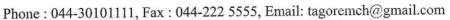


TAGORE MEDICAL COLLEGE & HOSPITAL

Rathinamangalam, Melakkottaiyur Post, Chennai - 600127.





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

POLICY	Policy Document On Financial Assistance For Attending Conference / Symposium		
POLICY	/ Workshop / Training Programme		
PURPOSE	Financial support to faculty for attending conferences /symposium /worksl		
	/training Programmes.		
PROCEDURE			
	TYPE OF FINANCIAL SUPPORT:		
	Financial assistance:		
	RATIONALE DETAILS AS FOLLOWS:		
	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.		
	For international conferences/symposium/workshop/training program		
	1. The institution will reimburse the faculty attending international conferences		
	/symposium/workshop/training programs as delegate a part of the transport an		
	registration fees for the individual once in a year.		
	2. The institution will provide additional financial aid once in a year for the facult		
	attending international conferences /symposium/workshop as speaker and o		
	presenting paper/poster.		



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For National Conferences/Symposium/Workshop/Training Program

- 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.
- 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:

- 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:

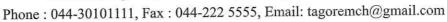
- 1. Faculty can apply for financial aid to the principal of the institution
- 2. Application should be submitted with supporting documents.

Trust Office: No.25, Mahalingam Street, Mahalingapuram, Nungambakkam, Chennai - 600 034, Ph. 044-2817 3772



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	3. For paper /poster presentation the faculty shall apply with evidence of acceptance for presentation in conference.		
	Release Of Funds:		
	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:		
	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	As Per Norms		
Documents			
Custodian	IQAC Coordinator		

Prepared by	Verified by	Approved by	
Finance officer	IQAC Coordinator	Dean	

ACCOUNTS OFFICER IQAC Co-ordinator DEAN
TAGORE MEDICAL COLLEGE & HOSPITagore Medical College & Hospital
RATHINAMANGALAM, CHENNAI-600 1 Bathinamangalam, Melakottaiyur P.O. RATHINAMANGALAM, MELAKOTTAIYUR POS
Chennai-600 127.

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