



J.K.K.MUNIRAJAH MEDICAL RESEARCH FOUNDATION'S ANNAI JKK SAMPOORANI AMMAL COLLEGE OF PHARMACY

Ethirmedu, B.Komarapalayam – 638 183, Namakkal Dist. Tamilnadu. India
Approved by : Pharmacy Council of India, New Delhi & The Tamilnadu Dr.M.G.R Medical University, Chennai.
Website : www.jkkmmrfpharmacy.edu.in | E-Mail : principal@jkkmmrfpharmacy.edu.in
Contact No. : +919789456750, +919943069944, +919943066944

working day after the vacation to become eligible to draw the vacation salary.

5. Personal On-Duties / leave will not be adjusted in the vacation in general. However Principal may permit based on genuine needs (like serious health issues, marriage).

On – Duty Provisions

1. On-Duty (OD) permission can be availed for official work (assigned by the college), Career Development Programs (FDP, Conferences, Workshops, Research Work, Course work examinations and others), and TN DR MGR MEDICAL UNIVERSITY Examination Duty (Invigilation, Practical Examinations and Valuations).
2. Prior permission from the HOD and Principal with proper alternate arrangement is essential.
3. A faculty can avail OD for university examinations related works. Based on special requests from University, Principal can permit the faculty additionally.
4. In general, faculty shall not be eligible for OD for the examination related works of other universities

WELFARE SCHEMES

The teaching and non-teaching staff play a vital role in the growth of the institute and therefore the institute is recognizing their productiveness and acknowledge their needs and requirements. As a result, the institution is implementing various effective welfare schemes. These welfare schemes enrich the physical and mental health of the employee and thus promote a dynamic and encouraging work atmosphere. This stimulates the employee productivity and commitment toward the institute.

JKKMMRF'S ANNAI JKK SAMPOORANI AMMAL COLLEGE OF PHARMACY



DR. N. SENTHILKUMAR
PRINCIPAL
J.K.K. MUNIRAJAH MEDICAL RESEARCH FOUNDATION
ANNAI JKK SAMPOORANI AMMAL COLLEGE OF PHARMACY
ETHIRMEDU, KOMARAPALAYAM - 638 183.
NAMAKKAL DISTRICT, TAMILNADU, INDIA.



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- Children of our employees who are all studying in our group of the institution are eligible for 50% concession in tuition fee.
- The Institute provides three sets of uniform per year and other safety gadgets for non-teaching staff like security, lab assistants and staff members.
- Employment Provident Fund is applicable to some of the staff of our college from their date of joining the institution.
- Financial assistance provided to staffs who attending FDP, seminars, workshops and conferences along with ON Duty and also financial assistance provided for book publishing.
- ON Duty will be provided for attending programs for PhD Research work.
- Faculty can be avail eligible vacation for his/her marriage and medical treatment.
- Free accommodation is provided to faculty who stayed in college hostel.

STAFF RELIVING POLICY:

Process of submitting resignation

Employee desirous of resigning from the services of the Institute will have to communicate the intent of resignation through written communication, either by a letter or email addressed to the Principal. The employee is required to serve the notice period as applicable. The intimation of the resignation of an employee along with the last working day will be updated by the Principal. Initiate exit clearance process with various internal departments and library with No objection certificate duly signed by respective in charges



Dr. N.SENTHILKUMAR,
PRINCIPAL

JKK MUNIRAJAH MEDICAL RESEARCH FOUNDATION
ANNAI JKK SAMPOORANI AMMAL COLLEGE OF PHARMACY
ETHIRMEDU, KOMARAPALAYAM - 638 183.
NAMAKKAL DISTRICT, TAMILNADU, INDIA

From

S.Sangeetha,

Associate Professor, Department of Pharmaceutics,

JKKMMRF's Annai JKK Sampoorani Ammal College of Pharmacy,

Komarapalayam

To

The Principal,

JKKMMRF's Annai JKK Sampoorani Ammal College of Pharmacy,

Komarapalayam

Respected sir,

Sub: Maternity leave – Req

I am writing to request you maternity leave from my position of Assistant Professor at JKKMMRF's Annai JKK Sampoorani Ammal College of Pharmacy. I am expecting my child birth on first week of June 2022 and I am requesting the maternity leave for six months (01 May to 30 Oct 2022) I am committed to provide my full dedication on my work upon my return. If needed I am willing to make arrangements for a colleague to fill my role during my absence. I have taken the necessary steps to ensure that I am up to date with my work are completed before I will leave. I would appreciate my consideration of my maternity leave request and discuss any further questions or concerns.

oa permitted.
[Signature]
30/4/22

Your's sincerely,

[Signature]
20/4/22
(S.Sangeetha)

Date: 30.04.2022

Place: Komarapalayam

Dr. N. SENTHILKUMAR,
PRINCIPAL,
JKK MUNIRAJAH MEDICAL RESEARCH FOUNDATION
ANNAI JKK SAMPOORANI AMMAL COLLEGE OF PHARMACY,
ETHIRMEDU, KOMARAPALAYAM - 638 183.
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