**Helpful Hints for New Faculty**

**Before your arrival**

1. While accepting IITB’s offer, inform the [head@cse.iitb.ac.in](mailto:head@cse.iitb.ac.in) as well as [office@cse.iitb.ac.in](mailto:office@cse.iitb.ac.in) about your tentative plan of arrival.
2. Please communicate your arrival details so that it can arrange for transport, if you wish.
3. You may like to visit the following sites for useful information –
   - [www.iitb.ac.in/imcwork/faculty/](http://www.iitb.ac.in/imcwork/faculty/) (some of the information may not be up-to-date, but most of the contents should be informative)
   - [www.ircc.iitb.ac.in](http://www.ircc.iitb.ac.in) or [http://drona.ircc.iitb.ac.in](http://drona.ircc.iitb.ac.in)

**As soon as you arrive**

1. Report to the Head.
2. Fill up the joining report.
3. Contact the Administration Section, 02nd floor, Main Building and complete the formalities. One of the CSE Office Staff can assist you.
4. Get your I-card and accommodation allotment letter from the Administration/Security Section.
5. Usually on your arrival Institute provides guest house accommodation initially for some period. Meet the Chairman of Accommodation Allotment Committee. If the quarter is already been allotted, contact Estate Office to take possession of the quarter.
6. Get your Netmon-ID created by System administrators of the dept. and activated by Computer Centre. This is needed for internet access and all other online activities.
7. Get an account created either at SBI or Canara Bank located on the campus and provide the account details to the salary clerk, Accounts Section. Your salary will be credited monthly to this account except for the first month, if you want it in hand.
8. Apply immediately for gas connection if you have got the possession of the quarter. Office staff may help you in this regard. Authorized dealer of Hindustan Petroleum (HP Gas) is available in Powai Plaza (Near the maingate, Pizza Hut).
9. Visit the site [www.cc.iitb.ac.in](http://www.cc.iitb.ac.in). Normally two PCs (one from the Department and one PC/laptop from the Institute (Computer Centre) are provided. For Institute PC/laptop (budget <Rs. 75,000/-), select the configuration (details from rate contract list available on the site of CC) and fill up the form available on the same website.

Updated on 24th July, 2013
10. If you want to access library facilities, visit the Central Library once your I-card is ready.

11. Also, you may need the Hospital facility, so visit it once your I-card is ready so that your medical file is can be prepared.

12. Relocation allowance up to Rs 100,000/- for faculty returning from abroad for reimbursement of air fare for self and spouse and transportation of belongings. The limit is Rs 50,000/- for faculty joining from within India.

13. Leave Travel Concession is available as per Govt. Rules. You and your family can avail travel by class of eligibility once to ‘home town’ and once to ‘anywhere in India’ in a block of 4 years.

14. You will be given an office room once you join. Check with your department office regarding the office keys, etc. You will also be allocated a phone number and instrument for your office and home.

15. You'll receive a letter introducing you to the Senior Medical Officer (SMO). Go to the IIT hospital office with this letter. The office staff are very helpful and will fix up an appointment for you with the SMO. You will undergo a full medical fitness test. This will take a while (order of 2 weeks) but is a must for your appointment.

16. You can request for visiting cards. Fill the form available in CSE office with your details and give it to your department office.

17. CSE web team will add your name under CSE Faculty link. Kindly upload your own webpage.

18. You will find most of the administration rules/forms at http://www.admin.iitb.ac.in/ and various allowances under Implementation of 6CPC (right hand side)

Before too long

1. Visit the website http://drona.ircc.iitb.ac.in for information on facilities available for research and consultancy services.

2. IRCC provides a seed grant of Rs. 7L (plus Rs. 13L for infrastructure) for your initial research work. Submit your research proposal for seed grant.

3. Each new faculty member joining at the level of Assistant Professor is awarded a Young Faculty award @ Rs. 1 Lakh per annum (for a period of 3/4 years). Administration Section gives a form which has to be franked from a cooperative bank (before you fill-it up) and then submit it back. A couple of Co-operative banks are available nearby – Mumbai Bank in Gandhinagar near flyover (near IIT Market) and Punjab & Maharashtra bank near Bhandup Station.

4. If you are coming with some fellowship like DIT Inspire or Swarnajayanti Scholarship, submit the proposal online on IRCC website as early as possible.
Get the necessary documents signed by Dean (R&D) or Dean (Faculty) and send the proposal to respective GoI agencies well before the deadline.

Financial Assistance for professional purposes

A) CPDA (Cumulative Professional Development Allowance)

Institute provides a grant of Rs. 3.5L for a block of 3 years (Current block is 2013-16 i.e from April, 2013 to March, 2016).

i) Contingency: Rs.1 Lakh is allocated for Contingency. This can be used for membership fee of professional bodies and contingency expenditure (which includes stationery, books, computers and related items, electronic devices for professional use).

NOTE: Contingency component provides only reimbursement and not payment to parties / vendors. You will have to first make a payment to vendor /party and then claim for reimbursement.

ii) Travel: This money includes Rs. 2L towards conference/workshop and Rs. 1L towards contingency (any expenses related to your research work – books, laptop, etc.). Travel component is provided as an advance and has to be settled once you are back. If you are short of travel grant, Institute provides additional Rs. 1L from IRCC funds More details is available at:

http://www.admin.iitb.ac.in/sites/default/files/CPDA_Faculty.PDF

B) Microsoft Research India Outstanding Young Faculty Award

A small amount is also available for travel support. This is managed at CSE department level. You have to apply to the Head for this money.

C) IBM Travel support:

A small amount is also available for travel support only to the faculty members. This is managed at CSE department level. You have to apply to the Head for this money.

D) PDF under Nilekani Endowment fund

Annually the interest received from the Nilekani Endowment has been equally distributed to all faculty. Currently, each faculty gets approximately Rs.50000/- per annum. This is managed at CSE department level. You have to apply to the Head for this money.

This money can be utilized for supporting research activities like:

- Books, periodicals, professional society memberships - Conferences/ Workshops/ Seminars/Talks - registration, travel, accommodation etc.
- Cellphone, internet, telephone bills etc.
- Equipment for professional uses such as palmtops, laptops, desktops,
servers, printers, lab equipment, etc.
- Honoraria to students/staff supporting research work.

Fitness & Recreation

IITB has its gymkhana in the SAC (Students Activity Centre) near Hostel 1, behind Swimming Pool. You may also like to visit http://gymkhana.iitb.ac.in/~swimclub/.

This link ‘Allowances under 6CPC’ under http://www.admin.iitb.ac.in/?q=taxonomy/term/39 provides you information about some of the facilities available.

Reaching anyone in the campus

please see www.iitb.ac.in/telephone/.

http://powai.info/ provides many of details on Powai with latest happenings in area.

Shopping within the campus

WE have a small shopping centre within the campus near Kendriya Vidyalaya (IIT Market). This shopping centre houses a grocery shop along with a medical shop, laundry shops, bookshop, stationery shop, barber shops, cycle shop and an eatery (Uphaar). There’s a small Marathi Library in the same centre run by Marathi Sanskrutik Mandal, if you are interested in Marathi literature.

Shopping outside the campus

There are many departmental stores in Hiranandani Gardens (HN) like D-Mart, Haiko, etc. in addition to a few grocery shops outside the campus, mostly near Maingate like Chhadva Grain Stores and Maharashtra Grain Stores. These grocery shops provide home delivery. Telephone nos:
Chhadva Grain Stores – 25787845
Maharashtra Grain Stores – 9821256428
Hari Om Super Market – 25772610

Hospitals

IIT Hospital – Located in the campus near Staff Hostel, Gulmohar. Details available at http://www.iitb.ac.in/hospital/ . Intercom nos. are 7051, 7053.

Dr. L. H. Hiranandani Hospital – located on in Hiranadani Gardens, five minutes walking distance from Main gate; http://www.hiranandanihospital.org/. Tel nos. 2576 3300 or 2576 3333.
Powai Hospital – Near Maingate, 2578 0707.

Care & Cure Maternity & Nursing Home – Near Hanuman Mandir, Near IIT Maingate. Tel: 2578 2665.

Padmalaya Maternity & Surgical Home – Padmavati Road, Near IIT Market. Tel: 2578 0729.

Mydentist – Petrol Pump, Near IIT Maingate. Tel: 25777330, 60020186 http://www.mydentist.co.in/.

Schools


Sishu Vihar – Baby care centre located in the campus near Staff Club, Gymkhana. Intercom – 4978.


Kangaroo Kids - B 206, maple leaf buliding,, Raheja Vihar, Powai, Tel: 65173551.


Kendriya Vidyalaya (KV) – Affiliated to CBSE – situated in the campus, near Market Gate.http://www.kviitmumbai.in/. Tel: 25725061, 25768983, 8983, 8984 (intercom).

Campus School& Junior College – Affiliated to State Board (SSC) – situated in the campus, near KV. Tel: 8990, 8992 (intercom).


Eateries

1) Aahar – Also called Shakti is being run by self-help women’s group. You can have home-like food at a very reasonable rate (Rs. 40/- for a lunch thali). It is located just behind the New Guest House/Vanvihar and Gulmohar Building. It is open from Monday to Friday from 09.00 to 15.00 hrs.

2) Uphaar – A small restaurant in the shopping centre near Kendriya Vidyalaya – ideal for tea and snacks. It also serves lunch thali (Rs. 45/- per thali). It is open from Monday to Friday from 07.30 to 19.30 hrs.

3) Gulmohar – Located in the Gulmohar Building (near Vanvihar or New Guest House), it has a garden restaurant and proper restaurant located on the 3rd floor. Open for 7 days a week, 3rd floor restaurant is open from 08.00 am to 3.00 pm and 7.00 pm to 11.00 pm while garden restaurant is open from 8.00 am to 10.30 pm.

4) Shrusti – Dhaba kind of hotel near Hostel 1. One more eatery near Hostel 5 serves all kinds of snacks, chaat items and ice creams.

You have lot of restaurants/hotels like Laxmi and Mantra near the Main Gate and Parabola, Far East, Papa John’s, Pizza Hut, Domino’s, KFC, Subway, Out of the Blue, Saffron Spice, Yellow Chilli, Mainland China, Rodas, Meluha and Galleria food court in the Hiranandani Gardens.