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20/11/18

No. PEC/RG/18/31424
Dated:

19 NOV 2018

NOTIFICATION

Subject: Guidelines for Professional Development Allowance, financial assistance for membership of Societies, purchase of books, computational devices and participating in national and international conferences.

In pursuance of decision taken in 58th BOG meeting vide agenda item No. 58.10 and the report of the committee comprising of Deputy Director, Dean Faculty Affairs and Dean SRIC on a comprehensive list of quality conferences compiled by Prof. Siby John for each department in consultation with the respective HOD. The faculty members are permitted for Professional Development Allowances for financial assistance for membership of societies, purchase of books, computational devices and participating in national and international conferences up to Rs. 3.0 lacs in a block of three years with maximum limits as recorded in the BoG approved document. The following are the operative guidelines:-

- i. Block Period:** The block period will be from 1st April, 2018 to 31st March, 2021.
- ii. Membership Fee of professional society and purchase of books:**
 - i. Faculty will be permitted to full reimbursement of membership of professional society, Patent Filing fee and cost of books with the ceiling of Rs.50,000/- in a block of three years.
- iii. Reimbursement of the cost of Computational Devices:**
 - i. A faculty member will be permitted to purchase computational devices upto an amount of Rs. 75,000/- once in three years irrespective of block period.
 - ii. The purchase of computational devices will be made as per the institute purchase procedure.
 - iii. The item will be entered in the stock register of the department.
 - iv. The item will be issued to the faculty member by the department.
 - v. In case the faculty member leaves the institute, he/she has to return the device to the department. In case he is not able to return the device, he/she will have to pay by depreciating the cost by 20% per year.

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- iv. **National and International Conferences/Seminars/Workshops/Short courses/Summer and winter schools/other academic programmes in India and abroad:**
- i. The financial assistance of Rs.2.5 lacs can be used for attending one or more academic programme in a Block of three years. This will include expenditure on registration fee, travel and per diem (DA), medical insurance, visa fee, airport fee, transit fee etc. as per Govt. of India norms.
 - ii. Faculty should have at least one research paper published in one SCI Journal in three preceding years.
 - iii. Faculty members are encouraged to obtain financial assistance either in full or in part from other organizations like the AICTE, DST, CSIR, UGC, INSA, IEEE etc.
 - iv. For Conferences, the work in the form of research papers should have been accepted for presentation in the conference. Acceptance of mere abstract will not qualify for the grant of financial assistance. The faculty will attach a copy of the research paper along with the acceptance letter for presentation in the conference along with the application.
 - v. The application for grant of financial assistance will be considered for attending conference/ Annual Technical meetings organized by well-established recognized and renowned professional societies only. (e.g. IEEE (<https://www.ieee.org>); ASME (<https://www.asme.org>); ACerS (<http://ceramics.org>) etc.).
 - vi. A visit to industry/ academic or research organization of repute and /or participation in a tutorial/ workshop or any other professional interaction may be prefixed/ suffixed to the visit to attend the academic programme subject to the condition that total duration of absence from the institute and the maximum limit of financial assistance remain same. This will need prior approval of the Director, PEC.
 - i. **Service:** The faculty member should have spent at least one year in service at the Punjab Engineering College (deemed to be university) Chandigarh and should have minimum of one year service left. No disciplinary proceedings should be pending against the faculty members.

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- ii. **Leave:** Maximum period of nine days of absence from the institute, will be permitted for attending the academic programme if the period of academic programme falls during the semester when the academic work is underway. The leave of absence will include academic programme days (limited to a maximum of five days) plus minimum travel days which will normally be one day for onward journey and one day for return journey (subject to maximum of four days for to and fro journey). The leave of absence should not lie within the period of examinations.

The Leave of any kind due including Special Casual Leave, Earned leave or vacation Leave will be permissible.

iii. **Criteria to evaluate the quality of conference:**

The criteria to evaluate the quality of conference will include:

- a) The level of the event.
- b) The standing of the institution/professional body organizing the event.
- c) Nature of the event should be truly International/ National/ Professional.
- d) The event should be capable of enhancing skill or add to the professional accomplishment of the beneficiary.

iv. **Procedure:**

- a) The application and all subsequent correspondence should be forwarded through the HOD.
- b) The faculty will submit the application for financial assistance to Head of Department. The DAPC of respective department will consider the application of faculty for financial assistance. The DAPC will evaluate the quality of conference on the above mentioned parameters a) to d) on 1 to 5 scale. The HOD will forward the application along with recommendations. In case DAPC or the HOD does not recommend the case, reasons for not recommending an application will also be clearly recorded.
- c) In case, there are more than one faculty members who are coauthors of the research paper(s) only one faculty member is entitled to get financial assistance to

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present the paper in the conference. In such case, written consent of all other authors to this effect must accompany the application.

- i. Presentation:** After attending the conference or other academic event for which financial assistance is availed, the faculty will make a presentation in the concerned department sharing the skills or knowledge gained during the visit. In addition the faculty will give a brief summary (one page) on the outcome/benefits and forward it to the Director through respective HOD.
- ii. Final settlement of advance:** The faculty must settle financial accounts within one month of the completion of the visit.

Note:

1. *The list of conferences to be attended by the faculty members has been approved by the committee as per recommendations of the respective HODs.*
2. *Revised Application Proforma for grant of permission and financial assistance to attend the international event is attached along with.*
3. *The HODs/ DAPCs while evaluating the quality of conferences proposed by the faculty of their department will use the following criteria:*

"All quality conferences usually bring out indexed publications/ proceedings, a quality conferences can be defined as one which is indexed. To start with it is suggested that conferences which publish proceedings/ publications indexed in SCOPUS, web of science, Thomson Reuters, SCI could be considered as quality conferences."

This notification supersedes previous notification/ guidelines for financial assistance issued vide Memo No. PEC/DD/8169-85 dated 21.04.2015.

Anshant
Registrar 16/11/18
(Ad-interim)

Dated: 19 NOV 2018

Endst. No. PEC/RG/18/31425-450

A copy of the above is forwarded to the following for information and necessary action:

1. Deputy Director
2. All Heads of the Departments
3. All Deans
4. All Centre Heads (Computer Centre; CMH; CIM; CSRC; CDGC; COE (IPD)/ Section Incharges
5. AC (F&A)/ Section Officers – I & II
6. Superintendents (Establishment Section & Accounts Section)
7. PA to Director
8. PA to Registrar: To put up the same in forthcoming BOG
9. Webmaster :- *To upload the same on Institute website.*

Anshant
Registrar 16/11/18
(Ad-interim)

Punjab Engineering College, Sector-12, Chandigarh

Contact: 0172-2753055, 2748197;

Email: registrar@pec.ac.in; registrarpecdu@gmail.com