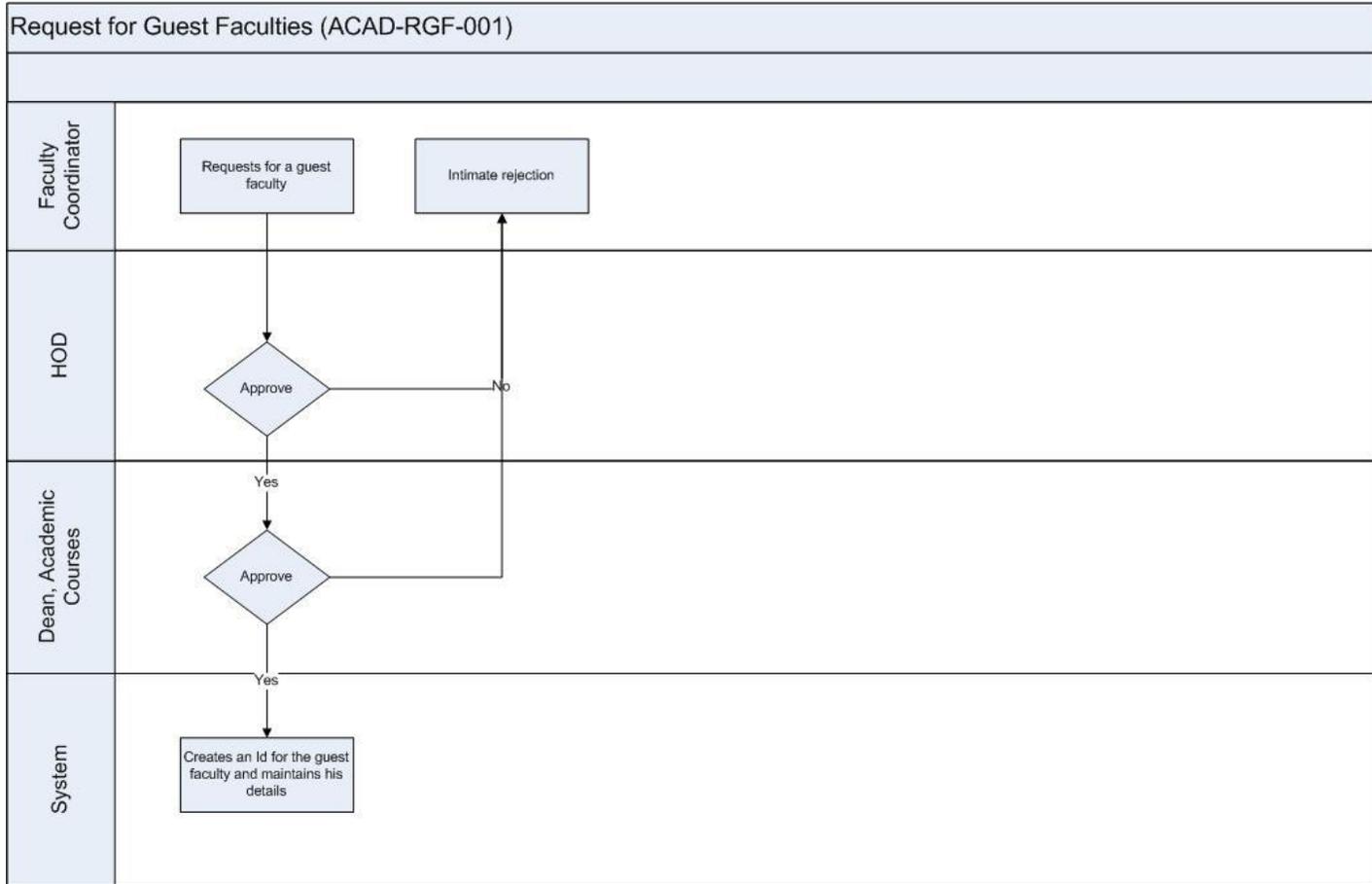


Help Document for Guest faculty Request

Process Flow Diagram:

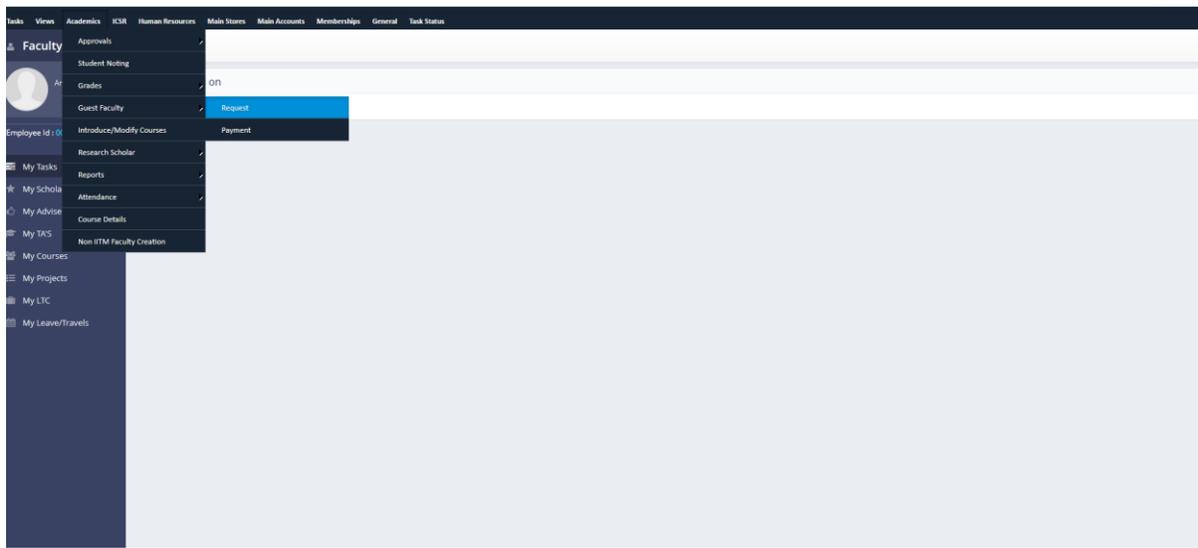


User Roles:

| Employee | Role |
|-------------------------|-----------------------|
| All Department faculty: | Guest Faculty Request |

Step 1:

Login workflow at <https://workflow.iitm.ac.in/employee> . Click Academics menu – Guest Faculty - Request.



Step 2:

Select Guest Faculty or Guest Lecturer based on your requirement and enter the details such as Name, Affiliation, Address, Area of specialization etc.

Request For Guest Faculty

Request for Guest Faculty

Guest Faculty Details

| | |
|--|--|
| Request For * Guest Faculty | Name * xyz |
| Affiliation * Anna Univ | Address 10, West Street, Adyar, Chennai |
| Years of Experience * 5.0 Min 5 years | Area of Specialization * Foundation Engg |
| Phone Number * 1234567 | Mobile Number * 1234567890 |
| E-Mail * xyz@abc.com | |

Course Details

| | |
|-------------------------------------|---|
| Period * JAN-MAY 2014 | Course No * <input type="text"/> |
| Course Name <input type="text"/> | Credits/Hours <input type="text" value="0"/> |
| | Amount To Be Paid (Including TA) <input type="text" value="0.00"/> |

Recommended Actions

Step 3:

For selecting the course number click the look up icon next to it and search for your course.

The screenshot shows a web application interface for 'Request For Guest Faculty'. The main form is partially visible, showing fields for 'Request For *' (set to 'Guest Faculty'), 'Affiliation *' (set to 'Anna Univ'), 'Years of Experience *', 'Phone Number *' (set to '1234567'), and 'E-Mail *' (set to 'xyz@abc.com'). Below these are 'Course Details' fields for 'Period *' (set to 'JAN-MAY 2014') and 'Course Name'. A 'Recommended Actions' section is at the bottom.

A 'BindQuery' popup window is overlaid on the right, titled 'Lookup Results'. It contains a table with the following data:

| Course No | Course Name | CourseCredit |
|---|--|--------------|
| <input type="checkbox"/> CE533 | <input type="checkbox"/> | = |
| <input checked="" type="radio"/> CE5330 | Advanced Foundation Engg | 4 |
| <input type="radio"/> CE5336 | Professional Ethics (self study) | 2 |
| <input type="radio"/> CE5331 | Metro Systems and Engineering | 3 |
| <input type="radio"/> CE5332 | Special Topics in Metro Engineering | 3 |
| <input type="radio"/> CE5335 | Metro Internship | 2 |
| <input type="radio"/> CE5337 | Non-destructive Evaluation of Structures | 3 |
| <input type="radio"/> CE5338 | Underground Space Technology | 3 |
| <input type="radio"/> CE5334 | Global construction Engineering and Management | 3 |

Below the table, it says 'Page 1 of 1' and has navigation arrows. At the bottom of the popup are 'OK' and 'Cancel' buttons.

Step 4 :

Check 'Submit' checkbox and enter remarks. Click Submit to complete the task.

HOD Approval:

HOD will receive an Inbox task. He/she can review the details, select approve or reject, enter remarks and click submit.

Dean Academic Courses Approval:**Step 1:**

Dean will also receive an Inbox task. He/she can edit the amount to be paid.

Approval of Guest Faculty

Recommended Actions

Approve Reject

Remarks *
Max 300 Characters
Approved

Remarks Summary

| Activity Name | Remarkd By | Remarks | Date of Remarks |
|--------------------------------|----------------|--------------------------|---------------------|
| HOD Approval for Guest Faculty | GANDHI S R | approved | 13-12-2013 06:13:47 |
| Request for Guest Faculty | KOSHY VARGHESE | Requesting guest faculty | 13-12-2013 06:03:20 |

Course Details

Period: JAN-MAY 2014
Course No: EE5451
Course Name: Advanced Topics in Instrumentation
Credits/Hours: 3
Amount To Be Paid * (Including TA): 100500.00

Save and Hold Submit Cancel

Step 2 :

Click the 'Guest Faculty offer Letter'. Download the letter and save the document.

Request For Guest Faculty

Flow Chart **Guest Faculty Offer Letter**

Guest Faculty Offer Letter

Approval of Guest Faculty

Recommended Actions

Approve Reject

Remarks *
Max 500 Characters

Remarks Summary

| Activity Name | Remarked By | Remarks | Date of Remarks |
|--------------------------------|----------------|--------------------------|---------------------|
| HOD Approval for Guest Faculty | GANDHI S R | approved | 13-12-2013 06:13:47 |
| Request for Guest Faculty | KOSHY VARGHESE | Requesting guest faculty | 13-12-2013 06:03:20 |

WordMerge Document Downloader -- Webpage Dialog

http://proof2.iitm.ac.in/IITMSite/WordMerge.aspx?InsId=3055E410-A1DB-4382-9018-41CFB00DF72B&Ts=11:55:48

Download Merged Documents

Attention Chrome User's: Please close this window before continuing with the main page.

Select Template: GFOfferDean

Select Document Type: Office2003Doc

Download

Step 3 :

Select 'Approve' or Reject, enter remarks and submit.