



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत
SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT
सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्था, સુરત
ACADEMIC SECTION

SVNIT

No: Dean(Acad)/1572/2023-24

Date: 23/01/2024

Subject: Recommendation of the committee on Guidelines for Utilization of Contingency Funds by the Research Scholars and M.Tech Students

Reference: Office Order No. E/141/Contingency/3212 dated December 28, 2023

As per the above reference, a committee of following members was constituted vide Office Order No E/141/Contingency/3212 dated December 28, 2023 to review and frame the Guidelines for Utilization of Contingency Funds by the Research Scholars and M.Tech Students.

- 1) Prof. H. R. Jariwala, Dean (Academics): Chairman
- 2) Prof. Ravi Kant, Dean (SW): Member
- 3) Prof. S. R. Patel, Associate Dean (SW): Member-Secretary
- 4) Shri. B. P. Sibasankar, Asst. Registrar (A/Cs): Member

The committee meetings were held on January 8, 2024 and January 22, 2024. The committee has gone through the existing fee contingency rules of various NITs. The following guidelines are proposed for utilization of contingency funds by the Research scholars for immediate implementation.

1. The maximum contingency limit for expenses per M.Tech. and Ph.D. student shall be Rs. 5000 and Rs. 30,000/-per year respectively. In no case, the contingency should exceed the prescribed limit of Rs.5000.00 (M.Tech) and Rs. 30,000.00 (Ph.D.) per year. Moreover, carryover of unspent amounts from a current year (July-June/January- December) to another year is not permitted.
2. Prior approval through HoD and Research supervisor/PG-In-Charge is required to be obtained from competent Authority.
3. The contingency grant shall be processed as reimbursement of the amount, directly to the student, upon submission of all the required documents and claim form in the prescribed format.
4. The contingency grant (Per Year) can be utilised for the following purposes:
 - (i) Chemicals / consumables required for the research work: Maximum amount per year to be claimed under this head is limited up to Rs.5000.00 (M.Tech) and Rs. 30,000.00 (Ph.D.).

- (ii) Fabrication/testing/characterisation charges including labour, transportation and travel expenses related to these expenses: Maximum amount per year to be claimed under this head is limited up to Rs.5000.00 (M.Tech) and Rs. 25,000.00 (Ph.D.).
 - (iii) Registration fee/TA for attending conferences / workshops / training/ Symposium programs:
 - a) TA at actuals subject to limit of AC-III tier by Rail/equivalent Bus services and Registration fee for attending quality National Conference, International Conference, Workshop, Short-term Course, Training and Symposium organised by reputed institutions, universities, professional bodies and industries and fee for courses offered through well-known online platforms (SWAYAM, NPTEL, etc.) with the prior approval: Maximum amount per year to be claimed under this head is limited up to Rs.5000.00 (M.Tech) and Rs. 15,000.00 (Ph.D.).
 - b) TA at actuals subject to limit of AC-III tier by rail and registration fee for presenting papers/poster in Web of Science / Scopus Indexed Conferences/other reputed conferences including conferences organised by professional bodies. Maximum amount per year to be claimed under this head is limited up to Rs.5000.00 (M.Tech) and Rs. 30,000.00 (Ph.D.).
 - (iv) Computer consumable and stationary items-pen drive, external hard disk, scientific calculators, file, papers and other stationary items: Maximum amount per year to be claimed under this head is limited up to Rs.1500.00 (M.Tech) and Rs. 10,000.00 (Ph.D.).
 - (v) Membership fee for technical professional societies like IEEE, ACM, ASME, ASCE etc.: Maximum amount per year to be claimed under this head is limited up to Rs.2000.00 (M.Tech) and Rs. 5,000.00 (Ph.D.).
 - (vi) Printing, photocopying, Xerox and binding: Maximum amount per year to be claimed under this head is limited up to Rs.2000.00 (M.Tech) and Rs. 6,000.00 (Ph.D.) & during thesis submission Rs.5000.00 (M.Tech) and Rs. 10,000.00 (Ph.D.)
5. The charges of Accommodation (Rs 1500 Per day), Food (Rs. 500 Per Day) and Local Travel (150 Per Day) will be reimbursed upon submission of Bills for the activities mentioned under Sr. No. 4 (iii).
 6. All the bills should include GST and should be in the name of 'Director SVNIT, Surat'. It should be endorsed by the Scholar and Supervisor/PG-In-Charge regarding the payment.
 7. For online payment, the proof of bank transaction in the name of scholar should be submitted along with the bills/vouchers.
 8. The contingency grant will be sanctioned for 5 consecutive years from the date of admission of PhD students and 2 consecutive years from the date of admission of M.Tech students.

9. In no case, the contingency should exceed the prescribed limit of Rs.5000.00 (M.Tech) and Rs. 30,000.00 (Ph.D.) for the various categories mentioned in Sr. No. 4.
10. The payment of "CONTINGENCY FUNDS" can be declined by the concerned HOD in the case of his/her poor performance/ disciplinary proceedings/ inappropriate utilization of funds/misconduct.

Bpsibasankar

Shri. B. P. Sibasankar,
Asst. Registrar (A/Cs), Member

रवि कान्त

Prof. Ravi Kant
Dean (SW)

23.01.2024

Patel

Prof. S. R. Patel, 23.01.2024
Associate Dean (SW), Member-Secretary

H. R. Jariwala
23.01.24

Prof. H. R. Jariwala,
Dean (Academics), Chairman

Enclosures: Approval Forms (S1, S2 and S3) & Claim Submission form (Consolidated and Category Wise)



Administrative and Financial Approval for Conf. / Workshops / Short-term course /Symposia

1.	Name of the Student	
2.	Admission Number	
3.	Course & Department	
4.	Nature of Activity (tick the appropriate)	National Conference / International Conference/ Workshop/ Short-term Course/ Training/Symposium
5.	Nature of Participation (tick the appropriate)	Poster presentation / Paper presentation / Participating in workshop, Short-term Course/ Training/Symposium
6.	Details of the Program	
	(a) Title of the Program	
	(b) Venue, Name of the City, State, Country	
	(c) Dates of the Program	
	(d) Organizers / Host Institution	
7.	Details of the Acceptance (Attach Acceptance Letter)	
	(a) Title (as per Serial No. 6)	
	(b) Authors (as appear in the Paper) if paper presented (<i>Tick the appropriate</i>)	First / Second / Third / Fourth
8.	Details of financial assistance acquired/being acquired from other funding agencies and/or event organizer, if any:	

9. Details of expected expenditure:

S. No.	Head	Amount (in Rs)
a)	Train Fare / Bus Fare	Rs
b)	Locale transport	Rs
c)	Registration Fees	Rs
d)	Food Expenses	Rs
e)	Accommodation expenses (Hotel/Guesthouse/Lodging & Boarding)	Rs
f)	Any other expenses, please specify _____	Rs
	Total Expected Expenditure	Rs

10. List of Enclosures to be submitted: Copy of the abstract of the paper, Acceptance letter, Brochure of the program.

CERTIFICATE

I certify that the details given above are correct. If the information supplied is found to be incorrect, I will refund the entire reimbursed amount to SVNIT Surat. The paper to be presented, if applicable, is related to the Ph.D. work

Date __/__/20__

Signature of Applicant with Name & Admission Number

Recommended by

Supervisor/PG-In charge
along with name

Signature of HoD

Approved by

Dean (SW)



સરદાર વલ્લભભાઈ રાષ્ટ્રીય પ્રૌદ્યોગિકી સંસ્થાન, સુરત
SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT
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SVNIT

Administrative and Financial Approval for Acquiring the Membership of Professional Bodies / Societies

1. Particulars of the Student:

a	Name of the Student	:	
b	Admission Number	:	
c	Course & Department	:	

2. Administrative and Financial approval to be accorded for acquiring the membership of following professional bodies / societies

Sr. No.	Name of professional bodies / societies	Year of Establishment	Type of Body (Govt./Semi Govt./Trust/Any Other)	Category of Membership (Half Yearly / Annual/Life)	Membership Subscription Fees (Rs)	Total Cost (Rs.)
1.						
2.						
3.						
Total Cost (Rs)						

3. Certificate

I certify that the details given above are correct. If the information supplied is found to be incorrect, I will refund the entire reimbursed amount to SVNIT Surat.

Date __/__/20__

Signature of Applicant with Name & Admission Number

Recommended by

Supervisor/PG-In charge
along with name

Signature of HoD

Approved by

Dean (SW)



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SVNIT

Administrative & Financial Approval for the Reimbursement of Contingent Expenses

1. Particulars of the Student:

a	Name of the Student	:	
b	Admission Number	:	
c	Course & Department	:	

2. Administrative and Financial approval to be accorded for reimbursement of Contingent expenses

Sr. No.	Name of the Contingent item(s) as per Contingency Guidelines of the Institute	Quantity	Unit Cost (Rs.)	Total Cost of Item(s) (Rs.)
a				
b				
c				
d				
e				
f				
g				
h				
Total Estimated Amount including GST (Rs.)				

3. Certificate

I certify that the details given above are correct. If the information supplied is found to be incorrect, I will refund the entire reimbursed amount to SVNIT Surat.

Date __/__/20__

Signature of Applicant with Name & Admission Number

Recommended by

Supervisor/PG-In charge
along with name

Signature of HoD

Approved by

Dean (SW)

Consolidated Statement of PhD Contingency
(To be submitted with bill certificate)

Category No.	Purpose of expenses (Ref: Notice issued by the office of Dean (Academic))	Cumulative expenditure incurred in the Year	Amount of reimbursement claimed (Present Claim)
(i)	Chemicals / consumables required for the research work: Maximum amount per year to be claimed under this head is limited up to Rs.5000.00 (M.Tech) and Rs. 30,000.00 (Ph.D.).		
(ii)	Fabrication/testing/characterisation charges including labour, transportation and travel expenses related to these expenses: Maximum amount per year to be claimed under this head is limited up to Rs.5000.00 (M.Tech) and Rs. 25,000.00 (Ph.D.).		
(iii).a	TA at actuals subject to limit of AC-III tier by Rail/equivalent Bus services and Registration fee for <u>attending</u> quality National Conference, International Conference, Workshop, Short-term Course, Training and Symposium organised by reputed institutions, universities, professional bodies and industries and fee for courses offered through well-known online platforms (SWAYAM, NPTEL, etc.) with the prior approval: Maximum amount per year to be claimed under this head is limited up to Rs. 5000.00 (M.Tech) and Rs. 15,000.00 (Ph.D.).		
(iii).b	TA at actuals subject to limit of AC-III tier by rail and registration fee for presenting papers/poster in Web of Science / Scopus Indexed Conferences/other reputed conferences including conferences organised by professional bodies. Maximum amount per year to be claimed under this head is limited up to Rs.5000.00 (M.Tech) and Rs. 30,000.00 (Ph.D.).		
(iv)	Computer consumable and stationary items-pen drive, external hard disk, scientific calculators, file, papers and other stationary items.: Maximum amount per year to be claimed under this head is limited up to Rs.1500.00 (M.Tech) and Rs. 10,000.00 (Ph.D.).		
(v)	Membership fee for technical professional societies like IEEE, ACM, ASME, ASCE etc.: Maximum amount per year to be claimed under this head is limited up to Rs.2000.00 (M.Tech) and Rs. 5,000.00 (Ph.D.).		
(vi)	Printing, photocopying, Xerox and binding: Maximum amount per year to be claimed under this head is limited up to Rs.2000.00 (M.Tech) and Rs. 6,000.00 (Ph.D.) & during thesis submission Rs.5000.00 (M.Tech) and Rs. 10,000.00 (Ph.D.)		
Grand Total			

In no case, the contingency should exceed the prescribed limit of Rs.5000.00 (M.Tech) and Rs. 30,000.00 (Ph.D.) per year for the various categories [Sr (i)-(vi)].

Name, Admission No. and Signature of the
scholar with Date
Mobile No.

Recommendation by Guide:

Name and Signature of the Research Supervisor/PG-Incharge

Category wise Statement of PhD Contingency Claim (To be submitted with bill certificate)

Category No.

Sl. No.	Bill No. and Date	Particulars of expenditure	Amount Rs	Amount Sanctioned (for office use)
1				
2				
3				
4				
5				
		Total		

**Name, Admission No. and Signature of the
scholar with Date**

Mobile No.

Recommendation by Guide:

Name and Signature of the Research Supervisor/PG-In-Charge