



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्र प्रदेश
NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH
Near National Highway No. 16, Kadakarla, Tadepalligudem – 534101
West Godavari District, Andhra Pradesh, India

No.: NIT Andhra/Reg.Off./2022-23/414

Date: 07.07.2022

NOTIFICATION

Ref: Resolution of Minutes of the 16th Meeting of the Finance Committee against item FC16.10 and 21st Meeting of the Board of Governors against item BoG21.3 held on 27.05.2022 – Reg.

Upon the approval vide cited above, the **Guidelines for Utilization of Cumulative Professional Development Allowance (CPDA)** at NIT Andhra Pradesh is hereby notified for information of all stakeholders of the Institute. In line with these guidelines, the notifications/ circulars/ formats issued by other Administrative Divisions shall be followed scrupulously.

Dine L
01/7/22

i/c Registrar

कुलसचिव / Registrar

राष्ट्रीय प्रौद्योगिकी संस्थान

National Institute of Technology

आंध्र प्रदेश / Andhra Pradesh

तादेपल्लिगुडेम / Tadepalligudem

Encl(s): Guidelines for Utilization of CPDA at NIT Andhra Pradesh

Copy to:

1. All the Deans for information and circulation among the employees under their control.
2. All the Heads of Departments/ Sections/ Offices and circulation among the employees under their control
3. PS to the Director for kind information to the Director
4. Associate Dean, WN&T with a request to display the same in Institute website.



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GUIDELINES FOR UTILIZATION OF CUMULATIVE PROFESSIONAL DEVELOPMENT ALLOWANCE (CPDA) AT NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH, TADEPALLIGUDEM CORRESPONDING TO MINUTES OF MEETING OF FINANCE COMMITTEE AGAINST ITEM NO. FC. 16.10

Guidelines for Utilization of Cumulative Professional Development Allowance (CPDA)

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

Example: 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) Conference hosted by State Funded Technical Institute/ 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: Any Centrally Funded Technical Institute.

B. Membership Fee for Professional Bodies & Contingent Expenses:

- Total maximum allowable expenditure for the above purpose - Rs. 90,000/-
- Maximum reimbursement in first year of block - Rs. 30,000/-

D. N. L.



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Out of maximum allocation of Rs.90,000/- in the block of 3 years, amount upto Rs.30,000/- can be spent during 1st 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.

Reimbursement will be admissible if:

B1) Acquiring Membership of Professional Bodies / Societies, both National and International. Maximum memberships of three professional bodies / societies from CPDA grant in one block year.

B2) For Contingent Expenses as below:

S.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.	Nil
b)	Stationery items like bond papers, convers, files, folders, Xerox, posters, binding etc.	Nil
c)	Computers consumables like connectors, USB hubs, cables, port converters, pen drives, external HDDs, cartridges and refilling thereof, repairs of printer/ scanner/ laptops/ desktops. Antivirus.	Nil
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.	Nil
	TOTAL	Not exceeding Rs. 30,000/- per year up to maximum Rs. 90,000/- in a three-year block

OTHER GUIDELINES:

1. Participating in National / International Conferences / Workshop / 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 Institute 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.

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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/ Workshop/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 conference and shall be entertained preferable 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 travelling 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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