

**JKKMMRF's ANNAI JKK  
SAMPOORANI AMMAL  
COLLEGE OF PHARMACY.  
KOMARAPALAYAM**

**HR  
POLICY**

**WELFARE MEASURES FOR STAFFS**

<b>S.NO</b>	<b>TABLE OF CONTENTS</b>	<b>PAGE NO</b>
1.	Vision	06
2.	Mission	06
3.	Goals	07
4.	General service rules	08
5.	Definition	08
6.	Recruitment procedure	09
7.	Service book	09
8.	Disciplinary action	09
9.	Extension of temporary service	09
10.	Removal of temporary staff from service	10
11.	Seniority	10
12.	Promotion policy	10
13.	Resignation by employees	11
14.	Increment	11
15.	Retirement	11
16.	Annual appraisal report	11
17.	Power to modify rules	12

<b>18.</b>	<b>Quality policy</b>	<b>12</b>
<b>19.</b>	<b>Human resource planning</b>	<b>12</b>
<b>20.</b>	<b>Eligibility criteria</b>	<b>14</b>
<b>21.</b>	<b>Recruitment</b>	<b>15</b>
<b>22.</b>	<b>Academic Procedure</b>	<b>16</b>
<b>23.</b>	<b>Role and responsibilities</b>	<b>17</b>
<b>24.</b>	<b>Governing council</b>	<b>17</b>
<b>25.</b>	<b>Administrators</b>	<b>18</b>
<b>26.</b>	<b>Code of conduct</b>	<b>19</b>
<b>27.</b>	<b>Leave provisions</b>	<b>20</b>
<b>28.</b>	<b>On Duty Provisions</b>	<b>21</b>
<b>29.</b>	<b>Welfare schemes</b>	<b>22</b>
<b>30.</b>	<b>Faculty training and development policy</b>	<b>22</b>
<b>31.</b>	<b>Staff relieving policy</b>	<b>23</b>
<b>32.</b>	<b>Code of conduct for students</b>	<b>24</b>
<b>33.</b>	<b>Rules and regulation for the Hostel residents</b>	<b>25</b>
<b>34.</b>	<b>Students attendance And leave</b>	<b>26</b>
<b>35.</b>	<b>Student mentoring system</b>	<b>26</b>
<b>36.</b>	<b>Prohibition of ragging</b>	<b>27</b>

<b>37.</b>	<b>Admission policy</b>	<b>28</b>
<b>38.</b>	<b>Research policy</b>	<b>31</b>
<b>39.</b>	<b>Internship policy</b>	<b>34</b>
<b>40.</b>	<b>Placement policy</b>	<b>34</b>
<b>41.</b>	<b>Scholarships</b>	<b>35</b>
<b>42.</b>	<b>Policy on feedback governance</b>	<b>38</b>
<b>43.</b>	<b>Policy on advanced and slow learners</b>	<b>38</b>
<b>44.</b>	<b>E-governance policy</b>	<b>41</b>
<b>45.</b>	<b>Decentralization of power and delegation of authority</b>	<b>45</b>
<b>46.</b>	<b>Organization chart</b>	<b>46</b>
<b>47.</b>	<b>Details of committees and its responsibilities</b>	<b>47</b>
<b>48.</b>	<b>Purchase of other equipment and other items</b>	<b>49</b>
<b>49.</b>	<b>Gender policy</b>	<b>50</b>
<b>50.</b>	<b>Policy on Grievance Redressal</b>	<b>51</b>

<b>51.</b>	<b>Women equality-women empowerment policy</b>	<b>54</b>
<b>52.</b>	<b>Energy conservation policy</b>	<b>55</b>
<b>53.</b>	<b>Maintenance policy</b>	<b>55</b>
<b>54.</b>	<b>IT policy</b>	<b>59</b>
<b>55.</b>	<b>Policy document on green campus</b>	<b>60</b>
<b>56.</b>	<b>Waste management policy</b>	<b>61</b>
<b>57.</b>	<b>Environment policy</b>	<b>62</b>
<b>58.</b>	<b>Water conservation policy</b>	<b>63</b>
<b>59.</b>	<b>Divyagan policy</b>	<b>64</b>
<b>60.</b>	<b>Code of pharmaceutical ethics</b>	<b>65</b>
<b>61.</b>	<b>Pharmacist Oath</b>	<b>69</b>

## 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 towards the institute.

- ❖ 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/ year and other safety gadgets for non-teaching staffs like security, lab assistants and staff members.
- ❖ Employment Provident Fund is applicable to all 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 Ph.D. 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.

## FACULTY TRAINING AND DEVELOPMENT POLICY

JKKMMRF's Annai JKK Sampoorani Ammal College of Pharmacy strongly believes that high quality of education can be offered through highly, qualified, trained and experienced faculty members. Since inception, the college continuously stays focused on this quality parameter. The College also feels the continuous training is essential for its faculty to stay up-to-date. And relevant for imparting the new pedagogical practices and technology training. In order to achieve this goal, the

HR POLICY



  
Dr. N. SENTHILKUMAR,  
PRINCIPAL

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

college identified the following areas and initiated continuous programs for the faculty belonging to all the disciplines.

- Attend various training Programmes, conferences both national and international, seminars, workshops, short-term and long term Programmes
- Register for various training Programmes for both Short term and Long term within and outside the state
- Register for higher education for PhD degree Programmes

## 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.

### 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 Role & Responsibilities to Head of the Department with proper clarification before leaving the institute.



HR POLICY

  
Dr. N. SENTHILKUMAR,  
PRINCIPAL,

JKK MUNIRAJAH MEDICAL RESEARCH FOUNDATION  
ANNAI JKK SAMPOORANI AMMAL COLLEGE OF PHARMACY,  
ETHIRMEDU, KOMARAPALAYAM - 638 183.  
NAMAKKAL DISTRICT, TAMILNADU 23