भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar

F.No. 2-30/2017-Estt.
दिनांक/Date:20 June 2020

Standard Operating Procedure (SOP) to facilitate the joining of New Faculty members

1. The new Faculty member, who comes for joining the Institute, will inform the Office of the Dean-Faculty with a Cc to AR(Estt.) at least 3 days in advance of his/her date of arrival to the station along with his/her time of reporting at the Institute.

2. On arrival of the new Faculty member, his/her reporting will be facilitated at the Isolation center created at Main gate of the Institute for the purpose.

3. Isolation center at the Main gate shall be equipped with a laptop and printer cum scanner for use by the reporting faculty member. The room along with the equipment should be sanitized with disinfectant spray before and after each use.

4. The Faculty member is required to submit soft copies of all the required documents and filled in joining forms through email to Asst. Registrar-Estt.<ar.est@iitbbs.ac.in> for verification. In case of any clarifications/ doubts in filling the forms, assistance will be provided by the Establishment section over a Skype call.

5. Other documents which are not required immediately will be obtained from the Faculty member in due course of time, this will be ensured by the Asst. Registrar, Establishment section.

6. An undertaking shall be obtained from the Faculty member stating that "I shall work for the IIT Bhubaneswar from the quarantining facility as per the directions of the Head of the School and shall be in contact with the School's office/Dean Faculty's Office (AR-Estt) during the quarantine period". The Faculty member is required to submit a brief report on work done for IIT Bhubaneswar during the quarantine period to the Dean Faculty through the concerned HoS.

7. Upon submission of the undertaking and successful verification of the required documents, the Faculty member name will be enrolled in the **joining register of the Institute**. Allotment of the Employee Code and email ID will be done on the same day under intimation to the concerned HoS and Dean-FP.

8. **Joining of the Faculty member will be with effect from the date of enrolling his/her name in the Joining Register of the Institute** (date of reporting).

9. An official intimation from the Establishment section about his/her provisional joining along with the details of employee code, email id will be communicated to the Faculty member through a mail on the same day.

10. After completion of the above process, the new Faculty member will be requested to undergo for 14 days of quarantine as per the directives/guidelines of Govt. of Odisha for COVID-19 management. The list of Govt. approved hotels at Bhubaneswar with quarantine facility will be provided to the Faculty member.

11. Concerned HoS will be intimated to take the online work/a report from the new faculty member under quarantine.

12. After completion of quarantine period of 14 days, the Faculty member should undergo RT-PCR Covid-19 test. The negative cases should report to the Establishment section in person to complete the joining formalities. Upon successful completion of all the formalities, joining order will be issued to the concerned as per the usual practice.

13. If the RT-PCR test result comes out positive, the reporting in person as mentioned above will take place only after the treatment as prescribed by the Govt. of Odisha and on further result (negative) of RT-PCR test after completion of such treatment.

14. The candidates coming from abroad may be advised to come directly to Bhubaneswar, if possible, in order to avoid double quarantine period.

Registrar