

INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

Manner of Utilization of Cumulative Professional Development Allowance (CPDA) of Faculty

The following is the revised guidelines for the utilization of Cumulative Professional Development Allowance (CPDA) of Rs. 3.00 lakhs for every block period of three (03) years, beginning with the block period (1.1.2012 to 31.12.2014).

The Cumulative Professional Development Allowance (CPDA) will be made available to every member of the faculty to meet the expenses towards various professional activities as below.

1. Participation in Conferences, Meetings, or initiating Collaborative Research:**(A) Participation in National and International Conferences / Seminars / Symposia / School/ Workshop for the purpose of:**

- Oral or poster presentation (in case of multiples authorship, only one of the authors can avail the facility)
- Chairing a session
- Delivering an invited talk
- Acting a resource person

(B) Attending editorial board, technical committee meetings etc. as a member**(C) Initiating collaborative research programme in India and abroad****(i) Duration of Participation:**

The support from the CPDA grant for any of the above purposes shall normally be limited to a maximum period of 15 days inclusive of journey time in a calendar year. This will include the period of the Conferences / Seminars / Symposia / School / Workshop plus two days i.e. one day prior to the conference and one day after the conference. Participation in one workshop or tutorial up to two days associated with the conference will be admissible. Similarly, professional visits to other academic Institutes/Universities etc. for two days before/after the conference will be admissible. In all such cases, the stipulation of maximum period will remain as 15 days inclusive of journey time in a calendar year.

For activity A & B the CPDA could also be suitably broken for attending more than one Conference / Seminar / Symposium / School / Workshop / Meeting in India or outside during a calendar year, provided that the cumulative period including journey shall not exceed 15 days in a calendar year.

(ii) Nature of Leave:

For the activities A and B, a faculty member will be entitled to Duty Leave for the total duration as indicated above irrespective of whether such activities have been undertaken within a semester or outside. For activity C, the nature of leave will be determined on a case to case basis.

(iii) Financial Components:

For activities A and B, support will be provided towards:

- a) Registration fee (in full) & charges (if any)
- b) Admissible TA/DA/per diem → 100 \$ per diem - USA
- c) Taxi fare between the place of residence and the airport 100 \$ for accommodation
- d) Local travel at the place of the conference
- e) Airport tax
- f) VISA fees and charges (if any)
- g) TA/DA for attending VISA interview (if required)
- h) Medical insurance connected with International travel and visits abroad.

For activity C support will be provided towards:

- a) TA including local travel
- b) Airport tax
- c) VISA fees and charges (if any)
- d) TA/DA for attending VISA interview (if required)
- e) Medical insurance (if applicable).

(iv) Advance:

Advance at the rate as indicated below may be sanctioned to a faculty member upon request:

- i. 100% of Registration Charges.
- ii. 90% of the admissible return train/air-fare from Headquarters to the approved destination;
- iii. 50% of the admissible Daily Allowance including Hotel Charges.

Drawal of Advance:

- For items at (i) & (ii) above: 60 days in advance
- For item at (iii): 1 week in advance.
- Proof of utilization of advance to be submitted within 10 days from the date of drawal of advance and adjustment of advance to be made within 15 days from completion of approved visit or from the date the faculty member resumes duty as per TA/DA Rules.
- Air-fare means economy class excursion fare of Air India by shortest direct route.

2. Payment of membership fee for various professional bodies:

The amount under this includes reimbursement/direct bank transfer of full membership fee for national and international professional bodies limited to a maximum number of three in a block period. The membership fee will be limited to 20,000/- per year.

3. Contingent Expenses:

- Telephone Charge of Rs. 750/- per month.
- Purchase of books, computer accessories, peripherals, projector and printer. The maximum amount is limited to 20,000/- in a calendar year on reimbursable basis.

General Terms and Conditions:

1. In order to avail the CPDA, a faculty member would require to have at least three publications in the preceding three years from the date of application as a one-time requirement for the entire block period. Publications of research work in peer-reviewed SCI-journals, peer-reviewed Proceedings of Conferences, Books (authored or edited), Book Chapters will be considered. Granted Patents will be considered equivalent to Publication.
2. After availing grant from the CPDA for participation in Conferences / Seminars / Symposia / School / Workshop, the employee shall be required to present such papers/talk etc. before the faculty members of the concerned School/Academic Unit and intimation regarding compliance of the same be sent to Dean (Faculty Affairs) through the Head of the concerned School/Academic Unit.
3. In event the grant being utilized for initiation of research programme, collaborations etc. in India and/or abroad; a report in the progress towards such activities needs to be submitted to Dean (F&P) through the Head of the concerned School/Academic Unit. This reporting will be taken into consideration for future support under collaborative research.
4. The entitlement of faculty joining or superannuating/ leaving the Institute during the middle of a block period shall be calculated on pro-rata basis based on completed months of service during the block year period a faculty has rendered or is likely to render. Any excess payment shall be subject to recovery.
5. The first year allowance in a block is limited to Rs. Two lakhs or $2/3^{\text{rd}}$ of the gross entitlement of the faculty [whichever is less] during the Block Period.
6. Amount remaining unutilized at the end of a calendar year within the block period shall be carried forward to the next calendar year but not beyond the block period. Therefore, the entitled money remaining unutilized at the end of a block period shall lapse.
7. Whenever the expenditure from CPDA exceeds Rs. One lakh in a calendar year, the additional amount will require to be approved by the Director based on recommendation by the HoS of the concerned school and that of the PDA-monitoring committee.
8. Faculty members availing CPDA for attending Conference / Seminar / Symposium / School / Workshop during vacation can also avail up to a maximum of 2 weeks of vacation leave before or after the conference for other academic purpose with the approval of the Competent Authority.
9. Faculty member will maintain a stock registrar for items falling under the head of contingent expenses.