**Standard Operating Procedure**

**For**

**Consultancy Project**

Step 1. The faculty (PI) submits a written application to centre director.

Step 2: Director forwards it to R&D cell

Step 3: AR-SRC checks the terms and condition and split of fund with BIT.

Step 4: DRIE forward it to VC for approval

Step 5: Once VC approves, DRIE office issue a Registrar Notice

Step 6: PI takes up the project and completes it as per the terms and conditions.

Step 7: Invoice needs to be raised by Gopiji and then sponsoring agency transfers the fund.

Step 8: After completion, PI submits the fund reimbursement request to Vice Chancellor.

Step 9: VC approves, and Finance department disburse the fund.