



F. No. DTU/DDE/2025/800

Date: 20/06/2025

NOTIFICATION

Subject: Revised guidelines and SOP for Professional Development Fund (PDF) for the regular faculty members working in DTU/DCE.

In supersession of earlier notifications No. DTU/PRO/PDF 2024-25/32/2681 dated 25.02.2025 and No. DTU/PRO/PDF 2024-25/32/2813 dated 11.03.2025 regarding the Professional Development Fund (PDF), the Hon'ble Vice Chancellor has approved the recommendations of the committee constituted for the PDF evaluation.

The revised guidelines for the Professional Development Fund (PDF) are as follows:

Revised PDF utilization guidelines:

Block period	a) Duration of the Block period is Three Years b) One year shall be considered from the date of the start of the block period
Grant Allocation	a) Rs. 2.25 Lacs for a block period of three years. b) First year Rs. 75,000/- (Max) Second year Rs. 1,50,000/- (Max) Third year Rs. 2,25,000/- (Max) c) If a faculty member joins the University or retires from the University service in between a block period, he/she shall be entitled to this allowance on a pro-rata basis.

List of activities and Guidelines for expenditure under PDF:

1. Participating in Academic Events

Faculty members may avail financial support under the Professional Development Fund (PDF) for participation in or organization of academic and professional activities such as national/international conferences, workshops, seminars, symposia, training programmes, short-term courses, etc., subject to the following conditions:

i. Nature of Financial Assistance

- Financial assistance shall be provided on a **reimbursement basis** within a defined block period, as per university norms.

ii. Reimbursable expenses include

- a. Registration fee

- b. Actual travel expenses
- c. Actual boarding/lodging charges, or as per applicable Daily Allowance (DA) norms

iii. **Advance Facility:** Faculty members may request an advance towards registration fees and travel expenses, which will be subsequently adjusted upon submission of relevant documents.

iv. Types of Participation Eligible for Support

Financial support is applicable for participation in any of the following capacities:

- Poster presentation
- Oral presentation
- Invited lecture / Short lecture / Plenary lecture
- Session chairperson
- Workshop or event organizer
- Judge or panelist for events
- General attendee

2. Presentation of research proposals

Faculty members may also claim financial support for presenting research proposals to the funding agencies for the **purpose of securing a financial grant for the first time**, subject to the following provisions:

- 2.1 Reimbursement of **travel, boarding, and lodging expenses** will be provided, subject to limits specified for the applicable block period and entitlement of the faculty member
- 2.2 No reimbursement shall be admissible if the expenses are already covered by the respective **funding agency**.
- 2.3 Faculty members may request an **advance** towards travel expenses, which shall be adjusted upon submission of relevant supporting documents.

3. Membership in 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:

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In the Second/Third year of the block period, faculty members may utilize the PDF for procuring the following items: Laptop/MacBook, Desktop, Tab/iPad, Graphic tablet. The maximum amount is capped at 70% of the total permissible PDF, provided the faculty fulfils at least one of the following in the block period:

- (a) **For Submitted Sponsored Projects:** Faculty members may claim ICT support based on **submission of sponsored research proposal** to external funding agencies, subject to the following conditions:
- The **Principal Investigator (PI)** is eligible if the total **budget of the proposal submitted** to the external agency is **INR 50 Lakhs or more**.
 - Co-Principal Investigators (Co-PIs) may also be eligible on a pro-rata basis, with one Co-PI considered for every additional Rs. 25 Lakhs of the total proposed budget.
 - A **recent screenshot or official confirmation** showing the **submission status or result** of the proposal must be submitted along with the PDF application as **supporting documentation**.
- (b) **For Sanctioned Sponsored Projects:** Faculty members may avail ICT support for sanctioned **sponsored projects** by an external agency with a **Financial Sanction (F/S)** of **INR 20 Lakhs or above**, subject to the following conditions:
- The **Principal Investigator (PI)** is eligible if the total **financial sanction** from the external agency is **INR 20 Lakhs or more**.
 - Co-Principal Investigators (Co-PIs) may also be considered on a pro-rata basis, with one Co-PI eligible for every additional INR 15 Lakhs of sanctioned funding.
 - A copy of the **sanction order** issued by the sponsoring agency must be enclosed with the PDF application as **documentary proof**.
- (c) Organized 2 Faculty Development Program (FDP)/ short term training program (STTP)/Sort-term courses (STC) of one-week duration or organized one FDP/STTP/STC of two-week duration or more funded by an external agency as convener or coordinator (maximum one faculty member per event).
- (d) Receipt of a government-recognized or government-aided-recognized award/ recognition from an external agency.
- (e) Development of an industry-collaborative laboratory.
- (f) Development of at least one MOOC course or four e-contents for MOOCs, NPTEL, SWAYAM or any government organization.
- (g) Submission of at least one patent in which DTU is listed as an applicant (Application number must be provided at the time of submission of the application).

Note:

- Any **ICT item** procured under the Professional Development Fund (PDF) in a given year shall **not be eligible for re-procurement** for a period of **five (5) years** from the date of purchase.
- Further, the **procurement of ICT equipment** is **restricted to a maximum of one item** during a **single block period of three (3) years**.

5. Article Processing Charge and Intellectual Property Charges (APC and IPR)

- Reimbursement for **Article Processing Charges (APCs)** of journals and **Intellectual Property Rights (IPR) charges/fees** shall be provided based on **actual expenses incurred**, including applicable taxes.
- Reimbursement of APCs is permitted **only for journals approved as eligible for the Ph.D. programme** by the respective department.
- Claims must be supported by **original payment receipts and relevant approval documents**.

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 of 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, Printer (only one within a period of five years), 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 of academic/research 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, characterisation, testing, etc.
- 7.5. Other items not covered above with prior approval from the 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 will 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.

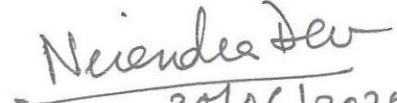
5. Prior Approval for Expenditure

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 21st July 2023 (Ministry of Finance, Govt. of India) or any other guideline applicable at that period of time.

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



20/06/2025
(Prof. Nirendra Dev)
Registrar

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Copy to:

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