


SOP	 Sri MANAKULA VINAYAGAR Medical College and Hospital Accredited by NAAC with A+ Grade, Accredited by NABH and NABL	
SOP code: SOP 01/ V1	<i>Conference Reimbursement Advisory Committee</i>	Effective Date: 14.10.2024

Purpose:


It is the purpose of this policy to provide guidelines and procedures associated with the reimbursement of conference registration fee on behalf of the Department of Integrative Medical Research, Sri Manakula Vinayagar Medical College and Hospital.

Scope & applicability:

This SOP will be applied to all faculties, central laboratory scientists of Sri Manakula Vinayagar Medical College and Hospital who are attending conferences on behalf of their specialty/ Medical education/ accreditation related conferences like NABH, NABL etc. This procedure will be used for reviewing and considering request(s) received with regard to reimbursement of registration fees of conferences attended.

Responsible persons: Conference Reimbursement Advisory Committee

Dr. P. Sanjay, Dean Research	Chairperson
Dr. Karthikeyan K, Dean Academic	Member
Dr. Deepika, Associate Professor	Member
Mr. Rajkumar, Joint Registrar	Member
Dr. Reena Mohan, Assistant Professor, Community Medicine	Member Secretary


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Frequency of committee meeting:

The Committee will hold meetings any time of the year as per requests received through online/offline modes as needed to discuss and review the publication requests submitted by faculty of SMVMCH.

Instructions for applicants:

1. Faculties who are presenting papers/posters/speaker/ panelist/as faculty alone will be considered for reimbursement.
2. Mere attending conference alone will not be considered for reimbursement.
3. Only the registration fee will be reimbursed. No TA/DA will be considered.
4. Reimbursement will be given for two conferences per academic year. Conferences may be international/National/ Zone/Chapter/State etc. Note: Out of two, only one international conference will be reimbursed.
5. Ceiling for international conference is Rs – 40000 and other conferences is Rs – 20000 only.
6. Applications should be submitted through HOD to the office of the Dean (Research) at any time during the year
7. The committee will evaluate the grant request and forward to the Director/Dean for final approval.
8. The reimbursement will not be entertained if the above mentioned procedures are not adhered to.

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	Name	Designation	Signature
Prepared by	Dr. Sanjay. P	Dean Research	
Reviewed by	Dr. R. N. Kagne	Deputy Director & Dean	
Approved by	Thiru. M. Dhanasekaran	Chairman & Managing Director	