



No. E/CPDA/ 1960

Date: 03.02.2023

NOTICE

09 FEB 2023

Sub: Modified norms for utilization of Cumulative Professional Development Allowance (CPDA) at SVNIT Surat

In partial modification to Notice No.E/CPDA/1253 dated 02.11.2022 regarding **Modified norms for utilization of Cumulative Professional Development Allowance (CPDA) at SVNIT Surat** approved by 61st Board of Governors Meeting held on 27/09/2022 is modified as under. The modification is marked as **bold underlined** and deletion is marked as **Bold-cross**. This notice will supersede the Notice No.E/CPDA/1253 dated 02.11.2022.

- Block Period for CPDA: (a) Duration of Block Period is Three Years. Present Block period is 1.4.2021 to 31.3.2024.
- (b) One financial year shall be considered one year.
- Allocation of CPDA : (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:

- Presenting papers in National / International Conferences / Workshops / Symposia / Special training in India and abroad.
- Presenting research proposal/Research visit/ Industrial visit in India.

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 Chemical/Civil /Electrical/Electronics/Mechanical items, **small devices and accessories**, laboratory glassware, charges for synthesis & analysis of samples for pursuing research, and minor consumables like thermocouples, ICs, transducers, strain gauges, and sensors, Add- on controller board, preparation of laboratory models, etc.
- Purchase of stationary, books & related items like printing/photocopy of teaching and research materials, calculator, and e-books.
- Computer-related consumables such as internal/external storage devices, cartridges, antivirus, digital pen, headphone, batteries, RAM, laptop adaptor, connector cables, USB hub, keyboard, mouse, webcam, speaker, Wi-Fi router, Wi-Fi dongle, wireless presenter, **UPS**, repairing of printers/laptop/desktop, refilling cartridges, **software for research purpose**, cloud storage, etc.
- Fees for Intellectual Property Rights (IPR) **[up to maximum limit Fixed by the Institute for various IPR services]**, extra page charges in the non-paid journal, examination fee/certificate course fee in relevant research area.
- Any other item required for academic and research work with prior approval from higher authority with proper justification.

GUIDELINES

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 should not only be restricted to vacation period only (**as amended in 11th meeting of the Council of NIT, held on 18/07/2018**).
4. It is mandatory on the part of the faculty member to deliver a seminar in the Institute post 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 / 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, 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 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 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 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 entertained 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 details of all traveling abroad should be placed on the website of the Institute.
20. All expenditure must be strictly as per Government of India norms.
21. In addition to above, the following clarifications are made for proper settlement of CPDA claims:
 - a. Enclose participation certificate received from the organizers at the time of reimbursement of claim.
 - b. Leave details and work load adjustment should be verified by Head of the Department before recommendation
 - c. All expenses are to be entered in the CPDA Expenditure Register in the Department with certification on back-side of the bills.
 - d. The petty contingent expenses (as per approved items enlisted under contingent expenses) upto Rs. 5000 in a quarter period may be allowed without seeking prior administrative approval. However, duly-signed Invoice and/or payment receipt is to be submitted by the concerned staff to the Accounts Section with the prescribed form for reimbursement.
 - e. The claims from CPDA shall be submitted to accounts section on quarterly basis during 1-15th day of June, September, December & March in each financial year. However, the reimbursement for travel expenses for foreign visit shall be made immediately after the visit.:
 - f. Following ceiling shall be applicable for the list of activities under Cumulative Professional Development Allowance (CPDA):

Sl. No.	Particulars	Ceiling in Rs.
A	Presenting of Papers and attending National & International Conferences / workshops	Up to a maximum of 70% of the CPDA (i.e., Rs.2.1 Lakhs) for the three year period
B	Membership Fee for Professional Bodies	Up to a maximum of 50% of the CPDA (i.e., Rs.1.5 Lakhs) for the three year period
C	Contingent expenses	Up to a maximum of 50% of the CPDA (i.e., Rs.1.5 Lakhs) for the three year period

Encl: Forms A1, A2, B1, B2, C1 & C2

DIRECTOR