

Guidelines for INSPIRE Mentorship Claim

Tenure of Summer Internship: Project should be carried out during the Institute Summer Vacations (as per the dates specified in Academic Calendar).

Time Window to Submit the Claim: August 16 to August 31 every year.

Items Admissible: Expenses related to travel*, accommodation and consumable (consumables required to carry out project work, if recommended by the Mentor). Food expenses are not covered.

Forms & Enclosures:

1. Mentorship Cost Claim Form under DST INSPIRE Scheme in [Prescribed format](#).
2. Project Report: A brief project report outlining the objectives and results of project.
3. Project Completion Certificate: A certificate by Research Supervisor and Head of Institute/DoAA (in [prescribed format](#)) where the scholar has carried out the project. This certificate should be a part of the project report mentioned in S. No.2.
4. Invoices/receipts/tickets etc., in original, in support of your claim (duly signed by you and your Research Supervisor).

*Rules for Travel

Research Project Work in India		
Travel Mode	Entitlement	Remarks
Journey by Rail	AC-III Tier/ AC Chair Car	T.A. Bill must be submitted in prescribed format along with Tickets.
Journey by Bus	State Transport Corporation or Public Bus	PNR/Ticket No. must be mentioned on TA Bill
Journey by Air	Payment will be restricted to AC-III fair only	Prior approval of DoAA should be obtained in prescribed format TA bill must be submitted in prescribed format along with a copy of Ticket and Boarding Pass
Research Project Work in Abroad (Students in the 4 th and 5 th year of the study may be allowed to carry out research project in any Institution/ University/Laboratory abroad by utilizing the mentorship grant available for five year on pro-rata basis.)		
Travel Mode	Entitlement	Remarks
Journey by Air	Air travel should be in Economy Class and by Air India Only.	Prior approval of Director must be obtained in prescribed format TA bill must be submitted in prescribed format along with a copy of Ticket and Boarding Pass Tickets shall be booked directly from Air India/Airline's booking counter or from their website only.
Visa charges and travel insurance charges shall be reimbursed upon submission of receipts in original.		

5th year students can claim mentorship grant for MS project related consumables expenses.