

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

DATED:- 3rd JUNE, 2014

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

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.

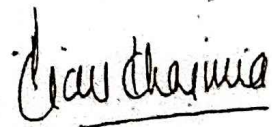
This allowance is issued to the faculty members so as to enable them to utilize this amount for attending academic conferences for research paper presentations or chairing sessions in the conferences within and outside the country, including the travel cost, registration fee, conference membership fee 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 :-
- i. International air travel including taxi charges, metro / local train (or suitable combination of these) between the place of stay and the air port;
 - ii. Visa fees and airport tax (if applicable);
 - iii. Registration fee for the conference;
 - iv. 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;
 - v. Local travel at the place of the conference;
 - vi. Expenses for attending one workshop or tutorial upto two days associated with the conference; and
 - vii. Medical Insurance connected with the international travel & foreign travel insurance.
 - viii. Payment of membership fee for reputed professional bodies;
 - ix. 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
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Copy to:

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



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Shri Mata Vaishno Devi University
Sub-Post Office, Pin-182320, Jammu & Kashmir, India

DATED:- 21ST JUNE 2017

REF NO: SMVDU/ADM./ESTT./26TH EC-ATR/17/3157-62

NOTIFICATION

Sub:- Enhancement of amount and scope of Professional Development Assistance (PDA).

In pursuance of the minutes of the 26th Executive Council Meeting of SMVD University, held on 10th April 2017, issued vide No: SMVDU/P&C/17/26-EC/Min/068, dated: 14th June 2017, as approved by the Council and in continuation of this office notification issued vide no. SMVDU / Adm / Estt. /14/21stEC/455-59, dated: 3rd June '14, it is hereby notified for the information of all concerned that,

- The amount of PDA is enhanced from existing limit of Rs. 50,000/- per annum to Rs. 70,000/- per annum and Rs. 1,50,000/- to Rs. 2,10,000/- for a block period of three years.
- An advance out of PDA of 1 additional year shall be allowed to be drawn by the faculty member during the 1st & 2nd Year of the 3 Year Block for PDA. Therefore, a faculty member may draw an advance of Rs. 70,000/- in 1st year of the three year block thus providing access to at-most Rs. 1.40 Lacs in 1st Year and similarly at-most Rs. 2.10 lacs in the 2nd year of the block year. However, in case the advance is drawn for the objective of attending International Conference Abroad or payment of Membership Fee of a professional body and the faculty member after availing this facility leaves the services of the University before the commencement of next financial year, then an equivalent amount so drawn as advance shall have to be refunded by the faculty member to the University before he/she is relieved from services.
- The Principal Investigator (PI) of the projects, for timely execution of Projects, shall henceforth be allowed to draw an advance up-to a maximum of the PDA grant available and lying unspent in their account in a block period of 03 years. This shall be termed as Research Start-Up Grant. This amount shall be issued by the Finance wing as an advance in the name of the concerned Principal Investigator (PI) of the project, with an intimation to the Establishment and Research Wing. It shall be recouped as and when the Project Grants are released by the Sponsoring Agency.
- In case a student presents a paper, co-authored with a faculty member, at a conference then the faculty member may choose to use the funds from his/her PDA, to financially assist the student in addition to the financial assistance received by the student from the University for the purpose to make up for the deficit, if any, with respect to the expenditure.
- The effectiveness of PDA shall be reviewed every 2 years to assess its effectiveness in professionally developing the Faculty Members of SMVDU, and to particularly assess the increase in the number of Faculty members who have presented quality papers in the Conferences sponsored by reputed societies like IEEE, ACM, SME, IEE etc. or indexed by bodies like SCI/SCI-E (Thomson Reuters), SCOPUS and PUBMED, etc.

By Order.


Registrar

Copy to:

- All Deans / HoD's, for information of 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 the Univ. website.
- AR [Establishment], for information and compliance.
- AR [P&C / IRDU / Academics], for information.
- Order File.



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University, Katra
Kakryal, Katra-182 320 (J&K) Email: registrar@smvdu.ac.in

No: SMVDU/Adm/Estt./17/4457-61

Dated: 30-08-2017

ADDENDUM

Sub: Professional Development Assistance

It continuation to this Office Notification issued vide no. SMVDU/Adm./Estt./14/21st EC/455-59, dated: 3rd June 2014, concerning sanction of Professional Development Assistance [PDA], and with a view to streamline the process of PDA sanctions, the following points may be kept in mind while applying for PDA Sanction from the Block period 2017-20:

1. Faculty members applying for PDA must apply at least 15 days in advance.
2. The PDA application for paper presentation / chairing a session must include,
 - a. Invitation from the Organizers and detailed brochure mentioning the Registration Fee.
 - b. Copy of the abstract of the paper selected for presentation.
 - c. Copies of full three papers published in the preceding three years of which at least one paper is published in Journals listed in Science Citation Index® / Science Citation Index Expanded™, Social Sciences Citation Index® / Arts & Humanities Citation Index® / SCOPUS. However, these papers should be different from the papers submitted while availing PDA during the previous block.
 - d. NOC from co-authors, in case the paper to be presented has multiple authors.
 - e. Anti-Plagiarism report from Turnitin.
3. No application for PDA shall be entertained in case it is received after 15th March, of that financial year.
4. Faculty Member who wish to avail PDA must take prior sanction of the amount to be utilized for the purpose.
5. Faculty members applying for PDA shall provide an Undertaking along with their PDA application [in the format enclosed overleaf], that in case the actual expenses incurred exceed their PDA grant, the excess amount shall be recovered from him/her by the finance wing.
This issues with the approval of the Hon'ble Vice Chancellor.


Registrar
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Copy to:

1. All Deans/ HoDs. for information.
2. All Faculty Members, for information & compliance.
3. Finance Wing, for information.
4. PS to VC, for the kind information of Hon'ble Vice-Chancellor.
5. I/c. Website for uploading on the University Website.
6. Office Order / Circular file.



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Shri Mata Vaishno Devi University
Sub-Post Office, Pin-182320, Jammu & Kashmir, India

REF NO: SMVDU/ADM./ESTT./27TH EC-ATR/18/1597-1609

DATED:- 14-02-2018

NOTIFICATION

Sub:- Rules governing Participation in International Conferences / Workshops / Seminars, etc. from Professional Development Assistance (PDA) or other sources.

In pursuance of the minutes of the 27th Executive Council Meeting of SMVD University, held on 24th November 2017, issued vide No: SMVDU/EC/2018/043, dated: 17th Jan 2018; as recommended by the Committee constituted vide No. SMVDU/Adm/Estt./27th EC-ATR/18/0577-83 dated: 24th Jan 2018 and as approved by the Vice Chancellor, it is hereby notified for the information of all concerned that,

- It is enjoined upon all Faculty Members to participate in International Conferences / Workshops / Seminars, etc. duly organized by Universities / Institutes / Academic-Societies (associated with Universities / Institutes, etc.) which are related to their concerned discipline / concerned School, etc.
- All Faculty Members shall be required to furnish at least three publications in listed SCI / SSCI/ Expanded SCI/ Scopus Journals / ABDC category listed Journals (A&B category only) during the period of preceding three years.
- All requests should be made in the prescribed format for participating in International Conferences / Workshops / Seminars etc. [copy enclosed] at least 10 working days in advance, along-with all requisite documents, to the office of Registrar through respective Head & Dean etc., for onward perusal and recommendation by the committee.
- The Faculty Members after attending the International Conferences / Workshops / Seminars, etc. shall submit their joining report along with feedback in the prescribed format [copy enclosed] for perusal of the Competent Authority.

By Order.


Registrar

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- All Deans / HoD's, for information & compliance by all Faculty Members concerned.
- 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 the Univ. website.
- AR [Establishment], for information and compliance.
- AR [P&C / IRDU], for information.
- Order File.



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Shri Mata Vaishno Devi University, Katra
Sub Post Office, SMVD University, Katra – 182 320(J&K)
Email: registrar@smvdu.ac.in

No. SMVDU/Adm/Estt./18/1971-76

Date: 2nd March, 2018

ADDENDUM

In continuation to Notification issued vide no. SMVDU/ADM./ESTT./27TH EC-ATR/18/1597-1602 dated: 14th February 2018 regarding "Rules governing participation in International Conferences / Workshops / Seminars etc. from Professional Development Assistance (PDA) or other sources".

All requests regarding grant of PDA for the purpose of obtaining Membership of Academic Societies / Professional Bodies, Purchase of subject related Books / Journals, Subscription to Academic Journals & Purchase of Computer / Laptop / ipad or other relevant Scientific Equipment should be made in the prescribed format (copy enclosed) at least 10 working days in advance, along-with all requisite documents, to the office of Registrar through respective Head & Dean etc., for onward perusal and recommendation by the committee.

Also, the request of having 03 research paper publications during the preceding three years (2014-17) published in Journals listed in Science Citation Index® / Science Citation Index Expanded™, Social Sciences Citation Index® / Arts & Humanities Citation Index® / SCOPUS must be met for being eligible to claim PDA for the above purposes.

Rest of the contents of the aforesaid Notification shall however remain unchanged.


Registrar

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1. All Deans /HoD's, for information & compliance by all Faculty members concerned.
2. Finance Officer, for information.
3. PS to VC, for the kind information of Hon'ble Vice-Chancellor.
4. I/c. Website, for information and uploading the same on the University website.
5. AR (Establishment), for information & compliance.
6. AR (P&C / IRDU), for information.
7. Office Order file.



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Shri Mata Vaishno Devi University, Katra
Sub Post Office, SMVD University, Katra – 182 320(J&K)
Email: ar.establishment@smvdu.ac.in

No. SMVDU/ADM./ESTT./29TH EC-ATR/19/6852-57

Dated: 1st October, 2019

ADDENDUM

Sub: "Regarding extending Professional Development Allowance (PDA) Scheme to newly joined Faculty Members at SMVD University".

In continuation to previous Office Orders related to PDA and consequent upon the 29th Meeting of Executive Council of SMVDU held on dated: 5th April 2019, as recommended by the Executive Council and as approved by the Competent Authority; approval is hereby notified for "Extending Professional Development Allowance (PDA) Scheme to newly joined Faculty Members at SMVD University", it also states that;

"New Faculty member who joins SMVD University in regular scale of pay be also allowed to avail the benefit under PDA scheme upto Rs. 70,000/- per annum & Rs. 2,10,000/- in a block of 03 years, provided they publish 03 papers in Journals listed in Science Citation Index/Science Citation Index Expanded, Social Sciences Citation Index/Arts & Humanities Citation Index/SCOPUS/Expanded SCI/ABCD category listed Journals (A&B category only), within 03 years of joining service at SMVD University".

However, in case, the new Faculty Member leaves the University in-between the PDA Block Period, he/she shall be required to return the PDA proportionately to the University eg. if the Faculty Member leaves the job within one year, from the date of his/her joining, he/she shall require to return Rs. 1.40/- Lakhs to the University.

[Signature]
Registrar

Copy to:

1. All Deans/Heads, for information and circulation among their faculty members.
2. Finance Officer, SMVDU for information.
3. Dean (R&D), for information.
4. PS to VC, for the kind information of Hon'ble Vice Chancellor.
5. I/c Website, for information & uploading the same on University Website.
6. AR (EC Affairs), for information.
7. Office Order / Circular file.