



MOTHER TERESA PHARMACY COLLEGE

(Approved by PCI., Govt. of T.S., & Affiliated to JNTUH, Hyderabad)

Kothuru, SATHUPALLY - 507 303, Khammam Dist. T.S.

Phone : 7893075068, Website : mtpharma.co.in E-Mail : mtpharma09@gmail.com

POLICY FOR ATTENDING FDP / STTP / WORKSHOP / SEMINAR / STIP/ CONFERENCE FOR FACULTY / STAFF WITH FINANCIAL SUPPORT

1. Leaves

- Those attending FDP / STTP / Workshop / Seminar / Conference are entitled to get on-duty leave with the Principal's prior approval.
- During this period, if any holiday / Non-working days fall, then no special Compensatory Off will be given to the attendee.
- On-Duty leave will not be granted for attending irrelevant FDP / STTP / Workshop / Seminar / Tutorial / Conference.
- In case the attendee remains absent during this period (for the event), there Institute will cancel on-Duty leave

2. Registration Fee/ TA / DA

- In case the Institute feels that the course is helpful for the institute/department, in this case, the Institute will bear TA as admissible as per Govt. Norms. To achieve this, prior approval of the Principal is required. No DA was administered.
- If the program is in Vijayawada, no LCA will be performed.
- Registration Fee will be reimbursed, not more than Rs. 5000/- in total for the academic year, in case a program is within India and Rs. 15000/- in total for abroad
- Submitting claim original bills/tickets need to be submitted.
- For attending irrelevant FDP / STTP / Workshop / Seminar / Tutorial / Conference - registration fee, TA, or DA are not applicable

3. Conditions

- For research paper publication, plagiarism must be less than 20%.
- To encourage the faculty towards research, Siddhartha academy provides cash incentives for publications in Scopus Indexed Journal without Thomsons Reuters Thomson Reuters Impact Factor <1 (6000/-), UGC approved journals having ISSN number (1500/-).
- In an academic year, one FDP and one seminar/conference will be sponsored by Siddhartha Academy for those who presented.
- For those faculty who won a prize, full reimbursement will be given by the Siddhartha Academy for their encouragement.


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Sathupally, Khammam (Dt.)

(e) In case funds are used from any other funding agencies or research grants for attending FDP STTP / Workshop / Seminar / Tutorial / Conference no reimbursement (full or partial) will be done.

(f) After attending the course, the attendee needs to submit the following documents for the final sanction of OD:

- i. Xerox copy of Participation Certificate or relevant Proof of Attendance.
- ii. Report on Programme attended
- iii. Feedback from HOD (Useful or not useful)
- iv. Proof of Course Material was deposited to respective departments / Library during this period.
4. This policy will be reviewed after every two years.
5. MCM Educational Society retains the right to modify/amend the above policy at any time.
6. Treat earlier policy related to FDP / STIP / Workshop / Seminar / Tutorial / Conference as Null and Void.



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