



योजना तथा वास्तुकला विद्यालय, विजयवाड़ा
School of Planning and Architecture, Vijayawada
An Institute of National Importance, Ministry of Education Gov. of India

Ref.No. SPAV/DFW/CPDA/2021-24

Dt. 31.12.2021

CIRCULAR

Sub.: Guidelines for Utilization of Cumulative Professional Development Allowance (CPDA) in SPA Vijayawada for the Block Period 2021-24.

Block Period:

- (a) Duration of Block Period is Three Years.
- (b) One financial year shall be considered one year.

Grant Allocation:

- (a) Rs. 3.00 Lacs for a block period of three years.
- (b) If a faculty member joins the Institute or retires from the institute service in between a block period, he/she shall be entitled to this allowance on pro-rata basis.

LIST OF ACTIVITIES AND THE NORMS FOR INCURRING EXPENDITURE UNDER CUMULATIVE PROFESSIONAL DEVELOPMENT ALLOWANCE (CPDA):

A. Presenting Research Project Proposals / Papers and attending National & International Conferences / Workshops / Symposia / Seminar / Training Programmes:

- Presenting papers and attending in National / International Conferences / Workshops / Symposia / Seminar / special training in India and abroad.
- Presentation on Research Project Proposals in India and obtaining funds through various organizations.

B. Membership Fee for Professional Bodies:

- Acquiring Membership of Professional Bodies / Societies, both National and International. Maximum memberships of three professional bodies / society, from CPDA grant in one block year.

C. Contingent expenses:

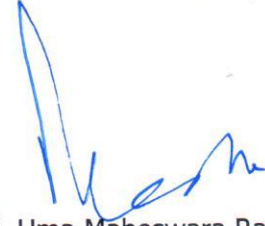
- Consumables such as chemicals, glassware, materials for labs and for physical model making, charges for synthesis & analysis of samples for pursuing research.
- Purchase of stationery, books, maps, resorts, academic/research articles, annual subscription of periodicals in Planning & Architecture and related items.
- Computer related consumables such as pendrives and cartridges.

GUIDELINES

1. Participating in National / International Conferences / Workshops / Symposia / Seminars / special training programmes requires prior approval and to nurture focused personal academic growth provision be made for visits to places of interest for documentation and book writing / visit to libraries to update the research field / interaction with research collaborators / address academic needs of research students who are registered with the faculty members.
2. Normally, participation should be restricted to selected quality events and the Screening Committee shall ensure that participation in the event will be beneficial to the institute.
3. Visits outside the Institution to be preferably in vacation period. In case of a visit during non-vacation period, prior approval is to be taken without affecting academic deliverables.
4. It is mandatory on the part of the faculty member to deliver a seminar in the Institute prior to participation in any international conference and submit a report of activities carried out before making claim for reimbursement of expenditure incurred for participating in National / International Conferences / Workshops / Symposia.
5. The total expenditure towards all items under the category A such as TA/DA, registration fee, visa fee, etc. for participating in National / International Conferences / Workshops / Symposia / Seminars / Training Programs and visits for research interactions, research data collection and documentation will be up to a maximum of 70% of the CPDA (i.e., Rs. 2.1 Lakhs) for the three year period. TA/DA will be as per eligibility and GoI rules.
6. The faculty members who are on deputation / Quality Improvement Programme / Leave (beyond 30 days) are not entitled for claiming reimbursement under the CPDA funds – during their absence from the institute.
7. The Director shall be responsible for encouraging all the faculty to utilize the budget sanctioned under CPDA to each of them in an effective way so as to promote their academic performance.
8. All regular faculty members who have completed one year service in SPAV will be eligible for the grant. If a faculty member joins the institute or retires from the institute service/leaves the institute (resignation or deputation or any other reason) in between a block period, the faculty member shall be entitled for this allowance on pro-rata basis.
9. The allowance shall be sanctioned on reimbursable basis.
10. Only one third of the amount sanctioned over a block period shall be made available during the first year of the block period of 3 years. Any unutilized amount shall be rolled over to the second year and the remaining amount sanctioned during the third year.
11. The actual amount allocated during a block period shall be equally earmarked for all eligible faculty members.
12. Prior approval shall be taken for any expenditure under this grant.
13. Foreign travel for attending conferences shall be strictly limited to the period of conference and travel dates as immediate prefix and suffix to the conference dates and shall be

preferably during vacation period ensuring teaching is not affected.

14. Any expenditure incurred towards participation in a conference including registration fee paid shall not be reimbursable if the faculty fails to attend the conference for any reason.
15. The faculty shall be responsible for submitting the claims for reimbursement within a month after participation in the conference / expenditure incurred under various categories.
16. The details of faculty travelling abroad by availing CPDA shall be placed on the website of the Institute.



K.V. Uma Maheswara Rao
Registrar

Copy To:

1. PA to Director for kind information to Director I/c
2. All Deans and HoDs
3. All Faculty Members of SPAV
4. Assistant Registrar (Admn)
5. Accounts Section
6. Dy. Librarian
7. IT Section for uploading in the website
8. Subject File