INSTITUTE RESEARCH POLICY/MANUAL

Research & Development Cell

January 2026

Version 01

Table of Contents R & D Manual

1. About Office of the Dean (Research Innovation and Entrepreneurship)

The office of the **Dean (Research, Innovation, and Entrepreneurship)** is now called the **Research and Development Cell (RDC)** as per the requirement of the UGC. The RDC is responsible for implementing the institute's overall research, innovation, and entrepreneurship **programs**, which are focused on the advancement of human knowledge and the development of society. Research efforts are directed towards solving complex problems, delivering social benefits, and driving economic prosperity both nationally and globally.

The portfolio of the Dean (RIE) includes:

- Institute-funded research
- Industry/agency-funded research activities and promotion
- Research infrastructure (Central/Department)
- Project management (submission, monitoring, evaluation, and liaison with funding agency
- Management of project related funds, auditing along with project related procurements
- Managing Faculty development fund (RPG)
- Project staff scholarships and management
- Project-related travel
- Entrepreneurship, Innovation, and Incubation Cell
- Co ordination with BIT Science and Technology Entrepreneurship Park (STEP)
- Patent filing and management (IPR Cell)
- Entrepreneurship Cell
- Collaborations and MoA/MoU with industry for faculty members
- Industrial collaboration and consultancy
- Technology transfer and impact assessment
- AICTE Atal ranking on Institutions on Innovation Achievements (ARIIA)

1. PREAMBLE
- Higher Education inculcating Ethics, Research, Innovation & Entrepreneurship will empower Nation with Technology, Economy and Sustainability.
- Think Critically, Rationally & Act Efficiently
- Think Global & Act Local

Since its inception in 1955, The Birla Institute of Technology (BIT) strived hard, consistently, to provide a research environment of international quality and quantity to faculty and students. The whole gamut of research is managed by the Research and Development Cell (R&D Cell) under Dean of Research, Innovation and Entrepreneurship (DRIE). The important domains of operations of R & D Cell are as follows:

- To provide needed administrative support to all faculty and students in proposing, executing and management of their sponsored research and consultancy projects.

- To improve research infrastructure and research activities in the institute through inter-departmental, multi-institutional interactions, collaborations and seminars, and through various training programs and seed grant schemes.

- To promote innovation and entrepreneurship culture amongst students and faculty through industry-academia collaboration, training related to IPR, Startup and Entrepreneurship, and through Policies and Grants.

- To assess the strengths and Opportunities of research activities of BIT and provide needed interventions. Also, to update the departments about research opportunities and announcements from different funding agencies.

- Strengthening interdisciplinary research within the institute; to encourage joint projects among departments along with strengthening collaboration with external institute of repute.

Overall, the R & D Cell co-ordinates and manages the research of the institute as a whole, persuade faculty and departments to increase research activities through grant from different funding organization in India and abroad, enrich innovations through national and internationals Collaborations. The broad administrative hierarchy associated in promoting RIE activities is shown in Figure 1. Dean-RIE is the nodal person for providing administrative support related to all RIE activities.
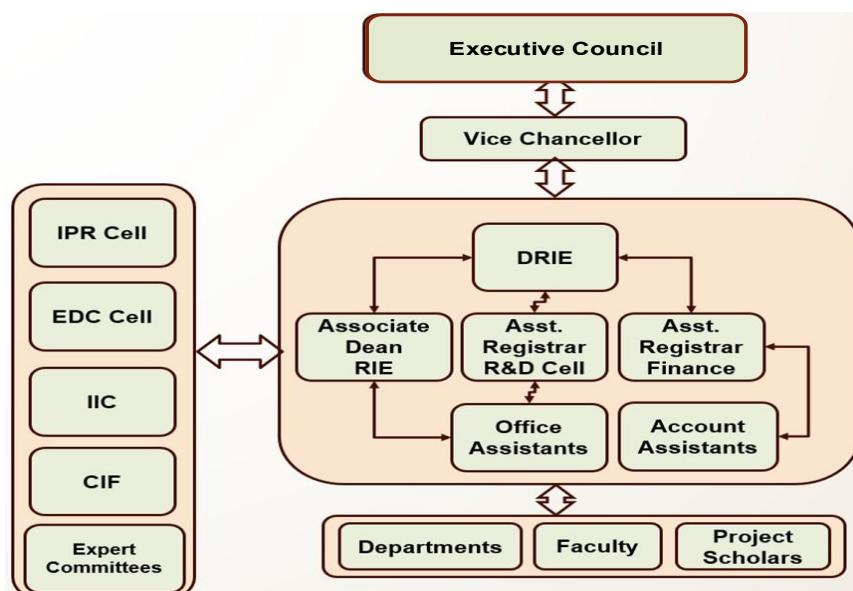
Figure 1: Organizational structure & steering activities of R&D Cell

2. Information for Newly Joined Faculty Members

2.1 Seed Money Scheme

Introduction

ed Money Scheme (SMS), sponsored by Birla Institute of Technology, Mesra, Ranchi, aims to promote research and innovation among young faculty members. The seed funding provided under this scheme is intended to help newly recruited faculty initiate or continue their research work.

The primary objective of the scheme is to strengthen the potential of young faculty to secure financial support from external funding agencies in the future. Applicants must clearly and convincingly demonstrate that their proposed project represents a novel research direction with a high likelihood of attracting external funding.

Projects that are already supported by other funding sources will not be considered under this scheme. Projects sanctioned under SMS will be treated as Minor Research Projects, and the relevant API score shall be credited in accordance with the CAS rules of BIT Mesra (Clause 10A).

Clause (10A): Research Projects during the assessment period

S. No.	APIs	Engineering /Technology / Science / Architecture/ Pharmacy	Management / Languages / Arts/ Humanities /Social Science Library/ Physical Education	Maximum Points
10A	Sponsored Projects carried out / ongoing	(a) Major Projects Amount mobilized with grants above Rs.30.0 lakhs	Major Projects Amount mobilized with grants above Rs.5.0 lakhs	20 / each Project
	(Please see Note-7 of Appendix-III)	(b) Major Projects Amount mobilized with grants above Rs.5.0 lakhs up to 30.0 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.0 lakhs up to Rs. 5.0 lakhs	15 / each Project
		(c) Minor Projects (amount mobilized with grants above Rs. 50.000 up to Rs.5.0 lakhs)	Minor Projects (amount mobilized with grants above Rs. 25.000 up to Rs.3.0 lakhs)	10 / each Project

Preference will be given to proposals that:

➢ Have a high potential for external funding

➢ Have significant scientific merit

➢ Represent a new direction for the PI

➢ Build or strengthen inter-disciplinary research partnerships

2.2 Application Procedure for Seed Money Scheme

2.2.1 Seed Money Applicant's Eligibility and Formalities

➢ Applicants must be a full-time, newly recruited faculty as Assistant Professor in the Institute or its extension centres within the last three years.
➢ The Principal Investigator (PI) must have a Ph.D. degree.
➢ If a proposal is turned down by the Seed Grant Approval Committee, the PI may resubmit a new proposal in the same year.

➢ The SMS will be discontinued if the PI is on unsanctioned leave for more than 30 days, and in such cases, the PI must return the money. Exceptions may be granted for medical leave with approval.
➢ In case of resignation without completion, the PI must refund all money received under the scheme.
➢ In case of maternity leave, the PI may seek special permission to extend the project after rejoining duty.

Upon completion, the PI must submit a completion report, achievements, and utilization certificate, and also deliver a formal presentation in the department before the committee.
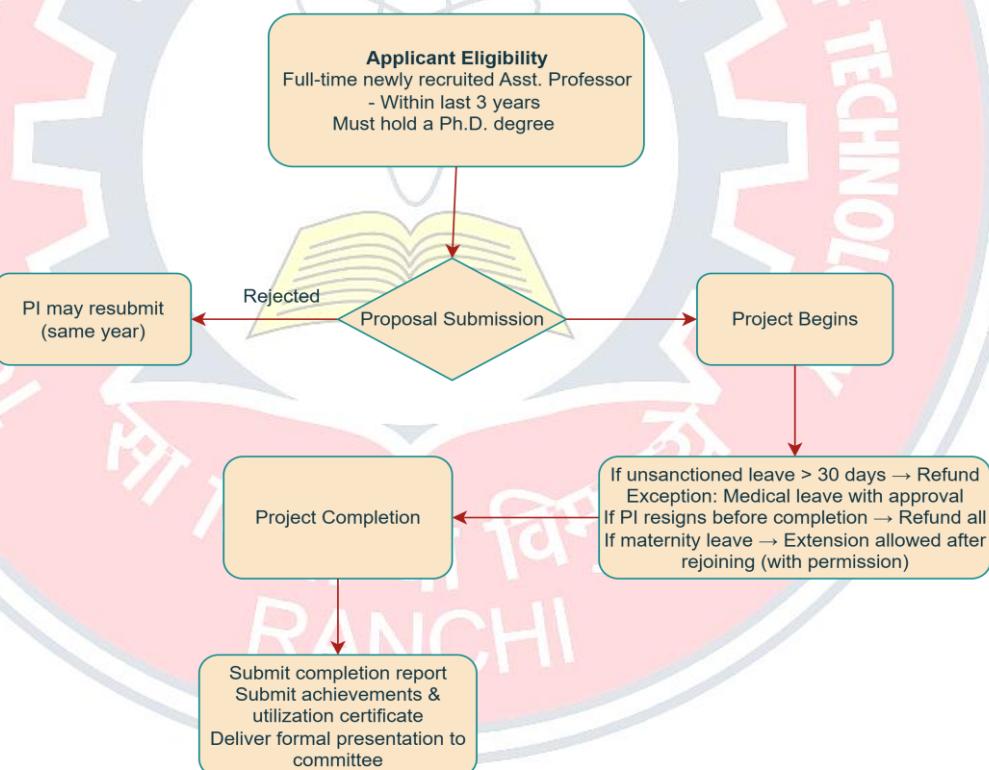
Figure:2 -Flow Chart for Workflow for Seed Money Applicant's Eligibility and Formalities

2.2.2 Proposal Submission Window

Proposal submission is open throughout the year. The project duration is two years (maximum) and will not

be extended beyond 2 years. Proposals must be submitted in the prescribed format

(Annexure I).

📎 **Annexure I: Proposal Submission Format**

Details of Principal Investigator

Name & Emp. Code	Designation	Highest Qualifications	Department	E-mail	Contact no	Date of Joining

Project Title:
Technical details

1. Introduction: (Maximum 1 page)
(Scientific rationale for doing this work should be elaborated)

2.Literature Review of status of Research and Development in the subject

2.

2.1 International Status: (Maximum 1 page)
   (Researchers working in the area worldwide and their contributions must be properly highlighted with recent references and reviews. A correct and faithful description of the international research status must be given)
2.2 National Status: (Maximum 1 page)

   2.3 Importance of the proposed project (Maximum 1 page)

   (Highlight what is the new area or gap which will be solved in the project in relating to what is already known. This is a very important section to project the novelty content of the proposal)

3. Progress/achievement so far, if any

4. Work Plan:

4.1 Methodology: (Maximum of 2 pages)

(It should contain all the details of how each of the objectives will be addressed. This section must be detailed and have clear plans, not vague and generalized statements. It should have several schemes, tables, figures, equations etc. in addition to text, explanation, and justification of why the project research plan will work)

4.2. Budget*

Sl. No	Item	1st Year Budget	2nd year Budget	Total Budget
1	Equipment & Software			
2	Consumables			
3	Travel			
4	Contingency			
5	Other cost			
	Total			

Equipment List require with price (approx.):

4.3 Time Schedule of activities giving milestones through GANTT Chart diagram.

4.4 Expected outcome.

5. Future plan of action (stating the name of funding agency where the project will be communicated for financial support within the time-period of project.)

6. Bibliography:

7. List of Projects submitted/implemented by the Investigators (If any)

7.1 Details of Projects submitted to various funding agencies:

Sl.No.	Title	Cost in lakhs	Month of submission	Role as	Agency Status

7.2 Details of Projects under implementation

SL.No.	Total	Cost in Lakhs	Duration	Role as

7.3 Details of Projects completed during the last 5 years

Sl. No	Title	Cost in Lakhs	Duration	Role as	Agency

8. List of publications published by the Investigators, if any:

9. Name of at least two subject experts from the Institute and one from the outside Institute with their contact details:

8

Sl.no	Name	Designation	Institute	Expert in subject	Address with mobile no.

2.2.3 Proposal Review

Submitted proposals shall be evaluated as per the prescribed format **(Annexure II).** The Seed Money Scheme

Approval Committee shall recommend, revise, or reject proposals, and allocate funds.

📎 Annexure II: Project Evaluation Format

Recommendation Sheet

Name of the Investigator	Name of the Department	Title of project	Remarks of the evaluation committee	Recommended / Revision / Not Recommended	Financial allocation recommended

(1) Budget: Approved

Sl.No	Item	Amount Sanctioned (INR)	1st Year	2nd Year
1	Minor equipment			
2	Consumables			
3	Travel			
4	Contingency			
5	Other cost			
	Total			

(2) Evaluation committee members

Name of Committee member	Signature	Date

Dean (RIE), BIT, Mesra

2.2.4 Project Completion Workflow

➢ PI must submit at least one proposal for external funding to an agency during the SMS project period.

➢ PI must submit three copies of the Project Completion Report in the prescribed format **(Annexure III).**

➢ PI must submit a Utilization Certificate (UC) and settlement of accounts **(Annexure IV).**

Flowchart: PI Responsibilities (SMS Project):
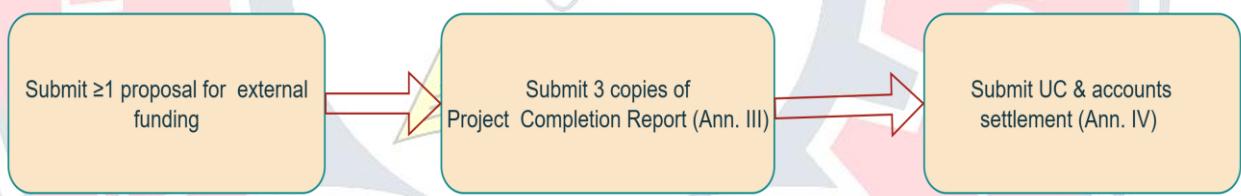
🌱 **Annexure III: Progress Report Format**

SEED MONEY PROGRESS REPORT FOR 1ST YEAR

1. Faculty Name:

2. Department Name:

3. Faculty Employee Code:

4. Date of joining BIT and present post

5. Seed Money granted, Date of Sanction and utilization (year-wise):

6. Title and main objectives (<50 words) of the project:

7. Output (during/ after the seed project period):

a) Publication/patent with details:

b) Ph D guided (during project period):

c) Sponsored project(s) earned during or after this project:

d) Conference/seminar presentation:

e) National level award/recognition, if any (during project period):

f) Teaching record (Course No., Year, No. of students, any additional information):

g) Facility created:

h) Collaboration, if any:

8. Acknowledgement in papers/conference/website/report:

9. Progress Level (in %):

10. Date of completion, if applicable:

11. Most important scientific achievement (50 words):

Signature of the PI   Signature of the HOD

(with Date)   (with Date & Seal)

🐚 Annexure IV: Utilization Certificate Format

Certified that the grant of Rs. ………………….(Rupees…………………….. only) received from the Birla Institute of Technology, Mesra under the Seed Money Scheme entitled _____ vide SMS letter No.…………………………… dated …………………. has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the BIT, Mesra.

Fund Status	Year-1	Year-2
Fund Allotted		
Fund Utilized		

Signature of the Principal Investigator (with Date)	
Signature of the Head of the Department (with Date & Seal)	
Signature of Concerned Officials from Account Section, BIT, Mesra (with Date)	

2.2.5 Proposal Evaluation

Evaluation meetings will be notified by the office of the Dean (RIE). The final decision will be based on the

recommendation of the Approval Committee.

2.2.6 Funding Support

Maximum funding: ₹5,00,000/- for two years. An additional small grant may be sought with justification at the project

 evaluation meeting.

Permissible Expenditure:

- • Minor equipment/software (if not available in BIT).

- • Consumables (ICs, chemicals, tools, testing charges, etc.).

- • Travel and registration for conferences within India only.

- • Contingencies (books, memberships, etc., excluding subscriptions).

- • Any other essential items with prior approval of Dean (RIE).

Not Permitted:

- • Travel outside India.

- • Purchase of laptops or desktops.

2.2.7 Grant Administration

- • PI is responsible for proper fund utilization and ensuring no over-expenditure. Procurement must follow Institute purchase rules. All equipment purchased remains the property of BIT Mesra. PI may seek a one-time extension (up to 3 months) with proper justification, at least one month before scheduled completion.

2.2.8 Seed Money Scheme Approval Committee

The committee evaluates initial proposals and final completion reports. Membership details are notified by the

Registrar. Mentioned in the **Annexure -V**

बिरला प्रौद्योगिकी संस्थान

BIRLA INSTITUTE OF TECHNOLOGY

(वि0 अनु0 आ0 अधिनियम १६५६ की धारा ३ के तहत मानित विश्वविद्यालय ‖ A Deemed to be University u/s 3 of UGC Act, 1956)

मेसरा, राँची - ८३५२१५ (भारत) ‖ MESRA, RANCHI - 835 215 (INDIA)

फोन/Phone: (EPBX) 0651-2275444/2275896,2276002/2276006 फैक्स/Fax: 0651-2275401/2276052 वेबसाइट/website: www.bitmesra.ac.in

Ref. No. GO/Estb/SMS/25-26/ 2314   12th September, 2025

OFFICE ORDER

Assessment Committies are hereby constituted as follows for the final assessment of the R&D Projects to be approved under Seed Money Scheme:

(a) For R&D Projects proposals from the applicants of the Department of Bioengineering & Biotechnology, Chemistry, Chemical Engineering, Physics and Pharmaceutical Sciences & Technology:

(i)	Dean of Research, Innovation & Enterpreneurship (RIE)	Chairman
(ii)	Dean of Faculty Affairs (DoFA)	Co-Chairman
(iii)	Dean of Undergraduate Studies (DUGS)	Member
(iv)	Head, Department of Pharmaceutical Sciences & Tech.	Member
(v)	Head, Department of Bioengineering & Biotechnology	Member
(vi)	Head, Department of Physics	Member
(vii)	Head, Department of Chemical Engineering	Member

(b) For R&D Projects proposals from the applicants of all the other Departments excluding the departments mentioned in the above-mentioned point A:

(i)	Dean of Research, Innovation & Enterpreneurship (RIE)	Chairman
(ii)	Dean of Postgraduate Studies (DPGS)	Co-Chairman
(iii)	Dean of Alumni & International Relations (DAIR)	Member
(iv)	Head, Department of Electronics & Communication Engineering	Member
(v)	Head, Department of Electrical & Electronics Engineering	Member
(vi)	Head, Department of Mechanical Engineering	Member
(vii)	Head, Department of Computer Science & Engineering	Member

This bears the approval of the Competent Authority

Registrar

To,

All Concerned persons

Copy to:

1. All Dean(s)/HoD(s)/In-charge(s)
2. Dy. Comptroller / Dy. Finance Officer
3. P.S. to Vice Chancellor
4. Files

2.2.9 Seed Money Bill Format

- Under the Seed Money Scheme of Birla Institute of Technology, Mesra, faculty members receiving seed funding are required to submit their expenditure details in the prescribed Seed Money Bill Format for settlement and reimbursement purposes.
- The format is designed to ensure uniformity, transparency, and accountability in the utilization of funds.
- Faculty members (Principal Investigators) must provide project details, head-wise expenditure, bank information, and necessary certifications as part of the claim process.

All claims must be accompanied by:

- **Original bills/invoices,**

- **Stock register references (where applicable), and**

- **Relevant approvals as per institute norms.**

The duly filled form should be certified by the Principal Investigator and verified by the concerned

authorities before submission to the Research & Development Cell (R&D Cell) for processing.

"The prescribed format for claiming bills under the Seed Money Project is provided below."

🐍 Seed Money Bill Claim Format
BIRLA INSTITUTE OF TECHNOLOGY MESRA,RANCHI
To be attached with Bills related to Seed Money

Date: /   /20

Project Code: Seed Money	Date of Start		Date of End:		Year for Approval:
Name & Emp. Code of the Faculty to whom the seed money is alloted					
Name of payee (As per the Bank) **Bank Name & Address:** **Bank A/C No:** **IFSC code:**					

HEAD WISE EXPENSE DETAILS	Amount	Page No. of Stock Register
Equipment		
Consumable		
Contingency		
Travel Expense		
Books & Journals		
Total Amount		

14

I hereby Certify that items purchased/bills submitted are related to my ongoing project and I am personally, satisfied that these goods purchased are of requisite quality and specification, and have been purchased from a reliable supplier at a reasonable price.

Name of Billing Person	Name of P.I.	Signature of Head
Signature of Billing Person	Signature of P.I. & Mobile No.	

Received by: Date: Assistant Registrar (Finance)	Checked By: Assistant Registrar: (Research & Development Cell)
Dean of RIE:	Registrar:

2.3 Award of Seed Money and Submission of Progress Reports

➢ Upon approval, a sanction letter will be issued by the RDC.

➢ Funds will be released and administered through Institute accounts as per financial rules.

➢ PI must submit annual progress reports (Annexure III) and make a formal presentation of progress before the committee.

➢ On completion, PI must submit a Final Completion Report, Utilization Certificate (Annexure IV), and Seed Money Bill Format.

➢ In case of resignation or non-completion, the PI must refund the grant.

➢ Projects may be terminated in case of long unsanctioned absence or non-compliance.

➢ Final review will be carried out by the Seed Money Scheme Approval Committee.

Flowchart: Post-Approval Workflow (Seed Money Project)

Approval Granted → RDC issues Sanction Letter → Funds released via Accounts → PI submits Annual Report+ Presentation (Ann. III)

Final Review by Approval Committee ← Project may be terminated for absence / non-compliance ← If PI resigns / incomplete →Refund grant ← PI submits Final Report, UC & Bill Format (Ann. IV)
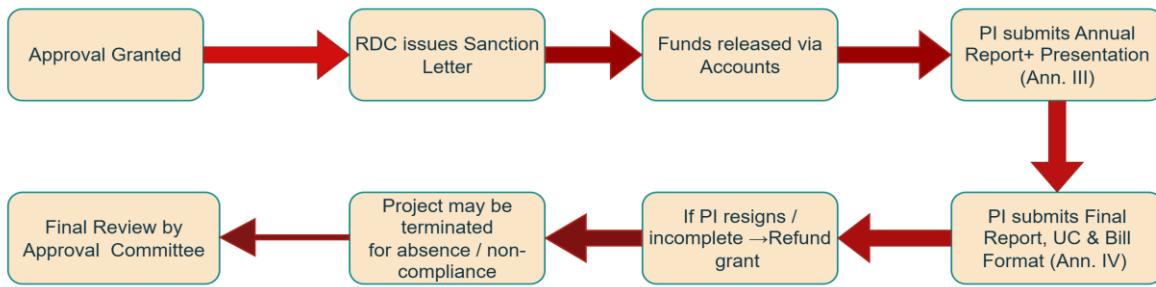
- ## 3. Sponsored Research Projects

Sponsored Research Projects form a cornerstone of BIT Mesra's academic and research excellence, both nationally and internationally. All faculty members are encouraged to submit sponsored research proposals and secure external funding. Participation in sponsored research is also considered an important criterion for faculty career advancement.

The funds obtained through these projects can be utilized for developing research infrastructure, supporting manpower, purchasing consumables, facilitating travel, meeting contingencies, covering overheads, and promoting the overall growth and reputation of the Institute.

- ## 3.1 Proposal Submission

BIT Mesra encourages its faculty members to submit sponsored research proposals to various funding agencies. In this context, the Office of the Dean (R&D) regularly circulates calls for proposals. All expenses related to a sponsored project are to be met by the sponsoring organization, as the Office of the Dean (R&D) typically does not provide financial support. The primary role of the Office of the Dean (R&D) is to offer administrative and accounting assistance to the concerned faculty member, ensuring smooth execution and management of the project.

- ### 3.1.1 Project Proposal Formulation

The process of preparing and submitting a sponsored project proposal is as follows:

Step 1: The faculty member (Principal Investigator, PI) prepares a research proposal with due consideration of Institute norms and budget. It is desirable that every project should have a Co-PI to ensure smooth execution and continuity.

Step 2: The PI uploads the project details using the Institute's online project submission portal.

🔗 **Project Proposal Submission Form**

In addition, the PI must ensure the following:

➢ The proposal is prepared as per the sponsoring agency's format and guidelines.

➢ It includes clear objectives, methodology, budget, laboratory/space requirements, and deliverables.

➢ Proposals are routed through the HoD and Dean (RIE) to the Registrar for endorsement.

➢ If new facilities or additional space are required, prior approval must be obtained from the Dean (Infrastructure & Planning) and the Vice-Chancellor.

➢ All proposals must be entered into the Institute's online project tracking system for record keeping.

"The following flowchart illustrates the step-by-step process for submission and approval of research project proposals at the Institute."
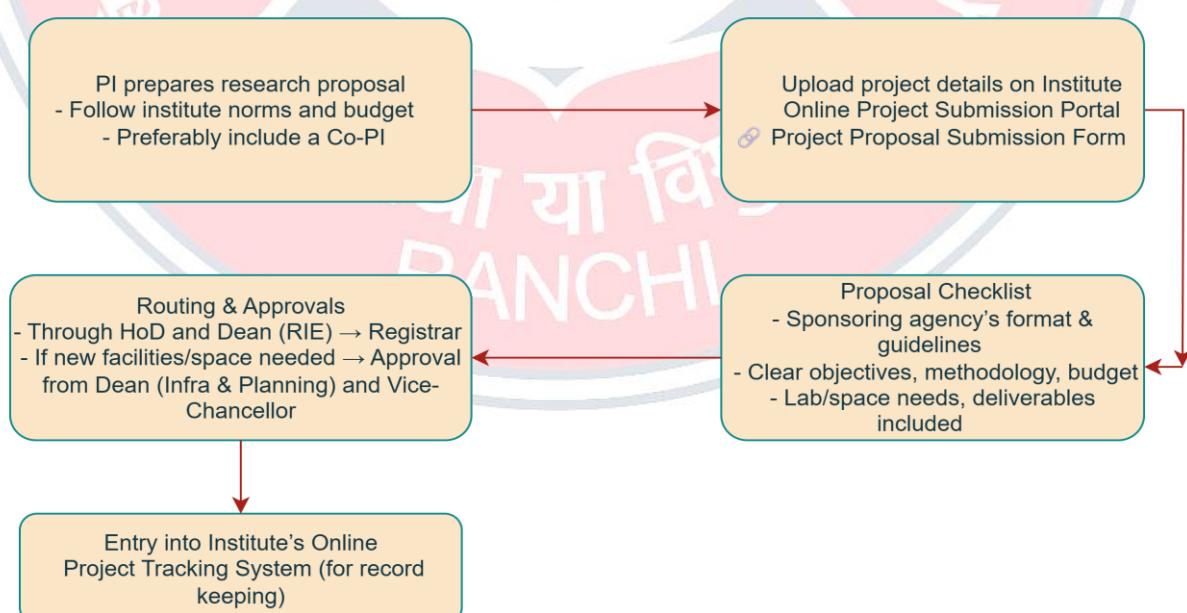
- **3.1.2 Request for Endorsement Letter for Proposal Submission**

- The R&D Cell verifies and forwards proposals to the Registrar for formal endorsement.

- Endorsed proposals can then be submitted by the PI to the sponsoring agency (either online or in hard copy, depending on agency requirements).

- **3.2 Operation of Project after Acceptance by the Funding Agency**

- **3.2.1 Project Initiation**

A faculty member whose project proposal is sanctioned by the funding agency must fill up the **Project Registration Form (Annexure I)** and submit it along with the sanction letter, clearly mentioning the scheme code of the funding agency. The R&D Cell will record the details and forward them to the Accounts Section for creation of a **unique Project Code and Ledger Account** with the budget heads as indicated in the sanction letter.

Normally, the **date mentioned in the sanction letter** is treated as the project start date. However, in cases of significant delay in fund release, the **date of receipt of the grant** (via cheque or bank transfer from the funding agency) will be considered as the actual project start date.

"The process of registering a sanctioned project and determining its official start date is outlined in the flowchart below"

```
┌─────────────────────────────┐
│     Project sanctioned by    │
│        Funding Agency         │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│  PI fills Project Registration Form │
│  (Annexure I) with Sanction Letter + │
│   Funding Agency Scheme Code  │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│     R&D Cell records details  │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ R&D Cell forwards to Accounts Section │
│ → Unique Project Code created → │
│ Ledger Account opened with budget │
│            heads               │
└─────────────────────────────┘
              │
              ▼
        ◇ Project Start Date decided ◇
       /                              \
      ▼                                ▼
┌──────────────────┐        ┌─────────────────────────┐
│ Case 1: Date in  │        │ Case 2: If delay in fund │
│ sanction letter  │        │ release → Date of grant  │
│                  │        │ receipt (cheque/bank     │
│                  │        │ transfer)                │
└──────────────────┘        └─────────────────────────┘
```

Figure 3 : Process of registering a sanctioned project

<div align="center">**Project Registration Form (Annexure- I)**</div>

To   Date:

The Dean of RIE
Birla Institute of Technology
Mesra - 835215

Sub: Request for opening of a separate Ledger/account for sponsored project entitled
……………………. funded by…...........................(Name of the sponsoring agency)

Sir

I am happy to inform you that I have received a sponsored project entitled ....funded

by …………….The total sanctioned amount is Rs. ……………. /- (in words) for a period of   years.

Further, Rs……………………/- for recuring expense has been transferred/ limit assigned to BIT,
Mesra account with UTR No./Ref No: ……………………………. Dated……….
(transaction date).

Rs…………………..(in words) /- for non-recurring expenses has been transferred/ limit
assigned to BIT, Mesra account with UTR No/ Ref No .... Dated
……….. transaction date).

Therefore, I request you to kindly do the needful towards opening a separate ledger/account
for this project on priority basis.

With regards

(Signature)

Name of the Principal Investigator:

Department :

Contact No: Email:

Forwarded by Mentor (if any)   Recommendation of HOD

Recommendation of AR R& D Cell

Birla Institute of Technology

Research and Development Cell

(To be submitted along with the sanction letter received from the sponsoring agency)

Application form for new Project Sanction Intimation & Project Code allotment

FINANCIAL YEAR: 202….......202….

Project type: Sponsored Research / Consultancy (Please '✓')

1.	Name & Designation, Department of the Principal Investigator(s)	
2.	Name & Designation of the Co-Principal Investigator(s) (if any)	
3.	Title of the research project:	
4.	Name of the sponsoring agency with address contact No. and email	
5.	Sanction letter No. & date	
6.	Total grant sanctioned	
7.	Total duration of the project	
8.	Date of commencement of the project	

9. Instalment-wise detailed break-up of the grant sanctioned:

Heads of expenditure	Total Sanction amount	1st Instalment (₹)	2nd Instalment (₹)	3rd Instalment (₹)
Honorarium/ Fellowship/Manpower				
Social Scientific Responsibility (SSR)				
Equipment				
Consumables				
Contingencies				
Travel				
Any others				
Overhead Charges (Overhead)				
Total				

10. Details of the project staff approved by the funding agency:

Name of the post	Consolidated compensation/ fellowship	No. of post

11. Is it mandatory to have a Separate Bank Account: YES / NO (**Please '✓'**)

Signature of Principal Investigator

(To be Filled by Accounts Division of R& D

Cell) New Project Code:

New Bank account details (if applicable):

Name dealing Assistant:
Sig. of dealing Assistant: **ig. of Assistant Registrar (Finance)**

Signature of Dean (RIE) with seal

- ### 3.2.2 Creation of Project Ledger Account (Project Code)

➢ The Accounts Section opens a ledger account with a unique Project Code.

➢ All expenses, statements of expenditure, and claims must quote this code.

➢ The ledger will include budget heads as per the sanction order (equipment, consumables, contingency, manpower, overheads, etc.).

3.2.3 Recruitment of Project Staff

- 3.2.3.1 Recruitment of Scholars (Manpower) under Sponsored Projects

➢ The R&D Cell of BIT Mesra oversees the recruitment of research scholars under sponsored projects funded by national

and international agencies. The process ensures transparency, fairness, and compliance with both sponsoring agency

norms and institutional policies.

➢ Appointments for positions such as JRF, SRF, RA, and Project Assistants are made based on eligibility criteria,

➢ recommendations of the Principal Investigator (PI), and approval of the Selection Committee.

Workflow for Recruitment of Project Scholars

- ### Step 1: Preparation of Advertisement

➢ The PI drafts the advertisement clearly specifying eligibility, educational qualifications, desirable experience, salary, date/time/venue of the interview, etc.

➢ The advertisement must be submitted to the Dean (RIE) through the HoD for approval **(Annexure I).**

➢ A soft copy should also be sent to *office.drie@bitmesra.ac.in*.

➢ Funding agency guidelines (DST-SERB, DRDO, ICMR, etc.) must be followed.

- ### Step 2: Approval and Publication

➢ The advertisement is approved by the Registrar through the Dean (RIE).

➢ It is then published on the Institute website by AAC & HR (dr.aac@bitmesra.ac.in).

➢ A hard copy of the advertisement with covering letter (mentioning interview date and time) must also be submitted to the

Dean (RIE), signed by the PI and HoD.

- **Step 3: Approval of Selection Committee**

➢ The PI proposes the Selection Committee **(Annexure II),** which requires approval of the Vice Chancellor through Dean (RIE).

➢ **Annexures I & II** must be submitted together in a covering letter specifying interview details and mode (online/offline).

➢ The interview date must be at least 15 days after the advertisement.

- **Step 4: Notification of Selection Committee**

➢ The Selection Committee is formally notified by the Registrar.

- **Step 5: Interview and Recommendation**

➢ The interview is conducted by the approved committee.

➢ The Selection Committee minutes and recommendations **(Annexure III)** are submitted to the Vice Chancellor through the

Dean (RIE) for approval.

- **Step 6: Offer Letter**

➢ The Registrar issues the Offer Letter to the selected candidate(s).

- **Step 7: Joining Formalities**

➢ At the time of joining, the candidate must submit a Joining Report **(Annexure IV)** along with relevant documents.

- **Step 8: Appointment Letter**

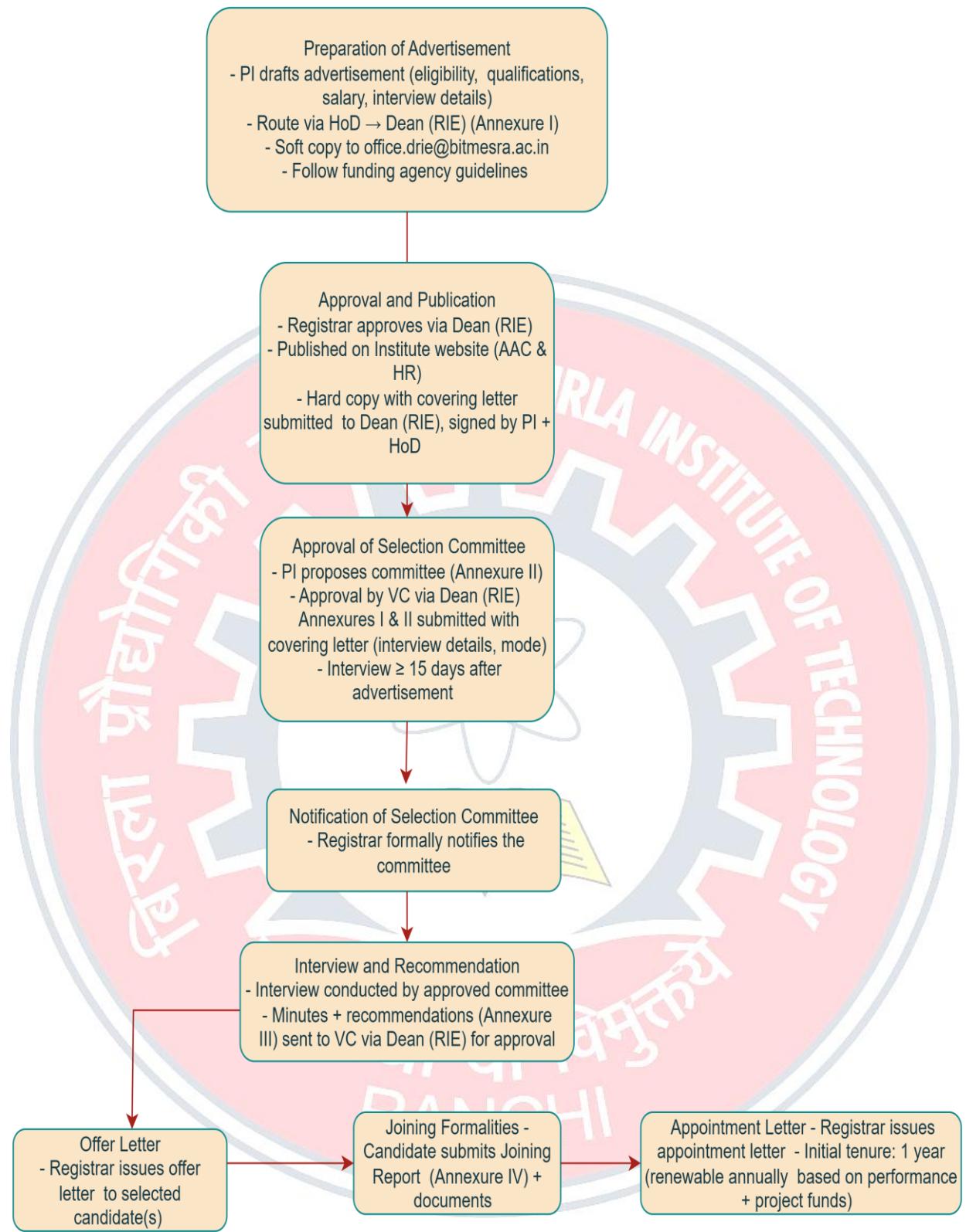➢ The Appointment Letter is issued by the Registrar. Appointments are made initially for one year, renewable annually

based on satisfactory performance and subject to availability of project funds.

- Important Notes:-

➢ Steps 1 and 3 must be completed at least three weeks before the scheduled interview date.

The minimum gap between advertisement publication and interview date must be 15 days.

```
┌─────────────────────────────────────┐
│      Preparation of Advertisement     │
│ - PI drafts advertisement (eligibility,│
│          qualifications,              │
│         salary, interview details)    │
│ - Route via HoD → Dean (RIE) (Annexure I)│
│  - Soft copy to office.drie@bitmesra.ac.in│
│     - Follow funding agency guidelines │
└─────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────┐
│        Approval and Publication       │
│ - Registrar approves via Dean (RIE)   │
│ - Published on Institute website (AAC &│
│                HR)                    │
│  - Hard copy with covering letter     │
│ submitted to Dean (RIE), signed by PI +│
│                HoD                    │
└─────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────┐
│    Approval of Selection Committee    │
│ - PI proposes committee (Annexure II) │
│   - Approval by VC via Dean (RIE)     │
│    Annexures I & II submitted with    │
│ covering letter (interview details, mode)│
│      - Interview ≥ 15 days after      │
│             advertisement             │
└─────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────┐
│   Notification of Selection Committee │
│    - Registrar formally notifies the  │
│              committee                │
└─────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────┐
│     Interview and Recommendation      │
│ - Interview conducted by approved committee│
│  - Minutes + recommendations (Annexure │
│ III) sent to VC via Dean (RIE) for approval│
└─────────────────────────────────────┘
        │
        ▼
┌──────────────────┐    ┌──────────────────┐    ┌──────────────────────────┐
│   Offer Letter   │    │ Joining Formalities - │ │ Appointment Letter - Registrar issues│
│ - Registrar issues offer│→│ Candidate submits Joining│→│ appointment letter - Initial tenure: 1 year│
│  letter to selected│    │ Report (Annexure IV) +│  │ (renewable annually based on performance│
│   candidate(s)   │    │     documents    │    │      + project funds)     │
└──────────────────┘    └──────────────────┘    └──────────────────────────┘
```

🪷 Annexures:

- ### Annexure I – Advertisement Approval Format

To: Date:

The Registrar
Birla Institute of Technology, Mesra
Ranchi, Jharkhand, 835215

Subject: Seeking approval for an advertisement of <Post name> against the project <Funding Agency name> vide <sanction letter no.>.

Respected sir,

I request your permission to advertise the above said post for my project entitled "<name of Project Title" in the institute web portal by <Date>.

Centre to display the advertisement (Please √ the option)

Mesra	Patna	Lalpur	Deoghar	Noida	Jaipur	Uni. Poly.

The advertisement format of the project fellow is attached with this letter.

Kindly give permission for the same.

Yours faithfully

(Signature of PI>

Name of PI   Forwarded by

Designation: Head of Department

Department:

Email:

Phone:

Forwarded by   Forwarded by

Mr. Rahul Rai

Deputy Registrar (AAC & HR SRC)   Dean (RIE)

Birla Institute of Technology
Department of <name>
Advertisement for the Post of Junior Research Fellow
(JRF)

Applications are invited from Indian nationals for the position for <Post> in a <Funding agency > funded research project with following details:

Name of the project	
Principal Investigator (PI) Along with e-mail id	
Details of Co-P.I.	
Duration of the project	
Number of Positions	
Essential qualifications:	For JRF:
Desirable	
Designation	Junior Research Fellow
Fellowship	For JRF:
Interview Date	

- **How to apply:** Interested candidates are requested to send their CV toP.I. e-mail id with a copy to dr.aac@bitmesra.ac.in before **<Date>.** CV must include the mail ID and working phone number.
- The candidates would be shortlisted for **online/offline** interviews based upon their academic and professional background and will be intimated through email stating the date and time for interview.

- Terms and Conditions:
  i) The decision of the selection committee will be final.

  ii) The appointment of the candidate will be governed by the terms and conditions of the Institute/ funding agency particularly applicable to the said project as and when required.

  iii) The post is purely temporary in nature and subjected to availability of funds.

  iv) No TA/DA will be paid for attending the interview.

Registrar

To,   Date:
The Vice Chancellor
Birla Institute of Technology,
Mesra, Ranchi, Jharkhand-835215

Subject: Request for the approval of the selection committee for the selection of <post>.

Funding Agency:
Project Title: <Name of Project>, <sanction letter no with date>

Respected sir,
With reference to the above-mentioned project, I request your kind approval for the constitution of a selection committee
to select as suitable <post> via hybrid mode (**online/offline)** to be conduct in the Department of <Department name>
on <date> & <time>.

Composition of the selection committee member

Sr.No	Member	Designation	Department name	Committee member
1				Chairman/ Chairperson
2				Member (from department)
3				Expert member (outside department)
4				Principal Investigator
5				Co-Principal Investigator
6	Mr. Rahul Rai	Deputy Registrar	AAC & HR SRC	Nominee of the Registrar

Submitted for your kind approval.

Thanks & Regards
Yours Sincerely

Name of P.I.   Forwarded by
Designation   Head of Department

Encl.: (1) Sanction letter

Forwarded by   Forwarded by
Mr. Rahul Rai   Dean R.I.E.
Deputy Registrar (AAC&SRC)

- **Annexure III – Selection Committee Recommendation Format**

To,   Date:
The Vice Chancellor
Birla Institute of Technology, Mesra
Ranchi, Jharkhand 835215

Sub: Approval of Selection of candidates for the <post>

Dear sir,
With reference to the interview held on <date> <time> at the Departmentof <department> for the selection of one <post> for <sponsore agency> funded project entitle <project name> vide Advertisement no<Adv.> & Selection committee <Ref. No.>.

It is hereby stated that <number> of candidates appeared for the interview. Based on their academic merit and performance in the interview following candidated have been seleted /waitlisted.

Sl. no	Name of selected candidate	Gender	Address for correspondance	E-mail id with phone no	Remarks
1.					
2.					

The fellowship amount is Rs. <00000.00> per month along with <%> HRA (for one year with further extension to <period> year subjected to availability of funds and research progress) as per the sanction letter attached herewith.
The details of selection list duly signed by all the members is attached herewith for your kind perusal.
It is submitted for approval.

Thanking with regards
Sincerely yours,

Chairman / Chairperson

Encl.
1. Selection list
2. Sanction letter
3. Advertment
4. Selection committee
5. Attendance during reporting
6. Bio-Data & all Certificate of selected candidate & wait listed candidates

   Mr. Rahul Rai   Dean (RIE)

Deputy Registrar (AAC & HR SRC)

Birla Institute of Technology

Department of…………..,.

(Recruitment for the post of ……….)
Consolidated Score Sheet (Marks)

Project Name:
Project Code:
Advertisement no:
Selection Committee Ref. No.:
Sanction Letter no.:

Srl. No	Name of Candidate	Qualifying Degree	year of Passing	10th Marks (%)	Graduation marks (%) (A)	Post Graduation Marks (%) (B)	Additional Qualification (M.Phil.-NET-JRF/GATE / GPAT (%) (C) (Max. 10)	Interview Marks (50) (D)	Total (100) (0.2* A + 0.2*B + C+ D (Max. 100)	Remarks

All the shortlisted candidate's Biodata should be attached along with marks sheet.

Members of Selection Committee should duly sign.

Birla Institute of Technology
Department of…………..,.
(Recruitment for the post of)
Score Sheet for interview (Marks)

Project Name:
Advertisement no:
Selection Committee Ref. No.:
Sanction Letter no.:

Srl. No	Name of Candidate	Marks given by Chairman / Chairperson	Marks given by Member		Marks given by Principal Investigator	Marks given by Co-Principal	Marks given by Member	Marks given by Member	Average Marks

			from Dept					

Members of Selection Committee should duly sign.

BIRLA INSTITUTE OF TECHNOLOGY
MESRA, RANCHI-835215, JHARKHAND
JOINING REPORT FOR FELLOWS

Photo

To
The Registrar
Birla Institute of Technology
Mesra, Ranchi-835215
.

     Through Dean RIE .
Respected sir,
     With reference to the offer of selection, vide memo no. _____ Dated: _____. I am reporting myself for duty as _____ in the Department of _____ today the _____ in forenoon / Afternoon at _____ A.M./P.M. under the supervision of _____.
     I have accepted the assistantship of Rs. _____ (Rupees _____) with H.R.A. _____ % which is not negotiable.
     I agree and accept to be and remain bound by the term and condition of the above selection order of the Birla Institute of Technology, Mesra relating to my service as amended from time to time.

Place: Signature

Date: _____

                                     (Full name in block letter**)**
My Permanent Home Particulars

Vill./Town   :   Post Office:
Police Station: District: State   :
Mobile No:

Local Address

_____

_____

_____

Forwarded   Forwarded
Signature   Signature
Principal Investigator   HOD

UNDERTAKING FOR PROJECT STAFF

With reference to memo no _____ dated ____/____/_____ for the post of

_____ on contract basis under the temporary research project entitled

_____

_____ sponsored by _____ undertaken

in the Dept. of _____ of this Institute. I agreed the joining on the specific terms

and conditions stated below.

1)   The assignment is purely temporary for a period of _____ from the date of _____
     joining or the termination of the project, whichever is earlier.
2)   The assignment carries consolidated compensation of Rs. _____ plus, ____ HRA (Rupees
     _____ only) per month. No of other allowance shall be admissible if
     such allowance is not mentioned in the offer letter/sanction letter.
3)   Institute shall have no liability for regularization of such contract assignment since funding is done by
     sponsoring agency. During the tenure of such contract assignment, he/she has every liberty to apply for any
     Institute/outside appointment, subjects to eligibility and such application may be forwarded directly by PI
     concerned, if required.
4)   He/ She will only be eligible for leave as per Institute/ funding agency whichever is applicable. Before going
     on leave, the leave should be approved.
5)   He/ She must perform the duties assigned to him/her by PI or by the Registrar under the instruction of from
     institute authorities.
6)   He/ she will be working for the project in the Department, or any other place assigned.
7)   He/ She will be provided with accommodation in hostel on payment basis subjected to the availability.
8)   The assignment shall be terminated on the completion of the project as mentioned in clause,
   (i)   The contract assignment may also be terminated without assigning any cause be serving one month's notice
         on either side unless otherwise agreed by the appointing authority and the project staff. The contract may also
         be terminated without assigning any cause on payment of one month's consolidated compensation in lieu of
         notice.
9)   He/ She will be allowed to join only if he/she furnishes all the following documents to the office of the Dean
     (RIE).

               i)   Acceptance / Joining form.
               ii)   Release order from present employer.
               iii)   Photocopies of self-attested certificate concerning qualification and experience.

Signature with date:

Name   :

Encl.: As per point 9.

Application form for Release of Memo for Fellowship

To,
The Registrar
B.I.T. Mesra
Ranchi-835215

        Through DRIE

   Subject:

1. Title of Project:
2. Project Code:
3. Name of candidate & Designation:
4. E-mail & Phone no. of candidate:
5. Name of P.I.:
6. Department   :
7. Date of Joining (Attach Xerox copy of Joining) :
8. Sponsoring Agency :
9. Sanction letter / Order:
10. Date of Previous Memo & Ref. No (If applicable For Extension):
11. Period of New Memo / Extension: From /   /   TO   /   /

12. Fellowship Amount: HRA:

13. Fund availability under fellowship Status from Accounts:

Signature of   Signature of PI   Head of Department

Candidate

Deputy Registrar (AAC & HR SRC)   DRIE

Note: Please Provide relevant documents

Encl.:

At the time of joining, the candidate for a consultancy project must submit a duly signed Joining   Letter.

Application form for Release of Memo for Fellowship

To,
The Registrar
B.I.T. Mesra
Ranchi-835215

Through DRIE

Subject:

1. Title of Project:

2.Consultancy: 11019

3.Sub-Head   :

4.Name of candidate & Designation:

5.E-mail & Phone no. of candidate:

6.Name of P.I. :

7.Department   :

8.Date of Joining (Attach Xerox copy of Joining) :

9.Sponsoring Agency:

10.Sanction letter / Order:

11.Date of Previous Memo & Ref. No (If applicable For Extension):

12.Period of New Memo / Extension: From /   /   TO   /   /

13.Fellowship Amount: HRA:

14. Fund availability under fellowship Status from Accounts:

Signature of   Signature of PI   Head of Department
Candidate
Deputy Registrar (AAC & HR SRC)   DRIE
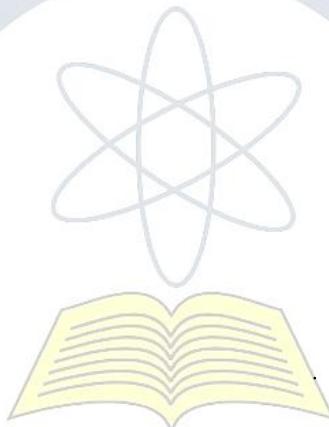Note: Please Provide relevant documents
Encl.:

BIRLA INSTITUTE OF TECHNOLOGY
MESRA, RANCHI-835215, JHARKHAND
JOINING REPORT FOR FELLOWS

Photo

To,
The Registrar
Birla Institute of Technology
Mesra, Ranchi-835215

Through Dean RIE

Respected sir,

    With reference to the offer of sanction letter no. _____ Dated: _____ . I am reporting myself for duty as _____ in the Department of _____ today the _____ in forenoon / Afternoon at _____ A.M./P.M. under the supervision of _____.

    I have accepted the assistantship of Rs.   (Rupees _____) with H.R.A. _____ % which is not negotiable.

    I agree and accept to be and remain bound by the term and condition of the above section order of the funding agency & Birla Institute of Technology, Mesra, relating to my service as amended from time to time.

Place: Signature

Date: _____

                                        (Full name in block letter**)**

My Permanent Home Particulars

Vill./Town   :   Post Office:

Police Station: District: State   :

Mobile No:

<u>**Local Address**</u>

_____

_____

_____

| | Forwarded | Forwarded |
| | | |

Signature   Signature   Signature Principal
Investigator   Mentor/supervisor   HOD

Date:

UNDERTAKING FOR PROJECT STAFF

With reference to sanction letter no _____ dated ____/____/_____ for the

post of _____ on contract basis under the temporary research project entitled

_____

_____ sponsored by _____ undertaken

in the Dept. of _____ of this Institute. I agreed the joining on the specific terms

and condition stated below.

1. The assignment is purely temporary for a period of _____ from the date of
   _____ joining or the termination of the project, whichever is earlier.
2. The assignment carries consolidated compensation of Rs. _____ plus ____ HRA (Rupees
   _____ only) per month. No of other allowance shall be
   admissible if such allowance is not mentioned in the offer letter/sanction letter.
3. Institute shall have no liability for regularization of such contract assignment since funding is done
   by sponsoring agency. During the tenure of such contract assignment, he/she has every liberty to
   apply for any Institute/outside appointment, subjects to eligibility and such application may be
   forwarded directly by PI concerned, if required.
4. He/ She will only be eligible for leave as per Institute/ funding agency whichever is applicable.
   Before going on leave, the leave should be approved.
5. He/ She must perform the duties assigned to him/her by PI or by the Registrar under the instruction
   of from institute authorities.
6. He/ she will be working for the project in the Department, or any other place assigned.
7. He/ She will be provided with accommodation in hostel on payment basis subjected to the
   availability.
8. The assignment shall be terminated on the completion of the project as mentioned in clause,
9. The contract assignment may also be terminated without assigning any cause be serving one
   month's notice on either side unless otherwise agreed by the appointing authority and the project

staff. The contract may also be terminated without assigning any cause on payment of one month's consolidated compensation in lieu of notice.

10. He/ She will be allowed to join only if he/she furnishes all the following documents to the office of the Dean (RIE).

       iv)   Acceptance / Joining form.
       v)   Release order from present employer.
       vi)   Photocopies of self-attested certificate concerning qualification and experience.

Signature with date:

Name   :

Encl.: As per the point 9.

3.2.3.2 Recruitment of Scholars (Manpower) under CSIR/UGC Fellowships

➤ The recruitment of scholars who have been awarded fellowships directly from national funding agencies such as CSIR/UGC follows a separate set of procedures, distinct from project staff appointments.

➤ Workflow for CSIR/UGC Fellowship Scholars

• **Step 1: Initial Reporting**

  ➤ Selected candidates awarded fellowships by CSIR/UGC (or similar agencies) must report to the office of the Dean (RIE) to understand the joining and documentation procedure.
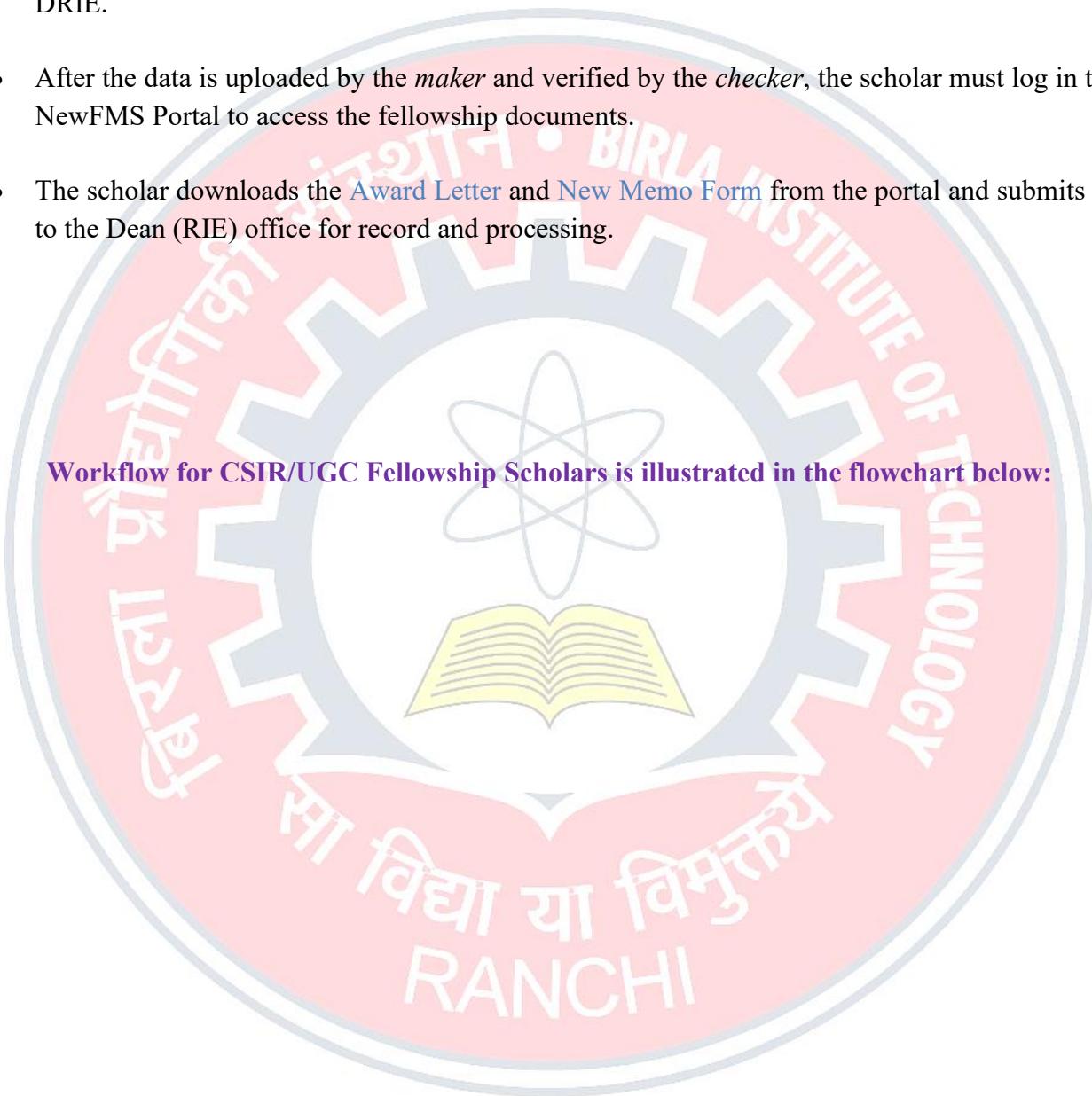
• **Step 2: Submission of Joining Report**

➤ Candidates must submit a Joining Report in the prescribed format provided by the respective funding agency (UGC/CSIR), along with a covering letter **(Annexure I).**
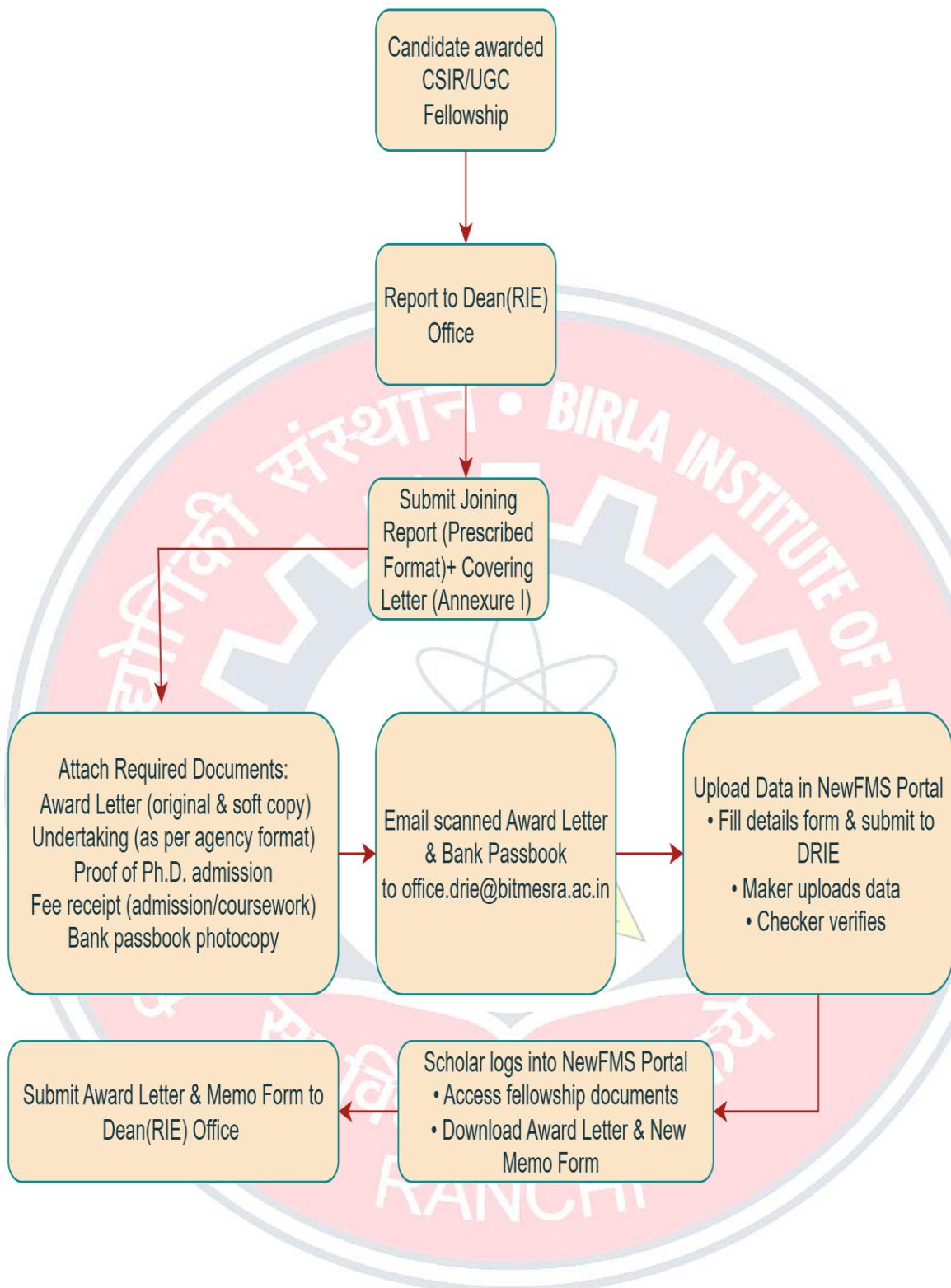
➤ The following documents must be attached:

    o **Award Letter (original and soft copy)**

    o **Undertaking as per funding agency format**

    o **Proof of admission to Ph.D. program**

    o **Fee receipt of admission and course work**

o **Photocopy of bank passbook (for fellowship transfer)**

➢ A scanned copy of the Award Letter and bank passbook must also be emailed to *office.drie@bitmesra.ac.in*.

- **Step 3: Data Upload in NewFMS Portal**

  - CSIR fellowship holders must fill in the NewFMS details form and submit it to the office of the DRIE.

  - After the data is uploaded by the *maker* and verified by the *checker*, the scholar must log in to the NewFMS Portal to access the fellowship documents.

  - The scholar downloads the Award Letter and New Memo Form from the portal and submits them to the Dean (RIE) office for record and processing.

Workflow for CSIR/UGC Fellowship Scholars is illustrated in the flowchart below:

```
            ┌──────────────────┐
            │ Candidate awarded│
            │     CSIR/UGC     │
            │    Fellowship    │
            └────────┬─────────┘
                     │
                     ▼
            ┌──────────────────┐
            │ Report to Dean(RIE)│
            │      Office      │
            └────────┬─────────┘
                     │
                     ▼
            ┌──────────────────┐
            │  Submit Joining  │
            │Report (Prescribed│
            │ Format)+ Covering│
            │Letter (Annexure I)│
            └──────────────────┘
```

Attach Required Documents:
Award Letter (original & soft copy)
Undertaking (as per agency format)
Proof of Ph.D. admission
Fee receipt (admission/coursework)
Bank passbook photocopy

→ **Email scanned Award Letter & Bank Passbook** to office.drie@bitmesra.ac.in

→ **Upload Data in NewFMS Portal**
• Fill details form & submit to DRIE
• Maker uploads data
• Checker verifies

Scholar logs into NewFMS Portal
• Access fellowship documents
• Download Award Letter & New Memo Form

Submit Award Letter & Memo Form to Dean(RIE) Office

•

🔖 Annexures:

To   Date: /   /202…

The Registrar

Birla Institute of Technology

Sub: Request for endorse the joining for <funding agency name>

Respected Sir,

I, …………………………, Roll No: ……………………. a research scholar in the **Department** of……………………………………………………..awarded   with…………………….(please write fellowship scheme along with Ref. No, year and date).

I am submitting my joining in desired formats provided by the <name of Funding agency > your kind consideration.

Therefore, I request you to kindly endorse the same at your earliest convenience.

With kind regards

Yours sincerely

Signature:
Name of the student:
Roll No:
Student ID allotted in the Scheme:
Contact No:

(Counter signed by Supervisor)   (Forwarding of the HOD)

Deputy Registrar (AAC & HR SRC)   Dean of RIE

Annexure – II (Undertaking from the funding Agency)

	COUNCIL OF SCIENTIFIC AND INDUSTRIAL **RESEARCHHUMAN RESOURCE DEVELOPMENT GROUP** **(EXTRAMURAL RESEARCH DIVISION)**

UNDERTAKING BY A RESEARCH FELLOW/ ASSOCIATE ON ACCEPTANCE OF THE AWARD OF RESEARCH FELLOWSHIP/ ASSOCIATESHIP

Son/Daughter/Wife of Shri...resident of ………………… have been awarded the Junior/Senior Research Fellowship/ SPM Fellow/Research Associateship/CSIR-Nehru PDF of the Council of Scientific &Industrial Research (hereinafter called Council). I accept the award and undertake that:

I. During the entire tenure of the Fellowship/Associateship, I shall abide by the rules and regulations of the Council. Any change in rules and regulations by the Council in future will be applicable to me.

II. I shall devote full time to research during the tenure of Fellowship/Associateship except as provided in the rules.

III. I shall obtain the approval of the Council before accepting any award or allowance, if offered to me during the tenure of Fellowship/Associateship.

IV. I shall prepare the progress report of my work at the end of each year and communicate it to the Council through the Guide / Supervisor / Faculty Member.

V. I shall send two copies of a detailed consolidated report of research work through the Supervisor on termination of the Fellowship / Associateship.

VI. I also hereby declare that if the results of research are such that can be exploited commercially by taking a patent or otherwise commercial exploitation and patent rights will be decided/governed as per the rules for Fellowships/Associateships on Patents available on www.csirhrdg.res.in.

VII. I have gone through CSIR Terms & Conditions & have clearly understood that the fellowship is for a fixed period / tenure of 2/3/4 Years for JRF/SRF i.e. a total of 5 Years for JRF+SRF and for Research Associates, initially for a period of one year, extendable on yearly basis at the discretion of CSIR up to a maximum of three years. For CSIR Nehru PDF, the tenure is 2 years whereas the tenure for SPM Fellow is 5 years.

VIII. I further understand clearly that I shall have no claim whatsoever for regular / permanent absorption on expiry of Fellowship / Associateship.

Signature of the Research Fellow/Associate with date
Name of Supervisor/guide:

Email address of Supervisor/guide:

Signature of Supervisor/guide:

with Official Seal & Date

PHOTOGRAPH DULY ATTESTED BY SUPERVISOR

I report myself on duty as Junior/Senior Research Fellow/SPM Fellow/Research associate/CSIR-

Nehru PDF   in the Forenoon/

Afternoon of…….   (Date)

at…………………………………………………......................................(Name of Department) of…………………………………………………………….................(Name of University / Institute / College). <u>In JRF/SPMF cases, date of joining will be the date of issue of JRF (NET) certificate or effective date of fellowship or actual date of joining whichever is later. Without receiving NET certificate from Examination Unit, the candidate cannot join and the joining report in such cases will not be accepted</u>.

Signature of the Research Fellow/Associate with date

Signature of the Head of the Deptt. /

Dean of the

Faculty/Registrar

With Official Seal & Date
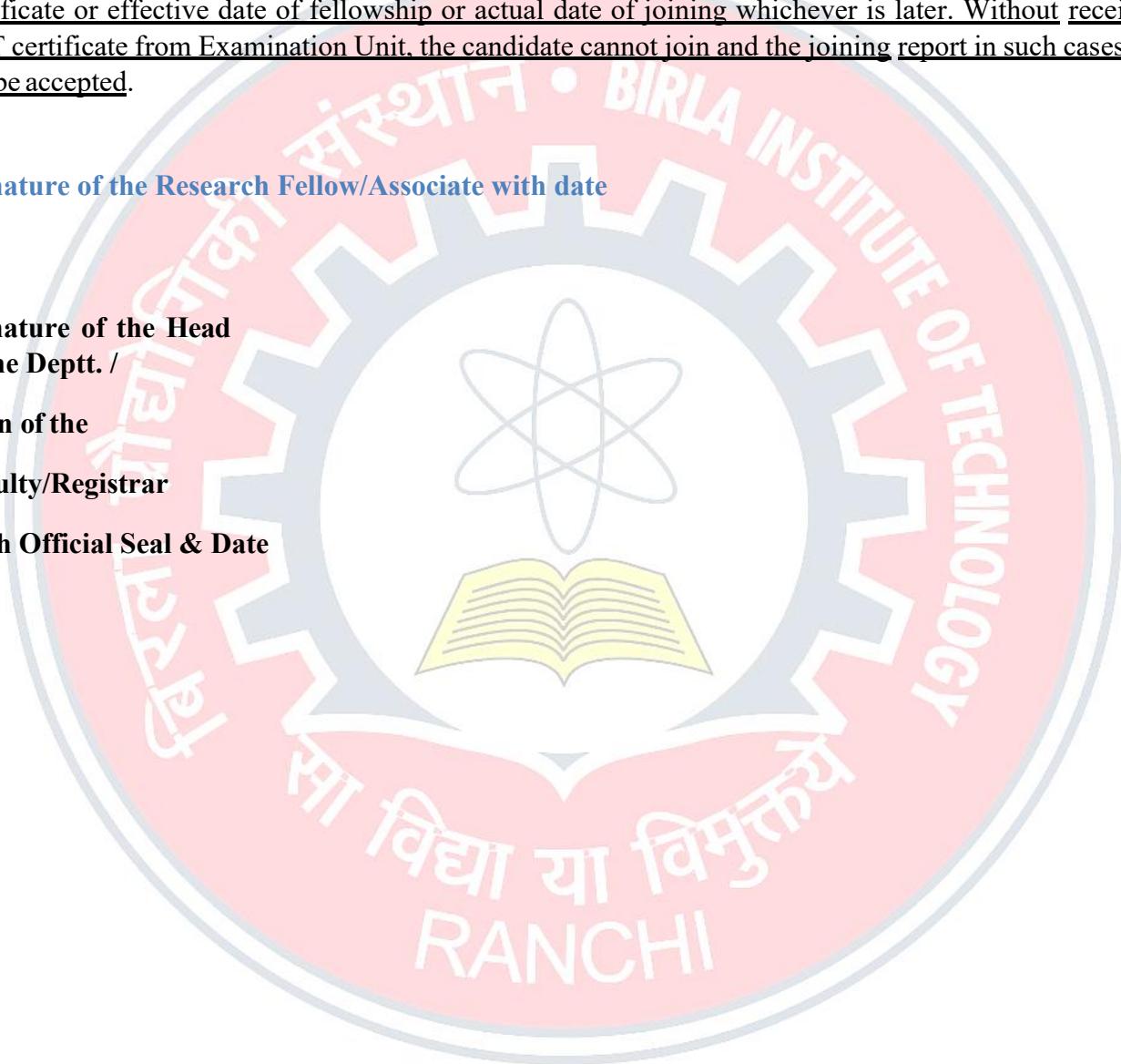
Declaration by the Research Fellow/Associate

I, Shri/Mrs./Kumari/Dr .... declare as under:

1. That as a recipient of the Council's Fellowship/Associateship, I shall be governed by the disciplinary

   regulations of the host institute where I proposed to avail the CSIR fellowship/associateship for

   pursuing my doctoral/postdoctoral research work.

2. That I have never been punished or debarred from government (central/state), autonomous organization and CSIR service.

3. That my fellowship will be liable to cancellation for any kind of misconduct.

Signature of the Research Fellow/Associate

NEW FELLOW JOINING FORM

Fellowship Type	
Fellow Designation	
RESULT DETAILS	
Exam Month/Interview Month	
Exam Year/Interview Year	
Roll Number/ACK Number	
Date of Joining	
VALIDATE FELLOW	
Roll No	
Exam Year	
Category	
Title	
First Name	
Middle Name	
Last Name	
Gender	
Date Of Birth	
Aadhar Type	
PAN No	
Present Address	
Present State	
Present City	
Present Pin Code	
Permanent Address	
Permanent State	
Permanent City	
Permanent Pin Code	

Phone No 1	
Email ID 1	
Phone No 2	
Email ID 2	
Bank Name	
Account No.	
IFSC Code	
ACADEMIC DETAILS	
Highest Degree Obtained	
Year of Passing	
RESEARCH DETAILS	
Fellowship Type	
Joined At	
Joined Designation	
Tenure in Months	
Date Of Joining	
Present Designation	
Date Of Termination	
Sanction tenure upto (DOR)	
Fellowship Status	
Institute Code	JHARKHAND
Institute Name	BIRLA INSTITUTE OF TECHNOLOGY
Institute Address 1	MESRA
Institute Address 2	
State	JHARKHAND
City	RANCHI
Pin Code	835215
Department Joined	
Area of Research	
Subject	
Guide Name	
Guide Department	
Exam Date/Interview Date	
Stipend Amount	

Research & Development Cell (RDC)
BIRLA INSTITUTE OF TECHNOLOGY
MESRA, RANCHI, 835 215, INDIA
(Deemed University u /s 3 of UGC Act 1956)

Application form for Release of Memo for apart from project Fellowship

To,
The Registrar
B.I.T. Mesra
Ranchi-835215

         Through: DRIE

    Subject:

          UGC/CSIR (Please tick the correct)

1. **Title of Thesis:**

2. **Name of candidate:**   **Designation:**

3. **E-mail of Student:**   **Phone No:**

4. **Name of Supervisor/Mentor:**

5. **Department:**

6. **Date of Joining (Attach Xerox copy of Joining):**

7. **Sponsoring Agency:**

8. **Sanction letter / Order / File No.:**

9. **Date of Previous Memo & Ref. No (If applicable):**

10. **Period of New Memo / Extension: From   /   /   TO   /   /**

11. **Fellowship Amount: /month   HRA: %**

Fellowship will be received in the candidate's Account (Direct Benefit Transfer)

Signature of   **Signature of PI/Guide/Mentor**   **Head of Department**
Candidate

Mr. Rahul Rai   **DRIE**
Deputy Registrar (AAC & HR SRC)

Note: Please Provide relevant documents

Encl.:

3.2.3.3 Recruitment of Scholar for NFST

Introduction

The **National Fellowship for Scheduled Tribe (NFST)** is a scheme of the Ministry of Tribal Affairs (MoTA), Government of India, designed to promote higher education and research among scholars belonging to Scheduled Tribes. The fellowship supports candidates pursuing M.Phil. and Ph.D. programs at recognized institutions, including BIT Mesra.

The fellowship provides financial assistance in the form of fellowship amount, contingency grants, HRA (if applicable), and other admissible allowances as per Government of India norms. Scholars are selected on merit by MoTA, and the results are published annually on the official fellowship portal.

At BIT Mesra, the Research & Development (R&D) Cell coordinates the joining, documentation, continuation, and compliance process for NFST fellows to ensure smooth implementation of the scheme.

Workflow for NFST Scholars at BIT Mesra:

Step 1: Result Declaration

- After MoTA publishes the NFST results, selected candidates must initiate the joining process.

Step 2: Submission of Form 1 (Covering Letter)

- Download **Form 1 (Covering Letter)** from the NFST portal.
- Attach the **Bonafide Certificate** issued by BIT Mesra.

Step 3: Submission of Form 2 (Joining Report)

- Download **Form 2** from the portal and fill in **Annexure II and Annexure III.**

- Submit it along with:

  - Award Letter
  - Undertaking in prescribed format
  - Proof of admission
  - Fee receipt of admission/coursework
  - Photocopy of bank passbook (for fellowship transfer)

- A scanned copy of the Award Letter and bank passbook must also be emailed to *office.drie@bitmesra.ac.in*.

Step 4: Joining Memo

➢ Submit a **New Joining Memo (Annexure I)** in the prescribed format at the time of joining.

Step 5: Continuation and HRA Annexures

➢ After commencement of fellowship, download and submit the Continuation and HRA Annexures annually.

➢ Ensure timely submission for continuation of fellowship and HRA claims.

5.3 General Guidelines

• NFST scholars are required to maintain full-time registration and comply with both MoTA and BIT Mesra rules.

• The fellowship is co-terminus with the Ph.D./M.Phil. program and may be terminated in case of unsatisfactory progress or violation of rules.

• Scholars must acknowledge NFST support in all publications, presentations, and dissertations arising from the fellowship.

• The R&D Cell will serve as the nodal office for all correspondence with MoTA related to NFST.

The following flowchart illustrates the steps involved in the NFST (MoTA) Fellowship joining and continuation procedure:
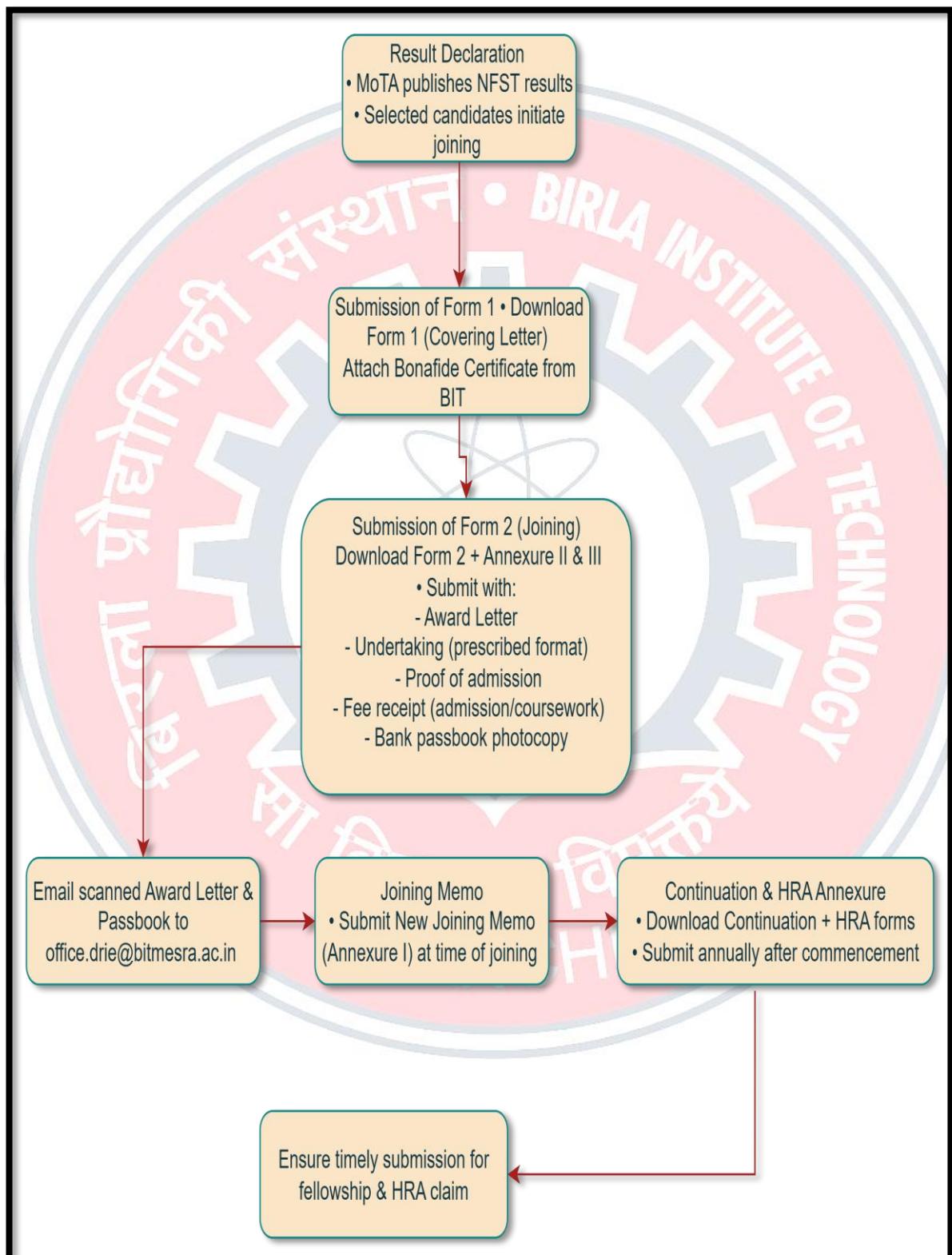
Form 1 (Covering Letter) For NFST

To   Date:../……/202…

The Registrar

Birla Institute of Technology

Sub: Request for endorse the joining for National Fellowship Schedule Tribe (NFST)

Respected Sir,

I, …………………………, Roll No : ……………………. a research scholar in the **Department of**……………..……….awarded with……………….……………………… (Please write fellowship scheme along with Ref. No, year and date).

I am submitting my joining in desired formats provided by the NFST your kind consideration.

Therefore, I request you to kindly endorse the same at your earliest convenience.

With kind regards

Yours sincerely

Signature:

Name of the student:

Roll No:

Student ID allotted in the Scheme:

Contact No:

(Counter signed by Supervisor)   (Forwarding of the HOD)

Deputy Registrar (AAC & HR SRC)   Dean of RIE
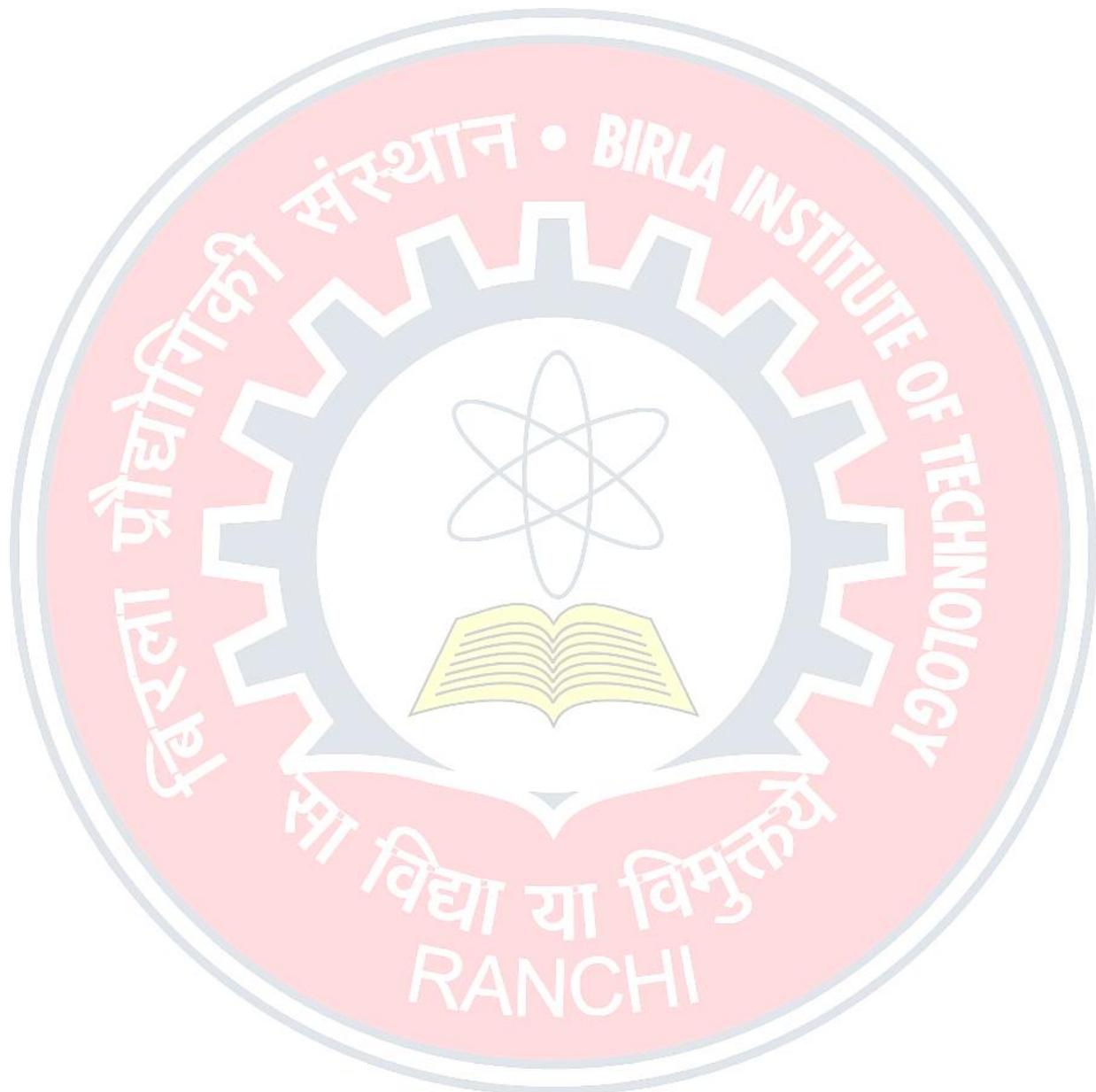
BONAFIDE CERTIFICATE

(Recent Photo of the applicant)

This is to certify that_____(Name of the applicant),

Son/Daughter/Ward of_____(Parents/Guardian's name)

, Born on_____(dd/mm/yyyy).

Belongs to_____(Community/Tribe Name) Scheduled Tribe, domicile

of_____(District),_____ (State). [ST Certificate

issuing state]

He/She is a **bonafide** research scholar of _____
(University/ Institute), which falls under category;

☐ i.   Universities/Institutes/Colleges included under section 2(f)/12(B) or 2(f) and 12(B) of
        UGC Act.
☐ ii. Deemed to be Universities included under Section 3 of the UGC Act, 1956 and eligible
        to receive grant-in-aid from UGC.
☐ iii. Universities/ Institutes/ Colleges receiving grants by Central/ State Government
☐ iv. Institutes of National Importance, as notified by Ministry of Higher Education,
        Government of India.

[put tick mark in which your University/Institute belongs to]

He/She has joined/admitted/registered the course_____[M.Phil. /
Ph.D. / M.Phil.+Ph.D (Integrated)] for the Stream _____on
_____ (date**) bearing Registration Number/Admission Number.
_____for the academic year 20___-__.

*[**Note****: The date from which you have Joined/ Registered/ Took admission for the
course, and accordingly your University/Institute counting actual tenure of that course
as per University/Institution's norms]*

Name-
Designation-
Official contact Number-
Mail Id-

(Signature with Seal Of
HOD/Principal/Dean/Director)

UNDERTAKING

**FOR DETAILS OF SCHOLARSHIP/FELLOWSHIP FROM ANY OTHER
SOURCES OTHER THAN NFST**

To

The Joint Director

Scholarship Division

Ministry of Tribal Affairs

I ……………………………………………………… S/o **/** D/o**/** W/o…………………………………………………,

University name ………………………………………………………… selected for National

Fellowship ……………………………… (M.Phil. /Ph.D. /M.Phil. + Ph.D.) for the year 2021-22 hereby declare

that-

a) I am not availing any other fellowship/Scholarship benefit from any other sources.
   (Put"√" incase"a" is applicable).

☐

(Or)

b) I have availed fellowship benefits amounting to Rs……………………………………
   From(University/Institute/Source name) ………………………………………………………………for the
   period from ………………… to …………….And the total amount I received from 01/04/2021 to till
   date is……………………., However in case of final selection under scheme "**National Fellowship
   and Scholarship for Higher Education of ST Students(NFST),**Iwillreturnthetotal
   scholarship/FellowshipamounttotheconcernedInstitute/University/Source for the period for
   which I receive/will receive fellowship from Ministry of Tribal Affairs and the confirmation
   refund receipt and the Refund Certificate will be submitted to the University and upload in
   MoTA portal under [Communication>NOC/Refund Receipt] at https://tribal.nic.in/Grievance/.

   (Put "√" incase "b" is applicable).

☐

Signature of the Awardee

Signature of Supervisor	**Head of Department**	**Registrar/Principal/Director**
Name:	(Seal of University/Institution)	(Seal of
Contact Number:		University/Institution)

JOINING REPORT

AWARD OF M.Phil./ Ph.D./ Integrated M.Phil.+ Ph.D. IN SCIENCES, ENGINEERING AND TECHNOLOGY, HUMANITIES AND SOCIALSCIENCES

UNDER THE SCHEME

NATIONAL FELLOWSHIP & SCHOLARSHIP FOR HIGHER STUDIES OF ST STUDENTS
(Being implemented by Ministry of Tribal Affairs, Govt. of India)

Passport Size
Photo

Award no: 202122-NFST- …………………………………

This is to certify that Mr/Ms…………………………………………has joined the Department of ………………for doing ………………………. (course name) in the University/Institute …………………………………………………………… …………………………………………………on……………….. (date of joined in the University/institute for the course). He/She will be provided with all necessary facilities during his/her tenure of award as mentioned in the award letter under the scheme National Fellowship & Scholarship for Higher Studies of ST Students. The terms and conditions of the offer are acceptable to the awardee.

 Also certified that the Fellow shall not accept/hold any emoluments, paid or otherwise, or receive emoluments, salary, stipend etc., from any other source during the tenure of the award.

Signature of Awardee
Mobile:
Email:
Bank A/c No:
IFSC Code:
Aadhar Number:

Signature of Supervisor
Name:
Mobile:
Email:

Nodal Officer/Designated Officer of the University/College/Institute (with Seal)	**Supervisor Head of Department/ Head of the Department** (with Seal)	**Dept. Registrar/ Registrar /Director /Principal** (with Seal)
Name:	Name:	Name:
Mobile.:	Contact No.:	Contact No.:

CONTINUATION CERTIFICATE

AWARD OF M.Phil./ Ph.D./ INTEGRATED M.Phil.+ Ph.D. IN SCIENCES, ENGINEERING AND TECHNOLOGY, HUMANITIES AND SOCIALSCIENCES

UNDER THE SCHEME

NATIONAL FELLOWSHIP & SCHOLARSHIP FOR HIGHER STUDIES OF ST STUDENTS
(Being implemented by Ministry of Tribal Affairs, Govt. of India)

This is to certify that Mr./Mrs. ...., having

AwardNo...   ,   From   University/Institute

....has been continuously studying in the Department

.... in the .... subject under the above scheme for the

.... (1st/2nd/3rd/4th) quarter of .... (Year) from....................(date) to ....(date)

for.......................... course. (M.Phil. /M.Phil. +Ph.D./Ph.D.).

We are satisfied with his/her academic performance and his/her code of conduct in the

University/Institute. And we have no objection to take his/her fellowship for the quarter.

| Signature of Awardee | Signature of Supervisor | Signature of Head of Department | Nodal Officer/Designated Officer of the University/College/Institute |

H. R. A. Certificate

AWARD OF M.Phil./ Ph.D./ INTEGRATED M.Phil.+ Ph.D. IN SCIENCES, ENGINEERING AND TECHNOLOGY, HUMANITIES AND SOCIALSCIENCES
UNDER THE SCHEME
NATIONAL FELLOWSHIP & SCHOLARSHIP FOR HIGHER STUDIES OF ST STUDENTS
(Being implemented by Ministry of Tribal Affairs, Govt. of India)

Certificate No. 1

Certified that Mr./Ms……………………………………………………, Awardee No ……………………………………, University name……………………………………………………is paying house Rent of Rs……………………………… ……………………………and is eligible to draw House Rent allowance @ Rs…………………………………as per university rules w.e.f…………………………………

> Nodal Officer/Designated Officer
> of the University/College/Institute

(OR)

Certificate No. 2

Certified that Mr./Ms……………………………………………………, Awardee No ……………………………………, University name……………………………………………………is Staying independently and, therefore, is eligible to draw House Rent Allowance of Rs……………………. minimum admissible to a lecturer as per university rules w.e.f………………..

> Nodal Officer/Designated Officer of
> the University/College/Institute

(OR)

Certificate No. 3

Certified that Mr./Ms……………………………………………………, Awardee No ……………………………………, University name……………………………………………………has been Provided accommodation in the hostel.

However, he/she could not be provided with single-seated flat-type accommodation. Hostel fee @ Rs. ………………………. per month w.e.f…………………………………… is being charged from him/her.

> Nodal Officer/Designated Officer of
> the University/College/Institute

If, as a result of check or audit objection, some irregularity is noticed at later stage, action will be taken to refund,adjust or regularize the objected amount.

Signature of Awardee   **Head of Department**   **Nodal Officer/Designated Officer of the University/Institute**

YEARLY PROGRESS REPORT

AWARD OFM.Phil./ Ph.D./ INTEGRATED M.Phil.+ Ph.D. IN SCIENCES, ENGINEERING AND TECHNOLOGY, HUMANITIES AND SOCIALSCIENCES
UNDER THE SCHEME
NATIONAL FELLOWSHIP & SCHOLARSHIP FOR HIGHER STUDIES OF ST STUDENTS
(Being implemented by Ministry of Tribal Affairs, Govt. of India)

YEARLY PROGRESS REPORT FOR THE PERIOD W.E.F. ....

1. Name of Fellow:

2. Number and date of award letter:

3. Details of Research:

     a. Topic of research:

     b. Is the Fellow working on the topic for the award of doctorate degree?

     c. If so, the date of resignation with the university:

4. Date of commencement of research:

     a. At the University:

     b. Under the Ministry of Tribal Affairs Fellowship:

5. Total number of working days during the period:

6. Number of days the Fellow remained on leave (with dates):

     a. With fellowship, number of days:

     From ....to..............................

     b. Without Fellowship, number of days:

     From..............................to..............................

7.   Number days the Fellow remained out of station for fieldwork/travel with dates and place visited:

     a. Number of days.........................from....................to..................

     b. places visited:

8.   Number of days the fellow remained present at the university/college:

9.   Published during the period under report:

     Title of the article/paper (please enclose reprint of each):

10.   Title of monograph written during the period under report:

     Teaching work done during the period under report:

11.   Number of periods taken per week

3.2.4 Submission of Progress Reports

➤ PI must submit periodic progress reports (usually annually or as per funding agency schedule) both to the funding

 agency and to the DRIE office.

➤ The progress report should cover work done, publications/outcomes, deviations, and plan for next period.

3.2.5 Statement of Expenditure and Utilization Certificate

➤ The PI must prepare and submit a Statement of Expenditure (SE) and Utilization Certificate (UC) periodically

 (annually or as mandated by agency) and also at project conclusion.

3.2.6 Project Completion Report

➤ After the project period ends, the PI shall submit a Final Completion Report summarizing achievements,

 outcomes, deliverables, publications, patents, etc.

➤ Any deviations from the original plan or budget must be explained.

3.2.7 Project Closure

➤ Once all scientific / technical work, financial accounting and deliverables have been submitted and accepted, the

 PI, with DRIE's assistance, shall formally close the project.

➤ Any unspent funds or relevant assets should be handled as per agency and Institute policies.

➤ Follow Institute SOPs for purchase of items, asset retention, and records maintenance.

4. General Information on Consultancy / EDP / Testing Projects

Vision

To leverage the expertise of BIT Mesra faculty and research infrastructure for providing **industry-oriented solutions, consultancy, testing services, and executive development programs (EDPs)**, thereby contributing to **industrial growth, societal development, and institutional sustainability**.

Mission

- To promote **industry–academia collaboration** through consultancy, testing, and training.
- To encourage faculty members to take up **applied research and consultancy assignments** in line with institutional priorities and national needs.
- To build **capacity and competency** of faculty and staff through involvement in consultancy and EDP activities.
- To generate **internal resources** for strengthening research, laboratory infrastructure, and student learning.

Preamble

Consultancy, Testing, and EDP activities are an integral part of BIT Mesra's mission to link **academic research with industrial application**. These activities:

- Provide opportunities for faculty to apply their expertise to solve **practical problems**.
- Enhance **industry interaction** and visibility of the Institute at regional, national, and international levels.
- Facilitate **skill development and knowledge transfer** to industry and society.
- Generate **institutional revenue** that supports research, development, and faculty incentives. All such projects are processed and monitored through the **R&D Cell** to ensure transparency, compliance with Institute norms, and alignment with sponsoring agency/industry requirements.

Definitions

- **Consultancy Project**: A project where faculty/staff provide technical expertise, solutions, or services to external agencies (government, industry, or private organizations) on a contractual basis.
- **Testing Project**: A project involving the testing, calibration, analysis, or certification of samples, components, or products using Institute laboratory facilities.

- **EDP (Executive Development Program)**: Structured training programs, workshops, or capacity-building initiatives conducted by faculty for industry professionals, entrepreneurs, or external participants.
- **Principal Consultant (PC)**: The faculty member primarily responsible for executing the consultancy/testing/EDP project.
- **Consultancy Agreement**: A formal document signed between BIT Mesra and the client agency detailing scope, deliverables, responsibilities, financial terms, and timelines.
- **Overheads**: The share of project revenue retained by the Institute for administrative support, infrastructure, and research ecosystem development.

> ### 4.1 Consultancy / EDP / Testing Project Proposals

> Faculty members may undertake consultancy, EDP, or testing projects individually or as part of a group, with approval from the **Dean (RIE)**.

> Proposals must clearly define the **scope of work, deliverables, manpower requirements, budget, and timeline**.

> Every proposal must include details of **infrastructure usage** and **revenue sharing** as per Institute norms.

> All proposals are submitted through the **R&D Cell**, which routes them for necessary approvals.

4.2 Recruitment of Staff under Consultancy / EDP / Testing Projects

The recruitment of project staff under consultancy/EDP/testing projects involves the following official processes:

Step 1: Preparation of Advertisement

> The PI drafts the advertisement, clearly specifying eligibility criteria, educational background, desirable experience, salary, and date/time/venue of the interview.

> The advertisement must be forwarded through the HoD to the Dean (RIE) for review.

> A soft copy should also be sent to *office.drie@bitmesra.ac.in*.

> Funding agency regulations (DST-SERB, DRDO, ICMR, etc.) must be followed.

Step 2: Approval and Publication of Advertisement

- After review, the advertisement is submitted to the Registrar for approval through the Dean (RIE).

- Once approved, the advertisement will be published on the Institute website through dr.aac@bitmesra.ac.in.

- A hard copy of the advertisement, along with a covering letter (clearly mentioning date and time of interview), must also be submitted to the Dean (RIE), duly signed by the PI and HoD.

Step 3: Approval of Selection Committee

- The PI proposes the composition of the Selection Committee **(Annexure II).**

- Approval of the Selection Committee is obtained from the Honourable Vice Chancellor through the Dean (RIE).

- Annexures I and II must be submitted together in a covering letter, specifying the date, time, and mode of the interview (online/offline).

- The interview date must be at least 10 days after publication of the advertisement.

Step 4: Notification of Selection Committee

- The Registrar issues the official notification of the Selection Committee.

Step 5: Conduct of Interview and Recommendation

- The interview is conducted by the approved Selection Committee.

- The Committee's minutes and recommendations **(Annexure III)** are submitted to the Vice Chancellor through the Dean (RIE) for approval.

Step 6: Offer Letter

- The Registrar issues the Offer Letter to the selected candidate(s).

Step 7: Joining Formalities

- At the time of joining, the selected candidate must submit a Joining Report (Annexure IV) along with all relevant documents.

- **For consultancy projects, candidates must additionally submit the consultancy-specific Joining Letter.**

Step 8: Appointment Letter

- The Registrar issues the Appointment Letter.

- Appointments are made initially for one year and may be renewed annually based on satisfactory performance and subject to availability of funds.

Important Note:

➢ Steps 1 and 3 must be completed at least three weeks before the scheduled interview date.

➢ The minimum time gap between advertisement publication and the interview date must be 15 days.

🔖 **Annexures:**
- **Annexure I – Advertisement Approval Format**

To:
Date:
The Registrar
Birla Institute of Technology, Mesra
Ranchi, Jharkhand, 835215

Subject: Seeking approval for an advertisement of <Post name> against the project <Funding Agency name> vide <sanction letter no.>.

Respected sir,

I request your permission to advertise the above said post for my project entitled "<name of Project Title" in the institute web portal by <Date>.

Centre to display the advertisement (Please √ the option)

Mesra	Patna	Lalpur	Deoghar	Noida	Jaipur	Uni. Poly.

The advertisement format of the project fellow is attached with this letter.

Kindly give permission for the same.

Yours faithfully

(Signature of PI>

Name of PI
Forwarded by

Designation   Head of Department

Department

Email:

Phone:

Forwarded by
Forwarded by

Mr. Rahul Rai

Deputy Registrar (AAC & HR SRC)   Dean (RIE)

Birla Institute of Technology
Department of <name>
Advertisement for the post of Junior Research Fellow (JRF)

Applications are invited from Indian nationals for the position for <Post> in a <Funding agency > funded research project with following details:

Name of the project	
Principal Investigator (PI) Along with e-mail id	
Details of Co-P.I.	
Duration of the project	
Number of Positions	
Essential qualifications:	For JRF:
Desirable	
Designation	Junior Research Fellow
Fellowship	For JRF:
Interview Date	

- **How to apply:** Interested candidates are requested to send their CV toP.I. e-mail id with a copy to dr.aac@bitmesra.ac.in before **<Date>.** CV must include the mail ID and working phone number.

- The candidates would be shortlisted for **online/offline** interviews based upon their academic and professional background and will be intimated through email stating the date and time for interview.

- Terms and Conditions:

i) The decision of the selection committee will be final.

ii) The appointment of the candidate will be governed by the terms and conditions of the Institute/ funding agency particularly applicable to the said project as and when required.

iii) The post is purely temporary in nature and subjected to availability of funds.

iv) No TA/DA will be paid for attending the interview.

Registrar

- **Annexure II – Selection Committee Approval Format**

To,   Date:
The Vice Chancellor
Birla Institute of Technology,
Mesra, Ranchi, Jharkhand-835215

Subject: Request for the approval of the selection committee for the selection of <post>.

Funding Agency:
Project Title: <Name of Project>, <sanction letter no with date>

Respected sir,
With reference to the above-mentioned project, I request your kind approval for the constitution of a selection committee to select as suitable <post> via hybrid mode (**online/offline)** to be conduct in the Department of <Department name> on <date> & <time>.

Composition of the selection committee member

Sr.No	Member	Designation	Department name	Committee member
1				**Chairman/ Chairperson**
2				**Member (from department)**
3				**Expert member (outside department)**
4				**Principal Investigator**
5				**Co-Principal Investigator**
6	Mr. Rahul Rai	Deputy Registrar	AAC & HR SRC	Nominee of the Registrar

-

Submitted for your kind approval.

Thanks & Regards

Yours Sincerely

Name of P.I.
                                                                    Forwarded by

Designation
                                                                    Head Department

Department of

Encl.: (1) Sanction letter

Forwarded by
                                                                    Forwarded by

Mr. Rahul Rai
                                                                    Dean R.I.E.

Deputy Registrar (AAC&SRC)

Annexure III – Selection Committee Recommendation Format

To,   Date:
The Vice Chancellor
Birla Institute of Technology, Mesra
Ranchi, Jharkhand 835215

Sub: Approval of Selection of candidates for the <post>

Dear sir,
With reference to the interview held on <date> <time> at the Departmentof <department> for the selection of one <post> for <sponsore agency> funded project entitle <project name> vide Advertisement no<Adv.> & Selection committee <Ref. No.>.

It is hereby stated that <number> of candidates appeared for the interview. Based on their academic merit and performance in the interview following candidated have been seleted /waitlisted.

Sl. no	Name of selected candidate	Gender	Address for correspondance	E-mail id with phone no	Remarks
1.					
2.					

The fellowship amount is Rs. <00000.00> per month along with <%> HRA (for one year with further extension to <period> year subjected to availability of funds and research progress) as per the sanction letter attached herewith.
The details of selection list duly signed by all the members is attached herewith for your kind perusal.
It is submitted for approval.

Thanking with regards

Sincerely yours,

Chairman / Chairperson

Encl.
7. Selection list
8. Sanction letter
9.   Advertisment
10. Selection committee
11. Attendance during reporting
12. Bio-Data & all Certificate of **selected candidate & waitlisted candidates**

Mr. Rahul Rai   Dean (RIE)

Deputy Registrar (AAC & HR SRC)

Birla Institute of Technology
(Name of Department)
(Recruitment for)
Consolidated Score Sheet (Marks)

Project Name:
Project Code:
Advertisment no:
Selection Committee Ref. No.:
Sanction Letter no.:

Sl.No	Name of Candidate	Qualifying Degree	year of Passing	10th Marks (%)	Graduation marks (%) (A)	Post Graduation Marks (%) (B)	Additional Qualification (M.Phil.-NET-JRF/GATE/ GPAT (%) (C) (Max. 10)	Interview Marks (50) (D)	Total (100) (0.2*A + 0.2*B + C+ D (Max. 100)	Remarks

All the shortlisted candidate's Biodata should be attached along with marks sheet.

Members of Selection Committee should duly sign.

Birla Institute of Technology
(Name of Department)
(Recruitment for the post of)
Score Sheet for interview (Marks)

Project Name:
Advertisment no:
Selection Committee Ref. No.:
Sanction Letter no.:

Sl. No	Name of Candidate	Marks given by Chairman Chairperson	Marks given by Member from Dept	Marks given by Expert member outside department	Marks given by Principal Investigator	Marks given by Co-Principal	Marks given by Member	Marks given by Member	Average Marks

Members of Selection Committee should duly sign.

BIRLA INSTITUTE OF TECHNOLOGY
MESRA, RANCHI-835215, JHARKHAND

JOINING REPORT FOR FELOWS

To,

Photo

The Registrar
Birla Institute of Technology
Mesra, Ranchi-835215
.

Through Dean RIE .

Respected sir,

        With reference to the offer of selection, vide memo no. _____ Dated: _____. I am reporting myself for duty as _____ in the Department of _____ today the _____ in forenoon / Afternoon at _____ A.M./P.M. under the supervision of _____.

        I have accepted the assistantship of Rs.   (Rupees _____) with H.R.A. _____ % which is not negotiable.

        I agree and accept to be and remain bound by the term and condition of the above selection order of the Birla Institute of Technology, Mesra relating to my service as amended from time to time.

Place: Signature

Date: _____

                                                      (Full name in block letter**)**

My Permanent Home Particulars

Vill./Town   :   Post Office:

Police Station: District   State   :
Mobile No:

Local Address

_____

_____

_____

Forwarded   Forwarded

Signature   Signature

Principal Investigator   HOD

                                                    Date:

UNDERTAKING FOR PROJECT STAFF

With reference to memo no _____ dated ___/____/____ for the

post of _____ on contract basis under the temporary research

project entitled _____sponsored by

_____ undertaken in the Dept. of _____of this

Institute. I agreed the joining on the specific terms and conditions stated below.

1. The assignment is purely temporary for a period of _____ from the date of
    _____ joining or termination of the project, whichever is earlier.

2. The assignment carries consolidated compensation of Rs. _____ plus, ____ HRA (Rupees
    _____ only) per month. No other allowance shall be
    admissible if such allowance is not mentioned in the offer letter/sanction letter.

3. Institute shall have no liability for regularization of such contract assignment since funding is done
    by sponsoring agency. During the tenure of such contract assignment, he/she has every liberty to
    apply for any Institute/outside appointment, subjects to eligibility and such application may be
    forwarded directly by PI concerned, if required.

4. He/ She will only be eligible for leave as per Institute/ funding agency whichever is applicable.
    Before going on leave, the leave should be approved.

5. He/ She must perform the duties assigned to him/her by PI or by the Registrar under the instruction
    of from institute authorities.

6. He/ she will be working for the project in the Department, or any other place assigned.

7. He/ She will be provided with accommodation in hostel on payment basis subjected to the
    availability.

8. The assignment shall be terminated on the completion of the project as mentioned in clause,
9. The contract assignment may also be terminated without assigning any cause be serving one month's notice on either side unless otherwise agreed by the appointing authority and the project staff. The contract may also be terminated without assigning any cause on payment of one month's consolidated compensation in lieu of notice.
10. He/ She will be allowed to join only if he/she furnishes all the following documents to the office of the Dean (RIE).

       vii)   Acceptance / Joining form.
       viii)   Release order from present employer.
       ix)   Photocopies of self-attested certificate concerning qualification and experience.

Signature with date:

Name   :

Encl.: As per the point 9.

Application form for Release of Memo for Fellowship

To,
The Registrar
B.I.T. Mesra
Ranchi-835215

        Through DRIE
 Subject:

 1. Title of Project:

 2. Consultancy:

 3.Sub-Head   :

 4.Name of candidate & Designation :

 5.E-mail & Phone no. of candidate:

  6.Name of P.I. :

  7.Department :

  8.Date of Joining (Attach Xerox copy of Joining) :

  9.Sponsoring Agency:

10.Sanction letter / Order:

11.Date of Previous Memo & Ref. No (If applicable For Extension):

12.Period of New Memo / Extension: From /   /   TO   /   /

13.Fellowship Amount: HRA:

14.Fund availability under fellowship Status from Accounts:

Signature of   **Signature of PI**   **Head of Department**

Candidate

Deputy Registrar (AAC & HR SRC)   **DRIE**

Note: Please Provide relevant documents

Encl.:

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

As per the current policy of the R&D Cell, **no honorarium is provided** to faculty, investigators, or staff engaged in Consultancy, EDP, or Testing Projects.

All payments related to such projects are restricted to approved expenditure heads, including project staff salaries, consumables, equipment, travel, and institute overheads.

Note: This policy is subject to revision by the Institute in the future. Any changes regarding honorarium or related benefits will be communicated through official notifications.

4.4 Closure of Consultancy Projects

The closure of Consultancy / EDP / Testing Projects must follow the prescribed process to ensure compliance with institutional norms and proper settlement of accounts.

4.4.1 Distribution of the Institute Overhead (Research Promotion Grant – RPG)

The Institute allocates **30% of the overhead cost** of each sponsored/consultancy project as Research Promotion Grant (RPG). The RPG is distributed as follows:

- **Principal Investigator (PI): 60%**
- **Co-Principal Investigator (Co-PI): 40%**

The RPG may be utilized for the following purposes:

➢ Attending National / International Conferences.
➢ Purchase of books, computer peripherals, publication in peer-reviewed journals.
➢ Telephone/internet charges.
➢ Hospitality to experts/invitees.

Unspent RPG funds may be utilized by the PI/Co-PI until their **superannuation or resignation**.

4.4.2 General Guidelines Concerning Consultancy/EDP/Testing Projects

➢ RPG is an additional incentive and must be used strictly for academic and research development purposes.
➢ All expenditures under RPG should follow Institute's purchase and financial rules.
➢ PI/Co-PI are personally responsible for maintaining proper accounts of RPG usage.
➢ RPG is not transferable to other faculty members or departments.
➢ Any misuse of RPG funds will invite disciplinary action.
➢ RPG and PBI policies are subject to **periodic review by the Institute**.

Performance-Based Incentives (PBI)

To encourage faculty and departments in securing external research funding, the Institute awards **Performance-Based Incentives (PBI)** as follows:

(A) Departmental Incentives

Awarded to the top three departments that have accumulated the maximum external research funding in the last 3–4 years:

Position	Department Incentive (₹ Lakhs)
1st Place	5.00
2nd Place	3.00
3rd Place	2.00
Total	**10.00**

(B) Individual PI Incentives

Contingency grants awarded to the top three Principal Investigators (PIs) who have accumulated maximum external research funding in the last 3–4 years:

Position	PI Incentive (₹ Lakhs)
1st Place	0.40
2nd Place	0.30
3rd Place	0.20
Total	**0.90**

Grand Total (A + B):   ₹10.90 Lakhs

4.5 Testing Project

Testing projects involve faculty or departments undertaking specialized testing and analysis assignments for external agencies, industries, or organizations.

➢ Such projects are executed under the administrative supervision of the R&D Cell.

➢ The PI/Department must ensure that testing is carried out using approved equipment and standard procedures.

➢ All testing charges must be deposited into the Institute account, from which overheads will be deducted as per
Institute rules.

➢ The remaining amount may be utilized for project expenses, consumables, and other approved heads.

➢ A final report or certificate of testing must be submitted to the sponsoring agency, duly approved by the PI/HoD.

4.6 Standard Terms and Conditions

The following terms and conditions apply uniformly to all Consultancy, EDP, and Testing Projects:

1. All projects must be routed through the R&D Cell for approval and record keeping.

2. Institute overhead charges will apply as per the prevailing policy.

3. Procurement of equipment, consumables, and services must comply with BIT Mesra's purchase and finance rules.

4. Project staff recruitment and honorarium/payment (if applicable) must follow Institute procedures.

5. All project-related correspondence with funding/consulting agencies must be done through the R&D Cell.

6. Intellectual Property Rights (IPR), confidentiality, and liability issues shall be governed by BIT Mesra's
IPR and consultancy policies.

7. The PI is personally responsible for ensuring compliance with Institute and sponsor guidelines.

4.7 Consultancy Project Proposal Submission

➢ Faculty members intending to undertake consultancy projects must prepare a Consultancy Project Proposal in the prescribed format.

➢ The proposal should clearly state:

- Objectives and scope of work.
- Duration of the consultancy.
- Budget details, including manpower, consumables, equipment, travel, and Institute overheads.
- Terms and conditions agreed upon with the sponsoring agency.

➢ Proposals must be routed through the Centre Director → R&D Cell → Dean (RIE) → Registrar for approval.

➢ After approval, a unique project code will be issued by the R&D Cell, and the project will operate as per Institute rules.

➢ All consultancy proposals must strictly follow the Standard Operating Procedure (SOP) detailed in Section 4.7.1

➢ The utilization of consultancy earnings will be governed by the Norms for Utilisation of Consultancy Earnings (Section 4.7.2).

"Flowchart for Approval Workflow of a Consultancy Project Proposal"
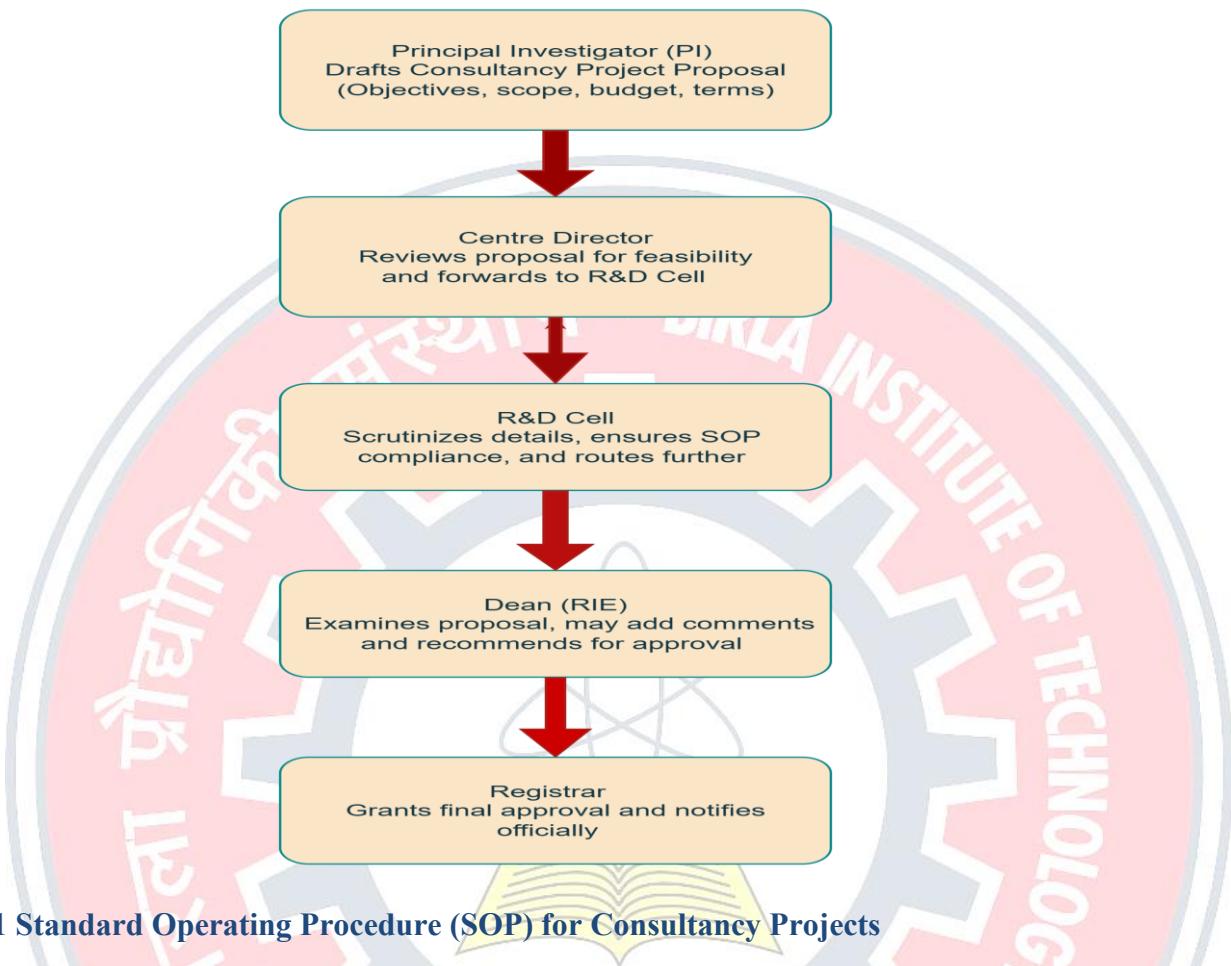
4.7.1 Standard Operating Procedure (SOP) for Consultancy Projects

The following steps outline the procedure for initiating, approving, executing, and closing consultancy projects at BIT Mesra:

Step 1: The faculty member (Principal Investigator, PI) submits a written consultancy project application to the Centre Director.

Step 2: The Centre Director forwards the application to the R&D Cell for processing.

Step 3: The Assistant Registrar (SRC) verifies the terms and conditions of the consultancy and checks the proposed fund split with BIT.

Step 4: The Dean (RIE) forwards the proposal to the Vice Chancellor (VC) for approval.

Step 5: Upon VC approval, the Dean (RIE) Office issues a formal notification through the Registrar.

Step 6: The PI executes the consultancy project strictly as per the approved terms and conditions.

Step 7: An invoice is prepared by the designated Accounts Officer (Mr. Gopi Deo) and sent to the sponsoring agency for release of funds.

Step 8: After completion, the PI submits a Fund Reimbursement Request to the Vice Chancellor.

Step 9: The VC approves, and the Finance Department disburses the eligible fund as per Institute norms.

"The following flowchart illustrates the step-by-step workflow for initiating, approving, executing, and closing consultancy projects at BIT Mesra."
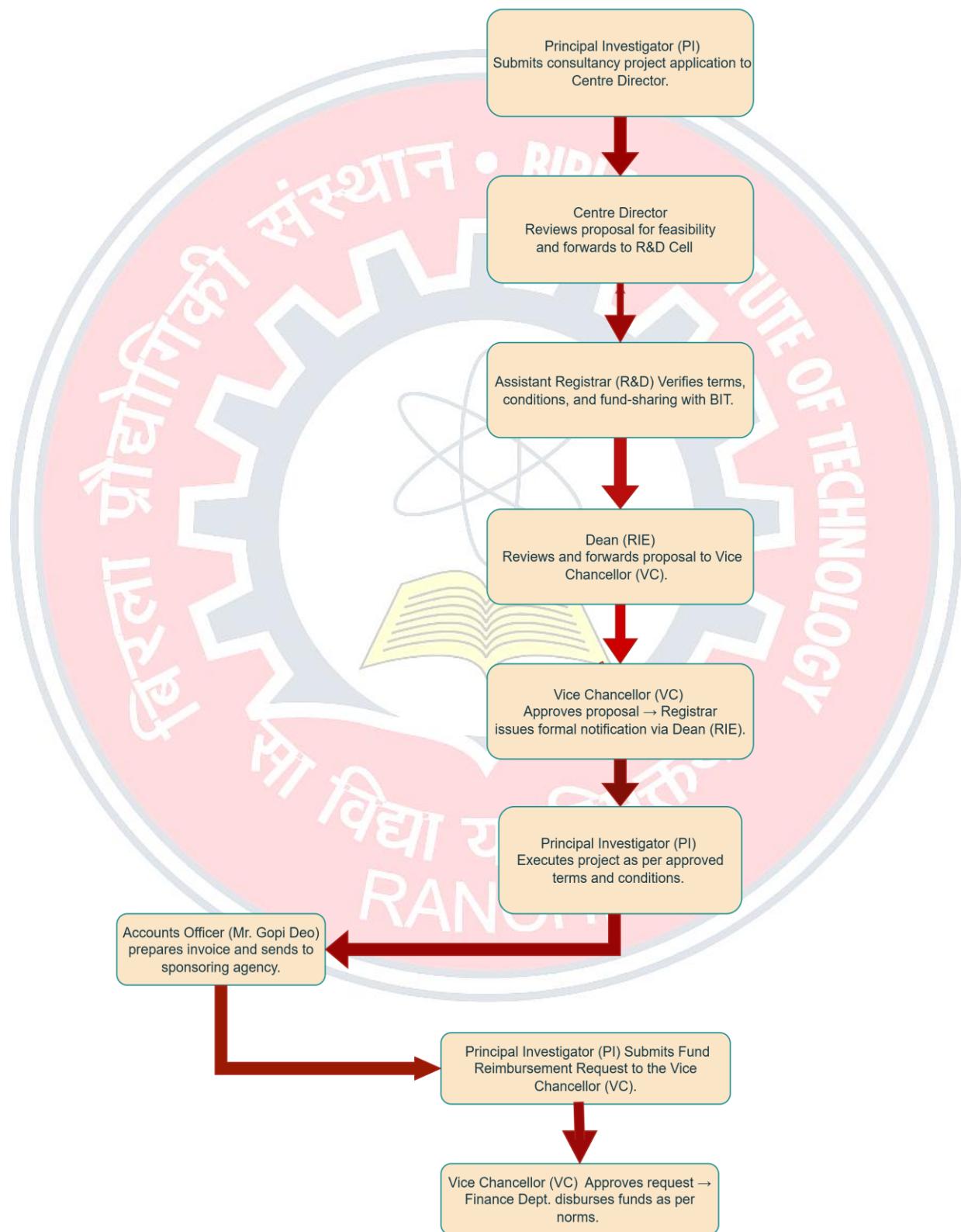
4.7.2 Norms for Utilisation of Consultancy Earnings

As per BIT Mesra notification Ref. No. GO/Consultancy/2013-14 dated 05th April 2013,consultancy services provided by any Department/Faculty/Staff to Government or private agencies will be categorized as follows:

Categories of Consultancy

- **Category I**: Use of office facilities, computers, laboratories, equipment, hardware, testing/measurement, and other facilities.
- **Category II** (Short Term Courses):
  - (a) AICTE/UGC/DST sponsored.
  - (b) All other short-term courses.

Institute Overhead Expenses
- **Category I**: 50% overhead.
- **Category II**:

- (a) As per norms of the sponsoring agency.
- (b) 20% overhead.

The Dean (Sponsored Research / R&D Cell) will recommend the appropriate category based on facility utilization, subject to VC approval.

Distribution of Consultancy Fee

1. Service Tax Deduction – as per applicable government rules.

2. Institute Overhead Charges – deducted as per category norms; transferred to the Institute Corpus Fund (up to 2% retained as processing/administrative charges).

3. Balance Amount – paid to the PI/Consultant/Coordinator after deducting project-related expenses (travel, consumables, staff/student payments, etc.).

5. Research Internship Scheme (BIT-SIPAR)

Birla Institute of Technology, Mesra is an Institute of Eminence in Technology and Sciences, conducting cutting-edge research across engineering, science, and management.

To promote research culture, the Institute has launched the BIT Summer Internship Program for Advanced Research (BIT-SIPAR) from Summer 2025.

This program provides a unique platform for undergraduate, postgraduate, and research scholars from reputed institutions to gain hands-on research experience in disciplines relevant to BIT Mesra, under the mentorship of its faculty and scientists.

Objectives of the Program

- Research Exposure: Collaborative research with faculty and scientists; contribution to ongoing projects and industry collaborations.

- Practical Learning: Bridging the gap between classroom learning and real-world research applications.

- Career Guidance: Exposure to advanced research for career exploration in academia, industry, and innovation.

- Student Development: Providing research exposure to UG/PG students for holistic academic growth.

5.1 Terms & Conditions and Guidelines for Selection through BIT-SIPAR

5.1.1 Eligibility

Category	Criteria
Undergraduate Students	Must have completed minimum 2 years of study in a recognized institution.
Postgraduate Students	Enrolled in PG programs at recognized universities in India or abroad.
Recent Graduates	UG/PG graduates within six months of degree completion.
Academic Requirement	Minimum 60% aggregate marks or CGPA 6.32/10 at all levels.

5.1.2 Application Process

- Mode: Online registration via official Google Form link (SIPAR-2025).

- Steps:
  1. Fill the application form with personal and academic details.

  2. Upload required documents:

     - Updated Resume
     - Letter of Recommendation (LOR) from a faculty member
     - Bonafide Certificate from parent institution

- ▪
- **Note: Incomplete applications will not be considered.**

5.1.3 Selection Process

- Shortlisting based on academic performance and relevant skills.

- Limited number of projects → only selected candidates will be admitted.

- Some applicants may be called for an online interview, depending on the project.

- Selected participants will work under the supervision of a faculty member.

- The decision of the Institute is final and binding.

5.1.4 Financials

Provision	Policy
Internship Fee	Free of charge
Stipend	Not provided by the Institute
Travel Allowance	Not provided
Accommodation	Limited hostel seats available for external students (paid basis)
Food/Mess	Available on chargeable basis

5.1.5 Facilities Provided

- Access to library resources, laboratories, and computing facilities

- Supervised use of specialized research equipment, as approved by the hosting department.

- Hostel accommodation (subject to availability).

- Mess and food facilities on payment basis.

5.1.6 Departments and Specializations

Internships will be available across multiple departments/schools of BIT Mesra as listed below:

Department / School	Specializations / Research Areas
Architecture & Planning	Architecture
Bioengineering and Biotechnology	Microbiology, Bioinformatics, Molecular Biology, Bioprocess Technology
Chemical Engineering	Alternative fuels, Modelling with ML, Advanced Materials, Computational Design & Engineering, Energy Devices, Electrochemical Applications
Centre of Food Engineering and Technology	Food Processing, Food Engineering & Technology, Food Process Design & Product Development
Chemistry	Polymer & Environment, Hydrogen Fuel Production, Low-cost Catalysts for Hydrogen Evolution, Energy for Photovoltaics, Biomedical Implants
Civil & Environmental Engineering	Structural Engineering, Geotechnical Engineering, Transportation Engineering, Environmental Science & Engineering
Computer Science & Engineering	Deep Learning, Information Security, Formal Verification, Medical Image Processing, Multimedia Forensics

Department / School	Specializations / Research Areas
Centre for Quantitative Economics & Data Science	Optimisation in Finance, Health Analytics
Electrical & Electronics Engineering	Smart Grid with IoT, Fault Diagnostics in BLDC/PMSM Motors (MATLAB), EV Motor Drives, Biomedical Instrumentation, Renewable Energy Integration
Electronics & Communication Engineering	Embedded Systems, Chip Design, Digital Systems (VHDL/Verilog), MEMS, Computer Vision, UAVs, Unmanned Hydro Vehicle
Management	Marketing Analytics
Mathematics	Operations Research, Decision Sciences, Numerical & Mathematical Analysis, Soft Computing, Fluid Dynamics, Quantum Information, Theoretical Computer Science, Mathematical Modelling, Fractional Calculus
Mechanical Engineering	Particulate Flow, Plastic Deformation in Metals/Alloys, Mass-Energy Balance in Biogas Plants, Slab Casting, Renewable Energy, Biomedical Engineering, Composites, Wind Tunnel Testing, Surface Coating & Tribology
Pharmaceutical Sciences & Technology	Solid State Pharmaceutics, CADD & Network Pharmacology, Formulation Development, Applied Pharmacology, Cell Culture & 3D Microscopy
Physics	Experimental & Theoretical Condensed Matter Physics, Photonics, Cosmology, Environmental Science, Biophysics, Nuclear Physics
Production & Industrial Engineering	Laser-based Manufacturing, Wire Arc Additive Manufacturing, Metal Matrix Composites, Multicriteria Decision Making
Remote Sensing	Geospatial Applications in Forestry, Atmospheric Studies, Climate Change
Space Engineering & Rocketry	Rocket Propulsion, Aerodynamics, CFD

5.1.7 Contact Information

Internship Coordinator
Birla Institute of Technology, Mesra
✉ Email: ar.src@bitmesra.ac.in
📞 Phone: +91-651-2276030
🌐 Website: bitmesra.ac.in

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

I. Initiation Phase

1. Proposal Submission

➢ The Organizing Secretary / Coordinator submits a formal proposal to the Vice-Chancellor, routed through the Dean, Research, Innovation & Entrepreneurship (DRIE), seeking permission to organize the event.

➢ The proposal should include:

- o Name of the organizer and department.

- o Details of the organizing committee members.

- o Proposed budget, including anticipated expenses and expected earnings (e.g., registration fees, institutional support, industry sponsorships, government funding

agency support).

- o Tentative schedule and periodicity of the event.

- o Tentative head-wise expenditure details for each funding source.

2. Approval Process

- ➢ Upon review, the DRIE forwards the proposal to the Vice-Chancellor for approval.

- ➢ Once approved, the organizing committee is authorized to proceed with the event planning and execution.

II. Execution Phase

Upon receipt of sanction letter(s) from funding agency(ies):

Case 1: No Temporary Advance from Institute Required

- **Conduct of Event:**

  - ▪ Organize the event and incur expenses strictly under the approved budget heads.

- **Settlement Process:**

  - ▪ Open a ledger at the DRIE office and obtain the ledger number.

  - ▪ Submit all original bills/invoices to the Finance Section for settlement (both hard copies and ERP entries).

  - ▪ Obtain the project ledger from the Accounts section (DRIE).

  - ▪ Prepare and submit the Statement of Expenditure (SE) and Utilization Certificate (UC) to the respective funding agencies.

Case 2: Temporary Advance from Institute Required

- Advance Request:

  - o Submit a request to the Vice-Chancellor through DRIE, based on the approved schedule of expenditure.

- Conduct of Event:

  - o Organize the event and incur expenses strictly under the approved budget heads.

- Settlement Process:

  - o Open a ledger at the DRIE office and obtain the ledger number.

  - o Submit all original bills/invoices to the Finance Section for settlement (both hard copies and ERP entries).

  - o Obtain the project ledger from the Accounts section (DRIE).

  - o Prepare and submit the Statement of Expenditure (SE) and Utilization Certificate (UC) to the respective funding agencies.

  - o Upon receipt of the balance fund from the agency, settle the advance received from the

Institute.

III. Completion Phase

- Final Settlement:

    o Upon receipt of the balance fund from the agency, settle the advance received from the Institute.

- Documentation:

    o Maintain records of all financial transactions, approvals, and communications related to the event for audit purposes.

    o Submit a final report to the funding agency, if required.

IV. Procurement and Expenditure Guidelines

➢ Prior approval is required for any single-day payment exceeding ₹15,000.

➢ A minimum of three quotations from vendors must be collected.

➢ A comparative statement must be prepared and reviewed.

➢ Organizing Committee's approval is required before placing orders.

➢ Cases with a single quotation must have written justification.

➢ If not using the Purchase Department, maintain proper documentation for audit purposes.

V. Documentation Checklist

➢ VC approval letter (routed through DRIE)

➢ Sanction Letter from funding agency

➢ Vendor quotations and comparative statements

➢ Bills/invoices, payment proofs

➢ Attendance sheets and event photos for reporting

➢ Project ledger from Accounts

➢ Statement of Expenditure (SE) and Utilization Certificate (UC) documents

➢ Final report to funding agency (if required)

7. Different formats for Travel approval/ bill submission / recruitment etc.

The following are the standard formats used for various administrative processes at BIT Mesra, including

travel approvals, bill submissions, and recruitment-related requests. Each format ensures proper

documentation, compliance with institute guidelines and facilitates smooth processing.

Instructions:

- Kindly fill in all relevant fields in the attached formats before submission.

- Attach supporting documents (receipts, tickets, proposals, approvals) wherever applicable.

- Submit the completed forms to the respective office (e.g., DRIE, R&D Cell Account Section,) for processing & approval.

Annexure: Project Bill Payment form
BIRLA INSTITUTE OF TECHNOLOGY
MESRA, RANCHI
To be attached with Bills related to Sponsored Project

ERP Ref No: Date: / 202

Title of the Project:				
Name of the Department:				
Project Code:	Scheme code under PFMS/TSA		Start Date	End Date
Name of payee (as per the Bank) Bank Name & Branch: Bank A/C No: IFSC code:				
Expense Details/ Budget Head to be debited	Amount		Page No. of Stock Register	
Equipment				
Fellowship				
Consumable				
Contingency				
Food & Refreshment				
Travel Expense				
Books & Journals				
RPG (Overhead)				
Total Amount				

I hereby Certify that items purchased/bills submitted are related to my ongoing project. I am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.

Name of the Principal Investigator	Name of Billing Person	Recommendation of HOD
Signature of the Principal Investigator	Signature of Billing Person	
Employee Code of Principal Investigator		
Mobile No. of Principal Investigator		

Received By:	Checked By:
Assistant Registrar (Finance):	Assistant Registrar (Research & Development Cell):
Dean of RIE:	Registrar:
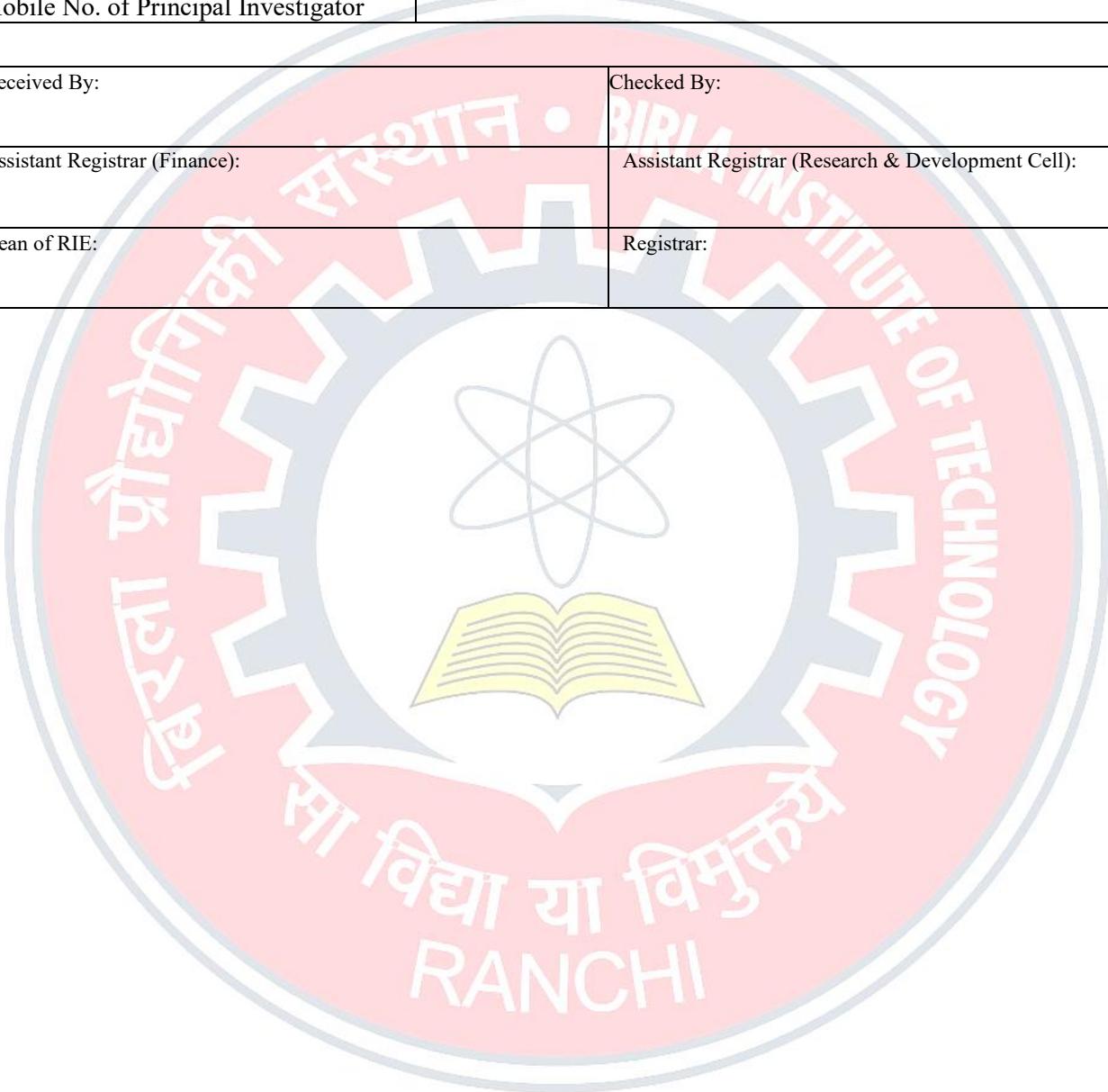
BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI

MOVEMENT FORM
(UNDER SPONSORED PROJECT)

Application for attending Seminar / Conferences / Symposium / Workshops / Project Work/ Experimental Work/ Field Work / Project Visit etc.

Ref: DRIE /

Name :	Designation:
Emp. Code:	
Name of Department / Extension Centre	
Project Code : Title : Sponsoring Agency : Project End Date :	
Name of Place : Period of Visit : **Mode of Travel (Rly / Airfare / By Road)**	From : To:
Purpose project visit under the purview of funding agency.	
Exact period of leave required from institute (with justification for any extended period to stay, if so)	
Title of the paper submitted (with the name of all the authors in case of multiple author paper):	
Whether sponsored by any organization other than project (give details regarding the other financial assistance)	

Approximate amount of Registration & TA (in Rs.) required	Amount of Registration Fee	Amount of TA	Amount Required for visit (In Rs.)

Mention the name of the budget head under which the approval is sought for :	
Date:	Signature of Applicant :

Signature of PI :   (Forwarding of Head / In charge of the Department)

To be filled in by A/c office

Budget provision under travel or under the head the approval is sought for the following:

Fund available under Travel Grant(in Rs.)	Project End Date (Verified by)

(Approved / Not Approved)

AR Finance   **AR(R&D Cell)**   **Dean of RIE**

Vice Chancellor
(In Case of Air Travel
& Special Case)

Note : Approval of the Vice Chancellor will be required in case of any deviation from the institute policy.

Special Note: Air tickets should be booked only through Travel Desk/ Balmer Lawrie / IRCTC for the Government project Only.

| Form - M |

BIRLA INSTITUTE OF TECHNOLOGY , MESRA , RANCHI
(Sponsored through : Institute / Sponsored Project)
(Applicants' Copy: To be attached with TA Bill)

Ref. No.:

Name:_____   Emp Code: _____

Department:_____   Designation :   _____

Purpose of Tour :_____

Date of Journey :_____   Destination :   _____

Fare(To & Fro) :_____   Project code(if applicable):_____

Mode of Travel :_____(Road/Rly/Air)   Halt(No. of Days)_____

Special Approval for Air Fare: _____

(Not Approved/Approved subjected to availability of funds)

(Signature of applicant)   Dean (Research, Innovation & Entrepreneurship)

| Form - C |

BIRLA INSTITUTE OF TECHNOLOGY , MESRA , RANCHI
(Sponsored through : Institute / Sponsored Project)
(Applicants' Copy: To be attached with TA Bill)

Ref. No.: _____   Date: _____

Name   :_____   Emp Code:_____

Department:_____   Designation :_____

Purpose of Tour : _____

Date of Journey :_____   Destination :   _____

Fare(To & Fro) :_____   Project code(if applicable):_____

Mode of Travel :_____(Road/Rly/Air)   Halt (No. of Days):_____

Special Approval for Air Fare:_____

(Not Approved/Approved subjected to availability of funds)

(Signature of Head/In-charge of the Department)   Dean (Research, Innovation & Entrepreneurship)

| Form -C |

BIRLA INSTITUTR OF TECHNOLOGY, MESRA,RANCHI
(Sponsored through : Institute / Sponsored Project)
(Account's Copy)

Ref. No.:_____   Date: _____

1. Name : _____

Designation: _____   Emp.Code: _____

Department: _____ is required to go to _____

_____(Road/Rail/Air) sponsored by Institute/Sponsored Project Code:

_____. He / She will be paid TA / DA as per rules of the institute.

2. Accounts officer is being advised to pay him/her Rs._____(Rupees _____

_____ only) as advance.

Dean (Research, Innovation & Entrepreneurship)