

GUIDELINES FOR APPOINTMENT OF PERSONNEL ON PROJECTS

16th July 2010

Preamble:

This document describes the guidelines for appointing individuals to paid positions on a sponsored project. These guidelines are ordinarily applicable to all projects. Conditions laid out by the sponsoring agency will take precedence over these guidelines, if so specified.

1. Appointing Research Students

- a. Students of the MS by Research, MPhil, and PhD programmes are called Research Students. Research students could be granted institute fellowships. Fellowships to research students may include a monthly stipend as well as tuition support.
- b. Research students are appointed by the Dean (Academics) following a selection process through PGEE or through the Standing Admission Committee for research students.
- c. All appointed research students can be employed by any funded project at the institute with no further selection process. The appointment is made by the principal investigator of the project or others authorized by the project, if the total emoluments do not exceed the institute's policies for the student's current academic stage given in the fellowship guidelines. Suitable justification of the higher salary and sanction of the Dean (R&D) are needed if the emoluments exceed that of the student's academic stage.
- d. The appointments of research students to projects are made for a term or longer. There are 3 terms in each academic year: Monsoon (August to December), Spring (January to May), and Summer (June to July). The list of research students and the projects they are employed in should reach the academic office within the first week of each term.

2. Appointing Other Students

- a. Research students not on institute fellowships and other students can be appointed to projects as Research Assistants for short durations. These students may be appointed as full RAs (20 hours of work per week), half RAs (10 hours per week), or quarter RAs (5 hours per week).

- b. The appointment is made by the P1 of the project if the stipend does not exceed the RAship guidelines of the institute. Suitable justification for higher salaries and sanction of the Dean (R&D) are needed for higher salaries.
- c. The appointments of RAs to projects are made for a term or longer. There are 3 terms in each academic year: Monsoon (August to December), Spring (January to May), and Summer (June to July). The list of research students and the projects they are employed in should reach the academic office within the first week of each term.

3. Institute Appointments to Projects

- a. The appointments will be made by the institute if (a) the contract duration is 2 years or more or (b) the CTI emoluments exceed Rs 25K per month. Such appointments will be made by a committee setup and chaired by the Dean (R&D) and must include at least 2 more faculty members or other equivalent experts. The appointment letter for such positions is issued by the Dean (R&D).
- b. Appointment to the titles listed below will be made by the institute, irrespective of the emoluments and contract duration.

Systems Engineer/Scientist Research Engineer/Scientist
Project Engineer/Scientist Research Associate

and the Senior/Principal variants of these.

- c. Appointments to Systems/Research Engineer/Scientist will be made by the Dean (R&D). Such appointments will be made by a committee setup and chaired by the Dean (R&D) and must include at least 3 faculty members or other equivalent experts. The appointment letter for such positions is issued by the Dean (R&D).
- d. Appointments to Senior/Principal Systems/Research Engineer/Scientist will be made by the Director. Such appointments will be made by a committee setup and chaired by the Director and must include at least 3 faculty members or other equivalent experts. The appointment letter for such positions is issued by the Director.

4. PI Appointments to Projects

- a. Contract appointments for durations less than 2 years and where the total CTI emoluments are less than Rs 25K per month will be made by the Principal Investigator of the project to which the individual is appointed. A committee of at least 2 faculty members or other equivalent experts setup by the PI or Centre Head recommends the candidate. The appointment letter is

issued by the PI of the project in such cases.

- b. The following titles (among others) may be used for appointments made by the PI.

Research Assistant
Project Trainee
Project Assistant
Project Staff
Trainee Engineer

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