



Dhirubhai Ambani  
Institute of Information and Communication Technology

## Cumulative Professional Development Allowance (CPDA) Policy

This document provides guidelines and procedures for seeking Cumulative Professional Development Allowance (CPDA).

### Purpose

The CPDA grant is primarily intended for presentation of research papers by a faculty member and/or their students (UG or PG and full-time doctoral students) at academic conferences. The CPDA is intended to support the following:

- Presenting a research paper at international conferences/symposiums.
- Presenting a research paper at national conferences/symposiums.
- Publication expenses (e.g., overlength charges, open access charges, etc.) related to a journal paper
- Purchase of books, computer accessories for facilitating research (e.g., external hard disks), and other contingent items (up to a maximum of Rs. 20000 per year)
- Membership of professional societies (up to a maximum of Rs. 20000 per year)
- Attending training and research programs for professional development

Faculty members are encouraged to publish in reputed conferences and journals that have high visibility and attendance by the academic community.

### CPDA Grant

Each faculty member - after the confirmation of their service - is eligible to receive a CPDA grant of Rs. 1.0 lakh on the 1st of April of every year (Y) whose validity will be over the current financial year and the next two years, i.e., until the 30th of March of Y+3.

- The CPDA grant received on the 1st April of the Year Y-3 that remains unutilized on the 30th March of Y shall lapse.
- The aggregate CPDA grant on, e.g., the 1st of April of Y will, therefore, be Rs. 3 lakhs (one lakh each for Y, Y-1 and Y-2).



- If a faculty member has depleted the CPDA funds of Rs. 3 lakhs available to them in the current Year Y, they can request up to a maximum of Rs. 1 lakh of advance from the Year Y+1. Thus, the negative balance in a faculty's CPDA can be at the maximum Rs. 1 lakh. The faculty has to repay the negative CPDA balance, if any, upon the termination of the employment with the Institute.
- A faculty member can seek support more than once during the financial year as long as the support amount limit is not exceeded. The CPDA amount cannot be utilized during the period in which a faculty member may be on lien or on an extraordinary leave.

The following parameters will be used to prioritize support requests from faculty members:

- Sponsored projects earned by the faculty member (as PI/co-PI) including their financial outlay.
- Number of doctoral students guided by the faculty member.

### Support for the Doctoral Students

The Institute will provide support of a maximum of Rs. 50,000/- to doctoral students for attending (and presenting a paper) at domestic<sup>1</sup> conferences. Only full-time doctoral students are eligible for this support. The requests will be approved on a case-by-case basis.

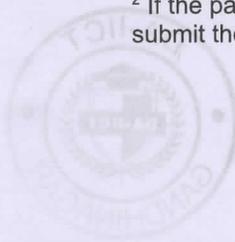
Only the registration fee up to a maximum of Rs. 10,000/- may be supported for a part-time doctoral student seeking support for conference presentation.

### Application Procedure

1. The CPDA grant applications should be submitted to Dean Research by email. The following information should be included:
  - a. Conference dates and location
  - b. Acceptance notification and acceptance rate if applicable
  - c. Title of paper, abstract of the paper, and the authors list
  - d. Manuscript draft of the accepted paper<sup>2</sup>
  - e. Requested CPDA amount with a breakdown of the expenses in three categories: registration, travel and accommodation.
    - i. The travel, the accommodation, etc. expenses should conform to the budgetary guidelines mentioned below.
    - ii. The faculty members are advised to use the Host Institution's Guest House facilities, if available.
  - f. Available amount in the faculty's CPDA account for the current block of three years

<sup>1</sup> There is a separate policy to support international conference travel by doctoral students.

<sup>2</sup> If the paper is accepted on the basis of an abstract, the faculty may initially submit the abstract, and later submit the completed manuscript when it is submitted to the conference.



2. Faculty members may use their CPDA balance to support the conference travel expenses incurred by their students - the UG, the PG or the PhD students. The faculty member should endorse and send the email application on behalf of their student.
3. When the total requested grant amount is less than Rs 1 lakh, Dean Research may approve the grant application. When this amount exceeds Rs. 1 lakh, Dean Research shall obtain the Director's approval.
4. The decision on the grant application will be conveyed by Dean Research to the applicant via email.

### Guidelines for Budget Preparation

The budget for conference attendance should include expenses for registration, travel, accommodation (including meals), and local travel. For international travel, the following may additionally be included: overseas medical insurance, visa fees, registration fee and living expenses.

The budget should adhere to the following cost guidelines for per-day allowance for the period of conference and two additional days (for travel) preceding/succeeding the conference:

Budget Head	Faculty	Student
Registration	Actuals (supported by receipts)	Actuals (supported by receipts)
Mode of Travel	Economy class air fare (shortest route)	Third AC by rail (shortest route)
Room Rent	<ul style="list-style-type: none"> <li>• Host Institutes guest house charges as per the actuals, or</li> <li>• A maximum of Rs. 5000/- per day for domestic travel</li> <li>• A maximum of USD 110 per day for international travel</li> </ul>	<ul style="list-style-type: none"> <li>• Host Institutes guest house charges as per the actuals, or</li> <li>• A maximum of Rs. 3000/- per day for domestic travel</li> <li>• A maximum of USD 75 per day for international travel</li> </ul>
Food	Rs. 1200 per day for domestic travel, and USD 30 per day for international travel	Rs. 900 per day for domestic travel, and USD 20 per day for international travel
Local conveyance	As per bills subject to a ceiling of Rs. 3,000/-	As per bills subject to a ceiling of Rs. 2,000/-



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All receipts, bills and boarding passes or train tickets need to be produced for reimbursement of expenses.

Effective date of this policy document: May 15, 2024.

This CPDA policy supersedes the Conference Travel Support Policy dated April 1, 2016.

*T. Bandyopadhyay*

**T. Bandyopadhyay**  
**Director**  
**DA-IICT, Gandhinagar**



Sl. No.	Description of Expenses	Rate	Limit
1.	Travel Expenses (Air, Rail, Road)	As per actuals	As per actuals
2.	Hotel Accommodation	As per actuals	As per actuals
3.	Food and Beverages	As per actuals	As per actuals
4.	Local Transport	As per actuals	As per actuals
5.	Communication (Phone, Internet)	As per actuals	As per actuals
6.	Medical Expenses	As per actuals	As per actuals
7.	Travel Insurance	As per actuals	As per actuals
8.	Other Expenses	As per actuals	As per actuals

