> DA to raise Invoice >> AR >> Submission of Invoice to the client /user. DA to maintain equipment ledgers. | 5 days |
| 16 | Audit Reply                                      | DA >> AR >> DR                                                                                                            | 5 days |
| 17 | Project related data to external agencies        | DA >> AR >> DR                                                                                                            | 5 days |

**Important emails:**

DA : Dealing Assistant : [office.rnd@iith.ac.in](mailto:office.rnd@iith.ac.in)

AR : Assistant Registrar : [ar.rnd@iith.ac.in](mailto:ar.rnd@iith.ac.in)

DR : Deputy Registrar : [dr.rnd@iith.ac.in](mailto:dr.rnd@iith.ac.in)

## 11. Security Section

| S. No. | Item of Work                                       | Channel of Submission                                                       | Timeline        |
|--------|----------------------------------------------------|-----------------------------------------------------------------------------|-----------------|
| 1      | Procurements for Security Department               | SO >> CSO >> JR (F&A) for fund status confirmation >> Registrar >> Director | 7 days          |
| 2      | Tender for Security Services                       | DR/AR (Admin) >> CSO >> Registrar >> Director                               | 7 days          |
| 3      | Wage bill of Security Guards                       | Security Agency / Field Officer >> CSO >> AR (Admin) >> JR (F&A)            | 3 days          |
| 4      | Imprest Account                                    | Security Supervisor >> CSO >> DR/AR Stores >> JR / AR (F&A)                 | 7 days          |
| 5      | Manpower approvals                                 | CSO >> JR (F&A) for fund status confirmation >> Registrar >> Director       | 7 days          |
| 6      | Gate Pass/Visitor Pass Approvals                   | Applicant >> SO/CSO >> Applicant                                            | 1 day           |
| 7      | Vehicle Pass Approvals                             | Applicant >> SO/CSO >> Applicant                                            | 2 days          |
| 8      | Maid/Aaya/Driver/Helper/Contract Worker Pass       | Applicant >> SO/CSO >> Applicant                                            | 2 days          |
| 9      | Lost and Found Reporting                           | Recipient/CSO >> Claimant                                                   | 1 day           |
| 10     | Courier/Food/Home delivery/Service personnel Entry | Applicant >> SO/CSO >> Applicant                                            | 1 day           |
| 11     | Key authorization Request                          | Applicant >> SO/CSO >> Security Supervisor                                  | 2 days          |
| 12     | Maintenance of Fire Extinguishers                  | SO/Fire Officer >> Security Supervisor/Sec Guard                            | 7 days          |
| 13     | Periodic conduct of Fire drills                    | SO/Fire Officer >> Security Supervisor / Sec Guard                          | As per schedule |
| 14     | Theft/Accident/Incident Report and Investigation   | Complainant >> Security Supervisor >> SO >> CSO                             | 2 days          |
| 15     | CCTV and office inventory maintenance              | CSO >> SO >> CCTV Technician / Security Supervisor                          | 1 day           |
| 16     | Disposal of RTI                                    | CPIO Office >> CSO >> CPIO Office                                           | 30 days         |

|    |                                                                             |                                                                |        |
|----|-----------------------------------------------------------------------------|----------------------------------------------------------------|--------|
| 17 | Grievance Addressal                                                         | Complainant >> CSO/SO >> Registrar                             | 7 days |
| 18 | Printing and issue of ID Cards of Faculty/Staff/Students/Project Staff etc. | AR Academics /AR Establishment >> SO >> DA/Security Supervisor | 3 days |

**Abbreviations and Important emails:**

CSO: Chief Security Officer ([cso@iith.ac.in](mailto:cso@iith.ac.in))  
SO: Security Officer ([securityofficere@iith.ac.in](mailto:securityofficere@iith.ac.in))  
DA: Dealing Assistant([office.security@iith.ac.in](mailto:office.security@iith.ac.in))  
DR/AR (Stores): Deputy Registrar/Assistant Registrar (Stores)  
CCTV: Closed Circuit Television  
CPIO: Central Public Information Officer

## 12. Stores and Purchase Section

| S.No. | Item of Work                                                                                                      | Channel of Submission                                                                                                                                                                                                                | **Timeline |
|-------|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1     | Publishing of Tenders on MHRD e-Uniwizarde portal, CPPP and IITH Website under Institute, Project and JICA Funds. | User faculty EA >> SO >> AR >> DR >> Accounts >> Dean Admin/Director Dealing Assistant >> AR >> Firm/User Faculty >> IITH website & CPPP/E Wizard (Govt. E Portal)>>                                                                 | 5-7 days   |
| 2     | Corrigendum of The Tenders                                                                                        | User faculty/Vendor >> AR >> DR >> Dealing Assistant >> AR >> Firm/User Faculty >> IITH website & CPPP/E Wizard (Govt. E Portal)                                                                                                     | 1-2 days   |
| 3     | Preparation of all POs (Foreign/Indigenous) Under Institute funds & IIIT Raichur.                                 | User faculty >> DA >> SO >> AR >> DR >> Accounts >> Dean Admin/Director Dealing Assistant >> AR >> DR >> Dealing Assistant                                                                                                           | 5-7 days   |
| 4     | Preparation of all POs (Foreign/Indigenous) Under JICA.                                                           | User faculty >> SO >> AR >> DR >> JICA Cell >> Dean Planning >> Director Dealing Assistant >> User faculty >> AR >> DR >> Dealing Assistant                                                                                          | 5-7 days   |
| 5     | LC Opening Under JICA                                                                                             | Dealing Assistant >>AR/DR >> JICA cell                                                                                                                                                                                               | 5-7 days   |
| 6     | Preparation of all POs (Foreign/Indigenous) Under R&D Projects.                                                   | User faculty >> SO >> AR >> DR >> R&D >> Dean R&D/Director Dealing Assistant >> AR >> DR >> Dealing Assistant                                                                                                                        | 5-7 days   |
| 7     | Payment process of POs (Foreign) Under Institute funds & IIIT Raichur                                             | User faculty >> Dealing Assistant >> AR >> DR >> Accounts                                                                                                                                                                            | 5-7 days   |
| 8     | Payment process of POs (Foreign) Under R&D Projects.                                                              | User faculty >> Dealing Assistant >> AR >> DR >> R&D                                                                                                                                                                                 | 5-7 days   |
| 9     | Payment process of POs (Foreign) Under JICA(90%+10%)                                                              | (For 90% Payment) CHA >> User faculty >> Dealing Assistant >> AR/DR >> Dean Planning >> Director >> Dealing Assistant (For 10% Payment) User faculty >> Dealing Assistant >> AR/DR >> Dean Planning >> Director >> Dealing Assistant | 7 days     |
| 10    | Payment process of POs (Indigenous) Under Institute funds & IIIT Raichur                                          | Dealing Assistant >> SO/AR/DR >> Accounts >> Dealing Assistant.                                                                                                                                                                      | 5-7 days   |
| 11    | Payment process of POs Under (Indigenous) R&D Projects.                                                           | Dealing Assistant >> SO/AR/DR >> R&D >> Dealing Assistant.                                                                                                                                                                           | 7 days     |

|    |                                                                                  |                                                                                                                                                |                                                                                                                                                        |
|----|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12 | Payment process of Cash bills Under Institute funds, Project funds & IIT Raichur | Dealing Assistant >> SO/AR/DR >> Accounts/R&D                                                                                                  | 1-7 days                                                                                                                                               |
| 13 | Purchase Process of Consumables & Non- Consumables through GeM Portal            | User >> Dealing Assistant >> AR/DR >> Accounts >> Dean Admin >> Dealing Assistant                                                              | 5 days                                                                                                                                                 |
| 14 | Payment Process of Consumables & Non- Consumables through GeM Portal             | Dealing Assistant >> SO/AR/DR >> Accounts >> Dealing Assistant                                                                                 | 5 days                                                                                                                                                 |
| 15 | Issue of GST for Cash Purchase /PO                                               | User faculty >> Dealing Assistant >> DR                                                                                                        | 5-7 days                                                                                                                                               |
| 16 | Issue of CDEC for Custom Clearances                                              | CHA/User faculty >> Dealing Assistant >> DR >> Registrar                                                                                       | 1-3 days                                                                                                                                               |
| 17 | Routine issue of Office Stationery items from Stores                             | USER >> SO/AR/DR >> Dealing Assistant                                                                                                          | 1-5 days                                                                                                                                               |
| 18 | Material Management Against PO                                                   | Vendor >> Dealing Assistant >> User/LAB                                                                                                        | 1-5 days                                                                                                                                               |
| 19 | Imprest Handling                                                                 | SO >> AR/DR >> Dealing Assistant >> SO >> AR/DR >> Accounts                                                                                    | 5-7 days                                                                                                                                               |
| 20 | Rate Contract orders                                                             | User/Vendor >> SO >> AR/DR >> Dealing Assistant                                                                                                | 7days                                                                                                                                                  |
| 21 | Complaint Management (Repairing of laptops/Desktops/Printers)                    | User >> Dealing Assistant >> SO                                                                                                                | 7 days                                                                                                                                                 |
| 22 | Retaining of laptop by students after completion of specified period.            | Request by student >> DA >> DR (SnP) Student for making payment >> Accounts for payment confirmation >> Confirmation to Student for retention. | 7 days                                                                                                                                                 |
| 23 | RTI Related information                                                          | DA >> AR >> DR >> CPIO                                                                                                                         | 7 days                                                                                                                                                 |
| 24 | Submission of GTE forms & forwarding of GTE proposals to the Ministry            | EA >> AR >> DR >> Director >> MoE                                                                                                              | Within the timelines prescribed by the MoE. Next slot of forwarding the proposals to MoE is 25.11.2021 for the projected procurements till 31.03.2022. |

**Important Emails:**

DR : Deputy Registrar ([dr.snp@iith.ac.in](mailto:dr.snp@iith.ac.in))

AR : Assistant Registrar ([ar.stores@iith.ac.in](mailto:ar.stores@iith.ac.in))

SO/DA : Section Officer ([office.stores@iith.ac.in](mailto:office.stores@iith.ac.in))

### 13. Construction and Maintenance Division

| S.No.                                              | Item of Work                                                                                                                                             | Channel of Submission                                                                  |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <b>Maintenance and Additions/Alteration works:</b> |                                                                                                                                                          |                                                                                        |
| 01                                                 | <b>Under Institute Funds (MoE/HEFA)</b>                                                                                                                  |                                                                                        |
|                                                    | Estimates costing less than Rs.20 Lakhs                                                                                                                  | JE/AE/AEE >> EE >> SE >> JR (F&A) >> ADean(P) >> Dean (Admin)                          |
|                                                    | Estimates costing more than Rs.20 Lakhs                                                                                                                  | EE >> SE >> JR (F&A) >> ADean(P) >> Dean(P) >> Director                                |
| 02                                                 | Estimates pertaining to concerned Department under their <b>Department Development Funds (DDF)</b>                                                       | JE/AE/AEE >> EE >> SE >> JR (F&A) >> Faculty >> ADean (P) >> HOD                       |
| 03                                                 | Estimates pertaining to concerned Department under their <b>Research Development Funds (RDF)</b>                                                         | JE/AE/AEE >> EE >> SE >> JR (F&A) >> Faculty >> HOD >> ADean(P) >> Dean (R&D)          |
| 04                                                 | Estimates pertaining to concerned Department under their <b>Project Funds</b>                                                                            | JE/AE/AEE >> EE >> SE >> JR (F&A) >> Faculty >> HOD >> ADean(P) >> Dean(P) >> Director |
| <b>Phase-2 (Package-3A and Package-3B) works:</b>  |                                                                                                                                                          |                                                                                        |
| 01                                                 | Estimates related to ongoing Package-3A and Package-3B works                                                                                             | EE >> SE >> JR (F&A) >> Dean(P) >> Director                                            |
| <b>Approval of Quotations:</b>                     |                                                                                                                                                          |                                                                                        |
| 01                                                 | Approval of Quotations for the expenditure related to ongoing Package-3A & 3B works under already approved AA & ES/ contingency funds of Package-3A & 3B | AE/AEE >> EE >> SE >> Dean(P)                                                          |
| 02                                                 | Approval of Quotations for the day to day maintenance, Additions/Alteration works, which obtained AA & ES under Institute/DDF/RDF funds                  | AE/AEE >> EE >> SE >> ADean(P)                                                         |

| S.No                                                                         | Item of work                        | Channel of Submission                                                      | Timeline |
|------------------------------------------------------------------------------|-------------------------------------|----------------------------------------------------------------------------|----------|
| <b>I Preparation &amp; submission of Estimates for obtaining AA &amp; ES</b> |                                     |                                                                            |          |
| 01                                                                           | Up to Rs.1.0 Lakh                   | JE >> AE >> AEE >> EE >> SE >> JR (F&A) >> ADean(P) >> Dean (Admin)        | 3 Days   |
| 02                                                                           | From Rs.1.0 Lakh to Rs.20 Lakh      | JE >> AE >> AEE >> EE >> SE >> JR (F&A) >> ADean(P) >> Dean (Admin)        | 4 Days   |
| 03                                                                           | From Rs. 20.00 Lakh to Rs.1.0 Crore | JE >> AE >> AEE >> EE >> SE >> JR (F&A) >> ADean(P) >> Dean(P) >> Director | 5 Days   |
| 04                                                                           | From Rs. 1.0 Crore to Rs.2.5 Crore  | JE >> AE >> AEE >> EE >> SE >> JR (F&A) >> ADean(P) >> Dean(P) >> Director | 6 Days   |
| 05                                                                           | From Rs.2.5 Crore and above         | JE >> AE >> AEE >> EE >> SE >> JR (F&A) >> ADean(P) >> Dean(P) >> Director | 7 Days   |

|               |                                                                                                                                                                                                                                                                                                   |                                                          |        |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|--------|
| <b>II</b>     | <b>On receipt of AA &amp;ES, inviting Tenders/ Quotations</b>                                                                                                                                                                                                                                     |                                                          |        |
| <b>II(A)</b>  | <b>Quotations</b>                                                                                                                                                                                                                                                                                 |                                                          |        |
| 01            | Up to Rs.1.0Lakh                                                                                                                                                                                                                                                                                  | AE >> AEE >> EE                                          | 2 days |
| 02            | Rs.1.0 Lakh to Rs.5.0 Lakh                                                                                                                                                                                                                                                                        | AE >> AEE >> EE                                          | 3 days |
| 03            | Rs.5.0 Lakh to Rs. 20.00 Lakh                                                                                                                                                                                                                                                                     | AE >> AEE >> EE                                          | 4 days |
| <b>II(B)</b>  | <b>Tenders W.r.to IITH OM No. IITH/Admn/2014/1, dtd 21-07-2014 delegated financial powers</b>                                                                                                                                                                                                     |                                                          |        |
| 01            | Up to Rs.45.00 Lakhs                                                                                                                                                                                                                                                                              | AE >> AEE >> EE                                          | 4 days |
| 02            | Rs.45.00 Lakhs to Rs.2.5 Crores                                                                                                                                                                                                                                                                   | AE >> AEE >> EE >> SE                                    | 5 days |
| 03            | Rs.2.5 Crores and above                                                                                                                                                                                                                                                                           | AE >> AEE >> EE >> SE >> ADean(P) >> Dean(P) >> Director | 7 days |
| <b>III A</b>  | <b>On opening of tenders/quotations, awarding of works</b>                                                                                                                                                                                                                                        |                                                          |        |
| 01            | Up to Rs.01 Lakh                                                                                                                                                                                                                                                                                  | AE >> AEE >> EE >> SE >> ADean(P)                        | 3 Days |
| 02            | Rs 1 lakh to Rs 5 lakhs                                                                                                                                                                                                                                                                           | AE >> AEE >> EE >> SE >> ADean(P)                        | 4 days |
| 03            | Rs 5 lakh to Rs 20 lakhs                                                                                                                                                                                                                                                                          | AE >> AEE >> EE >> SE >> ADean(P)                        | 6 days |
| <b>III B</b>  | <b>Tenders W.r.to IITH OM No. IITH/Admn/2014/1, dtd 21-07-2014 delegated financial powers</b>                                                                                                                                                                                                     |                                                          |        |
| 01            | Up to Rs.45.00 Lakhs                                                                                                                                                                                                                                                                              | AE >> AEE >> EE                                          | 4 days |
| 02            | Rs.45.00 Lakhs to Rs.2.5 Crores                                                                                                                                                                                                                                                                   | AE >> AEE >> EE >> SE                                    | 5 days |
| 03            | Rs.2.5 Crores and above                                                                                                                                                                                                                                                                           | AE >> AEE >> EE >> SE >> ADean(P) >> Dean(P) >> Director | 7 days |
| <b>IV</b>     | <b>Procurement of Materials</b>                                                                                                                                                                                                                                                                   |                                                          |        |
| <b>IV (A)</b> | <b>Recommendations of Purchase Committee</b>                                                                                                                                                                                                                                                      |                                                          |        |
|               | Up to Rs.2.5 Lakhs                                                                                                                                                                                                                                                                                | Purchase Committee                                       | 7 days |
| <b>IV (B)</b> | <b>On Recommendations of Purchase Committee, Approval &amp; Issue of Supply Orders</b>                                                                                                                                                                                                            |                                                          |        |
|               | Up to Rs.2.5 Lakhs                                                                                                                                                                                                                                                                                | Purchase Committee >> EE >> SE >> ADEAN(P)               | 4 days |
| <b>V</b>      | <b>On Receipt of EOT-Part-1 Submission from Contractor/Agency, the Sanction of EOT for the works delayed beyond stipulated date of completion as per agreement clause-2/Schedule-F :</b>                                                                                                          |                                                          |        |
| 01            | Works up to Rs.45 Lakhs                                                                                                                                                                                                                                                                           | AE >> AEE >> EE                                          | 3 Days |
| 02            | Works from Rs.45 Lakhs to Rs.20.00 Crores                                                                                                                                                                                                                                                         | AEE >> EE >> SE                                          | 7 Days |
| <b>VI</b>     | <b>On submission of Extra Item Statement along with necessary Rate Analysis including Quotations /invoices by Contractor/Agency, the Sanction of Extra/Substitute Items as per agreement clause-12 (w.r.to IITH OM No.IITH/Admn/2014/1, dtd 21-07-2014, Sl.No.13 delegated financial powers):</b> |                                                          |        |
| 01            | 30% of the contract amount (or) 30% power to accord TS, whichever is lower                                                                                                                                                                                                                        | JE >> AE >> AEE >> EE                                    | 3 Days |
| 02            | 30% of the contract amount (or) equal to the power to accord TS, whichever is lower                                                                                                                                                                                                               | JE >> AE >> AEE >> EE >> SE                              | 4 Days |

|               |                                                                                                                                                                                                                                                                                                |                                                    |                 |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-----------------|
| 03            | 30% of the contract amount (or) equal to the power to accord TS, whichever is lower                                                                                                                                                                                                            | JE >> AE >> AEE >> EE >> SE >> Dean(P)             | 5 Days          |
| 04            | Full Powers                                                                                                                                                                                                                                                                                    | JE >> AE >> AEE >> EE >> SE >> Dean(P) >> Director | 7 Days          |
| <b>VII</b>    | <b>On submission of Deviation Item Statement along with necessary Rate Analysis including Quotations /invoices by Contractor/Agency, the Sanction of Deviation Items as per agreement clause-12 (w.r.to IITH OM No.IITH/Admn/2014/1, dtd 21-07-2014, Sl.No.14 delegated financial powers):</b> |                                                    |                 |
| 01            | 15% of the contract amount (or) 50% power to accord TS, whichever is lower                                                                                                                                                                                                                     | JE >> AE >> AEE >> EE                              | 3 days          |
| 02            | 30% Contract amount                                                                                                                                                                                                                                                                            | JE >> AE >> AEE >> EE >> SE                        | 4 days          |
| 03            | 30% contract amount                                                                                                                                                                                                                                                                            | JE >> AE >> AEE >> EE >> SE >> Dean(P)             | 5 days          |
| 04            | Full Powers                                                                                                                                                                                                                                                                                    | JE >> AE >> AEE >> EE >> SE >> Dean(P) >> Director | 7 days          |
| <b>VIII</b>   | <b>Contractor /Consultancy /Vendor Bills</b>                                                                                                                                                                                                                                                   |                                                    |                 |
|               | <b>Capital Works:</b>                                                                                                                                                                                                                                                                          |                                                    |                 |
| 01            | Phase-2 /Package-3A & 3B IPC(Stage-1)                                                                                                                                                                                                                                                          | AE >> AEE >> EE >> SE >> JR (F&A)                  | 3 Days          |
| 02            | Phase-2/ Pacage-3A & 3B IPC(Stage-2)                                                                                                                                                                                                                                                           | AE >> AEE >> EE >> SE >> JR (F&A)                  | 4 Days          |
| 03            | Consultancy bills                                                                                                                                                                                                                                                                              | AE >> AEE >> EE >> SE >> JR (F&A)                  | 4 Days          |
| 04            | Agreement works Running Bills                                                                                                                                                                                                                                                                  | JE >> AE >> AEE >> EE >> SE >> JR (F&A)            | 4 Days          |
| 05            | Agreement works Final Bills                                                                                                                                                                                                                                                                    | JE >> AE >> AEE >> EE >> SE >> JR (F&A)            | 7 Days          |
| 06            | Work Order works RA/F&F bills                                                                                                                                                                                                                                                                  | JE >> AE >> AEE >> EE >> SE >> JR (F&A)            | 4 Days          |
| 07            | Supply Order Bills                                                                                                                                                                                                                                                                             | JE >> AE >> AEE >> EE >> SE >> JR (F&A)            | 4 Days          |
| 08            | Vendor HR Bills                                                                                                                                                                                                                                                                                | JE >> AE >> AEE >> EE >> SE >> JR (F&A)            | 3 Days          |
| 09            | Other organizations like HMWSSB, TSSPDCL, etc. routine user consumption charges HR Bills                                                                                                                                                                                                       | JE >> AE >> AEE >> EE >> SE >> JR (F&A)            | 1 Day           |
| 10            | Return of EMD/PG/SD to contractors                                                                                                                                                                                                                                                             | JA >> EA >> AE >> AEE >> EE >> SE >> JR (F&A)      | 1 Day           |
| <b>IX</b>     | <b>Attending Routine Maintenance complaints</b>                                                                                                                                                                                                                                                |                                                    |                 |
| <b>IX (A)</b> | <b>Emergency complaints</b>                                                                                                                                                                                                                                                                    |                                                    |                 |
| 01            | Electro-mechanical Emergency (No light complaints)                                                                                                                                                                                                                                             | JE >> AE >> AEE >> EE                              | within 24 hours |
| 02            | Water supply Plumbing repair works emergency                                                                                                                                                                                                                                                   | JE >> AE >> AEE >> EE                              | within 24 hours |
| 03            | Sewage related emergency                                                                                                                                                                                                                                                                       | JE >> AE >> AEE >> EE                              | within 24 hours |

|               |                                                                                     |                                    |                    |
|---------------|-------------------------------------------------------------------------------------|------------------------------------|--------------------|
| <b>IX (B)</b> | <b>Routine non-emergency complaints</b>                                             |                                    |                    |
| 01            | Electro-mechanical related works                                                    | JE >> AE >> AEE >> EE              | 2 - 3 Days         |
| 02            | Mason related civil works                                                           | JE >> AE >> AEE >> EE              | 3 Days             |
| 03            | Plumbing related works                                                              | JE >> AE >> AEE >> EE              | 3 Days             |
| 04            | Sewerage systems related works                                                      | JE >> AE >> AEE >> EE              | 3 Days             |
| 05            | Carpentry works                                                                     | JE >> AE >> AEE >> EE              | 3 Days             |
| <b>X</b>      | <b>Submission of progress reports</b>                                               |                                    |                    |
| 01            | Monthly Progress Report                                                             | EA >> EE >> SE                     | 2-3 Days           |
| 02            | Quarterly HEFA Report (PIPR)                                                        | EA >> EE >> SE                     | 3 Days             |
| 03            | Quarterly Progress Report (CVO)                                                     | EA >> EE >> SE >> CVO              | 4-5 Days           |
| <b>XI</b>     | <b>Submission of RTI replies</b>                                                    |                                    |                    |
| 01            | Reply to RTI Queries                                                                | EA >> EE >> SE >> CPIO             | 5-6 Days           |
| <b>XII</b>    | <b>Submission of Audit Replies</b>                                                  |                                    |                    |
| 01            | Reply to Audit Enquiries                                                            | EA >> EE >> SE >> JR (F&A)         | 04 Days to 07 Days |
| <b>XIII</b>   | <b>Monthly Submission of License Fee of Quarters &amp; Other Utility Providers:</b> |                                    |                    |
| 01            | License Fee of Quarters & other utility providers                                   | JE/EA>>AE>>AEE>>EE>>JR(F&A)/DR(MS) | 4 Working Days     |

**Abbreviations and Important Emails:**

JE : Junior Engineer  
 AE : Assistant Engineer  
 AEE : Assistant Executive Engineer  
 Dean(P) : Dean (Planning) : [dean.plan@iith.ac.in](mailto:dean.plan@iith.ac.in)  
 EE : Executive Engineer : [ee@iith.ac.in](mailto:ee@iith.ac.in)  
 SE : Superintending Engineer : [se@iith.ac.in](mailto:se@iith.ac.in)  
 DDF : Department Development Funds  
 RDF : Research Development Fund  
 ADean(P) : Associate Dean(Planning) : [adean.plan@iith.ac.in](mailto:adean.plan@iith.ac.in)  
 Dean(R&D) : Dean (Research & Development) : [dean.rnd@iith.ac.in](mailto:dean.rnd@iith.ac.in)

IITH Medical Emergency Protocol

1. Availing Emergency treatment/admission (Stroke, Cardiac arrest, Head injury, Poly trauma, etc.).
  - The patients and/or their companions may decide depending on the situation, whether to come to IITH clinic emergency for the initial diagnosis and advise or **can directly go to Higher Center (Emergency Dept.)**
  - IITH medical officer should be informed within 24-48 hours of taking the patient to Higher Centre.
  - *Prior approval is not required for emergency treatment in view of saving life and time to avail urgent treatment.*
2. For any Accident/injury (fall/suicide/medico-legal cases/life threatening accidents) – nearby security guard on duty will immediately alert the emergency team about the location and incident.
  - Patient/attender will call nearest security guard on duty/clinic helpline. Security guard (or security guard near to clinic) will alert the emergency team immediately.
  - On duty medical team will visit the site immediately.
  - Emergency Team members will join **ASAP**.
  - In case of deceased (medico-legal) cases, it is better to shift to Sangareddy District Hospital. DR (students)/Warden/FIC (students) (in case of hostel students) or DR (students)/Guide (in case of day scholars) should go to District hospital at the earliest.
3. Patient requiring **immediate life support** to be shifted to **nearest higher center** (e.g. Balaji Hospital, Kandi) to stabilize first, based on the principle of **Golden hour**. Later may be shifted to other hospital if required.

On duty nursing staff and/or manpower staff may accompany (on a case-to-case basis) the patient in ambulance with continuous medical support while transporting in Ambulance. In addition, Staff from the hostel office/student representative to accompany the patient.

4. **An Emergency team** with the following members will handle all emergencies.
  - (a) Director
  - (b) Registrar
  - (c) Dean (Admin)
  - (d) Dean (Students)
  - (e) CSO
  - (f) HCU chair
  - (g) DR (Students)
  - (h) FIC (Student Activities)
  - (i) FIC (Clinic)
  - (j) Medical Officers
  - (k) Mr.S.Laxman, AR, Director's office
  - (l) Mr.P.Mohan, SO, S&P

5. **Student's emergency and role of Hostel office:** In case of Medical emergencies of a student, Warden, Guide and Parents are to be informed by the Hostel office. Emergency Teams & their expected roles are given below:

- A. Security Office.
- B. Hostel Office.
- C. Medical Clinic.
- D. Public Relations Office.

**A. Security Office:**

- (i) Security Guard on First Sighting the incident should alert nearby guards, Hostel Office, Medical Team, Ambulance and Security Supervisor/CSO/SO/Senior IITH functionaries.
- (ii) Security Supervisor along with his team should control the crowd and cordon off the area, make way for the Ambulance and medical team, and avoid any kind of photography/videography.
- (iii) Main Gate Supervisor to restrict entry of outsiders and media into the campus.
- (iv) Control Room Supervisor to mobilize the additionally required guards and move them to the location at the earliest. Coordinate the free movement of Police/Fire Force/Emergency Ambulance Service, etc., through the Main Gate. Ensure unhindered movement of Ambulance with the patient through the Main Gate. Send the Digital Camera from CCTV Control Room to the location.
- (v) Security Officer/Chief Security Officer should coordinate with the Local Police authorities.

**B. Hostel Office:**

- (i) Hostel Office Staff in shift should inform Sr. Medical Officer, Deputy Registrar, Concerned Warden, HCU chair, Dean Students.
- (ii) Hostel Office should retrieve personal details of the students.
- (iii) Hostel Office Staff should provide the insurance policy details to Medical Team.
- (iv) Hostel Office Attenders will accompany and assist the student during their stay in the Hospital. (Office Attender will be available in Hospital 24x7, till the student stays in Hospital).
- (v) Hostel Office will coordinate booking of travel tickets, accommodation and food for the Family members/guardian of student.

**C. Medical Clinic:**

- (i) Medical Officers along with their team should arrive immediately at the place of incident.
- (ii) Screening should be carried out as and when required in the Triage, keeping in mind the patient's immediate medical needs; for example, in the case of a head injury, the Medical Officer shall have to make a quick appraisal of the criticality of the case
- (iii) Medical team shall ensure availability of wheelchairs and stretcher trolleys. In cases where the patient is unaccompanied/unconscious, life, sight and limb saving measures shall be instituted.
- (iv) All cases of accidents, burns, assaults, alleged suicide or homicide, poisoning, road traffic accident, rape, drowning, etc., shall be registered as medico legal cases (MLC).

- (v) A well-equipped ambulance with emergency medicines and basic life support equipment's to facilitate efficient and timely transportation of a patient to and from the hospital under the care of trained nursing staff/doctors should be ensured.
- (vi) Nursing staff/Medical Officer should accompany the student to the Hospital.
- (vii) Names of staff accompanying the patient shall be recorded in the patient file. Emergency drugs shall be available in the ambulance and ensured that no expired drugs are found available.
- (viii) The Medical Team should follow up with the District Medical Hospital in case of any eventuality like post-mortem etc.

**D. Public Relations Office:**

- (i) With the approval of Director IIT Hyderabad, communicate the incident to the parents of the student, student community of IITH, Official of Ministry of Education, and Media, if required.
- (ii) All correspondence with the media will be made by Public Relation Office only.
- (iii) Communicate the information to the family members of the student and confirm the travel plan of the family members.

**6. Emergency Help line numbers:**

- (a) **Ambulance 1 (24X7): 8688061813 (ICU Ambulance – Hostel area)**
- (b) Ambulance 2 (Mon-Sat): 8331036100 (Mini Ambulance- Clinic area)
- (c) **Quick Response/Emergency Control Room (24X7): 8331036114**
- (d) Clinic Help Line (24X7): 8331036101

**7. Few points regarding functioning of the Clinic:**

- (i) The Institute clinic is a primary health care centre and provides primary care and first aid to the patients with round the clock availability of doctor and staff nurses.
- (ii) For major medical conditions which require secondary and tertiary care, the patient will be referred to higher centre.
- (iii) Ambulance will be provided to Emergencies only, subject to availability.

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PROTOCOL FOR USE OF IITH AMBULANCE

- 1) IITH Clinic ambulance service is **primarily** for emergency. Usage limited to students/**faculty/staff and their dependents who are staying on campus.**
- 2) Campus residents are requested to use ambulance service **judiciously** with utmost caution so that the neediest doesn't suffer, if an emergency arise.
- 3) **Ambulance service is only from IITH Clinic to higher centre and not for discharged patients from higher centre to IITH.**
- 4) Ambulance service will **not be provided for residents outside campus.**
- 5) The **usage of ambulance service for non-dependents** who are on campus will depend upon the **decision of doctor on duty. Ambulance will only drop the patient and will not wait near the hospital. It will immediately return to IITH.**

AMBULANCE WILL BE PROVIDED:

- 1) For transferring patients (Students/faculty/staff and their dependants) from IITH hospital to outside hospital. For non-dependants/non-eligible – only in emergencies/as per duty doctor's advice.
- 2) For patients having infirmity, ambulance for transfer from residence to IITH hospital can be called telephonically. (For repeated request infirmity will have to be certified by medical officer).
- 3) For doctors when called for emergency duty.
- 4) For hospital staff when called for emergency duty.

AMBULANCE WILL NOT BE PROVIDED:

- 1) For report collections.
- 2) For report collections.
- 3) To transport of patients to Airport / Railway stations.
- 4) For bringing patients for investigations/nebulisation to IITH hospital.
- 5) For OPD patients to go back home unless certified by the treating Doctor
- 6) For transporting of goods of any kind inside/outside the campus.
- 7) For bringing the patient after discharge from outside hospital to residence.
- 8) Ambulance cannot be used as Hearse outside the campus as per RTO rule.

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## EMERGENCY CONTACT NUMBERS

|                                                 |                           |
|-------------------------------------------------|---------------------------|
| <b>SECURITY</b>                                 |                           |
| Control Room                                    | 040-23016813              |
|                                                 | 040-23017240 / 8331036114 |
| Patrolling Supervisor                           | 8331036115                |
| Campus Main "IN" Gate                           | 040-23016815 / 23017228   |
| Campus Main "OUT" Gate                          | 040-23016816 / 23017229   |
| Academic Block A                                | 040-23016817              |
| Academic Block B                                | 040-23016818              |
| Boys' Hostel Vyasa Block                        | 040-23016820              |
| <b>HOSTEL</b>                                   |                           |
| Hostel Office                                   | 040-23016833              |
| Helpline for Boys' Hostel                       | 8331036104                |
| Helpline for Girls' Hostel                      | 8331036105                |
| Boys Hostel F Block                             | 040-23016820              |
| Girls' Hostel                                   | 040-23016821              |
| Girls' Hostel Maitreyi block Care Taker         | 8331036105                |
| Project Staff Hostel                            | 040-23016822              |
| <b>CMD</b>                                      |                           |
| Civil Maintenance (Academic Blocks)             | 8331036106                |
| Civil Maintenance (Hostel Blocks)               | 8331036109                |
| Civil Maintenance (Residential Towers)          | 8331036112                |
| Electrical Maintenance (Academic Blocks)        | 8331036107                |
| Electrical Maintenance (Hostel Blocks)          | 8331036110                |
| Electrical Maintenance (Residential Towers)     | 8331036113                |
| <b>CLINIC</b>                                   |                           |
| Clinic                                          | 040-23016829 / 8331036101 |
| Campus Ambulance                                | 8331036100                |
| <b>TRANSPORT CELL</b>                           |                           |
| Transport Desk                                  | 8331036116                |
| <b>COMPUTER CENTRE</b>                          |                           |
| Help Desk                                       | 8331036102                |
| <b>GUESTHOUSE</b>                               |                           |
| Help Desk                                       | 8331036103                |
| <b>PLACEMENT &amp; TECHNOLOGY TRANSFER CELL</b> |                           |
| Help Desk                                       | 8331036111                |
| <b>EXTERNAL NUMBERS HOSPITALS</b>               |                           |
| Sri Balaji Hospital (Kandi)                     | 7893401401                |
| Govt Ambulance                                  | 108                       |
| <b>FIRE STATIONS</b>                            |                           |
| Fire Station                                    | 101                       |
| Fire Station, Sangareddy                        | 08455-272299              |
| Fire Station, Patancheru                        | 08455-242099              |
| <b>POLICE STATION</b>                           |                           |
| Police Station Kandi                            | 100                       |
|                                                 | 08455-276772              |
| SI Police, Kandi                                | 9490617033                |

## **MEASURES TO BE TAKEN BY IITH ON DETECTION OF COVID-19 POSITIVE CASE(S) IN THE CAMPUS**

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(The protocols mentioned are based on the advisory given by Govt. of Telangana)

(Ref: <https://covid19.telangana.gov.in/>)

### **Measures to be taken on occurrence of COVID Positive case(s) in FT/ST:**

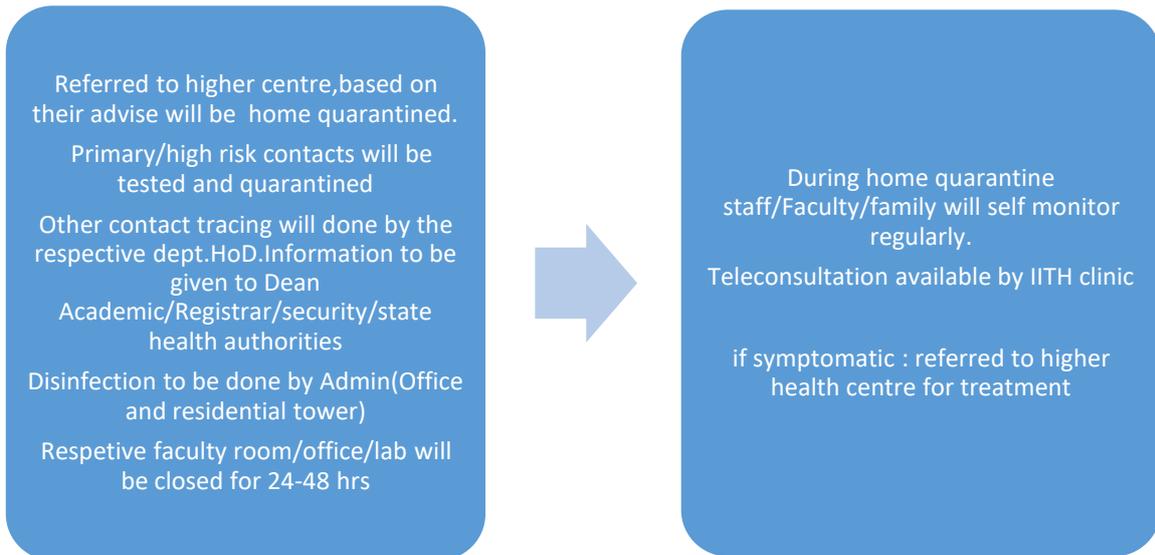
Despite taking the preventive measures, the occurrence of cases among the faculty/staff residing in the campus (FT/ST) cannot be ruled out. The following measures will be taken in such circumstances:

- (a) Immediately inform the IITH clinic and section in-charge (Eg. Dean/Dept. HoD.) The visitor/patient, if suffering from flu symptoms, need not visit the clinic. After teleconsultation, he will be referred for testing and treatment.
- (b) The suspect case, if reporting very mild/mild symptoms, would be placed under home quarantine.
- (c) SOP of asymptomatic/mild CoVID positive cases (Clinical severity **Annexure-A**) in residential towers- If test result is positive patient will be referred to higher centre. As per the treating hospital advise he will be hospitalized or home quarantined (should submit record from hospital, Annexure III). Patient must undergo 14 days' home quarantine. The individual must purchase a thermometer to check the temperature. He will self-monitor himself (**Annexure-B**). If required, he may be referred to treating hospital. Ambulance service will be provided only in emergency.
- (d) CoVID test /treatment centres (Approved by Telangana govt.) will be made available on the website.
- (e) CoVID test/treatment charges will be reimbursed as per rates fixed by CGHS/Telangana govt. only after referral from IITH Doctor. All other extra charges will be borne by the individual.
- (f) If the test result is negative the patient will under home quarantine for 7days.
- (g) Suspect case with moderate to severe symptoms will be treated as per health protocol in appropriate health facility.
- (h) The concerned department in charge/Registrar shall be requisitioned and will undertake the listing of contacts.
- (i) Necessary actions for contact tracing, and disinfection of that **particular floor + Lift area**. Disinfection must be carried out at least 3 times a day for 14 days in these areas.
- (j) Management of primary contacts (high risk):
  - The family members shall be asked to undergo Covid testing (as per ICMR protocol).
  - Irrespective of the test results, the high-risk exposure contacts shall be quarantined for 14 days.
  - Symptomatic treatment shall be given for home quarantined Covid positive cases.
  - Online consultation shall be performed by IITH Medical doctors daily.
  - Depending upon the medical condition, either they will continue to be under home quarantine or be shifted to higher medical center (when the condition worsens)
- (k) Beyond 14 days –
  - Symptomatic people shall continue quarantine till they become asymptomatic.

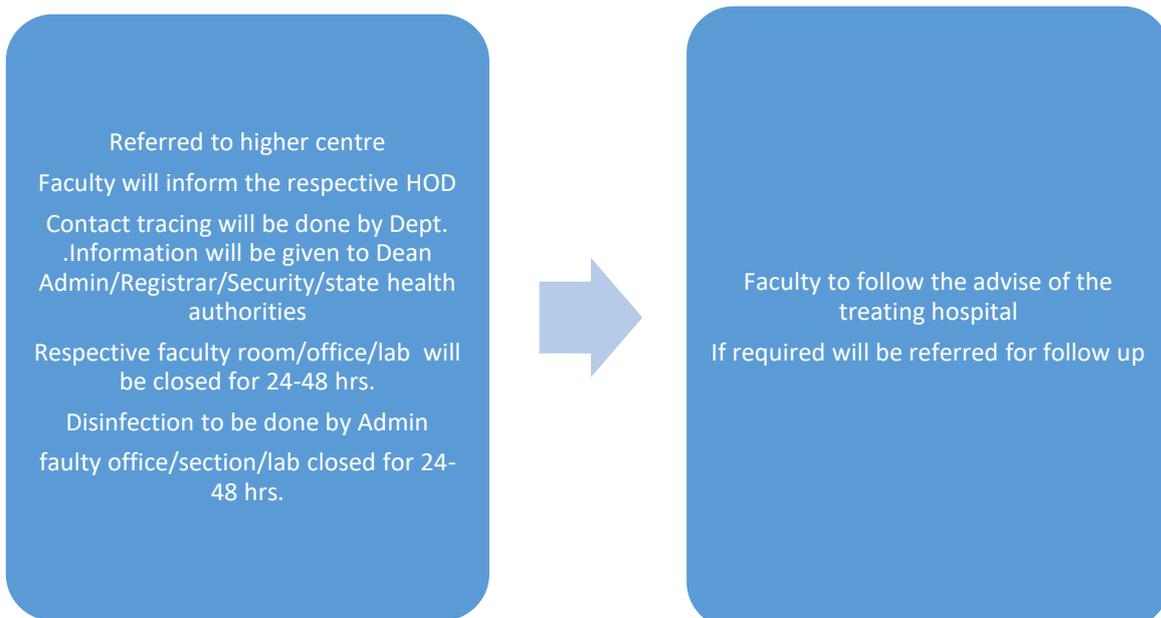
- (l) Asymptomatic people can resume work after Covid test becomes negative. While on quarantine – food essentials/medicines shall be home delivered to the concerned flat by their colleagues.
- (m) Disinfection procedures in FT/ST/Office (i.e. work place): Detailed guidelines on the disinfection as already issued by Ministry of Health & Family Welfare (as available on their website) shall be followed.

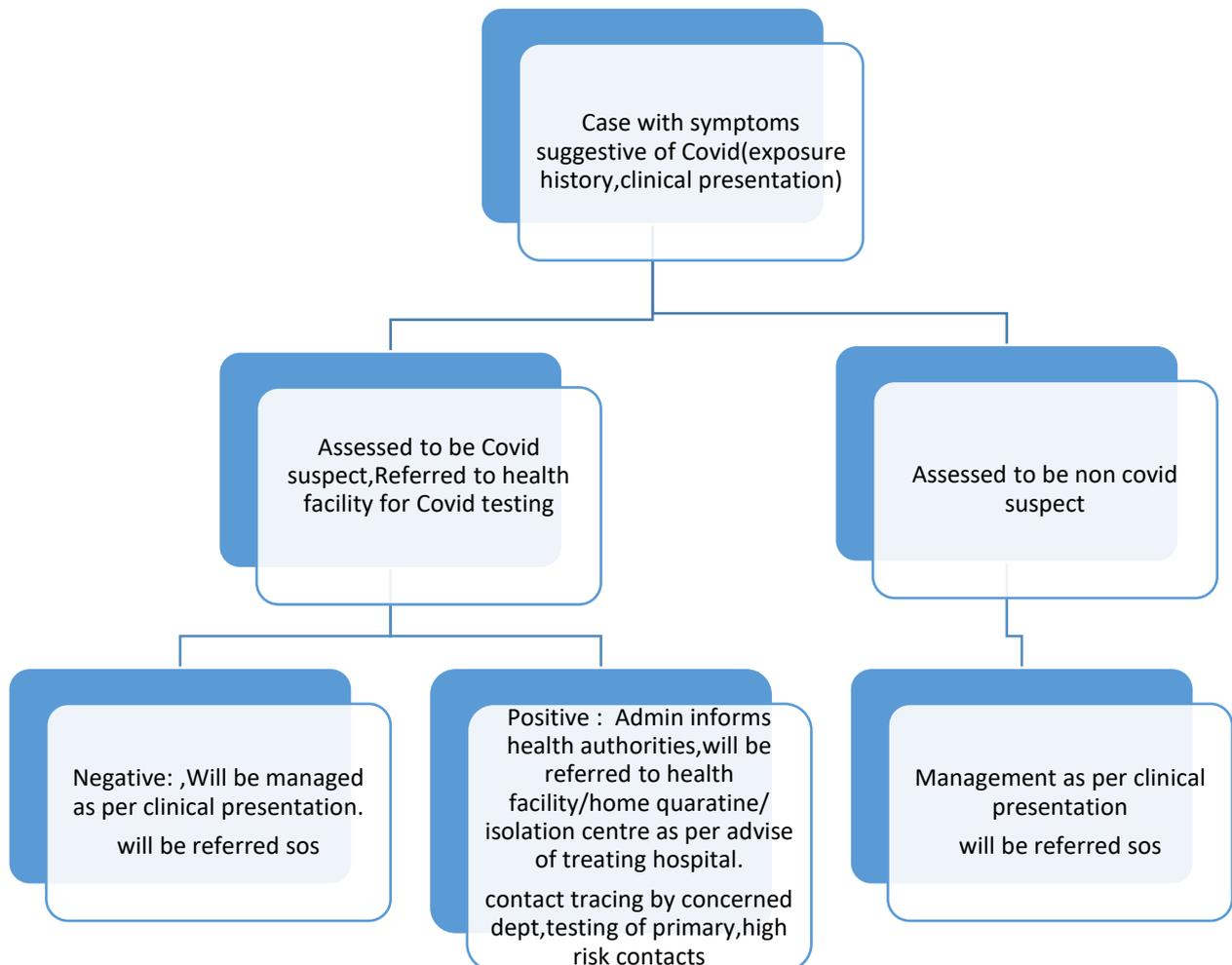
**SOP for Covid positive Faculty/Staff (campus resident and non-resident)**

**I. Faculty/Staff/family member tests positive (Campus Resident)**



**II. Faculty/Staff tests positive (Non-Resident)**



**SOP of clinical management**

**COVID-19 POSITIVE** patients predominantly have a respiratory tract infection; small proportion of cases can progress to a more severe and systemic disease –

- Acute Respiratory Distress Syndrome (ARDS),
- sepsis and septic shock,
- multi organ failure, including acute kidney injury and cardiac injury.
- microvascular thrombosis and haemorrhage.

**Clinical Severity** - In view of large number of asymptomatic cases being detected, the [current guidelines have been extended](#) to [asymptomatic positive cases](#) also besides [very mild and pre-symptomatic cases](#).

**Mild:** Patients with uncomplicated upper respiratory tract infection, mild symptoms such as fever, cough, sore throat, nasal congestion, malaise, headache. [Without evidence of breathlessness or Hypoxia \(normal saturation\)](#).

**Moderate:** Pneumonia with no signs of severe disease.

- dyspnoea and or hypoxia, fever, cough, including [SpO2 <94% \(range 90-94%\) on room air](#), Respiratory Rate > 24 per minute. [\(patients needed Oxygen support\)](#)

**Severe:** Severe Pneumonia, Acute Respiratory Distress Syndrome (ARDS), Sepsis, Septic Shock.

- [Pneumonia plus one of the following;](#)

- respiratory rate >30 breaths/min,
- severe respiratory distress,
- SpO<sub>2</sub> <90% on room air

Child with cough or difficulty in breathing, plus at least one of the following:

- central cyanosis or SpO<sub>2</sub> <90%;
- severe respiratory distress (e.g. grunting, chest in- drawing);
- signs of pneumonia with any of the following danger signs:
- inability to breastfeed or drink, lethargy or unconsciousness, or convulsions. chest in drawing, fast breathing.

As per Government of India Ministry of Health & Family Welfare guideline, dated 02/07/2020, Revised guidelines for Home Isolation of very mild/pre-symptomatic/asymptomatic COVID-19 cases –

In view of large number of asymptomatic cases being detected, the current guidelines have been extended to asymptomatic positive cases also besides very mild and pre-symptomatic cases.

Patients eligible for home isolation -

- The person should be clinically assigned as a very mild/ pre symptomatic/asymptomatic case by the treating medical officer.
- Such cases should have the requisite facility at their residence for self-isolation and also for quarantining the family contacts.
- Patients suffering from immune compromised status (HIV, Transplant recipients, Cancer therapy etc.) are not eligible for home isolation.
- Download [Arogya Setu App](https://www.mygov.in/aarogya-setu-app/) on mobile (available at: <https://www.mygov.in/aarogya-setu-app/>) and it should remain active at all times (through Bluetooth and Wi-Fi).
- The patient shall agree to monitor his health and regularly inform his health status to the District Surveillance Officer, who will facilitate further follow up by the surveillance teams.
- The patient will fill in an [undertaking on self-isolation](#) and shall follow home quarantine guidelines.
- Patient under home isolation will stand discharged after 10 days of symptom onset and no fever for 3 days. Thereafter, advised to isolate at home and self-monitor their health for further 7 days.

**Instructions for the patient – Home Isolation**

- Patient should use triple layer medical mask throughout their isolation period. Discard mask after 8 hours of use or earlier if they become wet or visibly soiled.
- Mask should be discarded only after disinfecting it with 1% Sodium Hypo-chlorite.
- Patient must stay in the identified room and away from other people in home, especially elderlies and those with co-morbid conditions like hypertension, cardiovascular disease, renal disease etc.
- Patient and close family contracts should restrict themselves inside their house and keep themselves away from the outdoor campus to prevent infection transmission, during the prescribed period of home isolation.
- Patient must take rest and drink lot of fluids to maintain adequate hydration
- Follow respiratory etiquettes all the time.
- Hands must be washed often with soap and water for at least 40 seconds or clean with alcohol based sanitizer.
- Don't share personal items with other people.
- Clean surfaces in the room that are touched often (table tops, door knobs, handles, etc.) with 1% hypochlorite solution.
- The patient must strictly follow the physician's instructions and medication advice.
- The patient will self-monitor his/her health with daily temperature monitoring and report promptly if any deterioration symptoms are noticed

**Instructions for care-givers**

1. Mask:
  - 1.1. The caregiver should wear a triple layer medical mask appropriately when in the same room with the ill person.
  - 1.2. Front portion of the mask should not be touched or handled during use.
  - 1.3. If the mask gets wet or dirty with secretions, it must be changed immediately.
  - 1.4. Discard the mask after use and perform hand hygiene after disposal of the mask.
  - 1.5. He/she should avoid touching own face, nose or mouth.
2. Hand hygiene
  - 2.1. Hand hygiene must be ensured following contact with ill person or his immediate environment.
  - 2.2. Hand hygiene should also be practiced before and after preparing food, before eating, after using the toilet, and whenever hands look dirty.
  - 2.3. Use soap and water for hand washing at least for 40 seconds. Alcohol-based hand rub can be used, if hands are not visibly soiled.
  - 2.4. After using soap and water, use of disposable paper towels to dry hands is desirable. If not available, use dedicated clean cloth towels and replace them when they become wet.
  - 2.5. Perform hand hygiene before and after removing gloves.
3. Exposure to patient/patient's environment
  - 3.1. Avoid direct contact with body fluids of the patient, particularly oral or respiratory secretions. Use disposable gloves while handling the patient.
  - 3.2. Avoid exposure to potentially contaminated items in his immediate environment (e.g. avoid sharing cigarettes, eating utensils, dishes, drinks, used towels or bed linen).
  - 3.3. Food must be provided to the patient in his room.
  - 3.4. Utensils and dishes used by the patient should be cleaned with soap/detergent and water wearing gloves. The utensils and dishes may be re-used. Clean hands after taking off gloves or handling used items.

## **SoP for COVID suspect/ cases/contacts among students**

Students are divided into two groups

- 1) Quarantine group
- 2) Hostel group

### **Students from Quarantine Group**

- (a) If a student in quarantine reports with flu symptoms (Fever,cough,cold), Staff nurse will examine for temperature, SpO<sub>2</sub>. If SpO<sub>2</sub> ≥ 94%, he will be sent to Kandi/Sangareddy for covid testing. If Shortness of Breath (SOB), SpO<sub>2</sub> < 94%: directly sent to Continental/AIG hospital for further examination/testing, treatment advise as per consulting Physician;
- (b) Test result positive: Student will be sent to Physician consultation (Continental/AIG) and he/she shall proceed further based on the advice given by the Consulting Physician.
- (c) Test result negative: Student will complete his quarantine period at IITH and be treated/monitored SoS.

### **Students from Hostel**

- (a) If a student in hostel room after completion of the quarantine period has symptoms of flu, he/she will be examined at IITH clinic (SpO<sub>2</sub> ≥ 94), and will be sent to Kandi/Sangareddy for covid testing. If SOB, SpO<sub>2</sub> < 94, he/she will be directly sent to Continental/AIG hospital for further examination/testing; Treatment advise as per consulting Physician;
- (b) Test result positive: Student will be sent to Physician consultation (Continental/AIG) and shall proceed further based on the advice given by the Consulting Physician.
- (c) Test result negative: student will be asked to continue hostel stay at IITH and be monitored SoS;

For students in isolation: Any student identified with high temperature shall be immediately moved to isolation facility and he/she will continue to stay till he/she completes the procedure mentioned in the Sop.

- 1) Staff nurse will monitor the student in isolation facility twice daily (10:00am and 5:00pm and SoS)
- 2) Hostel office to provide extra manpower(Male/Female) 24X7 at isolation facility
- 3) Sanitation of isolation/quarantine facility including washrooms thrice daily
- 4) Packaged food to be provided to the isolation facility
- 5) To follow safety measures strictly
- 6) Hostel office to provide attendant(male/female) to accompany the students going for out of campus
- 7) Medical staff will accompany only in emergency cases.
- 8) Treatment charges incurred by the student at treating hospital can be claimed through health insurance or by submitting the bills to accounts section. Accounts/Hostel office to guide the students.

### **Protocol to be followed for primary contact and secondary contact:**

#### **Primary Contact:**

- 1) Should get COVID tested immediately and stay in quarantine till reports are out and Health will be monitored by the Medical Team (twice daily 10:00 am, 5:00pm and sos). Primary contacts quarantine period depends Covid-19 testing result;
  - (a) Positive result-14 days or as advised by treating hospital
  - b) Negative result-7 days
- 2) Food/Snacks will be arranged by the Hostel Team.

#### **Secondary Contact:**

- 1) Should stay in quarantine for 3 days and health will be monitored by the Medical Team.

2) Food/Snacks will be arranged by the Hostel Team.

**Post discharge from treating hospital**

- 1) Student after discharge with the advice of treating hospital may be kept in an isolation facility within the campus for the period advised.
- 2) Students discharged against medical advice, can be sent home or have to make their stay/medical care arrangements by themselves. They will be allowed into campus only after completing the quarantine period and negative COVID test result.

**SoP for Quarantine students**

- Hostel office to maintain a record of each and every student from day one of quarantine and when it is getting completed;
- On arrival, student will be examined by medical staff in the medical room at quarantine facility;
- On successful completion of quarantine period (without any need of medical care), hostel office can allot room in hostel blocks. Hostel office to inform respective HoD/Faculty in charge;
- During the period of quarantine, if a student needs medical care, hostel office to inform clinic- (medical staff/doctor on duty) will attend asap and treat as per protocol. hostel office to inform respective HoD/Faculty in charge of the student;
- Information about students who are primary/secondary contacts to be obtained from respective HoD/Faculty in charge;
- Once the primary/secondary contacts complete their quarantine period, hostel office to inform respective HoD/Faculty in charge of the student.

**Contact Details:**

| Sl. No. | Contact person              | Contact Email           | Contact Phone No.          |
|---------|-----------------------------|-------------------------|----------------------------|
| 1.      | FIC(Clinic)                 | fic.hospital@iith.ac.in | 8331036044                 |
| 2.      | Clinic                      | doctors@iith.ac.in      | 040-23016828<br>8331036101 |
| 3.      | Treatment room              |                         | 040-23016826               |
| 4.      | Multi-Specialty Clinic      |                         | 040-23016829               |
| 5.      | Dr.Kanaparthi Anilkumar     |                         | 040-23016076<br>8331036076 |
| 6.      | Dr.Raja Adharnath           |                         | 040-23016077<br>8331036077 |
| 7.      | Dr.Baishakhakhi Chandra     |                         | 040-23016078<br>8331036078 |
| 8.      | Ambulance                   |                         | 8331036100<br>8688061813   |
| 9.      | Apollo Pharmacy             |                         | 7995067409                 |
| 10.     | Vijaya Diagnostics Enquiry  |                         | 9100096962                 |
| 11.     | Manager, Vijaya Diagnostics |                         | 9000542497                 |

**For Further details-** <https://www.iith.ac.in/Medical-Facilities/>

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THANK YOU