



S.V. NATIONAL INSTITUTE OF TECHNOLOGY SURAT-395007.

No.: Dean(Acad)/699/2016-17

Date: 10/03/2017

## **Revised Norms for Disbursement of Stipend/Fellowships**

**(w.e.f. April 01, 2017)**

- (a) At Present, the monthly fellowship of PG and PhD students are being paid to them after stipend/fellowship bill from respective departments.
- (b) Partial delay in submission of stipend/fellowship bill from the respective departments and procedure delay at academic / account office, causes considerable delay in payment of fellowships to PG and PhD students. Sometimes, students fellowship payments getting delayed even for more than two months from the due date of payment. Such undue delay causes unnecessary worry among the students which may be hampering the research activities of the students.
- (c) In view of above, to smooth line the payment of fellowships to PG/ PhD students, following is suggested:-
  - (i) The fellowships of PG/ PhD students be paid in their respective accounts (online) by 1<sup>st</sup> day of every month.
  - (ii) The Academic section of the Institute will provide the consolidated list of approved PG/PhD students (along

with their account numbers) eligible for fellowship in a particular academic year.

(iii) The Heads of Academic departments will intimate the list of students by 24<sup>th</sup> of every month to the academic office for following situations:

- (i) Students discontinued their studies
- (ii) Students whose performance is unsatisfactory in a particular month.
- (iii) The absence of students beyond permissible leave in their credit.
- (iv) The students who got their category converted from FIR to part time and vice versa.

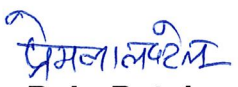
(iv) The list of students so obtained from the Academic departments will be sent by the Academic section to the Accounts office by 25<sup>th</sup> of every month so that necessary effect can be incorporated in release of fellowship on 1<sup>st</sup> of next month.


(v) The accounts office will prepare the list of students who have received the fellowship department wise for a particular month on 1<sup>st</sup> of every month. The lists will be forwarded to the respective departments for signing the acquaintance of receipt fellowship by the students. After getting the acquaintance list completed, the respective Heads of the department will send the lists to the accounts office by 5<sup>th</sup>

every month. In case the acquaintance list of any student is not received for a particular month, the fellowships of such students will not be released for next month. The list of students so obtained

- (vi) In case the student is leaving the institute after taking fellowship (advance) of previous month, the same will be recovered from his deposits (Security deposit/ semester fee etc.) in the institute

Put up for perusal and approval please.

  
**Dr. P. L. Patel**  
**Dean (Academic)**  
March 10, 2017  
**DEAN (ACADEMIC)**  
**SVNIT, SURAT.**

  
**Dr. S. R. Gandhi**  
**Director**  
10/3/17

**DIRECTOR**  
**S. V. NATIONAL INSTITUTE**  
**OF TECHNOLOGY SURAT**