

List-AActivities under CPDA that require prior approval of the Director**National/ International Activities in India**

<b>I. (a)</b>	Attending for Presentation of research papers in National & International Conferences/ Symposia /Seminar etc.
<b>(b)</b>	Visiting Institutes/ Universities/ Industries/ R& D Lab for Research interactions / Special Training/Short Term Course/Workshop; Presentation of research project proposal etc.

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

**International Activities in Abroad**

<b>II. (a)</b>	Attending for Presentation of research papers / delivering invited or keynote lectures in National & International Conferences/ Symposia
<b>(b)</b>	Visiting Institutes/ Universities for Research Interactions/ Special Training /Workshop

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

**Participation in National/International Activities (India/Abroad):**

*Form- A* will be used for activities under I and II.

<b>Processing of Application for activities under II(a) and II(b) (Abroad)</b>	
1.	<p><b>Scrutiny and observation report by Departmental committee</b></p> <p>Application is to be submitted by the faculty on <i>Form- A</i> under activity <b>II(a)</b> to the Department well in advance, at least one month in advance of the conference. The complete processing of the application takes about three weeks. After receiving the application, a three member <b>Departmental Committee</b> consisting of HOD/Coordinator of concerned department/school, one faculty working in specific research area/relevant research area and one professor 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</p> <ol style="list-style-type: none"> <li>i. Quality of the contents of the paper to be presented.</li> <li>ii. Relevance of the paper with the theme of the conference.</li> <li>iii. The nature of paper: experimental/theoretical/review. (Note- Review paper will not be considered).</li> <li>iv. Acceptance of paper/abstract, and review report( if any) attached</li> <li>v. Quality of the event and its relevance with the focused research area of the faculty.</li> <li>vi. Number of faculty members going abroad at a time from the Department.</li> </ol>

	<p>vii. Whether the event falls during vacation/semester break/ holidays when there is no teaching work.</p> <p>The committee must ensure the followings:</p> <ol style="list-style-type: none"> <li>1. Participation is in a quality event and the event is on focussed research areas of the faculty.</li> <li>2. The participations in the event is beneficial to the Institute</li> <li>3. The examination/ result related work do not suffer</li> </ol> <p>The Departmental Committee will forward the application of the faculty (<b>Form-A</b>) <b>along with the observations of the committee in the prescribed Form D</b> (required for international activity under II(a) only) <b>within 5 working days</b> of receiving the application to DR(Accounts) for further processing.</p>
2.	<p><b>Confirmation of availability of fund</b></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 working days after receiving it from the concerned department/school.</p>
3.	<p><b>Scrutiny and Recommendation by the Institutional Committee</b></p> <p>After confirmation of the fund availability and upon satisfaction with the quality of the event and observations report of the departmental committee ( Form-A and Form-D) the faculty member would be called to present his/her research work before the institute level committee comprising of the following:</p> <ol style="list-style-type: none"> <li>1. Dean (FW)</li> <li>2. Dean (R&amp;C)</li> <li>3. HOD/Co-ordinator of concerned Department/School</li> </ol> <p>(In case of non-availability of any member, a person holding the charge will participate the meeting.)</p> <p>The quality and relevance of the paper, and the presentation will be ensured by the Institutional Committee. The committee shall also ensure that the participation in the event will be beneficial to the institute. Upon satisfaction, the committee would recommend the application for the activity which will be forwarded for the approval of the Director by Dean (FW).</p> <p>For international activities under <b>II(b)</b>, the application in Form-A, duly scrutinized by the departmental committee on the points mentioned at I(wherever appropriate) is also to be submitted to the office of Dean(FW) through DR(Acct.). The faculty member has to make a presentation before the Institutional Committee to discuss details of the event and to justify how his/her visit will be beneficial to the institute. Upon satisfaction, the Institutional Committee would recommend the application to the Director for approval.</p> <p>(After receipt of application for the activities under II from the Accounts Section, the office of Dean(FW) will complete the process and forward it to the Director for approval preferably within 10 working days.)</p>

## Guidelines

### Visits to National/ International Events:

1. Visits for International/National events will only be allowed during vacation period (i.e. semester breaks, summer and winter breaks, holidays only). HODs/Coordinators should ensure that examination /result related work do not suffer while forwarding the application of a faculty during vacation period also.
2. The conference should be prestigious/quality (Tier I level) and organized by university/research institution/societies/industries.
3. The conference should not be a predatory/questionable conference as listed on various online resources.
4. The review report / acceptance of paper/abstract of the manuscript should be attached with the application form.
5. In absence of acceptance letter of the paper/abstract, the application will not be considered.
6. Faculty will be allowed to attend conferences in their own research areas/ relevant interdisciplinary areas.
7. As the visits outside the institution (abroad and India) to be restricted to vacation period only, there should not be any restriction in the number of faculty for participation in the events in abroad/India. However, the HOD/Coordinator has to ensure that some faculty are retained in the department for other academic/administrative work for smooth functioning of the Department.
8. For the events (under I) if organised in the institute, there will be no vacation restriction for the participation, but the faculty has to adjust the teaching work in order to avoid teaching loss.

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

- a. Actual days of conference days and two additional days (one before and another after the conference) plus the actual period of travel.
- b. One/two extra days may be permitted under extraordinary circumstances only (like non-availability of the Air India, its allied partner flights, etc.). However, prior approval from competent authority is mandatory.
- c. In normal circumstance, extension of stay abroad (in either side) will not be allowed. In case, a faculty wants to stay abroad during holiday beyond the sanction limit, prior permission from the Director is required. However, the Director may deny the permission in case of exigencies. Further, in case of over stay abroad, before/ or (and) after the conference period (with prior approval of the Director), faculty will have to bear one way travel expenses. DA will be provided as per above ( point 'a' or 'b', whichever applicable) in addition to the accommodation charge (as per rule) and registration fee on production of proof.
- d. As per the GOI norms, the faculty has to travel by Air India/ its allied partner flights. In case the travel is not made through the above said Airlines, the **Air-fare will not be reimbursed**. However, DA (for the conference days plus two days only), accommodation charge (as per rule) and the registration fee can be reimbursed only on production of proof.
- e. Suffix/prefix of Saturday/Sunday/Holidays with the duty will be dealt as per the GOI/Institute rules. In any case, total stay abroad should not be more than the approved one.

<b>Total stay abroad during an activity visit under II(b):</b>	
A maximum of 10 days is allowed for the event under II(b) during summer/ winter vacation/semester break and holidays only. A period of more than 10 days (maximum of 4 weeks during summer holidays only) may be allowed but the reimbursement will be limited for maximum of 10 days only. The remaining expenditure (i.e. more than 10 days) may be borne by the university/institute being visited / any external agency or by the faculty.	
<b>Participation in International/National activities in India under I (a &amp; b):</b>	
i)	Attending training/short term courses/Workshop in an academic year (preferably one per semester) during vacation/ break/holidays is allowed as long as the period does not exceed the duration of vacation. However, for the presentation of research proposal there will be no restriction of vacation/break/holidays.
ii)	For the activities covered under I, faculty need to submit Form A furnishing details of the event to the Department. After having a thorough examination, HOD/Coordinator will forward the application to DR(Accounts) 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).
iii)	An application for an activity in India is expected to reach in the office of Dean(FW) within a week from the day it is submitted in the department/school. The Dean (FW) will further process for the approval of the Director.
<b>Knowledge sharing &amp; Report submission:</b>	
<p>i. 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 of the activity carried out to office of Dean (FW) <i>within a week of arriving back in the institute.</i></p> <p>ii. In case of activities abroad under II (b), faculty will have to share his/her experience in the department through a presentation <i>within a week of return in the institute.</i> The department may invite other faculty members and research students.</p> <p>iii. HODs/Coordinators of schools are to make sure that the reports of the activities attended (under II a &amp; b) and/ departmental presentation certificate are submitted to the office of Dean (FW). The presentation must be carried out in the department for the activities under II (b) within 15 days of return.</p>	
<b>Expenditure and Reimbursement:</b>	
<p>i. Prior approval shall be taken for any expenditure under this grant.</p> <p>ii. The faculty will be required to claim the reimbursement along with a copy of report of participation of activity and/departmental presentation certificate (as the case may be) within a month of return. Account section has to ensure of submission of the above documents by the claimant before making the reimbursement.</p> <p>iii. 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</p>	

- conversion needs to be made through government approved agencies/government agencies/banks.
- iv. Any expenditure incurred towards participation in the activity (under I & II) including registration fees paid, shall not be reimbursable if the faculty fails to attend the activities due to **any reason**.

In case of cancellation of visit abroad due to government directions/exigencies in the institute, the 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.

- v. The amount sanctioned shall be sanctioned on reimbursable basis.
- vi. 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 unutilised amount shall be rolled over to the second year and the remaining amount sanctioned during the third year. Amount set aside for each year of the block period shall not be paid in advance.
- vii. Faculty need to make yearly procurement plan of activities to avoid last minute purchase problems. The expenditure to the tune of Rs.1 Lac per year should be planned.
- viii. Only regular faculty members who have cleared their probation shall be eligible for international travel abroad under CPDA grant. The faculty who are on deputation/QIP/leave beyond 30 days are not entitled for claiming reimbursement under CPDA funds during their absence from the institute.
- ix. The reimbursement made under CPDA shall be subject to audit.

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

The funds utilized for activities I and II under List-A, will be **maximum of 70% of total CPDA ( 2.1 lacs)** earmarked for individual faculty member for the three year period.

The expenditure under CPDA on the activities under List-A & List-B is mandatory to be recorded in the appropriate stock register after having physical verification of the items by the store of the department/school, and is auditable. The faculty member will be responsible for all audit clarification, if any.

List - B**Procurement Activities under CPDA**

1.	<b>Membership Fee of Professional Bodies/Societies (both National and International):</b> Maximum three in one block year.
2.	<b>Contingent expenses:</b> <p>A. Consumables such as chemicals, laboratory glassware, charges for synthesis and analysis of samples for pursuing research.</p> <p>B. Stationery, Books and related items;  (Expenditure towards purchase of books shall not exceed Rs.15000/- in a financial year).</p> <p>C. Computer related consumables:</p> <p>Inverter Battery on replacement basis (once in a three year block), UPS/ UPS battery/Laptop battery (on replacement basis), Laptop adapter, Pen Drive, External Hard Disk (not more than 1 each in a year); Printer Cartridge (one new cartridge in a year only) /Refilling, Wi-Fi router &amp; dongle; Wireless Presenter, Laser pointer, CD; Keyboard &amp; Mouse ( on replacement basis); Memory card; Up-gradation of computer parts and/ replacement ( in case of failure) except mother board; replacement of mother board requires certification of CCN duly approved by the HOD of concerned department.</p> <p>Any other item not listed above requires prior approval of the Director.</p>

(Form 'B' & 'C' are to be used for procurement activities under List-B which should be cleared within 5 working days by the concerned department/school and accounts so as to reach to office of Dean (FW) for further processing.)