

Professional Development Allowance

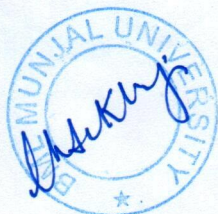
1. Objective

- 1.1 Faculty members are required to pursue professional development activities in order to remain at the forefront in their respective areas of work. These activities may vary by discipline but will usually include the purchase of books, periodicals and subscriptions; memberships in learned societies and professional organizations, the purchase of equipment and intangibles associated therewith, travel, expenses in connection with conferences or other related activities and also activities related to scholarship, and/or related academic activities.
- 1.2 While the existing pay structure of all faculty members gives them the option to offset some expenses of this nature under the 'Academic Allowance' head of pay for their professional development which permits applicable relief from Income Tax, another avenue of financial support is hereby made available to the faculty through Professional Development Allowance (PDA)
- 1.3 The purpose of offering facility of PDA is to reimburse such legitimate and pre - approved expenses that any faculty member may incur in the course of his/her professional development and in so doing, also bring name and fame to the University. Such professional development activities which enhance the concerned faculty's performance, ability or effectiveness as a teacher and as a scholar at the University would be eligible for reimbursement of expenses within the norms outlined in succeeding paragraphs.

2. Scope

The PDA will cover the following indicative list of Activities

- 2.1 Attending a national/international workshop/symposium/ special training in India/abroad where the applicant is to present a paper, chair-a session or deliver an invited talk.
- 2.2 Publishing in national/international conferences/journals.



- 2.3 Participation in a national/international conference. These should only be covered Grade A or A starred conferences. All schools must circulate the list of such conferences attendance of which would benefit our faculty for their professional advancement. Such lists must be circulated during the summer vacations for the Academic Year to follow.
- 2.4 Expenses with regards to publication in a 'Pay for Publication' journal.
- 2.5 Visit to an Indian/foreign university for technical discussion.
- 2.6 Acquiring membership of professional societies, both national as well as international. These should be of a year's duration and renewed annually under this facility while in service at BMU. Fees for life membership may not be claimed under this facility.
- 2.7 Visiting technical exhibition(s)
- 2.8 Purchasing of laptops and related peripherals, paper, ink etc. (these must ideally be debited to 'Academic Allowance' as permissible under pay structure).
- 2.9 Teaching aids, purchase of component, materials, equipment for research and consultancy work
- 2.10 Expenses incurred while writing a book.

3. Process

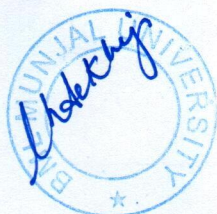
- 3.1 Each school will at the beginning of the concerned Academic - Year, set aside from within their approved annual budget, amounts at the following scales for eligible resources whose services stand confirmed.
 - 3.1.1 Rupees. One Lac per annum for every faculty member. And,
 - 3.1.2 Rupees twentyfive thousand for every faculty associate who has registered for PhD with BMU.
- 3.2 In the event of any deviation from this where the requirement of confirmation of services of a particular faculty has been dispensed with on an exceptional basis, such faculty would along with the claim for PDA, tender an undertaking that she/he would refund the

amount so reimbursed in the event of cessation of engagement within a year from date of joining.

- 3.3 The discretion of judiciously utilizing these funds as well as of nominating eligible applicants for the various conferences/symposia would rest with the heads of the respective school.
- 3.4 Faculty members granted PDA for any event/activity would be required to submit a report and deliver a talk/presentation to the school or department before making a claim for reimbursement of expenditure incurred. This would be vetted by dean of the concerned school. Dean approval would be necessary for processing claims for PDA reimbursement.
- 3.5 Further, as it is desirable that such work be disseminated to all concerned and leveraged to the best extent possible, the talk/ paper presented at any such event where PDA is claimed, must at the discretion of the head of concerned school, be deposited with the Library within one week of it being presented and approved.
- 3.6 The expenses incurred to **claim** reimbursement under this Allowance would need to be supported by bills which would accompany the **prescribed form at Annexure** herewith. The expenditure under this category is auditable and faculty members will be responsible for settling any audit queries if they arise.
- 3.7 Faculty are encouraged to secure funding for all such activities. Whenever this is secured, that element must be expended before the PDA element is utilized.

4 General conditions

- 4.1 All purchases of books, periodicals, IT hardware, software, peripherals should follow University purchase procedures so that procurement can be at competitive rates. So, services of Library and Purchase Department must be utilized towards this end.



- 4.2 All **equipment** thus **procured must be taken into stock** by the University Stores Department, who will in turn allot this to the concerned school and faculty respectively. A record of this will be maintained by both the Stores Department, and the Program Office of the concerned school who will also share these details with HR for updation of the personal file of the recipient of the PDA.
- 4.3 All claims on reimbursement or placing of purchase order by University, must have **certification** by Faculty that the items have been procured for Professional Development.
- 4.4 The faculty availing this facility would be deemed to be 'On Duty' during the event and for one/two days and the travel period. Any absence beyond this would need to be regularized with leave.
- 4.5 As a norm, in the case of overseas travel, local board and lodging expenses relevant to one day (24-hour cycle) in addition to the exact duration of the approved event would reimbursable under PDA for locations other than the Americas where upto two days (48 hours' cycle) would be permissible.
- 4.6 Reimbursable expenses would be restricted to visa fees (as applicable), travel, local transfers, registration fees, and hotel bills. Prescribed TA/DA rates and scales of accommodation would be applicable. Any expenses relating to leave or personal work after the event would be excluded.
- 4.7 However, if attendance at any **event is combined with pre- approved duty** in the same city/nation, prescribed TA/DA rates would apply and would not form part of PDA. Expenses in relation to such duty combined with a PDA would be processed and reimbursed as per norms for outstation visits while on duty.



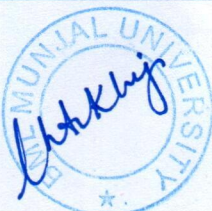
- 4.8 Unclaimed PDA **may be carried forward for one year** with prior disclosure and approval to be availed alongwith the amount due in the subsequent year. This is to say that a faculty eligible for Rs One lac per year may after prior disclosure and approval, incur reimbursable expense of upto Rs two lacs in the subsequent year provided the amount due for the preceding year was not claimed and was declared to be carried forward. Similarly, Faculty Associates may declare and carry forward unutilized PDA to the next year for utilization as per prescribed norms. Not more than at total of two years' eligible balance of PDA may be held by anyone for any reason what so ever.
- 4.9 Normally, the model is '**spend and claim**'. However, Advance may be approved by the head of school and claimed upto 50% of the expected cost of the visit or the PDA entitlement.
- 4.10 In the event of this privilege being availed within one year of joining, and the cessation of engagement of the concerned faculty occurring (for any reason) within one year of joining, the entire amount so reimbursed would be recoverable while carrying out Full and Final settlement of accounts.
- 4.11 At the time of exit of such faculty who have taken PDA during their tenure with BMU, the return of physical assets, and taking on charge of intellectual property would be certified by the concerned school, IT Deptt and Admin Deptt before HR can process the exit formalities.
- 5 **Conclusion** – The facility is extended to demonstrate the University's commitment to support its faculty in their efforts towards professional development as in their so doing, they further the Mission of the University.

Director HR

For President BMU



BML MUNJAL UNIVERSITY Financial assistance for attending National /International Conference/seminar/workshop under Professional Development Allowance (To be filled by the Applicant) PART ONE – General Details					
1	Name:				
2	Designation:				
3	Department and School:				
4	Details of the proposed visit:				
	Full Title of the event:				
6	National/Int. conference/any other permissible event (Pls. specify):				
7	Copy of announcement: (Annexure-A)				
8	Country/location at which the event is organized:	9	Country	10	Town /City
11	Nature of participation (tick)	Oral Presentation	Poster Presentation	Chairing/Organizing a session	Professional Development
12	Copy of invite: (Annexure-B)				
13	Title of the paper:				
14	Names of co-authors:				
15	Programme of travel	From	To		
16	Duration of National/International conference:				
17	Visits to Universities (Letter of invite: Annexure-C)				
18	Any other (specify) :				
PART TWO - Regularizing Absence					
19	Category/Duration of leave	CL / EL Days	From	To	
20	Conference	OD			
21	Visiting Universities	OD			
22	Any other purpose	CL / EL / OD			



Effective: 01 Oct 2017

Policy – Professional Development Allowance

Revision No: 2/1

PART THREE - Financial				
23	Financial outlay	TOTAL (Rs.)	From Other Sources(Rs.)	Request through PDA (Rs.)
24	Air Fare / Train Fare			
25	Registration Fee			
26	Boarding Charges (Hotel)			
27	Total			
28	Date:	29 Signature of Faculty:		
30	Alternative arrangements made for Academics and / or Research /	Yes		No
31	Project activities of the faculty member during the above period leave			
32	Recommendation of HoD (tick any one)	Recommended	Not Recommended	
33	(**) Remarks/Justification by HoD (essential in case the faculty member does not have a paper to present/chair session)			
34	Date:	35 Signature of HoD:		
PART FOUR - For Official Use				
<u>Finance and Accounts</u>				
36 Funds so far availed for the PDA block period from _____ to _____ by Dr. _____ is Rs. _____				
37 Balance funds available (excluding this event) is Rs. _____ <div style="text-align: right;">Signature</div>				
<u>Human Resource Deptt.</u>				
38 On Duty dates				
39 Vacation days and dates				
40 Earned Leave days and dates				
41 Prefix/suffix days				
42 Any other comment <div style="text-align: right;">Signature</div>				

