



Memo No: GKCIET/3411

Date: 08.05.2019

**NOTIFICATION**

Pursuant to the approval of Board of Governors (BoG) of GKCIET given in its 13<sup>th</sup> Meeting held on 26<sup>th</sup> April, 2019 on item no. BoG 13.09, it is hereby notified that, the block of three years for Cumulative Professional Development Allowance (CPDA) for faculty members will be from 1<sup>st</sup> April, 2019 to 31<sup>st</sup> March, 2022 following the guidelines for utilization of CPDA by the faculty members of this Institute during this period are as under:

- |                  |  |
|------------------|--|
| Block Period:    | (a) Duration of Block Period is Three Years.<br><b>(1<sup>st</sup> April, 2019 to 31<sup>st</sup> March, 2022)</b>   |
|                  | (b) One financial year shall be considered one year  |
| Grant Allocation | (a) Rs. 3.00 Lacs. for a block period of three Years (@Rs. 1.00 Lacs per year)   |
|                  | (b) If a faculty member joins the Institute or retires from the Institute service in between a block period, s/he 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. Presenting of Papers and attending National & International Conferences/workshops:**

- Presenting papers in National/International Conferences/Workshops/Symposia/special training in India and abroad (abroad workshops/special training) only in exceptional and rare cases and such training is in the interest of the Institute.
- Attendance to National/International Conferences shall be allowed only when a research paper presentation is involved and not for other activities. Further, publication in Scopus, web of Science and Thomson Reuter journals will be given preference.

**B. Membership Fee for Professional Bodies:**

- Acquiring Membership of Professional Bodies/Societies, both National and International. Maximum memberships of three professional bodies/societies from CPDA grant in one block year.

### C. Contingent expenses:

- Any equipment purchase is not allowed in CPDA including computer.
- Consumables such as chemicals, laboratory glassware, charges for synthesis & analysis of samples for pursuing research.
- Purchase of stationary, books & related items. Computer related consumables such as external storage devices, cartridges.

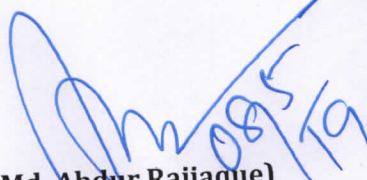
### GUIDELINES:

1. Presenting papers in National / International Conferences /Workshops /Symposia /special-training in India and abroad (abroad workshops/special training only in exceptional and rare cases and such training is in the interest of the Institute), requires prior approval.
2. Normally, participation should be restricted to selected quality events and the Screening Committee shall ensure that participation in the event will be beneficial to the Institute.
3. Visits outside the Institution to be restricted to vacation period, as far as possible.
4. It is mandatory on the part of the faculty member to deliver a seminar in the Institute prior to participation in any international conference and submit a report of activities carried out before making claim for reimbursement of expenditure incurred for participating in National / International Conferences/ Workshops/ Symposia.
5. Institute norms will be applicable for TA/DA. 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 (i.e. Rs. 2.10 Lakhs) for the three year period.
6. The faculty members who are on deputation/QIP/leave (beyond 30 days) are NOT entitled for claiming reimbursement under the CPDA funds during their absence from the Institute.
7. The Director shall be responsible for encouraging all the faculty to utilize the budget sanctioned under CPDA to each of them in an effective way so as to promote their academic performance.
8. All regular faculty members appointed against a permanent post shall be eligible for the grant. If a faculty member joins the Institute or retires from the Institute service/leaves the Institute (resignation or deputation or any other reason) in between a block period, the faculty member shall be entitled for this allowance on pro-rata basis.
9. The amount shall be sanctioned on reimbursable basis. However, only in case of attending international conference/seminar/symposia advance limited to 75% of the total estimated expenditure may be sanctioned.
10. Only one third of the amount sanctioned over a block period shall be made available during the first year of the block period of 3 years. Any unutilized amount shall be rolled over to the second year and the remaining amount sanctioned during the third year.
11. Amount set aside for each year of the block period shall not be paid in advance.



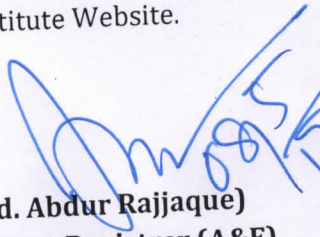
12. The actual amount received during a block period shall be equally earmarked for all eligible faculty members.
13. Prior approval shall be taken for any expenditure under this grant.
14. A committee of the Deans and HoDs (appointed by the Director) shall scrutinize the applications submitted to ensure that the conference is of Tier I level, the paper presented is related to the work carried in the respective Institute and the claims made are in order. The Institute may co-opt an external member (s).
15. Admissible expenditure shall include actual travel expenditure by economy class by shortest route following extent Government of India instructions.
16. Foreign travel for attending conferences shall be strictly limited to the period of conference and shall be entertained subject to ensuring teaching is not affected.
17. 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.
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.

This issues with the approval of the competent authority.

  
(Md. Abdur Rajjaque)  
Assistant Registrar (A&E)

**Copy to:**

1. All Deans/HoDs/HoS' - for circulation among the faculty members.
2. Asst. Registrar (Acad./Fin)
3. System Manager - with a request for uploading this Notification in the Institute Website.
4. Director - for kind information please.
5. File copy.

  
(Md. Abdur Rajjaque)  
Assistant Registrar (A&E)