

CUMULATIVE PROFESSIONAL DEVELOPMENT ALLOWANCE (CPDA)

In order to provide for the grant of CPDA to the Faculty Members of University, it is necessary to present the guidelines for the operation of CPDA by which the Faculty Members will be enabled to meet the expenses for participating in National or International Conferences, Workshop, Symposia, Training Programmes, paying membership fees to professional bodies and contingent expenses.

Guidelines for the Operation of CPDA:

1. Eligibility: Regular Faculty Members who have cleared their probation period (Professor, Associate Professor and Assistant Professor)

2. Grant Allocation:

Sl. No.	Designation	Amount
1.	Professor and above	Rs. 3.00 lakhs for a block period of three years (Rs. 1.00 lakh per financial year)
2.	Associate Professor	Rs. 2.25 lakhs for a block period of three years (Rs. 0.75 lakhs per financial year)
3.	Assistant Professor	Rs. 1.50 lakhs for a block period of three years (Rs. 0.50 lakhs per financial year)
4.	Retirement or discontinuation from the service in between a block period	He/She shall be entitled to the allowance on pro-rata basis.

3. Activities that can be undertaken under CPDA and their expenditure:

- i.** Participating/Chairing/Presenting papers in National or International Conferences, Workshop, Symposia or Training Programmes: These programmes can be undertaken as per the guidelines given hereunder; attendance at short-term specialized course/workshop for professional growth, in India/abroad; visiting universities, institutes, research centers within India or abroad for research/ academic activities/collaborative work.
- ii.** Payment of Membership Fee for Professional Bodies: One may acquire life or annual membership in both National and International professional bodies which are connected with their own field or allied subjects and not more than three professional bodies in one block year.
- iii.** Contingent Expenses: This will include purchase of stationery, teaching aids, learning resources like books, journals or any publications relating to and useful to academic purposes only; purchase and repair of electronic devices excluding mobile phones, electronic accessories including storage devices, computer related consumables; purchase of research related materials and the alike. All purchases should follow Institute purchase procedures.

4. Guidelines

- i. Participation in National or International Conferences, Workshop, Symposia, Training Programmes requires prior written approval from the Registrar; and participation should be restricted to selected quality events which would be beneficial to the university.
- ii. Regular faculty members shall be permitted to visit outside the University within the country during the vacation period subject to the permission of Vice-Chancellor. When the semester classes are running, such visit outside the University shall be restricted to twice a semester for each faculty.

** When the Semester classes are running, such visit outside the University shall be twice or more in a Semester for each faculty subject to the permission of the Vice-Chancellor.*
- iii. In case of participating in an international event, it is mandatory that the faculty member to deliver a seminar in the university prior to the participation and a report of activities be submitted before making the claim for reimbursement of the expenditure incurred.
- iv. For the activities under 3 (a) one can utilize every year upto a maximum of 70% of the CPDA. For the international travel it may be utilized from the cumulative grant.
- v. The faculty members who are on deputation or who take leave beyond 30 days are not entitled for claiming reimbursement under CPDA funds during their absence from the university.
- vi. The amount sanctioned shall be sanctioned on reimbursable basis.
- vii. Advance for any activity shall be entertained if the expenditure is at least Rs. 25,000/- with the written approval of the Vice Chancellor.
- viii. Only one third of the amount sanctioned over a block period shall be made available during the first year of the block period of three years. Any unutilized amount shall be rolled over to the second year and the remaining amount sanctioned during the third year.
- ix. Amount set aside for each year of the block period shall not be paid in advance.
- x. The actual amount received during a block period shall be equally earmarked for all eligible faculty members.
- xi. Prior approval shall be taken for any expenditure under this grant.
- xii. A Committee of Registrar and Deans shall scrutinize the applications submitted to ensure that the conference is of Tier I level, the paper presented is related to the subject of the faculty or allied subject and relevant to be reimbursed under this grant. The copy of the approval shall be given to the concerned faculty member and to the Office of the Finance Officer.
- xiii. Admissible expenditure shall include actual travel expenditure by economy class by shortest route.

*** Approved by the Executive Council in its meeting dated 19th November 2022**

xiv. Foreign travel for attending conferences shall be strictly limited to the period of conference and shall be entertained during vacation period ensuring the teaching is not affected. Exception may be made only by the prior approval from the Vice Chancellor. Grant under this CPDA scheme shall be restricted to only once in a three year period for an individual regular faculty.

*** *Grant under this CPDA scheme shall be restricted to only once or more in a three year period for an individual regular faculty subject to the permission of the Vice-Chancellor.***

xv. 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.

xvi. The faculty shall be responsible for submitting the accounts and claiming reimbursement within a month after participation in the conference or expenditure incurred under various categories.

xvii. The period of a block year shall commence from 1st July every year and end on 30th June the following year.

xviii. After the completion of the event, a copy of the participation certificate, where applicable, along with a brief report of the event, shall be submitted to the Office of the Registrar which will be forwarded to IQAC.

xix. Removal of doubt: In case of any inconsistency or repugnancy in the above provisions, the decision of the Vice-Chancellor shall be final.

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