

GUIDELINES FOR TA/DA FOR CONFERENCES

MC/ESTAB/6/18/2008-2009/

17.11.2008

Dear Sir,

In supersession of the earlier guidelines, the Chairman, Governing Body of the College, on 11.11.2008 has approved the revised guidelines for Faculty Members of the College, for attending National Conference/CME/Workshop/Symposium/Updates/Summits etc. held in India and are as follows:

1. Every Faculty Member will be allowed to attend Two National Conferences/CME's/Workshops/Seminars/Symposium/Updates/Summits etc. held in India during an Academic Year from 16th July to 15th July of the succeeding Year.
2. Will be paid Registration Fee at normal rates.
3. T.A. as per entitlement according to the pay scale by Air*/Train II A/C
* Air Fare will be reimbursable only by economy class air fare.
4. D.A. as per rules.
5. Faculty Member will be required to intimate the HOD and the HOD to inform the College, before sending the Abstract.
6. On receipt of acceptance of paper, the Faculty Member including the Head may apply for permission and for Financial Assistance, submitting therewith photocopy of the Abstract, copy of the acceptance of the paper, copy of the brochure, specifically indicative of Registration Fee for the relevant programme.
7. Chairing a Scientific Session/ Invited Lecture/ Guest Speaker/ Panelist in the panel discussion will also entitle a Faculty Member to attend the National Conference/CME/Workshop/Symposium/ Update/Summit etc. alongwith financial assistance, if otherwise permissible.
8. While recommending the request of Faculty Member, the HOD has to give remarks that the Faculty Member had informed the Head of the Department before sending the Abstract or otherwise.

At any given time 50% of the Faculty should be present in the Department.

The above guidelines may be notified to all the Faculty Members of the respective Departments.

Yours Faithfully,

Sd/—
PRINCIPAL