

**New Faculty On-boarding Guide – Teaching**

<Welcome Notes>

<About University with Website Link>:

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| **#** | **Topic** | **Description** | **Dept** | **Contact Mail Id** | **Contact / Whatsapp #** | **SLA** | **Delivery Mode** | **Comments** |
| 1 | ID Card | To get university Faculty ID card |  |  |  |  |  |  |
| 2 | Mail id | To get official mail id in @kanchivuniv.ac.in |  |  |  | Within 2 days from submission | Mail id with initial pwd(to reset) will be delivered to your personal mail id |  |
| 3 | LMS Account Creation | Faculty portal to update student details, achievement/official records tracking, Leave submission |  |  |  |  |  |  |
| 4 | BioMetrics | Register/Issues in Biometric daily access entry |  |  |  |  |  |  |
| 5 | Transport | For pickup/drop locations, timings, fee, etc., |  |  |  |  |  |  |
| 6 | Finance | Payslip, EPF account transfer, form 16, IT return clarifications |  |  |  |  |  | * EPF account automatically transferred on previous company relieving letter submission to Finance team * Payslips can be downloaded from LMS-[Payslip](http://192.168.10.251/lms/Finance/EmployeePay_slip.aspx) |
| 7 | eVarsity | ??? |  |  |  |  |  |  |
| 8 | Profile update | Short Profile update in University Website under Dept Faculty List |  |  |  |  |  |  |
| 9 | Library Card |  |  |  |  |  |  |  |
| 10 | Hostel Food | To avail Hostel food on payment basis daily/occasionally |  |  |  |  |  |  |
| 11 | IT Request | To request/repair computer/laptop |  |  |  |  |  |  |
| 12 | Cab Request | For official trips representing university like MoU, UGC Committee meeting, Internship, Industry visit, etc |  |  |  |  |  |  |
| 13 | Mobile/ Accessories request | To request official Mobile/SIM/Monthly bill reimbursement |  |  |  |  |  |  |
| 14 | Train/Flight/bus booking | For official trips representing university like MoU, UGC Committee meeting, Internship, Industry visit, etc |  |  |  |  |  |  |
| 15 | Stationary request | To request refill of Eraser, Pen, Notepad, Wall Calendar, printing papers, whitener, markers |  |  |  |  |  |  |
| 16 | Incident Report | For any incident reporting like ID, mobile missed, misbehavior, etc., issues |  |  |  |  |  |  |

**For Support/Further details Contact: helpdesk@kanchiuniv.ac.in**