

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

National Institute of Technology Silchar

The following guidelines accepted by the NITSER for proper utilization of **Cumulative Professional Development Allowance (CPDA)** by faculty of NITs and IEST issued by Ministry of Education (earlier MHRD) vide letter no. F.No.35-6/2016-TS.III dated 08.06.2017.

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:

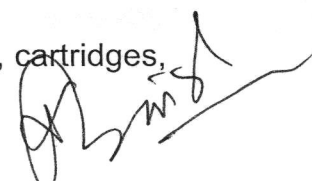
- Presenting paper in National/ International Conference/ Workshops/ Symposia/ special training in India and abroad.

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.



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.

A handwritten signature in black ink, appearing to be 'S. M. S.', with a horizontal line drawn through it.