



No.: Dean(Acad)/ /2016-17

Date: 15/02/2017

Annexure-2

GUIDELINE TO M.TECH. / Ph.D. STUDENTS FOR THE PURPOSE OF REIMBURSEMENT OF CONTINGENCY EXPENSES.

The students of M.Tech. and Ph.D. are getting contingency grant of Rs. 5000/- and Rs. 30,000/- respectively per year. The guidelines for the sanction of their bills require the approval of component authority.

The proposed admissible expenses are appended below:

- 1) Travelling allowance, registration fees, accommodation charges be paid only after the approval of competent authority of Institute for attending seminar / conference / workshops.
- 2) For attending any seminar / conference / workshops/other official duties, 2nd AC by rail / Sleeper (long distance) fare for bus be paid.
- 3) The local transportation expenses (auto –taxi as per Institute norms) for attending the seminar /conferences / workshops/other official duties be paid.
- 4) Food Bill charges for attending the activities at (2) be admissible for the purpose after production of bills, not exceeding Rs.200/- per day. A maximum of Rs.1000/- per day be paid for accommodation charges for attending the activities at (2) above.
- 5) Any peripherals related to computer / Laptop (i.e. hard-disk, Laptop battery, Laptop Bag, printer, UPS, mother board) and Anti-virus is admissible.
- 6) Purchase of stationery / chemicals/consumables/other approved items from PhD supervisor and HODs, are admissible by following institute purchase procedure.

- 7) In case of claiming Travel allowance paper ticket is required to be produce without which the bill will not be passed.
- 8) All the bills must be signed by the PG/Ph.D. Supervisor and forwarded by Head of respective Department.
- 9) Bill after the date of submission of thesis will not be admissible.

The proposed guide line is put up for approval of the Director

Dean (Academic)

Director