



Indian Institute of Technology Jodhpur  
Office of Research & Development

No. IITJ/R&D/2021-22/05

Date: 02 September 2021

**NOTIFICATION**

**Subject: Guidelines for Department/Centre/School Development Fund (DDF/CDF/SDF)**

As approved by the *Research & Development Management Committee* in its 5<sup>th</sup> meeting held on 05 July 2021, the guidelines for Department/Centre/School Development Fund (DDF/CDF/SDF) is hereby notified and annexed at **Annexure A**.

This issues with the approval of the competent authority.

  
Baikuntha Nath Sahu  
Assistant Registrar (R&D)

**Copy to:**

1. Director - for kind information
2. Deputy Director
3. Dean (R&D)/ Associate Dean (R&D)
4. Registrar
5. All HoD/ Associate Deans
6. All Faculty Members
7. Deputy Registrar (R&D - Accounts)
8. Office of R&D
9. Webmaster for uploading in the Institute Website

**Guidelines for utilization of Department/Centre/School Development Fund (DDF/CDF/SDF)**

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**A. Objective:**

Department development fund (DDF)/ Centre development Fund (CDF)/ School Development Fund (SDF) shall be utilized to support the overall development of the department.

**B. Source/Generation of DDF/CDF/SDF:**

- 1) Share received from total overhead received in the projects (all type) hosted by the concerned department/centre/school.
- 2) Contribution from Alumni of Concerned Department/Centre/School.

**C. Utilization of DDF/CDF/SDF**

- 1) Procurement of PCs, Printers, accessories, furniture, equipment, educational tools, chemicals, components for departments.
- 2) Partial support to faculties for organizing National and International Conference/Symposium/ Workshop
- 3) Providing support to faculties and staffs for participation in workshop, conference, training programme
- 4) Providing support to students for organizing the student events, participation in national and international conference, specialized training programme
- 5) Support the minor renovation of Department/ and maintenance facilities
- 6) Appointment of temporary/daily wagger/project staff through Institute approved outsourcing agency for smooth functioning department
- 7) Providing financial support (i.e. best thesis/research paper/fellowship etc.) to faculties and student.
- 8) Financial support to any other expenditure with the approval of competent authority

**D. Composition of Committee for Fund Utilization:**

a)	Head of Department/Centre/School	Chairperson
b)	Chairperson, Department Research Committee	Member
c)	Chairperson, Lab Development Committee	Member
d)	Any other members of Concerned Dept./School/Centre as per the decision of Chairperson	Invitee

Expenses will be governed by Chairperson of the Committee at Department/Centre/School level.

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**E. Norms:**

The DDF/CDF/SDF will be run as a R&D project with the HOD as PI. Any purchase using DDF/CDF/SDF funds shall be made in accordance with R&D norms, GFR, Govt. Norms and Purchase SOP of Institute. Any assets generated from the DDF/CDF/SDF are the property of the department/centre/school. No loan shall be granted to DDF/CDF/SDF account from R&D overhead.

**F. Utilization of Overhead Collected from Projects (All type of Projects)**

Total Overhead received: X

Percentage of Overhead: As per R&D Norms

S.N.	Units of Overhead	Share
1	Overhead Account	0.57X
2	Department/Centre/School Development Fund (DDF/CDF/SDF) Account	0.10X
3	Central Administrative Fund Account	0.05X
4	Professional Development Account (PDA) Account <i>General Case</i> a) PI : (2/3 of 0.28X) b) CO-PI : (1/3 of 0.28X) <i>Special case or more than one CO-PI</i> Distribution will be done as per the joint consent of PI/CO-PIs.	0.28X