



Vishnu Waman Thakur Charitable Trust's

# VIVA Institute of Pharmacy

Approved by PCI, AICTE (New Delhi), DTE (Government of Maharashtra),  
and Affiliated to University of Mumbai

**Shri Hitendra V. Thakur**  
President

**Ms. Aparna P. Thakur**  
Secretary

**Dr. Sunita C. Ogale**  
Principal

Ref. No.: VIVA/VIP/ 035A/2023 - 20 24

Date : 24/04/23

## Financial assistance policy for faculty members in VIVA Institute of Pharmacy

### **Purpose:**

The purpose of this policy is to provide financial assistance to faculty members in VIVA Institute of Pharmacy who may be experiencing financial hardship or who may be in need of support to pursue professional development opportunities.

### **Scope:**

This policy will encourage and motivate the faculty members to keep themselves with the latest research and information in their specific discipline. This professional enrichment will also help them build a network with experts in their field and exchange ideas and information. The knowledge gained in the process will be transferred to the students thus helping them to be future ready professionals.

The main areas of emphasis will be:

- Membership of professional bodies like IPA, APTI etc. of national and international repute.
- Presentation of research papers in conferences and seminars.
- Attending workshops, faculty development programme, refresher and orientation courses.
- Publication of research/review articles in Journals listed in UGC-CARE.

### **Objective:**

The policy is being framed with following objectives:

- To motivate and assist faculty members to connect with subject experts around the globe.
- To facilitate presentation of research outcomes in the form of paper presentations.
- To provide assistance to the faculty members in attending workshops, faculty development programme, refresher and orientation courses.
- To extend the outreach of original research ideas through publications in UGC-CARE list.

### **Eligibility:**

To be eligible for financial assistance, faculty members must meet the following criteria:

- Have been employed by the VIVA Institute of Pharmacy for at least one year.
- Demonstrate financial need or a compelling reason for professional development support.
- Have a satisfactory work performance record.





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### Types of financial assistance:

The following types of financial assistance may be available to eligible faculty members:

- Emergency funding for unexpected expenses or unexpected financial hardship
- Support for professional development opportunities, such as conference attendance or coursework

### Application process:

Faculty members interested in applying for financial assistance must submit a written request to the Principal. The request should include a detailed explanation of the financial need or professional development opportunity, as well as any supporting documentation.

### Decision making:

Decisions on financial assistance requests will be made by the Principal, in consultation with the Management members.

### Confidentiality:

Information regarding financial assistance requests and decisions will be kept confidential.

### Appeals:

Faculty members may appeal a decision on their financial assistance request by submitting a written appeal to the Principal within 30 days of the decision. The appeal should include any new information or circumstances that were not previously considered.

### Review and revision:

This policy will be reviewed and revised as needed to ensure its effectiveness and alignment with the VIVA Institute of Pharmacy's goals and values.

**IQAC Co-ordinator**



**Principal**

