Swami Keshvanand Institute of Technology,
Management & Gramothan

(Accredited by NAAC with 'A++' Grade)
Approved by AICTE, Ministry of Education, Government of India
Recognized by UGC under Section 2(f) of the UGC Act, 1956
Affiliated to Rajasthan Technical University, Kota

PDA Policy Document

Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur

Revised Professional Development Allowance (PDA) Policy- 2021

1. Eligibility

Faculty members who have worked at SKIT for two years continuously are eligible for the Professional Development Allowance (PDA) of ₹7000/- in a financial year (i.e. 1st April to 31st March) with a maximum of ₹5000/- per six months. The revised PDA policy will be effective from 1st April, 2021.

The fund is intended to be used by all of the eligible faculty members for academic growth and global exposure.

2. Provision

Each financial year, funds allocated for professional development should be utilized to the following activities:

1. To attend Seminars, Workshops, Conferences, Short Term Courses (STC), Faculty Development Program (FDP), Meetings of Professional Bodies, etc., (Event) in India or abroad.

a. International event within State	up to ₹ 1500 (Maximum 50% of Registration)
b. National event within State	up to ₹ 1000 (Maximum 50% of Registration)
c. International event within India	up to ₹ 3000 (Maximum 50% of Registration)
d. National event within India	up to ₹ 2000 (Maximum 50% of Registration)
e. International event outside India	up to ₹ 5000 (Maximum 50% of Registration)
f. Event within SKIT*	up to ₹ 1500

HODs may use PDA allocated to the department for conducting such academic events in the absence of or not sufficient any external funding subject to the above mentioned condition. For this each faculty members have to be registered in the event and attend all the sessions actively. Process of reimbursement will remain the same.

2. For membership fee of professional organizations relevant to one's domain (up to ₹ 2000 only or 50% of actual fee paid whichever is less).

(There is no restriction on number of membership of Professional organizations availed per year under the limit of ₹ 2000/-)

3. For payment towards online courses like MOOC, etc., to enhance professional competency, on production of certificate of completion (Maximum ₹ 2000 and up to ₹ 1000/- per course). As our institute is a part of SWAYAM NPTEL local chapter so all the faculty members should answer *"YES"* to the questions related to information sharing with the institute.

4. Professional Courses/Certification courses like machine learning, cyber security, leadership development program, quality management or other emerging field offered by renowned professional bodies/institution of repute (Maximum ₹ 2000 per annum with prior approval)

5. For payment of filing charges of Patents (Maximum ₹ 4000 per annum) wherein the institute must be mentioned as applicant. The claim can be made only after successful publication of patent.

3. Conditions

In all the activities/events, faculty members are required to mention his/her affiliation as *Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur.* The name of faculty member must be the same as mentioned in appointment letter.

1. Guidelines for participating in the conferences

a. During a financial year, faculty members may attend one National and one International conference related to their research or academic field, organized by any recognized university or other premier institution.

b. Faculty member must present paper/poster while attending a conference and produce evidence of the same for claiming the reimbursement.

c. The faculty members should attend reputable/indexed conferences organized by premier institutions or societies to contribute to cascading knowledge within the academic community.

d. If paper presentation is held abroad then there should be a prior presentation in the Department before the DPAQIC (Departmental Programme Assessment and Quality Improvement Committee).

2. **Guidelines for participation in the Workshops/Faculty Development Program (FDP) / Short Term Course (STC)**

During a financial year, faculty members may attend one workshop, one faculty development program (FDP), and one Short Term Course (STC) related to their research or academic field, organized by any recognized university or other premier institution.

3. **Procedure of approval of PDA application**

   a. In order to participate in conferences, workshops and other events inside and outside India, prior approval from the authority responsible is required.

   b. A completed application must be submitted to HOD one month before an event taking place in India and two months before for events occurring in abroad.

   c. After receiving approval from the HOD, all such applications should be sent to the Director (Academics)/Principal

   d. After obtaining approval from Director (Academics)/Principal the application will be submitted to Registrar office (for records).

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

4. **Post event report submission**

   a. Faculty has to submit the complete form through proper channel.

   b. 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.

   c. The faculty must provide a report on their presentation/publication in Conference / Workshop / FDP / STC.

   d. A faculty member must present their findings to their peer group after the event.

e. Quartely report (in the prescribed format) has to be submitted to Director (Academics)/Principal by the HOD otherwise new applications will not be considered from respective department.

f. 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 after getting approval due to some unavoidable circumstances, the information should be provided to Director (Academics)/Principal by e-mail with copy to HOD)

Jaipal Meel

Director

SKIT/2023/0**7**

Date: 13.07.2023

Office Order

Amendments in Professional Development Allowance (PDA) Policy-2021

The following amendments are proposed in PDA Policy-2021:-

1. **Amendment in Mandatory Requirement:** Considering the importance of academic exposure and advancement of faculty members, eligibility criteria to avail the benefits of PDA policy has been revised. From Financial year 2023-24, PDA policy is applicable to all the faculty members who have completed probation period successfully at SKIT.

2. **Point 2.1 regarding the financial support for attending seminars, conferences, workshops, faculty development program etc.**
   Amendment: The maximum amount of INR 2000/- or 50% of registration fee (whichever is less) will be reimbursed to attend an online event. No amount will be reimbursed to attend an online event within Jaipur.

3. **Point 2.3 regarding the reimbursement of examination fee for online courses like MOOCs:**
   Amendment: In addition to the existing policy, the reimbursement of examination fee is made permissible for Non-Teaching Staff for doing On-line courses (Maximum INR 1000/- per financial year) through MOOCs. Course should be relevant to enhance technical and professional skills. In such case the prior-approval from respective head of the department is mandatory.

4. **Point 2.5 regarding the payment of filing charges of Patents:**
   Amendments:

   a. Faculty member can claim a maximum of INR 7000/- per financial year against the filing charges of Patents.
   b. The application must be forwarded and recommended through IPR Cell.

5. **TA/DA reimbursement:**
   1. In addition to the PDA allowance of maximum INR 7000/-, each faculty member is entitled for travelling allowance /dearness allowance of maximum INR 3000/- or actual expenses, whichever is less in one financial year to present a paper in an international event (Seminar/Conference/Workshops/Symposium and similar) in reputed institute (IITs/NITs/IIITs/CUs/SUs) outside Jaipur (Not applicable for online events).

The prior-approval from Director (Academics)/Principal is mandatory for availing such financial support. The above mentioned amount cannot be reimbursed in parts.

2. In addition to the above, M.Tech. / Ph.D. supervisors are entitled for getting financial support to visit Rajasthan Technical University, Kota regarding official visits as mentioned below:

Professor/Associate Professor: Maximum INR 3000/- or actual expenses whichever is less per visit. It includes all the expenses like local transport, intercity travelling expenses, meal charges etc.

Assistant Professor: Maximum INR 2500/- or actual expenses whichever is less per visit including all expenses.

To visit within the city, the existing policy will remain same.

These amendments will be effective from 1st April 2023.

(Jaipal Meel)
Director

Copy to:

1. Director (Academics)
2. Principal
3. Registrar
4. Dean
5. Coordinator-IQAC
6. Dy. Registrar
7. Head-OFA, OSA
8. All HoDs
9. ERP Cell
10. Accounts Office
11. All the staff members by email
12. File

Swami Keshvanand Institute of Technology, Management & Gramothan
Ramnagaria, Jagatpura, Jaipur

Support for Financial Assistantship to attend Conference/Seminar/Workshop/FDP

Personal Information	
Employee Id	
Date of Joining	
Name of Faculty	
Department	
Designation	
Type of Event (Please √ on appropriate)	Conference/Seminar/Workshop/FDP/STC
Name of the Event	
Level of Event (Please √ on appropriate)	National/International
Organized By	
Dates of Event	
Event Registration Fees *(Please attach original receipt)*	
Signature of Applicant	
Recommendation by Head of Department: *(Please ensure the following: 1. Registration approval details 2. Attendance certificate 3. Complete manuscript presented in conference/seminar 4. Report of the event 5. Sharing of findings/achievements with colleagues)*	
Forwarded by Head, Faculty Affairs Forwarded by Dean	
Approved by Director (Academics)/Principal: Approved by Director/Registrar:	
For office use only	

Swami Keshvanand Institute of Technology, Management & Gramothan
Ramnagaria, Jagatpura, Jaipur

Format for Financial Assistantship for Professional Body Membership

Personal Information	
Employee Id	
Date of Joining	
Name of Faculty	
Department	
Designation	
Type of Membership (Please √ on appropriate)	Life Time/ Annual / Other
Name of the Professional Society (Please specify full name)	
Membership Fees *(Please attach original receipt)*	
Membership Number	
Signature of Applicant	
Recommendation by Head of Department: *Please ensure the following: 1.Membership Certificate*	
Forwarded by Head, Faculty Affairs: Forwarded by Dean:	
Approved by Director (Academics)/Principal: Approved by Director/Registrar:	
For office use only	

Format for Financial Assistantship for MOOCs

Employee Id	
Date of Joining	
Name of Faculty	
Department	
Designation	
Online platform(Please √ on appropriate)	NPTEL/SWAYAM/
Course Title	
Course is mapped with existing RTU syllabus (Please √ on appropriate)	Yes/No
If Yes Course mapping(Please √ on appropriate)	Semester: I/II/III/IV/V/VI/VII/VIII
Course Duration	
Result	
Examination Fee *(Please attach original receipt)*	
Signature of Applicant	
Forwarded by Librarian	
Recommendation by Head of Department: *Please ensure the following: 1.Course Completion Certificate*	
Forwarded by Head, Faculty Affairs: Forwarded by Dean:	
Approved by Director (Academics)/Principal: Approved by Director/Registrar:	
For office use only	

Format for Financial Assistantship for Patents Granted

Personal Information	
Employee Id	
Date of Joining	
Name of Faculty	
Department	
Designation	
Research Field	
Patent Title	
Subject area of filed patent	
Applicant	*Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur*
Name of Inventor(s) from SKIT	1. 2. 3. 4.
Number of Inventor (s) from outside (If any)	
Signature of Applicant	
Recommendation by Head of Department: *Please ensure the following: Documents related to Patent publication/granted*	
Forwarded by Head, Faculty Affairs: Forwarded by Dean:	
Approved by Director (Academics)/Principal: Approved by Director/Registrar:	
For office use only	

Swami Keshvanand Institute of Technology, Management & Gramothan
Ramnagaria, Jagatpura, Jaipur

Date:

S. No.	Application to attend Seminar/ Conference/ Workshop/ Short term course/FDP	
1.	**Name with Employee ID**	
2.	Designation:	
	Department:	
	Date of joining:	
	Contact number and Email-id:	
3.	Name of the Event & its website address (*if any*)	
4.	Place and date of the event	
5.	Nature of the event: *International/National/Regional)*	
6.	Please mention whether you are the first author and presenting paper. **(Attach a copy of your abstract/paper)**	*Yes/No* *(Annexure:1)*
7.	Justify the necessity/relevance for attending the event w.r.t. your research area or the subject you teach.	*(Annexure:2)*
8.	Give a list of all the conferences and/or workshops attended by you in this financial year.	*(Attach a separate sheet, if required)* *(Annexure:3)*
9	Give a list of all publications in last year	*Annexure:4*
10	Details of projects (if any) (Separate list for ongoing and submitted projects are required)	*Annexure:5*
11	Consultancy (if any)	*Annexure:6*
12	No. of Academic leave required to attend this event	
13	No. of Academic leave availed so far in the present academic year	
14	How are you going to manage your classes and other responsibilities during your absence from SKIT?	*(Attach Proof)*
15	Signature of the applicant	

Recommendation of the HOD:

Forwarded by Head, Faculty Affairs:

Forwarded by Dean:

Approved /Not-approved

Director (Academics)/Principal

Copy to: Dean, Office of Faculty Affairs, HOD, Applicant, Personal File