



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.

APPOINTMENT AND SERVICE RULES, PROCEDURES



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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.

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.

Principal
JKK Munirajah Institute of Health Sciences
College of Pharmacy, T.N.Palayam,
Gobi (Tk), Erode (Dt) - 638 506



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- Verification of Original Certificates:

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

1. Degree Certificates of qualifications of UG, PG & Ph.D.
2. Mark Statements of UG & PG.
3. SSLC Mark Statement & HSC Mark Statement
4. Service certificate from previous experiences (if applicable)
5. Relieving orders from previous institutions (if applicable)
6. University convocation certificate for UG & PG.
7. Tamil Nadu State Pharmacy Council Registration Certificate, etc

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.

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