

**NATIONAL INSTITUTE OF TECHNOLOGY,
HAMIRPUR-177 005 (HP)**
Office of Dean (Faculty Welfare)

NOTIFICATION

As per minutes of the 32nd Meeting of Board of Governors circulated vide No. NIT/HMR/Admin/32nd BOG Min./2017/1928 31 dated 09/02/2018, the recommendations of Standing Committee of NITs for proper utilization of CPDA by the faculty in NITs have been accepted by the Council and subsequently adopted by the BOG of NIT Hamirpur in its meeting held on 13th November, 2017.

Further, in order to implement the decision of the Board of Governors and to ensure effective & speedy implementation of the CPDA activities, the component wise allocation of CPDA and terms and conditions applicable to incur expenditure under various heads as per revised norms/guidelines for utilization of Cumulative Professional Development Allowance (CPDA) in NITs vide Government of India, Ministry of HRD letter F.NO.23-1/2008-TS-II dated 18th August 2009 are as given below:

- | | |
|--------------------|--|
| Block Period : | (a) Duration of Block Period is Three Years. |
| | (b) One financial year shall be considered one Year (1st April, 2018 TO 31st March, 2021) . |
| Grant Allocation : | (a) Rs. 3.00 Lacs for a block period of three Years (2018 to 2021) |
| | (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.
- 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 chemicals, laboratory glassware, charges for synthesis & analysis of samples for pursuing research.
- Purchase of stationary, books & related items.
- Computer related consumables such as external storage devices, cartridges.

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 to be restricted to vacation period only.
4. It is mandatory on the part of the faculty member to deliver a seminar in the Institute prior to 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 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 performance.
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 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 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 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

Note:

- (i) This supersedes all the previous notification & guidelines.
- (ii) This issues with the approval of Competent Authority.
- (iii) The CPDA will be made operational w.e.f 01/04/2018 as per the approval of the Competent Authority


Dean (FW)
NIT Hamirpur (HP)

Dated: 01/03/2018

No. NIT/HMR/Dean (FW)/PDA/2018/ 483-98

Copy to:

1. Registrar, NIT Hamirpur (HP) for information and record please.
2. All Deans/HODs/Center Heads/Branch Officers for circulation among the faculty members.
3. Deputy Registrar (Accounts), NIT Hamirpur (HP) for information and necessary action.
4. Head (Computer Centre), NIT Hamirpur for uploading the notification alongwith the relevant [Proforma (s) on Institute Website].


Dean (FW)
NIT Hamirpur (HP)