

FINANCIAL ASSISTANCE POLICY FOR PARTICIPATION IN TECHNICAL EVENTS

1. A sum of Rs. 15 lacs per year be allocated from Student Services Fund for financial support to students participating in technical events.
2. Half of this amount, i.e., Rs. 7.5 lacs, be reserved for technical support to students for travel to take part in technical events. The other half of Rs. 7.5 lacs be reserved for all other expenses incurred in connection with the events (fabrication and transportation of projects, registration etc).
3. Normally, only one team of the institute shall be allowed to participate in one technical event. However, in exceptional circumstances, two teams may participate in one event with the special permission of Director.
4. Financial assistance for expenses other than travel (fabrication + transportation + registration etc), shall be governed by the following criteria.

i.	Cost upto Rs. 30,000/-	Full funding
ii.	Cost from Rs. 30,000/- to Rs. 60,000/-	50% of amount exceeding Rs. 30,000/- + Rs. 30,000/-
iii.	Cost from Rs. 60,000/- to Rs. 1 Lac	25% of amount exceeding Rs. 60,000/- + Rs. 45,000/-
iv.	Cost from Rs. 1 Lac to Rs. 5 Lacs	10% of amount exceeding Rs. 1 Lac + Rs. 55,000/-
v.	Cost exceeding Rs. 5 Lacs	(5% of amount exceeding Rs. 5 Lacs + Rs. 95,000/-) or Rs. 1.5 Lacs, whichever is smaller

However in special cases higher funds can be allocated by the committee considering the proposals.

5. In respect of financial support for travel, the following criteria shall apply:
 - i. For participation in events within India, there will be reimbursement to students of their travel cost and boarding and lodging as per institute norms. The TA/DA of the faculty member(s) accompanying the team will be borne from Institute funds as per norms, subject to an upper limit on expenditure as per norms for national conferences.
 - ii. For participation in events abroad, a participation subsidy of 30% of the cheapest (economy class) air fare shall be provided subject to a limit of Rs. 20,000/- per individual and a total maximum of Rs. 1 lac for the entire team participating in an event, including faculty member accompanying the team (if any). The participation subsidy can be used for travel, boarding/lodging etc. against bills of expenditure.

However in special cases higher funds can be allocated by the committee considering the proposals.

6. An advance of upto 50% of the approved amount will be normally given. 30% of the approved amount shall be released after the team is able to show sponsorship of the rest of the amount. Balance 20% will be reimbursed on submission of bills.
7. It was also decided that the financial limit for the support to students participating in international conferences be enhanced from the existing level of Rs. 25,000/- to Rs. 30,000/-.

A committee consisting of the following will consider all proposals for funding

Chairperson	:	Director
Members	:	Dean R P & D
	:	DSA
	:	DAA
	:	ADSA-II
	:	The Faculty Coordinator of Activity
	:	HOD of the Principal Department
	:	Two students nominated by the Director
Convener	:	Chief Advisor Technical Societies

TRAVEL NORMS FOR UG AND PG STUDENTS

S.No	Mode of journey	Entitlement of UG Students	Entitlement of PG Students
1.	Train	First Class/AC 3-tier/AC Chair Car	AC 2 tier
2.	Bus/Road	Actual fare by any type of public bus other than AC bus	Actual fare by any type of public bus including AC bus
3.	Local travel	Reimbursement up to Rs. 50 per diem for travel within city	Reimbursement up to Rs. 100 per diem for travel within city
4.	Boarding/Loading	Reimbursement up to Rs. 300/-per day	Reimbursement up to Rs. 500 per day
5.	Food Expenses	Reimbursement up to Rs. 100 per day	Reimbursement up to Rs. 150 per day

1. In case of group tour an A.C bus may be hired by adopting the institute purchase procedures
2. For any other related TA/DA issues, Central Government Rules shall be followed.
3. Director is empowered to relax the above norms in special cases.