



Under Review – 7<sup>th</sup> October, 2023

## **L J University**

### **Guidelines for Financial Assistance to Ph.D. Scholars**

#### **[1] Conference Attendance:**

1. Students are eligible for financial support to attend a maximum of two conferences during their Ph.D. tenure. Students are welcome to attend conferences from their first year in the Ph.D. program. However, the release of financial assistance for conference participation will occur after successfully publishing one research paper in SCOPUS/WoS/EBSCO/Hein. The disbursement of funds is subject to the acceptance of their research paper for presentation.
2. Reimbursement: Scholars will be reimbursed for 3-tier A.C. railway fare between Ahmedabad and the conference location, registration fees (if applicable).
3. Annual Limit: The maximum annual expenditure for each conference (in India) is Rs. 10,000. Amounts exceeding this limit will be subject to evaluation by the Research Advisory Committee.
4. Research Advisory Committee: For amounts exceeding Rs. 10,000, RAC members will assess the level of the conference and the quality of the paper.
5. Minimum Indian Conference: Out of the maximum two conferences eligible for financial assistance, at least one conference must be attended in India.
6. Before registering for the conference, scholars must obtain approval from their supervisor and the Director of the School.
7. The approvals from the supervisor and Director must be submitted to the Ph.D. Department before conference registration process.
8. Scholar Responsibilities: Scholars are responsible for submitting all necessary documentation, including conference details and paper acceptance, to the PhD department or Conference Evaluation Committee for evaluation.

**(To the maximum of Rs.50,000/-)**

#### **[2] Reputed International Conference:**

Each Ph.D. scholar is entitled to attend a maximum of one reputed international conference during their doctoral research.

1. Supervisor Recommendation: Application for international conference attendance must be endorsed and recommended by the supervisor, forwarded by the Director, and submitted to the RAC members for approval. RAC members will evaluate the level of the conference, the quality of the paper, and the potential academic contribution. Collect Application form from PhD department.
2. Attendance is contingent upon the selection of the scholar's research paper for presentation and evaluation by the RAC.
3. The approvals from the supervisor, Director, RAC members must be submitted to the Ph.D. Department before conference registration process.



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4. University Support: Upon approval by the RAC, the university will cover conference costs, registration fees, and travel expenses, provided student's offline participation and publication of one paper in SCOPUS/WoS/EBSCO/Hein.

**(To the maximum of Rs. 1,25,000/-)**

**[3] Journal Publication Award:**

1. The Ph.D. scholars will be given an award of Rs. 5000/- per paper, published in SCOPUS/WoS/ABDC/EBSCO/Hein Databases. There is no limit of publications for the award.
2. Estimated amount Rs. 30,000/-

**[4] Book Purchase Allowance:**

1. Each Ph.D. Scholar will be entitled to buy books worth Rs 5,000/- each year, for the first four years, subject to approval by the Supervisor.
2. The purchased books must be directly relevant to the scholar's doctoral work.
3. Requisition Process: Scholars are required to submit a requisition to the Ph.D. Department and the Librarian of the respective School/University, listing the titles and reasons for their relevance.
4. Procurement: Upon approval, the Librarian will procure the requested books.
5. Scholar's Responsibility: While scholars may retain the purchased books, they are expected to donate a copy of each book to the departmental library to enhance academic resources, if possible.
6. Annual Limit: The maximum allowance for book purchases is Rs 20,000 for the entire duration of the Ph.D. program.

**[5] Journal Subscription Allowance:**

1. A student can subscribe 2 (two) valuable journals every year for 4 years - Subject to recommendation of supervisor and PhD department.
2. Maximum amount of subscription admissible will be rupees 3500/- (Three thousand) per annum.
3. Approval and Requisition: Scholars are required to obtain approval from the Ph.D. Department before subscribing to journals. They must submit a requisition to the Ph.D. Department and the Librarian of the respective School/University, listing the titles and reasons for their relevance.
4. Procurement: Upon approval from the Ph.D. Department, the Librarian will procure the requested subscriptions.

**(To the maximum of Rs. 12,500/-).**

**[6] Research Expenditure Reimbursement:**



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Ph.D. Scholars are entitled to claim research-related expenses as part of their research work leading to the Ph.D. degree. Reimbursement of up to Rs. 1 lakh (one lakh) for the entire research period is available, subject to approval by the Ph.D. Department.

To streamline the reimbursement process, the following steps and guidelines are to be followed for claiming expenses exceeding Rs.10,000:

1. Nature of Expenses: The reimbursement aims to cover necessary research-related costs such as survey activities, data analysis, raw materials, equipment rental, photocopying, printing, and other discipline-specific essentials.
2. Initiating Reimbursement: Scholars must begin the reimbursement process by emailing the Ph.D. Department about the nature of the expense. The Research Grant Form, available from the Ph.D. Department, will be the basis for formalizing the claim.
3. Supervisor and Director Approval: Prior to submission to the RAC (Research Advisory Committee) members, the Research Grant Form requires endorsement from both the scholar's supervisor and the School's Director.
4. Bill Submission: All invoices and receipts should be channeled through the scholar's supervisor for thorough verification and approval.
5. Supervisor's Role: The supervisor assumes the role of reviewing submitted bills for their relevance and validity concerning the research work.
6. RAC (Research Advisory Committee) Review: The Research Grant Form, along with endorsements from the supervisor and Director, will be evaluated and sanctioned by the RAC members.
7. Approval Timeline: The RAC members aim to provide approval within 30 days from receiving the Research Grant Form.
8. Ph.D. Department Review: After securing RAC approval, the Ph.D. Department conducts a final review for processing and initiating reimbursement. The department retains the authority to withhold reimbursement if expenses violate policy directives.
9. Unused Materials: Instances involving the acquisition of surplus materials mandate their inclusion as departmental property or their adherence to specific departmental procedures.

For expenses falling up to Rs. 10,000, the procurement guidelines [item 7, below] should be followed.

Additionally, it's worth noting that granted funds will be deposited in the school's account. In cases where expenses exceed Rs. 10,000, students can claim the funds based on need with the approval of both the director and the supervisor. However, for expenses up to Rs. 10,000, the funds will be deposited directly into the student's account, simplifying the process and ensuring timely access."

**[7] Procurement of Goods and Services Guidelines for Expenses up to Rs. 10,000:**



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Procurement of goods and services from grants awarded by L J University should primarily occur through the respective school/department. Direct procurement by the grantee is discouraged whenever possible. Here's the process for expenses up to Rs. 10,000:

### 7.1 Goods Procurement:

1. **Application and Approval:** The grantee prepares an application for required goods (e.g., chemicals, equipment) and submits it to the Director of the school and PhD department with guide's approval.
2. **Approval by Director and Ph.D. Department:** Once approved by the Director and the Ph.D. Department, the indent is submitted to the procurement official in the school/department responsible for handling procurement.
3. **Procurement Process:** The goods are procured through the established school/department procurement system. Upon receiving the goods, an entry is made in both the stock register of the school and the research department. The items are issued to the relevant school personnel.
4. **Notification:** The laboratory in-charge/stock keeper/workshop in-charge informs both the grantee and their guide/project leader about the receipt of goods.
5. **Material Issuance:** The grantee requests the laboratory in-charge/stock keeper/workshop in-charge to issue the required quantity of materials. The issued quantity is recorded in both the school and research department records.
6. **Bill Submission:** The procurement bill is forwarded to the Department of Research (DoR) with necessary details for transferring/crediting the amount to the school/department's account.

### 7.2 Services Procurement:

1. **Application and Approval:** The grantee prepares an application for required services and submits it to the Director and PhD department through the Guide for approval.
2. **Approved Vendor List:** If the school/department maintains an approved vendor list for the services, the indent is submitted to the procurement/outsourcing official for processing.
3. **Vendor Selection:** If no approved vendor exists, a 3-member committee is formed by the school's Director to identify and finalize a vendor through a quotation process. The work order is issued to the selected vendor.
4. **Specialized Services:** In instances where specialized services are required and obtaining feasible formal quotations is challenging, the final decision will be made in consultation with and under the approvals of the Department Head, Director, and the Research Department.



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5. **Bill Submission:** The bill for services is forwarded to the Department of Research (DoR) along with necessary details for transferring/crediting the amount to the school/department's account.

**[8] Unforeseen Exigencies Allowance:**

Over and above, the University will put Rs. 12,500/- (Rs. Twelve thousand & five hundred) at the disposal of the supervisor and the scholar to meet unforeseen exigencies.

- [9]** All financial assistance is contingent upon publishing 2 papers in approved journals and conference attendance. All financial support payments will be made post publication and conference attendance proof.

**Total Assistance Admissible**

<b>Sr. No.</b>	<b>Fellowship Heads</b>	<b>Amount (Rs.)</b>
1	Conference with in India	50,000
2	International Conference	1,25,000
3	Reward for paper for publication	30,000
4	Books	20,000
5	Journal Subscription	12,500
6	Research related Expenses	1,00,000
7	Need based allocation	12,500
	<b>Total</b>	<b>3,50,000</b>

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