**CHAPTER – 9**

**PROFESSIONAL DEVELOPMENT ALLOWANCE FUND (PDAF)**

**PURPOSE** Don Bosco University is committed to excellence and diversity in research and promoting the development of rigorous, critical and socially engaged research. We have a special interest in bringing critical theory, social and scientific research and educational practice to bear on one another in the enrichment of knowledge for faculty, students, staff, educational policymakers and all those passionate about knowledge, learning, educational and social justice.

In pursuit of these goals and to establish and maintain a vibrant research climate in the University, it has been decided to institute a Fund under name and title of ‘Professional Development Allowance Fund’ with an initial contribution from the funds of the university. It is intended to build up a sizeable corpus fund for the purpose by canvassing for contributions from industrial houses and foundations. The University will augment the fund with receipts from consultancy provided by the University and reimbursement of overhead charges realised from research projects.

The Professional Development Allowance Fund is our testament to:

1. Support and deliver research excellence ;
2. Continue research in critical grass roots and global issues which require cross disciplinary co-operation;
3. Explore collaborations with high quality research Universities in the country and internationally;
4. Establish centres of excellence with a thriving and innovative research culture which connect our academics to industry, business, government and the third sector nationally and internationally;
5. Equip our students with the required entrepreneurial capacity so that they can contribute to the growth of the knowledge economy.
6. The purpose of this policy document is to set out the principles and procedures governing Professional Development Allowance.
7. **ELIGIBILITY**

* The policy is applicable to Faculty members who have completed two years of continuous service in Assam Don Bosco University and have subsequently been regularised in service.
* The applicant must have a consistent record of performance in teaching, research and extension activities with evidence for the same.
* The applicant must have a consistent track record of deliverables achieved towards department and Institution building.
* The applicant will need to make a formal application for availing Professional Development Allowance in the prescribed format (Refer Annexure 5) which is recommended by Head of Department and Director of concerned School, vetted by Research Committee and approved by Board of Management.
* Any application for Professional Development Allowance will be prioritized and based on the record of research income/funding for University projects which have been brought on board by the Applicant including research output and patents achieved.

1. **TERMS**
2. A Professional Development Allowance of up to Rs. 1 lakh (Rupees One Lakh Only) is made available to a faculty member on reimbursable basis to enable:

* Presentation of their research work in prestigious national (outside the State) and international level conferences/ workshops / seminars / symposia / meetings;
* Filing for national and international patents;
* Making research visits to prestigious national (outside the State) and international Institutions/Universities/Research Organizations to develop research collaborations
* Contingent expenses related to specific research work such as purchase of

1. Books
2. Stationery
3. Chemicals
4. Minor laboratory instruments
5. Computer peripherals
6. Acceptance of a paper is a requirement for approval of expenses towards conferences. Expenses for a conference include cost of travel, local transport, overseas medical insurance, cost of visa, registration fee and living expenses.
7. Application for Professional Development Allowance for filing a patent must be evidenced by Application for Filing the Patent.
8. The contingent expenses cannot exceed the limit of Rs. 30,000 (Rupees Thirty Thousand Only) from the total amount of Professional Development Allowance.
9. Sanction of funds under Professional Development Allowance at any given time will be subject to availability of funds for the scheme at the time of Application.
10. Allocation of funds under this scheme is at the discretion of the Board of Management and the allotment of funds under this scheme will be carried out by the Research Committee in consultation with the Director of the School.
11. **LIMITATION**
12. The Professional Development Allowance cannot be claimed as a right by every faculty member as it is based on a prescribed process detailed in the Policy for Application of Professional Development Allowance.
13. Professional Development Allowance cannot be availed during the period in which a faculty member is on leave or on lien.
14. The applicant agrees that the person shall refund to Assam Don Bosco the amount *(without interest)* availed as Professional Development Allowance if the person leaves the University prior to the completion of 2 consecutive years of service, from the date of availing Professional Development Allowance. (Refer Annexure 11)
15. A person availing of the fee waiver for PhD at the University is entitled to apply for a limit of only 10% of the Professional Development Allowance.

**ANNEXURE 5**

**APPLICATION FOR PROFESSIONAL DEVELOPMENT ALLOWANCE**

1. Personal Details

|  |  |
| --- | --- |
| Name: | Designation: |
| Date of joining: | Date of application: |

*Assam Don Bosco University is committed to excellence and diversity in research and promoting the development of rigorous, critical and socially engaged research.* *Please highlight assignments/ projects undertaken by you in research, details of research income/funding of projects you have secured and mention research publications during the period of service in the University. Please mention areas of initiative taken and contribution made towards Institution Building and Department Action Plan results achieved.*

*(You may kindly attach photocopy of any document which may not have been submitted with the PBAS- Performance Based Appraisal Form in the last annual performance review)*

2. Professional Development Allowance – *(Details of Application)*

|  |  |
| --- | --- |
| Amount | (Mention Amount in Rupees) |
| Purpose | (Mention Title) |

3. Describe the Purpose of your Application for Professional Development Allowance

4. How will the Purpose of your Application for Professional Development Allowance benefit Institution Building in the University in the short term (between 3 – 18 months) and in the long term (beyond 1 year)?

**Short term:**

**Long term:**

5. Academic/Research Score (Academic Performance Indicator-API) – *starting with the Academic/Research Score from the most recent academic year concluded till the first record of API IN the service of the University*

*From 2019 onward (Academic/ Research Score)*

|  |  |  |
| --- | --- | --- |
| Academic Year | Part 1 – Overall Grade | Part 2 - Academic/Research Score |
|  |  |  |
|  |  |  |

*Prior to 2019 (Academic Performance Indicator)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Academic Year | Category I | Category II | Category III | Total |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

6. Research - Assignments/ Projects secured till date in the service of the University with details of research income/funding

7. Research Publications

8. Patents (if any)

9. Participation in seminars/colloquia/symposia

10. Involvement in and contribution to Institution/ Department Building

*I hereby undertake to abide by the terms and conditions of the Professional Development Allowance of Assam Don Bosco University. While presenting my Application for Professional Development Allowance, I shall respectfully accept towards the decision of the University and shall continue my endeavours towards Institution and Department building, ever mindful of the commitment of the University to “value based education”.*

*…………………………………*

*Signature of Applicant*

***(For use of Review only)***

**1. Recommendation**

|  |  |  |  |
| --- | --- | --- | --- |
| Designation | Name | Comment | Signature |
| Head of Department |  |  |  |
| Director of School |  |  |  |

**2.Comments by Research Committee**

*Names (Research Committee) Signature (Research Committee)*

*…………………………………………………… ………………………………………………*

*…………………………………………………… ………………………………………………*

*…………………………………………………… ………………………………………………*

**3. Comments by Board of Management**

**Professional Development Allowance – *(Sanctioned)***

|  |  |
| --- | --- |
| **Amount**  **(Mention in words)** |  |

**Signature of Vice Chancellor**

**Date:**

**ANNEXURE 11**

**UNDERTAKING**

**(PROFESSIONAL DEVELOPMENT ALLOWANCE)**

In consideration of the Professional Development Allowance granted to me for ***(mention the Purpose)*** , I the undersigned hereby bind myself to indemnify the University the equivalent of the amount ***(mention Amount)*** availed by me as Professional Development Allowance from the University, in case I resign from the service/ leave the service of the University within two years, from the date of availing the Professional Development Allowance.

Signed

**Name :**

**Designation :**

**Department :**

**Date:**