



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University
Sub-Post Office, Pin-182320, Jammu & Kashmir, India

REF NO: SMVDU/ADM./ESTT./14/21ST EC/455-59

DATED: 3rd JUNE, 2014

NOTIFICATION

In pursuance of the minutes of the 21st Executive Council Meeting of SMVD University, held on 21st March 2014, the **approval of the Council is hereby conveyed to the sanction of Professional Development Assistance (PDA) in favour of faculty members of SMVD University to the extent of Rs.50,000/- per annum for each faculty member, i.e., Rs.1,50,000/- for a block period of three years [2014-2017] with effect from 1st April 2014 till 31st March 2017.**

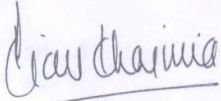
This allowance is issued to the faculty members so as to enable them to utilize this amount for attending academic conferences for research paper presentations or chairing sessions in the conferences within and outside the country, including the travel cost, registration fee, conference membership fee for professional bodies, buying of subject related books / journals/ including computer related scientific equipments & subscription to academic journals as per the following terms and conditions;

1. Grant of PDA for attending National / international conference will be subject to faculty either presenting a paper or chairing a session in his or her area of specialization. It is very essential that the theme of the conference should be relevant to the concerned faculty member's professional field of teaching and research. However, attending reputed conferences, symposiums and workshops without presenting a paper and / or chairing a session would be permitted only with a special approval from HVC based on strong justification for the same.
2. He / she should have published at least three research papers in reputed / refereed journals or conferences of repute in the preceding three years from the date of first application in the block period of three years. This is one time requirement of the entire block of three years.
3. New faculty joining at the level of Professor, Associate Professor and Assistant Professor can avail the PDA from the date of their joining. Amount available to them would be on pro-rata basis (Rs.0.50 lacs per year) for the remaining period in the 3 year block period.
4. The maximum ceiling for utilization of PDA in the first year would be Rs. 0.50 lacs which would be carried forward to the next year in the block period (in case of under / non – utilization). The amount of PDA available to the faculty shall however, not exceed the maximum limits of Rs.1.5 lacs in the third year of the block period.
5. If the paper accepted for presentation at the conference is multi-authored, then only one of the authors can avail the facility for attending the conference. The application of the first author shall however be preferred in case more than two authors apply.
6. For faculty members retiring during the block period of 3 years, the PDA would be granted on pro-rata basis i.e. Rs.0.50 lacs per year of remaining regular service.

7. Faculty members availing PDA for attending International Conference abroad during vacations can also avail upto a maximum of 2 weeks leave of the type due before or after the conference for other academic purpose with the approval of the competent authority.
8. PDA could also be suitably broken for attending one or more conferences in the same block period.
9. The amount of PDA could be used for :-
- International air travel including taxi charges, metro / local train (or suitable combination of these) between the place of stay and the air port;
 - Visa fees and airport tax (if applicable);
 - Registration fee for the conference;
 - Boarding and lodging for the period of the conference plus two days i.e., one day prior to the conference and the other day after the conference;
 - Local travel at the place of the conference;
 - Expenses for attending one workshop or tutorial upto two days associated with the conference; and
 - Medical insurance connected with the international travel & foreign travel insurance.
 - Payment of membership fee for reputed professional bodies;
 - Purchase of relevant books / professional journals/ periodicals / computer / laptop/ ipad or other relevant scientific equipments. All inventory items of these purchases will be duly entered in the stock registers of the respective schools & will need to be returned to the university at the time of leaving service / job in the University.

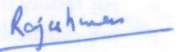
The Deans / directors are requested to kindly bring the contents of this notification to the notice of all Faculty concerned.

By Order.


Registrar

Copy to:

- All Deans / Directors, for information & circulation among all Faculty members.
- Finance Officer, for information.
- PS to VC for the information of the Hon'ble Vice Chancellor.
- I/c. Website, for information and uploading the same on Univ. website.
- SO [Legal], for information.
- Order File.


Rajesh Kumar
Asst. Upd. Off.
