



APPENDIX V: CPD RECORDS WITH WEIGHT FACTORS

S/N	Category of CPD	CPD program	CPD weight factor (W)	Applicable Hours (H)	CPD Hours (WxH)	Remarks
1	Formal Education in Engineering and related subjects	a. Ph. D. (completed) in Engineering	1.0	30.0		Maximum 30
		b. Master's degree/post-graduate Diploma (completed)	1.0	20.0		Maximum 20
2	Continuing Education and Training Activities	a. Taking Training Courses (approved training program, resource person and eligibility for trainee)	0.5	Actual hours of attendance		- No limits - Online trainings are also valid - Registered training program
		b. Conducting training sessions on the field of specialization (as the resource person)	0.5 (0.25)	Actual hours of training session conducted		In the case of repetition of the same training program (content repetition) the weight is taken as 0.25)
3	Authoring Books	a. Books in the field of Specialization published by reputed publishers (having ISBN No.)	1.0	10.0		Maximum 30
		b. Contribution in authoring any chapter of the book (published by reputed publishers (having ISBN No.)	1.0	5 hrs. for each Chapter		Maximum 15
		c. Publication of Project Reports (owned by the professional societies/government agencies and other engineering institutions/	1.0	5 hrs. for each Chapter		Maximum 15 (shall contain the significant cycle of the project

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		organizations)				implementation)
4	Supervising/mentoring junior engineers in academics or in the professional field	a. Ph. D. Thesis Supervising (per completed thesis)	1.0	5.0		Maximum of 10 for completed Thesis.
		b. Master's Thesis Supervising (per completed thesis)	1.0	1.0		Maximum 2 for one year.
		c. Guiding individual students of the internship program (nominated by the Colleges/Campuses) per students completed internship session	1.0	1.0		Not considered the faculty from the academic institutions
		d. Guiding/mentoring individual fresh graduate by engaging him/her in the projects of own involvement (per person for six month)	1.0	1.0		Maximum of 10 hrs. per year
5	Writing Technical papers/reports	a. Paper publication in journal or presentation of paper in National /international conferences	1.0	5 – 10 hours for one paper (equal proportion to coauthors)		Maximum of 10 hrs. per year (peer reviewed Journal)
		b. Writing technical reports/ guidelines for the engineering/Technical Ministry/ Departments	1.0	5 – 10 hours for one paper (equal proportion to coauthors)		Maximum of 10 hrs. per year
6	Contribution to the professional society/Activities	a. Valid membership in the Professional Society (National)	1.0	1.0		Maximum 1 hrs.
		b. Valid membership in the Professional Society (International)	1.0	1.0		Maximum of 1 hrs.
		c. Leading the technical/Scientific Committees/chief editor of the	1.0	5.0 For each conference/Journal		Maximum of 10 hrs.

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		engineering journal/Paper Reviewer in International Conference/ Journal		published		
		d. Delivering Guest Lectures (being invited) or Symposium/Seminar panelist	2.0	Actual Lecture hours		Lectures exclude routine teaching at institutions and university
		e. Patent (in any engineering Field) applied	1.5	10 hours for each patent		
		f. Patent (in any engineering Field) Granted	2.5	10 hours for each patent		
		g. Attending an academic /professional conferences/meetings/conventions/forum etc. (National level)	0.5	Actual hours spent at the meeting		Maximum 10 hrs. (hours of relevant sessions will be counted)
		h. Attending an academic /professional conferences/meetings/conventions/forum etc. (International level)	0.5	Actual hours spent at the meeting		Maximum 10 hrs.

Note:

- Maximum number of hours that can be claimed in respect of each category of the CPD are indicated against each category. CPD hours have to be claimed from at least 3 categories.
- Every professional engineer will have to plan for a period of five years cycle and will have to cover 150 for renewal.
- The record of CPD activity will have to maintain in CPD record book/form provided by NEC for this purpose.
- The number of CPD hours will be calculated by multiplying the number of hours actually spent for the CPD activities by predetermined weight factor.

