

Indian Institute of Technology, Delhi
Industrial R & D Unit

No.IITD/IRD/MI1546/ 181349.

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CIRCULAR

The IRD Unit has a scheme of providing Project Administrative Assistant (PAA) to a group of 5 PIs who have ongoing projects. At present, more than 100 PIs are utilizing this facility.

All PIs of ongoing externally funded Research Projects are hereby requested to form and inform a group of minimum 05 faculty members for sharing a Project Administrative Assistant to AR(IRD), if not yet formed. IRD will make the appointments through outsourcing agency.

Further, one extra PAA may be allocated to Department/Centre and different PIs can utilize this PAA for their IRD related work. The Head of Department/Centre of the respective Department/Centre will be coordinating In-charge of such PAA(s).

The above is issued for information of all faculty members/HoDs/HoCs to submit their requirements.

For any clarification, AR (IRD) may be contacted at EPABX No.1787/7156.


(Rama Sharma)
Assistant Registrar (IRD)

Distribution :

1. All Heads of Deptt./Centres/School
2. All Faculty Members – Only those PIs who have externally funded on-going Sponsored Research Projects (excluding projects for organizing Conference, Workshop etc. & consultancy) would become eligible.
3. Secy. to Director
4. JR (E-II)
5. Secy. to Dean (R&D) – with the request to kindly upload the circulate through e-mail to all concerned
6. Secy. to Assoc. Dean (R&D)
7. Webmaster, IRD – with the request to kindly upload on IRD Circular
8. Ms. Sarita
9. AR, IRD
10. File No.M-52