

Outline for the reimbursement for conference/workshop/short-term course/certification courses/memberships

The following guidelines regarding utilization of reimbursement grants and prize money to M. Tech and research scholars of various programs at the Centre for Advanced Studies, Lucknow will come into force;

- 1. M.Tech (INR 50,000/- for whole course duration)**(Subject to the maximum limit for the course duration), a student can avail reimbursement for;
 - a. International conference (Scopus and/or web of science indexed) within India for paper presentation only (oral/poster)
 - b. Workshop/short-term course/certification course (Not less than 5 days) National/International, offline/online.
 - c. Technical membership of any society related to their research or program (student membership).

- 2. Ph.D. (INR 75,000/- for whole course duration)** (Subject to the maximum limit for the course duration), a student can avail reimbursement for;
 - a. International conference (Scopus and/or web of science indexed) within India for paper presentation only (oral/poster)
 - b. Workshop/short-term course/certification course (Not less than 5 days) (National/International), offline/online.
 - c. Technical membership: Any technical society (student membership).

- 3. M. Tech and Ph.D. scholar (INR 1,00,000/- only one time in whole course duration)** will be allowed to present the paper outside India for international conference (Scopus and/or web of science indexed) for oral/poster presentation.

*** The list of the reimbursement eligible items will be reviewed from time to time.**

Provided that:

Clauses:

1. The reimbursement will be given on first come first serve basis, after the exhaustion of the allocated fund no reimbursement will be provided to any student.
2. For M. Tech student only 15,000/- INR (at Max) reimbursement will be given for the conference/workshop/seminar/short term course attended within India in one academic session for single conference/workshop/seminar/short term course.
3. For Ph.D. scholar only 15,000/- INR (at Max) reimbursement will be given for the conference/workshop/seminar/short term course attended within for single conference/workshop/seminar/short term course.
4. Please note that a valid Invoice in the name of the student claiming reimbursement (with Invoice number, CST no., VAT no. etc. and not simply a Delivery Challan or Proforma Invoice) has to be produced for claiming reimbursement. Foreign currency cash memos need to be converted into Indian currency (which will be done by Accounts section)

5. M. Tech/Ph.D. students shall have completed at least six months of their registration with the Institute, before they can receive grants.
6. In expenditure out of grants made under conference/workshop/seminar/short term course attending the following limits shall be observed for travelling expenses (within India);
 - i. Actual cost of rail/bus fare shall be limited to III AC rail fare or less, to the place of research and back to the place of ordinary residence of the M. Tech student and II AC rail fare or less, to the place of research and back to the place of ordinary residence of the Ph.D. scholar.
 - ii. Daily allowance for a maximum of 30 days shall be paid at the rates allowed by the institution of affiliation, Rupees Five hundred (Rs. 500/-) a day for M. Tech student and Ph.D. scholar.
 - iii. For local conveyance not exceeding Rupees One thousand (Rs.1,000/-) may be allowed for one month.
7. In expenditure out of grants made under conference/workshop/seminar/short term course attending the following limits shall be observed for travelling expenses (outside India);
 - i. Actual cost of rail/bus/steamer/air fare shall be limited to III AC rail fare (within India) and economy class air fare (From India to outside) or less, to the place of research and back to the place of ordinary residence of the M. Tech student and II AC rail fare (within India) and economy class air fare (From India to outside) or less, to the place of research and back to the place of ordinary residence of the Ph.D. scholar.
 - ii. Daily allowance for a maximum of 30 days shall be paid at the rates allowed by the institution of affiliation, Rupees One thousand (Rs. 1000/-) a day for M. Tech student and Ph.D. scholar.
 - iii. For local conveyance not exceeding Rupees One thousand (Rs.1000/-) may be allowed for one month (Within India).
8. For seminar/conference/workshop/short term course, TA/DA and registration fee will be reimbursed for within India event.
9. For seminar/conference/workshop/short term course, TA/DA, visa fee and registration fee will be reimbursed for outside India event.
10. Reimbursement amount for the conference/workshop/seminar/short term course held within India and outside India are separate.
11. Prior approvals must be obtained from the competent authority before making any expenditure for any event.
 - a) Application should be given with the estimated expense to attend the event with all the supporting documents for the expense.
 - b) Candidate should sign each and every page of the application submitted. For conference attendance, submitted paper should also be attached with the application.
12. Student should be first author in the paper with Centre for Advanced Studies affiliation with at least one faculty from Centre for Advanced Study. (For the conference reimbursement by the students).
13. If the publication is joint, only one author shall be allowed to claim the expenses as above.
14. When approving any bill, the initial approving authority shall verify that the items have been purchased by the student or research fellow.

15. All bills should be in the name of the student and have been issued in the appropriate financial year.
16. At the time of the claiming the reimbursement student has to produce the attending certificate of the conference/workshop/seminar/short term course.

Awards

- 1. Best thesis award: Medal and Certificate for M. Tech (separate for each program)**
 - Awards will be given per academic session/year.
 - Evaluation form will be made and filled by the student before the final degree award.
 - Committee will be formed to scrutinize the forms.
 - Committee will be headed by Director, CAS and have co-ordinators of all programs, dean academics, and one external member (Preferably Prof. from Institute of National Importance).

- 2. Publication of each SCI-indexed paper (M. Tech): INR 10,000/-**
 - Price money will be given for the single publication in whole course duration (for first authorship).
 - Student should be first author with Centre for Advanced Study affiliation.
 - If two or more students are there (second, third.) award money will be distributed equally among all the students who has Centre for Advanced Study affiliation with at least one faculty from Centre for Advanced Studies.

Form for Thesis Evaluation

Name of student :

Student number :

Title of thesis :

Date :

Name first reader/supervisor :

S. No.	Category	Quantity	Points
1.	Technical novelty of the idea (MM 10)		
2.	Paper published in international conference (2 point for each publication for first author, 1 point for other authors)		
3.	Paper published in international journal (Scopus/SCI indexed) (4 point for each publication for first author, 2 points for other authors)		
4.	Patent filed (MM 10)		
Total Points			

* This form has to be filled by the candidate itself.

* Thesis copy has to be attached with this form.

Signature of the student

Name of the student