



MOONRAY INSTITUTE OF PHARMACEUTICAL SCIENCES

(Sponsored by Moonray Educational Society)
(Approved by AICTE & PCI, Affiliated to JNTU, Hyderabad)
Near Tollgate, Adjacent NH-44, Vill. Raikal, Mdl: Shadnagar, Farooqnagar,
Dist. Ranga Reddy - 509202
Ph: 08548-213259, Mobile: 9985119801, 9000004806, 9989456507

Policy for Financial Support to Teaching Staffs to Attend FDP, Research Works, Conferences, Workshops, Seminars, And Membership Fees

Research and quality improvement in the teaching and learning process, we believe, contribute to classroom excellence. Substantial changes in educational structure have happened both nationally and globally, making learning more accessible. Teachers must be more adaptable, versatile, and diverse as a result of these developments. Internal faculty members can improve their academic knowledge by using the platforms given by well-designed Financial Support Policy.

POLICY STATEMENT

This initiative aims to help faculty members advance their academic careers. The purpose is met through providing financial help to educators and encouraging them to attend seminars, symposia, conferences, workshops, and training sessions held in India and around the world. This would help with knowledge sharing, academic progress, collaboration, and networking. This also contributes to the creation of a conducive environment for academic learning. Such interactions and interventions would increase teachers' professional and personal efficacy, resulting in institutional, individual, and student academic success.

OBJECTIVES

Provide financial assistance to all teaching faculty for the following:

- Attending or participating in seminars, symposia, conference workshops, refresher courses, PhD programme course works, book publishing, and training workshops both in India and abroad.
- International cooperation and exchange programmes, which may include international internships.
- Advising faculty members to apply for travel grants.
- Programs for all teaching faculty members in India and overseas.
- Provide financial help to faculty members in the form of registration fee reimbursement and DA/TA to encourage their participation in various professional development conferences/workshops.
- Professional Development Programs (PDPs), Capacity Building, Faculty Development Programs (FDPs),
- Offer and facilitate training programmes for faculty members offered by the College's



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corporate partners/collaborators as part of collaborative programmes conducted in India or overseas.

- Organize academic exchange programmes for faculty members with recognized academic institutions as needed.
- To encourage and push academic members to seek financing from various funding agencies for research, outreach/extension efforts, or nationally acclaimed UGC programmes.
- Provide qualifying teaching faculty members/members with training programmes and financial assistance as needed for programmes provided by corporate partners for software's/courses required for the smooth running of the Institution's joint programmes.
- To plan career and skill development programmes.
- To offer departmental money for guest lectures, seminars, and field trips, as well as to perform association events, collaborative activities, and outreach programmes.
- Planning and implementing staff training and development programmes to improve professional competency.

SCOPE OF THE POLICY:

The policy applies to all levels of academic/research activities except certification programmes. Participation in such programmes is subject to local need assessments and permission, among other things, and is in accordance with the institution's standards. Faculty engagement should be aligned with academic content standards or research criteria as outlined in the Research Policy.

POLICY GUIDELINES:

The following guidelines have been created in accordance with policies.

- Staff Members-Teaching and non-teaching employees on a permanent basis who are on probation shall be eligible for awards under the following conditions:
- Financial assistance for teachers to attend seminars, FDPs, and conferences in order to enhance their intellectual capacities.
- Financial aid is offered, and faculty members are encouraged to participate in workshops, trainings, and refresher programmes.
- To participate in international conferences, the faculty member must have completed his or her probation period.



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- After probation, faculty members are encouraged to apply for UGC grants and other funding bodies with the agreement of the Principal.

Note: If the allocated UGC funds are fully utilized, the institution will provide monetary assistance in the above-mentioned conditions using Special Earmarked funds from Management.

PROCEDURE OF AVAILING THE GRANT/AID:

- Applications for national conferences/seminars should be submitted to the Principal/Registrar at least 7 days in advance.
- For international events, an application must be submitted in advance to the Principal, along with an alternate teaching plan approved by the corresponding Head of Department. In addition, the faculty member should ensure that students' instructional hours are not impacted.
- Research Advisory Committee (RAC) evaluates applications for relevance and necessity.
- If many candidates from the same department are submitted, the principal's decision is final.
- If a research paper presentation is funded, the first author will be given preference if the paper is co-authored. The application, however, should include No Objection Certificates from the second author (s).

REPORTS/OUTCOME RECORDING OF SUCH EVENTS:

- Within a week of returning, the staff member must submit a detailed report together with the bills for reimbursement.
- On submission of original copies of air travel tickets, visa, boarding passes, attendance/participation certificates, statement of expenditures, and a brief report on the Seminar/Conference/Workshop / Proceedings, the expenses incurred will be refunded.
- In the case of any training programme attended by the staff, the details of the programme/learning experience should be presented to the respective department within a week of their return.
- Faculty members who attend an international seminar or conference should work on publishing their work in a reputable international journal.
- Copies of participation certificates, best paper certificates, and other relevant certificates should be handed over to the Research Department, with a soft copy uploaded on the ERP.

PRINCIPAL
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