

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

**HR  
POLICY**

**APPOINTMENT SERVICE RULES**

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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.



Our Mission is to advance societal health through leadership in Pharmacy 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 and Health care providers.

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## GENERAL SERVICE RULES

These rules are claimed as "General Service Rule, JKKMMRF's- Annai JKK Sampoorani Ammal 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 Sampoorani Ammal College of Pharmacy
2. **Governing body-** Governing council of the college.
3. **Trust-** Annai JKK Sampoorani Ammal 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 Head of the Institution
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 from 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.

### PROMOTION POLICY

Based on the cadre ratio, the required vacancy positions are calculated. The applications from the right persons are invited. The Principal can also identify the available faculty members who satisfy the norms for the promotion. As per the qualifications and experience in teaching, industry, and research, the board of appraisal committee will submit recommendations to the Principal for promotion. The

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committee will recommend the candidates for promotion based on AICTE norms. The promotion is not based on seniority.

### **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 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 due 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.

  
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The performance Assessment committee headed by the Chairman and Principal shall review the reports and finalize. The assessment shall be used for the following purposes.

- 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 time shall be final, based on the rules, the decision of the Management Governing Council. These rules are subject to interpretation of these recommendation by the Governing Council / Management

### **QUALITY POLICY**

JKKMMRF's Annai JKK Sampoorani 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.

- 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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**ELIGIBILITY CRITERIA (As per PCI Norms)**

<b>DIRECTOR/PRINCIPAL/ HEAD OF THE INSTITUTION</b>	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)	<u>Essential</u> 15 years' experience in teaching or research out of which 5 years must be as Professor/HOD in a PCI approved /recognized pharmacy college <u>Desirable</u> Administrative experience in a responsible position
<b>PROFESSOR</b>	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)	<u>Essential</u> 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
<b>ASSOCIATE PROFESSOR</b>	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
<b>ASSISTANT PROFESSOR</b>	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)	
<b>LECTURER</b>	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 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 is 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.
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.

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## ACADEMIC PROCEDURE

### ACADEMIC CALENDAR

For every semester our institution issues Academic calendar. Based on The TamilNadu Dr.MGR Medical 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.

### IAT/ MODEL EXAMS AND CONTINUOUS ASSESSMENT MARKS

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

### 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.

### 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. Head of the department will prepare the schedule for remedial classes and retest schedule in consultation with the principal.

### TEXT BOOKS AND REFERENCE BOOKS

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.

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## 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.

## UNIVERSITY AND PCI REGULATIONS

(As per PCI Norms) B. PHARM and M. PHARM 2016 PCI regulations for PharmD 2008 PCI Regulations.

## PROCEDURE FOR FINAL YEAR PROJECT WORK

B.PHARM AND M.PHARM 2014 PCI regulations for Pharm.D 2008 PCI Regulations.

## ROLE 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:

- ❖ To monitor the academic and other related activities of the college
- ❖ To consider the recommendations of the Staff Selection Committee
- ❖ To review the important communications, policy decisions received from the University, Government, PCI, AICTE, etc.
- ❖ To pass the annual budget of the college
- ❖ To review the audited statements of accounts of the institute
- ❖ To review the MOUs signed and Institutions, Industries and Health care providers collaborations
- ❖ To review the state-of-the-art equipment procured
- ❖ To review the faculty position of the college
- ❖ To review the faculty development initiatives and programs
- ❖ To review the admissions of the institute
- ❖ To review the academic performance of the students
- ❖ To review the student's development activities
- ❖ To review the placement activities

  
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## ADMINISTRATORS

1. **Principal:** Academic and administrative leadership for the institution based on the directions from the Chairman
2. Annai JKK Sampoorani Ammal Charitable Trust and Annai JKK Sampoorani Ammal College of Pharmacy.
3. **Vice Principal:** Works in consultation with the Principal in maintaining the academic and administrative activities.
4. **Directors-Placement Training & Hospital Training:** Planning and execution of various training programs for the students, liaising with companies, arranging various industry institute interaction programs, Hospital training and internship and arranging ON/OFF campus placements for the students.
5. **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.
6. **Examination Management System:** Ensures smooth conduct of Internal Assessment Test, Model examinations, university theory and practical examinations and related activities.
7. **Library:** Purchase, maintenance and monitoring the issue and return of books, journals, e-journals, CDs and other services to the students and faculty.
8. **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.
9. **Transport Manager:** Overall in charge for operation and maintenance of college buses, cars, and related activities.
10. **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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