

FACULTY HANDBOOK

2022



**The freedom to learn from the limitless domain of
knowledge and the freedom to be unique.**

Preface

The Faculty Handbook is an extremely useful document since it consolidates much of the information that the faculty members need during their careers at IIT Mandi. Over the years, there have been several changes in the governance, recruitment policies, salary structure, etc.

There are many written (and some unwritten) rules that govern any institution like IIT. A handbook such as this, I believe, is particularly useful for young faculty members of the institute. Significant efforts have therefore been made to address the issues that concern young faculty members coming to join IIT Mandi.

Disclaimer: While every effort has been made to keep the Handbook up-to-date and accurate, it should not be regarded as authoritative. Going by the very name, it should be viewed as a guide the details of rules and regulations concerning specifics require confirmation from the authorities of administration as and when needed.

I trust that this version will serve as a handy reference on day-to-day matters for all faculty members.




Prof. Satinder Kumar Sharma
(Dean, Faculty Affairs)

JOINING THE INSTITUTE

Welcome to IIT Mandi's faculty fraternity! The Institute promises you interesting times ahead. Setting up home and workplace might appear to be a tough proposition at first, especially when you came from different parts of the Nation or world. Things you might have taken for granted anywhere else, may not be so straightforward here. The Institute administration is constantly improving its systems and processes in particular, to smooth the transition for new faculty and is open to your suggestions in this regard. The Chair of your school is officially your liaison person with the Institute and, as such, may be freely approached for help if you face any issues. Also, most senior colleagues would be more than happy to guide and help informally. Please do not hesitate to ask! What follows is a quick look at what you need to do just before and after your arrival.

JOINING FORMALITIES

Follow below steps and reach out to the mentioned contact persons before and on your arrival at the Institute.



<p>1. Accommodation: On your arrival, you may stay in the Guest House of IIT Mandi free of charge upto maximum of three months. No HRA will be payable for this period. The facility ceases on allotment of any campus accommodation. Contact Person: Mr. Ashish Srivastava Email ID: ashishsrivastava @iitmandi.ac.in Contact Number: 01905-267846</p>	
<p>2. Relocation: The Institute provides a relocation allowance of up to Rs.2,00,000/ for faculty returning from abroad as reimbursement of air fare for self and spouse and transportation of belongings. The limit is Rs.1,00,000/ for faculty joining from within India. The reallocation allowance can be claimed within one year from date of joining the Institute (must submit the claim request within 60 days succeeding the date of completion of journey) Contact Person: AR (Faculty Establishment) Email ID: arfe@iitmandi.ac.in Contact Number: 01905-267183</p>	
<p>3. Joining Documents: Documents you need to carry with you to Faculty Establishment Section during joining:</p> <ul style="list-style-type: none">➤ Original and self-attested copies of educational qualification (mark sheets and degree certificates)➤ Caste Certificate as applicable➤ NOC or Relieving letter➤ Medical Fitness Certificate and Character Certificate (in case Medical certificate is not submitted at the time of joining the same will be done within stipulated period	

	<p>of time as per the rules and regulations of IIT Mandi).</p> <ul style="list-style-type: none"> ➤ Passport size photos, bank passbook, Aadhar Card and Pan Card <p>Contact Person: AR (Faculty Establishment) Email ID: arfe@iitmandi.ac.in Contact Number: 01905-267183</p>	
<p>4.</p>	<p>Forms required to be filled for service records:</p> <ul style="list-style-type: none"> ➤ Death- cum-Retirement Gratuity Form ➤ Family Dependent form ➤ Joining Form ➤ Home Town Declaration ➤ Joint Declaration (in case the spouse is employed) <p>Contact Person: AR (Faculty Establishment) Email ID: arfe@iitmandi.ac.in Contact Number: 01905-267183</p>	
<p>5.</p>	<p>Office Space:</p> <p>You may get in touch with Dean Faculty Office for allocation of an office space for your day-to-day work. You will be provided with Office Table with side unit, Pedestal, Revolving chair, Two Visitor chairs and One Almirah.</p> <p>Contact Person: Mr. Prakash Singh Negi Email ID: prakash@iitmandi.ac.in Contact Number: 01905-267227</p>	

For any type of query related to joining formalities, you are requested to kindly contact the Administration section of the Institute.

LIFE @ IIT MANDI

<p>1.</p>	<p>Accommodation:</p> <p>The Institute have 2BHK and 3BHK housing accommodation for the newly joined faculty. Information regarding all vacant quarter in the Institute (in both South and North campus) as per your entitlement will be provided and you have to choose 03 options as per your preference for allotment purpose</p> <p>Contact person : Mr. Neeraj Chauhan Email Id – neerajchauhan@iitmandi.ac.in Contact No. – 01905-267127</p>	
<p>2.</p>	<p>LPG Connection:</p> <p>An LPG connection is essential if you plan to cook at home. The simplest way is to take your address proof certificate letter to Rao Gas Agency, which is located in Mandi near Indira Market.</p> <p>Contact Person: Rao Gas Agency Email ID: raogas@rediffmail.com Contact Number: 01905-222999</p>	

<p>3. School/Creche:</p> <p>The campus has one school: Mind Tree School (Central School), affiliated to the Central Board of Secondary Education (CBSE). Institute also have a Creche facility for toddler or preschooler where they indulge in the environment for their holistic development</p> <p>Contact : Mind Tree School, IIT Mandi Email ID: mindtreemandi@gmail.com Contact Number: 91-9816792000</p>	
<p>4. Bank:</p> <p>If you need to open a bank account where your salary will be deposited. There are two banks in IIT Mandi viz. State Bank of India and Punjab National Bank in the South campus of the Institute (ATM facility also available in the same branch).</p>	

The Name and contact number which may helpful for you while joining IIT Mandi:

Sr. No	Particulars Related to	Contact detail
1.	Guest House accommodation for Initial Days (as per Offer of appointment)	Mr. Ashish Srivastava (Manager) 01905-267846 Mob- 8278866963 Email: ashishsrivastava@iitmandi.ac.in
2.	Email Id of IIT Mandi & OAS Data Entry	Ms. Parminder Jit, AR (Faculty Establishment) 01905-267183 Email: arfe@iitmandi.ac.in
3.	Car Booking/ Travel Desk	Mr. Rakesh Bhatt (Assistant Office Executive) 01905-267021 Mob- 9418906200 Email: rakeshoa@iitmandi.ac.in
4.	Office allocation	Mr. Prakash Singh Negi (Junior Assistant) 01905-267227 Mob- 9816328161 Email: prakash@iitmandi.ac.in
5.	House Allotment	Mr. Neeraj Chauhan 01905-267127 Mob- 9816172590 Email: neerajchauhan@iitmandi.ac.in
6.	Academic Activities	Prof. Rahul Vaish (Dean Academic) 01905-267135 Mob- 9736033342 Email: deanacad@iitmandi.ac.in Mr. Vivek Tiwari (AR Academic) 01905-267058 Mob- 9736037080 Email: aracad@iitmandi.ac.in
7.	CPDA Related query	Dr. Vishal Singh Chauhan (Dean F&A) 01905-267044 Mob- 8679321375 Email: deanfinance@iitmandi.ac.in Mr. J.R. Sharma (Officer In-Charge F&A) 01905-267124 Mob- 9418028163 Email: drfa@iitmandi.ac.in
8.	Library Activity	Mr. Naresh Singh Bhandari (Deputy Librarian) 01905-267059 Mob- 9816016376 Email: nsbhandari@iitmandi.ac.in
9.	Medical treatment	Dr. Chander Singh (Medical Officer) 01905-267209 Mob- 9816661854 dr.chandersingh@iitmandi.ac.in
10.	Internet	Mr. Deshraj (Junior Lab Assistant) 01905-267000 Mob- 9816573221 Email: deshraj@iitmandi.ac.in
11.	Sports	Dr. S.N.Jha (Principal Sports Officer) 01905-267033 Mob- 9736161456 Email: snjhaa@iitmandi.ac.in