



PROJECT GUIDLINES

RULES FOR SPONSORED RESEARCH PROJECT

1. DEFINITIONS

1.1 Institute means Indian Institute of Technology (BHU), Varanasi

1.2 Department means all the academic departments, Schools, academic centres, centres of excellence and academic service centres at the Institute.

1.3 Director means Director, Indian Institute of Technology (BHU) Varanasi.

1.4 Dean means Dean (R&D), Indian Institute of Technology (BHU) Varanasi.

1.5 Sponsored Research Projects means Sponsored Research Projects referred from time to time and cost-bound projects sponsored by Government, public, private, national/international agencies and autonomous bodies. Generally the entire project cost including costs towards contractual manpower, deputed manpower, equipment, consumables and supporting services of the Institute is borne by the sponsor.

1.6 Sponsor means the organization that offers a Sponsored Project to the Institute and provides necessary financial support for successful completion of the project in time.

1.7 Principal Investigator (PI) is a member of the faculty (including Emeritus Fellow/Chair Professor/ Visiting Professor) of the Institute with necessary expertise and competence to conduct a Sponsored Research work. Normally, the faculty who submits the project proposal and negotiates with the sponsor and is instrumental in getting the project funding is the Principal Investigator (PI) under these rules. In a special case, Principal Investigator may be appointed by the Director on the recommendation of the Dean (R&D) and in consultation with concerned Head of Department/School/centre for administrative reasons if the original PI leaves his/her service or is not available for the project for any other reason.

1.8 Co-Principal Investigator (Co-PI) is a person from amongst the faculty/scientist co-opted by the Principal Investigator to work jointly with him/her on the project.

1.9 Investigator (I) means a person from amongst the faculty/scientist (including re-employed faculty/Emeritus Fellow/Chair faculty/visiting faculty) co-opted by the Principal Investigator to work jointly with him/her on the project or any other Group 'A' employee so permitted by the Director.

1.10 Individual Research and Development Grant means a research and development grant-in-aid offered to an individual faculty member or a research fellow by the sponsor towards the cost of equipment, contingency and overhead expenses, fellowship etc.

1.11 Project Staff means a person appointed on contract (excluding project research staff) following the provisions of these guidelines to work on a sponsored research project. The project staff includes research, technical and office personnel.

1.12 Project Research Staff means a person appointed on contract in conformity with the provisions of these guidelines in a sponsored research project as a fellow or associate or with a similar designation and receiving fellowship from the project.

1.13 Consultant means a person engaged as consultant for a specific period to carry out specific job.

1.14 Institute Development Fund (IDF) means a part of the Institutional Overhead Charges received for sponsored research and a part of the Institute share from Industrial Consultancy project credited to a separate fund operated by Dean (R&D) as per budget approved by the Committee of the fund and which is to be operated by Dean (R&D). A part of this fund will be transferred every year to Institute Development Fund, which will form the Corpus of the Institute.

1.15 Departmental Development Fund (DDF) means a fund of the Department/School/centre to which a part of the Institute share from Consultancy Projects and Sponsored Research Projects are transferred to the concerned academic department(s)/Schools/centres. The objective of this fund is to provide additional grant to the department/Schools/centres for its developmental activities.

1.16 Professional Development Allowance (PDA) means allowance for individual academic staff, the objective of which will be to help individuals in their professional development. A part of the Institute overhead charges from Sponsored Research Projects (as non lapsable component) will be transferred to the PDA/CPDA of the concerned PI and utilized by them for the following expenditures:

Purchase of minor equipment, spare-parts of the existing instruments, repairing/up gradation of existing instruments, purchase of computer, laptop, tablet PCs and modern computational gadgets including ipad/iphone with capability of laptop and partial financial supports for academic purposes and National/International seminars/conferences.

1.17 Transfer of Staff Costs out of Sponsored Research Project to Institute Fund:

In the Sponsored Project amount charges under the budget head of faculty time, staff costs and salary of the regular faculty will be transferred to the Institute receipts. Further, if any amount is provided by the sponsoring agency as honorarium to the investigators as one of the components in a Sponsored Research Project, the same may be distributed among them. The ceiling will be subject to the overall limits defined in the consultancy rules.

A. Submission of Project Proposals

Each Department/School/Centre will have a **Project Screening Committee (PSC)**, with the following composition :

- | | |
|---|------------|
| 1. Dean (R&D)/his nominee | - Chairman |
| 2. PI of the concerned Project | - Member |
| 3. The Head of the Department/Coordinator of School/Center to which the PI belongs | - Convener |
| 4. Co-PI of the concerned Project | - Member |
| 5. The Head of the Department/Coordinator of School/Centre (or his nominee) to which the Co-PI(s) belongs | - Member |
| 6. At least one faculty member of the Department/School/Centre | - Member |

NOTE:

- i. If some positions sanctioned by the funding agency are required to be taken over by the Institute after the termination of the project, approval of competent authority must be obtained prior to submission of the project.
- ii. The Head of the Department/Coordinator of School/Centre of the concerned Department/School shall fix the meeting of PSC with the consent of the Dean (R&D) within one week of submission of the Project Proposal by the PI.
- iii. The PSC will recommend the submission or otherwise of the Research Proposal within **a couple of days** of the meeting as per the format given in **Annexure 1**.
- iv. The office of the Dean (R&D) should endorse and forward the approved research project proposals to the given funding agency within **one week** of receipt of proposal.
- v. Project Proposals that require Ethical Clearance/Bio-Safety Clearance/ Animal Ethics Clearance will be concurrently submitted to the concerned Committee/s by the PI under intimation to the Dean (R&D). The concerned Committee should convey its decision within a fortnight of submission. In case the same is not available within the stipulated time, the Dean (R&D) shall remind the concerned Chairman to ensure that the clearance is issued without delay.
- vi. If a project has one or more Co-PI, the role of PI and Co-PI(s) may be defined. All the correspondence relating to the Project will be sent by the PI directly to the Dean (R&D) office.

B. Allotment of Project Code number.

- 1) On sanction of the project PI will submit the registration form (**Annexure 2**) to the Dean (R&D) on receipt of first installment of funds of a new project. The office of the Dean (R&D) will allot a project code no. and communicate the same to the PI and other concerned offices within a week. This number must be referred to in all correspondence relating to the project.
- 2) Project grant will be received in the name of Registrar, IIT (BHU), Varanasi by cheque/draft or electronic transfer directly to the IIT (BHU) Sponsored Project Current Account No. 32681045234 State Bank of India, IT BHU, Varanasi Branch Code 11445; IFSC Code-SBIN0011445; MICR Code- 221002036.
- 3) Once the PI or the funding agency informs the Dean/Director/Registrar that the funds have been sanctioned and likely to arrive soon, a proactive effort from the Finance/Development Section is required to track the arrival of funds in the bank and inform the PI so that work can start immediately.
- 4) The **effective date of implementation of the project** shall be as defined by the granting agency. If such a date is not defined by the funding agency, then the date of first expenditure shall be the effective date of implementation of the project.
- 5) Any expenditure incurred prior to the allotment of Project code number and after the expiry of tenure of the Project shall not be admissible unless permitted by the funding agency.

c. Advertisement for personnel.

- 1) All positions approved by the funding agency under the project will be filled-in after due advertisement. For all scientific positions, the advertisement should be

made in at least one national newspaper/ Employment News/Current Science (or equivalent journal for other disciplines) in addition to display on website & notice board of the related Department/School/centre. For support staff (non-research), the advertisement should be made in at least one local newspaper. In order to limit the expenditure, the notification in press may be brief and may refer to the details available on the website as per the proforma given in **Annexure 3** (with the approval of the Dean (R&D)).

- 2) In cases where either the available contingency grant is limited and/or the period for which appointment is to be made is less than a year or under special circumstances, advertisement in press may not be necessary. Instead, the PI will be required to send copies of advertisement to at least 30 universities/ Institutes/Centre/national laboratories/ Research Institutes under Certificate of Posting across the country (related to project area) and on the Institute website.
- 3) All advertisements must be displayed on department/School/centre notice boards and on the Institute website.
- 4) The PI should draft the advertisement for staff positions available under the project following the general guidelines as given in **Annexure 4**. The minimum qualifications for scientific staff (Scientist, RA, SRF, JRF or Project Assistant) under the project will be in conformity with those required by the funding agency and the nature of project. Further, the minimum qualifications required for JRF will be commensurate with eligibility conditions for registration for Ph.D. in the Institute, in addition to those of CSIR/UGC JRF or the funding agency. For support staff, the qualifications and remunerations will in general be as per the comparable support staff positions in the Institute, unless otherwise specified by the funding agency in the sanction letter (**Annexure 3**). *The PI must ensure that advertisement is made as per rules. If the advertisement contravenes any of the guidelines prescribed by the funding agency and/or Institute, the proceedings of the Selection Committee shall be null and void.* The PI may seek advice/ clarification of the office of the Dean (R&D) in case of doubt. In case of some relaxation in the qualification, PI may seek approval of Dean (R&D) as special case in view of project requirement or not getting staff.

D. Selection and appointment on sanctioned positions in the project.

- 1) All appointments on the approved positions under a project will be made through interview by a Selection Committees constituted for the purpose as given in the **Annexure 5**. Short-listing of applicants to be called for interview will be made by the PI (and Co-PI, if applicable) and a précis of candidates called for interview will be prepared as given in **Annexure 6**. No TA/DA will be payable to candidates appearing for interview, unless provided for under the project.
- 2) If positions sanctioned by the funding agency are required to be taken over by the Institute after the termination of the project, selections in such cases will be as per the process followed for equivalent permanent positions.
- 3) Proceedings of the Selection Committee meeting will be recorded as per proforma in the **Annexure 7 and 8**. Soon after the meeting of the Selection Committee, the PI will forward the following documents (**Annexure 9 & 10**) to the Dean (R&D).
- 4) The office of the Dean (R&D) shall examine the proceedings of Selection Committee and communicate approval or otherwise to the PI within a fortnight of receipt of complete documents. The PI shall issue appointment letter as per **Annexure 10** and forward a copy of joining letter (**Annexure 11**) to the Dean (R&D) as soon as the candidate joins. The office shall forward relevant papers

- E. **Hiring on daily wages or on contractual basis:** If there is a need, the PI is allowed to hire on daily wages/contract for a period not exceeding 30 days at a time. For contractual hiring for a period longer than 30 days, approval of Dean (R&D) will be

required. *The PI must ensure that the hiring is as per specific requirements, within the financial limits of the project and is in accordance with the relevant rules/guidelines of the Institute at the given time.* In any event, approval for contractual engagement for more than 3 months would not be given.

F. Purchase Procedures

1. On receipt of the 1st installment of the project/ grant from the funding agency, the PI will inform the office of the Dean (R&D) about the break-up of the received grant under different budget heads, unless already indicated by the funding agency. On receipt of subsequent grants also, the PI shall intimate the breakup. The PI can reallocate the previous year's unspent balance (as per U/ C of the previous year) under different heads, as required, provided that the reallocated amounts remain within the total amount sanctioned by the funding agency under the given budget heads.
2. Each project must have a separate **Project Purchase Committee**.
3. All purchases of non-consumable and consumable items and other expenses will be in accordance with the terms and conditions of the funding agency and as per purchase rules in force at IIT (BHU).
4. Under special circumstances PI may request for transfer of fund from one head to another head (**Annexure 12**) of the same project with the approval of the funding agency (if required).

G. Exceptional Clause

These guidelines shall normally be applicable to all Sponsored Research Projects. Any exception/deviation or anything not specifically covered may be considered for approval by Director on the recommendation of Dean (R&D) in the interest of the Institute/research project.

- #### **H.**
1. A list of all non-consumable items (Equipment, Book, Journals and any other Capital item) procured out of Project Funds shall be given to the Department/ School/centre after the Project is over. However, these items may remain with the P.I. till he/she continues to be formally associated with the Department.
 2. The equipment grant is to be used to procure equipment(s) as approved by the Funding Agency. However, if there is a need to change specification of the equipment, it should be done only with prior concurrence of the Funding Agency.
 3. Re-appropriation of funds from one approved item to another will be permitted in the light of specific guidelines of the Funding Agency only (**Annexure 12**).
 4. Claim for TA/DA for project related travel by the PI/Co-Investigator/ other project staff will be made as per the entitlement under Government of India rules or as provided specially by the Funding Agency or with the approval of Dean (R&D). TA/DA bill of research and non-research staff in connection with travel required for project work will be forwarded by the PI. The TA/DA bill of PI, Co-PI and any other permanent employee involved in the Project will be

sent through the concerned Head/Coordinator of the Department/ School/ Centre to the Finance Office for payment. In case the PI/Co-I has to travel, for cogent reasons, by air but is not entitled for the same as per Government of India rules, a prior approval of the Dean (R&D) will be required.

5. **Submission of Annual Statement of Expenditure/Utilization certificate, closure of Project Account and issue of "No Dues: certificate to the PI:**

The PI and Co-Investigator/s (if any) will be responsible for timely submission of Progress reports as required by the funding agency. At the end of each financial year, the Annual Statement of Expenditure (SE) and the Utilization certificate (UC) will be prepared by the PI. The office of the Dean (R&D) will ensure quick reconciliation of the SE and UC and will expeditiously forward these to the concerned funding agencies so that the next year's funds are released in time.

The Principal Investigator should settle the accounts within three months on completion of the Project. Utilization Certificate from Chartered Accountant will be obtained within six months from the date of completion of the Project/ receipt of the last installment from the funding agency, whichever is later.

Soon after the final account is settled, the PI should submit request for the closure of the project after the completion of project (**Annexure 13**) and No Dues from the office of the Dean (R&D).

The Finance office will introduce a checklist to ensure that all objections, if any, on a given bill submitted for payment are listed at one time so that the PI can comply with all of them in one step to avoid unnecessary delays in passing and payment of bills.

I. UTILIZATION OF OVERHEAD CHARGE

Institute has made a provision for allocating **20%** of the pooled Overhead/ Institutional Charges to the PDA/CPAD of Principal Investigator of the concerned project.

- a. This allocation will not be more than 20% in any case.

PI may use this allocated grant as a part of his CPDA (**Annexure 14**) as per the instructions given under 1.16 and will be non-lapsable (even after 3 year period).

- b. The remaining share of Overhead Charges (80%) shall be retained by the Institute which will be used for Development Activities and infrastructure facility to promote research in the Institute with the approval of the Dean (R&D)/Director.
- c. Department/School/Centre may also request a fund (with justification) as DDF out of the overhead from the Dean (R&D).

J. PROJECT CLEARANCE FROM THE RELEVANT COMMITTEES

PI must take clearance of the Ethical Committee*, Bio-safety Committee* and Animal Ethical Committee* (if required) before screening of the proposal by the project screening committee of the institute.

*(BHU Committee will be effective till the Institute committee in function)

K. All appointments on projects will be contractual and can be made only if the position is explicitly sanctioned by the funding agency. The emoluments payable to any of the appointees will be as per the sanction given by the funding agency. All appointments will be co-terminus with the project and will be purely temporary. None of the project staff appointed on contractual (including Project Fellow/JRF/SRF/RA) or daily wage basis shall have any claim for permanent absorption in the Institute.

ANNEXURE 1

THE PROJECT SCREENING COMMITTEE, DEPARTMENT/SCHOOL OF

examined the research proposal submitted by on

The Committee certifies that:

- | | |
|---|-----------------------|
| 1. Proposal is as per the format prescribed by the funding agency. | Yes/No |
| 2. Clearances from the relevant Committees have been obtained or application for approval sent: | Yes/No/Not applicable |
| a. Ethical Committee | Yes/No/Not applicable |
| b. Bio-safety Committee | Yes/No/Not applicable |
| c. Animal Ethical Committee | Yes/No/Not applicable |
| 3. Basic general infrastructural facilities exist in the Department/School or have been provided for the project. | Yes/No |
| 4. Same project has not been submitted by the PI/ Co-PI elsewhere. | Yes/No |
| 5. Institutional/Overhead Charges have been included in the proposal (at least 20% of the project cost). | Yes/No |

HOD/COS

**Chairman
Professor Incharge R&D**

Members

INDIAN INSTITUTE OF TECHNOLOGY (BHU) VARANASI

Office of the Research & Development

New project Registration Form

Project Title	
Sponsoring agency	
Project start date	
Project duration	
Is there any agreement /MOU ? (Tick one)	Yes/No
Total amount sanctioned *	
Project type (Tick one)	Sponsored research/Consultancy/Testing (Non-routine)/ Conference/short courses/Travel grant/initiation grant/Lab Development A/c/Professional Development A/c Institute Project/any other (please specify)_____

Name of the PI		Mob. No.													
Name of the Co-PI		Mob. No.													
Project to be operated by (Tick one)		Only by PI/either PI or Co-PI													

Enclosure: Sanction letter, copy of agreement/MoU, and any other relevant correspondence.

* **Note:** Head-wise allocation of funds and Institute overhead should be given by the PI.

Signature

Project Investigator	Co-Project Investigator	Head/Coordinator of the Department/School
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Type of agency		
Remarks		
Project number		
Assistant/Superintendent	AR (R&D)	Approved Dean (R&D)

DRAFT ADVERTISEMENT

Applications are invited for the post of _____
at a Fixed Stipend/Fellowship/Salary amount of Rs. _____ p. m. in a _____
_____ (Name of the Funding Agency) Sponsored Project entitled (Title of the Project)
" _____ "
sanctioned up to (Duration/Tenure) _____. The post is purely temporary and
co-terminus with the project. The candidates should possess (Essential qualifications)

_____. The upper Age
Limit is ___Years (relaxable for 5 years for SC/ST/Physically Handicapped/Female candidates; in case
of non-research positions, upper age limit may also be relaxed for the duration of earlier work in a
project/scheme subject to the Institute rules prevalent at that time. All things being equal, SC/ST
candidates will be preferred as per GOI rules.

Essential qualifications:

Desirable qualifications, if any _____ .

Application on Plain paper giving Name, permanent and correspondence address, names of father
and mother, telephone no. and e-mail address, details of educational career (starting from High
School or equivalent) along with self-attested copies of all mark-sheets & certificates and details
of any research or other experience etc., if any, should reach within 21 days of the advertisement,
_____, to the P.I., Department of Indian Institute of Technology (BHU) Varanasi -
221 005.

No TA/DA will be paid if called for interview.

**Remarks: PI should send the advertisement in the News Paper (s) having wide circulation with a
copy of the same for placing the advertisement on the website.**

*The PI must ensure that advertisement is made as per rules. If the advertisement contravenes
any of the guidelines prescribed by the funding agency and/or University, the proceedings of
the Selection Committee shall be null and void.*

ESSENTIAL QUALIFICATIONS FOR STAFF POSITIONS UNDER PROJECTS/S

(Designations should be as per sanction of the Funding Agency Norms)

RESEARCH POSITIONS (Emoluments as provided by the funding agency)

Research Associate/Project Scientists

As specified by PI/Co-PI and approved by funding agency and Dean (R&D)

SRF:

Age: Upper Age limit – 32 years: (5 years' relaxation for Female/SC/ST/ Physically Handicapped Candidate) or as per specifications of the funding agency concerned.

Qualification/Experience: NET/GATE or equivalent as per specifications of the funding Agency concerned with 55% marks (equivalent grade) in Post-Graduation/qualifying degree. At least two years research experience in related field.

JRF:

Age: Upper age limit – 28 years: (5 years' relaxation for Female/SC/ST/ Physically Handicapped Candidate) or as per specifications of the funding agency concerned.

Qualification: NET/GATE or equivalent as per specifications of the funding agency concerned with 55% marks (equivalent grade) in Post-Graduation/qualifying degree.

Experience: As specified for the project.

Research/Project Assistance/Fellow:

As per the funding agency norms or specified in the project by PI & Co-PI as per the need of the Project.

NON-RESEARCH POSITIONS (Emoluments as provided by the funding agency)

Office/Project Assistant:

As per the funding agency norms or specified for the project by PI & Co-PI as per the need of the Project.

Junior Office/Junior Project and Field/Laboratory Assistant or Attendant :

As per funding agency norms or specified for the project by PI & Co-PI as per the need of the Project.

Note: Qualifications should have the approval of the Dean (R&D) before their advertisements.

Constitution of selection committee (WHEN THE SAME HAS NOT BEEN SPECIFIED BY THE FUNDING AGENCY *)

a) Composition in respect of Research positions

i) Principal Investigator	Chairman
ii) Dean (R&D)/his nominee	Member
iii) Head of the Department or Coordinator of Centre/School	Member
iv) Co-Principal investigator/s, if any	Member
v) Expert Member nominated by the Principal Investigator	Member
vi) Expert Member nominated by the Funding Agency, if any	Member
vii) SC/ST Nominee	Member

b) Composition in respect of Non Research/Contractual positions

The composition of selection committee for non-research/contractual positions shall be as under:

i) Principal Investigator	Chairman
ii) Dean (R&D)/ his nominee	Member
iii) Head of the Department or Coordinator of Centre/School	Member
iv) Co-Principal investigator/s, if any	Member
v) SC/ST Nominee	Member

Provided that in order to ensure that the number of members in the Committee is not reduced in the event of one person holding more than one slot, the Dean (R&D) may be required to nominate additional members. When HOD/Coordinator of the Center/School and PI is the same, the next senior most faculty in the Department/School/Center will be a member. When Dean (R&D) is the PI, the Deputy Director/Director shall nominate a member in the committee.

NOTE:- (i) The appointments on research as well as non-research positions will be based on tests/interviews

(ii) The Selection Committee may, if necessary, recommend a panel of not more than two candidates per position. The panel will be valid for a maximum period of one year.

**** If the Funding Agency has laid down specific guidelines with regard to the composition of Selection Committee, the same should be followed invariably.***

PROFORMA FOR PRÉCIS

Summary of candidates called for interview for the post of _____ under Project/ P-_____,
Department/School/Center of _____,
vide Advertisement No. _____ dated _____ in _____.

1. Number of Applications received: _____
2. Minimum Qualification prescribed for calling for interview:

Candidates called for Interview:

Sl. No.	Name & Address	Whether SC/ST/PH	Sex	Date of Birth	% marks, year of passing and name of Board/university				Research Experience	Remarks
					High School	+2	U.G.	P.G.		

Candidate not called for interview with reason.

Sl. No.	Name & Address	Whether SC/ST/PH	Sex	Date of Birth	% marks, year of passing and name of Board/university				Research Experience	Remarks
					High School	+2	U.G.	P.G.		

Signature of the committee members (as given in Annexure 5).

**PROFORMA FOR PREPARATION OF MERIT INDEX OF CANDIDATES BY MEMBERS OF THE
SELECTION COMMITTEE**

Name of Department/School:

Project Title:

Name of PI:

S. NO.	Name of the candidate	Assessment of experts in respect of candidate	Marks obtained	Remarks

SIGNATURE OF MEMBERS:

(1)

(2)

(3)

(4)

(5)

PROCEEDINGS OF THE SELECTION COMMITTEE

Minutes of the meeting of the Selection Committee held at _____
am/pm on _____ in the chamber of _____ IIT (BHU)
to select (Post) _____ for the Research Project entitled “
_____” Project Code No. P-

The following Members were Present (list as required):-

Prof. /Dr.	PI	:	Chairman
Prof. /Dr.	Dean (or his nominee)	:	Member
Prof. /Dr.	HOD	:	Member
Prof. /Dr.	Co-PI	:	Member
Prof. /Dr.	Expert*	:	Member
Prof. /Dr.	Expert**	:	Member
Prof. /Dr.	SC/ST nominee	:	Member

(Notes: * Expert Member nominated by the Funding Agency in case of Research Positions only

** Expert Member nominated by the PI in case of Research Positions only.

For the post of _____, _____ candidates were called for
the interview, out of which _____ turned up. The members of the Selection
Committee thoroughly examined and interviewed the candidates and after due consideration
resolved to recommend that:

Dr./Shri/Ms./Km./ _____ is recommended for temporary
appointment as _____. The appointment is co-terminus with the Project.

W/L candidate (if any)

- 1.
- 2.

Signature of the members:

**INDIAN INSTITUTE OF TECHNOLOGY (BHU) VARANASI
DETAILS REGARDING APPOINTMENT UNDER THE PROJECT**

1. Name of Principal Investigator :
- 2 Name of the Funding Agency :
Reference No. & Date of Sanction :
3. Duration of the Project :
4. Sanctioned Posts :
5. Advertisement (name of the Newspaper): **Enclosure No.**
6. Required Qualification (As per Advertisement):
7. Précis of the candidates called for interview: **Enclosure No.**
8. (i) Qualification of the selected candidate:
(ii) Experience :
9. Recommendation of the Selection Committee: **Enclosure No.**
10. Copy of appointment letter to be sent to the candidate **Enclosure No.**

PRINCIPAL INVESTIGATOR

.....
COMMENTS OF THE OFFICE (R&D)

Checked the above information.

DEALING ASSISTANT

On the basis of the information provided above and scrutiny of the papers the recommendation of the Selection Committee has been found in order/not found in order due to the following reasons:

The appointment is confirmed/cancelled.

A.R. (DEV.)

SECTION OFFICER

DEAN (R&D)

**APPOINTMENT LETTER FOR RESEARCH/CONTRACTUAL POSITIONS
INDIAN INSTITUTE OF TECHNOLOGY (BHU) VARANASI
VARANASI- 221 005**

Ref. No./

To:

.....

.....

Subject: **Engagement of _____ under the sponsored Project**
“ _____ ”

Reference: Your application dated _____

Dear Sir/Madam,

On the recommendation of the Selection Committee which met on _____, you are engaged on a Job Contract basis, as _____ on a _____ emoluments of **Rs. _____** (Rupees _____ only) per mensem, on the following terms and conditions:

2. The engagement is for the above externally funded Project only, and is not transferable to any other Project.
3. The Contract is for the duration of the said project and co-terminus with it, or for a period not exceeding _____ months/years, whichever is earlier. However, the initial engagement will be for a period of six months, extendable from time to time depending upon your performance.
4. It is not an appointment in the Institute, temporary or otherwise. It is purely a job contract for the period as stipulated in clause 2 above. It does not, therefore, confer any right, claim, implicit or explicit, for your continuation/regularization/absorption in IIT (BHU) against any post/position.
5. The Contract may be terminated at any time without assigning any reason thereof.
6. No traveling allowances will be paid to you either for undertaking the contract, or on termination of the same.
7. Your engagement on contract will be subject to the production of the following documents at your expense at the time of your reporting for duty:
 - i. Medical certificate of health and physical fitness for the contract issued by the Medical Superintendent, S.S. Hospital, BHU or Govt. Hospital.
 - ii. Documentary evidence in support of your date of birth, qualification and caste.
8. In case it is detected at any stage that you have committed any fraud or forgery in seeking this contract, your contract shall be immediately dispensed with, without any notice.
9. Your contract shall be subject to the terms and conditions that may be framed from time to time as per the requirement of the research work

10. You are required to give an undertaking to the effect that the above-mentioned conditions are acceptable to you and you shall abide by them. Any violation shall attract termination of contract without any notice.

11. In the event of any dispute arising out this contract, the decision of the Director, IIT (BHU) shall be final and binding on you.

If you are willing to accept the above offer of contract on the terms and conditions stipulated, you may please commence the work immediately and in any case, within a fortnight from the date of receipt of this letter failing which the offer will automatically stand cancelled.

Yours faithfully,
(Principal Investigator)

Dated:

Ref. No.

Copy to the following for information and necessary action

1. The Dean (R&D), IIT (BHU)
2. The Head of the Department/School/Centre
3. The Assistant Registrar (Development), IIT (BHU)

(Principal Investigator)

JOINING LETTER

Dated:

From:

To

The Principal Investigator

Title of the Project _____

Department/School/Centre

Indian Institute of Technology (BHU), Varanasi – 221 005

Subject: Joining report for the post of _____ under the project P-

Respected Sir,

Thank you very much for your letter No. _____ dated _____
regarding appointment as _____ under the Project entitled
“ _____ ”(P- _____).

I accept all the terms and conditions mentioned in the appointment letter and hereby report on duty w.e.f. _____ (F.N./A.N.) and request you to do the needful as per the Institute rules.

Thanking you,

Yours faithfully,

Address:

Copy to:

1. The Dean (R&D)
2. Assistant Registrar (Dev), IIT (BHU)

INDIAN INSTITUTE OF TECHNOLOGY (BHU) VARANASI

VARANASI- 221 005

Office of Research & Development

Request for transfer of expenditure between the heads within the same project

Dated

1.	Name of Principal Investigator			
2.	Project No.			
3.	Project from which expenditure is to be transferred	Project No.	Budget Head	Amount
4.	Project to which expenditure is to be booked			
5.	Reference	SR No.		
		Dated		
6.	Response for Transfer			
7.	Signature			

For office use only

		(Above Rs. 50,000.00)
Assistant/Superintendent	Assistant Registrar/Dean (R&D)	Dean (R&D)

**INDIAN INSTITUTE OF TECHNOLOGY (BHU) VARANASI
VARANASI- 221 005**

Research & Development Division

Dated:

From

Name:

Project No.:

Department/School:

To

Dean (Research & Development)

Indian Institute of Technology (BHU)

Varanasi - 221005

Subject: Request for closure of Project

The sponsored research/consultancy Project No. _____ has been completed. The date of completion was _____. In this context the following information may be noted (Please tick as applicable).

1. The project completion report has been sent to the sponsoring agency.
2. Equipment/non-consumable including books and furniture purchased from this project grant have been entered in the Department Stock Ledger.
3. All advances (TA/Consultancy etc) have been settled in the project.
4. No reimbursement for any purchase/expenditure is pending.

In view of the above, the project may be closed with immediate effect and the final statement of account be prepared. Any balance may also be refunded to the sponsoring agency. The information regarding excess expenditure, if any, may please be provided so that the sponsoring agency can be requested to send the additional amount.

**Head of the Department/
Coordinator of School**

Project Investigator

Approved

Dean (R&D)

INDIAN INSTITUTE OF TECHNOLOGY (BHU) VARANASI
VARANASI- 221 005

Dated:

1.	Name of PI & PF No./Empl. No.	
2.	Project No.	
3.	Transfer of funds requested to PDA No.	

Sl. No.	Details of transfer	Budget Head	Amount
1.	Consultancy Project (Any amount will be transferred after Completion of Project)		
2.	Amount for Lectures & Lab work related to continuing (or self-financial) courses will be transferred after completion of the activity		
3.	Software technology transfer, royalty fees etc.		
4.	Sponsored Project overhead charges of PI		
5.	Any other item (specific permission of Dean (R&D) required)		

Project Investigator	Head of Department/Coordinator of School

(For office use)

Assistant	Superintendent	Assistant Registrar (R&D)	Dean (R&D)