



No.: Dean(Acad)/700/2016-17

Date: 10/03/2017

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, 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 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 is admissible. (i.e. hard-disk, Laptop battery, Laptop Bag, printer, UPS, mother board) up to Rs.. 3000/- per Semester.
- 6) Purchase of stationery / chemicals items is 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 bills should be submitted, preferably within fifteen days, from the date of completion of relevant semester.

Dr. P. L. Patel
Dean (Academic)

March 10, 2017
DEAN (ACADEMIC)
SVNIT, SURAT.

Dr. S. R. Gandhi
Director

DIRECTOR
S. V. NATIONAL INSTITUTE
OF TECHNOLOGY SURAT