

CPDA Guidelines, IIT Ranchi

Block Period	(a)	Duration of Block Period is Three Years.
	(b)	One financial year shall be considered one year.
Grant Allocation	(a)	Rs.3.00 Lacs for a block period of three years. In the first year, only one lakh is available. In the second year, the available amount shall be up to Rs. 2.00 lakhs depending on the balance from the previous year. Faculty can use up to three lakhs in the last year of the block period if available. Unused amount at the end of the block period will lapse.
	(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 AND THE NORMS FOR INCURRING EXPENDITURE UNDER CUMULATIVE PROFESSIONAL DEVELOPMENT ALLOWANCE (CPDA):

A. Conference Paper Presentation, Attending National & International Conferences/Workshops, Attending of Summer Schools/ Research Visits/Invited Lectures

Total maximum allowable expenditure for the above purpose : Rs.2.1 Lacs
 Maximum reimbursement in the first year of block : Rs.1.0 Lacs

Reimbursement will be admissible if:

A1. Conference proceedings will get published in journal or proceedings indexed in Scopus/Web of Science.

OR

A2. Conferences hosted by Reputed International Institutes/IIT/IIIT/NIT/CFTIs/CU/Central Funded Research Institute/Institutes of Repute/International / National Professional Bodies of respective subject domain.

OR

A3. Workshop/Symposia/Special Training Programme/Meetings/Invited Lectures which has affiliation to the entities described in (A1) or (A2)

OR

A4. Research work/interaction visit at Reputed International Universities/ Institutes having MOUs with IIT Ranchi/ National Institutes (IIT/IIIT/NIT/CFTIs/CU/Central Funded Research Institute/Institutes with NIRF under 100 Ranking/International /National Professional Bodies of respective subject domain). However, a suitable justification and evidence in terms of collaboration, research and scientific exchange needs to be furnished to the competent authority while taking prior approval.

B. Membership Fee for Professional Bodies/Contingency Expenses:

The ceiling limit in respect of “Membership Fees for Professional bodies/Contingency Expenses” is Rs. 90,000/- for a block period of three years, which cannot be spent in one go. Out of maximum allocation of Rs. 90,000/-, there will be a limit of Rs. 30,000 for the first year, upto Rs. 60,000/- for the second year which includes the unutilized amount of first year and entire unspent balance out of the total allocation may be used in the last year.

B1. Acquiring membership of professional bodies/societies, both national and international. Memberships of maximum three professional bodies/societies in a three-year block are permissible from the CPDA grant.

B2. The following items which can be procured under "Contingency" Head of CPDA for which prior approval is required.

S.No.	Items Description	Individual Ceiling
01	Consumables Items for Research Work of Faculty, Consumables/Components for UG / PG / Ph.D Projects/Research Work, Fabrication and Characterization Charges, Add on Controller Boards, Preparation of Lab Models and others.	---
02.	Stationery items like Bond Paper, Covers, Files, Folders, Xerox, Posters, Binding etc.	Rs.5,000/- P.A.
03	Computer consumables like connectors, USB hubs, Cables, Port converters, Pen drives, External HDDs, Cartridges and refilling, Repairs of printers / Scanners/Laptops/Desktops, purchase of antivirus etc.	Rs.20,000/- P.A.
04	Purchase of Books/Periodicals, analysis work, Fees of filing patents, fee for over/extra pages in journals of high repute etc. as suitable for professional development.	---
	Total	Not exceeding Rs.90,000/- in a Three-Year Block (For (B), i.e., (B1) and (B2) combined)

Note:

- 1) Maximum ceiling of Rs. 90,000/- is for (B), i.e., (B1) and (B2) combined, in a block period of three years.
- 2) Notebook/laptop or devices of similar category are not allowed out of CPDA. However, repair of such devices is permissible
- 3) Further, for procurement of items not covered under above four sub-categories and deviation in individual ceiling limits will require approval from Director on case-to-case basis.

General Guidelines

1. CPDA of Rs. 3 lakhs will be sanctioned for a period of 3 years block. Each year a faculty member can spend maximum Rs. 1 lakh. For attending international conference/workshop/seminar/research visit etc., a faculty member may spend more than 1 lakh in a particular year within 1/2/3 year but he/she has to submit undertaking that if leaves this organization before completing of 3 years of service, he/she has to return extra amount in excess of his eligibility amount in that particular period. In respect of this, he/she has to submit an undertaking that he/she will return the excess expenditure above eligibility in that particular period. The excess amount beyond eligibility amount will be treated as advance.
2. All the faculty members recruited against regular appointment including Level 10 and 11 shall be eligible for the CPDA grant from the date of joining.
3. All expenditures under CPDA must be strictly as per Government of India norms.

4. All faculty members must take prior permission (at least two weeks prior) for attending National/international Conferences / Workshops / Symposia / Special Training Programme. Prior approval is also required to avail membership fee for professional bodies and contingency expenses under CPDA.
5. Utilization of CPDA fund for attending conferences/symposia is limited to one conference/symposia at abroad and two conferences/symposia in India in a year.
6. Visits outside the Institution should be preferably entertained during vacation period ensuring the academic activities are not affected.
7. The following expenses will be admissible for attending conferences/workshops seminars/symposia/meetings/research visits:
 - a) Registration fee for the conference (**Upper Ceiling:** USD 800/- for Abroad Conferences; Rs. 10000/- for Conferences in India)
 - b) Daily allowances for the days of conference + two days, subject to a maximum of eight days as per foreign TA rules of Govt. of India.
 - c) Full to & fro fares as per entitlement.
 - d) Separate accommodation charges as per the rules of Govt. of India or approved by the Director on case-to-case basis.
 - e) Visa and health insurance for abroad visits.
 - f) Travel insurance.
8. Institute norms will be applicable for TA/DA. The total expenditure towards all items under Category A such as TA/DA, Registration Fee, Visa Fee etc. for participating in National/international Conference / Workshop / Symposia and visits for research interactions shall be up to a maximum of 70% of the CPDA (i.e. Rs. 2.1 Lakhs) for the three years period.
9. Faculty willing to avail CPDA for attending international conference/seminar/symposium/workshop/short term training programmes at abroad should also apply for International Travel Support (ITS) Scheme and the copy of submitted application should be attached with CPDA Annexure I.
10. If a faculty member wants to attend a conference without paper, then it requires special approval from the competent authority through proper channel with proper justification.
11. Any expenditure incurred towards participation in a conference including registration fee paid shall not be reimbursable if the faculty fails to present the paper in the conferences for any reason.
12. Institute students (UG/PG/Ph.D) associated with IIIT Ranchi's faculty member are eligible for presenting paper and attending national & international conferences/workshops from CPDA of respective faculty only at domestic level. Conference/workshop registration fee, domestic travel including local taxi charges (as per their entitlement), boarding – lodging and Per diem/daily allowances (as per entitlement) for the period of the conference days plus two days, i.e., one day prior to the conference and the other day after the conference may be availed to the student from the CPDA of the faculty member with whom the student is associated with.
13. Director, IIIT Ranchi may ask to submit a report of activities carried out in any International/National Conference / Workshop / Symposia etc. as and when required.
14. Travel advance upto 75% may be permitted for attending National/International Conferences/Workshops/Symposia/Special Training Programmes with prior approval.
15. Prior to seeking reimbursement on account of purchase of any consumable or non-consumable item, the entry shall have to be ensured by the respective faculty in respective stock register with the item being shown as issued to the respective faculty member by the dealing assistant looking after store and purchase of the institute.

16. If patents/IPR/Copyrights are filed in the name of the Institute (Institute as applicant and faculty as inventor), utilizing CPDA amount for meeting all associated expenses such as filing charges/professional fee/maintenance requires the prior approval of competent authority through proper channel.
17. The faculty members who are on deputation/Lien/Sabbatical/Long leave (beyond 30 days)/Suspension / Disciplinary proceedings are NOT entitled for claiming reimbursement under the CPDA funds during their absence from the Institute.
18. 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. In case of advance, it should be settled as per the institute rules.
19. All asset created out of CPDA scheme shall ultimately be the property of the institute. Primary user and maintenance right of the asset created out of CPDA shall be those of the faculty members, and the asset shall continue to be in his/her official custody till the faculty member leaves the institute or retires whichever is earlier. At the time of leaving the institute, the faculty member shall have to obtain no dues in respect of these assets created in his/her name out of CPDA scheme.
20. Each bill with respect of expenses that are made out of CPDA scheme shall be personally signed by the respective faculty member before being put for reimbursement.
21. If any information submitted for utilization of CPDA was found to be incorrect or misutilization of CPDA fund was observed by the competent authority, the utilized CPDA amount may be recovered from the concerned faculty and disciplinary action may be taken against him/her under the CCS CCA Rules.
22. Director, IIT Ranchi will ensure that the entire process of CPDA and its implementation is fair and transparent. The details of all traveling abroad should be reported to the BoG meeting.
23. For the cases of CPDA utilization which not lying under the Section A and B of CPDA rules, the decision taken by Director, IIT Ranchi will be final.

Permission to attend national and international conference/workshop/symposium etc. by faculty members under the CPDA allowance

(All the columns are mandatory)

1.	Name of the faculty member and designation			
2.	Name of the Department			
3.	Date of joining the institute			
4.	Nature and days of leave requested for the proposed visit			
5.	Period of current CPDA block of 3 years			
6.	Period of current year of CPDA Block of 3 Years			
7.	Details of International Conference/Symposium/Workshop etc. attended abroad during the current CPDA Block of 3 years			
	SN	Dates	Name of International Conference	Name of the Organizer and Venue
	(1)			
	(2)			
	(3)			
8.	Details of National/International Conference/Symposium/Workshop etc. attended in India during the current year of CPDA block of 3 years			
	SN	Dates	Name of International Conf.	Name of the Organizer and Venue
	(1)			
	(2)			
	(3)			
9.	Title of National/International Conference/Symposium/Workshop etc. proposed to be attended(Please refer CPDA guidelines listed at A1/A2/A3/A4)			
	Name of Event			
	Theme			
	Period			
	Name of the Organizers			
	Venue			
	Journey Schedule			
	Purpose of Visit			
	Title of the Paper (attach copy)			
	Mode of Conference/Workshop (Online/Offline/Hybrid)			
	Mode of the paper presentation (Oral/Poster)			
	Whether NOC is required for applying Visa for the purpose ?			Yes/No
10.	Details of expenditure (Tentative amount required)			
	Registration Fee			
	T.A. (Journey + Local Travel) (to and fro)			
	D.A. (Activity duration + Travel Days)			
	Visa Fee			
	Any other expenses (give details)			
	Total (Rs.)			
11.	Does the period of Course/Conference falls during teaching period?			

12.	How the teaching and other duties are proposed to be adjusted during the period of course/ conference?	Attach duty adjustment details.
13.	<p>CERTIFICATE</p> <p>I (Prof./Dr.).....working asin the Department of.....certify that</p> <p>(a) The money received under CPDA will be used for the purpose for which it is sanctioned.</p> <p>(b) It is my original research work and free from any kind of plagiarism.</p> <p>(c) If any of the information supplied is found to be incorrect, I hereby undertake to refund the amount and render myself liable for any disciplinary action under the CCS CCA Rules (1965).</p> <p>(d) I, hereby, undertake that financial sanction to attend national / international conference / workshop / symposium etc. in CPDA during..... is as per the existing CPDA guidelines of the Institute. I am aware that this financial approval is subject to the decision of Director, IIIT Ranchi.</p>	
14.	<p>Following documents are to be attached with the application form.</p> <p>(a) Information Brochure and Conference Registration Fee Details of National/International Conference/Symposium/Workshop.</p> <p>(b) Paper acceptance letter/email from the organizer mentioning therein title of the research paper accepted for presentation and mode of presentation (oral/poster)</p> <p>(c) Copy of Full paper accepted duly signed on all pages.</p> <p>(d) Details of Travel Fare.</p> <p>(e) Details of Visa fee (if any).</p> <p>(f) Details of duty adjustment during the event.</p> <p>(g) Copy of application submitted for International Travel Support (ITS) Scheme. (In case of International Travel)</p>	

Signature of the Applicant

For Office Use Only		
	Fund Position	
(a)	CPDA allocated for the current year	
(b)	CPDA carried over from last year	
(c)	Total CPDA (b+c)	
(d)	Amount already claimed/approved/obtained from the CPDA during current block of three years	
(e)	Net CPDA available (d-e)	
		(Signature of Official)

Recommendation of the Concerned HOD	
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Signature of the HOD

Recommendation of the Associate Dean	
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Signature of Associate Dean

Recommendation of Registrar	
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Signature of Registrar

To,
The Director

Approved/Not Approved

Signature of Head of the Institute

Block Period:

Application form for seeking approval for Membership Fee for Professional Bodies/Contingency Expenses

(All columns are mandatory)

1.	Name of the faculty member	
2.	Designation	
3.	Name of the Department	
4.	Date of joining the institute	
5.	Details of Item(s) indented to purchase under CPDA with specifications	
	Membership fee of professional bodies/societies (Also mention the details of professional memberships availed in the current block period of three years, if any)	
	Consumables Items for Research Work of Faculty, Consumables/Components for UG / PG / Ph.D Projects/Research Work, Fabrication and Characterization Charges, Add on Controller Boards, Preparation of Lab Models and others.	
	Stationery items like Bond Paper, Covers, Files, Folders, Xerox, Posters, Binding etc.	
	Computer consumables like connectors, USB hubs, Cables, Port converters, Pen drives, External HDDs, Cartridges and refilling, repairs of printers / Scanners /Laptops / Desktops, purchase of antivirus etc.	
	Purchase of Books / Periodicals, analysis work, Fees of filing patents, fee for over/extra pages in journals of high repute etc. as suitable for professional development.	
	Any Other	
6.	When the said item(s) last purchased under CPDA (as per record maintained in the concerned Department)	
7.	Period of Current CPDA Block of 3 years	
8.	Period of current year of CPDA Block of 3 Years	
9.	Amount available under CPDA (as on date)	
10.	Approximate Rate (Rs.) supported with relevant quotations.	
	I, hereby, undertake that financial sanction for "Professional Membership and Contingency Head" of CPDA is as per the existing CPDA Scheme together with the present guidelines. I am aware that this financial approval is subject to decision of the Director, IIIT Ranchi.	

Encls: Supporting quotation(s)/ document (in original).

Signature of the Applicant

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	Fund Position	
(a)	CPDA allocated for the current year	
(b)	CPDA carried over from last year	
(c)	Total CPDA (b+c)	
(d)	Amount already claimed/approved/obtained from the CPDA during current block of three years	
(e)	Net CPDA available (d-e)	
		(Signature of Official)

Recommendation of the Concerned HOD	
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Signature of the HOD

Recommendation of Associate Dean	
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Signature of Associate Dean

Recommendation of Registrar	
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Signature of Registrar

To,
The Director

Approved/Not Approved

Signature of Head of the Institute