

RULES FOR SCHOOLS

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:

1a. All students and accompanying teachers from the guest schools will be provided with airfare by the shortest route. Airfare will be provided on reimbursement basis. Boarding passes for the journey, e-ticket indicating the cost of the ticket must be provided.

1b. Students and teachers will be also allowed to claim traveling costs from the place of the school to the nearest airport and back from the airport to the location of the school. However, that amount will be reimbursed upto Rs. 2000/- for roundtrip per person subject to actuals. Also receipts/tickets must be provided for such travels. In special cases approval may be given for more than the specified amount.

1c. Each travel claim must be accompanied by a **TA form** (attached below). It is preferable that each school provides their expense details in a single TA form.

1d. **Host Institutions** may claim upto Rs. 1000/- per head, subject to actual, for local travel costs, airport transfers. Host Institutes must provide audited statements for reimbursements.

2. FOOD AND ACCOMMODATION

2a. **Host Institutions** may be reimbursed upto Rs.250/- per head per day on average for the participating group consisting of students and teachers for food and lodging. The Host Institution must provide an audited statement for the reimbursement.

2b. On travel days, school students and teachers may claim upto Rs. 200/- per head per day, subject to actual, for food. Total admissible amount is Rs. 800/- per head for the programme. The details must be provided on the **TA forms** and dated food bills must be provided.

3. REMUNERATION

3a. The **Host Institution** may provide remuneration, if required, for lectures during the programme which can be reimbursed up to Rs. 50000.00. This can be claimed for reimbursement through an audited statement. It is expected that 4 to 5 lectures will be delivered everyday during 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.5000/-. Reimbursement will be facilitated to the host institution after submission of the Audited Statement.

5. AUDITED STATEMENTS:

5a. In order to claim reimbursements for costs incurred during the programme for 1d), 2a), 3a) and 4a) above, the **host institutions** must provide a consolidated audited statement through their respective institutions.

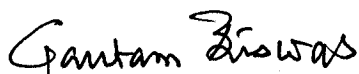
6. TA FORMS

6a. For reimbursements of costs incurred during the programme for 1a), 1b) and 2b), TA Forms (attached below) must be filled up by the participating schools.

7. OTHER EXPENSES

7a. No other expenses are admissible for Guest Institutions and Host Institutions for this programme

Approved



Director, IIT Guwahati
DIRECTOR

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