

Sub: Cumulative Professional Development Allowance (CPDA) rules

OFFICE ORDER

1. A Cumulative Professional Development Allowance (CPDA) of Rs.3,00,000/- (Rupees Three Lakhs) for every block period of 3 years is made available to every permanent faculty member of the institute on a reimbursable basis to meet the expenses related to various academic activities as outlined by the MoE and the Institute from time to time.

(A) Allocation of Grant:

- a) Rs. 3 lakhs for a block period of three years
- b) One financial year shall be considered as one year of the block.
- c) If a faculty member joins the Institute or retires in between a block period, the allowance shall be admissible on pro-rata basis.
- d) Maximum of Rs.1 lakh can be availed from the block grant amount for the non-travel expenses for the block period.
- e) 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 amount left unspent in the CPDA account at the end of the block period shall be completely carried forward to the next block period, subject to the condition that at any instant of time, a maximum of 6 lakhs shall be available as CPDA at the beginning of any block period. (A maximum of unspent 3 lakhs from the preceding block period and 3 lakhs from the current block period).
- f) Once exhausted, one needs to wait for the next block grant and shall not be permitted to use it in advance from the next block grant.

(B) Eligibility:

All faculty members newly appointed in regular pay scales after completion of probation shall be eligible for grant of this allowance. The existing faculty can avail CPDA, even if they are on probation when they go to the next level (from AP to ASP or ASP to Prof).

CPDA is not allowed when the faculty members are on deputation outside/long leave (beyond 30 days) including sabbatical leave. However, when the faculty is on academic visit/exchange/fellowship etc. and availing on-duty leave, the faculty shall be allowed to attend the conference and the expenses incurred can be covered from CPDA. This needs to be approved by the Director.

(C) Approving Authority:

- a) The Dean (Faculty) will be the approving authority for CPDA, except in special cases such as mentioned in (B). The application for CPDA should be forwarded with recommendations from the HoD of the respective department, along with the relevant documents to the DOFA prior to the event/expenditure.

- b) In case of non-travel expenses also, faculty are expected to take prior approval from HoD and Dean (Faculty) before the expenditure.
- c) For Author publication charges, the HoD is requested to confirm that the said journal is non-predatory, before recommending the same (A list of allowed journals can be maintained at the department level).

(D) Guidelines for Utilization of CPDA

Attending National/International Conferences, Workshops, Symposia, Training Programs:

- a) It is emphasized that travel requests should be accompanied by a formal letter of invitation/acceptance and travel plan with justification. In case of contributed oral/poster presentations, acceptance of the paper needs to be attached.
- b) CPDA can be used for paper presentation (contributory oral/poster, invited, keynote, plenary) or Chairing a Session or member of a panel discussion. It can be used for participating in discussion forums, which should be justified by a letter of invitation. It cannot be used for participation alone.
- c) CPDA can be used for attending film/photo/art/design festival or getting invited to an exhibition. However, there should be an acceptance of their work pertaining to the event and should be accompanied by the invitation letter for presenting their work in the event.
- d) CPDA can be used for attending Workshops/Symposia and training programs - which shall be justified by the faculty and endorsed by the Heads of the departments.
- e) CPDA cannot be used for visiting institutes/organizations.
- f) There is no restriction on the number of events within a block period.
- g) TA/DA as per rules.
- h) DA/Per diem is allowed (inclusive of accommodation) for conference days plus 2 days.
- i) Visa fees as per actuals.
- j) Travel insurance charges as per actuals.
- k) Air travel by economy fare.

(E) Leave for attending the conferences/workshops/symposia:

On-duty leave is allowed for attending national and international conferences, workshops/seminars, symposia, etc., up to a maximum of 30 days per annum as per the latest institute (BOG) norms. However, for any conference/workshop, the on-duty leave is limited to the conference period plus two days.

(F) Admissible Contingent expenditure (up to a total of Rs. 1 lakh)

- a) Purchase of Books, Electronic Books (E-Books), Monographs, Journal-subscriptions.
- b) Purchase of Software, Licenses, Databases.
- c) Journal page charges (publication charges), any other Publication related charges.
- d) Payment of Patent fee.
- e) Purchase of stationery.
- f) Professional association membership charges.
- g) Lab consumables laboratory glassware, expenditure related to synthesis & analysis of samples and other services (includes computational Services like buying computer time in NSM, cloud services) related to research.
- h) Computer related consumables such as storage devices (both internal drives and external), printer cartridges, Antivirus, digital pen, headphone, battery & RAM.

(G) Non admissible Contingent expenditure:

- a) Hiring of staff.
- b) Non consumable items (asset items).
- c) Purchase of PCs/laptop/tablet or Computer peripherals such as scanners, printers, recording equipment such as cameras, audio/video recorders, etc.
- d) Reimbursement of telephone/mobile charges.
- e) Mobile phones and similar devices are not allowed.

(H) Additional Guidelines:

- a) The settlement of contingency expenses will be on reimbursement basis.
 - b) No advance from CPDA shall be allowed.
 - c) As a special case, the faculties are allowed to take advance from their RDF for the conference travel, registration, accommodation booking purposes. After attending the conference when they reimburse the same from the CPDA grants, the amount shall be credited back to the RDF accounts.
 - d) All purchases should follow Institute purchase procedures
 - e) All claims on reimbursement or placing of purchase order by Institute must have certification by Faculty that the items are procured for Professional Development.
 - f) The rules of Government of India for travel apply to CPDA.
 - g) 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.
2. The faculty shall be responsible for submitting the accounts and claiming reimbursement within a month after participation in the conference or contingency expenditure.
3. The order shall come into force with immediate effect and shall supersede all other previous orders on the subject.



Director

To:

- 1. All Faculty
- 2. Dean (Faculty)
- 3. Dean (Administration)
- 4. Registrar
- 5. HoS (F&A)
- 6. HoS (R&D)