



FATHER MULLER
HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL
DERALAKATTE, MANGALURU 575 018
Accredited by NAAC with 'A' Grade

FMHMC/1253/2022

05.07.2022

**Institutional policy for research paper presentation
by students (UG/Interns/PG)**

The research policy for students UG and PG is formulated to encourage and support the research work under taken by the students of Father Muller Homoeopathic Medical College.

Scope of the policy:

1. The policy is applicable to members of Student research club and Research forum.
2. The policy is applicable to paper or poster presentations by the student based on research work under taken only.
3. The policy does not cover case series/ case reports/academic poster.

Eligibility:

1. The students are eligible to avail the benefits of the policy so long as they avail the facility to attend the conference.
2. The provisions of policy will not apply if they avail leave for any other purpose in addition to the presentation at the seminar/conference such as extending leave to go home, site seeing, etc
3. The student is eligible for reimbursement of
 - a. Train /bus fare – Non A/C
 - b. Registration fees (Max. Rs.1000).
 - c. Accommodation charges for the days of the conference (Max.Rs.1000 per person).
4. Students who enjoy travel /accommodation allowances from the organizers are not eligible for the reimbursement
5. The students who avail stipend/sponsor from other sources are granted 35% of the actual expenses.
6. Student can avail of this facility once per year.

Protocol:

1. The students who wish to present research paper/project or research project in any conference conducted in India shall submit an application to seek permission from the administrator.
2. The request for permission should be submitted through proper channel with the following details
 - Conference Brochure
 - Title of the paper with Authors
 - If available Acceptance letter from the conference organizers
 - FMIEC approval letter for the research project of which the paper/poster is selected
 - Details of Funding sources if any

**Proper channel:*

- a. For Postgraduate students: Guide (of research project) - Head of the department - PG coordinator and principal.
- b. For Interns: Guide - Interns coordinator and principal.



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- c. For Undergraduate students: Guide - Research and Scientific committee coordinator and principal.
- d. After obtaining a permission letter from the administrator's office, the student shall apply for leave

Pre Conference:

The Research & Scientific Committee can arrange presentation by the participants one week before the conference/ events for any corrections/suggestions.

Post Conference:

The student upon arrival (within ten days) shall submit a brief report of the event to the Principal.

Process of reimbursement:

Students who want to claim reimbursement shall submit the following self-attested documents through the proper channel to the Administrator.

- Original Conference Registration receipt
- Train/bus ticket
- Photocopy of Conference attendance and presentation of paper/poster
- Original bills for accommodation
- Report of the event.

NOTE: Research and scientific committee shall maintain a register with all relevant data regarding the paper/poster presentation for audit.

DR. ESJ PRABHU KIRAN
PRINCIPAL

REV. FR. ROSHAN CRASTA
ADMINISTRATOR

C.c. to : Administrator -FMHMC&H
Vice Principal & IQAC, FMHMC.
UG/PG Advisor, UG/PG Academic Incharge
Intern Coordinator,
Dr Kurian P J, Coordinator – R&S Committee
Staff/ UG/PG/Intern - notice board/file

esj/af