Office of the Dean (R&D)

R&D Manual

IIT(ISM), Dhanbad
(www.iitism.ac.in)

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1. About Office of the Dean (Research & Development)

Office of the Dean (R&D) primarily deals with strategic planning, creating research infrastructure, and fostering new and interdisciplinary research initiatives and collaborations. We strive to build strong partnerships with the Industry/Academia/PSUs to fulfill their fundamental and applied research needs. Indeed, the institute has strong industry collaborations, establishing several Centers of Excellence (CoE) at IIT(ISM) Dhanbad. IIT(ISM) Dhanbad has 17 departments, and several centers equipped with all the necessary infrastructure and world-class faculties to undertake fundamental and applied research problems.

Office of the Dean (R&D) facilitates the submission and smooth operation of sponsored projects, industrial consultancy, testing, executive development programs, workshops, conferences, seminars, annual R&D fair, creating awareness about funding opportunities, industry-academia interactions, start-up grant for newly joined faculty members (i.e. faculty research scheme), student schemes, project purchases, project staff recruitment, and liaison with funding agencies, etc. Office of the Dean (R&D) also facilitates submitting institute-level multidisciplinary projects and signing agreements and MoUs with different industries and funding agencies.

The Office of the Dean (R&D) has devised and implemented several initiatives to strengthen the research profile of the institute and develop technologies of societal and industrial relevance. The Office of the Dean (R&D) has established several externally funded centers of excellence under which faculties from multidisciplinary backgrounds and different departments are actively involved.

Office of the Dean (R&D) also operates and manages the central research facility (CRF), a state-of-the-art instrumentation facility for different testing, characterization, and analysis types. This facility has several sophisticated high-end research and characterization instruments that are unavailable in nearby regions. Indeed, developing research infrastructure is one of the major roles and responsibilities of the Office of the Dean (R&D).

Office of the Dean (R&D) has developed a transparent and efficient model for the administration and implementation support to faculty members, project staff, and students of the institute for real-time monitoring of their project fund and other research activities and requests pertinent to the Office of the Dean (R&D). Indeed, the Office of the Dean (R&D) thrives on fully automating the whole process to create a hassle-free work culture and a no-contact workflow system. The Office of the Dean (R&D) is divided into sub-units for smooth functioning and responsibilities towards facilitating faculty members in submitting and executing their projects. These sub-units

are as follows:

1. Project Staff Recruitment and Salary Cell
2. Project Accounts
3. Project Purchase Cell
4. Research & Development Cell
5. Consultancy/Testing Cell
6. EDP/Conference/Workshops/Seminars Cell

Primary activities undertaken by the Office of the Dean (R&D) are:

- Providing administrative, managerial, and accounting assistance to faculty members for the smooth submission and execution of projects, consultancies, testing, EDP, conferences, workshops, seminars, etc.

- Creating research infrastructure and managing the Central Research Facility (CRF)

- Liaison with industries and funding agencies to set up centers of excellence to foster a vibrant research culture for developing industrially and societally relevant technologies.

- Facilitating award of Faculty Research Scheme Grant (i.e. start-up grant) to newly joined faculty members

- Facilitating the faculty mobility program (FMP) and international grant/mobility

- Facilitating International Travel Grant for UG/PG Students

- Facilitating International Travel Grant for PhD Students

- Facilitating Sandwich PhD Program

- Facilitating Research Internship Scheme

- Signing MoUs/agreements with funding agencies and industries

- Managing R&D website

- Facilitating recruitment of IPDF

- Facilitating recruitment of project staff

- Organizing R&D Fair/Awareness programs for R&D purposes

2. Information for Newly Joined Faculty Members

2.1 Transfer of ongoing projects/consultancies to IIT(ISM) Dhanbad from other institutes

When a faculty member joins from any other institute and she/he has ongoing projects/consultancies etc., as PI/CI at her/his previous institute, then, the faculty member can request for transfer of her/his ongoing projects/consultancies etc., as PI/CI to IIT(ISM) Dhanbad by following the steps:

➢ The concerned faculty member shall get the approval of the head of her/his previous organization where the project was operational to transfer ongoing projects/consultancies to IIT(ISM) Dhanbad.

➢ The concerned faculty member shall get the approval of the Dean (R&D) of IIT(ISM) Dhanbad to transfer ongoing projects/consultancies to IIT(ISM) Dhanbad by submitting a copy of the approval of the head of her/his previous organization.

➢ The faculty concerned shall have to submit the approval of both previous organization and IIT(ISM) Dhanbad to the funding agency for the transfer of the project.

➢ Once the funding agency approval is received, the concerned faculty member can request the Office of the Dean (R&D) to get a project number [**through e-office to ADean (R&D)**], like a new one, against fresh grants.

➢ Once the required documents and approval from the competent authority are obtained, the Office of Dean (R&D) will allot a project number and issue a notification.

➢ Once the funds are received, create a request again [**through the same e-office (where Project number was issued) to ADean (R&D)**] for crediting funds to the project.

➢ Similar steps shall be taken to transfer of ongoing NPDF and other industry-sponsored projects.

2.2 Faculty Research Scheme (FRS) Grant

Office of the Dean (R&D) facilitates the one-time grant of the Faculty Research Scheme (in terms of Seed Grant) to the newly joined faculty members to motivate and establish their individual/joint state-of-the-art research laboratory/facility. The details of which are as follows:

An FRS support of Rs. 20 lakhs is proposed to encourage 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 must **submit a research proposal within 6 months from the date of her/ his joining the Institute**. The duration of the FRS proposal will be for a maximum period of 2 years from the project's implementation date. The proposal will be

submitted in the prescribed format, as **Annexure-I**, along with a copy of the Appointment Letter and Joining Notification. The proposal will be evaluated by an external expert. The idea is that the faculty members would be groomed to write and defend a proposal. 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 project's timely completion. 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 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 to purchase one laptop/one desktop/one printer/one scanner (anyone).
   A maximum of 10% of the FRS budget can be utilized for revenue items that include only consumables and contingency [Manpower and Travel Expenses will not be provided through FRS support (Travel allowed for HSS and 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. The request shall be made through e-office.

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 from the external experts will be shared with the PI, and she/he will have to present the proposal to 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 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 and SE/UC will be submitted to the Dean (R&D) within one month from the scheduled completion date.

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

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

18. The workflow will be as follows:

FRS Proposal submission by PI via e-mail (officeofdrnd@iitism.ac.in) → Office of Dean (R&D) for Scrutiny → ADean (R&D) for External Review and Presentation → Dean (R&D) for Recurring Grant Approval → Dy. Director for Capital Grant Approval → Issue of Sanction letter at Office of the Dean (R&D) & sent to PI
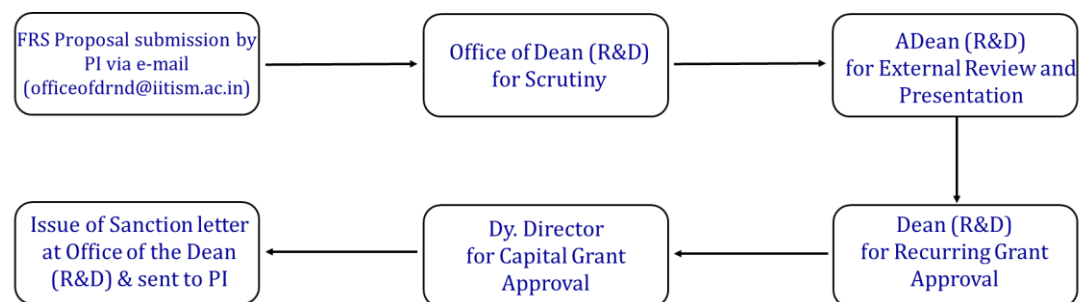
Annexure-I

Format for Submission of Faculty Research Scheme (FRS) Proposal

- 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

    a) Project Title:

    b) Project Summary:

    c) Keywords:

    d) Objectives:

    e) Proposed Outcomes of the Proposed Projects:

    f) State of the Art (Maximum 1 page)

    g) Origin of the Proposal: (Maximum ½ page)

    h) Research Plan (Maximum 2 pages)

    i) Timeline (**maximum allowed 02 years**):

    j) Budgetary Support:

Sl. No.	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.

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

    l) 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 Research Facility			

m) Bibliography

n) 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)

2.3 Special Grant to Establish Advanced Lab for UG/PG

A special grant of ₹ 30 lakhs would be provided to newly joined faculty members for purchase of equipment(s) to establish an advanced laboratory for UG/PG students of the Department. The grant may be availed after 3 months of the approval of the FRS grant and within 1 year of joining the Institute. The work flow will be as follows:
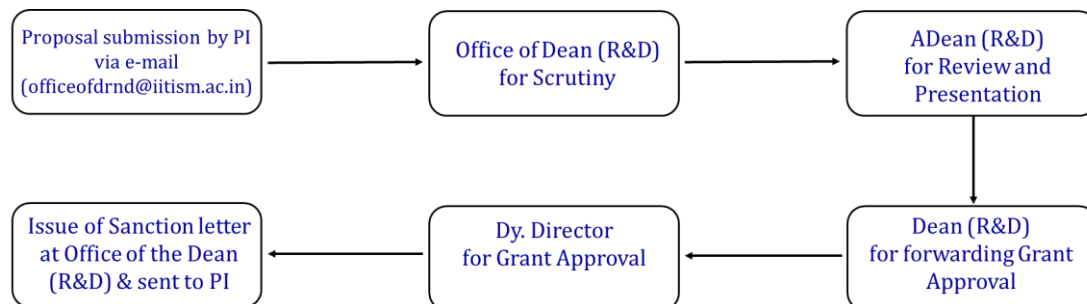
The format for availing the Special grant is given in Annexure-1

Annexure-I

Format for Submission of Proposal for Special Grant

- 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

    a) Proposed research facility/lab to be developed:

    b) Justification for the newly proposed lab (Maximum of 1 page):

    c) Proposed work to be carried out through the newly developed facility/lab (Maximum of 2 pages):

    d) Possible outcomes from the lab/facility (Maximum of 1 page):

    e) Equipment/ facility proposed (A list of equipment along with tentative cost, supported by Budgetary Quotations, and broad specifications are to be attached).
    (Note: Workstations, PC, computer peripherals, display units, etc. will not be considered under this grant.)

    f) Detailed justification for the proposed equipment/facility asked for its intended use by UG/PG students:

    g) Timeline (1 year):

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 Research Facility			

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)

2.4 Collaborative Research Support Scheme

A special Collaborative Research Support Grant/Project Grant up to ₹ 100 lakhs (₹ 20 lakh per faculty/per department) for purchase of equipment(s) to establish a collaborative laboratory based on the Interdisciplinary collaborative proposal submitted by a group of faculty members (3-5) from collaborating departments of the Institute. The work flow will be as follows:
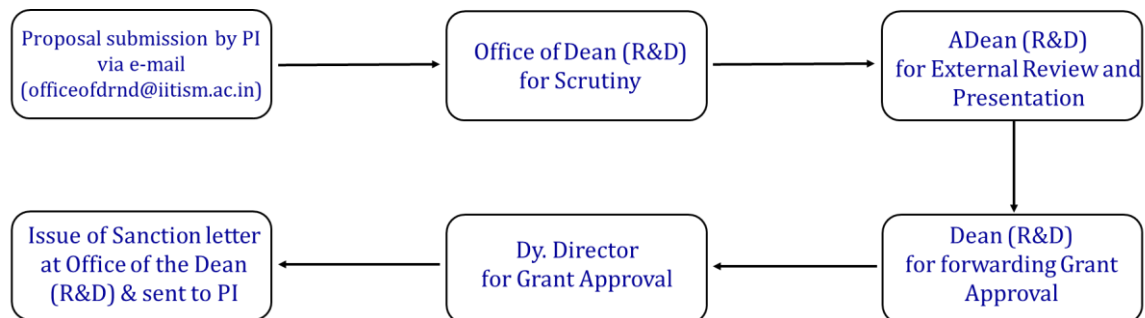
The format for availing the Special grant is given in Annexure-1.

Format for Submission of Collaborative Research Support Scheme

- Name of Faculty members:
- Designation of each Faculty member:
- Emp. ID:
- Department:
- Date of joining the Institute:
- CV of PIs Attached: Yes/No
- List of Three Suggested Reviewers attached: Yes/No
- Turnitin Report of the Proposal attached: Yes/No

(a) Project Title:

(b) Project Summary:

(c) Keywords:

(d) Objectives:

(e) Proposed Outcomes of the Proposed Projects:

(f) State of the Art (Maximum 1 page)

(g) Origin of the Proposal: (Maximum ½ page)

(h) Research Plan (Maximum 2 pages)

(i) Timeline (**maximum allowed 02 years**):

(j) Budgetary Support:

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

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

(k) Key publications of the Project Investigators (PIs) during the last 5 years:

(l) Bibliography

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)

3. Sponsored Research Projects

Sponsored Research Projects are pillars of institute success and recognition in India and worldwide. Therefore, all IIT(ISM) Dhanbad faculty members must submit sponsored project proposals and acquire funding. Indeed, it is one of the mandatory criteria for individual faculty member career progression. The funds acquired can be used towards the development of research infrastructure, manpower, consumables, travel, contingency, overheads, and so on to help in the overall growth of the Institute.

3.1 Proposal Submission

IIT(ISM) Dhanbad encourages faculty members to submit sponsored research proposals to different funding agencies. In this regard, the Office of the Dean (R&D) also regularly circulates the call for proposals. The sponsoring organization shall meet all the expenses in the sponsored project, and the Office of the Dean (R&D) generally does not provide any financial support. The primary role of the Office of the Dean (R&D) is to provide administrative and accounting support to the concerned faculty member for the smooth functioning and execution of the project.

3.1.1 Project Proposal Formulation

An individual or a group of faculty members can formulate the project proposal in the format prescribed by the concerned funding agency. Although a faculty member can submit the project alone as PI. Unless specified by the funding agency, the following budget heads shall be included in the proposal:

- ➢ Equipment
- ➢ Salary
- ➢ Consumables
- ➢ Travel
- ➢ Contingency
- ➢ Institute Overhead (20% of the total budget unless limited by funding agency). If the overhead value differs, the same shall be justified while submitting the proposal to the Office of the Dean (R&D) for endorsement.
- ➢ The overhead distribution is as follows:

60% R&D Support Charge

20% DDF/CDF

20% PDF

3.1.2 Request for Endorsement Letter for Proposal Submission

The concerned PI needs to send the request for Endorsement (with the required List of documents to be attached, as mentioned below) to Assoc. Dean (R&D) through e-office. **The Endorsement letter to be pasted in the e-office note sheet (as word file is not attached in the e-office file)**. If the documents are in order, then Endorsement letter would be issued after the approval of Dean (R&D) and will be send back to PI for further necessary action.

PIs are requested to send the documents in advance (**at least 5 working days prior to the last date of submission of proposal**).

List of documents to be attached for Endorsement:

- ➢ Brief Project Proposal (Title; Objectives; Main Deliverables with budget details) in PDF format
- ➢ Consent of Co-PI (Internal), if any.
- ➢ External Co-PI Consent letter and Endorsement from the Head of that institute, if any
- ➢ Copy of MoU/Agreements with the funding agency, if any
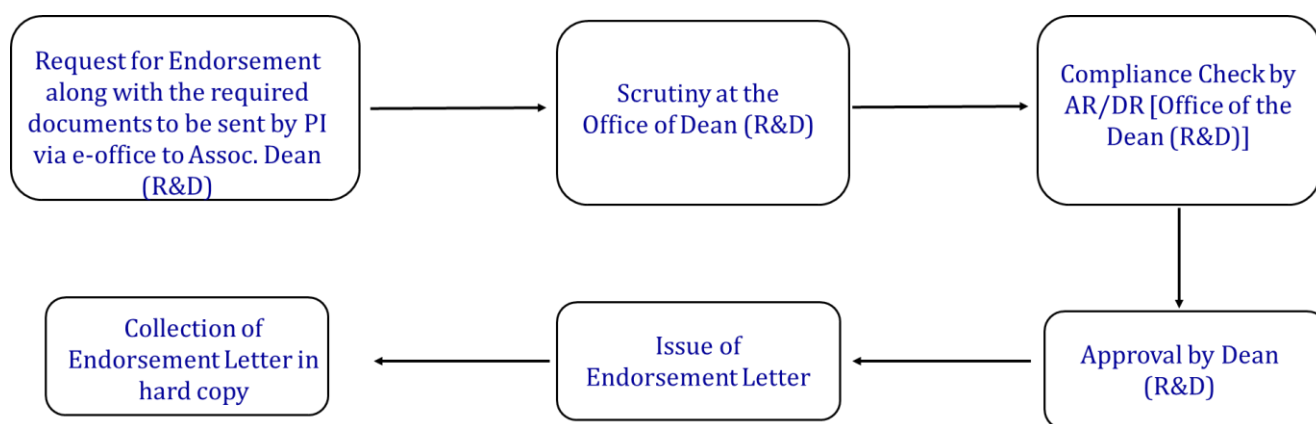
The same e-office file will be continuing for issue of Project No; recruitment of Project Staff etc. after the sanction of the project.

3.2 Operation of Project after Acceptance by the Funding Agency

3.2.1 Project Initiation

After receipt of the sanction letter, the PI will initiate for issuance of project number on the **same e-office file** (where Endorsement letter was issued). The following documents shall be uploaded:

- ➢ Sanction Letter of the Funding Agency.
- ➢ Detailed budget break-up

On receiving the documents through e-office, a Project Number would be notified.

3.2.2 Crediting Funds to Project Account

Once the sanction order and confirmation about the funds transfer are received from the funding agency, the PI may submit a request to AR (P) to credit the funds to the concerned project. Office of the Dean (R&D) also regularly circulates the untraced funds list.

3.2.3 Submission of Progress Report

The PI will be solely responsible for submitting the progress report to the concerned funding agencies as and when required. The Office of the Dean (R&D) has no role in it. However, the Office of the Dean (R&D) will provide the provisional statement when a request is made by the concerned PI through e-office.

3.2.4 Statement of Expenditure and Utilization Certificate

The PI will submit a request to prepare the SE/UC through E-office (same e-office file) to Assoc. Dean (R&D). PI will be responsible for providing the format for SE/UC if the funding agency has specific guidelines about it.

3.2.5 Project Completion Report

The PI will be solely responsible for submitting the Project Completion report to the concerned funding agencies as and when required. The Office of the Dean (R&D) has no role in it. However, PI will submit a copy of the Project Completion Report to the Office of the Dean (R&D) for records.

3.2.6 Project Closure

The PI will be solely responsible for submitting the closure of the project and shall make a request through e-office to close the project. However, closure of the project will only be done when there is no money in the project and the balance is zero. If any amount remains, it will be returned to the funding agency.

4. GENERAL INFORMATION ON CONSULTANCY / EDP / TESTING PROJECTS

Vision, Mission, and Preamble

- **Vision:**

Indian Institute of Technology (Indian School of Mines), Dhanbad, herein after referred toas 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.

4.1 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		$Y_i = \dfrac{X_i}{2000 L_i}$ (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.

4.2 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).

4.3 Payment of Honorarium (for Consultancy/EDP/Testing Projects)

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.

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.

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).

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.

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).

4.4 Closure of consultancy

4.4.1 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.

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

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).

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

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).

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

4.4.2 *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 doesnot 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).

4.5 Testing Project

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

4.6 Standard Terms and Conditions

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

1. Declaration: 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. Confidentiality: 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. Reports: 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. Payment: 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.   <u>Third-party Intellectual Property Infringement</u>: 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. <u>Completion Report</u>: 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. <u>Ownership of Project Intellectual Property</u>: 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. <u>Ownership of the Background Intellectual Property</u>: 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. <u>Ownership of the Intellectual Property post completion of the project</u>: 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).
_____

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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
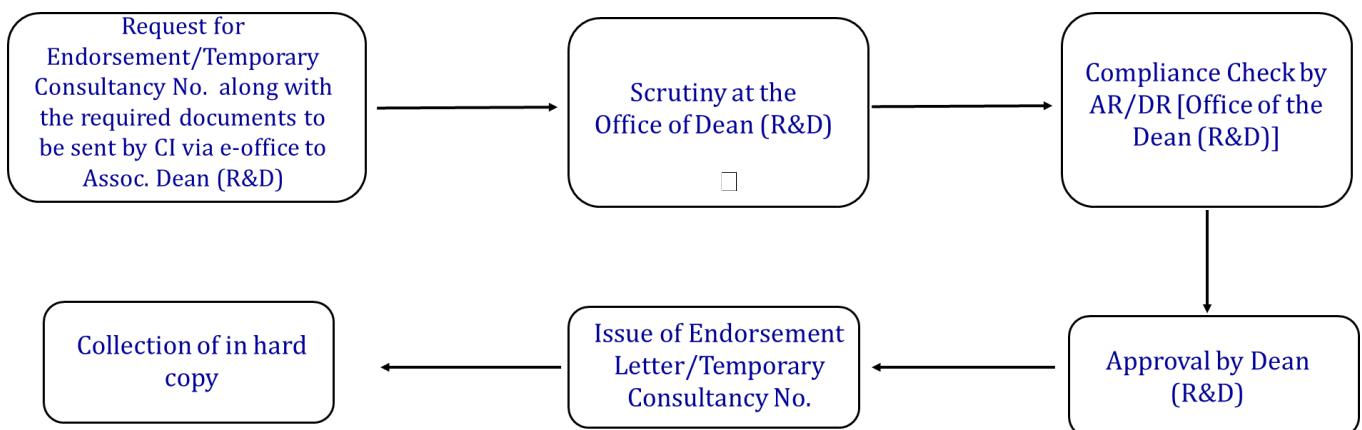
4.7 Consultancy Project Proposals Submission

The concerned CI needs to send a request for Endorsement/Temporary Consultancy Number (with the required List of Documents to be attached, as mentioned below) to Assoc. Dean (R&D) through e-office. If the documents are in order, then Temporary Consultancy Number would be issued after the approval of Dean (R&D) and will be send back to CI for further necessary action.

CIs are requested to send the documents in advance (**at least 5 working days prior to the last date of submission of quotation**).

List of documents to be attached:
- Duly filled forms (CONS-1 and CONS-2)
- Letter/email from the client indicating title and scope of work, duration, project cost, and deliverables.
- Terms and conditions of the client/funding agency
- In case any prior agreement is to be made with the client, approval of the Dean (R&D) shall be sought.
- If an external consultant needs to be hired, then the following documents will be needed in the following case:
  - ✓ If the external consultant is employed in government, autonomous bodies, and PSUs etc: No objection certificate from the employer of the external consultant and his/her resume.
  - ✓ Employed in Private/Non-Govt. organizations: Resume of the external consultant
  - ✓ Engagement of Professional Agency: Company Profile of the agency
- Copy of MoU/Agreement with the funding agency (If applicable)

```
┌─────────────────────────┐      ┌─────────────────────┐      ┌─────────────────────┐
│ Request for             │      │                     │      │ Compliance Check by │
│ Endorsement/Temporary   │      │ Scrutiny at the     │      │ AR/DR [Office of the│
│ Consultancy No. along   │ ───▶ │ Office of Dean (R&D)│ ───▶ │ Dean (R&D)]         │
│ with the required       │      │                     │      │                     │
│ documents to be sent    │      │                     │      │                     │
│ by CI via e-office to   │      │                     │      │                     │
│ Assoc. Dean (R&D)       │      │                     │      │                     │
└─────────────────────────┘      └─────────────────────┘      └─────────────────────┘
                                                                         │
                                                                         ▼
┌─────────────────────────┐      ┌─────────────────────┐      ┌─────────────────────┐
│ Collection of in hard   │ ◀─── │ Issue of Endorsement│ ◀─── │ Approval by Dean    │
│ copy                    │      │ Letter/Temporary    │      │ (R&D)               │
│                         │      │ Consultancy No.     │      │                     │
└─────────────────────────┘      └─────────────────────┘      └─────────────────────┘
```

The same e-office file will be continuing for issue of Consultancy No; recruitment of Project Staff etc. after the sanction of the project.

5 Professional Development Fund (PDF)

The Rules for Utilization of Professional Development Fund (PDF):

➢ TA/DA, Registration for attending conferences [India/abroad), professional activities for promoting sponsored research projects/consultancy jobs, and conducting workshops.

➢ Membership fees for Professional Societies

➢ Purchase of Professional Books, journals, Monograms, Kindle, Tablet, Video and CD-ROM,

➢ Chemicals for Labs, research sample analysis charges, software, remote sensing data, other consumables for research experiments etc.

➢ Equipment, air conditioner, facilities for labs and phone fax/fax facilities for the office of minor nature

➢ Upgradation and purchase of portable or desktop computers, its peripherals,

➢ Purchase of office and Lab furniture, electrical, civil repairing work

➢ Purchase of handset (cellular phone) as per actual cost for project/consultancy-related activities/office works. The upgradation/replacement of cell phones shall be allowed after TWO years.

➢ Appointment of project staff for maximum six months duration in a financial year.

➢ The superannuated faculty members of the Institute are also allowed to use their PDF at par with regular faculty of the institute on their re-employment/appointment or association as Chair Professor/ Emeritus Professor /INSA fellow etc., with the institute.

➢ After superannuation, the balance PDF will be transferred to the respective DDF.

➢ Journal processing charges for Open Access journals (Only Ql/Q2] or journals required for Pre-submission clearance /Cover Page images/Charges for Extra length pages of journals.

➢ In case of non-receipt of the fellowship of project staff (R&D sponsored/consultancy projects), the PI may provide the fellowship for the said duration on a Loan Basis. Once the fund is received, the loan amount must be transferred to the PDF of the concerned faculty. However, the PI should obtain prior approval From the Competent Authority.

➢ Repair and maintenance of Equipment as per institute Purchase rules.

➢ Payment of institute Guest House, food, and vehicle charges for external faculty members/visitors for R&D/industrial consultancy/official work with prior approval from Dean (R&D].

➢ Charges for insurance cover for movable asset items such as laptops, cell phones etc., provided that they are purchased from PDF/consultancy/project funds.

➢ The revised rules for the utilization of the Professional Development Fund (PDF) will be effective from October 21. 2022.

➢ The Retention/replacement of Laptops/Notebooks/Ultrabooks/Tablets/PDAs/ Smartphones and other similar devices will be governed as per notification no. DyDT/01 dated April 26, 2019.

6. Recruitment in R&D/Consultancy/EDP/Testing Projects

Dean (R&D) approval is needed for project recruitment.

For this purpose, following documents need to be sent to Associate Dean (R&D) via e-office for necessary processing and approval;

- Advertisement and Selection Committee
- Description of the Advertised Post
- Sanction Letter of the Project

Once it is approved by the Dean (R&D), the same has to be hosted on the Institute Website by the PI through MIS.

After the interview, Report of the Selection Committee is to be sent to Associate Dean (R&D) for approval.

The Office of the Dean (R&D) will issue the offer letter to the Project Employee through Email with a copy to PI, SMO, DSW and HOD. The Project employee needs to send the acceptance of the offer through email within seven days of the offer.

Once the candidate joins, the following is to be submitted by the candidate to the Office of Dean (R&D)

- Joining Report for Project Employees other than Inspire and PDF
- Joining Report for Inspire and PDF
- Joining Letter under Project

After the receipt of the same, notification related to joining would be issued by the Office of the Dean (R&D).

In case the selected candidate does not join, then the offer will be sent to Wait Listed Candidate. Normally the panel is valid for six months.

- PI/CI can provide Honorarium to PhD/PG students against the post sanctioned by the Funding Agency after the approval of the Dean (R&D). The maximum honoraria per month for UG, PG and PhD students shall be Rs. 12,000/-, Rs. 15,000/- and 25,000/-, respectively.

7. Research Internship Scheme

7.1 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 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 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.

7.2 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.

The institute Intern will be paid a scholarship of Rs. 5000/- per month for a maximum period of 2 months.

Project-funded Interns will be paid a scholarship (if available) as per the terms & conditions of the funding agency.

7.3 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

7.4 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.

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

- The RIS committee may give preference to pre-Final year students.
- The candidate selection is based on the CGPA, publications, awards, research proposal, the student's college, and letters of recommendation.
- Following minimum CGPA criterion will apply:
  1. CGPA ≥ 7.5 for IITs/IISc/IIMs/NITs/IISERs/NISERs/IIEST/CUs/ GFTIs
  2. CGPA ≥ 8.0 for students of other institutes
- Students with backlog and/or disciplinary action are not eligible.
- 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.**
- 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.
- 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.
- Applications need to be submitted through an email (srip@iitism.ac.in)only . 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.
- 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.

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

8. Format for holding National and International Conferences/ Symposium/ Workshop/ Seminar

The faculty members should submit the proposal for holding National and International Conferences/ Symposium/ Workshop/ Seminar through e-office to Associate Dean (R&D) for further necessary action, as per as per the format given below:

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

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			

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