Automation Centre

Congratulations and welcome to IIT (ISM), Dhanbad,

Information sheet for Newly joined Employee (Non Faculty)

The URL of Intranet Software   **https://mis.iitism.ac.in**

Your Employee Number is your username and password, please change your password after first login

This is your entry point in our intranet software popularly known as MIS (Management Information System)

1. You are requested to check your personal details soon after login to MIS. The link to check is given at left side Menu bar under Employee Menu→Employee-Details→View Details or by clicking on direct link https://mis.iitism.ac.in/index.php/employee/view/menu/emp
2. In case any information is wrong or missing please contact AR (Estt) ar_estt@iitism.ac.in for necessary rectification. Any personal data on MIS can only be changed/edited/added by AR (Establishment) except a few information which you can edit thru MIS .(For this please click on the Employee Menu→Employee-Details→Edit

What you can do with MIS?

1. You will get One Important Menu
    a. Employee
        i. You can apply for leave.
        ii. You can file some general purpose complaints.
        iii. You can book IIT (ISM) vehicle, SAH etc on payment basis
        iv. You can download your pay slips.
        v. You can see Notices etc which is published on MIS.
        vi. And many more
2. Your email has already registered please login to MIS and switch to Register Menu option or go to the below link directly https://mis.iitism.ac.in/index.php/register_mail_id/register_mail_emp You will see your email and default password as well as its status, if this is pending for verification Drop a mail to webmaster@iitism.ac.in

Apart from this, based on your responsibility you may get some more Menu.

Some other important information which may help you:

A. For Following you may contact adean_ns@iitism.ac.in
    a. For getting New intercom connection (if applicable)
    b. For getting Internet connection in your chamber (if applicable) (Mail through your head of the Department/Section)
B. For e-office login ID register at E-office Registration Form or contact Office of Computer Centre
C. Login the E-office at https://eoffice.iitism.ac.in
D. The following links are also useful for information
    a. Change Password
    b. Instructions of E-office use(Flowchart)
    c. Instructions of E-office use(Brief Manual of E-office)
    d. Instructions of E-office use(Details in Annexure-A)
    e. Two-Page instructions(document for approval)
    f. Digital Signature Certificate (DSC) Services Registration: Basic Steps
    g. E-Office Complain Form
    h. In case of any issue please drop a mail to eoffice@iitism.ac.in with cc to adean_ns@iitism.ac.in,