

INDIAN INSTITUTE OF TECHNOLOGY ROOPUR

SPONSORED RESEARCH

RULES, GUIDELINES & RELATED INFORMATION

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GUIDELINES FOR SPONSORED RESEARCH PROJECTS

1 DEFINITIONS

1.1 Institute

Institute refers to Indian Institute of Technology Ropar (IITRPR).

1.2 Director

Director refers to the Director, Indian Institute of Technology Ropar.

1.3 Dean (SRIC)

Dean (SRIC) refers to the Dean of Sponsored Research & Industrial Consultancy, Indian Institute of Technology Ropar.

1.4 BSRIC

BSRIC refers to the Board of Sponsored Research & Industrial Consultancy, Indian Institute of Technology Ropar.

1.5 Department

Department refers to all the academic schools, academic centres, centres of excellence and academic service centres at Indian Institute of Technology Ropar.

1.6 Sponsored Research Projects

Sponsored Research Projects refer 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, equipments, consumables and supporting services of the Institute is borne by the sponsor.

1.7 Sponsor

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

1.8 Principal Investigator

Principal Investigator is a member of the faculty (including Emeritus) 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 (SRIC) and in consultation with concerned Head of Department for administrative reasons if the original PI leaves his/her service or is not available for the project for any other reason.

1.9 Co-Investigator or Co-Principal Investigator

Co-Investigator(s) or Co-Principal Investigator(s) are from amongst the working/retired faculty member co-opted by the Principal Investigator to work jointly with him/her and approved by the funding agency and/or Dean (SRIC).

1.10 Individual Research and Development Grant

Individual Research and Development Grant is the 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

Project Staff is 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

Project Research Staff is 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.

1.13 Consultant

Consultant is a person appointed as consultant for a specific period to carry out specific job.

1.14 Institute Development Fund (IDF)

A part of the Institutional Overhead Charges received for sponsored research and a part of the Institute share for Industrial Consultancy project is credited to a separate fund SRIC fund, to be operated by Dean (SRIC). A part of the SRIC fund will be transferred every year to the Institute Development Fund which will form the corpus of the Institute.

1.15 Departmental Development Fund (DDF)

A part of the Institute overhead charges from sponsored research projects will be transferred to the DDF of the concerned academic department(s). The objective of this fund is to provide additional grant to the department for its development activities as well as for funding its other activities for which adequate funds are not available from other sources. This fund can also be used for activities like providing seed money for holding conferences/workshops and seminars etc. The budget for utilizing DDF will be recommended by the Committee of the Department.

1.16 Professional Development Fund (PDF)

There will be a Professional Development Fund 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 will be transferred to the PDF of the concerned academic staff and utilized by them as per norms.

2. Manpower

2.1 Open selections will be held for all project staff positions. The selection procedure will be as laid down in Anne xure „A“. The same may be revised or changed by BSRIC as and when deemed necessary.

2.2 Project research staff shall be paid a consolidated fellowship per month and other project staff shall be paid consolidated amount of compensation per month.

2.3 The designations available for the project staff, qualification and experience requirements, age limit and consolidated fellowship / emoluments shall be as given in Anne xure „B Any changes/ additions/ deletions to the same can be made by BSRIC.

2.4 Appointments on all project posts shall be on contract only.

2.5 The Project Research Staff shall work for fulfilling the objectives of the project.

2.6 Transfer of project staff from one project to another, either on completion or midway, may be permitted by Dean (SRIC).

2.7 The tenure of appointment of a project staff will be at the most for the remaining duration of the project. The severance notice may be issued to the project staff by the PI one month prior to the termination of appointment.

2.8 On the completion of two years and on the recommendation of an Assessment Committee to be appointed by Dean (SRIC) for the purpose, the enhancement of fellowship of a project research staff may be considered by the Dean (SRIC). The composition of Assessment Committee will be as specified under clause 8.

- 2.9 A contractual project staff appointed under budgeted provision shall execute a Contract Agreement with PI and HOD at the time of joining with the explicit provision that the contract may be terminated by either side, the staff or PI and HOD, by giving one month's notice or one month's consolidated emoluments in lieu of the notice. The contracts will be complete when countersigned by Dean (SRIC) who will retain the original contract agreement.
- 2.10 Selection of project research staff shall normally be made as per the Institute norms. However, guidelines provided by the sponsoring agency shall be adhered to as far as possible.
- 2.11 All appointment letters except for those appointed following selection procedure in Annexure „A“ shall be issued under the signatures of PI unless decided otherwise by Dean (SRIC).
- 2.12 The appointment letter to be issued to project staff should spell out all terms and conditions of the contract including the time limit.
- 2.13 In special circumstances, ad-hoc appointment on a research post of a person having the prescribed qualification can be considered by Dean (SRIC) on the recommendation of the PI for a period, which will normally be for a period not exceeding one year.
- 2.14 In special circumstances, short term assignment on work hire on per hour basis or per unit-of-work basis may be permitted by the Dean (SRIC) on the request of the PI.
- 2.15 The project research staff shall be entitled to HRA as per the Institute rules. If accommodation in the campus is not made available to him/her HRA shall be charged to the salary head of the respective project.
- 2.16 Research and other contractual staff working on project shall be entitled to 15 days of leave in all for every six months of work on pro-rata basis.
- 2.17 Conduct Rules: The project staff shall
- a) Follow general code of conduct as approved for Institute employees, and
 - b) maintain record and secrecy of the research findings/technical information and shall not get involved in unauthorized communication of any official document or information.

2.18 Dean (SRIC) may, at his/her own discretion or on the recommendation of the PI/HOD, constitute committee(s) to conduct disciplinary proceedings against project staff, if necessary. On the basis of the report of the committee, suitable disciplinary action may be initiated and punishment be imposed by the Dean (SRIC).

3 Finance and Accounts

3.1 At the time of submission of a project proposal, the PI shall make a provision of Institutional Overhead Charges (IOC) at the rate of 20% of the total project cost or at the rate permitted by the sponsor. However, this will not be treated as a condition for accepting the award of project.

3.2 All purchase proposals will be routed through the HOD and be processed through the Central Purchase Office of the Institute, as per purchase rules of the Institute.

3.3 PIs/HODs shall arrange to maintain stock/asset registers. These shall be submitted to the Audit/Institute as and when called for.

3.4 A separate account shall be maintained for each project by SRIC office. Asstt. Registrar (SRIC Accounts) shall be responsible for the submission of audited statement of accounts as and when required by the sponsors.

3.5 SRIC office will provide an account of expenditure to the PI either periodically or as and when needed by the PI.

3.6 Accounts for sponsored projects shall be maintained under the budget heads specified in the sanction letter from the sponsor. Minor adjustments in approved budget heads may be permitted by the Dean (SRIC).

3.7 All expenditure shall normally be made within the proposed date of completion (PDC) of the project. Exceptions may be permitted by the Dean (SRIC) with the consent of the sponsor.

3.8 In the event of non-availability of fund in a project, to meet the excess expenditure (if any) due to unforeseen reasons, the Sponsoring Agency

will be approached by the PI through HOD and Dean (SRIC) to sanction additional fund to permit the expenditure from another project of the same sponsor.

3.9 TA Rules

The most expeditious and convenient mode of travel should be used to minimize period of absence from the Institute. There will be no restriction placed by the Institute on the mode of travel. In addition to admissible DA as per rules of the Institute, actual boarding & lodging expenses will be paid on production of receipt, subject to a maximum of twice the daily gross salary at the ceiling of the person's pay scale. Expenses on local travel by taxi will be reimbursed against cash receipt as per actuals. All these expenses will be met out of the travel budget for research project funds.

However, the Government of India TA & DA rules will be applicable to sponsored research projects where sponsor have specifically limited the provision. Further funds permitting, the Dean (SRIC) may allow deviation of TA rules in the interest of the Institute / research project.

3.10 Out of Pocket Expenses for field work

The payment of "Out of Pocket Expenses" to the faculty and other staff sent for field work connected with the sponsored research projects will be admissible as approved by the Institute for the consultancy project from time to time.

3.11 PI may engage Institute students (who may or may not be getting Scholarship/Assistantship) as student assistance for research project work on payment of Rs. 100/- per hour with a maximum of 50 hours per month.

3.12 As per Institute norms prevailing at present, the payment of an advance as per purchase rules to PI or Co-PI may be duly forwarded by the concerned PI and HOD, may be considered for approval by Dean (SRIC). Further, imprest for the duration of the project may be sanctioned to PI by Dean (SRIC).

3.13 Adjustment account for an advance drawn shall be submitted within 30 days of return from the journey or date of issuing the cheque, whichever is later.

3.14 An individual shall normally be allowed to draw another advance only after adjusting the previous one taken by him/her.

3.15 All payments to project staff, persons engaged on work hire and students engaged for project work will be made by SRIC Office by cheque (and not

in cash).

4.0 Duties and Responsibilities of the Principal Investigator (PI)

4.1 Only the faculty and other academic staff in the service of the Institute can be PIs of a Sponsored Research Project.

4.2 The PI will, at his/her discretion, co-opt the names of other faculty members as Co-PIs or Co-Investigators with their consent. A retired faculty member can be co-opted if the funding agency permits the same explicitly, but only as a Co-Investigator.

4.3 The PI will prepare research project proposal in conformity with:

I permitted designation and emolument/fellowship rates for project staff, with qualification and experience as specified.

II provision for Institution overhead charges as per the rules of the Institute

III other guidelines for Sponsored Projects, and Rules, Regulations & Statute of the Institute

4.4 All research proposals shall be submitted to the sponsors through the concerned HOD and Dean (SRIC).

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

4.6 The PI shall ensure that the head-wise expenditure does not exceed the budgetary allocation.

4.7 The PI shall maintain the details of equipment purchased out of project funds separately for each project and send a copy of the record to Dean (SRIC) for placing the same before the Govt. of Audit, for verification or as and when required for any other purpose.

4.8 The PI shall be responsible for maintenance of Laboratory Record Book (LRB) as required for Intellectual Property Right (IPR) submission, periodical and/or final

technical report(s) of the project work to the sponsoring agency as required. He/she will also send a copy of the final technical report to Dean (SRIC).

- 4.9 The PI shall write to the sponsor for timely release of funds with a copy to the Dean (SRIC) for follow up, if necessary.
 - 4.10 The PI/HOD shall sanction/control leave due to research and other contractual staff working in their projects.
 - 4.11 If the PI leaves the Institute, retires or goes on leave, Co-Investigator or C0Principal Investigator will assume the powers and responsibilities of the PI with the approval of the Dean (SRIC) but a retired person shall not be appointed as PI. However in exceptional circumstances, a retiring faculty member may be allowed to work as PI with the permission of the Director if he/she continues to serve the institute in some other capacity. No retiring faculty member be allowed to submit a project as PI if its duration extends to one year or more beyond his/her date of retirement or if more than half of the proposed duration of the project falls beyond the date of retirement
5. Project Leave
 - 5.1 Faculty members may be granted project leave up to 15 days during a calendar year for work related to Sponsored Research/ Individual Consultancy Projects, in addition to the special casual leave available as per Institute norms. HODs are empowered to approve project leave.
 - 5.2 Group B,C,D staff proceeding on field work/ outstation visit for Project may avail project leave up to 15 days during a calendar year. HODs are empowered to approve this leave.
 6. Professional Benefits to investigation and project staff
 - 6.1 The PI and other Investigators from the institute shall be entitled to receive contribution to their Professional Development Funds out of the Institutional Overhead Charges actually received as per Institute rules.

- 6.2 Depending upon the availability of funds under travel head, Dean (SRIC) may permit the PI/Co-Investigator to charge TA/DA and Registration Fee to the project account for presenting papers in National/ International Seminars, Conferences etc. within the country in a subject relevant to the project from travel/contingency grant. In case of foreign travel for the same purpose, approval may be given by the Director on the recommendation of HOD & Dean (SRIC), provided the funding agency has allowed this facility specifically.
- 6.3 Project research staff and students working in projects may be permitted by Dean (SRIC) on the recommendation of PI to present papers in conferences, seminars etc. within the country with TA/DA and Registration Fee support, provided adequate funds are available under travel head/contingency of the project.
- 6.4 Depending upon the availability of funds under the contingency / books head, the PI/Co-PI/Investigators may individually charge the membership fee of one Professional Society in a year to the project funds with the permission of Dean (SRIC), provided the funding agency has not disallowed the facility specifically.

7 Project Evaluation Committee

In case the sponsor desires the constitution of a Project Evaluation or Monitoring Committee, the same will be constituted by the Director on the recommendation of the Dean (SRIC) as per the guidelines of the sponsor. In other cases, Dean (SRIC) may recommend to the Director for appointment of such a Committee, if he/she feels it desirable or necessary.

8. Assessment Committee

Progress of research staff working in a Sponsored Research Project will be assessed at the end of one or two years as per the requirements of the sponsor by a Committee comprising the following :

- (i) Head of the Department concerned
- (ii) One faculty member from the Department
- (iii) Principal Investigator
- (iv) One expert from outside the Institute in relevant field, as and if required by the funding agency

9 Admission of Project Research Staff to Academic Programmes

- 9.1 A project research staff is eligible to register for Ph.D. or Master's Programme of the Institute as per Institute norms subject to his/her satisfying the admission requirements of the Institute.

9.2 The concerned project research staff will be required to give an undertaking that he/she will not be automatically eligible for award of Institute fellowship and shall finance himself/ herself beyond the tenure of the appointment if Institute fellowship is not awarded.

9.3 The project staff admitted to Ph.D. / Master's programme will be governed by the relevant ordinances and fulfill his/her obligations towards the PI & the research project in which he/she is appointed.

10 Exception 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 Dean (SRIC) in the interest of the Institute / research project.

11 Forms

To ensure smooth administration & management of Sponsored Research Projects, only the approved forms will be used by the PIs and others concerned.

RULES FOR GENERATION & UTILIZATION OF PROFESSIONAL DEVELOPMENT FUND (PDF)

1. The Professional Development Fund (PDF) of a faculty member or other academic staff member may be generated by crediting a certain percentage of the following:
 - A. The Institute Overhead Charges (IOC) received in a Sponsored Research Project from the funding agency.
 - B. Institute share from a Consultancy Project and unspent balance, if any,
 - C. Institutional overhead charges received from HRD Programmes.

The proposed percentages to be credited to the PDF of the concerned faculty/academic staff are as per the following table. Another portion of the Institutional overhead charges / Institute share will be credited to the Departmental Development Fund (DDF) of the concerned Department/Academic Centre as shown in the table:

Type of Project and Component available for distribution	Distribution
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	IDF (SRIC Fund)	DDF	PDF	Incentive to office Staff & Staff Welfare Fund
(A) Sponsored Research Institutional Overhead Charge Received from agency (I)	50%	20%	20%	10
(B) Type of Industrial Consultancy Project	50%	15%	25%	10%
(i) Type-I, Individual (without Lab)	70%	10%	15%	5%
(ii) Type-II, Individual (with Lab)	70%	10%	15%	5%
(iii) Type-III, Departmental (/ without Lab)				



Distribution of Institute Share in % age

1. The PDF can be utilized by the concerned faculty member for the following purposes:

2.1 TA/DA and registration fee for attending a conference/workshop/symposia/ seminar/meeting etc. or deliver a talk without restriction on number of such visits (subject to sanction of appropriate leave by competent authority) to a place in India or aboard and for making exploratory visits for further sponsored research/ consultancy work, with advance approval of Dean, SRIC. In case a student is a coauthor of a paper being presented in a conference etc. and the PI wishes to

pay from his/her PDF for the students registration fees and travel, the same will also be permissible.

2.2 Membership fee of Professional Societies

2.3 Purchase of Professional Books, Journals, Stationery, Computer Stationery, Software or data on any storage medium

2.4 Equipments/Phone/Fax Facilities/air-conditioner for laboratory/office can be purchased with the prior approval of the Dean SRIC as per the existing norms of the Institute.

2.5 Upgradation or outright purchase of laptop or desktop computer and related peripherals like **digital camera/ web camera** for use by the faculty member at any location as per the work requirement on approval of Dean, SRIC.

2.1 Purchase of office and laboratory furniture.

2.2 Cost of handset (Cellular Phone) once in two years and Rs.1000/- per month on any type of telephone calls including pre-paid cash card.

In case of a theft, repurchase may be allowed by Dean SRIC on furnishing of a copy of FIR along with the request for repurchase. On subsequent incident of theft, repurchase shall however, be allowed after the completion of two years period.

2.3 All purchases and travel shall be made as per rules of the Institute.

2.4 The items procured out of PDF shall be properly accounted for and shall remain property of the Institute. However, any non-consumable items mentioned at serial nos. 2.3, 2.5, 2.7 above may be taken away by the concerned faculty from the Departmental Library/ Laboratory, on payment of book values as per income tax rules during the period of service or within 3 years of retirement/leaving the service of Institute.

2.5 If expenditure on the above items at one time exceeds Rs.5000/-, prior approval of Dean (SRIC) will be necessary. For items at serial no.

2.1, prior approval of Dean (SRIC) will be necessary irrespective of the amount involved. For any expenditure not covered above, recommendation of Dean (SRIC) and prior approval of the Director will be necessary.

2.6 PDF will be available to the faculty member upto three years of his/her leaving the Institute or upto three years after retirement, as the case may be.

2.7 Donations to IDF from PDF may be allowed by desiring faculty member(s) /academic staff are permitted

Note: The account of DDF will be maintained by SRIC Office and controlled by Dean (SRIC). The departments concerned may submit expenditure bills to SRIC Office for processing payment.

Annexure 'A'

SELECTION PROCEDURES FOR RECRUITMENT OF RESEARCH STAFF UNDER SPONSORED RESEARCH AND INDUSTRIAL CONSULTANCY PROJECTS

1. Preparation of Draft Advertisement

- i Principal Investigator will send the draft advertisement to Dean(SRIC) for approval.
- ii. Dean (SRIC) will approve the draft advertisement and return it to the Principal Investigator for notification/ advertisement.
- iii. Walk in interviews for project position may also be adopted following prescribed procedure approved by the Director.

2. Advertisement of the Positions

The Principal Investigator will advertise the positions and receive the applications.

3. Screening of Applications

- i. The PI will fix the meeting of screening Committee and send the report of the screening committee to Dean (SRIC) for approval

- ii. PI will issue the letters to the candidates called for interview after Screening Committee report has been approved by Dean (SRIC).

4. Screening Committee Constitution

- i. Any one member of the Standing Committee of 4-6 faculty members approved by the Director for one year – Chairman
- ii. Concerned Principal Investigator – Member
- iii. One faculty member from the Department – Member

5. Interview

The PI will fix the date of the interview and get the interview conducted. The PI will send the recommendations of the Selection Committee to Dean (SRIC) for approval.

6. Selection Committee Constitution

- i. (One Professor from a panel of 3 members approved by the Director for one year –Chairman
- ii. Head of the Concerned Department –Member
- iii. Concerned Principal Investigator/ –Member
Co-Principal Investigator
- iv. One faculty member from –Member outside the Department
- v. One external expert from –Member
Outside the institute who is in the relevant field.

Notes:

- a) The constitution of the selection and screening committee shall be approved by Dean (SRIC)
- b) External expert at serial no. (v) will be introduced only if required by the sponsoring agency and will be nominated by Dean (SRIC).
- c) The external expert at serial no. (v) will be there for selection to the position of SRF (non-NET) in CSIR sponsored research scheme. For CSIR sponsored scheme, the selection committee recommendations along with the candidate's application will be sent to CSIR, for final selection, by the PI through SRIC Office.

7. Final Selection / Application

Selection Committee report will be approved by Dean (SRIC) and appointment letter will be issued by Dy. Registrar/Asstt. Registrar (SRIC-Admn.).

Note: All correspondence will be routed through HOD concerned.

Annexure ‘B’

RESEARCH POSITIONS PROPOSED FOR SPONSORED RESEARCH/CONSULTANCY PROJECTS ALONGWITH QUALIFICATIONS AND FELLOWSHIPS

List of Designations of Research Staff, their Qualifications and Enhanced Consolidated Emoluments, as available for various Projects (Research/ Consultancy

A- For Existing Designations

Designations & Consolidated Emoluments (range)	Qualification and Experience
Project Fellow Rs. 10,000-15,000 + HRA	Master's degree in Science/Arts/Management/ Computer Application OR B.E./B.Tech. AMIE and equivalent with good academic records Age Limit 28 years
Junior Research Fellow Rs. 12000-17000+HRA	Master's degree in science /Art/ Management /Computer Application OR B.E./B.Tech. I Class Age Limit 28 years.
Senior Research Fellow (Science) Rs. 14,000-19,000 + HRA	I Class M.Sc. / M.Tech. (post B.Sc.) with 2 years experience Age Limit 32 years
Senior Research Fellow (Engg.) Rs. 15,000-20,000 + HRA	B.E./B.Tech. with 2 years experience OR M.E./M.Tech. or equivalent degree in Engg. Age Limit 32 years

Research Associate Rs.16,000-22,000 + HRA	Ph.D. in Science with research publication or M.E./ M.Tech. with 3 years research experience or B.Tech. with 5 years experience. Age Limit 35 years.
Fellow 'A' Rs. 15,000-20,000 + HRA	B.E./ B.Tech. with two years experience, M.Sc. with 3 years experience or M.E. / M.Tech. or equivalent degree, with good academic record and proven ability for high quality R&D wok. Age Limit 40 years.
Senior Research Fellow (Engg.) Rs. 15,000-20,000 + HRA	B.E./B.Tech. with 2 years experience OR M.E./M.Tech. or equivalent degree in Engg. Age Limit 32 years
Research Associate Rs. 16,000-22,000 + HRA	Ph.D. in Science with research publication or M.E./ M.Tech. with 3 years research experience or B.Tech. with 5 years experience. Age Limit 35 years.

B- New Designations C- Technical Support Staff

Project Assistant (Technical) -'B' Rs. 9,000-15,000 + HRA	Diploma (3 years duration)/ Graduate Degree with 2 years relevant work experience OR ITI (2 years duration) with 6 years relevant work experience.
Fellow 'B' Rs. 16,000-20,000 + HRA	M.E./ M.Tech. or equivalent degree with three years R&D experience/ Ph.D. (Sc.)/ Ph.D. (Engg.) with original research publications in referred journals or B.Tech. with 5 years experience. Age Limit 45 years

Fellow ‘C’ Rs. 18,000-25,000 + HRA	M.E./ M.Tech. or equivalent degree with five years R&D experience/ Ph.D. (Sc.)/ Ph.D. (Engg.) with two years R&D experience in respective disciplines and with original research work as evidenced by good quality research publications in referred journals or B.Tech. with 8 years experience. Age Limit 50 years
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D- Administrative Support Staff E- Other Supporting Staff

Designation	Qualification
Project Officer Rs. 20,000-30,000 + HRA	MBA or CA. 2 years experience of supervisory work in a Govt. office or in educational Institution or in business organization of repute
Project Assistant (Admn.)-‘A’ Rs.7,000 – 12,000 + HRA	(i) Graduate Degree/ Diploma (three years duration). (ii) Knowledge of Office Procedures, noting, drafting etc. and dealing with correspondence. (iii) Should have one year experience in one or more of the following: (a) Estt. & Admn. Matters (b) Maintenance of accounts, priced stores ledgers, processing of bills (c) Purchase of stores & Purchase Procedure (d) Work connected with meetings, conference, co-ordination (e) Admissions & conduct of examinations (f) Knowledge of computers
Senior Research fellow (Engg) Rs 15000-20000+ HRA	B.E/ B.Tech with 2 years experience OR M.E./ M.Tech. or equivalent degree in Engg. Age limit 32 years.
Research Associate Rs 16000-22000+HRA	Ph.D in Science with research publication or M.E/ M.Tech. with 3 years research experience or B.Tech. with 5 years experience . Age limit 35 years.
Project Attendant- (Admn)‘B’ Rs. 9,000-15,000 + HRA	Graduate degree with 2 years work experience as Sr. Assistant or equivalent post/scale. In case of Account/ Audit/ Cash: Graduate degree preferably Commerce with 2 years work experience as UDC or equivalent post / Scale. In case of Stores/ Stock Verification: Graduate degree with 2 years relevant work experience of Stores/ Stock verification at the level of Sr. Assistant or equivalent post/ Scale. Graduate Degree in Arts, Science, Commerce or Business Management. At least 5 years work experience in the actual

	<p>conduct of meetings/ examinations and/or adequate experience of supervisory work as Jr. Superintendent level in a Govt. office or in educational Institution or in business organization of repute. Desirable : Knowledge of Office Procedures, rules & regulations generally operative in Govt. office or in Educational Institutions including experience in handling work in connection with meetings & conferences. Working knowledge of computer.</p> <p>In case of Accounts/Audit/Cash : Graduate of a recognized University, Sufficient knowledge of fundamental & Supp. Rules, Account Code, G.F. Rules, Rules of Central Govt. Has passed an accounting exam such as subordinate accounts service, costing etc.</p>
Project Attendant 'B' Rs 5000-9000+HRA	10 th class with 4 years experience.

Note :- These cadres under sections A, B, C, D and E may be used also for consultancy projects.

Sponsors like Dept of Science and Technology, CSIR, Dept of Atomic Energy and other funding agencies, may also prescribe the project position as per their norms, which are to be adopted for the projects sponsored by them

Sl.	Essential Qualifications	Fellowship (per month)	
		JRF (Ist & IInd years)	JRF Subsequent years/ SRF for all years
1.	Graduate degree in an engineering discipline or Post-graduate degree in a science discipline	Rs.12,000/ -	Rs.14,000/-
2.	In medical and engineering subjects: MBBS/BDS/ MVSc./ M.Pharma, or M.E./M.Tech., or B.E. B.Tech./BVSc./ B. Pharma/ equivalent with 2 years experience	Rs.14,000/ -	Rs.15,000/-

Extracted from Notification of DST – No. A.20020/11/97-IFD dated Aug.6, 2007, CSIR – No. 6/Fellowship (ENH)/2k7/EMR-I dated Dec.7, 2007 and DAE – No. 22/2/2006/R&DII/4980 dated Aug. 3, 2007.

1. DEPARTMENT OF SCIENCE & TECHNOLOGY (DST)

1.1 Junior & Senior Research Fellows

Notes:-

- (a) The Institute will review after two years whether JRF/SRF should continue for the third year. Similarly at the end of the third year the Institute will review his/her case whether extension for another year should be given.
- (b) The selection of JRF/SRF will be done as per DST Office Memorandum No 12(1)/76-GRS dated 30th July, 1990.
- (c) In programmes where there is a need to engage research personnel at a level higher than JRF/SRF and such need has been accepted by the funding agency, the remuneration for such personnel may be fixed as indicated below.

1.2 Research Associates (RA)

Research Associate may be fixed at consolidated amount at one of the 3 stipend levels given below, depending upon the qualifications and experience.

Sl. No. Category Stipend (per month)

1.	RA-I	Rs.16,000/-
2.	RA-II	Rs.17,000/-
3.	RA-III	Rs.18,000/-

Essential Qualifications

Ph.D/MD/MDS or MVSc./M.Pharm./ME/M.Tech. with 3 years research / testing/design and development experience.

2. COUNCIL OF SCIENTIFIC INDUSTRIAL RESEARCH (CSIR)

2.1 Junior Research Fellows/ Senior Research Fellow (Selected through CSIR-NET Examination)

Notes :

(a) The selection of JRF will be through the National Eligibility Test (NET) conducted by CSIR and JRF/GATE in CSIR – National Labs will be appointed by CSIR.

(b) On completion of two years as JRF, his/her performance will be assessed by an Expert Committee as provided in the Terms & Conditions of CSIR Fellowship and if found to be satisfactory, he/she will be redesignated as a Senior Research Fellow (NET) from the beginning of the 3rd year with a higher stipend of Rs. 9000/- p.m.

2.2 Senior Research Fellows Notes:-

(a) Selection will be made through the existing procedure of assessment of published/project work by discipline-wise high level Expert Committee appointed by DGSCSIR.

(b) The tenure of SRF in Scientific Disciplines will be 2 years, extendable by one year on assessment by three-member assessment committee by the Institute and satisfactory performance of the fellow.

(c) The tenure of SRF in Medical/Engineering and M.Sc., M.Tech. disciplines will initially be 2 years extendable by one year on assessment by three member assessment committee, as provided in the Terms & Conditions of CSIR fellowships Extension for one year will also be permissible after three year tenure if necessary on assessment.

Essential Qualifications	Fellowship (per month)	
M.Sc. with 2 years experience in a scientific discipline other than Medical & Engineering	Rs. 14,000/-	Rs. 14,000/-
SRF in Medical/Engineering Subjects: MBBS/BDS/MVSc/M.Pharma./ME/M.Tech or B.E/B.Tech./B.Pharma./with Two years experience, or M.Sc., M.Tech.	Rs.14,000/-	Rs.15,000/-
SRF (Extended) on submission of Ph.D.	Rs.15,000/- (for	
Thesis Age Limit – 32 years	one year only)	

2.3 Research Associate (RA)

Essential Qualification

Ph.D in science having research publications, or M.E./M.Tech. with two year experience

Age Limit – 35 years

Note:

The Selection will be through interview by higher level discipline-wise Selection Committees.

3. DEPARTMENT OF ATOMIC ENERGY (DAE)

3.1 The revised fellowship rates given below will be applicable to the programmes funded by DAE and its units/autonomous institutions/ BRNS/NBHM.

3.2 Junior & Senior Research fellow

Sl No	Type of Fellowship	Essential Qualification	Fellowship (per month)
1.	Junior Research Fellow (JRF)	M.Sc./B.E./ B.Tech./B.VSc./ B.Pharma	Rs.12,000/- (for 1 st and 2 nd year) Rs.14,000/- (for subsequent years)
2.	Senior Research Fellow (SRF)	M.Tech./M.E./M.VSc./ M.Pharma./MBBS/BDS or M.Sc./B.Tech. with two years experience	Rs. 14,000/- (for 1 st and 2 nd year) Rs. 15,000/- (for subsequent years)

3.3 Research Associate (RA)

Sl No	Type of Fellowship	Essential Qualification	Fellowship (per month)
1.	RA-I	Ph.D. in Science/MD or M.Tech./ME / M.VSc./ M.Pharm./MBBS/ BDS with 2 years experience	Rs. 16,000/
2.	RA-II	Ph.D. in Science/MD or M.Tech./ME/ M.VSc./M.Pharm./MBBS/BDS with 2 years experience and possessing exceptional academic record	Rs. 17,000/
3.	RA-III	Ph.D. in Engineer or as in RA-II and selected through interviews under specific DAE scheme such as KSKRA etc.	Rs. 18,000/

4. General

4.1 In case of the research staff working in research projects funded by other Central Government Departments/ agencies the fellowship rates will be as notified by the Department of Science and Technology (given above) unless otherwise specified by the funding agency.

4.2 House Resent Allowance (HRA)

HRA may be allowed to JRFs/SRFs/RAs, as per rules of the Institute/Sponsoring Agency. However, House Rent Allowance will not be admissible if hostel or any other accommodation is provided.

4.3 Other benefits like DA, CCA, Bonus and LTC shall not be admissible unless allowed by the sponsor.

GUIDELINES FOR THE SANCTION OF GRANT UNDER FACULTY INITIATION GRANT-SCHEME 'A'

1. The grant of a maximum amount of Rs. 5.00 lacs may be sanctioned to new faculty members for developing his/her research infrastructure for a period of three years. The new faculty members must apply for this grant within one year from the date of his/her joining the Institute under funding for this grant which will be met from SRIC Fund. The guidelines for sanctioned of faculty initiation grant are appended with these rules.
2. The faculty member will submit a research proposal on a format prescribed by the Office of the Dean, SRIC (including phase-wise budget for three years) and submit it to the office of the Dean (SRIC) through the respective Head of the Department/Centre.
3. The proposal will be considered by the following Expert Committee consisting of :
 - i. Dean (SRIC)- Chairman
 - ii. One expert from the concerned -Department/ Centre Member
 - iii. One expert from outside the -Department/Centre but within the Institute - Member
 - iv. Head of the concerned Department/Centre - MemberThe recommendation of the Expert Committee will be submitted to the Director for his approval.
4. The recommendation of the Expert Committee will be submitted to the Director for his approval.

5. The grant will be utilized for the purpose of laboratory equipment, consumables & software and for technical visits only, and the release of grant will be on yearly basis.

6. Yearly progress report will be submitted by the concerned faculty member to the office of Dean (SRIC) through his/her respective Head of the Department/Centre before the release of grant for the next year and this report will be put up to a Monitoring Committee.

GUIDELINES FOR THE SANCTION OF GRANT UNDER FACULTY INITIATION GRANT-SCHEME 'B'

1. A grant upto Rs. 10.00 lacs will be sanctioned out of MHRD plan to those faculty members who wish to pursue research work in an emerging area with a high potential IP for the Institute.
2. This will be applicable to all faculty members including new faculty members.
3. The project proposals will be submitted through Head of the concerned Department after evaluation by the Professorial Committee of the Department.
4. There is two tier evaluation of the proposals. In the first tier an expert Committee appointed by the Director for each project evaluates it on the basis of its scientific content, merit, novelty and IP potential and recommends it to the approving Committee chaired by the Director. There is presentation of the proposals by the proposers and the decision is taken about funding by the approving Committee. Only outstanding proposals are generally funded.
5. The Chairman, B.O.G. can sanction an amount beyond Rs. 10.00 lacs to new faculty members after due consideration of the recommendations of the Committee.
6. The grant can be utilized for the purchase of laboratory equipment, consumables, software and for technical visits.
7. The funds are available for a maximum period of three years from the date of sanction.

Annexure 'C' List of Forms Related to Sponsored Research Projects

Form No. Description **SRIC/RES/01** Request for Deviation from T.A. Rules
SRIC/R&C/02 Request for Permission for “Time Bound Engagement of Workers”
SRIC/RES/03 Request for Approval of Draft Advertisement for release **SRIC/RES/04**
Summary Sheet of Candidates for Screening Committee **SRIC/RES/05** Screening
Committee Report **SRIC/RES/06** Interview Call Letter **SRIC/RES/07** Selection
Committee Report **SRIC/RES/08** For Distribution of IOC towards PDF/DDF
SRIC/RES/09 Faculty Initiation Grant (FIG) Scheme-„A“ **SRIC/RES/10** Faculty
Initiation Grant (FIG) Scheme-„B“

FOR SRIC OFFICE USE ONLY

SRIC/RES/11 Intimation regarding sanction of Research Project **SRIC/R&C/12**
Award of Fellowship **SRIC/R&C/13** Adhoc Award of Fellowship R&C indicates -
Sponsored Research & Industrial Consultancy both.

Note: The above forms are available on the Intranet of the Institute and can be downloaded from there.

ANNEXURE (SPECIAL)

- 1. Till a regular Dean (SRICC) is appointed the duties of the Dean (SRICC) as mentioned in the regulations above would be looked after by Dean (Academic & Research) at IIT Ropar**

- 2. All the scales mentioned for the different designations of the Sponsored research staff would be revised as per the current norms where applicable.**