



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 PhD scholars.
- 2) PMRF PhD scholars can utilise this amount within five years from the date of joining or till the date of submission of PhD thesis, whichever is earlier.
- 3) PMRF PhD scholars can utilize this fund in concurrence with the supervisor and Head of the Department for the following purposes.
 - Purchase of non-consumables/consumables items related to their research.
 - Testing and analysis charges for facilities used within campus.
 - 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.
 - Computation charges and software licenses.
 - Payment of publication charges including page charges for top tier and SCI indexed journals, thesis work and conference proceeding including language editing charges.
 - Life membership charges of professional bodies or societies. Limited to one membership of national and one international body in an academic year.
 - Purchase of books, conference proceedings, e-books, reprints of research articles and journal subscription charges.
- 4) Unspent balances in a year shall be carried over to the next academic year.
- 5) All items must be entered in the relevant stock registers of the lab/group/department.
- 6) All bills to be countersigned by the PhD supervisor and the PhD student.
- 7) 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.
- 8) A PMRF candidate shall not be eligible for Institute support for conferences within India & abroad.
- 9) Entitlement of travel, accommodation charges and DA would be as per prevailing rules for the PhD students of the Institute.

(II) Following items are regulated and can be purchased only once

- 1) E book reader, Laptop/Notebook/Table Computer/IPad.
- 2) All the purchases to be carried out as per the rules and regulation of latest general financial rule of 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 and cannot be purchased

- 1) Stationery items such as pen, pencils, folders, file covers carbon papers, etc.
- 2) Furniture, equipment, instruments, accessories of equipment.

IV) Procedure for 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 receipts/vouchers, etc., duly signed by the concerned supervisor/HOD to Dy./Assistant Registrar (F&A) for settlement.