



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR
(An Institute of National Importance)

SILCHAR- 788 010, Assam, INDIA.

No. Dean(RC)/116/14370-90

30th Dec, 2014

OFFICE MEMORANDUM

The Director is pleased to approve the following modified quantum and modalities of contingency grant, with effect from 01/01/2015, to the eligible Ph.D. students.

1. Contingency grant of Rs.10,000/- (ten thousand) per student per annum shall be reimbursed to the eligible students. The rest of amount, if any, shall be utilized by the department for creation of common research facilities.
2. The unspent grants during a given financial year shall be carried over to the next financial year, i.e., the grant shall be accumulative in nature.
3. Contingency grants will be admissible till the students remain eligible for the scholarship. However, any accumulated unspent balance can be utilized during any time till he/she continues with the program.

The 'eligible expenses' on contingency grants shall be as given below:

1. The grant can be utilized to meet the expenses in furtherance of their study, research work, thesis preparation, and other expenses related to course of study.
2. The grants can be utilized for purchase of computer peripherals like pen drive, external hard disk, CD ROM, mouse, key board etc., antivirus software, papers/copies, purchase of components, and chemicals for experimental work.
3. No stationery items including pen and photocopying will be admissible against contingency grants. Department must provide the printing, photocopying, scanning facilities etc. to the research scholars. A student can purchase books on specialized topics required for their course of study/research on the recommendation of the supervisor.
4. It can also be utilized to meet expenses for attending conferences, seminars, workshops (registration fee, travel cost, daily allowance) etc. in India, with prior approval of Dean (R & C). The financial assistance shall be limited to registration fee at actual, travel cost subject to a maximum of 3-tier AC rail fair/bus fair, and daily allowances @ Rs.1,000/-. A student may avail other means of journey; however, reimbursement in such cases shall be limited to 3-tier AC rail fair by shortest route.
5. Reimbursement against contingency grants shall be made only on the production of original voucher/cash memos duly certified and countersigned by the Supervisor/HOD concerned.

Sd/- J. Patro
Registrar

Copy forwarded for information and action, where necessary, to:

1. All HODs.
2. All Deans.
3. Registrar.
4. Incharge, Accounts.