



TAGORE MEDICAL COLLEGE & HOSPITAL

Rathinamangalam, Melakkottaiyur Post, Chennai - 600127.

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(Affiliated to the Tamil Nadu Dr.MGR Medical University & Recognized by the Ministry of Health & Family welfare. Govt. of India New Delhi)

POLICY DOCUMENT ON FINANCIAL ASSISTANCE FOR ATTENDING CONFERENCE/ SYMPOSIUM/ WORKSHOP/ TRAINING PROGRAMME	Policy No : 34 Issue No : 02 No of Pages : 1-3 Date : 27/04/2023
Next Revision	2026

POLICY	Policy Document On Financial Assistance For Attending Conference / Symposium / Workshop / Training Programme
PURPOSE	Financial support to faculty for attending conferences /symposium /workshop /training Programmes.
PROCEDURE	<p>TYPE OF FINANCIAL SUPPORT:</p> <p>Financial assistance:</p> <p>RATIONALE DETAILS AS FOLLOWS:</p> <p>Financial assistance as per the guidelines approved by the council meeting held on July 5 2013 (college council minutes of meeting). The assistance is granted for all teaching faculties for knowledge up gradation of faculties of Tagore Medical College & Hospital.</p> <p><u>For international conferences/symposium/workshop/training program</u></p> <ol style="list-style-type: none">1. The institution will reimburse the faculty attending international conferences /symposium/workshop/training programs as delegate a part of the transport and registration fees for the individual once in a year.2. The institution will provide additional financial aid once in a year for the faculty attending international conferences /symposium/workshop as speaker and or presenting paper/poster.



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For National Conferences/Symposium/Workshop/Training Program

1. Faculty attending national conferences /symposium/workshop/training programs as delegate the institute will reimburse part of the transport and registration fees for the individual once in a year.
2. Faculty attending national conferences /symposium/workshop/training programs as a speaker and or presenting paper/poster the institute will provide additional financial aid for the individual once in a year.

For State Conferences /CME /Workshops /Governmental/Non-Governmental Meetings:

Faculty attending state conferences /CME /workshops/governmental/non-governmental Meetings the institute will reimburse a maximum amount of Rs 2000 per faculty /year.

Restrictions

1. The financial grant will be applicable only once in a year for international and national/state conferences per faculty.
2. Faculty should present paper/poster on behalf of the college

Limit Of Support:

1. For international and national conferences the maximum limit is Rs15000 per faculty /year.
2. For state conferences the maximum limit is Rs 2000 per faculty/year

Procedure For Applying:

1. Faculty can apply for financial aid to the principal of the institution
2. Application should be submitted with supporting documents.



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	<p>3. For paper /poster presentation the faculty shall apply with evidence of acceptance for presentation in conference.</p> <p><u>Release Of Funds:</u></p> <ol style="list-style-type: none"> 1. The expenditure incurred shall be reimbursed to the faculty after they have made the expenditure. 2. Faculty availing grant from the institution will submit on return: <ol style="list-style-type: none"> a. Certificate of completion. b. One page summary of paper/poster presentation c. Expenditure bill/statement of account 3. Funds will be released in the form of voucher within 2 working days after submitting entire documentation.
Frequency	3 Years
Related/Supportive Documents	As Per Norms
Custodian	IQAC Coordinator

Prepared by	Verified by	Approved by
 Finance officer	 IQAC Coordinator	 Dean

ACCOUNTS OFFICER
TAGORE MEDICAL COLLEGE & HOSPITAL
RATHINAMANGALAM, CHENNAI-600 127

IQAC Co-ordinator
Tagore Medical College & Hospital
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Chennai-600 127.

DEAN
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