

FACULTY PROFESSIONAL DEVELOPMENT ASSISTANCE (FPDA) POLICY

Policy No. #HR414 Faculty Professional Development Assistance (FPDA) Policy # HR V1.2

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POLICY ADMINISTERED BY:

Department:	Represented By:	Date
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POLICY RATIFIED BY:

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1. INTRODUCTION

The University is multidisciplinary, student-centric and research focused, committed to support its faculty members in carrying out their research and overall development. Accordingly, it has created suitable provisions, under the Faculty Professional Development Assistance (FPDA) program, to stimulate competitive research and facilitate faculty members to participate and present research papers in National and International conferences and/or publish research papers, which in-turn would enhance their self-development and will benefit the students and the University as well.

2. OBJECTIVE

- I. To foster a culture that supports high quality research and learning
- II. To encourage faculty to collaborate and network via domestic and global conferences and seminars
- III. Motivate the faculty to publish high quality research papers in journals of international repute

3. SCOPE

FPDA policy is extended to all regular faculty members.

The entitlement of FPDA for the faculty members on full-time contractual engagement, will be decided by the School Dean on case to case basis; keeping in mind their contract duration and expected utilization of the FPDA fund.

The FPDA provision shall not apply to part-time / visiting / guest / adjunct faculty members.

4. ELIGIBILITY & APPLICABILITY

The FPDA fund of ₹ 3 Lacs shall be made available to the faculty members for a block of 3 years starting from 01 January 2022, and ending on 31 December 2024. This period is also called the "Second Term" of the FPDA policy.

A faculty member will be eligible to apply for FPDA upon joining the University, even though he / she may be on probation. Dean will have the discretion to approve FPDA for any faculty after reviewing the application on its merit. School Dean's approval is a must for every application under the FPDA policy.

Year-wise eligibility to avail financial assistance under FPDA for the new joining faculty members are as detailed below:

- I. Members joined up to 30th June 2022: Eligible for financial assistance of Rs. 3 lakhs

- II. Members joined after 30th June 2022 up to 30th June 2023: Eligible for financial assistance of Rs. 2 lakhs
- III. Members joining after 30th June 2023 up to 30th June 2024: Eligible for financial assistance of Rs. 1 lakh

While the eligibility for a faculty member remains Rs.3 lacs for a full Term, the above limits come into operation when a faculty member is not on the rolls for the entire Term. The Dean could use his / her discretionary powers to sanction a higher amount as may be warranted, on a case to case basis, looking at the merits of each case.

5. GENERAL GUIDELINES

The FPDA fund is to be used only after the application is approved by the Dean, in addition to the HoD's recommendation.

The FPDA fund can only be used towards below specified professional activities:

- 5.1. Expenses for attending prestigious National / International Conferences / Symposiums / Research Visits / Publication etc.
- 5.2. Purchase of need based software, databases, books and membership of Professional Bodies / Societies
- 5.3. For participation in Conference / Symposium / Research Visits, subject to:
 - 5.3.1. Acceptance of a paper / a letter of Invitation to chair a session / similar other criterion would be a requirement for seeking approval of expenses towards conference participation. Dean and HOD shall approve the expense after verifying the same
 - 5.3.2. Every faculty applicant for conference participation shall be required to submit the following details along with request application, as necessary, for consideration and approval by the HOD & Dean:
 - I. Alternative arrangement of "duty" (including student supervision) during his / her absence
 - II. Name of the organizers and address, subject matter of meeting, how prestigious the conference is; duration of the conference and dates along with copy of invitation / announcement received from organizers
 - III. Title and full author list of the paper to be presented (an abstract of the paper to be provided), and a statement about whether the proceedings are going to be published or not and an action plan / timeline for publishing the paper in a regular journal of standing
 - IV. Whether to Chair (or a section thereof) the Conference / Seminar etc.

- V. Clarifying which expenses will be borne by the Organizers and specify whether outside grants have been sought and obtained to meet some part of the expenses and/or the extent of additional financial support requested from the University, if any
 - VI. List of participation in Conferences / Seminars / Meetings etc. during the last two years along with information on financial support, if any, received from the SNU for each such participation for review by the HOD / Dean
- 5.3.3. Expenses for a conference may include cost of travel (by most economical mode and the route of travel), local transport, overseas medical insurance, cost of visa, registration fee and living expenses (as appropriate for the Conference being attended, as per the University travel policy)
 - 5.3.4. The period of the Conference (X days) and two additional days (for travel) preceding and succeeding the conference, for a maximum period of (X+2) days shall be treated as being "On Duty"
 - 5.3.5. If the available amount in the FPDA fund falls short of what the actual expenses turn out to be, one may supplement this from other sources (projects, travel grants from organizations like DST etc. as may be permissible, under the Grant terms and conditions, and as approved by the HOD and Dean
 - 5.3.6. International travel associated with attending a conference using FPDA funds requires approval of the Dean, on the recommendation of the HoD
- 5.4. In case of purchase of any software / database items, IT department's help should be sought in installing the same from a point of view IT data security
 - 5.5. ***No personal computing devices like laptops, mobiles, tablets and the like is allowed to be purchased using FPDA funds***
 - 5.6. Hiring of TAs and RAs as per approved norms of the University is permissible using the FPDA funds. The contracts for such RA / TA shall be facilitated by the office of Dean Research. Expenses on RA / TA have to be recorded as part of the FPDA spend
 - 5.7. Ideally an amount of Rs. 3 lakhs to be utilized over a block of 3 years (~ average of Rs.1 lac per year). However Dean, at his discretion, may approve expenses upto Rs. 2 lakhs in a particular year depending on the merits of each case. Please note the following:
 - 5.8.1. Approval of any deviation is specific to every case, and is deemed not to set any precedence for any future requests
 - 5.8.2. Each request will be approved by the Dean on its own merit
 - 5.8.3. Dean shall review the cost incurred by each faculty and shall discuss with the respective faculty's HOD on the outcome of the FPDA incurred. The outcome of 1st term shall form the basis for any further sanction of fund during 2nd and 3rd blocks

- 5.8.4. Dean reserves the right to approve or deny the application of FPDA, based on review
- 5.8.5. VC and the Dean Research may periodically review the FPDA spends and the outcomes with the Dean
- 5.8.6. Office of the Dean research shall define parameters for review, and to facilitate in the conduct of the review process, including non-usage of the FPDA fund, if any
- 5.8. Any un-availed FPDA fund amount shall lapse on completion of the Second Term (31st December 2024) and will not be carried forward under any circumstances
- 5.9. The correlation between the FPDA amount spent and the actual outcome would be a key criterion for a Faculty member's coverage under the FPDA program in any subsequent block / new Term. Dean of the School shall review and approve the FPDA application after review
- 5.10. In case a faculty member resigns, and has used FPDA amount under "Membership of Professional Bodies / Societies", there will no recovery for the balance period of subscription. No recovery shall be made in case of a life-time membership availed by a faculty member before leaving the University using FPDA funds
- 5.11. In the event of separation for any reason, the faculty member is not required to surrender any of the University's assets (books / software / data bases etc.) acquired under the provision of the FPDA program
- 5.12. Faculty members are advised to keep an account of all the expenses incurred during the three years span of the Second Block and monitor their FPDA spends proactively

6. PROVISION FOR ADVANCE FOR FPDA SPEND

Faculty member may avail the stipulated financial assistance in advance for FPDA spends, indicating its purpose and is subject to approval by the HOD and the Dean. The payment of advance shall be made by the Finance department under the category 'FPDA Advance'. The following aspects have to be adhered by the member:

- 6.1. The faculty member must apply for advance atleast 3-4 weeks prior to the date of travel
- 6.2. The claiming faculty should keep record of all expenses incurred in relation to the participation in a conference etc., duly approved by the concerned HOD, and the same needs to be submitted to the Finance department, within 7 days of returning from any Conference etc., and settle the advance released
- 6.3. The provision for taking an advance has been introduced to alleviate the pain experienced by a faculty member for spending first and claiming the expenses, as reimbursement, on return. However, any deviation on settling the advance taken, or not spending at all will be treated as serious infringement of the Policy.

- 6.4. Any unsettled advance remaining at the end of a financial year, shall be recovered from one's salary, mandatorily by the Finance department. Similarly, any advance availed will be recovered upon leaving the University for any reason
Hence faculty members are advised to plan for advance only to plan and utilize the same during the financial year in which it is taken
- 6.5. The advance claimed should be used for FPDA related purposes only, and is meant to be spent within a span of 30 – 60 days, within the same financial year
- 6.6. Faculty may make their own travel arrangement using the advance taken. The payment should be made directly by the faculty to the external travel agency opted for services.

7. ADMINISTRATION MATTER

This above policy / guidelines may be modified, changed, altered or withdrawn at any point in time at the sole discretion of the University Management.