

## **Guidelines for Utilization of Research Grant/Contingency of PMRF Candidates**

### **(I) General Guidelines for PMRF Research Grant**

- 1) As per the guidelines for PMRF, the MHRD has granted a Research grant of Rs. 2 Lakhs per year (total Rs. 10 lakh) to the PMRF Ph.D. scholars.
- 2) PMRF Ph.D. scholars can utilize this amount within every FYs from the date of joining or till the date of viva-voce, whichever is earlier.
- 3) PMRF Ph.D. scholars can utilize this fund in concurrence with the supervisor and Head of the Department for the following purposes.
  - Purchase of non-consumables/consumables items related to their research.
  - Testing and analysis charges for facilities used within the campus.
  - Support for travel, visa charges, 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. Registration fee for conferences is also permitted.
  - Computation charges and software licenses.
  - Payment of publication charges including page charges for the top tier and SCI indexed journals, thesis work and conference proceedings including language editing charges.
  - Life membership charges of professional bodies or societies. Limited to one membership of national and one international body in an academic year.
  - Purchase of books, conference proceedings, e-books, reprints of research articles and journal subscription charges.
- 4) Unspent salary balances in a FY shall not be carried over to the next FY.
- 5) All items must be entered in the relevant stock registers of the lab/group/department.
- 6) All bills to be countersigned by the Ph.D. supervisor and the Ph.D. student.
- 7) 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.
- 8) A PMRF candidate shall not be eligible for Institute support for conferences within India & abroad.
- 9) Entitlement of travel, accommodation charges and DA would be as per prevailing rules for the Ph.D. students of the Institute.

### **(II) Following items are regulated and can be purchased only once**

- 1) E-book reader, Laptop/Notebook/Table Computer/iPad.
- 2) All the purchases are to be carried out as per the rules and regulations of the latest general financial rule of the Government of India.
- 3) Items purchased must be entered in the appropriate stock register of the concerned departments. If the student wishes to retain the laptop at the time of the dissertation/end of the program, he/she can do so by following the institute norms.

### **(III) Following items are regulated and cannot be purchased**

- 1) Stationery items such as pens, pencils, folders, file covers carbon papers, etc.
- 2) Furniture, equipment, instruments, accessories of equipment.

### **(IV) Procedure for a claim for Advance/Reimbursement of bills from PMRF Research Grant.**

- 1) The form for applying for PMRF Research Grant is available at IIT Hyderabad Homepage > Intranet > Forms. <https://intranet.iith.ac.in/wiki/AllForms>
- 2) The duly filled form must be submitted along with the receipts/vouchers, etc., duly signed by the concerned supervisor/HOD to Dy./Assistant Registrar (F&A) for settlement.