



CIRCULAR:

The Board of Governors in its 35th meeting held on 20/12/2013 has directed to review existing rules/regulations for granting financial support under Cumulative Professional Development Allowance (CPDA) by seeking information from other NITs/IITs and accordingly amendments to CPDA rules/regulations and to place before the Board.

Accordingly, existing norms for granting of CPDA were collected from the NITs & IITs; the revised norms for granting of CPDA was prepared and placed before the Board in its 36th Meeting held on 27/06/2014 and the Board has approved the norms (vide Reso.22) for granting of Cumulative Professional Development Allowance (CPDA) to the faculty members of the Institute. The approved norms for granting of Cumulative Professional Development Allowance (CPDA) are enclosed at **APPENDIX: 'A'**.

The norms for granting of Cumulative Professional Development Allowance (CPDA) will come into force with immediate effect. The earlier circular(s) bearing No. E/1175 dtd. 29/11/2009 and No. E/734 dtd. 02/08/2010 in this regard is hereby ceased with immediate effect.

The sanction/ approval already accorded till date for utilizing CPDA fund would be regularized as per then and there existing rules. Fresh sanction/ approval would be accorded as per revised norms.

This is brought to the notice of all concerned for information please.

Encl: as above


(Dr. P. D. POREY) 30/7/14
DIRECTOR

To,

All Heads of the Deptt.

- With a request to bring to the notice of all concerned working in their respective Departments

Copy to:

- (1) All staff - through E-mail
- (2) All Deans
- (3) Prof. I/C CCC – with a request to upload the same on Institute website
- (4) PA to Director/Registrar
- (5) Dy. Registrar(Account)
- for information & necessary action please
- (6) Despatch Section



S V NATIONAL INSTITUTE OF TECHNOLOGY, SURAT – 395007

NORMS FOR COMULATIVE PROFESSIONAL DEVELOPMENT ALLOWANCE (CPDA) FOR THE FACULTY MEMBERS OF THE INSTITUTE APPROVED BY THE BOARD OF GOVERNORS IN ITS 36TH MEETING HELD ON 27/06/2014

(A) General norms for expenditure under the first block under CPDA:

- On an average, a sum of Rs. 1.00 lakh can be utilized by the faculty in each financial year with provisions of carrying forward the unspent amount to the next years of that financial block decided for the CPDA.
- In case a claim (e.g. that of an international conference) exceeds the limit set for that year, the excess amount will be blocked as "supplemental expenditure" against the amount admissible for the subsequent financial years within that block period, if available. The balance amount will be paid in the beginning of the next financial year of the same block. Any balance in the account of the faculty member under CPDA will lapse at the end of the three-year block period of the CPDA.
- The expenditure for all the heads/items admissible under CPDA (enlisted further in this document) shall be done directly by the faculty by following the existing stipulated purchase procedure of the institute. The bill to be produced eventually should be signed with a certificate that "the cost of the item is reasonable."
- The claims, again as per the institute purchase procedure should be submitted to the DR (Accounts) with a copy to the HoD of the concerned department, in the standard forms devised already and being used already, for the purpose.
- For newly joined faculty members, the total entitlement for reimbursement shall not exceed Rs 1.5 lakhs during the first year.
- The faculty members who are on deputation/QIP/sabbatical are NOT entitled for claiming reimbursement under the CPDA funds – during their absence from SVNIT.
- The institute norms/regulations shall apply for claiming the TA/DA.
- The reimbursement of the expenses in case of International visits shall be made immediately after the visit and compliance of all the regulations as listed out in this document; whereas the same for all the other expenses shall be made quarterly in a financial year as per the following schedule:
 - First quarter – from 1st June to 15th June
 - Second quarter – from 1st September to 15th September
 - Third quarter – from 1st December to 15th December
 - Fourth quarter – from 1st March to 15th March

(B)The reimbursement for the expenses under the CPDA can be done only for the following purposes with the associated guidelines/stipulations as mentioned:


1. TA/DA including registration fee, visa fee, travel insurance, hotel expenses, local transportation (India & abroad)for attending and/or presenting paper/delivering a talk/chairing a session in conferences/symposium in India and abroad.
2. Travel expenditure and visa fee for visiting reputed Institution/University/R&D laboratories/industry house abroad for technical collaboration/academic & research interaction/work/special training/exhibition. Arrangement for boarding/lodging to be made by the host Institution. No daily allowances to be paid from CPDA.
However, in case there is no provision for making arrangements for boarding/lodging by the host Institution, the expenses towards boarding/lodging shall be reimbursed from CPDA, subject to the production of a certificate (to be procured from the host institution) to the same effect along with the claim for reimbursement.
3. TA/DA for visiting other reputed Institutions/Universities/R&D laboratories/reputed industry houses in India for technical collaboration/academic & research interaction/work/special training/exhibition.
4. TA/DA and registration fee for attending training/ workshops in India.
5. Registration fees for publishing in the reputed International/National Journals.
6. Membership fee (life/annual) for professional societies (including wherever applicable, free journals).
7. Subscription to Journals (outside the membership of the Professional societies).
8. Purchase of professional books, stationery, software and other learning resources.
9. Purchase of Computer equipment viz. tablet/netbook, laptop/notebook, iPad, PDAs, printer, scanner, three-in-one multifunctional device (printer/ scanner/ copier), etc. **The reimbursement for the purchase of these devices is allowed once in a block period of three years.**
10. Purchase of Computer peripherals/cosumable items viz. toners, CD-ROMs, ink cartridge, pen drives, hard disk drives, routers, modems etc.
11. Maintenance and upgrade of computer, tablet/netbook, printer, scanner, etc.
12. Participating in course material preparation, writing books, purchase of teaching aids, handy projector, remote control (to enhance teaching only) etc.
13. Expenditure for filing and acquiring patents.
14. Purchase of components, materials, chemicals, metals/non-metals, powder particles, preparation of test jigs/equipment, electronic components, ICs, minor equipment required for research and consultancy work
15. Subscription towards use of Internet connection.
16. Any other item with prior approval of the authorities.

The reimbursement of the expenditures towards all the items listed in Sr 1 to 16 in (C) shall be bound by all the prevailing Regulations/Restrictions as applicable, besides specifically as follows :

1. For all academic visits listed in serial numbers 1 to 4 in (C), the period of absence from the institute for such purpose shall NOT exceed EIGHT days including ALL TRAVELS. However, the faculty may also be permitted, **only with prior approval of the Director**, to extend his/her stay strictly for academic/research interaction/work for a period of eight more days.

2. The approval (a) for attending/presenting paper/delivering a talk/chairing a session in conferences/symposium in India and abroad, (b) for visiting reputed Institution/University/R&D laboratories/industry house abroad towards technical collaboration/academic & research interaction/work/special training, and (c) for visiting other reputed Institutions/Universities/R&D laboratories/reputed industry houses in India for academic & research interaction/special training/exhibition, shall be submitted in the format specified in Appendix-A and shall be routed through the following in that order viz. **the respective HoD, the Dean(R&C), the Dean(F/W), the D/R, Accounts, the Registrar, to the Director.**
3. The approval for attending/presenting paper in conferences/symposium in India and abroad, must be accompanied with the following documents:
 - a. Acceptance letter of the paper to be presented/invitation letter for delivering a talk/for chairing the session.
 - b. Copy of the paper to be presented (if applicable)
 - c. Conference brochure or letter from the conference organizers or from conference website as a testimonial to the registration fees to be paid.
4. The approval for (b) for visiting reputed Institution/University/R&D laboratories/industry house abroad towards technical collaboration/academic & research interaction/work/special training/exhibition, and (c) for visiting other reputed Institutions/Universities/R&D laboratories/reputed industry houses in India for technical collaboration/academic & research interaction/work/special training/exhibition shall be accompanied by the following:
 - a. Work done so far in the proposed area of visit for technical collaboration/academic & research interaction/work/special training/exhibition
 - b. Expected outcomes of the technical collaboration/academic & research interaction/work/special training/exhibition in terms of long term benefits to the institute
 - c. Proposed work to be carried out in the institute after technical collaboration/academic & research interaction/work/special training/exhibition
 - d. If the approval is during the academic session, then specific certification from the Head of the department for arrangement of classes during the period of absence
 - e. Acceptance letter of the paper to be presented/invitation letter for delivering a talk/for chairing the session.
5. Reimbursement of expenses for Book writing will be permissible only if either the book is published or the manuscript of the book is accepted for publication and such claims are required to be submitted with one of the following documents:
 - a. Copy of the cover/title page(s) of the book, clearly indicating the name of the author, publisher and year of publication with preferably ISBN number (if already published)
 - b. Letter from the publisher about the acceptance and receipt of the manuscript of the book to be published for publishing the book of the concerned member of faculty with estimated time for publication (in case the book is accepted for publication)

6. All the books procured under this scheme shall carry a sticker and a stamp as follows:


S V National Institute of Technology, Surat
Books procured by Prof/Dr/Mr/Mrs _____ of
_____ dept,
Under Faculty Development Allowance.

Sign of Faculty Date HoD

Sticker to be pasted on the cover of the book


Faculty Development Allowance Grant.
S V National Institute of Technology, Surat

Stamp to be affixed on the book

7. It is mandatory on the part of the faculty member (a) to submit a report of activities carried out, before claiming the reimbursement (b) to deliver an open seminar in the department in case of research interaction and any international visit abroad, before claiming the reimbursement.
8. Before leaving for any assignment involving only technical discussions/academic visits for fostering research, a commitment should be given by the candidate as to what development work will be undertaken after the visit is carried out.
9. Each faculty member shall maintain a record of all the items purchased under the CPDA funds.
10. For any items purchased, each faculty member shall certify the bill as mentioned below:
"Certified that I the undersigned _____ am personally certified that these goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at a reasonable price."
11. Non-consumable items purchased may be verified by the Stock Verification officer during the financial year. The faculty member shall produce the record book of the CPDA during the stock verification of the department every year.
12. The expenditure towards all the items under this fund is auditable and the faculty member will be responsible for clarifying the audit objections, if any.
13. In order to balanced and judicious utilization of funds under different activities, the head-wise ceilings as shown in TABLE I, WILL BE applicable:

TABLE I – Item/Head-wise Ceiling on Expenses towards different items/components

Sr No	Nature of activity	Proposed Ceiling in Rs
1	International and National Conferences, Visits to other academic institutions/R&D labs/reputed Industry houses for fostering research, academic interactions, attending special training/exhibition	- No limit -
2	Journal subscription (outside membership of Professional societies)	Rs 60,000/- in three years i.e. an average Rs 20,000/- per year
3	Membership of Professional societies (including free journals)	Rs 60,000/- in three years i.e. an average of Rs 20,000/- per year
4	Expenditure towards purchase of Books and application softwares	Rs 60,000/- in three years i.e. an average of Rs 20,000/- per year
5	Expenditure towards Internet connectivity	Rs 45,000/- in three years i.e. an average of Rs 15,000/- per year
6	Expenditure towards the purchase of all the consumable items viz. pendrives, CD-ROMS, Hard disk drives, Toners, Ink cartridges, routers, modems, stationery	Rs 60,000/- in three years i.e. an average of Rs 20,000/- per year
7	Expenditure towards maintenance and upgrade of computer, tablet/netbook, printer, scanner, etc.	Rs 60,000/- in three years i.e. an average of Rs 20,000/- per year
8	Expenditure towards preparatory materials for writing of books/teaching material	Rs 75,000/- in three years i.e. an average of Rs 25,000/- per year
9	Expenditure towards purchase of consumable materials required for research and consultancy work such as components, materials, chemicals, metals/non-metals, powder particles, preparation of test jigs/equipment, electronic components, ICs, minor equipment.	Rs 75,000/- in three years i.e. an average of Rs 25,000/- per year

ANNEXURE – I format of the approval note /

No:

Dated:

Submitted to the Director:

I wish to attend the Short term course/Winter/Summer/Training/National/International Conference at _____ without a paper in the area viz. _____ (theme) as per the details shown below.

1. Name of the Conference and Venue:
2. Duration of the Conference:
3. Title of the paper accepted (if applicable):
4. Date of proceeding to attend the conference:
5. Date of return to the office:
6. Registration Fees:
7. Estimated Visa & Insurance charges:
8. Estimated Accommodation charges (including the same within India):
9. Estimated Food charges:
10. Estimated Travel Expenses (within India and abroad)
11. Any other permissible expenses:

Upon return from the visit, I hereby assure that I shall submit the due reports and comply with the other requirements, as stipulated; including presentation of a seminar about the visit in the department. I also assure that I have made alternate arrangements for conduction of my teaching and other assignments at the institute.

It is requested to permit the undersigned to attend the _____ (Short term course/Winter/Summer/Training/National/International Conference name) and sanction the estimated expenses i.e. a total of Rs _____.

The expenditure towards the same is to be done from the CPDA funds admissible to me.

(Name of the Faculty member)

Head, with comments

Dean, R&C

Dean(F/W)

D/R, Accounts

Registrar

Director

ANNEXURE – I format of the approval note /

No:

Dated:

Submitted to the Director:

In the _____ conference scheduled to be held as per the details shown below, my paper bearing the details as shown below has been accepted for presentation.

1. Name of the Conference and Venue:
2. Duration of the Conference:
3. Title of the paper accepted (if applicable):
4. Date of proceeding to attend the conference:
5. Date of return to the office:
6. Registration Fees:
7. Estimated Visa & Insurance charges:
8. Estimated Accommodation charges (including the same within India):
9. Estimated Food charges:
10. Estimated Travel Expenses (within India and abroad)
11. Any other permissible expenses:

Upon return from the visit, I hereby assure that I shall submit the due reports and comply with the other requirements, as stipulated; including submitting the due report and presentation of the seminar in the department. I also assure that I have made alternate arrangements for conduction of my teaching and other assignments at the institute.

It is requested to permit the undersigned to attend the _____ (Short term course/Winter/Summer/Training/National/International Conference name) and sanction the estimated expenses i.e. a total of Rs _____.

The expenditure towards the same is to be done from the CPDA funds admissible to me.

Name of the Faculty member)

Head, with comments

Dean, R&C

Dean(F/W)

D/R, Accounts

Registrar

Director