



DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009
GOVERNMENT OF NCT OF DELHI
SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

No F.1/DTU/Estt./PDF/2011/11263

Dated: 7/ 12/2016

OFFICE ORDER

Subject: Guidelines for Professional Development Fund (PDF).

The Competent Authority has approved the following guidelines for Professional Development Fund in accordance with the AICTE recommendations -2010 and subsequent Cabinet Decision No. 1669 dated 12.7.2010 and the Department's Office Order No. F.1(702)/2010-SB/PF.1/1154&1164 dated 29.07.2010 and endorsed by DTTE vide letter No. 1(928)/2007-SB/463 dated 18.03.2011.

Guidelines for a new entrants in accordance with the AICTE recommendations 2010(Para 10(i) of orders dated 29.07.2010

1. New faculty entrants may be given a one-time start up grant of Rs. 2 Lakh (for degree level institutions) and Rs. 1 Lakh (for diploma level institutions) for purchase of computers, teaching material including books, research aids and office furnishings, etc. Existing teachers may also be provided incentive grants up to Rs. 2 Lakh (for degree) and Rs. 1 Lakh (for diploma) for purchase computer including grants for up gradation of or purchase of a new computer (especially for those who have availed such facilities on earlier occasions) teaching material including books and research aid.
2. The grant to be paid in advance to the faculty members, for which utilization certificate is to be produced within three months from the receipt of the grant.
3. The request can be made in advance for the grant in either full or in two parts by the individual faculty member.
4. Grants for new entrants may be given one-time start up grant of Rs. 2 Lakh (degree) and Rs. 1 Lakh(diploma) for purchase of computers, teaching material including books, research aids and office furnishings, etc.
5. The existing teachers will also get the grant of Rs. 2 Lakh (degree) and Rs. 1 Lakh (diploma) for purchase of computers including grant for up gradation or purchase of a new computer (especially for those who have availed such facilities on earlier occasions), teaching material including books and research aid.
6. The items under this category (computers, teaching material including books, research aids and office furnishings, etc.) may include, but are not restricted to, the following:
 - (i) **Computers:** Laptop/Desktop/Tablet PC, e-book reader, computer and its peripherals viz., scanner, printer, copier, pen drives, blue ray DISCS/DVDS/CDs, portable/External Hard- disks, zip drive, modem, router switch, LCD Projector, licensed software tools/utilities including Anti-Virus, UPS, interactive panel, digital

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camera, handi cam, web cam, LED/LCD/Plasma panel, Memory cards scientific calculator etc.

(ii) **Teaching Materials including Books:** Books/journals and any other items/equipments which can be justified a teaching materials/aids.

(iii) **Research Aids:** The individual teacher concerned has to give the undertaking for items to be purchased under research aid based on the area of research.

(iv) Office furnishings (can/may also be used at the residence of the teachers): Executive study table, Executive chair, computer table with chair, cabinet, book case, table lamp, brief case, air-conditioner/cooler, room-heaters/heating devices, etc., with the ceiling of 30% of maximum limit.

(v) In case of up gradation of computers with the ceiling of 15% of maximum limit.

(vi) The faculty member can procure the above listed items from any of the manufacturer/reseller/distributor having a valid registration and VAT number.

(vi) The DCA(DTTE) will ensure the mechanism for providing grant to all teachers like directions to the PAOs to release the grant in advance, etc.,

(viii) The institute concerned will evolve an appropriate mechanism of keeping proper records of materials purchased and details of expenditure incurred by reach individual faculty members under this provision. Entry in this regard should be made in the service book.

7. **Other terms and Conditions:**

- a. This facility will be extended to regular teacher after completing one year of regular service in the institute.
- b. (ii) This entitlements of faculty members who are working in diverted capacity will be as per parent office/institution. Such faculty members may avail these facilities, either from their parent office/institution, from where their salaries are being drawn or from where they are actually posted in diverted capacity, with the concurrence of the parent office/institution. However, in such cases all the office records of availing this facility will also be required to be informed by the institution where the faculty member is posted, to the parent office/where the faculty member is holding the post substantively, so as to make the necessary entries in this regard in their service books.

Guidelines for all Teachers in accordance with the AICTE recommendations 2010(Para 10(ii) of orders dated 29.07.2010.

1. All teachers may be given a grant up to Rs. 2 Lakh (for degree) on reimbursement basis for a period of every three years commencing from 29.07.2010 towards acquiring the membership of Professional Societies and for participating in national/international conferences/workshop etc.

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2. Reimbursement of fee in respect of annual/life-term membership of national/international professional societies including subscription of journals, are to be made to all the teachers. There is no limitation on number of Annual or life Memberships of Professional National/International Societies.
3. Reimbursement can also be made for participating in several number of conferences/workshops/short term course/training programmes/seminars Organized by National/International Institutions etc. in stipulated period of every three years. The reimbursement will be limited for each of the Conferences/workshops/short term courses/training programmes/seminars to registration fee, actual travel expenses, actual boarding/lodging charges or DA as per prevailing norms (An advance for covering Registration fee and travel expenses can also be made).
4. The Institute concerned will evolve an appropriate mechanism of keeping proper records and details of expenditure incurred by each individual faculty members under this provision.

5. Other Terms and Conditions:

- a. This facility will be extended to regular teacher after completing one year of regular service in the institute.
- b. The entitlements of faculty members who are working in diverted capacity will be as per parent office/institution. Such faculty members, may avail these facilities, either from their parent office/institution, from where their salaries are being drawn or from where they are actually posted in diverted capacity, with the concurrence of the parent office/institution. However, in such cases all the office records of availing this facility will also be required to be informed by the institution where the faculty member is posted, to the parent office/institution where the faculty member is holding the post substantively, so as to make the necessary entries in this regard in their service book.
- c. The expenditure on 'grant for profession development' will be dealt under the head "staff development (plan)".
- d. Procurement of items not mentioned in the list shall require prior approval of Head of Department.

As per DTTE Office Order No. F.3/19/TE/AD/Part File/Part IV(b)/1059 dated 29.07.2016 the date of effectiveness of these guidelines will be the date of notification in official Gazette published by AICTE i.e. 05.03.2010.



Col Neeraj Suri (Retd.)
Registrar


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Copy to:

1. P.A. to V.C. for kind information to the Hon'ble VC, DTU
2. P.A. to Pro-VC for kind information of Pro-VC, DTU.
3. Registrar, DTU
4. DR(Accounts), DTU.
5. All HODs for vide circulation among all faculty members.
6. Controller of Examination/CPO/OIC(General Admin.)/OIC, B.Tech (Evening) , DTU.
7. Librarian/Director Physical Education, DTU.
8. The Head, Computer Centre for uploading on the University Website.
9. All Asst registrar, DTU
10. Consultant(Council Branch), DTU for ratification in BOM
11. Office Order File.


(Dr. R. Kaushik)
Asst. Registrar (Estt.)