

National Institute of Technology Durgapur
Rules and Regulations
for
Sponsored Research & Consultancy Cell (SRCC)

1.0 PREAMBLE:

A cell is created by the Board of Governors, NIT Durgapur for the purpose of Promotion of sponsored research & consultancy to meet future needs of India through meaningful education, original research of the highest standard and leadership in technological innovation for the industrial growth of the Country. In addition to offering formal Undergraduate and Post-graduate Programs, the Institute actively encourages its faculty to undertake sponsored research and consultancy projects in order to strengthen the research profile of the Institute.

Sponsored research activity of the institute is administered through Sponsored Research and Consultancy Cell (SRCC). The cell looks after the administrative and financial aspects of sponsored research, industrial consultancy, testing and certification, and continuing education. SRCC acts as a facilitating centre in providing assistance for the faculty members of the institute in communicating with the external sponsors, both national and international, and maintaining the accounts from pre-award to post award stage of the project.

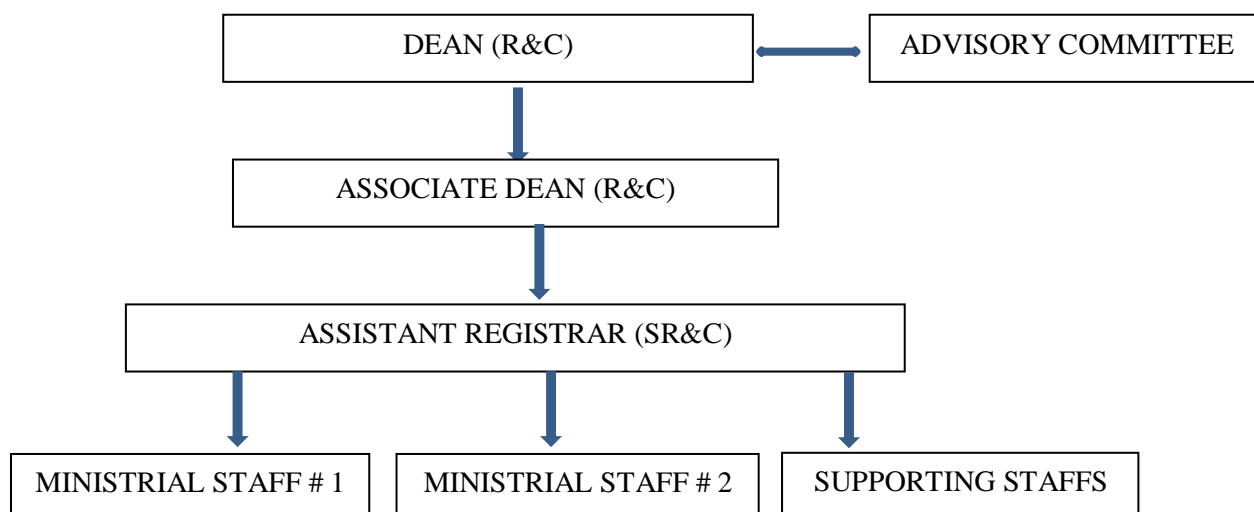
It also promotes and manages Institute-Industry interactions and all externally funded research and development projects as well as patents. All the Industrial Consultancy Projects are to be registered with the SRCC Cell. The Cell acts as a liaison between the Institute and funding agency to undertake sponsored projects.

SRCC shall have total autonomy with respect to the administration of all the sponsored research, industrial consultancy and related matters covered under the SRCC Rules.

SRCC shall be headed by Dean (R&C) and shall consist of Associate Dean (R & C), Assistant Registrar (SR&C) and Ministerial & Supporting staff members and also one advisory committee for guidance. The Dean (R&C) will directly report to Director in all SRCC related issues.

2.0 ORGANIZATIONAL STRUCTURE:

The organizational structure shall be as follows:



ADVISORY COMMITTEE:

The Advisory Committee for SRCC shall consist of following:

- (1) Dean (Academic)
- (2) Dean (FW)
- (3) Two members nominated by Senate
- (4) Two members nominated by Director

3.0 PRINCIPAL INVESTIGATOR (PI):

The term Principal Investigator (PI) refers to a faculty member of the Institute who prepares and submits the project proposal through proper channel and takes full responsibility of carrying out the project to completion along with the achievement of project goals. As a Principal Investigator, one should take into account his professional interest in identifying new and important research questions. One could establish an internal review panel as a team to discuss the efficacy of the proposed study. The team will concentrate on the improvement of scientific content of the proposal. The PI may be assisted by one or more Co-investigators (CI) for achieving the technical goals. The CI(s) will ordinarily be permanent faculty members of the Institute. In case of Inter-institutional projects the PI of the second institution will be called Co-PI.

PI of a sanctioned project is considered to be the prime interface between the funding agency and SRCC and is operational head of the project. The PI is advised to keep the whole project team aware about the progress of the project and involve the CI(s) in all related project activities. In his/her absence, the PI may request any of the CI to take-over the responsibility of running the project (with or without financial responsibility) and inform the same to SRCC. When the period of leave is likely to exceed one year, the sponsors must be informed by the PI.

PI /Co-PI/CI(s) can claim honorarium in a project only if it is explicitly provided by the Funding Agency.

PI/Co-PI/CI(s) is permitted to go outside the Institute on Special Casual Leave with prior approval of competent authority, for work related to Projects, but without affecting academic activities in the Institute.

The PI shall be responsible for submission of periodical and /or final technical report(s) of the project work as may be required by the sponsoring agency. He / She shall also send a copy of the final technical report to Dean (R&C).

In the consultancy projects, the principal consultant and other consultants will have the same responsibility and authority as of PI and CI of sponsored research projects.

4.0 SPONSORED RESEARCH

4.1 Project Proposal:

All the project proposals to different sponsoring agencies have to be prepared as per the following format or as per the format prescribed by the Sponsoring agency:

Title: The project title shall be a good match to the proposed themes of the funding agency. Moreover, the reviewer should easily remember it.

Summary of the Proposal: One needs to highlight the aims and overview of the research plan. It should demonstrate the importance of the study and generate interest to the reviewer.

Research Statement: PI should incorporate the relevance of the proposed study, the focus of the study and a rational plan to achieve the study goal(s).

Objectives: The proposal should establish the overall direction of the proposed study. In the case of several objectives PI should state the action, the behavior and the standard against which it will be measured.

Literature Review: PI needs to incorporate important work in a concise manner in the proposed study. In addition, PI should try to advance the knowledge.

Study Design: It shall be simple and clear. Moreover, the design should be based on the study objectives. You may need to discuss with the expert in research methods, if necessary, to obtain suggestions on sample design, data measurement, collection and analysis.

IPR issues: The information generated under the projects is usually the joint property of the Funding Agency and the Institute unless otherwise stated in the Contract/Agreement with a funding agency or a collaborative partner with whom the ownership issue is mutually decided beforehand. The same may be protected by means of filing of copyrights/patents etc.

Funding agencies are concerned with ethical issues of the scientific experimentation. PI is responsible for upholding academic integrity and having the requisite clearance from the ethical committee as required.

Budget Estimate:

While making a budget for a project, the following heads should be taken into account:

- Salary of Project Staff (JRF/SRF/Project staff)
- Equipment
- Consumables
- Travel (domestic, international)
- Contingency
- Overheads

In general, for sponsored research projects 20% on the total project cost shall be charged towards service charges (overheads) for utilizing the infrastructural and other facilities of the Institute. The Institute shall support funding for filing patent and fees related to their maintenance.

All research proposals shall be routed through and endorsed by Dean (R&C) on behalf of the Director, with relevant information required by Sponsors. In case of projects requiring significant infrastructure facilities and additional support by the Institute, Dean (R&C) will obtain the prior approval of the Director. The entire outgoing project proposals will be recorded in the proposal register and be filed for documentation of proposals sent to sponsoring agencies for approval.

All sanctioned and approved project proposals have to be registered with the SRCC by filling up of 'Project Registration Form', duly forwarded by HOD/HOC along with a copy of the proposal (both original and recast, if any) and approval by the sponsors for project registration.

It shall be the responsibility of the PI to get the project work completed satisfactorily within the sanctioned grant and duration.

4.2 Project Staff Recruitment:

All the project employees (JRF/SRF/RA/Project staff) will be appointed through open advertisement followed by the interviews. SRCC provides following options of recruiting project staff to kick-start the project activities:

Casual Appointments:

The PI may immediately offer a contract of work on casual basis (informal selection) to anyone with suitable qualifications starting from the date of their choice. However, such awards are restricted to 89 days only for each individual. These may be given against sanctioned positions. In the meantime, the process for project appointments against the sanctioned posts in the project can be initiated.

Project Appointments:

These appointments are purely contractual and renewed every year maximum up to the duration of the project. On receipt of the project, the PI shall forward the request for such engagements to SRCC. SRCC will post the advertisement on Institute website and SRCC notice board. Usually there should be a time gap of about 3 weeks between the advertisement and the last date for receiving the completed application. After the due date the PI will scrutinize the applications received, short list the candidates and get it approved by Dean (R&C). The usual

time gap between the dispatch of call letter and the date of interview should be about 3 weeks but can be reduced if all short listed candidates can be contacted effectively. The project appointees will have to sign an undertaking.

The PI has two options for holding these selections:

Option I - Walk in test/ Interview; and

Option II - Short listing followed by test and / or Interview.

Selection of JRF/ SRF/ RA shall normally be made as per the guidelines provided by the sponsoring agency and with the approval of the Dean (R&C).

Automatic transfer from one project to another either on completion or midway shall not be permitted, except with specific permission from Dean (R&C)/Director.

The PIs shall consider prevailing compensation package, general qualifications and experience for staff while preparing project proposal.

Selection Committee:

The Selection Committee for the recruitment of project staff for each project shall consist of following:

- | | | |
|------|---|---------------|
| i) | HOD/HOC of the concerned Dept./
Centre to which the PI belongs | - Chairperson |
| ii) | One faculty member of the PI's Dept. | - Member |
| iii) | One subject expert from outside the
Institute as recommended by PI | - Member |
| iv) | Principal Investigator/Co-Investigator | - Convenor |

Scheduled selection committees cannot be cancelled at short notice in order to avoid inconvenience to appearing candidates especially coming from outside.

All appointment letters shall be issued under signature of Assistant Registrar (SR&C).

Assistantships/Fellowship:

As per the project guidelines.

Hiring of Casual Labour:

Casual Labour for special needs of the project can be hired for specific work on contracted amount (normally based on daily wage norms of the Institute) for a maximum period of 89 days. Beyond this period, such hiring is subjected to the recommendations of the Committee and in very special situation up to 6 months may be considered by the Dean (R&C) with a break after 89 days. The fellows or project staff will have to sign an agreement for every contractual period as per given format.

Appointing Visiting Scientists:

As per project approval/guidelines the PIs can appoint visiting scientists by invitation against a sanctioned post in a project or from specific project head with the prior approval of Director/Dean (R&C).

Conduct Rules:

A project employee shall execute a Contract Agreement with SRCC at the time of joining with the explicit provision that contract may be terminated by either side (Staff or SRCC Office) by giving one month's notice or one month's consolidated compensation in lieu of the notice.

PIs shall be the sanctioning and controlling authority for all types of leaves with respect to contractual project staff.

Project employees shall

- a) Follow general code of conduct as approved by SRCC.
- b) Maintain secrecy of the research findings/technical information and shall not get involved in unauthorized communication of any official document or information.

Dean (R&C) may, at his discretion, constitute committee(s) to conduct disciplinary proceedings, if necessary against project employees. On the basis of the report suitable disciplinary action may be initiated and punishment will be imposed by the Dean (R&C).

A Project employee working in a sponsored project of the Institute is eligible to register for the M.Tech. / Ph.D. programme of the Institute subject to his / her satisfying the admission qualifications requirements of sponsored candidates from the Industries and R&D Organizations provided

The remaining tenure of the project at the time of admission is at least two years;

The admitted candidate gives an undertaking that he / she will not be automatically eligible for Institute Fellowship;

4.3 Purchase of Equipment / Consumables:

Purchase of equipment/consumables has been made by following approved Institute purchase procedure/GFR 2017.

For all purchases above Rs.2,50,000 should be made through SRCC purchase committee, but below Rs.2,50,000 PI can do the purchase through standing purchase committee of PI's department following GFR 2017.

1. The SRCC purchase committee shall consist of following:

- | | | |
|------|--------------------------|---------------|
| i) | As nominated by Director | - Chairperson |
| ii) | Dy. Registrar (F & A) | - Member |
| iii) | Dy. Registrar (P & S) | - Member |
| iv) | Asst. Registrar (SR&C) | - Secretary |

Additionally, PI shall be a Member to the Purchase Committee for purchases related to his/her projects.

2. After the due date all the quotations will be opened, examined and signed by the SRCC Purchase Committee. Usually, response from at least three parties is needed for a particular purchase. The committee will sign and recommend the comparative statement. Usually, the purchase recommendation should be on the basis of lowest quotation for the given specifications. However, if the purchase committee feels the necessity to recommend a higher bidder on technical grounds, they can do so by documenting a technical justification for rejecting the lowest quotation.

3. For specialized items or custom made items procured from a reputed manufacturer or its authorized dealer only, a proprietary nature certificate from PI has to be enclosed for purchase with single quotation.

4. The SRCC shall book the fund and arrange for pre-auditing. Only after the purchase requisition has been pre-audited, it will be forwarded to competent authorities for purchase approval.

5. For purchases upto Rs. 2, 00, 00/-, Dean (R&C) will be the approving authority and for purchases above Rs. 2, 00, 000/-, Director will approve the purchase on the recommendation of Dean (R&C).

6. Finally, SRCC will send the approved purchase file and the draft purchase orders to Registrar for signature. SRCC will particularly ensure that items under taxes, freight, insurance, packing and forwarding, bank charges, payment terms and other terms and conditions are entered correctly in the draft purchase order before sending to Registrar for signature.

Purchase of goods directly under rate contract:

PI may directly procure Central Purchase Organisation (e.g. DGS&D) rate contracted goods from suppliers, the prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract. The PI shall make its own arrangement for inspection and testing of such goods where required.

Imported Items:

The overall purchase procedure for all imported items (equipment, spare parts or consumables) regardless of their value will follow almost the same guidelines with the following additional points which should be taken into account:

1. The quotation should clearly mention if the quoted price is inclusive or exclusive of Indian agent's commission.
2. The commission amount (if any) should be deducted while opening LC.
3. The purchase proposal should contain a Not Manufactured in India (NMI) certificate from PI.
4. All purchase orders should mention our cargo releasing agent's name and full address. A copy of the purchase order should be sent to cargo releasing agent at the time of placing the order with the firm for necessary action at their end.

In case of urgency, prior approval of the competent authority is required to make any purchase in foreign currency through internet/credit card etc.

Procedure for obtaining Engineering Services:

Engineering services such as repair and maintenance work on civil and electrical facilities or alteration / refurbishment will ordinarily be carried out by the Institute Maintenance unit following normal tendering process. However, small works (costing less than Rs. 15000/-) may be arranged by PI at the department level with due approval of HOD/HOC. All formalities of the purchase process, however, should be observed.

4.4 Advance payment:

Advance payment to vendor can be done by taking prior approval of competent authority. The PI may draw advance for such payment and adjustment may be made along with the final bill submit by the vendor/supplier.

PIs shall normally be allowed to draw another advance only after adjusting the previous one taken by them.

4.5 Payment of Bills:

For all purchases kindly make sure that the bills (except petty cash purchase from imprest account) have S. No., Date and TIN/PAN No. of the vendor/supplier.

While making a purchase, make sure not to pay any Excise Duty as the Institute is exempted from paying it.

Do not incur expenses after the sanctioned duration of the project. Request for extension of projects should be made to funding agencies well in advance.

PIs shall arrange to maintain Procurement-cum-purchase Registers and Stock / Asset Register. These shall be verified by Govt. Auditors and SRCC office as and when required. It may be noted that

all permanent assets which are of non-consumable nature (equipment/ accessories, computers, computer peripherals, furnitures etc.) acquired from the project have to be entered in the register.

All the materials / equipments received should be inspected, entered in the stock register and the invoices / bills be certified by PI for payment. In case of purchase of equipments which require installation and demonstration, installation certificate should also be enclosed along with the invoices. Payment will be made by SRCC in the form of cheque.

The usual payment terms for imported items are through LC, which can be opened only after receiving the order confirmation and proforma invoice from the firm.

4.6 Travel & Travel Allowance:

The PI, CI(s) and Project staff can visit places for project work outside the Institute as per entitlement, subject to availability of funds under budget head "Travel or TA/DA" of the project. However, sanction of concerned HOD / HOC is required for being away from the Institute.

All travel bookings are required to be made as per Institute norms. PIs can sanction expenses related to booking of travel tickets (including Tatkal) and cancellation of travel tickets. Prior approval of Competent Authority is required only in case of any relaxation including non-Air India travel.

PI and CI(s) may travel abroad from a project only if a specific provision is available for international travel in the project sanction. Prior approval of competent authority should be obtained for ex-India visits (including non-Air India travel) and sanction of leave needs to be obtained from respective sanctioning authority. PI can sanction Registration fees for international conferences from research projects.

On recommendations of PIs, contractual project staff and students working in projects may be permitted with approval of the Dean (R&C) to present papers in National / International Conferences within the country with TA, DA and Registration Fee support provided the funds are available under Travel head of the project.

To meet upcoming expenses during travel, an advance may be drawn. However, it may be noted that such advances need to be adjusted within 15 (fifteen) days from the date of completion of journey. Second advance cannot be sanctioned when the previous advance still remains unadjusted.

Research Fellows (JRFs / SRFs/ RAs) and contract project staff are not entitled for advance. However, they may submit claim for reimbursement of contingency expenditure through proper channel.

The Government of India TA & DA rules will be applicable to the PIs and project employees for all sponsored research/ consultancy projects.

4.7 Organising Seminars/Workshops/Inviting Visitors:

The project may require to arrange/organize Seminars/Workshops/Meetings etc. PIs are empowered for staging such events where such provision exists and the expenses are within the approved budget from Funding Agency. In case no specific provision exists in the project, PI may still sanction expenses within a limit of Rs. 15,000/-.

Visitors from within country:

PIs can invite outside scientist/expert to the Institute under a project for short duration (up to one week) for project related work with expenses limited to their entitlement. Non-Air India travel requires the approval of competent authority.

Visitors from abroad:

PIs like to invite Students/Researchers/Visitors for project activities from abroad will require the approval of competent authority. In some cases, prior approval of MHRD is also required.

4.8 Finance & Accounts:

A separate book of accounts shall be maintained by SRCC for each project. SRCC should provide the UC & SE as and when required by the sponsors. Govt. Audited statement of accounts at the end of each financial year shall be provided, if required by the sponsor.

In the event, any project utilizes Institute's manpower and other supporting facilities beyond office hours, the expenses towards the same shall be charged to the respective project. For this purpose, on the recommendations of the PI and HOD / HOC concerned, the Dean (R&C) may approve suitable honorarium for the supporting staff of the Institute as per norms approved by the Institute from time to time.

Accounts for sponsored projects shall be maintained under five broad budget heads. They are: Salary, Equipment, Consumables, Travel, Contingency and Overheads.

Cash advance shall be drawn in the name of permanent employees only working in the projects. He / she shall normally be allowed to draw another advance only after adjusting the previous one.

All expenditure shall normally be made within the proposed date of completion of the project. Exception may be permitted with the consent of the sponsor.

SRCC shall ensure that the head-wise expenditure does not exceed the budgetary allocation. For effective control, periodic (or as and when required) expenditure details shall be made available to PIs by SRCC.

The PI shall write to the sponsor for timely release of fund with a copy to the Dean (R&C) for follow up. SRCC will provide the un-audited/audited statement of accounts to PIs for forwarding the same to the sponsor.

Day to day Expenses:

PI may draw a permanent imprest advance of Rs. 10,000/- for meeting day-to-day expenses/petty purchase. PI can draw the next advance only after adjustment of the previous one. The adjustment bills have to submit to SRCC by the PI.

5.0 INDUSTRIAL CONSULTANCY

The Institute has expertise in various research areas to provide knowledge and intellectual inputs which are of interest to the industry. It encourages its faculty to undertake consultancy work, which is an important tool in industrial growth of the Country.

In case of a consultancy project, proposal is prepared by the PI based on the requirement of the industry. It should specifically mention breakage of funds, normally consultancy fee as the primary component. It may also have budget for supporting manpower, equipment, travel contingency and other such costs to execute the consultancy project.

For projects involving only site visits for consultation work and/or personal discussion, charges will be decided at mutually acceptable rate which shall be based on extent and nature of work. Travelling & Daily allowance will be extra as per institute norms.

No consultancy, whatsoever, shall be less than Rs.30,000 and no charges for exclusive material testing shall be less than Rs.5000.

Industrial Consultancy activities in the Institute and corresponding overhead are of following types:

Sl. No.	Type of Consultancy	Rate of overhead (after deduction of Service Tax)
1	Use of no Institute Facilities	25%
2	Use of institute Laboratory facilities	30%

CALCULATION OF CONSULTANCY FEE:

If project cost (prior to overheads) is P; then overheads of N% will be charged on P as per the table, Service Tax will be 14.5% (presently) or whatever is applicable, on (P + N% overheads).

For example, for a project cost of P =100 and 25% overheads, the calculation is as follows:

Project cost = Rs. 100.00

Overhead = Rs. 25.00

Service Tax = (Rs.100.00 + Rs.25.00) x 14.5% = Rs.18.125

Total fees received from client = Rs.100.00 + Rs.25.00 + Rs.18.125

DISTRIBUTION OF CONSULTANCY FUNDS:

The fund for Consultancy work will be operated by SRCC. The expenditure towards contingencies shall not be more than 25% of the consultancy amount. The consultancy projects where outside agencies will be involved through MOU approved by SRCC shall follow the norms of the MOU. The norms for calculation of various percentages for distribution of the total money received from client (excluding service tax in every case) will be as follows:

General Disbursement Rules:

- Consultancy fees = **C**
- Total expenditure on the project = **E**
- Project cost **P = C + E**
- Overhead Charge **O = P X N%**
- Service Tax **S = (P + O) X 14.5%**
- Total fees received from client **T = P + O + S**

Amount **C** to be distributed among the Investigators, technical & supporting staff and office staff (if required). Fees can be taken only after successful completion of the project certified by the sponsor agency.

^C All sanctioned and approved consultancy project proposals have to be registered with the SRCC by filling up of "Project Registration Form", duly forwarded by HOD/HOC (For category 10.2 in SRCC Form 2) along with a copy of the proposal (both original and recast, if any) and approval by the sponsors for project registration.

It shall be the responsibility of the PI to get the consultancy work completed satisfactorily within the sanctioned amount and duration.

All other norms for consultancy projects presently in vogue shall continue to be applicable with Dean (R&C) having total financial and administrative power. Besides, the rules of sponsored research projects mentioned aforesaid are also applicable.

6.1 Project Initiation:

Sl. No.	Activity	Responsibility	Estimated time (Max no. of working days)
1	Submission of proposal to SRCC	PI through HOD or HOC / Research committee	2
2	Scrutiny of overhead as per norm	SRCC Staff / Asst Registrar (SR&C)	1
3	Endorsement of the proposal	Dean (R&C)/Registrar	1
4	Archive soft / hard copy of the proposal	SRCC Staff	1
5	Dispatch of the proposal (hard copy) to the Sponsor	SRCC Staff / PI	1
6	Registration of the project at SRCC after receipt of sanction letter from the sponsor	PI	-
7	Assign the project number	SRCC Staff / Asst. Registrar (SR&C)	2
8	Intimation of bank account number of SRCC to Sponsor	SRCC Staff / Asst Registrar (SR&C) / PI	1
9	Budget heads created, received funds in various heads noted. Project operational.	SRCC Staff / Asst Registrar (SR&C)	2
10	Overhead / service tax deducted from project fund	SRCC Staff / Asst Registrar (SR&C)	2

6.2 Purchase:

Sl. No.	Activity	Responsibility	Estimated time (Max no. of working days)
1	Preparation of bid document & Tendering	PI + SRCC Purchase Committee	30-45
2	Preparation of comparative statement & purchase order	PI + SRCC Purchase Committee	3
3	Scrutiny of fund availability and purchase procedure & Approval	SRCC Staff / Asst Registrar (SR&C) / Internal Audit / Dean (R&C)	3
4	Signing PO	Asst. Registrar (SR&C) / Registrar	1
5	Dispatch of PO to vendor, PI	SRCC Staff	1
6	Receipt of goods	PI	-
7	Inspection / testing / commissioning etc.	PI	7
8	Entry into Project stock book / measurement book	PI	1
9	Submission of bills, Installation & warranty certificates to SRCC	PI	1
10	Scrutiny of bills & Release of payment to vendor	SRCC	15

6.3 Accounts / Reports:

Sl. No.	Activity	Responsibility	Estimated time (Max no. of working days)
1	Submission of progress reports & other deliverables to the sponsor	PI (with a copy to SRCC)	-
2	Audit of funds each FY	SRCC through Auditor	15
3	Submission of UC & Audit report to sponsor	PI	-
4	Payment of service tax to appropriate authority	SRCC Staff	3
5	Raise grant-in-aid bill to sponsor as per requirement	PI	-
6	Submission of Completion Report to sponsor	PI	-
7	Payment of honorarium to investigators (Consultancy projects)	SRCC Staff / Asst. Registrar (SR&C) / Dean (R&C)	3

6.4 Travel:

Sl. No.	Activity	Responsibility	Estimated time (Max no. of working days)
1	Submission of travel application through HOD/PI	Project staff / PI	-
2	Scrutiny for fund availability	SRCC Staff	1
3	Application for advance	PI	-
4	Approval and release of advance	SRCC Staff /Asst. Registrar (SR&C) / Dean (R&C)	3
5	Submission of TA bill	PI	-
6	Processing of TA bill and adjustment	SRCC Staff / Asst. Registrar (SR&C) / Dean (R&C)	3

6.5 Project Staff:

Sl. No.	Activity	Responsibility	Estimated time (Max no. of working days)
1	Request for recruitment as per provision in sanctioned project along with details	PI	-
2	Scrutiny / Approval	SRCC Staff / Asst. Registrar (SR&C) / Dean (R&C)	2
3	Advertisement on website	SRCC Staff	1
4	Submission of Recommendation of the selection committee along with evaluation sheet and application of the selected candidates, issue of Appointment letter	SRCC Staff / Asst. Registrar (SR&C) / PI & Dean (R&C)	30
5	Agreement of appointment	Employee / Fellow / PI / Asst. Registrar (SR&C)	2
6	Submission of joining report to SRCC	PI through HOD	2
7	Submission of Attendance every month to SRCC	PI	By 25th of every month
8	Release of assistantship	SRCC Staff / Asst. Registrar (SR&C) / Dean (R&C)	By 2nd of next month

Availability of concerned officials in SRCC office has been presumed in estimating the maximum number of working days required to complete an activity.

All documents will be finally checked and countersigned by Assistant Registrar (SR&C).

7.0 Disbursement of Overhead Charges for sponsored Research Project etc.:

Normally overhead charges shall be applicable @20% of the total project cost. Sometime, the overhead charge sanctioned by the sponsoring agency is less than 20%. In that case overhead charges will be acceptable as per sponsoring agency norm.

Distribution of the total Institutional Overheads

Sl.No	Distribution Head	Percentage of Total Amount proposed for 'Institute Overheads' of SRP
1	Institute Research Development Fund	25
2	Departmental (in which PI belongs) Development Fund	20
3	Professional Development Fund (To be made available to Principal Investigator (PI) and Co-Investigator (Co-PI) of the project)	30
4	Research Management Fund	25

Definitions:

1. Institute Research & Development Fund (IRDF)

25% (Twenty Five) of the overheads from Sponsored Research Project will be credited to a fund called Institute Research and Development Fund. 10% of the Institute Research and Development Fund will be transferred every year to a Core Fund, which will form the Corpus of the Institute. The usage of IRDF will be coordinated by Dean (R & C) of the Institute with the approval of the Director. It shall be utilized primarily for the Research & overall developmental activities of the institute, as may be decided by a committee of Deans.

2. Departmental Development fund (DDF)

20% (Twenty) of the overheads from Sponsored Research Project shall be transferred to the DDF of the concerned academic department(s). The objective of this fund is to provide additional grant to the department for its developmental activities as well as for funding its other activities for which adequate funds are not available from other sources. This fund can also be used for activities like providing seed money for holding conferences / workshops and seminars etc. The budget proposal for utilizing DDF shall be prepared and submitted by the Department to the Director and utilized after obtaining his approval. The account of DDF shall be maintained by accounts section and statement shall be sent to the department(s) at the end of financial year. The department(s) concerned shall submit expenditure bills to the accounts section for processing payment.

3. Professional Development Fund (PDF)

Professional Development Fund (30% of the overheads from Sponsored Research Project) shall be created for individual faculty. The objective of this will be to help individual faculty member in his / her professional development. The account of PDF shall be maintained by accounts section and statement shall be sent to the departments at the end of financial year. The departments concerned may submit expenditure bills to the Accounts Section for processing payment. PDF shall be utilized by the concerned individual faculty for expenditure under approved heads. These may include telephone charges, membership of professional bodies, travel charges and registration fees for attending conferences / research interaction etc. and any such other purposes with due approval by the Director. All expenditures are reimbursable only. The PDF amount can be utilized by the individual even when there are no on-going projects in his / her name. Accumulation of PDF is permitted without any upper limit. Details are given in the Annexure I

4. Research Management Fund (RMF)

There shall be a research management fund (25% of the overheads from Sponsored Research Project) created in the name of PI to upkeep and maintain the lab/instruments/workspace/furniture/AMC/Air conditioning of the lab. The RMF shall be maintained by the account section and statement will be sent to the respective department at the end of the financial year. The PI concerned may submit the expenditure bill to the Accounts Section for processing and payment. The RMF can be availed even after the completion of the project.

7.1 Professional Development Account (PDA):

The PDA can be utilized for the following purposes by the PI:

1. Purchase of equipment / software;
2. Travel (within the country and abroad) for research or related discussion;
3. Conference related payment;
4. Purchase of Books, journal subscription, Professional Membership;
5. Teaching material and teaching aids;
6. Expenses related to promotion of professional activities, such as purchase of Data Card for mobile internet, broadband connections at residences etc.

7.2 Department Promotional Account (DPA):

The DPA can be utilized for the Procurement of equipment, consumables etc. for the department. When the PI is associated with more than one department/ centre, the grant for the DPA will be credited to the account of department / centre recommended by PI.

The advisory and monitoring committee as approved by the BOG shall remain in vogue.

**SPONSORED RESEARCH & CONSULTANCY CELL
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**

Articles of Agreement made this _____ day of _____ Two thousand _____ by and between the Sponsored Research and Consultancy Cell (hereinafter called the SRCC) of ONE PART and Mr./Ms. _____ son/daughter of Mr. _____ residing at _____ hereinafter referred to as the 'Party of the Second Part' of the OTHER PART.

WHEREAS the 'Party of the Second Part' has been appointed by the SRCC on contract basis to serve as _____ in sponsored research project entitled " _____ " sponsored by _____

AND WHEREAS the 'Party of the Second Part' has agreed to serve the said project as _____ on the specific terms and conditions hereinafter contained as well as general terms and conditions regulated by the SRCC.

NOW THESE PRESENTS WITNESSTH and the Parties hereto agree subject to the general terms and conditions regulated by the SRCC.

- 1) The 'Party of the Second Part' shall serve the said project as _____ on a consolidated compensation of Rs. _____ (Rupees _____ only) per month. No DA and other allowances are admissible.
- 2) That the 'Party of the Second Part' is joining the said project with full knowledge and understanding that the project is a contract job. The tenure of this assignment is up to one year and this contract will automatically terminate on the afternoon of the same day.
- 3) The 'Party of the Second Part' shall devote his whole time and attention to the service of the project undertaken by the Principal Investigator (PI) and shall be subject to the Rules and other provisions of the SRCC relating to assignment under contract.
- 4) The 'Party of the Second Part' may be provided with hostel accommodation, if available, and shall be liable to pay license fee and charges for water, electricity and any other services rendered thereunder.

- 5) If so required, the 'Party of the Second Part' shall have to perform on a staggered or shift duty including six days a week.
- 6) The Contract Service of the 'Party of the Second Part' may during the period of contract, be terminated by the SRCC at any time by one month's notice given during the period of contract. The contract may be terminated at any time due to non-availability of funds or unforeseen termination of the project by the sponsor. In such eventuality, the SRCC shall pay one month's compensation to the 'Party of the Second Part'. The 'Party of the Second Part' may terminate his contract service by giving one month's notice.
- 7) The 'Party of the Second Part' shall be eligible to avail 8 days Casual Leave and 10 days (20 days with one half of full compensation) with full compensation. The 'Party of the Second Part' shall be provided with outdoor treatment facilities and medicines normally available at Institute Medical Unit only for self and dependents (spouse & children).
- 8) The 'Party of Second Part' thus appointed with consolidated compensation shall not be eligible for Gratuity and other benefits. No LTC / HTC shall be admissible.
- 9) In respect of any other matter for which no provision has been made in this agreement the 'Party of the Second Part' be governed by the SRCC rules and the administrative orders issued by the Dean (R&C) or by his nominee from time to time.
- 10) The 'Party of the Second Part' further understand that this contractual assignment under SRCC will not give him any right whatsoever for automatic absorption into the Institute's Cadre.

In witness whereof the 'Party of the Second Part' and the Dean (R&C) or his nominees for and on behalf of the sponsoring agency have hereunto set their hands the day and year first above written.

Signed by the party on the
Second Part

Witness:

1) Signature:
Name:
Designation:
(Principal Investigator)

2) Signature:
Name:
Designation:

Signed by the Dean (R & C) or his nominee for and on
behalf of the sponsor

Witness:

1) Signature:
Name:
Designation:

2) Signature:
Name:
Designation:

SPONSORED RESEARCH & CONSULTANCY CELL
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

**Application for Enrolment in the Ph. D. Programme (For use of JRF, SRF, RA employed in
a sponsored scheme/project individual scholarship holder of CSIR / UGC)**

To

The Dean (Academics),

National Institute of Technology, Durgapur

(Through: Proper Channel)

Sir,

I am interested to enroll for the Ph. D. degree of the Institute and request for your permission to join the Research programme in the Department / Centre _____ and furnishing the following information and testimonials in support of my application.

1. Name of applicant (in full):

2. Nature of the offer received: (a) Appointment in a tenure scheme / project or (b) Award of individual fellowship

(* Strike out the one not applicable)

3. Joined in the Department / Centre _____ in the capacity of _____
on date _____

4. (a) Tenure of the award _____ Years _____ Months effective from the date

(b) Name of the Scheme / Project:

5. Home Address:

Pin _____

6. Academic Qualification:

Standard	Degree	Board / University	Year of Passing	CGPA / % of marks	Subjects offered
XII					
Graduation					
Post Graduation					
PhD					

7. Particulars of all India qualified in (GATE / CSIR / NET) etc.:

Name of the test	Conducting authority	Year of qualifying	Score

8. Accommodation:

(a) Presently staying at _____

(b) Accommodation requesting for in a Hall of Residence ____ (REQUIRED / NOT REQUIRED)

9. Declaration:

I hereby give the undertaking that on being permitted to enroll in the Ph. D. programme

(i) I shall obtain a certificate of fitness from the SMO, Medical Unit

(ii) Pay all necessary fees & deposits as required by the Institute

(iii) Abide by all conditions prescribed by Regulations and further directives / instructions issued by the authorities from time to time.

Dated _____

(Signature of the applicant)

For Sponsored Scheme / Projects:

Certified that the particulars furnished above by the applicant have been verified and found to be correct. I have no objection to his/her being enrolled for the Ph. D. degree.

Date _____

(PRINCIPAL INVESTIGATOR)

The DRPC has interviewed the applicant and found him qualified for enrolment for the ph. D. degree (if admitted) all necessary facilities will be made available to the applicant.

Forwarded and recommended

Date _____

(Signature of the Head of the Department / Centre)

The applicant may be allotted a seat in the _____ Hall of Residence.

(CHIEF WARDEN)

The candidate is eligible / not eligible for enrolment and therefore may be / may not be admitted.

DEAN (R & C)

ASST. REGISTRAR (SR&C)

ASSOCIATE DEAN (R&C)

** Testimonials to be enclosed:

1. Copies of Certificate and/or mark sheet of
(a) Date of Birth proof (b) Bachelor's degree examination (c) Master's degree examination (d) Migration
 2. Copy of qualifying certificate of GATE or NET etc. (as the case may be)
-

SPONSORED RESEARCH & CONSULTANCY CELL
NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR

SPONSORED PROJECT REGISTRATION
(To be submitted along with the sanction letter from the sponsoring agency)

1. Title of the research project:
2. Name of the sponsoring agency & address:
3. Sanction letter no. & date:
4. Total grant sanctioned:
5. a) Duration:
b) Date of commencement of the project:
6. Name of the Department/Centre, where research is to be performed:
7. Name & Designation of the Principal Investigator:
8. Name(s) & Designation of the Co-Principal Investigator(s):
9. Year-wise break-up of grant sanctioned:

Heads of expenditure	1st year (Rs.)	2nd year (Rs.)	3rd year (Rs.)	4th year (Rs.)	Total (Rs.)
Salary / Fellowship					
Equipment					
Consumables					
Contingencies					
Travel					
Service Charges					
Others (please specify)					
Total					

10. Mode of payment of grant in installments, if any:

11. Details of project staff sanctioned:

Name of the Post	Consolidate compensation / fellowship	No. of post

12 Whether necessary expertise and facilities are available within Department/Centre: YES / NO

If no, then state where the additional facilities are available in the Institute

13. Whether the research project proposal was placed before the Departmental Research Committee: Yes /No

Signature of Principal Investigator

Recommended

Signature of the Head of the Department / Centre

Assistant Registrar (SR & C)

Dean (R & C)

SPONSORED RESEARCH & CONSULTANCY CELL
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
REGISTRATION OF CONSULTANCY PROJECT
(To be submitted with the original request from the client)

DETAILS OF THE CONSULTANCY PROJECT:

1. Title of the Consultancy Project:
2. Name of the Client & Address:
3. Name of the Consultant - in – Charge:
4. Name of the Consultant (s):
5. Name (s) of the Department / Centre (where Research is to be performed):
6. Type of the Client:
7. a) Consultancy Fee: Rs.
b) Total expenditure on the project: Rs.
c) Overhead Charge: Rs.
d) Service Tax (as applicable): Rs.
e) Gross consultancy Charges (a+b+c+d): Rs.
8. Date of Commencement of work:
9. Date of Completion of work:
10. THE CONSULTANCY PROJECTS INVOLVES (Tick Appropriate one)
- 10.1 Use of no institute facilities
- 10.2 Use of institute Laboratory facilities

The above proposal may please be approved.

(Signature of Consultant in-charge)

RECOMMENDATION OF THE HOD / HOC (Only for category 10.2)

This is to recommend that the consultancy project belongs to the category 10.2 and the Consultant (s) would be given necessary facilities including leave provided the consultant(s) make(s) necessary arrangement for the academic loads assigned to them.

Signature of HOD / HOC

Assistant Registrar (SR&C)

APPROVED

DEAN (R&C)

**SPONSORED RESEARCH & CONSULTANCY CELL
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**

**REQUEST FOR SERVICE CONTRACT
(A separate form to be use for each person/agency)**

Date:

1. Name of the sponsored project:
2. Project code:
3. Sponsoring agency:
4. Name of the PI and Dept. /Centre:
5. Brief title of job / service to be assigned on contractual basis:

6. Time period for completion (limited to maximum 89 days):
From to (mention dates)
8. Proposed total value of contract:
9. Name of the person/ agency to whom the contractual assignment to be awarded
(with a short resume in a separate sheet):

10. a) Whether the person/agency served any contractual assignment in the project / any
other project in the past :
b) If yes, the details of the same:

(Please note that service contracts will be approved only in very special cases. Please
enclose proper justification of the contract, some details of work to be assigned in
phases, and competency of the person/agency to do the service contract)

UNDERTAKING FROM PI:

I hereby certify that the above service contract is essential for the timely completion of the project and that the service providers / agency to be engaged for the work are sufficiently qualified and experienced to carry out the job and that the charges proposed to be paid are reasonable and economical. The expenditure will be met from the contingency grant of the project.

Countersigned by

Principal Investigator

Head of the Dept. /Centre

Availability of fund under contingency head: YES / NO

Approved / Not approved

Assistant Registrar (SR&C)

Dean (R&C)

Contract No.

dated,

**SPONSORED RESEARCH & CONSULTANCY CELL
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**

PURCHASE REQUISITION AND FUND AVAILABILITY FORM

Requisition No.
Date:

PROJECT CODE	
RECURRING	NON-RECURRING

Sl. No.	Description of Stores (Name in brief)	Total Value

1. Routine purchase procedure followed:

If not, give justification (in case of a Proprietary item necessary certificate to be furnished):

2. Purchase order to be placed on:

3. Validity of quotation up to:

4. Terms of payment recommended:

5. In case of foreign purchase

i) NMI Certificate received from the HOD/ HOC/PI

ii) Whether DOE clearance certificate obtained:

iii) Name and address of the Indian Agent:

iv) Percentage of agency commission (if any):

Signature of the PI

(To be printed at the back of previous page)

7. Fund Availability Equipment / Furniture / Operating

(i) Total grant received / allotted

(ii) Total expenditure incurred including this purchase

(iii) Balance available

Date:

Asst. Registrar (SR&C)

Note: Fund booking is required for all purchases.

.COMMENTS OF PRE-AUDIT

1. Vetted / Not vetted
2. Observations, if any
3. Terms of payment
4. Proposal recommended
/ not recommended.

Audit Officer

The above purchase is approved

Sanctioning Authority

(Director / Dean (R&C))

To

The Asst. Registrar (SR&C)

Sponsored Research & Consultancy Cell
National Institute of Technology Durgapur

Requisition No. _____ **dt.** _____

Description of Stores

Please arrange to procure the following stores:

A. Foreign Purchase

Sl. No.	Model No.	Description of stores	Rate	Quantity Required	Approximate Value
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Total Ex-work value:

Less Special Discount:

Packaging & Forwarding:

Sub Total:

Add:

1. Sales Tax:

2. Entry Tax (if any):

3. Freight &

Insurance: Total:

Sponsored Research & Consultancy Cell
National Institute of Technology Durgapur

Requisition No. _____ dt. _____

Description of Stores

Please arrange to procure the following stores:

B. Indigenous Purchase

Sl. No.	Description of stores	Rate (Rs.)	Quantity Required	Approximate Value

Price including Exercise duty Rs.

Less: Special Discount Rs.

Sub Total Rs.

Add: 1. Sales Tax (Extra 4%) Rs.

2. Entry Tax (if any) Rs.

3. Freight & Insurance Rs.

4. Installation charges Rs.

Total:Rs.

PROPRIETARY NATURE CERTIFICATE

1) Certified that articles mentioned in quotation no.

dated _____ are proprietary items of M/s

_____.

2) M/s _____ is the sole manufacturer /
distributors / established importers / dealer of these articles.

Signature

(Name & Designation of the Company

Official signing this certificate with date & seal)

3) certified further that no substitute make / model will serve the purpose.

Signature by the concerned PI with date & seal

(* To be issued on the letterhead of the firm from whom the stores are to be procured)

**SPONSORED RESEARCH & CONSULTANCY CELL
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**

BRIEF RESEARCH ACTIVITY:

Signature of the Principal Investigator with date

**SPONSORED RESEARCH & CONSULTANCY CELL
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**

NMI CERTIFICATE

Certified that articles mentioned in the proposal
No. _____ dt. _____

are proprietary items. M/S _____ are manufacturers / sole distributors / of these
established importers / dealers articles, and are not manufactured in
India.

(Signature of the Principal Investigator)

**SPONSORED RESEARCH & CONSULTANCY CELL
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**

FELLOWSHIP CLAIM

1. Name of the Fellow:
2. State Bank Account No.:
3. Designation with Department:
4. Month for which the claim is:
5. Amount of Fellowship:
6. Source from which the money is received:
7. Name of the Scheme/Individual:
8. If the Institute Scholarship was previously drawn before joining as Research Fellow:
9. The period rate and total amount of Institute Scholarship:
10. The period and amount of Tuition Fees and Seat Rent already paid as Institute Scholar:

Date: _____ Signature of the Claimant _____

It is certified that

- The Fellow has not availed of any disqualified leave.
- The Fellow has not availed of any leave without Fellowship during the period.
- The sanction of the Sponsoring Authority exists for the payment as mentioned above.
- Fund is available.

Duration of the scheme is.....

Payment may be arranged from.....

**SPONSORED RESEARCH & CONSULTANCY CELL
NATIONAL INSTITUTE OF TECHNOLOG DURGAPUR**

TA / DA / ADVANCE APPLICATION FORM

- 1) Name of the applicant:
- 2) Designation:
- 3) Dept. / Centre:
- 4) Employee Code No. :
- 5) Basic Pay Rs.
- 6) Project Code:
- 7) Name of Principal Investigator:
- 8) Sponsor:

- 9) Place of visit:
- 10) Purpose of visit:
- 11) Duration: fromto
- 12) Amount of TA advance required, if any: Rs.
- 13) Whether previous advance has been adjusted: YES / NO

Declaration by the applicant: I have made necessary arrangements for my teaching and other duties during my period of absence as stated above (not necessary for project staff).

Signature of the applicant with date

Recommended / Not recommended

Signature of the Principal Investigator/Consultant

Signature of HOD/HOC *

* The signature of HOD / HOC is required only for faculty members / permanent staff of the Institute in the

Note: Please attach a break-up of estimated expenditures for which the advance is being sought. Advance is granted only to PI / Co-PIs and Co-Investigators

Recommended / Not recommended

Signature of the Principal Investigator/Consultant

Fund Position: Rs. _____

SRCC Staff

Asst. Registrar (SR & C)

Approved / Not approved

Dean (R & C)

Bill No. _____ dated _____ for Rs. _____ (Rupees _____
_____) is being passed for payment from Account No. _____
to the above applicant.

SRCC Staff

Asst. Registrar (SR & C)

Intimation Slip

Journey for _____ (from _____ to _____) is approved / not approved.

Advance of Rs. _____ from _____ project is passed for payment
vide Bill No. _____ dated _____

Please attach this slip along with your TA claim.

Asst. Registrar (SR&C)

**SPONSORED RESEARCH & CONSULTANCY CELL
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**

TRAVELLING ALLOWANCE BILL

Project Code: Approval No.:
 Bill No. Vr. No.
 Head of Account: Dated:
 Name in full:..... Employee Code No.:.....
 Dept./Centre/Section: Designation:.....
 Basic Pay: Rs. Grade Pay: Rs. Bank A/c

PARTICULARS OF JOURNEY AND HALT

Departure		Arrival		Mode of Journey			Actual Exp. Amount (Rs.)	Ticket No. & Remarks
Station	Date & Time	Station	Date & Time	Air / Rail / Road	Class of journey	No. of Fares & Kms.		

*Ticket No. is to be mentioned for journey made by Air/Train (above 2nd class) as per government rule.

PURPOSE OF JOURNEY AND AUTHORITY:

- 1.Certified that I was / I was not treated as Guest during my halt at and was / was not provided with board and lodging / lodging only at State expense / at the expense of the Government of India or another organization.
- 2.An Advance of Rs..... was drawn by me for this purpose on.....and is to be adjusted against the bill.
- 3.Certified that this claim is not referred to and paid from any other source.
- 4.Certified that I stayed from to at Establishment) which provided me Board and Lodging at sanctioned tariffs. (Name of Hotel /

FORWARDED

Signature of HOD / HOC / HOS / PI

Signature of the employee & Date

FOR OFFICE USE ONLY

	Rs.	Rs.	
1. Air / Train Fare			AUDIT MEMO ENHANCEMENT
2. Road Travel in kilometers @for prepaid taxi** (* Normal Institute TA Rule be allowed)			Checked and admitted for Rs. (Rupeesonly) ... Objected to Rs.
3. Daily allowance claimed for days @per day			Reason for objection
TOTAL:	-----	-----

Rupees

I certify that the above bill is in accordance with rules and regulations and is otherwise in order and passed for Rs. (Rupees)

Drawing Officer

Asst. Registrar (SR&C)

Dean (R&C)

Pay Rs.

(Rupees.....)

Asst. Registrar (SR&C)

FOR USE IN SRCC ONLY

Acquaintance payment

Stamp

Received payment in Cash / Cheque No.

SPONSORED RESEARCH & CONSULTANCY CELL
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
REPORT OF THE ASSESSMENT COMMITTEE FOR EXTENSION / UPGRADATION / ENHANCEMENT OF
MONTHLY FELLOWSHIP
(For Research Fellow (SRF / JRF) of CSIR (Individual) / CSIR Scheme / other Research Projects)

NOTE: 1. The Assessment Committee will meet after 2 (two) / 3 (three) / 4 (four) years of continuous research work by a fellow to consider extension / up gradation of fellowship for the 3rd / 4th / 5th year as well as enhancement of monthly fellowship.

2. The fellow is required to submit Annual Progress Report duly supported by publications in the form of reprint / pre- prints / manuscripts of paper accepted or communicated for publication through journal in the field of research work.

The Assessment Committee shall consist of:

1. Prof. ----- Chairperson
(Head of the Dept. / Centre)
2. Prof. _____ Member
(Principal Investigator / Supervisor)
3. Prof. _____ Expert
(From allied Dept. / Centre of this Institute; not below the rank of Associate Professor who is an expert in the relevant field.)
4. Prof. _____ Member
(Second Member as Chairman when PI is HOD / HOC)

Assessment Committee met on:

Name of the Fellow:

If CSIR (Individual Fellow), furnish CSIR Sanction No. with Date

Date of joining:

Date of Registration:

Name of Sponsor:

Area of Research problem assigned:

Title of the Scheme / Project:

RECOMMENDATION OF THE ASSESSMENT COMMITTEE:

* The Committee is satisfied with the progress of his / her work and his / her performance at the interview.

** The Committee feels that the work done so far is not satisfactory.

IT THEREFORE RECOMMENDS THAT

* The Fellow be granted extension / upgradation / enhancement of monthly stipend w. e. f _____ for _____ year

** The fellow be required to continue his / her work with the initial rate of fellowship for a further period of _____ Months, at the end of which he / she will submit a fresh report for consideration of the Committee subject to approval of CSIR / other sponsor.

This recommendation of the Committee, together with a copy of progress report duly supported by publications in the form of re-print / pre-prints /manuscripts of paper accepted or communicated for publication in the Journal submitted by the Research Fellow be forwarded to Associate Dean (SR&C) for onward transmission to CSIR, New Delhi for further action.

SIGNATURE OF THE MEMBERS WITH DATE:

(Principal Investigator / Supervisor)

(Expert)

Chairperson of the Assessment Committee / Second member of the Committee as Chairperson when PI is HOD / HOC

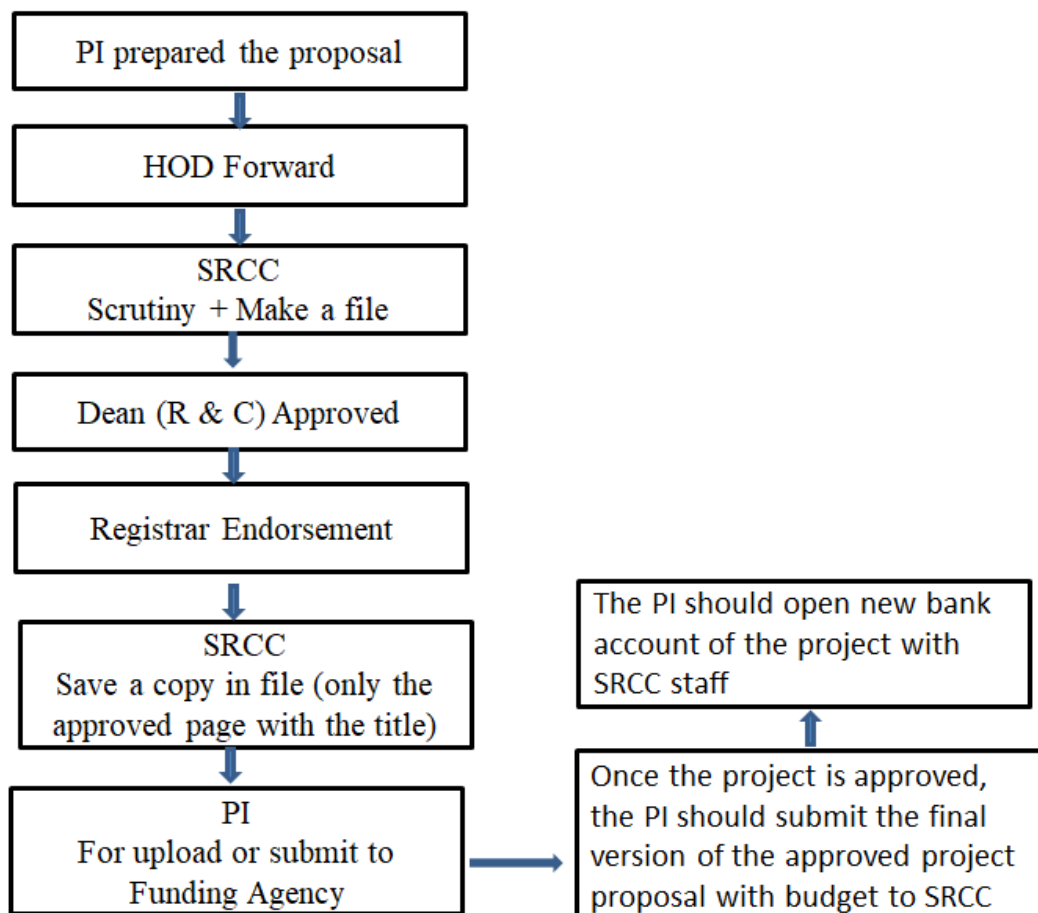
In view of the recommendation of the Assessment Committee already accepted by the Head of the Dept. / Centre/ Second Member of Committee as its Chairperson, the Fellowship of Mr. / Ms. /Mrs. ----- is approved.

DEAN (R & C)

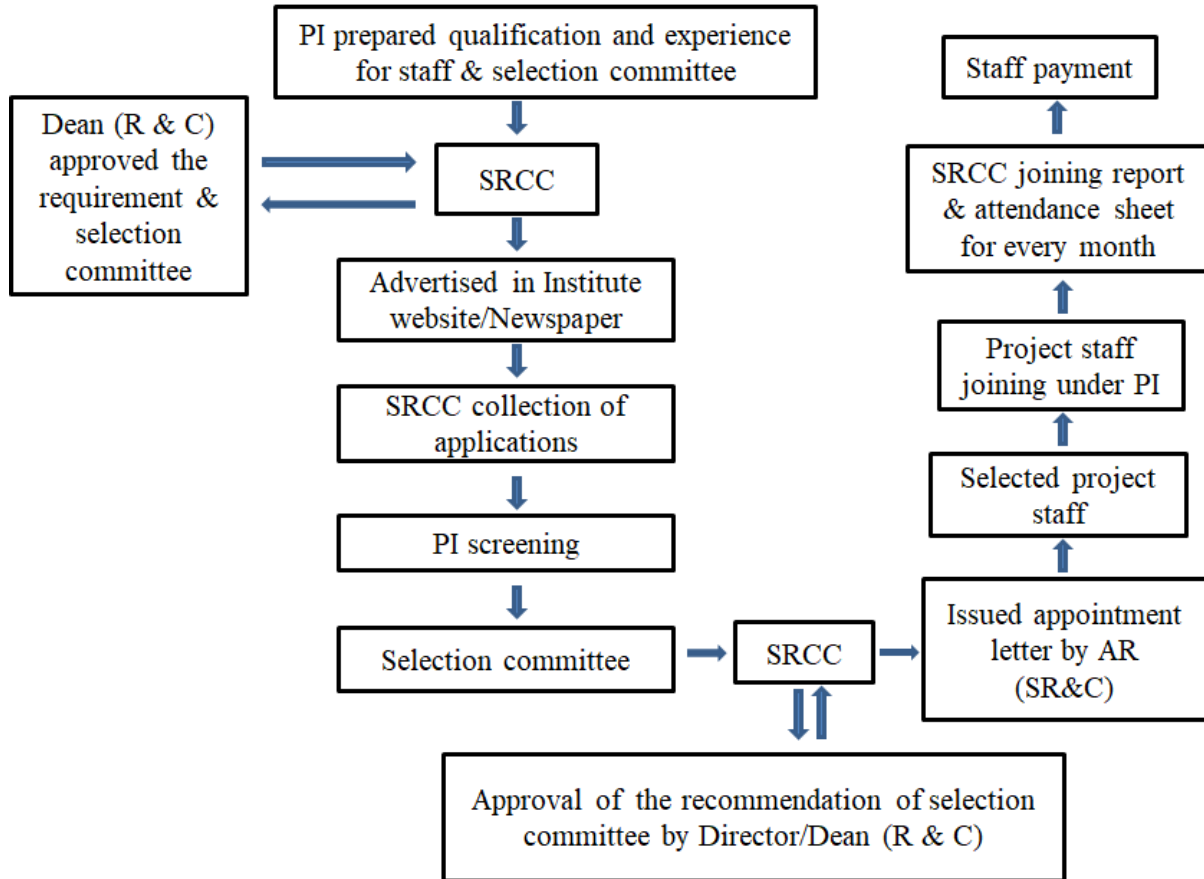
Forwarded to:

To

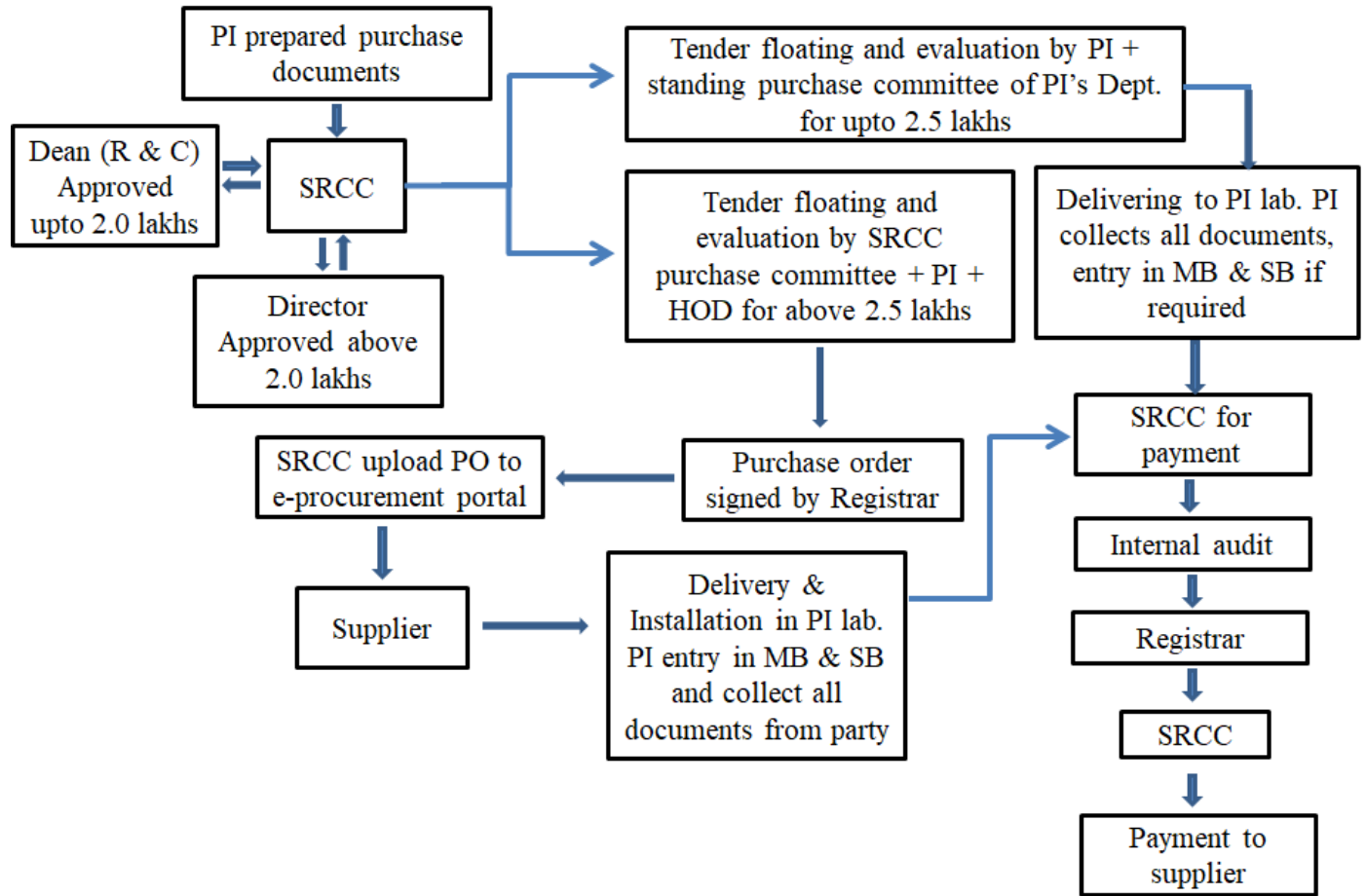
Flowchart for Project Initiation



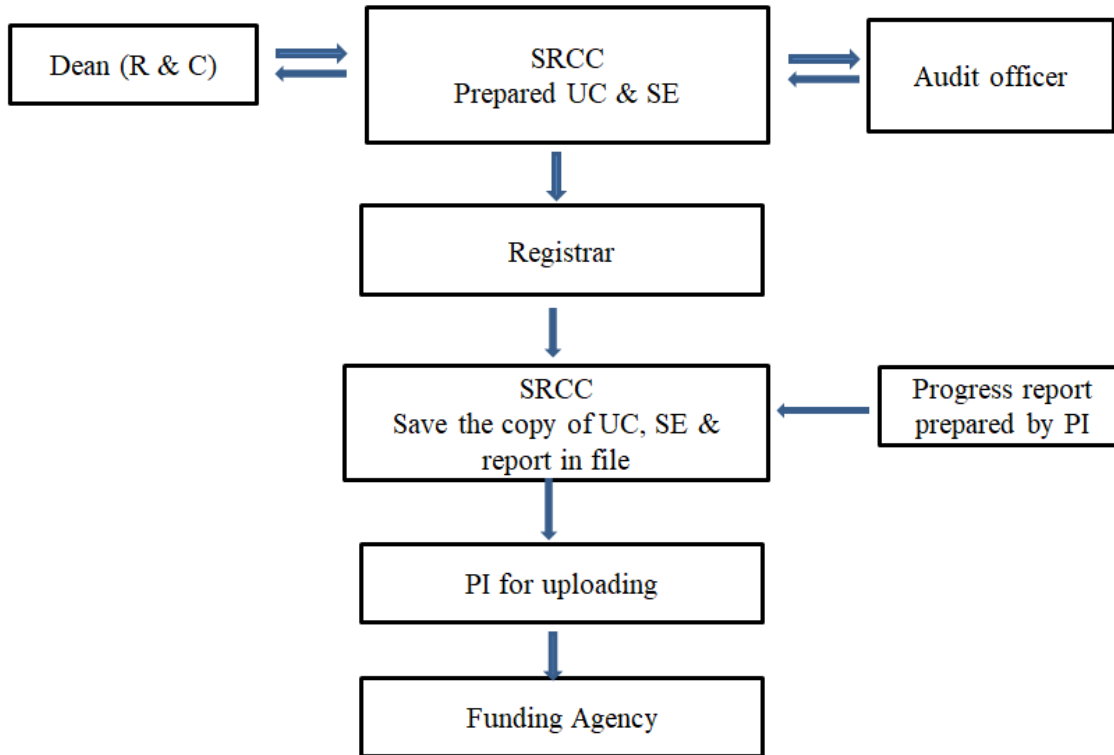
Flowchart for Project Staff Selection



Flowchart for Purchase



Flowchart for Report Submission



Flowchart for Consultancy Project

