

UNITED INSTITUTE OF PHARMACY, PRAYAGRAJ

Policy for attending FDP/Workshop/NITTTR/Summer Schools/MDP

- This benefit would be given only if the paper is presented in the conference and UGI campus is mentioned as institute in the certificate.
- The benefit would be given only for offline activities.
- The benefit would be given for FDP duration 3 or more day.
- The policy would be applicable to faculty and students of UGI.
- The benefit would be given only if the proceeding is indexed in SCOPUS database.
- A faculty would be given maximum 7 days as OD/Attendance for attending FDP/workshop
- Special permission may be given from head of institution.
- The benefit would be given only if the FDP / workshop duration is in non-teaching period only).

- Following support would be given for FDP/Workshop

Category A (Deputed by Institute)

- ❖ 100% sponsorship for registration amount
- ❖ Travel would be planned by institute
- ❖ Accommodation cost, if any would be borne by institute
- ❖ OD for attending the FDP and travel period.

Category B (Applied by Faculty)

- ❖ 50% or Rs. 3000 whichever is lower as sponsorship for registration amount.
- ❖ Travel fare limited to

- Professor/ Principals: 1st AC, air fare or actual whichever is lower
- Associate Professor: 2nd AC or Actual whichever is lower
- Assistant Professor: 3rd AC or Actual whichever is lower
- OD for attending the FDP, maximum 7 days in non teaching period
- Prior permission is required
- Reimbursement would be done after the activity

Following documents would be required for processing of above facilities

Category A

- Certificate and Report

Category B

Pre event: Application with recommendation with HOD, brochure for approval of course
Post Event: Permission Letter, certificate, travel proof and report after the completion of FDP/workshop, maximum within 7 days.

Approved

Senior Vice President

9/10/22

Principal

Principal
United Institute of Pharmacy
Naini, Prayagraj