

OFFICE ORDER: 17/2023

Support to Students - Students participation in Inter College Competitions (Revised Guidelines for reimbursement)

Ref: Office Order 26/2019 dated 28 Aug'19 w.r.t. Support to Students - Students participation in Inter College Competitions

1. The **revised guidelines** w.r.t. reimbursement of registration fee, travelling allowance (TA), fooding & lodging etc. for enhancing students' participation in various inter collegiate competitions are enclosed at **Appendix-A**.
2. The **Office of Dean-SW** shall maintain all the details w.r.t. students' achievements as above and keep copy of Certificate of achievements for record.
3. With this Office Order under reference stands dissolved.



Dr. Anil K Ahlawat
Director-In-Charge
20...Nov'23

Distribution:

- Joint Director/Deans/Principal-KSOP/HoDs (CSE/IT/CS/CSIT/CSE(AI),(AI&ML)/EC/EN/CE/ME/AS/MCA/MBA/HS), COE, Dy. GM-TBI, Head-CRPC, Head-CAM & CAW, Head-AEC, Head-IRCDC, Head-EC/IC/Sales (IEC), Addl. Head-IIPC, Associate Dean & Head IT Operations, Head PR&IR, Head HR, Registrar, Manager Administration, Head F&A, Librarian, Head Purchase & Stores, KIETians

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KIET Group of Institutions

Appendix-A

| Particulars | Event type | Position | Particulars | | |
|--|-------------------|-----------------------------------|---|--|---|
| Participation in AKTU | All Events | All participating students | Registration Fee (If Applicable) | 100% as declared by AKTU. | Prior Permission of respective HoDs & Dean-SW is mandatory in all cases. Reimbursement Claims by individual or team is permissible only Two times in a semester |
| | | | Morning (Breakfast) | 100% of mentioned amount on Bill up to Rs. 50 /- per head. | |
| | | | Lunch / Dinner | 100% of mentioned amount on Bill up to Rs. 150 /- per head. | |
| | | | Evening Snacks | 100% of mentioned amount on Bill up to Rs. 40 /- per head. | |
| | | | Travelling Allowance for Students (If Applicable) | 100 % of ticket fare. By Train - Sleeper Class / Non-AC Chair Car. By Bus - AC | |
| | | | Lodging (If Applicable) | 100% of mentioned amount on Bill upto Rs.1000 Per day/room on triple sharing basis. | |
| Participation in IITs/NITs/IIM/ Govt & Central University/ Colleges | All Events | Top 3 position holders | Registration Fees (If Applicable) | 100% of mentioned amount on Bill. | |
| | | | Morning (Breakfast) | 100% of mentioned amount on Bill up to Rs. 50 /- per head. | |
| | | | Lunch / Dinner | 100% of mentioned amount on Bill up to Rs. 150 /- per head. | |
| | | | Evening Snacks | 100% of mentioned amount on Bill up to Rs. 40 /- per head. | |
| | | | Travelling Allowance for Students (If Applicable) | 100 % of ticket fare. By Train – Sleeper Class / Non-AC Chair Car. By Bus - AC | |
| | | | Lodging (If Applicable) | 100% of mentioned amount on Bill upto Rs.1000 Per day/room on triple sharing basis. | |
| | | Participating students | Registration Fee (If Applicable) | 50% of mentioned amount of Bill. | |
| | | | Morning (Breakfast) | 100% of mentioned amount on Bill up to Rs. 50 /- per head. | |
| | | | Lunch / Dinner | 100% of mentioned amount on Bill up to Rs. 150 /- per head. | |

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|--|------------------------|---|---|--|---|
| | | | Evening Snacks | 100% of mentioned amount on Bill up to Rs. 40 /- per head. | |
| | | | Travelling Allowance for Students (If Applicable) | 50 % of ticket fare. By Train – Sleeper Class / Non-AC Chair Car. By Bus - AC | |
| | | | Lodging (If Applicable) | 50% of mentioned amount on Bill upto Rs.500/- Per day/room on triple sharing basis. | |
| Participation in Private Colleges /of Repute / Private University / Leading B School | All events | Top 3 position holders | Registration Fees (If Applicable) | 100 % of mentioned amount on Bill. | Prior Permission of respective HoDs & Dean-SW is mandatory in all cases. Reimbursement Claims by individual or team is permissible only Two times in a semester |
| | | | Morning (Breakfast) | 100 % of mentioned amount on Bill up to Rs. 40 /- per head. | |
| | | | Lunch / Dinner | 100% of mentioned amount on Bill up to Rs. 100 /- per head. | |
| | | | Evening Snacks | 100% of mentioned amount on Bill up to Rs. 30 /- per head. | |
| | | | Travelling Allowance for Students (If Applicable) | 100 % of ticket fare. By Train – Sleeper Class / Non-AC Chair Car. By Bus - AC | |
| | | | Lodging (If Applicable) | 100% of mentioned amount on Bill upto Rs.1000 Per day/room on triple sharing basis. | |
| | Participating Students | Registration Fees (If Applicable) | No Reimbursement. | Prior Permission of respective HoDs & Dean-SW is mandatory in all cases. | |
| | | Travelling Allowance for Students | | | |
| | | Lodging | | | |
| For all events (Faculty Coordinator/ Sports Officer) | | Travelling Allowance for Accompanying Faculty Coordinator/ Sports Officer (If Applicable) | 100% of mentioned amount on Ticket. By Train - AC 3- Tier/AC Chair Car, By Bus-AC | | |
| | | Lodging (If Applicable) | 100% of mentioned amount on Bill up to Rs. 1500 /- per head/per day. | | |
| | | Refreshment | 100% of mentioned amount on Bill up to Rs. 500 /- per head/per day. | | |

Note: Original Travel Ticket/Accommodation Bills and Refreshment Bills (Only Vegetarian food) must be produced for claim reimbursement.