

PROFESSIONAL DEVELOPMENT FUND (PDF)

To support the professional development of the faculty of the Institute, Professional Development Fund (PDF) has been created at the Institute (Authority: BG/15/97). It is centrally managed by IRD Unit. PDF is made available to individual faculty keeping in view the contributions made by the particular faculty member to the PDF.

CREATION/GENERATION OF PDF

The Professional Development Fund (PDF) is generated by crediting:

- 30% of the Administrative Overheads of Sponsored Research Projects amongst PI/Co-PI(s) in case honorarium is not drawn by the PI/Co-PI and 10% in case honorarium is drawn by the PI/Co-PI.
- 10% of the Admn. Overheads of the consultancy jobs amongst CI/Co-CIs.
- Unspent amount of the consultancy jobs as per the recommendation of CI.
- 10% of Admn. Overheads and unspent balance of the Symposium etc. organized by the Institute, as per the recommendation of Coordinator.
- A suitable amount may be granted in respect of different examinations like JEE, GATE, JMET, JAM as contribution to PDF of individual faculty (Authority: BG/104/2006).

UTILIZATION OF PDF

The PDF can be utilised for the following purposes:

- TA/DA and Registration fee for attending the Conferences in India or abroad and professional activity promoting sponsored research project/consultancy.
- Membership fee for Professional Societies.
- Purchase of Professional Books, Video and CD ROM etc.
- Equipments, Air-conditioner facilities for labs and phone/fax facilities in the office.
- Purchase of PCs and accessories.
- Upgradation or outright purchase of portable or desktop computers and related peripherals for use by the faculty at any location as per the work requirement.
- Purchase of office and lab furniture.
- Purchase of air conditioners for lab and/or office.
- Purchase of Cellular Phone (upto Rs. 15,000/-) and expenses including the charges for the cash card and other monthly expenses on calls restricted to Rs.750/- per month (only for sponsored research projects/consultancy jobs related activities).
- Recruitment of project staff by PIs/CIs as per IRD norms for a short-term period not exceeding six months in a financial year (Authority: BG/10/2007).
- Charges for Insurance cover for moveable asset items such as laptop, mobile phone etc. provided these items must have IITD marking on it (Auth: IITD/IRD/M-109/6271 dated 03/11/2003).

The Upgradation/Replacement of Cell Phone is allowed after three years of its purchase provided that the earlier one has been written-off as per Institute rules.

All purchases shall be made following the IRD/Institute Purchase Rules. The procured items shall be properly accounted for and shall remain the property of the Institute.

UTILIZATION OF PDF BY SUPERANNUATED/RETIRED FACULTY

The superannuated faculty of the Institute can also use their PDF at par with regular faculty of the Institute on their re-employment/appointment or association as Chair Professor/Emeritus Professor/IRD Fellow/INSA Fellow etc. Also, when a faculty member finally leaves the institute i.e. after his/her superannuating or at the end of the re-employment period or on completion of their Chair Professor/Emeritus Professor/IRD Fellow/INSA Fellow etc., he/she will be entitled to use PDF for a period of three years towards reimbursement of expenses in TA/DA, registration fee, visa fee, insurance charges etc. for attending national or international conferences/seminars/symposia and for professional activities, subject to his/her part-time association or affiliation with the Institute (Authority: BG/104/2006).