

Cumulative Professional Development Allowance (CPDA)

1. **Eligibility:** Regular faculty (Senior Professor, Professor, Associate Professor and Assistant Professor)
2. **Grant Allocation**

SN	Designation	Amount
1	Professor and above	Rs. 2.25 lakhs for a block period of three years (Rs. 0.75 lac per financial year)
2	Associate Professor	Rs. 1.20 lakhs for a block period of three years (Rs. 0.40 lac per financial year)
3	Assistant Professor	Rs. 0.90 lakhs for a block period of three years (Rs. 0.30 lac per financial year)

3. **Contribution from Project Overheads:** 60% of the overhead grants received from the funding agencies under different projects may be controlled by the Academic Units (AU) in which the projects are sanctioned.
Further, **60%** of the AU's share can be allocated to the CPDA of PI/Co-PI(s) involved in the project. If there is only one Co-PI, 60% of CPDA allocation shall go to PI and 40% to Co-PI. If there are two or more Co-PIs, the CPDA allocation shall be equally divided amongst the PI and Co-PIs.
This contribution from project overheads to CPDA shall be effective once the Institute starts getting the project funds of the tune of Rs. 600 lakhs per annum
4. **Top Conferences Allowance:** Rs. 100.00 lacs per financial year for all faculty members. The Academic Units shall identify top conferences in the research areas of faculty members in their domain. This allowance shall be approved by the Director based on the recommendations of the Heads of Academic Units.
5. **Guidelines/Norms for CPDA Utilization**
 - a) Presenting paper in National/International Conference/Seminar/Workshop etc. in India/ abroad.
 - b) Attendance at short-term specialized course/workshop for professional growth, in India/abroad.
 - c) Visiting universities/institutes/research laboratories within India/abroad for research/ academic activity/collaborative work.
 - d) Membership fee (life/annual) for professional societies.
 - e) Purchase of stationary/laboratory consumables/laboratory equipment/learning resources (including books, magazine and other teaching aids etc.).
 - f) Preparation/development/writing of learning resources (books, patents etc.).
 - g) Purchase of computer consumables/computer peripherals such as pen drive, external HDD, cartridge, modem, laptop bag and related software, etc.
 - h) Up-gradation and maintenance of laptops, computers, printers, scanners, etc.
 - i) Purchase of laptop/desktop/printer/scanner.

6. Limits on Utilization

- a) A minimum 70% of CPDA must be used on the activities (a), (b) and (c) of para 5 above.
- b) The maximum amount of CPDA that can be used on the activity (i) of para 5 above is Rs. 27,000/- for Assistant Professors, Rs. 36,000/- for Associate Professors, and Rs. 45,000/- for Professors (and above) in a block period of three years.

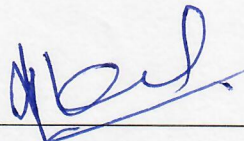
7. Guidelines/Norms for Top Conference Allowance

- a) All the Academic Units in TIET shall identify 5-15 conferences prominent in the areas in which faculty members are working.
- b) For listed conferences (List from Academic Units), the expenditure shall be topped up by the Institute.
- c) TIET shall bear all expenses for presenting a research paper in these conferences with a ceiling limit of 1.75 lacs.
- d) This grant will be given once/twice in a block period of three years.

8. Other Rules

- a) Faculty should apply on an application form that will be recommended by the DOFA and Dy. Director and approved by the Director based on the PDA utilization statement signed by the Finance Officer. **Annexure – XXXV - Application Form: Professional Development Allowance)**
- b) TIET rules for TA/DA shall be applicable. For other purchases, the faculty members shall own the responsibility of spending the money judiciously.
- c) Academic Units shall make a record of these expenditures.
- d) One will have to submit a certification of participation in the conference/workshop/seminar/training programme.
- e) Reimbursement will be entertained as per present practice. Bills are to be submitted in the month of August, November & up to 10th April / 31st March in a financial year.
- f) Advance for any activity shall be entertained if the expected expenditure is at least Rs. 50,000.
- g) A faculty member can extend their stay abroad for seven days in order to enhance the collaboration level with their counterparts.

Signature :

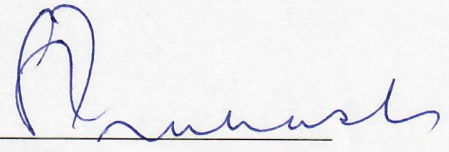


Name :

Dr. R S Kaler

Designation :

Dean of Faculty Affairs



Prof. Prakash Gopalan

Director

Application form (Professional Development Allowance)

Name of Faculty	
Designation	
Academic Unit	
Purpose of Request: (Please give sufficient details)	
Funds Requirement:	
FY 20__ - 20__	
FY 20__ - 20__	
FY 20__ - 20__	

I hereby certify that I have carefully read the norms of Professional Development Allowance.

(Signature of Faculty Member with date)

Recommendations by Competent Authority / Head of Academic Unit.

(Signature of Competent Authority / Head, AU with date)

For Use in Accounts Section for Fund Availability

Funds available for FY 2019-20	
Funds available for FY 2020-21	
Funds available for FY 2021-22	

(Checked By)

(AR (F&A))

(Finance Officer)

Approval(s)

Signature : _____ Signature : _____ Signature : _____

DOFA

Dy. Director

Director

Notes:

Academic Units will also maintain PDA Register to initially check the limit of entitlement & certify the same on the Forwarding Memo; Institute TA/DA Rules will be applicable; Certificate of Participation in Conference/Workshop/ Seminar/Training Program can also be requested; Entry in the Academic Unit PDA Register is mandatory; Reimbursements will be entertained as per existing practices; Bills are to be submitted in the Month of August, November & up to 31st March in a Financial Year.

Entitlement:

Professor and above	Rs. 2.25 lakhs for a block period of three years (Rs. 0.75 lac per FY)
Associate Professor	Rs. 1.20 lakhs for a block period of three years (Rs. 0.40 lac per FY)
Assistant Professor	Rs. 0.90 lakhs for a block period of three years (Rs. 0.30 lac per FY)