



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.

STAFF WELFARE MEASURES



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STAFF INDUCTION

Upon the fulfillment of formalities, newly joined employees are obligated to participate in induction and suitable training programs. These initiatives are aimed at acquainting them with the dynamics of the organization.

STAFF IDENTITY CARD

All employees of JKKMIHSCP must possess photo ID cards, which they are mandated to carry to their designated workplace and during travel. New staff members should receive their ID cards within 15 days of joining the organization. Upon termination of employment, employees are obligated to return their Identity Card to the organization, and the card should be promptly destroyed.

SALARY FIXATION

- A) Faculty: The Management is committed to adhering to the system of Grades and different Scales for regular staff in service. Dearness Allowance and HRA are regularly determined by the Management in accordance with the policies it has adopted.
- B) Non – Teaching Staff: The determination of Scales of Pay and Grade is grounded in the qualifications and experience of the individuals. The Management periodically establishes and sets Dearness Allowance and House Rent Allowance in accordance with the policies it has adopted.

PROMOTION/INCREMENT POLICY

The organization adheres to a philosophy that emphasizes recognizing and rewarding employee performance. Compensation enhancement is achieved through annual increments and promotions, contingent upon performance evaluations.

Principal

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Staff Performance is carried out every year as per the following criteria's

1. Teaching Learning & Evaluation
2. Research Innovation & Extension
3. 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:

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

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- 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.
- 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.

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