

MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY
(Autonomous College affiliated to APJ Abdul Kalam Technological University)
Mar Ivanios Vidyanagar, Nalanchira, Thiruvananthapuram – 695015

Ref:MBT/PO/PDA/2025/01

Date: 01.02.2025

OFFICE MEMORANDUM

Sub: Institutional Development Matters – SCHEME FOR PROFESSIONAL DEVELOPMENT ALLOWANCE (PDA) – Faculty and Students – Regarding

Ref: Proceedings of the Eighth Meeting of the Finance Committee held on 20th January 2025.

With a view to promote Faculty Research and Development towards enabling the Institutional development for achieving academic and research excellence in the College, in the light of the autonomy, College has decided to revise the Scheme for Professional Development Allowance (PDA) for the faculty and students and the Orders were issued on 19.01.2023 for implementing the new Schemes from 01 January 2023 onwards. Certain amendments were later made in the scheme and is revised as Professional Development Scheme – V3.0. The scheme is given hereunder to be effective prospectively from **01 FEBRUARY 2025** onwards.

(A) Overview of the Scheme

Members of the Faculty and staff are eligible for financial assistance from the College for their professional development under this Scheme. This will be provided as reimbursement of the expenditure incurred for travel, accommodation and registration for participating as presenters in the Conferences or attending Faculty Development Programmes/ Conferences/ Workshops/ Seminars. Generally, these events are to be organized by National/International level institutions/organizations (**IITs/ NITs/ Selected Deemed Universities, Peer-reviewed and Scopus indexed Conferences, etc.**) in India and reputed institutions/organizations outside India. The extent of support shall be governed by the following guidelines.

(B) Eligibility

- (i) Allowances apply to regular faculty or staff of the College with not less than two years at MBCET.
- (ii) Support for travel within India can be availed once a year.
- (iii) Support for International travel shall be once in three years.
- (iv) The college shall permit participation in more Conferences, FDPs etc. if the faculty secures sponsorship from Government/Industry.

(C) Particulars

1. Participating In National or International Conferences Held In India For Paper Presentation

- a) Traveling allowance covers a maximum of Three Tier A/C train fare or equivalent (for both ways travel), at actuals, limited to Rs. 5,000/-.
- b) The maximum permissible allowance for accommodation is 75% of the actual expenditure, subject to a ceiling of Rs. 2500/- per day in Class X cities*, and Rs.1500/- per

day in other cities, on the production of the bills. The accommodation charges can be claimed for the conference days plus one day only.

- c) 50% of the registration fee of the Conference subject to a ceiling amount of Rs. 10,000/-
- d) The maximum number of financial support from a Department shall be decided based on the budget allocated for the same in an academic year (July to June).
- e) The faculty or staff seeking this support shall be the first author of the paper being presented.
- f) If the first author is unable to present the paper, a co-author will be eligible with NoC from the first author.
- g) The claim applies to only one author for a paper.

2. ATTENDING FDPs/ CONFERENCES/WORKSHOPS/SEMINARS HELD IN INDIA

- a) Traveling allowance covers a maximum of Three tier A/C train fare or equivalent (for both ways travel), at actuals, limited to Rs. 5,000/-.
- b) The maximum permissible allowance for accommodation is 75% of the actual expenditure, subject to a ceiling of Rs. 2500/- per day in Class X cities*, and Rs.1500/- per day in other cities, on the production of the bills. The accommodation charges can be claimed for the conference days plus one day only.
- c) 50% of the registration fee of the FDP with a ceiling amount of Rs. 5,000/-.
- d) Faculty or staff can avail this assistance once in an Academic year subject to the Department's budget allocation.
- e) Visits to a premier institution within the Country for academic/Research purposes for short durations under two weeks will be considered for allowances on a case-by-case basis, considering the merit of the application.

3. PARTICIPATING IN INTERNATIONAL CONFERENCES HELD OUTSIDE INDIA FOR PAPER PRESENTATION

The objective of this scheme is to encourage faculty members to get International exposure by interactions with experts in their area of interest.

- a) For presenting a paper in conferences/symposiums, TA, registration fee, accommodation expenses, and other incidental expenses, shall be reimbursed to faculty members on a half payment basis, limited to a total amount of Rs. 75,000/-.
- b) Maximum of one such conference in three academic years for a faculty.
- c) The maximum number of financial support shall be decided based on the budget allocated for the same in an academic year (July to June).
- d) The faculty seeking this support should be the first author of the paper being presented.
- e) If the first author is unable to present the paper, a co-author will be eligible with NoC from the first author.
- f) Expenses for visit to premier institutions in the visiting Country can be also included in 3 (a).

- g) For online presentations (which does not include travel) in conferences of repute (such as conference series by Professional bodies, research agencies etc.), 50% of the registration fee for the conference shall be reimbursed, limited to a maximum of Rs. 10,000/-. Prior approval from the institution shall be sought for claiming the same.

4. PARTICIPATION IN FDPs/CONFERENCES IN INSTITUTIONS OTHER THAN THOSE MENTIONED ABOVE (NBA/NAAC Accredited Institutions)

- a) 50% of the registration fee subjected to a maximum of Rs. 5000/-.
- b) A faculty can avail the support for a maximum of two programmes per academic year (including the one mentioned in item #2).

5. STUDENTS' PARTICIPATION IN CONFERENCES/SYMPOSIUMS

- a) For students presenting papers in International Conferences within India, TA shall cover a maximum of sleeper class fare or equivalent limited to an amount of Rs. 5,000/- (both ways) and registration fee, limited to Rs. 2,500/-.
- b) The maximum permissible allowance for accommodation is 50% of the actual expenditure, subject to a ceiling of Rs. 2500/- per day in Class X cities*, and Rs.1500/- per day in other cities, on the production of the bills. The accommodation charges can be claimed for the conference days plus one day only.
- c) Only one student author will be eligible for a single paper for presentation.
- d) The maximum number of students who can avail the financial support shall be based on the Department's budget for the academic year.
- e) Participation of students in conferences/events outside India will be addressed separately.
- f) Alumni members shall be considered for the scheme as per 5 (a, b and d). This will be addressed separately, and prior approval from the College through HoD is mandatory.

How to apply: Request for prior sanction of the support as per these guidelines should be submitted to the Head of the Department (HoD) to which the faculty/student belongs. The details of the activity (brochure of the event), expected expenditure, and a copy of the confirmation letter for participation, must be enclosed with the requisition letter. HoD will evaluate the merit of the programme and recommend financial support from the College.

NOTE: All claims have to be settled within 15 days on return from the Programme.



Principal



Finance Officer



Director

To

All Departments for circulation among Faculty

Copy to: Deans, IQAC Coordinator, HoDs, Controller of Examinations, Office Superintendent, Accounts, Library, Information, File.