



Format for PDA Claim for Membership / Purchase of Books /Journals/Computers, etc.

1. Name of the Faculty member
2. Designation
3. Name of the School
4. Details of at least three publications during preceding three years as below:
 - i. Title of the paper / papers
 - ii. Name of the Journal in which paper got published :
 - iii. Name of the publisher :
 - iv. Volume No. :
 - v. Issue No. :
 - vi. Place of publication :
 - vii. Year of publication :
 - viii. Listed in SCI / Expanded SCI / SSCI / Scopus / ABDC (listed in A & B categories only)
(Please tick the appropriate one and provide proof)
5. Purpose for claiming PDA: *[Tick the appropriate item]*
 - a. Membership of Academic Societies / Professional Bodies
 - b. Purchase of subject related books / journals
 - c. Subscription to Academic Journals
 - d. Purchase of Computer/Laptop/ipad or other relevant scientific equipment

6. Details :

7. Request for PDA assistance for :

Year 1

Year 2

Year 3

[Tick the appropriate box(s)]

8. Amount of PDA assistance requested for the above purpose with breakup: Rs.-/- [Rupees
..... only] [in words as well figures]

Details:

9. Documents to be enclosed:

- i. Copies of three publications with proofs as mentioned in serial no. 4 above,
- ii. Brochure of the Academic Societies / Professional Bodies
- iii. Invoice/Bill/Quotation etc., with detailed specifications, of subject related books / journals / Computer / Laptop / ipad or other relevant scientific equipment
- iv. Undertaking in the format.

Signature of the concerned faculty member with date
[Name in full:.....]

Recommended / Not recommended by HoS.....

Recommended / Not recommended by Dean of the concerned Faculty

To,
Registrar

10. Recommendations / Remarks of the committee members