Central Sector Scheme for supporting Continuing Medical Education and Exposure programs of AYUSH

INTRODUCTION:
AYUSH teachers and practitioners, sometimes, do not have access to professional journals and web-based CME like their allopathic counterparts. There is a need for upgrading their professional competence & skills. Emerging trends of healthcare and scientific outcomes necessitate time to time enhancement of professional knowledge of teachers, practitioners and researchers. Many issues of the profession cannot be covered through stereotyped course curricula, and need augmentation & clarification through direct interaction with the resource persons and domain experts. Good Clinical Practices and Good Teaching Practices are the two areas where AYUSH practitioners and teachers need to be regularly updated to keep up the standards of health delivery and adequate training of students respectively in accordance with the emerging demands. Similarly, use of Information Technology as a tool for widespread dissemination of AYUSH developments and updates is need of the hour in the present era of fast changing trends & methodologies. Web-based educational programs like the ones conducted by UGC are required for AYUSH for wider dissemination of current information and trends. The services of AYUSH paramedics and health workers are also of utmost importance in healthcare. Hence, the upgradation of knowledge of these personnel with updates and changing trends is proposed under this Scheme.

The updated pattern of the scheme is based on the experience gained during 9th & 10th Plans, feedback received from various institutions and requirements for varied nature of training of AYUSH personnel and their exposure to AYUSH centres of best practices. Overall structure of the scheme is aimed at encouraging AYUSH personnel to undergo need-based professional training and bridge the knowledge gaps.

PURPOSE OF TRAINING TO TEACHERS AND DOCTORS:
1. To encourage AYUSH professionals to undergo need-based professional orientation and professional skill development in an organized manner.
2. To update the professional knowledge of teaching material and clinical care to teachers and doctors respectively.
3. To impart good teaching practices and teaching methodology to teachers for adequate training of students.
4. To encourage the use of Information technology and web-based education programmes for widespread dissemination of AYUSH developments and updates.
5. To train doctors in good clinical practices and emerging trends of healthcare and scientific outcomes for keeping up the standards to healthcare delivery.
6. To provide information to doctors on professional journals to keep them professionally updated.
7. To encourage AYUSH paramedics and health workers to undergo periodical training for improving health care services in hospitals and dispensaries.
8. To arrange need-based management training programmes to administrators of AYUSH institutions and hospitals on health aspects for delivering quality services.
9. To update regarding R & D activities in AYUSH systems.
10. To apprise regarding new Acts / notifications and other information addressing regulatory issues in AYUSH systems.
11. To highlight the areas of research and avenues for collaborative activities.

**SCHEME COMPONENTS:**

(I) CME programmes & Exposure Visits

i) 6-day subject-/specialty-specific CME programme for AYUSH teachers.

ii) 6-day introductory programme of AYUSH systems for allopathic and foreign doctors/students.

iii) 6-day specialized training for AYUSH paramedics/health workers.

iv) 3-day/5-day Management training to AYUSH administrators/heads of departments/institutions.

(II) Continuing Medical Education (CME) Programmes & exposure visits for AYUSH doctors.

i) Theme-specific six-day/three-day CME programme for AYUSH practitioners at district and sub-district levels.

ii) Six-day exposure visit cum CME programme for AYUSH doctors at specialized centres of best & innovative practices.

All the above programmes under (I) and (II) would be modular in nature.

(III) Web-based educational programmes

i) Preparation of subject-/specialty-specific AYUSH modules/CDs/DVDs for wider dissemination through web-based training programmes.

ii) Preparation, launch and running of web-based journal.

(IV) Preparation of Peer Reviewed Journals in CDs/DVDs or Making available the lectures of CMEs in CDs/DVDs in AYUSH sector:

i) Preparation of peer-review journals in CDs/DVDs for up-to-date education and research developments in AYUSH sector for upgradation of professional knowledge of professionals.
ii) Preparation of CDs/DVDs on lectures delivered at various CME programmes to facilitate distance learning of AYUSH for wider dissemination, and up-gradation of professional knowledge of practitioners.

(V) **Organizations having domain knowledge** like the National Institutes viz., Rashtriya Ayurved Vidyapeeth and others and universities/deemed universities and reputed organisations will be supported for the benefit of AYUSH fraternity for the following:

a) To develop training material, courses, modules, CDs and structured programs;

b) To design and develop innovative CME courses for AYUSH practitioners;

c) To develop IT interface (software) for innovative CME courses;

d) To establish a special cell in Health/AYUSH universities for registration of AYUSH & IT organizations and to coordinate the deputation of AYUSH teachers for training programs.

e) To provide exposure of best practices in clinical and hospital management areas to AYUSH teachers & practitioners.

f) To conduct innovative short term training program for teachers at reputed AYUSH institutions on subjects as under-

- Use of IT teaching aid in AYUSH education,
- Contemporary relevance of theoretical foundations of AYUSH knowledge systems,
- Integrated protocols for clinical documentation and diagnosis,
- Statistical design for clinical trials based on holistic management,
- Internal assessment/ evaluation methods of students,
- Innovative teaching methods,
- Scope of trans-disciplinary research in pharmacognosy and pharmacology,
- Scientific methods & tools for evaluating classical pharmaceutical processes,
- Application of classical AYUSH systems for community/ public health.

A maximum of 20% of the total allocation under the scheme can be spent for this component.
(VI) National and Regional Level Workshops / Conferences for CME.
At least two National level and two Regional level workshops / conferences can be organized in a year by reputed organizations/Centres of Excellence identified by Department of AYUSH. Each such workshop / conference shall focus on a particular specialty for imparting knowledge / skills / best practices to at least 150 for national level and 100 for regional level AYUSH / Allopathic practitioners. The concerned host institution shall make training / boarding / lodging arrangements for the participants as well as payment as TA/DA to them.

ELIGIBILITY CRITERIA:
Financial assistance through the scheme will be provided to the following institutions /organizations on receipt of component-specific proposals.

Criteria for Resource Persons:
1. CME for Teachers:
   i) Renowned Teacher / Researcher / Practitioner holding PG qualification with 10 years of teaching/clinical/ research experience in AYUSH in concerned subject/specialty and having good communication skills.
   ii) Preference to those having prestigious publications to his/her credit.
   iii) In case of Non-Medical subjects, those holding PG qualification with 15 years of experience in the concerned area or Ph.D. with 5 years experience for Bio-science, Bio-statistics etc.

2. CME for Doctors: Teachers/ private practitioners holding Graduate degree with at least 15 years of clinical experience and eminent in the concerned subject/specialty.

3. CME for Paramedics and Health Workers: Renowned Teacher / Researcher / Practitioner holding PG qualification with 5 years of teaching/clinical/ research/nursing experience in AYUSH in concerned subject/specialty and having good communication skills.

4. Management Training: Qualified and experienced faculty of reputed institutions.

Criteria for institutions: Institutions having own conference hall & good audio-video facilities may be preferred.

1. Institutions for holding Training of Trainers (ToT) in AYUSH:
   • AYUSH National Institutes, Ayurveda and other Health Universities.
   • Colleges of AYUSH in other universities
   • In case of Homoeopathy, besides NIH, Kolkata, renowned institutions like ICMR, AIIMS, NIHFW, JIPMER have been identified for conducting Training of Trainers (ToT) programs.
2. Institutions for holding CME for teachers in AYUSH:
   • AYUSH National Institutes, AYUSH and other Health Universities having AYUSH institute
   • PG Institutions, which have staff as required under CCIM/CCH norms in the concerned subject.
   • UG college permitted by the AYUSH department under concerned council norms to admit students at least for the last 3 continuous years in case of Ayurveda, Unani, Siddha and Homoeopathy.
   • Other Institutes / establishments of national repute rendering services in the AYUSH sector.
   • Central / State Govt. Resource Training Center or Institute of Health & Family Welfare capable to undertake AYUSH training in collaboration with an AYUSH teaching institution/hospital.

3. Institutions for holding CME for doctors in AYUSH:
   • AYUSH National Institutes.
   • UG colleges permitted by the department under concerned council norms to admit students at least for the last 3 continuous years.
   • Central/ State Govt. Resource Training Centre or Institute of Health & Family Welfare capable to undertake AYUSH training in collaboration with an AYUSH teaching institution/hospital.
   • State AYUSH Directorates capable to undertake District/Sub-Districts level training of AYUSH practitioners/Paramedics/health workers.
   • Other Institutes / establishments of national repute rendering services in the AYUSH sector.
   • Reputed organizations / associations / forums working for the promotion of AYUSH systems of medicine like AIAC, NIMA etc.

4. Institutions for making available the lectures of CMEs in CDs/DVDs in AYUSH:
   • AYUSH National Institutes
   • AYUSH and other health universities
   • National Open Universities/Distance Education Centres and other capable organizations to work in collaboration with National Institutes/selected Centres of Excellence in AYUSH.
   • PG or UG institutions/ hospitals eligible to hold CME for teachers having related AYUSH faculty and infrastructure.
   • AYUSH recognised Institutes / organizations having good audio-video-internet-video conferencing -recording & studio facilities along with manpower expertise in the concerned field.

5. Institutions for preparation of peer-review scientific journals in AYUSH in CDs/DVDs:
   • Government/Private institutions/organizations, universities and deemed universities having competent AYUSH faculty and other technical manpower.
• Any other Registered Body successfully publishing a Scientific Journal for continuous three years.
• AYUSH recognised reputed post-graduate teaching / research institutes engaged in intra mural / extra mural / collaborative research.

6. Institutions to take up Orientation Training programmes (OTP) in AYUSH for allopathic/foreign doctors:
   • AYUSH and other Health Universities
   • National Institutes, University colleges/departments of AYUSH
   • Selected PG Institutions.
   • Selected central institutes of research councils.
   • Allopathy institutions having AYUSH department.
   • AYUSH recognised Institutes, preferably teaching / research institutes having learned faculty and good audio-video-internet-facilities.

7. Institutions to take up Orientation Training programmes (OTP) in Yoga & Naturopathy for AYUSH & Allopathy doctors:
   • National and government Institutes in Yoga & Naturopathy,
   • Universities with Yoga department
   • Private Yoga & / or Naturopathy Institutes, preferably teaching / research institutes recognized by Department of AYUSH and having learned faculty, clinical / research units.

8. Institutions to arrange 6-day Exposure Visits to AYUSH teachers and doctors:
   • Any reputed Institute of Govt. of India/Directorate of AYUSH/recognized private AYUSH organisation which is willing to organize a composite visit of AYUSH hospitals, centres of best practices, pharmacies, herbal gardens, teaching AYUSH institutes etc.

9. Criteria for institutions to arrange Management training to AYUSH teachers and doctors:
   • Reputed government/private management institutions with qualified and experienced staff.

FUNDING PATTERN:
Financial assistance will be provided directly to institutions/organizations approved by the Screening Committee. Funds for a programme will be released to the institute on approval of the proposal as per the following pattern:
### a) 3-day/6-day CME/OTP programme for teachers/doctors:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Admissible amount</th>
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<tbody>
<tr>
<td>1.</td>
<td>Per day boarding &amp; lodging charges of trainees</td>
<td>₹1000 per person.</td>
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<tr>
<td>2.</td>
<td>Per day boarding &amp; lodging charges of outside experts</td>
<td>₹1500 per person.</td>
</tr>
<tr>
<td>3.</td>
<td>Travel expenses of trainees</td>
<td>Actual fare or up to the rail fare of AC 2 tier class, whichever is the least.</td>
</tr>
<tr>
<td>4.</td>
<td>Travel expenses of outside experts</td>
<td>Actual fare or up to the rail fare of AC 2 tier class / Economy Class Air Fare.</td>
</tr>
<tr>
<td>5.</td>
<td>Honorarium to resource persons</td>
<td>₹1000 per session / demonstration.</td>
</tr>
<tr>
<td>6.</td>
<td>Honorarium to support staff of the host institute in six-day programme.</td>
<td>₹5000 to be shared among the involved staff members.</td>
</tr>
<tr>
<td>7.</td>
<td>Honorarium to support staff of the host institute in three-day programme.</td>
<td>₹3000 to be shared among the involved staff members.</td>
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<tr>
<td>8.</td>
<td>Training material</td>
<td>₹500 per trainee/resource person</td>
</tr>
<tr>
<td>9.</td>
<td>Consolidated amount for institutional support &amp; contingencies in six-day programmes.</td>
<td>₹25,000</td>
</tr>
<tr>
<td>10.</td>
<td>Consolidated amount for institutional support &amp; contingencies in three-day programmes.</td>
<td>₹10,000</td>
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</table>

### b) 6-day CME training program for paramedics/health workers:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Admissible amount</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Per day boarding &amp; lodging charges of trainees</td>
<td>₹600 per person.</td>
</tr>
<tr>
<td>2.</td>
<td>Per day boarding &amp; lodging charges of outside experts</td>
<td>₹1000 per person.</td>
</tr>
<tr>
<td>3.</td>
<td>Travel expenses of trainees</td>
<td>Actual fare or up to the rail fare as per entitlement, whichever is the least.</td>
</tr>
</tbody>
</table>

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4. Travel expenses of outside experts | Actual fare or up to the rail fare of AC 2 tier class / Economy Class Air Fare.

5. Honorarium to resource persons | `800 per session/demonstration.

6. Honorarium to support staff of the host institute. | `3000 to be shared among the involved staff members.

7. Training material | `250 per trainee/resource person

8. Consolidated amount for institutional support & contingencies. | `10,000

C) Management training/Exposure visit of AYUSH administrators/heads of institutions and in-service doctors.

The host institute will be provided the funds for organizing the program as per applicable package rate or as per pattern prescribed for 6-day CME training program.

d) Orientation programme of AYUSH systems to allopathic and foreign doctors/students

Host institutions will be supported in the manner applicable to CME program for AYUSH teachers, except expenses of foreign doctors/students, which shall not be supported through the scheme.

e) Lectures of CME and CME journals/Peer-Review Journals in CDs/DVDs.

The proposals submitted by eligible institutions and the Expenditure projected in the proposal will be subjected to appraisal by an expert committee followed by approval of Screening Committee. Funds would be released in annual installments in accordance with the Screening Committee’s recommendations. Progress report along with authenticated statement of expenditure of the preceding installment is required before considering release of subsequent installments.

f) CME related innovative tools, programs and activities for use of AYUSH personnel.

The proposals will be invited from eligible institutions and subjected to appraisal by a Project Appraisal Committee comprising of Joint Secretary (AYUSH) as Chairman and concerned Adviser, Research Council Director and a domain expert nominated by the Department. The quantum of assistance and mode of implementation will be determined by the Screening Committee.
g) National Workshops / Conferences for CME.

AYUSH National Institutes, AYUSH and other health universities, AYUSH recognised Institutes / organizations having good audio-video-internet-video conferencing-recording & studio facilities along with manpower, expertise in the concerned field will be invited to submit proposals with break-up of expenditure, which will be appraised and sanctioned by the Screening Committee.

GUIDELINES FOR APPLYING & IMPLEMENTING THE SCHEME:

Following guidelines shall be followed in supporting the various programmes envisaged under the scheme-

i) Not more than four CME programmes in a year shall be allotted to an eligible institute/organization. Interested institutes may apply once in a year providing schedule & details of the programmes to be conducted. Modules of training and list of resource persons along with their qualifications, experience and specialization should be enclosed with the application.

ii) At least 20 and maximum of 30 participants must be enrolled in CME for teachers training program. In case of CME program for doctors participation of at least 30 practitioners in urban areas and 20 practitioners in rural areas should be ensured. All the participants except paramedics should possess the qualification included in concerned Medical Acts. Not more than one trainee from the host institute shall participate in the program and they will not be entitled for any financial benefit except training material.

iii) The program of exposure visit / CME for doctors and teachers/OTP in Yoga and Naturopathy shall be conducted on consecutive six working days. CME for doctors in Unani and Siddha will be held on consecutive three days.

iv) Financial assistance is limited to `3.75 lakhs for a 6-day CME/Exposure Visit/TOT/OTP and `2.95 lakhs for a 3-day CME in case of AYUSH faculty and doctors. An advance of `3.50 lakhs in 6-day program and `2.50 lakhs in case of 3-day program will be released and balance after submission of accounts, as per need.

v) In case of 6-day CME in Paramedics, the financial assistance is `2.75 lakhs per program. An advance of `2.50 lakhs will be released and balance after submission of accounts, as per need.

vi) Participation Certificate shall be issued on full attendance only.

vii) Payment of TA/DA should be made only at the end of the programme as per admissibility or actuals, whichever is less. In case of resource persons being paid Air Fare, travel by economy class and Indian Airlines is only allowed. Persons to utilize apex / senior citizen fare to the possible extent.
viii) Duration of CME program shall be exclusive of journey time.

ix) Conduction of programme should commence within two months after release of grants with preparation of Schedule of the program and it should be widely circulated well in advance to institutions & State Directorates for nomination of trainees.

x) National health programmes, experiential knowledge of experts in the field, research findings, current developments, more emphasis on teaching methodology and training modules on improvement of examination system (paper setting, evaluation etc.) in CMEs for teachers & current trends relevant to the theme of CME program must find place in the modules.

xi) Resource persons: Six experts of concerned specialty (Two faculty members and four external experts) are permissible for conducting 3-day CME and twelve experts of concerned specialty (four faculty and eight external experts) in 6-day CME/OTP as per the given modules. Experts from Department of AYUSH and Research Councils as per their expertise should be called wherever required.

xii) Trainees are allowed to attend upto two programs of CME in a year. Every Resource person is allowed to attend a maximum of four CME in a year, and the period of the training program in case of trainees and resource persons is to be treated as on duty.

xiii) CMEs may be conducted in different States limiting the trainees from that State and neighboring States, except in specialised subjects. The CME for teachers will be held regionally taking trainees from that State and neighboring States. Resource persons for both types of CME may be taken from any State subject to the condition of maximum of four CME per expert in a year.

xiv) The deputing AYUSH teaching Institutions/Hospitals/State Directorates should utilize the skills gained by the participants in CMEs.

xv) The State Governments should sanction grants to such private institutions/hospitals for equipping necessary infrastructure so that the training given to the AYUSH personnel is put to use.

xvi) Structure of the CME program shall be as under-

(a) Two theory sessions using audio-visual aids and two practical/demonstration sessions shall be conducted per day. Each session will be of 1½ hours duration.

(b) Each external/internal expert shall deliver two theory / practical sessions in one day in CME.
(c) Each theory and practical session shall be followed by questions & answers and necessary clarifications/explanations.

(d) Reading material & copies of the presentations, CDs etc. should be distributed to all participants at the beginning of the program.

xvii) Institutions interested to take up CME programs may design modules and submit the same along with application for approval. In case of pre-structured modules/package training programs prepared by Department of AYUSH, no prior approval is required.

xviii) Program for management training/ exposure visit of AYUSH administrators & heads of departments/institutions and AYUSH doctors shall be worked out by the host institute(s).

xix) Institutions willing to conduct web-based training programs and/or prepare CME journals in CDs/DVDs are required to send proposals with complete technical & financial details indicating the project implementation schedule and timelines.

xx) The proposal of innovative initiative should be worked out in all technical & financial details keeping in mind the scope & limitations of the scheme.

xxi) No expenditure is liable to be reimbursed that has been incurred before the sanction of the grant and implementation of the approved program/activity and for other than sanctioned items.

xxii) Re-appropriation within sanctioned items of expenditure may be done to the extent not more than 10%.

xxiii) The heads of the institutions/departments/organization meet the expenses as per the scheme pattern.

xxiv) After completion of the CME programme following documents may invariably be submitted to Rashtriya Ayurveda Vidyapeeth, Punjabi Bagh (West), New Delhi within one month for liquidation of grant-

- Authenticated Utilization Certificate in the prescribed proforma (Annexure - B) to the effect that the grant has been utilized for the purpose for which it was sanctioned;

- Audited Accounts reflecting therein the Grant-in-aid and item-by-item expenditure as per the funding pattern incurred there from;
• A certificate that the organization has not received financial assistance for the same purpose from any other Department of the Central or the State Government or any Government/non-government agency;

• Achievement-cum-performance report indicating the performance for which the grant was received; the manner in which it has been utilized; and how the grant helped to improve the performance of the participants/institution;

• Feedback report in the proforma (Annexure - C), in separate sealed envelopes, from each of the trainees and resource persons in case of CME program;

• A statement showing the names and addresses of the trainees, which should be certified by the Head of the Institute/College that all the trainees were registered AYUSH practitioners;

• A statement showing the names & addresses of the resource persons participated in the programme along with their bio-data showing their qualifications, experience in the subject etc. for their further utilization, as and when required;

• Unspent balance of the grant, if any, may be returned to the Department of AYUSH in the form of Demand Draft drawn in favour of the Accounts officer, Cash (Health) payable at New Delhi;

• All original receipts/vouchers may be kept with the organizing institution for a period of 5 years for any audit check.

HOW TO APPLY:
Application for seeking grant to conduct Continuing Medical Education Programme for teachers/doctors or other programs is to be made, in the proforma given at Annexure - A to-

The Director (CME Scheme)  
Department of AYUSH  
Ministry of Health & FW  
Red Cross Building  
NEW DELHI-110 001.

The Director  
Rashtriya Ayurveda Vidyapeeth  
Dhanwantary Bhawan, Road No-66  
Punjabi Bagh (West)  
New Delhi-110 026.

A Project Evaluation Committee will be constituted by Secretary (AYUSH) comprising of renowned experts.
Screening Committee:

All proposals received under the scheme will be subjected to appraisal by the PEC and then submitted for consideration and approval by a Screening Committee comprising of -

1. Secretary (AYUSH) / JS (AYUSH) - Chairperson
2. Additional Secretary & FA or his nominee - Member
3. Joint Secretary (AYUSH) - Member
4. Adviser of concerned system - Member
5. Director in-charge of the scheme - Member
6. Director, Rashtriya Ayurved Vidyapeeth - Member
7. One renowned expert to be nominated by Secretary (AYUSH) - Member
**APPLICATION FOR CME / OTP / EV / OTHER PROGRAMME - FOR TEACHERS / DOCTORS / PARAMEDICS OF AYUSH OR DOCTORS OF ALLOPATHY SYSTEM**

<table>
<thead>
<tr>
<th>1.</th>
<th>Name of the Institution</th>
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<tr>
<td>2.</td>
<td>Address/ Tel. No./ FAX No./ E-Mail</td>
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<tr>
<td>3.</td>
<td>Nature of the Institution</td>
</tr>
<tr>
<td></td>
<td>Government / Government aided / private</td>
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<tr>
<td>4.</td>
<td>Documents to be enclosed with the application: A certificate to this effect that the organization has not obtained or applied for grants for the same purpose or activity from any other Ministry or Department of the Government of India or the State Government or any Non-governmental organisation</td>
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<tr>
<td>5.</td>
<td>Additional Documents to be enclosed with the application (for private colleges established under societies Act): Copies of Articles of association bye-laws, audited statement of accounts, sources and pattern of income and expenditure, etc.</td>
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<tr>
<td>6.</td>
<td>Year of Establishment</td>
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<tr>
<td>7.</td>
<td>Details of Departments</td>
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<tr>
<td>8.</td>
<td>Details of faculty in the institution participating in the programme along with qualifications, date of joining and duration of experience in the subject (May attach a separate sheet)</td>
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<tr>
<td>9.</td>
<td>Past experience of organizing such programmes (Details)</td>
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<tr>
<td>10.</td>
<td>Details about the previous grants if any under this Scheme (RoTP &amp; CME)</td>
</tr>
<tr>
<td>11.</td>
<td>Whether the following documents are sent or not (if not, the reasons; if yes, date of sending the same) with respect to S.No.-10. A) Utilisation Certificates in prescribed proforma B) Audited accounts reflecting item-wise expenditure C) Achievement cum performance report/ feedback report from trainees</td>
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<td>D)</td>
<td>Statement showing name &amp; full postal address of the trainees certified by the institute and</td>
</tr>
<tr>
<td>E)</td>
<td>Certificate that all the trainees are registered AYUSH practitioners etc.</td>
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<tr>
<td>12.</td>
<td>Whether any other grants under any scheme were received from this Department on earlier occasions. If yes, the details thereof. Whether Utilisation Certificate and other requisite documents is pending/due for such grants or sent</td>
</tr>
<tr>
<td>13.</td>
<td>Number of programmes applied for</td>
</tr>
<tr>
<td>14.</td>
<td>Details of the programmes viz subjects etc.</td>
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<tr>
<td>15.</td>
<td>Amount required with break up</td>
</tr>
<tr>
<td>16.</td>
<td>Names of Experts/ Resource persons for conducting the programme with their current posting, date of birth and qualifications and experience in the subject for which they are invited, Tel no., E-mail, Mobile etc. (may attach separate sheet)</td>
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</tbody>
</table>

Signature of the Head of the Institution/ Association/ Organisation

Name: __________________________

Designation _________________________

Postal address ________________________

Tel./Fax No. & E-mail __________________
UTILIZATION CERTIFICATE

Certified that out of Rs.................. (Rupees ........................... only) of advance of grant -in-aid sanctioned during the year .................. in favour of .........................................................., vide Sanction letter no. ..................dated................... , a sum of Rs.................................................. (Rupees .......................... only) has been utilised for the purpose of holding of CME on ............................................. for which it was sanctioned.

Certified that we have satisfied ourselves that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that we have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned. The institution has committed no deviation from the scheme.

Kinds of checks exercised

1. Checked the Individual Vouchers.
2. Checked the ledger Account of Expenses.
3. Checked the Cash Book and Bank Book to see that the amounts have actually been paid.
4. Checked the total of the disbursement made.
5. Checked that the payments pertained to the concerned above mentioned programmes.
6. Checked all documentation.
7. Made out a list of payments (as per attached annexure)

This certificate is issued on the basis of books and records produced before us and as per the information and explanations provided to us.

Signature & Seal
Head of the Institution
(In ink)
Date:
Name:
(In block letters)

Signature & Seal
Accounts Officer/Chartered Accountant
(In ink)
Date:
Name:
(In block letters)
Registration No. of Firm
Membership No. of the signatory CA

16
# STATEMENT OF ACCOUNTS

Name of the Institution: 

Name of the Program: CME/OTP/EV/................ programme

Dates of the Program:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particulars</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Boarding &amp; lodging expenses of trainees</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Boarding &amp; lodging expenses of outside experts</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Travel expenses of trainees</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Travel expenses of outside experts</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Honorarium to resource persons</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Honorarium to support staff of the host institute</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Expenses on Training material</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Consolidated amount for institutional support &amp; contingencies</td>
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<td>TOTAL</td>
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<td></td>
<td>Un-utilized grant, if any</td>
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Signature of CA/Accounts Officer (in case of government institution)  
Signature of Head of Institute (Name & Seal)
# FEED-BACK

(To be filled by the trainee at the end of the Training Programme and given to Organizing Institution in a sealed envelop)

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Name &amp; Address of the Institution :</td>
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<tr>
<td>2.</td>
<td>Name of the Training programme :</td>
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<td>3.</td>
<td>Duration of the Training Programme : From To</td>
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<td>4.</td>
<td>Number of trainees attended :</td>
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<td>5.</td>
<td>Usefulness of the programme : Very useful/ Useful / Not relevant</td>
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<td>6.</td>
<td>Infrastructure available in the Institution: (If applicable) :</td>
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<td>a) OPD :</td>
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<td>b) IPD :</td>
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<td>c) Laboratory :</td>
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<td>e) Hostel :</td>
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<td>f) Herbal Garden :</td>
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<td>g) Pharmacy :</td>
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<td>7.</td>
<td>Venue of the programme (Hall, Ventilation, Lighting etc)</td>
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<td>8.</td>
<td>Use of Audio-visual aids</td>
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<td>9.</td>
<td>Whether time schedule followed</td>
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</table>
10. Whether practical demonstrations conducted (where so ever applicable)

11. Assessment of Faculty

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Faculty</th>
<th>Relevance of the topic &amp; subject matter</th>
<th>Quality of delivery/presentation Scores (0-10)</th>
<th>Applicability</th>
<th>Any new information given</th>
<th>Overall assessment of the faculty Scores(0-10)</th>
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Any suggestions on faculty, presentations etc.:
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<tr>
<td>12.</td>
<td>Facilities for stay and other amenities</td>
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<td>13.</td>
<td>Shortcomings, if any,</td>
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<td>14.</td>
<td>Any suggestions to be incorporated for future training programme</td>
</tr>
<tr>
<td>15.</td>
<td>Overall assessment of course/programme (Excellent/Very Good/ Good/Average /Poor)</td>
</tr>
</tbody>
</table>

**Signature of the Trainee**

Name ........................................

Full Postal Address ..........................

........................................

E-mail: ........................................

Phone/Mobile: ..............................

**Note:** Any trainee may send the filled-in Feedback Form or any suggestion directly to the Director, Rashtriya Ayurveda Vidyapeeth, Dhanvantari Bhawan, Road No.66, Punjabi Bagh (West), New Delhi-110 026 by post or by E-mail to: ravidyapeethdelhi@gmail.com or ayurgyan@rediffmail.com