

**OFFICE OF THE DEAN(FACULTY WELFARE)
NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA**

Dean(FW)/179

Dated : 28-4-2017

Sub : List of CPDA activities, guidelines and respective Forms

Ref.: MHRD letter no. F.No. 23-1/2008-TS.II dated 18.8.2009; decision of the BOG of the Institute in its 30th meeting held on 8.3.2013 regarding reimbursement under CPDA

The provision of Cumulative Professional Development Allowance (CPDA) has been in practice in the Institute for various items/activities by the faculty members for their academic/professional growth w.e.f. 6th Pay Commission implementation (as per the decision of BOG Minute 19.22).

Initially a list of activities and their implementation guidelines had been circulated vide letter no. Acs./ dated 30.3.2010 and then, Revised guidelines were notified vide letter dated 25.1.2011. Further, Revised guidelines and respective forms were circulated vide letter no. Dean(FW)/397 dated 28.1.2015.

Over a time period, quite a few changes have been incorporated under CPDA activities. Compiling all such changes, a structured comprehensive list of the activities, guidelines and respective forms have been prepared in two parts under List-A and List-B.

**1. List A : Activities require prior approval of the Director (Form-A & D)
(Form-A & D for Abroad, Form-A for India)**

2. List B : Procurement Activities (Form B-I, B-II & C)

List A

I (a) International / National Conference/Symposium/Workshop/Training/Short Term Course etc. /presentation of research project proposal etc.(In India)

**(b) Visit to Industry/Exhibition/for technical discussion/networking etc.
(In India)**

Activities allowed : Three activities would be allowed in India in a financial year.

II (a) International Conference/ Workshop/ Symposium/ Seminars/ delivering invited or keynote lectures. (Abroad)

(b) Visiting institutes/universities abroad for research activities/technical discussions/training/short term course/conducting experimental work etc. (Abroad)

Activities allowed: Two activities (Abroad) would be allowed in a block of three years.

List B

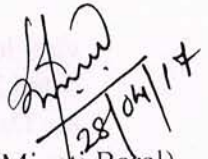
The procurement items/activities have further been classified in terms of processing as under:

1. Items above Rs. 15,000/- : Approved by Dean(FW) (Form B-I)
2. Special Items, not in the approved list : Approved by Director (Form B-II)
3. Items upto Rs. 15,000/- : Approved by HOD (Form C)

The guidelines for processing the activities / procurements have been detailed along with respective list.

The faculty members are requested to use the new Forms (A, B-I, B-II, C, D) with prescribed norms, with immediate effect.

This is issued with the permission of the competent authority.


(Minati Baral)
Dean(Faculty Welfare)

All HODs/Coordinators of Schools

- Encl : 1. List A & List B
2. Form-A, B-I, B-II, C & D

Copy to

1. DR(Accounts).
2. Sr. Secretary to Registrar.
3. Sr. Secretary to Director for kind information of the Director.

List - AActivities under CPDA that require prior approval of the Director

I. (a)	National/ International Conference/ Symposium/ Seminars/ Workshop/ Training/ Short Term Course/ presentation of research project proposal etc. (In India)
(b)	Visit to Industry/ Exhibition/ for technical discussion/ networking etc. (In India)

Activities allowed: Three activities would be allowed in India in a financial year.

II. (a)	International Conference/ Workshop/ Symposium/ Seminars/ delivering invited or keynote lectures. (Abroad)
(b)	Visiting institutes/ universities abroad for research activities/ technical discussions/ training/ short term course/ conducting experimental work etc. (Abroad)

Activities allowed: Two activities (abroad) would be allowed in a block of three years.

Participation in International Conferences/Activities Abroad

1.	For conferences/ activities under II, applications on modified <i>Form A</i> and <i>Form D</i> would be considered. However, <i>Form D</i> is not required for activities under II (b).
2.	<p>Processing of Application</p> <p>Application is to be submitted by the faculty on modified <i>Form A</i> under activity II(a) to the Department at least one month in advance of the conference. After receiving the application, a five member Departmental Committee consisting of HOD/Coordinator of concerned department/school, one faculty working in specific research area/relevant research area and three members of DRC as nominated by HOD/Coordinator (preferably from specific research area/relevant research area, in case of availability) will scrutinize the applications based on the following points (details given subsequently at 5) (In case of department/schools where sufficient number of regular faculty are not available, Departmental committee shall consists of HOD/Coordinator and at least one faculty member):</p> <ol style="list-style-type: none"> Content of the paper/presentation. Relevance of the presentation with the theme of the conference. The nature of paper (experimental/theoretical/review). Note- Review paper will not be considered. The presentation style. Quality of the conference. Number of faculty members going abroad at a time from the Department. Arrangements of teaching/official work load. <p>The Departmental Committee will forward the application (<i>Form A</i>) of the faculty along with completed <i>Form D</i> (required in case of international activity under II(a) only) within 10 working days of receiving the application in the department to DR(Accounts) for further processing.</p>

3.	<p>Confirmation of availability of fund under CPDA</p> <p>The confirmation of availability of fund in the prevailing CPDA financial block year will be given by DR(Accounts). The application should be cleared by the Accounts Section and sent to the office of Dean(FW) preferably within two days.</p>
4.	<p>Recommendation of application by the Institutional Committee</p> <p>After confirmation of the fund availability, the faculty member has to present his/her research work before the institute level committee comprising of the following:</p> <ol style="list-style-type: none"> 1. Dean (FW) 2. Dean (R&C) 3. HOD/Coordinator of concerned department/school 4. Professor in-charge (FW) <p>Upon satisfaction with the quality of conference (Form A and Form D), conference paper and the presentation, the Institutional Committee would recommend the application. The Dean(FW) will forward the application for the approval of the Director. The Institutional Committee shall ensure that participation in the event will be beneficial to the institute.</p> <p>For activities under II(b), faculty member need to apply in Form-A only and need not to make a presentation before the Institutional Committee. In case, the Committee desires, the applicant may be asked to discuss the details of the activity with the Committee. Upon satisfaction, the Institutional Committee would recommend the application to the Director for approval.</p> <p>After receiving the application for the activities under II from Accounts Section, office of Dean(FW) is expected to complete the processing for the approval of the Director within 10 working days.</p>
<p>Guidelines</p> <p>The following guidelines should be used and adhered to for effective utilization of International Travel Grant:</p> <ul style="list-style-type: none"> • The research paper should be aimed to be submitted in International Conferences abroad with focused research areas of a discipline • The conference should be prestigious/quality and organized by university/research institution/societies/industries. The conference should not be a predatory/questionable conference as listed on various online resources. Activities other than conferences under II(b) would be allowed at prestigious university/research institution only. • The organization should not be holding multiple conferences simultaneously under same banner at the same time and the conference should have a standard peer review process (i.e. it should have a time frame for peer review) • Applications of not more than 3 faculty members / 20% faculty members whichever is less, be forwarded for consideration from a Department/school for attending conference at a time. 	

- The presentation style should cover important features like introduction, objectives, experimental, results and discussion, and conclusion.

Total stay abroad during a conference visit under II(a) should not exceed:

- Actual days of conference days plus two additional days.
- One/two extra days may be permitted under extraordinary circumstances like non-availability of the Air India/ its allied partner flights. However, prior approval from competent authority is mandatory.
- Suffix/prefix of Saturday/Sunday/Holidays with the duty will be dealt as per the GOI/Institute rules.

Total stay abroad during an activity visit under II(b):

- A maximum of 7 days (5 plus 2 days) need to be planned during semester break or holidays only. A period of more than 7 days (maximum of 3 weeks during summer holidays only) may be allowed only if the remaining cost (i.e. more than 7 days) is borne by the university/institute being visited by the faculty. Letter of the funding need to be provided with form A.

Total period for Training/ Short Term Course under I (a &b):

Period of deputation for attending short term courses not to exceed 2 weeks during teaching days in an academic year and no restriction during vacation as long as the period does not exceed the duration of vacation. However, the Director can deny the permission in case of exigencies.

Teaching/official work adjustment needs to be made before proceeding on leave for any conference. In case of a situation where load arrangement is not possible, faculty should have to undertake extra classes for the required period after returning back. Details of extra classes need to be reported to the department/school.

- Faculty member attending a conference abroad under II(a) need to share his/her experience/knowledge with fellow faculty members in the department/school and submit a report with the copy of certificate of participation of activities carried out, to Dean (FW) *within a week of arriving back in the institute.*
- In case of activities abroad under II(b), faculty need to share his experience through a presentation in front of the institutional committee *within a week of arriving back in the institute.* The committee if desires, may invite other Deans/faculty members as special invitees.
- The faculty member will be required *to claim the reimbursement within 15 days* after his or her return from such participation failing which his/her claim might lapse.
- HOD's/Coordinator's are requested to make sure that conference report with the copy of participation certificate is submitted to Dean (FW) office/presentation is carried out for activities under II(b) within 15 days of return.

Payment mode for registration/ accommodation for an activity outside India can be cash (in appropriate currency)/cheque/credit card/debit card/forex card/net banking/bank transfer etc. and reimbursement will be made on actual payment basis. In case of payment in currency other than Indian rupees, actual charges (which include conversion/service charges) will be reimbursed but conversion needs to be made through government approved agencies/government agencies/banks.

Total number of International Travel will **not exceed one** in any financial year, supported by any grant.

In case of cancellation of visit abroad due government directions/exigencies in the institute, Institute will reimburse all expenses (including registration fee, ticket/ticket cancellation fee /visa fee etc.) retaining the chance of attending one international conference abroad in one financial year.	
An advance may be admissible for approved National & International conferences/activities as per Institute Rules.	
Only regular faculty members who have cleared their probation shall be eligible for international travel abroad under CPDA grant.	
The reimbursement made under CPDA shall be 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.	
Faculty shall attach necessary documents required for completion of Form D to the concerned department/school	
The funds utilized for activities I and II under List 'A', will be minimum 70% of total CPDA earmarked for individual faculty member, however, in case of expenses exceeding more than 70% the faculty will be allowed excess reimbursement with the prior approval of the Director.	
Participation in International/national conferences/symposium/workshop in India	
i)	For activities covered under I , faculty need to submit completed Form A to DR(Accounts) through concerned HOD/Coordinator for confirmation of fund availability under CPDA. Accounts clearance should be given preferably within two days and the application to be forwarded to the office of Dean(FW).
ii)	No processing at the level of department/school/institute committee is required while attending any event in India.
iii)	An application for an activity in India (under I) is expected to reach in the office of Dean(FW) within a week from the day it is submitted in the department/school and the Dean(FW) will further process for the approval of the Director.
iv)	The faculty member will be required to claim the reimbursement within 15 days after his or her return from such participation failing which his/her claim might lapse.

List - B**Procurement Activities under CPDA**

1.	<ul style="list-style-type: none"> • Membership of Professional Societies (National /International): <i>Maximum two in a year</i> • Fee for Patent Application / Renewals of Patent
2.	Book Writing, Purchasing books, subscription to Journals and Portable Projector <ul style="list-style-type: none"> • Expenditure towards the purchase of books/book writing / subscription to Journals shall not exceed Rs.15000/- in a financial year. Expenditure more than Rs. 15,000/- shall require prior approval of the Director. • Charges for extra pages, printing colour photographs/figures for reputed journals only. • Portable Projector for class-room teaching (<i>not replaceable before 6 years</i>).
3.	Contingent Items: <ul style="list-style-type: none"> • Stationery; UPS/Inverter and Battery on replacement basis; Consumable such as chemicals, laboratory glassware, etc; Wi-Fi Router & dongle; Wireless Presenter, headphone, CD, Pen Drive & External Hard Disk; Printer Cartridge/Refilling (not more than Rs 10,000/- per year); Keyboard & Mouse as a replacement of old; Memory card; Laptop adapter & battery; Synthesis and analysis of samples for research; Bulbs of portable projectors on replacement basis; Regarding up-gradation of computer parts, except motherboard, all parts can be upgraded or replaced in case of failure. In exceptional cases, the replacement of mother board can be allowed in case of failure of mother board which is to be certified by the vendor and duly approved by the HOD of Computer Engg. Deptt. • Up gradation / repair of existing equipment / experimental set-up for research work with proper justification • Software and /or data base up gradation: Under this category, Anti virus and MS Office software are being centrally purchased by the CCN at Institute level. The Prof. in charge CCN is requested to facilitate installation of these software into the computer systems of the faculty on their request. For any other software, the permission of director/Dean(FW) may be obtained. • Any other item with prior approval from competent authority

Guidelines:

1. A maximum of 30% of the total CPDA amount earmarked for individual faculty member is allowed for contingent expenditures per year.
2. Forms B (B-I, B-II) and C should be cleared within 5 working days by the concerned department/school so as to reach to Dean (FW)/concerned faculty for further processing.

3. The expenditure on the activities listed in **List-B** is to be recorded in the appropriate stock register of the department/school and is auditable. The faculty member will be responsible for clarification, if any.
4. The faculty member will be required **to claim the reimbursement within 15 days of purchase** failing which his/her claim might lapse.
5. Unspent amount spent 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.
6. The expenditure to the tune of Rs. 1 Lac per year be planned. Unspent balance will be carried over to the next block year cumulating for the full remaining period of the block. In case the expenditure exceeds one lakh in a year, the extra excess amount would be adjusted in the next block year with due approval of the competent authority.

**NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA
HARYANA**

No./

Date:

FORM - A

Application for National/International Academic/Research Activities under CPDA

Financial Year for which the CPDA is required

1. Name of the Faculty:
2. Designation/Department/school:
3. Nature of appointment: Permanent ☐ Contract ☐
4. (a) Nature of Event: National ☐ International ☐ India ☐ Abroad ☐
 (b) Name of event (As per I & II of list A of CPDA rules. *Attach brochure of the event*)

 (c) Theme:
 (d) Venue :
 (e) City, State, Country:
 (f) Dates : From To.....
 (g) Registration fee details (*Attach document*):
 (h) Details of organizer: Contact address

 Phone: E-mails:
5. Presentation/Event Type (*Activity as per list A*):
6. Title of presentation/Event (*Attach copy of invitation and accepted paper/abstract*):

7. List of national/international conference/
 event/ attended (CPDA/TEQIP) in the
 current block of 3 years:
8. Nature and number of days of leave required/applied: From To
 (Casual/Special Casual Leave/EL/Vacation, with Prefix/suffix)

9. Tentative Travel Plan: (from the place of work to the conference and back)

Date	Time	From	To	Mode

10. Details of financial assistance being acquired from other agencies and/or event organizers, if any:.....

11. Details of expected expenditures:

Sr. No.	Head	Amount (in Rs)
1.	Air India Airfare (economy class only)/Train Fare/Taxi Fare/Bus Fare (Booking will be allowed through Air India/GOI approved agent)	
2.	Registration Fees (including transaction charges) Mode of payment:	
3.	Per diem Allowances (as per actuals) (Activity days + Travel days = days)	
4.	Accommodation Charges (as per actuals)	
5.	Visa Fees Charges(as per actuals) + travel charges to obtain visa	
6.	Travel and medical Insurance Charges as per the requirement (as per actuals)	
7.	Any other expenses, if any, please specify	
	Total Expected Expenditure	

*Note: Approval/permission for requested visit does not mean approval of requested amount.
Expenditure will be reimbursed as per GOI/Institute rules/norms.*

CERTIFICATE

I certify that:-

- (a) The details given above are correct.
- (b) If the information supplied is found to be incorrect; I will refund the entire money to NIT, Kurukshetra.
- (c) The money received will be used for the purpose for which it is sanctioned.
- (d) The Teaching /Official work arrangement will be made before proceeding for leave.

Date:

Signature of Applicant

1. Teaching/ Official Work arrangement will be made: Yes / No
(in case of 'no', undertaking is required to engage extra classes for this period)

2. It is his/her *first / second* activity abroad or *first/second/third* activity in India as per List 'A'

Date:

Signature of HOD/Coordinator

Funds are **Available / Not available**
under "CPDA" for the event in India/Abroad of List 'A'

Remarks, if any:

Date:

D. R.(Accounts)

For event in India/Abroad

☐

Recommended

☐

Not Recommended

Remarks, if any:

Date:

Dean (Faculty Welfare)

☐

Approved

☐

Not Approved

Remarks, if any:

Date:

Director

Note: Form-A & Form D (for conference abroad only) along with necessary documents (if required), should be sent to DR(Accounts) within 10 working days of receiving the application in the department

NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA. HARYANA

No./

Date:

FORM – B-I**Application for purchasing of various items under CPDA (above Rs. 15,000/-)**

Financial Year for which the CPDA is required

1. Name of the Faculty:
2. Designation/Department:
3. Nature of appointment:
4. Purchase of only approved items/activities *as per List - B* with justification

S. No.	Item/Activity	Qty.	Approx. cost	Justification

5. Total amount already incurred under CPDA :
6. Amount incurred under contingency :

(Signature of the Applicant with date)

(Signature of the HOD/Coordinator)

Funds Available / Not available

Deputy Registrar (Accounts)

Items/activities are **Allowed** / **Not Allowed** as per norms

Remarks, if Any:

Dean (Faculty Welfare)

To

.....Faculty

(Through HOD/Coordinator)

Note: This form should reach Dean (FW) office within five working days of receiving the application in the department.

NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA, HARYANA

No./

Date:

FORM - B -II**Application for purchasing of Special items (not in the approved list) under CPDA**

Financial Year for which the CPDA is required

1. Name of the Faculty:
2. Designation/Department:
3. Nature of appointment:
4. Purchase of special items with justification

S. No.	Item/Activity	Qty.	Approx. cost	Justification

5. Total amount already incurred under CPDA :
6. Amount incurred under contingency :

(Signature of the Applicant with date)

(Signature of the HOD/Coordinator)

Funds Available / Not available

Deputy Registrar (Accounts)

Items/activities are Allowed / Not Allowed as per norms

Remarks, if Any:

Dean (Faculty Welfare)

Director

Note: This form should reach Dean (FW) office within five working days of receiving the application in the department.

NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA, HARYANA

No./

Date:

FORM - C**Application for purchasing of various items under CPDA (upto Rs. 15,000/-)**

Financial Year for which the CPDA is required

1. Name of the Faculty:
2. Designation/Department:
3. Nature of appointment:.....
4. Purchase of only approved items/activities *as per List-B* with justification

S. No.	Item/Activity	Qty.	Approx. cost	Justification

5. Total amount already incurred under CPDA :
6. Amount incurred under contingency :

(Signature of the Applicant with date)

Items/activities are **Allowed** / **Not Allowed** as per norms

Remarks, if Any:

HOD/Coordinator

To

.....Faculty

Note: This form should reach the concerned faculty within five working days of receiving the application in the department.

FORM D**Observations of the Departmental Committee**

1. Name of the faculty:
2. Designation/Department/school:
3. Name of the university/research institution/societies/industries organizing the Event:
.....
4. The abstract/paper accepted for Oral/Poster (tick the appropriate) presentation?
Oral ☐ Poster ☐
5. Is the paper relevant to the goal and theme of the conference?
Yes ☐ No ☐
6. Is the paper a piece of review work only?
Yes ☐ No ☐
7. Is the conference listed under predatory/questionable category on the available online sources?
Yes ☐ No ☐
8. Are multiple conferences being held simultaneously under same banner at the same time and same venue?
Yes ☐ No ☐
9. Is the acceptance of the submitted abstract/paper received before the call of the paper is closed?
Yes ☐ No ☐

Departmental Committee members' names and signatures with date.

Member (research area/relevant research area)
()

DRC member 1
()

DRC member 2
()

DRC member 3
()

HOD/Coordinator
()