

**TIME BOUND/
OUT IMMEDIATELY**

**NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
AZAD HIND FAUJ MARG, SECTOR - 3,
DWARKA, NEW DELHI - 110075**

F.No.220(94)/2009/ESTT./NSIT/1285

Dated: 02/11/2011

Sub: Guidelines for Grant of Professional Development

Please find enclosed herewith a copy of letter No. 1(928)/2007-SB/463 dated 18.03.2011 of Dy. Director (Plg.), DTTE, GNCTD for kind information and compliance.

In view of acceptance of AICTE recommendations regarding Grant of Professional Development, the existing scheme on the subject matter shall cease to be enforce from the date of implementation of the former.

Encls: As Above


(DR. SANJEEVE THAKUR)
HEAD OF OFFICE

F.No.220(94)/2009/ESTT./NSIT

Dated:

Copy to:-

1. All Deans/HODs - with the remarks that the same may please be brought to the notice of the faculty under their control.
2. Head, Library Services
3. Dy. Registrar (Admn.)
4. Dy. Registrar (Accounts)
5. D.D.O.
6. P.S. to Director
7. P.A. to Registrar


(DR. SANJEEVE THAKUR)
HEAD OF OFFICE

113/c

DIRECTORATE OF TRAINING AND TECHNICAL EDUCATION
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
MUNI MAYA RAM MARG, PITAMPURA, NEW DELHI.

F.No. 1(928)/ 2007 -SB/46-3

Dated:- 18/3/2011

To

The Vice Chancellor, DTU
The Director, NSIT.
The Principal(s)- All Govt. Engg College(s),
AIT /G.B. Pant Engg. College /DIPSAR /College of Art / CBPGEC, Jafargaur / BPIBS
The Principal(s)-All Govt. Polytechnic(s)
Aryabhat /Ambedkar /Pusa /KPW /MBIT/GND /GBP/ IIT Dwarka.

Subject: Guidelines for Grant For Professional Development.

Madam/Sir,

With reference to the Cabinet Decision no : 1669 dated 12/07/2010 on the above cited subject, circulated vide office Order No. F.1(702) / 2010-SB / PF.I / 1154 dated 29-07-2010 (Diploma) dated 12/07/2010 and Office Order No. F.1(702) / 2010 -SB / PF.I / 1164 dated 29-07-2010 (Degree), I am directed to forward the approved guidelines / minutes for Grant For Professional Development in respect of paras 10 (i) & (ii) of above mentioned Office order, for implementation .

This is issued with the prior approval of the Competent Authority.

Yours faithfully,

M. Anbalagan
18/03/2011

(M. Anbalagan)

Deputy Director (Planning)

Dated:-

Encl: As above

F.No.1(928)/2007-SB

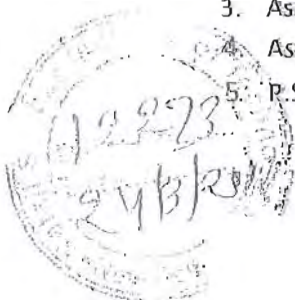
Copy forwarded to :

1. Deputy Director(SB), DTTE
2. Deputy Controller of Accounts, DTTE.
3. Asstt. Director(Planning).DTTE
4. Asstt. Programmer, DTTE with request to upload on Department's website
5. P.S. to Principal Secretary (TTE).

M. Anbalagan
18/03/2011

(M. Anbalagan)

Deputy Director (Planning)



Raj Singh
10/03/11

gister/H.O./DR(A/L)

Saiyam banskul

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DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION
MUNI MAYA RAM MARG: PITAMPURA: DELHI
GOVERNMENT OF NCT OF DELHI

Minutes of the meeting held on 04/02/2011 at 2.30 PM under the chairmanship of **Dr. Raj Senani, Director, NSIT** regarding finalization of guidelines for 'Grant For Professional Development' as per AICTE recommendations-2010:

The following officers attended the meeting :

Dr. Raj Senani, Director , NSIT	:	Chairman
Dr. Vijay K. Minocha, Prinicpal, Ch. B. P. Government Engineering College, Jaffarpur	:	Member
Dr. Aarti Kapur, Principal, KPW	:	Member
Dr. Amita Dev, Principal, Ambedkar Polytechnic	:	Member
Sh. Ramesh Chandra, Deputy Director (SB)	:	Member
Sh. M. Anbalagan, Deputy Director (Planning)	:	Member Secretary

The discussions were held on the AICTE recommendations - 2010 and subsequent Cabinet Decision No. 1669 dated 12/07/2010 and the Department's Office Order No. F.1(702) / 2010-SB / PF.1 / 1154 & 1164 dated 29-07-2010, which are as under:

A. GRANT FOR PROFESSIONAL DEVELOPMENT for faculty of Degree & Diploma level institutions:

AICTE Recommendation 2010 (Para 10(i) of orders dated 29.7.2010)

New faculty entrants may be given a one-time start up grant of Rs. 2 Lakh (for degree level institutions) and Rs. 1 Lakh (for diploma level institutions) for purchase of computers, teaching material including books, research aids and office furnishings, etc. Existing teachers may also be provided incentive grants up to Rs. 2 Lakh (for degree) and Rs. 1 Lakh (for diploma) for purchase computer including grants for up gradation of or purchase of a new computer (especially for those who have availed such facilities on earlier occasions) teaching material including books and research aid.

Committee's Recommendations:

1. The grant to be paid in advance to the faculty members, for which utilization certificate is to be produced within three months from the receipt of the grant.
2. The request can be made in advance for the grant in either full or in two parts by the individual faculty member.
3. Grants for new entrants may be given one-time start up grant of Rs.2 Lakh (degree) and Rs.1 Lakh (diploma) for purchase of computers, teaching material including books, research aids and office furnishings, etc.

V.K. Minocha Anbalagan Raj Senani Aarti Kapur
for Director

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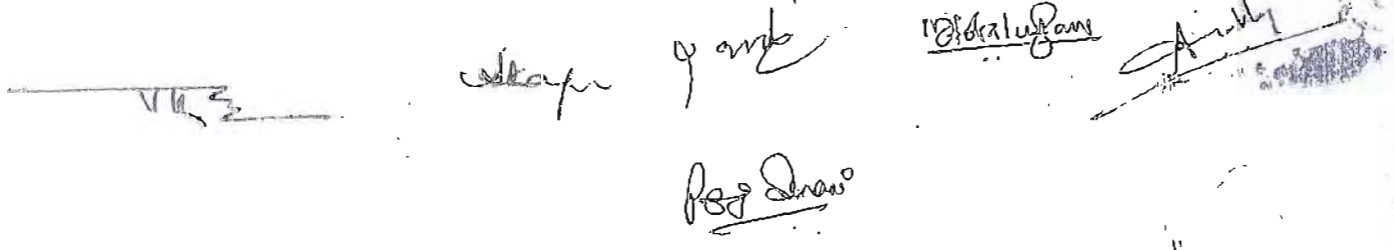
4. The existing teachers will also get the grant of Rs. 2 Lakh (degree) and Rs.1 Lakh (diploma) for purchase of computers including grant for up gradation or purchase of a new computer (especially for those who have availed such facilities on earlier occasions), teaching material including books and research aid.

5. The items under this category (computers, teaching material including books, research aids and office furnishings, etc) may include, but are not restricted to, the following:

- i. **Computers:** Laptop/Desktop/Tablet PC, e-book reader, computer and its peripherals viz., scanner, printer, copier, pen drives, blue ray DISCS/DVDS/CDs, portable/External Hard-disks, zip drive, modem, router switch, LCD Projector, licensed software/tools/utilities including Anti-Virus, UPS, interactive panel, digital camera, handcam, web cam, LED/LCD/Plasma panel, Memory Cards, scientific calculator etc.
- ii. **Teaching Materials including Books:** Books/journals and any other items/equipments which can be justified as teaching materials/aids.
- iii. **Research Aids:** The individual teacher concerned has to give the undertaking for items to be purchased under research aid based on the area of research.
- iv. **Office furnishings (can/may also be used at the residence of the teachers):** Executive study table, Executive chair, computer table with chair, cabinet, book case, table lamp, brief case, air-conditioner/cooler, room-heaters/heating devices, etc. with the ceiling of 30 % of maximum limit.
- v. In case of up gradation of computers with the ceiling of 15 % of maximum limit.
- vi. The faculty member can procure the above listed items from any of the manufacturer/reseller/distributor having a valid registration and VAT number.
- vii. The DCA (DTTE) will ensure the mechanism for providing grant to all teachers like directions to the PAOs to release the grant in advance, etc.,
- viii. The Institute concerned will evolve an appropriate mechanism of keeping proper records of materials purchased and details of expenditure incurred by each individual faculty members under this provision. Entry in this regard should be made in the service book.

6. Other terms and conditions

i. This facility will be extended to regular teacher after completing one year of regular service in the institute.

The bottom of the page contains several handwritten signatures and a blue circular stamp. From left to right, there is a signature that appears to be 'V. K. S.', followed by another signature, then a signature that looks like 'D. K. S.', and finally a signature that appears to be 'A. K. S.' with a blue circular stamp to its right. Below these, there is another signature that looks like 'P. S. S.'.

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II. The entitlements of faculty members who are working in diverted capacity will be as per parent office/ Institution. Such faculty members, may avail these facilities, either from their parent office/ Institution, from where their salaries are being drawn or from where they are actually posted in diverted capacity, with the concurrence of the parent office/ Institution. However, in such cases all the office records of availing this facility will also be required to be informed by the Institution where the faculty member is posted, to the parent office /institution where the faculty member is holding the post substantively, so as to make the necessary entries in this regard in their service books.

B. AICTE Recommendation 2010(Para 10(ii) of orders dated 29.7.2010

All teachers may be given a grant up to Rs.2 Lakh (for degree level institutions) and Rs 1 Lakh (for diploma level institutions) on reimbursement basis for a period of three years towards acquiring the membership of Professional Societies and for participating in national/ international conferences/ workshops etc.

Committee's Recommendations:

1. All teachers may be given a grant up to Rs.2 Lakh (for degree) and Rs 1 Lakh (for diploma) on reimbursement basis for a period of every three years commencing from 29/07/2010 towards acquiring the membership of Professional Societies and for participating in national/ International conferences/ workshops etc.
2. Reimbursement of fee in respect of annual/life-term membership of national/international professional societies including subscription of journals, are to be made to all the teachers. There is no limitation on number of Annual or life Memberships of Professional National/ International Societies.
3. Reimbursement can also be made for participating in several number of Conferences/ workshops/short term courses/training programmes/ seminars Organized by National/ International Institutions etc. in the stipulated period of every three years. The reimbursement will be limited for each of the Conferences/ workshops/short term courses/training programmes/ seminars to registration fee, actual travel expenses, actual boarding/lodging charges or DA as per prevailing norms (An advance for covering Registration fee and travel expenses can also be made).
4. The institute concerned will evolve an appropriate mechanism of keeping proper records and details of expenditure incurred by each individual faculty members under this provision.

5. Other terms and conditions

- I. This facility will be extended to regular teacher after completing one year of regular service in the institute.


Handwritten signatures and initials at the bottom of the page, including "VKS", "Shay", "puro", "Chaitanya", "Anil", and "Rajendra".


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- ii. The entitlements of faculty members who are working in diverted capacity will be as per parent office/ Institution. Such faculty members, may avail these facilities, either from their parent office/ Institution, from where their salaries are being drawn or from where they are actually posted in diverted capacity, with the concurrence of the parent office/ institution. However, in such cases all the office records of availing this facility will also be required to be informed by the Institution where the faculty member is posted, to the parent office /institution where the faculty member is holding the post substantively, so as to make the necessary entries in this regard in their service books.

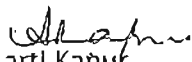
- Note: 1. The expenditure on 'grant for professional development' will be dealt under the head "staff development (plan)".
2. Procurement of Items not mentioned in the list shall require prior approval of Head of Department.


The meeting ended with vote of thanks.

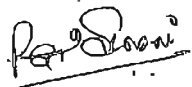

Dr. Vijay K. Minocha,
Principal, CBPGEC, Jaffarpur
(Member)


Dr. Amita Dev
Principal, Ambedkar Polytechnic
(Member)


M. Anbalagan
Deputy Director (Planning)
(Member Secretary)


Dr. Aarti Kapur,
Principal, KPW
(Member)


Ramesh Chandra
Deputy Director (SB)
(Member)


Dr. Raj Senani,
Director, NSIT
(Chairman)