

Indian Institute of Technology Kanpur

ANNEXURE-1

GUIDELINES FOR UTILIZATION OF RESEARCH GRANT / CONTINGENCY OF DOCTORAL FELLOWSHIP IN INDIA FOR ASEAN (DIA) CANDIDATES

- 1) Support for travel, registration, accommodation, and DA to participate in conferences, symposiums, workshops, seminars, training, short-term courses, fieldwork and other programs aiding the research work of the student. Support for International Conferences outside India is available **only after completion of SOTA**. A DIA candidate shall not be eligible for Institute support for conferences within India & abroad. Entitlement of travel, accommodation charges and DA would be as per prevailing rules for the PhD students of the Institute.
- 2) Purchase of one PC/laptop permitted once during the entire fellowship period.
- 3) Purchase of one tablet/e-reader permitted once during the entire fellowship period.
- 4) Purchase one printer/scanner or all-in-one permitted once during the entire fellowship period.
- 5) Payment of publication charges, including color page charges, extra page charges.
- 6) Life membership charges of professional bodies or societies, limited to one membership of national and one international body in an academic year.
- 7) Purchase of books, conference proceedings, e-books, reprints of research articles and journal subscription charges.
- 8) DIA fellows may claim reimbursement for their first travel to India (including visa and airport transfer) while joining the programme out of their research grants, subject to the rules of Ministry of Civil Aviation and Ministry of Education.
- 9) Grant can be used for purchase of non-consumables/ consumables/ LTAS items related to their research.
- 10) No funds during the year/unspent balances at the end of the year from DIA account will be transferred/carried to any R&D /LDA account. However, the unspent balances at the end of the year shall be carried over and added to the next year student contingency.

11) Maintaining of contingency related entries:

Department with DIA Fellows should maintain separate stock registers (these registers should be different from the regular stock registers of the department and only be used for entries of DIA fellows) as outlined below:

11.1 - Department Level: Stock Registers - The register should carry the title 'DIA –'

(i) **Non-Consumables Register** – Non-Consumables items / purchases. Page 2 of 3

(ii) **Consumable Register** – Consumable items.

(iii) **LTAS Register** – LTAS items.

11.2 - Department with DIA Fellows:

(i) A separate folio-register should be opened and maintained for each DIA Fellow.

(ii) Each Folio-register contains the details such as contingency opening balance at the commencement of the Fellowship for respective Fellow. All the entries pertaining to date-wise purchase of the items should be entered and a running balance after deducting the total cost of the item should be maintained. The entry should be done irrespective of the category to which the item falls under i.e., Non-Consumables, Consumables, LTAS. This will help in ascertaining the current running/available contingency balance for each fellow at any point of time. At the end of the year the unspent balance along with the amount of the eligible contingency for the next year should be carry forwarded.

(iii) The designated official, nominated by the Head of the Department, would take care of these data entry and verification related things as per institute rules.

12) - Bills Related:

(i) For all the purchases made under DIA - The bills should be drawn as per the below mentioned details:

Favouring

(a) Central Stores& Purchase

**Indian Institute of Technology, Kanpur
Kalyanpur
Kanpur – 208016
(Uttar Pradesh) - INDIA**

Or

(b) Indian Institute of Technology, Kanpur

**Kalyanpur
Kanpur – 208016
(Uttar Pradesh) – INDIA**

(ii) All the bills/cover notes should be Institute's GST Number and should also countersigned by the DIA Fellow and PhD supervisor for sending for further processing and payment to the concern Department/Section.

13) Testing and analysis charges for facilities used within campus would be paid for Page 3 of 3 directly by the accounts section to the concerned project in R&D.

14) For direct purchases up to Rs.25000/, the payment may be done directly to the vendor by filling the relevant form (DIA-2).

15) The Indenter for any purchase (in direct) could preferably be the PhD supervisor or HOD or HOD's nominee.

16) Clubbing of purchases is strictly prohibited as this results in either transfer of funds from DIA Contingency Funds to another account or taking part payment from DIA Contingency Funds and remaining from other account to meet the shortfall for making full payment.

17) In the bulk order raised by the department for purchases, individual bill should be obtained from the vendor in respect of DIA students.

18) Institute accounting practices/purchases manual to be followed for all purchases (Conformity with the GFR-2017 rules as amended from time to time).

19) Bills/Receipts to be submitted to the accounts section in the prescribed form (DIA-1) within one month.

20) No advance for purchases. However, travel advance for an international conference outside India may be given subject to a maximum of 80% of the costs involved or the remaining amount in the grant, whichever is lower.

21) At the end of their programme, scholars must transfer all non-consumable items purchased from the grant to their supervisor or Head of the Department as per the Institute's norms.

22) Scholars desiring to retain items under Points 2, 3, & 4 acquired from this grant, following Institute norms may do so at the end of the programme by abiding to the prevailing Institute norms.

23) All concerned students/departments should ensure to follow the above-mentioned guidelines. Exceptions (if any) should be brought to the notice of the concerned Head of Department for further clarification and necessary approvals.