



OFFICE OF THE DEAN (ACADEMIC)

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

Dean (Acad)/Win.Sem/PhD-Contingency/2022-23/31

1st June 2022

NOTICE

The revised norms **applicable from 1st April 2022** onwards for the contingency expenses for PhD Students availing Institute fellowship are as follows:

1. The maximum contingency limit for expenses per Ph.D. student shall be Rs. 30,000/-per financial year. In no case, should the contingency exceed the prescribed limit of Rs. 30,000/-. Moreover, carryover of unspent amounts from a financial year to another is not permitted.
2. Prior approval from HoD, through research supervisor, is required to be obtained before incurring any expenses.
3. 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.
4. The contingency grant can be utilised for the following purposes:
 - i. Chemicals / consumables required for the research work: Maximum of 25,000/- per year.
 - ii. Subscription fee for cloud computing and storage services, purchase of softwares with limited period of licence, licence fee/purchase of data set required for research work: Maximum of Rs.25,000/- per year.
 - iii. Fabrication/testing/characterisation charges including labour, transportation and travel expenses related to these expenses: Maximum of Rs.25,000/- 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 organised by reputed institutions, universities, professional bodies and industries and fee for courses offered through well known online platforms (SWAYAM, Coursera, edX etc.) with the prior approval from Guide, Chairperson DC and HoD: Maximum of Rs.15,000/- 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, recommendation from members of the doctoral committee is mandatory. The maximum amount to be claimed under this head is limited to Rs.30,000/- per year.

- v. Expenses towards publication fee in reputed open-access journals/extra page length charges specified by journals prescribed in the Ordinances and Regulations as the criteria for the award of PhD degree and fee for language editing services for journal papers: Maximum of Rs. 25,000/- per year.
 - vi. Purchase of books, journals and research papers (Including e-versions) related to area of research: Maximum of Rs. 10,000/- per year.
 - vii. Computer consumables and stationery items – printer cartridge, pen drive, external hard disk, scientific calculators, file, papers etc.: Maximum of Rs. 10,000/- per year.
 - viii. Membership fee for technical professional societies like IEEE, ACM, ASME, ASCE etc.: Maximum of Rs. 5000/- per year.
 - ix. Printing, photocopying and binding: Rs. 2,000/- per year and Rs. 10,000/- during thesis submission (If within 5 years).
5. All the claims for reimbursement of expenditure should be submitted to the Dean (Academic) on a quarterly basis.
 6. 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.
 7. For online payment, the proof of bank transaction in the name of scholar should be submitted along with the bills/vouchers.
 8. The contingency grant will be sanctioned for 5 consecutive years from the date of admission. Research Scholars admitted in winter semester can claim their contingency applicable for their 5th year of study till the end of the Monsoon semester in that year. All claims for reimbursement of contingency grants for a financial year should be submitted on a quarterly basis, before 31st March of the year.



01.06.2022

Dean (Academic)

Copy to: All Deans, HoDs, DR (Acad.), GA5 Section, OSD (S & P), DR (Finance), IAO for information, Registrar for information, Director for information All Notice Boards

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

Application for REIMBURSEMENT under the Head of Account

Ph. D. Contingency, DOC, 20-- - 20--

1. ARR No. & Date <i>(ARR No. is the 3 digit serial number in the DoC register maintained by the Department/School prefixed by the Department/School Code, which is given below)</i>	:	
2. Name of the Research Scholar	:	
3. Roll No.	:	
4. Department/School	:	
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 PhD Contingency of the scholar (including the above amount) for the current year	:	
<p>11. Certified that the amount was utilized for the purpose for which it was sanctioned and total amount does not exceed Rs. 30,000/- in the current year. Statement of expenditure and bills/receipts with necessary entries/endorsement are enclosed. The amount may kindly be credited to my bank account given above</p> <p style="text-align: right;">Signature of the applicant with date</p>		
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/School)	:	Rs.
14. Administrative & Financial Sanction by the Head of the Department/ School.		AS & FS Sanctioned Head of the Department/School/Section
15. Approval by Dean (P&D)		Dean (P&D)

Architecture & Planning - AP	Electrical Engineering - EE	Physical Education - PY
Biotechnology - BT	Electronics & Communication Engineering - EC	Physics - PH
Chemical Engineering - CH	Mathematics - MA	Training & Placement - TP
Chemistry - CY	Mechanical Engineering - ME	General - GE
Civil Engineering - CE	Management Studies - MS	
Computer Science & Engineering - CS	Nano Science & Technology - SN	

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

Consolidated Statement of PhD Contingency

Financial Year and Quarter: 20__ - 20__ & April-June/July-Sept/Oct-Dec/Jan-Mar (Tick appropriately)

Category 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 25,000/- per year)			
2	Subscription fee for cloud computing and storage services, purchase of softwares with limited period of licence, licence fee/purchase of data set required for research work (Maximum of Rs.25,000/- per year)			
3	Fabrication/testing/characterisation charges including labour, transportation and travel expenses related to these expenses (Maximum of Rs.25,000/- per year)			
4.a	TA at actuals subject to limit of II A/C by rail and registration fee for <u>attending</u> quality conferences/workshops/training programmes organised by reputed institutions, universities, professional bodies and industries and fee for courses offered through well known online platforms (SWAYAM, Coursera, edX etc.) with the prior approval from Guide, Chairperson DC and HoD: Maximum of Rs.15,000/- per year.			
4.b	TA at actuals subject to limit of II A/c by rail and registration fee for <u>presenting</u> papers in Web of Science / Scopus Indexed Conferences. For presenting papers in other reputed conferences including conferences organised by professional bodies, recommendation from members of the doctoral committee is mandatory. The maximum amount to be claimed under this head is limited to Rs.30, 000/- per year.			
5	Expenses towards publication fee in			

Category 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
	reputed open-access journals/extra page length charges specified by journals prescribed in the Ordinances and Regulations as the criteria for the award of PhD degree and fee for language editing services for journal papers (Maximum of Rs. 25,000/- per year)			
6	Purchase of books, journals and research papers (Including e-versions) related to area of research (Maximum of Rs. 10,000/- per year)			
7	Computer consumables and stationery items – printer cartridge, pen drive, external hard disk, scientific calculators,file, papers etc (Maximum of Rs. 10,000/- per year)			
8	Membership fee for technical professional societies like IEEE, ACM,ASME,ASCE etc (Maximum of Rs. 5000/- per year)			
9	Printing, photocopying and binding (Rs. 2,000/- per year and Rs. 10,000/- during thesis submission (If within 5 years)			

Name and Signature of the scholar with Date

Mobile No.

Recommendation by Guide:

Name and Signature of the Research Supervisor

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Category wise Statement of PhD Contingency Claim

Category No.

Sl. No.	Bill No. and Date	Particulars of expenditure	Amount Rs	Amount Sanctioned (for office use)
1				
2				
3				
4				
5				
Total				

Name of the Scholar

Signature with Date