

GUIDELINES FOR UTILIZATION OF CUMULATIVE PROFESSIONAL DEVELOPMENT ALLOWANCE (CPDA) AT NIFTEM, THANJAVUR (NIFTEM-T) "ON REIMBURSEMENT BASIS"

Block Period	(a)	Current Duration of Block Period is Three Years. i.e. w.e.f. 22.05.2024 to to 31.03.2027. Subsequent block periods would start from 1 st April thereon and end on 31 st March after three years.
	(b)	One financial year shall be considered as one year.
Grant Allocation	(a)	Rs. 3.00 Lacs for a block period.
	(b)	If a faculty 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 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 membership of three can be obtained from CPDA grant in one block period.

C) Contingent Expenses

- Consumables such as chemicals, laboratory glassware, charges for synthesis & analysis of samples for pursuing research.
- Purchase of Electronic Books (E-Books)/Books/Monographs/Journal subscriptions/ Computer based Software /Databases.
- Computer related consumables such as external storage devices and cartridges.

General Norms

1. Faculty members are eligible to avail CPDA from the date of joining the Institute.
2. Total cumulative amount for a block of three years is Rs 3.00 lakhs. In the first year, only one lakh is available and in the second year, the available amount shall be upto Rs. 2.00 lakhs depending on the balance from the previous year such that at least one lakh is left from the last year of the block period. A candidate can also use three lakhs in the last year of the block period if available. Unused amount at the end of the block period will lapse.

3. The amount shall be sanctioned on reimbursable basis.
4. 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.
5. CPDA is made available to faculty to enable them to participate in a range of professional activities that includes membership of professional bodies as well as attending conferences in India and Abroad. The faculty members can also have access to other funds (including from their projects or consultancy) for one or more of these activities, over and above NIFTEM-T CPDA.
6. A budget sanction/approval has to be obtained for all activities under CPDA for which the faculty has to submit the application (in the format provided) at least 15 days in advance.
7. File movement for utilising CPDA should be as follows:
 - Faculty > HoD > Director > CPDA Committee > Registrar > Director > Faculty
8. If a faculty submits resignation, no expenditure under CPDA will be permitted thereafter.
9. The faculty member applying for CPDA should have published at least three research papers (as corresponding author or first author) in journals of repute (UGC Care List Journals / Scopus / Web of Science Indexed Journals) in the preceding block period to avail CPDA in subsequent block period.
10. In each case, prior approval from Competent Authority shall be obtained for grant of CPDA to faculty which will be given depending upon the overall performance of the faculty in teaching, research, publication of papers, conducting short term training programmes and outreach programmes and any other responsibility assigned to the faculty.
11. CPDA will not be admissible during deputation to other institutes/QIP/Sabbatical/Faculty Exchange Programme/Leave beyond 30 days.
12. Institute norms will be applicable for all the entitled expenses under CPDA.

Norms for Category A:

13. 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 of every year (maximum of Rs.2.1 Lakhs for block period).
14. It is emphasized that travel requests should be accompanied by a proper letter of invitation and travel plan with justification. Paper acceptance and presentation are mandatory while attending a conference.
15. If the paper accepted for presentation at the conference is multi-authored, then only one of the authors can avail the facility for attending the conference.
16. Tour plan should not affect the routine academic/institute activities or alternate arrangements to be specified.

17. Every year, a faculty can attend two National events like conferences, workshops, summers school, Faculty Development Programme etc. and two International events in a block period under CPDA.
18. CPDA will be admissible only if...
- i. Conference proceedings are published in journal / proceeding in Scopus / Web of Science.
OR
 - ii. Conferences hosted by IITs/NITs/CFTIs/Centrally Funded Research Institutes
OR
 - iii. Workshop / Symposia / Special training programme which has affiliation to the entities described in (i) or (ii)
OR
 - iv. Research interaction visits with top 100 universities listed in QS / Times ranking. For National Institutes: IITs/NITs/CFTIs/Centrally Funded Research Institutes.
19. The amount of CPDA could be used for :
- a) International air travel including taxi charges between the place of residence and the airport, visa fees and airport tax as per their class of entitlement;
 - b) Registration fee for the conference;
 - c) Boarding and lodging for the period of the conference plus two days i.e., one day prior to the conference and the other day after the conference as per their class of entitlement;
 - d) Local travel at the place of the conference as per their class of entitlement;
 - e) Expenses for attending one workshop or tutorial up to two days associated with conference; and
 - f) Medical insurance connected with the International travel.

Norms for Category B:

20. The maximum amount that can be spent for obtaining membership of professional bodies/ societies is Rs. 50,000/- per year.

Norms for Category C:

21. The maximum amount that can be spent for research consumable/ accessories for computer is limited to Rs. 50,000/- per year.
22. The maximum amount for purchase of E-Books / Books / Monographs / Journal subscriptions / software is limited to Rs. 30,000/- per year. The books shall be entered in the library in the CPDA register and issued to the concerned faculty. The concerned faculty can retain the book procured under CPDA.
23. The maximum amount that can be spent on purchasing stationery items is limited to Rs. 10,000/- per year.


Registrar (i/c)