

Indian Institute of Technology Palakkad

Guidelines for Utilization of Contingency Fund of Institute Research Scholars

The Institute provides an annual contingency grant to full time research scholars with Institute fellowship. This financial assistance is intended to support academic and research related expenses.

Eligibility

- The grant is available to all registered full time MS (by Research) and PhD Scholars receiving Institute fellowship.
- Scholars must be registered in the semester for which the claim is being submitted.
- The maximum contingency limit per Scholar is Rs. 20,000 per financial year.
- Unspent amounts cannot be carried over to the next financial year.
- The grant is provided from the date of admission to the programme until the Institute HTRA is paid to the scholar.

Approval & Reimbursement Process

- Prior approval from the Head of the Department/ Centre, through the guide is required before incurring expenses.
- Reimbursements are processed upon submission of the claim form along with all required documents, subject to prior approval.
- For online payments, proof of the bank transaction in the scholar's name must be submitted along with the bills/vouchers.
- All bills/ vouchers must be countersigned by the Scholar.

Items admissible under the grant

- Research related materials: Chemicals, consumables, accessories for experimental setup.
- Stationery & Printing: Stationery items, photocopying, printouts, postal charges related to the research
- Publication Costs: Charges for paid journals, preprints, subscriptions, academic books.
- Testing & Analysis Fees: Costs related to sample testing and analysis.
- Travel expenses for fieldwork, including vehicle/labor hiring.
- Travel to co-supervisor's institute, collaborator's institute, or where the supervisor has moved.
- Membership fees for national/international academic societies.
- Online courses related to research work certified by Supervisor & Department Research Committee
- Thesis Printing & Binding charges

- Computing Accessories: Motherboards, RAM, external/internal hard disks, pen drives, chargers, adapters, laptop batteries, antivirus software
- Academic Materials: E-readers, academic books, poster printing, presentation materials, data collection.
- Lab & Field Expenses: Consumables, lab accessories, lab aprons, chemicals
- Central Research Facilities Usage: Reimbursement for expenditures incurred for using the Institute's central research facilities.
- Attending workshops and conferences

Items not admissible under the grant

- Equipment & Furniture: Instruments, accessories, fixed assets.
- Computing Devices: Routers, laptops, PCs, tablets
- Non-Academic Purchases: Non-academic books, non-consumables, or any fixed assets.

All purchases must adhere to the institute's rules and regulations. Acquired items must be recorded in the appropriate stock register of the relevant departments, in accordance with institute regulations.