

## Office of the Dean (Research & Development)

### PROPOSED DELEGATION OF POWERS

- I SPONSORED R&D PROJECTS
- II CONSULTANCY/TESTING/EDP/WORKSHOP/CONFERENCE etc.
- III RECRUITMENT
- IV STUDENT ASSISTANTSHIPS / HONORARIUM
- V PARTICIPATION IN CONFERENCES, WORKSHOPS & TRAINING PROGRAMMES
- VI OPERATION OF DDF
- VII LEAVE
- VIII PDF
- IX R&D UNIT ADMINISTRATION

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| #        | DESCRIPTION   | DELEGATION OF POWER AT OFFICE OF THE DEAN (R&D), IIT(ISM) Dhanbad |
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| <b>I</b> | <b>SPONSORED R&amp;D PROJECTS</b>   |   |
|          | <b>Submission of the project</b>  |   |
| 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)  |
|          | <b>Operation of the project</b>   |   |
| 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<br>b) Otherwise                                 | a) PI<br>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 <b>after prior approval of the funding agency</b> (within Office of Dean R&D rules and nomenclatures)                                  | PI  |
| 1.10     | Downgradation of scientific/technical posts within the budget <b>after prior approval of the funding agency</b> (scientific/technical posts shall not be downgraded to secretarial posts)               | PI  |
| 1.11     | Project termination/completion on the recommendation of PI<br>a) Technical Closure<br>b) Refund of unspent balance & financial closure<br><b>Note:</b> Financial closure would follow technical closure | a) PI<br>b) Dean (R&D)  |
| 1.12     | Loan in anticipation of sanctioned grant  | Dean (R&D)  |

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| 1.13      | Organization of manpower training/training programs/ Seminar/ Workshop:<br>a) With specific provision within the approved budget from the Funding Agency<br>b) If no specific provision for expenses per event | a) PI<br>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<br>a) PI to Co-PI<br>b) PI to any other faculty  | a) PI<br>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<br>a) Up to Rs. 20.0 lacs<br>b) Above Rs. 20.0 lacs   | a) Dean (R&D)<br>b) Director                                |
| <b>II</b> | <b>CONSULTANCY/TESTING/EDP/WORKSHOP/CONFERENCE etc. (As per consultancy rules)</b>   |   |
| 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) |

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| 2.8                     | Extension of Consultancy/testing/EDP/workshop etc. Job <b>(with the approval of the funding agency)</b>   | CI [To be intimated to the Office of the Dean (R&D)]  |
| 2.9                     | Sanction of honorarium to CI/Co-CI from the approved budget<br>a) Up to Rs. 20.0 lacs<br>b) Above Rs. 20.0 lacs   | a) Dean (R&D)<br>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<br>a) $\leq$ Rs. 50000.00<br>b) $>$ Rs. 50000.00 $<$ Rs. 100000.00<br>c) $>$ Rs. 100000.00   | a) Dean (R&D)<br>b) Dean (R&D) on committee recommendations<br>c) Director on committee recommendations |
| 2.12                    | Adhoc/Regular Manpower hiring as per consultancy rules  | Dean (R&D)  |
| <b>III. RECRUITMENT</b> |   |   |
| 3.1                     | a) Award of a contract up to 3 months <b>(with the approval of the funding agency)</b><br>b) In relaxation to the above. i.e. beyond 3 months <b>(with the approval of the funding agency)</b>  | a) PI/CI<br>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<br>b) Premature termination of employment on recommendation of PI/CI  | a) PI/CI<br>b) AD (R&D)   |
| 3.6                     | (i) Invitation to outside scientist/expert for a short duration for project-related work<br>a) Indian, for $\leq$ 1 week and as per R&D norms (expenses within R&D /Institute/GoI norms)<br>b) Indian, with relaxation to (a)<br>c) Foreign | a) PI<br>b) Dean (R&D)<br>c) Director   |

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|  | (ii) Approval of expenses for hosting lunch/dinner, accommodation/boarding/lodging facilities, and other expenses related to the visit of experts/visitors.<br>a) At the Institute Guest House<br>b) Outside Institute (as per GoI entitlement)<br><b>Note:</b> 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<br>b) PI/Dean (R&D) as per DoFP       |
| 3.7  | Appointment of visiting scientist by invitation against sanctioned post in the project  | Dean (R&D)                                  |
| <b>IV</b>  | <b>STUDENT ASSISTANTSHIP / HONORARIUM</b>   |   |
| 4.1  | Assistantships to M.Tech./Ph.D. students on the recommendation of selection committee against the post sanctioned by the Funding Agency<br><br>Honorarium to PhD/PG students against the post sanctioned by the Funding Agency  | PI/CI<br><br>PI/CI#                         |
| <b># The maximum honoraria per month for PG and PhD students shall be Rs. 15,000/- and 25,000/-, respectively.</b> |   |   |
| 4.2  | a) Outside students for internship in the Project/Consultancy (within R&D norms)<br>b) Other cases, special assignments, post-docs etc. with/ without honorarium or payment   | a) PI/CI<br>b) Dean (R&D)                   |
| <b>V</b>   | <b>PARTICIPATION IN CONFERENCES, WORKSHOPS &amp; TRAINING PROGRAMMES (subject to approval of leave of the kind due)</b>   |   |
| 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               |
| <b>VI</b>  | <b>OPERATION OF DDF</b>   |   |
| 6.1  | Any activity or expense related to DDF as per norms   | DDF: HoD / HoC on the recommendation of DAC |

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

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