

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

**HR  
POLICY**



  
**Dr. N. SENTHILKUMAR,  
PRINCIPAL,**

**JKK MUNIRAJAH MEDICAL RESEARCH FOUNDATION  
ANNAI JKK SAMPOORANI AMMAL COLLEGE OF PHARMACY,  
ETHIRMEDU, KOMARAPALAYAM - 639 183,  
NAMAKKAL DISTRICT, TAMILNADU.**

S.NO	TABLE OF CONTENTS	PAGE NO
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



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

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



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

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5

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## 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

JKMMRF'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

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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.



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