



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

Title:	FINANCIAL ASSISTANCE POLICY		
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SRI MUTHUKUMARAN MEDICAL COLLEGE
HOSPITAL & RESEARCH INSTITUTE
Chikkarayapuram, Near Mangadu,
Chennai-600 069.

POLICY DOCUMENT ON FINANCIAL ASSISTANCE FOR ATTENDING CONFERENCE /SYMPOSIUM /WORKSHOP/TRAINING PROGRAMME

Financial support to faculty for attending conferences/symposium/workshop/training programmes.

TYPE OF FINANCIAL SUPPORT:

Financial assistance:

RATIONALE DETAILS AS FOLLOWS:

Financial assistance as per the guidelines approved by the council meeting held on 30.05.2018 (college council minutes of meeting). The assistance is granted for all teaching faculties for knowledge up gradation of faculties of SMMCHRI.

For International conferences/symposium/workshop/Fellowship/training program/Advanced study

1. The institution will reimburse the faculty attending international conferences /symposium/workshop/training programs as delegate, for the individual once in two year.
2. The institution will provide additional financial aid once in two years for the faculty attending international conferences /symposium/workshop as speaker and or presenting paper/poster.

For National Conferences/Symposium/Workshop/ Fellowship /Training Program/ Advanced study

1. Faculty attending national conferences /symposium/workshop/training programs as delegate the institute will reimburse part of 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.


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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 national/state conferences and for International conference once in two years per faculty.
2. Faculty should present paper/poster on behalf of the college.

Limit Of Support:

1. For international conferences, the maximum limit is Rs 30000 per faculty once in two years.
2. For national conferences, the maximum limit is Rs 7000 per faculty /year
3. For state conferences the maximum limit is Rs 2000 per faculty/year


Procedure For Applying:

1. Faculty can apply for financial aid to the Dean of the institution.
2. Application should be submitted with supporting documents.
3. For paper /poster presentation the faculty shall apply with evidence of acceptance for presentation in conference.

Release Of Funds:

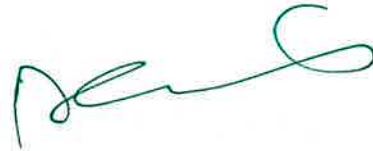
1. The expenditure incurred shall be reimbursed to the faculty after they have made the expenditure.
2. Faculty availing grant from the institution will submit on return:
 - a. Certificate of completion.
 - b. One page summary of paper/poster presentation
 - c. Expenditure bill/statement of account

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3. Funds will be released in the form of voucher within 7 working days after submitting entire documentation.

Prepared by	Verified by	Approved by
 Finance Officer	 IQAC coordinator	 Dean



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