

**Seth GS Medical College & KEM Hospital,
Diamond Jubilee Society Trust**

Guidelines for faculty member/s who are serving as organizer/ host/ co-host/ co-sponsor for the CME/ workshops/ seminars/ conferences/ international conferences/ any other scientific or cultural events or who are sharing knowledge and human resources or providing forum/platform for any event: -

Kindly submit the proposal 15 days in advance for administration purpose and review of documents.

1. While depositing donations and grants received for any scientific event (e.g. workshop / seminars / conference/symposium etc.) in DJST following guidelines should be followed:

Sr. No.	Documents
1.	Covering Letter signed by Organizing Chairman, Secretary & Treasurer of the Workshop/CME/Conference/Seminar
2.	Administrative approval from the Dean of the institution
3.	Title of the event
4.	Dates of the event
5.	Name of the event Head and the faculty who will operate the sub-head under which the donations are deposited in the DJST
6.	Type of participants attending the event and the expected number
7.	Registration fee per participant and the total
8.	Utilization budget <ol style="list-style-type: none">a. Donations expected/ Registration feeb. Expenditure to be done for individual expense subhead

2. The faculty member may also suggest name of any other colleague, who can be authorized to operate the grant/ donation. Name of the sub-head may also be suggested.
3. The request letter along with above-mentioned documents will be placed in the trustees meeting. The decision of the trustees will be communicated to the concerned faculty member.
4. Please note that the utilization budget will be placed in the monthly meeting of the Trustees. Without the approval of trustees, no deposit for the event will be accepted.
5. An advance of Rs.5,000/- can be sanctioned from the deposit for preparation of the event. This amount is only for the contingency purposes. The expenditure documents duly signed by the sub-account operator needs to be submitted after spending this amount and/or before requesting for the further amount.
6. For any expenditure exceeding Rs. 3,000/- the payments will be made directly in favour of the respective beneficiaries and not to the organizing secretary or any of the faculty members. Appropriate bills are to be produced to release the amount. In case there are any exceptions to the above, trustees permission is to be sought. Stamped receipts are needed to be produced after the payment.
7. For local conveyance, conveyance forms for individual travel are needed to be filled up. (Travelling voucher is available at DJST KEM website)
8. For postages, if courier services are used, bills are to be attached. If postal services are used, evidence of the correspondence needs to be produced. (E.g. receipts of registered post or UCP mailing or franchising).
9. Catering bills will be given directly to the respective caterers. If the scientific event is arranged in a hotel, payment will be done directly to the hotel management. If needed, 50% advance can be given for booking arrangement.
10. Payment for the printing will be made to the printer.
11. Payment for the travel of the outstation faculty will be made either directly to the travel agent or to the out-station faculty. However, Xerox copies of the tickets (rail /airfare/bus) should be deposited in the DJST at least 1 day prior to the payment. Stamped receipts are also to be submitted in DJST.
12. Please note that no over expenditure will be allowed in anticipation and verbal assurance for donation.

13.95% of the dues should be settled within 3 months, the rest of the dues within next one month. After this period, utilization statement will be prepared and the account will be audited for Charity Commissioner's record. The account will be closed for any transaction.

14. The balance will be utilized for the Department activities [Development/Academic] which should also be counter signed by the 3 signatories (Organizing Chairman, Secretary & Treasurer) who endorsed the CME/ workshops/ seminars/ conferences/ international conferences/ any other scientific or cultural events.

2. Change of Signatory:

In the event of retirement/resignation of the faculty in whose name the account/subaccount is there is DJST, the notification of change of signatory to DJST should be done one month prior to the retirement/resignation.

In event of transfer of faculty, the said change of signatory should be notified to DJST within 30 days of the transfer.

If the change of signatory does not happen in the stipulated time period, the Trustees of DJST will transfer the non-Government project and accounts to the concerned HOD.

3. DJST Administrative charges

1. All Conferences/ workshops which are not sponsored by pharma, 7.5% Administrative Charges of DJST should be charged on all registration fees.
2. 10% Administrative Charges of DJST should be charged for all sponsored Workshops/Conferences/ Sponsored Projects
3. 5 % Administrative Charges of DJST should be charged for all Government Projects [DBT, ICMR, CSR, DST, Ministry of Health & Welfare, UNICEF etc,]