

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR
Requisition Form for Utilization of Faculty Professional Development Fund (FPDF)

Name & Designation of Faculty Member			
Department			
FPDF Ledger Number		Balance:	
All Previous FPDF Approvals Settled	☐ Yes ☐ No	If No, give details:	

Refer Appendix-2 of the Sponsored Research Projects and Consultancy Practice – Rules and Norms (Modified-2025) for the list of admissible items under FPDF

S. No.	Description of the Proposed Expenditure (If more items are to be listed, attach a separate sheet)	S. No. as per Appendix-2	Approximate Cost (In Rupees)
1			
2			
3			
4			
-			
Total Cost (Approximate)			

Note: For travel-related expenditure (conferences, project visits, etc.), item-wise approximate details must be provided, including registration fees, travel fare, lodging/boarding charges etc.

Event/Visit Dates: _____ Place of Visit: _____

Enclosures: (i) Ledger copy, (ii) Quotations, if applicable & (iii) Supporting documents for event participation, etc., & (iv) FPDF Annexure-I, for procurement of items under S. No. vi, x, xii, and xiv.

Date:

Signature of Faculty Member

Through	Recommendation/Remarks	Signature
Head of the Department		
Associate Dean (Research)		
Dean(R&C)		
Director, VNIT Nagpur	Approved / Not-Approved	

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR
Requisition Form for Special-Approval under Faculty Professional Development Fund (FPDF)

Name & Designation of Faculty Member			
Department			
FPDF Ledger Number		Balance:	
All Previous FPDF Approvals Settled	☐ Yes ☐ No	If No, give details:	

**Item Not Covered Under Appendix-2 or Items Exceeding the Financial Limits Specified Therein
(Including Laboratory Furniture and Other Non-Listed Requirements)**

Description of the Proposed Expenditure	Justification (Attach spate document if required)	Approximate Cost (In Rupees)

Enclosures: (i) Ledger copy, (ii) Quotations, if applicable, (iii) Supporting documents/ justification for the proposed items & (iv) FPDF Annexure-I, if applicable.

Date:

Signature of Faculty Member

Through	Recommendation/Remarks	Signature
Head of the Department		
Associate Dean (Research)		
Dean(R&C)		
Director, VNIT Nagpur	Approved / Not-Approved	

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR
For the Procurement of Items under FPDF with Expenditure Limit

Name & Designation of Faculty Member		
Department		
FPDF Ledger Number		Balance:

S. No. as per Appendix-2 & Expenditure Limit	Previous Expenditure (Rs.)	Proposed Expenditure (in Rs.)
(vi) Personal computer/ laptop/ tablet/ notepad, printer and peripheral purchases, <u>Rs. 2.5 Lakhs</u> in last 3 years.	In last 3 years _____	
(x) APC for SCI, SCIE, SSCI, AHCI and Scopus indexed journals and patent filing, Rs. 2.5 Lakhs per year.	In last 1 year _____	
(xii) Printing, photocopying, and stationery expenses, Rs. 25,000 per year.	In last 1 year _____	
(xiv) Mobile phone purchase up to Rs. 25,000 once in every three years.	In last 3 years _____	

Note: (i) Faculty members shall maintain a **separate DSR** for recording all expenditures under FPDF. (ii) Further, expenditures against **S. Nos. vi, x, xii, and xiv**, which are subject to prescribed expenditure limits, shall be entered on **separate designated pages** in the DSR, so that the expenditure can be properly tracked and kept in compliance with the FPDF expenditure norms (Appendix-2).

Date:

Signature of Faculty Member

Appendix – 2 of the Sponsored Research Projects and Consultancy Practice - Rules and Norms (Modified-2025)

2. Faculty Professional Development Fund (FPDF):

- (i) TA/DA and Registration fee for attending the conferences/courses/workshop etc. in India or abroad and professional activity.
- (ii) TA/DA and Registration fee for attending the Technological Events/collaboration visit in India.
- (iii) Membership fee for Professional Societies/visit to attend meetings of societies.
- (iv) Purchase of Professional Books and licences for software (Cloud-based research services, software licenses and subscriptions e.g., MATLAB, AutoCAD, COMSOL, OpenAI, LinkedIn etc.) required for research and teaching improvement.
- (v) Equipment/ workstations for laboratories in the office of the faculty.
- (vi) Personal computer/laptop/tablet/notepad, printer and peripheral purchases, up to Rs. two lakh and fifty thousand once in every three years (subject to revision time to time).
- (vii) Upgradation of laptop or desktop computers and related peripherals for use by the faculty as per the work requirement.
- (viii) Recruitment of adhoc research project staff as per institute norms for a short-term period not exceeding six months.
- (ix) Remuneration to students engaged in faculty-led research projects, as per institute norms and Paid summer research internships for students (subject to revision time to time) as:
 - a. Rs. Ten thousand (Rs. 10,000) per month for undergraduate (UG) students
 - b. Rs. Fifteen Thousand (Rs. 15,000) per month for postgraduate (PG) students
- (x) Publication through SCI, SCIE, SSCI, AHCI and Scopus indexed journals and patent filings with a maximum limit of Rs. Two lakh and fifty thousand (Rs. 2.5 lakhs) per year.
- (xi) Procurement of research consumables (chemicals, glassware, and electronic components, cartridges etc.).
- (xii) Printing, photocopying, and stationery expenses, up to Rs. Twenty-Five Thousand (Rs. 25,000) per year.

- (xiii) Guest House charges for visiting faculty and researchers collaborating on R&D projects, with prior approval.
- (xiv) Mobile phone purchase, up to Rs. Twenty-Five Thousand (Rs. 25,000) once in every three years, for official communication and academic activities with a special approval and justification.