

OFFICE OF THE REGISTRAR

indigh institute of engineering science fro technology, shiepur

AN INSTITUTE OF NATIONAL IMPORTANCE

(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No. AT/14th Senal 14.5/6883/18

Dated: 7th March, 2018

ORDER

This is for information of all concerned that the Senate in its 13th meeting held on 8th November, 2017 has taken the following resolutions regarding the guidelines for contingency grant for Research Scholars under PhD fellowship scheme for attending conference. The resolution which was confirmed in the 14th meeting of the Senate held on 10.01.2018 and 31.01.2018 are as follows:

- 1. Enrolled Research scholars under the Institute Ph.D. fellowship scheme will be eligible for a contingency grant of Rs 20,000/- per financial year from the date of joining the aforesaid fellowship scheme for a maximum period of 5(five) years. They will also be eligible for a contingency grant of maximum Rs. 50,000/ for attending conference abroad (including registration and travel) only one time during the entire PhD programme. This will be effective from current (2017-2018) financial year only for enrolled Research Scholars under Institute Fellowship.
- 2. The Contingency grant of Rs.20,000/- per year can be utilised for the following purposes and as per the following terms and conditions:
 - Purchase of stationery and books, cost of photocopying of documents, postage charges.
 - Books
 - Procurement of chemical/consumable items for the research work.
 - Purchase of computer software and accessories
 - Fabrication or procurement of small equipment/component required for the Ph.D. research work.
 - Measurement and sample testing charges.
 - Payment of registration fee and travelling allowances by the shortest route by rail (III tier AC) or by road for presenting research paper in conference/seminars within India and membership fee of professional body in the concerned discipline. Financial support for attending conference for maximum of three times till submission of thesis/termination of Institute Fellowship.
 - For consideration of Payment of registration fee and travelling allowances of the scholar, it is expected that the PhD Scholar will be the first author of the presenting paper. If student is not the first author, in that case the student will get the registration fee and travelling allowances, if certified by his/her supervisor that the work has been done by the student for his/her PhD thesis.
 - All purchase will be as per the institute purchase rule.
 - The unutilized part of the contingency grant is not allowed to be carried forwarded to the next financial year.

- The upper limit of purchasing item by eash in a financial year should not exceed Rs 5000/-.
- Payment for any item procured at a price from supplier/bidder above Rs 5000/will be made by account payee cheque or bank transfer to the supplier/bidder bank account.
- If in case the student is applying for any of the funding agencies like CSIR, DST, INSA, INAE etc., and avails the grant sanctioned by those agencies, in such cases the student is expected to exhaust all such funds before applying to Institute.
- 3. A committee with concerned HOD as Chairman and supervisor (s) of the PhD Student as the member (s) will be formed for grant of Travelling Allowance of the students within India based on the merit of the conference/workshop etc. and quality of the paper.
- 4. A standing committee will be formed by the Director with Dean Academic Affairs as Chairman for selection of Travelling Allowance for attending conference in abroad based on the merit of the conference or workshop etc. and quality of the paper. Selection Committee meeting will normally be held in every month.
- 5. Application for Travel Allowance should be submitted by the PhD student to the Dean Academic Affairs through the supervisor at least four weeks before the conference date.
- 6. The senate resolved that all students related expenses under this scheme be carried out from the contingency fund of the department to be earmarked for this purpose by the Institute

Sd/-(Biman Bandyopadhyay) Registrar 4

Copy forwarded for information and necessary action to:-

- 1) The Director, IIEST, Shibpur
- 2) All members of the Committee
- 3) All Deans/Heads of the Departments/Heads of Schools/Heads of the Centres
- 4) All Officers
- 5) Office of the Registrar, IIEST, Shibpur
- 6) Institute Website

Registrar HEST, Shibpur