

Final rules for granting reimbursement to faculty members from MCDC for registration expenses incurred while attending **International Conference** in which they have presented a guest lecture /paper /poster:

- All Applications will be considered for Reimbursement at the end of each Calendar i.e. 1st January to 31st December.
- If someone has been given reimbursement for International Conference in three years preceding the year under concern, it will not to be considered for reimbursement. (example: If granted for conference in 2015, next eligibility will be for conference in 2019)
- Applicant has to be GPSC conformed at any post for international Conference reimbursement.
- Maximum reimbursement to an individual will be Rs. 1 Lac and maximum total will be **Rs. 4 lacs/as earmarked by the Dean** for international Conference every year. Actual Reimbursement will be recommended by the Committee empowered by the Dean.
- If Sum of total claimed by all eligible applicants exceeds the permissible limit set by the Dean, proportionate reduction in the reimbursement will be recommended for each applicant, in order not to exceed maximum permissible limit. (Example: If total claim by all eligible applicants is Rs. 8 lacs and maximum limit permitted for the year is Rs. 4 lacs, every applicant will be granted 50% of the claim amount)
- If total expenditure is less then permitted, the remaining to be carried forward for similar expenditure in next calendar year.
- Application has to be submitted prior to going to attend the conference.
- First day of Conference shall be in the same calendar year for which application is made. Proof of attendance of the conference & presentation has to be submitted to MCDC within 1 month of last day of the Conference.
- ❖ Application (in the prescribed format) has to have an undertaking that no sponsorship from any source for the same has been received.
- ❖ The list of permitted conferences as advocated by respective Head of the departments is attached.

Jane
5/1/18

Confusion
5/1/18

5/1/18

5/1/18

Approved.

5.1.18