



भारतीय  
प्रौद्योगिकी  
संस्थान

एशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

# GUIDELINES FOR SPONSORED RESEARCH PROJECT



## 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 centers, 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** encompass those initiatives periodically referred to, as well as cost-bound projects supported by governmental, public, private, national/international agencies, and autonomous bodies. These projects prominently feature a distinct research and development element. Typically, the entirety of the project's expenses, covering contractual manpower, deputed manpower, equipment, consumables, and supporting services of the Institute, taxes, if applicable, are covered by the sponsoring entity.

Additionally, industrial/private agency projects, which include a GST component but lack consultancy/honorarium elements for Principal Investigators (PI)/Co-Principal Investigators (Co-PI), may also qualify as sponsored research projects for internal purposes, provided that the Intellectual Property Rights (IPR)/copyright ownership is wholly or partially (at least 50%) retained by IIT (BHU) Varanasi. In such instances, the funding agency should refrain from imposing any additional terms or conditions regarding IPR commercialization/technology transfer by IIT (BHU) Varanasi.

A bilateral exchange program with specific research deliverables outlined in the project sanction letter may be classified as a sponsored research project. However, visits for data collection, conferences, and similar activities will not be considered sponsored research projects.

**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 faculty member of the Institute with necessary expertise and competence to conduct 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). In a special case, Principal Investigator may be appointed by the Director on the recommendation of the Dean (R&D) and in consultation with concern Head of Department/School/Centre for administrative reasons, if the original PI leaves his/her service or is not available for the project due to any other reason. In such a case, approval of the funding agency needs to be taken as soon as possible. If recommended by a Department/School R&D committee, technical staff at the level of Scientific officer or equivalent may be P.I. Moreover, Emeritus Fellow/Chair Professor/ Visiting Professor with an appointment duration longer than sponsored project duration may be PI, if accepted by the funding agency. In a multi-institutional project involving a Co-Principal Investigator from IIT (BHU), if budget allocation for IIT (BHU), the Co-PI will effectively assume the role of Principal Investigator for all purposes at the Institute.

**1.8 Co-Principal Investigator (Co-PI)** is a person from amongst the faculty members co-opted by the Principal Investigator to work jointly with him/her on the project and approved by the funding agency. If recommended by a Department/School R&D committee, technical staff at the level of Scientific officer or equivalent may be P.I. Moreover, Emeritus Fellow/Chair Professor/ Visiting Professor with appointment duration longer than sponsored project duration may be Co-PI, if accepted by the funding agency. A project may have one or more Co-PIs. If co-PI(s) is/are from outside the Institute, it is encouraged to sign MoU / Agreement with the organization to avoid any project outcome/ IPR dispute at later stage. At the time of project registration, the P.I must mention percentage contribution of each Co-PI for suitable credit for various purposes.

**1.9 Mentor (M)** means a faculty acting as Mentor for Post doctoral fellows who have secured external funding to support their research at IIT (BHU)

**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 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 in the sponsored project, with the consent of funding agency.

**1.14 Institute Development Fund (IDF)** means a part of the Institutional Overhead Charges received from sponsored research credited to a separate fund 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 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 of the concerned PI and Co-PI. The distribution ratio will be decided by PI in consultation with CO-PI based on their contributions. In case of fellowship/Postdoctoral fellows with external funding with overhead, PDA will be given to the mentor. PDA will be utilized by them for the following expenditures:

Purchase of minor equipment, spare-parts of the existing instruments, consumables, publication and patent charges, repairing/up-gradation of existing instruments, purchase of computer, laptop, tablet PCs and modern computational gadgets including smartphones. with capability of laptop (once in two years), article processing charges, extra page charges and National/International seminars/conferences/workshop/research and academic visits, contingency, stationary or any other item for professional development approved by Dean (R&D) based on justification of PI.

**1.16 Departmental Development Fund (DDF)** means a fund of the Department/ School/ Centre to which a part of the overhead/Institutional charges from Consultancy Projects or Sponsored Research Projects are transferred to the concerned academic department(s)/Schools/ centres. The objective of this fund is to provide an additional grant to the department/Schools/ centres for its developmental activities. If multiple departments/schools are involved DDF will be distributed among departments/schools in the ratio they agreed for PDA distribution.

## 2. Submission of Project Proposals

In order to submit a research proposal the PI/Co-PIs should submit the following documents to the Dean (R&D) office for getting an endorsement letter.

- (i) Project details form (**Annexure-1**) duly forwarded by the Head/Coordinator of the Department/School. PI must take clearance of the Ethical Committee\*, Bio-safety Committee\* and Animal Ethical Committee (if required).
- (ii) Complete project proposal along with budget
- (iii) Template of the Endorsement certificate on Institute letterhead, signed by P.I, Co-PI and Head/Coordinator

## 3. Execution of the Project

### 3.1 Initiation of the Project

- i. As soon as the PI receives a new sanction order the PI should send a hard copy of the sanction letter to the R & D office. PI should remain in contact with the funding agency about the statement of the release of the grant and inform the transaction details as soon as possible to the R & D office.
- ii. If the PI requests, permission may be given to initiate the recruitment, and purchase process in accordance with the sanction order but equipment registration/purchase order/appointment offered to the manpower will be placed only after receipt of the grant.
- iii. On receipt of first installment of funds of a new project PI will submit the registration form (**Annexure 2**) to the Dean (R&D). The office of the Dean (R&D) will allot a project code and communicate the same to the PI and other concerned offices within a week. This code must be referred in all correspondence relating to the project.
- iv. Project grant will be received in the name of Registrar, IIT (BHU), Varanasi by cheque/draft or electronic transfer or any other method as decided by the funding agency. Sponsored Project account details are mentioned under the R&D office on the Institute portal at <https://www.iitbhu.ac.in/dean/dord> under R&D intranet.

- v. 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 installment shall be the effective date of implementation of the project.

### 3.2 Manpower Recruitment

- i. PI may send a request to Dean (R&D) for recruitment of manpower with copy of the advertainment. *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 at any stage, it will be sole responsibility of the PI.* The PI may seek advice/ clarification of the office of the Dean (R&D) and/or funding agency in case of doubt.

All positions approved by the funding agency under the project will be filled-in after due advertisement. The advertisement must be displayed on the Institute website. It is required to advertise of the position in at least one local/national newspaper/ Employment News etc . 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)). Alternatively, if local/national newspaper/ Employment News etc was not possible due to financial or other constrains, the PI must send copies of advertisement to minimum 25 universities/ Institutes/Centre/national laboratories/ Research Institutes (related to project area) with request to circulate. PI needs to give sufficient time to the applicant (minimum 15 days) to fill their application.

- ii. 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. For supporting staff, the qualifications and remunerations will, in general, be as per the equivalent supporting staff positions in the Institute, unless otherwise specified by the funding agency in the sanction letter (**Annexure 3**). The PI may seek advice/ clarification of the office of the Dean (R&D) and/or funding agency in case of doubt.
- iii. All appointments on the approved positions under a project will be made through interview/walk-in-interview by a Selection Committees constituted for the purpose as given in the **Annexure 5**. Final approved list of selected and/or waitlisted candidates with supporting documents of educational qualification/experiences will be communicated by the PI to the Dean (R&D) office. Proceedings of the Selection

Committee meeting will be recorded as per proforma in the **Annexure 6, 7 and 8**. The PI is responsible to keep the interview records and reproduce them at a later stage, if required. No TA/DA will be payable to candidates appearing for interview, unless provided under the project.

- iv. The PI will forward **Annexure 9 & 10** to the Dean (R&D) office.
- v. The office of the Dean (R&D) shall examine the proceedings of Selection Committee and communicate approval or otherwise to the PI within a week of receipt of complete documents. After approval, 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.
- vi. If there is a need and budget available for the purpose, the PI is allowed to hire on daily wages/adhoc manpower for a period not exceeding 30 days at a time. For contractual/adhoc 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.
- vii. 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.
- viii. PhD admission for project staff will follow the eligibility, selection procedure, and fellowship criteria specified in the PhD regulations or academic section guidelines applicable at that time.

### **3.3 Pay slabs for manpower**

The manpower salary, qualification, age limit, age limit etc. should be as per funding agency guidelines. However, in case funding agency has no defined guidelines, a uniform policy for manpower qualification and pay/remuneration across the various sponsored projects can be adopted. The institute guidelines have been framed which is mentioned in Annexure-4 which is applicable only if funding agency has no guidelines.

#### 4. Purchase and Expenditure Procedures

- i. 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 (**Annexure 12**). The PI should ensure that the budget breakup is as per funding agency approval and enclose supporting documents. The PI will be held responsible for any discrepancies in budget break-up and subsequent financial issues. Likewise, on receipt of subsequent grants, the PI shall provide the budget break-up to the R&D office. The PI can reallocate the previous year's unspent balance (as per UC 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 specific budget heads. This is admissible not beyond the project closure date. Reallocation of the budget beyond the limits of different head is not permitted without funding agency approval.
- ii. Each project must have a separate **Project Purchase Committee (Annexure 13)**.
- iii. 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).
- iv. Under special circumstances PI may request for re-appropriation of fund from one head to another head (**Annexure 12**) of the same project with the approval of the funding agency.
- v. 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/School.
- vi. 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.
- vii. Re-appropriation of funds from one approved item to another will be permitted in the light of specific guidelines of the Funding Agency only (using **Annexure 12**).
- viii. Claim for TA/DA for the 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 R&D Office for payment.

- ix. Long-distance travel by hired taxi for points connected through Rail/Air, may be approved based on justification and recommendation of the project purchase committee.
- x. Usually, no purchase/payment is possible after the project duration is over. For any exception, approval of the funding agency is required.
- xi. Anything not covered above will be governed by purchase rules of the Institute and Government of India GFR.
- xii. Air travel ticket booking other than authorized agent as per Government of India notification may be approved by Dean (R&D) based on justification given by the PI. However, such cases should not become a regular practice.

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

- i. The PI and Co-Investigator/s (if any) will be responsible for the timely submission of Progress reports as required by the funding agency. At the end of each financial year or whenever required, the Annual Statement of Expenditure (SE) and the Utilization certificate (UC) will be requested 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.
- ii. The Principal Investigator should settle the accounts within three months of the completion of the Project. Usually, no payment is possible post project duration. However, legitimate expenditure incurred during the project duration may be paid within 03 months of project end date. For any such payment, approval of funding agency is required. 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.
- iii. Within 06 months of the final account settlement, the PI should submit request for the closure of the project after the completion of project (**Annexure 14**).

#### **6. Utilization of Overhead Charge**

In all new projects being submitted minimum 20% overhead charges shall be requested from the funding agency in case of government (non-profit making) funding agencies and

30% for industrial (profit-making) funding agencies. The amount of overhead received will be distributed as follow. In case of fellowship/Postdoctoral fellows with external funding with overhead, PDA will be given to the mentor.

Head	Percentage of Overhead received
Professional Development Allowance (PDA)	25 %
Departmental Development Fund (DDF)	25 %
Institute Development Fund (IDF)	50 %

#### 7. Leave Rules for Project Staff:

The leave policies of the funding agency will be applicable. If the funding agency does not have specific leave guidelines for project staff, the following leave provisions will apply:

- *Casual Leave:* 8 days per year, on a pro-rata basis.
- *Earned Leave:* 2.5 days per completed month of service.

The Principal Investigator (P.I.) will be the authority responsible for approving leave, and the P.I. will also maintain the leave records.

#### 8. Conduct Rules:

Project staff are required to maintain confidentiality regarding findings and technical information. They must adhere to the general code of conduct of the Institute.

INDIAN INSTITUTE OF TECHNOLOGY (BHU) VARANASI  
Office of the Research & Development  
**Project Submission Form**

<b>Ref. no.</b>		<b>Date:</b>	
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**PI details**

<b>Department/School</b>	
<b>Principal Investigator</b>	
<b>Institute</b>	
<b>Project Title</b>	
<b>Funding agency</b>	

**Co-PI details**

Name	Department	Institute	Percentage contribution

**The PI & Co-PI certifies that:**

S.No.		Yes	No	NA
1	The proposal is as per the format prescribed the by funding agency			
2	Clearance from Ethical committee*			
3	Clearance from Bio-safety committee*			
4	Animal Ethical committee*			
5	Basic general infrastructural facilities exist in the Department /School or have been provided for the project.			
6	Same project has not been submitted by the PI/Co-PI elsewhere			
7	If it is submitted earlier please specify the Ref. No. and date of this format			
8	Institutional/Overhead Charges have been included in the proposal (at least 20% of the project cost)			
<b>Signatures</b>				
	<b>PI</b>	<b>Co-PIs</b>	<b>Forwarding by Head/ Coordinator</b>	

\* It is the responsibility of PI to get clearance before the start of the Project (if required but not taken so far)

**Note:** This format along with copy of the complete proposal and endorsement certificate template should be submitted to the office of the Dean(R&D) to get the Institute endorsement.

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 ?		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 with Department/School	Percentage contribution	
PI			Mob. No.
Co-PI-1			Mob. No.
Co-PI-2			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:** If transaction details of the fund not available, P.I must submit declaration form (Annexure 2A). Head-wise allocation of funds and Institute overhead should be enclosed by the PI strictly as per funding agency sanction at the time of first installment and subsequent fund release (Annexure 12)

**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)

### Declaration Form

[ If transaction details of the fund NOT available, P.I must submit the form to ensure that the amount is credited to his/her project]

I hereby declare/confirm that the amount of Rs. \_\_\_\_\_ (amount) as credited in our Sponsored Project/SERB A/c No. ----- on \_\_\_\_\_ (date) is related to my project titled \_\_\_\_\_ (name of the project) of the funding agency \_\_\_\_\_. Please acknowledge the same accordingly.

Above information is true & correct to the best of my knowledge.

Sign. of P.I.

Forwarded by : HoD/CoS

Signature of CO-P.I

## 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 as Per GoI Rules); 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 advertise the position on the Institute webpage.

**Advertisement details**

Project no.	
Project Title	
PI	
Post	
Fellowship/salary	
Funding agency	
Duration	
Essential minimum qualification	
Desirable qualification, if any	
Maximum Age	
Relaxation for SC/ST/Physically Handicapped/Female candidates	As per GoI rules

**This is to certify that the advertisement details given are as per the Funding agency norms.**

**Signature of the PI**

*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.*

## ESSENTIAL QUALIFICATIONS FOR STAFF POSITIONS UNDER PROJECTS/S

In case the manpower salary, qualification, age limit etc is not defined by the funding agency, the Institute has freedom to decide this. In order to keep a uniform policy for manpower qualification and pay/remuneration in different project related activities in the Institute, the following guidelines are applicable.

	Designation	Pay Range	Qualification/Experience
1	Sr. Project Engineer/Scientist	54000-1,00,000	PhD + 3 Years of Exp or Master Degree in Engineering/Science/Design/Humanities + 6 years of Exp.
2	Project Engineer/Scientist/Postdoctoral Fellow/Research Associate	47000-65500	PhD or Master Degree in Engineering/Science/Design/Humanities + 3 years of Exp. Or Bachelor Degree in Engineering/ Design +6 years of Exp.
3	Associate Project Engineer/Scientist	35000-49000	Master Degree in Engineering/Science/Design/Humanities Or Bachelor Degree in Engineering/Design + 2 years of Exp
4	Assistant Project Engineer	25000-42000	Bachelor Degree in Engineering/Design or Masters Degree in Science/Humanities
5	Assistant Project Scientist	21000-32000	Bachelor Degree in Science/Humanities
6	Sr. Project Technician	20000-25000	Diploma in Engineering + 2 Years Exp, ITI certificate + 5 years Exp.
7	Lab Technician	16000-20,000	12 <sup>th</sup> Pass or High school + 2 years Exp.
8	Lab Attendant	15,800	10 <sup>th</sup> Pass
9	JRF (GATE)	37000 + HRA	B.E./B.Tech. Master Degree in Engineering/Science/Design/Humanities + GATE or equivalent examination score
10	JRF	25000 + HRA	B.E/B. Tech, Master Degree in Engineering/Science/Design/Humanities
11.	SRF	42000 + HRA	B.E./B.Tech or Master Degree in Engineering/Science/Design/Humanities + 2 years of research Exp.

**Constitution of selection committee\***

(WHEN THE SAME HAS NOT BEEN SPECIFIED BY THE FUNDING AGENCY \*)

Department/School	
Principal Investigator	
Project Title	
Funding agency	
Co-PIs	

## a) Composition in respect of Research positions

Name		Role
	Principal Investigator	Chairman
	Dean (R&D) or his/her nominee	Member
	Head of the Department or Coordinator of Centre/School or his/her nominee	Member
	Co-Principal investigator/s, if any	Member
	Expert Member nominated by the P.I	Member
	Expert Member nominated by the Funding Agency, if any	Member
	SC/ST Nominee	Member

## b) Composition in respect of Non Research/Contractual positions

Name		Role
	Principal Investigator	Chairman
	Dean (R&D) or his/her nominee	Member
	Head of the Department or Coordinator of Centre/School or his/her nominee	Member
	Co-Principal investigator/s, if any	Member
	SC/ST Nominee	Member

*Declaration by P.I : The funding agency has NOT laid down specific guidelines with regard to the composition of Selection Committee. (Please include additional members if required as per funding agency guidelines)*

## NOTE:

- The appointments on research is based on tests/interviews while non-research positions will be based on written test and skill test.
- 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.
- 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.

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



**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 and Address	Whether SC/ ST/ PH	Sex	Date of Birth	% marks, year of passing and name of Board/ University				Research Experience	Remarks
					High School	+2	UG	PG		

**Candidate not called for interview with reason.**

Sl. No.	Name and Address	Whether SC/ ST/ PH	Sex	Date of Birth	% marks, year of passing and name of Board/ University				Research Experience	Remarks
					High School	+2	UG	PG		

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. (i) Qualification of the selected candidate (enclose all documents):  
(ii) Experience (enclose all documents): :
9. Recommendation of the Selection Committee: **Enclosure No.**
10. Attendance signed by all applicants called for the interview: **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)



## Office of the Dean (Research &amp; Development)

## Format for approval of Sponsored Project/Scheme Fund Break-up

Ref. No. ....

Date:.....

To,  
The Dean (R&D), IIT (BHU).

Subject: Approval of Sponsored Project/Scheme Fund Break-up: reg.

Sir/Madam,

Following fund breakup is proposed for fund received in respect of Project Code.....entitled:.....

..... total fund received ` ..... FY .....

Kindly approve the same.

Recurring		Non-recurring	
1. Consumables	.....	1. Equipment	.....
2. Contingency	.....	2. Other (if any)	.....
3. Salary/Fellowship	.....	<b>Please specify, if Recurring/Non Recurring head not applicable</b>	
4. Overhead	.....	1.	.....
5. Travel	.....	2.	.....
6. SSR	.....	3.	.....
7. Other (if any)	.....	4.	.....

This is certified that this is in accordance with the funding agency's sanction. In case of any deviation or misrepresentation, the P.I will be sole responsible for any financial obligation.

*Forwarded*Principal Investigator  
(Name & Signature)Head of Deptt./Coordinator of School  
(Signature & Seal)**For Dean (R&D) Office Use**

Checked and found correct/not correct as per funding agency guidelines. Aforementioned fund breakup may be approved/not approved.

Dealing Asstt.

Supdt. (R&amp;D Admin.)

Asstt. Registrar (R&amp;D Admin.)

Dean (R&amp;D)



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

**Approval of Purchase committee of the Project**

**Dated:**

1. Name of principal investigator/Project Coordinator:
2. Project No. :

Sl. No.	Name	Designation
1.		Principal investigator/Project Coordinator (Chairman)
		CO-Principal investigator, if any (Member)
2.		Head/Coordinator of the Department/School (Member)
3.		Dean (R&D) Nominee (Member)
4.		Director's Nominee (Member)
5.		Faculty member from the Department/School (Member)
6		Faculty member from the Department/School (Member)

**Signature of Principal Investigator/Project Coordinator with date:**

<b>Assistant</b>	<b>Superintendent</b>	<b>Assistant Registrar (R&amp;D)</b>	<b>Dean (R&amp;D)</b>

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

01	PROJECT NO.														
02	DATE OF START														
03	PROJECT DURATION APPROVED BY FUNDING AGENCY														
04	DATE OF COMPLETION														
05	PROJECT TITLE														
06	NAME OF THE FUNDING AGENCY														
07	SANCTION LETTER NO.														
08	TOTAL AMOUNT SANCTIONED														
09	TOTAL AMOUNT RECEIVED														
10	TOTAL AMOUNT SPENT														
11	BALANCE														
Ser. No.	Checks	Done/ Not Done	Remarks												
1	All temporary advance settled														
2	All Purchase Orders Settled														
3	<b>Details of Non-consumable items Transferred to Dept. /School Stock Register*</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name of the Item, Model No. and Make</th> <th style="width: 30%;">Name of Equipment</th> <th style="width: 40%;">Cost as per Purchase order with Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name of the Item, Model No. and Make	Name of Equipment	Cost as per Purchase order with Date											
Name of the Item, Model No. and Make	Name of Equipment	Cost as per Purchase order with Date													
* After transfer of items to Department /School Stock book, the same <u>may be</u> considered for issue to P.I's laboratory.															
4	Unspent amount refunded to Funding agency														
5	Copy of the <b>Final Technical Report</b> enclosed														
6	Copy of the <b>Final Utilization Certificate</b> enclosed														

Signature of the Principal Investigator :

Signature of the HoD/Coordinator

<b>Assistant</b>	<b>Superintendent</b>	<b>Assistant Registrar (R&amp;D)</b>	<b>Dean (R&amp;D)</b>