



SPONSORED RESEARCH CELL

Standard Operating Procedure

For

Resignation / Discontinuation of Scholars under Sponsored Fellowship.

1. As per the selection memo it is mentioned that if you want to leave the project then scholar must submit his resignation. With **one month notice**. e.g. **Date of Resignation 15/01/2021 & Date of Relieving 14/02/2021**. This one month will be treated as notice period. He / She is not entitled for any type of leave. [Format](#).
2. Those Scholars who want to get relived without serving the notice period may have to deposit **one month fellowship**. [Format 1](#).
3. Scholar who does not want any further extension he/she can discontinue from the project. He/she has to [Format 2](#) the form. In case of discontinuation, serving of notice period is not applicable.
4. Those scholars who need the releasing memo. They have to submit an application duly signed by Principal Investigator (P.I.) & Head of Department and submit it in the office of DRIE (RDC).
5. https://bitmesra.ac.in/UploadedDocuments/adminrie/files/formate%20for%20Resignation%20from%20project%20Memo%20without%20Notice%20period%2020_08_2026.doc