



Indian Institute of Technology Mandi
Kamand – 175075, District – Mandi, Himachal Pradesh, India

Guidelines for Institute Research Fellow (IRF) Scheme

As per F.NO. IIT MANDI/FAC/Notification/2024/1250-58, dated 25.07.2024, the following procedure for the joining of IRF should be followed:

Notification: <https://cloud.iitmandi.ac.in/f/62231e490988432f9486/>

- All eligible candidates, in accordance with the norms of the policy, must submit their application, including the DC recommendation and all necessary documents, to the respective school/centre office. On the approval of School/Centre Chair, School office will notify the IRF position.
- ID Number will be issued from respective schools/centers.
- The monthly fellowship will be processed through the following sequence: candidate > supervisor > school/centre chair > dean academics. (The fellowship form is attached.)



Performa for the claim of Monthly Institute Research Fellow (IRF) Fellowship

(Month....., Year.....)

1.	Name of the Candidate	
2.	Name of School/Centre	
3.	ID no.	
4.	Date of Joining as IRF	
5.	Amount of Scholarship	Rs.()_____PM
6.	Recommendation of T.A. Supervisor Satisfactory Unsatisfactory Date: _____ Name: _____ Signature: _____	
7.	IRF Guide (Tick One) Satisfactory Unsatisfactory Date: _____ Name: _____ Signature: _____	
8.	School/Centre Office verification (for attendance)	School/Centre Chair Recommendation
9.	Approval of Dean(Academics) Approved/Not Approved Dean(Academs) Date: _____	
<u>Finance & Accounts Department</u>		
Pre Audited for () _____ Passed for Payment () _____ Financial Year _____ Transferred in the Bank/c No. _____ Cheque no.& date: _____ (if paid by cheque)		
	AR(Audit&Accounts)	Jr. Acctt. F&AO/Registrar