

Information for New Faculty at IIT Hyderabad

July 11, 2017

Welcome to IIT Hyderabad! This is a brief document/check list intended for you to get setup and going as quickly as possible.

1. **Before you arrive:**

- Inform your arrival plans to your department head.
- Plan to fly Air India for either domestic or international travel. This will make the reimbursement process very easy. Save all receipts.
- Contact Mr. Shiva (shivak@iith.ac.in, 94910 40829) to arrange for travel from the airport to the Institute guest house. In case you plan to travel to an off-campus location, you can hire a cab at the airport. Remember to save the receipt.

2. **Documents required at joining time (all originals):**

- All degree certificates.
- 2 passport size photographs for identity card. A soft copy is recommended as well.
- Certificate for proof of age (class X marks card is a good example).
- Proof of prior work experience/relieving letter.
- Character certificate from your previous Institution/place of work. The Institute has its own format but it doesn't hurt to have one from your previous employer in handy.

- Identity certificate endorsed by a gazetted officer stating that he/she has known you for so many years. Again, the Institute has its own format but having one ahead of time would help.

3. **On your first day:**

- Report to Mr. V. S. Sastry and sign your joining report. It is a good idea to join as soon as you arrive in Hyderabad.
- Mr. Arasu or Mr. Kamaraju will take you on a mini tour of the Institute with stops at several important locations including your office space.
- Get your email and computer accounts setup. Folders required to host your webpage will also be created.
- Visit the store and order equipment (laptop/desktop, data card), stationery etc. Mr. Sadique will help you with these requests.
- Meet the head of your department who will in turn introduce you to the Director.

4. **Relocation cost reimbursement:** The Institute offers you plenty of time for submitting a claim – upto 1 year after starting. This is particularly useful for faculty relocating from abroad. Note however that a claim can be submitted only once – so be sure to complete all the components of your move before claim submission.

5. **State Bank of India (SBI) account:** An SBI branch is conveniently located right on campus. If you don't already have an SBI account, do open one as soon as possible. Your pay will directly be deposited to your SBI account. Documents you will need to open an account:

- Three passport size photographs
- Proof of address - any of the following would do: driver's license, passport copies, Institute ID

6. **Commute:** A special bullet has been dedicated to commute since the Institute's location has limited public transport connectivity options. If you are from out of town, you will most likely be provided temporary accommodation at the Institute's guest house. The guest house is located in the ODF campus and is connected to the main campus

(Kandi) by regular bus service. If you plan to commute to the Institute but don't intend to drive, be sure to get in touch with Mr. Shiva at your earliest convenience. The Institute operates a chauffeur driven car pool and tries to accommodate most faculty's needs. If you intend to drive, there are several routes to get to work. Most folks living off campus are located in one of the following areas: Sanga Reddy, Chandanagar, Lingampalli, Gachibowli. National highway 9 connects these areas to the Institute and is the most popular route. The commute from areas beyond Sanga Reddy is usually in the 40-60 minute range. So, please do plan your trips to the Institute well in advance and give yourself enough buffer for unforeseen traffic issues.

- 7. Living on the campus:** If you want to live on the campus, please fill up the accommodation request form and submit it to the Estate Office. The Estate Office will clean the apartment, and do all repairs required before moving. Get in touch with Mr. Kamaraju for phone and cooking gas connection setup.

For general health care and emergencies, a dispensary is located on campus and a hospital is located in ODF. General physicians and specialists including child specialists are located in Sanga Reddy (5 km north of the campus).

If you plan to live off-campus, talk to your colleagues who live off-campus to get an idea of what to expect. Also, sites like sulekha.com may be a good place to look.

- 8. Points of Contact:**

Action	Contact	Department	Phone	email
Documentation	Mr. Arasu	Recruitment	040 23016114	arasu
Infrastructure	Mr. Kamaraju	Administration	040 23016033	
Transport	Mr. Shiva	Accounts	94910 40829	shivak
Stationery	Mr. Sadique	Stores	040 23016018	
Data card	Mr. Sadique	Stores	040 23016018	

- 9. Institute's address:**

Indian Institute of Technology Hyderabad

Kandi 502285
Telangana, INDIA
Phone: (040) 2301 6033
Fax: (040) 2301 6032

10. **Concluding note:** You will find that your colleagues and the administrative staff are extremely friendly and will spare no effort in making you feel comfortable and help you settle down quickly. Feel free to provide feedback based on your starting experience on things that could be done better or differently.

Wishing you a warm welcome once again!