



## National Grassroots ICT Research Initiative (NGIRI) 2023-24

### Nomination Form for Focal Person

<b>Name of Institution (University/DAI):</b>		
<b>Campus:</b>		
<b>Address:</b>		
<b>Name of Focal Person:</b>		
<b>Designation:</b>		
<b>Contact Details:</b>	Office:	
	Mobile:	
	Email:	
<b>Alternate Focal Person:</b>		
<b>Designation:</b>		
<b>Contact Details:</b>	Office:	
	Mobile:	
	Email:	

#### Notes

1. Head of the Institution (Rector/Vice Chancellor/Campus Director) can nominate Focal Person for NGIRI.
2. In case of more than one campus, separate Nominations are required for each campus on separate Nomination Forms. *(Please make copies of this form for more than one submission)*
3. The contact details of focal person must be valid and active.

**Sign & Stamp of Head of Institution**



## Responsibilities of Focal Person

---

*The focal person shall be responsible:*

---

- To verify initial signups of Final Year Students at NGIRI Portal;
- To seek consent of FYPs from respective Supervisor & HoD before online submission of FYPs to Ignite;
- To ensure completeness of FYPs in all aspects;
- For online submission of eligible FYPs to Ignite;
- To ensure that all expenses are incurred in mentioned Fiscal Year and same is incorporated in the report;
- To facilitate Institution in disbursements of funds received from Ignite against approved FYPs;
- To verify and ensure completeness of Expenditure Reports submitted by students;
- For submission of Expenditure Reports to Ignite (both in hard copy & soft copy through Portal).
- For any other correspondence between Ignite & respective Institution regarding NGIRI;

### Accepted by Focal Person:

<b>Name of Focal Person:</b>	
<b>Sign &amp; Stamp of Focal Person:</b>	
<b>Date:</b>	