



NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

राष्ट्रीय प्रौद्योगिकी संस्थान कालीकट

Office of the Dean Faculty Welfare

डीन संकाय कल्याण कार्यालय

Dean(FW)/CPDA/2024 - '27

16-10-2024

CIRCULAR

Sub: Revised Norms/Guidelines for utilizing the CPDA for the block period 2024-2027 – Reg.

Pursuant to the approval of the competent authority, norms/guidelines for the utilization of CPDA for the block period 2024 - '27, are hereby modified in order to improve the participation of faculty members in teaching, research and consultancy activities. All faculty members may utilize the CPDA as per the following norms/guidelines for the block period 2024 - '27.

- Current Block Period:
- (a) 1st April 2024 to 31st March 2027
 - (b) one financial year shall be considered as one year.
- Grant Allocation:
- (a) Rs. 3 Lakhs for a block period of three years.
 - (b) if a faculty member joins the institute or retires from the institute service in the middle of a block period, she/he shall be entitled to this allowance on a pro- rata basis.

LIST OF ACTIVITIES AND THE REVISED NORMS/GUIDELINES FOR INCURRING EXPENDITURE UNDER CUMULATIVE PROFESSIONAL DEVELOPMENT ALLOWANCE (CPDA):

A. Presenting papers and attending National / International Conferences / Workshops:

➤ Presenting papers in National / International Conferences / Workshops / Symposia / Special training in India / Abroad.

1. For Activity – A, CPDA grant will support the expenditure on Registration fee/TA/DA and related expenses for all of the following:
 - (a) Presenting research papers in reputed National / International Conferences / workshops in India / Abroad.
 - (b) Attending Training Programmes/Refresher Courses/Workshops/Professional Development Programmes; Acting as a resource person for delivering keynote address/invited talk in reputed institutes in India / Abroad.
 - (c) Short visits to reputed Industries/ Academic Institutes/R & D Laboratories in India/Abroad for scientific interactions/ exploring research collaborations/networking activities.

Note: In the event of faculty members attending a conference/workshop without having their own paper accepted for presentation or visiting an Industry/Institute/R&D Lab, [for activities 1(b) and 1(c)], suitable justification and evidence in terms of collaboration, research and scientific exchanges/discussions are to be furnished. They shall also submit documentary evidence from the concerned organizer or host stating that no financial assistance has been provided by the host institute for these activities.

2. Reimbursement of over-length page charges for journal papers/publication charges for open access journal papers published by faculty members, subject to a maximum of Rs.1 lakh per year in reputed journals (ie., limited to Web of Science core collection/ Scopus Indexed Q1/Q2 journals only).

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:

1. Purchase of consumables such as chemicals, laboratory glassware, research work related materials, components/consumables related to conduct of experiments, charges for synthesis and analysis of samples for pursuing research, testing charges for R & D activities, laboratory usage charges, specimen testing charges (ie., if the facility is not available in the Institute), charges for minor repairs and maintenance of existing equipment, fabrication cost related to own area of research (Maximum ceiling is Rs.50,000/ year).
2. Purchase of Books/e-Books, Journals related to own area of research/teaching, language editing services for publication (Maximum ceiling is Rs. 40,000/ year).
3. For teaching learning process, teaching learning tools like document camera, digital writing pad/pen pad, light with tripod, and teaching aid software can be purchased. Application for items under this head should avoid those already purchased in the previous block period (Maximum ceiling is Rs. 20,000 / year).
4. Computer related consumables such as external storage devices, cartridges, pen drives, head phone, speaker, external hard disk, USB/HDMI converter, mouse, keyboard, wireless power point presenter, stylus, battery of laptop/mini ups, RAM, cloud storage/ antivirus software are included. Additionally, repair /component replacement charges for instruments /equipment/ printer/ desktop/laptop can be claimed. Up-gradation of computer parts and/or replacement, except mother board, is also permitted (replacement of mother board requires certification of CNC duly approved by the HoD of concerned department (Maximum ceiling is Rs. 20,000 / year).
5. Patent filing/maintenance and other related expenses as recommended by the Chairperson, Centre for Innovation, Entrepreneurship and Incubation (CIEI).
6. Purchase of stationary, photo copying and binding charges (Maximum ceiling is Rs. 10,000 / year).
7. Telephone charges/data charges (telephone and internet charges up to a maximum of Rs.2000/- per month); maximum of one internet and one telephone (land / mobile) connections are allowed; the reimbursement bill must be in the name of faculty member concerned. The claim shall be submitted on a half-yearly basis (April to September and October to March of each financial year).

General Guidelines:

1. Unspent amount in any year will be carried over to the next financial year within the same block period; but will get lapsed if it is not utilized by the end of the block period.
2. Total expenditure towards all items under the Categories A to C shall be maximum of 1 Lakh for the first year, 2 Lakhs for the second year and in the third year the remaining amount.
3. Prior approval shall be taken for any expenditure under **Category A**.
4. The total expenditure towards all items under **Category A** shall be up to a maximum of 70% of the CPDA (i.e., Rs.2.1 Lakhs) for the three year period. If the registration fee includes boarding and lodging, the same shall be mentioned in the request submitted for approval and the concerned TA/DA bills.
5. The faculty member shall submit application for foreign travel to the office of the Dean Faculty Welfare on a quarterly basis on or before 15th day of June, September, December and March of each financial year and at least three months prior to the intended departure date.
6. Outside institution/international travel related to CPDA activities to be undertaken preferably during vacation period only; however, short duration visits with period up to maximum of 7 days may be allowed every year during running semester subject to the condition that proper arrangements are done by the faculty member to execute teaching and other allied works in her/his absence. Leave shall be granted as per institute norms only.
7. All bills/vouchers submitted for reimbursement under this scheme are to be for the respective financial year.
8. Reimbursement under this scheme is subject to audit and the faculty member will be responsible for physical verification of items claimed, except consumables and stationary items, if required, and also responsible for all audit clarifications, if any.
9. 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.
10. Income Tax, if any applicable as per rules, shall be borne by the faculty concerned.
11. The remaining guidelines are to be followed as per earlier guidelines available in NITC website (<https://nitc.ac.in/nitc-rules-proceedings>)
12. Wherever the guidelines are not specifically mentioned, relevant guidelines issued by the Council of NITSER will be made applicable.


Dean (Faculty Welfare)

Copy To :

- 1) All Deans, HoDs and Centre Chairpersons
- 2) All faculties
- 3) Registrar – for kind information
- 4) PA to Director – for kind information to Director
- 5) DR Finance
- 6) OSD (Audit)
- 7) Webmaster
- 8) File