

**OFFICE OF THE DEAN (FACULTY WELFARE)
NATIONAL INSTITUTE OF TECHNOLOGY
MANIPUR, INDIA**

Dated: 01/10/2020

Dean (FWY)/

B

(117)

- 1. Proposed Procedure and detailed steps to be followed for the utilization of Cumulative Professional Development Allowance (CPDA) by the faculty of NIT Manipur**

		Section-A
Sl No.	<i>Activities under CPDA that require prior recommendation of the committee * and subsequent approval of the Director, NIT Manipur.</i>	Guidelines/ Procedure to be followed for Section-A-(1). Section-A-(2)
(1)	National/ International Activities in India a) - Attending for Presentation of research papers in National & International Conferences/ Symposia /Seminar etc. b) - Visiting Institutes/ Universities/ Industries/ R & D Lab for Research interactions / Special Training/Short Term Course/Workshop; Presentation of research project proposal etc. Note: Activities allowed per faculty: Maximum of three activities would be allowed in India in a financial year. Considering the fund already utilized by the faculty from CPDA under a block period of 3 years.)	Form-A (as in Annexure-1) will be used for the activities under Section-A-(1), Section-A-(2).
(2)	International Activities in Abroad a) - Attending for Presentation of research papers / delivering invited or keynote lectures in National & International Conferences/ Symposia b) - Visiting Research Institutes/ Universities for Research collaboration Interactions/ Special Training /Workshop	<ul style="list-style-type: none"> Details steps and procedure for the processing of the applications submitted by the faculty under International activities 2-a) and 2 –b) is provided in Annexure-2 along with the guidelines as in Annexure-3. Details steps and procedure for the processing of the applications submitted by the faculty under National and International activities in India 1-a) and 1–b) is provided in Annexure-4. Procedure for Report submission, Expenditure and Reimbursement for both Section A-(1) and A-(2) is provided in Annexure 5.

Note: Activities allowed per faculty: Maximum two activities would be allowed in abroad in a block period of 3 years.

Section- B		Guidelines/ Procedure to be followed under Section B
Sr No.	Procurement Activities under CPDA	
1.	Membership Fee of Professional Bodies/Societies (both National and International): It is proposed to allow for a maximum of 3 in one block year.	It is proposed to used the Form B (as in Annexure- 6) for procurement activities under Section-B which should be cleared within 5 working days by the concerned department and accounts section (Account Officer) so as to reach to office of Dean (FW) for recommendation by committee and final approval* by Director
2	Contingent expenses: i) Consumables such as chemicals, laboratory glassware, charges for synthesis and analysis of samples for pursuing research by the concerned faculty. ii) Stationery, Books and related items (It is proposed that an expenditure towards purchase of books shall not exceed Rs. 1000/- in a financial year by a faculty member.)	* for those procurement proposal and application in which the estimated cost is above Rs 25,000/-
		iii) Computer related consumables: Inverter Battery on replacement basis (proposed once in a three year block), UPS/ UPS battery/Laptop battery (on replacement basis), Laptop adapter, Pen Drive, External Hard Disk (not more than 1 each in a year), Printer Cartridge (one new cartridge in a financial year only) /Refilling, Wi-Fi router & dongle, Wireless Presenter, Laser pointer, CD, Keyboard & Mouse (on replacement basis); Memory card; Up-gradation of computer parts and replacement (in case of failure) except mother board; replacement of mother board requires certification from the same computer made company duly approved by the HOD of concerned department.
		iv) Any other items not listed above under Contigent expenses require approval from the Director.

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