

GENERAL INFORMATION ON OFFICE OF RESEARCH AND DEVELOPMENT



॥ त्वं ज्ञानमयो विज्ञानमयोऽसि ॥

Office of Research and Development
Indian Institute of Technology Jodhpur
Rajasthan, India

www.iitj.ac.in, www.rnd.iitj.ac.in

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Best wishes to Office of R&D.

Prof. Santanu Chaudhury
Director, IIT Jodhpur

General Information on Office of Research and Development



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General Information on Office of Research and Development

1. Introduction:

The Office of R&D provides specialized administrative and managerial support for the operation of Sponsored Research Projects, Consultancy Projects and other R&D related activities of the Institute. Office of R&D encourages faculties to take up the sponsored research projects, consultancy projects, outreach activities etc. The Office of R&D facilitates faculties to interact with national and international agencies, supporting the research & development. It promotes academia-industry interactions and collaboration with larger R&D laboratories, and liaises between Institute and funding agencies. It also supports faculty members in various IPR related activities. Office of R&D also financially supports the faculties through various schemes for research and development.

2. Functions:

The primary function of Office of R&D to look after the following activities.

- 2.1. Project Administration
- 2.2. Project Establishment
- 2.3. Project Accounts
- 2.4. Project Stores and Purchase
- 2.5. IPR

2.1. Project Administration:

a. Preparation of Proposal:

The project proposal should be formulated by the Faculty *Member* or *Academic Staff Member*, hereinafter called the *Project Investigator (PI)*, according to the format prescribed by the concerned Funding Agency. The format is available at the respective website of each Funding Agencies.

b. Estimates:

While making an estimate of the funds required for a project, the following budget heads should be taken into account:

- i) Salary of Project Staff (with designations)
- ii) Equipment
- iii) Consumables
- iv) Travel (specify if there is need for international travel)
- v) Contingency
- vi) Overheads
- vii) Facilities Charges

c. Obtaining the Endorsement Letter:

The Project Investigator (PI), who wishes to seek grant-in-aid/ financial support for undertaking the proposed sponsored research shall route the proposal through the Office of R&D.

The PI/CO-PI shall provide the following:

- i) The duly filled Proposal in the format asked for by the external agency,
- ii) The endorsement of the Head of the Department with which the PI is associated.
- iii) The check list duly filled, especially indicating the space requirements, which is endorsed by the Estate Officer and Chairman, Center for Advanced Scientific Equipment, agreeing that the resources being sought can be made available.
- iv) In case, if Co-PI is from the other institute, undertaking/endorsement/NOC is required to be submitted by the PI. The Office of R&D shall verify the all relevant documents along with the proposal. If it is found in order, an Endorsement Letter may be provided to the PI as per the requirement of funding agency. Proposals, which are not forwarded by the Institute, cannot be registered at the Institute in retrospect at any point after seeking the approval from the funding agency.

d. Submission of Proposal:

After obtaining the Endorsement Letter, the PI/CO-PI will submit the proposal to funding agency.

e. Registration of the Project:

When a funding agency sanctions a project, a New Project Registration form is required to be filled by the PI and submit all relevant documents Sanction Letter, Agreement, MoU and Final Proposal (if any) along with the New Project Registration Form. The Office of R&D will register the project and provide a Project Account Number with details of budget heads (the budget amounts sanctioned under each head) as indicated in the Sanction Letter of the funding agency. The project is Operational on receipt of the grant in the form of cheque or bank transfer from the external agency. A project registration can also be done on “Zero Balance Basis”, if required. However, the start date of the project will be the receiving of the 1st grant in R&D account or as per the funding agency norm.

f. Operating the Project:

The PI (and Co-PI, if any) have the responsibility and freedom to execute the project in line with the proposal agreed upon with the external agency. The PI may utilize the funds of the project, as per the delegation of the financial powers of the Institute and as per the purchase procedures of the institute approved by the Board of Governors of the Institute. In no case, the expenditure under any head of expenditure shall exceed the amount sanctioned under that head. Re-appropriation of funds between various budgets heads is permitted only with the prior approval of the funding agency. When such an approval is available from the funding agency, the PI may request for the re-appropriation of funds along with the approval of the funding agency. In case of receiving of subsequent grant, the PI intimate to office of R&D or vice versa depending on the grant release communication received from agency. However, office of R&D may also intimate, if the fund is received in R&D account.

g. Preparation of UC, SOE and Submission of the Progress Reports:

The responsibility for the operation of project lies with the Principal Investigator (PI). It is the responsibility of PI to timely submission of various reports i.e. regular progress reports, Utilization Certificate (UC), Statement of Expenditure (SOE) etc. sought by the funding agency. Office of R&D will assist the PI for preparation of UC, SOE etc. as per the requirements.

h. Auditing of Funds / Issue of Utilization Certificate:

As per provision applicable to the Institute, accounts will be audited CAG. The office of R&D will get the UC of sponsored research projects audited if it is required by funding agency. Utilization Certificate (UC) will be submitted to the sponsoring organization financial year wise.

i. Project Completion Report:

The Principal Investigator is responsible for submitting the final report on the sponsored research project within one month of the completion along with the Statement of Receipt & Payment. Copies of the Report will be submitted by the PI directly to the sponsoring organization with a copy to Office of R&D for record. The PI should ensure the proper closure of the project at Office of R&D.

j. Transferring Non-Recurring Assets:

On closure of the project, *Non-Recurring Assets generated in project* become the property of the Institute, unless there is a specific provision or requirement of returning the same to the funding agency

2.2. Project Establishment:

The Office of R&D supports the following establishment related matters of a project. The Office of R&D undertakes to assist the PI in appointment of Project Staff Members, maintenance of their personal file, leave records, payment of HRA, contract agreements, *etc.*

The Office of R&D will assist the PI in:

- a) Seeking approval of the Competent Authority of the *Advertisement* and the *Selection Committee* proposed by PI, against post(s) vacant in the project;
- b) Publishing the advertisement for 2 weeks (it may be extended/reduced based on the request of PI) on the Institute website if the approval is accorded;
- c) Assisting the PI in the screening of applications received for the advertised project posts. The PI will hold the meeting for screening of the applications received, submit to the Office of R&D the report along with the proposed schedule of the interview;
- d) Issuing a call letter to the applicants shortlisted for the interview;
- e) The PI will convene the *Selection Committee* meeting on the scheduled date and time, and conduct the interview. After the interview, the PI will submit the Report of the Selection Committee along with applications of recommended candidate(s) to office of R&D.
- f) Seeking the approval of the Dean (R&D) on the recommendation of the Selection Committee – After scrutinizing the Report of the Selection Committee, the Office will submit the recommendation to Dean (R&D) for approval;
- g) Appointing Project Staff Members – After seeking the Dean (R&D) approval, the Office of R&D will issue the appointment letter; and

- h) Joining of Project Staff Member and Signing of Contract Agreement – When the persons offered appointment letters report to the PI for joining the duties, the PI will submit the *Joining Report* of the Project Staff Member to the Office of R&D. After acceptance of the Joining Report by the Competent Authority, a *Project Personnel File Number* is assigned and a personal file opened at the Office of R&D. The Project Staff Member will submit the duly signed Contract Agreement on the specified judicial paper as per government regulations.

2.3. Project Accounts:

The Office of R&D undertakes the following activities related to operation and management of project funds:

- a) Preparation of receipt and payment vouchers
- b) Disbursement of salary of Project Staff Members
- c) Generation of SR (system entry)
- d) Issuance of cheques
- e) Reconciliation of cheque and cash ledgers on daily basis
- f) Payments of LC (Letter of Credit) and TT (Telegraphic Transfer)
- g) Reconciliation of Bank statements on monthly basis
- h) Deposition of taxes as income, service or others to Government agencies;
- i) Receipt and payment accounts
- j) Investment and monitoring of R&D funds
- k) Preparation of annual accounts.

In addition, the Office of R&D will support the PI in the followings:

- i) **Submitting Statement of Accounts:**

A statement of accounts would be made available to the PI on request, with the current fundposition.

- ii) **Auditing Expenditure Accounts:**

Normally, all accounts of all projects registered in the Office of R&D are audited annually by CAG. In case, an interim Statement of Audited Accounts is sought by the funding agency, the same will be issued with the endorsement of the Chartered Accountant empaneled by the Institute.

- iii) **Submitting Utilization Certificate:**

Normally, the Annual Utilization Certificate (UC) providing an authentic statement of expenditure incurred in a project at the end of the Financial Year; this is based on the audited statement of expenditure. In case, an interim Statement of Utilization Certificate is sought by the funding agency, the same will be issued with the endorsement of the Chartered Accountant empaneled by the Institute. Any such UC shall take 15 days to prepare after the request is made; it is the responsibility of the PI to make the request in time for the submission.

- iv) **Submitting Invoices:**

The PI is responsible for submitting the Invoice to the External Agency seeking grant-in-aid as per the requirement of project. The Office of R&D will provide any information needed in 05 days after the request is made; it is the responsibility of the PI to make the request in time for the submission.

v) **Extending Project Duration:**

The duration of the project may extend, if approved by the external agency.

vi) **Closing Project and Submitting Completion Report:**

The PI is responsible for submitting the Project Completion Report to the Institute and the external agency. The Office of R&D will close the Project Account, as per the Sanction Order of the external agencies. Any unutilized fund, if any, at the time of closing the project, will be returned to the external agency. In consultancy projects, the balance amount can be utilized according to approved norms of the Institute.

vii) **Seeking Loans:**

Loan can be provided to PI on the basis of personal liabilities. The PI can utilize fund available in the PDA, for meeting needs of a project as an interim measure. But, the responsibility lies with the PI for seeking the next installment of funds, and recouping the loan from the PDA of the PI.

viii) **Declaring Interest Income:**

When external agency seeks declaration of the interest income earned owing to unutilized grant, the Institute will provide Interest at a rate of 0.5% less than the prevailing saving account rate on the lowest balance made available during the year by the bank to the Institute.

2.4. Project Stores and Purchase

All purchases made using the funds of the project need to comply with the norms of financial transactions approved by the Institute. It is the responsibility of the PI to become familiar with the purchase procedure adopted by the Institute. Items purchased using the project funds are property of the Institute, and shall be used solely for project purposes during the term of the Project. On closure of the project, they become the property of the Institute, unless there is a specific provision or requirement of returning the same to the funding agency. Consequently, each such item will be recorded in the *Assets Register* of the *Office of Stores & Purchase* of the Institute. The equipment may be used for other activities after the term of the project, with the approval of the Director.

2.5. Intellectual Property Right (IPR)

Please refer to the IPR Norms of IIT Jodhpur.

3. Procedural Guidelines:

The Institute encourages faculty members to seek external funds from Government and non-government agencies to pursue R&D activities in areas of their competence. The Office of R&D administers these projects in keeping with the guidelines agreed upon with the funding agencies.

3.1. Sponsored Research Project:

3.1.1. Preparation of Proposal, budget estimate and seeking endorsement:

The following parameters will be considered during budget preparation by the PI.

- a) Purchase of manufactured equipment, or fabricated equipment or models

- b) Purchase of consumable materials
- c) Meeting travel expenses in connection with the project work (national, and international, if budgeted in the proposal and allowed by funding agency)
- d) Making payments for computational or other activities payable to any agency outside the Institute
- e) All contingency expenses for purchase of literature (books, journals), preparation of reports, and any other item budgeted in the proposal and approved by the funding agency
- f) Expenses for work to be carried out on payment basis, remuneration etc.
- g) Insurance on equipment and manpower during travel.
- h) Any agreement required, is to be executed by the Agreement Evaluation Committee.

The PI should also consider the following parameter during the proposal and budget estimate preparation.

Calculation:

S.N.	Head	Share
1	Recurring (Facility charges inclusive*)	X
2	Non-Recurring /Equipment	
3	Others	
4	Overhead (@20% of total project cost: A)	Y
5.	GST as per Govt. Norms, Currently @18% of (X+Y)	Z
Total (A)		X+Y+Z

(*Facility Charges @ 5% of total recurring grant or maximum INR 500000, whichever is minimum shall be deducted separately)

Distribution and utilization of Overhead:

Total Overhead received: Let say $0.2X = Y$

S.N.	Units of Overhead	Share
1	Overhead Account	0.57Y
2	Department/Centre/School Development Fund (DDF/CDF/SDF) Account	0.10Y
3	Central Administrative Fund Account	0.05Y
4	Professional Development Account (PDA) Account <u>General Case</u> a) PI : (2/3 of 0.28Y) b) CO-PI : (1/3 of 0.28Y) <u>Special case or more than one CO-PI</u> Distribution will be done as per the joint consent of PI/CO-PIs.	0.28Y

When a PI is seeking the grant in aid/funding from the external agency, the PI is required to submit **R&D/Admin-01:Check List for Project Proposal** to office of R&D. On the basis of checklist, endorsement will be provided, if required. Endorsement letter will be given to PI/Co-PI. The PI/Co-PI submit his proposal along with the endorsement letter to funding agency.

3.1.2. Project Registration:

If a project is sanctioned, normally, it is registered after receiving the 1st installment of project. A project registration can also be done on “Zero Balance Basis”, if required. However, the start date of the project will be the receiving of the 1st grant in R&D account or as per the funding agency norm. For project registration, the PI will submit the **R&D/Admin-02: Form for New Project Registration office of R&D.**

3.1.3. Subsequent grant:

In case of subsequent grant, PI will submit the **R&D/Admin-03: Form for Subsequent Grant for Research Project** along with the grant release order to office of R&D.

3.1.4. Hiring of Manpower:

Hiring of manpower will be done as per the procedure given in Point No: 5 (Recruitment of Temporary Project Staff) or as per the funding agency norms.

3.1.5. Expenditure and accounting:

Expenditure and accounting will be done as per the procedure given in Point No: 4 (Expenditure and Accounting).

3.1.6. Project Closure

If a project is closed, the PI is required to submit the following forms to Office of R&D.

- i) R&D/Acct-07 - Form for Grant Utilization Certificate (UC) including Statement of Expenditure (SOE)
- ii) R&D/Acct-08 - Project Closure Certificate
- iii) R&D/Acct-09 - Asset Transfer Certificate
- iv) R&D/Acct-10 - Transfer of Unspent balance to the funding agency

Along with the aforementioned form the PI is also required to submit the final UC/SOE and technical report as per the format of funding agency.

3.2. Consultancy Project:

The total agreed charges of a Consultancy Project will consist of the Institute Overhead, actual expenses and the remuneration to be distributed to the Faculty Members and Staff Members. The actual expenses should cover the following costs related to the project:

- a) Permanent equipment to be procured or fabricated equipment or models.
- b) Consumable materials.
- c) Travel expenses in connection with the project work.
- d) Computational or other charges the PI may have to pay to the Institute or any agency outside the Institute during the course of the execution of the work.
- e) Charges to be paid for the use of specific equipment in the Departments or Central Facilities.
- f) Contingency expenses to cover cost of supplies, preparation of report, typing, word processing, drawing, drafting, stationery, reproduction, literature (books, journals, membership fee for

professional societies), postage, courier, FAX and telephone (including rental and STD or ISD call bills of telephone at residence or mobile phones); cost of insurance of personnel or equipment being used for the project and medical reimbursement on duty (excluding major ailments) for Staff Members, etc.

- g) Expenses for work to be carried out on payment basis, and remuneration to student assistants;
- h) Insurance on equipment and manpower during travel.
- i) Any other cost considered appropriate.
- j) The GST will be applicable as per government rules.

In case of consultancy, an overhead amount of 30 % will be charged.

3.2.1 Preparation of Proposal, budget estimate and seeking Invoice:

Faculty Members may offer technical consultancy services to governments, industries and private individuals, based on their competence, acting as PI of the project. These projects should provide challenges to and befit the professional competence of the Faculty Member, failing which the Institute reserves the right to decline the permission to undertake the project. Further, the Institute shall in no way be responsible for any loss or negative consequence that may arise out of the deliverables of Consultancy Projects undertaken by the PI. And, the PI is advised to write clear agreements with the funding agencies to limit their own liability. Further:

- a) The Institute Overhead in Consultancy Projects shall be 30% of the Utilization amount i.e. 30% of X.
- b) The total consultancy fee of the project should be paid by the funding agency to the Institute before the commencement of the work. All payment made by the funding agency for consultancy projects shall be routed *only through the Institute, i.e.*, whenever payments are received, they should be received by the Institute and not by the individual Faculty Member. The Institute will do the needful to comply with the Institute regulations, statutory laws (e.g., GFR 2017), and then release the honorarium to the project staff, manpower, staff and faculties as applicable. The expenditure and disbursements shall be made as per the Institute norms.
- c) Once a Consultancy Project is approved by the funding agency and the funds are received at the Institute, a new project account will be opened in the Office of R&D. Each proposal must contain a clear statement of the honorarium or consultancy fee to be paid to the hired consultants, if any. If this is not written in the proposal, no consultant can be hired.
- d) A *Completion Certificate* should be obtained from the funding agency after successful completion of the project. Based on this,
 - i) PI and others involved can be paid the honorarium or consultancy fee. The total honorarium paid to the Faculty Members and Staff Members of the Institute shall not exceed two-thirds of Utilization amount i.e X.
 - ii) Project will be closed.
- e) After the completion of the project, a final report should be submitted to the funding agency with a copy to Office of R&D for record.
- f) Any amount payable as honorarium to the Faculty Member from the funds of the project may be transferred to PDA of the PI.
- g) Any agreement required, is to be executed by the Agreement Evaluation Committee.
- h) The fund received may be used to cover the expenses related the site visit, meetings outside the Institute and participation in conferences within India or abroad. There is no restriction from

the Institute on travel by air or taxi on grounds of entitlement. Actual boarding and lodging expenses will be paid on production of payment receipt, as per the Institute norms.

- i) The time spent by the PI on all consultancy projects together should be limited to one day per week, on an average. Absence of PI in regular activities on campus, owing to the Consultancy Project, should be limited to 30 days in a year, but not exceeding 7 working days during the class days of the semester. Sufficient caution needs to be exercised by the Faculty Member and the associated Head/Professor-in-Charge of the Department, and ensure that consultancy project does not interfere with the normal duties of the Faculty Member.

The PI should consider the following parameter during the proposal and budget estimate preparation.

Calculation:

S.N.	Head	Share
1	Budget Estimate (Facility charges inclusive*)	X
2	Overhead (@30% of X)	Y
3	GST as per Government Norms, Currently @18% of (X+Y)	Z
Total (A)		X+Y+Z

(*Facility Charges @ 5% of total recurring grant or maximum INR 500000, whichever is minimum shall be deducted separately).

Distribution and Utilization of Overhead:

Total Overhead received: Y

S.N.	Units of Overhead	Share
1	Overhead Account	0.57Y
2	Department/Centre/School Development Fund (DDF/CDF/SDF) Account	0.10Y
3	Central Administrative Fund Account	0.05Y
4	Professional Development Account (PDA) Account <u>General Case</u> a) PI : (2/3 of 0.28Y) b) CO-PI : (1/3 of 0.28Y) <u>Special case or more than one CO-PI</u> Distribution will be done as per the joint consent of PI/CO-PIs.	0.28Y

When a PI is consultancy from the external agency, the PI is required to submit **R&D/Admin-01: Check List for Project Proposal and R&D/Acct-15: Invoice Request Form** to office of R&D. In case if any kind of agreement is required to be executed to the consultancy project, the PI is required to submit the **R&D/Acct-16: Agreement Signing Note** to the agreement evaluation committee (AEC) 15 days prior to the date of execution of Agreement. A proforma invoice will be issued first and it will be communicated to agency and PI. Final invoice will be issued, if the proforma invoice is acceptable and the invoice amount is received in R&D account. In case if any kind of agreement is required in a project, proforma invoice will be issued only after the agreement is completely signed.

3.2.2. Project Registration:

If consultancy project is approved and fund is received, consultancy project may be registered by submitting the **R&D/Admin-02: Form for New Project Registration office of R&D** by the PI.

3.2.3. Subsequent grant:

In case of subsequent grant/schedule of payments, PI will submit the **R&D/Admin-03: Form for Subsequent Grant for Research Project** along with the grant release order.

3.2.4. Hiring of Manpower:

Hiring of manpower will be done as per the procedure given in Point No: 5 (Recruitment of Temporary Project Staff) or as per the funding agency norms.

3.2.5. Expenditure and accounting:

Expenditure and accounting will be done as per the procedure given in Point No: 4 (Expenditure and Accounting).

3.2.6. Project Closure

If a project is closed, the PI is required to submit the following forms to Office of R&D.

1. R&D/Acct-07 - Form for Grant Utilization Certificate (UC) including Statement of Expenditure (SOE)
2. R&D/Acct-08 - Project Closure Certificate
3. R&D/Acct-09 - Asset Transfer Certificate
4. R&D/Acct-10 - Transfer of Unspent balance to the funding agency

Along with the aforementioned form, the PI is also required to submit the final UC/SOE and technical report as per the format of funding agency.

3.3.Outreach Project:

Faculty Members can organize Conferences, Seminars, Workshop or Short Courses with funds from outside agencies, after seeking due approval of the Director. The Office of R&D will facilitate the use of such funds received from external agencies. Faculty Members should open a Project Account in the Office of R&D, clearly indicating the purpose of the event being organized. If the funds are raised from the multiple funding agencies (e.g., governmental and non-governmental agencies), then sub-project needs to be created, under the umbrella of the same project account, clearly stating the expenditure heads in each sub-project.

After the event is completed, a *Utilization Certificate* duly issued by Office of R&D should be submitted, especially to the governmental funding agencies. After deducting GST, the balance amount shall be distributed as under.

Calculation:

S.N.	Head	Share
1	Budget Estimate (Facility charges inclusive*)	X
2	Overhead (@20% of X)	Y
3	GST as per Government Norms, Currently @18% of (X+Y)	Z
Total (A)		X+Y+Z

(*Facility Charges @ 5% of total recurring grant or maximum INR 500000, whichever is minimum shall be deducted separately)

Distribution and Utilization of Overhead:

S.N.	Units of Overhead	Share
1	Overhead Account	0.57Y
2	Department/Centre/School Development Fund (DDF/CDF/SDF) Account	0.10Y
3	Central Administrative Fund Account	0.05Y
4	Professional Development Account (PDA) Account <u>General Case</u> a) PI : (2/3 of 0.28Y) b) CO-PI : (1/3 of 0.28Y) <u>Special case or more than one CO-PI</u> Distribution will be done as per the joint consent of PI/CO-PIs.	0.28Y

3.4. Routine Testing Projects:

Faculty Members may undertake *routine testing* tasks, which are required by the industries or other organizations for the performance evaluation or examination of specific products or materials. These *Routine Testing Projects* involve utilization of the Institute laboratory facilities. Institute does not allow to undertaking any certification work, unless certain facilities of the Institute are recognized by appropriate authority of the country for this purpose. The following points should be adhered to:

- Only non-specialized equipment can be used in routine testing projects;
- The testing may be done at standard fee estimated by the Faculty Member, who will supervise the testing work, but pre-approved by the Institute. GST at the applicable rates should be received on this amount and paid to the Government of India;
- Institute Overheads are not deducted on Routine Testing Projects; and
- After deducting GST, the balance amount shall be distributed

Calculation:

S.N.	Head	Share
1	Budget Estimate (Facility charges inclusive*)	X
2	Overhead (@20% of X)	Y
3	GST as per Government Norms, currently @18% of (X+Y)	Z
Total (A)		X+Y+Z

(*Facility Charges @ 5% of total recurring grant or maximum INR 500000, whichever is minimum shall be deducted separately)

Distribution and Utilization of Overhead:

S.N.	Units of Overhead	Share
1	Overhead Account	0.57Y
2	Department/Centre/School Development Fund (DDF/CDF/SDF) Account	0.10Y
3	Central Administrative Fund Account	0.05Y
4	Professional Development Account (PDA) Account <u>General Case</u> a) PI : (2/3 of 0.28Y) b) CO-PI : (1/3 of 0.28Y) <u>Special case or more than one CO-PI</u> Distribution will be done as per the joint consent of PI/CO-PIs.	0.28Y

3.5 Fellowship Projects:

Faculty Members applying for a Fellowship shall submit a proposal to the Office of R&D forwarded through the *Head/Professor-in-Charge of the Department, Dean (Faculty) and Dean (Academics)* with the academic clearances. The proposal shall indicate the various financial transactions of the amounts to be received as Fellowship. Only on receiving the endorsement of the Institute, the Faculty Member shall apply for the Fellowship. No Fellowship Project, whose proposal routed directly, without the knowledge of the Office of R&D, shall be registered at the Institute. Overhead will be 20% of the total project cost.

The PI should consider the following parameter during the proposal and budget estimate preparation.

Calculation

S.N.	Head	Share
1	Budget Estimates/ Amount for fellowship utilization	X
2	Institute Overhead (@ 20% of X)	Y
3	GST as per Govt. Norms, Currently @18% of (X+Y)	Z
Total Project Cost (A)		X+Y+Z

Distribution and utilization of Overhead:

S.N.	Units of Overhead	Share
1	Overhead Account	0.57Y
2	Department/Centre/School Development Fund (DDF/CDF/SDF) Account	0.10Y
3	Central Administrative Fund Account	0.05Y
4	Professional Development Account (PDA) Account <i>General Case</i> a) PI : (2/3 of 0.28Y) b) CO-PI : (1/3 of 0.28Y) <i>Special case or more than one CO-PI</i> Distribution will be done as per the joint consent of PI/CO-PIs.	0.28Y

Endorsement letter will be given to PI/Co-PI. The PI/Co-PI submit his proposal along with the endorsement letter to funding agency.

3.5.1. Project Registration:

If a project is sanctioned, normally, it is registered after receiving the 1st installment of project. A project registration can also be done on “Zero Balance Basis”, if required. However, the start date of the project will be the receiving of the 1st grant in R&D account or as per the funding agency norm. For project registration, the PI will submit the **R&D/Admin-02: Form for New Project Registration office of R&D.**

3.5.2. Subsequent grant:

In case of subsequent grant, PI will submit the **R&D/Admin-03: Form for Subsequent Grant for Research Project** along with the grant release order.

3.5.3. Hiring of Manpower:

Hiring of manpower will be done as per the procedure given in Point No: 5 (Recruitment of Temporary Project Staff) or as per the funding agency norms.

3.5.4. Expenditure and accounting:

Expenditure and accounting will be done as per the procedure given in Point No: 4 (Expenditure and Accounting).

3.5.5. Project Closure

If a project is closed, the PI is required to submit the following forms to Office of R&D.

1. R&D/Acct-07 - Form for Grant Utilization Certificate (UC) including Statement of Expenditure (SOE)
2. R&D/Acct-08 - Project Closure Certificate
3. R&D/Acct-09 - Asset Transfer Certificate
4. R&D/Acct-10 - Transfer of Unspent balance to the funding agency

Along with the aforementioned form the PI is also required to submit the final UC/SOE and

technical report as per the format of funding agency.

3.6. Seed Grant Projects:

The Institute supports newly joined young Faculty Members for initiating their research work immediately on joining, with a sum of INR 25 Lakhs for Faculty Members.

- a) The New Faculty Member shall submit a Seed Grant Proposal to Office of R&D within 02 years from the date of joining the Institute.
- b) The new Faculty Member will present the proposal to *Seed Grant Proposal Review Committee* consisting of:
 - (i) Director
 - (ii) Deputy Director
 - (iii) Dean (Faculty)
 - (iv) Dean (R&D)
 - (v) Heads/Professors-in-Charge of all Departments; and
 - (vi) Chairman, Center for Advanced Scientific Equipment.
- c) All Faculty Members, especially those in the domain of the proposal, are invited to the presentation and encouraged to help the Faculty Member to improve the proposal;
- d) If the proposal is accepted in principle, suggestions made by the *Seed Grant Proposal Review Committee* should be incorporated and the revised proposal is required to be submitted to the Office of R&D by the concerned faculty. On receiving the revised proposal, *Dean (R&D)* may recommend to the Director for approval of the funds for starting the *Seed Grant Project*.
- e) After the approval is accorded by the Director, a Seed Grant Project account will be opened by the Office of R&D, clearly stating the budget utilization under different heads, such as equipment's, consumables and other necessary sections. The expenditure towards consumable and contingency shall not exceed 25% of the amount granted. No furniture items shall be purchased from the seed grant; the same will be provided by the Institute. And, no appointment shall be made of Project Staff Members in this Project.
- f) A Seed Grant Project Review Committee, as notified by the institute will review the progress of the proposal from time to time.
- g) The PI of the Seed Grant Project shall mandatorily submit the Annual Report of the progress made in the project to Seed Grant Project Review Committee.

The duration of seed grant project will be for 3 years from the date of receiving of 1st installment of seed grant. It is the responsibility of the PI to close the project immediately after 03 years. At the time of closing, the PI shall submit a detailed *Technical Project Report* to the Institute, and give a public seminar at the Institute on the same.

Procedural Guideline:

In case of seed grant project, applicant is required to submit the following documents to office of R&D.

i) R&D/Admin-01: Check List for Project Proposal

ii) R&D/Misc-03: Form for Sanction of Seed Grant Project

In addition to above following documents needs to be submitted:

- a) Proposal for seed grant including budget details (year wise and head wise)
- b) Updated CV of PI
- c) Certificate of non-availability of equipment signed by PI and endorsed by HOD
- d) Computer/laptop & printer purchased from seed grant is to be included in proposal along with supporting documents (PO / invoice copy). Please note that expenditure for computer/laptop and printer is inclusive of the total budget i.e. 25 lakhs.
- e) Certificate of PI regarding proposal
- f) As per Seed grant project guidelines: The expenditure towards consumable and contingency shall not exceed 25% of the amount granted. No furniture items shall be purchased from the seed grant; And, no appointment shall be made of Project Staff Members in this Project.

Seed grant proposal review committee meeting will be scheduled by the Office of R&D and it will be communicated to all members, invitees and concerned applicant. The applicant for seed grant is required to submit the soft copy of presentation file to office of R&D through email well before the presentation. The committee will evaluate the proposal and decision of the committee be recorded. After the approval of the competent authority, the decision on the proposal of the applicant will be communicated. The start date of seed grant project will be the date of receiving of the fund.

Each seed grant project will be reviewed by the *Seed Grant Project Review Committee* in periodic interval. PI is required to comply, as per the recommendation of seed grant review committee. Release of subsequent grant in seed grant project shall not depend on the review of seed grant committee. Subsequent grant related to seed grant project of PI will be processed (if it is sanctioned) by the Office of R&D, only after the request is raised by the PI to Office of R&D.

3.6.1. Project Registration:

If a project is sanctioned (it will be communicated by Office of R&D), the PI will submit the **R&D/Admin-02: Form for New Project Registration** office of R&D.

3.6.2. Subsequent grant:

In case of subsequent grant, PI will submit the **R&D/Admin-03: Form for Subsequent Grant for Research Project** along with the grant release order.

3.6.3. Expenditure and accounting:

Expenditure and accounting will be done as per the procedure given in Point No: 4 (Expenditure and Accounting).

3.6.4. Project Closure

If a project is closed, the PI is required to submit the following forms to Office of R&D.

- i) R&D/Acct-07 - Form for Grant Utilization Certificate (UC) including Statement of Expenditure (SOE)

- ii) R&D/Acct-08 - Project Closure Certificate
- iii) R&D/Acct-09 - Asset Transfer Certificate
- iv) R&D/Acct-10 - Transfer of Unspent balance to the funding agency

Along with the aforementioned form, the PI is also required to submit the final UC/SOE and final Technical Report Format.

3.7 Professional Development Account (PDA):

A Professional Development Account (PDA) is created for each Faculty Member at the time of joining to the Institute. Amounts credited in PDA are those arising from the *academic* and *professional* activities of the Faculty Member, namely:

3.7.1. Source of PDA Account:

- (i) Part of Institute Overheads from Sponsored Research Projects
- (ii) Remuneration from JEE, GATE, JAM, JMET and other similar national examinations
- (iii) Amount transferred from Outreach Projects, if any;
- (iv) Amount transferred from Consultancy Projects, if any, after meeting the expenditures; and
- (v) Amount received from various institute awards
- (vi) Any other income with the approval of Director

3.7.2. Utilization of PDA Account:

- (i) Purchase of equipment and furniture for furthering research activities of Faculty Members
- (ii) Travel (within the country or abroad) for research related meeting and conferences
- (iii) Conference related expenditures
- (iv) Purchase of books, journal subscriptions and professional membership
- (v) Purchase of Teaching material and teaching aids
- (vi) Expenses related to promotion of professional activities, like purchase of printer cartridges
- (vii) Appointment of qualified Project Staff Members to assist in research activities
- (viii) Any other expenditure with the approval of Director.

The PDA will be registered as R&D Project. The concerned Faculty Member will be the PI of the project. Any purchase using funds of PDA shall be made in accordance with rules laid down for Sponsored Research Projects. Any assets generated from the PDA are a property of the Institute. Any unspent balance of PDA cannot be transferred to any other account or to another Institute project. The PDA account cannot be operated by the Faculty Member, when he/she is on short leave, long leave, leave on *Foreign Service Terms*, *Extra-Ordinary Leave*, or *Sabbatical Leave*. When a Faculty Member is leaving the Institute, the balance amount in the PDA will be automatically transferred to Overhead account.

3.8. Department/Center/School Development Fund (DDF/CDF/SDF):

3.8.1 Objective:

Department development fund (DDF)/ Centre development Fund (CDF)/ School Development Fund (SDF) shall be utilized to support the overall development of the department.

3.8.2 Source/Generation of DDF/CDF/SDF:

- a) 10 % share received from total overhead received in the projects (all type) hosted by the concerned department/centre/school
- b) Contribution from Alumni of Concerned Department/Centre/School.

3.8.3 Utilization of DDF/CDF/SDF

- a) Procurement of PCs, Printers, accessories, furniture, equipment, educational tools, chemicals, components for departments.
- b) Partial support to faculties for organizing National and International Conference/Symposium/Workshop.
- c) Providing support to faculties and staffs for participation in workshop, conference, training program.
- d) Providing support to students for organizing the student events, participation in national and international conference, specialized training programme
- e) Support the minor renovation of Department/ and maintenance facilities
- f) Appointment of temporary/daily wage/project staff through Institute approved outsourcing agency for smooth functioning department
- g) Providing financial support (i.e. best thesis/research paper/fellowship etc.) to faculties and student.
- h) Financial support to any other expenditure with the approval of competent authority

3.8.4 Composition of Committee for Fund Utilization:

a)	Head of Department/Centre/School	Chairperson
b)	Chairperson, Department Research Committee	Member
c)	Chairperson, Lab Development Committee	Member
d)	Any other members of Concerned Dept./School/Centre as per the decision of Chairperson	Invitee

Expenses will be governed by Chairperson of the Committee at Department/Centre/School level.

Norms:

The DDF/CDF/SDF will be run as a R&D project with the HOD as PI. Any purchase using DDF/CDF/SDF funds shall be made in accordance with R&D norms, GFR, Govt. Norms and Purchase SOP of Institute. Any assets generated from the DDF/CDF/SDF are the property of the department/centre/school. No loan shall be granted to DDF/CDF/SDF account from overhead.

3.8.5 Utilization of Overhead Collected from Projects (All type of Projects)

Total Overhead received: Y

Percentage of Overhead: As per R&D Norms

S.N.	Units of Overhead	Share
1	Overhead Account	0.57Y
2	Department/Centre/School Development Fund (DDF/CDF/SDF) Account	0.10Y
3	Central Administrative Fund Account	0.05Y
4	Professional Development Account (PDA) Account <u>General Case</u> a) PI : (2/3 of 0.28X) b) CO-PI : (1/3 of 0.28X) <u>Special case or more than one CO-PI</u> Distribution will be done as per the joint consent of PI/CO-PIs.	0.28Y

3.9. Institute Projects:

Some of activities of the Institute are financially regulated, such as management of hostels, healthcare services, automation, laboratory development, permanent campus developments, and *Undergraduate Research Initiative*. For administering such activities and for precise book keeping of the expenses incurred for each of these activities, the Director may approve the operation of an Institute Project with the express purpose of meeting the specific need. The following points shall be borne in mind when implementing the Institute Projects:

- (i) The PI of the Institute Project shall be appointed by the Director. The PI shall seek the budget at the start of each financial year, which shall be transferred from the Grant-in-aid;
- (ii) After the budget is approved, a new *Institute Project* account shall be opened by the Office of R&D;
- (iii) Any purchase or procurement made under the Institute Project shall be in accordance with the norms of expenditure of the Institute applicable to the Grant-in-Aid;
- (iv) The wages of the manpower hired in Institute Projects should follow Institute norms;
- (v) The Office of R&D should provide to the Director *quarterly Expenditure Statement* of all Institute Projects duly signed by respective PIs; and
- (vi) The PI of the Institute Project shall seek approval for additional budget, well before the available fund is exhausted.
- (vii) The overhead percentage in case of Institute Projects will be decided by the Director based on the recommendation of Dean (R&D).

3.10. International Research Mobility Grant:

The Mobility Research Grant Scheme would facilitate new Faculty Member (Assistant Professor) and his/her one Ph.D. student as per following guidelines:

Eligibility:	The new Faculty of the Institute are eligible for Mobility Research Grant within the 3 Years from date of joining.
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Financial Support:	The mobility grant upto Rs. 10 Lakh would be provided to support travel and subsistence allowance and contingency expenses to the Assistant Professor and his / her one Ph.D student to visit the laboratories of foreign collaborator for a period of two years. Only in special case, travel grant will be available in the third year. The mobility research grant can also be utilized for hosting foreign collaborator at IIT Jodhpur. The Faculty and student can receive additional support from the host institution. Subsequent support of collaboration is expected to be managed through external projects. All rules of DST will be applicable for per-diem subsistence allowances during International Travel.
Leave Rule for Faculty & Student	All standard leave rules will apply for the period of absence from the Institute.
Maximum duration of Stay for student	A student can spend maximum of one year in the lab of the collaborator for carrying out part of his/her Ph.D thesis work.
Source of Fund:	The Mobility Research Grant would be supported from the R&D Project Overhead of the Institute.
Maximum Funding	Maximum 10 projects under this scheme during a Financial Year would be funded subject to availability of funds
Selection Process	A rigorous two-stage peer-review process would be followed for selection of project for funding as under: First-round by IITJ Internal Screening Committee; and Second round by External Peer-Review process based upon presentation of each shortlisted project. The expenditure related to travel, local accommodation, hosting and honorarium to experts for the Selection process would be supported from the R&D Project Overhead of the Institute.
Application cycle:	Application will be invited on rolling advertisement basis.

3.11. International Projects

A minimum of 30% overhead charges shall be mandatory in case of international project and the same can be increased up to 50% considering the detailed cost analysis and various aspect of project by Associate Dean (R&D). Facility Charges @ 5% of total recurring grant or maximum INR 500000, whichever is minimum shall be deducted separately.

The applicable guidelines (Sponsored/Consultancy/Outreach etc.) will depends on the proposal.

4. Expenditures and Accounting:

All expenditure from R&D Projects shall be made in accordance with Institute Purchase SOP, R&D norms and govt. guidelines. Fund approval will be taken as per the delegation of power.

The delegation of power for various R&D activities is given below.

Delegation of Powers

A. Research Projects

Sl.	Description	Delegation
A1	Approval for submission of the Project to Funding Agency and subsequent modification/revision in the proposal	Dean (R&D)
A2	Signing of the agreement (on behalf of the Institute) with the funding agency after seeking approval of the competent authority	Dean (R&D)
A3	i. Approval of submission of projects with relaxation of Administrative Overheads (as per FUNDING AGENCY written norms) ii. Relaxation otherwise	Dean (R&D) Dean (R&D)

B. Operation of Projects

Sl.	Description	Delegation
B1	Approval for <i>operation of the Project & notification</i>	Dean (R&D)
B2	Requesting Funding Agency for release of grant	PI
B3	Issue of Contingent Bill/ Invoice/Pre-receipt	Associate Dean (R&D)
B4	a) Creation of posts as per R&D designations/norms, when positions are explicitly given by the Funding Agency in the sanction letter b) Otherwise	a) PI b) Dean (R&D)
B5	Re-allocation of budget with the approval of the Funding Agency	PI
B6	Addition or conversion of post in the approved project after approval of the Funding Agency (within R&D designations/norms)	PI
B7	Down gradation of scientific/technical posts within the budget (scientific/technical posts shall not be downgraded to secretarial post)	PI
B8	Completion/termination of project on the recommendation of the PI: a) Technical Closure b) Refund of unspent balance & financial closure	a) PI b) Dean (R&D)

	Note: Financial closure would follow technical closure	
B9	Loan in anticipation of sanctioned grant	Associate Dean (R&D)/Dean (R&D)
B10	Data Card, mobile internet within R&D norms for travelling/project purposes	PI
B11	Organization of manpower training/training programs/Seminar/Workshop: - With specific provision within the approved budget from Funding Agency (or) If no specific provision, for expenses upto Rs. 2,50,000/- per event.	PI
B12	Membership of Association/Professional body Upto Rs. 2,50,000/-	PI
B13	Temporary transfer of project responsibility/operation from a) PI to Co-PI b) PI to any other faculty	PI Dean (R&D)
B14	a) Honorarium to Institute supporting staff for project work/Consultancy Job subject to 1/3 of the monthly basic (including GP) salary from the budget head "Salary/Contingency" b) OTA (As per norms)	PI -do-
B15	Sanction of honorarium to PI/Co-PI with specific provision in approved budget from sponsor a) Up to Rs. 2.5 lacs b) Above Rs. 2.5lacs	a) Dean (R&D) b) Director

C. Advances and Imprest

Sl.	Description	Delegation
C1	a) Imprest up to Rs. 15,000/-	PI
	b) Temporary advance up to Rs. 50,000/-	PI
	c) Temporary advance above Rs. 50,000/- to Rs. 2,50,000/-	Associate Dean (R&D)

D. Purchase

D1	Financial matters related to Purchase for R&D Project Activities:	
	i. Project Investigator	Upto Rs. 2,50,000/- (Recurring) Upto Rs. 50,000/- (Non-recurring)
	ii. Associate Dean (R&D)	above Rs. 50,000/- to Rs. 2,50,000/- (Non- recurring)
	iii. Dean (R&D)	above Rs. 2.5 lacs to Rs. 25 lacs
	iv. Director	Above Rs. 25 lacs

4.1. Procedure for fund approval:

- a) Fund approval will be given for procurement of Recurring and Non-Recurring items (instalment/grant wise) within available budget after receiving the grant in R&D account from the funding agency. The PI will submit the list of items to be procured to office of R&D through **R&D/Acct-01: Fund Approval for (Instalment/Grant wise) for procurement of Project Related Non-Recurring Items and Recurring Items (Consumables only)** after receiving the intimation regarding the receiving of fund.
- b) Constitution of PFC will be done as per the delegation of financial power and the financial power of PI will be equivalent to Head of Department for project related procurement activities. Fund approval can be used for each category of items and SP-101 Form will be used for procurement of items. The PI should ensure that no non-recurring items beyond the approved limit shall be procured.

- c) PI and Office of R&D will separately maintain the budget register for monitoring the utilization of the budget.
- d) Fund approval shall be given in 2 categories.
 - i) **Fund approval**
(In case grant is received in R&D account)
 - ii) **Provisional Fund Approval**
(In case, grant is expected to be received in R&D account soon and official communication from funding agency is available with the PI in this regard.)
- e) In case of temporary budget unavailability (funds are expected to be credited in R&D account soon), provisional fund approval may be given on request received from PI through **R&D/Acct-01: Fund Approval for (Instalment/Grant wise) for procurement of Project Related Non-Recurring Items and Recurring Items (Consumables only)** and purchasing process may be initiated except issuance of Purchase Order. In such cases, after completion of the process, file will be placed with Principal Investigator and which will be processed further after receipt of funds.
- f) No purchase order shall be released on the basis of provisional fund approval. It is the responsibility of PI to obtain the fund approval from the Office of R&D after receiving of the grant.
- g) Fund Approval/ Provisional Fund Approval shall be given after registration of project only.

While processing the purchase, Principal Investigator (PI) will take care of tax components, delivery charges, custom clearance charges, commissioning & installation charges associated in each & individual non-Recurring budget. The PI shall follow the R&D Norms, purchase SOP of IIT Jodhpur GFR and Government Norms, as applicable in the project.

Procedure in details:

4.1.1.Fund Approval:

- a) Office of R&D will intimate regarding the receiving of grant in R&D account through Email (Whenever, fund is received in R&D Account). Alternatively, the PI may also intimate the office of R&D regarding the receiving of the fund.
- b) In case of 1st Grant:
 - i) The concerned PI will claim and register the project as per existing practice in Office of R&D using **R&D/Admin-02: New Project Registration**.
 - ii) The concerned PI will submit the **R&D/Acct-01: Fund Approval for (Instalment/Grant wise) for procurement of Project Related Non-Recurring Items and Recurring Items (Consumables only)** of 1st grant
- c) In case of subsequent grant (2nd, 3rd, 4th etc.)

- i) The concerned PI will submit the Subsequent grant registration form using **R&D/Admin-03: Subsequent Grant Registration for Research Project**
 - ii) The concerned PI will submit the **R&D/Acct-01: Fund Approval for (Instalment/Grant wise) for procurement of Project Related Non-Recurring Items and Recurring Items (Consumables only)** for fund approval of subsequent grant (2nd, 3rd, 4th etc.)
- d) The Office of R&D will process the document for Fund approval as per the delegation of financial power. The approved copy of fund approval shall be given to PI in original. A copy of approved fund approval will be placed in the project file of concerned PI for record.
- e) The PI has the financial power equivalent to Head of Department in case of project related procurements. The fund approval can be used for procurement of each items using *SP-101* by following the R&D norms, purchase SOP of IIT Jodhpur, GFR Norms, any other govt. norms as applicable in the project.
- f) Payment process shall be done as per existing practices using **R&D/Acct-02: Requisition for payment and reimbursement**.

4.1.2. Provisional Fund Approval:

- a) The concerned PI will submit the request for provisional fund approval using **R&D/Acct-01: Fund Approval for (Instalment/Grant wise) for procurement of Project Related Non-Recurring Items and Recurring Items (Consumables only)**. The PI will attach the proof of Official Communication received from Funding Agency and mention the expected date of receiving of fund.
- b) The Office of R&D will process the document for provisional fund approval as per the delegation of financial power. The approved copy of provisional fund approval shall be given to PI in original. A copy of approved provisional fund approval will be placed in the project file of concerned PI for record. Now, the PI may initiate the purchase process except issuance of Purchase Order.
- c) Office of R&D will intimate regarding the receiving of grant in R&D account through Email (Whenever, fund is received in R&D Account).
- d) In case of 1st Grant:
 - i) The concerned PI will submit the **R&D/Acct-01: Fund Approval for (Instalment/Grant wise) for procurement of Project Related Non-Recurring Items and Recurring Items (Consumables only)** for fund approval of 1st grant
 - ii) The PI will return/submit the provisional fund approval issued earlier
- e) In case of subsequent grant (2nd, 3rd, 4th etc.)
 - i) The concerned PI will submit the Subsequent grant registration form using **R&D/Admin-03: Subsequent Grant Registration for Research Project**. The concerned PI will submit the **R&D/Acct-01: Fund Approval for (Instalment/Grant wise) for procurement of**

Project Related Non-Recurring Items and Recurring Items (Consumables only) for fund approval for subsequent grant (2nd, 3rd, 4th etc.)

- ii) The PI will return/submit the provisional fund approval issued earlier.
- f) The Office of R&D will process the document for approval as per the delegation of financial power. The approved copy of fund approval shall be given to PI in original. A copy of approved fund approval will be placed in the project file of concerned PI for record.
- g) The PI has the financial power equivalent to Head of Department in case of project related procurements. The fund approval can be used for procurement of each items using *SP-101* by following the R&D norms, purchase SOP of IIT Jodhpur, GFR Norms, any other govt. norms as applicable in the project.
- h) Payment process shall be done as per existing practices using **R&D/Acct-02: Requisition for payment and reimbursement.**

4.2. Project Procurement

All items purchased under a project are property of the Institute, though they are to be used primarily for the Project during the term of the Project. They are to be purchased in accordance with Institute Purchase SOP. After the project terminated or completed, these Assets remain with the Institute, unless a specific requirement is raised for returning the same to the funding agency. Consequently, each item purchased will be recorded in the Assets Register. The value of all Permanent Assets will be depreciated as per the Institute norms.

The PI will verify the original bill and cash memos, and submit in the prescribed format in the Office of R&D for payment or reimbursement. PI will ensure that all the bills are properly entered in Stock Register. Non-consumables item(s) must be entered in the Assets Register of the Office of Stores & Purchase, else the bills will not be passed for the payment.

For the purchase high-end or costly equipment, a *Technical Purchase Committee (TPC)* shall be constituted to assess the technical aspects of the equipment and their installation. The composition of the TPC is given in Table 12. The responsibilities of the TPC are:

- i) Finalizing the most suitable generic technical requirement of the purchase to meet the objectives of the project;
- ii) Drafting technical specification of the equipment to be purchased;
- iii) Providing technical assistance during the Tender Process; and
- iv) Evaluating technical specifications, after Tenders are opened.

The PI shall seek the approval of the Director for constituting the TPC, through the Dean (R&D). After approval is accorded by the Director, the PI will inform the Members of the TPC of their roles and responsibilities.

Composition of the *Technical Purchase Committee*

Chairman	Members
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Chairman Center for Advanced Scientific Equipment	(1) 1 Faculty Member in relevant field of the purchase (2) 1 Specialist working in area of research relevant to purchase, if estimated cost of the equipment is Rs.1Crore or more (3) PI of the Project
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The Stores & Purchase Section will make the purchase of the equipment/supplies in accordance with the Purchase Rules of the Institute. The Dept./Centre storekeepers are to be approached for the necessary procurements. The purchases normally fall under the following three categories:

Details of the Purchase Committee:

Local Purchase Committee (LPC) / <u>GeM/ Proprietary</u> Purchase above Rs.25,000 and up to Rs.2.5 Lakh (LPC Order to be placed through Department/ Centre/ Office)		<u>e-Procurement / GeM/ Proprietary</u> Purchase beyond Rs.2.5 Lakh should be processed through e-procurement (www.eprocure.gov.in/eprocure/app).		
(Rs.25,000 to Rs.2.5 Lakh) Constitution Comprising of three Faculty Members		(Above Rs.2.5 Lakh and upto Rs.25 Lakh) Constitution of the committee comprising of four Faculty Members		(Above Rs.25 Lakh) Constitution of the committee comprising of three Faculty Member + HOD/PI
1. Chairman _____		1. Chairman _____ (Head in case of Institute Fund and PI in case of Project Fund)		1. _____
2. Buyer:		2. Buyer:		2. Buyer:
3. Expert:		3. Expert:		3. Expert-1:
		4. AR/ DR (Accounts) AR/DR (R&D)		4. Expert-2:
		5. AR/DR (S&P)		5. AR/DR (Accounts) AR/DR (R&D)
				6. AR/DR (S&P)
PFC to be approved by		PFC to be approved by		PFC to be approved by Director
PI (For Project Budget)	Head of Department (For Institute Budget)	Dean (R&D) (For Project Budget)	Prof.-In-Charge (S&P) (For Institute	

Note: Item less than Rs 25000/- can be purchased directly by the concerned departments. Technical and financial bids will be opened and evaluated by the above committee.

4.3. Travel

The PI and others associated with a project can travel for work related to the project to places within or outside the country, and pay for the travel expenses through the funds available in the project. This is subject to availability of funds under budget head *Travel* of the project. A *Temporary Project Staff Member* wishing to undertake such travel shall take a prior approval

from the PI. For PI/CO-PI, it is not required to take the permission from the Office of R&D. However, they will follow the institute rules, as applicable. The *Temporary Project Staff Member* can draw an advance, if required.

In case expenditure other than those listed is necessary for the purpose of meeting the objectives of the project, the norms adopted by the Institute for a person at an analogous post, for such expenditure will be adopted; this will require the written approval of the Director on the recommendation of the Dean (R&D).

On completing the journey, the *Temporary Project Staff Member* who undertook the travel shall submit the TA Bill duly verified by the PI, after entering the details of the same in the *Project TA Register*. All restrictions on travel matters as mentioned in GFR 2017 shall remain valid for *Temporary Project Staff Members* also; these include non-payment of charges to travel agents for ticket purchase assistance, and need for furnishing original hotel bills. These restrictions may be relaxed if the funding agency is non-governmental.

4.3.1 Travel entitlements of *Temporary Project Staff Member*

S.N	Post of Temporary Project Staff	Mode of Travel Permissible	Admissible Maximum Hotel Tariff per day against submission of Original Bill (Rs.)	Admissible Food Allowance per day (Rs.)	Admissible Local Conveyance per day (Rs.)
1	Research Director, Research Co-Coordinator, Research Consultant, Principal Research Engineer/Scientist, Sr. Research Engineer/ Scientist, Chief Executive Manager, Sr. Research Manager / Sr. Executive Manager, Research Manager / Executive Manager	Rail by AC 2-Tier, or Road	4,500	1,000	500
2	Research Scientist, Research Associate, Senior Research Fellow (SRF), Junior Research Fellow (JRF), Sr. Research Assistant, Research Assistant, Sr. R&D Assistant, R&D Assistant,	Rail by AC 3-Tier, or Road	2,250	900	350
3	Jr. Research Assistant, Research Attendant,	Rail by second class	1,000	800	250

	Jr. Research Attendant Jr. R&D Assistant, R&D Attendant, Jr. R&D Attendant	sleeper, or Road			
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4.3.2 Travelling Expenditure to Student

Travel expenditure to student will be given as per institute norm.

Class of Student	Train Class Entitlement	Road Fare Entitlement	Hotel Accommodation Entitlement	Hotel Accommodation Entitlement for X Class Cities	Food Bill Entitlement	Taxi/ Auto Charges for Travel within the City
For Ph.D/M.Tech/M.Sc Student	AC 2 nd Class	Any Public Bus including AC Bus	Rs. 750 per day	Rs. 1000 per day	Rs. 800 per day	Taxi Charges of up to Rs. 225 per day
For UG Student	AC 3 rd Class	Ordinary Public Bus	Rs. 450 per day	Rs. 1000 per day	Rs. 500 per day	Taxi Charges of up to Rs. 225 per day

Note:

1. In case of International Travel, the students are entitled for Economy Class for international journey only.
2. Reimbursement methodology will be same as applicable in 7th CPC for the Institute Employees.
3. X Class Cities such as Hyderabad, Delhi, Ahmedabad, Bengaluru, Mumbai, Pune, Chennai, Kolkata etc. as amended time to time by Government of India.

4.4. Payment for Student Assistantship and disbursement of Honorarium from Project:

For payment of Student Assistantship, the PI is requiring to submit the **R&D/Acct-06: Payment for Student Assistantship** in Projects. For disbursement of honorarium, PI is require to submit the **R&D/Acct-04: Disbursement of Honorarium from Project** to Office of R&D.

4.5. Temporary Advance

To carry out miscellaneous expenditures required for the projects, the PI can use the funds from the project and take a temporary advance for the same. Advance can be taken from various budget heads, like Contingency, Consumables and Travel. For availing this, the PI will submit the request in the **R&D/Acct-03: Temporary Project Advance**. The PI may take an advance in the name regular Institute employee. Not more than 4 advances will be sanctioned from one project at a time, and that too only one advance in the name of a person.

All the advances taken shall be settled within the 15 days from the date of the completion of the activities and purpose for which the advance was taken. A *Statement of Expenditure* shall be submitted by the PI in **R&D/Acct-05: Statement of Accounts for Settlement of Temporary**

advance with all the original bills duly verified by the PI. The PI shall ensure that all bills are properly entered in Project Stock Register; non-consumables item(s) shall be entered in the *Assets Register* in the *Office of Stores & Purchase* of the Institute, else bills will not be passed for the payment.

4.6. Utilization certificate (UC) and Statement of Expenditures (SOE)

Whenever a PI requires Utilization Certificate/ Statement of Expenditure, the PI is required to submit **R&D/Acct-07: Form for Grant Utilization Certificate (UC) & Statement of Expenditure (SOE)** to Office of R&D.

4.7. Transfer of fund to Professional Development Allowance (PDA) Account

Transfer of fund to PDA account will be done at the end of each financial year for project. For one-time activity related to PDA (i.e Award Money etc.), it can be transferred in interim. For PDA Account Fund transfer, PI is required to submit **R&D/Acct-12: Transfer of fund to Professional Development Allowance Account** to Office of R&D.

4.8. Invoice

Invoice is provided by office of R&D for various project related activities and availing the utility facilities. In case of requirement of invoice, PI is required to submit the **R&D/Acct-14: Invoice Request Form** to office of R&D.

5. Recruitment of Temporary Project Staff:

5.1. Modes of Appointment

The staff can be appointed in various modes as under.

5.1.1. Project Appointment:

Since IIT Jodhpur is an “equal opportunity employer”, this procedure is followed for appointment of staff for all projects. The advertisement for the posts is done by publishing the advertisement in institute website (www.iitj.ac.in).

For advertisement, PI will constitute a selection committee for selection of project staff through **R&D/Estb-01, Approval for Advertisement, upload on IITJ website and Selection Committee for Appointment in Project and submit it to office of R&D for approval**. The PI is required to provide the details of qualifications along with desired experiences as per funding agency norms and the nature of the job for a particular vacant post (for appointment up to a maximum of one year). However, the Office of R&D will advertise the posts with approved qualifications, age criteria and experience. Any additional qualification requirement proposed by the PI will be put as desirable/preferable in the advertisement.

After the approval, office of R&D will publish the advertisement by mentioning deadline in the institute website. After the deadline, office of R&D will forward all application received for the advertised post to PI. The PI will conduct the meeting for scrutiny of applications. The PI will intimate the office of R&D regarding the list of shortlisted candidates along with interview schedule by submitting the **R&D/Estb-02 Scrutiny Committee Report**.

Office of R&D will intimate the shortlisted candidate regarding the interview schedule. The PI will conduct a meeting of selection committee for the interview. After interview, the PI will submit the report of selection committee to office of R&D by submitting **R&D/Estb-03: Report of the Selection Committee**.

The report of selection committee will be processed at office of R&D. An appointment letter may be issued to the selected candidate (s), after the approval Dean (R&D).

The selected candidate is required to intimate the office of R&D within 15 days regarding the acceptance of appointment letter. If the offer is declined by the selected candidate, the waitlisted candidate may be considered as per the recommendation of selection committee.

The selected candidate may join by submitting the **R&D/Estb-04: Joining Report along with all relevant documents**. Also, the applicant requires to submit a signed agreement (on non-judicial stamp paper) at the time of joining. The salary will be released if the agreement is signed and submitted by the applicant. In case, HRA (House Rent Allowance) is applicable, the applicant will submit the **R&D/Estb-05: Claiming of House Rent Allowance (HRA) in Respect of Project Staff Living in Rented Accommodation**.

After the completion of joining, the project staff may submit an application to Computer Center for Email ID and Internet access ID by submitting the computer center form **“Form No CC 02: Form for email ID/ Internet Access ID”** along with a copy of appointment letter.

After the satisfactory completion of 1st tenure of project appointment, it may be extended depends on fund availability in the salary/fellowship head till completion of the project. The PI is required to submit the **“R&D/Estb-06: Form for the Extension of Duration of Project Appointment”** for extension of duration of project staff.

*For leave, the project staff is required to submit the **R&D/Estb-07: Leave Application** to office of R&D after obtaining the recommendation from PI.*

After completion of tenures/ resignation from the post, the project staff is required to submit **R&D/Estb-08: No Dues Application** to office of R&D for obtaining the no dues clearance and relieving. The project staff may work for the duration of the project. However, the offer letter is issued for a year and renewed on yearly basis on the recommendation, for a maximum period of 5 years or till the duration of the project, whichever is earlier. The duration of 5 years includes terms held by the person in all previous appointments made at this Institute.

5.1.2. Ad-Hoc Selection:

Ad-Hoc Appointment is said to be made when hiring manpower on ad-hoc basis for a maximum period of 3 months by means of awarding a short term Ad-hoc appointment against a vacant post as one-time activity by furnishing a proper justification for the Ad-hoc appointment. No allowance will be admissible for Ad-hoc appointment. Ad-hoc appointment shall not be retrospective in nature. For

Ad-hoc appointment, the PI is required to submit the **R&D/Estb-09: Form for Ad-hoc Appointment** to office of R&D.

This selection process of Ad-hoc appointment will be done by PI through walk-in-interview/online interview.

5.1.3. Bridge Appointment:

Bridge Appointment is said to be made when a short term is being filled between expiry of old term and a fresh appointment. This needs the prior approval of the Competent Authority. For this bridge period, the salary will be given on the basis of payment drawn in the last appointment.

For bridge appointment, the PI is required to submit the **R&D/Estb-10: Form for Bridge Appointment** to office of R&D.

5.1.4. Student Assistantship Appointment:

Assistantship Appointment is said to be made when registered students of the Institute are given short full-time appointments during summer and winter vacations of the Institute, or part-time appointments during the semester against the vacant post in the project.

For student assistantship appointment, the PI is required to submit the **R&D/Estb-11: Form for Student Assistantship** in project to office of R&D.

Category	Type of Appointment	Payment (INR)
Ph.D.	Full-time appointment (40 hours/week)	5000
	Part-time appointment (20 hours/week)	2500
P.G.	Full-time appointment (40 hours/week)	4000
	Part-time appointment (20 hours/week)	2000
U.G.	Full-time appointment (40 hours/week)	3000
	Part-time appointment (20 hours/week)	1500

In particular, registered students of the Institute can be employed on projects on part-time basis during the Semester or on full-time basis during the Vacations as Senior Project Student Assistant (SPSA), Project Student Assistant (PSA) or Junior Project Student Assistant (JPSA). The amount payable to each of them shall not exceed that mentioned in Table 8. The following are the Terms and Conditions for appointing such students as SPSA, PSA and JPSA:

- The CGPA of the Student shall be at least 6.5/10.
- Any engagement of a Student in the Project (either part-time or full time) shall not affect the academic activity of the student. This shall be certified by the Faculty Advisor in case of Bachelors Students and by the Thesis Supervisor in case of Masters and Doctoral Students.
- It does not change the administrative status of the Student, i.e., a student engaged on a project will be governed by the student status, for the purpose of leave, accommodation, house rent, etc.. Further, during the said project engagement, the student will continue to get any assistantship/scholarship that may be admissible otherwise.
- Such appointment of a Student shall be proposed by the PI in the prescribed format available with the Office of R&D, and recommended by the Head/Professor-in-Charge of the Department to which the Student belongs. The application shall be sent to the Dean (R&D) through the Dean (Students)

and the Dean (Academics); if neither the Dean (Students) nor the Dean (Academics) makes any adverse remark, the appointment shall be approved by the Dean (R&D).

(e) Students of other Institute cannot be appointed under this scheme.

5.1.5. Daily Wager Manpower:

Daily Wager Manpower is said to be made when skilled, semi-skilled or unskilled personnel are engaged through the Manpower Outsourcing Agency that the Institute is tied up with for provided such manpower.

5.2. Category of Project Appointment

- a) Scientific Staff
- b) Technical Support Staff
- c) Administrative Staff
- d) Administrative Support Staff

a) Scientific Staff

S.N.	Designation	Qualifications	Consolidate Pay
1.	Research Director	Ph.D. with 1st class or equivalent (in terms of Grades etc.) at the preceding degree in the appropriate branch with a very good academic record throughout and a minimum of 15 years teaching/research/Industrial experiences after Ph.D & Outstanding Publications/ Outstanding Industrial Experiences OR An outstanding Engineer/Technologist with 1st Class M.Sc/M.Tech. having minimum of 20 years of Experience.	144000 – 154000 – 164000 – 177000 – 190000 – 203000 – 219000 – 235000 – 251000 – 267000
2.	Research Coordinator	Ph.D. with first class or equivalent at the preceding degree in the appropriate branch with minimum 10 years teaching/research/Industrial experiences after Ph.D. OR An outstanding Scientist/Engineer/Technologist with 1st class M.Sc./M.Tech. working in Industry and having minimum of 15 years of experience.	123000 – 131500 – 140000 – 151000 – 162000 – 173000 – 184000 – 195000
3.	Research Consultant	Ph.D. with first class or equivalent at the preceding degree in the appropriate branch with a minimum 6 years teaching/research/Industrial experience after Ph.D. OR An outstanding Scientist/Engineer/Technologist with 1st class M.Sc./M.Tech. Working in Industry and having minimum of 11	79000 – 84500 – 90000 – 97000 – 104000 – 111000 – 118000 – 125000

		years of experience.	
4.	Principal Research Engineer/Scientist	Ph.D. with first class or equivalent at the preceding degree in the appropriate discipline OR M. Tech. 1st class or equivalent with 6 years of experience	56000 – 60000 – 64000 – 69000 – 74000 – 79000
5.	Sr. Research Engineer/Scientist	M. Tech. 1st class or equivalent in the appropriate discipline OR B.Tech. / M. Sc. 1st Class or equivalent with 3 years experiences.	45000 – 48200 – 51400 – 55400 – 59400 – 63400
6.	Research Scientist	B. Tech. (with GATE qualification) / M. Sc. (with NET/SET qualification) / M.C.A. (with GATE qualification) 1st class or equivalent in the appropriate discipline.	35400 – 37900 – 40400 – 43600 – 46800 - 50000
7.	Research Associate	Ph.D/MD/MS/MDS or equivalent degree or having 3 years of research, teaching and design and development experience after MSc/M.Pharm/ME/M.Tech. with at least one research paper in Science Citation (SCI) Journal.	As Per Norms of the grantor organization
	Senior Research Fellow (SRF)	Qualification prescribed for JRF with two years of research experience	As Per Norms of the grantor organization
	Junior Research Fellow (JRF)	Post Graduate Degree in Basic Science with NET qualification or Graduate Degree in Professional Course with NET qualification or Post Graduate Degree in Professional Course	As Per Norms of the grantor organization

c) Technical Support Staff

S.N.	Designation	Qualifications	Consolidated Pay
8.	Sr. Research Assistant	B. Tech. / B.E. / AMIE and equivalent OR Technical Diploma (3 years duration) / Graduate Degree in appropriate discipline with 5 years relevant work experience. In exceptional cases ITI (2 years duration) with 11 years of work experience in relevant field may also be considered.	35400 – 37900 – 40400 – 43600 – 46800 – 50000

9.	Research Assistant	Diploma (3 years duration)/ Graduate Degree in appropriate discipline with 2 years relevant work experience in relevant field. OR ITI (2 years duration) in relevant field with 8 years of relevant work experience.	29200 – 31200 – 33200 – 35800 – 38400 – 41000
10.	Jr. Research Assistant	Diploma (3 years duration) / Graduate Degree in appropriate discipline OR ITI (2 years duration) in relevant trade with 6 years of relevant work experience.	21700 – 23200 – 24700 – 26700 – 28700 – 30700
11.	Research Attendant	12th class (10+2) passed	19900 – 21300 – 22700 – 24500 – 26300 – 28100
12.	Jr. Research Attendant	10th class passed	18000 – 19300 – 20600 – 22200 – 23800 – 25400

c) Administrative Officers

S. N.	Designation	Qualifications	Consolidated Pay
13.	Chief Executive Manger	A Post Graduate Degree with at least at 55% marks or its equivalent grade and 11 years of administrative experience in industry or Institutions of higher education out of which minimum 8 years Industrial/administrative experience as Assistant Registrar or equivalent post. Desirable: (i) An MBA or equivalent (ii) Experience of computer system for information processing and retrieval.	79000 – 84500 – 90000 – 97000 – 104000 – 111000 – 118000 – 125000
14.	Sr. Research Manager / Sr. Executive Manager	(i) A Post Graduate Degree with at least at 55% marks or its equivalent grade and 08 years of administrative experience in research establishments, industry or other Institutions of higher education out of which 5 years as Assistant Registrar or equivalent post. Desirable: (i) An MBA or equivalent (ii) Experience of computer system for information processing and retrieval.	56000 – 60000 – 64000 – 69000 – 74000 – 79000

15.	Research Manager / Executive Manager	(i) A Post Graduate Degree and (ii) Minimum 8 years relevant work experience in an Institute, out of which at least 5 years at the level of Superintendent or of supervising a section in a scale not less than that of a Superintendent. OR (i) A Graduate Degree and (ii) Minimum 12 years relevant work experiences in an industry or Institute, out of which at least 5 years at the level of Superintendent or of supervising a section in a scale not less than of a Superintendent. Desirable: (i) An MBA or equivalent (ii) Experience of computer system for information processing and retrieval	47600 – 51000 – 54400 – 58700 – 63000 – 67300
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d) Administrative Support Staff

S. N.	Designation	Qualifications	Consolidated Pay
16.	Sr. R&D Assistant	Graduate Degree in Arts/ Science/ Commerce or Business Management. At least 5 years' experience in the actual conduct of meetings/examinations and/or adequate experience of supervisory work at 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. In case of Accounts/Audit/Cash: Graduation from 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.	35400–37900–40400–43600–46800–50000

17.	R&D Assistant	Graduate degree with 2 years work experience as Sr. Assistant or equivalent post/scale. In case of Account/Audit/Cash: Graduate degree preferably in 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.	29200–31200–33200–35800–38400–41000
18.	Jr. R&D Assistant	i) Graduate Degree/Diploma (three years) 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) Establishment & Administrative Matters b) Maintenance of accounts, priced stores ledgers, processing of bills c) Stores & Purchase d) Work connected with meetings, conference, Co-ordination e) Admissions & conduct of examinations f) Knowledge of computers.	21700 – 23200 – 24700 – 26700 – 28700 – 30700
19.	R&D Attendant	12th class (10+2) passed	19900 – 21300 – 22700 – 24500 – 26300 – 28100
20.	Jr. R&D Attendant	10 th class passed	18000 – 19300 – 20600 – 22200 – 23800 – 25400

5.3. Selection Committees

The composition of selection committees for different categories of posts will be as under.

1.	Director/Dean (R&D)/AD (R&D)/ Prof. In Charge/HOD	Chairperson
2.	Expert-I (Internal, from the Department)	Member
3.	Expert-II (Internal/External: As per the requirement)	Member
4.	Expert-III (Internal/External: As per the requirement)	Member
5.	PI/CO-PI	Convener

5.4. Terms and Conditions for Temporary Project Appointments

All temporary project appointments at the Institute shall be bound by the following additional Terms and Conditions:

- a) All appointments shall be on *contract of one year or less*, in case the tenure of the project is lesser than a year. Also, in case the project is terminated by the Funding Agency before the stipulated duration of the project for any reason whatsoever, the Project Appointment shall remain terminated with the closure of the Project. All appointments are against the *temporary project post*, and *will not continue* under any circumstance beyond the duration of the said project. Any subsequent contract in the project or another project will be fresh appointment. The appointment in the outside funded project does not give Project Staff Members any claim whatsoever for appointment or regularization at the Institute against any regular post of the Institute.
- b) All Project Staff Members need to sign at the time of the joining a *contract agreement* with Institute on Rs. 500 (or as amended by Government time to time) *Non-Judicial Stamp Paper* in the format provided by the Office of R&D. The first salary will be released only after the signing of the said agreement. In case, any Project Staff Member does not sign the contract agreement within 15 days from the date of joining, the appointment shall stand cancelled.
- c) Salary and other allowances of the selected candidate will be fixed *only* at the entry level of the post. No advance increments are payable at the entry level. Also, no additional perks are payable to any *Temporary Project Staff Member*.
- d) *Intellectual Property Rights*
 - i) *Temporary Project Staff Members* appointed in a project will be required to work under the supervision of the *Project Investigator* of the project. The outcome of any research or Technology under the project is the property of the *Project*, and is bound by the prevailing IPR Policy of the Institute and agency sponsoring the project. Any outcome from the project can only be disclosed to the public domain (like publishing a journal article) only with the prior written approval of the Project Investigator and with due acknowledgement of the sponsors of the project.
 - ii) On completing the term of appointment, the *Temporary Project Staff Member* shall return to the Project Investigator all documents relating to the project.
- e) At the time of the extension of the service of the Project Staff Members, the PI can recommend one increment after completion of one-year service. Extension of the service and increment is admissible only when the project is valid and the sufficient fund is available.
- f) Extension of service can be given up to a maximum of one year at a time. The maximum length of service for a project employee cannot exceed five years, including all previous Projects appointments made through the Office of R&D of the Institute, whether in the same or any other Project.
- g) No promotion will be given to the temporary Project Staff Member.
- h) In case a *Temporary Project Staff Member* needs to be migrated from one project to another, without following the fresh selection process, the PI shall furnish valid reasons and justification for proposing such migration. In such cases, the *Project Personal File Number* of the *Temporary Project Staff Member* shall remain the same.

- i) *House Rent Allowance*: Consolidated salary offered for the project post is inclusive of all components of the salary. No additional HRA is payable under any project, including the Institute Projects. But, if the sponsoring agency provides funds for the same and it is recommended by the PI that HRA be paid to the *Temporary Project Staff Member*, then HRA can be given to the Project Staff Members as per directions of the Funding Agency. In the absence of the funding agency not providing any norms, the prevalent Government of India norms are admissible. In any case, the HRA is payable, only if the *Temporary Project Staff Member* stays outside the campus. The Project Staff Member shall submit the request, duly forwarded and recommended by PI of the project for the reimbursement of rent paid for accommodation, in the prescribed form as available with Office of R&D. In general, the Institute will not provide any accommodation to the *Temporary Project Staff Member*. But, if Institute provides accommodation to any of them in the Students' Hostels, then:
- i) A fixed rate (as decided by the Institute from time to time) will be charged as Hostel Charges,
 - ii) The *Temporary Project Staff Members* will not be paid any HRA, if any, and the HRA component admissible to the *Temporary Project Staff Members* from the funding agency, will be deducted from the Project Account and will be credited to the Institute Account.
- j) *Medical Facilities*: *ONLY* routine OPD medical facility shall be provided *only* to the *Temporary Project Staff Member* at the on-campus *Primary Health Centre* of the Institute, without any reimbursement of cost of medicines. No other family member or dependent can avail this facility. A medical booklet shall be provided to each Project employee by the Office of R&D at the time of joining, which has to be produced to the Staff Members at the Health Centre when obtaining medical treatment and the same returned on completion of term, resignation or termination.
- k) *Termination of Service*: During the period of project appointment, the *Temporary Project Staff Member* is liable to be terminated with one month's notice, or on payment of one-month salary in lieu thereof. On the other hand, the *Temporary Project Staff Member* can resign from the position by giving one-month notice or surrendering the salary due in lieu of the notice period of one month. In extreme cases of unacceptable conduct of the *Temporary Project Staff Member*, the person can be terminated with no notice; this will require the approval the Dean (R&D).
- l) *Leave Entitlement*: A *Temporary Project Staff Member* is eligible for 30 days annual leave per year (credited at 2.5 days per month of service rendered), in addition to 8 casual leaves during a calendar year (credited at 2 days per 3 months of service rendered), and no other leave is admissible. Participation in any scientific event in India or abroad will be treated as on duty. Leaves taken beyond the above with the recommendation of the PI and approval of the Competent Authority shall be at no pay up to a maximum of 30 days; absence beyond this period shall be treated as discontinuation of service, and the PI may appoint a new person for the post through the process of Selection Committee. Further, no encashment or carry forward is permissible of the unutilized leave at the time of termination, completion of project, renewal of contract of the appointment, or at the end of the calendar year. In case of Ad-hoc appointment only 2 Casual Leave is applicable.

- m) Some funding agencies require the appointment of Junior Research Fellows (JRFs), Senior Research Fellows (SRFs), Research Associates (RAs) and/or Post-Doctoral Fellows. In such cases, the following shall apply:
- (i) The JRF, SRF, RA or PDF should have qualified in NET or GATE. The minimum qualifications is given in 5.2.
 - (ii) If funding agency does not have any provision on payment of salary, then norms applicable will be those employed by the Department of Science and Technology (DST), Government of India.
 - (iii) The Institute may provide hostel accommodation to JRF, SRF or RA, if accommodation is available in the Student Hostels; and, those persons, residing in accommodation provided by the Institute, will not be eligible for any House Rent Allowance (HRA). When hostel accommodation is not available, the HRA may be paid to the JRF, SRF, RA or PDF as per the norms of the Funding Agency. When the Funding Agency is silent on the matter, no HRA will be paid.
 - (iv) A JRF, SRF, RA or PDF is eligible for 30 days annual leave per year, in addition to 8 casual leave during a calendar year, and no other leave is admissible. Participation in any scientific event in India or abroad will be treated as on duty.

6. Project Monitoring:

For large projects, a *Project Monitoring Committee (PMC)* shall be constituted to review and assess the progress of the project periodically (at least once a year) towards ensuring timely completion of such projects. The Committee may advise *Dean (R&D)* on any matter related to the project. The composition of *Project Monitoring Committee* shall be as given in Table 13. The Director is the *Competent Authority* to constitute or approve the PMC.

Composition of the *Project Monitoring Committee*

Chairman	Members
Dean (R&D)	(1) Chairman, Center for Advanced Scientific Equipment (2) Head/Professor-in-Charge of the concerned Department (2) 1 Faculty Member in relevant field (3) 1 Specialist from outside the Institute in relevant field, if required, or arepresentative of the funding agency (4) PI of the Project

6.1. Disagreement or Disputes

Any disagreement within the Institute arising at any stage of a Consultancy Project will be resolved in consultation with Dean (R&D) or Director, to ensure an expeditious removal of bottlenecks and smooth functioning of the project.

In case of any dispute arising between Investigator(s) and funding agency(s) at any stage of Consultancy Project, only the Project Investigator and Project Co-Investigators(s) will be responsible for settlement of the dispute. The Institute holds no liability in any matter of dispute

arising out of the project. All legal action will be subject to jurisdiction at Civil Courts at Jodhpur, Rajasthan only.

6.2. Arbitration

In the event of any dispute or difference at any time arising between the parties relating to Consultancy Project, or any other clause(s) or any content of the right and liabilities of the parties or other matters specified therein or with reference to anything arising out of the Consultancy otherwise in relation to the terms, whether during the Consultancy or thereafter, such disputes or differences shall be resolved by mutual negotiations. If such negotiations are infructuous, the dispute should be finally settled through Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act. The arbitrators shall give reasoned and speaking award.

6.3. Limited Liability

In case, any legal dispute arises **between** the Investigator(s) and the funding agency, such that the Investigator(s) are in any way held responsible to make good the losses incurred by the funding agency, such liability will be restricted to a Maximum liability calculated as follows: $\text{Maximum Liability} = \text{Total Fee Charged for the Project} - \text{Expenditure already incurred in the Project}$ The PI shall be responsible to bring this fact to the notice of the funding agency.

6.4. Agreement Signing

- a) The PI/Co-PI will intimate the office of R&D regarding the agreement signing process by submitting **R&D/Admin-04: Agreement Signing Note** at least 15 days prior to the date of execution of the agreement.
- b) The Office of R&D will forward the document to Agreement Evaluation Committee (AEC) for evaluation of all relevant documents. Legal vetting will be done as per the direction of AEC.
- c) The PI will incorporate all suggestions/comments raised by the AEC/Legal cell and submit the final form of agreement to AEC.
- d) After obtaining the clearance from AEC, the document will be forwarded to Office of R&D for further processing.

7. Utilization of Overhead:

The Overhead will be operated through a single overhead account. The fund accruing in the Overhead Account shall be utilized as per the delegation of financial power for followings.

- a) The R&D Overhead Account shall be utilized for both recurring and non-recurring expenditure, including salary of the Project Staff Members, PDAs, honorarium to regular Staff Members, travel of authorized personnel, training program of staff member, various R&D schemes, expenditure for various approved institute awards etc.
- b) Any other expenditure, with the approval of competent authority.

8. Utilization of Central Administrative Fund:

The Central Administrative Fund will be utilized as per the guidelines of the Institute.

9. Form Book:

A form book is consisting the collection of all R&D forms. (Administration, Establishment, Account, IPR, Miscellaneous etc.)

Form Book

R&D Forms

S. N.	Form No.	Title
R&D - Administration		
1	R&D/Admin-01	Check List for Project Proposal
2	R&D/Admin-02	New Project Registration
3	R&D/Admin-03	Subsequent Grant Registration for Research Project
4	R&D/Admin-04	Agreement Signing Note
R&D - Establishment		
5	R&D/Estb-01	Approval for Advertisement, upload on IITJ website and Selection Committee for Appointment in Project
6	R&D/Estb-02	Scrutiny Committee Report
7	R&D/Estb-03	Report of the Selection Committee
8	R&D/Estb-04	Joining Report
9	R&D/Estb-05	Claiming of House Rent Allowance (HRA) in Respect of Project Staff Living in Rented Accommodation
10	R&D/Estb-06	Form for the Extension of Duration of Project Appointment
11	R&D/Estb-07	Leave Application
12	R&D/Estb-08	No Dues Application
13	R&D/Estb-09	Ad-hoc Appointment
14	R&D/Estb-10	Bridge Appointment in a Project
15	R&D/Estb-11	Student Assistantship in project
R&D - Account		
16	R&D/Acct-01	Fund Approval for (Instalment/Grant wise) for procurement of Project Related Non-Recurring Items and <i>Recurring Items (Consumables only)</i>
17	R&D/Acct-02	Requisition for payment and reimbursement
18	R&D/Acct-03	Temporary Project Advance
19	R&D/Acct-04	Disbursement of Honorarium from Project
20	R&D/Acct-05	Statement of Accounts for Settlement of Temporary advance
21	R&D/Acct-06	Payment for Student Assistantship in Projects
22	R&D/Acct-07	Form for Grant Utilization Certificate (UC) & Statement of Expenditure (SOE)
23	R&D/Acct-08	Project Closure Certificate
24	R&D/Acct-09	Asset Transfer Certificate
25	R&D/Acct-10	Transfer of Unspent balance to the funding agency
26	R&D/Acct-11	Transfer of Interest to Funding Agency
27	R&D/Acct-12	Transfer of fund to Professional Development Allowance Account
28	R&D/Acct-13	Submission of Proof of Investment for Income Tax Liability (TDS on Salary)
29	R&D/Acct-14	Invoice Request Form
R&D - IPR		
30	R&D/IPR-01	Form for Patent Filing
31	R&D/IPR-02	Questionnaire for Patent Filing
32	R&D/IPR-03	Invention Disclosure Form
R&D - Miscellaneous		
33	R&D/Misc-01	Application for International Research Mobility Grant
34	R&D/Misc-02	Annual Progress Report for Seed Grant Project
35	R&D/Misc-03	Form for Sanction of Seed Grant Project

Processing Time

S. N.	Form No.	Title	Duration
R&D - Administration			
1	R&D/Admin-01	Check List for Project Proposal	04 days
2	R&D/Admin-02	New Project Registration	03 days
3	R&D/Admin-03	Subsequent Grant Registration for Research Project	03-05 days
4	R&D/Admin-04	Agreement Signing Note	15 days
R&D - Establishment			
4	R&D/Estb-01	Approval for Advertisement, upload on IITJ website and Selection Committee for Appointment in Project	03-04 days
5	R&D/Estb-02	Scrutiny Committee Report	02 days
6	R&D/Estb-03	Report of the Selection Committee	03 days
7	R&D/Estb-04	Joining Report	01-02 days
8	R&D/Estb-05	Claiming of House Rent Allowance (HRA) in Respect of Project Staff Living in Rented Accommodation	01-02 days
9	R&D/Estb-06	Form for the Extension of Duration of Project Appointment	03 days
10	R&D/Estb-07	Leave Application	01-02 days
11	R&D/Estb-08	No Dues Application	01-02 days
12	R&D/Estb-09	Ad-hoc Appointment	03 days
13	R&D/Estb-10	Bridge Appointment in a Project	03 days
14	R&D/Estb-11	Student Assistantship in project	03 days
R&D - Account			
15	R&D/Acct-01	Fund Approval for (Instalment/Grant wise) for procurement of Project Related Non-Recurring Items and <i>Recurring Items (Consumables only)</i>	03 days
16	R&D/Acct-02	Requisition for payment and reimbursement	05 days
17	R&D/Acct-03	Temporary Project Advance	03 days
18	R&D/Acct-04	Disbursement of Honorarium from Project	03 days
19	R&D/Acct-05	Statement of Accounts for Settlement of Temporary advance	05 days
20	R&D/Acct-06	Payment for Student Assistantship in Projects	07-10 days
21	R&D/Acct-07	Form for Grant Utilization Certificate (UC) & Statement of Expenditure (SOE)	05 days
22	R&D/Acct-08	Project Closure Certificate	03-05 days
23	R&D/Acct-09	Asset Transfer Certificate	03-05 days
24	R&D/Acct-10	Transfer of Unspent balance to the funding agency	05-07 days
25	R&D/Acct-11	Transfer of Interest to Funding Agency	05-07 days
26	R&D/Acct-12	Transfer of fund to Professional Development Allowance Account	Annually, during the closing of financial year
27	R&D/Acct-13	Submission of Proof of Investment for Income Tax Liability (TDS on Salary)	--
28	R&D/Acct-14	Invoice Request Form	05 days

R&D - IPR			
30	R&D/IPR-01	Form for Patent Filing	-
31	R&D/IPR-02	Questionnaire for Patent Filing	-
32	R&D/IPR-03	Invention Disclosure Form	-
R&D - Miscellaneous			
33	R&D/Misc-01	Application for International Research Mobility Grant	-
34	R&D/Misc-02	Annual Progress Report for Seed Grant Project	-
35	R&D/Misc-03	Form for Sanction of Seed Grant Project	-

R&D-Administration



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Admin-01

Check List
(Check-List-for-Project-Proposal)

S. No.	Item	PI's Remark
1.	Name of Project Investigator	
2.	Department of Project Investigator	
3.	Name of Co-Project Investigator	
4.	Department of Co-Project Investigator	
5.	Project Title	
6.	Sponsoring Agency	
7.	Sponsoring Agency Scheme	
8.	Laboratory space required is approved by <i>Head of the Department</i>	
9.	Additional Office space required to house the Project Staff Members	
10.	Infrastructure needs (like Phone, Water, Gas and Furniture) (if required), please specify the mode of payment	
11.	Are there any toxic solid wastes generated? If Yes, is infrastructure for safe disposal available or any specific requirement required? If required, please specify the mode of payment.	
12.	Specific power requirements (3 phase power, power back, etc.) if required, please specify the mode of payment.	
13.	Any hazardous materials needed	
14.	Any animals needed for study	
15.	Is Approval of Ethics Committee required? If Yes, then please provide separate approval of the Ethics Committee.	
16.	Is any specific laboratory test to be undertaken at IIT Jodhpur or outside?	
17.	Should any part of the work be outsourced to agencies/individuals outside?	
18.	Is any agreement needs to be signed with Funding Agency? If yes, is a draft of the agreement legally vetted by Legal Counsel of IIT Jodhpur?	
19.	Does the Recurring cost prepared exceed 25% of the total budget of the project?	(for Seed Grant Project only)
20.	Endorsement from the Institute Required	Yes () No ()
21.	Facility Charges is included Charges included in budget of proposal (@5% of total recurring grant or INR 500000 whichever minimum)	Yes () No ()
22.	Overhead Charges is included Charges included in budget of proposal a)@20%: Sponsored Project/Outreach Projects (Conference/seminar/workshop /short course with fund from outside agencies) b) @30% Consultancy Project c) No overhead in case of seed grant project d) @30% to @50%: International Projects	Yes () No ()
23.	Provision for IPR fund included in budget of proposal	Yes () No ()

Co-Project Investigator (CO-PI)	HOD of Co-PI	Project Investigator (PI)	HOD of PI

Enclosures:

1. Project Proposal
2. Endorsement Format
3. Certificate of PI
4. C. V. of PI and Co-PI
5. Supporting documents of Funding agency scheme/ Call for proposal etc.
6. Provision of Overhead Funding Agency (If proposed overhead is less than the Institute R&D norms)

FOR OFFICE USE ONLY

1. Copy of the proposal is kept in the Office for records		Yes () No ()	
Dealing Assistant	Asst./Dy. Registrar (R&D)	Associate Dean (R&D)	Dean (R&D)

Certificate from the Investigator(s)

To be printed in the letterhead

Project Title:

I/We certify that

1. The same project proposal or its part has not been submitted elsewhere for financial support.
2. The equipment procured in the project will be made available to other users during spare time.
3. To submit a certificate from Institutional Biosafety Committee, if the project involves the utilization of genetically engineered organisms. We also declare that while conducting experiments, the Biosafety Guidelines of Department of Biotechnology, Department of Health Research, GOI would be followed in to.
4. To submit ethical clearance certificate from the concerned ethical committee, if the project involves field trails/experiments/exchange of specimens, human & animal materials etc.
5. The proposed project or its part does not in any way duplicate the work already done or being carried out elsewhere on the subject.
6. To abide by the terms and conditions of respective funding agency.

Name and signature of Principal Investigator:

Date:

Place:

Name and signature of Co-Principal Investigator:

Date:

Place:



Form for New Project Registration

S. No.	Item(s)	Details	
1.	Project Title		
2.	Sponsoring Agency name		
3.	Sponsoring Agency Scheme		
4.	Type of Agency	Industry / PSU / Central Govt. / State Govt. / Others	
5.	Name of the Country	India	
6.	Collaborating Agency (if any)		
7.	Project Research Area		
8.	Sanction Number & Date		
9.	Project Duration / Years		
10.	Project Start Date		
11.	Project End Date		
12.	Total Amount Sanctioned	Rs.	
13.	Funds Breakup	1 st Instalment	Total
A.	Non-Recurring		
(a)	Equipment		
B.	Recurring		
(a)	Salary		
(b)	Contingency		
	b (i): Facility Charges @5% of total recurring grant or INR 500000 whichever minimum		
(c)	Honorarium		
(d)	Consumables		
(e)	Travel		
(f)	Overheads a) @20%: Sponsored Project/Outreach Projects (Conference/seminar/workshop /short course with fund from outside agencies) b) @30% Consultancy Project c) No overhead in case of seed grant project d) @30% to @50%: International Projects		
(g)	Miscellaneous		
(h)	Fellowship		
(i)	18% GST		
(j)	Others		
(k)	Interest		
(l)	SSR		
(m)	Consultancy		

(n)	Construction		
(o)	Library Grant		
(p)	Workshop/ Conference		
(q)	Research Scholar Grant		
(r)	Collaboration/ Meetings		
(s)	Salary +Honorarium		
(t)	Training and Honorarium		
(u)	IPR		
TOTAL (a+b+.....+u)			
14.	Project Class Code:		
SPO	Sponsored Research	TNR	Routine Testing Projects
CON	Consultancy	FELL	Fellowship
INS	Institute Project	OTR	Outreach
TA	Travel Grant		
15.	Department/Centre		
16.	Name of the PI		PF No:
17.	Name of the Co-PI (if any)		PF No:
20.	Project will be operated by	Only by PI	Either PI or Co-PI
Co-Project Investigator (CO-PI)		HOD of CO-PI	Project Investigator (PI)
			HOD of PI

Enclosures:

- Project Proposal
- Sanction letter
- MOU
- Agreement
- Institute/Others (Grant release orders)

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1.	Overhead Deduction (as per norms)	Yes ()	No ()
2.	Facility Charges (As per norms)	Yes ()	No ()
3.	Sanction Letter attachment	Yes ()	No ()
4.	Amount verification from Bank	Yes ()	No ()
5.	Amount distribution as per Sanction Letter	Yes ()	No ()
6.	Update in Automation	Yes ()	No ()
7.	Allotted Project Number		
Dealing Assistant		S. Superintendent (R&D)	Asst./Dy. Registrar (R&D)
		Associate Dean (R&D)	Dean (R&D)



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Admin-03

Form for Subsequent Grant

S. N.	Item(s)	Detail(s)
1.	Project Title	
2.	Project Number	
3.	Sponsoring Agency/Ministry	
4.	Department/Centre	
5.	Sanction Number & Date	
6.	Name of the Project Investigator (PI)	
7.	Name of the Co-PI (if any)	
8.	Project Start Date	
9.	Project End Date	
10.	Project Duration (in years)	
11.	Amount Received Now	Rs.
12.	Total Amount Sanctioned	Rs.
13.	Fund breakup of Instalments received	Amount Received (Rs.) under Instalment No. __
A.	Non-Recurring	
(a)	Equipment	
B.	Recurring	
(a)	Salary	
(b)	Contingency	
	b(i) Facility Charges @5% of total recurring grant or INR 500000 whichever minimum	
(c)	Honorarium	
(d)	Consumables	
(e)	Travel	
(f)	Overheads a) @20%: Sponsored Project/Outreach Projects (Conference/seminar/workshop /short course with fund from outside agencies) b) @30% Consultancy Project c) No overhead in case of seed grant project d) @30% to @50%: International Projects	
(g)	Miscellaneous	
(h)	Fellowship	
(i)	18% GST	
(j)	Others	
(k)	Interest	
(l)	SSR	
(m)	Consultancy	
(n)	Construction	
(o)	Library Grant	
(p)	Workshop/ Conference	
(q)	Research Scholar Grant	
(r)	Collaboration/ Meetings	
(s)	Salary +Honorarium	

(t)	Training and Honorarium	
(u)	IPR	
TOTAL (a+b+.....+u)		
Co-Project Investigator		Project Investigator

Enclosures:

1. Grant Release Order
2. Grant Sanction Order

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1.	Overhead Deduction (as per norms)		Yes ()	No ()
2.	Facility Charges (As per norms)		Yes ()	No ()
3.	Sanction Letter attachment		Yes ()	No ()
4.	Amount verification from Bank		Yes ()	No ()
5.	Amount distribution as per Sanction Letter		Yes ()	No ()
6.	Update in Automation		Yes ()	No ()
Dealing Assistant	S. Superintendent (R&D)	Asst./Dy. Registrar (R&D)	Associate Dean (R&D)	Dean (R&D)



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Admin-04

Agreement Signing Note

(to be submitted at least 15 days in advance of expected date of signing)

S. N.	Date:- _____	
1.	Name of PI/CO-PI	
		Department: Email: Contact No:
2.	Title of project	
3.	Category	Sponsored Research/ Consultancy/ Technology Transfer/ Any other (Please Specify): _____
4.	Type of Agreement	1. NDA 2. MOU 3. MOA 4. Any Other (Please Specify) _____
5.	Proposed Level of Collaboration	Individual/ Departmental/ Multi- department/ Institute
6.	Brief Description of Project/Scope of Work (In 500 words)	
7.	Budget:	Project Cost: Overhead: Tax: (Inclusive/exclusive) Details breakup of Budgets:
8.	Overhead and Facility Charges: a) @20%: Sponsored Project/Outreach Projects (Conference/seminar/workshop /short course with fund from outside agencies) b) @30% Consultancy Project c) @30% to @50%: International Projects d) Facility Charges @5% of total recurring grant or INR 500000 whichever minimum	
9.	Name of the Party with which MoU/Agreement is proposed:	

10.	Profile of the Partner Organization:	
11.	Profile of the contact from the partner organization:	
12.	The expected benefits to IIT Jodhpur:	
13.	Obligations/commitments on the part of the partner organization:	
14.	Obligations/commitments on the part of IIT Jodhpur:	
15.	Obligations/commitments on the part of IIT Jodhpur:	
16.	Expected Commercialization/Technology transfer:	
17.	Ownership of Intellectual Property Rights (IPRs):	

I/We certify that:

- I/ We have read the MoU/ Agreement/ Contract etc..
- I/ We have no conflict of Interest with the Partner Organization.
- I/ We will abide by the terms and conditions of MoU/ Agreement/ Contract and ensure that all due diligence (in terms of confidentiality as required) will be done by me/us.
- It is my/our responsibility to take a declaration of confidentiality from the project staff, scholars and students working on this project, if any.

Signature of PI/Co-PI

Agreement Evaluation Committee(AEC)

- Type of Agreement: _____
- Category: _____
- Agreement will be executed at _____ level
- Applicable percentage of overhead _____
- Remarks on Ownership of IPR: _____
- Remarks on overhead: _____
- Legal vetting remarks _____ Attach separate sheet (if required)

Remarks of AEC:

Committee Members:

Assistant Registrar (R&D) Member- Convener	Assistant Registrar (Legal) Member	Deputy Registrar (R&D- Accounts) Member	Associate Dean (R&D) Member	Dean (R&D) Member
Domain expert Invitee	PI/Co-PI Invitee	Prof. Neeraj Jain, Bioscience and Bioengineering Member	Prof. S. C. Bose, Advisor Academic Member	Prof. S. R. Vadera, Deputy Director Chairperson

R&D-Establishment



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Estb-01

**Approval for Advertisement, upload on IITJ website and
Selection Committee for Appointment in Project**

1.	Project No.	
2.	Project Title	
3.	Name of the PI	
	P.F. No.	
4.	Position to be Advertised	
5.	Salary Range	
6.	Duration of Initial Appointment	
7.	Advertisement to be floated	As per annexure 'A' (To be signed by the PI and Head of Department)
8.	Selection Committee (As per the R&D Norms of the Institute) i) _____ (Chairman) ii) _____ (Member) iii) _____ (Member) iv) _____ (Member) v) _____ (Convenor/PI) <i>(Note: Signature of Chairman, Members and Convenor/PI is required)</i>	
The above Committee, attached advertisement and permission to upload this advertisement on IITJ website, may kindly be approved.		
Date: _____ Signature of PI _____ Signature of the HOD _____		

For Office use only

Position available	Yes () No ()
Fund available	Yes () No ()
Qualification & Experience Matching	Yes () No ()
Dealing Assistant	A. Registrar (R&D)
	Associate Dean (R&D)
	Dean (R&D)



Indian Institute of Technology Jodhpur

Office of Research & Development

Annexure 'A'

1	Project No.	
2	Project Title	
3	Brief description of Project	
4	Funding Agency	
5	Name of the Project Investigator	
6	Department	
7	Duration of the Project	
8	Name of the Post	
9	Post (s)	
10	Consolidate Pay	
11	Essential Qualification and Experience	
12	Desirable Qualification	
13	Job Description	
14	Maximum Age	

Signature of PI	Signature of Head of Department



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Estb-02

Scrutiny Committee Report

Project No.	
Advertisement No.	
Post(s)	
Total Application Received	

Short listing Parameters:

- ---

- ---

- ---

After Scrutiny of all the application(s) received, the Scrutiny Committee recommended the following candidate(s) to be called for the Written Test/Personal Interview scheduled on.....(Date) at (Time) at (Venue) as under:

S. No.	Application No.	Candidate(s) Name

Signature of duly constitute Selection Committee Members:

1.	2.	3.
4.	5.	6.



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Estb-03

Report of the Selection Committee

1	Project No.		
2	Project Title		
3	Name of the PI		
4	Project completion date		
5	Date of Written exam /Interview		
6	Numbers of Candidates	(a) Applied:	(b) Called:
		(c) Appeared in written exam:	(d) Qualified:
		(e) Interviewed:	

The Selection Committee recommends for appointment of the following persons:

Sl. No	Name	Designation	Initial salary	Term of Appointment
1				
2				

The following persons may be kept on waiting list:

Sl. No	Name	Designation	Initial salary	Term of Appointment
1				
2				

Names & Signatures of the Selection Committee Members

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

Signature of the PI

Enclosures: 1. Copy of advertisement
3. Scrutiny committee report

2. Approval of the Selection Committee
4. Applications of the selected candidates

For Office Use Only

1.	Validity of term of Appointment	Yes () No ()		
2.	Posts	(a) Sanctioned	(b) Filled earlier	(c) Available
3.	Qualification matching the designation	Yes () No ()		
4.	Salary proposed is as per structure	Yes () No ()		
5.	Funds Status	Available () Not Available ()		
Dealing Assistant		A. Registrar (R&D)	Associate Dean (R&D)	Dean(R&D)



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Estb-04

Joining Report

Date:

1.	Ref. No.	
2.	Name	
3.	Designation	
4.	Mobile No.	
5.	Project No.	
6.	Date of Joining	
7.	Bank Name	
	Account No.	
	IFSC Code	
8.	Salary per month	
9.	No. of days in the joining month	
10.	PAN Card No.	
11.	Copy of permanent address proof enclosed	Yes () No ()
I have enclosed the original agreement on Rs. 500/- stamp paper duly signed on all pages. Declaration: <i>I have read and understood the terms & conditions of the appointment and agree to abide by them.</i>		
Signature of Project Staff		Forwarded Project Investigator

Enclosures:

1. Self-attested copy of PAN Card, Aadhar Card and Bank Account details
2. Self-attested copy of C.V. along with All Qualification and Experiences Certificates

For Office Use only

Personal File No.	
Agreement signed	Yes () No ()
Copy of Pan Card submitted	Yes () No ()
Address proof submitted	Yes () No ()
Dealing Assistant	Assistant Registrar(R&D)



Indian Institute of Technology Jodhpur
Office of Research and Development
Form No: R&D/Estb-05

Claiming of House Rent Allowance (HRA)
in respect of project staff living in rented accommodation

1.	Name of the Applicant	
2.	Designation	
3.	P.F. No.	
4.	Pay	
5.	Project Title	
6.	Project No.	
7.	Name of the PI	
	PF No.	
8.	Present Address	
9.	Details of accommodation (number of rooms, kitchens, WC and bathroom, veranda etc..).	
10.	Amount of HRA claimed as admissible under rule	
11.	Whether certificates required under rules as attached (Address Proof, Agreement copy, rent receipt)	
12.	Date of occupation of the accommodation	

Date:

Signature of Applicant

Specific Recommendation of the PI

For Office Use Only

1.	HRA admissible	Yes ()	No ()
2.	Fund available	Yes ()	No ()
3.	Documents submitted (address proof, agreement and rent receipt)	Yes ()	No ()
Dealing Assistant		A Registrar(R&D)	Associate Dean (R&D)
			Dean (R&D)

Declaration Certificate

Certified that:

1. I am living in a rented house situated within municipal limits of_____ (Name of city/Town) and ensuring some expenditure on rent/contributing towards rent.
2. The portion of accommodation in respect of which house rent Allowance is claimed has not been sub-let/has been sub-let and the monthly rent which is received is Rs._____p.m.
3. I have not been provided with government accommodation by the Central Government, State Government or Autonomous Public Undertaking or Body or Corporation or Semi-government Organization such as Municipalities etc.
4. I am not living in Government accommodation which has been allotted to another Government servant.

Signature of Applicant
P.F. No.:_____



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Estb-06

Form for the Extension of Duration of Project Appointment

1.	Project No.	
2.	Project Title	
3.	Name of the PI	
4.	Name of the project staff	
	PF No.	
5.	Present Appointment	
	a) Mode	
	b) Designation	
	c) Current Salary per month	
	d) Joining date	
	e) Date of Term Expiry	
6.	Justification for Extension	
	a) Service Record	Satisfactory () Unsatisfactory ()
	b) Whether it is a project requirement	Yes () No ()
	c) Any other Comment	
7.	Extension desired	
	i) Period	From : To:
	ii) Salary per month	Rs.
	iii) Increment proposed	
<p><i>Note: Salary enhancement should be requested only after completion of one year of service.</i></p>		
Date:		Signature of the PI

For Office Use only

1.	Project Completion Date	
2.	Whether Project is valid	Yes () No ()
3.	Salary Enhancement	
	a) Amount	Rs.
4.	Increment is admissible	Yes () No ()
Dealing Assistant		A Registrar(R&D)
Associate Dean (R&D)		Dean (R&D)



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Estb-07

Leave Application

Name of the applicant			
P.F. No.			
Designation			
Name of the PI			
Project No.			
Leave applied	Days	From:	To:
Nature of leave	Causal []	Annual []	
Holidays	Prefix: days	From	To
	Suffix: days	From	To
Purpose / comments			
Leave address, if going out of station			
Date: _____ Signature of Applicant _____			
Recommending Authority/Recommendation of the PI			

For Office Use Only

Balance of Leaves	Causal : days as on		
	Annual : days as on		
Leave applied	Nature : From: To:		
Leave due	Yes [] No []		
Dealing Assistant	Associate Dean (R&D)	Dean (R&D)	



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No.: R&D/Estb-08

No Dues Certificate

Name Project Staff	
PF No.	
Designation	
Project No.	
Name of the PI	
Duration of Appointment	From: _____ To: _____
Date of Resignation / Termination (if applicable)	
If re-employed, Project No.	
Bank Account No.	

S. N.	Dept. /Section/Unit	Details of Dues, if any	Date	Signature & Name of the person certifying
1.	Project Investigator			
2.	PI Recommendation for issue experience certificate			
3.	Hostel-in-charge, if allotted			
4.	Computer Centre			
5.	Central Library			
6.	Health Centre			
7.	Electricity (IWD)			
8.	Concern Laboratory			
9.	ID Cell			
10.	Store & Purchase			
11.	Office of R&D			
	(1) Establishment Cell			
	(2) Advance Cell			
	(3) Salary Cell			

Date:	Signature of the Project Staff
Dealing Assistant	Assistant Registrar (R&D)



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Estb-09

Form for Ad-hoc Appointment

1.	Project No.	
2.	Project Title	
3.	Name of the PI	
	PF No.	
4.	Project completion date	
5.	Name of the Candidate	
	(i) Date of Birth	
	(ii) Permanent Address & Phone No.	
	(iii) E-mail ID (Compulsory)	
6.	Post suggested	
7.	Monthly Consolidated Salary	
8.	Duration of ad-hoc appointment (maximum three months)	From : To:
9.	Justification for Ad-hoc appointment	

Enclosures:

- 1.Candidate's application.
- 2.Bio-data of Candidate.
- 3.Post Relavent Mark sheet/Certificate

Date: Signature of the PI

For Office Use Only

1.	Qualifications matching the Designation	Yes ()	No ()
2.	Salary proposed is as per structure	Yes ()	No ()
3.	Funds Status	Available ()	Not Available ()
Dealing Assistant	A. Registrar(R&D)	Associate Dean (R&D)	Dean(R&D)



Indian Institute of Technology Jodhpur
Office of Research and Development
Form No.: R&D/Estb-10

Form for Bridge Appointment in a Project

1	Project No.	
2	Project Title	
3	Name of the PI	
4	Project completion date	
5	Name of Employee	
6	Reference No.	
7	Initial Appointment	
	(i) Mode	Ad-hoc / through Selection Committee
	(ii) Designation	
	(iii) Present Salary	Rs. (Consolidated)
	(iv) Joining date	
	(v) Term expiry date	
8	Justification for Extension	
	(i) Service Record	Satisfactory/Unsatisfactory
	(ii) Project Requirement	Yes / No
	(iii) Comments, if any	
9	Re-appointment through Selection Committee w.e.f.	
10	Bridge Appointment desired	From: To:
11	Salary	Rs.

Signature of the PI

For Office Use only

1	Project completion date		
2	Funds Status	Available () Not available ()	
3	Bridge appointment may be approved for a period	From: To:	
4	on the consolidated salary of	Rs.	
Dealing Assistant	A Registrar(R&D)	Associate Dean (R&D)	Dean(R&D)



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Estb-11

Form for Student Assistantship in Projects

1.	Name of the PI	
2.	Project No.	

Student Information

1.	Name		4.	Program	B. Tech / M. Tech. / Ph.D.
2.	Roll No.		5.	Department/Center	
3.	Units registered	Course Units	6.	CPI (should be >6)	
		Thesis Units	7.	Bank A/c. No.	
				Bank Name	

Terms of Appointment

1.	Part-time	Working hours per week and No. of week worked	
		Rate per week	Rs.
2.	Full-time	Rate per Month	Rs.
3.	Term of appointment	From :	To :

Date:	Signature of the PI
Specific Recommendation of the Associate Dean (Academic)	

Enclosures:

1. Relevant proof of admission

For Office Use only

Fund Status	Available ()	Not Available ()
Dealing Assistant	Assistant Registrar(R&D)	Associate Dean (R&D)

R&D-Account



**Fund Approval (Installment/Grant wise) for Procurement of
Project related Non-Recurring Items and Recurring Items (Consumable)**

A	Fund Approval (In case fund is received in R&D Account)
B	Provisional Fund Approval (In case fund is expected to be received and proof of communication in this regard is available from the funding agency. Note: No PO shall be released/issued in case of Provisional Approval) Expected Date of Receiving of Fund: _____ (to be filled by PI)

Information sheet

1	Name of PI		
2	Employee Code		
3	Project Title		
4	R&D Project No.		
5	Sanctioned Order No and Date		
5	Sanctioned Amount: (_____ Installment)		
6	Lists of Items		
Non Recurring Items (A)	Item Name	Quantity	Estimated Cost
	Total		
Recurring Items (Only consumables items) (B)	Item Name	Quantity	Estimated Cost
	Total		
TOTAL (A+B)			
Date: _____ Signature of the PI _____			

For Office Use only

Type of Fund Approval	Final ()	Provisional ()			
Provision for purchase of item(s) is available	Yes ()	No ()			
Project Ending Date	Fund Approval Sanctioned No: _____				
Validity of Fund Approval	Till : _____				
	Upto Rs. 2.5 Lacs	Upto Rs. 25 Lacs	Above Rs. 25 Lacs		
Dealing Assistant	Sr. Supdt. (R&D)	DR (R&D)	Associate Dean (R&D)	Dean (R&D)	Director
Enclosures: 1- Sanction Order, 2- Proof of Communication from funding agency (In case of Provisional Fund Approval)					
April 2021					



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Acct-02

Requisition for Payment/ Reimbursement

1	Name of the PI	
	P.F. No.	
2	Project No.	
3	Budget Head	(a) Consumable (b) Contingency (c) Travel (d) Others (Miscellaneous)
	Recurring	
	Non- Recurring	
4	Fund Available In Respective Head	
5	Payment to be made in the name of	
6	Bank A/c No. & IFSC Code:	

Details of Bills claimed

S. No.	Invoice/ Bill No.	Date	Item Purchased / Details of Expenditure	Amount (Rs.)	Stock-Register Page No.
1					
2					
3					
4					
5					
Total					

1. I am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from reliable supplier at a reasonable price.
2. The Expenditure was made with due approval and by following Norms.
3. Certified that the items purchased were not available in the Laboratory / Department and were needed to fulfill the urgent requirements of the project. The items have been recorded in the stock register.

Date:

Signature of the PI

FOR OFFICE USE ONLY

Fund available	Yes () No ()	
Passed for payment	Rs.	
TDS Applicable	Yes () No () If Yes: Rate..... Amount	
Dealing Assistant	Senior Superintendent (R&D)	Deputy Registrar (R&D)



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Acct-03

Form for Temporary Project Advance

S.No.	Content	Details
1.	Name of the PI	
2.	P.F. No.	
3.	Project No.	
4.	Budget head	1. Contingency () 2. Consumables () 3. Travel ()
5.	Amount of Advance required	Rs.
6.	Purpose (with justification)	
7.	Advance to be sanctioned in the name of (Permanent employee only)	
8.	P.F. No. of the Advance holder	
9.	Bank A/c No. for money transfer	IFSC :
<div style="display: flex; justify-content: space-between;"> <div>Date:</div> <div>Signature of the PI</div> </div>		

For Office Use only:

Is there enough balance in the relevant head		Yes () No ()	
Is there more than one advance outstanding in this category or more than 4 advances in all?		Yes () No ()	
Advance Reference No.			
Dealing Assistant	S. Supdt. (R&D)	D.R. (R&D)	Associate Dean (R&D)
			Dean(R&D)

Advance Sanction Note of R&D Projects for PI

1.	Name of the PI	
2.	Name of the Advance holder & PF No.	
3.	Advance Ref. No. & Dt.	
4.	Amount	Rs.
5.	Mode of payment (Cheque)	Cheque no.: Cheque date:
6.	Terms & conditions: 1) CONTINGENCY/CONSUMABLE Advance cannot be used for non-consumables, equipment, books. 2) Personal (overtime), salary, honorariums etc. are not allowed from contingency. 3) At the most one advances in a category and preferably a total of 4 advances in all. 4) Please submit accounts within 15 days from the date of Advance.	



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Acct-04

Disbursement of Honorarium from Project

1	Name of the PI	
2	PF. No.	
3	Project No.	
4	Category of Project	Sponsored/Consultancy/Other, (Please Specify)
5	Budgeted Head	Manpower/ Honorarium/Other,(Please Specify Head)
6	Fund Available in the Respective Budgeted Head	Rs.

Following honorarium will be distributed from the above project.

S.No.	Name	PF.No./ Roll No.	Amount	Bank A/c No. & IFSC Code	PAN No.

Date:

Signature of the PI

For Office Use only

Project Fund Position in the Respective Budgeted Head				Amount(Rs.)
Gross Amount	A			
Consultancy Fee	B			
Amount Disbursed earlier (if any)	C			
Balance available for disbursement	D			
				Up to 2.5 Lakh
Dealing Assistant	S. Superintendent (R&D)	Dy. Registrar (R&D)	Associate Dean (R&D)	Dean (R&D)
(For More than 2.5 Lakhs)				
Director				



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Acct-05

Statement of Accounts for Settlement of Temporary Advance

1	Project No.			
2	Name of advance holder			
3	PF No.			
4	Type of Advance / Budget head	(1) Contingency () (2) Consumables () (3) Travel ()		
5	Advance Ref. No.	Date:		
6	Advance Drawn	Rs.		
7	Expenditure	Rs.		
8	Excess amount	Rs.	Claiming: Yes () No ()	
9	Balance deposited	Rs.	Receipt No.: date:	

S. No.	Date	Cash Memo / Receipt	Suppliers Name	Particulars of item(s) / Details of Expenditure	Amount (₹)	Stock Register #. & Page #.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

Total

I hereby certify that the: 1) Cash purchases were made for the items that were needed urgently and were not available in stores. 2) Goods purchased were inspected before acceptance. 3) Prices paid are the cheapest 4) Item(s) purchased are entered in the Stock Register.

Signature of the Advance Holder

Signature of the PI

For Office Use Only

1	Advance Drawn	Rs.
2	Expenditure made	Rs.
3	Excess Amount Claimed	Yes () No ()
4	Balance Deposited in A/S	Rs.
5	Receipt Book No.	Date:
6	Passed for adjustment	Rs.
7	Pay Excess Claim of	Rs.

Dealing Assistant

S. Supt (R&D)

Dy. Registrar (R&D)

Associate Dean (R&D)

Dean (R&D)

(For More than 1 Lac Advance)



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D-Acct-06

Payment for Student Assistantship in Project

1.	Name of the PI	
2.	Project No.	

Student Information

1.	Name		4.	Program	B. Tech / M. Tech. / Ph.D.
2.	Roll No.		5.	Department/Center	
3.	Units registered	Course Units	6.	CGPA (should be >6.5)	
		Thesis Units	7.	Bank A/c. No.	
				Bank Name	

Terms of Appointment

1.	Part-time / Full Time	Working hours per week and No. of week worked	
		Rate per week	Rs.
		Assistantship Per Month	
		Total	
2.	Term of appointment	From :	To :

Date:

Signature of the PI

Specific Recommendation of the Associate Dean (Academic)

For Office Use only

Fund Status	Available ()	Not Available ()	
Dealing Assistant	A Registrar(R&D)	Associate Dean (R&D)	Dean (R&D)

Guidelines for payment:

Category	Type of Appointment	Payment (INR)
Ph.D.	Full-time appointment (40 hours/week)	5000
	Part-time appointment (20 hours/week)	2500
P.G.	Full-time appointment (40 hours/week)	4000
	Part-time appointment (20 hours/week)	2000
U.G.	Full-time appointment (40 hours/week)	3000
	Part-time appointment (20 hours/week)	1500



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Acct-07

Form for Grant Utilization Certificate (UC) & Statement of Expenditure (SOE)
(all points are mandatory to fill)

1.	Project No.		
2.	Project Title		
3.	Name of the PI		
4.	Funding Agency		
5.	Last UC issued on		
6.	UC required for the period	From :	To:
7.	Type of UC (Please Tick)	For Recurring expenditure only	
		For Non-Recurring expenditure only	
		For Combined expenditure	
8.	Statement of Expenditure (SOE)	Required (YES or NO) (if Yes, please provide format)	
9.	Number of copy required		
10.	Other documents required (if any)		
11.	Any comments wish to add (if yes, please provide justification, if required)		

Enclosures:

- 1. Specific format of Utilization Certificate of Funding Agency.**
- 2. Specific format of other documents required (If any)**

Date:

Signature of Project Investigator



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Acct-08

R&D Project Closure Certificate

1.	Project No.	
2.	Project Title	
3.	Name of PI	
4.	Name of Co-PI	
5.	Funding Agency	
6.	Project Start Date	
7.	Project Completion Date	
8.	Assets Created	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Nature of Assets (Attach Detailed sheets to describe the same)	<input type="checkbox"/> Equipment Owner: Institute/Funding Agency <input type="checkbox"/> Software Owner: Institute/Funding Agency <input type="checkbox"/> Furniture Owner: Institute/Funding Agency
9.	Details of the IPR or Publications(If any)	(On separate sheet)
10.	Deliverables met	<input type="checkbox"/> Yes <input type="checkbox"/> No (Awardee had left the institute.)
11.	Project Grant Received	Rs. _____
12.	Unspent Balance, if any	<input type="checkbox"/> Yes : Amount- _____ <input type="checkbox"/> No
13.	Technical Closure Completed	<input type="checkbox"/> Yes : Date of Submission- _____ <input type="checkbox"/> No : EOD of Submission- _____
14.	Status of Unspent Amount	<input type="checkbox"/> Transferred to PDA from consultancy Project <input type="checkbox"/> Transferred to PDA from Conference Project <input type="checkbox"/> Returned to Funding Agency

Enclosures:

1. Project Closure Report Submitted to funding Agency.
2. Final Project Grant utilization certificate Submitted to funding Agency.
3. Detailed List of Assets generated.(Page no. of Stock Register).
4. All correspondence with sponsoring agency regarding the project.

Date:

Signature of the Co-PI

Signature of the PI

For Office Use Only

1. Closure report submitted	Yes () No ()
2. Detailed List of Assets generated Submitted	Yes () No ()
Dealing Asst.	A.Registrar (R&D)
Associate Dean (R&D)	Dean (R&D)



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Acct-09

R&D Asset Transfer Certificate

1.	Project No.	
2.	Project Title	
3.	Name of PI	
4.	Name of Co-PI	
5.	Funding Agency	
6.	Project Start Date	
7.	Project Completion Date	
8.	Assets Created	<input type="checkbox"/> No <input type="checkbox"/> Yes
	Nature of Assets (Attach Detailed sheets to describe the same)	<input type="checkbox"/> Equipment Owner: Institute/Funding Agency <input type="checkbox"/> Software Owner: Institute/Funding Agency <input type="checkbox"/> Furniture Owner: Institute/Funding Agency <input type="checkbox"/> Others Owner: Institute/Funding Agency
9.	Asset Transferred to	

Declaration:

I hereby declare that the Assets, details of which are mentioned in this form are transferred to _____.

Date:

Signature of Transferor

Signature of Transferee

Signature of Head(_____)

For Office Use Only

1.	Closure report submitted	Yes ()	No ()
2.	Detailed List of Assets generated Submitted	Yes ()	No ()
Dealing Asst.	Assistant Registrar (R&D)	Associate Dean (R&D)	Dean(R&D)

LIST OF ASSETS

S. No.	Name of Asset	Nature of Assets (Equipment/ Software/ Furniture/ Others)	Transferor Details		Transferee Details	
			Register & Page No.	Department	Register & Page No.	Department
1.						
2.						
3.						
4.						
5.						
6.						
7.						

1.	Project No.	
2.	Project Title	
3.	Name of PI	
4.	Department	
5.	Name of Co-PI	
6.	Funding Agency	
7.	Project Start Date	
8.	Project Completion Date	
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="width: 30%;">Signature of Transferor</div> <div style="width: 30%;">Signature of S&P</div> <div style="width: 30%;">Signature of Transferee</div> </div>		



1.	Project No.	
2.	Project Title	
3.	Name of PI	
4.	Name of Co-PI	
5.	Funding Agency	
6.	Project Start Date	
7.	Project Completion Date	
8.	Project Closure Report Submitted to funding Agency	Yes () No ()
9.	Final Project Grant utilization certificate Submitted to funding Agency.	Yes () No ()
10.	Payment Mode	<input type="checkbox"/> DD : Favoring- _____ <input type="checkbox"/> NEFT : Name of A/C- _____ : A/C No. - _____ : IFSC Code- _____ <input type="checkbox"/> Bharatkosh
<div style="display: flex; justify-content: space-between; align-items: flex-end; padding: 10px;"> <div>Date: _____</div> <div>Signature of the Co-PI _____</div> <div>Signature of the PI _____</div> </div>		

1.	Sanctioned Amount (In Rs.)				
2.	Fund received (In Rs.)				
3.	Fund utilized (In Rs.)				
4.	Unspent Balance to be transfer to Funding Agency (In Rs.)				
Dealing Assistant	S. Supt (R&D)	D. R. (R&D)	A. D. (R&D)	Dean (R&D)	



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Acct-11

Transfer of Interest to Funding Agency

1.	Project No.	
2.	Project Title	
3.	Name of PI	
4.	Name of Co-PI	
5.	Funding Agency	
6.	Project Start Date	
7.	Project Completion Date	
8.	Payment Mode	<input type="checkbox"/> DD : Favoring- _____ <input type="checkbox"/> NEFT : Name of A/C- _____ : A/C No. - _____ : IFSC Code- _____ <input type="checkbox"/> Bharatkosh
 Date: _____ Signature of the Co-PI _____ Signature of the PI _____		

For Office Use Only

1.	Sanctioned Amount (In Rs.)				
2.	Fund received till date (In Rs.)				
3.	Fund utilized till date (In Rs.)				
4.	Interest to be transfer to Funding Agency (In Rs.)				
Dealing Assistant		S. Supt (R&D)	D. R. (R&D)	A. D. (R&D)	Dean (R&D)



1.	Project No.	
2.	Project Title	
3.	Name of PI	
4.	Name of Co-PI	
5.	Funding Agency	
6.	Project Start Date	
7.	Project Completion Date	
8.	Project Closure Report Submitted to funding Agency	Yes () No ()
9.	Final Project Grant utilization certificate Submitted to funding Agency.	Yes () No ()
<div style="display: flex; justify-content: space-between; align-items: flex-end; padding-top: 20px;"> <div style="width: 30%;">Date:</div> <div style="width: 35%; text-align: center;">Signature of the Co-PI</div> <div style="width: 35%; text-align: center;">Signature of the PI</div> </div>		

1.	Sanctioned Amount (In Rs.)				
2.	Amount Received (In Rs.)				
3.	Overhead Contributed (In Rs.)				
4.	Transfer to PDA Account (In Rs.) (@ 10% of the Overhead contribution)				
Dealing Assistant	S. Supt (R&D)	Dy. Registrar (R&D)	Associate Dean (R&D)	Dean (R&D)	



Submission of Proof of Investment for Income Tax Liability (TDS on Salary)

Dear Sir / Madam,

Please submit this Form along with relevant proof of investment to Office of Accounts latest by 12th December 2019. Kindly note that the benefit of tax saver investment will only be given on submission of original / self-attested copy of proof of investment.

Name of Employee		PF No.	
Designation		Department	
Date of Birth		Gender (M/F)	
PAN no.		Mobile No.	
Handicapped (Y / N)		Severe Disability (Y / N)	
Financial Year			

Part A : Deduction U/S 80C, 80CCC & 80CCD (Maximum Rs. 1,50,000/-)

S No.	Particulars	Amount (in Rs.)
1.	Life Insurance Premium (for Self/Spouse/Child)	
2.	Postal Life Insurance (PLI) Premium (for Self/Spouse/Child)	
3.	Public Provident Fund Contribution (for Self/Spouse/Child)	
4.	National Saving Certificate / Scheme (NSC/NSS)	
5.	Interest on NSC / NSS	
6.	Approved Tax Saver Mutual Fund (eligible for deduction under section 80C)	
7.	Tuition Fee paid during the Financial Year 2019-20 (for First child) - <i>Please enclose the Certificate issued by the Educational Institute</i>	
8.	Tuition Fee paid during the Financial Year 2019-20 (for Second child) - <i>Please enclose the Certificate issued by the Educational Institute</i>	
9.	House Loan Principal amount (paid in F.Y. 2019-20) - <i>Please enclose the Certificate issued by the Bank / Financial Institutional</i>	
10.	Tax Saver Fixed Deposit (for 5 years and above)	
11.	Amount Deposited in Sukanya Samriddhi Account during FY 2019-20	
12.	Any other saving qualifies U/S 80C (please specify and enclose the relevant document)	
13.	New Pension Scheme (Employee Contribution in NPS Tier I Account) [U/S 80CCD (1)] (<i>Amount will be filled by Office of Accounts</i>)	
14.	Additional Voluntary Contribution under NPS Tier II Account	
15.	Employer Contribution under NPS [U/S 80CCD(2)] (<i>Amount will be filled by Office of Accounts</i>)	

Part B : Other deductions (i.e. U/s 80D, 80DD, 80DDB, 80E, 80G , 80U etc)

S No.	Section	Particulars	Amount (in Rs.)
1.	U/S 80 D	1. Health Insurance Premium (for self, spouse and dependent children): Rs. 25,000 (Rs. 50,000 if person insured is a senior citizen*). 2. For parents of the assessee : (Additional) Rs. 25,000 (Rs. 50,000 if person insured is a senior citizen*) * Senior citizen means an individual resident in India who is of the age of sixty years or more at any time during the relevant previous year.	
2.	U/S 80 DD	Deduction of Rs. 75,000 (Rs. 1,25,000 in case of Severe Disability) to a resident individual/HUF where (a) any expenditure has been incurred for the medical treatment (including nursing), training and rehabilitation of a dependent , being a person with disability or (b) any amount is paid or deposited under an approved scheme framed in this behalf by the LIC or any other insurer or the Administrator or the specified company for the maintenance of a dependent, being a person with disability	
3.	U/S 80 DDB	Expenses actually paid for medical treatment of specified diseases and ailments subject to certain conditions Maximum deduction is Rs. 40,000 (Rs. 1,00,000 for a senior citizen) The taxpayer shall be required to obtain a prescription from a specialist doctor for availing this deduction.	
4.	U/S 80 E	Interest on Loan taken for Higher Education (please enclose interest certificate of Bank / financial institution)	
5.	U/S 80EEB	Interest payable on loan taken by an individual from any financial institution for the purpose of purchase of an electric vehicle subject to certain condition. (Maximum deduction 1,50,000)	
6.	U/S 80 G	Donation to specified Fund/Institute/Charitable Trust (no deduction shall be allowed in respect of donation of any sum exceeding two thousand rupees unless such sum is paid by any mode other than cash.) 1. Name of Trust / Organization 2. PAN number of Trust / Organization 3. Address	
7.	U/S 80 GG	Rent paid in excess of 10% of total income for furnished/unfurnished residential accommodation (subject to maximum of Rs. 5,000 p.m. or 25% of total income, whichever is less) (subject to certain conditions) Only for Individuals not receiving any House Rent Allowance	
8.	U/S 80 U	Deduction of Rs. 75,000 (maximum) to a resident individual who, at any time during the previous year, is certified by the medical authority to be a person with disability (if disability is over 80%, then deductible amount will be Rs.1,25,000/-)	

Part C: Detail of Rent Paid (For Claiming Exemption of HRA)

Details of Landlord	No. of months	Rent per month*	Total rent paid

* Please produce evidence of actual payment of rent.

** If annual rent paid by the employee exceeds Rs.1,00,000/- per annum, it is mandatory for the employee to report PAN of the landlord

Part D: Income / (Loss) from House Property (Ref: Interest Paid on House Loan)

S. No.	Particulars	Amount	Remarks
1.	Rental Income (if let out)		
2.	Less: Standard Deduction (if let out) (30% of Rent received)		
3.	Less: Interest on Housing Loan {U/S 24 B} (Max. 2,00,000/-)		
	Net Income / Loss from House Property		

Part E: Other Income / Income from Previous Employer

S. No.	Particulars	Details / Value	Amount (in Rs.)
1	Details of Income from Previous Employer		
	A. Name of Previous Employer		
	B. TAN no. of Previous Employer		
	C. Gross Income (from Previous Employer)		
	D. TDS Deducted (by Previous Employer)		
2	Any Other Income (please specify)		

I hereby declare that the particulars given above are correct and complete. On the basis of above particulars, my Income Tax Liability may be calculated for the Financial Year 2019-20. I also undertake that the various Tax Savings / Investments in respect of which tax deduction / rebate / exemption is claimed are made out of my own Income.

Date:

Place:

Signature of the Employee



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Acct-14

Invoice Request Form

1	Name of Principal Investigator		
2	Title of Project		
3	Utility Charges		
4	Type of Project		
5	Invoice to be issued in Name of	Name	
		Complete Address	
		PIN	
		E-Mail	
		Contact	
		GST No	
6	Full Amount	Including GST	
		Excluding GST	
7	Bifurcation of Fund	Annexure: A For Consultancy Annexure: B For Sponsored Annexure :C For Utility Charges	
8	Schedule of Payment	Monthly	
		Quarterly	
		Yearly	
		One time	
		Other, Please specify	

Enclosures:

1. Copy of Agreement
2. Proposal
3. Official Communication, If any

Signature of Co-PI & Principal Investigator	Signature of HOD
---	------------------

For office use

Dealing Assistant	S. Superintendent (R&D)	AR/DR (R&D)	Associate Dean (R&D)

Annexure -A

1. Bifurcation for Consultancy Project

Honorarium	
Contingency	
Facility Charges (5%)	
Institute Overhead (30%)	
GST (18%)	
Total	

Annexure -B

2. Bifurcation for Sponsored Project.

(a)	Equipment		
B.	Recurring		
(a)	Salary		
(b)	Contingency		
	b (i): Facility Charges @5% of total recurring grant or INR 500000 whichever minimum		
(c)	Honorarium		
(d)	Consumables		
(e)	Travel		
(f)	Overheads a) @20%: Sponsored Project/Outreach Projects (Conference/seminar/ workshop / short course with fund from outside agencies) b) @30% Consultancy Project		

	c) No overhead in case of seed grant project d) @30% to @50%: International Projects		
(g)	Miscellaneous		
(h)	Fellowship		
(i)	18% GST		
(j)	Others		
(k)	Interest		
(l)	SSR		
(m)	Consultancy		
(n)	Construction		
(o)	Library Grant		
(p)	Workshop/ Conference		
(q)	Research Scholar Grant		
(r)	Collaboration/ Meetings		
(s)	Salary +Honorarium		
(t)	Training and Honorarium		
(u)	IPR		

Annexure -C

Utility Facilities	
Total	

R&D-IPR



S. No.	Details			
1.	Inventor (s)			
	Name	Designation		Department
	(a)			
	(b)			
	(c)			
2.	Patent Title			
3.	Category of Patent	<input type="checkbox"/> Product <input type="checkbox"/> Process <input type="checkbox"/> Idea		
4.	Application Area			
5.	Related Project Number			
Enclosures: 1. R&D/IPR-02 2. R&D/IPR-03				
Signature of Inventors				
<i>For Office Use</i>				
Dealing Assistant	Assistant Registrar(R&D)	Dy. Registrar (R&D)	A.D.(R&D)	Dean (R&D)
Approval	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved			
Budget	<input type="checkbox"/> Project Fund <input type="checkbox"/> Overhead Fund <input type="checkbox"/> Institute Fund			
Remarks: <div style="text-align: right;">_____IIPMG</div>				
Remarks: <div style="text-align: right;">_____TKTG</div>				



Questionnaire for Patent Filing

1	Title of the project / invention	
2	Source of funding for the project	
3	Is the work bound by any agreement / contract / MOU? <i>If so provide the details</i>	
4	Is the patent (to be filed) for a process or product?	
5	General technical field of the invention. <i>(Provide a few key words)</i>	
6	Description of the invention <i>(not more than 100 words)</i>	
	a. The problem definition. What is the unmet need that was solved? What is the basis of your believing that this is an unmet need despite the availability of solutions in the existing literature?	
	b. What is the solution you have arrived at?	
7	Who thought of the project?	
8	Any help received from others in conceptualisation of the idea? Who identified the problem	
9	Who identified the problem	
10	What is the date on which the idea was conceived	
11	Who all are involved in designing approaches to solving the problem	
12	Is the date of start of the project documented	
13	Who are involved in actually working on the project	
14	Other collaborators in the project <i>(Please provide the details)</i>	
15	Other possible applicants of the patent to be filed <i>(such as collaborating partner departments / institutions)</i>	
16	Work Status	a. Completed and results validated b. At a basic conceptualization stage
17	literature search details (prior art) including the dates on which these searches were done. <i>(Attach in Separate Sheet)</i>	a. Journals and other publications b. Patent databases

Signature of Inventors



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/IPR-02

18	Are there any related patents that have been filed by you or your partners in this invention? <i>If so, please provide details.</i>	
19	Has your work been displayed / presented / disclosed / published anywhere? <i>If so please indicate when, in which forum and by whom.</i>	
20	What are the distinctive features of the work done in comparison with existing literature (prior art)?	
21	Can the work done be considered to be <u>a mere extension</u> of the prior art? <i>If not, please provide technical arguments to support your contention.</i>	
22	If the present invention is an extension of prior art, was major experimentation required to establish the inventive features? <i>Please provide technical justification for the same.</i>	
23	Has the work filled a major gap in prior art? <i>If yes, a brief description of this gap and how that gap has been filled?</i>	
24	Is the work associated with any environmental / safety / morality issues?	
25	What aspect of the invention needs protection and why?	
26	Has the work been systematically and chronologically document? <i>If so, please present them during the discussion.</i>	
27	What are the possible commercial implications of the project and specifically of the invention under discussion?	
28	Have you done any costing of the product / process / invention if it is to be commercialized?	
29	Have you identified any industries / companies who may be interested in the commercialization of your work? <i>If so, please provide the details with a note on your assessment.</i>	
30	Any additional information you may like to provide that would help to assess patentability of your invention (<i>e.g. are you planning to create a start-up, etc?, If so how do you plan to initiate the process?</i>)	

Signature of Inventors



Invention Disclosure Form

1	Inventors Details		
	Details	Inventor 1	Inventor 2
	Name		
	Department		
	PF Number/Student registration Number		
	E-mail id		
2	Descriptive Title of Invention.		
3	List of relevant known prior art documents (patents, published articles, etc.). Please only indicate documents already known to the inventors. A separate search need not be done to fill in this field.		
4	Brief summary of the state of the art and its limitations. Also indicate what problem(s) does the Invention solves?		
5	Description of the Invention and its technical implementation. (Attach additional sheets / documents to elaborate)		
6	Brief summary of points of novelty in the Invention, as per the inventor		
7	Advantages of the Invention		
8	Indicate what are possible uses/applications for the invention? Does it enhance the usefulness of an existing technology? In addition to immediate applications, are there other uses that might be realized in future?		
9	Have any patent applications been filed by you, which are closely related to the Invention? If yes, please provide publication number.		
10	Has any product been designed/launched which incorporates the invention? If yes, please provide details to determine novelty.		
11	Are you planning any disclosure of the Invention/ launch of product implementing the invention in near future (within next 6 months)? If yes, please provide approximate dates and locations.		

Signature of Inventors

R&D-Miscellaneous



Section-I

Application for International Mobility Grant

Project Title		
Project Coordinators	IIT Jodhpur (Please attach the CV)	Foreign Partner (Please attach the CV)
Name		
Designation		
Division / Institute		
Institution		
Date of Joining the Institute		
Address		
Zip Code, City		
Country		
Tel:		
Fax :		
Email:		
Other Foreign Participants		
Name		
Designation		
Division / Institute		
Institution		
Address		
Zip Code, City		
Country		
Tel:		
Fax :		
Email:		
Industry Participation (if applicable, please give details and explain kind of cooperation in separate sheet)	Indian Partner Yes <input type="checkbox"/> No <input type="checkbox"/>	Foreign Partner Yes <input type="checkbox"/> No <input type="checkbox"/>
Duration	Start Date - _____	End Date- _____



Project Details

Details, as per following structure, may be annexed as separate sheet (**maximum 5** pages), if necessary.

- 1.1 Objectives, project description
- 1.2 Possible Impact of the project
- 1.3 Work and time schedule
- 1.4 Project Plan
- 1.5 Role and Responsibility of partner institute
- 1.6 Distribution of tasks between IITJ and partner institutions
 - a) IITJ partner
 - b) Foreign partner
- 1.7 Reasons for and benefits of cooperation (Please include previous collaboration between PI and foreign partner, potential outcome of that partnership if any)
- 1.8 Benefits for each Institute and country
- 1.9 Experience/Expertise of the partners, including last 5 publications in the research field of the proposal

Proposed Methodology for Joint Initiative

Signatures of Project Heads

PI from IIT Jodhpur

PI from Foreign Partner

Signatures of Heads of Institutes and Allied Agencies

IIT Jodhpur

Foreign Partner



Section-II

International R&D Affairs at IIT Jodhpur

**Proforma for Submission of Joint Research Proposal
(For PI of IIT Jodhpur)**

<input type="checkbox"/> New Application	
<input type="checkbox"/> Follow up of former project, Reference number	
Title of Collaborative Proposal	
Project Coordinator	
Duration	Start Date - _____ End Date - _____
Summary	
Expected outcome/deliverable	
Relevance and linkages with the IIT Jodhpur Integrated Programmes	



Certificate or IPR on Sharing of research results between involved Partners
(Please be more specific when the research results are of commercial value)

Major S&T facilities (not available at IIT Jodhpur) required to implement the project

THE/QS/SCHIMAGO Ranking of Institute (Enclose the supporting documents)

THE/QS/SCHIMAGO Ranking of Department (Enclose the supporting documents)

Delegation and Stay of Students, Scientists and Experts
(Please list each visit separately by name, duration in days, months in which visit starts)

IIT Jodhpur experts visiting foreign project partners

Year 1			Year 2			Year 3		
Name	Duration (days)	Start of visit (month)	Name	Duration (days)	Start of visit (month)	Name	Duration (days)	Start of visit (month)

Foreign experts visiting IIT Jodhpur partners

Year 1			Year 2			Year 3		
Name	Duration (days)	Start of visit (month)	Name	Duration (days)	Start of visit (month)	Name	Duration (days)	Start of visit (month)



Funding for Exchange Visits			
Travel Support	Source of Funding		
	IIT Jodhpur Partner	Foreign Partner	
	R&D, IIT Jodhpur		
Names and Contact details (including email address) of four External Peer Reviewers (Two National and Two International) 1. 2. 3. 4.			
List of current ongoing research projects with the PI of IITJ			
Title of project	Brief Description	Duration with dates of commencement and completion	Funds available & source of funds

It is certified that the above-mentioned details are true to the best of my knowledge.

Signature of Project Coordinator

Signature of Head of Department

Signature & Seal of Dean R&D

Signature & Seal of Director



CERTIFICATE OF HEAD OF THE INSTITUTION

It is certified that

- 1) The IIT Jodhpur agrees to participate in this joint research project
- 2) PI of IITJ has signed in agreement of his or her stay at institute during this tenure of this project (A bond may be signed with a financial component)
- 3) In the event of the PI (PI) leaving the Institute, he or she has to submit the project completion report along with periodic progress report and financial settlements.
- 4) The institution shall provide infrastructure & available facilities as mentioned above, for implementing the joint project
- 5) The institution assumes to undertake other management responsibilities for part of the project work to be carried out in this institution
- 6) All necessary formalities as per our institution have been completed.

Signature and seal of the Head of the institution



Checklist and Declaration from PI of IITJ

Title of the Project	
Initiating Institutes of project	
Sponsoring Partner (Industry/Ministry):	
Total cost of the project	
Nature and Quantum of foreign collaboration sought	
a. Financial support (Only Travel)	
b. Miscellaneous	
Is there any possibility, however remote of use of data, information of result of the work which may impinge on India's national security? If yes, the nature of such a use may be indicated.	
Are the foreign agency, organization, scientists concerned, known to have taken up any project of military significance in the past or are known to be associated with any military organization or project? (if the above information is not known or if there is definite information that there is no such association, these should be clearly indicated).	
Give a list of the likely places of visit within the country planned by the foreign collaborator. Also give a list of the institutions which the collaborator is likely to visit.	
Will any sensitive source material be referred to during the course of the research?	
Does the collaboration involve	
a) Transfer of biological material(s)	
b) Use of radioactive materials	
c) Use of environmentally or otherwise hazardous material(s)	
d) Use of Genetically Modified Organisms	
e) Field trials or testing	
f) Ethical issues	
g) Issues related to Intellectual Property Rights (IPR)	
If answer to any section of question 8 is yes, are the investigators/ proposers aware of the relevant regulations and have they agreed to abide by them?	
Will the research be conducted in accordance not only with the country's own ethical and environmental standards, but with international standards as well?	
A letter from the Foreign Principal Investigator agreeing with the objectives, work plan including projected visits from both sides may be enclosed.	
Laboratory space required is approved by Head of the Department	
Additional Office space required to house the Project Staff Members	



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Misc-01

Infrastructure needs (like Phone, Water, Gas and Furniture) (if required), please specify the mode of payment	
Specific power requirements (3 phase power, power back, etc.) if required, please specify the mode of payment.	
Signature with date of the Principal Investigator	Signature with date and seal of Head of Institute



FINANCIAL AND ADMINISTRATIVE INFORMATION

Exchange visits and estimated expenditure:

Items of Expenditure	1 st Year	2 nd Year	Total
<u>Visits from IITJ to Foreign Institute</u> - Number of visits and duration for each visit - International to & fro Airfare by lowest economy class including airport taxes - related local travel in India from city parent institute to nearest International Air Port - visa fee - Overseas medical insurance			
<u>Visits from Foreign PI to IITJ</u> - Number of visits and duration for each visit - Accommodation in Guest House/Hostel - Per diem @ 1000 per day - local travel in India between the IITJ and the nearest International Air Port			
Total (up to maximum 10 Lakhs)	Rs.	Rs.	Rs.

Note:

- The PI of IITJ is required to submit periodic reports and its continuation in the second year would depend upon its progress assessed by Empowered Committee of IITJ. At the end of each financial year the PI is also required to submit the Utilization Certificates and Statement of Expenditure in prescribed format of IITJ.
- Visit of one person is to be counted as one visit.

I/We hereby certify the statements above to be true and correct.

Signature with Date

Principal Investigator (IIT Jodhpur)



Instructions:

- a) As per the approved guidelines of the International Research Mobility Grant, the financial support provided by the institute is limited to a maximum of Rs. 10 lakhs for the entire duration (2 years).
- b) Applicants should provide the doc file / searchable PDF file of the entire application for a smooth and quick review. Submission of scan copy / handwritten application shall not be considered.
- c) The signature of the appropriate administrative authority of foreign collaborator is essential in the column as specified in the proforma. The application without the signatures of the appropriate administrative authority of the foreign collaborator will not be considered.
- d) Submission of the **CV of Applicants** (specifically mentioning about their prior international exposures) shall be included in the forms. The PI should also ensure the submission of CV of foreign collaborator.
- e) Applicants should mention the per diem cost in the application (Visit from IITJ to Foreign Institute and Visit of Foreign collaborator to IITJ)
- f) Travel Cost to Foreign collaborator cannot be provided, however, local travel cost can be accommodated.
- g) The start date of the project shall be considered as receiving date of the financial grant of the International Research Mobility Grant.
- h) Preference shall be given to the faculties, who do not have the prior internal exposures.
- i) In case if the application is shortlisted by the internal review committee, the applicant will appear for 10-15 minutes' presentation before the external expert peer review committee.



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Misc-02

Annual Progress Report for Seed Grant Project

1.	Project No.		
2.	Project Title		
3.	Name of PI		
4.	Project Start Date		
5.	Project Completion Date		
	Particular	Recurring	Non-Recurring
	Sanctioned Amount		
	Expenditure		
	Unspent Balance		
Enclosures: 1. List of Assets Acquired 2. Progress Report 3. Utilization Certificate			
Project Investigator		Head of the Department	

For Office Use Only

Dealing Assistant	Asst/Dy. Registrar (R&D)	Associate Dean (R&D)	Dean (R&D)
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Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Misc-03

Form for Sanction of Seed Grant Project

1	Project Title		
2	Name of the Faculty Member		
3	Date of Joining the Institute		
4	Project Duration		
5	Proposed Budget	Rs.	
6	Suggested date for Seed Grant Presentation		
Enclosures: 1. Check List for Project Proposal (Form No. R&D/Admin-01) 2. Detailed Curriculum Vitae of PI 3. Certificate of Non-Availability of required equipment in the institute			
Signature of Faculty Member			
<i>For Office use only</i>			
Head of Department	Associate Dean (R&D)	Dean (R&D)	Director

-: NOTE :-

Office of R&D

Office of R&D

Deans:

Surajit Ghosh Dean (R&D) Indian Institute of Technology Jodhpur NH 62, Nagaur Road Karwar 342037 Jodhpur, Rajasthan, India (91 291) 280 1026 dord@iitj.ac.in	Shree Prakash Tiwari Associate Dean (R&D) Indian Institute of Technology Jodhpur NH 62, Nagaur Road Karwar 342037 Jodhpur, Rajasthan, India (91 291) 280 1027 ad_rnd@iitj.ac.in
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Officers:

Naresh Joshi, Deputy Registrar, R&D (Accounts) Indian Institute of Technology Jodhpur NH 62, Nagaur Road Karwar 342037 Jodhpur, Rajasthan, India (91 291) 280 1080 dr_fa@iitj.ac.in	Baikuntha Nath Sahu Assistant Registrar (R&D) Indian Institute of Technology Jodhpur NH 62, Nagaur Road Karwar 342037 Jodhpur, Rajasthan, India (91 291) 280 1120 ar_rnd@iitj.ac.in
--	---

Staffs:

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Ramesh Chand Vyas, Staff (91 291) 280 1121 rcvyas@iitj.ac.in	MukulSonigra, Staff (91 291) 280 1121 mukuls onigra@osstaff.iitj.ac.in

Important Email for Office related Communications:

Emails	Matter
establishment_rnd@iitj.ac.in , recruitment_rnd@iitj.ac.in	Administration, Establishment, Recruitment
ipr_rnd@iitj.ac.in	IPR
office_rnd@iitj.ac.in	Account and any other Office related matters

