

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR
(REGISTRAR OFFICE)

Ref. No. IKGPTU/Reg/NF/R&D/158

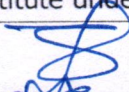
Dated: 23.04.2024

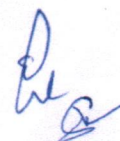
NOTIFICATION

Subject : Standing Operation Procedure (SOP) for Fund Release to Full Time Ph.D Candidates and Institutions.

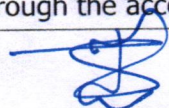
The following procedure shall be followed for Fund Release to Full Time Ph.D Candidates and Institutions:

S. No.	Components	SoP to be followed - for reference of the Institutions, PhD Candidates
1.	Monthly Fellowship for FullTime Ph.D (@Rs. 38750 for 1 st & 2 nd Year then Rs. 43750 for 3 rd , 4 th and 5 th year)	<ol style="list-style-type: none">1. The institute based on administrative approval for Ph.D seat allotment would enroll the Ph.D Candidates on these seats following the guidelines of the scheme.2. The Ph.D Candidates would need to complete their profile themselves on Ph.D 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 Ph.D Cell, DIC with respect to compliance to the guidelines of the scheme.3. The details collected through Ph.D Scheme portal from the eligible PhD Candidates which include their AADHAAR would be sent by Ph.D Cell, DIC to PFMS in prescribed format for beneficiary registration and subsequently for fellowship transfer through DBT mode.4. The institute would submit annual performance report for each candidate. In case of non-performance, non-compliance with the scheme's guidelines of any candidate at any point of time, the institution shall intimate Ph.D Cell, DIC regarding the same immediately through email to Ph.D Cell. The institution needs to secure receipts of such intimation by Ph.D Cell, DIC well in advance as the fellowship would be released by DIC, as soon as possible, once the fellowship becomes due.5. In absence of such intimation, Ph.D Cell, DIC will continue to transfer the fellowship directly to the candidates every month of a financial year.6. If due to non-intimation or late intimation by the respective institute, the fellowship is released to the candidate by Ph.D Cell, DIC then it will be the responsibility of the institute to recover that amount paid to the candidate in excess & beyond eligibility. Ph.D 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.


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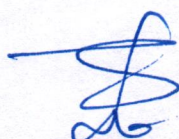


2	Reimbursement of Rent (as per GoI norms)	<ol style="list-style-type: none"> 1. During verification of candidate's registration by the concerned department & nodal officer of the institute along with their recommendation for Reimbursement of Rent release to PhD Candidates, the institute will recommend 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. 2. 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 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. 3. 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.
3	Research Contingency grant @ Rs. 1.20 Lakh/Year/FullTime PhD	<ol style="list-style-type: none"> 1. 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. 2. The institute would be registered by PhD Cell, DIC on PFMS (if not registered) using the details collected through PhD Scheme portal. 3. 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. 4. The institution following the same would procure the equipment and would raise the payment request as per payment terms at PhD Scheme portal. 5. PhD Cell, DIC would examine the request and if it is in order then the amount would be paid to the account of Institution through REAT (Receipts, Expenditure, Advances and Transfers) module of PFMS. 6. In case of failure from PFMS, the same would be transferred directly through the account of Digital India Corporation.


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4	One Time International Conf. Support @ Rs. 1.5 Lakhs/Full Time Ph.D	<ol style="list-style-type: none"> 1. It is not provisioned for all Ph.D candidates. Only the selected candidates fulfilling eligibility criteria based on the guidelines to be provided in due course will be supported. A separate Implementation order governing these components would be issued by Ph.D Cell, DIC. 2. The institution would submit the request based on the eligibility of the full time Ph.D candidate in the prescribed format. The format would include the payment terms, account details of the institute & the applicant candidate etc. 3. The institute would be registered by Ph.D Cell, DIC on PFMS (if not registered) using the details collected through PhD Scheme portal. 4. The request would then be examined by Ph.D Cell, DIC with respect to the guidelines of the scheme & accordingly the applicant & the institute would be allowed to avail the support. 5. The institution & the applicant following the same would raise the payment request as per payment terms at Ph.D Scheme portal for payment to the institute &/or the applicant candidate. 6. Ph.D Cell, DIC would examine the payment request and if it is in order then the amount would be paid to the account of candidate and/or the institute as the case may be. 7. The payment to the Institute would be made through REAT(Receipts, Expenditure, Advances and Transfers) module of PFMS. 8. In case of failure from PFMS, the same would be transferred directly through the account of Digital India Corporation.
5	Institutional Overhead @ Rs. 25,000/Year/Full Time PhD	<ol style="list-style-type: none"> 1. Institutional overhead would be transferred based on number of Full Time candidates enrolled at Ph.D scheme portal and eligible for that year through REAT (Receipts, Expenditure, Advances and Transfers) module of PFMS. 2. This amount after calculation at Ph.D Cell would be initiated at Ph.D Cell in the beginning of each financial year.
6	One time support for 50 Candidates/yr from 3rd year for Visit to Labs	<ol style="list-style-type: none"> 1. It is not provisioned for all Ph.D candidates. Only the selected candidates fulfilling eligibility criteria based on the guidelines to be provided in due course will be supported. A separate Implementation order governing these components would be issued by Ph.D Cell, DIC. 2. For more details, 'Term & Condition' may be referred.



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Terms & Conditions – Visvesvaraya Ph.D Scheme for Electronics & IT – Phase II

2. Full-Time Ph.D Candidates:

2.1 Financial Support for Full-Time Ph.D Candidates:

2.1.1. Fellowship: Rs. 38,750 per month in 1st & 2nd year and @Rs. 43,750 per month in 3rd, 4th and 5th years of PhD. (support till PhD completion or 5 years whichever is earlier).

2.1.2. Reimbursement of Rent (RoR): This component is linked with the fellowship of PhD Candidate. The rate of RoR is 24%, 16% & 8% (of fellowship) for X, Y & Z class cities/towns respectively. The classification of the cities is as per the notification issued by the Ministry of Finance for the reimbursement of HRA.

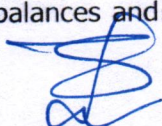
2.1.3. Institutional Overheads: An amount of Rs. 25,000/Year/Full-time PhD candidate for support duration of PhD candidate to be given to the institution. The institutional overheads will be released after completion of required tenure by the respective candidate on pro-rata basis.

2.1.4. Research Contingency Grant Support: An amount of Rs. 1,20,000/Year/Full-time PhD candidate for support duration of PhD candidate as per following guidelines:

- a) Out of Rs. 1.20 Lakh/year, upto Rs. 30,000/- may be availed by the institute for respective PhD Candidate's miscellaneous expenses relevant to research work- e.g. Books/ Documents, Equipment/Software, Consumables/Chemical/ Electronic components, Prints of research papers, reports etc., Registration fee for attending Symposia/Seminars/ Conferences in India/ abroad where the candidate is presenting an accepted paper, Similar items etc.
- b) Proposal for Rs. 90,000/- or more upto Rs. 1.20 Lakh (the remaining amount after miscellaneous exp.) for lab equipment (excluding civil construction/ expansion of the building) should be submitted to PhD Cell, DIC. It should be signed & stamped by the supervisor, nodal & head of the institute.
- c) The amount of Rs. 1.20 Lakh under 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.
- d) The proposal should clearly specify the utility & role of each of the proposed equipment in research of respective PhD candidate(s). The proposal would cover the item wise cost along with total budget and minimum amount required to place purchase order and amount required at the time of delivery of equipment to the institute.
- e) The eligibility/unspent balance of a particular year for each Full-time PhD candidate may be carried forward to the next year, till the candidate is supported under the scheme (5 years/Ph.D completion etc.).

2.1.5. Support for attending International Conference: The support would be available from 3rd year of PhD with following guidelines:

- a) The support would 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.
- b) The grant will be provided to the institution (not to the applicant) for checks & balances and submission of UC.



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2.1.6. Visit to Labs abroad: The support would be available from 3rd year of PhD to the selected Full Time PhD candidates with following guidelines:

- a) DIC may enter into agreement with suggested labs.
- b) The concerned institution(s) will have to facilitate the execution of this agreement between DIC & the lab(s) and will also follow the administrative guidelines to be issued by DIC.
- c) The PhD candidate should possess a valid offer letter from such labs abroad (having agreement with the scheme implementing agency).
- d) The candidate may avail this support after 3 year (36 months). The candidate should complete the joint work/training at least 3 months before the completion of PhD/support period of 5 years.
- e) The application with invitation letter to be submitted to the Ph.D-Cell through the institution.
- f) The grant will be provided to the institution (not to the applicant) for checks & balances and submission of UC.

2.2 Terms and Conditions for support of Full Time Ph.D Candidates:

2.2.1. The support will be for additional PhD candidates taken up by an institution. No support would be provided for current levels of enrolment in the PhD programme at the institutions. Transfer from other scholarship schemes would not be permitted.

2.2.2. Only the candidates enrolled/registered for PhD during the period of the scheme would be eligible to apply for the financial support. This scheme will be applicable for new PhD Scholars after notification of the scheme.

2.2.3. The candidate would be eligible for Fellowship for the period during which the candidate is in good standing and fulfills the requirements of the PhD successfully. The maximum period for which the support would be available for any Full-time candidate would be five years or till the completion of PhD whichever is earlier.

2.2.4. The participating Institution will ensure that a candidate receiving fellowship under this scheme is not receiving any financial support for PhD from any other scheme of Government of India/States etc. at the same time, The candidates who have availed support for their PhD from any other scheme of Government of India/States etc. will be automatically be disqualified for support under this scheme.

2.2.5. The PhD seats allotted for a particular year should be utilized in the same academic year only. The unfilled seats would be automatically pulled back to the general pool of the scheme.

2.2.6. Once the institution has recommended the candidate for award of fellowship and the same has been approved under the scheme by the competent authority the fellowship amount and eligible "Reimbursement of Rent" amount will be transferred directly to the bank accounts of the PhD candidate through DBT. The institution will submit annual performance report for each candidate enrolled under the scheme. In case of non- performance of any candidate, the institution shall intimate PhD Cell, DIC regarding the same. In case no such intimation is received, PhD Cell, DIC will continue to transfer the fellowship directly to the bank accounts of PhD candidates.

2.2.7. The items of expenditure eligible to be released to the institution like Institutional Overheads, Research Contingency Grant shall be released directly to the institution.

2.2.8. The amount to be released under "Support for attending International Conference" and "Visit to labs abroad" will be released as per the requirement on a case to case basis.

2.2.9. The institution will be responsible for furnishing utilization certificates of the funds released to them based on the scheme parameters, and as per conditions of the sanctioned grant-in-aid.

3. Miscellaneous:

- a) Collaborations with internationally reputed academics and R&D Institutions will be encouraged.
- b) IPR generated under the Scheme will be governed by existing rules and regulations of MeitY.
- c) All institutions who will participate would be subjected to Audit of their accounts/records in respect of the scheme as per government norms.
- d) Assets created under the scheme using the research grant to the participating Institutions would be used by Institutions for the research and development activities in these institutions after the end of the scheme.
- e) MeitY may make additions/deletions/modifications in these guidelines at its own discretion.
- f) Awarding support, its continuation, discontinuation etc. for component(s) of the scheme would be as per the sole discretion of MeitY and would be final and binding to all the applicants seeking support/ beneficiaries.

This notification has been issued with the approval of competent authority on 28.03.2024 (on hard file) vide office file No. I-15/415/2024-R and D (Computer No. 119416).

(Dr. S. K. Misra)
Registrar

Endst. No. IKGPTU/Reg/NF/R&D/159-163

A copy is forwarded to the following for information and necessary action please.

1. All Dean, IKGPTU
2. All Director (Constituent Campuses & ODL) & HoD (Teaching)
3. Finance Officer
4. Controller of Examination
5. Secretary to Vice Chancellor : for kind information of Hon'ble Vice Chancellor

Registrar
Dated: 23.04.2024
I.K. Gujral Punjab Technical University
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(Dr. S. K. Misra)
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