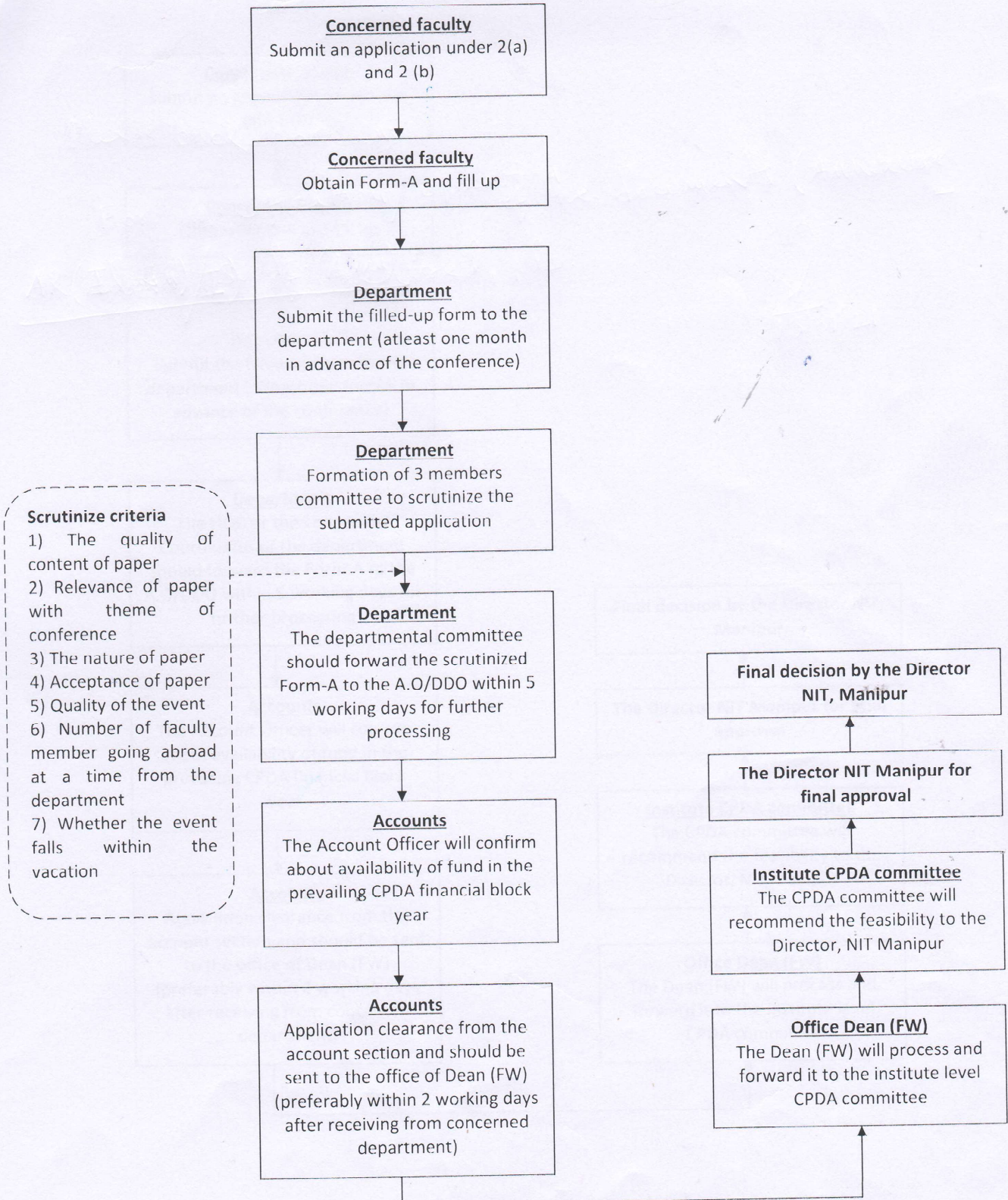
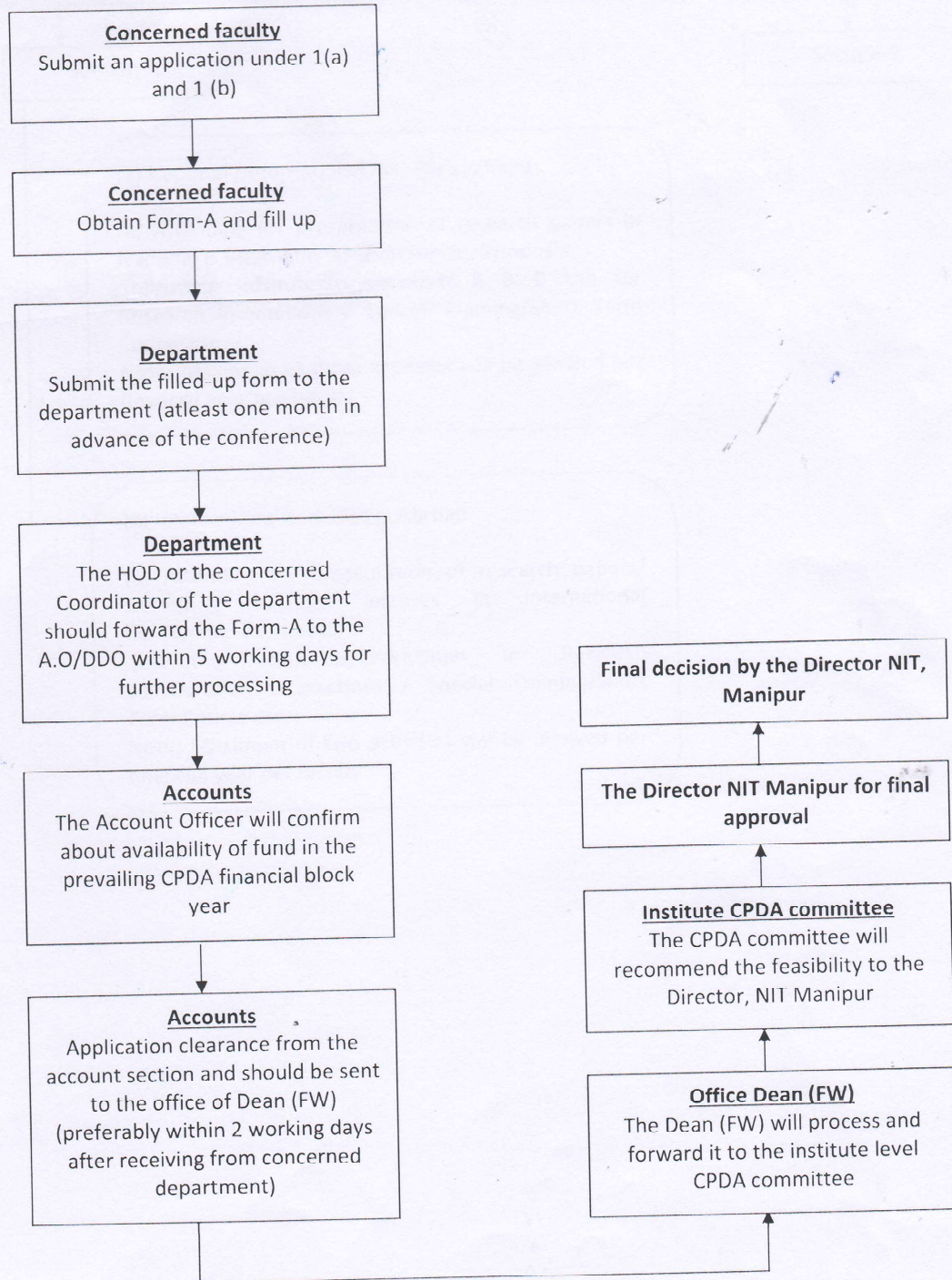


Steps and procedure for activities 2(a) and 2(b) under Section-A



Steps and procedure for activities 1(a) and 1(b) under Section-A



Steps for utilization of Cumulative Professional Development Allowance (CPDA) by the faculty of NIT Manipur

Section-A

Section-B

(1) National /International Activities in India

- (a) Attending for presentation of research papers in National & International Conferences/Symposia
- (b) Visiting Institutes/Universities/ R & D Lab for Research interactions / Special Training/Short Term Course etc

Note: Maximum of three activities will be allowed per financial year per faculty

(2) International Activities in Abroad

- (a) Attending for presentation of research papers/ Delivering keynote lectures in International Conferences/Symposia
- (b) Visiting Institutes/Universities for Research collaboration interactions / Special Training/Short Term Course etc

Note: Maximum of two activities will be allowed per financial year per faculty

Guidelines for the applications submitted by the faculty under International activities Section A: 2(a) and 2(b)

1. Guidelines for the application for visits to a National and international Conferences/Events

- (i) Visits for International/National events will only be allowed during vacation period (i.e., semester breaks, summer and winter breaks, holidays only)
 - (ii) The conference should be prestigious and organized by university/industries/ societies
 - (iii) The conference should not be predatory/questionable conference as listed on various online resources.
 - (iv) The acceptance of paper should be attached with the application form.
 - (v) In absence of acceptance letter of the paper the application will not be considered.
 - (vi) Faculty will be allowed to attend conferences in their own research areas.
- Note:** For the events which are organized in the institute itself, there will be no vacation restriction for the participation, but the faculty has to adjust the teaching work in order to avoid teaching loss.

2. Guidelines for the total stay abroad during an activity visit under Section A: 2(a) and 2(b)

- (i) Actual days of conference days and two additional days (one before and another after the conference) plus the actual period of travel
- (ii) One/ two extra days may be permitted under extraordinary circumstances only. However, prior approval from competent authority is mandatory.
- (iii) In normal circumstance extension of stay abroad will not be allowed. In case, a faculty wants to stay abroad during holiday beyond the sanction limit, prior permission from the Director is required. However, the Director may deny the permission in case of exigencies
- (iv) Further, in case of over stay abroad, before/after the conference period, faculty will have to bear one way travel expenses: DA will be provided as per above (point "i" or "ii" whichever is applicable) in addition to the accommodation charge and registration fee on production of proof.
- (v) As per GOI norms, the faculty has to travel by Air India/ its allied partners flights. In case the travel is made through not mentioned above airlines, the Air-fare will not be reimbursed. In exceptional cases, prior approval may be taken by competent authority with proof and justification o the non-availability of Air India flights.
- (vi) DA, accommodation charge and registration fee can be reimbursed only on production of proof
- (vii) Suffix/ Prefix of Saturday/Sunday/Holidays with duty will be dealt as per the GOI/Institute rules.

Under Section A: 2(b)

A maximum of 10 days is allowed for the event under 2(b) during summer/winter vacation/semester break and holidays only. A period of more than 10 days may be allowed but the reimbursement will be limited for maximum of 10 days only. The remaining expenditure may be borne by the university/ institute being visited/ any external funding agency or by the faculty.