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No. IITI/RO/48/2021/99

November 29, 2021

## NOTIFICATION

### Guidelines for utilization of Research grant/ Contingency of PMRF

This is to notify that the Board of Governors in its 43<sup>rd</sup> meeting held on November 8, 2021 vide agenda item BOG/43.7 (Senate/Item 28.16:) has approved the guidelines for utilization of the research grant from PMRF with the following:

1. As per the guidelines for PMRF, the MOE has granted a Research grant of Rs. 2 Lakhs per year to the PMRF Ph.D. scholars.
2. The contingency grant can be used towards the Support for travel, registration, accommodation, and DA to participate in conferences, symposiums, workshops, seminars, professional development programs, short-term courses, fieldwork, and other programs aiding the research work of the student. Support for International Conferences outside India can be provided to the student to present his / her own research work as a poster or oral presentation. A PMRF 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.
3. Charges related to patent filing for the patents by the PMRF candidate is permissible from the contingency grant.
4. Testing and analysis charges for facilities availed in other research organizations/ industries relevant to the research may be reimbursed to the PMRF candidate from the contingency grant.
5. Testing and analysis charges for facilities used within the Institute would be debited to the contingency grant of the concerned PMRF scholar and shall be credited to the concerned Lab/ Facility/ Project.
6. Purchase of following electronic goods are permitted provided the student shows its utility towards his/her research and teaching.
  - (i) One PC/ laptop, One tablet/e-reader are permitted once during the entire fellowship period.
  - (ii) One printer/scanner or All in one is permitted once during the entire fellowship period.

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7. Purchase of books, conference proceedings, e-books, stationary items, reprints of research articles, and journal subscription charges are allowed.
8. Payment of publication charges including color page charges, extra page charges are allowed.
9. Life membership charges of professional bodies or societies, limited to one membership of national and one international body in an academic year is permitted.
10. Purchase of non- consumables/ consumable items related to their research is allowed.
11. All items must be entered in the relevant stock registers of the lab/ group/ department, e.g. Non- Consumables items / purchases to be entered in Non-Consumable register.
12. All bills/ cover notes to be signed by the concerned PMRF student and countersigned by the PhD supervisor.
13. For direct purchases up to Rs.25,000/, it would be possible to pay the vendor directly by filling the relevant form.
14. Payment made for items/ equipment costing above Rs.25,000/- can be claimed on reimbursement basis by the research scholar. However prior approval of the Thesis Supervisor will be required in the prescribed proforma before purchasing of the item/ equipment.
15. Bills/Receipts should be submitted to the R & D Section in the prescribed form within one month from the date of purchase.
16. No advance for purchases shall be allowed. However, travel advance for a national or an international conference may be given subject to a maximum of 80% of the costs involved or the remaining amount in the grant, whichever is lower.
17. Laptop, PCs, books, computer accessories, external hard drives, pen-drives and similar devices may be retained by the Research Scholar at the end of the program by paying 25% of the acquisition cost to the Institute account (provided it is more than 3 years old). For items less than three years old, the institute depreciation rules would be applicable i.e. 25% p.a for Computer Gadgets and 10% p.a for Books.
18. Machine/Equipment/Devices procured from the PMRF research grant to be retained by the Institute with entry in register of the Assets .
19. The Indent and expenditure up to and including Rs. 1,00,000/- (Rupees One Lakh only) to be approved by the supervisor of the concerned PMRF student.
20. The Indent and expenditure above Rs 1,00,000/- (Rupees One Lakh only) to be approved by the Dean R&D on recommendations by the supervisor of the concerned PMRF student as per the delegation of Financial Powers by the Institute.
21. Unspent balance in a year shall be carried over to the next financial year.
22. All the students have to submit the Utilization Certificate (UC) following the PMRF norms.

23. Institute accounting practices/purchases and stores manual which is in line with the provisions of GFR-2017 (as amended from time to time) to be followed for all purchases .

  
(S. P. Hota) 20/11/2021

Registrar I/c  
**Registrar In-charge**  
**IIT INDORE**

To:

1. Assistant Registrar, Academic Affairs
2. Assistant Registrar, Research & Development

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2. All Faculty members and all Scientists
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