



**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
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HR POLICY



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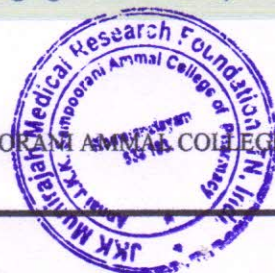
The faculty and students of the college of pharmacy will be innovators and leaders in transforming Healthcare to create positive patient outcomes through the discovery and Research.



(Signature)
Dr. N.SENTHILKUMAR,
PRINCIPAL

JKK MUNIRAJAH MEDICAL RESEARCH FOUNDATION
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Our Mission is to advance societal health through Education, Research, Community engagement and patient care.
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STRATEGIC GOALS

Short term

- To improve the score of weak students
- To further enhance the performance of bright students
- To create state of the art infrastructure and other facility
- To enhance Institute-Industry interactions

Long term goals

- MOU's with different International Universities
- Development of full fledged and well-equipped pilot plant.
- Strengthening industry-institute interaction




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GENERAL SERVICE RULES

These rules are claimed as "General Service Rules, JKKMMRF'S- Annai JKK SampooraniAmmal College of Pharmacy. These rules shall come into force with effect from the date of approval of the Governing Council of the College. They shall apply to the faculty and staff of all the category of the posts whether temporary or permanent, under the employee of the college.

DEFINITIONS

1. College- JKKMMRF'S – Annai JKK SampooraniAmmal College of Pharmacy
2. Governing body- Governing council of the college.
3. Trust- Annai JKK SampooraniAmmal Charitable Trust
4. Government- means Government of Tamil Nadu
5. Management- means the Governing Body of the college
6. Managing director- means the Managing director of the trust
7. Principal- means the Principal of the college
8. Head of the department- means the Head of the Department of the College
9. Employee- means a person employed by the college other than those who are engaged on part-time basis or daily wages.
10. Approved Candidate -A candidate whose name appears in the authorized list of candidates approved by the competent authority or committee for the appointment of the particular post or category.

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RECRUITMENT PROCEDURE

The normal method of recruitment to any service in the teaching cadre is either solely by direct recruitment or by promotion duly satisfying other conditions for promotion from lower cadre to high cadre, approved by the competent authority.

SERVICE BOOK

Service Book in the prescribed form should be maintained by the College for all the employees of the college. It shall contain among others, the particulars of the service rendered by the employees, increments earned by them, promotion, awards, punishments given to them, from the date of entry up to the date of their leaving the college. Attestation of the entries in the Service book be got from the Principal, from time to time

DISCIPLINARY ACTION

1.All employees are liable for disciplinary action for disobedience, misconduct, and dereliction/ negligence of duty. However, such disciplinary action is initiated after a fair opportunity is provided to the employee to defend himself.

2. As part of the disciplinary action, the following penalties/punishments for valid and sufficient reasons may be imposed upon the employees.

- a. Ensure.
- b. Fine.
- c. Withholding of Increment.
- d. Recovery from the pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders.
- e. Reduction to a lower rank in the seniority or to a lower post or to a lower stage in the time scale.
- f. Removal from the college service.


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EXTENSION OF TEMPORARY SERVICES

If the appointing authority is of the view that the work and conduct of the temporary staff have not been satisfied, that the notes / memos of warning issued to them had no avail and that the temporary staff is found incapable of discharging the duties entrusted to him/her, the appointing authority may, with reference to the materials placed on record, terminate his/her service or extend the period of temporary services.

REMOVAL OF PERMANENT STAFF FROM SERVICE

If the permanent staff is found not suitable / not satisfactory to carry out the entrusted work or possesses / displays bad conduct which may be detrimental to the student community or institution as a whole, a show because notice shall be given to the individual by the principal / Management. The explanation of the individual shall be placed before the appointing authority / management for final orders either for continuance or for reduction of cadre or reduction of salary or removal from service. If the performance is not satisfied, the management / principal can give a three months' notice / salary in case teaching faculty or one-month notice / salary in case of supporting staff without issuing any showcase notice to remove him / her from the service

SENIORITY

The seniority of a person in a category shall, unless he/she has been placed to lower rank as a punishment, be determined by the total years of qualifying service rendered by him/her in the post.

RESIGNATION BY EMPLOYEES

A candidate when appointed as a staff in this college shall work for a minimum period of one year. He /she shall be relieved only at the end of the academic


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year after completing one-year service and also completing all the academic work pertaining to the semester concerned. They should also give three months' notice in case of teaching faculty or one month notice in case of supporting staff in writing or remit 3 months' salary in case of teaching faculty or one-month salary in case of supporting staff to the college in lieu of notice period. For notice period. no vacation or casual leave in their credit will be taken into account. In case of any shortage in the notice period appropriate recovery will be made.

INCREMENTS

For increments, year of the service is calculated as **1st June Each year**. The increment will be given to the staff as decided by the management time to time by considering college admissions and financial position of the trust. An increment may be withheld by the competent authority if his/her conduct is not good or his/her work is not satisfied.

RETIREMENT

Except as otherwise, the college teachers and Principal shall normally retire from service in accordance with the age fixed by the TamilNadu government Norms. The teachers completing the age of retirement by superannuation during the middle of the academic year may, however be permitted to continue in service till the close of the academic year, if the management decides the continuation of service.

ANNUAL PERFORMANCE APPRAISAL REPORT

The faculty member shall submit the open and transparent performance report every year, containing the teacher's academic, research and administrative activities and achievements. The HOD shall offer his remarks and observation on the report. The performance Assessment committee headed by the Secretary and principal shall review the reports and finalize. The assessment shall be used for the following purposes.

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- Award of annual increments.
- Award of special increments and awards for superior performance
- Award of career advancement and promotion.
- Monitoring and recording the regular growth of each faculty member

POWER TO MODIFY THE RULES

These rules are subject to modifications or amendments as may be made from time to time. If any dispute arises in the shall be final, based on the rules, the decision of the Management Governing Council. These rules are subject interpretation of these recommendation of the by the Governing Council / Management

QUALITY POLICY

JKKMMRF'S Annai JKK Sampoorni Ammal College of Pharmacy is committed indulging in excellent pharmaceutical education that aims the overall health enhancement of the society.

- Delivering quality pharmaceutical education by creating a brilliant academic environment
- Constant development in the teaching methodology and infrastructure
- Providing sound relationship between students and faculty
- Expert faculty and fruitful academic guidance

HUMAN RESOURCE PLANNING

The Human Resource Planning is a process of forecasting the organization's demand for and supply of manpower needs in the near future.



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- Objectives of Human Resource Planning
- Current Manpower Inventory
- Forecasting Demand and Supply
- Manpower Gaps
- Employee Plan
- Training and Development
- Appraisal of Manpower Planning

POSITIONS

1. The institute mainly consists of two working wings - Teaching and Administration. The teaching wing comprises of the following positions
 - Principal
 - Professor
 - Associate professor
 - Assistant professor
 - Lecturer
2. In addition each department is having supporting staff like Lab Technician/Programme.
3. The administration wing consists of the following positions
 - Administrative officer
 - Office Superintendent
 - Computer Operator
 - Accountant
 - Office Assistant
4. In addition to the above-mentioned positions, the institution also maintains ministerial staff.

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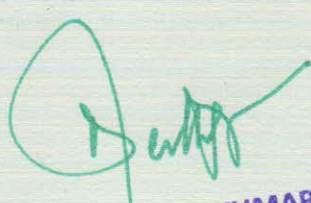




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ELIGIBILITY CRITERIA(As per PCI Norms)

Director/principal/ Head of the institution	First class B.Pharm with Master's degree in Pharmacy in appropriate branch of specialization in pharmacy (Qualifications must be PCI recognized) With Ph.D Degree in any of pharmacy subjects (Ph.D Qualifications must be PCI recognized)	Essential 15 years' experience in teaching or research out of which 5 years must be as Professor/HOD in a PCI approved /recognized pharmacy college Desirable Administrative experience in a responsible position
Professor	First class B.Pharm with Master's degree in Pharmacy in appropriate branch of specialization in pharmacy or Pharm.D (Qualifications must be PCI recognized) With Ph.D Degree in any of pharmacy subjects (Ph.D Qualifications must be PCI recognized)	Essential 10 years' experience in teaching in PCI approved /recognized pharmacy college or research experience out of which 5 years must be as Associate professor in a PCI approved /recognized pharmacy college
Associate professor	First class B.Pharm with Master's degree in Pharmacy in appropriate branch of specialization in pharmacy or Pharm.D (Qualifications must be PCI recognized)	3 years' experience in teaching or research at the level of Assistant professor or equivalent in PCI approved /recognized pharmacy
Assistant professor	First class B.Pharm with Master's degree in Pharmacy in appropriate branch of specialization in pharmacy or Pharm.D (Qualifications must be PCI recognized)	

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Lecturer	First class B.Pharm with Master's degree in Pharmacy in appropriate branch of specialization in pharmacy (Qualifications must be PCI recognized)
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NON-TEACHING STAFFS: As per PCI Norms.

RECRUITMENT

1. A job description and specification for the candidate to be hired must be prepared by the selection committee.
2. The committee will supplement candidates in a 1:3 ratio from any or all of the following sources for each position to be filled
 - Advertisement in the newspaper and in faculty plus
 - Direct applications
 - Employee referral
3. If the committee believes it necessary, walk in interviews may be conducted to supplement the requisite candidates.
4. Recruitment process are
 - Scrutinization of applications
 - Panel/ selection committee formation
 - Conducting interview
 - ❖ class room demonstration
 - ❖ personal interview
5. The committee will finalize the short-listed applicants and submit their recommendations, along with the candidate's personal data sheets to the principal.
6. An order of appointment for the selected candidates will be given.
7. A joining report will be collected from the candidates.


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8. Staff members appointed in the institute will be given a brief introduction about the institution by the principal on the day of his/her joining.
9. The principal forwards the joining letter along with credentials to the office.
10. Principal will give a brief overview of the department and introduce the new staff member to the members of the department.

ACADEMIC PROCEDURE

1. Academic calendar

For every semester our institution issues Academic calendar. Based on The TamilNadu M.G.R. University regulations. College academic calendar is prepared by Academic Committee in charges. The academic calendar consists of IAT's, Model exams, End semester University Exams, working days and holidays.

2. IAT/ Model Exams and Continuous Assessment Marks

As per PCI Regulations, IATs will be conducted. In general, two IATs per semester and three IATs per year for non-semester with equal weightage in continuous Assessment (CA) marks are conducted. As per PCI Regulations

3. Absentees for Tests

Absentees for the test are not permitted. Leave or on-duty (OD) will not be sanctioned. If there are any absentees or OD on valid grounds, alternate test will be conducted for the students on evening hours with the permission of principal. If a student is absent without any valid reason, he has to meet respective CAS with parent and get permission to proceed further.



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4. Remedial classes and Retests

If a student fails in IAT (below 50 %), the course faculty has to arrange remedial classes It will commence immediately after the IAT. HoD will prepare the schedule for remedial classes and retest schedule in consultation with the principal.

5. Test books and reference

University syllabus specifies a text book and few reference books. Enough copies of the text books and reference books are available in central library. In addition, the faculty lecture notes, PPTs and previous year question papers are provided by the faculty. The students are used this resource to develop the knowledge and score better in the examination.

6. Student Attendance

The students have to secure the minimum attendance of 85% as per the University regulations in order to write the end semester examination.

7. University and PCI Regulations (As per PCI Norms)

B. PHARM AND M. PHARM 2014 PCI regulations for PharmD 2008 PCI Regulations.

8. Procedure for Final Year Project work: UG & PG (B. PHARM AND M. PHARM 2014 PCI regulations for PharmD 2008 PCI Regulations.



(Signature)
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ROLES AND RESPONSIBILITIES

Governing Council

The Governing Council is the highest administrative body of the institute and it meets twice in a year and its functions are given below:

1. To monitor the academic and other related activities of the college
2. To consider the recommendations of the Staff Selection Committee
3. To review the important communications, policy decisions received from the University, Government, PCI, AICTE, etc.
4. To pass the annual budget of the college
5. To review the audited statements of accounts of the institute
6. To review the MOUs signed and industry collaborations
7. To review the state-of-the-art equipment procured
8. To review the faculty position of the college
9. To review the faculty development initiatives and programs
10. To review the admissions of the institute
11. To review the academic performance of the students
12. To review the student's development activities
13. To review the placement activities

Administrators

1. **Principal:** Academic and administrative leadership for the institute based on the directions from the Secretary/AJKKSACT and AJKKSACP.
2. **Vice Principal:** Works in consultation with the principal in administering the academic and administrative activities.
3. **Directors-Placement Training & Hospital Training:** Planning and execution of various training programs for the students, liaising with companies, arranging various industry institute interaction programs,

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Dr. N.SENTHILKUMAR,
PRINCIPAL



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Hospital training and internship and arranging ON/OFF campus placements for the students.

4. **Head of the Department (HOD):** Takes care of academic and administrative responsibilities of the department under his/her preview. HOD has to take care of establishing and maintaining laboratories, teaching, research, consultancy and extension activities, faculty and supporting staff development as per the direction of the principal and management.
5. **Examination management system:** Ensures smooth conduct of Internal Assessment Test, Model examinations, university theory and practical examinations and related activities.
6. **Library:** Purchase, maintenance and monitoring the issue and return of books, journals, e-journals, CDs and other services to the students and faculty.
7. **Equipment and Facilities Maintenance Department:** The department takes care of maintenance of all equipment and facilities in the college except those specific to the department laboratories.
8. **Transport Manger:** Overall in charge for operation and maintenance of college buses, cars, and related activities.
9. **Hostel Residential warden:** Overall in charge for hostel facilities, hostel mess, students discipline in the hostel, and medical needs of hostel students during their stay in the hostel.




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CODE OF CONDUCT

General

1. College working hours is 9.45 AM to 4.45 PM for faculty, staff and students.
2. Faculty should sign in the attendance register twice a day (before 9.45 AM in the morning and after 4.45 PM in the evening) at the principal Office.
3. All staff members should be available in the Institute during working hours and follow the dress code prescribed by the Principal / Management.
4. Faculty should handle the theory, laboratory and other classes for the full duration.
5. University Examination work is mandatory for faculty as per the TN DR MGR MEDICAL UNIVERSITY Regulations.
6. The faculty in the college will be relieved from his duties on his request and under the description Principal and Management. The relieving will be considered only at the end of the academic year.
7. The promotion to higher cadre depends on Vacancy opening for the position, Faculty Performance Appraisal Score, Teaching, Research and **Satisfactory** performance in academic and other related activities in the college.
8. The faculty / staff should abide by the rules and regulations of the institution framed from time to time for the effective functioning.
9. The faculty and staff members shall not engage themselves either directly or indirectly in conduct of any business or trade, part time job in other concerns, etc.

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10. The faculty and staff members shall not involve themselves in activities not related to their allotted work, during working hours.
11. The faculty and Staff members are encouraged to take up consultancy projects, however, with the knowledge of the management.
12. The faculty and staff members should not accept valuable gifts in any form from the students / parents / companies having business transactions with the college.
13. The faculty and staff members shall not interfere in any matter not connected to their job requirements.
14. The details of student feedback and performance appraisal reports given by the superiors shall be treated as confidential.
15. All correspondence to the Management should be routed through proper channel (HOD, Principal and to the Management).
16. Faculty members should take active participation in co-curricular and extra-curricular activities.
17. Faculty should take active participation in conducting value added courses to the students to enhance their employability skills.
18. All the faculty should continuously update their knowledge by attending Seminars /Workshops etc., and by using library.
19. Each teaching staff with teaching experience of more than 3 years is expected to publish at least one technical paper per year. The technical paper may be an outcome of research / student project work.



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Leave Provisions

1. Central and State Government holidays will be holidays for the institution, in general.
2. Faculty/Staff is eligible for 12 days Casual Leave (CL) per academic year and Medical Leave as per the management consideration. Medical Leave can be taken as Casual Leave as well.
3. Faculty/Staff should take leave with prior permission from HOD and Principal after proper alternate arrangement. Leave can also be informed over phone only in case of emergency.
4. Faculty/Staff can avail one-hour permission twice a month. However, such a facility should be used only for essential needs.
5. Leaves cannot be accumulated and carried forward to the next academic year, in general.

Vacation

1. Teaching staff are normally eligible for three weeks' vacation per academic year. one week in winter and two weeks in summer, or three weeks in the summer.
2. Non-teaching staff are normally eligible for 10 days' vacation per year. The Principal has the right to prevent any staff member from availing a portion or the whole of vacation if the services of the particular individual are considered essential.
3. Only staff members who have completed 10 months of service, as on the date of commencement of the vacation period, are entitled for full vacation. Proportionate days will be granted if the service is 6 – 10 months.
4. No leave can be combined with the vacation. The staff member should be present on the last working day before the vacation and also on the first

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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.

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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



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Notice Period:

Employees on probation will be required to serve one month notice period or immediately as per situation or decision of Institute head. for non-teaching employee and teaching employees depends on academic requirement will be intimated to the employees and employees in the confirmed services also will be required to serve at least one month of notice period. Employees who resign, or are serving notice period, as on the date of pay-out of increments, will not be eligible for salary increment. Employees who resign, must Handover his/her Roles & Responsibilities to HOD with proper clarification before leaving the institute.

CODE OF CONDUCT FOR STUDENTS

1. Usage of cell phones inside the classrooms is not permitted.
2. Students shall not enter the college premises in intoxicated state and should not possess such materials.
3. No student is allowed to entertain outsiders inside the premises of the college without prior permission from the college authorities.
4. Students should use dustbins for throwing garbage and any unwanted material.
5. Student should keep the class rooms and college premises absolutely neat and clean. Disfiguring and scribbling on the walls, college buses and doors or breaking the furniture is a violation of discipline and will be severely punished.
6. During class hours, students are not permitted to visit office, Principal, HOD or Class Advisors.
7. No student should be seen outside the class room or out of the college during class hours.
8. Students should acquaint themselves in time with the notifications put up on the Notice Board.

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