



KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTRE

GST Road, Chinnakolambakkam, Madhuranthagam, Tamilnadu -603308

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KIMS/POLICYDOC/2013

6.7.2013

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 July 5 2013(college council minutes of meeting).the assistance is granted for all teaching faculties for knowledge up gradation of faculties of Karpaga Vinayaga Institute of Medical Sciences & Research Centre.

For international conferences/symposium/workshop/training program

- 1.Faculty attending international 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 international conferences /symposium/workshop as speaker and or presenting paper/poster the institute will provide additional financial aid once in a year.

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 /Worshops/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.



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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.
- 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.

Sushwama
Principal
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Palayanoor Post,
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