

## **GUIDELINES FOR UTILIZATION OF CONTINGENCY GRANT**

### **FOR M.TECH AND PHD PROGRAMMES**

#### **Objective**

Research is extremely demanding and one of the ways to overcome this challenge is through academic network. The best way to establish an academic network is through presenting the substantial contributions to international seminars/conferences of significant importance. With the constantly evolving technology and high level of competition, it has become essential for academics to publish and present in conference proceedings and journals. Apart from this the scholars gain the confidence to present the findings in-front of the right audience at the conference.

Participating in International Conferences and Sandwich PhD also gives a unique learning experience along with the added benefits of career building options.

By doing this, it promotes academic links amongst the contributors and provides opportunity to develop new insights and to enlarge their research perspective and contribute to the advancement and dissemination of knowledge in their subject.

In view of the above, it is proposed that the contingency grant of the M. Tech/ Research Scholars may be Cumulative in nature for the complete tenure.

#### **Total Contingency Amount allocated per Annum:**

<b>S. No.</b>	<b>Course</b>	<b>Amount (in Rs)</b>
1.	M.Tech.	Rs. 5,000/-
2.	PhD	Rs. 30,000/-

#### **Guidelines for utilizing contingency fund:**

1. These contingency guidelines and/or modifications shall take effect from the date the Academic Senate approves and are applicable for existing PhD Students.
2. Tenure for various programs is defined as follows:
  - a. M.Tech – Last date of Examination.
  - b. PhD Scholars – 5 years from date of joining.
3. The contingency grant of the PhD/M.Tech. students would be Cumulative in nature for the complete tenure. The cumulative nature of contingency grant for the existing PhD students would be applicable starting Academic Year 2022-23.



4. The contingency bills shall be processed every month.
5. The contingency balance allotted to a particular scholar shall be calculated proportional to the fraction of the year spent in the institute: -
  - a. In the year of joining – from the month of joining up to the end of Academic year i.e. 30<sup>th</sup> June. If Date of Joining is after 15<sup>th</sup> of the month then that month shall not be considered for calculation;
  - b. In the year leaving – from the beginning of the Academic year to the end of Tenure. If the date of leaving is before 15<sup>th</sup> of the month, then processing of the bill shall not be considered for that month.
6. M.Tech and PhD Students will be allowed to utilize contingency grant as per Annexure I.
7. The unused carryover amount may be utilized by the Research Scholars and for attending Sandwich PhD/International Conferences/ seminar/ workshop/ training programmes (including TA, DA, VISA Charges, Medical Insurance, registration fees) in abroad as per existing Institute guidelines and fabrication of experimental setup related to his/her research work. TA/DA will be payable as per GOI/Institute guidelines.
8. Expenditure limited to the maximum amount available in the student's credit.
9. There is no restriction on number of conferences to be attended but the expenditure has to be within the accumulated contingency.
10. TA/DA will be payable as per GoI/Institute Guidelines.
11. Non-consumable/fixed asset stores shall not be allowed from contingency grant in any circumstance
12. Payment shall be made to the account number provided by the student in which monthly stipend is paid after submission of necessary documents/forms.



### **Annexure- I**

The disbursement of the Contingency for PhD/M.Tech. will be as per following table:

<b>Sl. No.</b>	<b>Item</b>	<b>Approval Authority</b>	<b>Permissible Limit within allocated amount (in Rs.)</b>	<b>Remarks</b>
1.	Chemical/consumable for fabrication and testing related to research work	Approval of DOAA	No limit	
2.	Stationary items, photocopy, printout, refilling of cartridge, binding and Postal charges.	No approval (once in year at the end of Academic Year)	1500 per Year	Payable as fixed charges not to be claimed
3.	Publication Charges (only for non-paid journals)/ purchase of preprints, Subscription Charges and Books	Approval of DOAA	No Limit	
4.	Testing and Analysis/Characterization charges.	Approval of DOAA	No Limit	
5.	Travel expenses related to field work including hiring of vehicles/labours, Sandwich PhD, oral paper presentation in conferences(to present paper in person i.e, one paper to be presented by one scholar), training with prior approval of Guide is required.  Vehicle hiring charges as per GoI/Institute norms for field work/research work, only if receipt/bill is submitted along with approval of the same	Approval of DOAA	No Limit	



6.	Registration fees for attending Conferences /Workshop (such as GIAN course), training, membership of national and international societies and associations, Online courses related to research work	Approval of DOAA	No Limit	
7.	Thesis Printing and Binding Charges	No Approval (after submitting no dues)	5000/- (PhD)	Payable as fixed charges not to be claimed
8.	Thesis Evaluation Fees	Approval of DOAA	As per Institute Norms	

