

## POLICY DOCUMENT - 2022

Policy No. F.A. -07

<b>Policy Name:</b> Financial Assistance for Organizing Guest lecture, Conference, Seminar, Workshop, Symposia, etc.	<b>Policy Category:</b> Faculty
Initial formulation No. and Date: 21/07/2022	
<b>Criteria's/Guidelines:</b> For all concerned Health Colleges of NYSS, following are the guidelines for conduction of various CMEs, Workshops, Guest lecture, Conferences, Induction Programmes, symposia etc. These guidelines shall come into effective prospectively.  <b><u>A) The Targets</u></b> <ol style="list-style-type: none"><li>1. Each health unit should propose at least one CME/workshop at the beginning of academic year.</li><li>2. Each constituent health unit should conduct at least two interdisciplinary CME in a year.</li><li>3. Minimum 3 CME's /Workshop to be conducted at College level.</li><li>4. Any additional activity proposed should be with due justification and should be of such quality that it should provide additional learning opportunity to the participants in those areas which are not routinely covered in the syllabi and should be based on recent advances and which are interdisciplinary in nature.</li><li>5. Each proposal to be discussed with the core committee of R and D, which will include HOI, concerned HOD, HOD, SHER and three members from the categories of professors from the concerned constituent college, for ensuring relevance and theme prioritization as per Institute vision and mission. The said core committee shall finalize the faculty to generate desired quality out of the activity. Such shortlisted CMEs will be supported by competent authority of NYSS. The total number of such CMEs will not be more than 05 per year for each unit of health colleges of NYSS (including conferences).</li></ol> <b><u>B) Proposal Submission</u></b> <ol style="list-style-type: none"><li>1. The proposal should be along with tentative date/month, name of the faculty, CV of the faculty member. The status of funding for the said activity applied/ received from any funding agency should also be mentioned in the proposal. The distinguished academician should be invited as the faculty for which the competent authority shall extend all the necessary support.</li><li>2. The expected participation should also be ascertained.</li></ol>	

3. The guest lecturers need not be included in the Institute calendar but should be conducted at the department level and for which no analysis should be done.
4. The pre-test questionnaires should be relevant and should be formulated at least one month prior to the activity by the concerned HOD and submitted to SHPE for the validation.

### **C) Financial Assistance**

1. For guest lecture - 5000/-
  2. For one day CME - 12,000/-
  3. For workshop- 20,000/-
  4. For National level Workshop/ CME- 30,000/- per day
  5. For state level workshop- 25,000/- per day
- a. Only 50% amount shall be released as an advance before the activity provided, that the concerned department has completed the proposal as per SOP and remaining 50% shall be released after all the necessary formalities are completed by the concerned department, such as submission of pre-test and post-test analysis.
  - b. Air fare shall be sanctioned only by prior permission and preferably the tickets will be booked by Head office.

### **D) Organization**

1. The HOD, SHPE shall allot the venue for the activity and it shall be duly notified through the notification.
2. The ceremonial inaugural functions are not required for scientific activities. It is therefore recommended that the HOI shall felicitate the external faculty and the scientific function should begin. The flower welcome, offering mementos to the hosts should be discouraged.
3. The Departmental activities like guest lecture should be inaugurated by the respective head of the Department.
4. The Institute level activities should be inaugurated by the address of the Principal
5. All the unnecessary formalities like felicitations of speakers should be kept to minimum or should be avoided.
6. It will be mandatory to publish the resource learning material (course material) for the workshop and be distributed to all the registered candidates along with certificates.
7. The certificates of attendance shall be issued only to those delegates who have



attained the entire activity and should be awarded at the time of conclusion of the activity, after the post test feedbacks/impact analysis are obtained.

8. Each activity must be concluded with the panel discussion to make it more interactive and informative.

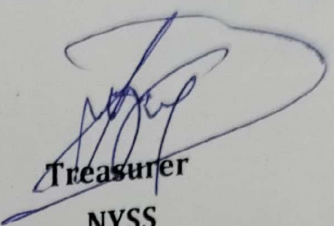
### **E) Logistic Support**

1. Centralized single window support will be made available for conduction of such CMEs, etc. which will include:
  - i. Central supply of stationary material
  - ii. Central support for booking, conduction site, transportation, guest house and catering services, etc.

### **Financial Assistance for guest lecturers/conference/seminar/workshop, etc.**

Description	No. of guest lecturers/conference/seminar/workshop unit @ wana	No. of unit	Max No. guest lecturers/conference/seminar/workshop	Financial Assistance	Max Financial Assistance approved
Guest Lecture	1 per unit	4	4	5,000/-	20,000/-
One day CME	1 per unit	4	4	12,000/-	48,000/-
Workshop	1 per unit	4	4	20,000/-	80,000/-
National level Workshop/CME	1 per unit	4	4	30,000/- per day	2,40,000/- (for 2 days)
State level workshop	1 per unit	4	4	25,000/- per day	2,00,000/- (for 2 days)

				days)
			20	5,88,000/-

  
**Treasurer**  
**NYSS**

**\*Pharmacy College** – 15 guest lecturers are mandatory as per PCI at 2000/- per guest lecture.

Only one National Conference/Seminar will be hosted in a year.  
 However the budget should not be cross 5, 88,000/-