राष्ट्रीय प्रौद्योगिकी संस्थान कालीकट
**NATIONAL INSTITUTE OF TECHNOLOGY CALICUT**
शिक्षा मंत्रालय के तहत राष्ट्रीय महत्व का संस्था
An Institute of National importance under Ministry of Education
**NIT Campus (P.O), Calicut, Kerala -673 601, India**
**Tel: 0495-286136, 0495-2286100, Website: www.nitc.ac.in**

18.06.2025

# CIRCULAR

**Subject: Norms for contingency expenses – M Tech/M Plan students availing institute stipend.**

The maximum contingency limit for expenses per M. Tech/M.Plan student shall be Rs. 5000/-per financial year. In no case, should the contingency exceed the prescribed limit of Rs. 5000/-. Moreover, carryover of unspent amounts from a financial year to another is not permitted.

1. Prior approval from HoD, through M Tech/M Plan supervisor, is required to be obtained before incurring any expenses.
2. **The contingency grant shall be processed as reimbursement of the amount, directly to the student**, upon submission of all the required documents and claim form in the prescribed format, as per the initial approval by the respective HoD.
3. The contingency grant can be utilized for the following purposes:
    i. Chemicals / consumables required for the research work: Maximum of 5,000/- per year.
    ii. Subscription fee for cloud computing and storage services, purchase of software with limited period of license, license fee/purchase of data set required for research work: Maximum of Rs.5,000/- per year.
    iii. Fabrication/testing/characterization charges including labour, transportation and travel expenses related to these expenses: Maximum of Rs. 5,000/- per year
    iv. Registration fee /TA for attending conferences/workshops/training programs:
        a. TA at actuals subject to limit of II A/C by rail and registration fee for attending quality conferences/workshops/training programmes organized by reputed institutions, universities, professional bodies and industries with the prior approval from Project Guide and HoD: Maximum of Rs.5,000/- per year.
        b. TA at actuals subject to limit of II A/c by rail and registration fee for presenting papers in Web of Science / Scopus Indexed Conferences. For presenting papers in

other reputed conferences including conferences organised by professional bodies. The maximum amount to be claimed under this head is limited to Rs.5, 000/- per year.

v. Purchase of books related to area of stream: Maximum of Rs. 5,000/- per year.

vi. Membership fee for technical professional societies like IEEE, ACM,ASME,ASCE etc.: Maximum of Rs. 5000/- per year.

vii. M Tech/ M Plan Thesis printing and binding charges : Rs. 1,000/- per year

4. All the claims for reimbursement of expenditure should be submitted to the Dean(Academic) on an annual basis.
5. All the bills should include GST and should be in the name of 'Director NITC'. It should be endorsed by the scholar regarding the payment.
6. For online payment, the proof of bank transaction in the name of scholar should be submitted along with the bills/vouchers.
7. The contingency grant will be sanctioned for 2 consecutive years from the date of admission. All claims for reimbursement of contingency grants for a financial year should be submitted on an annual basis, before February 15$^{th}$ of the year.

**Sd/-**
**Dean (Academic)**

# NATIONAL INSTITUTE OF TECHNOLOGY, CALICUT

**Application for <u>REIMBURSEMENT</u> under the Head of Account M Tech Contingency, DOC, 20-- - 20-**

| | | |
|---|---|---|
| 1. ARR No. & Date<br>*(ARR No. is the 3 digit serial number in the DoC register maintained by the Department prefixed by the Department Code, which is given below)* | : | |
| 2. Name of the Student | : | |
| 3. Roll No. | : | |
| 4. Department | : | |
| 5. Mobile No. | : | |
| 6. Email id | : | |
| 7. Bank Account Details | : | |
| A/C No: | : | |
| IFS Code: | : | |
| Bank Name | : | |
| 8. Purpose | : | |
| 9. Amount in Figures and words | : | |
| 10. Cumulative expenditure under M Tech Contingency of the scholar (including the above amount) for the current year | : | |
| 11. Certified that the amount was utilized for the purpose for which it was sanctioned and total amount does not exceed Rs. 5,000/- in the current year.<br>Statement of expenditure and bills/receipts with necessary entries/endorsement are enclosed.<br>The amount may kindly be credited to my bank account given above<br><br>Signature of the applicant with date | | |
| 12. Recommendation of the Guide | : | Name & Signature of the Guide with date |
| 13. Specify the cumulative expenditure under DOC till this application (as per the register maintained by the Department) | : | Rs. |
| 14. Administrative & Financial Sanction by the Head of the Department. | | AS & FS Sanctioned<br><br>Head of the Department |
| 15. Approval by Dean (Academic) | | Dean (Academic) |

**NATIONAL INSTITUTE OF TECHNOLOGY CALICUT**
**Reimbursement of M.Tech/M.Plan Contingency (Admitted through CCMT )**

1. **Name of the Student:**
2. **Roll No:**
3. **Department:**
4. **Name of the Supervisor:**
5. **Financial Year :**
6. **Details of Expenses:**

| Sl.No | Purpose of expenses (Ref: Notice issued by the office of Dean(Academic) ) | Cumulative expenditure incurred in the financial year (Excluding this claim) | Amount of reimbursement claimed (Present Claim) | Remarks |
|---|---|---|---|---|
| 1 | Chemicals / consumables required for the research work (Maximum of 5,000/- per year) | | | |
| 2 | Fabrication/testing/characterization charges including labour, transportation and travel expenses related to these expenses (Maximum of Rs.5,000/- per year) | | | |
| 3.a | TA at actuals subject to limit of II A/C by rail and registration fee for attending quality conferences/workshops/training programmes organized by reputed institutions, universities, professional bodies and industries with the prior approval from Project Guide, Chairperson DC and HoD: Maximum of Rs. 5,000/- per year. | | | |

| | | | | |
|---|---|---|---|---|
| 3.b | TA at actuals subject to limit of II A/c by rail and registration fee for presenting papers in Web of Science / Scopus Indexed Conferences. For presenting papers in other reputed conferences including conferences organized by professional bodies. The maximum amount to be claimed under this head is limited to Rs. 5, 000/- per year. | | | |
| 4 | Purchase of book related to area of stream<br>(Maximum of Rs. 5,000/- per year) | | | |
| 5 | Membership fee for technical professional societies like IEEE, ACM,ASME,ASCE etc<br>(Maximum of Rs. 5000/- per year) | | | |
| 6 | Thesis printing and binding<br>Rs. 1,000/- per year | | | |

**Name and Signature of the student with Date**

**Mobile No.**

**Recommendation by Guide:**

**Name and Signature of the Supervisor**