

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

Dated: 01/10/2020

Dean (FW)

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>
(1)	<p>National/ International Activities in India</p> <p>a) - Attending for Presentation of research papers in National & International Conferences/ Symposia /Seminar etc.</p> <p>b) - Visiting Institutes/ Universities/ Industries/ R& D Lab for Research interactions / Special Training/Short Term Course/Workshop; Presentation of research project proposal etc.</p> <p>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.)</p>
(2)	<p>International Activities in Abroad</p> <p>a) - Attending for Presentation of research papers / delivering invited or keynote lectures in National & International Conferences/ Symposia</p> <p>b) - Visiting Research Institutes/ Universities for Research Collaboration Interactions/ Special Training /Workshop</p> <p>Note: Activities allowed per faculty: Maximum two activities would be allowed in abroad in a block period of 3 years.</p>

Section - A

Guidelines/ Procedure to be followed for Section-A-(1), Section-A-(2)

Form-A (as in Annexure-1) will be used for the activities under Section-A-(1), Section-A-(2).

- 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.

(11)

Section- B

Section- B		Guidelines/ Procedure to be followed under Section B
SI No.	Procurement Activities under CPDA	<p>It is proposed to use the Form B (as in <i>Annexure- 6</i>) 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</p> <p><i>* for those procurement proposal and application in which the estimated cost is above Rs 25.000</i></p>
1.	<p>Membership Fee of Professional Bodies/Societies (both National and International): It is proposed to allow for a maximum of 3 in one block year.</p> <p>Contingent expenses:</p> <p>i) Consumables such as chemicals, laboratory glassware, charges for synthesis and analysis of samples for pursuing research by the concerned faculty.</p> <p>ii) Stationary, Books and related items (It is proposed that an expenditure towards purchase of books shall not exceed Rs.10000/- in a financial year by a faculty member.)</p> <p>iii) <u>Computer related consumables:</u> 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.</p> <p>iv) Any other items not listed above under Contingent expenses require approval from the Director.</p>	
2		

(118)