

# **SRM UNIVERSITY - AP, ANDHRA PRADESH**

**SRMAP / Reg. Off / Policies / 04 / 2022-23**

**01<sup>st</sup> December 2022**

## **PROFESSIONAL DEVELOPMENT ALLOWANCE (PDA) POLICY**

### **I. Preamble**

Faculty members are required to pursue professional development activities to remain at the forefront in their respective areas of work. These activities may vary from discipline to discipline but will usually include, the purchase of books, periodicals, and subscriptions; memberships in professional societies and professional organizations; related expenditures with attending conferences; professional visits / participation in academic events / activities; MOOCs certification cost; publication charges of reputed journal papers, department to prepare list of quality journal, not less than Q1 and ABDC 'A\*' & 'A' journals and any other expenses related to professional development. Professional Development Allowance provides an avenue of financial support to the faculty members towards their professional development and in so doing, also bring name and fame to the University. Such professional development activities, which enhance the concerned faculty's academic performance, ability, or effectiveness as a teacher and researcher at the University level, would be eligible for reimbursement of expenses within the norms outlined in succeeding sections.

### **II. General Guidelines**

1. Every eligible faculty member is entitled for Rs. 1.0 Lakh per year as Professional Development Allowance (PDA).
2. Financial year shall be considered as one year.
3. A total of Rs. 3.00 Lakhs is allocated for a block period of three years for each faculty member.
4. The faculty member can carry forward the unutilised portion every year to the next year till the end of the block period. Once the block period is completed no carry forward is permissible.

  
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5. The faculty members who have cleared their probation period (Minimum One Year) shall be eligible for the PDA and will be eligible to avail on pro-rata basis in the applicable financial year.
6. The faculty member who has a minimum of two journal articles published in SCOPUS/ WoS / ABDC indexed journals in the preceding year at the time of submitting application / reimbursement is eligible to avail the PDA. Alternately, if the faculty member has a good track record of publishing 3-4 articles in SCOPUS/ WoS / ABDC journals in the preceding 3 years, he / she can avail the PDA with a special approval from the Vice Chancellor.
7. Faculty members should apply for receiving grants from all the relevant funding agencies in the country (DBT, DST, SERB, INSA, INAE, CSIR, ICMR, etc.) to attend SCOPUS indexed international conferences abroad. List of quality international conferences to be prepared by the departments. Once the faculty members get any such grants, the university will only supplement the remaining expenditures of the faculty to attend the international conferences abroad. The University will support the entire expenditure of the faculty member to attend the international conference (subject to the eligible allowance amount in that particular block period) if all the applications for the external allowance have been rejected by the aforementioned funding agencies. Faculty members have to submit proof of applications / rejections of the external allowance agencies.
8. Preference will be given to the faculty members for attending the Conferences during vacations and semester breaks. However, if they happen to attend the Conferences during the semester, the assigned lectures/duties that are going to be missed during their absence have to be delivered/completed by them on the arrangement of duties to be made beforehand well in advance by taking extra classes before the commencement of the journey.
9. Advance of maximum 50% of sanctioned amount may be granted to attend the relevant Conference (s) which will be adjusted within 20-days after the conference completion date. The entire advance amount is to be returned to the University immediately, if the faculty member is unable to attend the Conference due to any reason(s).

  
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10. It is mandatory on the part of the faculty members to deliver a seminar at the department / school level on the topic of their conference presentation and any additional academic activities carried out during the conference period within seven-days of their returning. The settlement of advance/bills in accounts section will only be entertained when it is accompanied by the department/school level endorsements, that the above-mentioned mandatory requirements are satisfied.
11. The judicious utilization of these funds as well as of nominating eligible applicants for attending the SCOPUS indexed conferences of repute and other related academic activities would be the responsibilities of the Dean of the respective schools.
12. The expenses incurred to claim such reimbursements under PDA would need to be supported by bills which would accompany the prescribed form given in the **Annexure-I**. The expenditure under this category is auditable and the concerned faculty member will be the sole responsible person for settling any audit queries if they arise.
13. Faculty members availing the PDA for publication costs in the journals SCOPUS/WoS/ABCD should acknowledge this in the papers he/she publishes.
14. The faculty members who are on deputation/lien-term/leave (beyond 30 days) are not entitled for claiming Professional Development Allowance during that financial year.
15. If a faculty member leaves the University after availing any PDA, he/she shall be entitled to this allowance on pro-rata basis. However, if he/she happens to utilize the eligible entitled amount for PDA related expenditures, the excess amount calculated on pro-rata basis (if any) will be adjusted from his/her salary.
16. Funding for PDA is not a matter of right of the faculty member and it is fully based on the merit of the case at the discretion of the sanctioning authority.

### **III. Applicable Reimbursements under PDA.**

#### **(A) Annual Membership Fees of Professional Recognised Societies**

Annual membership fees of maximum two relevant professional societies with an upper limit of Rs. 15,000 will be reimbursed. The respective Dean will recommend the relevant Nationally and Internationally professional recognised Societies for reimbursing the membership fees.



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## **(B) Publication Charges of Reputed Journal Papers**

The publication charges of additional pages of a paper will be entertained, provided (i) the journal is categorized in Q1 (ii) published in ABDC A\*/A indexed journals; The University will not meet the cost of reprints number of copies of the journals of papers.

## **(C) Professional Exploratory Visits in India.**

Exploratory visits related actual expenditures (travel, food, accommodation, registration amount, and other incidental charges) in India for collaboration in teaching, research, joint-guidance, consultancy, continuing education, entrepreneurship, and other academic activities with the Institutes of National Importance (INI), Institutions of Eminence (IoE), CSIR, ICMR, ICAR, DRDO, Atomic Energy, Space Organisations, Industries, etc. will be reimbursed with an upper limit of Rs.25,000/- per year. Relevant invitation from the host institute should be provided for the approval of the competent authority subject to the condition that the teaching-learning programmes in the University are not be hampered during the absence. A presentation to the department / school about the outcome of the visit is mandatory to avail the PDA.

## **(D) Book Grant**

Faculty members can purchase only the books relevant to their teaching and research specialization with a maximum reimbursement amount of Rs. 5,000/- per year, which will be recorded and endorsed by the Library.

## **(E) MOOCs Certification**

The cost of certification of MOOCs (offered in SWAYAM, Coursera, edX, and other platforms) in core discipline, engineering education, pedagogy, and soft skill areas, will be reimbursed with an upper limit of Rs.10,000/- per year, provided the course has been suitably integrated in the curriculum.

## **(F) Other Categories**

Faculty members can also avail the PDA for the following purposes:

- Research Consumables – Maximum Limit is Rs.15,000/- Per Annum (University Purchase policy will be applicable).
- Data / Sample Collections etc.
- Copy editing charges.



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## **(G) Attending Conferences**

1. The paper accepted for presentation in the Conference must be related to the research conducted at the SRM University - AP.
2. If the paper is having multiple authors from the University, only one author will be allowed to attend the Conference in a financial year.
3. The Conference registration amount will be reimbursed to the invited presenter/faculty member.
4. The faculty should produce the paper presentation certificate from the organizer of the Conference, which will be one of the mandatory criteria for the settlement of bills.
5. Conference registration fees will be reimbursed to the faculty member once it has been paid by their credit/debit card before the extended deadline. Banquets and/or field trips that are considered part of the conference registration amount will not be reimbursed by the University.
6. All Travel, Boarding & Lodging expenses / reimbursement / settlement will be as per the University Travel Policy.
7. VISA fees for the conference will be reimbursed as per actuals.
8. International health insurance policy will be reimbursed as per actuals against the minimum applicable insured amount from any Indian company for the total duration of conference and travel periods.
9. The total allowance sanctioned/received from all other funding sources will be considered while calculating the expenditure.
10. Without supporting vouchers, claim bill will not be considered for payment.
11. For all the approval processes, the documents should be submitted to the respective Dean through the HOD/Associate Dean.
12. Requests for extra fund beyond the eligible PDA can only be submitted to the Vice-Chancellor for consideration.

  
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#### **IV. Procedure for availing Reimbursements under PDA:**

1. Faculty member needs to take recommendations and **prior approval from the HOD & DEAN** for availing PDA under category **(A) to (G)** as mentioned above.
2. Faculty members are required to fill the Annexure-I for availing the PDA and submit the same to the finance department for processing.
3. For Conferences and Professional Visits, faculty can contact Travel Desk for support.
4. The following documents are required for the reimbursement of expenditures incurred:
  - Copy of the international/national air ticket with boarding pass, rail, and bus tickets indicating the amount paid.
  - Hotel accommodation bills paid.
  - Taxi bills paid.
  - Receipt of registration fee paid.
  - Receipt of Visa fee and medical insurance paid.
  - Copies of letters of allowances received from all other external funding sources (with break up).
  - Copy of voucher for the purchase of foreign exchange.
  - Proof of conversion rates of those foreign currencies which are not very popular.
  - Translation of language (into English) particularly in respect of hotel / train / bus bills.
5. For purchase of research consumables, University purchase process will be applicable and the necessary purchase requisitions need to be submitted to the purchase department.



Registrar

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## **CHECK LIST FOR PDA (Professional Development Allowance)**

### **Eligibility:-**

- |   |                 |
|---|-----------------|
| 1. Has the faculty completed probation period                 | (Yes / No)      |
| If No, Special approval to be enclosed                        | (Yes / No)      |
| 2. Has the faculty published 2 articles in the preceding year | (Yes / No )     |
| If No, Special approval to be enclosed                        | (Yes / No / NA) |

### **A). Membership:-**

- |  |            |
|--|------------|
| 1. Prior approval of the membership                                | (Yes / No) |
| 2. Membership Receipt  | (Yes / No) |
| 3. Is the professional body in the approved list of the University | (Yes / No) |

### **B). Publication Charges:-**

- |   |            |
|---|------------|
| 1. Prior approval   | (Yes / No) |
| 2. Is it in the University approved list of journals on payment basis | (Yes / No) |
| If No, Special approval to be enclosed                                | (Yes / No) |
| 3. Payment receipt confirmation                                       | (Yes / No) |

### **C). Professional Exploratory Visit in India:**

- |                          |            |
|--------------------------|------------|
| 1. Approval of the visit | (Yes / No) |
| 2. Outcome of the visit  | (Yes / No) |

### **D). Book Grant:**

- |  |            |
|--|------------|
| 1. Approval of purchase                    | (Yes / No) |
| 2. Library indexing and permanently issued | (Yes / No) |

### **E). MOOC's Certificate:-**

- |   |            |
|---|------------|
| 1. Approval of the Certificate  | (Yes / No) |
| 2. Professional development usage report / Integration with<br>Teaching & Research report | (Yes / No) |

### **F). Conferences:**

- |   |                 |
|---|-----------------|
| 1. Proof of submission to external agency for funding | (Yes / No)      |
| 2. Is only one author attending the conference        | (Yes / No)      |
| 3. Departmental Seminar report                        | (Yes / No)      |
| 4. Certificate of Participation                       | (Yes / No)      |
| 5. Travel Claim Form                                  | (Yes / No / NA) |
| 6. Insurance Bill                                     | (Yes / No / NA) |
| 7. VISA Bill  | (Yes / No / NA) |
| 8. Registration Receipt                               | (Yes / No / NA) |



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Faculty Signature .....

Date .....

*NN*

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**ANNEXURE-I**

**Requisition for the following under PDA Policy**  
*(Please tick the appropriate box)*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Membership Fees of Professional Recognised Societies	Publication Charges of Reputed Journal Papers	Professional Exploratory Visits in India	Conferences (National / International)	* Other Categories (Viz., Book Grant / MOOCs)

\* (Research Consumables / Data Collections / Sample Collections /Copy Editing Charges / Professional Development Software Packages)

**Requisition by**

- a). Faculty Name: \_\_\_\_\_
- b). Designation : \_\_\_\_\_
- c). Department : \_\_\_\_\_
- d). School : \_\_\_\_\_
- e). Signature : \_\_\_\_\_

**DESCRIPTION :** ( USE SEPARATE SHEETS AS PER CHECK LIST)

**AMOUNT:** \_\_\_\_\_

**Recommended By:**

HOD

DEAN

**\* Travel, Boarding & Lodging as per the University Travel Policy – Domestic / International**

For Office use Only:

Finance Department :

Verified by (Senior Manager)

Approved by (CFAO)