भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
सहभागिता तथा विशेष पहल कार्यालय
OFFICE OF THE INDUSTRIAL INTERACTIONS AND SPECIAL INITIATIVES

FORM NO. II&SI-S13A

Date   :

Application for Permission towards Part-Time Engagement of Students in Consultancy/ Research & Other Projects for Regular UG / PG / PhD Students
(Prior permission has to be obtained before engagement in the Part-time work and to be submitted to II&SI office at the time of remuneration payment along with appropriate form)

A.

Project Code. :		Account Head :	Contingency/Recurring/Other (Please specify)

B. Details of the Student (To be filled by the Student)	
1.	Name:
2.	Roll Number:
3.	Programme of Study: | 4. Department/ Center:
4.	Name(s) of Supervisor(s)/ Faculty Advisor:
5.	IITG Email ID:
6.	Contact Mobile Number:
7.	Are you entitled to receive scholarship (GATE/JRF/etc.) from the institute or any other agency during the period of proposed engagement period? If yes, provide details
	(a) Amount of scholarship per month:
	(b) Funding Agency of scholarship:
C. Details of Project Engagement	
8.	Name of the Project/ Course
9.	Name of the PI/Coordinating Faculty of the Project/ Course :
10.	Proposed Work/ Employment Period:
(i)	From Date: **(ii)** To Date:
(iii)	Total Number of Hours Per Month:
(iv)	Nature of Duty:
	(a) I am aware that above duty is not the official duty allotted by the institute. (b) Performing above duty will not affect my performance on my duties allotted to me by the Department/ Center. (c) I will not perform the above duty in my official duty hours. (d) I am aware of that the Competent Authority may cancel my Part-Time Engagement without any prior notice if not fulfilling any of the above requirements or any rules and regulations.
	Date: Signature of the Student

(To be filled by Supervisor/ Faculty Advisor)
(Strike out whichever is not applicable)
I   do   not   have   any   objection   towards   the   above   Part-Time   engagement   of   Mr.   /   Ms.   /   Mrs. ……………………………………………
or
I do have objection towards the above Part-Time engagement of Mr. / Ms. / Mrs. …………………………………………. ………………………….
Date: Signature of **Supervisor/ Faculty Advisor**

(To be filled by the HoD/ HoC)
(strike out whichever is not applicable) I do not have any objection towards the above Part-Time engagement of Mr. / Ms. / Mrs. ……………… ………………………………… **or** I do have objection towards the above Part-Time engagement of Mr. / Ms. / Mrs. …………………………………………………….   Date: Signature of **HoD/ HoC**

N.B. In compliance of the Institute Ordinance and Rules on Scholarship, the following needs to be adhered to while considering top-up Fellowship/Honorarium to full time students against their part-time employment in Consultancy/ Research & Other Projects of the Institute

(A) If the top-up amount through Fellowship/Honorarium is greater than or equal to 1.5 times of Institute Scholarship /Assistantship, the student may avail top-up Fellowship/Honorarium only and no Institute assistantship,

(B) If top-up amount through Fellowship/Honorarium is less than 1.5 times of Institute Scholarship /Assistantship, the student may avail the top-up Fellowship/Honorarium plus an additional amount from the Institute Scholarship /Assistantship that does not make the total money he/she receives more than 1.5 times of the Institute Scholarship /Assistantship.

(C) A student/scholar may be involved in a maximum of 40 hours a month during Academic session and 80 hours a month during vacation period, including all projects (if involved in more than one project).

(D) The rate of remuneration may be proposed by the Coordinator within the range @ Rs.100/- to Rs.300/- per hour.

(To be filled by the Coordinating Faculty of the Course)
Remuneration rate is: Rs. _____ Per hour
I am hiring Mr./ Ms./ Mrs. ……………………………………… for performing (nature of duty) ……………….…………………….. at a remuneration rate of Rs. ……………… per hour. I will not make any direct payment to the engaged student. I will submit the appropriate form to R&D Section for the payment of remuneration.   Date: Signature of **PI/Coordinator**
Recommended / Not Recommended   Date: **Head** (applicable only if the project is executed under other Department/Center/Section)
Permitted / Not Permitted   **Dean (Academic Affairs)** with Date