Academic Administration :

Academic Administration oversees all the academic programs and plays a major role in implementation of the decisions taken on academic matters by the Senate. Academic office receives, processes and maintains all records related to the academic programmes including admission, curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees.

Computer and IT Services :

Provides and maintains all IT related gadgets. Maintains the website of the Institute. Provides all software related assistance for academic as well as administrative functioning.

Project Office :

Construction and maintenance of all infrastructure related requirements of the Institute.

Facility Management ;

Facilitates for all the academic and administrative functions of the Institute. Provides all HR related services.

Finance & Accounts :

- Voucher Preparation & timely disbursement of monthly Salary, Pension, Scholarship, Fellowship and checking, processing and payment of bills related to HR.
- Proper calculation and recovery of Income Tax, Professional Tax, NPS etc. as per Act/ Rules.
- Preparation of Annual Accounts of the Institute
- Compilation and reconciliation of TDS data & timely Filing of Quarterly & Annual TDS (lT) Returns

General Administration :

- Planning and scheduling of the entire work of the staff.
- Maintenance of Personal Files and Service Book, LTC etc and related activities.
- Confirmation on probation of employees on completion of term.
- Promotion, Financial up-gradation and Pay Fixation of all non-academic employees.
- Engagement of Manpower through outsourcing agencies.
- Preparation of Agenda & Minutes of Board of Governors
- Issuing of Office Orders after obtaining approval from Competent Authority.
- Works related with police verification, performance report etc. of employees.
- Preparation of quarterly reports, Hindi translation work etc
- Preparation of quarterly reports of RTI.
- Preparation of replies of RTI and ensure timely submission of Replies.

Health Center :

https://www.iisertvm.ac.in/pages/health-center

Laboratory & Technical :

The institute has dedicated laboratories for undergraduate program in addition to advanced level research labs maintained by faculty members of various schools.

Library :

https://www.iisertvm.ac.in/pages/iiser_tvm_library

Purchase & Stores :

All the requirements of the Institute, Machinery/ Furniture/ Lab consumables/ Stationary/ Computers etc and other IT related gadgets are procured and distributed to the respective users.