

# Automation Centre

**Congratulations and welcome to IIT (ISM), Dhanbad,**

## **Information sheet for Newly joined Faculty Members**

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 (Faculty) [ar\\_fa@iitism.ac.in](mailto:ar_fa@iitism.ac.in) for necessary rectification. Any personal data on MIS can only be changed/edited/added by AR (Faculty) 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 two 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
  - b. Faculty
    - i. You can Download attendance sheet
    - ii. Time Table
    - iii. Upload Marks
    - iv. Upload Class materials
    - v. See details of Registered students
    - vi. Check your Feedbacks
    - vii. 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](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](mailto:webmaster@iitism.ac.in)
  - a. Your web profile has also been created, Please visit <https://www.iitism.ac.in/index.php/faculty> and search your name. If it is not there please contact webmaster for creation of your profile on website with your
    - i. Good passport size photo ( around 100 KB)
    - ii. CV and Publication (Pdf file around 200 KB each),
    - iii. One line about your Research interest (less than 200 Characters)
    - iv. Local EPABX no ( if allotted) etc.
  - b. After creation of your web profile you can edit your information thru your MIS account. Login to MIS go to Faculty→Web User→Edit Faculty
  - c. For creating your tilde account please send a mail from your official email id to webmaster. Your tilde account will be created and its password will be mailed to your official mail id. You can develop your personal website and link it with your web profile.

Apart from this you can download various help files from Help Desk.

Some other important information which may help you:

- A. For Following you may contact [adean\\_ns@iitism.ac.in](mailto:adean_ns@iitism.ac.in)
  - a. For getting New intercom connection
  - b. For getting Internet connection in your chamber
  - c. For getting a New PC for your chamber ( Mail through your head of the Department )
  - d. For HPC related information ( Mail through your head of the Department )
- B. For computing facility and software related informs please visit <https://www.iitism.ac.in/~cc/> or contact Office of Computer Centre
- C. For e-office login ID register at [E-office Registration Form](#) or contact Office of Computer Centre
- D. Login the E-office at <https://eoffice.iitism.ac.in>
- E. 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](mailto:eoffice@iitism.ac.in) with cc to [adean\\_ns@iitism.ac.in](mailto:adean_ns@iitism.ac.in),