

ABV-INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT GWALIOR



First-hand guide to a New Faculty / Staff



How to reach?

Gwalior is situated in the state of Madhya Pradesh. It is 121 km from Agra and 321 km from the national capital New Delhi. It is well connected by train route and road ways. It is also connected by Air ways from Delhi and Mumbai. After reaching Gwalior one can hire Auto rickshaw to IIITM on Morena Link road. Fare varies between 50 - 70 rupees and is about 8 km from railway station. Taxi services are also available and the fare varies between 250 – 350 rupees. Persons reaching Gwalior by Air route need to book taxi in advance through travel service providers.

About the Academic programmes

Institute offers the following programmes:

- 5 year Integrated Post Graduate Program (IPG)
Admission to this program is taken on the basis of AIEEE rank obtained by a candidate. On successful completion the IPG dual degree program a candidate is awarded with “B.Tech. (IT) +M.Tech.(IT)” or “B.Tech. (IT) + MBA” degree depending on the choice exercised by the candidate at the end of first 3 years.
- 2 year MTech in Computer Science with the following specializations
 - VLSI
 - Information Security
 - Advanced Network
 - Digital CommunicationAdmission to the above programs is done on the basis of GATE score obtained by a candidate followed by interview.
- 2 year MBA program with the following specializations:
 - Marketing
 - Finance
 - Human Resource
 - Operations
 - IT and SystemsAdmission to MBA program is done on the basis of CAT/GMAT score obtained by a candidate followed by interview.
- PhD programme in disciplines of IT and Management

Basic facilities

- **Banking and ATM facilities:**
Bank of India has its branch within the campus and is operational on all working days. ATM service is provided by IDBI bank and is available near Gate no: 1 of institute.
- **Medical facility:**
The Institute has well equipped dispensary to take care of any emergency health care needs. In case of necessity the inmates are taken to nearby hospitals for expert medical supervision. In addition to this Gwalior has a good number hospital within a radius of 5 kms from campus. Birla hospital, District hospitals are among the popular.
- **Postal services:**
There is a sub-post office which caters to the daily post related services.

- **Schooling:**

There are a number of schools in Gwalior. Popular schools include Delhi Public School Gwalior Rairu (7 Kms), Army public School Morar (7 kms), Gwalior Glory School (14 kms), St. Paul School Morar (7 kms), Wendy School (16 Kms), No 1 Air Force school Maharajpura Gwalior (18 kms), Kendriya Vidyalayas at different pockets of Gwalior.

Living on campus

Institute campus is spread in two pockets named as Pocket A and Pocket B. Pocket A houses the academic blocks, administrative block, boys and girls hostels, recreational hubs, director residence, faculty quarters, MDP block, and a small canteen. On the other hand Pocket B houses staff quarters. All the residential accommodations are quite spacious and equipped with minimum facilities. Some of the highlights of campus life are: Stress and pollution free commutation, pristine campus perfect for a morning walk, easy access to campus facilities, direct billing of electricity and water, and feeling of belonging to a community. As of now the buildings are quite new and well maintained. Cleanliness, sanitation and hygiene is well taken care by the institute maintenance staff.

The estate office

The office looking after all kinds of civil maintenance work, house allocation etc and is headed by Institute Engineer. This is situated on the ground floor of the administration building (near canteen). The different types of housing available on campus (both Pocket A and B) are Type III, Type II(A), Type II(B), Director's bungalow, Type C, Type A, Type B.

- Type II(A) and Type II(B): These type of quarters are available in Pocket A and there are several numbers of these type of quarters of varying size. Eligibility - Professors and Associate Professors.
- Type III: These type of quarters are available in Pocket A and there are in total 24 numbers of these types of quarters spread in two multi storied buildings with each building having 12 quarters. Eligibility – Assistant Professors
- Director's bungalow is situated in Pocket A.
- Type C: These type of quarters are available in Pocket B and there are several numbers of these type of quarters. Eligibility – Grade B category employees.
- Type B: These type of quarters are available in Pocket B and there are several numbers of these type of quarters. Eligibility – Grade C category employees. to time by the estates committee. The current ratio can be obtained from the estate office.
- Type C: These type of quarters are available in Pocket B and there are several numbers of these type of quarters. Eligibility – Grade D category employees.

The process for applying for housing is as follows

1. Application is to be made to the Director/Registrar and subsequently routed to the Institute Engineer. Based on the eligibility, availability, and other policies of house allotment the allotment is made to an individual. This process usually takes 2-3 working days.
2. Upon allotment you need to collect the keys from Institute engineer. The support staff will help you the best possible way for your comfortable stay.
3. A nominal licence fee is deducted from salary towards the payment of your accommodation.

Setting up basic facilities

- **Phones** - The institute does not have an internal exchange. You need to approach nearest BSNL office at Gole Ka Mandir (about 4 km from campus) for any telephone related tasks. For a new connection you need to approach the same office with a proof of residence which can be availed from your employer.

- **Email** - The institute network group will set up your email account username@iiitm.ac.in and a web page that you need to update. Mr. Nirmal Robert is the In-Charge of network related activities. However, Mr. Mithilesh or Mr. Satish in server room can help you in this regard.
- **Computer Hardware, Printer, and Office space:** Generally the faculty rooms are equipped with all basic facilities like one executive table, one executive chair, two visiting chairs, one book shelf, one steel almirah, one file cabinet, phone, Internet connection, PC, Printer etc. In case of non availability Mr. Narendra Tomar at Registrar office can be approached for further assistance.
- **Bank account:** Institute credits monthly salary and other payments through transfer/cheques to your bank account with Bank of India, Morar branch Gwalior. The extension counter of this branch is situated in campus and you need to have an account with this branch. Inform your account details to the accounts office for transferring salary and other payments to your account.

Nearby shopping malls and markets

There are a number of shopping malls in Gwalior. These malls are scattered and vary in size and the facilities available. The most famous mall in the city is Deen Dayal City mall situated near Phoolbagh which is about 10 Kms from campus. The mall is similar to any medium sized mall in metros. It houses a number of shops, play houses, restaurants, food courts, Big Bazar etc. Another popular area is the City Centre which is a shopping hub situated about 8 kms from campus. To meet day to day provision needs one can go to nearby market Hazira which is about 2 kms from campus.

Apart from the above Gwalior has a number of parks and amusement facilities for kids which are located within a radius of 5-7 kms.

Leave

Institute follows Government of India (GoI) norms regarding the number of days of leave, conditions of leave, LTC policies, sabbaticals, medical emergencies etc. Government rules provide 08 days casual leave and 30 days earned leave every year. Earned leave can be carried over subject to a certain maximum accumulation. Since teaching duties do not exist around the year, special rules apply for earned leave for faculty. Every year, Institute declares a set period of about 2 and a half months a year as vacation period for teaching staff; this is usually split into two parts in winter and summer. More details regarding this can be obtained from Director's office/Registrar's office.

Finance

The department caters to all financial matters within the institute. Located on the first floor of the administrative building (beside Assistant Registrar's office), they handle pay cheques, billing, scholarships, grants ...all money matters.

Personal

Institute has facilities to take care of personal development needs of its employees and their family. It is up to the faculty and staff to establish an appropriate forum for the same. Relevant information along these lines would include

- Staff club, sports facilities, and extra-curricular activities.
- Clubs on campus - sports/film/music/hiking/photography/etc.
- Services - milk and newspaper delivery.
- Public Health - horticulture and sanitation.
- Housing - on campus.