



Jamia Hamdard, New Delhi

| Policy Title- Travel Grant Policy | | |
|------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Policy Number | JH/IQAC/PD-24 |
| 2 | Brief Description the Policy | The Purpose of travel policy is to ensure that the travel expense of Jamia Hamdard is controlled by establishing certain standards. Employees must control business travel expense by making the sound judgment with respect to use of University funds. |
| 3 | Scope/Objectives | The objective of the travel policy is to lay down guidelines which are to be followed by an employee on domestic or international travel for official work and to ensure that the travel of employees is effectively managed. |
| 4 | Policy Applies To | All Permanent Faculty |
| 5 | Approved By | Academic Council Board of Management |
| 6 | Responsible Authority for Implementation and Monitoring | Vice Chancellor |
| 7 | Superseding Authority | Competent Authority/Body of the University |
| 8 | Last Updated | September 03,2022 |
| 9 | References for the policy (please tick) | NAAC accreditation |

JAMIA HAMDARD
(REGISTRAR'S SECRETARIAT)

JH/RO/UO/2016/05
Dated: 09.02.2016

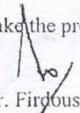
UNIVERSITY ORDER

The Hon'ble Vice-Chancellor has been pleased to constitute the following Committee, to look into the request of the faculty members for financial assistance for participation in National/International Seminars, Conferences, Workshops etc. in India and abroad.

- | | | | |
|-------|-----------------------------------------------------------------------------------------------|---|----------|
| (i) | Prof. Shakir Ali Controller of Examinations | - | Chairman |
| (ii) | Prof. Nilanjan Saha Head, Dept. of Pharmacology HIMSR | - | Member |
| (iii) | Prof. Manju Chuggani Principal, Rufaida College of Nursing | - | Member |
| (iv) | Dr. Suhel Parvez Head, Dept. of Medical Elementology and Toxicology, Faculty of Science | - | Member |

The above Committee may give their specific recommendation only after following the criteria as mentioned below:

01. No sanction will be granted to the faculties for making poster presentation at any conference. For all poster presentations, the faculty members may nominate students.
02. Only Oral presentation at any elite conference should be considered for funding.
03. University will not grant 100 percent funding to the faculty members. Therefore, all the faculty members desirous of attending a conference to present their work should first approach the funding agencies and then apply for partial financial assistance from the University.
04. All the poster and oral presentations entitled to be made at the Conference be cleared from the Patent Committee of the University with a certification that there is no intellectual property value for such presentations.
05. The first author of any presentation shall be encouraged to make the presentation at the elite conference.


(Dr. Firdous A. Wani)
Registrar

Copy to:

01. All Deans of the Faculties
02. All Heads of the Departments
03. Finance Officer
04. Advisor (Research)
05. Assistant Registrar (Estab.)
06. Assistant Registrar (Acad.)
07. Assistant Registrar (VCS)

OFFICE OF THE REGISTRAR
JAMIA HAMDARD
(Deemed to be University)
Hamdard Nagar, New Delhi-110062

No.: AS/TGC/JH-5/2022
15th June, 2022

OFFICE ORDER

The Vice-Chancellor has been pleased to re-constitute the 'Travel Grants Committee' consisting of the following to look into the request of faculty members and to give their recommendations on the matter pertaining to provide financial assistance to the teachers, on case to case basis, desirous to participate in National / International Conference, Seminar, Workshop etc. in India and abroad with immediate effect:

- | | | |
|-----------------------------------------------|---|----------|
| 1. Prof. Shakir Ali, Dean, SCLS | - | Chairman |
| 2. Prof. Shahid Umar, HoD, Botany | - | Member |
| 3. Prof. Sandhaya Bawa, D/o Pharm. Chemistry | - | Member |
| 4. Prof. M. Mumtaz Alam, D/o Pharm. Chemistry | - | Member |
| 5. Ms. Veena Sharma, Principal, RCN | - | Member |

The criteria for giving specific recommendations by the above 'Committee' shall remain the same, till further orders as mentioned in the earlier 'University Order' No. JH/RO/UO/2016/05 dated 9/02/2016 (copy enclosed). The Chairman of the 'Committee' is requested to kindly take necessary action accordingly.


(S.S. Akhtar)
Registrar

Prof. Shakir Ali
Dean, SCLS and Chairman, Travel Grants Committee

Copy to:

- All Deans of the Schools
- All HoDs/Directors/Principal
- All Concerned Members of the above Committee
- Finance Officer
- Director, IQAC
- In-charge, University Web-Cell
- A.R. / Secretary to Vice-Chancellor
- P.A. to Registrar
- Guard File

