

Who is eligible?

- **Are 6th-year students eligible?**

✓ Students remain eligible for the contingency grant **as long as they have not submitted their thesis**.

- **If the grant can only be availed after the SoTA seminar, how does the pro-rata basis apply for 5 years? Since SoTA usually happens towards the end of 2nd year/beginning of 3rd year.**

✓ The contingency fund **accumulates from the date of registration** and becomes **accessible only after the completion of SoTA**.

- **For 4th and 5th-year students, can they access the entire grant together if they have receipts for expenses incurred over the period after their SoTA?**

✓ The fund accumulates **annually on a pro-rata basis** from the **date of registration** for that particular year.

- **Example: A 4th-year student** can utilize up to ₹40,000.

- A **5th-year or above student** can access up to ₹50,000, **provided their thesis has not been submitted**.

What counts as permissible expenditure?

- **Can we use it to attend any summer school or workshop?**

✓ Yes, if the event is research-related and approved by the thesis supervisor and the DPGC.

- **Can be it taken in retrospect? If the student has already exhausted the conference funding but has spent more than that. Can it be reimbursed now after the grant has come into effect?**

✗ No, retrospective reimbursement is not permitted.

- **Can we use it for fieldwork?**

✓ Yes, if the expense is research-related and approved by the thesis supervisor and DPGC.

- **Does it also cover the cost of buying books/books that have been purchased earlier for research-related work?**

✓ Books purchased through the contingency fund **must have a bill dated after May 09, 2025**, as per the Office Order.

✗ **No retrospective reimbursement** is permitted for purchases made before this date.

✓ Any books procured using this grant **must be recorded in the department's ledger/stock-register**.

✓ **Before obtaining no-dues clearance**, the books **must be returned** to the department.

- **Can this amount be used for paying for courses that we do outside of the institute?**

✓ Yes, if the course is research-related and approved by the thesis supervisor and DPGC.

- **For travel funds, can we get more than ₹10,000 at a time as it says that we can get only ₹10,000 annually after we have exhausted the ₹2 lakhs?**

✓ The fund follows a **pro-rata accumulation process** from the **date of registration**.

What is the process?

- **Is there a form available? Whose approval will be required to avail the grant? Where should we submit the documents?**

✓ The official **Contingency Grant Form** is available at: [Contingency Form for PhD Students](#).

- Due approval is required as mentioned in the form.

- **Is the fund non-lapsable? As in can it be availed for two years together if it has not been utilized in the last year? Moreover, does the year refer to the calendar year or the financial year?**

✓ Yes, **unused funds accumulate annually** and can be utilized until the total permissible limit is reached.