



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.

PERFORMANCE APPRAISAL



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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.

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.

Principal

JKK Munirajah Institute of Health Sciences
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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.

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.

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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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