Policy for Stipend Disbursement for Ph.D. Scholars and M.Tech. / M.Arch. Students

To ensure a streamlined and efficient stipend disbursement process, the department will utilize the Face Recognition System (FRS) for processing stipends of Ph.D. scholars and M.Tech. students. The following procedure will be implemented for timely and accurate stipend processing:

1. **Attendance Report Generation and Circulation**

   - A soft copy of the FRS attendance report, covering the period from 26th of the previous month to 25th of the current month, will be emailed by the FRS team to the respective department on the 26th of each month.

2. **Verification of Attendance by Scholars and Students**

   - The FRS attendance report will be circulated to all Ph.D. scholars and M.Tech. students.

   - Ph.D. scholars must verify their attendance records, including leaves such as Casual Leave, Restricted Holiday, Medical Leave / Vacation Leave, On Duty Leave, and Special Permissions.

   - M.Tech. students must verify their attendance records, including Casual Leave, On Duty Leave, and Special Permissions.

   - If any discrepancies or missing leave details are identified, the scholar/student must communicate the issue to the department office, providing justification from the Guide / Coordinator / Head of the Department to meet out the attendance requirements.

3. **Departmental Verification and Finalization**

   - The department will review the justifications provided by Ph.D. scholars and M.Tech. students and verify the leave details.

   - Once verified, the final attendance status will be updated in the Management Information System (MIS) for stipend processing.

4. **Stipend Processing and Deadlines**

   - The stipend amount will be calculated based on the verified attendance report submitted by the department before the 30th of each month.

   - Late submission or modification of the leave report after the designated deadline for the respective month will not be permitted.

   - If a Ph.D. scholar or M.Tech. student submits a claim after the stipend has been disbursed for that month, their justified claim will be processed along with the following month's stipend.

   - Submissions for claims beyond the following month will not be accepted.

This policy upholds accuracy, transparency, and the timely disbursement of stipends while reducing delays and enhancing administrative efficiency.

Dean (Academic)