

KURUKSHETRA UNIVERSITY, KURUKSHETRA
(Established by State Legislature Act XII of 1956)
(‘A++’ Grade, NAAC Accredited)

No. DPA-I/59/25/ 82

Dated 13.01.2026

To

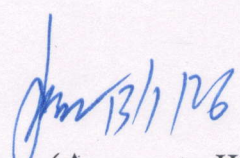
The Director (IT Cell),
Kurukshetra University,
Kurukshetra.

Subject: The new ARA (Budgeted/SFS) guidelines for attending Conferences/
Seminars/Symposia/workshop by the teachers within India and Abroad
as per annexure (1-6).

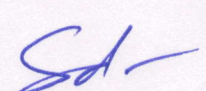
Sir,

Please find enclosed herewith the copy of the Resolution No. 5 (EC) dated 30.12.2025 alongwith the new ARA (Budgeted/SFS) guidelines for attending Conferences/ Seminars/Symposia/workshop by the teachers within India and Abroad as per annexure (1-6) duly approved by the Executive Council with the request to upload the above said guidelines on K.U.K. Website and mail to all the Deans/Chairpersons/Directors of the K.U.K.

Encl: as above


Asstt. Registrar (Accounts-II)

Copy of the above is forwarded to the Deputy Registrar (Acad.) K.U.K. with reference to his Endst.No.ACM-4/EC-289/26/507-524 dated 09.01.2026 for information and taking further necessary action, please.


Asstt. Registrar (Accounts-II)

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

('A++' Grade, NAAC Accredited)

Copy of the Resolution No. 5 from the minutes of the meeting of the Executive Council of this University held on 30.12.2025.

5. Considered the new ARA (Budgeted/SFS) guidelines for attending Conference/Seminar/Symposia/Workshop by the teachers within India and Abroad as per annexure 5(1-6).

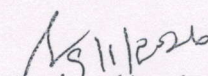
RESOLVED THAT THE NEW ARA (BUDGETED/SFS) GUIDELINES FOR ATTENDING CONFERENCE/SEMINAR/SYMPOSIA/WORKSHOP BY THE TEACHERS WITHIN INDIA AND ABROAD BE APPROVED ALONGWITH MODIFICATION IN CLAUSE 1.1 OF THE GUIDELINES THAT POSTER PRESENTATION/EXHIBITION BE ALSO ADMISSIBLE FOR FINANCIAL ASSISTANCE.

(Ref. Finance Officer)

Endst.No.AcM-4/EC-289th/26/507-524

Dated: 09.01.2026

Copy of the above is forwarded to the Supdt. (Planning) for information and necessary action with the request that the action taken on this Resolution may be intimated to the undersigned within 10 days of the receipt of this extract so that the same may be placed before the Executive Council in its ensuing meeting.


Superintendent (Academic)

Kurukshetra University, Kurukshetra

Guidelines for Financial Support to Regular Teachers of the University for Attending Conferences/Seminars/Symposia/Workshops Abroad.

In order to promote academic excellence, international exposure, and research collaboration, the University shall extend financial assistance to its regular teachers for participation in Conferences/Seminars/Symposia, for research paper presentation, held abroad, subject to the following terms and conditions:

1. Eligibility

1.1. Financial assistance shall be admissible only to regular teachers of Kurukshetra University for attending and presenting papers in international Conferences, Seminars, Symposia or Workshops. Poster presentation will not be admissible for financial assistance.

1.2. The applicant must have completed a minimum of five years of regular service in the University on the date of application.

1.3. The Vice-Chancellor may, in genuine and exceptional cases, relax the minimum service condition.

2. Scope and Extent of Financial Support

2.1. The financial support shall cover travel and daily allowance (TA/DA), Accommodation, Visa fees and registration fees, subject to a maximum limit of ₹1,50,000 (Rupees One Lakh Fifty Thousand only) or the actual expenditure incurred, whichever is less.

2.2. In exceptional cases, the Vice-Chancellor may enhance the financial limit based on the merit of the case and availability of funds.

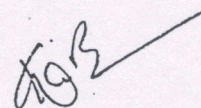
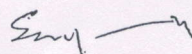
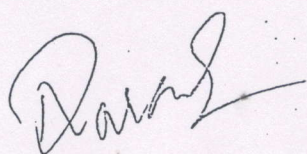
2.3. The assistance shall be granted once in three years to an eligible regular teacher.

3. Nature of the Event and Organizing Institution

3.1. The event should be organized by a recognized and reputed University, Research Institute, Academic Society, or Industry of international standing.

3.2. The proceedings in the form of full paper of such Conference/Seminar/Symposia/Workshop should be indexed in SCOPUS/Web of Science/SSCI/AHCI/SCIE, or other equivalent globally recognized databases.

3.3. The condition mentioned in Clause 3.2 may be waived if the organizing host institution is ranked among the top 300 in any global ranking such as QS, Times Higher Education (THE), or any other internationally recognized agency.



4. Prioritization of Applications

4.1. In the event of multiple applications at a given time, and where budgetary constraints so require, preference shall be accorded to those teachers who have not previously availed this financial support.

4.2. The decision of the Vice-Chancellor, based on the recommendations of the Standing Committee (Clause 5), shall be final and binding.

5. Constitution of the Standing Committee

5.1. A Standing Committee shall be constituted by the Vice-Chancellor to examine and recommend eligible applications for financial support.

5.2. The Committee shall consider applications based on academic merit, relevance of the event, quality of the organizing body, and overall benefit to the University.

6. Procedure for Application

6.1. The application shall be submitted by the concerned teacher to the competent authority through the Chairperson of the Department/Institute at least 30 days before the commencement of the event.

6.2. The application shall be accompanied by the following documents:

(a) A copy of the invitation or acceptance letter from the organizers, indicating the details of participation, such as paper presentation along with information on any financial assistance offered by the organizers.

(b) Brief details of the event, including title, venue, dates, and nature of the Conference/Seminar/Symposia/Workshop.

(c) Three copies of the full length paper proposed for presentation (if applicable).

(d) Presentation to be given before a Committee of Dean (R&D), DAA, Director (IQAC).

(e) A statement of estimated expenditure, travel and daily allowance (TA/DA), Accommodation, Visa fees and registration fees.

7. Post-Event Obligations

7.1. The beneficiary teacher shall submit to the office of IQAC:

- A brief report summarizing the participation and outcomes of the event, and
- A copy of the participation certificate within 15 days of return from abroad.

7.2. The teacher shall also make a presentation of the research work and learnings from the event before the faculty members and research scholars of the department. The Chairperson of the department/institute shall ensure the organization of such a meeting with information to the office of the IQAC

8. Financial Provisions

8.1. The Accounts Branch of the University shall earmark and allocate the necessary funds for the said purpose under a distinct budget head.

8.2. Disbursement of funds shall be made as per University financial and audit rules, upon submission of original receipts and documents duly verified by the Head of the Department and recommended by the Standing Committee.

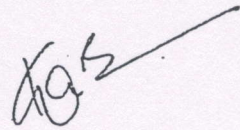
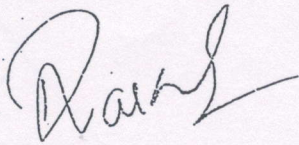
9. Interpretation and Authority

9.1. The decision of the Vice-Chancellor on all matters relating to the grant, amount, and interpretation of these guidelines shall be final and binding.

9.2. Any matter not specifically covered under these guidelines shall be governed by the University's existing financial and administrative procedures.

Note:

These guidelines shall come into effect immediately upon approval by the Competent Authority and may be amended, modified, or withdrawn by the University at any time without prior notice, depending upon exigencies of financial resources or policy considerations.



Guidelines for Financial Support to Regular Teachers of the University for Attending Conferences/Seminars/Symposia/Workshops within India

In furtherance of the commitment to academic excellence and the promotion of research engagement within the nation, the University hereby extends financial assistance to its regular teachers for participation in academic events held within the territorial bounds of India, subject to the ensuing terms and conditions:

1. Eligibility Criteria

1.1. Financial assistance shall be admissible solely to regular teachers of the University for the purpose of attending and presenting papers in National/International Conferences, Seminars, Symposia, Workshops within India. Poster presentation will not be admissible for financial assistance.

1.2. The applicant must have completed a minimum of two years of regular service in the University on the date of submission of the application.

1.3. The Vice-Chancellor retains the authority to relax the stipulated minimum service condition in cases deemed genuine and exceptional.

2. Scope and Extent of Financial Support

2.1. The financial support shall strictly cover travel and daily allowance (TA/DA), accommodation and the registration fee.

2.2. The maximum limit of the financial support shall be ₹ 25,000/- (Rupees Twenty-Five Thousand only) or the actual expenditure incurred whichever amount is less.

2.3. Notwithstanding Clause 2.2, the Vice-Chancellor may, in a genuine and exceptional case, enhance the aforementioned financial limit.

2.4. This financial assistance shall be granted once in a financial year to an eligible regular teacher.

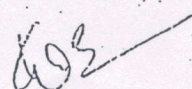
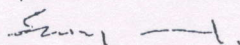
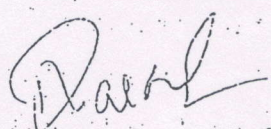
3. Nature of the Event and Organizing Institution

3.1. The academic event must be organized by a recognized Indian University or Institute (A/ A+/A++ NAAC Accredited or reputed institute such as IIT / NIT etc.), Research Institute, Academic Society, or Industry.

4. Prioritization of Applications

4.1. In the event of an excess of applications at any given time, and where constraints on budgetary allocation are operative, preference shall be accorded to those teachers who have not previously availed this financial support.

4.2. The final decision concerning the grant of assistance shall rest with the Vice-Chancellor, subsequent to the receipt of recommendations from the Standing Committee (Clause 5).



5. Constitution of the Standing Committee

5.1. A Standing Committee shall be constituted by the Vice-Chancellor for the exclusive purpose of examining and recommending eligible applications for financial support.

6. Procedure for Application

6.1. The application must be submitted by the concerned teacher to the Competent Authority through the Chairperson of the Department/Institute at least 15 days prior to the date of commencement of the event.

6.2. The application shall be compulsorily accompanied by the following documents:

(a) A copy of the invitation or acceptance letter from the organizers, indicating the details of participation (e.g., paper presentation, invited speaker, or chairing of session), along with information on any financial assistance offered by the organizers.

(b) Brief/details of the event, including the title, venue, place, and duration of the Conference/Seminar/Symposia/Workshop.

(c) Three copies of the paper proposed for presentation (if applicable), or the detailed training programme schedule in case of a workshop or training event.

(d) A statement of estimated expenditure, travel and daily allowance (TA/DA), Accommodation and registration fees.

7. Post-Event Obligations

7.1. The beneficiary teacher shall submit the following documents to the office of the IQAC: A brief report summarizing the participation and outcomes of the event, and A copy of the certificate of participation within 15 days of return from the event.

8. Financial Provisions

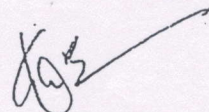
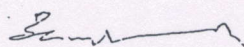
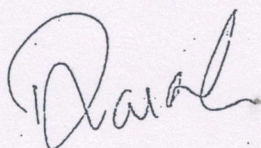
8.1. The Accounts Branch of the University shall earmark and allocate the necessary funds for the said purpose under a distinct budget head.

8.2. Disbursement of funds shall be made as per University financial and audit rules, upon submission of original receipts and documents duly verified by the Head of the Department and recommended by the Standing Committee.

9. Interpretation and Authority

9.1. The decision of the Vice-Chancellor on all matters shall earmark and allocate the necessary funds for this purpose under a distinct budget head relating to the grant, amount, and interpretation of these guidelines shall be final and binding.

9.2. Any matter not explicitly governed by these guidelines shall be subject to the University's existing financial and administrative procedures.



Note:

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These guidelines shall come into effect immediately upon approval by the Competent Authority and may be amended, modified, or withdrawn by the University at any time without prior notice, depending upon exigencies of financial resources or policy considerations.

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