



Career Point University Hamirpur (HP)



Notification

No. CPUH/Expert Talk/2023-21997-350

Dated: 21.09.2023

Experts/ Visiting Dignitaries who are visiting the University to deliver lecture(s) or to attend any meeting, however, to avoid the hustle of the faculty/staff members for approval regarding the budget, the Competent Authority has notified the budget provision for the same as attached in the Annexure-I. However, prior approval to invite such guest(s) is mandatory.

**By Order
Vice Chancellor**

Endst No. Even

Dated: 21.09.2023

Copy of above is forwarded to following for information and necessary action:

1. Dean Academic Affairs CPUH
2. All Deans/Associate Deans CPUH
3. All HOD's CPUH
4. All Faculty members CPUH
5. Non Teaching Staff CPUH
6. PS to VC CPUH

[Signature]
Registrar

Budget provision for Guest Lecturers/Visiting dignitaries.

The different departments of the University frequently organize Guest Lecturers/Placement sessions plus many dignitaries visit the University to attend various official meetings. It requires frequent budget passing and so on, Hence, it is proposed that a policy may be drafted for fixing the budget for above mentioned programs.

The budget provision for above mentioned programs is divided into three heads mainly which are, Honorarium, Felicitation and Food.

A. Honorarium

It is proposed that honorarium may be fixed as under:

S.No.	Ranks of the visiting dignitaries	Amount sanctioned
1.	Assistant Professor or equivalent	Rs. 1000/-
2	Associate Professor or equivalent	Rs. 1500/-
3	Professor or equivalent	Rs. 2000/-
4	Vice Chancellor or equivalent	Rs. 3000/-

B. Felicitation

It is proposed that Felicitation may be done in following way:

S.No.	Ranks of the visiting dignitaries	Facilitation
1.	Assistant Professor or equivalent	Baba Balak Nath frame (Logo & Name of University)and a Medicinal plant
2	Associate Professor or equivalent	Baba Balak Nath Frame (Logo & Name of University)and a Medicinal plant
3	Professor or equivalent	Baba Balak Nath Frame (Logo & Name of University)and a Medicinal plant
4	Vice Chancellor or equivalent	Baba Balak Nath brass statue(<i>Small size</i>)(Logo & Name of University)and a Medicinal plant

Note: The organizer need not to purchase these items, for they will be available in University's center store.

C.Refreshment

It is proposed that, for refreshment following provisions are made:

The in-campus restaurant, Kelvin Bakers is hired for such cases @ Rs. 150/- per plate.

Note: HOD or Section in-charge may depute one staff member to accompany the guests for Lunch.

Note: The above written policy will not apply in case there is a collection from the participants and the budget for them will be prepared separately.