

National Institute of Technology

Revised norms/guidelines for utilization of Cumulative Professional Development Allowance (CPDA) in NITs and IEST Shibpur

The norms for utilization of cumulative Professional Development Allowance (CPDA) are revised norms will be applicable with effect from 1st April 2021.

- Block Period:** (a) Duration Block Period is Three Years.
(b) One Financial year shall be considered one year.

- Grant Allocation:** (a) Rs. 3.00 Lacs for a block period of three years.
(b) If a faculty member joins the Institute or retires from the Institute service in between a block period, he/she shall be entitled to this allowance on pro-rata basis.

LIST OF ACTIVITIES AND THE NORMS FOR INCURRING EXPENDITURE UNDER CUMULATIVE PROFESSIONAL DEVELOPMENT ALLOWANCE (CPDA):

A. Presenting of Papers and attending National & International Conference/workshops:

- Presenting paper in National/ International Conference/ Workshops/ Symposia/ special training in India and abroad.

B. Membership Fee for Professional Bodies:

- Acquiring Membership of Professional Bodies/Societies, both National and International. Maximum memberships of three professional bodies/societies from CPDA grant in one block year.

C. Contingent Expenses:

- Consumables such as chemicals, laboratory glassware, charges for synthesis & analysis of samples for pursuing research, minor consumables like thermocouples, ICs, transducers, strain gauges and sensors.
- Purchase of stationery, books & related like photocopy of teaching and research materials, calculators and e-books.
- Computer related consumables such as external storage devices, cartridges, antivirus, digital-pen, head phones, battery and RAM.

GUIDELINES:

1. Participating in National/ International Conference/ Workshops/ Symposia/ special training programmes requires prior approval.

2. Normally, participation should be restricted to selected quality events and the Screening Committee shall ensure that participation in the event will be beneficial to the institute
3. Visits outside the Institution should be only be restricted to the vacation period only
4. It is mandatory on the part of the faculty member to deliver a seminar in the Institute prior to participation in any international Conference and submit a report of activities carried out before making claim for reimbursement of expenditure incurred for participating in National / International Conference/ Workshops/ Symposia.
5. Institute norms will be applicable for TA/DA. The total expenditure towards all items under the Category A such as TA/DA, registration fee, etc. for participating in National/ International Conferences/Workshops/Symposia and visit for research interactions shall be up to a maximum of 70% of the CPDA (i.e. Rs. 2.1 Lakhs) for the three year period.
6. The faculty members who are on deputation/QIP/leave (beyond 30 days) are NOT entitled for claiming reimbursement under the CPDA funds- during their absence from the institute.
7. The faculty members are encouraged to utilize the budget sanctioned under CPDA to each of them in an effective way to promote their academic performance.
8. All regular faculty members appointed in regular scale on probation/ contract basis shall be eligible for the grant (as amended in 11th meeting of the council of NIT, held on 18/07/2018). If a faculty member join the institute or retires from the institute service/leaves the institute (resignation or deputation or any other reason) in between a block period, the faculty member shall be entitled for this allowance on pro-rata basis.
9. The amount sanctioned shall be sanctioned on reimbursable basis.
10. Only one third of the amount sanctioned over a block period shall be made available during the first year of the block period of 3 years. Any unutilized amount shall be rolled over to the second year and the remaining amount sanctioned during the third year.
11. Amount set aside for each year of the block period shall not be paid in advance.
12. The actual amount received during a block period shall be equally earmarked for all eligible faculty members.
13. Prior approval shall be taken for any expenditure under this grant.
14. A Committee of the Deans and HoDs shall scrutinize the application submitted to ensure the conference is of Tier I level, the paper presented is related to the

work carried in the respective institute and the claims made are in order. The institute may co-opt an external member (s).

15. Admissible expenditure shall include actual travel expenditure by economy class by shortest route following extant Government of India instructions.
16. Foreign travel for attending conferences shall be strictly limited to the period of conference and shall be preferably during vacation period ensuring teaching is not affected.
17. Any expenditure incurred towards participation in a conference including registration fee paid shall not be reimbursable if the faculty fails to attend the conference for any reason.
18. The faculty shall be responsible for submitting the accounts and claiming reimbursement within a month after participation in the conference/ expenditure incurred under various categories.
19. The Director of concerned NIT will ensure that the entire process of CPDA and its implementation is fair and transparent. The details of all travelling abroad should be placed in the institute website of the institute.

NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

ESTABLISHMENT SECTION

No. NITS/Estt/BoG-96/23 / 14599-14611

Date: 19/10/23


ORDER

In pursuance to the decision of the Board of Governors in its 96th meeting held on 29.03.2023 the revised norms / guidelines of Cumulative Professional Development Allowance (CPDA) at NIT Silchar is attached here with for kind perusal.


REGISTRAR

Copy for information and action where necessary to: -

1. The Director NIT Silchar for kind information
2. The Dean (F.W)
3. All HoDs, with a request to circulate the same to all the Faculty Members of the Institute
4. FIC, Website for uploading the same in the Institute website.
5. Accounts Section
6. Guard File for record

e-circular

20/10/23.