

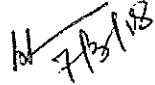


- The upper limit of purchasing item by cash in a financial year should not exceed Rs 5000/- .
  - Payment for any item procured at a price from supplier/bidder above Rs 5000/- will be made by account payee cheque or bank transfer to the supplier/bidder bank account.
  - If in case the student is applying 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

Copy forwarded for information and necessary action to:-

- 1) The Director, IEST, 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, IEST, Shibpur
- 6) Institute Website

  
Registrar  
IEST, Shibpur