

विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR

Dean(R&C)/

January 2, 2012

The list of activities and the norms for incurring expenditure under Cumulative Professional Development Allowance (CPDA) are given below:

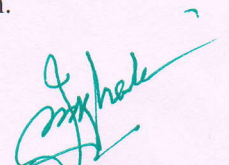
List of Activities:

1. Attending National/International Workshops/Symposium at Institutes which are of NITs level & above.
2. Publishing in National/ International Journals.
3. Participating in National/ International Conferences at Institute which are of NITs level & above.
4. Visit to Indian / Foreign University for technical discussion.
5. Acquiring membership of Professional Societies, both National as well as International.
6. Purchasing of books and subscription of Journals.
7. Visit to technical exhibitions.
8. Purchasing computer laptop, desktop, Akash or similar tablet devices for effective instruction dissemination, other computer peripherals and software.
9. Participating in course material preparation / teaching aids.
10. Book writing.
11. Use of Internet connection.
12. Any other item with prior approval of the authorities.

Norms :

1. Attending National / International Conference or Workshop / Symposium, or visit to Indian / Foreign University / Industry requires approval of authorities.
2. Period of deputation not to exceed 5 working days during academic session, and no cap during vacation as long as the period does not exceed the duration of vacation. However Director can deny the permission in case of exigencies.
3. It is mandatory on the part of faculty member to submit a report of activities carried out, and deliver a seminar in the department (wherever applicable) before making claim for reimbursement of expenditure incurred.
4. Reimbursement will be made quarterly in a financial year as per the following schedule.
 - i. Ist quarter from 1st June to 15th June
 - ii. IInd quarter from 1st September to 15th September
 - iii. IIIrd quarter from 1st December to 15th December
 - iv. IVth quarter from 1st March to 15th March
5. Unspent balance will be carried over to the next financial year within the same block period.
6. No prior financial approval is required for expenditure on the activities listed above, but the prevailing Institutes rules will be applicable for reimbursement of expenditure.
7. Expenditure towards the purchase of books not to exceed Rs. 10,000/- in a financial year. Purchase of books costing more than 10,000/- shall require prior approval of the Director.
8. Reimbursement for TA/DA shall be as per Institute norms.
9. Expenditure towards use of net connectivity not to exceed Rs. 10,000/- in a financial year.
10. The first block starts from 1st September 2009, and will be ending on 31st March 2012, and hence the amount available to a faculty member for this block is proportionately Rs. 2.5 lakh.
11. Expenditure on the activities listed above is auditable and faculty member will be responsible for clarifying audit objection if any.

The claims for reimbursement are required to be submitted in the proforma enclosed herewith.


Director