



**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 asbelow:
  - 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 categoriesonly)  
(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 AcademicJournals
  - d. Purchase of Computer/Laptop/ipad or other relevant scientific equipment

6. Details:

---

---

---

---

7. Request for PDA assistance for:

[Tick the appropriate box(s)]

 Year 1 Year 2 Year 3

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.