

Issues related to R and D

Leave Issues

- ❖ **All leave of faculty** (Casual and Special Casual leave) related to R and D work, to be approved and maintained by Chairs of Schools. After receiving intimation from the Chair (e-mail will do) about the approval of leave, R and D will process the monetary part. It is requested to submit the tour proposal to the R and D office at least a week in advance. This will help us to issue the office order on time.
- ❖ **Duty leave for the bilateral projects:** Board has approved a maximum period of 30 days be designated as on-duty leave for bilateral projects. Such a leave can only be availed during the vacation period of the institute.

Conference Support

- ❖ Ph. D. students can be supported for attending national conferences from their supervisors projects/PDA. R and D does not wish to put any cap on the number of conferences/workshops a student can attend. R and D will only deal with the monetary sanction after it receives approval of leave from the school. The leave record is already maintained by the respective Schools (**Format for re-imbursment of Travel expenses from R & D projects is enclosed**).
- ❖ From the PDA, PIs can also support their Ph.D students those who are not getting the fellowship beyond the required period mentioned by the Institute.

Project Students

- ❖ The project students hired in the R & D projects are not allowed external registration. However, they can appear for Ph.D interviews in NISER after fulfilling the eligibility criteria
- ❖ The attendance of project students and RAs will not be maintained by the R and D office from **1st September 2014**. Individual PIs are requested to maintain this. Upon certification of the PI and endorsement by Dean R and D, the papers can be sent for payment of salary for these employees (**Attendance certificate is enclosed**). Similarly, the R and D office will not maintain their leave record. Procedures for attending conferences will be similar to that of Ph. D students (**Format for re-imbursment of Travel expenses from R & D projects is enclosed**).
- ❖ If the PI does not have enough money in the project to support the salaries of their project staff, for various reasons, the Institute will support from the R & D institute overhead account for a maximum period of three months, on a reimbursement basis, subject to availability of funds. This is applicable only for the initial two years. Salary can also be paid from the PI's PDA.

PDA and DPA

- ❖ In addition to the existing norms for utilizing the PDA account, purchase of tablet computers and e-readers is also approved by the board.

Institute Committee for R and D

- ❖ It is proposed to have an Institute committee to meet regularly and discuss R & D related issues. This committee will be constituted in consultation with the Chairpersons and approved by the Director.
- ❖ During the absence of the Dean, R & D, an acting in-charge will be appointed in consultation with the Director and communicated to all the PIs.

Cash Advance

- ❖ As the number of employees currently working in the R & D related activities is less, hence, the cash advance cannot be implemented as yet. In the future, perhaps after moving to the main campus, this issue can be re-looked.

Transport

- ❖ For all the R & D related project work, the PI can arrange the taxi by himself. The re-imburement may be made by submitting the original bills.