



JKK MUNIRAJAH INSTITUTE OF HEALTH SCIENCES COLLEGE OF PHARMACY

(Approved by Tamil Nadu Govt. & Pharmacy Council of India - New Delhi, Affiliated to The Tamil Nadu Dr. M.G.R Medical University, Chennai)
Thookanaickenpalayam, Gobichettipalayam (TK), Erode (DT) - 638506, Tamil Nadu.

HR POLICIES AND PROCEDURES



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ABOUT THE COLLEGE

JKK Munirajah Institute of Health Sciences College of Pharmacy was established in 2015 and is one more jewel to stud the crown of the JKKM group of institution, which is well known for their commitment to high standard education. The college of Pharmacy, which has now completed 8 years of existence and commitment to excellence in Pharmacy Education, located in TN Palayam Erode District, which is blessed with a temperate climate and excellent living conditions.

The college is affiliated to The Tamil Nadu DR. MGR Medical University and also approved by the Pharmacy Council of India. The college has good infrastructure with art of teaching facilities for students.

The College has well equipped laboratories catering to the various disciplines like Pharmaceutics, Pharmacology, Pharmaceutical chemistry, Pharmacognosy, Pharmaceutical Analysis, Pharmacy Practice and Biotechnology. The library is furnished with up-to-date latest information in the field of Pharmacy. The College is implemented with a well-developed website: www.jkkmihscep.org which serves as its portal to the globe.


To bring out a greater number of pharmacy graduates to fulfil the need in the health care profession, to do service for the society and give pharmacy education to rural and needy people, so we have started this Pharmacy college at TN Palayam with Diploma and Degree in pharmacy courses in 2015 with the support of management and by our entire team. Our college have offered the courses D. Pharm, B. Pharm, M. Pharm (Pharmaceutical Chemistry and Pharmaceutics) and Pharm D.

VISION

Providing excellence in Pharmacy education to cater healthcare needs in community and Pharma Industries utilizing our profound wisdom in Pharmaceutical Sciences.

MISSION

- Providing exemplary, professional education and to foster a culture of discipline and professionalism among students.
- Cultivating research and leadership qualities among the students and Pharmacy professionals to enhance the quality of pharmaceutical care in the community.
- Motivating individuals to strive for excellence in delivering healthcare in the field of health sciences.
- To encourage innovative projects in drug information and discovery.


Principal
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RESEARCH INNOVATION

Promoting individual student development through co-curricular and extracurricular activities is a key objective. Expanding the range and diversity of knowledge in research and innovation is also a focus. The goal is to achieve psychological and economic self-sufficiency by providing high-quality skill sets. Emphasizing the importance of compassion and concern for society is another aim. Additionally, contributing to national development through women's empowerment is a significant part of the mission.

DEFINITION OF TERMS USED IN THE MANUAL

- "JKKMIHSCP" means JKK Munirajah Institute of Health Sciences College of Pharmacy.
- "Employee" refers to any individual engaged in work, whether manual or otherwise, within or related to the operations of JKK Munirajah Institute of Health Sciences College of Pharmacy, for which they receive a salary.
- "Academic year" denotes the standard period outlined in the academic calendar for the activities of odd and even semesters. In the current system, it spans from June to May.
- "Basic pay" constitutes the portion of the pay scale that comprises all earnings an employee receives while on duty, on leave, or during holidays with wages.
- "Date of Appointment" signifies the initial day of an employee's duty as specified in the appointment order.
- Classification of Human Resource
- JKK Munirajah Institute of Health Sciences College of Pharmacy recognize the following classification of its staff.

Administrative Staff: Principal, Administrative Officer, Heads of the Departments, Course Coordinators, Accountants, Office staff and Library staff.

Teaching Staff: Course Coordinators, Professor, Associate Professor, Assistant Professors.

Technical Support Staff: Laboratory technician, Laboratory Assistant Lab attenders

Non-Technical Support Staff: Attenders, Drivers, Supervisor, Housekeeping, Security and Gardeners.

JOB RESPONSIBILITY

The responsibilities of various faculty positions are designed as per the norms of Pharmacy Council of India, New Delhi and The Tamilnadu Dr MGR Medical University, Chennai.


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RECRUITMENT AND SELECTION (TEACHING)

The recruitment of faculty members is driven by the institution's needs. Principal, Heads of Departments, and Course Coordinators determine staff requirements based on workload.

Applicants for Assistant Professor and Associate Professor positions must undergo a two-step evaluation. Firstly, they are required to deliver a demonstration class and participate in an interview conducted by a selection committee. Subsequently, they undergo a one-on-one interview with the Principal, Chairman, and a subject expert.

Candidates identified through this process are recommended for appointment. An appointment letter, bearing the signature of the Appointing Authority, is then issued to the successful candidate.

THE APPOINTMENT LETTER SHOULD INCLUDE:

- Designation/Title and Job Responsibilities:

Clear outline about the specific job title and responsibilities associated with the position.

- Joining Report Submission:

Upon joining, the candidate is required to submit a filled and signed joining report. If the joining takes place within a department, the report must be accepted and countersigned by the person in charge and forwarded to the Principal's Office.

- Verification of Original Certificates:

Faculty members are expected to submit the following original certificates for verification:

Degree Certificates of qualifications of UG, PG & Ph.D.

Mark Statements of UG & PG.

SSLC Mark Statement & HSC Mark Statement

Service certificate from previous experiences (if applicable)

Relieving orders from previous institutions (if applicable)

University convocation certificate for UG & PG.

Tamil Nadu Pharmacy Council Registration Certificate, etc

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RECRUITMENT AND SELECTION (NON-TEACHING)

The employment of non-teaching staff members is also need-based. The head of the department and administrative officer project the staff requirement based on the requirement. The applications received for the staff positions shall be scrutinized by the Scrutiny Committee constituted by the principal. The candidates were called for interviews and selected by the selection committee. The candidates identified will be recommended for appointment.

RELIEVING FROM SERVICE:

The relieving procedure will be followed as per the conditions specified in the appointment order, except in exceptional cases.

FEEDBACK EVALUATION PROCESS

Twice each semester, students to participate in the evaluation of their teachers, providing feedback on various aspects of the student-teacher interaction. This feedback is collected through a structured format. The online evaluation focuses on dimensions of the teaching process, including the teacher's punctuality, regularity, discussion of class tests, tutorials, assignments, and syllabus coverage. Additionally, the assessment encompasses the college environment, facilities, and management responsiveness, evaluating factors such as cleanliness, sanitation, library facilities, canteen, water supply, games/sports, and transport.

To ensure absolute privacy and confidentiality, individual student assessors remain anonymous. Following the completion of the evaluation process, any faculty member identified as deficient receives counselling, advice, and training for improvement through an advisory committee comprising professors and the respective department head. The institutional administration takes necessary steps to recognize and reward teachers who demonstrate excellence, offering increments or promotions as appropriate.

AGE LIMIT:

Candidates applying for positions such as Assistant Professors, Associate Professors, and Professors must not exceed 60 years of age.

CHILD LABOUR POLICY:

JKKMIHSCP strictly prohibits the engagement of any form of child labour.

MAXIMUM AGE LIMITS:

The maximum age limit for teaching staff is set at 60, while non-teaching staff should not exceed 65 years.

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BACKGROUND CHECKS:

JKKMIHSCP retains the right to conduct a thorough background check on any individual selected for employment.

Staff performance assessments are conducted annually based on the following criteria:

- Teaching, Learning, & Evaluation
- Research, Innovation, & Extension
- Professional Responsibility

PROVIDENT FUND/ESI COMPLIANCE:

JKKMIHSCP is committed to complying with the statutory provisions of the Employees' Provident Fund. Deductions will be made from employees' salaries and deposited into the designated provident fund accounts, in addition to the organization's contributions.

Welfare Measures:

All staff members at JKKMIHSCP, regardless of their cadre, benefit from the following welfare measures:

- PF
- Medical claim coverage for accidents - extended to both staff and students.
- Employee recognition and reward upon the service at JKKMIHSCP.

LEAVE RULES:

The grant of leave is not an automatic entitlement and should be exercised judiciously by all employees. Prior approval from the Principal, Heads of Departments, and Coordinators is mandatory before proceeding on leave. Additionally, it is the responsibility of each institute employee to submit leave requests in advance and make necessary alternate arrangements for their classes to prevent any inconvenience or disruption to student learning.

The authority responsible for approving leave requests will respond to employee submissions and grant the necessary approval. It is important to note that employees can only proceed with Official Duty (OD) and other types of leave after obtaining approval from the relevant authorities. An employee must not take leave unless it has been approved by their immediate supervisor. Leave entitlements are calculated based on the academic year.


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Types of Leave:

- Casual Leave
- Vacation Leave
- Medical Leave
- Maternity Leave
- Long Leave
- On Duty
- Compensation Leave

Casual Leave:

Casual Leave is not earned through duty but is provided to employees for special circumstances, allowing them to be absent from duty for a specified period without it being treated as other leave. An employee on Casual Leave is not considered absent from duty.

The following conditions apply to Casual Leave:

All Teaching and Non-Teaching Staff can avail of this leave.

A maximum of 12 days is allowed per academic year. Leave cannot be taken on holidays or combined with any other leave, including Leave on Loss of Pay, except for declared holidays. If available, Casual Leave should not exceed 3 days at a time. Trainees, temporary staff, and probationers can take one-day casual leave per month, with the possibility of exemption in exceptional cases.

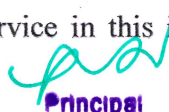
Vacation Leave - Teaching Staff:

To be eligible for Vacation salary, completion of continuous service of two semesters is essential. Vacation cannot be combined with any other leave. Teaching staff must be present and sign the Attendance Register on the last working day of the semester and the first working day of the next semester. Failure to comply will result in the entire vacation period being treated as leave without pay. Teaching staff with more than one year of experience are eligible for 2 weeks of vacation in every semester, while those with less than one year of experience are eligible for 1 week.

Medical Leave:

Employees are entitled to avail Medical Leave upon presenting a medical certificate. The conditions for availing Medical Leave are as follows:

- Staff members who have completed two years of service in this institution are eligible for Medical Leave.


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- A total of 10 days are allowed per calendar year.
- Medical Leave can be taken for 3 days and above; less than 3 days will be treated as medical leave.

Medical Leave, in the prescribed form, must be applied to the Principal with a Medical Certificate from a Registered Medical Practitioner, and a fitness certificate must be submitted upon re-joining duty after Medical Leave.

Maternity Leave:

Employees who have completed two years of service and are confirmed in their roles will be granted Maternity Leave for a duration of 6 months. Maternity leave can be taken either partially before delivery or entirely following the delivery date. After the maternity leave period, staff must resume duty and serve the institution continuously, or at least for a minimum period of one year.

Long Leave:

Permanent staff members taking long leave can only re-join on the reopening day of the next academic year. Salary and increment considerations are not applicable during long leave.

Vacation Leave - Non-Teaching Staff (Calendar Year):

A total of 12 days can be utilized in a calendar year during the vacation period, with each leave period not being less than five days at a time. Vacation for shorter periods will be treated as either Casual Leave (CL) or Leave on Loss of Pay (LOP). This leave should be taken only during vacation, and no exemptions are permissible.

Compensation Leave for Teaching & Non-Teaching Staff:

Compensation Leave is allowed for working on Sundays and other holidays with prior approval from the principal. However, this leave should be taken before the end of that particular month or in the succeeding month.

On-Duty Facilities:

In addition to the provided leave benefits for staff members, the ON Duty facility is extended to all faculty members to support the following:

- Faculty members can avail On Duty for a maximum of 12 days in a calendar year.
- On Duty requests are acceptable only if initiated by the college or invited by other institutions for academic purposes.
- Application for On Duty must be submitted well in advance to the Principal, accompanied by a supporting document. An Attendance Certificate is mandatory upon returning to duty.

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- Probationers and Non-Teaching Staff are not eligible for On Duty.
- A copy of the participation certificate must be submitted to the Department and IQAC.

Permissions:

- Two permissions are allowed in a month, with one hour each in either the forenoon (FN) or afternoon (AN) session. If a third permission is taken, Casual Leave for half a day will be applicable.
- Permissions and late coming are permissible only when the staff member concerned does not have a scheduled class.

Disciplinary Action:

JKKMIHSCP retains the authority to commence suitable disciplinary measures against any of its employees, adhering to a standardized framework that ensures the fair rights of the employees.

Misconduct:

A Code of Conduct is established for both Faculty Members and Non-Teaching Staff. Any breach of the rules and regulations of the institution is considered misconduct, necessitating correction through disciplinary action by the management.

Harassment:

JKKMIHSCP Management is dedicated to providing a work environment free from any form of intimidation or offenses that could compromise an individual's dignity or work performance. Therefore, any actions that compromise the integrity and honour of employees will not be permitted or tolerated. Harassment in any form verbal, physical, or visual will not be tolerated. Workplace harassment based on caste, race, colour, religion, gender, age, sexual orientation, nationality, disability, medical conditions, marital status, etc., will not be allowed.

Sexual Harassment:

JKKMIHSCP has implemented the Policy on Prevention of Sexual Harassment in the workplace in accordance with statutory requirements and orders issued by the Honourable Supreme Court of India. The policy outlines the definition of sexual harassment, the process for filing complaints, investigation procedures, and the associated punishments. JKKMIHSCP maintains a zero-tolerance policy, and immediate termination will be enforced if any instances of sexual harassment are substantiated.

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SECRETARY

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College of Pharmacy

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