

Contingency Grant : Allowable Items For JRF and SRF



At TCG CREST, it would be reasonable for a student to use the contingency money for any genuine research related need and that could include travel and payment of fees to the Degree Granting Institute (DGI)

Attending national and international schools, workshops and conferences as well as collaboration visits are an integral part of the learning process and developing contacts for the students and postdocs which will stand them in good stead in the future. As a result contingency grant may be used for travel purposes.

The following list has been prepared as a general guideline. This list may change from time to time based on the changed circumstances and need.

Expenditure related to the following will be reimbursed from the contingency grant:

1. Photocopying
2. Printing
3. Postage and Courier Charges related to research
4. Purchase of books including e-books related to course work
5. Purchase of Stationery items related to coursework
6. Purchase of computer peripherals (revenue items only like keyboard, mouse, headphone and speakers), writing pads (only once during full term)
7. Purchase of portable storage media like pen drive
8. Purchase of Software related to coursework
9. Payment of membership fees to professional organisations related to area of research
10. Conferences within India: TA and DA and Registration fees (Presentation of paper only)
11. Seminars/ Workshop / Schools attendance: TA and DA and Registration fees
12. Thesis printing, thesis binding, thesis photocopying
13. Thesis registration and submission fees to DGI
14. Laboratory Consumable Items
15. Purchase of journals not available at TCG CREST and its collaborating partners
16. Publication fee and or additional fee (like overlength fee) for publications in journals
17. Payment of examination fees to DGI
18. Payment of PhD registration fees to DGI
19. Payment of Admission fees to DGI
20. Payment of semester enrollment charges to DGI

Guidelines:

- The initial approving authority is the Supervisor. Approval from the Vertical Director may be needed in some cases. For items not in the list, approvals may be sought from the TCG CREST Director.
- When approving the contingency claim bill, the Approving Authority shall verify that the items has been purchased by the student / research fellow.
- All bills should be in the name of the student and have been issued in the appropriate financial year.
- Books purchased should have the name of the student written on the first page of the book
Identification number / Licence number should be written in the contingency claim form for electronic items and software
- Contingency grant payments will be made two times a year – once in March and the other in September
- The unspent amount of the contingency grant will not be carried forward to the next year.
- Bill dates and invoices should be in the respective year of submission of contingency grant claim.