No. 1836/2024
Oct.16, 2024

NOTIFICATION

Sub: Consultancy Rules - 2024

On the recommendation of the 32nd Finance Committee (item no. 32/7) dated 25th September 2024, the Board of Governors in its 32nd meeting held on 25th September 2024, has approved the Consultancy Rules 2024. The Consultancy Rules 2024 are attached with this notification as Annexure- I. Henceforth all consultancies / EDP / Testing projects will be carried out as per Consultancy Rules 2024 of the Institute.

Assoc. Dean (Research & Development)

Assoc. Dean (Research & Development)
Indian Institute of Technology
(Indian School of Mines)
Dhanbad - 826004, (INDIA)

cc: Director / Deputy Director / RG
: All Deans / Associate Deans / All HODs
: Associate Dean (R&D)
: Faculty Members
: All DR / AR

CONSULTANCY/EDP/TESTING RULES, 2024

**Indian Institute of Technology
(Indian School of Mines), Dhanbad**

(www.iitism.ac.in)

October, 2024

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GENERAL INFORMATION ON CONSULTANCY/EDP/TESTING PROJECTS

Vision, Mission, and Preamble

- **Vision:**

Indian Institute of Technology (Indian School of Mines), Dhanbad, herein after referred to as IIT(ISM), strives to be the premier institution known for academic excellence and presence in the industry.

- **Mission:**

To expand areas of knowledge with harmonized coordination with all the departments of engineering, science, management & humanities towards achieving the vision of IIT(ISM) Dhanbad.

- **Preamble**

  o IIT(ISM) Dhanbad is poised to emerge as the fountain head of new ideas and innovations in technology applications leveraging the business ecosystem associated with it.

  o This document details the processes to render support to the above efforts by providing consultancy/EDP/testing services to the industries and other organizations, as given here. The policies and the processes for consultancy/EDP/testing services in the Institute shall be administered by the Office of the Dean (R&D) in order to grow and sustain creativity in an ethical environment.

Definitions

- **Chairman- BoG,** means Chairman, Board of Governors, IIT(ISM), Dhanbad.

- **'Consultancy'** means projects undertaken by the faculty members of the Institute or by the Institute for external agencies or individual clients for the development of products and/or processes/analysis and interpretation of results obtained, to carry out field studies, model studies, calculations, or economic and technical consultation and any other form of specific interest to the client/Agencies.

- **'Client'** means an Individual or an Organization or an Agency for whom the consultancy project is to be or has been undertaken.

- **'CI'** means Consultant-in-charge or the 'Project Coordinator' who shall be a faculty member and who intends or undertake a consultancy/EDP/testing project.

- **'Co-CI'** means Co-Consultant-in-charge.

- **Dean (R&D)** means Dean (Research & Development).

- **'Department'** means all the academic departments, academic centres, center of excellence and academic service centers of the institute.

- **'Department/Centre Development Fund (DDF/CDF)'** means a fund of the department/centre to which a part of the institute overhead charges/ share from consultancy/EDP/Testing projects is transferred.

- **'Director'** means the Director of the Institute.

- **'Institute'** means the Indian Institute of Technology (Indian School of Mines) Dhanbad

- **'Professional Development Fund (PDF)'** means a fund for the individual academic staff that is a share of consultancy/EDP/testing projects are transferred.

- **'Project'** implies industrial consultancy projects or routine testing projects or EDP.

- **'Project staff'** means a person appointed in conformity with the guidelines to work on project.

- **'Sponsor'** means the organization or agency that offers a project to the institute and provides necessary financial support towards successful completion of the project in time.

- **'Testing'** refers to testing of a component or a product against a standard.

(i) The consultancy/EDP/testing jobs can be taken up by any member of the Academic staff, including the Director, with the prior approval of the Institute provided that the engagement of the faculty members in such jobs can be taken up to such an extent that it does not interfere with the discharge of their academic and/or other duties of the Institute. The participation of the research/postgraduate students in such work is to be encouraged.

(ii) Only regular faculty members of the Institute can be the CI of the consultancy/EDP/testing job. Emeritus fellows, visiting faculty, etc. can be involved in the consultancy activities as Co-CI up to the age of 70 years. The Co-CI(s) should obtain concurrence of HoD/HoC of her/his academic unit before accepting the role of Co-CI.

(iii) All consultancy/EDP/testing projects, whether carried out by an individual or a group of faculty members and irrespective of the quantum of facilities of the institute availed, is considered as Institute Consultancy/EDP/testing project.

(iv) Successful completion of each consultancy/EDP/testing project will be the responsibility of the CI as per the Institute norms.

(v) No consultancy/ EDP/testing project will be undertaken by academic staff and any other members in her/his individual capacity.

(vi) The entire expenditure for the operation of the project is required to be met by the sponsoring agency.

(vii) The responsibility for operation and closure of the project lies with the Consultant-in-Charge (CI). The office of the Dean (R&D) and Project Accounts shall provide the necessary administrative support.

The external Organization / agency or a client requests the Institute or a faculty member in the Institute to undertake a specific project. In case the institute is approached, the Dean (R&D) will identify the Department or individual faculty or a group of faculties having

expertise in the said field and available for undertaking such work. If the Head of the department is contacted by the Dean (R&D) for such project, then the concerned Head of the department will circulate amongst the departmental colleagues and assign the job to individual(s) faculty member (s) to undertake the work as per the Institute guidelines.

Moreover, for EDP programme or refresher courses, the guidelines provided by the respective funding agencies are to be followed.

1. Consultancy/EDP/Testing Project Proposals

The Consultancy/ EDP/testing proposal should be submitted on the prescribed **Form No. CONS-1** after going through the standard terms and conditions contained therein. The estimate of consultancy/EDP/testing proposal should be submitted on the prescribed form (**Form No. CONS-2**). The estimate will have four components:

(A) Institute Charges, (B) Centenary Support Charges (*Applicable from 1st January 2025 to 31st December, 2026*), (C) Expenses, (D) Consultancy Charges.

- The Institute charge (IC) will be 35% and the Centenary Support Charges will be 5% of the sum of (A)+(B)+(C)+(D) for **Consultancy Project**. GST will be applicable on (A)+(B)+(C)+(D).*

- The Institute charge (IC) will be 50% and the Centenary Support Charges will be 5% of the sum of (A)+(B)+(C)+(D) for **Testing Project**. GST will be applicable on (A)+(B)+(C)+(D).*

- The Institute charge (IC) will be 35% (excluding boarding & lodging charges) and the Centenary Support Charges will be 5% of the sum of (A)+(B)+(C)+(D) for **EDP**. GST will be applicable on (A)+(B)+(C)+(D).*

* After 31st December, 2026, the Institute charges (IC) will be 35% for Consultancy and EDP (excluding boarding and lodging charges), while Institute charges (IC) will be 50% for testing projects.

* After 31st December, 2026, the Centenary Support Charges will not be applicable.

For the estimation of testing service charges, the following formulae shall be applicable.

	Cost of the Equipment		X_{ii} (Rs.)
A.	Life of the Equipment (5 Years for Computer & 10 years for others). The maximum value of L_i to be considered will be 5 years for Computer & 10 years for other respectively.		L_i years
B.	Hourly Cost of Equipment		$Y_i = \dfrac{X_i}{2000L_i}$ (Rs.)
C.	Testing Time		T_i hours
D.	Cost of Facilities (To be credited to DDF/CDF as Equipment Charges)		$F = \sum_{i=1}^{n} Y_i T_i$, where i is the number of equipment
E.	Cost of Contingency/Consumables, Lodging, and boarding, field expenses, travel etc.		C
F.	Honorarium to Technical/Supporting Staff		D
G.	Honorarium to CI and Co-CIs		E
H.	Cost of Testing Service		P=2×(F+C+D+E)
I.	Institute Charge (IC)		0.5P

The equipment used in the consultancy should also be calculated using the above table.

Distribution of the Institute Charges (IC) will be as follows:

a. R&D Support charge	65%
b. Deptt/Centre Development Fund (DDF/CDF)	15%
c. Professional Development Fund (PDF)	10%
d. Central Administrative Charges	05%
e. Outreach Activity (viz., Swachh Bharat Abhiyan, Unnat Bharat Abhiyan, Skill India)	05%

CIs/Co-CIs may put part or all of their consultancy/EDP/testing project charges into their PDF.

The Consultant-in-charge/Dean (R&D) will deal directly with the client in all matters regarding a particular Institutional Consultancy job.

(a) The minimum total charges for a consultancy job must be Rs. 50,000/- (excluding Taxes).

(b) The office of the Dean (R&D) will examine the proposal and process the same for the consideration and administrative approval by the Dean (R&D).

(c) After the administrative approval, it is desired that the standard terms and conditions be communicated to the client.

(d) The work on consultancy job shall be undertaken only after administrative approval of the Dean (R&D) and on subsequent notification from the Office of the Dean (R&D).

(e) Disbursement (CONS-3) will be processed only after the submission of the Final Report and filling the CONS-3 form.

General guidelines concerning consultancy/EDP/testing projects:

(a) *For paying honorarium to the External Consultant*:
If the funding agency approves the payment of honorarium to an External Consultant, then it would be approved as per the existing Consultancy Rules. However, if the funding agency is silent, then the following rule is applicable: Amount up to Rs. 50,000/- or 10% of the consultancy amount, whichever is lower, can be paid to Outside Consultant(s) after getting approval from the Dean (R&D). For payment over Rs. 50,000/- and up to Rs. 1,00,000/- or 15% of the consultancy amount, whichever is lower, approval of the Committee set up under the chairmanship of HoD would be required for payment to the external consultant(s) and for which approval and sanction of Dean (R&D) shall be required. For payments over Rs. 1,00,000/-, Director may approve the payments on the recommendation of the Committee set up under the chairmanship of Dean (R&D).

(b) The Consultant can have additional furniture/furnishing, telephone, mobile, fax, PCs, Laptops, etc. in their office and avail additional insurance cover, from their consultancy job under the budget head "Expenses" (Form Cons 2 Item C). The maximum expenditure on this shall be restricted to 20% of the total consultancy amount. The condition for signing an agreement with the client on a stamp paper has been dispensed with except in cases where the client desires the formal agreement.

(c) Purchases shall be made in accordance with the provisions of the Purchase Manual of the Institute.

(d) To minimize the travel time and cost, travel by any airline including hiring of vehicles for field works and road journey are permitted (as per institute notified rates).

(e) The CI can hire casual workers as per the need of each project on the Institute's approved rates with the approval of Dean (R&D) for hiring of manpower beyond 15 days. Hiring of casual workers for a maximum period of 15 days on each

occasion shall be within the power of CI.

(f) The time spent on consultancy and related assignments shall be such so as not to adversely affect academic and other administrative work of the faculty engaged as CI/Co-CI. The maximum time spent on consultancy shall be limited to 52 working days a year, excluding vacations, and holidays.

(g) Consultancy services offered may cover a range of activities such as Feasibility Studies; Technology Assessments; Field Survey; Assessment of Designs and/or Current Manufacturing Process; Material, Energy, Environmental and Manpower Audits; Product Design; Process Development, Software Development; General Troubleshooting, Retrofitting Exercises, Intensive efforts for transfer of highly focused skills and expertise to select groups in specific organizations, preparation of project reports EMPs, setting up of vision and strategy crafting, etc.

(h) The institute can also bid for the Consultancy Proposal in association with other agency/organization/institute. The first right to bid together will remain with existing cooperation partners who have pre-signed MoU with the institute. In case the existing cooperation is not interested, then before bidding, an approval from Dean (R&D) should be taken. The initial bidding cost such as EMD, Security Deposit and others may be borne by the institute. On successful bid, this amount will be returned to the Institute. Further they should also clearly mention that the job to be carried out between the parties and the percentage shares.

(i) The Institute can take the job and outsource a part of the job to any other external organization/agency provided that the facility for carrying out that part of the job does not exist with the institute. However, the job can be outsourced to that external organization/agency, with whom a MoU has been executed.

(j) The consultancy/testing will be treated as closed once the Project Completion Report, and the disbursement are made available to the Office of Dean (R&D).

2. Recruitment of Staff under Consultancy/EDP/Testing Projects

Temporary / Ad-hoc Appointment (Not exceeding 6 months)

CI can directly hire the personnel on Temporary / Ad-hoc basis without advertisement (for a maximum period of 6 months) after getting approval from the Dean (R&D).

Manpower under Consultancy project (more than 6 months)

It should be made through advertisement.

- For the advertisement, CI is required to provide the details of qualifications along with the desired experience and the nature of the job for a particular post. Any additional qualification requirement proposed by the CI will be kept as desirable/preferable in the advertisement.

- The selection of the candidates will be through a Selection Committee proposed by CI and approved by Dean (R&D). The selection of the candidate by the committee shall have to be approved by Dean (R&D).

- The duration of job offer shall be for a maximum of duration of the project. The subsequent extension should be on the basis of recommendation of CI and approval by Dean (R&D) on case-to-case basis.

- The selection procedure can be walk-in-interview/online with prior approval of Dean (R&D).

3. Payment of Honorarium (for Consultancy/EDP/Testing Projects)

(a) Disbursement sheet (CONS-3) for consultancy/EDP/testing prepared by CI shall be approved and sanctioned by Dean (R&D) /Director as per the Delegation of Financial Power for making the payments.

(b) UG, PG and PhD Students of IIT(ISM) Dhanbad, willing to work on external consultancy/EDP/testing projects may be permitted without making any compromise on their academic commitments and performance. Such work by students may be compensated by suitable honoraria. The maximum honoraria per month for UG, PG and PhD students shall be Rs. 12000/-, Rs. 15,000/- and 25,000/-, respectively.

(c) The Staff Member(s) involved in the consultancy/EDP/testing work is allowed for a maximum honorarium of 100% of Gross Annual Salary of the previous financial year. The consultancy/EDP/testing job should not interfere with the regular duties of the individual staff member(s).

(d) The minimum honorarium for conducting theory classes (online/offline) for EDP/training programme(s)/workshop etc. is Rs. 5000/- per hour for Indian Expert and US$200 per hour (or equivalent in other currency) for foreign expert.

(e) If a faculty member wants to be a consultant for discussions/suggestions/advice for external clients, then the Minimum Consultant fee is given below:

  - Professor: Rs. 20000/- per hour

  - Associate Professor: Rs. 15000/- per hour

  - Assistant Professor: Rs. 10000/- per hour

However, the Consultant-in-Charge (CI) has the freedom to fix the Consultant fee after negotiating with the firm based on brain-hour basis.

CI is also free to fix a lump sum charges, if the service is given for longer duration.

Nevertheless, before accepting the offer, the concerned faculty must inform and take administrative approval for her/his involvement from the Dean (R&D).

4. Testing Project

The word "testing" refers to testing a component/sample/instrument/equipment or a product against a standard protocol and standard equipment, devices or instruments.

5. Professional Development Fund (PDF)

To be used as per existing Institute's Rules.

6. Standard Terms and Conditions

These guidelines shall be applicable for all the Consultancy/EDP/Testing Projects by IIT(ISM) Dhanbad.

1. <u>Declaration</u>: All the work undertaken by IIT(ISM) Dhanbad as part of the project will be in good faith and based on material/data/other relevant information given by the client and established protocols governing the state-of-the-art.

2. <u>Confidentiality</u>: The concerned Faculties/CI & Co-CIs and the persons in possession of such confidential information shall take due care to maintain integrity and discretion regarding confidential information received from the client, including but not limited to results, reports and identity of the client. However, this clause of Confidentiality shall be applicable in an individual capacity not on the entire Institute. The confidential information shall remain the sole property of Disclosing Party. However, the Confidentiality clause shall not apply with respect to any portion of the confidential information received from the Disclosing Party which:

    a. was known to Receiving Party prior to disclosure by Disclosing Party,

    b. is lawfully obtained by Receiving Party from a third party under no obligation of confidentiality,

    c. is or becomes generally known or publicly available other than by unauthorized disclosure,

    d. is independently developed by Receiving Party or

    e. is disclosed by the Disclosing Party to a third party without a duty of confidentiality on the third party.

    f. is required to be disclosed under the law or decree.

    g. The confidential information shall remain the sole property of Disclosing Party.

3. <u>Reports</u>: Any deliverables including but not limited to consultancy/EDP/testing report, Intellectual Property, data, information, process specifications given by the IIT(ISM) Dhanbad will be based on work performed according to available literature in the open domain. In any event, this report may not be construed as a legal document and cannot be used as evidence in any legal proceedings, it shall not be construed as a certificate or endorsement and shall not be used for marketing of the products or the processes, without prior written consent from IIT(ISM) Dhanbad. The Institute reserves the right to retain one copy of the report and use the results of the project for its internal teaching and research, without disclosing the identity and location of the agency. However, for publication, the data under the consultancy project, IIT(ISM) Dhanbad shall notify the client/company in writing at least 45 days before such publication.

4. <u>Payment</u>: Every Client shall preferably deposit 100% of the total project cost in advance to the Institute, in order to initiate the project. However, the payment

terms as mutually agreed between the client and CI are also accepted. This amount shall cover the mandatory charges such as institute overhead and the applicable taxes. The charges will also include any applicable tax as prescribed by the GoI from time to time. GST/applicable taxes will be payable by the client. If any demand arises in future regarding GST or any other audit, the same will be payable by the client. Benefit of tax exemption U/S10 (23) (iii ab) of IT Act 1961, may be given to the institute at the time of releasing the payment.

5. <u>Termination</u>: The project may be terminated by either party by giving the other party a notice period of 30 days. However, both parties will resolve residual responsibilities in connection with the project.

6. <u>Conflict of Interest</u>: The concerned Faculty (CI/Co-CIs) from IIT (ISM) Dhanbad will ensure that there is no conflict of interest in undertaking similar projects. However, this conflict of interest shall be applicable in the individual capacity not on the entire Institute, other faculty members may take consultancy in similar or same areas.

7. <u>Disputes</u>: In case there is any dispute between the Institute and client, then the higher authorities from the respective organizations shall try to settle the dispute in an amicable manner. However, if the dispute still persists then there shall be two options for resolution:

   A. *Courts*: The matter shall be referred to civil courts of Dhanbad jurisdiction.

   B. *Arbitration*: An arbitrator shall be appointed by the mutual consent of the parties from the panel of Indian Council of Arbitrators.

8. <u>Work Performance</u>: Every effort will be made to complete the specified work according to the planned time schedule. However, IIT(ISM) Dhanbad will not be held responsible for delays caused beyond its reasonable control.

9. <u>Retainership</u>: Retainership is an assignment with a fixed frequency. The involvement of the faculty is more and thus liability also increases. Therefore, the Institute shall not permit retainership in any form.

10. <u>Disclaimer</u>: Any and all deliverables including but not limited to reports, know-how, Intellectual Property, data, information by the Institute under the Consultancy is on an as-is-where-is basis and the Institute does not make any representations, conditions, or warranties, either express or implied, with respect to such deliverables. IIT(ISM), Dhanbad will not be liable for any damage or loss, whether direct, consequential, incidental, or special which the company or clients or its agents suffer arising from any defect, error or fault of the deliverables or its failure to perform. The Institute does not give any warranty of fitness for a particular purpose, or merchantability. The Company/Client acknowledges that it has been advised by IIT(ISM), Dhanbad to undertake its own due diligence regarding the deliverables before its commercial launch or sale.

All the deliverables pursuant to the consultancy/EDP/testing projects report are generated using academic methodology and hence are transferred on as-is-where-

is basis. The institute and/or employee(s)/student(s) shall not be liable for loss or damage of any kind whatsoever.

11. Third-party Intellectual Property Infringement: The Institute shall not give any undertaking that the deliverables are free from any third-party Intellectual Property infringement. Nothing shall constitute any warranty or representation by IIT(ISM), Dhanbad as to title to the deliverables or that anything made, used, sold or otherwise disposed of under any license granted under consultancy/EDP/testing is or will be free from claims or allegations of infringement of patents, copyrights, trade-marks, industrial design or other intellectual property rights.

12. Completion Report: The client shall give a completion report within 45 days or as specified in the proposal stating that the performance of Institute under consultancy/EDP/testing is to its satisfaction, so that the Institute may close the consultancy/EDP/testing assignment. In case the company or client does not give a completion report with the stipulated time, then it shall be deemed that the report has been accepted by the company or client and the project shall be deemed to be successfully completed and all the obligations of the institute under the agreement have been complied with.

13. Ownership of Project Intellectual Property: All the Intellectual Property generated under the project shall be exclusively owned by the Company. However, IIT(ISM) shall be free to use the intellectual property developed during the Project for its own internal teaching, further research, educational and publication purposes.

14. Ownership of the Background Intellectual Property: Ownership of any background intellectual property (including but not limited to confidential information, know-how, patents, copyrights, design, rights relating to computer software, and any other industrial or intellectual property rights) shall be owned by the party developing such Intellectual Property.

15. Ownership of the Intellectual Property post completion of the project: Any modification, research, improvements done over the deliverables after completion and/or termination of the project shall be treated as a separate Intellectual Property and shall be owned by the party making such improvements.

16. Nevertheless, anything contrary contained herein the Project, intellectual property shall deemed to be owned by IIT(ISM) in case, the Company fails to deposit the project money within the stipulated time.

17. There is no criminal/civil liability to the Consulting Team and IIT(ISM).

	PROPOSAL SUBMISSION FORMAT FOR CONSULTANCY/EDP/TESTING PROPOSAL

TITLE OF THE CONSULTANCY *(Kindly fill in BLOCK letters)*

_____

_____

_____

CONSULTANT-IN-CHARGE

Name: _____   Designation: _____

Department/Centre: _____

Telephone: Direct: _____ EPABX: Extn _____ Email: _____

EXPECTED TIME SCHEDULE

Duration: _____ Years _____ Months _____ Weeks _____   Starting Date: _____

CLIENT DETAILS *(Kindly fill in BLOCK letters)*

Firm's Name: _____

Address:_____ Contact Person's Name: _____

_____

_____ Designation: _____

City: _____ Pin: _____

Ph. _____ Ext. _____ Fax _____ Email _____

TOTAL CHARGES AND PAYMENT DETAILS

Total Value *(in figures)*	Total Value *(in words)*

SCOPE OF THE CONSULTANCY *(attach separate sheet, if necessary)*

Signature of the Consultant In charge   Date:

Signature of HOD   Date:

(Project originating from Centers/Schools shall be routed through the respective HODs of the CI and Co-CIs).

_____

FOR OFFICIAL USE ONLY

Dean (R&D)

IIT(ISM) DHANBAD

ESTIMATE FOR CONSULTANCY/EDP/TESTING PROJECT

Title :

Type of Job: Consultancy/EDP/Testing   National/International

Proposal: Attach Form **CONS-1**

Employee's Name & Emp. Code	Designation	Dept./ Centre	Tentative share of each member	Signature
CI:				
Co-CI:				
Member:				

BREAK-UP OF TOTAL CHARGES

	BUDGET HEAD DESCRIPTION	Total (Rs)
A	INSTITUTE CHARGES @ 35% (in case of Consultancy) / @35% (in case of EDP, excluding boarding & lodging charges) /@50% (in case of Testing) of total charges, i.e. (E)	
B	Centenary Support Charges* @ 5% (**applicable from 1st January 2025 to 31st December, 2026**) of total charges, i.e. (E)	
C	EXPENSES (C1 to C6)	
C1	Field visits	
C2	Salary/Cost of Labour, Honorarium to Staff, Outside Consultants, Travel, etc.	
C3	Lodging and Boarding Charges	
C4	Contingency/Consumables etc. (not exceeding 20% of D)	
C5	Academic activities (if any)	
C6	Equipment Charges, if any (To be credited to DDF/CDF)	
D	CONSULTANCY/TESTING CHARGES	
E	TOTAL CHARGES (A+B+C+D)	
F	GST @ 18% ON TOTAL CHARGE, i.e. (E)	
G	GROSS AMOUNT	

* After 31st December, 2026, the Institute charges (IC) will be 35% for Consultancy and EDP (excluding boarding and lodging charges), while Institute charges (IC) will be 50% for testing projects.

Signature of the Consultant-in-Charge   Signature of the HOD
Date: Date:

(Project originating from Centers/Schools shall be routed through the respective HODs of the CI and Co-CIs).

FOR OFFICIAL USE ONLY

Dean (R&D)

IIT(ISM) DHANBAD
Disbursement Sheet

Consultancy/EDP/Testing Project No.:

A. Details of Receipt/Payment:			
A1	Total Charges		
A2	GST @ 18% of the Total Charge		
A3	Total Amount received vide receipt No .... Dated .... (Please attach copies of receipts)		
A4	Deduct: Actual expenditure/payments already made (Please give details)		
A5	Balance available for disbursement		
B. Credits & Disbursement			
B6	GST @18% of the Total Charge		
B7	INSTITUTE CHARGES @ 35% (for consultancy and EDP Programme) & 50% (for Testing Service) total charge of A1		
B7(i)	R&D Support Charges @ 65% of Institute Charges		
B7(ii)	Deptt/Centre Development Fund @ 15% of Institute Charges.		
B7(iii)	PDF @ 10% of Institute Charges		
B7(iv)	Central Administrative Charges @5% of Institute Charges		
B7(v)	Outreach Activity (viz., Swachh Bharat Abhiyan, Unnat Bharat Abhiyan,Skill India) @ 5% of Institute Charges.		
8	Centenary Support Charges @ 5% (**applicable from 1st January 2025 to 31st December, 2026**) of total charges, i.e. A1		
9	Alumni fund Rs. 100/- per participant (for EDP)		
10	Equipment charges, if any (to be credited to DDF/CDF)		
11	Amount to be credited to PDF of the CI/Co-CI (if any)		
12	Total credit (Add Sl. No. B6 to 11)		
13	Balance Available for disbursement (A5 - 12)		
14	Amount to be released as per list attached (I & II)		

Encl: Disbursement sheet, Distribution list of honoraria to faculty & supporting staff, and final closure report in case of Consultancy and Testing Projects.

Signature of consultant-in-charge   Signature of HOD

Consultancy/EDP/Testing Project No.:

A. Details of Disbursement to CI/Co-CIs

A.1. Honorarium for CI/Co-CIs:

Sl No.	Name	Employee Code	Designation & Department	Gross Amount (Rs.)	Signature
1					
2					
3					
4					
5					

This is to certify that the final report has been sent to the client on ...., one copy has been retained by the CI of the Project (Name of the CI).. and one copy has been sent to the Office of the Dean (R&D).

Signature of the Consultant-in-charge

Name:
Date:

Consultancy/EDP/Testing Project No.:

B. Details of disbursement of honoraria to supporting staff

Sl No.	Name	Emp. Code	Amount (Rs.)	For Dean (R & D) office useonly		
				Gross Annual Salary (GAS) of previous F.Y.	100% of GAS of previousF.Y.	*Total honoraria processed for payment so far in the current F.Y.
1						
2						
3						
4						
5						

* Should not exceed 100% of Gross Annual Salary

This is to certify that the above-mentioned project has been completed and the report /course volume has been submitted to the client on ………………………………………………………

Signature of the CI

Name:
Date:

FOR OFFICE USE ONLY

May be processed for payment

AR (P)   Dean (R&D)/Director

No. 1835/2024
Oct 16, 2024

NOTIFICATION

Sub: Nomenclature, Qualification and Pay scale of all project positions under Sponsored R&D Projects

On the recommendation of the 32nd Finance Committee (item no. 32/8) dated 25th September 2024, the Board of Governors in its 32nd meeting held on 25th September 2024, has approved the nomenclature, qualification and pay scale of all project positions (where funding agency guidelines are not available) under sponsored R&D Projects. Guidelines on the subject are mentioned hereunder:

1. Emoluments:

A. Junior Research Fellow (JRF)/Senior Research Fellow (SRF)

Sl. No.	Designation	Qualification	Monthly Emoluments (RS.)
I.	Junior Research Fellow (JRF)	Post Graduate Degree in Basic Science OR Graduate/ Post Graduate Degree in Professional Course selected through a process described through any one of the following: (i) Scholars who are selected through National Eligibility Tests- CSIR-UGC NET including lectureship (Assistant Professorship) and GATE. (ii) The Selection process through National level examinations conducted by Central Government Departments and their Agencies and Institutions such as DST, DBT, DAE, DOS, DRDO, MoE, ICAR, ICMR, IIT, IISC, IISER, NISER etc.	37,000/-
II.	Senior Research Fellow (SRF)	Qualification prescribed for JRF with two years of research experience.	42,000/-

A.1 After Completion of two years, an External assessment by Institution where the student is enrolled for Ph.D. is mandatory for upgradation from JRF to SRF. The Fellow may be awarded SRF after successful assessment.

A.2 Annual Satisfactory Assessment is mandatory to continue the benefit of fellowship during SRF period.

B. Research Associate

Research associates may be fixed at a consolidated amount at one of the 3 pay levels given below depending upon the qualification and experience. The Essential Qualification (EQ) for RA is as follows:

Ph.D. /MD/MS/MDS or equivalent degree or having 3 years of research, teaching and design and development experience after MVSc/MPharm/ME/MTech with at least one research paper in Science Citation Indexed (SCI) journal.

Sl. NO.	Category	Revised Emoluments per month
I.	**Research Associates-I**	58,000/- + HRA
II.	**Research Associates-II**	61,000/- + HRA
III.	**Research Associates-III**	67,000/- + HRA

For JRF to SRF upgradation after two years, an External assessment is Mandatory. The JRF may be awarded SRF only after successful External assessment and recommendation.

JRFs/SRFs/RAs shall be governed by the disciplinary regulations of the Institute.

DA: JRFs, SRFs and Research Associates will not be entitled to DA

House Rent Allowance (HRA): All project fellows may be provided hostel accommodations, if available. *Project fellows residing in hostel shall not be entitled for HRA.* However, if hostel accommodation is not available, HRA may be allowed to all the above categories, viz, JRF, SRF, and RA as per Central Government norms applicable in the city/location (**Subject to the availability of HRA in the sanctioned project**).

Medical Benefits: The JRFs/SRFs/RAs will be entitled for medical benefits as per the Institute rule (Notification: No.Dy.Dir/01, dated 25th July 2022).

Leave: The JRFs/SRFs/RAs are entitled to leave as per rules of the Institute (No. 1394/2023 dated January 09, 2023).

Bonus & Leave Travel Concession: JRFs/SRFs/RAs will not be entitled to these allowances.

Scientific/Technical Manpower positions with remuneration, essential qualification, and upper age-limit

Sl. No.	Designation	Qualification	*Upper Age Limit (Year)	Monthly Emoluments (RS.)
1	**Scientific Administrative Assistant/ Field Worker**	Graduate degree in any discipline	50	18,000/- + HRA
2	**Laboratory Assistant/Technician/Project Assistant/Technical Assistant/Field Assistant**	B.Sc./ 3 years Diploma in Engineering & Technology	50	20,000/- +HRA Increment of 15% for 3 years of experience with maximum ceiling of 4 such revisions i.e. up to 12 years of experience.
3	**A. Project Associate-I**	Master's Degree in Natural or Agricultural Sciences/MVSc or Bachelor's Degree in Engineering or Technology or Medicine from a recognized University or equivalent:	35	(i) 31,000/- + HRA to Scholars who are selected through (a) National Eligibility Tests- CSIR-UGC NET including lectureship (Assistant Professorship) or GATE or (b) A selection process through National level examinations conducted by Central Government Departments and their Agencies and Institutions. (ii) 25,000/- + HRA For others who do not fall under (i) above.
	B. Project Associate-II	(i) Master's Degree in Natural or Agricultural Sciences/ MVSc or bachelor's degree in Engineering or Technology or Medicine from a recognized University or equivalent (ii) 2 Years' Experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organisations and Scientific activities and services experience	35	(i) 35,000/- + HRA to Scholars who are selected through a process as mentioned 3(i) above. (ii) 28,000/- + HRA for others who do not fall under (i) above.

4	**Senior Project Associate**	(i) Master's Degree in Natural or Agricultural Sciences / MVSc or Bachelor's Degree in Engineering or Technology or Medicine from a recognized University or equivalent and (ii) Four Years' experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organisations and Scientific activities and services OR Doctoral Degree in Science/ Engineering/ Technology/ Pharma/MD/MS from a recognized University or equivalent	40	42,000/- + HRA
5	**Principal Project Associate**	(i) Master's Degree in Natural or Agricultural Sciences or Bachelor's Degree in Engineering or Technology or Medicine from a recognized University or Equivalent. (ii) Eight years' experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organisations and Scientific activities and services experience OR (i) Doctoral Degree in Science/ Engineering/ Technology/Pharma/MD/ MS from a recognized University or equivalent. (ii) Four Years' experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organisations and Scientific activities and services.	40	49,000/- + HRA

6	**Project Scientist I	Doctoral Degree in Science or Master's Degree in Engineering or Technology from a recognized University or equivalent.	35	56,000/-+HRA Increment of 5% for Every 2 years of experience Subject to performance review.
7	**Project Scientist II	(i) Doctoral Degree in Science or Master's Degree in Engineering or Technology from a recognized University or equivalent. (ii) Three Years' experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organisations and Scientific activities and services.	40	67,000/-+ HRA Increment of 5% for Every 2 years of experience Subject to performance review.
8	**Project Scientist III	(i) Doctoral Degree in Science or Master's Degree in Engineering or Technology from a recognized University or equivalent. (iii) Seven Years' experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organisations and Scientific activities and services.	45	78,000/-+HRA Increment of 5% for Every 2 years of experience Subject to performance review.
9	**PI/Project Coordinator -I (For Non- Governmental/ Voluntary Organizations)**	Doctoral Degree in Engineering/Sciences/ Medicine/ Pharma/Social Sciences/MD	As per the scheme	60,000/- (Consolidated)
10	**PI/Project Coordinator -II (For Non- Governmental/ Voluntary Organizations)**	Master's Degree in Engineering/Sciences/ Social Sciences	As per the scheme	30,000/- (Consolidated)
11	**#Project Manager**	Doctoral Degree in Science or Master's Degree in Engineering or Technology from a recognized University or equivalent **with 20 years of experience in relevant field**	Minimum age of 45 years	1,25,000 – 2,00,000/- (Consolidated)

*This is for UR candidates. For SC/ST/OBC and Women candidates, age relaxation will be applicable as per GoI rules.

**Existing Project Scientists B, C and D who are working in ongoing projects of Science Ministers and their institutions with the prescribed qualification or Master's Degree in Science or Bachelor's Degree in Engineering or Technology with minimum 60% marks from a recognized University or equivalent would be subsumed into the approved categories (Project Scientist I, II and III) by mapping their experience and age limit. Their remuneration in the earlier post would be protected.*

Project Manager Post is meant for high-value projects (costing more than Rs. 10.0 Crores) or for a center which manages Central Facilities of the Institute.

Selection Committee for Project Manager
  (i)   Director/ Head of the institution or nominee
  (ii)   One subject expert from the Institute
  (iii)   One expert nominee of concerned Ministry/ Department
  (iv)   Principal Investigator

Scientific/Technical Manpower in Project shall be governed by the disciplinary regulations of the Institute.
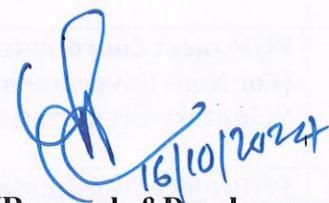
DA: Scientific/Technical Manpower in Project will not be entitled to DA

House Rent Allowance (HRA): All Scientific/Technical Manpower may be provided accommodations wherever available. *Institute provides accommodation shall not entitled for HRA*. However, if accommodation is not available, HRA may be allowed to all the above categories as per Central Government norms applicable in the city/location (**Subject to the availability of HRA in the sanctioned project**).

Medical Benefits: All Scientific/Technical Manpower in Project will be entitled for medical benefits as per the Institute rule (Notification: No. Dy.Dir/01, dated 25th July 2022).

Leave: They are entitled to leave as per rules of the Institute (No. 1394/2023 dated January 09, 2023).

Bonus & Leave Travel Concession: Scientific/Technical Manpower in Project will not be entitled to these allowances.

16/10/2024

Assoc. Dean (Research &Development)
Assoc. Dean (Research & Development)
Indian Institute of Technology
(Indian School of Mines)
Dhanbad - 826004, (INDIA)

cc: **Director / Deputy Director / RG**
  : **All Deans / Associate Deans / All HODs**
  : **Associate Dean (R&D)**
  : **Faculty Members**
  : **All.DR / AR**

Office of the Dean (Research & Development)
Indian Institute of Technology (Indian School of Mines), Dhanbad
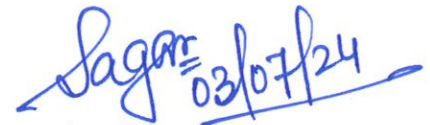Dhanbad – 826004

No. 1734/2024

July 03, 2024

NOTIFICATION

Consequent upon the approval of the competent authority, all faculty members are requested to submit the proposal for holding National and International Conferences/ Symposium/ Workshop/ Seminar through e-office to Associate Dean (R&D) as per the format enclosed with this notification.

This issues with the approval of Competent Authority.

Dean (Research & Development)

Dean (Research & Development)
Indian Institute of Technology
(Indian School of Mines)
Dhanbad - 826004 (INDIA)

cc: (Through e-mail)
: Director
: Deputy Director
: Associate Dean (R&D)
: FIC-SRIC
: All Faculties

Indian Institute of Technology (Indian School of Mines) Dhanbad

Proposal for holding National and International Conferences/ Symposium/ Workshop/ Seminar.

1.	TYPE OF EVENT:	Conference ☐	Symposium ☐	Workshop ☐	Seminar ☐	Other (Please mention):

2. GEOGRAPHICAL COVERAGE: Regional ☐   National ☐   International ☐

3. BROAD SUBJECT AREA(s):

4. TITLE OF EVENT:

5. DATES: From   To

6. VENUE / CITY (mention separately if the inaugural and session are at different locations):

7. NAME AND ADDRESS OF ORGANISING DEPARTMENT(s):

    Department/Centre:

    HoD Name:

    HoD Mobile No.:

8. IS IT ORGANIZED BY ANY EXTERNAL AGENCY?   ☐ Yes   ☐ No

    Organization Name:

    Department:

    Address:

    Pin Code:

    Legal Status

Sagar 03/7/24

Dean (Research & Development)
Indian Institute of Technology
(Indian School of Mines)
Dhanbad - 826004 (INDIA)

9. NAME & ADDRESS OF CONTACT PERSON (Applicant / Organizing Secretary, both internal and/or external):

10. PROPOSED REGISTRATION FEE   : Rs./USD per participant
         Student participant   :
         Faculty   :
         Industry Personnel   :
         International Participants   :

11. EXPECTED NUMBER OF PARTICIPANTS   :
         National   :
         International   :

Also, indicate whether clearance for international delegates participation has been obtained from MHRD/other Ministry

12. BROAD DETAILS OF ESTIMATED EXPENDITURE: (In Rupees)
     [Submit detail justification on each item on a separate sheet as **Annexure-I**]

Sr. No.	Item	Estimated Expenditure (Rs.)
1.	Publication and Documentation (Proceeding, brochure, banner etc.)	
2.	Publicity, Audio-video etc.	
3.	Delegate kit	
4.	Resource Person Expenditure (Honorarium/Travel/Stay)	
5.	Venue Charges	
6.	Hospitality	
7.	Secretarial Assistance	
8.	Contingency	
9.	Prizes & Awards	
10.	Any other Expenses (Overhead)	
	Total Budget	

13. DETAILS OF EXPECTED INCOME/SPONSORSHIP

Source	Amount Requested	Receipts Amount estimated	Items suggested
From Student Participant			
From Faculty/Delegates Registration			
Government Funding Agencies			
External Sponsoring Agencies			
Total Amount			

Dean (Research & Development)
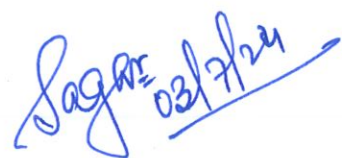Indian Institute of Technology
(Indian School of Mines)
Dhanbad - 826004 (INDIA)

14. BRIEF STATEMENT OF THE OBJECTIVE OF THE EVENT, INCLUDING ITS KIND & LEVEL OF PARTICIPATION, NUMBER OF PARTICIPANTS (Separate Sheet to be attached as **Annexure-II**)

15. DETAILS OF PAST EVENTS ORGANISED ON RELATED TOPICS, IN THE LAST 3 YEARS (Separate Sheet to be Attached as **Annexure-III**):

16. EXPECTED OUTCOMES AND BENEFITS FROM THE EVENT (Attach Separate Sheet as **Annexure-IV**):

17. ANY OTHER INFORMATION (Separate sheet to be attached **Annexure-V**):

Signature of applicant with date   Signature of Head of Department/Centre

To: Dean R&D

Office of the Dean (Research & Development)
Indian Institute of Technology (Indian School of Mines), Dhanbad
Dhanbad – 826004

No. 1721/2024

June, 28 2024

NOTIFICATION

On the recommendation of the 2nd Institute Research & Development Board (IRDB) meeting held on 28.05.2024 followed by the approval of the competent authority, **"Delegation of Administrative Powers for the Office of the Dean R&D"** (attached with this notification) is to be implemented with immediate effect.

This issues with the approval of Competent Authority.

Dean (Research & Development)

Dean (Research & Development)
Indian Institute of Technology
(Indian School of Mines)
Dhanbad - 826004 (INDIA)

cc: Director
: Deputy Director
: Associate Dean (R&D)
: FIC - SRIC
: AD (R&D)
: All Faculties
: Registrar
: AR (P)
: AR (PPS) [Officer-in-Charge (R&D]

Office of the Dean (Research & Development)

PROPOSED DELEGATION OF POWERS

Sagar 28/6/24

#	DESCRIPTION	DELEGATION OF POWER AT OFFICE OF THE DEAN (R&D), IIT(ISM) Dhanbad
I	**SPONSORED R&D PROJECTS** **Submission of the project**	
1.1	Project proposal submission, approval and subsequent revisions/modifications in the proposal	Dean (R&D)
1.2	Signing of MoU and Agreements on behalf of the institute after seeking approval of competent authority (if required)	Dean (R&D)
1.3	Overhead charges for different funding agencies will be decided amicably	Dean (R&D)
	Operation of the project	
1.4	Project notification and approval for operation	AD (R&D)
1.5	Request to the funding agency for the release of funds	PI
1.6	Issue of Invoice/Pre-receipt	E-invoice after approval of the Dean (R&D)
1.7	a) Creation of posts as per Office of the Dean (R&D) rules and nomenclatures or as per funding agency rules explicitly mentioned in the sanction letter b) Otherwise	a) PI b) Dean (R&D)
1.8	Budget re-allocation after prior approval of the funding agency	Revised Notification to be notified by AD (R&D)
1.9	Creation/addition/conversion of any post in the approved project **after prior approval of the funding agency** (within Office of Dean R&D rules and nomenclatures)	PI
1.10	Downgradation of scientific/technical posts within the budget **after prior approval of the funding agency** (scientific/technical posts shall not be downgraded to secretarial posts)	PI
1.11	Project termination/completion on the recommendation of PI a) Technical Closure b) Refund of unspent balance & financial closure **Note:** Financial closure would follow technical closure	a) PI b) Dean (R&D)
1.12	Loan in anticipation of sanctioned grant	Dean (R&D)

Sagar 28/6/24

1.13	Organization of manpower training/training programs/ Seminar/ Workshop:	
	a) With specific provision within the approved budget from the Funding Agency	a) PI
	b) If no specific provision for expenses per event	b) PI or Dean (R&D) as per DoFP
1.14	Expenses & budget regarding Chair Professorship	Dean (R&D)
1.15	Membership of Association/Professional body	PI or Dean (R&D) as per DoFP
1.16	Temporary transfer of project responsibility/operation from	
	a) PI to Co-PI	a) PI
	b) PI to any other faculty	b) AD (R&D)
1.17	Honorarium to Institute supporting staff for project work/ Consultancy as per approved rules	Dean (R&D) on the recommendation of PI through HoD/HoC
1.18	Sanction of honorarium to PI/Co-PI with a specific provision in the approved budget from the sponsor	
	a) Up to Rs. 20.0 lacs	a) Dean (R&D)
	b) Above Rs. 20.0 lacs	b) Director
II	**CONSULTANCY/TESTING/EDP/WORKSHOP/CONFERENCE etc. (As per consultancy rules)**	
2.1	Administrative approval of proposal for submission	Dean (R&D) on the recommendation of PI through HoD/HoC
2.2	Submission of tentative proposals to the client as per norms	CI
2.3	Acceptance of the terms & conditions of payments from the client as per the rules of the Institute	CI
2.4	Agreement other than standard terms & conditions from the Client	Dean (R&D)
2.5	Reallocation of budget heads and related expenses in a consultancy job	CI after approval of Dean (R&D)
2.6	Creation of a temporary position for the duration of the consultancy job	CI after approval of Dean (R&D)
2.7	Hiring of Outside Consultant/Agency	Director/Dean (R&D) (As per BoG approved consultancy rules)

Sagar 28/6/24

2.8	Extension of Consultancy/testing/EDP/workshop etc. Job (**with the approval of the funding agency**)	CI [To be intimated to the Office of the Dean (R&D)]
2.9	Sanction of honorarium to C I/Co-CI from the approved budget a) Up to Rs. 20.0 lacs b) Above Rs. 20.0 lacs	a) Dean (R&D) b) Director
2.10	Closure of Consultancy/testing/EDP etc. Job on the recommendation of the CI and apportionment of consulting fee to an individual Faculty	Dean (R&D)
2.11	Hiring and payment to an external consultant a) <= Rs. 50000.00 b) > Rs. 50000.00 < Rs. 100000.00 c) > Rs. 100000.00	a) Dean (R&D) b) Dean (R&D) on committee recommendations c) Director on committee recommendations
2.12	Adhoc/Regular Manpower hiring as per consultancy rules	Dean (R&D)

III. RECRUITMENT

3.1	a) Award of a contract up to 3 months (**with the approval of the funding agency**) b) In relaxation to the above. i.e. beyond 3 months (**with the approval of the funding agency**)	a) PI/CI b) Dean (R&D)
3.2	Regular selection of Project Staff/Fellow	Dean (R&D)
3.3	Hiring casual Labour (Skilled or Semi-Skilled)	As per IIT(ISM) Rule of hiring of DWW on Project
3.4	Advertisement of the sanctioned position in the project/Consultancy	PI/CI after approval of AD (R&D)/Dean (R&D)
3.5	a) Acceptance of resignation from employees working on projects b) Premature termination of employment on recommendation of PI/CI	a) PI/CI b) AD (R&D)
3.6	(i)Invitation to outside scientist/expert for a short duration for project-related work a) Indian, for ≤ 1 week and as per R&D norms (expenses within R&D /Institute/GoI norms) b) Indian, with relaxation to (a) c) Foreign	a) PI b) Dean (R&D) c) Director

	(ii) Approval of expenses for hosting lunch/dinner, accommodation/ boarding/lodging facilities, and other expenses related to the visit of experts/visitors. a) At the Institute Guest House b) Outside Institute (as per GoI entitlement) **Note:** In case the visitor/expert is a foreign national, prior approval of the Director and Security clearance of GOI may be mandatory for some countries, as notified from time to time	a) PI b) PI/Dean (R&D) as per DoFP
3.7	Appointment of visiting scientist by invitation against a sanctioned post in the project	Dean (R&D)
IV	**STUDENT ASSISTANTSHIP / HONORARIUM**	
4.1	Assistantships to M.Tech./Ph.D. students on the recommendation of selection committee against the post sanctioned by the Funding Agency Honorarium to PhD/PG students against the post sanctioned by the Funding Agency	PI/CI PI/CI#

 # The maximum honoraria per month for PG and PhD students shall be Rs. 15,000/- and 25,000/-, respectively.

4.2	a) Outside students for internship in the Project/Consultancy (within R&D norms) b) Other cases, special assignments, post-docs etc. with/ without honorarium or payment	a) PI/CI b) Dean (R&D)
V	**PARTICIPATION IN CONFERENCES, WORKSHOPS & TRAINING PROGRAMMES (subject to approval of leave of the kind due)**	
5.1	Registration fee of Conference within India and abroad	PI/CI/ Dean (R&D) as per DoFP
5.2	All expenses (other than travel) related to Conference, Workshop & Training programs within India	PI/CI/ Dean (R&D) as per DoFP
5.3	All expenses (other than Registration fee) related to Conference; Workshop & Training programmes held abroad	PI/CI/ Dean (R&D) as per DoFP
VI	**OPERATION OF DDF**	
6.1	Any activity or expense related to DDF as per norms	DDF: HoD / HoC on the recommendation of DAC

Sagar 28/6/24

VII	LEAVE (PhD students need to get leave approved from the Office of Dean Academic)	
7.1	Sanction of Leave to the project staff a) within India b) Ex-India	a) AD(R&D) b) Director
7.2	Sanction of leave without pay to project staff	PI
7.3	Deputation/visit abroad of project staff	Director
VIII	PDF [IIT(ISM)/PDF/0001]	
8.1	All expenses within PDF norms (no prior notification or approval required)	PI/CI/Dean (R&D) as per DoFP
IX	R&D UNIT ADMINISTRATION	
9.1	Approval of R&D budget	Director
9.2	a) Norms for operation of projects & consultancy assignments such as honorarium, travel, facilities in project, hiring, termination, assistantships etc. b) Processes & workflow of R&D Unit. c) Initiation and termination of student and faculty-related promotional activities d) Initiation and termination of Institute level research promotion activities	} AD (R&D) → Dean (R&D)
9.3	Administrative and financial matters related to all R&D Unit within the proposed budget, such as: a) Hiring of posts within sanctioned positions of R&D b) Purchase for R&D activities c) Travel d) Equipment purchase e) Honorarium/ and other expenses f) Deputation of staff for training & other R&D activities etc. g) Other activities as necessary	≤ Rs. 20 lac - Dean (R&D) Above Rs. 20 lac - Director

- All Project related Notifications; NOCs would be made by ADean (R&D).

- All project staff related Notifications (Such as Recruitment; Extension; Joining report; Termination letter etc.) would be made by the Officer-in-Charge of R&D, after getting approval from the Dean (R&D)/Adean (R&D).

- All Experience Certificates, Endorsement Letters would be issued by Dean (R&D).

Sagar 28/6/24

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
Indian Institute of Technology (Indian School of Mines), Dhanbad

No. 1563/2023
October 31, 2023

NOTIFICATION

SUB: Revision of the Sandwich PhD programme

On the recommendation of the 28th Financial Committee (item no. 28/6) dated 29th September 2023, the Board of Governors in its 28th meeting held on 29th September 2023, has approved the revision of the Sandwich PhD programme, which was earlier approved by the BoG in its 12th meeting held on 20th December 2019 and the same was effective from April 1, 2020 to provide an opportunity to improve research abilities, and to establish and/or increase work opportunities in an international context.

Revised guidelines on the subject are mentioned hereunder:

There are two options for carrying out Sandwich PhD:

1. A Doctoral stay as part of a joint supervision, in that case the student may register in both Institutes/Universities, OR
2. The candidate is required to register at IIT (ISM) with or without the joint supervision.

Eligibility: A Doctoral Student after successfully defending her/his Research Proposal Seminar

Duration: Maximum for 1 year.

Agreement: An undertaking has to be provided by the student as "students going abroad under this scheme must return to the Institute after completion of her/his stay in abroad, contribute to good-quality research, and complete their doctoral programme".

Support: A Doctoral student will utilize her/his fellowship of 1 year plus accumulated contingency. In addition, the Institute would provide a maximum additional support of Rs.2.00 Lakhs depending on the country of visit, if a student does not get financial support from the host institute. Otherwise, the contribution of the Institute will be reduced proportionally. The maximum number of doctoral students to be supported by the Institute is 20 (Twenty) per year. The total amount can be used for air travel, visa processing fees, medical insurance, accommodation charges, and daily expenses.

Sagar 31/10/23

The publication originating from the programme will indicate the affiliation of both the Institutes for the Doctoral Student.

The countries wise support by the Institute:

- Rs. 2.00 Lakhs for North America, Australia, South America and New Zealand
- Rs. 1.50 Lakhs for Europe, Far-East Asia, Japan, China, Hong Kong, Taiwan, Korea, Indonesia and Africa
- Rs. 1.00 Lakhs for Neighbouring Countries: Sri Lanka, Nepal, Bangladesh, Burma, Pakistan, Gulf Countries, Singapore Malaysia, Thailand and Maldives
- Support for Other countries will be decided on case-to-case basis.

Selection Criteria:

1. Academic Performance in the Course Work, Comprehensive Examination and Research Proposal Seminar
2. The ranking of the Institute and the research standing (viz., citations, h-index, i10-index) of the Professor where/with whom the Sandwich programme would be carried out
3. Research Paper, Patents, Book Chapters, if any.
4. Research Proposal to be conducted during the Sandwiched Program along with deliverables, objectives and time frame.

Call for Sandwich PhD Programme will be made twice in a year (preferably during the Month of March-April and Sept-October). The number of doctoral students to be supported by the Institute will not exceed 20 per year in any case. The Doctoral Students need to avail the opportunity within a year.

Dean R&D

Dean (Research & Development)
Indian Institute of Technology
(Indian School of Mines)
Dhanbad - 826004 (INDIA)

Copy to :

: Director / Deputy Director / RG

: All Deans / All Associate Deans / All HODs

: Faculty Members

: All DRs / ARs

APPLICATION FORM FOR SANDWICH PhD PROGRAMME

[A]. Name of the Applicant:

[B]. Date of Birth:

[C]. Contact Details (including institute email id and mobile number):

[D]. Academic Qualification (Class Xth Onwards):

Sl. No.	Degree	Board/University/Institute	Year	Subject(s)	Marks	Rank if any (with Proof)

[E]. PhD Programme Detail

   (i) Date of Admission:

   (ii) PhD Registration Number:

   (iii) Marks Obtained During Course Work:

   (iv) Thesis Title:

   (v) Area of Specialization:

   (vi) Thesis Supervisor:

   (vii) Whether Comprehensive Exam Cleared, if Yes in how many attempts:

   (viii) Whether Research Proposal Seminar Exam Cleared, if Yes in how many attempts:

[F]. Detail of the Host Institute /University/Laboratory

   (i) Name of the Institute:

   (ii) Complete Address:

   (iii) Website:

   (iv) QS Ranking (Institute and Department Wise):

   (v) What made you to choose the host institute/University/Laboratory (upto 100 words):

[G]. Detail of the Host Professor

   (i) Name:

   (ii) Designation:

   (iii) Contact Details:

[H]. Research Proposal

   (i) Title of the Research Proposal:

   (ii) Brief Description of the proposed Work (300-500 Words):

   (iii) Time Schedule of the Planned Research Work:

   (iv) Duration of the Work:

   (v) How the proposed research work is correlated with the ongoing PhD work (up to 100 words):

[I]. Fund Requirements

   (i) Contingency Available with the Candidate:

   (ii) Funding available from the Host Institute:

   (iii) Funding Requirement from the Institute

(Signature of the Candidate)

Sagar 31/10/23

Documents Required

- Letter in Support from Host Professor (which refers applicant proposal and confirms that the host institute will provide workplace, and any funding)
- Copy of Passport of the Applicant
- Detailed CV of the Applicant (Max. 3 Pages)
- Grade Sheet of Course Work during PhD
- Brief Biodata of the host Professor (max. 3 Pages)
- List of Publication of the Applicant, if any
- Detailed Research Proposal to be agreed at host Institute (Max. 3 Pages)

UNDERTAKING FROM THE APPLICANT

I do hereby certify that if I have been awarded this Scheme, I will return to the Institute after completion of my stay in abroad and will contribute to good-quality research and will complete the doctoral programme.

Name and Signature of the Candidate

RECOMMENDATION OF THE PhD SUPERVISOR

This is to certify that Mr./Ms.

_____ Admission No.

_____ is currently working under my supervision on the topic "

_____

_____in

Department/ Centre _____.

The work to be carried out at <Name of the host Institute> is relevant and forms a part of the PhD Thesis Work.

In case of Publication originating from the Sandwich Programme will have the affiliation of the PhD Scholar of IIT (ISM) and host institute.

Name and Signature of the PhD Supervisor:

RECOMMENDATION BY THE DPGC:

Sag 31/10/23

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
Indian Institute of Technology (Indian School of Mines), Dhanbad

No. 1562/2023
October 31, 2023

NOTIFICATION

SUB: Modification in the distribution table of Consultancy Rules

On the recommendation of the 28th Financial Committee (item no. 28/8) dated 29th September 2023, the Board of Governors in its 28th meeting held on 29th September 2023, has approved the modification in the distribution table of the Consultancy Rules which was approved by the FC & BoG in its 27th meeting held on 04/08/2023.

The revised distribution of Institute Charges (IC) approved by the FC and BoG is mentioned hereunder:

a. R&D Support charge:	65%
b. Deptt/Centre Development Fund (DDF/CDF)	15%
c. Professional Development Fund (PDF)	10%
d. Central Administrative Charges	05%
e. Outreach Activity (viz., Swachh Bharat Abhiyan, Unnat Bharat Abhiyan, Skill India)	05%

Dean R&D

Dean (Research & Development)
Indian Institute of Technology
(Indian School of Mines)
Dhanbad - 826004 (INDIA)

Copy to:

: Director / Deputy Director / RG

: All Deans / All Associate Deans / All HODs

: Faculty Members

: All DRs / ARs

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
Indian Institute of Technology (Indian School of Mines), Dhanbad

No. 1561/2023
October 27, 2023

NOTIFICATION

Subject: Financial support under the Faculty Research Scheme

On the recommendation of the 28th Financial Committee (item no. 28/7) dated 29th September 2023, the Board of Governors in its 28th meeting held on 29th September 2023, has approved the policy for financial support under the Faculty Research Scheme.

Guidelines on the subject are mentioned hereunder:

A Faculty Research Scheme (FRS) is proposed to motivate newly joined Faculty Members to establish their individual/joint state-of-the-art research laboratory/facility.

In this regard, **an FRS support of Rs. 20 lakhs** is proposed for encouraging the newly joined faculty members to initiate their research, write new proposals, and augment research output using these facilities. However, all faculties seeking FRS support will have to submit a research proposal **within 6 months from the date of her/ his joining the Institute. The duration of the FRS proposal will for a maximum period of 2 years from the date of implementation of the project.** The proposal will be submitted in the prescribed format attached as **Annexure-1**. The proposal will be evaluated by an external expert. The idea is that the faculty members would be groomed on how to write a proposal and defend it. The following procedures for implementation of the FRS grant are to be followed:

1. This is to be named the "Faculty Research Scheme (FRS)".

2. The FRS support of a maximum of **Rs. 20 lakhs** may be sanctioned to newly joined faculty members.

3. The maximum duration of the FRS project will be two years from the date of the Sanction letter of the project. The PI of FRS will be responsible for the timely completion of the project. Extension only in exceptional circumstances will be a maximum of one year.

4. Newly joined faculties (joining from outside) at the Assistant/ Associate/ Professor level are eligible for the FRS support.

5. **A minimum of 90% of the FRS budget** must be utilized to procure **Capital Items** (*equipment/ instruments/ high-end research facilities*), out of which a maximum of **Rs. 1.5 lakh** can be used for purchasing *one laptop/ one desktop/ one printer/ one scanner (anyone)*.

   A maximum of 10% of the FRS budget can be utilized for **revenue items** that includes only consumable and contingency [**Manpower and Travel Expenses will not be provided through FRS support (Travel allowed for HSS & MS&IE only)**].

6. The proposal for FRS from the newly joined faculty member should contain the list of equipment to be procured along with broad specifications and estimated costs. A tentative plan for revenue expenses should also be enclosed. No re-appropriation will be allowed.

7. **An additional amount of up to Rs. 5 Lakh may be provided to supplement the shortage of funds in procuring any equipment sanctioned under the externally funded R&D projects of the concerned faculty members**.

8. The faculty member shall submit the proposal in the prescribed format to the Office of the Dean (R&D) [Email: officeofdrnd@iitism.ac.in; with *Subject Line: Submission of FRS proposal*] through the head of the Department/Centre.

9. The faculty member shall propose a list of three external experts for external peer review, and the proposal shall be sent to at least one for review. Comments of the external experts would be shared with the PI and she/he has to present the proposal in front of the Expert Committee.

   The expert committee consists of:

   - Dean (R&D): Chairman

   - Associate Dean (R&D): Member

   - Head of the Department/Centre: Member

   - FIC-SRIC: Member

10. A yearly progress report along with a statement of expenditure of utilization of 1st year's amount will be submitted by the concerned PI to the office of the Dean (R&D) through her/his Head of the Department/Centre before the release of the fund for the subsequent year.

11. The revised format for availing the FRS grant is enclosed in **Annexure-1**

12. **Source of Budget: Capital Support**: Institute-SLE Grant; **Recurring Support**: R&D Support Charge

13. Procurement from Capital Support will be as per the Institute Purchase Manual & GFR 2017 and as per approved DoFP. Expenses from Recurring Support will be as per DoFP.

14. After completion of the project, unutilized revenue support will automatically be refunded to the R&D Support Charges.

15. After completion of the FRS Project, the final project report along with SE/UC is to be submitted to the Dean (R&D) within one month from the date of scheduled completion.

16. FRS Projects already sanctioned/ running will not be revised.

17. Faculty members will be entitled to the FRS Project only once in their entire career.

Dean (R&D)

Dean (Research & Development)
Indian Institute of Technology
(Indian School of Mines)
Dhanbad - 826004 (INDIA)

Copy to:

: Director / Deputy Director / RG
: All Deans / All Associate Deans / All HODs
: Faculty Members
: All DRs / ARs

IIT(ISM) DHANBAD

Format for Faculty Research Scheme (FRS) Support

- Name of Faculty:

- Designation:

- Emp ID:

- Department:

- Date of joining the Institute:

- CV of PI Attached: Yes/No

- List of Three Suggested Reviewers attached: Yes/No

- Turnitin Report of the Proposal attached: Yes/No

1. Project Title:

2. Project Summary:

3. Keywords:

4. Objectives:

5. Proposed Outcomes of the Proposed Projects:

6. *State of the Art (Maximum 1 page)*

7. *Origin of the Proposal: (Maximum ½ page)*

8. *Research Plan (Maximum 2 pages)*

9. *Timeline* **(maximum allowed 02 years)**:

10. *Budgetary Support:*

S.N.	Items	1st year	2nd Year	Total (Rs.)
1	*Equipment			
2	Consumable			
3	Contingency			
Total				

*A list of equipment along with tentative cost and broad specifications are attached.

11. Key publications of the Project Investigator (PI) during the last 5 years:

12. Equipment available with the Institute/ Group/ Department:

Equipment available	Generic Name of Equipment	Model, Make & year of purchase	Remarks including accessories available and current usage of equipment
PI & and his group			
PI's department			
Institute Central Facility			

13. Bibliography

14. Any additional information:

I do hereby undertake that the information furnished above by the undersigned is correct in all respects.

Name & Signature of Faculty Member

Forwarding of HoD with remarks.

Dean (R&D)

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
Indian Institute of Technology (Indian School of Mines), Dhanbad

NOTIFICATION

Subject: Research Internship Scheme

On the recommendation of the 28th Financial Committee (item no. 28/5) dated 29th September 2023, the Board of Governors in its 28th meeting held on 29th September 2023, has approved the Research Internship Scheme.

Guidelines on the subject are mentioned hereunder:

Category-I: BTech Summer/Winter Research Internship Scheme

Types of funding
- Institute funded [3 in each department]
- Project funded [As per availability]
- Self-funded [As per requirement of the department]

Application timeline: *1st March to 15th April* for summer; *1st October to 21st November* for winter.
Duration: Maximum two months (or minimum one month)

Application Fee: Rs. 500/-

Assessment and certificate: Interns must give an end-term presentation after completing the internship in front of the review committee. The recommendation of the review committee and the student attendance need to be sent to the office of the Dean (R&D) by the internship guide through E-Office for issuing the internship certificate.

Review Committee: Head of the Department/Centre, Internship Guide, DUGC Convener.

Accommodation: Based on availability.

- *Institute funded Intern will be paid a scholarship of Rs. 5000/- per month for a maximum period of 2 months.*
- *Project-funded Intern will be paid a scholarship (if available) as per the terms & conditions of the funding agency.*

Category-II: PG Students (only for MA/MSc/MTech/MBA)
Summer/Winter Research Internship Scheme

Types of funding

- Institute funded [3 in each department]
- Project funded [As per availability]
- Self-funded [As per requirement of the department]

However, the PG students getting fellowship will not be entitled to separate monetary support under the Research Internship Scheme.

Application timeline: *1ˢᵗ March to 15ᵗʰ April* for summer; *1ˢᵗ October to 15ᵗʰ November* for winter.

Duration: Maximum two months (or minimum one month)

Application Fee: Rs. 500/-

Assessment and certificate: Interns must give an end-term presentation after completing the internship in front of the review committee. The recommendation of the review committee and the student attendance need to be sent to the office of the Dean (R&D) by the internship/project guide through E-Office for issuing the internship certificate.

Review Committee: Head of the department/Centre, Internship Guide, DPGC Convener.

Accommodation: Based on availability.

- *Institute funded Intern will be paid a scholarship of Rs. 5000/- per month for a maximum period of 2 months.*
- *Project-funded Intern will be paid a scholarship (if available) as per the terms & conditions of the funding agency.*

Category-III: Long Term Research Internship Scheme
(For BTech/MTech/MSc/MBA)

Types of funding

- Project funded
- Self-funded (Maximum 5 interns in each department)

Application timeline: *1ˢᵗ March to 30ᵗʰ April* and *1ˢᵗ October to 30ᵗʰ November*

Duration: 6-12 months

Application Fee: Rs. 500/-

Onetime internship fee: Tuition fee (On actual) per semester

Assessment and certificate: Long term interns are required to give a mid-term presentation preferably after 2 months of joining to a review committee. The review committee will give feedback and suggests possible improvements in the work. At the end of the program, all the Interns must make a presentation of the work carried out to the review committee. The recommendation of the review committee, copy of internship report and the student attendance need to be sent to the Dean (R&D) office by the internship guide through E-Office for issuing the internship certificate.

Review Committee: HOD, Internship Guide, DPGC/DUGC convener, Project guide from the parent institution

Accommodation: Based on the availability.

NOC from the parent institute is needed for the Long-Term Research Internship

Terms & Conditions:

The applications received by the Office of Dean (R&D) will be forwarded to the RIS Committee of the Department to recommend the applications. The RIS Committee of the Department is a three-member committee: Head of the Department as Chairperson, Convener DPGC/DUGC and One more faculty member from the Department. Applications other than RIS need to be shortlisted by the Department with a three-member committee: Head of the Department as Chairperson, Convener DUGC/DPGC and One more faculty member/Guide from the Department.

Guidelines for Selecting the Interns under Short Term/Long Term RIS

o   The RIS committee may give preference to pre-Final year students.

o   The candidate selection is based on the CGPA, publications, awards, research proposal, the student's college, and letters of recommendation.

o   Following minimum CGPA criterion will apply:

   i.   CGPA $\geq$ 7.5 for IITs/IISc/IIMs/NITs/IISERs/NISERs/IIEST/CUs/ GFTIs

   ii.   CGPA $\geq$ 8.0 for students of other institutes

o   Students with backlog and/or disciplinary action are not eligible.

o   Maximum one student per faculty can be funded from Institute Funded Category. The **maximum number of Institute funded** interns per department in Category-I & II **are three,** out of which **one intern would be from IIT(ISM) Dhanbad.**

o   The Intern must bear the living expenses. Interns are not entitled to the hostel facility. However, the hostel facility (on payment basis) may be provided to a few students based on availability.

o   All NON-IIT (ISM) interns will be issued a temporary institute ID to avail the library, sports, medical, computer centre, internet, and other institute and departmental research and recreation facilities. She/he will be required to abide by the conduct rules of the institute, failing which the internship will be terminated, and the intern will be asked to leave the campus.

o   Applications need to be submitted through an email (srip@iitism.ac.in). The applications are to be forwarded by the Head of Department stating that there is no backlog and/or disciplinary action against the said student.

o   Interns will be provided free OPD facility and medicine available in the Health Centre of the Institute. Indoor hospitalization facility will also be provided in the health Centre if necessary.

Dean (R&D)

Copy to :

   : Director / Deputy Director / RG
   : All Deans / All Associate Deans / All HODs
   : Faculty Members
   : All DRs / ARs

Annexure-1

Office of the Dean (Research and Development)

IIT(ISM) Dhanbad

Jharkhand, India-826004

Research Internship Scheme (RIS) Application Form–202___

Application Date:		
1)Name of the Applicant:		
2) Department Applied for:		
3) Application Category:	A [Institute Funded] B [Project Funded] C [Self-Funded]	**Insert Passport size photo**
4) Address Details:	**Address for Correspondence**	**Permanent Address**
5) Contact Details:	Mobile No.: Email Id:	Contact no. of parent:

6) **Category-I**: BTech Summer/Winter RIS
   Category-II: PG Summer/Winter RIS
   Category-III: Long Term RIS (For BTech/MTech/MSc/MBA)
   (*Strike out, whichever is not applicable*)

7) Educational Qualification:

Examination Passed	Board/ University	Year	Subjects/ Discipline/ Specialization	Division/ Class	%Marks /CGPA / Equivalent (Till last completed semester)
10th					
(10+2)th					
BTech/MTech/MSc /MBA/MA Semester wise					

8) Publication in referred Journals (if any):

9) List of Attachments:
(i) Resume
(ii) Bonafide Certificate
(iii) Identity Card
(iv) Recommendation letter from Head of the Department/T&P In-Charge
(v) Research Proposal (500 words):

10) Name and Communicating Addresses of Three Referees:

Signature of the Applicant (With date)

Certified that there is no back log/disciplinary action against the applicant.

Head of the Department (Signature with date)

For Office Use

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
Indian Institute of Technology (Indian School of Mines), Dhanbad

No. 1545/2023
September 29, 2023

NOTIFICATION

SUB: Revision of emoluments for research personnel engaged in R&D projects of the Central Government Departments/ Agencies

As per the Notification of DST, New Delhi (Notification No: DST/PCPM/Z-06/2022 dated 26th June, 2023) and CSIR, New Delhi (Notification No: 6/Fellowship (ENH)/2023/EMR-I dated 27th September, 2023), the revised fellowship with effect from 01.01.2023 are as follows:

JRF: Rs. 37000/-

SRF: Rs. 42000/-

RA-I: Rs. 58000/-

RA-II: Rs. 61000/-

RA-III: 67000/-

However, release of revised fellowship is subject to the availability of the funds in the concerned project and request received from the concerned PIs. The PIs are also advised to request the funding agencies for the release of the enhanced fellowship for Project JRFs/SRFs/RAs w.e.f. 01.01.2023.

Revision of fellowship of other funding agencies would be implemented as and when the funding agency notifies and funds are received.

Dean (R&D)

Dean (Research & Development)
Indian Institute of Technology
(Indian School of Mines)
Dhanbad - 826004 (INDIA)

cc: Director / Deputy Director / RG
: All Deans / All Associate Deans / All HODs
: Faculty Members
: All DRs / ARs

Office of the Dean (R&D)
Indian Institute of Technology (Indian School of Mines), Dhanbad
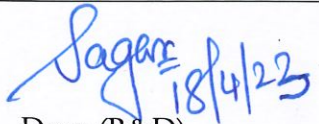# NOTIFICATION

No. 1445/2023
April 18, 2023

SUB: Rate of TA/DA to Project Staffs for project work

On the recommendation of the 25th Financial Committee (item no. 25/11) dated 16th March 2023, the Board of Governors in its 25th meeting held on 19th March 2023, has approved the TA/DA entitlement for the Project staffs attending project work/conferences etc. The TA/DA entitlement for the said staffs will be as per the norms of funding agencies, however in absence of specific guidelines on the same, TA/DA entitlement will be as follows:

Proposed TA-DA entitlement for Project Staff of IIT(ISM) Dhanbad		
Designation	**Travel Entitlements**	**Boarding & Lodging**
Scientific Administrative Assistant/ Field Worker Laboratory Assistant/Technician/Project Assistant/Technical Assistant/Field Assistant	First Class/AC-III tier/AC Chair Car by train	Reimbursement for hotel accommodation/guest house of Up to Rs. 1500/- per day (with receipts) Food bill & Local transport up to Rs. 1000/- per day (with receipts)
JRF/SRF/Project Associate-I/ Project Associate-II/ Senior Project Associate/ Project Coordinator	AC-II/AC Chair Car by train	Reimbursement for hotel accommodation/guest house of Up to Rs. 1500/- per day (with receipts) Food bill & Local transport up to Rs. 1000/- per day (with receipts)
Research Associates-I/ Research Associates-II/ Research Associates-III/ Principal Project Associate/ Project Consultant	AC-II/AC Chair Car by train, By Air (Economy Class)	Reimbursement for hotel accommodation/guest house of Up to Rs. 3000/- per day (with receipts) Food bill & Local transport up to Rs. 1000/- per day (with receipts)
Project Manager/Project Director	AC-I/AC Executive Chair Car by train, By Air (Economy Class)	Reimbursement for hotel accommodation/guest house of Up to Rs. 7500/- per day (with receipts) Food bill & Local transport up to Rs. 2500/- per day (with receipts)
• All are allowed to travel below their entitlement class of travel • The travel entitlement in respect of professionals who have retired from Govt. Service and hired in project/consultancies will be as per their last entitlement.		

Dean (R&D)

Dean (Research & Development)
Indian Institute of Technology
(Indian School of Mines)
Dhanbad - 826004 (INDIA)

cc: Director / Deputy Director / RG
: All Deans / All Associate Deans / All HODs
: Faculty Members
: All DRs / ARs

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
Indian Institute of Technology (Indian School of Mines), Dhanbad

NOTIFICATION

SUB: Leave Rules for Project Employees, IPDFs, and NPDFs etc.

Leave entitlement of Project employees IPDFs, NPDFs etc. is cited below:

A. Nature of leave and its duration that can be availed by the Project Employees are mentioned below:

Sl No.	Form of Leave	Maximum duration	Procedure and Guidelines
01.	Accrued leave on annual basis	30 days in a calendar year	a. All project employees may be allowed to avail 2.5 days leave per/every calendar month of service (On monthly accrual basis up to a maximum of 30 days in a calendar year.)
			b. Leave encashment in any circumstances is not permissible, further carry forward of the leave to the ensuing calendar years is also not permissible, i.e. unused leave of a particular calendar year will lapse on 31stDecember of that year.
02.	Project Duty leave	As per the requirement of the Project, subject to the prior approval of the competent authority	a. For carrying out the field work, computational/experimental work attending the conference/ scientific events/workshops.

B. Nature of leave and its duration that can be availed by the IPDFs/NPDFs are mentioned below:

Sl No.	Form of Leave	Maximum duration	Procedure and Guidelines
01.	Accrued leave on annual basis	30 days in a calendar year	a. All Institute PDFs may be allowed to avail 2.5 days leave per/every calendar month of service (On monthly accrual basis up to a maximum of 30 days in a calendar year.)
			b. Leave encashment in any circumstances is not permissible, further carry forward of the leave to the ensuing calendar years is also not permissible, i.e. unused leave of a particular calendar year will lapse on 31stDecember of that year.
02.	Paternity leave	As per the Institute Rules	a. It will be governed by the existing Institute rules on the subject.

03.	Maternity leave	As per the Institute Rules	a. A female fellow may be granted Maternity leave for a period as per the Institute rules on the subject.
04.	Project Duty leave	As per the requirement of the Project subject to the prior approval of the competent authority	a. For carrying out the field work, computational/experimental work attending the conference/ scientific events/workshops.

Note: Prefix suffix will be counted as per the Institute Rules.

This is issued with the approval of the competent authority.

SAGAR PAL Digitally signed by SAGAR PAL
Date: 2023.01.09 10:56:09 +05'30'

Dean (R&D)

cc: Director / Deputy Director / RG
: All Deans / All Associate Deans / All HODs
: Faculty Members
: All DRs / ARs

Office of the Dean (R&D)
IIT(ISM) Dhanbad

Date: 06-01-2023

CALL FOR SANDWICH PhD PROGRAMME-2023

Applications are invited from Doctoral students of IIT(ISM) Dhanbad [who have successfully defended her/his Research Proposal Seminar] for Sandwich PhD programme-2023.

The detailed guidelines are available on the webpage: https://www.iitism.ac.in/deans/research/Sandwich_PhD.php

Last date for application is: 28th February, 2023.

Applications may please be submitted to - officeofdrnd@iitism.ac.in

(Sagar Pal)
Dean R&D

Dean (Research & Development)
Indian Institute of Technology
(Indian School of Mines)
Dhanbad - 826004 (INDIA)

APPLICATION FORM FOR SANDWICH PhD PROGRAMME

[A]. **Name of the Applicant:**

[B]. **Date of Birth:**

[C]. **Contact Details (including institute email id and mobile number):**

[D]. **Academic Qualification (Class Xth Onwards):**

Sl. No.	Degree	Board/University/Institute	Year	Subject(s)	Marks	Rank if any (with Proof)

[E]. PhD Programme Detail

(i) Date of Admission:

(ii) PhD Registration Number:

(iii) Marks Obtained During Course Work:

(iv) Thesis Title:

(v) Area of Specialization:

(vi) Thesis Supervisor:

(vii) Whether Comprehensive Exam Cleared, if Yes in how many attempts:

(viii) Whether Research Proposal Seminar Exam Cleared, if Yes in how many attempts:

[F]. Detail of the Host Institute /University/Laboratory

(i) Name of the Institute:

(ii) Complete Address:

(iii) Website:

(iv) QS Ranking (Institute and Department Wise):

(v) What made you to choose the host institute/University/Laboratory (upto 100 words):

[G]. Detail of the Host Professor

(i) Name:

(ii) Designation:

(iii) Contact Details:

[H]. Research Proposal

(i) Title of the Research Proposal:

(ii) Brief Description of the proposed Work (300-500 Words):

(iii) Time Schedule of the Planned Research Work:

(iv) Duration of the Work:

(v) How the proposed research work is correlated with the ongoing PhD work (upto 100 words):

[I]. Fund Requirements

(i) Contingency Available with the Candidate:

(ii) Funding available from the Host Institute:

(iii) Funding Requirement from the Institute

(Signature of the Candidate)

Documents Required

- Letter in Support from Host Professor (which refers applicant proposal and confirms that the host institute will provide workplace, and any funding)
- Copy of Passport of the Applicant
- Detailed CV of the Applicant (Max. 3 Pages)
- Grade Sheet of Course Work during PhD
- Brief Biodata of the host Professor (max. 3 Pages)
- List of Publication of the Applicant, if any
- Detailed Research Proposal to be agreed at host Institute (Max. 3 Pages)

RECOMMENDATION OF THE PhD SUPERVISOR

This is to certify that Mr./Ms.

_____ Admission No.

_____ is currently working under my supervision on the topic "

_____
_____ in

Department/ Centre _____ .

The work to be carried out at <Name of the host Institute> is relevant and forms a part of the PhD Thesis Work.

In case of Publication originating from the Sandwich Programme will have the affiliation of the PhD Scholar of IIT (ISM) and host institute.

Name and Signature of the PhD Supervisor

RECOMMENDATION BY THE DPGC

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
Indian Institute of Technology (Indian School of Mines), Dhanbad

No. 1249/2022
August 01, 2021

NOTIFICATION

CONSTITUTION OF INSTITUTE ETHICS COMMITTEE (IEC)

In pursuance of the state-of-the-art best practices in research involving human participant, Institute Ethics Committee (IEC) is constituted to undertake ethical review of studies involving human participants. The committee consists of following members:

1) Dean (R&D)   -   Ex-officio Chairperson
2) Associate Dean (RI)   -   Member
3) Associate Dean (SRIC)   -   Member
4) Prof. Ahmed Sameer, Asst. Professor Dept. of HSS -   Member

[This issues with the approval of Competent Authority].

Shalivahan
(Shalivahan)
Dean (R&D)

cc: Director / Deputy Director / RG
  : All Deans / All Associate Deans / All HODs

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
Indian Institute of Technology (Indian School of Mines), Dhanbad

No. 1086/2020
February 18, 2020

NOTIFICATION

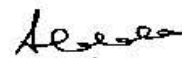### Cumulative Contingency and Disbursement of Contingency

The Board of Governors of the Institute in its 12th meeting held on 20th December 2019 has approved the Cumulative Contingency effective from April 1, 2020. The disbursement of the Contingency for PhD/M Tech/PDFs will be as per following table:

Sl. No.	Item	Maximum Permissible Limit for PhD/M. Tech Students within allocated amount (in Rs.)	Maximum Permissible Limit for PDFs within allocated amount (in Rs.)
1.	Chemical/consumable for fabrication and testing related to research work with prior approval of Guide.	No limit	No limit
2.	Stationary items, photocopy, printout, and Postal charges etc. (Payable as fixed charges not to be claimed) (Would be directly transferred to the Bank Account of the Scholar once in year)	1500 Year	2500 Year
3.	Publication Charges (only for non-paid journals)/purchase of preprints, Subscription Charges and Books	No Limit	No Limit
4.	Testing and Analysis charges.	No Limit	No Limit
5.	Travel expenses related to field work including hiring of vehicles/labours, Sandwich PhD, oral paper presentation in conferences, training with prior approval of Guide is required.	No Limit	No Limit

6.	Registration fees for attending Conferences/Workshop (such as GIAN course), training, membership of national and international societies and associations, Online courses related to research work	No Limit	No Limit
7.	Thesis Printing and Binding Charges after the no dues (Would be directly to the Bank Account of the Scholar)	2000/- (M. Tech) 5000/- (PhD)	Not Applicable
8.	Thesis Evaluation Fees	As per Institute Rules	Not Applicable

(a) The contingency grant of the M. Tech/PhD Scholars/ PDFs would be Cumulative in nature for the complete tenure.

(b) Complete Tenure for M. Tech students is the date of last examination and for PhD Scholars it is the five years or date of Pre-Submission whichever is earlier.

(c) There is no restriction on number of Conferences to be attended but the expenditure has to be within the accumulated contingency.

(d) TA/DA will be payable as per GOI/Institute guidelines.

(e) Expenditure limited to the maximum amount available in the students' credit.

(f) It is applicable for existing PhD Students as well

Veracity of the claim to be certified by the M.Tech./PhD Supervisors and Mentors of PDFs. Supervisors/Mentors to certify that the claim has been made for the research related work.

Dean (R&D)

Cc : Director / Deputy Director / RG
    : All Deans / All Associate Deans / All HODs
    : Faculty Members
    : All DRs / ARs

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
Indian Institute of Technology (Indian School of Mines), Dhanbad

No. 1085/2020
February 18, 2020

NOTIFICATION

Sandwich PhD Programme

The Board of Governors of the Institute in its 12th meeting held on 20th December 2019 has approved the Sandwich PhD Programme effective from April 1, 2020 to provide an opportunity to improve research abilities, and to establish and/or increase work opportunities in an international context.

There are two options for carrying out Sandwich PhD:

(a) A Doctoral stay as part of a joint supervision, in that case the student may register in both Institutes/Universities, **OR**

(b) The candidate is required to register at IIT (ISM) with or without the joint supervision.

Eligibility: A Doctoral Student after successfully defending his Research Proposal Seminar

Duration: Minimum for Six Months.

Support: A Doctoral student will utilize his fellowship of six months plus accumulated contingency. In addition, the Institute would provide a maximum additional support of Rs. 2.00 Lakhs depending on the country of visit if the students does not get financial support from the host institute else the contribution of the Institute will be reduced proportionally. The maximum number of doctoral students to be supported by the Institute is 20 (Twenty) per year. The total amount can be used for air travel, visa processing fees, medical insurance, accommodation charges, daily expenses.

The publication originating from the programme will indicate the affiliation of both the Institutes for the Doctoral Student.

If the period exceeds six months the student is expected to get financial support from the host institute. However, the institute support in any circumstances will not exceed 2.00 Lakhs (depending upon the country) plus his/her fellowship for six months and contingency grant.

The countries wise support by the Institute

Rs. 2.00 Lakhs for North America, Australia, South America and New Zealand.

Rs. 1.50 Lakhs for Europe, Far-East Asia, Japan, China, Hong Kong, Taiwan, Korea, Indonesia and Africa.
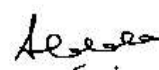
Rs. 1.00 Lakhs for Neighbouring Countries, Sri Lanka, Nepal, Bangladesh, Burma, Pakistan, Gulf Countries, Singapore Malaysia, Thailand and Maldives.

Support for Other countries will be decided on case-to-case basis.

Selection Criteria:

a) Academic Performance in the Course Work, Comprehensive Examination and Research Proposal Seminar
b) The ranking of the Institute and the research standing (viz., citations, h-index, i10-index) of the Professor where/with whom the sandwich programme would be carried out
c) Research Paper, Patents, Book Chapters, if any.
d) Research Proposal to be conducted during the Sandwiched Program along with deliverables, objectives and time frame.

Call for Sandwich Ph.D Programme will be made once in a year (preferably during the Month of March). If need arises the call for proposal can be twice a year. However, the number of doctoral students to be supported by the Institute will not exceed 20 per year in any case. The Doctoral Students need to avail the opportunity within a year.

Dean (R&D)

cc: Director / Deputy Director / RG
  : All Deans / All Associate Deans / All HODs
  : Faculty Members
  : All DRs / ARs

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SHOOL OF MINES), DHANBAD – 826 004

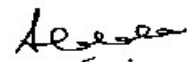No. 1014/2019   Date : April 29, 2019

NOTIFICATION

Subject : <u>**Facilities for DST INSPIRE Faculty and any such Faculty**</u>

In order to attract the brilliant young talents at IIT (ISM) and to provide platform for taking-up the cutting edge research, following are the approved to be <u>**DST INSPIRE Faculty and any such Faculty**</u>

(1) **Teaching**: To enable such faculties to gain teaching experience and build their career they are encouraged to contribute towards teaching UG, PG and Ph.D. courses.Further, they are to offer new elective courses at UG, PG and Ph. D. levels.

(2) **Thesis supervision**: They are allowed to supervise research students (Undergraduate, Post Graduate/PhD etc.) as a co-guide. If such faculties are absorbed as regular faculty members, the fellowship holders can act as principal supervisor along with earlier supervisor who in turn can now act as co-supervisor. In case fellowship holders leave the institute before regularization in the host institute, principal supervisor takes the responsibility of guiding the students until completion of Ph.D thesis or the leaving fellowship holder should transfer his/her students to the new migrating institute. Before recommending fellows to any of the above mentioned fellowships by the host institute, this policy must be informed to principal and co-supervisor who are guiding research students taken under the fellows.

(3) **Research and office space**: Office space for research and discussion, sufficient lab space for experimental/theoretical research along with necessary facilities like office furniture's, desktop with printer, storage space and any other facilities required for the research of the fellows expertise should be provided.

(4) **Medical facilities**: Free consultation and medicine, for Inspire Facultywith spouse and their minor children, available at Institute's Health Centre.

(5) **HRA**: To be provided with transit accommodation within the Campus on applicable license fee and other user charges.
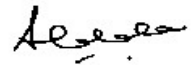
(6) **Leave**: Leave facilities at par with regular faculties of IIT (ISM) excluding LTC.

(7) **Research Grants**: Fellows will be encouraged to apply for receiving regular research grants through the extramural funding schemes of various science and technology agencies of Government of India and abroad.

(8) **Utilization of research grant**: As for the faculty members, the selected fellows are independent to work and spend their research grant according to the guidelines of sponsoring agencies. The institute rules is applicable for purchase from research grant, as required by the regular faculty members of IIT (ISM), Dhanbad.

This is effective from April 1, 2019.

Dean (R&D)

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

No. 1002/2018
September 19, 2018

NOTIFICATION

Financial modalities for Conferences/Seminars

With immediate effect, for all seminars/conferences, Institute's Project Account will be utilized in coordination with Dean (Research & Development). The convenor/coordinator of the seminar/conference will have the powers of the P.I of a project.

Funds should be received in the name of "IIT (ISM), Dhanbad," A/c No. 986101009746, Canara Bank, Dhanbad, IFSC : CNRB0000986.

[Issued with approval of the Competent Authority]

(Shalivahan)
Dean (Research & Development)

CC: Director / Deputy Director
    Registrar
    All Head of the Departments
    All Faculty
    DR (F&A)
    AR (Project A/c)

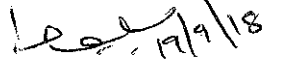No. 1001/2018
September 19, 2018

NOTIFICATION

Settling Accounts of Past Conferences/Seminars

This is with reference to Conferences/Seminars organized at our Institute by different Departments. It is observed that for conducting Conferences/Seminar, a separate bank account is opened by each department and grants received by the concerned department are kept in the said account. It is to inform all concerned that the un-utilized balance of seminars/conferences available as per Audited Books of Accounts should be transferred in the name of "IIT (ISM), Dhanbad," A/c No. 986101009746, Canara Bank, Dhanbad (IFSC : CNRB0000986). Cheque should be handed over at Cash Section by 28.09.2018

The unsettled account of the Conference/Seminar (upto March 2018)/Consultancies (upto March 2015) are being transferred to the Institute Project Account under the head "General Maintenance Fund".

The concerned convener should also submit the information relating to the unutilized fund and audited utilization certificate latest by 28.09.2018 to the office of Dean (R&D). In case the liability of the Seminar/Conference exceeds the balance of arranged fund, the arrangement of balance funds will be the responsibility of the convener.

[Issued with approval of the Competent Authority]

(Shalivahan)
Dean (Research & Development)

CC: Director / Deputy Director
     Registrar
     All Head of the Departments
     All Faculty
     DR (F&A)
     AR (Project A/c)