



DA-IICT

Cumulative Professional Development Allowance (CPDA) Policy

This document provides guidelines and procedures for seeking Cumulative Professional Development Allowance (CPDA) of **Rs. 3.0 lakhs for every block of three years** on reimbursable basis to the faculty member (after confirmation of their service) to support the following:

- Attending international conferences/symposiums.
- Attending national conferences/symposiums.
- Attending training and research programs for professional development.
- Purchase of books and other contingent items.
- Membership of professional Societies.

The CPDA grant is primarily intended for presentation of research papers by a faculty member at academic conferences. Faculty members are encouraged to publish in reputed conferences that have high visibility and attendance by the academic community. 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 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.

Conference support to Doctoral students:

The Institute will provide one-time partial support up to a maximum of Rs. 30,000/- to doctoral students for presenting their work at a conference. Only full-time doctoral students are eligible for this support.

If a part-time doctoral student seeks support for conference presentation, only registration fee up to a maximum of Rs. 5,000/- will be supported.

For attending international conferences, doctoral students are encouraged to generate their own travel funds through external sources (e.g. DST International Travel Support scheme).

Application Procedure:

1. CPDA grant applications should be submitted to Dean (R&D) by e-mail. For conferences, the following information should be included: (a) conference dates and location; (b) acceptance notification and acceptance rate; (c) title of paper and author list; and (d) proposed budget.
2. If a grant is sought by a doctoral student, the application should be endorsed and forwarded by the student's thesis supervisor.
3. Dean (R&D) will forward such requests to the Director, who is the approving authority for expenditure under this head.
4. The decision on the grant application will be conveyed by Dean (R&D) via e-mail.

Guidelines for budget preparation:

The budget for conference attendance should include expenses for registration, travel, accommodation (including meals), and local travel. The budget should adhere to the following cost guidelines.

Budget Head	Faculty	Doctoral Student
Registration	Actuals (supported by receipt)	Actuals (supported by receipt)
Mode of Travel	Economy class air fare (shortest route)	3 rd AC by rail (shortest route)
Room Rent and Food	As per actual bills subject to a ceiling of Rs. 1,800/- per day OR Reliance guest house facilities available at nominal cost in select cities	As per actual bills subject to a ceiling of Rs. 900/- per day
Local conveyance	As per bills subject to a ceiling of Rs. 3,000/-	As per bills subject to a ceiling of Rs. 1,000/-

All receipts, bills and boarding pass / train tickets are need to be produced for reimbursement of expenses.

Effective date of this policy document: April 1, 2016.

This CPDA policy supersedes the Conference Travel Support Policy dated March 24, 2015.