

SOP- Fund Release to Full Time PhD candidates and Institutions

S. No.	Components	SoP to be followed- for reference of the Institutions, PhD Candidates
1.	Monthly Fellowship for Full Time PhD (@Rs. 38750 for 1st& 2ndYear then Rs. 43750 for 3rd , 4th and 5th year)	<p>I. The institute based on administrative approval for PhD seat allotment would enrol the PhD Candidates on these seats following the guidelines of the scheme.</p> <p>II. The PhD Candidates would need to complete their profiles themselves on PhD scheme portal with due verification by the concerned department & nodal officer of the institute. The institute will forward the candidate's detail along with recommendations for their fellowship release. This would be followed by verification by PhD Cell, DIC with respect to compliance to the guidelines of the scheme.</p> <p>III. Subsequent to the due verification of the registered PhD candidates, Fellowship & RoR are transferred to the candidates' bank accounts regularly.</p> <p>IV. The institute would submit periodic performance report for each candidate. In case of non-performance, non-compliance with the scheme's guidelines, absence, leaves, etc. or other reasons, affecting the Fellowship amount or resulting into Fellowship stoppage of any candidate at any point of time, the institution shall intimate PhD Cell, DIC regarding the same immediately through email to PhD Cell. The institution needs to secure receipts of such intimation by PhD Cell, DIC well in advance as the fellowship would be released by DIC, as soon as possible, once the fellowship becomes due.</p> <p>V. In absence of such intimation, PhD Cell, DIC will continue to transfer the fellowship directly to the candidates every month of a financial year.</p> <p>VI. If due to non-intimation or late intimation by the respective institute, the fellowship is released to the candidate by PhD Cell, DIC then it will be the responsibility of the institute to recover that amount paid to the candidate in excess & beyond eligibility. PhD Cell, DIC in its sole discretion may decide to recover it from the amount due to be paid to the institute under other budget heads of the scheme.</p>
2	Reimbursement of Rent (as per GoI norms)	<p>I. During verification of candidate's registration by the concerned department & nodal officer of the institute along with their recommendation for Reimbursement of Rent release to PhD Candidates, the institute will recommend the release of amount towards "Reimbursement of Rent" also for the candidate. The institute would collect the supporting from the candidate & follow all guidelines of the scheme and that of "Government of India" for such claims. PhD Cell, DIC will keep paying the "Reimbursement of Rent" along with fellowship to the eligible candidates every month.</p> <p>II. In the event of any change e.g. change in location by the Candidate leading to change in monthly rent amount or in-eligibility, the institution shall intimate PhD Cell, DIC</p>

		<p>regarding the same through email. The institution needs to secure receipts of such intimation by PhD Cell, DIC well in advance as the Reimbursement of Rent would be released by DIC, as soon as possible once Reimbursement of Rent becomes due. In absence of such intimation, PhD Cell, DIC will continue to transfer the “Reimbursement of Rent” directly to the candidates every month of a financial year.</p> <p>III. If due to non-intimation or late intimation by the respective institute, the “Reimbursement of Rent” is released to the candidate by PhD Cell, DIC then it will be the responsibility of the institute to recover that amount paid to the candidate in excess & beyond eligibility. PhD Cell, DIC in its sole discretion may decide to recover it from the amount due to be paid to the institute under other budget heads of the scheme.</p>
3	<p>Research Contingency grant @ Rs. 1.20 Lakh/Year/Full Time PhD</p>	<p>I. The institution would submit a proposal based on the eligibility of the full time PhD candidate(s) in prescribed format. The format would include the details of equipment required by them, payment terms, account details of the institute etc.</p> <p>II. The proposal should clearly specify the utility & role of each of the proposed equipment in research of respective PhD candidate(s).</p> <p>III. The Research Contingency Grant support would be available to the institute only after completion of tenure of one year for a particular candidate and like-wise on pro-rata basis.</p> <p>IV. The proposal would then be examined by PhD Cell, DIC with respect to the guidelines of the scheme & then the institute to procure the equipment as mentioned in the proposal with certain changes if applicable.</p> <p>V. The institution following the same would procure the equipment and would raise the payment request as per payment terms to PhD Cell, DIC.</p>
4	<p>One Time International Conf. Support @ Rs. 1.5 Lakhs/Full Time PhD</p>	<p>I. The support would be provided once in a support duration of PhD candidate under the scheme.</p> <p>II. The support cover the travel and other expenses of PhD candidates for attending International conferences, where his/her research paper has been accepted for the presentation by him/her</p> <p>III. Paper presentation should be oral (not poster) in an International conference falling in approved list under Visvesvaraya PhD Scheme (subject to revision/review by Academic Committee periodically). The approved list is uploaded on PhD Scheme portal: ListOfInternationalConferences.pdf.</p> <p>IV. The institution would submit the request based on the eligibility of the Full Time PhD candidate in the prescribed format along with invitation letter of the conference and other supporting documents to the PhD Cell.</p> <p>V. The grant will be provided to the institution (not to the applicant) for checks & balances and submission of UC</p>

5	Institutional Overhead @ Rs. 25,000/Year/Full Time PhD	<p>I. Institutional overhead would be transferred to the institutions based on number of Full Time candidates enrolled under Visvesvaraya PhD Scheme and eligible for that year and like-wise on pro-rata basis.</p> <p>II. This amount after calculation at PhD Cell would be processed for release by PhD Cell for release to the respective institutions.</p>
6	One time support for 50 Candidates /yr from 3rd year for Visit to Labs	<p>I. It is not provisioned for all PhD candidates. Only the selected candidates fulfilling eligibility criteria based on the guidelines. A separate Implementation order governing these components would be issued by PhD Cell, DIC.</p> <p>II. The candidate should complete the visit at least 3 months before either the completion of PhD or the Fellowship support period of 5 years.</p> <p>III. The application with invitation letter is to be submitted to the PhD Cell through the institution.</p> <p>IV. The funds including Fellowship of the selected Full Time candidates for visit to labs abroad will be provided to the institution.</p> <p>V. Upon completion of the visit and returning to the institution, the candidate must submit a detailed technical report about the work done /accomplishment along with publications resulting from the visit, if any, to the PhD Cell. The report should be signed by the guide and endorsed by the head of the institution.</p> <p>VI. PhD Cell, DIC; MeitY reserves the right to hold/ stop/ terminate the support for this component at any stage, including but not limited to:</p> <p>(a) Appropriate progress is not being made.</p> <p>(b) The grant is not being utilized properly.</p> <p>(c) Violation/ Non-compliance of guidelines.</p> <p>(d) Any other reason, which is deemed appropriate by PhD Cell, DIC, MeitY</p>