



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 before completion of one year from the date of joining or accumulate this amount and utilize it before five years or till the date of submission of Ph.D. thesis whichever is earlier.
- 3) PMRF Ph.D. scholars can utilize this fund to cover the following expenses in concurrence with the supervisor and Head of the Department.
- 4) Grant can be used for the purchase of non-consumables/ consumables items related to their research.
- 5) Unspent balances in a year shall be carried over to the next academic year.
- 6) All items must be entered in the relevant stock registers of the lab/group/department.
- 7) All bills/ cover notes are to be countersigned by the Ph.D. supervisor and the Ph.D. student.
- 8) Testing and analysis charges for facilities used within the campus.
- 9) 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.
- 10) 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.
- 11) A PMRF candidate shall not be eligible for Institute support for conferences within India & abroad.
- 12) Entitlement of travel, accommodation charges, and DA would be as per prevailing rules for the Ph.D. students of the Institute.
- 13) Entitlement of travel, DA, permissible rate of accommodation charges as per the prevailing rate of Institute.
- 14) Payment of publication charges including color page charges, extra page charges for the top tier and SCI-indexed journals, thesis work, and conference proceedings including language editing charges.
- 15) Life membership charges of professional bodies or societies. Limited to one member of national and one international body in an academic year.
- 16) Computation charges, stationery, and postal charges.
- 17) Purchase of books, conference proceedings, e-books, reprints of research articles, and journal subscription charges.
- 18) Purchase of software or software license extension

(II) Following items are regulated, they can be purchased only once:

- 1) E-book reader, Printer, Scanner, Laptop/Notebook/ Tablet 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 concerned departments. If the student wishes to retain the laptop at the time of dissertation/ end of the program, he/she can do so by following the institute norms.

(III) Following items are regulated, they can not be purchased:

- 1) Stationery items such as pens, pencils, folders, file cover carbon papers, etc., and furniture items cannot be utilized under PMRF Research Grant.
- 2) Equipment items, equipment repair/maintenance, equipment AMC, equipment warranty, and accessories of equipment, cannot be utilized under PMRF Research Grant.

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 statement of Account and receipts/vouchers etc., duly signed by the concerned supervisor/HOD to Dy./Assistant Registrar for settlement.

This is issued with the approval of the competent authority.