

## **Rule and regulation of CPDA at NIT Kurukshetra**

<b>Block Period</b>	(a) Duration of block period is three years (2024-2027)
	(b) One financial year shall be considered one year.
<b>Grant Allocation</b>	(a) Rs. 3.00 Lacs for a block period of three years.
	(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**

<b>PART</b>	<b>Particulars</b>	<b>Upper limit (In Rs.)</b>
<b>A</b>	<ul style="list-style-type: none"> <li>Contingent/ consumable/ laboratory requirements</li> </ul>	Up to a maximum of 70% of the CPDA (Rs. 2.1 Lakhs) for three-year period for each part.
<b>B</b>	<ul style="list-style-type: none"> <li>Membership Fee for Professional Bodies/Societies</li> <li>Open-access fee (APC) and extra pages charge for indexed peer reviewed journals and books</li> <li>Research collaboration activities</li> <li>Fees for filling patent/renewal</li> </ul>	
<b>C</b>	<ul style="list-style-type: none"> <li>Presenting of papers and attending National and International Conferences/ workshops.</li> <li>Attending FDP relevant to subject area</li> <li>Attending online courses</li> </ul>	

### **General Guidelines**

- The amount sanctioned shall be sanctioned on reimbursable basis.
- Prior approval shall be taken for any expenditure under this grant with the prescribed format.
- 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 will be sanctioned during the third year.

- The expenditure under CPDA is 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 petty contingent expenses (List A1, A2 and A3) maximum up to Rs. 5,000 for a quarter period is allowed without seeking prior administrative approval. However, duly signed Invoice and/or payment receipt is to be submitted by the concerned staff to the Accounts Section with the prescribed form for reimbursement.

### **Guidelines Part A**

➤ Contingent/Consumable items listed under A1, A2 and A3

**A1.** Chemicals, laboratory glassware, charges for testing and analysis of analysis of samples for pursuing research, repair of existing instrument. Engineering Materials such as metals, alloys, ceramics and composites in solid and powder forms for research work. ICs, Integrated circuit modules, resistors, capacitors, sensors, thermocouples, experimental board, transducers and any other items relevant for research/teaching work.

**A2.** Stationery items related to teaching and research.

**A3.** Computer related consumables such as

- UPS/ UPS battery/Laptop battery, projector lamp (on replacement basis), Laptop adapter, Memory card, Pen Drive, External Hard Disk (not more than 1 each in a year).
- Printer Cartridge (one set of new cartridges for a printer in a year only) /Refilling.
- Wi-Fi router & dongle, Wireless Presenter, Laser pointer, Keyboard & Mouse (on replacement basis), 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.
- Teaching/research Aids (Writing tablet, portable tablet, E-book reader, cloud storage).
- Laboratory/experimental setups for project/research work related to UG, PG and PhD.

- Books, e-Books and Journal annual subscription
- If the amount is not sufficient to purchase above mentioned items with one Faculty member, he/she may partner with other members to purchase the items/software H/W device(s).
- Renewal/Upgradation/Purchase of new software such as antivirus, word-processing, data-processing, acrobat reader/writer and any other relevant to teaching or research.
- All payments for the items must be made through digital payment mode only, irrespective of the amount involved.
- The expenditure under CPDA on the activities under List – A 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.

### **Guidelines Part B**

#### **Membership Fee of Professional Bodies/Societies (both National and International):**

- Faculties may acquire life or annual membership in both National and International professional bodies relate to their own field or allied subjects.
- Not more than three memberships of professional bodies in one block year.
- The amount sanctioned shall be sanctioned on reimbursable basis after approval of the authority.
- The amount will be reimbursed on submission of bills including online receipt of the same.

#### **Open-access Article processing charge (APC) and extra pages charge for indexed peer reviewed journals and books**

- Faculties are allowed to pay Article processing charge (APC) for their article to be published open access under a Creative Commons license.
- Faculties are allowed to pay Extra pages, color and cover page charges.
- Only for the high-quality research publications will be entertained. Quality will be decided on considering the ranking Q1/Q2 in web of science or impact factor of the journal (above 2.5). Otherwise the journals are published from journal of reputed professional societies, American Society of Civil Engineers, Institute of Electrical and Electronics Engineers (IEEE), American Society of Mechanical Engineers (ASME), Acoustic Society of

America, American Institute of Chemical Engineers (AIChE) etc.

- Prescribed application for along with acceptance of publication with billing details need to be submitted for approval.
- The amount will be reimbursed on submission of bills including online receipt of the same.

#### **Fees for Research Collaboration Activities**

- Faculties are allowed to pay Honorarium, TA/DA from their CPDA to any external collaborator/expert visiting to Department/School at NIT-Kurukshetra.
- The amount will be paid to the Expert/collaborator after the prior approval of the Competent Authority.

#### **Fees for filling/renewal patent**

- Faculties are allowed to pay International Patent filling/renewal charges through CPDA.
- Faculties are allowed to pay Indian patent renewal charges through CPDA (First time filling charge for Indian patent will be given as per present Institute norms).
- Faculties are allowed to pay other relevant fees in the process of final approval of patent.
- One time in a year for foreign patent application.

#### **Guidelines for Part C**

- Participating in National / International conferences, symposia, meetings for oral presentation, poster/paper presentation, invited lecture and key-note lectures.
- Participating in workshops, special training programs, faculty development programs (FDP) and project presentations.
- Field trip, visits for research interactions and collaborations, visit for data collection to other institutes.
- For registration in online course, online data purchasing, online course materials and other related activities.
- 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.

- It is mandatory to deliver a public seminar in the Institute/department prior to participation in any international conference (abroad). The Faculty member should be the corresponding author of the presenting paper/research work.
- It is mandatory to submit a report of activities carried out before making claim for reimbursement of expenditure incurred for participating in National / International Conferences / Workshops / Symposia/FDP, etc.
- The faculty members are encouraged to utilize the budget sanctioned under CPDA in an effective way to promote their academic/research performance only.
- All regular faculty members appointed in regular scale (including probation period) will 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.
- Institute norms will be applicable for TA/DA.
- The total expenditure towards all items under the part C includes TA/DA, registration fee, accommodation, Visa fee, TA/DA for Visa processing etc.
- If expenditure for attending International conferences, research collaboration visits (India/abroad) exceeds the balance CPDA fund available in a FY, a notional sanction of the same may be furnished in the present financial year. However, reimbursement for the expenditure which is in excess of CPDA fund available shall be made after Faculty members become eligible for the excess CPDA fund in the next year. This will ensure the Faculty members in quality conference/research interactions in the early part of the block year.
- 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.
- 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.

**Enclosed:** Form A, Form B and Form C.

**NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA  
KURUKSHETRA-136119, HARYANA**

Diary No:

Date:

**Application form for CPDA (FORM – A1)  
Consumable/Contingency expenditure up-to Rs.25,000****PERSONNEL DETAILS**

Name of the Faculty	
Designation and pay level	
Department/School	
Financial Year	

**PURCHASE OF APPROVED ITEMS/ACTIVITIES AS PART – A**

S. No	Items	Quantity	Approximate amount	Justification
1				
2				
3				
4				
5				
6				
7				

Date: .....

Signature of the faculty

**Through: Head of the Department / Coordinator**

Funds availability <i>Accounts section</i>	Available / Not available	<b>AR (Accounts)</b>
Recommendation	Recommended /NOT Recommended	Head of the Department / Coordinator

To Faculty: .....



**NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA  
KURUKSHETRA-136119, HARYANA**

Diary No:

Date:

**Application form for CPDA (FORM – A2)**  
**Consumable/contingency expenditure above Rs.25,000**

**PERSONNEL DETAILS**

Name of the Faculty	
Designation and pay level	
Department/School	
Financial Year	

**PURCHASE OF APPROVED ITEMS/ACTIVITIES AS PART – A**

S. No	Items	Quantity	Approximate amount	Justification
1				
2				
3				
4				
5				

Date: .....

Signature of the faculty

**Through: Head of the Department / Coordinator**

Funds availability <i>Accounts section</i>	Available / Not available	<i>AR (Accounts)</i>
Recommendation from <i>Dean (Faculty Welfare) office</i>	Recommended /NOT Recommended	<i>Dean (Faculty Welfare)</i>
Approval <i>Directors' office</i>	Any comments:	<i>Director</i>

To Faculty : .....(Through HOD)

Block year 2024-2027



**NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA  
KURUKSHETRA-136119, HARYANA**

Diary No:

Date:

**Application form for CPDA (FORM – A3)**  
**Consumable/contingency expenditure upto Rs. 5,000 for a quarter period****PERSONNEL DETAILS**

Name of the Faculty	
Designation and pay level	
Department/School	
Financial year	<input type="checkbox"/> Q1: April – June <input type="checkbox"/> Q2: July – September <input type="checkbox"/> Q3: October – December <input type="checkbox"/> Q4: January – March <b>Year:</b>

**PURCHASE OF APPROVED ITEMS/ACTIVITIES AS PART – A**

S. No	Items	Quantity	Approximate amount	Justification
1				
2				
3				
4				
5				
6				
7				
8				

I certify that the above petty purchase was performed for the urgent need of teaching/research purpose only. The details given above are correct. The evidence of the purchase with money transaction details and original invoice attached along with the claim bill.

Date: .....

**Signature of the faculty****Through HOD/Coordinator****To**  
**Faculty Incharge Accounts/ AR Accounts**

FORM B  
Application form for CPDA

**NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA  
KURUKSHETRA-136119, HARYANA**

**Diary No:**

**Date:**

**Application for CPDA (FORM – B)**

**PERSONNEL DETAILS**

Name of the Faculty	
Designation, Pay Matrix & Level	
Department/School	
Financial Year	

**DETAILS OF THE MEMBERSHIP OF PROFESSIONAL BODIES / SOCIETIES**

S.No	Name of professional bodies / societies	Year of Establishment	Type of Body (Govt./Semi Govt./Any Other)	Category of Membership (Half Yearly / Annual/Life)	Estimated Membership Subscription Fees (Rs)
1					
2					

**DETAILS OF APC /EXTRA PAGES /COVER PAGE CHARGES FOR JOURNALS AND BOOK**

S. No	Name of the Journal/book	Date of acceptance and other details (DOI. if available)	Ranking/Impact factor/ indexing status	Justification	Estimated amount
1					
2					

**DETAILS FOR FILLING PATENT**

S. No	List of authors and address	Title of the Patent	Date of patent filled/ expected date of filling/renewal	Justification	Estimated amount
1					
2					

FORM B  
Application form for CPDA

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**DETAILS FOR THE FEES FOR RESEARCH COLLABORATION ACTIVITIES**

S. No	Type of activity	Estimated dates of activity	Justification	Estimated amount for TA/DA and honorarium
1				

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.

**Date:** .....

**Signature of the faculty**

**Through: Head of the Department / Coordinator**

**Recommendation from the Dean R&C office**

(Recommended / Not Recommended)

Comments (If any):

**Signature of Dean(R&C)**

**For official use only**

Funds availability. <i>Accounts section</i>	<b>Available / Not available</b>	<b>Signature and date</b>  <b>AR (Accounts)</b>
<i>Dean (Faculty Welfare) office</i>	<b>Any comments:</b>	  <b>Dean (Faculty Welfare)</b>
Approval  <i>Directors' office</i>	<b>Any comments:</b>	  <b>Director</b>

**Note:** The application may be sent back to faculty before the official use, if it is not recommended by Dean R&C.

**NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA  
KURUKSHETRA-136119, HARYANA****Diary No:****Date:****Application form for CPDA (FORM – C)****PERSONNEL DETAILS**

Name of the Faculty	
Designation and pay level	
Department/School	
Financial Year	

**DETAILS OF CONFERENCE**

Nature of conference	<input type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> India <input type="checkbox"/> Abroad
Name of event	
Conference Organizers details	
Organizers contact address including email and telephone	
Date of conference	
Presentation Type	<input type="checkbox"/> Invited talk <input type="checkbox"/> Oral presentation <input type="checkbox"/> Key note address <input type="checkbox"/> Poster presentation <input type="checkbox"/> Other.....
Title of paper/oral/poster/other presentation	
Authors list	
Have you attended such activity during the current CPDA Block Period	India.....Abroad.....
Number of days required/applied: (mention the period of time)	From To days..... Total
Details of financial assistance acquired/being acquired from other sources	

**DETAILS OF ACADEMIC/RESEARCH ACTIVITIES**

Nature of visit	
Justification (enclose documents, if any)	
Address of visiting institute/lab/place and contact person details	
Proposed activity (enclose documents)	

Number of days required including travel date (Mention the period)	From To
Have you attended such activity during the current CPDA Block Period	India.....Abroad.....

**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 GOI approved agent as per rule)	
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 and related charges (as per actuals)	
6.	Travel and medical Insurance Charges as per the requirement (as per actuals)	
7.	Any other expenses, if any, please specify	
	<b>Total Expected Expenditure</b>	

**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) Teaching/ Official work arrangement has been made. (e) An open seminar in the Department is delivered for abroad conference.

Date: .....

**Signature of the faculty**

**Through**  
**Head of the Department / Coordinator**

**For office use only**

Funds availability.  <i>Accounts section</i>	<b>Available / Not available</b>	<b>Signature and date</b>  <b>AR (Accounts)</b>
Recommendation for the event in India / Abroad.  <i>Dean (Faculty Welfare) office</i>	<b>Recommended /NOT Recommended</b>	  <b>Dean (Faculty Welfare)</b>
Approval	<b>Any comments:</b>	

<i>Directors' office</i>		<i>Director</i>
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**TO WHOM SO EVER IT MAY CONCERN**  
**(for International Conferences abroad only)**

Certified that Prof./Mr./Ms./Mrs./Dr. \_\_\_\_\_ has  
delivered an open seminar in the Department of \_\_\_\_\_ on  
\_\_\_\_\_.

This is with reference of the application to attend the international conference  
\_\_\_\_\_ which will be held on \_\_\_\_\_ at  
\_\_\_\_\_.

**(Head of the Department)**

**List of Enclosures to be submitted:**

- a) Copy of the abstract of the paper
- b) Copy of the full-length paper (if submitted)
- c) Copy of the Acceptance / Invitation letter
- d) Copy of the Brochure of the programme
- e) Copy of Letter of financial assistance acquired/being acquired from other funding agencies and/or event organizer, if any.
- f) Hotel Tariff as indicated by the organizers, if any