



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University, Katra
Kakryal, Katra-182 320 (J&K) Email: registrar@smvdu.ac.in

No: SMVDU/Adm/Estt./17/4457-61

Dated: 30-08-2017

ADDENDUM

Sub: Professional Development Assistance

It continuation to this Office Notification issued vide no. SMVDU/Adm./Estt./14/21st EC/455-59, dated: 3rd June 2014, concerning sanction of Professional Development Assistance [PDA], and with a view to streamline the process of PDA sanctions, the following points may be kept in mind while applying for PDA Sanction from the Block period 2017-20:

1. Faculty members applying for PDA must apply at least 15 days in advance.
2. The PDA application for paper presentation / chairing a session must include,
 - a. Invitation from the Organizers and detailed brochure mentioning the Registration Fee.
 - b. Copy of the abstract of the paper selected for presentation.
 - c. Copies of full three Papers published in the preceding three years of which at least one paper is published in Journals listed in Science Citation Index® / Science Citation Index Expanded™, Social Sciences Citation Index® / Arts & Humanities Citation Index® / SCOPUS. However, these papers should be different from the papers submitted while availing PDA during the previous block.
 - d. NOC from co-authors, in case the paper to be presented has multiple authors.
 - e. Anti-Plagiarism report from Turnitin.
3. No application for PDA shall be entertained in case it is received after 15th March, of that financial year.
4. Faculty Member who wish to avail PDA must take prior sanction of the amount to be utilized for the purpose.
5. Faculty members applying for PDA shall provide an Undertaking along with their PDA application [in the format enclosed overleaf], that in case the actual expenses incurred exceed their PDA grant, the excess amount shall be recovered from him/her by the finance wing.

This issues with the approval of the Hon'ble Vice Chancellor.


Registrar


Copy to:

1. All Deans/ HoDs, for information.
2. All Faculty Members, for information & compliance.
3. Finance Wing, for information.
4. PS to VC, for the kind information of Hon'ble Vice-Chancellor.
5. I/c. Website for uploading on the University Website.
6. Office Order / Circular file.