

### **The revised norms related to the creation and utilisation of PDF as on 09.04.2021**

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.
- Purchase of 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 and the charges for the cash card and other monthly expenses on calls as per Institute norms. (only for sponsored research projects/consultancy jobs related activities). (Auth: IITD/IRD/M-127/3772 dated 28.05.2014 & IITD/IRD/M-127/90818 dated 28.03.2019)
- 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).
- Purchase of Air Purifier (Auth: IITD/IRD/MI00148/37867 dated 13.11.2018)
- Recruitment of project staff on yearly contractual basis as per recruitment norms of IRD unit for a maximum period of three years. (Auth: BG/07/2021)

## **Annexure – II (pg2)**

- Repair and maintenance of Equipment upto Rs. 2.5 lakhs as per Institute Purchase norms. (Auth: BG/07/2021)
- Purchase of accessories of existing equipment upto Rs. 2.5 lakhs as per Institute Purchase norms. (Auth: BG/07/2021)
- Purchase of Chemical /Glassware as per Institute norms for Medium Purchase.(Auth: BG/07/2021)
- Purchase of Stationary/Consumable Items as per Institute norms for upto Rs. 25,000/-. (Auth: BG/07/2021)
- Printing/Photocopying upto Rs.10,000/-. (Auth: BG/07/2021)
- Journal of repute/Publication/Page charges of repute upto Rs. 2.50 lakhs. (Auth: BG/07/2021)
- Institute Guest House charges for external faculty member for R&D work with prior approval of Dean (R&D). (Auth: BG/07/2021)
- Honorarium to the registered IITD students as per existing norms notified vide number IITD/IRD/M-109/26443 dated 10/10/2018 (Auth: BG/07/2021)

Note 1. 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.

Note 2. 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).