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## Kommareddy Venkata Sadasiva Rao Siddhartha College of Pharmaceutical Sciences

Siddhartha Nagar, Vijayawada - 520010, AP, INDIA  
(Sponsors : Siddhartha Academy of General & Technical Education)  
**ISO 9001:2015 CERTIFIED INSTITUTION**

Affiliated to Krishna University, Machilipatnam  
Approved by AICTE, PCI, New Delhi and Govt. of Andhra Pradesh

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O.C. No.:

Date :

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

#### **1. Leaves**

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

#### **2. Registration Fee / TA / DA**

- a) 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.
- b) If the program is in Vijayawada, no LCA will be performed.
- c) 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
- d) Submitting claim original bills/tickets need to be submitted.
- e) For attending irrelevant FDP / STTP / Workshop / Seminar / Tutorial / Conference - registration fee, TA, or DA are not applicable

#### **3. Conditions**


- (a) For research paper publication, plagiarism must be less than 20% (use ithenticate software available in Office).
- (b) 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/-).

- (c) In an academic year, one FDP and one seminar/conference will be sponsored by Siddhartha Academy for those who presented.
  - (d) For those faculty who won a prize, full reimbursement will be given by the Siddhartha Academy for their encouragement.
  - (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. Siddhartha Academy 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.

**Terminology**

- a) AY -- Academic Year
- b) TA - Traveling Allowance
- c) DA - Dearness Allowance
- d) Registration Fee - Amount required for registration of the program (including all taxes, if any)
- e) OD - Official Duty
- f) FDP - Faculty Development Programme
- g) STTP - Short-Term Training Programme
- h) Faculty - Teaching Staff
- i) Staff - Non-Teaching Staff
- j) LCA - Local Conveyance Allowance

  
Principal  
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