

THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY, CHENNAI.
GUIDELINES FOR SANCTION OF FINANCIAL ASSISTANCE FOR CME

1. The Financial Assistance for conducting CME programme will be given to the Affiliated Institutions as detailed below:-

- Medical - Rs.40,000**
- Dental - Rs.20,000**
- Indian Medicine and Allied Health Sciences - Rs.15,000**

2. The above Financial Assistance will be given in the following ratio

- 1.40% - Refreshment charges**
- 2.40% - CME Materials, medals etc.**
- 3.20% - Miscellaneous expenses**

*** SEPARATE CONSOLIDATED BILLS FOR THE ABOVE 3 CATEGORIES MUST ACCOMPANY THE RELEVANT DOCUMENTS.**

3.The Financial Assistance will be given only for Two (2) CME Programmes per Institution per year.

4. Preference should be given for Under Graduate CME Programmes.

5. The proposal for Financial Assistance should be routed through the Dean/Principal and it should reach the University one Month before the conduct of the CME Programme.

6. The Dean/ Principal of the Institution should decide on the two CME Programmes for which Financial Assistance is required/requested.

*** 7. ALL INSTITUTIONS SHALL CONDUCT THE CEP PROGRAMMES DURING THE NINE MONTH PERIOD BETWEEN JUNE AND FEBRUARY EVERY ACADEMIC YEAR.**

8. The final claim for Financial Assistance along with detailed report should reach the University within a month of conduction of CME after endorsement by the concerned Dean/Principal

9. The detailed Report should include the following:

- a) Copy of the Invitation.
- b) Photographs (2 or 3) taken during the CME focusing mainly on audience and speakers
- c) Certificate stating that no other financial assistance has been received from any other source for the same programme.
- d) Feed Back form from the participants indicating the quality and usefulness of the CEP
- e) List of Participants
- f) Copy of the Participant certificate if given out.
- g) Utilization Certificate for the expenditure incurred duly signed by the HOD and countersigned by the Dean / Head of the Institution along with relevant bills / vouchers.

*** All the highlighted instructions are to be verified by the Head of the Institutions (Dean/Principal) before sending the request applications.**

**Sd/-
DEAN OF STUDENTS**