

Final rules for granting reimbursement to faculty members from MCDC for registration and travel expenses incurred while attending State 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. 1<sup>st</sup> January to 31<sup>st</sup> December.
- First day of Conference shall be in the same calendar year for which application is made. Application has to be submitted to MCDC within 1 month of last day of the Conference.
- If someone has been granted reimbursement for State Conference in two 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 2018)
- Applicant has to have completed minimum 1 year of service for state Conference reimbursement.
- Maximum reimbursement to an individual will be Rs 10000/- (Including Registration fee and Travel Expenses) and maximum total will be **Rs.80000/- /as earmarked by the Dean** for State Conferences 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. 1.6 lacs and maximum limit permitted for the year is Rs.80000/- 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 (in the prescribed format) has to have an undertaking that no sponsorship from any source for the same has been received. Proof of mode of payment for registration and travel to be submitted along with receipt of registration and tickets, with the application.
- ❖ TA will be granted as per entitled class fare and actual spent ( whichever is less)as per State Govt. rules.
- ❖ The list of permitted conferences as advocated by respective Head of the departments is attached.

Jane  
5/1/18

Conf/Dean  
5/1/18

Dean  
5/1/18

S. M. S.  
5/1/18

Approved  
[Signature]