



புதுவைப் பல்கலைக்கழகம்
पांडिच्चेरी विश्वविद्यालय
PONDICHERY UNIVERSITY
(केंद्रीय विश्वविद्यालय / A Central University)

டா. பிரதாப்குமார் செட்டி
डॉ. प्रताप कुमार शेट्टी
Dr. H. Prathap Kumar Shetty
பேராசிரியர் மற்றும் டீன் (ஆராய்ச்சி)
आचार्य एवं अधिष्ठाता (अनुसंधान)
Professor & Dean (Research)

Bharat Ratna Dr. B.R. Ambedkar Administrative
Building
भारत रत्न डॉ. बी.आर. अम्बेडकर प्रशासनिक भवन
आर.वी.नगर/R.V. Nagar, कालापेट/Kalapet
புதுச்சேரி/Puducherry-605 014
दू.भा./Phone : (Off.)0413-2654928,
ई-मेल/Email : dean.research@pondiuni.edu.in

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E Circular

Sub: Placing request for the approval of EDP/ MDP Reg.

This is to bring to the attention of faculty interested in conducting the EDP / MDP are requested to send a request to Dean (Research) TPC (during lockdown please send it by mail to Dean Research dean.research@pondiuni.edu.in with a copy to head and Dean). A request as per following format may be sent:

Format requesting approval for conducting EDP/MDP

1. Name and designation of the faculty coordinator :
2. Department and School :
3. Title of the programme (A brief write up may also be enclosed) :
4. Duration :
5. Proposed date :
6. Target audience :
7. Registration fee :
8. Total funds planning to be generated (Tentative budget to be enclosed) :

Please note the following:

1. Proposal may be sent to Dean Research at least one week before the scheduled date of the programme for approval.
2. Once the programme is approved, a dedicated account needs to be opened in the Indian Bank PU Branch.
3. AS EDP/MDP attract GST, either the GST may be added to the fee over and above or need to be calculated and paid from the amount already collected (Where GST amount becomes part of the expenditure).
4. Once the programme is completed, coordinator may prepare an audited balance sheets and unspent amounts may be transferred to EMSF account. Coordinator may request for their revenue sharing as per University policy.

Signature
Dr. Prathap Kumar Shetty H, Ph.D.
Professor & Dean (Research)
Pondicherry University
Puducherry - 605 014

