



हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय
Hemvati Nandan Bahuguna Garhwal University
श्रीनगर गढ़वाल (उत्तराखण्ड) - 246174
Srinagar Garhwal (Uttarakhand) - 246174
(केन्द्रीय विश्वविद्यालय)
(A Central University)

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Date 23 /09 /2026

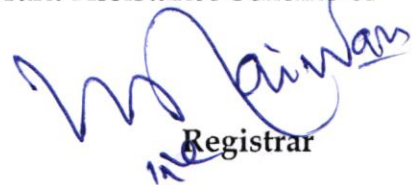
NOTIFICATION

Subject: Uploading of Standard Operating Procedure (SOP) for Providing financial assistance to Teachers, Scientific & Technical Officers and Administrative Officer of the University for Participation in National and International Seminars/Conferences/ Workshop/ Symposia.

This is for the information of all regular faculty members of the University that the Competent Authority has approved the comprehensive Standard Operating Procedure (SOP) for providing financial assistance to Teachers, Scientific and Technical Officers / Administrative Officer of the University Standard Operating Procedure (SOP) outline the detailed procedures, eligibility criteria, entitlement for Travel Grants (TA/DA & Registration Fees), and the process for claiming Duty Leave (DL) for attending such academic events. To ensure easy accessibility, the complete document has been uploaded to the University website. Faculty members can access and download the guidelines using the **Official Website: hnbgu.ac.in**.

All Deans, Campus Directors, and Heads of Departments (HoDs) are requested to kindly bring this notification to the notice of all teaching staff within their respective departments/centres for strict compliance. Applications for participating in any upcoming seminars or conferences must be submitted in accordance Standard Operating Procedure Standard Operating Procedure (SOP).

Note: Overall guiding factors/principles will be Travel Grant Assistance Scheme of UGC.


Registrar

Copy for information and necessary action to:

1. PS to VC for kind information of Hon'ble Vice Chancellor
2. System Manager.
3. All Dean/Director Srinagar/Tehri/Pauri Campus
4. HODs of all Department
5. All Deputy Registrar/ Assistant Registrar
6. Finance Officer


Registrar

HNB GARHWAL UNIVERSITY

Financial Assistance to Faculty Members for Academic Visits (National and International)

Document Type	Draft Policy for Consideration and Approval by Competent Authority
Governing Alignment	NEP 2020 • UGC Guidelines • Government of India Financial Norms
Applicable To	Permanent Faculty Members, Scientific/Technical Officers, and Academic Functionaries

PART A — GENERAL PROVISIONS

1. Preamble

These Rules are framed to promote academic excellence, faculty mobility, research dissemination, international collaborations, and institutional visibility of HNB Garhwal University (HNBGU). They are aligned with the National Education Policy (NEP) 2020, UGC guidelines, Government of India financial norms, and the academic development priorities of the University.

The scheme supports faculty participation in reputed national and international academic events, research collaborations, workshops, training programmes, and academic exchange activities that enhance teaching, research, innovation, and institutional reputation.

2. Objectives

This scheme aims to:

- Encourage faculty participation in reputed national and international academic events.
- Promote dissemination of research outputs through presentations, invited lectures, workshops, and collaborations.
- Strengthen institutional visibility and global academic networking.
- Enhance faculty capacity building, interdisciplinary research, innovation, and academic excellence.
- Support collaborations with national and international institutions and research organizations.
- Facilitate knowledge exchange and exposure to emerging research and teaching practices.

3. Scope

Financial assistance may be considered for participation in the following:

- International and national conferences, seminars, symposia, and workshops.
- Academic exchange programmes and collaborative meetings.
- Training programmes and faculty development activities.
- Research visits to reputed institutions and laboratories.
- Invited/plenary lectures, keynote talks, panel discussions, and session chairing.

- Oral/poster presentations in recognized academic events.

4. Eligibility

4.1 Eligible Applicants

- Permanent faculty members of HNB Garhwal University.
- Scientific and technical officers, where approved by the competent authority.
- Librarians, Directors of Physical Education, and other academic functionaries, where applicable.

4.2 Academic Requirements

All applicants must satisfy the following:

- Hold an accepted abstract/paper or a formal invitation from the event organizer.
- Demonstrate that the event is relevant to teaching, research, innovation, institutional development, or professional growth.
- Commit to acknowledging HNB Garhwal University in all publications, presentations, and conference materials.

5. Priority for Financial Assistance

Where funds are limited, preference shall be given in the following order:

Priority	Category
1st	Invited Speakers / Panellists
2nd	Oral Paper Presenters
3rd	Session Chairs / Co-Chairs
4th	Participants under Recognized Collaborative Programmes
5th	Early-Career Faculty and Faculty with Externally Funded Projects
6th	Keynote / Plenary Speakers*

- * *Under the Keynote/Plenary Speakers category:* These speakers are ordinarily expected to receive financial support from the conference sponsors or the inviting organization. Financial assistance under this scheme will be considered only in exceptional cases where such funding cannot be secured.

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- Oral/poster presentations in recognized academic events.

4. Eligibility

4.1 Eligible Applicants

- Teachers, Scientific/Technical Officers, Administrative Staff, and Administrative Officers of the University (including Pro Vice-Chancellors, Rectors, Registrars, Finance Officers, Controllers of Examination, Librarians, Directors of Physical Education, and other Group 'A' officers) for participation in international conferences, seminars, symposia, and workshops held abroad.
- Teachers selected under international collaboration and exchange programmes of CSIR, INSA, and other agencies.
- Teachers and officers for attending training programmes.
- Teachers, scientific/technical officers, and administrative staff (including Registrars, Librarians, and Directors of Physical Education) for visiting research centres or attending academic conferences, seminars, symposia, and workshops held in India.
- Teachers promoting Academic Exchange Programmes between Universities within India.

4.2 Academic Requirements

All applicants must satisfy the following:

- Hold an accepted abstract/paper or a formal invitation from the event organizer.
- Demonstrate that the event is relevant to teaching, research, innovation, institutional development, or professional growth.
- Commit to acknowledging HNB Garhwal University in all publications, presentations, and conference materials.

5. Priority for Financial Assistance

Where funds are limited, preference shall be given in the following order:

Priority	Category
1st	Keynote / Plenary Speakers
2nd	Invited Speakers / Panelists
3rd	Oral Paper Presenters
4th	Session Chairs / Co-Chairs
5th	Participants under Recognized Collaborative Programmes
6th	Early-Career Faculty and Faculty with Externally Funded Projects

Additional preference may be given to:

- Women faculty members.
- SC/ST/OBC (Non-Creamy Layer) candidates.
- Faculty from remote campuses or regions.
- Faculty working in emerging and nationally important research areas.

PART B — INTERNATIONAL ACADEMIC VISITS

6. Eligibility for International Financial Assistance

6.1 Frequency

International travel assistance is ordinarily admissible **once every three years** per faculty member.

6.2 Funding Pattern

The University may provide financial support in one of the following forms, subject to approval by the competent authority:

- **Up to 50% of total approved admissible expenditure, OR**
- **Up to 100% of economy class airfare only.**

The extent of assistance depends on:

- Availability of funds.
- Academic merit of the applicant.
- Reputation and ranking of the host institution or event.
- External funding already secured by the applicant.
- Recommendation of the Travel Grant/Screening Committee.

6.3 External Funding Preference

Preference shall be given to applicants who have secured partial or full financial support from any of the following:

- Event organizers.
- Research project grants.
- Government or international funding agencies.
- Collaborative institutions or sponsoring organizations.
- International host institutions.

7. Eligible International Events

Financial support shall be considered only for events organized by:

- Globally reputed universities or research institutions.
- Government-funded research bodies.
- International scientific organizations.
- Recognized professional societies and academies.

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- Institutions with strong global rankings (QS/THE).

Preference shall be given to events that demonstrate genuine international participation, peer-reviewed academic content, and measurable contribution to the faculty member's research profile.

8. Non-Admissible International Events

Financial assistance shall ordinarily not be provided for:

- Events organized by India-based NGOs or private agencies in tourist destinations.
- Conferences held primarily in hotels or resorts without credible academic institutional involvement.
- Predatory or non-indexed conferences.
- Commercial conferences that lack academic peer review.
- Events primarily intended for tourism or networking with no measurable academic outcome.
- Paid-participation models without rigorous academic review.

The academic credibility of any event shall be determined by the Travel Grant/Screening Committee and the competent authority.

9. Admissible Expenditure for International Travel

Admissible Components	Non-Admissible Components
Economy class airfare ✓	Luxury or business class travel
Registration fee	Sightseeing or personal expenses
Visa and airport taxes	Excess baggage charges
Local travel (event-related)	Expenses beyond approved stay
Per diem/DA (as per University norms)	
Accommodation (within approved limits)	

10. Conditions for International Visits

- Applications must be submitted at least 60 days before the departure date.
- Participation must not adversely affect teaching, examination, or administrative responsibilities.
- Duty leave must be approved separately as per University rules.
- Faculty members must acknowledge HNB Garhwal University in all presentations and publications.
- A detailed post-visit report must be submitted within 10 working days of return.

Financial claims shall be processed only upon submission of:

- Participation certificate.
- Original bills and receipts.
- Boarding passes.
- Conference report and proof of presentation/publication.
- Fund utilization documents.

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PART C — NATIONAL ACADEMIC VISITS

11. Frequency

Financial assistance for national travel may ordinarily be provided:

- Twice per academic year (maximum once per six-month period).
- Subject to availability of funds.

Faculty members may attend additional events at their own expense with prior approval of the competent authority.

12. Funding Pattern for National Visits

Financial assistance for national travel may cover:

- Registration fee.
- Travel expenditure.
- Accommodation.
- Local conveyance.
- TA/DA as per University norms.

The maximum financial support admissible is INR 10,000 (Rupees Ten Thousand only), or as revised by the competent authority from time to time.

13. Eligible National Events

Support shall ordinarily be considered for events organized by:

- Central or State Universities.
- IITs, IISERs, AIIMS, NITs, IIMs, and other institutions of national importance.
- National laboratories and research institutes, including INSA, CSIR, DST, ICSSR, ICAR, ICHR, MCI, and other similar agencies.
- Government-recognized professional bodies.
- Reputed scientific societies and academies.

14. Non-Admissible National Events

Financial support shall ordinarily not be considered for:

- Events lacking academic review standards.
- Commercial or promotional events.
- Events organized primarily in tourist resorts or hotels without institutional academic involvement.
- Programmes with poor academic credentials or unverifiable organizers.

PART D — APPLICATION, SCREENING & APPROVAL

15. Application Procedure

Applicants must submit the following documents along with the application:

- Invitation or acceptance letter from the event organizer.
- Event brochure and official website details.
- Full abstract or paper accepted for presentation.
- Detailed expenditure estimate.
- Funding details received from other sources.
- Statement of prior financial support received from HNBGU in the last three years.
- Statement of expected academic outcomes.
- Travel itinerary.

Applications must be routed through the following approval chain:

HoD	Director RDC	AR (Teaching/Admin)	Finance Officer	Registrar	Vice-Chancellor
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(HoD → Director RDC → AR (Teaching/Admin) → Finance Officer → Registrar → Vice-Chancellor)

16. Screening and Approval

A Travel Grant/Screening Committee shall evaluate applications based on:

- Academic merit of the applicant and proposed visit.
- Reputation and ranking of the host institution or event.
- Quality and indexing status of the conference.
- Expected academic outcomes.
- Relevance to departmental and institutional goals.
- Availability of funds.

The Committee's recommendations shall be submitted to the competent authority for final approval.

17. Post-Visit Obligations

Within 10 working days of return, beneficiaries must submit:

- Participation report.
- Copies of the presented paper or abstract.
- Evidence of institutional acknowledgement.
- Participation certificate.
- Bills and utilization documents.
- Details of collaborations or publications initiated, if any.

Non-compliance may result in:

- Rejection of reimbursement claims.
- Ineligibility for future financial support.
- Recovery proceedings, where applicable.

PART E — GENERAL CONDITIONS

18. General Provisions

- Financial assistance shall always be subject to availability of funds.
- The University reserves the right to approve, partially approve, or reject any application without assigning reasons.
- The competent authority may relax any provision in exceptional or deserving cases.
- The decision of the Vice-Chancellor shall be final and binding in all matters relating to this scheme.
- These Rules may be amended, revised, or modified by the University from time to time.

19. Interpretation and References

Any matter not covered under these Rules shall be governed by:

- UGC guidelines.
- Government of India financial rules.
- University ordinances and statutes.
- Decisions of the competent authority.

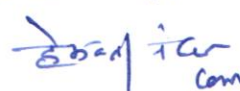
20. Policy Review and Amendment

The provisions of this policy shall be subject to periodic review and amendment as per the Institute's norms and regulations.

21. Annexures

Standard Operating Procedure (SOP) for faculty members proceeding abroad or within India for participation in conferences, seminars, talks, etc.

  Hon'ble VC/Registrar

For kind approval

 (On behalf of
 Committee)