

RULES FOR ENGINEERING COLLEGES

Participating educational institutions from the North East are referred to as 'Guest Institutions' and institutions hosting the students from the North East are referred to as 'Host Institutions'.

1. TRAVEL RULES:

1a. All students from the **Guest Institution**, including the accompanying teacher will be provided with 2AC train fare on reimbursement basis.

1b. In case train journey is not possible, in production of proper justification, air travel may be allowed.

1c. In case of traveling by non-Air India flights, proper justification has to be provided for not availing Air India flights

1d. **Guest Institutions** will be reimbursed the travel expenses after submitting an **Audited Statement** through their institutions. Travel expenses cannot be reimbursed to individuals.

2. STIPEND:

2a. Each student is entitled to a stipend of Rs. 8000/- per month on pro-rata basis. This will be directly credited to the student's account. Students must send their bank account details to ivs@iitg.ernet.in at the earliest.

2b. Each guest faculty member accompanying the team of students will be paid Rs.350/- per day as DA, Rs.1500/- per day for accommodation (subject to actual) not exceeding Rs. 15000/- per month in total. The Host Institution must provide food and lodging to the accompanying faculty at the given rate. An audited statement for this reimbursement must be provided by the **Guest Institution**.

3. REMUNERATIONS

3a. The **Host Institution** may provide remuneration for a few lectures during the programme, maximum of @Rs. 1000.00 per lecture. The total should not exceed Rs. 25000.00 for the entire duration of the programme.

3b. The coordinating faculty (**Ishan Vikas Host Institute Coordinator**) member from the host institute will receive a remuneration of Rs. 15000.00 for the entire duration of the programme.

3c. Both remuneration for 3a and 3b can be claimed for reimbursement through an audited statement by the host institute.

4. CONTINGENCY & CONSUMABLES

4a. The **Host Institution** may claim contingency costs upto Rs.15000/- for a programme. Reimbursement will be facilitated to the host institution after submission of an Audited Statement.

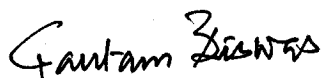
5. AUDITED STATEMENTS:

5a. In order to claim reimbursements for costs incurred during the programme for 1 - 4 above, the participating institutions must provide a **consolidated audited statement** through their respective institutions.

6. OTHER EXPENSES

6a. No other expenses are admissible for Guest Institutions and Host Institutions for this programme.

Approved



Director, IIT Guwahati

DIRECTOR

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