

PROPOSAL FOR HOLDING SYMPOSIA, SEMINARS, WORKSHOPS, CME PROGRAMMES

(With estimated expenditure and request for financial assistance as admissible, under the approved pattern of assistance)

TO BE SUBMITTED THREE MONTHS IN ADVANCE OF THE PROPOSED SCIENTIFIC ACTIVITY

I. BASIC INFORMATION

1. Title of CME Programme:
2. Operating Officer:
(Name, designation & official address including telephone/fax nos & e-mail address)
3. Title of the Meeting:
4. Duration: (with dates)
5. Venue of CME Programme:
6. Type of Proposed activity (Please check appropriate box):

Local Regional National

7. Nature of Educational Programmed (please check the appropriate box)

Study Group Scientific Working Group

Symposium Seminar Workshop

Short Term Course Professional/Update

Technical Orientation Programmes

Other (specify)

II. TECHNICAL INFORMATION

A. Justification

Please (a) provide background of the proposed activity and state how it is justified in relation to the sequence of activities undertaken in the past and proposed to be taken up in the future; (b) state the problem with the sequence of activities, including the present activity, which is expected to solve; (c) justify why an activity of the type proposed is the most appropriate method of achieving the results; (d) course content to be drawn up with due regard to the target group and target areas.

B. Specific Objectives

Please state clearly and as far as possible in measurable terms, the specific learning objectives of the proposed activity, show the relevance of these objectives to the programme area(s), and identify the expected outcome/impact.

C. Participants/Invitees

- (i) Number of participants from College/Association (give designations) where activity is being organized
- (ii) Number of participants from outside
- (iii) Total number of participants
- (iv) Other invitees, if any

Total Number-----

NB: A list of names of participants and course faculty with their mailing address should be provided as a part of the report on the programme so as to enable a follow-up contact for long-term evaluation of the impact and outcome of the educational programme.

D. Academic and Technical Staff Support

Resource persons/Guest Lecturers
(Please give names and designations)

E. Methods and Approaches to be used

(Please enclose a copy of the tentative agenda/programme with the names of speakers and their assigned subject areas)

F. Proposals for evaluation and follow-up

Please indicate: (a) the method of evaluation that you intend to use during the activity to assess its effectiveness, (b) the method of evaluation you intend to use in order to assess the long-term impact of the activity; (c) the follow-up actions that are intended to be taken and their time-frame (d) the time-frame for the preparation and submission of the Scientific Report and Utilization certificate (Please enclose a copy of questionnaire framed for evaluation. A model questionnaire is attached to the Guidelines for reference)

UNDERTAKING

I/We undertake to furnish within one month of the completion of programme:

- (i) Audited statement of the total income and expenditure
- (ii) Utilization Certificates
(Both in the prescribed forms)
- (iii) Detailed Scientific Report (Two copies)
- (iv) I/We also undertake to ensure that:

All announcements made in connection with the programme shall state that: the programme is being held with subsidy from the Govt. of India under the National Academy of Medical Sciences (India) Continuing Medical Education Programme for the benefit of profession.

These and other conditions as stipulated in the annexure will be strictly adhered to.

(Signature)
Head of Institution
(seal)

(Signature)
Programme/Operational Officer
(seal)

Dated:

Dated:

Certified that the Institution has the necessary infra-structural facilities to hold the above CME programme and that the proposer has recognized academic qualifications.

(Signature)
Convenor of the State Chapter, NAMS)

N.B. Application for grant should normally be made at least three months in advance of the commencement of the programme. **Incomplete applications will not be considered.**

Questionnaire may be framed to evaluate the quality of the CME Programme and sent along with application. A model questionnaire is attached for guidance only.

Evaluation of the CME Programme

The organisers may please prepare a questionnaire for evaluation on the following lines so that the outcome of the specific objectives for which the workshop is to be conducted is properly assessed. You may also indicate the type of method you would like to use in the long-term evaluation of this Programme?

A model questionnaire for evaluation at the end of educational programme may be on the following lines:

MODEL QUESTIONNAIRE (To be filled up by the participants)

Name

Qualifications

Speciality

Where are you working at present?

- a. Medical College
- b. Attached to any other Institution other than medical college
- c. Post-graduate student
- d. Other Gov./Corporate sectors
- e. General practice

Proforma for evaluation of educational programme

To be filled by the participants:

Please use the code below to indicate to us your considered opinion on each of the following statements. If you have additional comments to make, space is provided at the end of the questionnaire.

Code: 1	strongly disagree	(SD)
2	disagree	(D)
4	agree	(A)
5	strongly agree	(SA)

We thank you for your cooperation.

Part A

	SD	D	A	SA
*WORKSHOP PLANNING	1	2	4	5
1. I received precise information in advance on the aims of the Workshop.	1	2	4	5
2. The goals of the workshop appeared to me to be of Immediate interest for my academic activities.	1	2	4	5
3. The content of the workshop dealt with issues I generally encounter in my academic assignments.	1	2	4	5
4. Considering my other professional commitments, the workshop Scheduling was appropriate.	1	2	4	5
UTILITY OF WORKING METHODS				
5. I found the documents provided of acceptable quality.	1	2	4	5
6. Time was provided to seek clarification on issues included In the background documentation.	1	2	4	5
7. The working methods used during the workshop encouraged Me to take an active interest in the session themes.	1	2	4	5
8. The pace of presentation of the subject content was appropriate.	1	2	4	5
FORMAT OF WORKSHOP				
9. The general atmosphere of the workshop was conducive to serious work.	1	2	4	5
10. The organisers gave me opportunity for critical comment.	1	2	4	5
11. The organisers made use of any critical comments I made during the Workshop.	1	2	4	5

*Substitute Symposium etc. (as the case may be) for 'Workshop' in the text of questionnaire.

Part B

Gain in knowledge and skills

Were you already familiar with the problem, which has been dealt with in this training programme/workshop and in what way have you gained in the following areas?

- a. Knowledge in respect of clinical course, mechanism, prevention and management of disease or ill health.
- b. have you attained new skills and will you be able to utilize them in your practice?.
- c. In what way do you think it has improved your competence in managing such problems in future?

Additional information

- a. If you are a post-graduate student, has this workshop helped you in the preparation of your examination?
- b. What additional topic areas should be included in a workshop of this nature?
- c. What topics/subjects should be deleted or under-emphasized if this workshop is to be repeated in future?
- d. Is one workshop on this subject sufficient?
- e. Would you like more workshops in future on this theme?
- f. Would you like to suggest any improvements?
- g. What were the deficiencies in the planning, conduct, or any other academic/organizational aspect of Workshop?

**Estimate of expenditure for the organization of a Seminar/
Symposium/Workshop, under the Programme for CME**

- (a) * TA for outstation Senior faculty members (2 nos.) - Rs.25,000/-
- (b) ** DA for Outstation faculty - Rs.5,000/-
- (c) Operational Costs (including preparation & printing of basic documents, Scientific Report, Secretarial Services & Contingency) - Rs.20,000/-
- (d) Name & Designation of the person in whose favour cheque is to be drawn & sent
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* The names and addresses of outstation Senior Faculty Members to whom TA/DA is paid to be given.

** A maximum of Rs.5,000 DA is approved as per Government of India rules for outstation faculty members attending the CME Programmes.

Guidelines for Accounting of Funds Released by NAMS for the CME Programme.

- (i) As a Rule the funds for activities under the CME Programme will be released **to the Head of the Institution, in which the Programme is organised.** That institution will subject to the rules and procedures follow the account and auditing of the expenditure incurred out of the grant for CME. While furnishing a statement of accounts, a certificate to the effect that the accounting and auditing of the expenditure incurred out of the grant received under the CME Programme, has been done as per rules applicable in the case of the Institution/College has to be furnished. The certificate will be recorded in the statement of accounts by the officer responsible for the maintenance of the accounts of the institution (Accounts Officer) which will be duly countersigned by the Head of the Institution/College.
- (ii) In exceptional cases the amount of grant may be released to the Director of the programme provided a separate Bank account has been opened for the CME Programme proposed to be organized.

If the accounts for the expenditure incurred do not pass through the normal departmental accounts of the Institution/College concerned, the same will be got checked and certified by the Accounts Officer of the concerned Institution/College or a Chartered Accountant programme).

- (iii) The original vouchers relating to the expenditure incurred and income received are to be preserved by the Institution/College or the Director of the Programme, as the case may be, till such time the accounts as furnished to the Academy are audited by the Academy's auditors. These documents will be disposed of only after obtaining a clearance from the Academy.
- (iv) The Director of the Programme will furnish an audited Utilisation Certificate and Statement of Income and Expenditure in the prescribed forms (copy enclosed), duly signed by the Accounts Officer/Chartered Accountant/Head of the Institution or any other person authorized by him in this behalf. A statement showing the estimated and actual expenditure under broad heads, with explanations for any major variations in the estimated and the actual expenditure in the form attached should be forwarded with the Utilization Certificate.
- (v) Entitlement of TA/DA to the faculty will be according to the Government of India rules.
- (vi) Preparation of Scientific Report (Refer instructions given under VIII-XI).

Within one month after the date of completion of the Seminar/Workshop/Symposium/CME programme, a detailed **Scientific Report** indicating, among other things, the particulars of the participants and faculty members who attended, the number of postgraduate students, the benefits achieved should be forwarded to the Academy in duplicate.

It is requested that while compiling the scientific reports, it should be ensured that the brief synopsis of the subjects covered in the workshop/seminar are given. It should not be merely the reproduction of the detailed programme which has already been submitted by the organizer along with the application. Further, whichever topic has been dealt with, it should be briefly described e.g. if it is a lecture on some topic, a brief synopsis of the lecture should

be given. Similarly if it is a demonstration, then a brief description of the technique used to demonstrate a particular disease/function along with the result be given. All attempts should be made to frame the report in such a way that anybody, who wants to refer to a particular subject can use this report as a guideline in future. The second installment of the financial support can only be released if the Scientific Report is in order.

NATIONAL ACADEMY OF MEDICAL SCIENCES (INDIA)
Statement of Income and Expenditure

Seminar/Workshop/Symposium titled -----held on -----

No. of Faculty Members : Outstation _____

Local _____

No. of Participants : Outstation _____

Local _____

Income

Grant received from the National Rs.
Academy of Medical Sciences (India) _____

Expenditure

- (a) TA for Outstation Senior faculty members (2 nos.) -
(b) *DA for Outstation faculty -
(c) Operational Costs (including preparation & -
printing of basic documents, Scientific Report,
Secretarial Services & Contingency)

***As per Government of India Rules.**

Certified as correct

Signature of Programme Director

Signature of Chartered Accountant/
Head of the Institution

Date :

Date:

Seal :

Seal:

III. Certified that:

- (i) Outstation senior faculty members have traveled by Indian Air Lines.
- (ii) Faculty Members from Govt./Semi Govt. organizations in the programme were paid TA/DA as per Govt. Rules.
- (iii) Those provided facilities for boarding and lodging in the Institute's hostel or guest house proportionate reduction has been made in the rate of D.A.
- (iv) Certified that the same procedure and rules/regulations as are applicable for the maintenance of accounts of this Institute/College have been followed in the utilization of the grant.

Certified as correct

Signature of Programme Director

Chartered Accountant/Accounts Officer
/Head of the Institution

Date:

Date:

Seal:

Seal:

Utilization Certificate

Certified that the amount of Rs.(.....)
released by the National Academy of Medical Sciences (India) to the Programme
Director vide Academy's letter No.dated
thefor organising the Seminar/Symposium/
Workshop/CME programme
at the..... on the subject
.....has been utilized for
which it was sanctioned.

Signature of the Programme Director

Certified as correct.

**Signature of Chartered Account/
Head of Institution**

Date.....

Seal of the Chartered Accountant/

Head of Institution

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- (ii) In exceptional cases the amount of grant may be released to the Director of the programme provided a separate Bank account has been opened for the CME Programme proposed to be organized.

If the accounts for the expenditure incurred do not pass through the normal departmental accounts of the Institution/College concerned, the same will be got checked and certified by the Accounts Officer of the concerned Institution/College or a Chartered Accountant. (The payment of honorarium for the purpose will be provided in the funds released for the programme).

- (iv) The original vouchers relating to the expenditure incurred and income received are to be preserved by the Institution/College or the Director of the Programme, as the case may be, till such time the accounts as furnished to the Academy are audited by the Academy's auditors. These documents will be disposed of only after obtaining a clearance from the Academy.
- (iv) The Director of the Programme will furnish a Utilization Certificate and Income and Expenditure Statement in the prescribed form (copy enclosed), duly signed by the Accounts Officer/Chartered Accountant/Head of the Institution or any other person authorized by him in this behalf. A statement showing the estimated and actual expenditure under broad heads, with explanations for any major variations in the estimated and the actual expenditure in the form attached should be forwarded with the Utilization Certificate.
- (v) Entitlement of TA/DA to the faculty will be according to the Government of India rules.
- (vi) Preparation of Scientific Report (Refer instructions given under VIII-XI).

Within one month after the date of completion of the Seminar/Workshop/Symposium/CME programme, a detailed **Scientific Report** indicating, among other things, the particulars of the participants and faculty members who attended, the number of postgraduate students, the benefits achieved should be forwarded to the Academy in duplicate.

It is requested that while compiling the scientific reports, it should be ensured that the brief synopsis of the subjects covered in the workshop/seminar are given. It should not be merely the reproduction of the detailed programme which has already been submitted by the organizer along with the application. Further whichever topic has been dealt with, it should be briefly described e.g. if it is a lecture on some topic, a brief synopsis of the lecture should be given. Similarly if it is a demonstration, then a brief description of the technique used to demonstrate a particular disease/function along with the result be given. All attempts should be made to frame the report in such a way that anybody, who wants to refer on a particular subject can use this report as a guideline in future. The 2nd instalment of the financial support can only be released if the Scientific Report is in order.