HNB Garhwal University (A Central University) Srinagar (Garhwal)

Rules for Conducting Webinars/Online events by University Departments/ staff

To maintain and improve the quality of knowledge dissemination through online events (webinar/ e-seminar/ online workshop etc.) following rules are hereby laid down for implementation by all the employees (teaching and non-teaching staff) of the HNB Garhwal University (A Central University), Srinagar (Garhwal).

1. All the webinar or other internet based events must be planned properly and all the details (concept note, including objectives, importance and possible outcome, schedule of the event, target participants, proposed resource persons along with their field/expertise/ CV, availability & management of funds, if any, organizer/organizing committee, Co-organizers (if any) and certification mechanism/ template to participants must be communicated to competent authorities for necessary approval, well in advance (at least one week before the formal call for participants) by filling the form https://bit.ly/HNBGUWIS, along with a cover letter through email to competent authority.

2. No employee or staff shall use the name and/or logo of the University, Government of India, MHRD or any other agency without prior permission (except for the mention of name of the University/ agency in affiliation part for delivering an invited lecture).

3. All rules and regulations relating to copyright, plagiarism, CCS rules and honor code must strictly be followed as per the concerned law/regulation.

4. The Departmental and/or University budget can be used for conducting webinars only with prior approval of the competent authority.

5. For a workshop/webinar etc., no employee or department shall use the word Faculty Development Programme (FDP), Refresher Course, Orientation Programme,

Induction Programme (except Faculty Development Centres i.e. FDC of the University) without prior approval of competent authority (UGC / AICTE/ MHRD).

6. The approved departmental online event shall be properly disseminated through university website and/or other official social media account of university and by filling https://bit.ly/WebHNBGU.

7. No misleading statements/wrong or exaggerated information regarding organization/organizers/ funding agencies / participants /resource persons /other stakeholders shall be practiced.

8. Rules/regulations/guidelines of host organizations/funding agencies shall be strictly followed.

9. The event can be free or with some registration fee, as decided by the organizers.

10. The paid event's fee must be received in a separate account (or designated account by the concerned authority) of the University with due approval.

11. The resource persons may be given remuneration as per the UGC rules from the University main account or from the fee received after the due approva of competent authorityl.

12. The certificate carrying logo and the University/ agency Name (after due approval only) should only be provided to the candidate(s) who participated actively in the webinar. Merely registration must not be the criteria to award certificate of any online event. The AI based or physical recording of attendance must be practiced during the online event.

13. The list of participants (with their affiliation, email id, certificate number) to whom the certificate is awarded must be submitted to the authority so that the certification may be validated by any external agency. The University website link (or any other platform assigned by the authority) of the list of the awardees may be given at footnote in certificate for validation purposes. QR code may be provided on the certificate for easy verification of the certificate by any external agency.

14. If an employee of the University is invited as resource person in a webinar within or outside the University, he/she shall inform the University by filling the form: https://bit.ly/WebHNBGU.

15. The event may be recorded fully or partially (using meeting apps) and if recorded, the recorded version must be shared with Social Media Champion of the University for uploading to YouTube channel of University and the same link (or drive) may be shared for wider dissemination on www.swayamhnbgu.in/repo.

16. In case of conflict, the decision of the competent authority shall be final and binding.