

CIRCULAR

Sub: Expenditure permitted towards UG, PG & Ph.D (Full Time/Part Time) research students activities – Reg.

Ref: Minutes of BOG meeting held on 07th July, 2014.

To promote research interest among the students, TEQIP – II will provide financial assistance to research related innovative projects undertaken by UG & PG students in Engineering & Ph.D students in Engineering & Science departments. The HOD's of the Engineering & Science departments are hereby requested to inform the students about this scheme.

1) For UG & PG Students : HODs are requested to constitute a committee consisting of at least three faculty members under his / her Chairmanship to select the R & D projects eligible for financial assistantship. Financial assistance will be provided as per the details given below:

- i)** Reimbursement of bills towards the expenditure on materials, consumables and material testing etc.,
- ii)** State Government procedures for purchase of materials, consumables and material testing should be followed. (3 Quotations Procedure)
 - a) Fiscal incentive up to a maximum of Rs.10,000/- for an industry oriented and / or innovative R & D project by UG students (maximum of four in a group).
 - b) Bills up to a maximum of Rs.20,000/- for an in – house R & D project by a PG student.
 - c) Travel cost (road/rail) of those students who associate with an industry for about 3 – 4 weeks during vacation to continue work on R & D projects of the college.

2) For those registered for Ph.D:

a) Expenditure on Consumables: (Full Time Scholars)

Bills towards procurement of consumables or preparation of drawings, testing the samples etc., to a maximum extent of Rs.50,000/- for a research scholar pursuing Ph.D in one of the research departments of the Institute, as and when the expenditure is incurred with the due certification by the supervisor limiting to Rs.10,000/-, Rs.20,000/- and Rs.20,000/- during their first, second and third years of the program respectively.

b) Expenditure on Consumables: (Part Time Scholars)

Faculty members pursuing Ph.D on part time basis are eligible to claim expenses towards the procurement of consumables in preparation of drawings, testing the samples etc., relating to research to a maximum extent of Rs.75,000/- as and when the expenditure is incurred with the due certification by the supervisor, HOD and Principal.

c) **Expenditure made towards printing & binding of Ph.D thesis from reputed firms:**

Bills for expenses towards Ph.D thesis printing & binding up to a maximum of Rs.10,000/- will be reimbursed.

d) **Publication of the content of thesis:**

Expenses towards publication of content of thesis in peer reviewed journals will be reimbursed subject to a maximum of Rs.15,000/-. The HOD is requested to constitute a committee consisting of at least three faculty members including the supervisor to assess if the journal is of acceptable standard and then make recommendation to the Senior Research Advisor, TEQIP - II for approval.

The desirous students shall submit a claim duly forwarded by their supervisor and the concerned HOD to the TEQIP – II office in the prescribed format.

PRINCIPAL

Encl:

1. Reimbursement Claim form for Faculty Members
2. Application for financial assistance for UG, PG and Ph.D Students.

Copy to:

1. All HODs
2. TEQIP – Coordinator
3. Nodal Officer – Academic
4. Nodal Officer – Finance
5. Nodal Officer – Procurement
6. Nodal Officer – Equity Assurance Plan
7. Nodal Officer – Civil Work
8. Senior Research Advisor
9. Accounts Section
10. Students Notice Board
11. File



COIMBATORE INSTITUTE OF TECHNOLOGY, COIMBATORE – 641 014.
(Government Aided Autonomous Institution Affiliated to ANNA University)

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME

Sub Component 1.1

(Strengthening Institutions to improve learning outcomes and employability of graduates)

Application for financial assistance for research project under TEQIP – II (UG, PG & Ph.D Students)

Sl. No	Particulars				
1.	Department				
2.	Project Title				
3.	Name of the Guide				
4.	Name & Contact Details, industry / organization of external guide if any				
5.	Particulars of the student(s)				
	Name	USN	Indian Bank Account Number	Category* SC/ST/OBC/GEN	Mobile No. & Email ID
6.	Date of commencement of research project				
7.	Probable date of completion of the research project				

* A copy of the cast certificate to be enclosed as attachment with the application.

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8.	Expected outcome of the project (in terms of research paper / patent / ideas & prototype for adoption by industry / any other concern)		
9.	Details of the project with the proposed methodology & description of the project highlighting its importance to the industry / society (in about half a page) to be enclosed with the application. Details enclosed	Yes	No
10.	Budget	Details / Specifications	Cost
		List of Materials Required	
		List of Equipment Required	
		Labour Charges (if any) (details to be furnished at prevailing rates)	
11.	Any other details (please specify)		
Signature of the student(s) with date			
Name of the Student(s)			
Comments / recommendation of the project guide for the award of fiscal incentive under TEQIP - II			
1)			
2) The outcome of the project in terms of publication if any will be submitted to the TEQIP Office as and when published in conference / journal etc.,			
Signature of the Project Guide(s) / Supervisor			
Name, Designation & Contact details of the Project Guide(s) / Supervisor			

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Sub Component 1.1

(Strengthening Institutions to improve learning outcomes and employability of graduates)

Comments / recommendations of the committee that reviewed the project proposal for the award of fiscal incentive under TEQIP - II

Name & Signature of the aforesaid Committee members		
Name & Signature of the Chairman of the aforesaid committee with date		
Recommendations by Senior Research Advisor	Recommended / Not Recommended	
Approval by Principal		

FOR OFFICE USE ONLY

PAYMENT VOUCHER

Date:

Debitable to

..... accepted and passed for payment of Rs.....

Rupees (in words)

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NODAL OFFICER (FINANCE)

TEQIP – COORDINATOR

PRINCIPAL



COIMBATORE INSTITUTE OF TECHNOLOGY, COIMBATORE-14
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TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME-II

Sub Component 1.1

(Strengthening Institutions to improve learning outcomes and employability of graduates)

REIMBURSEMENT CLAIM FORM FOR FACULTY MEMBERS			
1.	Name (in block letters)		
2.	Designation		
3.	Department		
4.	Category	SC/ST/OBC/GENERAL	
5.	Mobile No.		
6.	Mail Id.		
7.	Savings Bank Account No.		
8.	Details of Registration to Ph.D (Attach a copy of registration confirmation letter)	(i) Address of the Research Centre & University	
		(ii) Date of Registration	
		(iii) Name of the Guide and Contact Phone Number	
9.	Details of Reimbursement Claim: (Purpose: Ph.D course fee / consumables/ Preparation of research paper / fee paid to journal / printing & binding of Ph.D Thesis etc.,) If the claim is towards consumables, provide list of items procured, list of the details of the bills, along with the original bills dully certified by the guide / HOD. If the claim is towards publication of research papers, attach a copy of the research paper published.	(i) Purpose	
		(ii) Amount Paid	
		(iii) Receipt Number & Date	
		(iv) Title of the Research Paper	
		(v) Name of the Journal	
		(vi) Nature of the Journal	National / International
		(vii) Impact Factor	
		(viii) Any other information	

CERTIFICATE

I / we hereby certify that the particulars provided above are correct and have not claimed any amount for this purpose from any other source.

Signature of claimant(s)



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Sub Component 1.1

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Name & Signature of the Chairman of the aforesaid committee with date		
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Approval by Principal		

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PAYMENT VOUCHER

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payment of Rs. Rupees (in words)

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NODAL OFFICER (FINANCE)

TEQIP – Coordinator

PRINCIPAL