

F.No.7 (11)/Pur/DSEU/2022/89

Date 28-02-2022

Office Order

The Competent Authority has approved the following guidelines for professional development fund in accordance with approval of creation of Professional Development Fund for the faculty vide agenda item No. 5.7.6 in 5th Board of Management meeting held on 30th November 2021. The guidelines are

Guidelines for Professional Development Fund

1. The Professional Development Fund is admissible to all faculty members working on regular and on deemed deputation and will be called as Beneficiary.
2. Under the Professional Development Fund, Rs. 90,000 will be given to every beneficiary in each financial year which can be accumulated for three years.
3. The expenditure shall be on reimbursement basis.
4. The Campus-Directors are delegated full powers for the Professional Development Fund. Reimbursement to the Campus-Director can be made only after obtaining approval of Vice Chancellor DSEU.
5. All expenditure entries under the Professional Development Fund shall be made in the Service book of the faculty member.
6. The expenditure can be incurred in the following categories:

S.No	Category	Particulars	Remarks
1	Computer	Laptop/Desktop/Tablet/PC/all in one	Rs. 50,000.00 once in three years.
2	Teaching aids & Peripherals	Printers, scanner, copier, licensed software tools/utilities, mobile phones, other peripherals including monitors, hard disk, pen drives and all items/equipment which can be justified as teaching materials/aid. Repairing of the devices purchased from the professional fund.	Rs. 40,000.00 once in three years. Reimbursement for procurement of mobile phones is limited to Rs. 20,000.
3	Books and Membership	Reimbursement of fee in respect of annual/ life-term membership of national/ international professional societies including subscription of journals, are to be made to all the teachers. There is no limitation on the number of Annual or Life Memberships of Professional National/International Societies. Reimbursement for the Books / Subscription of Magazines related to the research field of concern.	Upto Rs. 30,000.00 per year

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4	Registration and Traveling & Lodging	Reimbursement can also be made for participating in several conferences/ workshops/ short term course/ training programmes/ AICTE module/ Examination seminars Organized by National/ International Institutions etc. The reimbursement will be limited for each of the Conferences/ workshops/ short term courses/ training programmes/ seminars/ Reputed Courses/Open access journals to registration fee, actual travel expenses, actual boarding / lodging charges or DA as per prevailing norms.	Rs. 2,25,000.00 once in three years.
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7. Any proposed expenditure under item no. 4, will need prior approval by a committee that is constituted for the purpose at the Central level.
8. The total expenditure for all categories together cannot be more than Rs. 2,70,000 per three years.
9. The expenditure on 'grant for professional development' will be dealt under the head "General (staff development)".
10. Bills should be submitted within 30 days of the expenditure. Bills not submitted in stipulated time can be submitted only after obtaining permission of the Vice Chancellor, DSEU.
11. The faculty member can procure the above listed items from any of the manufacturer/ reseller/ distributor/Ecommerce site having a valid registration and GST number.
12. For the purchase of item at S.No. 1, re-appropriation of the fund from S.No.2 is allowed for but vice-versa is not allowed.
13. These guidelines will be effective from 30th November 2021.
14. In case of any dispute, the decision of the Competent Authority will be final.


Ashwani Kumar Kansal
Registrar

Copy to:

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O/K

Date 28-02-2022

1. PS to Vice Chancellor (for kind information please)
2. PS to Pro Vice-Chancellor (for Kind Information please)
3. All Campus Director
4. Deputy Registrar(s)
5. DCA, DSEU
6. Guard File


Jatin Verma
OSD(Purchase)