



## **VISWANADHA INSTITUTE OF PHARMACEUTICAL SCIENCES**

Affiliated to J.N.T.U.K-Kakinada, Approved by PCI & AICTE, New Delhi  
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Dt:01/11/2016

### **POLICY DOCUMENT**

#### **FINANCIAL SUPPORT TO ATTEND FDP / CONFERENCES / RESEARCH WORKS / WORKSHOPS / SEMINARS**

In pursuit of advancing educational excellence, our institution is committed to facilitating financial assistance for teaching staff participating in Faculty Development Programs (FDPs), workshops, seminars, and engaging in research projects at state, national, and international levels within the pharmaceutical domain. The overall goal is to elevate faculty knowledge and standards, fostering an environment where they can expand their facilities, research skills, and contribute to global knowledge dissemination.

#### **Objectives:**

1. To inspire our faculty to elevate their educational qualifications is a primary objective.
2. Additionally, the institution aims to bolster the efforts of faculty members in producing scholarly works, such as books, articles, and monographs for publication.
3. To increase percentage in faculty qualifications and targeted annual publications.
4. The institute promotes and encourages faculty interaction outside the institute.
5. To enhance integrity, quality, and ethical research practices of the faculty with cultivating creativity, profound knowledge, and the sharing of this knowledge on a global platform.
6. To build good professional rapport with eminent researchers and academicians.

#### **Eligibility:**

1. Full-time faculty members are eligible for financial support for FDPs, workshops, and seminars.
2. The institution will cover registration fees after the approval upon submission of the financial request letter and participation certificate.
3. For those utilizing financial support for research endeavors, timely completion within the allocated timeframe is imperative.
4. Financial assistance is extended to research projects and publications in reputable journals only.

#### **Application Procedure:**

1. Faculty seeking financial support for FDPs, seminars, or workshops must submit a request letter detailing program specifics, including location, organizing institution, program duration, and registration charges.



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2. Approval from the Principal is mandatory. Those seeking support for research projects should submit a request for necessary chemical and glassware requirements, also requiring Principal's approval.
3. Submission of participation certificates and relevant documents within three days post-program completion is essential.

### Approval Process:

1. Request details are scrutinized by the Principal, Vice principal & Head of the Departments (HOD's) to determine approval or decline.
2. Accepted requests are forwarded to the Vice-Chairman for final approval.
3. Once authorized by the Vice-Chairman, Principal, and HOD, the college accountant disburses funds upon receipt of relevant documents.

This structured process ensures transparency and adherence to our commitment to supporting faculty development, research, and knowledge dissemination within the pharmaceutical field. It also facilitates continuous improvement through feedback mechanisms and aligns with legal and ethical standards in academic research.

Principal

**Dr. P. UMADEVI**  
Principal  
Viswanadha Inst. of  
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