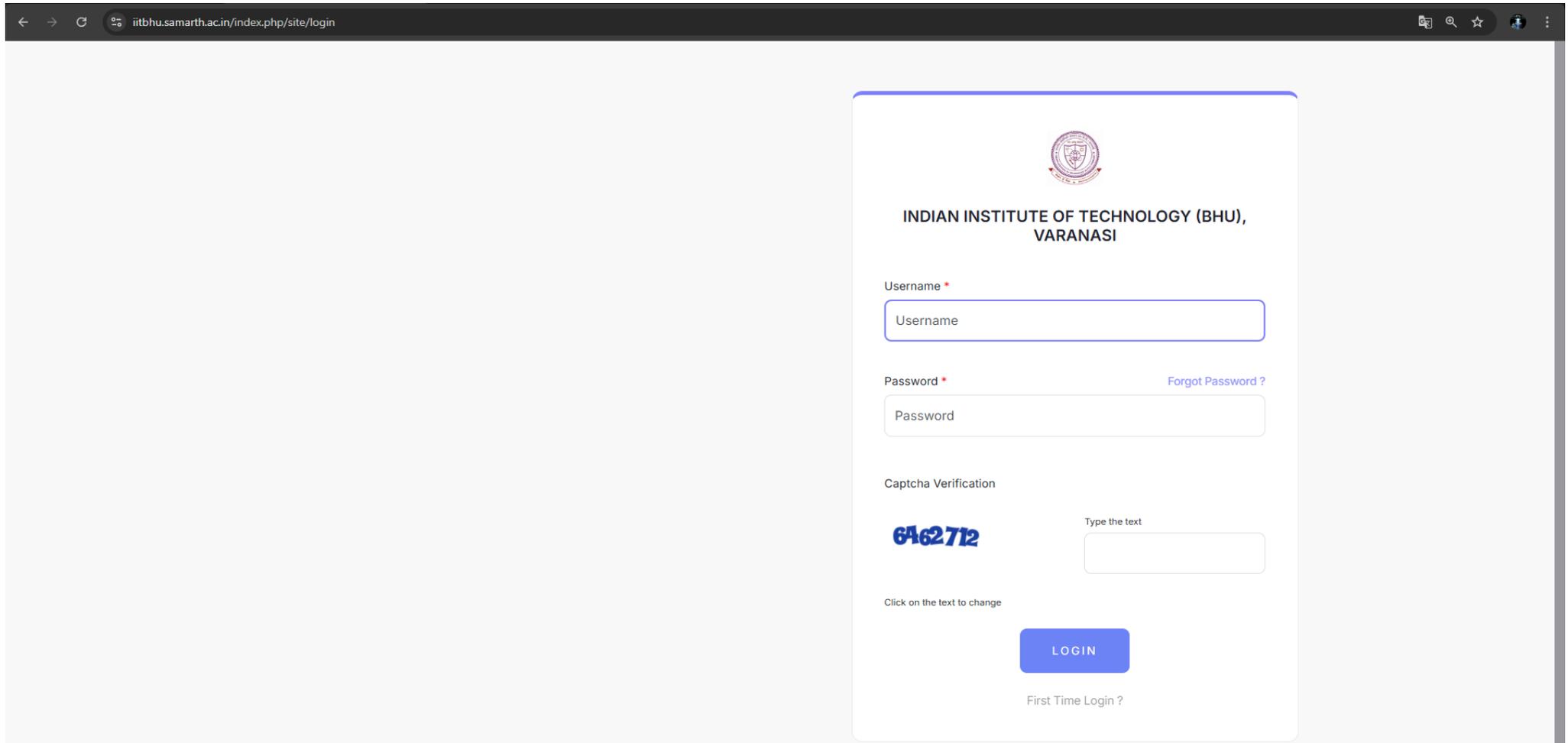


## SOP of RPMS Module of SAMARTH

### I. ENDORSEMENT/PROJECT PROPOSAL APPROVAL

**Step 1 : Login (<https://iitbhu.samarth.ac.in/index.php/site/login>):** Login with the your existing SAMARTH user name & password



The screenshot shows a web browser window with the URL [iitbhu.samarth.ac.in/index.php/site/login](https://iitbhu.samarth.ac.in/index.php/site/login). The page features the IIT BHU Varanasi logo at the top center, followed by the text "INDIAN INSTITUTE OF TECHNOLOGY (BHU), VARANASI". Below this, there are three input fields: "Username" with a red asterisk, "Password" with a red asterisk and a "Forgot Password?" link, and a "Captcha Verification" section. The captcha displays the number "6462712" and a "Type the text" input field. A "Click on the text to change" instruction is present below the captcha. At the bottom, there is a blue "LOGIN" button and a link for "First Time Login?".

INDIAN INSTITUTE OF TECHNOLOGY (BHU),  
VARANASI

Username \*

Username

Password \* [Forgot Password ?](#)

Password

Captcha Verification

6462712 Type the text

Click on the text to change

LOGIN

[First Time Login ?](#)

## Step 2 : SAMARTH Home Page (after login the following page will appear)

The screenshot displays the SAMARTH Home Page dashboard. On the left is a vertical navigation menu with the following items: Employee Services, Finance, Governance, Academic, Campus Services, Data Management, Administration, and Account Settings. The main content area is titled "Dashboard" and contains three primary sections:

- My Leaves:** Shows a summary with 49 "Availed" leaves (indicated by a red dot) and 376 "Available" leaves (indicated by a green dot). Below this, the "Upcoming Leaves" section displays a "Zzz" icon and the message "You have no Upcoming Leaves!". At the bottom of this section are three action links: "Apply for Leave", "View Leave Account", and "View all Leave Applications", each with a lightning bolt icon and a right-pointing arrow.
- Academic:** Contains two action links: "Assigned Courses (Programme-Course)" and "Question Paper Management System", both featuring lightning bolt icons and right-pointing arrows.
- What's New:** A blue box with a bell icon and the title "Personalized Experience". The text inside reads: "Module and Apps specific personalized statistics straight away on the dashboard for quick access and a redefined navigation for a better user experience along with entire redesigned theme's user experience."

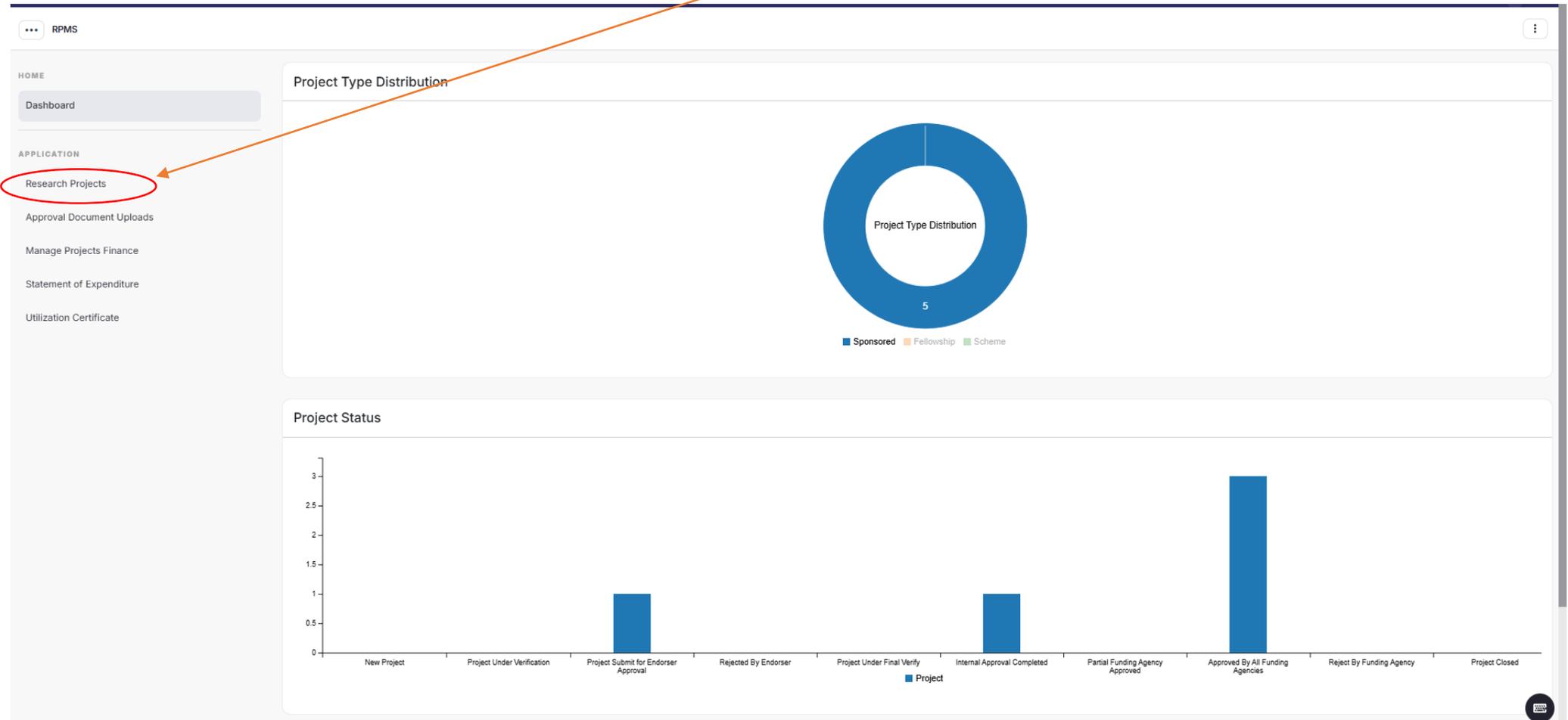
A keyboard icon is visible in the bottom right corner of the dashboard area.

**Step 3 : Click on I. Finance -> II. Then on Research Project Management -> III. Then on Dashboard**

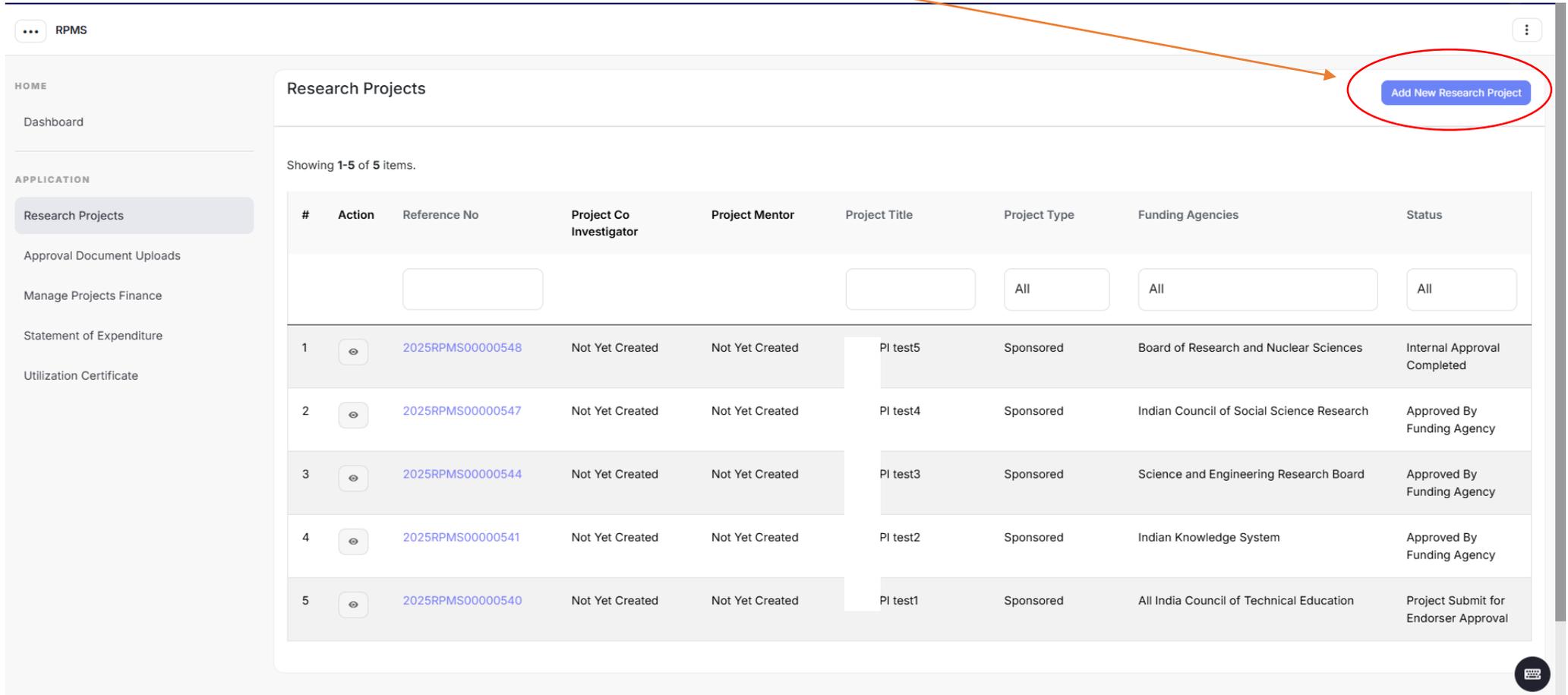
The screenshot shows a web application interface with a sidebar on the left and a main dashboard area. The sidebar contains a list of menu items: Employee Services, Finance (circled in red), Governance, Academic, Campus Services, Data Management, Administration, and Account Settings. The main dashboard area is titled 'Dashboard' and contains four columns of widgets. The first column is 'Payroll' with sub-items: Dashboard, Payroll Details, Salary Slips, Income Tax, and Declare Your Income Tax. The second column is 'Provident Fund Management' with sub-items: Dashboard and GPF Statement. The third column is 'Research Project Management' with a sub-item: Dashboard (circled in red). The fourth column is 'Vendor Bill Tracking' with sub-items: Dashboard and Manage Employee Bills. At the bottom of each widget column, there is a 'Visit' button with a right-pointing arrow.

Payroll	Provident Fund Management	Research Project Management	Vendor Bill Tracking
Dashboard →	Dashboard →	Dashboard →	Dashboard →
Payroll Details →	GPF Statement →		Manage Employee Bills →
Salary Slips →			
Income Tax →			
Declare Your Income Tax →			
Visit Payroll →	Visit Provident Fund Management →	Visit Research Project Management →	Visit Vendor Bill Tracking →

## Step 4 : Research Project Management (RPMS) Dashboard -> IV. Research Projects



## Step 5 : Add New Research Projects



The screenshot shows the RPMS (Research Project Management System) interface. On the left is a sidebar with navigation options: HOME (Dashboard) and APPLICATION (Research Projects, Approval Document Uploads, Manage Projects Finance, Statement of Expenditure, Utilization Certificate). The main content area is titled 'Research Projects' and displays a table of 5 items. Above the table are filters for Reference No, Project Title, Project Type (All), Funding Agencies (All), and Status (All). A blue button labeled 'Add New Research Project' is circled in red in the top right corner, with an orange arrow pointing to it from the 'Step 5' header.

RPMS

HOME

Dashboard

APPLICATION

Research Projects

Approval Document Uploads

Manage Projects Finance

Statement of Expenditure

Utilization Certificate

### Research Projects

Showing 1-5 of 5 items.

#	Action	Reference No	Project Co Investigator	Project Mentor	Project Title	Project Type	Funding Agencies	Status
		<input type="text"/>			<input type="text"/>	All	All	All
1		<a href="#">2025RPMS00000548</a>	Not Yet Created	Not Yet Created	PI test5	Sponsored	Board of Research and Nuclear Sciences	Internal Approval Completed
2		<a href="#">2025RPMS00000547</a>	Not Yet Created	Not Yet Created	PI test4	Sponsored	Indian Council of Social Science Research	Approved By Funding Agency
3		<a href="#">2025RPMS00000544</a>	Not Yet Created	Not Yet Created	PI test3	Sponsored	Science and Engineering Research Board	Approved By Funding Agency
4		<a href="#">2025RPMS00000541</a>	Not Yet Created	Not Yet Created	PI test2	Sponsored	Indian Knowledge System	Approved By Funding Agency
5		<a href="#">2025RPMS00000540</a>	Not Yet Created	Not Yet Created	PI test1	Sponsored	All India Council of Technical Education	Project Submit for Endorser Approval

[Add New Research Project](#)

## Step 6 : Project Submission Form

PI's details will be automatically fetched, PI can add Co-Investigators, if any (auto search in case from IIT(BHU), manual fill if from other Institute/ University)

RPMS

HOME

- Dashboard

APPLICATION

- Research Projects
- Approval Document Uploads
- Manage Projects Finance
- Statement of Expenditure
- Utilization Certificate

Project Submission Form | Funding Details | Preview

### Principal Investigator Information

Principal Investigator Name	
Department	
Designation	
Date of Birth	

### Principal Co-Investigator Information (Leave Blank if No Co-Investigator is Involved)

+ Add Co-Investigator

### Mentor Information (Leave Blank if No Mentor is Involved)

+ Add Mentor

## Step 7 : Project Submission Form

Funding agency: type the name of funding agency. For ex. *Science and Engineering Research Board* or *SERB*

HOME

Dashboard

APPLICATION

Research Projects

Approval Document Uploa...

Manage Projects Finance

Statement of Expenditure

Utilization Certificate

### Project Details

Project Title \*

Project Type \*

Project Summary (In 500 Words)

Tentative Project Start Date (yyyy-mm-dd) \*

Tentative Project End Date (yyyy-mm-dd) \*

Funding Agencies (Select All Applicable) \*

Sponsored

Select Date

Select Date

Science and Engineering Research Board x

Activate Windows  
Go to Settings to activate Windows.

## Step 8: Upload

Is Endorsement Upload Required in this Form? = Choose **Yes**. The Endorsement format must be signed by both PI as well as Head/Coordinator.

The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains the following items:

- HOME
  - Dashboard
- APPLICATION
  - Research Projects
  - Approval Document Uploads
  - Manage Projects Finance
  - Statement of Expenditure
  - Utilization Certificate

The main content area is divided into several sections:

- Requirement From the Institution**
  - Basic general infrastructural facilities exist in the Department/School or haven been provided for the project.
  - Space required?
- Principal Investigator Project Records**
  - Projects Undertaken as PI in Last Five Years from Proposed Starting Date of this Project \*
  - Total Projects Undertaken as PI \*
  - Total number of tenure expired projects yet to be officially closed \*
- Upload**
  - Is Endorsement Upload Required in this Form?
  - Project Proposal according to Funding Agency Format/Institution Format \*

An orange arrow points from the instruction text to the 'Yes' option in the dropdown menu for 'Is Endorsement Upload Required in this Form?'. The 'Yes' option is highlighted in blue and circled in red.

Contd....

Upload Endorsement letter in Institute Letter Pad duly signed by both PI as well as Head/Coordinator.

Upload Project Proposal

The screenshot shows a web form titled "Upload". It contains the following elements:

- A dropdown menu with "Yes" selected, corresponding to the question "Is Endorsement Upload Required in this Form?".
- A file upload field with the label "Upload endorsement letter to get it uploaded" and a "Choose File" button.
- A file upload field with the label "Project Proposal according to Funding Agency Format/Institution Format" and a "Choose File" button.
- A blue button at the bottom labeled "Save & Continue >>".
- An "Activate Windows" watermark in the bottom right corner.

Two red arrows point from the text above to the "Yes" dropdown and the "Project Proposal" file upload field.

## SAVE & CONTINUE

### Step 8: Funding Details (to be filled by PI)

Click on **Funding Details (top-centre)** or **Add Funding Amount (bottom-right)**, Project Proposal already filled can also be updated by clicking **Update Project Proposal (bottom-right)**

RPMS

HOME

- Dashboard

APPLICATION

- Research Projects
- Approval Document Uploads
- Manage Projects Finance
- Statement of Expenditure
- Utilization Certificate

Info

Project Created.

View Project Information: 2025RPMS0000549

Project Submission Form

[Funding Details](#) [Preview](#)

Principal Investigator Information

Investigator Name	5( ar	Research	Department Name	Research and Development	Designation	stant
Investigator Date of Birth	0		Investigator Age	34 Years 06 Months 26 Days		

Project Details

Project Title	... Test6	Project Type	Sponsored	Funding Agency Name	ASCONSOFTCH
Project Dates ( From - To )	Jan 1, 2025 - Mar 31, 2025	Project Duration	0 Years 0 Month 4 Days	Project Summary	NA

Requirement From the Institution

Space Provided by the Institution (in sq.m)	NO	General infrastructural facilities Provided for the Project By Institution	No
---	----	--	----

Principal Investigator Project Records

Projects Undertaken as PI in Last Five Years from Proposed Starting Date of this Project	0	Total Projects Undertaken as PI	0	Total number of tenure expired projects yet to be officially closed	0
--	---	---------------------------------	---	---	---

Uploads

Project Proposal	<a href="#">View Uploaded File</a>	Endorsement Letter Format to be Signed	<a href="#">View Uploaded File</a>	Endorsement Letter
Project Approval Document				

Update Project Proposal

Add Funding Amount

**Step 9: Choose Financial Year** (auto fetched based on start date & end date, however PI can modify (only increasing years), if required) **& Submit**

The screenshot shows the 'Funding Details' section of the RPMS application. The page has a top navigation bar with 'RPMS' on the left and 'Research Projects' with a 'View' button on the right. A left sidebar contains navigation options under 'HOME' (Dashboard) and 'APPLICATION' (Research Projects, Approval Document Uploa..., Manage Projects Finance, Statement of Expenditure, Utilization Certificate). The main content area is titled 'Funding Details' and contains three tabs: 'Project Submission Form', 'Funding Details' (active), and 'Preview'. Below the tabs is a form titled 'Select Financial Years To Add Breakup'. This form includes 'From' and 'To' dropdown menus, both currently set to '2024-2025'. Below these fields, the text 'Total Tenure: years' is displayed. A blue 'Submit' button is located at the bottom of the form and is circled in red. An orange arrow points from the top of the page down to the 'Submit' button.

## Step 10: Funding Details

Add Financial Year (to go back in Step no 09, however FY can be added only in increasing years)

+ Sign to add Budget Head (a request is sent SMARTH to shift + sign on right left side, may be updated shortly)

HOME

Dashboard

APPLICATION

Research Projects

Approval Document Uploads

Manage Projects Finance

Statement of Expenditure

Utilization Certificate

Project Submission Form

Funding Details

Preview

Add Financial Years

Project Recurring

Budget Head	Funding Agency	Description	Amount (2024-2025)
Project Consumable/Ex... ⌵	ASCONSOFTech ⌵	Enter description	30000 ✓
Manpower/Salary/Fello... ⌵	ASCONSOFTech ⌵	Enter description	20000 ✓
Project Overhead ⌵	ASCONSOFTech ⌵	Enter description	5000 ✓

Project Non Recurring

Budget Head	Funding Agency	Description	Amount (2024-2025)
Project Equipment ⌵	ASCONSOFTech ⌵	Enter description	45000 ✓

Project Other

Budget Head	Funding Agency	Description	Amount (2024-2025)
--Select-- ⌵	--Select-- ⌵	Enter description	Enter amount for 2024-2025

Save Cancel

Activate Windows  
Go to Settings to activate Windows.

If desired budget head is not available in dropdown, PI is requested to contact R&D Office for adding.

## Step 11: Save > Project Information Overview

HOME

Dashboard

APPLICATION

Research Projects

Approval Document Uploads

Manage Projects Finance

Statement of Expenditure

Utilization Certificate

--Select--

--Select--

Enter description

Enter amount for 2024-2025

Save Cancel

**Funding Details**

**Recurring**

Budget Head	Agency	Description	Financial Years	Total Amount
			2024-2025	1 Years
Project Consumable/Expendables(CONS)	ASCONSOFTech(ASCONSOFTech)		30000.00	<b>30000</b>
Manpower/Salary/Fellowship(MANPO02)	ASCONSOFTech(ASCONSOFTech)		20000.00	<b>20000</b>
Project Overhead(OVH)	ASCONSOFTech(ASCONSOFTech)		5000.00	<b>5000</b>
<b>Sub Total (Recurring)</b>			<b>55000</b>	<b>55000</b>

**Non-Recurring**

Budget Head	Agency	Description	Financial Years	Total Amount
			2024-2025	1 Years
Project Equipment(EQP)	ASCONSOFTech(ASCONSOFTech)		45000.00	<b>45000</b>
<b>Sub Total (Non-Recurring)</b>			<b>45000</b>	<b>45000</b>

Total Budget Estimate for the Project is **100000** rupees only.

Project Information Details

Project Information Preview

Activate Windows  
Go to Settings to activate Windows.

## Step 12: Submit for Approval

Dashboard

APPLICATION

- Research Projects
- Approval Document Uploads
- Manage Projects Finance
- Statement of Expenditure
- Utilization Certificate

Budget Head	Agency	Description	Financial Years	Total Amount
			2024-2025	1 Years
Project Consumable/Expendables(CONS)	ASCONSOFTECH(ASCONSOFTECH)		30000.00	30000
Manpower/Salary/Fellowship(MANPO02)	ASCONSOFTECH(ASCONSOFTECH)		20000.00	20000
Project Overhead(OVH)	ASCONSOFTECH(ASCONSOFTECH)		5000.00	5000
<b>Sub Total (Recurring)</b>			<b>55000</b>	<b>55000</b>

Non-Recurring				
Budget Head	Agency	Description	Financial Years	Total Amount
			2024-2025	1 Years
Project Equipment(EQP)	ASCONSOFTECH(ASCONSOFTECH)		45000.00	45000
<b>Sub Total (Non-Recurring)</b>			<b>45000</b>	<b>45000</b>

**\*\* Total Budget Estimate of this Project is 100000 rupees only. \*\***

Declaration

Please tick if you agree below terms and conditions

- 1. Faculty member should be allowed to work as a Project-in-charge (PI) only up to the age of Superannuation i.e. 65 years
- 2. Faculty member/ PI will run the project as per funding agency/Institute guidelines and submit the Utilization Certificates (UCs), Statement of Expenditure (SE), Progress Report on time and mandatorily submit the Project Closure Report within 90 days from the date of Completion of the Project

[Submit For Approval](#)

Activate Windows  
Go to Settings to activate Windows.

## Step 13: Project Under Verification (Project is sent for verification & endorsement to the Dean (R&D))

The screenshot displays the RPMS (Research Project Management System) dashboard. At the top left, there is a navigation menu with 'HOME' and 'APPLICATION' sections. Under 'HOME', 'Dashboard' is listed. Under 'APPLICATION', 'Research Projects' is highlighted, along with other options like 'Approval Document Upload...', 'Manage Projects Finance', 'Statement of Expenditure', and 'Utilization Certificate'. A blue notification banner at the top right states: 'Info! Project is submitted and sent to Endorser for Verification'. The main content area is titled 'Research Projects' and includes a button 'Add New Research Project'. Below this, it says 'Showing 1-9 of 9 Items.' and displays a table with the following data:

#	Action	Reference No	Project Co Investigator
1		<a href="#">2025RPMS00000551</a>	Not Yet Created
2		<a href="#">2025RPMS00000550</a>	Not Yet Created
3		<a href="#">2025RPMS00000546</a>	

At the bottom of the table, there is a header for a sub-table with columns: '#', 'University', 'Name', 'Department', 'Designation', and 'Contact'. A small icon is visible in the bottom right corner of the dashboard area.

- **Hard copy is NOT required for further processing.**

# DOWNLOAD ENDORSEMENT

**Step 1: Research Projects > Project Submit for Endorser Approval** (The Project proposal is pending for approval in R&D Office)

*\*Wait for Approval from R&D Office*

RPMS

HOME

- Dashboard

APPLICATION

- Research Projects**
- Approval Document Uploads
- Manage Projects Finance
- Statement of Expenditure
- Utilization Certificate

Research Projects Add New Research Project

Showing 1-6 of 6 items.

#	Action	Reference No	Project Co Investigator	Project Mentor	Project Title	Project Type	Funding Agencies	Status
1		<a href="#">2025RPMS00000549</a>	Not Yet Created	Not Yet Created	test6	Sponsored	ASCONSOFTech	<b>Project Submit for Endorser Approval</b>
2		<a href="#">2025RPMS00000548</a>	Not Yet Created	Not Yet Created	test5	Sponsored	Board of Research and Nuclear Sciences	Internal Approval Completed
3		<a href="#">2025RPMS00000547</a>	Not Yet Created	Not Yet Created	test4	Sponsored	Indian Council of Social Science Research	Approved By Funding Agency
4		<a href="#">2025RPMS00000544</a>	Not Yet Created	Not Yet Created	test3	Sponsored	Science and Engineering Research Board	Approved By Funding Agency
5		<a href="#">2025RPMS00000541</a>	Not Yet Created	Not Yet Created	test2	Sponsored	Indian Knowledge System	Approved By Funding Agency
6		<a href="#">2025RPMS00000540</a>	Not Yet Created	Not Yet Created	test1	Sponsored	All India Council of Technical Education	Project Submit for Endorser Approval

Activate Windows  
Go to Settings to activate Windows.

**Step 2: As Endorsement letter uploaded by R&D Office after approval, Status show "Internal Approval Completed"**

**Now PI need to Click on View or Click on Reference No. to Download Endorsement letter**

The screenshot displays the RPMS (Research Project Management System) interface. On the left is a sidebar with navigation options: HOME (Dashboard) and APPLICATION (Research Projects, Approval Document Uploads, Manage Projects Finance, Statement of Expenditure, Utilization Certificate). The main content area is titled 'Research Projects' and includes a search bar and filters. Below the filters is a table with 6 rows of project data. The first row is highlighted, and its 'View' icon, 'Reference No.', and 'Status' are circled in red. Arrows from the text above point to these elements. The status 'Internal Approval Completed' is also circled in red. A watermark 'Activate Windows' is visible in the bottom right corner.

#	Action	Reference No	Project Co Investigator	Project Mentor	Project Title	Project Type	Funding Agencies	Status
1		<a href="#">2025RPMS00000549</a>	Not Yet Created	Not Yet Created	test6	Sponsored	ASCONSOFTech	Internal Approval Completed
2		<a href="#">2025RPMS00000548</a>	Not Yet Created	Not Yet Created	test5	Sponsored	Board of Research and Nuclear Sciences	Internal Approval Completed
3		<a href="#">2025RPMS00000547</a>	Not Yet Created	Not Yet Created	test4	Sponsored	Indian Council of Social Science Research	Approved By Funding Agency
4		<a href="#">2025RPMS00000544</a>	Not Yet Created	Not Yet Created	test3	Sponsored	Science and Engineering Research Board	Approved By Funding Agency
5		<a href="#">2025RPMS00000541</a>	Not Yet Created	Not Yet Created	test2	Sponsored	Indian Knowledge System	Approved By Funding Agency
6		<a href="#">2025RPMS00000540</a>	Not Yet Created	Not Yet Created	test1	Sponsored	All India Council of Technical Education	Project Submit for Endorser Approval

Click on: View > View Uploaded File

HOME

RPMS

Dashboard

APPLICATION

Research Projects

Approval Document Uploads

Manage Projects Finance

Statement of Expenditure

Utilization Certificate

### Recent Activities

- Endorser has endorsed the Project and it is Forwarded to PI for Uploading the Approval document  
**Checking & Verification Remark :** Prc  
**Action Done By :** rd.ad-Superintende  
(Administrative)  
Mar 27, 2025, 5:40:05 PM
- Project is verified and sent for End (Research and Development) (Admini  
**Checking & Verification Remark :** Prc  
**Action Done By :** rd.ad-Superintende  
(Administrative)  
Mar 27, 2025, 5:33:56 PM
- Project is submitted and sent to Prc  
**Action Done By :** 5C  
(Research and Deve  
mploy  
Mar 27, 2025, 2:45:zz PM

### Project Details - ProjectId#2025RPMS00000549

Print Project Proposal Form

Project Submission Form Funding Details Preview

(in sq.m)	Institution	
Principal Investigator Project Records		
Projects Undertaken as PI in Last Five Years from Proposed Starting Date of this Project	Total Projects Undertaken as PI	Total number of tenure expired projects yet to be officially closed
0	0	0

### Uploads

Project Proposal	View Uploaded File	Endorsement Letter Format to be Signed	View Uploaded File	Endorsement Letter	View Uploaded File

Project Approval

Activate Windows  
Go to Settings to activate Windows.

Now, PI can submit the proposal to funding agency for approval through email/hard copy.

END