



# DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)

SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

No DTU/PRO/PDF2024-25/32/2681

Dated 25/02/2025

## NOTIFICATION

**Subject: Guidelines for Professional Development Fund (PDF) for the regular faculties working in DTU/DCE**

This is in suppression of earlier notifications regarding Professional Development Fund (PDF), the Hon'ble Vice Chancellor has accepted and approved the recommendations of the committee constituted regarding revision of Professional Development Fund (PDF) under the chairmanship of Prof. S. Indu, Dean (S&W). The revised guidelines of Professional Development Fund (PDF) are as under:

### PDF utilization guidelines for DTU-2025

Block period	a) Duration of Block period is Three Years b) One year shall be considered from the date of start of block period
Grant Allocation	a) Rs. 2.25 Lacs for a block period of three years b) First year Rs.75000/- (Max) Second year Rs.1,50,000/- (Max) Third year Rs. 2,25,000/- (Max) c) If a faculty member joins University or retires from the University service in between a block period, he/she shall be entitled to this allowance on pro-rata basis

### **List of activities and Guideline for expenditure under PDF**

#### **1. Participating in Academic Events**

Faculty members may receive financial support for attending or organizing national/ international conferences / workshop / seminars / symposia / training programmes, short term courses, etc. subject to the following conditions:

1. Financial assistance will be provided on a reimbursement basis within a block period.
2. Reimbursement includes the registration fee, actual travel expenses, and actual boarding / lodging charges or as per applicable DA norms.
3. Faculty can request as advance for registration fees and travel expenses.
4. Participation in any capacity - poster, oral, lecture, invited/short/plenary lecture, organizing workshops, session chair, event judging, general attendance is eligible.

## **2. Presentation of research proposals**

Faculty members may claim financial support for presenting research proposals for getting financial grant for the first time with the following provisions:

- 2.1 Reimbursement of travel, boarding, and lodging will be provided within the block period.
- 2.2 No claim can be made if the expenses are covered by the funding agency.
- 2.3 Advance payment for travel expenses may be requested.

## **3. Membership Professional Societies (both National and International)**

- 3.1 Faculty members may seek reimbursement for annual or lifetime membership fees for national and international professional societies.
- 3.2 There is no cap on the number of memberships claimed within a block period.

## **4. Information and Communications Technology (ICT) Support:**

In the Second/Third year of the block period, faculty members may utilize the PDF for procuring the following items: Laptop/mac book, Desktop, Tab/iPad, Graphic tablet.

The maximum amount is capped at 70% of the total entitlement,

provided the faculty fulfils at least one of the following in the block period:

- (a) Submission of research proposal(s) worth Rs. 20 lakh or more.
- (b) Organization of one national/international conference/seminar/symposia; FDPs (two weeks or more)/ training programme (two weeks or more); short term course (two weeks or more) etc. as Convener/Co-convener/Organizing Secretary/Co-organizing secretary, funded from external agency.
- (c) Receipt of a government-recognized or government-aided-recognized award/ recognition.
- (d) Development of an industry-collaborative laboratory.
- (e) Development of at least one MOOC course or four e-contents for MOOCs, NPTEL, SWAYAM or any government organization.
- (f) Submission of at least one patent

## **5. Article Processing Charge and Intellectual Property charges (APC and IPR)**

Reimbursement for APCs of journals, as recommended by concern DRC, and IPR charges/ fees will be provided based on actual charges including applicable taxes.

## **6. Support to project Staff/Research Scholars**

Faculty members may use PDF to provide financial support to project staff/research scholars/ students engaged in specific research activity with the following provisions:

- 6.1 Project staff/research scholars/students engaged must not be availing any fellowship/ scholarship.
- 6.2 The maximum tenure will be six months in a financial year.
- 6.3 The maximum ceiling will be Rs. 60,000/- per year or with a maximum ceiling of Rs. 10,000/- per month.

## 7. Contingency Expenditures

Up to Rs. 35000/- per year (Rs. 1,05,000/- in a block period) can be utilized for:

**7.1 Books and Stationery:** Research/academic related books/periodicals/book chapters/ journal articles/journal subscriptions, Bond papers, rims, covers, files, folders, xerox, posters, binding, all office stationery items, etc.

**7.2 Teaching aids & Computer Consumables:** Connectors, USB hubs, Pen drives, External HDDs, Cartridges and refilling, repairs of printer/laptop/Desktop/tab, UPS, Wi-Fi dongle, router, laptop adaptor & battery, upgradation of computer/laptop parts or replaced in case of failure, Light/stylus pen, Headphones, web camera with mic, Laptop stand, white board, simple tripod, mouse pen, pen drive, keyboard, mouse, external hard disk, etc.

**7.3 Software:** Antivirus and MS office or any type setting software, writing apps such as Goodnotes, oneNote, Notability etc.; online membership fee for overleaf, other professional cloud-based applications for research/academic purposes, cloud storage fee.

**7.4 Research/lab consumables:** Chemicals, laboratory plastic/glassware, fabrication, preparation of lab models, repair of instruments, characterization, testing, etc.

**7.5** Other items not covered above with prior approval from competent authority.

### Additional General Guidelines for PDF Utilization

#### 1. Approval for Unlisted Items/Programs

Any items or programs not covered in the above guidelines for PDF may be eligible with prior approval from the Competent Authority.

#### 2. Release of Funds in Block Period

Only one third of the total amount sanctioned for a block period shall be made available in the first year. Any unutilized funds from the first year shall be carried over to the second year, and the remaining funds will be allocated in the third year.

#### 3. No advance Payment

The funds allocated for each year of the block period will not be disbursed in advance, like allocated funds of second year will not be given in the first year.

#### 4. Vendors for purchases

Faculty members must purchase the listed items from any of the manufacturers/resellers/ distributors who have valid registration and GST numbers.

(a) Under the scheme, a faculty member/officer is entitled to spend the PDF on procurement of books (Book/e-Books/Journal/stationary) and devices (Laptop/Tablet/Printers/Scanners etc) besides other defined purpose.

(b) In the context of requirements of a faculty member, power to procure goods is vested with the Heads of the Departments through Departmental Purchase Committee (DPC), Limited Tender Committee (LTC) and Open Tender Committee (OTC) with their limits, constitutions and procedures defined in terms of provisions of University Purchase Rules and GFR 2017.


## 5. Prior Approval for Expenditure

All expenditures under this grant require prior approval from the Competent Authority.

## 6. Depreciation of devices:

The book value for calculating depreciation on any devices purchased through PDF will be reduced by 25% per year (pro-rata basis), on straight line method (F.No. 03(20)/2022-E.II(A) dated 21<sup>st</sup> July 2023 (Ministry of Finance, Govt of India) (C/6-C/8) or any other guideline applicable at that period of time.


This issues with the approval of the Hon'ble Vice Chancellor.

  
(Prof. Madhusudan Singh)  
Registrar

No DTU/PRO/PDF2024-25/32/2681  
Copy to:

Dated 25/02/2025

1. PA to VC for kind information of Hon'ble Vice Chancellor.
2. PA to Registrar for kind information of Registrar.
3. CoF, DTU
4. Director, IQAC, DTU
5. Director, East Delhi Campus, DTU.
6. All HoDs.
7. All Branch Incharges.
8. Head, Computer Centre with request to upload the same on the University website.
9. Guard file.

  
(Dr. R. Kaushik)  
Dy. Registrar(Estt.)