

**GENERAL GUIDELINES FOR CLAIMING CONTINGENCY BY Ph.D. SCHOLARS ON
INSTITUTE FELLOWSHIP**

The guidelines for utilizing contingency grant of ₹20,000/- per FY are appended below:

1. Purchase of books and documents of relevance to the research topic provided that these are not available in the library of the Institute. (A certificate may be acquired from Librarian in this regard and the student has to return the book to library before relieving from the Institute)
2. Financial support towards actual train fare restricted to 3 tier AC in the shortest route for attending Symposia/Seminars/Conferences in India/abroad provided the students are presenting paper that has been accepted; and for attending Workshops/Training Courses relevant to the research areas; and tours for field work in connection with research.
3. Purchase of laptop or its spare parts, e-kindle, storage devices, software related to research work and other computer peripherals with due recommendation by the thesis supervisor followed by the approval of Dean.
4. Purchase of chemicals, reagents, laboratory ware, lab equipment required exclusively for the research work.
5. Reimbursement of membership fee paid to become members of national and international research societies and associations and also to cover publication charges.
6. Reimbursement printing, photocopying charges, computation charges, sample analysis charges in connection with the research work.
7. All durable items like books, lab equipment, computer peripherals, storage devices etc., purchased with contingency amount have to be returned to the Institute at the time of leaving. However, items with more than 90% depreciation need not be returned and can be retained by the student itself.

Contingency grant cannot be utilized for:

1. Purchase of furniture, common electrical items for lab or workplace like fans/ lights etc.
2. Any other expenses apart from the items mentioned in point no. 1 to 7

Note:

1. For all claims GST bill in original in the name of IISER Berhampur should be furnished to the Office Academic Affairs, duly forwarded by the thesis supervisor.
2. The bills shall be submitted annually within February of each financial year.