



Office of the Dean Academic

Indian Institute of Engineering Science and Technology, Shibpur

(Formerly Bengal Engineering & Science University, Shibpur)

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Website : <https://www.iiests.ac.in>

No. 115/ACAD/2025

Date: April 11, 2025

ORDER

This is for information of all concerned that the following resolutions have been taken regarding the guidelines for contingency grant for Research Scholars under Ph.D. Fellowship Scheme for attending the conference.

1. As per the Office Order (No: AT/14th Senate/RMS/6553/18 dated 07.03.2018 and RDO/1795/19 dated 24.10.2019) [Annexure I], a scholar is entitled for contingency grant of Rs. 20,000/- per financial year from the date of joining the aforesaid fellowship scheme for a maximum period of five years. As per the order, they will also be eligible for a contingency grant of maximum Rs. 50,000/- for attending conference abroad (including registration and travel) only one time during the entire Ph.D. Program.
2. Application by the Scholar/PG Student needs to be submitted at least four weeks before the conference date to the concerned HoD.
3. The Department/School/Centre concerned shall check all relevant papers related to the conference/workshop etc and if finds suitable then shall send the recommendation of DPGC along with all relevant documents to the Associate Dean(PG & Ph.D.).
4. The Associate Dean (PG & Ph.D.) shall place it to the Chairman SPGC with his/her observation. SPGC Chairman needs to place with his/her comments to the Dean (Academic) for approval.
5. As per the Office Order 29th BoG/10/2025 dated 29/01/2025, Dean (Academic) has been empowered for approval of processing of all travel related activities of students/scholars in connection with attending conference, deputation and other special cases.
6. Once approved, Joint Registrar (Academic) shall issue the order of travel grant and send to the Finance Section for further course of action. The scholar/PG Student shall submit the relevant bills to the Finance Section for processing of the travel grant.
7. The earlier committee (Notification No: 1764/Exam dated 11/10/2018) [Annexure II] in this regard stands cancelled.

This is issued with the approval of the competent authority.

Sd/-

Dr.Nirmalya Kumar Bhattacharyya
Joint Registrar (Academic)

No. 115/ACAD/1(08)/2024

Date: April 11, 2025

Copy forwarded for information and necessary action to:

1. PS to the Director
2. All Deans/Associate Deans/Heads of the Departments/Schools/Centers/Officers
3. The Chairman-SPGC
4. The Registrar
5. The Joint Registrar(Finance)
6. The Student Senate
7. The Academic Section-File
8. Institute Website



Joint Registrar (Academic)
IEST, Shibpur

OFFICE OF THE REGISTRAR

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR

AN INSTITUTE OF NATIONAL IMPORTANCE

(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No. AT/14th Senate / 11.3/6553/18

Dated: 7th March, 2018ORDER

This is for information of all concerned that the Senate in its 13th meeting held on 8th November, 2017 has taken the following resolutions regarding the guidelines for contingency grant for Research Scholars under PhD fellowship scheme for attending conference. The resolution which was confirmed in the 14th meeting of the Senate held on 10.01.2018 and 31.01.2018 are as follows:

1. Enrolled Research scholars under the Institute Ph.D. fellowship scheme will be eligible for a contingency grant of Rs 20,000/- per financial year from the date of joining the aforesaid fellowship scheme for a maximum period of 5(five) years. They will also be eligible for a contingency grant of maximum Rs. 50,000/ for attending conference abroad (including registration and travel) only one time during the entire PhD programme. This will be effective from current (2017-2018) financial year only for enrolled Research Scholars under Institute Fellowship.
2. The Contingency grant of Rs.20,000/- per year can be utilised for the following purposes and as per the following terms and conditions:
 - Purchase of stationery and books, cost of photocopying of documents, postage charges.
 - Books
 - Procurement of chemical/consumable items for the research work.
 - Purchase of computer software and accessories
 - Fabrication or procurement of small equipment/component required for the Ph.D. research work.
 - Measurement and sample testing charges.
 - Payment of registration fee and travelling allowances by the shortest route by rail (III tier AC) or by road for presenting research paper in conference/seminars within India and membership fee of professional body in the concerned discipline. Financial support for attending conference for maximum of three times till submission of thesis/termination of Institute Fellowship.
 - For consideration of Payment of registration fee and travelling allowances of the scholar, it is expected that the PhD Scholar will be the first author of the presenting paper. If student is not the first author, in that case the student will get the registration fee and travelling allowances, if certified by his/her supervisor that the work has been done by the student for his/her PhD thesis.
 - All purchase will be as per the institute purchase rule.
 - The unutilized part of the contingency grant is not allowed to be carried forwarded to the next financial year.

- (3)
- The upper limit of purchasing item by cash in a financial year should not exceed Rs 5000/-.
 - Payment for any item procured at a price from supplier/bidder above Rs 5000/- will be made by account payee cheque or bank transfer to the supplier/bidder bank account.
 - If in case the student is applying for any of the funding agencies like CSIR, DST, INSA, INAE etc., and avails the grant sanctioned by those agencies, in such cases the student is expected to exhaust all such funds before applying to Institute.
3. A committee with concerned HOD as Chairman and supervisor (s) of the PhD Student as the member (s) will be formed for grant of Travelling Allowance of the students within India based on the merit of the conference/workshop etc. and quality of the paper.
 4. A standing committee will be formed by the Director with Dean Academic Affairs as Chairman for selection of Travelling Allowance for attending conference in abroad based on the merit of the conference or workshop etc. and quality of the paper. Selection Committee meeting will normally be held in every month.
 5. Application for Travel Allowance should be submitted by the PhD student to the Dean Academic Affairs through the supervisor at least four weeks before the conference date.
 6. The senate resolved that all students related expenses under this scheme be carried out from the contingency fund of the department to be earmarked for this purpose by the Institute

Sd/-
(Biman Bandyopadhyay)
Registrar

Copy forwarded for information and necessary action to:-

- 1) The Director, IEST, Shibpur
- 2) All members of the Committee
- 3) All Deans/Heads of the Departments/Heads of Schools/Heads of the Centres
- 4) All Officers
- 5) Office of the Registrar, IEST, Shibpur
- 6) Institute Website

H 7/3/18
Registrar
IEST, Shibpur



OFFICE OF THE REGISTRAR
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

(2)

No. RDO/1795/19

Dated, 24th October, 2019

Order

In pursuance of the decision taken in the 13th meeting of the Senate held on 8th November, 2017, and on the recommendation of the Institute Budget Committee in its 7th meeting held on 21.08.2019 and subsequent approval of the competent authority the following guidelines shall be followed for utilization of contingency grant by registered Research Scholars under Institute Ph.D. Fellowship Scheme:

- 1) Institute will allot additional recurring grant under head 'Contingency/Consumables' of Rs.20,000/- p.a. per each registered research scholar to every Department/School/Centre in which the scholars are associated. A research scholar shall be entitled to reimburse consumable/contingent expenses towards his Ph.D. work to a maximum limit of Rs.20,000/- p.a. The amount has to be utilised for the purpose as decided in 13th meeting of the Senate following the provisions of GFR, 2017.
- 2) All bills/vouchers are to be drawn in the name of Supervisor of that Scholar and to be forwarded to Finance Section for payment after approval of the Chairman, DPGC / Head of the Department. In case of reimbursement, the amount to be reimbursed only to the concerned Supervisor and not to the research scholar.
- 3) For attending conference/workshop within India/abroad, the Institute will extend partial support to the scholars on the basis of the standard of the conference/workshop and quality of the paper and subject to the availability of funds. The Committee as proposed by the Senate will evaluate the relevant documents and recommend to the Director for consideration and approval.

The amount to be utilised strictly for the purpose as mentioned in Office Order No. AT/14th Senate/RMS/6553/18 Dt. 07.03.2018.

Sd/-
(Biman Bandyopadhyay)
Registrar

Memo No. 1795/19 (4)

Dated, 24th October, 2019

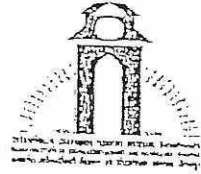
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- 1) Private Secretary, Office of the Director
- 2) All Deans / All Heads of the Departments/Schools/Centres
- 3) All Officers
- 4) Institute Website

11/24/10/2019
(Biman Bandyopadhyay)
Registrar

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Office of the Dean (Academic)
Indian Institute of Engineering Science and Technology, Shibpur
(Formerly Bengal Engineering and Science University, Shibpur)
Howrah - 711 103, West Bengal, India



No: 1764/Exam

Date: 11th October 2018

Notice

The following committee is constituted to form a guideline for travelling allowance support for attending international conference abroad and also screen the applications submitted by the Ph.D scholars as and when required.

1. Dean (Academic) -Chairman
2. Dean (R&D) – Member
3. Concerned HOD– Member
4. Concerned Supervisor - Member
5. Dy Controller of Examinations – Convener

The revised guideline put up before Chairman, Senate for approval by October 24, 2018

This is issued with the approval of the competent authority.

Sd/-


Prof. S. Chakraborty
Dean (Academic)

No: 1764/1(3)/Exam

Date: 11th October 2018

Copy for information and necessary action to:

1. Dean (R&D)
2. All HODs
3. Dy Controller of Examinations


Dean (Academic)