



# Planning, Implementing & Enhancing Sponsored Research

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## Procedures & Programmes

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IRD, IIT Delhi



# **Procedures & Programmes**

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**Industrial Research & Development**

**Indian Institute of Technology Delhi**



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# 1 About IRD

Industrial Research & Development (IRD) Unit was setup in the year 1975 vide BOG Resolution No. 37/75 to support the faculty members by providing specialized administrative and managerial support for the operation of Sponsored Research and Consultancy Projects and other related R&D activities. In recent years the role of IRD Unit has been expanded to embrace a central role towards enhancing and promoting the R&D profile of the institute.

IRD has implemented a number of measures for furthering the research profile of the institute and making the institute's research output relevant to society and useful for industry. In the last 3 years (2016–2019), a number of Centres of Excellence have been instituted with the direct support of industry.

The research of the CoEs have helped in bringing together and focusing the activities of the faculty members working in different departments towards solving problems relevant for industry. Establishment of CoEs in the area of Energy & Environment, Clean Air, Sustainable Infrastructure, Waste to Wealth, Artificial Intelligence and 5G technology, has significantly increased our interaction with other stakeholders in society, government and Industry.

IRD has implemented the Faculty Interdisciplinary Research Project scheme for bringing together faculty members from across different departments and institutes for joint research. This has resulted in strong interaction with neighbouring institutes, especially the ones having complementary expertise and research infrastructure including AIIMS and NII. These efforts have resulted in all round increase in the sponsored research activities of the institute with a four-fold increase in sponsored research funding and large increase in the number of projects and faculty involvement.

IRD is engaged in providing a transparent and efficient project implementation and administration support with a continuous improvement in the IRIS online system. Recently new 'SCI-view' functionalities have been added so that Principal Investigators can view the status of funds sanctioned, received, utilized and balance of each project and other academic funding activities.

The various activities of IRD Unit are:

- Providing administrative, managerial and accounting assistance for initiating and implementing sponsored research projects and industrial consultancy assignments.
- Setting up Centers of Excellence for carrying out research in the interdisciplinary areas focused towards the needs of industry and aligned towards national priorities.
- Initiating Sponsored Research Enhancement Activities by providing incentives and assistance to faculty members and students.

For operational purposes IRD Unit is sub-categorized into the following sections/cells:

- 1 IRD Establishment
- 2 IRD Account
- 3 Automation and Data Cell
- 4 Research and Development Cell
- 5 Conference, Meetings and Event Administration Cell

## 2 About IRIS

IRIS, the IRD Online System is developed in-house by IRD. Over time, it has evolved as a Mini-ERP System which provides administrative support and enables project management for the operation of Sponsored Research Projects, Consultancy Jobs and other R&D activities undertaken by faculty.

IRIS can be accessed through a web browser through the IIT Delhi Homepage [www.iitd.ac.in](http://www.iitd.ac.in) > Sponsored Research and Consultancy > IRD > Online Systems > IRIS or at the URL:

<https://iris.iitd.ac.in/ird>

Login to IRIS by using the LDAP Login ID & Password provided by the Institute for accessing email etc.

IRIS facilitates online submission and approval of requests/proposals for activities related to sponsored projects and consultancy jobs. Most of the IRD activities are now automated through more than 40 workflows available in IRIS.

- The system facilitates automatic email intimations to users at each stage of processing.
- All the users involved in the online process are able to view status of request/proposal at any time.
- Online availability of project details, provisional statement of expenditure, project related documents, submitted requests etc. enables faculty members to save time for research.

- It provides provisions to get the list of projects/consultancies based on a given criteria and eliminates the need of approaching IRD for the same by Head of the Departments and faculty.
- Dashboard, Activity Reports, Status Reports etc. in turn enable IRD Authorities to:
  - + Keep track of activities, processing statistics, delays;
  - + Monitor the performance of employees & manage them more efficiently and effectively;
  - + Understand system deficiencies, loopholes and manage them in an ideal manner.

# 3 Information for New Faculty

## 3.1 Transfer of Ongoing Fellowships & Sponsored Research Projects from other institutes to IIT Delhi

After joining as faculty at IIT Delhi, the faculty member can transfer a sponsored research project which was in operation with him/her as Principal Investigator (PI) at the previous institute.

### **Steps to be followed:**

- 1 Take approval for transfer of the project to IITD from Head of the Institution under which the project was in operation.
- 2 Take approval from IIT Delhi for transfer of the project to IITD through the link <General Request> available under the General Tab on IRIS.

### **Documents to be uploaded:**

- + Copy of the approval for transfer of the project to IITD from Head of the Institution under which the project was in operation.
  - + Copy of approval from Head of the academic unit of IIT Delhi.
- 3 Take approval from Funding agency for Transfer of the project and project funds to IITD along with budget details by submitting the above documents to the funding agency.
  - 4 After getting the above approvals, the faculty can submit a request for operation of the project at IIT Delhi through the link <New Project Initiation> available under the <Sponsored projects> tab on IRIS (Refer

the section <New Project Initiation> for more information). Upload the above documents in place of Sanction Letter from the funding agency (as a single pdf file).

On approval of the request by the competent authority, IRD allocates a project number to the project and issues a notification.

- 5 Take necessary steps to transfer the project funds from the previous institute/funding agency to IIT Delhi.
- 6 Submit request for crediting the funds to the project through the link <Credit Funds to Project/Consultancy> available under the <General> tab on IRIS.

## **3.2 IRD schemes for new faculty**

### **3.2.1 New Faculty Grant**

IRD Unit provides a one-time Grant of upto Rs. 1,00,000/- (Rupees One Lakh) to new faculty members who join the Institute. This assistance is given to the new faculty so that they initiate new projects which may subsequently be submitted to various funding agencies.

The New Faculty Grant can be availed by submitting a request on IRIS through the link <General Request>.

#### **Information required:**

- + Bank account details
- + Aadhar number

#### **Documents to be uploaded:**

- + Copy of Appointment letter (Joining Notification).



IRD will credit Rs. 1,00,000/- to the PDF account of the faculty, so that he/she can use the amount for professional requirements e.g. computers, stationary etc.

### **3.2.2 Equipment Matching Grant for new faculty**

IRD provides matching equipment grant to new faculty for the purchase of equipment. Faculty can avail this grant within 2 years of joining with a ceiling of Rs. 35 Lacs or an amount equivalent to the funds sanctioned by funding agency for the equipment under the project, whichever is lower.

Request for Equipment Matching Grant is to be submitted through IRIS using the link <Equipment Matching Grant for New Faculty> available under the heading <Activities> under the <Sponsored Projects> tab.

#### **Information required:**

- + Project details under which the equipment is sanctioned
- + Amount of Equipment Grant Sanctioned by the funding agency & details thereof
- + Amount of Matching Grant required from IRD
- + Equipment proposed to be purchased
- + Justification to avail matching grant
- + Names of other faculty/departments/centers/schools who/ which can utilize the equipment

### 3.2.3 SBI Platinum Corporate Credit Card for Principal Investigators (PIs)

Please refer to the chapter SBI Platinum Corporate Credit Card (Chapter 9) for details.

### 3.2.4 Funding opportunities & Awards for young faculty

#### Funding opportunities:

- **Science and Engineering Research Board (SERB),  
Department of Science and Technology**  
*Start-up Research Grant*

<http://www.serb.gov.in/srgg.php>

- **Department of Atomic Energy**  
*DAE - Young Scientist's Research Award (YSRA)*

<https://indiabioscience.org/grants/dae-young-scientists-research-award-ysra>

- **Department of Biotechnology**  
*Biotechnology Career Advancement and Re-orientation Programme  
(Bio-CARe) for Women Scientist*

<http://www.dbtindia.nic.in/women-scientist-scheme/biotechnology-career-advancement-re-orientation-programme/>

#### Awards:

- **Council of Scientific and Industrial Research**  
*Young Scientist Award*

<http://csirhrdg.res.in/ysa1.htm>

- **Indian National Science Academy**  
*INSA Medal for Young Scientists*  
  
<http://insaindia.res.in/aa4young1.php>
  
- **Indian Academy of Sciences**  
*Associate ship: Associate of Indian Academy of Sciences*  
  
<https://www.ias.ac.in/Fellowship/Associateship/>
  
- **National Academy of Sciences**  
*NASI-Scopus Young Scientist Award*  
  
<http://www.nasi.org.in/>
  
- **The Indian Science Congress Association**  
*Young Scientists Awards*  
  
[http://www.sciencecongress.nic.in/young\\_scientists\\_awards.php](http://www.sciencecongress.nic.in/young_scientists_awards.php)
  
- **Oxford Instruments**  
*Young Nanoscientist India Award*  
  
<https://www.ntforum.in/#award2019>
  
- **Department of Biotechnology**  
*National Bioscience Awards for Career Development*  
*The Innovative Young Biotechnologist Award (IYBA)*  
*National Women Bio-Scientist Awards*  
  
<http://www.dbtindia.nic.in/funding-mechanism/awards/>

- **Indian National Academy of Engineering**  
*Young Engineer Award*

<https://www.inae.in/inae-young-engineer-award-2018/>

- **The Institute of Engineers**  
*IEI Young Engineers Award*

<https://www.ieindia.org/webui/IEI-Activities.aspx#young-engineering-awards>

# 4 Sponsored Research Projects

Sponsored research is one of the prime academic activities of a faculty member of IIT Delhi. It helps individual faculty member to acquire funds that can be utilized for research infrastructure, manpower, consumables and contributes towards the overall growth and enrichment of research ecosystem in the institute.

Peer review process followed by funding agencies focuses research directions and assists in networking with other scientists working in the subject domain at national and international level.

## 4.1 Proposal submission

The institute encourages academic staff to undertake sponsored research projects. The entire expenditure for the operation of the project is required to be met by the sponsoring agencies. The responsibility of the operation of the project lies with the PI; IRD only provides the necessary administrative and accounting support.

### 4.1.1 Formulation of the project proposal

A faculty member or a group of faculty members interested in undertaking sponsored project formulate the proposal according to the format prescribed by the concerned funding agency. It is encouraged that the project proposals may include one or more Co-Principal Investigator(s) [Co-PI(s)] in addition to the PI.

In general, while making an estimate of the funds required for the project, the following budget heads should be considered:

- Salary of the project staff
- Equipment
- Consumables
- Travel
- Contingency
- Administrative Overheads

Administrative Overheads are the charges levied by the Institute to meet the cost of the staff for administrative and accounting work of the project and general infrastructural support for project work.

Institute Administrative Overheads up to 20% of the project cost should be included in the budget and will be described later in more detail. 50 % of the overhead is allocated to the PI and the concerned department as PDF and DDF. The remaining overhead funds are transferred to the institute account, for research promotion activities and IRD SREA activities. In case a different value is necessary, the same may be proposed with justification in the remarks column. The guidelines for Sponsored Research Project Proposal Submission & Approval are available at

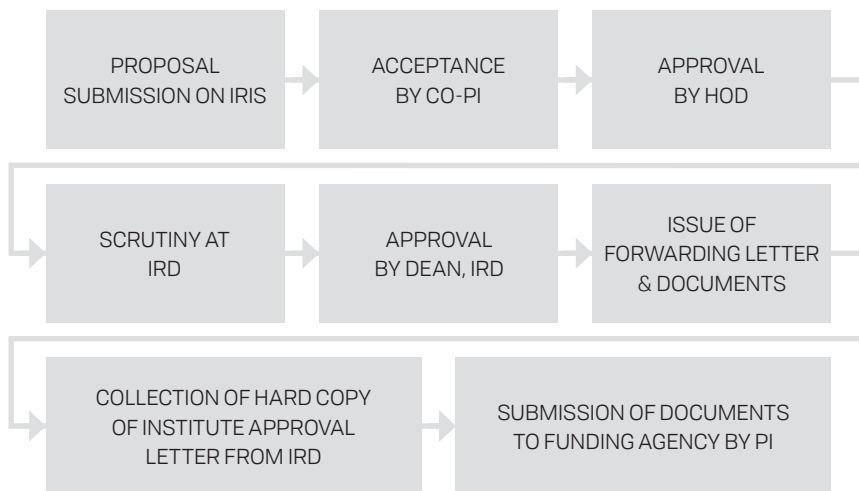
[https://iris.iitd.ac.in/ird/Help/guidelines-check-list-for-Sponsored-Research-Project-Proposal\\_Submission.pdf](https://iris.iitd.ac.in/ird/Help/guidelines-check-list-for-Sponsored-Research-Project-Proposal_Submission.pdf)

#### 4.1.2 **Approval by DRC/CRC**

A hard copy of the project proposal should be submitted for the recommendations of the Department Research Committee (DRC)/ Centre's Research Committee (CRC) of the concerned academic unit.

### 4.1.3 Proposal submission on IRIS

The PI is required to submit the project proposal to IRD using IRIS. The process flow of project submission is shown below:



#### List of documents required for proposal submission:

- + Full project proposal in the pdf format
  - + In case of an external Co-PI (Co-PI from an other institute) he/she has to provide a letter of acceptance as Co-PI and also a letter of concurrence from his/her parent organization as a single pdf
  - + Copy of MOU/Agreement with the funding agency, if applicable.
- The new project proposal request can be submitted by navigating to the <Sponsored Projects> tab and then accessing the <Submission> link under the <Sponsored Projects Proposals> heading.

- Once the <Submission> link is clicked the PI is presented with a screen for entering the project details including title, funding agency, details of Co-PI (if any), abstract, budget details and so on.
- Consequent to the successful submission of the new project proposal, it is forwarded to Co-PI(s) and to the concerned Head of academic unit for approval.
- The Head of academic unit approves the project on the basis of the recommendations of the DRC.
- The approved project proposal is forwarded for further processing to the concerned dealing assistant at IRD. The proposal is examined with respect to the staffing and budgeting aspects and forwarded for the approval of the competent authority, i.e., Dean (R&D).
- IRD unit issues the forwarding letter and relevant certificate indicating that in the event of project sponsorship and the release of the requested grant, necessary facilities for its operation will be extended by IIT Delhi.
- The forwarding letter is uploaded to IRIS and a printed copy is issued by IRD to the PI for submission to the funding agency.

#### **4.2 Operation of project upon acceptance of the proposal by the funding agency**

The detailed guidelines for operation of sponsored research project accepted by the funding agency are given at

[http://ird.iitd.ac.in/fulltext/OperationalGuidelines\\_RP\\_05122014.pdf](http://ird.iitd.ac.in/fulltext/OperationalGuidelines_RP_05122014.pdf)

A short description of the steps to be followed are given below.



#### 4.2.1 Project initiation

The PI has to initiate the project on IRIS once the sanction letter of the approved project has been received from the funding agency.

##### **List of documents required for project initiation:**

- + Sanction letter from the funding agency
- + Copy of final proposal approved by the funding agency
- The new project initiation request can be submitted through IRIS by navigating to the <Sponsored Projects> tab and then accessing the <New Project Initiation> link under the <Activities> heading.
- Once the <New Project Initiation> link is clicked, the PI is presented with a screen in which the project details are to be logged in.
- The IRD unit will examine the terms and conditions stipulated by the sponsoring organization vis-à-vis those proposed in the project proposal and the rules of the institute. In case all requirements are satisfied, a notification conveying approval for the operation of the project, the details of posts created, detailed project budget, the sanctioned tenure of the project and faculty who will be operating the project (PI and Co-PIs) will be issued. The copies of these notifications will be uploaded on the relevant request page and sent to the PI.

#### 4.2.2 Crediting of funds to project account

On receipt of written communication (or email) regarding release of funds from the funding agency, PI may submit a request to credit the funds to the relevant project. Most of the grants are released through Real Time Gross Settlement (RTGS)/e-payment.

Navigate to the <General> tab and access the <Credit Funds to Project/ Consultancy> link under the <Other Requests> heading in IRIS.

IRD also circulates details of funds received from different funding agencies via e-mail. This information is also available at the IRIS faculty homepage under the link <Unclaimed Fund Details>.

#### **4.2.3 Submission of progress reports**

The responsibility for the operation of the project lies with the PI. It is his/her responsibility to prepare/submit regular progress reports. Utilization Certificates, etc, required by the funding agency may be procured from the IRD Unit.

The PI is required to submit progress report of the project to the funding agency at specified intervals. IRD A/c can be asked to provide provisional Statement of Accounts of the project.

#### **4.2.4 Statement of expenditure & utilization certificate**

The request for Statement of Expenditure (SoE) and Utilization Certificates (UC) can be submitted in IRIS online system by navigating to the <Sponsored Projects> tab and then accessing the <SOE/ Utilization Certificates> link under the <Activities> heading.

#### **4.2.5 Project completion report**

The PI is responsible for submitting the final report of the work done on the sponsored research project within a specified period (as per sponsoring agency) on the completion of the project. The copies of the report will be submitted by the PI directly to the sponsoring organization with a copy to the IRD unit for record.

#### 4.2.6 **Project closure**

The request for project closure can be submitted through IRIS by navigating to the <Sponsored Projects> tab and then accessing the <Project Closure> link under the <Activities> heading.

At the time of the project closure, there should be zero balance in the project. Any positive balance in the project will be transferred to the funding agency at the time of closure of the project.

# 5 Consultancy Jobs

Industrial consultancy is an important aspect of applied research activity and involves giving technical/scientific advice or time bound and focused research inputs to industries, government bodies and public sector undertakings.

## 5.1 Proposal submission

The institute encourages academic staff to undertake consultancy jobs. The entire expenditure for the operation of the project is required to be met by the client organization. The responsibility for the operation of the consultancy job lies with the Consultancy Incharge (CI). The IRD unit provides the necessary administrative support.

### 5.1.1 Formulation of the project proposal

The Consultancy Jobs have been categorized into two types:

**Type A:** Product/Process development and advice/report based on significant research and development.

**Type B:** Testing and Interpretation, Design Checking etc.

Only regular faculty members of the Institute can be the Consultancy Incharge of the Consultancy 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/HoS of his/her academic unit before accepting the role of Co-CI.

The budget for the consultancy job may be prepared keeping in mind the following:

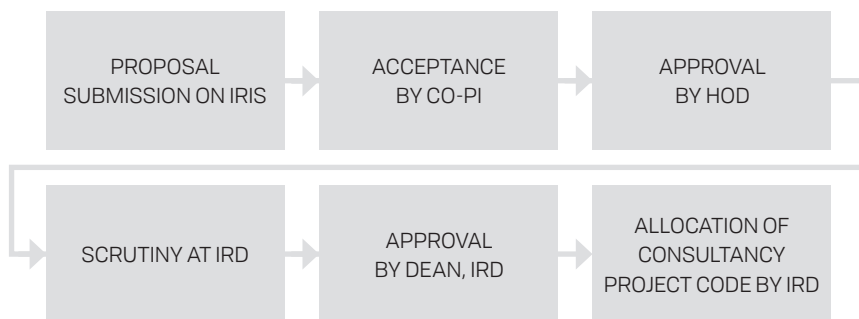
- Expenses:
  - (a) Recurring: Salary of the staff, cost of labour, Honorarium to staff/external consultants, travel, contingency.
  - (b) Non-Recurring: Equipments, non-consumable materials.
- Fee for scientific & technical advice
- Administrative Overheads
- Goods and Services Tax (GST)

The minimum value of the Consultancy Job that can be taken up by the CI is Rs. 20,000/- (excluding GST). The detailed guidelines related to proposal submission and approval for consultancy jobs are available and can be accessed at the following URL:

[https://iris.iitd.ac.in/ird/Help/Guidelines\\_Checklist\\_Consultancy\\_Job\\_Proposal\\_Submission.pdf](https://iris.iitd.ac.in/ird/Help/Guidelines_Checklist_Consultancy_Job_Proposal_Submission.pdf)

### 5.1.2 Proposal submission on IRIS

The CI is obligated to submit the consultancy proposal online to IRD using IRIS. The flow diagram for the process of proposal submission for the consultancy job via IRIS is shown below.



### **List of documents required for proposal submission:**

- + Letter(s)/Email(s) from client clearly indicating title of the job, scope of work, duration, project cost and deliverables
- + Signed Standard Terms and Conditions and/or Specific Agreement. The signed copy (with official stamps) of the Institute's Standard Terms & Conditions needs to be scanned and uploaded as a single pdf file.

In case a specific agreement is being signed with the client, the signatures of the Dean (R&D) should be obtained before submission to the client. It will be the responsibility of the CI to retain the Original Agreement with him/her for the period agreed upon in the agreement. The agreement needs to be scanned and uploaded as a single pdf file.

- + In case an external consultant/professional agency is being/likely to be hired, the documents mentioned below are to be uploaded as a single pdf file:
  - (a) Employed in Govt. Organisation: No Objection Certificate from employer of external consultant and his/her resume
  - (b) Employed in Pvt./Non-Govt. Organisation: Resume of external consultant
  - (c) Engagement of a professional agency: Company profile of the agency
- The new consultancy proposal request can be submitted through IRIS by navigating to the <Consultancy Jobs> tab and then accessing the <Submission> link under the <Proposals> heading.

- Once the <Submission> link is clicked the CI is presented with a screen for entering the consultancy job details including title, client details, details of Co-CI (if any), payment details, type of consultancy, budget details, etc.
- Once the new consultancy proposal is successfully submitted by the CI, it is forwarded to Co-CI(s) and to the concerned Head of the academic unit for approval.
- The Head of the academic unit approves the project and forwards it for processing to the concerned dealing assistant at IRD. The proposal is examined with regard to the staffing and budget aspects and forwarded for the approval of the competent authority, i.e., Dean (R&D).
- Dean R&D approves the proposal.
- IRD allocates consultancy project code.

## **5.2 Operational guidelines for accepted consultancy job**

### **5.2.1 DD/UTR submission**

The payment details must be entered after submission of the Consultancy Job Proposal. For this navigate to the <Consultancy Jobs> tab and use the link within the <Proposals> heading.

When the user clicks the DD/UTR submission link a new page opens up allowing entry of the payment details. If the payment has been received by cheque/DD, submit the cheque/DD (in original) along with a print out of the submitted proposal to IRD.

### **5.2.2 Consultancy closure**

The request for consultancy closure may be uploaded on IRIS by navigating to the <Consultancy Jobs> tab and accessing the

<Consultancy Closure> link from under the <Activities> heading. On clicking the link, the CI is presented with a form which has to be filled online and submitted for initiating the process of consultancy closure.

A soft copy of the report (in a single pdf file) with details of measurements and/or calculations made as well as other deliverables of the consultancy job has to be uploaded for records of IRD Unit. In case information contained in the report are confidential, kindly upload a summary report and upload a communication from the client that the complete report has been received.



# 6 Hiring of Manpower Under Sponsored Research Projects and Consultancy Jobs

Staff can be recruited in Sponsored Research Projects/Consultancies and other Miscellaneous Projects in three categories, as per the approved guidelines and IRD notifications:

- 1 Casual Appointments (Work Contract)
- 2 Yearly Contractual Appointments
- 3 Assistantships

## 6.1 Casual appointments

This option is to assist faculty members in hiring the required staff with minimum procedural work and initiate research promptly.

The PI/CI may hire qualified staff on casual basis (for three months maximum) against a vacant post in the project to carry out a specific and time targeted job. The request for the same may be made on IRIS by navigating to <Recruitment> menu and accessing the <Casual Appointment> link under the <Casual Appointments> heading.

Once the <Casual Appointment> link is clicked the user is presented with a screen where the following information is required:

- Project and PI/CI details
- Details of the person proposed to be hired

- The biodata of proposed appointee has to be uploaded. The Biodata Form for Casual Appointments (IRD/REC-12) is available at:

[http://ird.iitd.ac.in/sites/default/files/ird\\_nforms/ird\\_rec\\_12.pdf](http://ird.iitd.ac.in/sites/default/files/ird_nforms/ird_rec_12.pdf)

- Appointment details including duration, purpose, payment etc.
- Required qualifications, skills and specific deliverables
- Justification in case the appointment is beyond the permissible limit of three months

The qualification and salary of the appointee needs to be consistent with the approved IRD norms.

## 6.2 Yearly contractual appointments

Candidate(s) with approved qualifications can be hired on yearly contractual basis to be renewed every year till the duration of the project. In this case, the project position has to be widely publicized by placing advertisements in the Press, Internet etc.

The request for the advertisement may be made on IRIS by navigating to the <Recruitment> tab and accessing the <Advertisement for Appointments under Projects/Consultancies> link from under the <Regular Appointments> heading.

Once the link <Advertisement for Appointments Under Projects/Consultancies> is clicked, the PI is presented with a screen to enter the following information:

- Project details including title, duration and funding agency
- PI/CI details including name and department

- Type of selection proposed, i.e., walk-in test/interview or shortlisting followed by test/interview
- Details of post including name of post, number of posts, pay slab, qualifications and experience required

The proposed qualification & experience needs to be consistent or be higher than the IRD/Funding Agency norms. For details please visit the following URLs:

<https://iris.iitd.ac.in/ird/Help/payslabs.pdf>

[https://iris.iitd.ac.in/ird/Help/jrf\\_srf.pdf](https://iris.iitd.ac.in/ird/Help/jrf_srf.pdf)

The IRD unit prepares advertisements on the basis of the online requests received from various PI's/CI's and posts it on the institute website as per the following bi-monthly schedule:

Slot	Request Received	Advertisement Date	Walk-In Test/ Interview Date
- Slot-I	The requests for advertisement received from PI/CI during 13th– 27th of any monthly cycle.	1st of the next month	After the 15th of the month
- Slot-II	The requests for advertisement received from PI/CI during 28th– 12th of any monthly cycle.	15th of the same month	After the 1st of the next month

In addition, an optional practice which may be followed on request of the PI is publication of the notice related to project positions in a national newspaper for wider circulation.

### **6.2.1 Selection procedure for project appointment**

The PI/CI has two options for holding these selections, the details for which are given below:

#### **1 Selection by walk-in test /interview**

This option is preferred in case only limited number of candidates are expected in the relevant area. In this case, the PI/CI must form a selection committee and finalize the date, time and venue of the interview at the time of uploading the advertisement request in IRIS.

The request for selection committee composition may be made on IRIS by navigating to <Recruitment> tab and accessing the <Composition of Selection Committee for Project Appointments> link from under the <Regular Appointments> heading.

Once the link <Composition of Selection Committee for Project Appointments> is clicked the PI is presented with a screen to enter the following information:

- Test/interview details, including, post name, test/interview date, time and venue
- Composition of the selection committee with details of the chairperson and other members
- Details of outside expert, if applicable

The PI/CI along with the Selection Committee conducts the walk-in interview. The Selection Committee minutes are to be submitted

to IRD through IRIS and printed copy of the signed minutes of the interview, including, the name of the selected candidate, proposed salary, etc. are to be sent to IRD along with the form IRD/REC-4. Once IRD Unit receives the minutes of the selection committee, verification of the certificates of the selected candidates is carried out.

IRD Unit will issue offer letters for appointment to the selected candidate(s) along with the proforma of Joining Form-cum-check-list (Form No. IRD/REC-6) and Medical Fitness Certificate and Character Certificate (Form No. IRD/REC-7). Once the candidate submits the joining report duly forwarded by PI/CI along with the requisite documents as per checklist, his/her joining will be notified.

## **2 Selection by call for applications**

The above option is preferred in case a large number of applicants are expected to apply for the advertised post. The candidates are given at least 15 days' time to submit their applications from the date of issue of advertisement. The PI/CI will receive the applications and shortlist the candidates on the basis of minimum advertised qualifications/experience. However, the shortlisting criteria may be higher than the minimum advertised criteria depending upon the volume of response.

The PI/CI would form Selection Committee and fix the date, time & venue for written/skill test and interview by uploading the request online in IRIS, as described earlier. The interview letter must be sent at least 15 days in advance to the shortlisted candidates by speed post, email or both. Notice of the interview along with the list of shortlisted candidates will be displayed on IRD website.

The PI/CI with the help of Selection Committee conducts the interviews. The Selection Committee minutes are to be submitted to IRD through IRIS and printed copy of the signed minutes of the interview, including, the name of the selected candidate, proposed salary, etc. are to be

sent to IRD along with the form IRD/REC-4. Once IRD Unit receives the minutes of the selection committee, verification of the certificates of the selected candidates will be carried out.

IRD Unit will issue offer letters for appointment to the selected candidate(s) along with the proforma of Joining Form cum Checklist and Medical Fitness Certificate and Character Certificate.

Once the candidate submits the joining report duly forwarded by PI/ CI along with the requisite documents listed in the Joining Form cum checklist, his/her joining will be notified.

The proforma of Joining Form-cum-check-list (Form No. IRD/REC-6) is available and can be accessed at:

[http://ird.iitd.ac.in/sites/default/files/ird\\_nforms/ird\\_rec\\_6.pdf](http://ird.iitd.ac.in/sites/default/files/ird_nforms/ird_rec_6.pdf)

The Medical Fitness Certificate and Character Certificate (Form No. IRD/REC-7) is available and can be accessed at:

[http://ird.iitd.ac.in/sites/default/files/ird\\_nforms/ird\\_rec\\_7.pdf](http://ird.iitd.ac.in/sites/default/files/ird_nforms/ird_rec_7.pdf)

Once the candidate submits the joining report duly forwarded by PI/ CI along with the requisite documents listed in the Joining Form cum Checklist, his/her joining will be notified.

The details of various policies related to recruitment in the IRD are available and can be accessed at:

[https://iris.iitd.ac.in/ird/Help/Recruitment\\_Policy.pdf](https://iris.iitd.ac.in/ird/Help/Recruitment_Policy.pdf)

# 7 National & International Travel Under Projects

- The PI/CI and other project staff are entitled for national and international travel as per entitlement, subject to availability of funds under the budget head <Travel> of the project.
- Sanction of the Head of the academic unit is required for being away from the institute.
- The request for international travel needs to be made online on IRIS.
- For national travel online request is to be made only if a specific relaxation is desired, the institute follows the Government of India entitlement rules in respect of the travel undertaken by the faculty, as given in the following link:

<http://ird.iitd.ac.in/IRD/TADA-Rules.pdf>

Entitlement rules for travel by project staff within the country are as listed below:

Designation	Travel Entitlements	Boarding & Lodging
- Project Director/ Project Coordinator/ Project Consultant	Air - AI, Economy Class;  Rail - AC First Class	Hotel Accommodation upto Rs. 7500/- per day (with receipts);  Food Bill & Local Transport upto Rs. 2500/- per day (with receipts).

Designation	Travel Entitlements	Boarding & Lodging
<ul style="list-style-type: none"> <li>- Research Associate/ SRF/ JRF/ Ph.D. Scholars/ Sr. Project Manager/ Project Manager/ Pr. Project Scientist/ Engineer/ Sr. Project Engineer/ Scientist</li> </ul>	<ul style="list-style-type: none"> <li>Air - AI, Economy Class;</li> <li>Rail - AC Second Class</li> </ul>	<ul style="list-style-type: none"> <li>Hotel Accommodation upto Rs. 3000/- per day (with receipts);</li> <li>Food Bill &amp; Local Transport upto Rs. 1500/- per day (with receipts).</li> </ul>
<ul style="list-style-type: none"> <li>- Project Scientist/ Sr. Project Assistant</li> </ul>	<ul style="list-style-type: none"> <li>Rail - AC Second Class</li> </ul>	<ul style="list-style-type: none"> <li>Hotel Accommodation upto Rs. 1500/- per day (with receipts);</li> <li>Food Bill &amp; Local Transport upto Rs. 1000/- per day (with receipts).</li> </ul>
<ul style="list-style-type: none"> <li>- Project Assistant/ Junior Project Assistant/ Project Attendant/ Junior Project Attendant</li> </ul>	<ul style="list-style-type: none"> <li>Rail - AC Second Class/ AC Chair Class/ General First Class</li> </ul>	<ul style="list-style-type: none"> <li>Hotel Accommodation upto Rs. 1500/- per day (with receipts);</li> <li>Food Bill &amp; Local Transport upto Rs. 1000/- per day (with receipts).</li> </ul>
<ul style="list-style-type: none"> <li>- All are allowed to travel below their entitlement class of travel.</li> </ul>		
<ul style="list-style-type: none"> <li>- The travel entitlement in respect of professionals who have retired from Govt. Service &amp; hired in project / consultancies will be as per their last entitlement.</li> </ul>		



## 7.1 Local travel

It is permissible to hire DLY Taxi within the National Capital Region (NCR) up to maximum limit of six times in a month (without any approval).

In case the PI has more than two projects, the limit on such hiring during the month will be ten without any prior approval. Metered Taxi and Radio Taxi can be hired as per IRD norms. When seeking a relaxation of any of the rules prior approval of the Associate Dean (R&D) is required using online form on IRIS.

## 7.2 National travel

The PI can sanction travel expenses to any faculty member, staff and students of IIT Delhi engaged with a project anywhere in India, subject to expenses limited to their respective entitlement. This is subject to the approval of the concerned authority.

All travel bookings are required to be made as per Institute norms from the following websites/agencies only.

- 1 M/s Balmer Lawrie & Company  
Core-08, Ground Floor, Scope Complex,  
Lodhi Road, New Delhi-110003
- 2 M/s Ashok Travels & Tours  
89 N.D.M.C. Market, Outer Circle,  
Connaught Circus, Connaught Place,  
New Delhi-110001
- 3 IRCTC

<https://www.irctc.co.in/>

PIs can sanction expenses related to booking of travel tickets (including tatkal) and cancellation of travel tickets. Prior approval of Competent Authority using online form on IRIS is required only in case of any relaxation including non-Air India travel. Please note that the tickets can also be booked from the Air India website and non-Air India websites after approval only.

The request for national travel (relaxation) may be made on IRIS by navigating to the <General> tab and accessing the <National Travel Relaxation> link from under the <Travel/Visit of Outside Experts> heading.

Once the <National Travel (Relaxation)> link is clicked the user is presented with a form in which the following information has to be entered:

- Project and PI/CI details
- Name of faculty/staff/student who has to travel
- Institute to be visited and expected fund requirement
- Justification if travelling by airlines other than Air India
- Justification for any other desired relaxation
- Mandatory declaration that Information of absence would be conveyed to the concerned authority and approval due would be taken for the proposed journey.

The office memorandum approving the travel request is sent by the IRD unit to the concerned department. In addition, a scanned copy of the same is also uploaded on the request page.

### 7.3 International travel

The PI or others may travel abroad from a project only if a specific provision is available for international travel in the project sanction. As per government of India rules, travel by air is allowed only by Air-India flight. The tickets for the same have to be booked from the following travel agents/websites only.

- 1 M/s Balmer Lawrie & Company  
Core-08, Ground Floor, Scope Complex,  
Lodhi Road, New Delhi-110003
- 2 M/s Ashok Travels & Tours  
89 N.D.M.C. Market, Outer Circle,  
Connaught Circus, Connaught Place,  
New Delhi-110001
- 3 IRCTC

<https://www.irctc.co.in/>

Prior approval of the competent authority using online form on IRIS should be obtained for ex-India visits (including non-Air India travel) and sanction of leave needs to be obtained from respective sanctioning authority. PI can sanction Registration fees for international conferences from research projects.

The request for approval of international travel may be made on IRIS by navigating to <General> tab and accessing the <International Travel> link from under the <Travel/Visit of Outside Experts> heading.

Once the <International Travel> link is clicked the user is presented with a form where the following information has to be entered:

- Name of faculty/staff/student who has to travel
- Institute to be visited and purpose of visit
- Name of PI/CI, source of funding and the funds required
- Justification if travelling by airlines other than Air India
- Justification for any other desired relaxation
- Mandatory declaration that Information of absence would be conveyed to the concerned authority and leave of kind due would be taken for the proposed journey.

The office memorandum approving the travel request is sent by the IRD unit to the concerned department. In addition, a scanned copy of the same is also uploaded on the request page.

#### **7.4 Travel advance**

In order to meet upcoming expenses during travel, an advance may be drawn using online form on IRIS. The request for travel advance may be made on IRIS by navigating to the <General> tab and accessing the <Travel Advance> link from under the <Advances> heading.

Once the <Travel Advance> link is clicked the user is presented with a form to enter the following details:

- Project details including code, title and duration
- PI/CI details including emp. code, name and department
- Details of faculty/staff/student likely to travel
- Institute(s) to be visited and expected fund requirement

- Total amount required in advance
- Details of the staff to be paid the advance including employee code, name, designation, amount and department
- Ticket booking details (through IIT approved travel agent or through internet directly from airlines)

Once the advance is approved the requested amount is transferred online to the bank account of the staff. All such advances need to be adjusted within fifteen days from the date of completion of journey.

#### **7.5 Travel expenditure reimbursement/settlement**

The claim for all travel related expenses may be submitted on IRIS by navigating to the <General> tab and accessing the <Travel Allowance Reimbursement/Settlement> link under the <Travel/Visit of Outside Experts> heading.

Once the <Travel Allowance Reimbursement/Settlement> link is clicked the user is presented with a form in which the following information is to be entered:

- Travel approval details
- Details of faculty/staff/student who undertook the journey
- Purpose of the journey and details of advance drawn, if any
- Details of the project, PI, travel fare and other expenses
- Receipts and copy of the boarding pass
- Certificate by the claimant

A printed copy of the above form along with the original bills related to expenditure incurred during the travel are to be submitted to IRD unit for settlement. The balance amount, if any, is reimbursed directly to the account of the staff.

# 8 Professional Development Fund

To support the professional activities of the faculty of the Institute, Professional Development Fund (PDF) has been created at the Institute (Authority: BG/15/97). It is centrally managed by IRD Unit.

## 8.1 Creation/Generation of PDF

The Professional Development Fund (PDF) is generated by crediting the following to regular faculty members of the institute:

- 30% of the Administrative Overheads of Sponsored Research Projects is distributed amongst PI/Co-PI(s) in case honorarium is not drawn by the PI/Co-PI and 10% in case honorarium is drawn by the PI/Co-PI.
- 10% of the Administrative Overheads of the consultancy jobs amongst CI/Co-CIs.
- Unspent amount of the consultancy jobs as per the recommendation of CI.
- 10% of Administrative Overheads and unspent balance of the Symposium etc. organized by the Institute, as per the recommendation of Coordinator.
- A suitable amount may be granted in respect of different examinations like JEE, GATE, JMET, JAM as contribution to PDF of individual faculty (Authority: BG/104/2006).

## 8.2 Utilization of PDF

The PDF can be utilized for the following purposes:

- TA/DA and registration fee for attending conferences in India or abroad and professional activity promoting sponsored research project/consultancy;
- Membership fee for professional societies;
- Purchase of professional books, videos, CD ROMs etc;
- Purchase of equipment
- Purchase of PCs and accessories;
- Upgradation of portable or desktop computers and related peripherals for use by the faculty at any location as per the work requirement;
- Purchase of office and lab furniture;
- Purchase of air conditioners for lab and/or office;
- Purchase of phone/fax facilities in the office;
- Purchase of cellular phone (upto a reasonable amount) and expenses including the charges for the cash card and other monthly expenses on calls restricted to Rs.750/- per month (only for sponsored research projects/consultancy jobs related activities);
- Recruitment of project staff by PIs/CIs as per IRD norms for a short-term period not exceeding six months in a financial year;
- Charges for insurance cover for movable asset items such as laptops, mobile phones etc. provided these items must have IITD marking on it;



- Purchase of air-purifiers.

The Upgradation/Replacement of cell phone is allowed after two years of its purchase provided that the earlier one has been written-off as per Institute rules.

All purchases shall be made following the IRD/Institute Purchase Rules. The procured items shall be properly accounted for and shall remain the property of the Institute.

### **8.3 Utilization of PDF by superannuated/retired faculty**

The superannuated faculty of the Institute can also use their PDF at par with regular faculty of the Institute on their re-employment/appointment or association as Chair Professor/Emeritus Professor/IRD Fellow/INSA Fellow etc. Also, when a faculty member finally leaves the institute i.e. after his/her superannuating or at the end of the re-employment period or on completion of their Chair Professor/Emeritus Professor/IRD Fellow/INSA Fellow etc., he/she will be entitled to use PDF for a period of three years towards reimbursement of expenses in TA/DA, registration fee, visa fee, insurance charges etc. for attending national or international conferences/seminars/symposia and for professional activities, subject to his/her part-time association or affiliation with the Institute (Authority: BG/104/2006).

The guidelines in connection with distribution of PDF amount generated from Administrative Overheads under sponsored research projects to PI and Co-PIs are available at the following link:

[http://ird.iitd.ac.in/sites/default/files/ird\\_forms/PDF%20Generation.pdf](http://ird.iitd.ac.in/sites/default/files/ird_forms/PDF%20Generation.pdf)

#### 8.4 Approval for expenditure through PDF

The request for approval of expenditure through PDF may be submitted on IRIS by navigating to <General> tab and accessing the <Expenditure from PDF> link from under the <Other Requests> heading.

Once the link <Expenditure from PDF> is clicked the user is presented with a screen where the following information has to be entered:

- PDF holder details; Details of purpose, including, Purpose Category (defined in the form), Description, Amount. (Copies of relevant bills have to be uploaded);
- Mandatory declaration by the faculty certifying that the expenditure is related to research/professional activities;
- In case of reimbursement/settlement of bills, printed copy of the bill(s)/receipt(s), if any, should be submitted to IRD A/Cs along with a printout/hard copy of the request after submission through IRIS.

## 9 IRD - SBI Card

SBI Corporate card is offered to PIs of Ongoing Sponsored Research Projects to meet project related expenses. It eliminates inconvenience of using personal credit cards for official project related expense. Maximum Credit limit on SBI Corporate Cards is Rs. 1,00,000/-. This amount can be increased for PIs having multiple projects by making a request through the <General Request> link under the <General> menu. The amount is considered as temporary advance given to PIs.

Use of the card for any other expenditure is against the rules and can attract severe action.

SBI Platinum Corporate Card can be obtained by submitting the duly filled application form along with a duly signed agreement to the Assistant Registrar (IRD Accounts). The corporate card application form and format of agreement are available on the following URLs:

[http://ird.iitd.ac.in/sites/default/files/ird\\_nforms/SBI%20Corporate%20Card%20Application%20Form.pdf](http://ird.iitd.ac.in/sites/default/files/ird_nforms/SBI%20Corporate%20Card%20Application%20Form.pdf)

[http://ird.iitd.ac.in/sites/default/files/ird\\_nforms/SBI%20Corporate%20Credit%20Card%20Agreement%20.pdf](http://ird.iitd.ac.in/sites/default/files/ird_nforms/SBI%20Corporate%20Credit%20Card%20Agreement%20.pdf)

### **Documents to be submitted along with the application form:**

- + Self-attested copy of present address proof (a copy of one's passport, electricity bill, bank passbook etc.)
- + Self-attested copy of identity proof (a copy of one's passport, driver's license, PAN card, voter ID card, Aadhar card etc.)
- + Self-attested copy of IIT Delhi I-Card of PI

IRD will hand over the duly filled application form along with self-attested copy of present address proof and identity proof to SBI Cards; it usually takes upto one week to receive the card.

SBI Cards will deliver the Cards to AR IRD Establishment. PI can collect the card personally from AR (IRD Establishment).

To avoid any misuse during transit all SBI Platinum Corporate cards are delivered in a blocked condition. To unblock the card the card holder can call up the 24-hour SBI Card Helpline 0124-39020202, MTNL & BSNL users can also use 18601801290. Alternatively, they can also write to *sbicorporate.services@sbicard.com* with a CC to *arirdac@admin.iitd.ac.in*

SBI Cards will share the account username and password directly with the card holder over email.

### **Payment of the outstanding amount due on the card**

- Corporate card holders will receive the statement by the 3rd-5th day of every month on their official Email ID.
- Statement period for the SBI Corporate card begins on the 3rd day of a month and ends on the 2nd day of the succeeding month and the payment due date is the 22nd of every month.
- IRD will make a payment on or before the due date to SBI Cards.
- As already mentioned, expenditure made using SBI IRD Card is equivalent to an advance taken by the PI. All rules regarding settlement of advance are applicable in case of delay in settlement of expenditure made by SBI IRD Cards.

- PI has to submit the bills for the expenditure met through the SBI Corporate Credit Card along with duly filled C Form /NC Form etc. (as applicable) and Credit card statement to IRD Accounts for adjustment within 15 days from the date of credit card statement. This is similar to adjustment one has to make for a temporary advance taken.
- IRD accounts will enter the expenditure details against the concerned projects and the amount will be adjusted against the Card Holder's Advance.

# 10 Purchases Under Projects and Consultancies

The Comprehensive Stores & Purchase Rules 2017 of the Institute available at Stores & Purchase website are to be followed for purchase of equipments and consumables from funds of the sponsored and consultancy projects.

The Stores & Purchase website can be found at:

<http://sps.iitd.ac.in/>

For making a purchase the first step is to form a Purchase Finalisation Committee (PFC) depending upon the budget requirements as below.

## 10.1 Purchases upto Rs. 25,000

In general, goods can be purchased without quotation upto an amount of Rs. 25,000/- (cash payment allowed upto Rs. 5000/-) with the approval of PI.

## 10.2 Purchases above Rs. 25,000

For purchases beyond Rs. 25,000/- a Purchase Finalization Committee (PFC) has to be constituted whose composition depends on the type of purchase, as described below.

### 10.2.1 Minor purchases (upto Rs. 2.5 Lac)

The PFC shall comprise of 3 (three) faculty members/Group 'A' officers approved by the PI. The minor purchases can be carried out on a single quotation basis.

### 10.2.2 Medium purchases (above Rs. 2.5 Lac upto Rs. 25 Lac)

The PFC shall comprise of 3 (three) faculty members/Group 'A' officers and PI. PFCs for purchases above Rs. 10 Lac upto Rs. 25 Lac are to be approved by the Dean, R&D

### 10.2.3 Major purchases (above Rs. 25 Lac)

The PFC shall comprise of a Chairman (to be nominated by the Director), 3 (three) faculty members/Group 'A' officers including the PI, AR (IRD Accounts)/Nominee and AR (Stores)/Nominee. The PFC is to be approved by the Director.

Purchases beyond Rs. 2.5 Lacs should be processed through the e-procurement portal which can be found at the URL:

<http://www.eprocure.gov.in/eprocure/app>

For details regarding the e-procurement process, please visit the URL:

[http://sps.iitd.ac.in/Others/e-proc\\_process.pdf](http://sps.iitd.ac.in/Others/e-proc_process.pdf)

## 10.3 Constitution of purchase finalization committee

The request for constitution of the Purchase Finalization Committee is submitted on IRIS by navigating to <General> tab and accessing the appropriate link under the <Other Requests> heading.

Once the link <Purchase Finalization Committee Composition> is clicked the user is presented with a form where the following information has to be entered:

- Purchaser details
- PI details

- Nature of purchase (i.e., consumable or non-consumable)
- Details of the item to be procured
- Item group, if known
- Project details from which purchase has to be made
- Whether the proposed equipment is/are included in the list of equipment approved by the funding agency
- Details of equipment approved by the funding agency
- Budget details
- Total estimated cost
- Purchase type
- Mandatory certification by the purchaser indicating that space is available in the academic unit for the equipment.

The following points should be considered when initiating the purchase procedure:

- + Please ensure the availability of sufficient funds in the project during the purchase process from formation of PFC to the final placement of order.
- + Please ensure to follow the Comprehensive Stores & Purchase Rules of the Institute available at the Stores & Purchase website to avoid any audit objection. Breach of purchase rules may lead to cancellation of order. These purchases can include purchase/upgradation/buyback of equipment, fabrication, components, office equipment, consumables, stationery, Annual Maintenance



Contracts, Annual Rate Contracts for goods and services

- + Bills: For all purchases please make sure that the bills have S.No., Date and TIN/PAN/GST no. of the vendor/supplier.
- + Imports: As per current rules, all imports (equipment, spare parts or consumables) regardless of their value should be processed through Central Stores & Purchase Section. In case of urgency, prior approval of the competent authority is required to be obtained before making any purchase in foreign currency through internet/credit card etc.

#### 10.4 Single tender inquiry

In specific cases, an item may be procured from the proprietary source. In case 3 quotes are not received, the NIQ date may be extended by 15 days. Finally, if less than 2 quotes are obtained approval of competent authority is required for purchase on the basis of single quote.

For this request, the guidelines along with the form (SPS-102) for seeking approval for purchase through Single Tender Inquiry (STI) are available at the following link:

[http://sps.iitd.ac.in/Notifications/1638\\_27.5.15.pdf](http://sps.iitd.ac.in/Notifications/1638_27.5.15.pdf)

Steps for purchase through STI:

- Submission of online request at IRIS for constitution of PFC, as described earlier.
- The form SPS-102 is to be filled up and sent for approval of the competent authority through <General Request> found under the <General> tab on IRIS after obtaining signatures of the PFC members.

- Once the approval is obtained, quotation, proprietary certificate and a valid certificate of the authorized agency can be sought from the proprietary source by sending NIQ (printed copy or email).

# 11 Special Actions

## 11.1 Project budget revision/tenure extension

The request for project budget revision/tenure extension can be submitted through IRIS by navigating to the <Sponsored Projects> tab and then accessing the <Project Budget Revision> or <Project Tenure Extension> link under the <Activities> heading.

Once the <Project Budget Revision> or <Project Tenure Extension> links are clicked the user is presented with a form for entering the following information:

- Type of revision i.e. tenure extension, budget revision or both
- Project details including code, title, duration and funding agency
- PI details including employee code, name, department etc.

## 11.2 Change of PI

The request for change of PI can be made for the following reasons:

- 1 Temporary change due to the PI being on sanctioned leave for more than three months
- 2 Permanent change due to any other reason

### List of documents required:

- + Approval letter from the funding agency regarding change of PI
- + Intimation to the funding agency

The request for change of PI can be submitted through IRIS by navigating to the <Sponsored Projects> tab and then accessing the <Change of PI> link under the <Activities> heading.

Once the <Change of PI> link is clicked the user is presented with a form for entering the following information:

- Project details including code, title, duration etc.
- PI details including employee code, name, department etc.
- Role of proposed PI (actual PI, acting PI)
- Proposed PI details including employee code, name, department, from date etc.
- Justification for the change
- Approval should be obtained from the funding agency by the PI

### 11.3 **Consultancy budget revision/tenure extension**

The request for revision of the consultancy budget or its tenure extension may be submitted through IRIS by navigating to the <Consultancy Jobs> tab and then accessing the <Consultancy Budget Revision> or <Consultancy Tenure Extension> link under the <Activities> heading.

Once the <Consultancy Budget Revision> or <Consultancy Tenure Extension> link is clicked the following information has to be entered in the presented form:

- Type of revision i.e. tenure extension, budget revision or both
- Consultancy details including code, title, duration and funding agency

- CI details including employee code, name, department etc.
- Details of additional workload

#### 11.4 **Change of CI**

The CI of a consultancy job can be changed for the remaining duration of a project or an acting CI appointed temporarily.

The request for change of CI can be made for the following reasons:

- 1 Temporary change due to the CI being on sanctioned leave for more than three months
- 2 Permanent change due to any other reason

##### **List of documents required:**

- + Approval letter from the funding agency regarding change of CI
- + Intimation to the funding agency

The request may be uploaded on IRIS by navigating to the <Consultancy Jobs> tab and accessing the <Change of CI> link from under the <Activities> heading.

Once the <Change of CI> link is clicked the user is presented with a form for entering the following information:

- Project details including code, title, duration etc.
- CI details including employee code, name, department etc.
- Role of proposed CI (actual CI, acting CI)

- Proposed CI details including employee code, name, department, effective date etc.
- Justification for the change
- Approval from the funding agency

### 11.5 Payment of OTA/Honorarium/Top Up Grant

The PI/CI can engage regular staff of the institute for project work on OTA/Honorarium basis. The payments are made as per their entitlement as notified by the institute. The expenditure involved shall be met from the project budget provision under staff/salary/OTA/Honorarium. Concerned head of the academic unit is the competent authority to sanction OTA/Honorarium to the supporting staff.

The honorarium recommendation form available at the following link has to be filled up for payment of honorarium to the institute staff.

[http://ird.iitd.ac.in/sites/default/files/ird\\_nforms/Hon\\_form1\\_1.pdf](http://ird.iitd.ac.in/sites/default/files/ird_nforms/Hon_form1_1.pdf)

No honorarium can be paid to project staff employed in sponsored projects/consultancy job or staff employed in IRD.

Full time Ph.D./M.Tech./M.S.(R)/B.Tech./M.Sc. students of IIT Delhi can be paid top-up grant/ honorarium from projects/consultancies for providing assistance in project activities. As per existing norms, the maximum payable honorarium to IIT Delhi students are as follows:

- Full time Ph. D students                      Rs. 20,000/- per month
- Full time M.Tech/  
M.S.(R) students                              Rs. 10,000/- per month



The full time students from outside (during vacations)/casual students registered at IIT Delhi/other working professionals can be engaged for project activities with or without honorarium basis as per IRD norms. The requests for such engagements be forwarded through IRIS, as described above.

**11.6 Transfer of ongoing sponsored research project from another institute to IIT Delhi**

Kindly refer to Section 3.1 for details.



# 12 IRD Schemes for Faculty

## 12.1 Schemes for new faculty

IRD Unit plays an important role by providing grants to new faculty for initiating their research activities.

Kindly refer to Section 3.2.1 and Section 3.2.2 for details related to the New Faculty Grant and Equipment Matching Grant for new faculty.

## 12.2 Faculty Interdisciplinary Research Projects (FIRP)

Faculty Interdisciplinary Research Project (FIRP) scheme has been started with an aim to enhance interdisciplinary and collaborative research interest in the Institute. FIRP Proposal is to be submitted by teams of 2 or more faculty members having expertise in different disciplines working in different departments/centers/schools.

It is expected that these interdisciplinary research groups will grow in size or merge with other research groups and will enhance the level of expertise and scope of research in a specific interdisciplinary theme. It is also expected that these interdisciplinary research groups will attract strong support from external funding agencies and catalyze the synergic 'cross-research activity' between different faculty members across the Institute leading to joint research publications, patents and PhD supervisions.

Selected projects are given an initial grant of Rs. 10 Lakh. Rs. 5 Lakh is given as the seed fund for the first year followed by similar fund in the second year. It is expected that the joint research team will submit at least one research project to a funding agency on the completion of the 1st year. Additional funds covering the teaching assistance of a

Ph.D. student for 4 years can also be provided, if required and justified based on the progress made in the first year.

IRD invites proposal once in a year under this scheme. Faculty members will receive the announcement via email. Proposals under this scheme can be submitted on IRIS through the link <Submission> available under the heading <FIRP Proposals> found in the <Sponsored Projects> tab.

**Information required:**

- Project title
- Details of faculty members of the team (One of the team members to be listed as PI and the others as Co-PIs for administrative and accounting purposes)
- Objectives
- Importance of the project
- Background work carried by the collaborators in the subject area
- Workplan
- Interdisciplinary component of the project
- Importance and relevance of the research expertise of the collaborators towards the project
- Details of publications of the PI relevant to the project (maximum 5 publications)
- Publications of the Co-PIs relevant to the project (maximum 5 publications each)

- Details of funding agency to which project proposal can be submitted after first year
- Budget breakup (maximum Rs 5 lacs per year)
- Details of Reviewer(s) from the Institute (Optional)

### 12.3 Multi-Institutional Faculty Interdisciplinary Research Projects (MFIRP)

Multi-institutional FIRP projects with other eminent institutes have been initiated. Under this scheme funding will be provided for joint FIRP projects from team of faculty members from both the institutes. There will be two PI's (one from each institute) and the total grant will be Rs. 20 Lakhs for two years. This initiative is expected to attract strong support from external funding agencies and catalyze cross-research activities between the two institutes.

Currently, the MFIRP has been initiated with AIIMS (All India Institute of Medical Sciences) and ICAR (Indian Council for Agricultural Research) and NII (National Institute of Immunology).

IRD invites proposal once in a year under this scheme. Faculty members will receive the announcement via email. Proposals under this scheme can be submitted on IRIS through the link <Submission> available under the heading <MFIRP Proposals> found in the <Sponsored Projects> tab.

#### **Information required:**

- Project title
- Details of faculty members of the IITD team (One of the team members to be listed as PI and others as Co-PIs for administrative and accounting purpose)

- Details of faculty members of the other institute's team (One of the team members to be listed as PI and others as Co-PIs for administrative and accounting purpose)
- Background/rationale
- Objectives
- Importance of the project
- Details of preliminary work carried by the IITD collaborators in the subject area
- Details of preliminary work carried by the other institute's collaborators in the subject area
- IITD Workplan
- Other institute's Workplan
- Expected outcomes/endpoints
- Interdisciplinary component of the project
- Importance and relevance of the research expertise of the collaborators towards the project
- Details of publications of the IITD PI and the other institute's PI relevant to the project (maximum 5 publications for each PI)
- Details of publications of the IITD Co-PIs and the other institute's Co-PIs relevant to the project (maximum 5 publications for each Co-PI)
- IITD budget breakup (maximum Rs 5 Lacs per year)

- Other institute's budget breakup (maximum Rs 5 Lacs per year)
- Details of Reviewer(s) from IITD (Optional)

**Documents to be uploaded:**

- + Brief CV of IITD PI & Co-PI(s) as a single pdf file
- + Brief CV of Other Institute PI & and Co-PI(s) as a single pdf file

#### 12.4 **Sponsored Research Enhancement Actions (SREA)**

Under SREA schemes IRD provides senior staff to facilitate and enhance sponsored research activities at the institute, both in terms of formulating/writing research project proposals and coordinating research projects.

**SREA 1:** Assistance for formulating/writing of major research project proposals involving multiple faculty members from IIT Delhi or involving multiple Institutes with IIT Delhi as the Coordinating Institute. The funds proposed for IIT Delhi should be Rs. 5.0 Crore or more. Funds for hiring a Project Consultant for a period of 2 months will be provided by IRD during the project preparation stage.

**SREA 2:** For a sponsored research project with a funding of Rs. 2.5–5.0 Crores, top-up funds required for hiring one Principle Project Officer for the duration of the project will be provided to the PI.

**SREA 3:** For a sponsored research project with a funding of Rs. 5.0 Crores or more, top-up funds required for hiring one Project Consultant for the duration of the project will be provided by IRD.

IRD approval will be required in advance before initiating the hiring process. The PI may initiate a General Request on IRIS for this purpose.

# 13 IRD Schemes for Students

## 13.1 Discover and Learn Projects (1–2–3–4) Scheme

Discover and Learn Projects (1–2–3–4) Scheme as been started with an aim to enhance research aptitude among undergraduate students and increase the component of 'learning through research'. Student involvement in projects from a very early stage of their stay at the institute and their working jointly with their seniors is expected to expose them to the excitement of research. In addition, continuous operation of a research project on a particular objective for at least 4 years is expected to result in a meaningful consolidated research output, which will add to and enhance the profile of the student.

A group of 4 students each from 1st, 2nd, 3rd and 4th year of undergraduate programme may propose the project under the guidance of a faculty mentor. As the 4th year student will be graduating out, an additional student from the 1st year can be co-opted every year so that the strength of the team remains unchanged. 4th year student at a particular time will lead the project team.

IRD provides funds up to Rs. 2 Lakh per year to the faculty mentor for the purchase of consumables etc. Depending upon the progress and performance, the duration of the project is up to 4 years. The project will be evaluated every 6 months. Students and their faculty mentors are expected to participate only in one project at a time.

## 13.2 IRD Student Start-up Action Projects

IRD support for student start-up activity in the campus is given under 'Student Start-up Action Scheme'. Students are engaged in start-up actions at different stages and in different forms. The objective of this scheme is to support these student related activities by providing a

supportive environment in terms of recognition, initial seed grant and expert advice.

A group of students preferably in the final year of the B.Tech., M.Sc., M.Tech. or Dual Degree programme can formulate a proposal. The selected teams will be given a seed grant of Rs. 2 Lakh. IP and other output generated by the start-up will be owned by the start-up team with 5 % equity for the institute. If required, the start-up team can have a faculty mentor. In the absence of a faculty mentor, HOD/nominee will be requested to coordinate this activity.

### **13.3 Summer Undergraduate Research Award (SURA)**

The guiding spirit behind SURA project is to encourage students to think and innovate. Students should take the initiative to identify, study and analyze problems as well as formulate solutions. Under this scheme, the students are required to submit the project proposals in association with identified faculty of a department/centre to act as an Administrative Facilitator and a Guide.

4th semester undergraduate students governed by BUGS are eligible for the Award. Students submitting project proposals under SURA should have a CGPA of 7.50 or more. The Award carries remuneration of Rs.1500/- per week per student for a duration of eight weeks during summer vacation.

IRD Unit invites proposals every year in the month of January from the undergraduate students of IIT Delhi. A proposal can be submitted by one student alone or a maximum of two students. Only one SURA project can be awarded under the facilitation of a faculty member.

### **13.4 Early-Doc Fellowship Scheme**

IRD Early-Doc Fellowship scheme is to support Ph.D. students after the successful completion of Ph.D. Viva Examination. The main objective

is to offer financial support to the Ph.D. scholar during the preparation and publication of thesis manuscripts.

The fellowship is given to full time Ph.D. students of IIT Delhi (including those getting assistantship from projects) for a maximum period of 3 months w.e.f. the date of his/her Ph.D. Viva with a monthly fellowship of Rs. 40,000/- per month (including HRA). As HRA is included in the fellowship it is expected that student will make arrangements for accommodation outside the campus.

Ph.D. scholars need to submit a proposal on the work to be completed or preparation of manuscripts to the supervisor. Based on the recommendations of the supervisor and Head of the Academic Unit, IRD will approve the Early-Doc Fellowship.

Request for IRD Early-Doc Fellowship is to be submitted on IRIS by the Ph.D supervisor of the student through the link <IRD Early-Doc Fellowship> available under the heading <Assistantships/Honorarium> in the <General> tab.

**Information required:**

- Student's entry number, name, department, Aadhar number, PAN details and bank account details
- Date of viva-voce
- Supervisor details

**Documents to be uploaded:**

- + Minutes of SRC recommending the student for IRD Early-Doc Fellowship



- + Copy of Aadhar card, PAN card and 1st page of bank passbook, if available

### 13.5 Assistantship

Full time postgraduate students of IIT Delhi may be granted assistantship against vacant project positions of JRF/SRF/RA/Project Associate/Project Scientist, etc.

PIs can recruit full time M.Tech./Ph.D. students through M.Tech. & Ph.D. selection process of the dept./centre and extend JRF, SRF or assistantship through the project against sanctioned staff positions (JRF/SRF/RA/Project Associate/Project Scientist).

Request for hiring under the assistantship category may be made on IRIS by navigating to the <General> tab and accessing the <New Assistantship> link under the <Assistantships/Honorarium> heading.

Once the <New Assistantship> link is clicked the user is presented with a screen to enter the following:

- Details of the student (name, course, department, etc)
- Details of the project (number, title and duration)
- Details of the supervisor (employee code, name and department)
- Assistantship duration, amount, DRC minutes etc.

### 13.6 IRD Gap Period Assistantship

Assistantships/fellowships are provided by IRD to the Ph.D. students during their 5th year. IRD provides support in the form of Gap Period Assistantship for both M.Tech./MS(R) and Ph.D. students who are drawing their fellowship/assistantship from the projects. These

assistantships will be provided to the students once the projects get over and there is no other project to pay their assistantship. M.Tech/ MS(R) students can be supported for a maximum gap period of six months and Ph.D. students would be supported for a maximum gap period of one year. This facility is not available to students who have completed 5 years of their academic program.

Request for IRD Gap Period Assistantship is to be submitted on IRIS by the Ph.D supervisor of the student through the link <IRD Gap Period Assistantship> available under the heading <Assistantships/ Honorarium> found in the <General> tab.

**Information required:**

- Supervisor details
- Student's entry number, name, date of admission
- Duration of financial support sought from IRD
- Details of assistantship already availed by the student (duration and source)
- Expected source of support after the expiry of proposed period of support from IRD
- List of projects/consultancy jobs undertaken by the supervisor in the last three years
- List of project proposals submitted for funding, pending for approval

**13.7 Research Scholar Travel Award**

All research scholars can be awarded a travel grant under Research Scholar Travel Award (RSTA) upto a maximum of Rs. 80,000/- from

IRD Research Promotion Fund over and above the initial grant of Rs. 20,000/- provided by the Institute, subject to the following:

- The assured grant would be made available for research scholars to attend and present a paper in an international conference/event of repute once during their stay at IIT Delhi, based on the proof that they have already applied to at least two other funding agencies for supporting their travel.
- The assured grant implies that in case they do not get grant from other agencies, they would still be able to claim reimbursement for travel and other conference related expenses subject to a maximum of Rs. 80,000/- per awardee.
- The Institute would support 100 such conference travels in one financial year through this scheme. This would also imply support to 100 students under the RSTA scheme.
- This scheme is administered by the Academic Section.

### **13.8 Research Excellence Travel Award (RETA)**

Highly meritorious research scholars (full-time as well as part-time working on IRD/FITT projects) can be awarded Research Excellence Travel Award (RETA) amounting to Rs. 1,50,000/- from IRD promotional funds.

On the recommendations of DRC/CRC and Academics Section, Dean (R&D) approves the grant of RETA to a group of PhD students. IRD Unit will notify the list of students, who can get the travel expenditure reimbursed from IRD Accounts.

- RETA can be used only for a single conference travel.
- Availing RETA is independent of RSTA (Research Scholar Travel Award).

- RETA and RSTA cannot be used together for travel to same conference.
- DRC of Academic Unit will invite applications from students twice in an year. RETA grant can be given to a maximum of 20% of the full time Ph.D. students registered in a department every year.

# 14 Annexures

## 14.1 Annexure 1: Overheads in Consultancy Projects

Project Type	Inst. ILF	DDF/CDF of Dept./ Centre/ School	PDF of PI/CI or Co-PI/ Co-CI	IRD Promotional Fund	Central Admin. Fund
– Sponsored Projects	60	30	10	0	0
	(If honorarium is drawn by the PI)				
	60	10	30	0	0
(If honorarium is not drawn by the PI)					
– Consultancy Jobs	60	20	10	5	5
– Symposia etc.	60	20	10	10	0

Further details may be found at the URL:

<http://ird.iitd.ac.in/IRD/overhead-norms.pdf>

## 14.2 Annexure 2: Project staff salary structure

### 14.2.1 Scientific staff salary structure

Designation	Required Qualifications	Consolidated Pay Slab (INR)
- Project Director*	<p>Ph.D. with 1st Class or equivalent (in terms of grades etc.) at the preceding degree in the appropriate branch with a very good academic record throughout and a minimum of 15 years' teaching/research /industrial experience after Ph.D. &amp; Outstanding Publication/Outstanding Industrial Experience;</p> <p>OR</p> <p>An outstanding Engineer /Technologist with 1st Class M.Sc./M.Tech. with a minimum of 20 years of experience.</p>	144000 / 154000 / 164000 / 177000 / 190000 / 203000 / 219000 / 235000 / 251000 / 267000

Designation	Required Qualifications	Consolidated Pay Slab (INR)
– Project Coordinator*	Ph.D. with 1st Class or equivalent at the preceding degree in the appropriate branch with a minimum 10 years' teaching/research/ industrial experience after Ph.D.;	123000 / 131500 / 140000 / 151000 / 162000 / 173000 / 184000 / 195000
	OR	
	An outstanding Scientist/ Engineer/Technologist with 1st class M.Sc./M.Tech. and a minimum of 15 years of industrial work experience.	
– Project Consultant	Ph.D. with 1st Class or equivalent at the preceding degree in the appropriate branch with a minimum 6 years' teaching/research/ industrial experience after Ph.D.;	79000 / 84500 / 90000 / 97000 / 104000 / 111000 / 118000 / 125000
	OR	
	An outstanding Scientist/ Engineer/Technologist with 1st class M.Sc./M.Tech. and a minimum of 11 years of industrial work experience.	

Designation	Required Qualifications	Consolidated Pay Slab (INR)
– Principal Project Engineer/Scientist	Ph.D. with 1st Class or equivalent at the preceding degree in the appropriate discipline;	56000 / 60000 / 64000 / 69000 / 74000 / 79000
	OR  M.Tech. 1st Class or equivalent with 6 years' experience.	
– Sr. Project Engineer/Scientist	M.Tech. 1st class or equivalent in the appropriate discipline;	45000 / 48200 / 51400 / 55400 / 59400 / 63400
	OR  B.Tech./M.Sc. 1st Class or equivalent with 3 years' experience.	
– Project Scientist	B.Tech. with GATE qualification/M.Sc. with NET/SET qualification/M.C.A. with GATE qualification 1st class or equivalent in the appropriate discipline.	35400 / 37900 / 40400 / 43600 / 46800 / 50000



Designation	Required Qualifications	Consolidated Pay Slab (INR)
– Research Associate	Ph.D./MD/MS/MDS or equivalent degree or having 3 years of research, teaching and design and development experience after MVSc/M. Pharm/ME/M.Tech. with at least one research paper in a Science Citation (SCI) Journal.	As Per DST Norms
– Senior Research Fellow (SRF)	Qualification prescribed for JRF with 2 years of research experience.	As Per DST Norms
– Junior Research Fellow (JRF)	Postgraduate Degree in Basic Science with NET qualification;  OR  Graduate Degree in a Professional Course with NET qualification;  OR  Postgraduate Degree in a Professional Course.	As Per DST Norms

*\*These positions may only be created for long term major R&D projects with the approval of the Director on the recommendation of the Dean (R&D).*

#### 14.2.2 Technical support staff salary structure

Designation	Required Qualifications	Consolidated Pay Slab (INR)
- Sr. Project Assistant	B. Tech./B.E./AMIE and equivalent;  OR  Technical Diploma (3 year duration)/Graduate Degree in the appropriate discipline with 5 years' relevant work experience; In exceptional cases ITI (2 year duration) with 11 years of work experience in a relevant field may also be considered.	35400 / 37900 / 40400 / 43600 / 46800 / 50000
- Project Assistant	Diploma (3 year duration)/ Graduate Degree in the appropriate discipline with 2 years' work experience in a relevant field;  OR  ITI (2 year duration) in a relevant field with 8 years' relevant work experience.	29200 / 31200 / 33200 / 35800 / 38400 / 41000

Designation	Required Qualifications	Consolidated Pay Slab (INR)
- Jr. Project Assistant	Diploma (3 year duration)/ Graduate Degree in the appropriate discipline;	21700 / 23200 / 24700 / 26700 / 28700 / 30700
	OR	
	ITI (2 year duration) in relevant trade with 6 years' relevant work experience.	
- Project Attendant	12th Class (10+2) passed.	19900 / 21300 / 22700 / 24500 / 26300 / 28100
- Jr. Project Attendant	10th Class passed.	18000 / 19300 / 20600 / 22200 / 23800 / 25400

### 14.2.3 Administrative Officer salary structure

Designation	Required Qualifications	Consolidated Pay Slab (INR)
– Sr. Project Manager	<p>Postgraduate Degree with at least 55% marks or an equivalent grade and 8 years of administrative experience in research establishments or other institutions of higher education including at least 5 years as Assistant Registrar or equivalent post;</p> <p>Desirable: An MBA or equivalent; Experience with computer systems, specifically information processing and retrieval.</p>	56000 / 60000 / 64000 / 69000 / 74000 / 79000

Designation	Required Qualifications	Consolidated Pay Slab (INR)
– Project Manager	<p>Postgraduate Degree and a minimum of 8 years' relevant work experience in an institute, including at least 5 years at the level of Superintendent or of supervising a section in a capacity not less than that of a Superintendent;</p> <p>OR</p> <p>Graduate Degree and minimum 12 years' relevant work experience in an institute, including at least 5 years at the level of Superintendent or of supervising a section in a capacity not less than of a Superintendent;</p> <p>Desirable: An MBA or equivalent; Experience in computer systems, specifically information processing and retrieval.</p>	<p>47600 / 51000 / 54400 / 58700 / 63000 / 67300</p>

#### 14.2.4 Administrative support staff salary structure

Designation	Required Qualifications	Consolidated Pay Slab (INR)
- Sr. Project Assistant	<p>Graduate Degree in Arts/ Science/Commerce or Business Management, at least 5 years' experience in the actual conduct of meetings/examinations and/or adequate experience of supervisory work at Jr. Superintendent level in a Govt. office or in educational Institution or in a business organization of repute;</p> <p>Desirable: Knowledge of office procedures, rules &amp; regulations generally operative in Govt. offices or in educational institutions including experience with handling work in connection with meetings &amp; conferences; A working knowledge of computers.</p>	35400 / 37900 / 40400 / 43600 / 46800 / 50000

Designation	Required Qualifications	Consolidated Pay Slab (INR)
– Sr. Project Assistant (Accounts/ Audit/Cash)	Graduate of a recognized University; Sufficient knowledge of fundamental & Supp. Rules, Account Code, G.F. Rules, Rules of Central Govt.; Has passed an accounting exam such as subordinate accounts service, costing, etc.	35400 / 37900 / 40400 / 43600 / 46800 / 50000
– Project Assistant	Graduate Degree with 2 years' work experience as Sr. Assistant or equivalent post/ scale.	29200 / 31200 / 33200 / 35800 / 38400 / 41000
– Project Assistant (Accounts/ Audit/Cash)	Graduate Degree preferably Commerce with 2 years' work experience as UDC or equivalent post/scale.	29200 / 31200 / 33200 / 35800 / 38400 / 41000
– Project Assistant (Stores/ Stock Verification)	Graduate Degree with 2 years' relevant work experience of Stores/Stock verification at the level of Sr. Assistant or equivalent post/scale	29200 / 31200 / 33200 / 35800 / 38400 / 41000

Designation	Required Qualifications	Consolidated Pay Slab (INR)
- Jr. Project Assistant	Graduate Degree/Diploma (3 year duration); Knowledge of office procedures, noting, drafting etc. and dealing with correspondence; Should have 1 year's experience in one or more of the following: a) Est. & Admin. Matters; b) Maintenance of accounts, priced stores ledgers, processing of bills; c) Purchase of stores & Purchase Procedure; d) Work connected with meetings, conferences and event coordination; e) Admissions & conduct of examinations; f) Knowledge of computers.	21700 / 23200 / 24700 / 26700 / 28700 / 30700
- Project Attendant	12th Class (10+2) passed.	19900 / 21300 / 22700 / 24500 / 26300 / 28100
- Jr. Project Attendant	10th Class passed.	18000 / 19300 / 20600 / 22200 / 23800 / 25400

Further details may be found at the URL:

[http://ird.iitd.ac.in/sites/default/files/prn\\_files/Annexure-la.pdf](http://ird.iitd.ac.in/sites/default/files/prn_files/Annexure-la.pdf)



### 14.3 Annexure 3: Heads of Department, 1977–Present

#### Deans, Industrial Research and Development (IRD), 1977–2016

Prof. R. C. Malhotra  
1977–1979

Prof. M. L. Gulrajani  
1994–1998

Prof. M. C. Chaturvedi  
1979–1982

Prof. R. S. Agarwal  
1998–2001

Prof. K. Seetharamulu  
1982–1983

Prof. S. K. Dube  
2001–2002

Prof. R. C. Malhotra  
1983–1985

Prof. V. K. Srivastava  
2002–2005

Prof. K. L. Chopra  
1985–1987

Prof. V. S. Bisaria  
2005–2008

Prof. D. S. Verma  
1987–1988

Prof. S. N. Singh  
2008–2011

Prof. P. S. Satsangi  
1988–1991

Prof. Suneet Tuli  
2011–2016

Prof. A. B. Bhattacharya  
1991–1994

#### Deans, Research and Development (R&D), 2016–Present

Prof. Bodh Raj Mehta  
2016–2020

Prof. S. K. Khare  
2020–Present

**Associate Deans, Industrial Research and Development (IRD),  
1994–2016**

Prof. Amitabh Jain  
1994–1996

Prof. Suneet Tuli  
2005–2009

Prof. V. K. Agarwal  
1997–2000

Prof. A. K. Ghosh  
2009–2010

Prof. S. N. Singh  
2000–2001

Prof. Ashwini K. Agarwal  
2012–2014

Prof. A. K. Raghava  
2001–2003

Prof. Naresh Bhatnagar  
2014–2016

Prof. V. S. Bisaria  
2003–2005

**Associate Deans, Research and Development (R&D),  
2016–Present**

Prof. S. Basu  
2016–2018

Prof. S.K. Khare  
2018–2020

Prof. Sukumar Mishra  
2020–Present



