भारतीय प्रौद्योगिकी संस्थान जोधपुर

Indian Institute of Technology Jodhpur

अनुसंधान एवं विकास कार्यालय/Office of Research & Development

No. IITJ/R&D/2026-27/09 Date: 30th September 2026

अधिसूचना / **Notification**

Subject: Revised policy and Guideline for Department Development Fund (DDF)/Center Development Fund (CDF)/School Development Fund (SDF).

With the recommendations of the Institute Research and Development Committee meeting dated 21 August 2026 and approval of the Competent Authority, the Revised Policy and Guidelines for DDF/CDF/SDF are as follows:

- **Guidelines for the effective utilization of DDF/CDF/SDF:**
  - **DDF/CDF/SDF may be broadly divided into two components:**
    (a) Lab Development Fund (up to 65%).
    (b) Department Development & Academic Activity Fund (up to 35%).
  - ***Lab Development Fund can be used for:***
    (i) Strengthening and enhancing common Research Facilities of the Department/Center/School (procurement of equipment, educational tools, chemicals and components for such common facilities).
    (ii) Strengthening and enhancing common Teaching Facilities of the Department/Center/School (procurement of educational tools etc.).
    (iii) Strengthening laboratory facilities and meeting emergency experimental requirement of the faculty members (e.g., AMC, Contingency, Consumable, minor equipment etc.).
  - ***Department Development & Academic Activity Fund can be used for:***
    (i) Providing support (up to 20% of the total budget or Rs. 1 lakh, whichever is lower) for organizing Departmental Society Activities.
    (ii) Providing partial support (maximum up to 50% of registration fee and travel combined) to the PhD students for attending national and International workshops/conference organized in India.
    (iii) Providing partial support (maximum up to 50% of registration fee and travel combined) to the UG (B.Tech./B.S./B.Des.)/PG (M.Tech./M.Des./M.Sc.) students for attending competitions/hackathons organized by other acclaimed organizations.
    (iv) Providing partial support (maximum up to 50% of registration fee and travel combined) based on their ARAR score to the technical staffs for participation in training program.
    (v) Financial support to "any other expenditure", forwarded through Department Faculty Board (DFB), with the approval of the Competent Authority.

- All the Expenditure/Procurements made through DDF/CDF/SDF must be recommended by the Department Faculty Board (DFB).
- All the Expenditure/Procurements made through DDF/CDF/SDF must be done according the existing polices of the Institute.
- Wherever necessary, "any other planned Expenditure/Procurement" through DDF/CDF/SDF should be approved by the Competent Authority.

In addition,

- **Revised guidelines for the distribution of Institute Overhead, that comes from the projects:**

Components of Institute Overhead		Proposed
1.	Professional Development Account (PDA)	0.15X
2.	Lab Development Account (LDA)	0.10X*
3.	Institute Overhead	0.65X
4.	DDF/CDF/SDF	0.10X

* (a) *The LDA shall be established at par with PDA, and to be maintained by Office of R&D.*
(b) *LDA shall be established for the faculty members involved in experimental research.*
(c) *Where such an account is not applicable, the corresponding amount may be transferred to the Institute overhead.*

This issues with the approval of the Competent Authority.

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अधिष्ठाता अनुसंधान एवं विकास
Dean of Research & Development

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