



**K.R. MANGALAM UNIVERSITY**  
THE COMPLETE WORLD OF EDUCATION

Ref. No.: KRMU/Admin./O.O./2024-25/ 4042

Dated: 05.09.2024

**OFFICE ORDER**

**Subject: Ph.D. Students Research Reimbursement Scheme, K.R. Mangalam University.**

The Ph.D. Students Research Imbursement Scheme, K.R. Mangalam University is notified for information and implementation from the academic session 2024-25, Odd Semester (as annexed).

  
Registrar  
K R Mangalam University  
Sohna Road, Gurugram (Haryana)

**Encl:**

- As above

**Copy to:**

- Vice Chancellor : For kind information
- VC Office
- Dean (Academics Affairs)
- Dean- Research
- CFAO/FO
- Director-IQAC
- RDC
- All Deans/ School Coordinators
- All faculty
- Website Developers
- Office Copy



## **PhD Student Research Reimbursement Scheme**

### **Introduction**

The PhD Student Research Reimbursement Scheme is designed to support doctoral candidates by providing financial assistance for research-related expenses. This scheme offers up to Rs. 15,000 for expenses incurred over a period of two years, covering essential costs such as surveys, characterization, consumables, software, cloud access, and fieldwork equipment. This initiative aims to facilitate research progress by easing the financial burden on PhD students while upholding rigorous standards of accountability and transparency.

### **1. Eligibility Criteria**

- All PhD students who are currently enrolled in the university.
- The research expenses must be directly related to the student's approved research work.
- Only expenses incurred after the commencement of the PhD program will be eligible for reimbursement.
- This reimbursement is yearly basis.

### **2. Types of Expenses Covered**

#### **• Survey Expenses:**

- Costs incurred for data collection, including travel to field sites, accommodation, and survey materials.
- Purchase of survey tools or software, such as online survey platforms.
- Payment for participants in surveys or focus groups.
- Printing costs for questionnaires and other related materials.

#### **• Characterization:**

- Charges for testing and analysis services at external laboratories.
- Fees for specialized equipment usage in external facilities.
- Calibration and maintenance costs for research instruments used in characterization.

#### **• Consumables:**

- Purchase of materials required for experiments, such as chemicals, lab supplies, glassware, reagents, and biological samples.



- Costs for disposable items like pipette tips, gloves, and masks.
- Expenses related to specimen preparation, including embedding materials, stains, and mounting supplies.
- Purchase of small laboratory tools and accessories necessary for research experiments.
- **Software:**
  - Purchase of necessary software or subscriptions directly related to the research.
  - Licensing fees for statistical, simulation, or modeling software.
  - Costs for software updates or additional features essential for research progress.
- **Cloud Access:**
  - Charges for required cloud access services.
  - Fees for cloud-based data storage solutions.
  - Subscription fees for cloud computing services used in data analysis or simulations.
- **Research Papers and Databases:**
  - Costs incurred for accessing or downloading research papers.
  - Subscription fees for access to research databases and academic journals.
  - Fees for inter-library loans or document delivery services for research papers.
- **Fieldwork Equipment and Safety Gear:**
  - Purchase or rental of equipment needed for fieldwork, such as GPS devices, sampling kits, or portable analyzers.
  - Costs for safety gear and protective clothing necessary for field or lab work.
- **Data Analysis Services:**
  - Fees for outsourced data analysis or statistical consultation services.
  - Costs for transcription services of recorded interviews or focus groups.

### 3. Exclusions

The following types of expenses are explicitly excluded from reimbursement under this SOP:





- **Non-Research Expenses:**
  - **Personal Development:** Costs related to personal development activities not directly tied to the approved research work, such as general language courses, non-research-related certifications, or skills training.
  - **Recreational Activities:** Any expenses related to recreational activities, hobbies, or personal interests, even if tangentially related to the research discipline.
  - **Health and Wellness:** Expenses related to health, wellness, or fitness, such as gym memberships, wellness retreats, or nutritional supplements, even if perceived as beneficial for the researcher's well-being.
- **Personal or Luxury Items:**
  - **Luxury Goods:** Purchase of luxury items such as high-end electronics, branded clothing, or accessories that are not essential for the research work.
  - **Furniture and Appliances:** Costs for personal furniture, home appliances, or other non-research-related equipment.
  - **Personal Electronic Devices:** Purchase of personal electronic devices, such as smartphones, tablets, or personal laptops, unless explicitly justified and approved as necessary for the research project.
- **Living Expenses:**
  - **Housing and Rent:** Costs related to rent, mortgage payments, utilities, or other accommodation-related expenses.
  - **Food and Meals:** Expenses for regular meals, groceries, dining out, or any food-related costs not directly tied to fieldwork or research activities.
  - **Transportation:** Daily commuting costs or transportation unrelated to fieldwork or research-specific travel.
- **Entertainment and Leisure:**
  - **Media Subscriptions:** Subscriptions to entertainment platforms such as Netflix, Amazon Prime, or similar services, unless the content is directly related to research and pre-approved.
  - **Event Tickets:** Expenses for entertainment events, such as movie tickets, concerts, or recreational outings, even if they are related to the broader research theme.
- **Personal Travel:**
  - **Vacation:** Costs related to vacations, leisure travel, or any travel that is not directly associated with approved research activities.



- **Family Travel:** Travel expenses for family members, friends, or companions who are not part of the research team, even if accompanying the researcher on fieldwork or conferences.
- **Clothing and Attire:**
  - **Personal Clothing:** Expenses for personal clothing or attire not directly required for research (e.g., business suits, casual wear).
  - **Specialized Attire:** Purchase of specialized attire not explicitly required for research activities (e.g., formal academic robes or uniforms for unrelated events).
- **Expenses Covered by Other Funding Sources:**
  - **Duplicate Funding:** Any expenses already funded by scholarships, grants, or other financial support programs. If a particular expense has been reimbursed through another funding source, it cannot be claimed again under this SOP.
  - **External Sponsorship:** Costs covered by external sponsors, partners, or funding agencies. These include research materials, travel, or accommodation costs that have already been paid for by these entities.
- **Unapproved or Unsubstantiated Expenses:**
  - **Lack of Pre-Approval:** Expenses incurred without obtaining prior approval from the research supervisor and Dean of the School.
  - **Missing Documentation:** Claims for expenses without proper receipts, invoices, or the required documentation will not be reimbursed.
  - **Over-Budget Expenditures:** Expenses that exceed the pre-approved budget without prior written approval will be excluded.
- **General Office Supplies:**
  - **Stationery:** Costs for general stationery items like pens, paper, or notebooks, unless these are unique and necessary for specific research purposes.
  - **Office Equipment:** Purchase of standard office equipment, such as printers, fax machines, or photocopiers, that are not explicitly required for research activities.
- **Administrative or Processing Fees:**
  - **Late Fees:** Penalties or late fees incurred for delayed payments or missed deadlines, even if related to research expenses.
  - **Transaction Fees:** Bank fees, credit card fees, or foreign exchange fees that are not directly related to the research work.

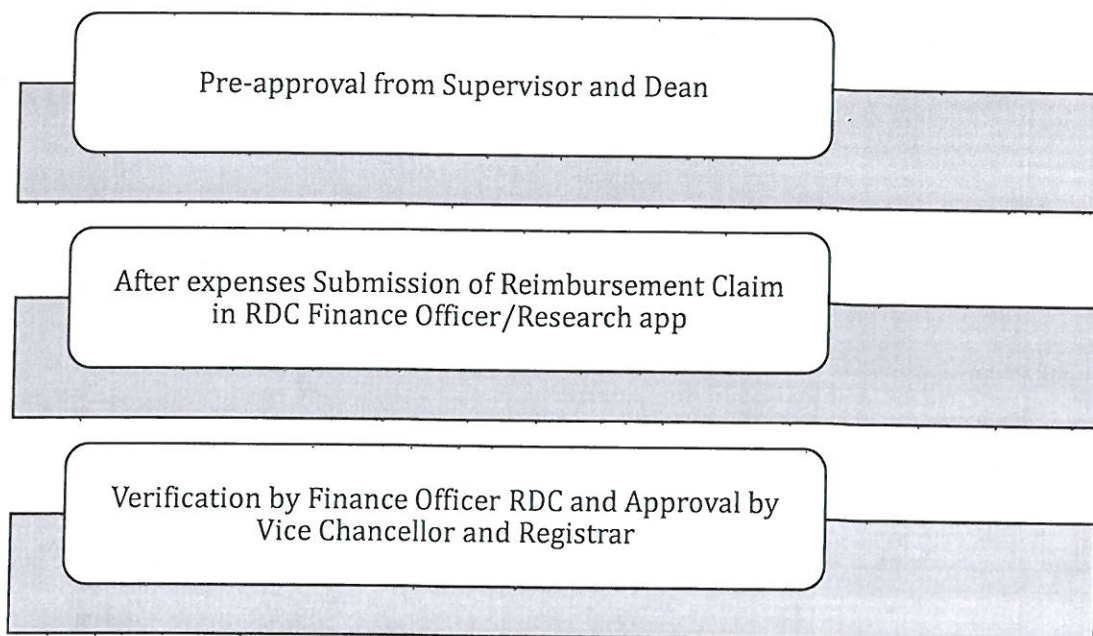




**Note on Exceptional Circumstances:**

While the above exclusions generally apply, exceptions may be made under extraordinary circumstances with appropriate justification and approval. Such requests should be submitted in writing, detailing why the exclusion should be waived and how the expense is critical to the success of the research.

**4. Procedure for Reimbursement**



**1. Pre-Approval:**

- ❖ Obtain prior approval from the research supervisor and the Dean of School before making any expenditure.
- ❖ Submit a pre-approval form detailing the nature of the expense, estimated cost, and justification for the expense.
- ❖ The form must be endorsed by the supervisor and Dean before submission.

**2. Expense Incurred:**

- ❖ Keep original receipts and invoices for all purchases and services availed.
- ❖ Ensure that all expenses are within the approved limit of ₹15,000.

**3. Submission of Reimbursement Claim:**

- ❖ Submit a reimbursement claim form of incurring the expense.
- ❖ Attach the following documents:



- Original receipts and invoices.
- Approved pre-approval form.
- A brief report (1-2 pages) on how the expense contributed to the research work.
- Signature of the research supervisor on the claim form.

#### **4. Review and Approval:**

- ❖ The Finance Officer-RDC will verify the documents and ensure compliance with the guidelines. After that the claim will go to Vice Chancellor and Registrar for approval.
- ❖ If the claim is approved, the reimbursement amount will be credited to the student's bank account.
- ❖ In case of any discrepancies, the student will be notified to provide clarification or additional documentation.

#### **5. Monitoring and Accountability**

- Students are required to maintain a record of all reimbursed expenses for future audits.
- Any misuse of funds or submission of false claims will lead to disciplinary action.
- A yearly report of all reimbursements will be submitted by the Finance Office to the university administration.

#### **6. Contacts for Assistance**

- Research Finance Officer
- Associate Dean PhD Programme
- Research Supervisor

**Note:** This Scheme is subject to review and may be updated periodically based on university policies and budgetary provisions