

NAMS Mini CME guidelines

The Council approved the conduct of Short CME for less than 8 hours.

The procedure for full-day CME is as under:

- As soon as the request application in format is received for conduct of CME it is sent to the technical reviewer for approval. Technical reviewer is nominated by the Secretary.
- After the approval of the Technical reviewer is received the grant-in-aid is sanctioned and a sanctioned letter is sent to the Organizing Secretary.
- An observer for the CME Programm is also nominated.

A draft for short-duration CME Guidelines is placed below:

APPLICATION FORM FOR HOLDING SHORT CME (LESS THAN 8 HRS) UNDER THE BANNER OF NATIONAL ACADEMY OF MEDICAL SCIENCES (INDIA).

To be submitted THREE WEEKS in advance of the proposed scientific activity

I. Basic information

1. Title of CME Programme:
2. Operating Officer:
(Name, designation & official address including telephone/Mobile/fax & 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
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- 6.1 Mode of CME Programme:

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

Study Group	<input type="checkbox"/>	Scientific Working Group	<input type="checkbox"/>
Symposium	<input type="checkbox"/>	Seminar	<input type="checkbox"/>
		Workshop	<input type="checkbox"/>
Short Term Course	<input type="checkbox"/>	Professional/Update	<input type="checkbox"/>
Technical Orientation Programmes	<input type="checkbox"/>		
Other (specify)			

II. Technical information

A. Justification

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 addresses 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 and contact details)

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 reporting

UNDERTAKING

1. A 5-10-minute time slot in the Scientific Program in the inaugural session will be allocated for NAMS Observer in which the Observer will brief the participants about NAMS and its activities.
2. CME Banners and all documents will have NAMS LOGO
3. The Scientific conference report(s) will have NAMS LOGO
4. The Scientific Report (two copies) as per the NAMS guidelines will be sent to the Academy within one month of conduct of CME programme.
5. The audited Utilization Certificate (as per the prescribed format) and audited Income & Expenditure Statement(as per the prescribed format) will be sent to the Academy within one month of the conduct of CME programme.
6. The grant will be utilised for the purpose for which it is sanctioned as per NAMS guidelines.
7. 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 the profession.

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

(Signature)
Head of Institution
Secretary (seal)
Dated:

(Signature)
Programme/Operational Officer /Organizing
(seal)
Dated:

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

(Signature)
(Convenor of the State Chapter, NAMS)

NAMS GUIDELINES FOR UTILIZATION OF GRANT FOR THE ORGANIZATION OF A SHORT CME

Please note that 70% of the amount will be released as advance and the balance amount will be reimbursed as per the actual expenditure or the overall prescribed limit whichever is less as per the utilization certificate, on receipt of the report.

1. Expenditure for organisation of a seminar/Symposium/Workshop under the programe for Short CME

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| *(a) TA/DA to Outstation CME Faculty Member/Resource Person | - Rs. 10,000 |
| (b) Incentive/Reimbursement towards the cost of preparation of material for scientific presentation to the CME Faculty Members/Resource Persons @ Rs.1,000/- per person. | - Rs. 5,000/- |
| (c) Operational Costs (for conducting the CME, preparation & printing/ Announcement Brochure, Secretarial Services & Contingency, etc.) | - Rs. 10,000/- |

Total Rs.25, 000/-

The Council may consider and approve the format and also the procedure for release of grant-in-aid for conduct of short duration (<8 hrs) CME Progra