

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)