

Various activities and contingent expenses for PDA reimbursement
as per revised norms/guidelines (2018)

Consequent to the approval of revised norms / guidelines for utilization of Cumulative Professional Development Allowance (CPDA) by Council of NIT in the 10th meeting of the council and the subsequent amendment in the 11th meeting of the council, an amount of Rs. 3,00,000/- for every block period of 3 years (approximately Rs. 1,00,000/- per year) is sanctioned to permanent academic staff of the National Institute of Technology Calicut, to meet their professional development activities on reimbursable basis". Based on the revised norms / guidelines the various activities and contingent expenses for CPDA reimbursement will cover the following items:

A. Expenditure for Presenting papers in National / International Conference / Workshops / Symposia / special training in India and abroad.

B. Membership Fee in Professional bodies: Acquiring membership in Professional bodies / Societies, both National and International. Maximum memberships of three Professional bodies / societies in one block year.

C. Contingent expenses

1. Purchase of consumables such as chemicals, laboratory glassware, charges for synthesis & analysis of samples, and such other consumables for pursuing research. (Maximum ceiling is Rs. 40,000/year)
2. Purchase of stationary. (Maximum ceiling is Rs. 5,000/year)
3. Books, Journals subscribed relating to own area of activity & related items such as photo copying and binding. (For books and journals, maximum ceiling is Rs. 40,000/year, for photo copying and binding, maximum ceiling is Rs. 4,000/year)
4. Computer related consumables such as external storage devices, cartridges. (Maximum ceiling is Rs. 20,000/year)

 9/8/21 Dean(FW)

General guidelines:

1. Unspent amount in any year will be carried over to the next financial year within the same block period but will lapse if it is not utilized by the end of the block period.
2. "Approximately Rs. 1,00,000/- per year" may be interpreted as, expenditure in the first year not more than Rs. 1,00,000/-. In the second year, the maximum amount that can be reimbursed is equal to 50% of the balance fund available to a staff and in the third year the remaining amount.
3. 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.
4. All bills/ vouchers submitted for reimbursement under this scheme is to be for the respective financial year.
5. Reimbursement under this scheme is subject to audit and the faculty member will be responsible for physical verification of items claimed except consumable and stationary items, if required, and also responsible for all audit clarifications, if any.
6. Income tax, if any applicable as per rules, shall be borne by the faculty concerned.
7. Wherever the guidelines are not specifically mentioned, relevant guidelines issued by the Council of NIT will be made applicable.

AMW
- 9/8/21
Dean (FW)