



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, नागपूर  
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR

Dean(FW)  
January 9, 2018

**NOTE**

**Sub.: New Guidelines for CPDA.**

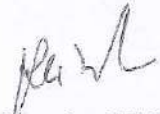
Please find below additional guidelines for Utilization of Cumulative Professional Development Allowance (CPDA) as approved by the Director.

The following items which can be procured under 'Contingency' Head of CPDA (Total ceiling Rs.90,000/- for 3 year block), for which prior approval is deemed to be granted.

Sr.No.	Item Description	Individual ceiling
a)	Any consumables for research- consumables for UG/PG/Ph.D projects like chemicals, fabrication, add on controller boards, preparation of lab models etc.	
b)	Stationery items like bond papers, covers, files, folders, Xerox, posters, binding etc.	
c)	Computer consumables like connectors, USB hubs, cables, port converters, pen drives, external HDDs, cartridges and refilling thereof, repairs of printer/ scanner/ laptops/ desktops, Antivirus.	
d)	Purchase of books/ periodicals, publication fees in web of science etc. suitable for professional development	Max. Rs.10,000/- per year
e)	Fees for filing patents, extra pages in journals etc.	
	TOTAL	Not exceeding Rs.90,000/- in a three year block

These guidelines shall be applicable w.e.f. Jan 2018 to 31 Mar 2018 for the current block and thereafter for subsequent 3 years blocks commencing from Mar-2018. Further, for procurement of items not covered under above five sub-categories and deviation in individual ceiling limits will require prior approval from Director and no post facto approval would be considered, in such cases.

The ceiling limit in respect of 'Membership fees for Professional Bodies/ Contingent Expenses' is Rs.90,000/- which can not be spent in one go. Out of maximum allocation of Rs.90,000/- in the block of three years, amount upto Rs.30,000/- can be spent during first year, further Rs.30,000/- plus unutilized amount of first year in second year and entire unspent balance out of the total allocation may be permitted in the last year.

  
Dean (Faculty Welfare)



**Guidelines for Utilization of Cumulative Professional Development Allowance (CPDA)**

As per the Ministry of HRD letter F.No. 35-6/2016-TS.III Dated 8<sup>th</sup> June 2017

- Block Period (a) Duration of 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 Conferences / Workshops :**

Total maximum allowable expenditure for the above purpose - 2.1 lakh

Maximum reimbursement in first year of block. - 1.0 lakh

Remaining amount to be claimed in subsequent years.

eg. Maximum 1 lakh during second year & 0.1 lakh in third year.

(If amount allocated for the particular year is not claimed then it will be rolled over to next year in the block)

Reimbursement will be admissible if ....

A1) Conference proceedings are published in journal / proceeding in Scopus/ Web of Science.

OR

A2) Conferences hosted by IIT/NIT/CFTI/ Centrally Funded Research Institute

OR

A3) Workshop / Symposia / Special training programme which has affiliation to the entities described in A1 or A2.

OR

A4) Research interaction visits with top 100 universities listed in QS / Times ranking. For National Institutes : IIT/NIT/CFTI/ Centrally Funded Research Institute .

**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.

Maximum Rs. 90,000/- for 3 years.

**C) Contingent Expenses :**

- Any consumable for research.
- Purchase of books etc. suitable for professional development.
- Any computer related repairs / consumable items.

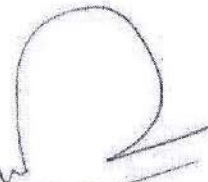
Contingent expenditure maximum Rs. 30,000/- p.a. and Rs. 90,000/- for 3 years.

## GUIDE LINES

1. Participating in National / International Conferences / 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 to be preferably during vacation period / without affecting teaching activities.
4. It is mandatory on the part of the faculty member to deliver a seminar in the Institute after the 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 Conferences / Workshop / Symposia.
5. Institute norms will be application for TA/DA. The total expenditure towards all items under the Category A such as TA/DA, registration fee, visa fee, etc. for participating in National/International Conferences/ Workshops/Symposia and visits 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 Director shall be responsible for encouraging all the faculty to utilize the budget sanctioned under CPDA to each of them in an effective way so as to promote their academic development.
8. All regular faculty members who have cleared their probation period shall be eligible for the grant. If a faculty member joins 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 applications submitted to ensure that the conference satisfy the conditions A1/A2/A3/A4, the paper presented is related to the work carried in the respective institute and the claims made are in order.
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 conference shall be strictly limited to the period of conferences and shall be entertained preferably during vacation period / without affecting teaching activities.
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 traveling abroad should be placed on the website of the Institute.

All expenditure must be strictly as per Government of India norms.



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Dean (FW)