INDIAN INSTITUTE OF TECHNOLOGY KANPUR **OFFICE OF FACULTY AFFAIRS**

IITK/DOFA/2017/OO/1346 14th July 2017

Subject: Cumulative Professional Development Allowance (CPDA).

Reference: 1) IIT Council agenda 49.13 and MHRD letter no. 19-5/2014-TS-I (Sectt) (pt.) dated 3rd November 2015

- 2) Office order no. IITK/DOFA/2015/OO/2190 dated 16th December 2015
- 3) Minutes of Heads' Group meeting dated 19th January 2017

A Cumulative Professional Development Allowance (CPDA) of ₹3 lacs for every block period of 3 years (Rs. One Lac per Year) is made available to every member of the faculty on a reimbursable basis to meet expenses related to various academic activities.

- 1) Current three-year block period of CPDA is effective from 01st April 2017 to 31st March 2020.
- 2) Those who join the Institute in the middle of a block period will be eligible for CPDA calculated on a quarterly basis.
- 3) Consumables and non-consumables purchased from CPDA will be approved by the HOD and will be entered in departmental CPDA (consumable and non-consumable) stock registers.
- Travel support from CPDA will be approved by DOFA. The unutilized CPDA of one block may be carried forward to the next block.

Guidelines for CPDA Utilization:

- Reimbursement of travel and other expenses of the faculty related to participating in national /international conferences, research visits, invited lectures and workshops. It is emphasized that travel requests should be accompanied by a proper letter of invitation and travel plan with justification. Paper acceptance and presentation are desirable while attending a conference. In the event of attending a conference without paper presentation or visiting an Institute, suitable justification and evidence in terms of collaboration, research and scientific exchanges and discussions are to be furnished.
- o Paying membership fees of various professional bodies.
- o Purchase of Electronic Books (E-Books)/Books/Monographs/Journal subscriptions/ Computer based Software /Data Bases.
- Meeting various contingency expenses as per approved norms.
- o Reimbursement of telephone/mobile charges.
- o Travel support for visit to the partner Universities having MoU with IIT Kanpur for academic collaborations. The visiting faculty member may combine the visit to several partner universities and conferences/workshops to reduce cost. He/she should give a talk at each of the partner universities.
- o Retired faculty members will be allowed to utilise CPDA till the date of re-employment. In case of the start of a new block period, a proportionate amount will be released.
- o CPDA will not be admissible for the period of FST/Sabbatical/Faculty Exchange Programme.

This order supersedes all earlier orders.

Professor K. Muralidhar Dean of Faculty Affairs

CC: a) Director b) Deputy Director

c) All Deans d) All Head of Departments

e) Heads of all Centres and Facilities

f) Registrar g) Deputy Registrar, Faculty Affairs