



**MANIPAL UNIVERSITY  
JAIPUR**

MUJ/REGR/POLICY/1850/2019/357

August 07, 2019

**Notification**

**Subject :- Revised Professional Development Allowance (PDA) Policy- 2019**

It is hereby notified to all the concerned that the Revised **Professional Development Allowance** (PDA) policy is hereby formulated and will be effective from the date of issue of this notification.

It is also to be noted by all that, the timeline stated in the policy and the formats attached herewith are to be compulsory followed by all while availing this allowance.

Dr H Ravishankar Kamath  
Registrar

Enclosures : As stated above

To,

All Concerned

**Copy to:-**

Hon'ble President through AR  
Pro-President through PS  
Director Research / Head HR / CF&AO

- for information please.
- for information please.
- for information please.



Registrar



## **Revised Professional Development Allowance (PDA) Policy- 2019**

### **1. Eligibility**

Faculty and other staff members, with one year of continuous service at MUJ, are eligible for the following Professional Development Allowances:

- 1.1 Professional Development Allowance (PDA) of Rs. 60,000/- per annum.
- 1.2 Professional Membership Reimbursement (PMR) of Rs. 10,000/- per annum.

### **2. Provision**

The amount being spent for professional development every financial year should be utilized only for the following activities:

- 2.1 To attend Seminars, Workshops, Conferences, Short Term Courses (STC), Faculty Development Program (FDP), Meetings of Professional Bodies, etc., (Event) in India or abroad.
- 2.2 For membership fee of professional organizations relevant to one's domain (up to Rs. 10,000 only).
- 2.3 For purchase of books relevant to teaching/research (up to Rs. 5,000/- only).
- 2.4 For payment towards online courses like MOOC, etc., to enhance professional competency, on production of certificate of completion (up to Rs. 10,000/- only).
- 2.5 To support research scholars/students under the guidance of a faculty against actual work related expense (up to Rs. 5,000/- only).
- 2.6 Any other activity enhancing the core competency of the concerned faculty and staff, with due approval of the competent authorities (up to Rs. 10,000 /-only).

### **3. Applicability**

- 3.1 All faculty members at the rank of Assistant Professor and above, including those on probation, contract and adhoc appointment.
- 3.2 All faculty members appointed as per the terms of post-retirement engagement policy.







- 3.3 Librarian appointed in the pay scale applicable to faculty members.
- 3.4 All University officials above the rank of senior executive and appointed by the University / Deputed by Manipal Group entities.
- 3.5 Director of Physical Education/Deputy Director / Assistant Director or equivalent appointed on the pay scale applicable to the faculty members.

#### 4. Facility

- 4.1 Registration, accommodation & travel charges and per-diem will be reimbursed, for attending such events as per domestic travel policy within India & International Travel Policy for abroad.
- 4.2 Per-diem allowance will be restricted to a maximum of six days, over and above the travel days.

#### 5. Conditions

##### 5.1 Guidelines for participating in the conferences (within and outside MUJ).

- 5.1.1 All faculty members below the rank of Professor **must** present a paper/poster when attending a conference and produce evidence of the same to claim reimbursement.
- 5.1.2 All papers/posters **must** carry the name of Manipal University Jaipur along with the name of the author(s).
- 5.1.3 Faculty members at professor rank, if not presenting papers, must produce evidence of their active participation in the event, like chairing a session / participation in panel / guest lectures, or any other similar activity.
- 5.1.4 Faculty members should prefer the reputed/indexed conferences organized by premier Institutes/Societies with the aim to contribute in cascading the knowledge to the peer group.
- 5.1.5 If paper presentation is held abroad then there should be a prior presentation in the Department before the Conference Support Committee (CSC). The constitution of CSC is suggested as appended below:

- (i) Head of the Department (Convener).
- (ii) At least one faculty member of the Department above the rank of associate professor.
- (iii) Director of the School.







This presentation should be organized by the convener prior to the approval of pre-conference application and the recommendation of the committee will be forwarded in the prescribed format with the application. Senior Associate Professors and Professors are exempted through this process.

## 5.2 Guidelines for participating in the Workshops/Faculty Development Program (FDP) / Short Term Course (STC)

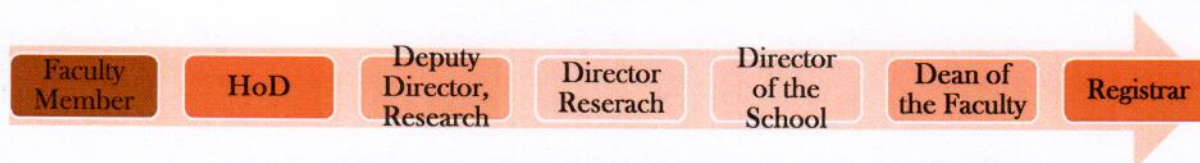
5.2.1 Faculty members may attend one workshop, one FDP and one STC in one financial year related to his/her research or academic field, organized by any recognized University or any other premier institute.

5.2.2 If he/she wants to attend more than one workshop/FDP/STC in one financial year, then proper justification has to be submitted. An approval may be given from competent authority for justified cases.

## 5.3 Procedure of approval of PDA application

5.3.1 Prior approval of the University is mandatory for attending any such Conference, Workshop etc. to be held inside & outside India. Application in the prescribed format (**MUJ/CONF/01**) should be filed one-month prior to the event to be held in India and two-month prior to the event to be held abroad. **Application submitted in the given format and defined timeline will only be considered.** All such applications should be sent to the Registrar through proper channel.

5.3.2 The scrutiny procedure will be as follows:



After obtaining approval from Registrar the application will be submitted to Deputy Director Research (for records).

5.3.3 In case of conference held abroad, Registrar will sanction a certificate of approval for participating in conference as a MUJ representative.

5.3.4 Faculty members who have not completed one year of service at MUJ, may also apply for presenting the paper in the conference. However, the final approval will be given by Registrar.

5.3.5 For attending conferences, workshops, etc., faculty members can avail approximately 75% of the anticipated expenses as advance (**in a prescribed form no. MUJ/CONF/02**) from the finance section, and get approval from the concerned authorities which is to be settled within one week from the date of return from the event.





5.3.6 Faculty should apply for the appropriate leave independently and attach a photocopy of the approval (form **MUJ/CONF/01**) with the leave application.

5.3.7 The applicant needs to ensure that all the approvals are obtained before the timeline.

5.3.8 Un-availed amount of PDA in a financial year will not be carried forward to the next financial year.

5.3.9 Management staff will submit their application through HR for approval.

#### 5.4 Post event report submission

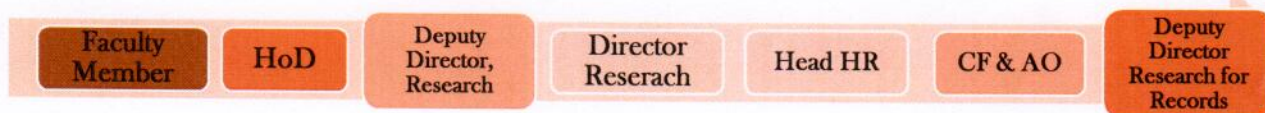
5.4.1 Faculty has to submit the complete form MUJ/CONF/03 and MUJ/CONF/04 along with his / her TA/DA expense through proper channel.

5.4.2 Reimbursement of expenses will be made only on claims which are supported by original vouchers, receipts, and on production of certificate of attendance and post attendance report.

5.4.3 Submission of a report on paper presentation/participation /paper publication by the faculty in Conference/Seminars/workshop/FDP/STC is compulsory.

5.4.4 Following the event, the faculty member must present before the peer group of the department. Monthly report (**in the prescribed format**) has to be submitted to DoR by the HoD regularly, subject to which new applications will be considered from respective department.

5.4.5 Procedure for submitting post conference details is appended below:



5.4.6 The applicant needs to complete the formalities within one week after the completion of event.

**(Note: in case the applicant does not attend the event, the information should be provided to DoR by e-mail with copy to HoD)**





## 5.5 Other Provisions

5.5.1 Faculty may apply in the prescribed format, for reimbursement of membership fee of professional organizations, purchase of books, online courses like MOOC, etc., and to support research scholar / student against actual work as per the policy, with required proof of the expenses.

5.5.2 There is no restriction on number of membership of professional organizations, availed per year under the limit of Rs. 10,000/-.

Case File : MUJ/REGR/Policy/1850/2019

Date : 07 August 2019

Dr H Ravishankar Kamath  
Registrar

