

Indian Institute of Technology Ropar
Industrial Consultancy & Sponsored Research Section Flow Chart

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Abbreviation	Description
JE	Junior Executive (PA to Dean ICSR)
JE(S&P)	Junior Executive (Store &Purchase)
JAA	Junior Assistant Accounts
SE	Senior Executive (Admin)
SAA	Senior Assistant Account
AAO	Assistant Audit Officer
AR	Assistant Registrar
DR	Deputy Registrar
Dean ICSR&II	Dean- Industrial Consultancy, Sponsored Research & Industry Interaction
IIT Rpr	IIT Ropar

Submit Sponsored Project Proposal	
Faculty (PI)	Initiate sponsored project proposal
HOD	Forward the sponsored project proposal
SAA (ICSR)	Verify the sponsored project proposal
DR/AR (ICSR)	Verify the sponsored project proposal
SE (ICSR)	Endorsement certificate is generated
DEAN (ICSR)	Approve the endorsement certificate
SE (ICSR)	Endorsement certificate is sent to PI

Estimated Processing time in ICSR Section: - 2 days

Sponsored Project ID Creation	
SAA (ICSR)	<div>Enter sanction letter details received from agency</div>
DR/AR (ICSR)	<div>Verify sanctioned letter details received from agency</div>
DEAN (ICSR)	<div>Approved sanctioned letter details received from agency</div>
SAA (ICSR)	<div>Intimate PI/Co-PI</div>

Estimated Processing time in ICSR Section: 2 days

Consultancy Project	
Faculty (PI)	Submit consultancy assignment details
SAA (ICSR)	Verify details and generate project ID
DR/AR (ICSR)	Review and Forward
DEAN (ICSR)	Approve consultancy assignment
SE (ICSR)	Notification to proceed with further action

Estimated Processing time in ICSR Section: 4 days

Receipt of Funds	
SAA (ICSR)	Fund Receipt details from agency
DR/AR (ICSR)	Verify receipt details
DEAN (ICSR)	Approve receipt details

Estimated Processing time in ICSR Section: 2 days

Reimbursement Claim (up to 15,000) Consumables/Contingencies/Equipment	
Faculty (PI)	Submit Reimbursement Bills
JE (PICSR)	Stock Entry/DRR
JAA (ICSR)	Preparation of voucher
SAA (ICSR)	Verify the Voucher
DR/AR (ICSR)	Consideration and Approved by Deputy Registrar/Assistant Registrar
AUDIT (ICSR)	Clearance by Audit
DEAN (ICSR)	Consideration and Approved by Dean
SAA (ICSR)	Preparation of BT/NEFT/RTGS
AR/DR DEAN (ICSR)	To be signed by DR/AR and Dean (ICSR)
JAA	Submission to SBI Bank for Payment

Estimated Processing time in ICSR Section: 5 days

Temporary Advance Sanction	
Faculty (PI)	Submit advance requisition form
JAA (ICSR)	Verify & Process the Temp advance requisition form
DR/AR (ICSR)	Consideration and Approved by Deputy Registrar/Assistant Registrar
AUDIT (ICSR)	Clearance by Audit
DEAN (ICSR)	Consideration and Approved by Dean
JAA (ICSR)	Preparation of BT/NEFT/RTGS
AR/DR/D EAN (ICSR)	To be signed by AR/DR and Dean (ICSR)
JAA (ICSR)	Submission to SBI Bank for Payment and Entered on Tally

Estimated Processing time in ICSR Section: 3 days

Travelling Advance Sanction	
Faculty (PI)	Submit TA advance requisition form
DEAN (ICSR)	Approve TA advance requisition form
JAA (ICSR)	Verify & Process the TA advance requisition form
DR/AR (ICSR)	Consideration and Approved by Deputy Registrar/Assistant Registrar
AUDIT (ICSR)	Clearance by Audit
DEAN (ICSR)	Consideration and Approved by Dean
JAA (ICSR)	Preparation of BT/NEFT/RTGS
AR/DR/ DEAN (ICSR)	To be signed by AR/DR and Dean (ICSR)
JAA	Submission to SBI Bank for Payment and Entered on Tally

Estimated Processing time in ICSR Section: 3 days

Reimbursement of TA Expenses/ TA Advance Adjustment	
Note - Before Going to a visit there must be take a Tour approval from Dean ICSR and same will be attached at the time of Submission of TA bills	
Faculty (PI)	Submit TA reimbursement form
JAA (ICSR)	Verify& Process the TA reimbursement bill
DR/AR (ICSR)	Consideration and Approved by Deputy Registrara/Assistant Registrar
AUDIT (ICSR)	Clearance by Audit
DEAN (ICSR)	Consideration and Approved by Dean
JAA (ICSR)	Preparation of BT/NEFT/RTGS
AR/DR/D EAN (ICSR)	To be signed by AR/DR and Dean (ICSR)
JAA	Submission to SBI Bank for Payment and Entered on Tally

Estimated Processing time in ICSR Section: 5 days

Temp. Advance Adjustment	
Faculty (PI)	Submit Advance settlement form
JAA (ICSR)	Verify & Process the advance settlement bill
DR/AR (ICSR)	Consideration and Approved by Deputy Registrar/Assistant Registrar
AUDIT (ICSR)	Clearance by Audit
DEAN (ICSR)	Consideration and Approved by Dean
SAA (ICSR)	Preparation of BT/NEFT/RTGS
DR/AR/DEAN (ICSR)	To be signed by DR/AR and Dean (ICSR)
JAA	Submission to SBI Bank for Payment and Entered on Tally

Estimated Processing time in ICSR Section: 5 days

Distribution of honorarium	
Faculty (PI)	Submit Distribution List
JAA (ICSR)	Verify & Process in the form of voucher
DR/AR (ICSR)	Consideration and Approved by Deputy Registrar/Assistant Registrar
AUDIT (ICSR)	Clearance by Audit
DEAN (ICSR)	Consideration and Approved by Dean
SAA (ICSR)	Preparation of BT/NEFT/RTGS
DR/AR/DEAN (ICSR)	To be signed by DR/AR and Dean (ICSR)
JAA	Submission to SBI Bank for Payment and Entered on Tally

Estimated Processing time in ICSR Section: 5 days

Consultancy Amendment Extension & Enhancement (Same for sponsored research)	
PI	Project extension/enhancement entry
SAA (ICSR)	Receive extension/enhancement entry
DR/AR (ICSR)	Verify extension/enhancement entry
DEAN (ICSR)	Approve extension/ enhancement entry

Estimated Processing time in ICSR Section: 2 days

Recruitment of Project Research Staff	
PI	Proposal of advertisement and Selection Committee
SE (ICSR)	Cross verification of the advertisement and Selection Committee
DR/AR (ICSR)	Cross verification of the advertisement and Selection Committee
DEAN (ICSR)	Approval of Advertisement and Selection Committee
SE (ICSR)	Advertisement placed on IIT web
PI	Selection Schedule (Date/Mode) for information of ICSR
PI/COMMITTEE	Selection Committee decision reported to IC&SR
SE (ICSR)	Issue of offer letter to the selected candidate
Candidate	Acceptance of offer letter
DEAN (ICSR)	Joining approval
SE (ICSR)	Joining notification to proceed with further action

Estimated Processing time in ICSR Section: 5 days (excluding days of advertisement)

Ad-hoc Recruitment of Project Research Staff	
PI	<div>Proposal received</div>
SE (ICSR)	<div>Cross verification of the application/documents</div>
DR/AR (ICSR)	<div>Cross verification of the application/documents</div>
DEAN (ICSR)	<div>Approval of application</div>
SE (ICSR)	<div>Issue the offer letter</div>

Estimated Processing time in ICSR Section: 2 days

JRF/SRF/ RA Activities

PROJECT STAFF	<div>Bonafide Application Received</div>
PI	<div>Forwarded the Application</div>
DR/AR (ICSR)	<div>Application Approved</div>
SE (ICSR)	<div>Preparing the Bonafide Certificate</div>
DR/AR (ICSR)	<div>Submitted for Signature</div>

Estimated Processing time in ICSR Section: 2 days

Processing of Fellowship of Project Staff	
DEPART MENT	Attendance received from various departments through HoD
SE (ICSR)	Preparing the fellowship
SAA (ICSR)	Checked and verify
DR/AR (ICSR)	Checked and verify
AUDIT (ICSR)	Checked and verify
Dean (ICSR)	Approved
JAA (ICSR)	Bank letter and entered in tally

Estimated Processing time in ICSR Section: 5 days

Student /Staff Extension/Enhancement or Relieving	
PROJECT STAFF	Request to extension or relieving letter (prepare no dues)
PI	Forwarded the application
DR/AR (ICSR)	Checked and verify
Dean (ICSR)	Approval of extension/enhancement/relieving
SE (ICSR)	Prepare extension/enhancement/relieving order letter
DR/AR (ICSR)	For Signature
SE (ICSR)	Circulated to all concerned persons

Estimated Processing time in ICSR Section: 5-7 days

Generation of utilization certificate	
PI	Request by Principal Investigator for UC/SOE
SAA (ICSR)	Check for all payments & Preparation of UC/SOE by IC&SR Accounts
DR/AR (ICSR)	Checking by DR/AR ICSR
AUDIT (ICSR)	Clearance by Audit
PI (ICSR)	Clearance by Principal Investigator
DEAN (ICSR)	Endorsement by Dean
SAA (ICSR)	Submission to PI

Estimated Processing time in ICSR Section: 10 days

Termination of Project Staff	
PI	Request letter for terminate the project staff
SE (ICSR)	Checked and verify
DR/AR (ICSR)	Checked and verify
Dean (ICSR)	Approval of request letter
SE (ICSR)	Prepare termination order
DR/AR (ICSR)	For Signature
SE (ICSR)	Circulated to all concerned persons

Estimated Processing time in ICSR Section: 5 days

Project Closure	
Faculty (PI)	Initiate project closure
SAA (ICSR)	Verify & Process the project closure
DR/AR (ICSR)	Consideration and Approved by Deputy Registrar/Assistant Registrar
DEAN (ICSR)	Consideration and Approved by Dean

Estimated Processing time in ICSR Section: 10 days