



पत्रांक: /Dean Academics /भाविवि/ 2025

दिनांक: 27 सितंबर, 2025

सेवा में

कुलसचिव

ख्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय

लखनऊ

विषय: सेमीनार हेतु पॉलिसी ड्राफ्ट तैयार करने के संबंध में।

महोदय,

कृपया अपने कार्यालय के पत्र संख्या 1536/ भाविवि/ कुसका / 2025 दिनांक 08 सितंबर, 2025 का संदर्भ करने का कष्ट करें। उक्त के क्रम में अवगत कराना है कि समिति द्वारा उक्त पॉलिसी का ड्राफ्ट तैयार कर आपकी सेवा में आवश्यक कार्यवाही हेतु प्रेषित है। उचित प्रतीत होता है कि उक्त पॉलिसी का उपयुक्त स्तर से रिव्यू करा लिया जाए।

Masood Alam
(प्रो. मसऊद आलम)
संकायाध्यक्ष,
विधि अध्ययन संकाय

[Signature]
(प्रो. चंदना डे)
निदेशक, शोध

[Signature]
(प्रो. सौबान सईद)
अधिष्ठाता शैक्षणिक



POLICY DOCUMENT FOR ORGANISING CONFERENCES, SEMINARS, WORKSHOPS, FACULTY DEVELOPMENT PROGRAMMES, SPECIAL LECTURES AND OTHER RELEVANT ACTIVITIES IN THE VARIOUS DEPARTMENTS OF THE UNIVERSITY, AND FINANCIAL SUPPORT TO FACULTY MEMBERS FOR PARTICIPATING IN SUCH PROGRAMMES WITHIN INDIA OR ABROAD

1. Introduction

The University is pleased to sanction financial assistance to its departments and other academic and administrative entities in support of their academic and developmental activities.

This scheme is designed to strengthen departmental resources, enhance the quality of teaching and research, and encourage initiatives that contribute to the holistic growth of the University. In particular, it provides support for organizing conferences, workshops, FDPs, seminars, special lectures and other relevant activities at the State, National, and International levels across diverse disciplines.

The overarching objective is to promote academic excellence by creating a platform for teachers, researchers, and students to exchange knowledge, share experiences, and present their research findings.

In addition, the University will provide partial financial assistance to its teachers for participating in national and international conferences, seminars etc.

2. Objective

The main aim of the scheme is to bring together academicians and experts from across the country and abroad to share their knowledge and ideas. This will help participants from academic and research institutions gain deeper insights into various subjects and stay updated with the latest developments.

3. Eligibility/Target Group

Financial assistance under the scheme is available to all departments and other entities of the University. Preference will be given to departments that have organized fewer or no programmes. In addition, academic programmes that create new awareness will be encouraged. Priority will also be given to programmes in research areas with significant activity, thrust, or emerging importance.

4. Annual Ceiling on Financial Support

Assistance may be extended to departments and other entities for conducting:

- (a) Annual Conference of recognized academic associations or academic bodies.
- (b) Conferences/Workshops organized independently or in collaboration with recognized academic associations/bodies, academic or professional institutions, associations of business/industry, voluntary organizations, NGOs, or registered societies/trusts. Collaborative proposals must be accompanied by a formal letter of consent/association from the concerned academic body, professional institution, industry association, voluntary organization, NGO, or registered society/trust, as applicable.

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Further, there must be a Call for Papers and an invitation for Delegate Participation through academic journals, official websites, or other recognized platforms.

5. Extent of Financial Assistance

The extent of financial assistance shall be governed by the nature of the proposed activity, subject to the prescribed ceiling and admissible expenditure specified under the scheme, as detailed below:

- | | | |
|------|--|----------------|
| i. | University/ Local Level seminar/Conference/ Workshop : | INR. 20,000/- |
| ii. | National Level Seminar/Conference/ Workshop : | INR. 1.00 lakh |
| iii. | International Level Seminar/Conference/ Workshop : | INR. 2.00 lakh |

6. Prescribed Limits of Financial Assistance

There shall be no restriction on the number of activities organized in a financial year. However, financial assistance shall be granted for only one activity (except category i) under each financial ceiling to a department within the same year.

Explanation

In the event that a Department organizes three programmes in a financial year at the University, National and International levels, it shall be eligible to receive financial assistance on each occasion. However, if two programmes are organized at the same level, such as two National seminars, financial assistance shall be admissible only once.

7. International Conference Organization Guidelines

A department is eligible for financial support under the scheme may organize an International Conference once per year, subject to prior clearance from the Ministry of External Affairs, Government of India. However, if foreign resource persons participate in the seminar in online mode, clearance from the Ministry will not be required. The proposal must be accompanied by a valid certificate from the Government of India confirming the clearance. Participation of foreign delegates is mandatory for the conference.

Travel expenses from outside India shall not be covered under this scheme. Expenditure on travel for foreign participants is permissible only for travel within India in accordance with applicable University rules.

8. Admissible Items of Expenditure

The financial assistance provided under this scheme shall be utilized for the following heads/expenditures.

- TA (within India) for Resource Persons (not belonging to the organizing institution)
- Honorarium (Rs. 2000/- per day) for Resource Persons (not belonging to the organizing institution)

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- iii. Pre-conference printing (announcements, abstracts, venue arrangements, banner, flex etc.)
- iv. Publication of Proceedings
- v. Local hospitality, including board and lodging (may be restricted to 25% of the total allocation of fund)
- vi. Miscellaneous expenses not covered above

Note: The financial assistance shall be spent only on the heads mentioned above. If it becomes necessary to incur expenditure under a new head, prior approval from the Vice-Chancellor is mandatory.

9. Procedure for Submission of Applications

The Department may apply for financial assistance under this scheme by submitting proposals in the prescribed Proforma (**Annexure-1**) to the Office of the Registrar at least one month prior to the proposed date of the seminar/ event.

Funds sanctioned under this scheme shall be utilized solely for the approved activity and cannot be reallocated to any other programme.

Proposals should be submitted well in advance; however, applications may be made at any time during the year. The University reserves the right to approve or reject proposals, and approval is not guaranteed for all submissions.

10. Procedure for Sanction and Approval

Proposals for financial assistance shall be reviewed by an Expert Committee constituted by the Vice-Chancellor for evaluation and recommendations.

The Vice-Chancellor will take the final decision on the sanction of funds, based on the Committee's recommendations and the availability of funds under the scheme.

If a sanctioned activity is cancelled, the department must return the funds to the University without delay.

Any change in the date(s) or venue of the sanctioned activity requires prior approval of the University.

11. Registration Fee

The organizing department is authorized to charge a Registration Fee. The amount of Registration Fee shall be determined at the departmental level.

The department shall maintain complete and transparent accounts of the Registration Fee collected. Such records must be produced before the competent authority whenever required.

The Registration Fee shall be utilized strictly for meeting the essential requirements of the seminar.

12. Release, Utilization, and Settlement of Funds

Once the proposal is approved by the Vice-Chancellor, the Department will receive an approval letter along with the first installment, which will be 80% of the total sanctioned grant.

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This amount must be used only for the approved heads/items and within the limits allocated for each.

The remaining grant will be released after the Department submits a Utilization Certificate (UC) showing the total expenditure, signed by the Convener/Head of the Department, within one month after the activity is completed.

A department cannot receive two financial grants at the same time. A new grant will be sanctioned only after the adjustment of the earlier advance has been completed.

13. Provision of Accommodation and Hospitality

For State, National, and International-level activities, participants may be provided with complimentary boarding and lodging by the host department or University, wherever feasible.

Travel allowances for outstation Resource Person may be granted in accordance with the rules of University.

If delegates are provided hospitality facilities by the Department/ University, they will not be eligible for Daily Allowance (DA).

14. List of Resource Persons

While preparing the budget for a conferences, seminars, workshops, faculty development programmes, special lectures and other relevant activities, the number of local and outstation participants, including resource persons and invited speakers, must be specified with the approval of the Vice-Chancellor. Normally, the total number of participants should not exceed 25–30. A tentative list of speakers should also be enclosed.

15. Deviation

If any changes to these guidelines are needed, the concerned faculty member/ department must get prior approval from the Vice-Chancellor.

16. Post conferences, seminars, workshops, faculty development programmes, special lectures and other relevant activities requirement:

Within one month of completing the seminar/workshop/conference, the department must prepare and release the Proceedings (in softcopy or hardcopy). A one-page summary of the Proceedings, along with one or two high-resolution photographs, should be submitted to the IQAC office for record-keeping and publication on the University website.

The department must submit the proceedings (duly signed by the Head of the Department), the Statement of Expenditure, and the original Utilization Certificate within one month of the event's completion. The balance of the sanctioned amount will be released only upon receipt of these documents within the stipulated timeline."

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17. Norms for Travelling/ Accommodation/ Honorarium

Air/ Rail Travel:

Travel Allowance to the resource person and other dignitaries shall be paid as per their cadre and the rules of the University.

As far as possible subsidized airfares as available from Indian Airlines or any private airlines from time to time may be availed to reduce resource person's visit expenses. Air travel is allowed by shortest route only.

Road Travel:

Travel by road shall be permitted as per the University rules. All other admissible expenses related to the visit shall also be extended to the dignitaries.

In case of journeys by road or by own car the mileage will be payable as per the norms of the University.

Stay and Accommodation:

Decent accommodation shall be arranged for the resource person, along with necessary provisions for local transportation and related logistical support. It is preferable that the resource person and other dignitaries be provided accommodation in the University Guest House.

Honorarium:

Honorarium may be paid at the rate of INR. 2,000/- per day or as decided by the University for resource person.

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18. Provision of Travel Grant (Abroad)

1. Permanent/ Contractual teachers / Scientific Technical / Administrative staff i.e. Pro Vice Chancellor, Registrar, Finance Officer, Controller of Examination / Librarian / Library Incharge, Director Physical Education of the University are eligible to avail UGC travel Grant.
2. The Conference/Seminar/workshop for which the travel grant is availed should be purely academic in nature and preferably organized by University or other recognized academic bodies.
3. Financial assistance for International travel shall be provided in the following order of preference to teachers
 - a. Those delivering key-note address plenary lectures
 - b. Those contributing a paper
 - c. Those invited to chair a session
 - d. Those invited under International Collaboration exchange Programmes
 - e. Those invited to give Symposia talks/invited lectures or invited to discuss arts.
4. Under this scheme, financial assistance for International travel, to a Teacher will be available once in 3 years.
5. An application for travel grant may be sent to the University authority through Head of the Department at least sixty days (two months) before the date of programme.
6. Post facto applications, i.e., applications submitted after the travel has been undertaken, shall not be considered
7. Teachers selected for participation under the scheme should travel by shortest route and by most economy class.
8. Local travel within India (to and fro from Lucknow to the International Airport) is permissible as per entitlement.
9. Local travel Abroad from the International Airport to the destination or conference/Seminar venue from the place of stay, is permissible by any mode of transport on submission of actual tickets/bills/receipt with the maximum limit of the 20% of the total International Air fare or whichever less is.
10. Daily Allowances is permissible as per University rules only for the days of the conference plus two days extra.
11. Reimbursement of Registration fees is permissible as per actuals.
12. No reimbursement shall be given for Visa fees and insurance fees. The cost towards this has to borne by the Teacher selected for participation under the scheme.
13. Teacher selected for participation under the scheme will have to submit a detailed report of the entire trip with within 15 days of returning from the trip to the Vice-Chancellor with a copy marked to the IQAC for proper record keeping.
14. In case of multiple authors of any paper, only one author will be entitled to avail the same.

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15. Reimbursement shall be done as per the guidelines and availability of the funds under the scheme.
16. If number of applicants is more and fund less, distribution will be done either on merit or in proportional manner.
17. Final allocation of the grant under the scheme shall be done by the committee appointed by the Vice-Chancellor.
18. The bills for international travel must be submitted in originals to the office of Registrar after receiving the final allocation letter.
19. In case of any dispute or controversy, Vice-chancellor is authorized to take necessary and final decision.

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19. Provision of Travel Grant (within India)

1. Permanent/ Contractual teachers / Scientific Technical / Administrative staff i.e. Pro Vice Chancellor, Registrar, Finance Officer, Controller of Examination / Librarian / Director Physical Education of the University are eligible to avail UGC travel Grant.
2. Financial assistance for travel within India shall be provided for presenting papers at academic conferences/ seminars/ symposia/workshops or for attending academic training programs within India.
3. Under this scheme, financial assistance will be available **once in six months**.
4. Application for availing the grant shall be sent to the office of Registrar in the prescribed format through Head of the Department.
5. Applications shall be accepted throughout the year.
6. TA/DA as per University rules, along with registration fees (upon submission of receipt), shall be reimbursed on a 100% basis, subject to a maximum limit of INR. 10,000/-.
7. Teacher selected for participation under the scheme will have to submit a detailed report of the entire trip within 15 days of returning from the trip to Vice-Chancellor with a copy marked to the IQAC for proper record keeping.
8. In case of multiple authors of any paper, only one author will be entitled to avail the scheme.
9. The bills must be submitted to the office of Registrar in original.

In case of any dispute or controversy, the Vice-Chancellor is authorized to take necessary and final decision.

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Annexure-1

Proforma for Application

Name of the Department :

Please tick (✓) the appropriate item

1. Activity : Conference/Workshop/Seminar/ Special Lecture or other
2. Geographical Coverage : University/State Level/National Level/ International Level
3. Title of Conference/Workshop/Seminar:

4. Proposed date : From to

Total number of days:

5. Venue :

6. Details of Head of the Department:

Name :

Address :

Pin :

Mobile :

E-mail :

7. Details of the Convenor/Organising Secretary:

Name :

Address :

Pin :

Mobile :

E-mail :

8. Broad details of estimated expenditure (in INR.) or which the financial assistance is sought:

- a. TA (within India) and honorarium (INR. 2000/- per day) for Resource Persons :
INR.
- b. Pre-conference printing: INR.
(announcements, abstracts etc.)
- c. Publication of Proceedings : INR.
- d. Local Hospitality including boarding and lodging : INR.
(may be restricted to 25% of the total allocation of budget)

(GRAND TOTAL):

INR.....

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9. Details of assistance sought from other sources:

Details of previous grant received by the organising department from the University in the past :

Sl. No.	University sanction letter No. & Date	Title of activity (Seminar/Conference etc.)	Amount sanctioned (Rs.)	Whether accounts have been settled
1.				
2.				
3.				

10. Detailed proposal of the activity

A. Title of the activity:

B. Background including details of past events organised on the proposed topic:

C. Aims/Objectives (in at least 500 words):

D. Target audience/participants with expected number:

E. number of participants expected to attend :

F. Details of Sessions:

Please mention themes/topics to be covered under each

Business/Technical Session and names of Resource Persons:

G. Expected outcome:

11. If International, whether clearance from Government of India has been obtained: **Yes / No** [If Yes, attach supporting documents].

12. A letter from academic association/academic body or academic/professional institution association of business/industry, voluntary organization, NGO, registered society/trust, as applicable, **must be furnished with the application, in case of collaboration.**

13.

Signature

Signature

Name of the Convener :

Name of the Head of the department :

Designation :

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KHWAJA MOINUDDIN CHISHTI LANGUAGE UNIVERSITY, LUCKNOW



with Seal

Designation :

with Seal

Place:

Date:

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Honorarium Receipt for Resource person
(For use and retention in the office of the University)

RECEIPT

Received with thanks a sum of the INR. (in figure)
..... (in words) by NEFT/ RTGS/ Net Banking/ Cheque
towards seminar/ workshop/ conference conducted on DD/MM/YYYY.

Signature :

Name & Address of the Resource person :

Mobile :

E-mail :

State :

Pincode :

Verified by :

Convener of the event :

Department :

Place:

Date:

Masood Alam - [Signature]



Annexure- 3

Format for Statement of Expenditure
(to be submitted along with the claim to the office of Registrar)

Name of the Department :
Letter no. of sanctioned amount :
Title of the Event :
Date of Event :
Duration :
Name of the Convener of the Event:
Number of participants :
(attach the list)

Head : Expenditure

Sanction no. and date :	Details of expenditure incurred item wise	Amount (INR.)
Amount sanctioned:	- Boarding charges for outstation participants/ resource persons - TA and incidental charges to outstation participants including Resource Persons - TA for local dignitaries (if applicable) - Honorarium - DA to foreign participants (if any) - Internal travel to foreign participants (if any) - Pre-Conference printing (Announcements, Abstracts, etc.) - Publication of Proceedings - Hospitality for local participants/ resource person - Any other	
Amount collected from other sources: (mention the source of income)	Total expenditure : Received amount : Amount to be received/ returned :	

Certified that an amount of INR..... is incurred under incidental expenses towards Seminar / Workshop / Conference and other activities to the department.

It is also certified that the amount of INR. out of the total financial assistance of INR. by the University, details mentioned above, has been

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utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions as laid down by the University.

If as a result of check or audit objection some irregularities are noticed at a later stage, action will be taken for refund, adjustment or regularization.

Signature

Name of the Convener :

Designation :

with Seal

Signature

Name of the Head of the department :

Designation :

with Seal

Signature

Name of the Finance Officer/ Accounts Officer:

Designation :

with Seal

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Annexure- 4

Utilization Certificate

It is certified that an amount of INR. (in figure) and in words
..... incurred towards the expenditure for
organizing seminar/workshop/conference/ special lecture and other relevant activities,
has been utilized for the purpose for which it is allocated and in accordance with the
terms and conditions as laid down by the Khwaja Moinuddin Chishti Language
University, Lucknow.

If any excess payment is noticed as a result of check or audit objection at a later stage,
we have no objection for refund, adjust or regularization of the objected amount.

Signature
Name of the Convener :
Designation :
with Seal

Signature
Name of the Head of the department :
Designation :
with Seal

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Annexure- 5

Format of NOC for Partnering/ Collaborating Institutions

This is to certify that:

1. Institution has no objection if the workshop/seminar/conference on (date) is organized in the University premises from to
2. Space and other infrastructural facilities would be extended for organizing the aforesaid workshop/seminar /conference.
3. The funds shall be utilized for the purpose for which they are sanctioned.

Signature

Name of the Competent Person :

Designation :

with Seal

Place:

Date:

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Annexure- 6

Application Form for attending Conference/Seminar/-Symposia etc.
(Within India)

1	Name of the Teacher	:	
2	Designation	:	
3	Department/Faculty	:	
4	Title of the Conference, Organizing body, Place and Date	:	
5	Whether the teacher recommended is a member on any committee of the Conference	:	
	(a) Whether he/she has contributed any research paper	:	
	(b) If yes, Title of the Paper	:	
	(c) Whether the said paper is accepted	:	
	(d) If yes, please attach a copy of the letter of Acceptance and a copy of paper to be presented	:	
6	Estimated Expenditure	:	
	(a) Travelling Allowance (as per entitlement)	:	
	(b) Daily Allowance	:	
	(c) Registration Fees (if any)	:	
	Total	:	
7	Whether you have availed "Travel Grant" under the UGC "Travel Grant" during last Six months	:	
8	If Yes	:	
	Date and Year of visit	:	
	Place of visit	:	
	Name of Conference	:	

Signature of Applicant
with full details

Signature of the Head
Department of

Masood Alam



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KHWAJA MOINUDDIN CHISHTI LANGUAGE UNIVERSITY, LUCKNOW



Note: Please do not apply if the grant for travelling within India from UGC "Travel Grant" has been availed in last six months.

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Annexure- 7

Application Form for attending Conference/Seminar/-Symposia etc.
(Abroad)

1	Name of the Teacher	:	
2	Designation	:	
3	Department / Faculty	:	
4	Title of the Conference Place & Date	:	
5	Name of the organizing Institution/Govt. Body/ Govt. Accredited agency (Attach Documentary evidence)	:	
6	The Conference/Seminar is being attended as/for (a) Member of any committee (b) Chairman of Committee (c) Delivering Key note address (d) Plenary Lectures (e) Presenting paper- I Oral Presentation II Poster Presentation (f) To give Symposia/talk/invited lectures/discuss (g) Not covered under any of the above categories	:	
7	Title of the paper/lecture/talk (Attach invitation letter/letter of acceptance of the paper along with one copy of paper)	:	
8	Name/s of Author/s (in order as they appear on the paper)	:	
9	Estimated Expenditure: (a) Air fare (by shortest route + Economy class only): (b) Registration Charges: (c) Daily Allowances: Total	:	
10	Details of Financial Assistance received or applied from different funding Agencies, i.e. State Govt., INSA, DST, UNDP,	:	

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	ICSSR, ICHR etc or other sources recognized by the University.		
1 1	State whether you are willing to bear the remaining expenses from your own funds, in case the required amount is not received from the other sources mentioned above	:	
1 2	Whether you have attended International Conference/ Seminar/ Symposia etc. under the UGC Travel Grant during last three years?		
1 3	If Yes; Date and Year of visit Place of visit Title of Conference	: : : :	

Signature of the Applicant
With details

The above information given by the teacher is in order. Specific recommendation of the Head of the Department regarding the level of the Conference/ Seminar/ Symposium and the standing of the institution organizing the event i.e. International/ National/ Professional and capable of enhancing skills or add to the professional accomplishment of the beneficiary.

Signature Head of the Department
With Stamp

Note- Please do not apply if the grant for travelling Abroad from UGC "Travel Grant" has been availed in last three years.

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