



Channel of Submission and Approval for Various Activities

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1. Academics Section

i. 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 th 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

ii. 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 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

iii. PhD Section

S.No.	Item of work	Channel of submission	Timeline
Admission procedure:			
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
Academic Procedure			
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
Fellowship			
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
Miscellaneous			
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

iv. 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.

v. Important Emails:

DR: dr.acad@iith.ac.in
UG: acad.ug@iith.ac.in
PG: acad.pg@iith.ac.in
PhD: acad.phd@iith.ac.in

2. Coordination Section

i. Channel of submission:

(For activities pertaining to IIT Hyderabad and IIIT Raichur)

S.No.	Item of Work	Channel of Submission	Timeline
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

AR Coord: Asst Registrar (Coord): ar.coord@iith.ac.in

3. Director's Office

i. Channel of submission:

S.No.	Item of Work	Channel of Submission	Timeline
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);

MSA: Multi Skill Assistant;

DA: Dealing Assistant

4. Finance & Accounts Section

S. No.	Item of Work	Channel of Submission	Timeline
	i. 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 st 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

ii. Hostel Office Bills			
28	Student mess Bills	DR (Students)>>Inward>>DA>>AR>>JR(F&A)>>Cashier	5 days
iii. Administration Bills			
29	Manpower, House Keeping, Security Bills	DR(MS)>>Inward>>DA>>AR>>JR(F&A)	5 days
30	License Fees from Banks, and other licensees	DR(MS)>>Inward>>DA>>AR>>JR(F&A)	5 days

iv. Notes:

1. All advances will be processed on priority basis as it do 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)

DDO: Direct Disbursing Officer(jr.ddo@iith.ac.in)

AR: Assistant Registrar (ar.accounts@iith.ac.in)

5. Internal Audit Cell

i. Channel of submission;

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

Dean Admin : dean.admin@iith.ac.in

Registrar : registrar@iith.ac.in

6. Dean (Students) & HCU office

i. General:

S.No.	Item of Work	Channel of Submission	Timeline
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)

ii. Hostel Office

S.No.	Item of Work	Channel of Submission	Timeline
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/ 3 Days
2	Furniture	Students/Hostel Office Staff >> SO >> AR (For repair CMD/Central Workshop team is involved)	Immediately/ 3 Days
3	Internet Connectivity	Students/Hostel Office Staff >> SO >> AR (For attending the issues Computer Centre team is involved)	Immediately/ 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/ 5 days

6	Open area maintenance in hostels (gardening)	Students/Hostel Office Staff >> SO >> AR (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/ 6 days
iii. Mess and Cafeteria Activity			
1	Mess and Cafeteria Electrical and Civil issues	Students/Hostel Office Staff >> Hospitality Manager >> SO >> AR >> CMD (CMD team has to handle)	Immediately/ 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/ 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/ 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/ 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
iv. Other Activities			
1	Stationary related / Saloon related/ Cloth pressing(ironing) issues etc.	Students/Hostel Office>>SO>>AR>> Warden>>HCU Chair	Immediately/ 3 days
2	Snake Catching	Students/Hostel Office>>SO>>AR >>HCU Chair (MS team has to handle the issue with service provider)	Immediately/ 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/ 3 days
5	Medical Insurance issues	Students/Hostel Office >> SO >> AR >> DR >> HCU Chair	Immediately/ 3 days
6	Other General Issues	Students/Hostel Office >>SO >> AR >> Warden >> HCU Chair	Immediately/ 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 (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). 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 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.

v. 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.

vi. Important Emails:

Dean (S) : dean.students@iith.ac.in
HCU : hcu@iith.ac.in
DR(S) : dr.students@iith.ac.in
AR : ar.hostels@iith.ac.in
Wardens : wardens@iith.ac.in
Office : office.hostel@iith.ac.in



7. HR Section

i. Faculty - Channel of submission

S.No.	Item of Work	Channel of Submission	Timeline
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 Max: 7 days 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 th of January/ 15 th 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 st 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)

AR : Assistant Registrar-HR Faculty (ar.hrfaculty@iith.ac.in)

DA/SO: Dealing Assistant/Section Officer (office.establishmentfaculty@iith.ac.in)

i. Staff - Channel of submission:

S.No.	Item of Work	Channel of Submission	Timeline
1.	Verification of documents and collection of required documents (medical fitness, character & antecedent, dependent family members etc.)	DA / SO >> AR >>DR	Min: 1 day; Max: 10 days – based on submission of documents by the new joinee
2.	Updating the Orientation manual 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 >> Registrar	Min: 1 day Max: 7 days However, in cases of new joining from Govt./CAB/PSU, it depends on submission of LPC
4.	Approval for TA on Transfer	DA/SO >> AR >> DR >> Registrar >> Director	7 days after submission of all the relevant documents
5.	Approval for Joining Time Pay and Credit of EL in lieu of unutilized Joining Time	DA/SO >> AR >> DR >> Registrar >> Dean (Admin)	7 days after submission of all the relevant documents
6.	Approval for Leave encashment on termination of services of the staff members	DA/SO >> AR >> DR >>Registrar >> Dean (Admin)	7 days after submission of all the relevant documents
7.	Approval for replies to audit objections on establishment matters pertaining to non-teaching staff.	DA / SO >> AR >> DR >> Registrar>>Dean (Admin)	5 days
8.	Approval for correspondence with MOE on matters related to non-teaching staff.	DA / SO >> AR >> DR>>Registrar>>Dean(Admin)	1 day
9.	Approval for the replies addressed to the Ministry on routine matters(updated information on staff/rosters etc.)	DA / SO >> AR >> DR>>Registrar>>	1-2 days
10.	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 on the day of completion of probation
11.	Approval for extension of probation period in respect of non-teaching staff.	DA / SO >> AR >> DR>>Dean (Admin) >> Director	Process will start one month before and the candidate will be notified a day before the completion of probation
12.	Approval for promotions/ placements / movements / upgradations etc. 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

13.	Approval for grant of annual increments.	DA/SO >> AR >> DR	15 th of January/ 15 th July as the case may be
14.	Approval for forwarding applications for outside employment through proper channel or for grant of NOC thereafter	DA/SO >> AR >> DR >> Dean (Admin)	2 days
15.	Approval for forwarding applications for outside employment on deputation basis	DA/SO >> AR >> DR >> Dean (Admin) >> Director	5 days
16.	Approval for grant of permission to pursue higher studies.	DA/SO >> AR >> DR >> Dean (Admin)	2 days
17.	Approval for grant of Incentive on acquiring fresh higher education degree	DA/SO >> AR >> DR >> DR (F&A) >> Dean (Admin)	2 days
18.	Timely collection of APARs and communication of final grading/ adverse remarks in respect of non-teaching staff.	DA/SO >> AR >> DR(HR) >> Dean (Admin) >> Director	Collection of APARs by 5 th Feb Communication of grading by 1 st April
19.	Approval for timely collection of Annual Property Returns and uploading on website.	DA/SO >> AR >> DR >> CVO	15 Feb
20.	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 – 7 days
21.	Replies to RTI applications in respect of non-teaching staff matters.	DA/SO >> AR >> DR	30 days
22.	Sanction of LTC without advance in respect of non-teaching staff	DA/SO >> AR >> DR	2 days
23.	Approval for issue of NOC for Passport / Visa Certificate for non-faculty.	DA/SO >> AR >> DR >> Registrar	2 days
24.	Approval for issue of address proof certificates for non-teaching staff.	DA/SO >> AR	1 day
25.	Approval for issue of ID cards.	DA/SO >> AR	1 day
26.	Approval for ex-India leave/Study leave in respect of non-teaching staff.	DA/SO >> AR >> DR >> Registrar >> Dean (Admin) >> Director	2 – 7 days
27.	Attestation of entries in the Service Books of non-teaching staff.	DA/SO >> AR >> DR	Timely, upon issuance of the orders from time to time
28.	Approval for issue of service certificates	DA/SO >> AR	1 day
29.	Approval to depute non-teaching staff for election duties.	DA/SO >> AR >> DR >> Registrar >> Dean (Admin)	1 – 2 days
30.	Approval for Reservation Roster Entries in respect of non-teaching staff.	DA/SO >> AR >> DR	Immediately after issuing the Joining Order
31.	Framing/Amending of	DA/SO >> AR >> DR >>	As and when required

	recruitment rules in respect of non-teaching staff.	Registrar >> Dean (Admin) >> Director >> BOG	based on the directions
32.	Approval for internal transfer and postings of non-teaching staff.	DA/SO >> AR >> DR >> Registrar >> Dean (Admin) >> Director	1 day
33.	Approval for extension of Joining time for new appointee (< 7 days) After obtaining recommendations from the concerned HoD/HoS	DA/SO >> HOD >> AR >> DR >> Dean (Admin)	1 – 2 days
34.	Approval for extension of Joining time for new appointee (> 7days) After obtaining recommendations from the concerned HoD/HoS	DA/SO >> HOD >> AR >> DR >> Dean (Admin) >> Director	1 – 3 days
35.	Approval for CCL (< 01 month)	DA/SO >> AR >> DR >> Dean (Admin)	1 - 2 days
36.	Approval for CCL (> 01 month)	DA/SO >> AR >> DR >> Dean (Admin) >> Director	1 - 3 days
37.	Approval of Paternity/Maternity leave	DA/SO >> AR >> DR >> Dean (Admin)	1 – 2 days
38.	Approval of Cancellation of Paternity/Maternity leave / CCL(>01 month)	DA/SO >> AR >> DR >> Dean (Admin)	1 – 2 days
39.	Approval for nomination of experts for selection committees.	AR>> DR>> Dean (Admin) >> Director	2 days
40.	EoM nomination review	DR >> Registrar >> Review Committee >> Director	Every 22 nd of the month
41.	Approval for Training requests	DA/SO >> AR >> DR >> Dean (Admin)	1-2 days
42.	Activities that are not listed above, if any	DA/SO >> AR >> DR	1-5 days

DA: Dealing Assistant; SO: Section Officer; AR: Asst. Registrar (HR Staff); DR: Dy. Registrar (HR)

Important emails:

DR : Deputy Registrar(HR) (dr.hr@iith.ac.in)

AR : Assistant Registrar(HR Staff) (ar.hrstaff@iith.ac.in)

DA/SO: Dealing Assistant/ Section Officer (office.establishmentstaff@iith.ac.in)

8. MS Section

i. Channel of submission:

S.No	Item of work	Channel of submission	Timeline
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, manpower and security personnel after due verification.	DA >> AR	3 days
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 bulk allotment 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
Assistant Registrar : ar.ms@iith.ac.in
Office : office.admin@iith.ac.in

9. R&D Section

i. Channel of submission:

S.No.	Item of Work	Channel of Submission	Timeline
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) 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). 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 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 Investigator >> Sponsored Agency.	2 days.
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

AR : Assistant Registrar : ar.rnd@iith.ac.in

DR : Deputy Registrar : dr.rnd@iith.ac.in

10. Security Section

i. Channel of submission:

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)
SO: Security Officer (securityofficere@iith.ac.in)
DA: Dealing Assistant(office.security@iith.ac.in)
DR/AR (Stores): Deputy Registrar/Assistant Registrar (Stores)
CCTV: Closed Circuit Television
CPIO: Central Public Information Officer

11. Stores and Purchase Section

i. Channel of submission:

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 & IIIT 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)

AR : Assistant Registrar (ar.stores@iith.ac.in)

SO/DA : Section Officer (office.stores@iith.ac.in)

12. Construction and Maintenance Division

i. Channel of submission:

S.No.	Item of Work	Channel of Submission
Maintenance and Additions/Alteration works:		
Under Institute Funds (MoE/HEFA)		
01	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 Department Development Funds (DDF)	JE/AE/AEE >> EE >> SE >> JR (F&A) >> Faculty >> ADean (P) >> HOD
03	Estimates pertaining to concerned Department under their Research Development Funds (RDF)	JE/AE/AEE >> EE >> SE >> JR (F&A) >> Faculty >> HOD >> ADean(P) >> Dean (R&D)
04	Estimates pertaining to concerned Department under their Project Funds	JE/AE/AEE >> EE >> SE >> JR (F&A) >> Faculty >> HOD >> ADean(P) >> Dean(P) >> Director
Phase-2 (Package-3A and Package-3B) works:		
01	Estimates related to ongoing Package-3A and Package-3B works	EE >> SE >> JR (F&A) >> Dean(P) >> Director
Approval of Quotations:		
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
I Preparation & submission of Estimates for obtaining AA & ES			
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

II	On receipt of AA &ES, inviting Tenders/ Quotations		
II(A)	Quotations		
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
II(B)	Tenders W.r.to IITH OM No. IITH/Admn/2014/1, dtd 21-07-2014 delegated financial powers		
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
III A	On opening of tenders/quotations, awarding of works		
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
III B	Tenders W.r.to IITH OM No. IITH/Admn/2014/1, dtd 21-07-2014 delegated financial powers		
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
IV	Procurement of Materials		
IV (A)	Recommendations of Purchase Committee		
	Up to Rs.2.5 Lakhs	Purchase Committee	7 days
IV(B)	On Recommendations of Purchase Committee, Approval & Issue of Supply Orders		
	Up to Rs.2.5 Lakhs	Purchase Committee >> EE >> SE >> ADEAN(P)	4 days
V	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 :		
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
VI	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):		
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
VII	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):		
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
VIII	Contractor /Consultancy /Vendor Bills		
	Capital Works:		
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
IX	Attending Routine Maintenance complaints		
IX (A)	Emergency complaints		
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
IX (B)	Routine non-emergency complaints		
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
X	Submission of progress reports		
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
XI	Submission of RTI replies		
01	Reply to RTI Queries	EA >> EE >> SE >> CPIO	5-6 Days
XII	Submission of Audit Replies		
01	Reply to Audit Enquiries	EA >> EE >> SE >> JR (F&A)	04 Days to 07 Days
XIII	Monthly Submission of License Fee of Quarters & Other Utility Providers:		
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
EE	: Executive Engineer : ee.civil@iith.ac.in
SE	: Superintending Engineer : se.civil@iith.ac.in
DDF	: Department Development Funds
RDF	: Research Development Fund
ADean(P)	: Associate Dean(Planning) : adean.plan@iith.ac.in
Dean(R&D)	: Dean (Research & Development) : dean.rnd@iith.ac.in