

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

PROVISION OF CPDA AND PDA TO MEMBERS OF THE FACULTY

(As approved by the Board of Governors in 1st meeting and revised in 4th, 8th, 13th, and 16th meetings)

1. The implementation of the provision of Cumulative Professional Development Allowance (CPDA) as per Sixth Pay Commission was approved by the Board of Governors in its 1st meeting held on 18 December 2009. The approved scheme is as follows:
 - 1.1 A Cumulative Professional Development Allowance (CPDA) of Rs 1,00,000 (Rs One Lakh) per year is made available to faculty members which can be used for travel to attend meetings in India and overseas, purchase of equipment and books, membership of professional societies, and other contingencies.
 - 1.2 A notional account will be created and maintained for every faculty member to manage the Professional Development Allowance. At the beginning of a financial year, Rs. 1 lakh will be credited to this account. All eligible expenses by the concerned faculty will be debited to this account. However, the accumulated amount into this account will not be allowed to exceed Rs 3 lakhs. For instance, if on 31st March an amount of Rs 2.5 lakh is available as a credit, on April 1st only a sum of Rs 0.5 lakh will be credited to the account.
 - 1.3 Expenses incurred by the faculty member for his/her professional development will be reimbursed against receipts upto the maximum of credit available in his/her notional account. In exceptional situations, the Director may allow the balance in this account to go upto minus Rs 50,000, which shall be duly adjusted in the next year. Such a situation may arise, for instance, in case of international travel by a faculty member.
 - 1.4 When a faculty member first joins the Institute, the amount to be credited to his/her account will be prorated as per period of service in that financial year. For instance, if a person joins on January 1st, a sum of Rs 25,000 will be credited to his/her account upon joining (accounting year of the Institute is from April 1st of the current year to March 31st of the next year).
 - 1.5 The CPDA will also be applicable for faculty members on contract and the visiting faculty provided that (a) the faculty member is working full-time with the Institute, and (b) his/her expected stay with the Institute is of one year or longer duration.
2. **The Board in its fourth meeting held on 03 September 2011 approved a scheme of Professional Development Account (PDA) in the R&D accounts for every faculty member.**

The PDA comprises 25% of the total overhead charged to the externally funded research projects of the concerned faculty member. The amount in PDA is available to him/her for covering various professional expenses. The PDA amount is cumulative and can be carried forward to future years without any limits.

3. For efficient processing and ease in monitoring of the CPDA and the PDA accounts, the Board in its 8th meeting held on 3rd December 2012, approved the following norms:

- 3.1 Both CPDA and PDA be managed through R&D accounts.
- 3.2 Ledger pages for every faculty be opened to show details of CPDA and PDA separately.
- 3.3 At beginning of the financial year, the CPDA amount of Rs one lac per faculty be transferred from the Main Account to the R&D account for all faculty members on roll after making adjustment for those who left or joined during the preceding year.

4. The Board in its 13th meeting held on 14 March 2014, approved the following norms with regard to procurement of items from CPDA and PDA:

The fund available under CPDA/PDA are to be utilized by the faculty member towards his/her professional development. This may include expenses towards participation in conferences and visits of academic nature as well as for procurement of items like consumables, computer, laptop, tablets, cell phone, books etc. As many of these items procured from CPDA/PDA are of small book value and are part of limited time asset:

- 4.1 A separate Central Register will be created.
- 4.2 All items costing more than Rs. 50,000/- will be entered in this Central Register.
- 4.3 Items will be assumed to have very little or negligible disposal value at the end of 3 years.
- 4.4 However, if he/she leaves the Institute before such items are three years old, he/she may keep the item by paying either 10% of the original purchase value or the depreciated value of the item, whichever is less.

5. The board in its 16th meeting held on 21 April 2015, approved the following norms with regard to providing matching funds to Professional Development Account of faculty for certain transfers

For some of the institute activities, such as participation in JEE, GATE and such other examinations, the faculty is provided honorarium. Also, for teaching in the summer term, the Institute provides some honorarium. These amounts are quite modest and in many instances the concerned faculty member may prefer not to draw the honorarium but to utilize the amount towards their professional activities. These activities take away from faculty their research time or personal time but these activities are critical for the Institute. Hence, to encourage participation of faculty in such activities, the Board approved that whenever the concerned person chooses to divert such amounts to their Professional Development Account (PDA), the Institute will also transfer a matching amount to PDA; the amount thus incurred will be charged to the R&D Fund of the Institute.