

Standard Operating Procedure of Reimbursement of Contingency Expenditure of Doctoral Students at NCU



THE NORTHCAP UNIVERSITY, GURGAON-122017

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Standard Operating Procedure of Reimbursement of Contingency Expenditure of Doctoral Students at NCU

Aim:

THE NORTHCAP UNIVERSITY has started a scheme under which each doctoral student can be reimbursed for contingency expenditure up to an amount of Rs.25,000/- per financial year (01 April to 31 March). The purpose of the scheme is to facilitate carrying out research work by doctoral students and for promoting their overall excellence in academic research.

The eligibility to receive reimbursement of contingency expenditure is as follows

- The doctoral student must be a full time student working towards his/her Ph.D. degree at THE NORTHCAP UNIVERSITY.
- The doctoral student should not have any other access for funding such as Govt. fellowship or sponsored project funding.

The followings are the conditions of the scheme.

- The contingency expenditure will be used for doctoral research work only on the recommendation of the concerned Supervisor and the concerned Head of Department (HOD). It does not cover personal items such as notebook computer.
- The maximum reimbursement of contingency expenditure per student will be Rs.25,000/- per financial year. In case, the student joins the doctoral program in the middle of a financial year, the maximum reimbursable amount will be proportionally reduced.
- The student must keep a record of the contingency expenditure for each financial year.
- The bills for these contingency expenditures by doctoral students must be recommended by the concerned Supervisor and the concerned HOD.
- The items for which contingency expenditure can be incurred are chemicals, glassware, consumables, testing charges, spare parts, flash drive, external hard disk drive (one time purchase only), CD/DVD, stationary, postage, survey expenditure (with prior approval of the Director of the School), repairs, conference attendance expenditure and any other item that is consumable in nature specifically recommended by the concerned Supervisor and the concerned HOD.
- The hardware items have to be returned to the department/server room at the time of submission of 'No-Dues Form'

Process of Reimbursement:

1. The contingency expenditure will be divided equally in four parts and the reimbursement of expenditure will be done quarterly, i.e., in October, Jan, April and July each year. The bills in support of this expenditure after due recommendations of the Supervisor and the HOD are required to be submitted within the first 10 days of the month mentioned in each quarter.
2. A Faculty Research Coordinator will be identified by the concerned HOD/Director for each Department/School. The Faculty Research Coordinator of the Department/School will be given all the bills by the doctoral student, duly signed, attached with filled Reimbursement form (**Annexure-1**) by the 10th working day of each quarter. The bills will be submitted by Faculty Research Coordinator of each Department/School on 15th working day of each quarter, to the Accounts Department with a covering letter (**Annexure-2**) mentioning the summary of bills. Signature of Accounts Department at the bottom of the covering letter shall form the receipt of the said bills by the Account dept.
3. Signatures of the doctoral student concerned, duly countersigned by their Supervisor and the Head of Dept. will be required on each bill to authenticate the correctness of bills and of items purchased.
4. All the purchase bills shall be in name of **THE NORTHCAP UNIVERSITY** and should in an auditable form the CST/VAT registration number of the Vendor on the bill. All travel expenditure must be backed by an auditable bill.
5. CFO will scrutinize and release the amount by cheque within 15 days of the deposition of bills. Cheques will be issued by the Accounts Dept. directly to the doctoral student.
6. One Accounts executive/ staff will be nominated by CFO for deposition and receipt of all bills and reimbursement issues.
7. In case an amount is not spent in a quarter, the balance amount can be carried forward to the next quarter, along with the current quarter amount. However, for any financial year, the maximum amount of Rs.25,000/- has to be spent within the stipulated time (01 April - 31 March), after which the balance amount will lapse and Accounts dept. shall not entertain any claim of the remaining amount, whatever the reason may be.
8. Any detection of incorrect or fake bills, at any stage will be treated as a serious discipline case and will be dealt with accordingly.
9. Variation of above procedure can be incorporated as and when necessary, subject to approval of Governing Body.

REIMBURSEMENT EXPENDITURE FORM

Date of Bill submission to Dept.: _____ Quarter: I/ II/ III/ IV

Name of PhD student: _____ Department: _____

Roll No.: _____

Name of the Supervisor: _____

Total amount spent up to the quarter: _____

No. of bills attached: _____ Details
of bills submitted:

S.No.	Date of bill	Description of item	Amount
		Total amount	

Any other information:

Certified that the above contingency expenditure was incurred for doctoral dissertation research as mentioned above, for which the bills are attached and all items of expenditure are authorized. Certified that no other source of funding is available for the student for these contingency expenditure.

Name of the student: _____ Signature: _____

Name of the Supervisor: _____ Signature: _____

Countersigned as Correct bills and amount

Date: _____ Signature of HOD: _____

ANNEXURE 2

**Covering letter of bills deposited under Reimbursement of Contingency
Expenditure of Doctoral Students for Quarter I/II/III/IV**

Department: _____

Financial Year: _____

Sr. No.	Name of Student	Roll No.	No. of bills	Total amount of bills for this quarter (Rs.)	Total amount already spent in the year up to previous quarter (Rs.)
		Total Bills / Amount			

Date of submission to Account Dept: _____

Head of Department

Date: _____ Received above noted bills

Signature of Account Executive