



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

HR POLICY



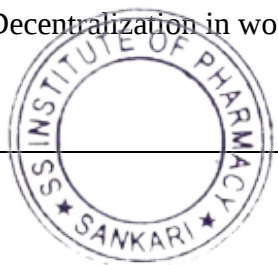
SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

INDEX

SL.NO	PARTICULAR	PAGE NO.
1.	ABOUT OF THE COLLEGE	1
2.	VISION AND MISSION	2
3.	QUALITY POLICY	3
4.	PLANNING 4.1 Human resource policy 4.2 Recruitment 4.3 Orientation	3
5.	SALARIES INCENTIVES 5.1 Position and Pay scales 5.2 Dearness allowance 5.3 Benefit to Faculty & Non Teaching staff ,members 5.4 Incentives for publication 5.5 Incentives for research publication 5.6 Yearly Increment	5
6.	LEAVE 6.1 Casual leave (CL) 6.2 Permissions 6.3 On –Duty (OD) 6.4 Compensatory Casual Leave (CCL) 6.5 Spell Leave 6.6 Marriage Leave 6.7 Maternity Leave 6.8 Medical Leave	7
7.	PROMOTIONS 7.1 Promotion Policy 7.2 Performance Appraisal	10
8.	DISCIPLINE AND GRIEVANCES PROCEDURE 8.1 Disciplinary procedure 8.2 Grievance procedure 8.3 Code of Conduct for Faculties 8.4 Ethical standards for Faculties 8.5 Decentralization in working	11




PRINCIPAL.
SS INSTITUTE OF PHARMACY.
KUPPANUR (PO), SANKARI (TK).
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

9.	IN HOUSE R&D / SEMINARS / WORKSHOP 9.1 Funding for organizing Guest lecture , Symposium & Conferences 9.2 Faculties higher education: (Ph.D.) 9.3 Teaching assignments	16
10.	STUDENT WELFARE POLICY 10.1 Scholarship policy 10.2 Incentives – Students	18
11.	E-GOVERNANCE POLICY	19
12.	MOBILIZATION OF FUNDS	20
13.	ALTERNATIVE ENERGY SOURCES AND ENERGY CONSERVATION POLICY	21
14.	DEGRADABLE AND NON- DEGRADABLE POLICY DOCUMENT	23
15.	WATER CONSERVATION POLICY	24
16.	GREEN CAMPUS INTIATIVE POLICY	25
17.	DIVYANGJAN POLICY DOCUMENTS	26




PRINCIPAL.
SS INSTITUTE OF PHARMACY.
KUPPANUR (PO), SANKARI (TK).
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

1.ABOUT THE COLLEGE

SS Institute of pharmacy is a well-established institution offering UG degree courses. V.S Educational & Charitable Trust started the college in the year 2018 with a vision to empower the rural area students through quality education and research

The management strives hard to enhance the professional knowledge skill and attitude of educators so that they would in turn improve the teaching learning process. The college aims at developing a deep understanding of the human values and social concern among the pharmacy graduates. V.S Educational & charitable trust is providing fee waiver scheme for socially and economically weak student. Every year our students are benefitted through this scholarship. Free transportation facility is also provided for the benefit of students and faculty members.

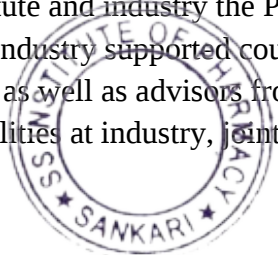
SS Institute of pharmacy is approved by PCI and affiliated to TN. Dr. M.G.R Medical University, Chennai. It is situated at 38km away from Salem, 6km away from Sankari Railway station. The campus spread over 2.5 acres with a good greenish environment and eco-friendly.

The college with its state-of-the-art infrastructural facilities and excellent academic records has earned recognition as one of the leading educational institutes in india. The College imparts technical education of high caliber to meet the growing needs of pharmacist and Entrepreneurs. The college offers courses of study that are on the frontiers of knowledge and it connects the spiritual and practical dimensions of intellectual life in a stimulating environment. The college has completed 6 years of dedicated service to the people of India in the field of education.

The college has introduced Entrepreneurship development cell to help and encourage business idea of students by guiding them with available opportunities. The management is encouraging the students to start their own pharmacy and pharma company and other entrepreneurs in addition to offering legal and regulatory support.

The Placement and Training Cell was established with the goal of making our students more employable both within institutions and in the workplace. It also aims to provide them with well considered professional skills and mentor them as they pursue their ideal careers, wherever they may be in the world, while upholding social justice, hard work, and ethical standards.

In order to assist students in being placed in reputable companies and bridge the gap between institute and industry the Placement and Training Cell works to maximize industry consultancy, industry supported courses & certifications, industry sponsored lab, adjunct professorship as well as advisors from industry, student internships, faculty training with advanced facilities at industry, joint research with industry, etc.



Principal.
SS INSTITUTE OF PHARMACY,
KUPPANUR (PO), SANKARI (TK),
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

To enhance the well-being of both our staff and students, our college has established separate gyms for males and females. Additionally, we offer yoga and meditation classes as part of our schedule for students.

Our institute has implemented an online feedback system for all stakeholders, aiding in our development across both academic and non-academic endeavours.

WiFi is available throughout the campus, including in the hostel where 24-hour WiFi access is provided. Surveillance cameras are also installed across the campus to ensure the safety of students.

Committees such as the Internal Complaint Cell, SC/ST Cell, Grievances & Redressal Cell are operating efficiently, with committee members effectively overseeing and resolving issues.

2 VISION AND MISION

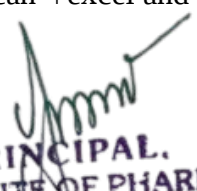
VISION

To establish a premier, globally recognized institute excelling in pharmacy education, to nurture highly competent pharmacy professional to the society.

MISSION

- Our mission is to empower students from rural regions, transforming them into skilled and responsible citizens who will play a key role in advancing our nation.
- To collaborate with leading pharmacy organization to develop their skills and to train students in pharmaceutical science to meet both national and global demands.
- To lead in pharmaceutical education by combining critical thinking, problem-solving, and professional skills.
- To develop and support emerging pharmacy professionals who can excel and lead in the pharmaceutical industry.




PRINCIPAL.
SS INSTITUTE OF PHARMACY.
KUPPANUR (PO), SANKARI (TK).
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

3 QUALITY POLICY

SS institute of pharmacy is committed to providing quality education to the students,

- contributing to the student's academic standing and overall knowledge development
- Maintaining state of the-art infrastructure and a congenial learning environment
- Enhancing the competence of the faculty to a very high level and making them adopt all modern and innovative methods in the teaching- learning process
- inculcating moral and ethical values among the students and staff
- Collaborating with industry, other institutions- and organizations for mutual benefit
- Promoting a research and development program for the growth of the economy.
- Continuing education is used to disseminate technical knowledge in the region.
- Ensuring the continual improvement of the quality management system.
-

4. PLANNING

4.1 HUMAN RESOURCE POLICY

The Principal shall assess, in the month of April every year the staff requirement for the subsequent academic year. He will obtain the staff requirement lists from all the Heads of department and arrive at the number of faculty members and Lab assistants required with the following guidelines in mind;

- He will consider appointing a professor to be the Head of every discipline, besides the number of Assistant Professors required in accordance with the teacher-student ratio prescribed herein.
- The teacher-student ratio shall be 1:20 and for this purpose, the professor shall also be included in counting the number of teachers.
- he will appoint a selection committee for recruitment in each discipline, composed of the Principal, professor and the Department's advisors and experts from management.




PRINCIPAL.
SS INSTITUTE OF PHARMACY.
KUPPANUR (PO), SANKARI (TK).
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

4.2 RECRUITMENT

- The selection committee shall prepare a job description and specification for the candidate to be recruited.
- The committee shall augment candidacy in a ratio of 1:3 for every position to be filled from any or all of the following sources: Advisements in the newspapers, files maintained for storing unsolicited applications, and references.
- If the committee deems it fit, it may also conduct walk-in interviews to augment the required candidates.
- The committee shall shortlist the candidates through the following processes: written test in there discipline personal interviews and classroom demonstration.
- The committee shall finalize the shortlisted candidates and submit their recommendations along with the personal data sheets of the candidates to the Chief Administrative Officer, who in turn will approve the decisions of the committee on the appointment.
- An offer of appointment shall be released by the principal through HR.

4.3 ORIENTATION

- Every faculty member appointed to the college shall be given a brief introduction to the college by the Principal on the day of his/her joining.
- The Principal shall take him/her to the department of his/her work and introduce him/her to the Head of the department.
- The Principal will give a brief introduction of the department and introduce the new incumbent to all of his team's teaching and non-teaching members
- She will also take him/her on a tour of the campus. explaining the various codes of conduct observed when availing of the facilities at the college.
- The Principal will also ensure all the registration formalities, including the submission of the joining report, the user ID for secured internet accessing facilities, the identity card application etc., by obtaining the assistance of the HR team.
- The Principal will assign the subject to the new faculty member immediately.




PRINCIPAL.
SS INSTITUTE OF PHARMACY.
KUPPANUR (PO), SANKARI (TK).
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

5 . SALARIES, INCENTIVES

5.1 POSITIONS AND PAY SCALES

- The college will have the following positions of hierarchy in the teaching departments: Principal, Professors, Associate Professors, and Assistant professor and staffs appointment should be decided by the management
- The college of the will have the following positions of hierarchy in the administrative department PA to Principal, Accountant, office Support staff, and office Assistants.
- The 15% increment in dearness allowance to the basic pay for faculty members is applicable annually. Contingent upon completing two years of service.
- If faculty members complete 1 years of service, 5 % of the dearness allowance will be implemented

After completing fifteen years of service, faculty members are eligible to receive 100% of the dearness allowance.

The scales of pay for various teaching positions will be as follows:

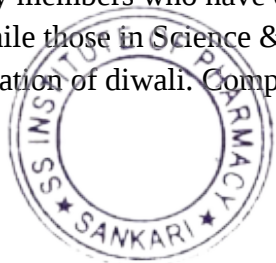
- Principal and Special Positions Pay as per PCI norms, commensurate with the qualifications experience.
- Professor - Rs.45000+ with allowance
- Associate Professor -Rs.35000+ with allowance
- Assistant Professor -Rs.25000+with allowance

5.2 DEARNESS ALLOWANCE

- Teaching faculty will receive a monthly dearness allowance in addition to their basic salary.
- Management can also decide other allowances for Principal, Professors and Special posts.

5.3 BENEFITS TO FACULTY AND NON-TEACHING STAFF MEMBERS

The management extends complimentary bus services to all staff members. The management provides complimentary accommodation and dining facilities to staff members residing in our hostel 'Faculty members who have obtained a Ph.D. in pharmacy receive an incentive of Rs.5000/-, while those in Science & Humanities receive Rs.2500/-. Faculty members receive gifts in celebration of diwali. Complimentary medical check-ups are provided to faculty member



PRINCIPAL
SS INSTITUTE OF PHARMACY,
KUPPANUR (PO), SANKARI (TK),
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

5.4 INCENTIVES FOR PUBLICATION

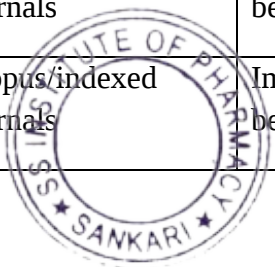
- Consultancy Projects: A suitable incentive will be granted to the person who takes the consultancy project from an industry or research organization.
- Sports activities and awards are also initiated and encouraged accordingly.
- As institutional development is a product of developed faculty and student groups, the institution extend its effort in this direction and offers incentives for faculty, some of which are listed below.

S.NO	Conference/ Workshop	Category	Sponsor amount
I.	I Publication of papers at a national level conference	Faculty	Registration fee only
2	Publication of Papers in International Level conference	Faculty	Registration fee with TA&DA

5.5 INCENTIVES FOR RESEARCH PUBLICATION.

- Faculty members publish research work in reputed journals will be eligible for financial assistant, which will depend upon the nature of the journal, as shown below

Types of research journals	Quality	Type of articles	Assistant
Referred journals	Impact factor below 1	Research	Rs.3000
SCOPUS/indexed journals	Impact factor above 5	Research	Rs.3000
SCOPUS/indexed journals	Impact factor between 2.5 and 5	Research	Rs.2000
Scopus/indexed journals	Impact factor between 1 and 2.5	Research	Rs.1000



PRINCIPAL.
SS INSTITUTE OF PHARMACY,
KUPPANUR (PO), SANKARI (TK),
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

5.6 YEARLY INCREMENTS

- Increments shall be given to the staff members based on their contributions and results achieved in the university examination and based on the performance appraisal system evaluation by the collage principal.

6. LEAVE

6.1 CASUAL LEAVE (CL):

All staff members are entitled to take casual leave of one day or once month. However, the casual leave of the coming months (July-December and January-June) will also be taken in advance for a maximum of three days with prior permission from the head of the institution. While considering the additional CL for prior months, the individual leave record (previous year) can be taken into consideration.

6.2 PERMISSION:

All staff members are entitled to take 2 permissions of I hour each, either in the morning (9.30-10.30 am) or in the evening 3.30- 4.30 pm) per month however. permission cannot be obtained on a day on which casual leave is taken either in AN or FN. Staff members seeking permission in the morning should ensure that their classes are engaged on time. it is the responsibility of the faculty to ensure this, and the concern staff should follow the same.




PRINCIPAL.
SS INSTITUTE OF PHARMACY,
KUPPANUR (PO), SANKARI (TK),
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

6.3 ON- DUTY (OD):

OD for attending programmers per semester:

Type of program	Total Experience of the staff members			
	Less than 6 months experience	Above 6 months but less than 1 year	Above 1 year but less than 5 year	Above 5 years
Conferences	—	1 day	2 days	2 days
Workshop/Seminar	—	1 day	2 days	3 days
FDP/ STTP		As per recommendation and approval from the principal		
Research	6 days			

OD for Exam Duties:

Nature of Work	Max No. of days allowed per semester	Details
Hall Superintend for theory exams	6days	6 full working days (both FN and AN) are allowed Additional duties beyond 6 days have to be transferred to other staff members.
External Examiner For Labs	As per order from TN. Dr. M.G.R University	–
Paper valuation	As per order from TN. Dr. M.G.R University	–
TN.Dr. MGR University representative	As per order from TN. Dr. M.G.R University	Only one duty per semester
Squad	As per order from TN. Dr. M.G.R University	PRINCIPAL. SS INSTITUTE OF PHARMACY, KUPPANUR (PO), SANKARI (TK), SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

6.4 COMPENSATORY CASUAL LEAVE (CCL):

Faculty members are eligible to avail themselves of CCL- in working for the institution on a non-working day or general holiday. CCL can be availed of only once a day or month. In special cases, it can be extended to a maximum of 2 days. The CCL- earned can be used within a calendar year

6.5 SPELL LEAVE

Total Experience of the Staff members			
Less than 6 months experience	Above 6 months but less than 1 year	Above 1 year but less than 6 years	Above 6 years
3 days only during summer vacation	4 days in winter Vacation & 7 days in summer vacation	7 days winter vacation & 10 days in summer vacation	10 days in winter vacation & 14days in summer vacation

6.6 MARRIAGE LEAVE

All staff members can take a maximum of 10 days of leave.

6.7 MATERNITY LEAVE

- The leave can be granted to all female staff members, subject to the following Condition.
- The maternity leave is limited to a maximum of 3 months.
- Should give an undertaking that they will work for two years after rejoining the duty and forego the vacation to the extent of 0 days (at 30 days per year) in the succeeding summer vacation.
- Non-teaching women staff members are eligible to avail of 30 days only, subject to the above conditions




PRINCIPAL,
SS INSTITUTE OF PHARMACY,
KUPPANUR (PO), SANKARI (TK),
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

6.8 MEDICAL LEAVE

- Treatment and hospitalization for serious complaints will be decided on the merits of each individual case.
- For other ailments and hospitalizations medical leave will be given upon submission of a medical certificate and discharge certificate from a recognized hospital.

7. PROMOTION

7.1 PROMOTION POLICY

All promotions shall be considered on the basis of merit and seniority.

- The management shall also consider the promotion of teaching staff to the next higher position on the basis of the guidelines given in this as per PCI norms, subject to the condition that there has not been any disciplinary action taken against such candidates.
- Under normal circumstances, the senior most members of the staff shall be considered for promotion to the next higher level position, provided he or she has completed the years of service in the present position and qualifications as prescribed by PCI .
 - ✓ Professor: PhD with 10 years experience as an Associate professor.
 - ✓ Associate Professor: 10 years experience as an assistant
 - ✓ Assistant Professor: Post graduate Degree in the spective discipline .

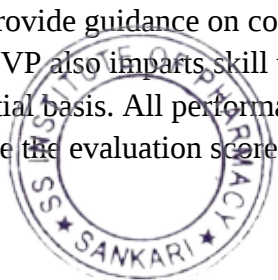
Those who are promoted shall be fitted into the scale of pay applicable to the respective category

7.2 PERFORMANCE APPRAISAL

The objectives of the performance appraisal of our institution are as follows:

- Provide feedback to the employees on their performance
- Assessment of training
- Personal development of the employee.
- Monthly report
- Involvement in the development of the institution beyond academics.

The Vice Principal will be responsible for the performance appraisal process, which will also provide guidance on conducting appraisals and coordinate timely execution on the same. VP also imparts skill to concerned evaluators for executing on an objective, impartial basis. All performance appraisal evaluations are monitored by the principal . We use the evaluation scores to determine the annual increment and their promotions



Principal
SS INSTITUTE OF PHARMACY,
KUPPANUR (PO), SANKARI (TK),
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

8. DISCIPLINE AND GRIEVANCE PROCEDURE

8.1 DISCIPLINARY PROCEDURE.

- Any teacher who is violating the code of conduct defined in the code of conduct for teachers on the subsequent page of this manual will be subjected to appropriate disciplinary action by the Principal / Chairman / discipline committee.
- The Principal shall hold a preliminary inquiry on the matter by calling the person or whom the report is given as quickly as possible and such inquiry shall be hold in the presence of the complainant.
- If the Principal is satisfied with the facts of the complaint on such an inquiry, he or she shall proceed with the disciplinary process, depending on the veracity of the violation.
- Discipline committee shall report the proceedings periodically to the principal/ chairman.

8.2 GRIEVANCE PROCEDURE.

The principal shall constitute a grievance committee to redress the grievances of the teaching and non-teaching staff.

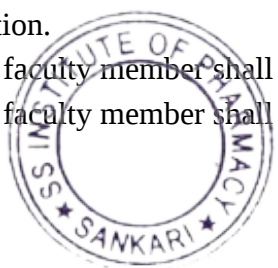
Any teaching or non-teaching staff member who has a grievance shall make a representation to the committee.

The grievances shall be redressed immediately by the committee and by the principal/ chairman.

A committee member shall record and maintain the minutes of the meetings.

8.3 CODE CONDUCT FOR FACULTIES.

- Faculty member shall be in the appointed classroom at the appropriate time, without any exception.
- Every faculty member shall take attendance at the beginning of the each teaching session.
- Every faculty member shall close the hour punctually at the end of the session.



PRINCIPAL.
SS INSTITUTE OF PHARMACY,
KUPPANUR (PO), SANKARI (TK),
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

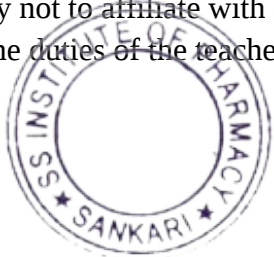
- A faculty member finding a student committing any act of misconduct in the classroom or on the premises shall immediately take appropriate action, which shall include taking correct action if it is within his or her power or reporting the matter to the Principal.
- Every staff member shall attend all the institutional functions and carry out responsibilities assigned by employing the best of their skills and attention.
- Faculty and staff members shall not engage themselves in other activities/ businesses that affect their effective contribution to the college.
- Faculty and staff members shall not receive gifts of any kind from the students or their parents in return for any favoritism.

Faculties shall maintain respectable work conduct in terms of:

- Preparation for the particular day's classes. with the latest information added to earlier course content
- Keeping all teaching aid material required for conducting the class orderly manner.
- Going according to the session plan for the day and completing the syllabus for the semester without any backlog.
- Following up on assignments and tests given to the students, evaluating them in time and giving feedback to the students
- Ensuring the orderly arrangement of the class room and its cleanliness with the help of students and the cleaning staff; wherever appropriate.
- Obtaining the prior sanction for leave of absence and forwarding the students of such absence as measures of courtesy.

Faculties shall observe good personal conduct in terms of:

- Not using any abusive language towards students, fellow teachers, parents or other members of the public.
- Not entering into quarrels, fights, or any act of disrespectful nature.
- Not engaging in any business activity inside or outside the college premises, including money lending, canvassing for the sale of any article, or distribution of any commodity.
- Strictly not to affiliate with any political organization; this might cause conflict of interest with the duties of the teacher and the reputation of the institution.



PRINCIPAL.
SS INSTITUTE OF PHARMACY.
KUPPANUR (PO), SANKARI (TK).
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

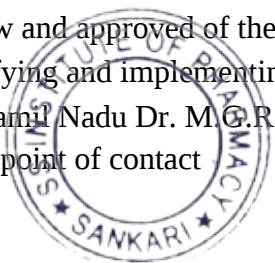
8.4 ETHICAL STANDARDS FOR FACULTIES

- A faculty shall live and lead by example in every sphere of conduct, particularly to inculcate a culture in students.
- Faculty will have a sense of belonging to the institution.
- Faculty will assume total dedication to the teaching profession.
- Faculty always has an urge to excel in professional acumen.
- Faculty shall wear respectable attire, benefiting society's expectations
- At all times, faculty must maintain immaculate personal hygiene
- Faculty shall never appear untidy through style of dressing, grooming of hair, or in respect of another ornament one wears.
- Faculty shall never have the habit of chewing, smoking, or consuming alcoholic drinks
- Faculty shall never gossip or discuss unauthentic information with peers or other members of the public that might provoke a sensation or ill feeling of any sort.
- Faculty shall always listen to students with concern whether it is in respect of doubts in lesions or relating to any personal help.
- Faculty shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiasm

8.5 DECENTRALIZATION IN WORKING

Principal

- Providing direction for programs through the institution vision and mission
- The institute are reviewing the attainment of program outcomes.
- Provision of input to the governing council meeting.
- Implementation of improvement initiatives suggested by the Governing Council.
- Approval of the Annual Academic Calendar at the Institution Level.
- Review of college activities through meetings.
- Approval of the annual performance appraisal outcome.
- Gathering informal feedback from students to improve processes.
- Review of complaints and suggestion and monitoring of corrective action implementation.
- Providing direction for establishing strategic relationships with industry.
- Review and approved of the co-curricular activities of the institution.
- Identifying and implementing staff welfare measures.
- The Tamil Nadu Dr. M.G.R. Medical University, Chennai, Tamil nadu and PGI have a single point of contact



[Signature]
PRINCIPAL.
SS INSTITUTE OF PHARMACY.
KUPPANUR (PO), SANKARI (TK).
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

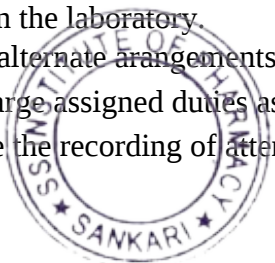
- Review and approval of project proposals to various funding agencies
- Review and approval of project proposals to various funding agencies
- The institution's human resources requirements have been approved.
- Identifying planning, and monitoring academic performance improvement initiatives

HEAD OF THE INSTITUTION

- Responsible for the smooth conduct of academic and administrative activity
- Supervise the smooth conduct of classes and get the daily attendance.
- Conduct the weekly meeting to discuss the progress of college activities by students and faculty.
- Sending a formal progress report to parents.
- Focusing of the developmental work of the college.
- Organizing seminars workshops. Faculty development programs, symposiums, and international conferences.
- Arrange special coaching for students and students with arrears.
- Sending requisition letters for project work in plant training to the companies and Industries

FACULTY

- Prepare the lesson plan and get it approved by the principal well before the commencement of classes.
- Prepare lecture notes, PowerPoint presentations. and video lectures for the subject allotted to them.
- Maintain the course file along with the current copy of the syllabus for theory subjects.
- Ensure completion of the portion as per the timetable.
- Prepare question papers for the internal tests and model examinations within the stipulated time.
- Conduct of tests on planned days and evaluation of answer sheets on the same day
- Plan for extra classes if required to complete the portions before internal tests. Plan for and conduct coaching classes for slow learner and maintain the attendance of students attending coaching classes
- Ensure that all prescribed experiments are covered by the planned date and hand over the observation notes of students within two days after the completion of the experiment done in the laboratory.
- Make alternate arrangements for taking classes without leave or permission.
- Discharge assigned duties as an external examiner
- Ensure the recording of attendance in the triometric system on time.



PRINCIPAL.
SS INSTITUTE OF PHARMACY,
KUPPANUR (PO), SANKARI (TK),
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

- Adhere to the dress code specified by the institution

INSTITUTION TIME TABLE COORDINATOR

- Identification of faculty for handling different subjects in consultation with the principal and academic coordinator.
- Identification of faculty for handling different subjects from the respective specialization.
- consolidation of the number of hours to be allotted to different subjects considering the syllabus requirements as well as through staff meetings.
- Revising the class time table and faculty time table against the addition and deletion of Faculty as well as changes in the work load of any faculty

LABORATORY

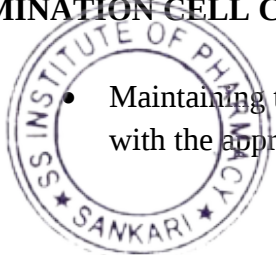
- Maintaining stock of both capital and consumables in the laboratory and updating the Same against receipt and issue.
- Maintaining the identification of items in the laboratory.
- Identification of the purchase requirements of consumables the laboratory and Raising the purchase requisition .
- Collection of quotations and preparation of comparative statement.
- Recommendation of the supplier for the purchase laboratory consumables against The comparative statements.
- Preparation of purchase orders and forwarding and through The collage officer after approval.
- Verification of the items received from the suppliers.
- Maintaining the equipment in the laboratory and ensuring that it is in working Condition for offering to conduct the experiments for students as per the cycle of Experiments planned.

LIBRARY

- Maintaining the stock of books in the library
- Issue and receipt of books to and from the faculty and staff

EXAMINATION CELL COORDINATOR

- Maintaining the current list of examination cell members and coordinator with the approval of the principal.



[Signature]
PRINCIPAL,
SS INSTITUTE OF PHARMACY,
KUPPANUR (PO), SANKARI (TK),
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

- Finalization of the university practical examination time table through a meeting among different class timetable coordinator.

LIBRARIAN

- Overall Library Administration
- The books are arranged according to the Dewey decimal classification.
- Maintenance of the Library Management System
- Planning for and procurement of books and periodicals
- Collect the requirements for student text books from faculty members procure them and issue them.
- Maintenance of Books and periodicals
- Library circulation counter Activities (Issue and Receipt of Books to students and members; returning and renewal; overdue book fine collection)

9, INHOUSE R&D / SEMINARS/ WORKSHOPS

Our college shall organize at least one conference, seminar, workshop, or faculty development program during every academic year and also conduct at least two guest lectures or special lectures per semester to impart knowledge beyond the syllabus.

9.1 FUNDING CONFERENCES FOR ORGANIZING GUEST LECTURE. SYMPOSIUM & CONFERENCES

A) Guest lectures :

- Honorarium for Resource Person: Rs.5,000 per lecture and this may be increased. based on the value of the resource person
- Guest house accommodations will be provided.
- Transport Facility
- Local transport facilities will be provided.
- Bus and train fares will be provided for outstation resource persons




PRINCIPAL.
SS INSTITUTE OF PHARMACY,
KUPPANUR (PO), SANKARI (TK),
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

B) Symposium:

A maximum of Rs. 350 can be collected from the students. but not in all cases. The management contribution will be

- 15, 000/- for the B.pharm with an intake of 60 students
- 10, 000/- for the D.pharm with an intake off 60 students

C) Conferences:

Management contribution will be Rs10,000 for each conference; in the case of international conferences, the shortage will be duly contributed or supported by the management.

D) Other general guidelines

Only two banners are allowed, one at the stage and another at the college entrance for the conference and symposium.

- All financial transactions shall be made only through the college account section
- We should not collect money from the students for any specific purpose. (Prior permission to be obtained from the chairman through principal for the special cases).

9.2 FACULTIES HIGHER EDUCATION: (Ph D.)

- Faculty members interested in pursuing higher studies (Ph. D) on a part-time basis shall submit an application to the management through the principal seeking permission for registration.
- The College shall grant 3 ODs per semester to the ph. D, scholars to meet their supervisors for any discussion related to their research, in addition to the ODs for writing the course work examination at the end of the first or second semester. The faculty member who is on the verge of completion of his or her research work and ready to subunit the thesis shall be granted a special leave of 2 months to enable him or her to write the thesis. This may be decided by the management based upon the recommendation of the principal on a case-by-case basis.




PRINCIPAL.
SS INSTITUTE OF PHARMACY.
KUPPANUR (PO), SANKARI (TK).
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

9.3 TEACHING ASSIGNMENTS

- The college permits its teachers to take up teaching assignments with other educational institutions or industries, subject to the approval of the Chairman" , or Principal.
- A teacher who receives an invitation to over guest lectures at another educational institution must subject a request to the principal, who will review the assignment's requirements and grant approval.
- Unless approved by the principal, a teaching staff member shall not take any teaching or non-teaching assignments at another institution, whether for remuneration or on an honorary basis.

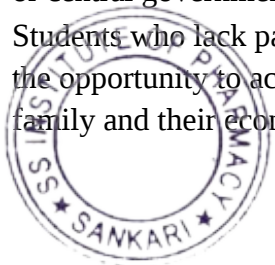
10. STUDENTS WELFARE POLICY

10.1 SCHOLRSHIP POLICY

- The SS Institute of Pharmacy was established in 2018 with the vision of providing quality technical education for students from rural backgrounds. Taking into consideration the economic status of the students and to assist them in realizing their academic dreams, our institution has decided to provide scholarships for the students who come from economically backward families.
- The management made the following policy decisions as providing scholarships to deserving students who come from rural backgrounds and economically weaker sections

PARTIAL FEE WAIVER

- Students who scored more than 120 cut off can get a 10% tuition fee waiver for without getting any other scholarship.
- A four-year tuition fee waiver is provided to the school topper, who ranks in the top seven.
- Students who scored more than 500 marks will be eligible for a special scholarship.
- Providing scholarships to sports students who have represented their district, state, or central government is a wonderful way to invest in their potential.
- Students who lack parental support or come from single-parent households have the opportunity to access scholarships ranging from 25% to 50% based on their family and their economic background.



PRINCIPAL
SS INSTITUTE OF PHARMACY,
KUPPANUR (PO), SANKARI (TK),
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

10.2 INCENTIVES –STUDENTS

The management is pleased to announce the following incentives and awards for students studying on campus:

- There will be a Best-Outgoing Student Award.
- There will be a Best Project Award.
- There will be the best performances in sports.
- There will be the cultural performance
- There will be free personality development. Entrepreneurship, ethics, communication skills, computing skills, and placement-specific programs for students
- There will be free and subsidized add-on skill programs as per industry requirements.
- Group insurance for all students.

11. E-GOVERNANCE POLICY

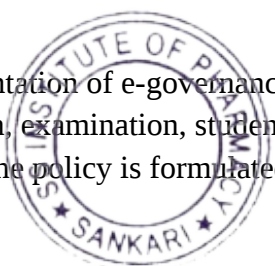
The use of information and communication technology (ICT) by an organization to provide and facilitate necessary services information exchange. communication transactions, and integration of disparate standalone systems and services can be referred to as electronic governance or e-governance. This results in the creation of an automated, transparent, and paperless data system

OBJECTIVE

- E-Governance will provide simpler, transparent and effective system to handle data in one roof.
- To make the paper free campus
- To make campus Wi-Fi enabled.
- To have ICT enabled Classrooms to establish a fully automated library
- To monitor all the activities of the college

Policies

The implementation of e-governance should be for all the functioning units of the institute like administration, examination, students, library, Finance & account, admissions, teaching, learning process, etc. the policy is formulated to have complete transparent and well documented data.



[Signature]
PRINCIPAL
SS INSTITUTE OF PHARMACY,
KUPPANUR (DO), SANKARI (TK).
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

Website:

In general, institute website <https://ssip.edu.in> will act an information center for the stakeholders and it will reflect the activities carried out inside the college. Therefore, it is policy of publish all information on the website ;including circulars ,departmental activities important notices etc. for this purpose policy is made to have a separate system administrator whose role is to make the regular updates and to maintain the website

Finance and Accounts:

The cash basis of accounting is used to maintain the College's accounts. Details are kept up to date digitally. and fees are gathered. The student's account profile and receipt records are updated on a regular basis. The software generates daily reports on cash collection and payments, which are periodically entered into the cash book and posted to different ledgers. Every semester, the program is used to reconcile the class wise report of fees to be collected with tire actual fees received. The system also maintains staff salaries.

12. MOBILIZATION OF FUND

Tuition fees are the Institute's primary source of funding. The tuition FEES is set in accordance with The Tamilnadu Dr.M.G.R.Medical University policies and the fee fixing committee. The Sponsoring trust, V.S EDUCATIONAL CHARITABLE TRUST, guarantees the availability of necessary finances and provides the Institute with financial help to make up the shortfall.

A) Optimal utilization of resources :

Based on the estimations provided by the Institute's departments and functional units, a yearly budget is created to guarantee the best possible use of available funds. The Chairman or Board of trustees approves the sum. Income and expense statements are created on a monthly basis. Periodically" an audit is carried out to make sure the budget is being used as efficiently as possible for its intended purpose. To guarantee peak performance, the resources-facilities and equipment-are maintained. There is an annual maintenance contract in place for the software and hardware. Mobilization of Funds for various resources:

Funds are acquired from the following sources

1. Student tuition fees, fixed deposit amounts government, and non-government agencies.
2. Supplementary funding approved by various funding agencies like PCI, TN M.G.R., A.P.H.I. for research and seminar proposals put forth by different department



[Signature]
PRINCIPAL.
SS INSTITUTE OF PHARMACY,
KUPPANUR (PO), SANKARI (TK),
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

BUDJET PREPARATION

Establishing a systematic approach to budgeting, accounting, procurement. And invoice settlement, coupled with routine audits. is crucial for optimizing financial resources. Our institution boasts a robust system designed for the efficient utilization of available funds. Each department receives allocated funds as part of the annual budgeting process, which primarily caters to their operational needs and potential upgrades.

B) Auditing

A certified chartered Accountant conducts quarterly reviews of the accounts/entries. Any suggestions or objections raised during these reviews are deliberated with the management for appropriate action. Annually external auditors conduct a thorough review of the accounts, culminating in the preparation of audited financial statements. The internal auditors verify the balance sheet, which is then submitted to the management. This report serves as a foundation for effectively crafting the budget for the upcoming academic year. internal audits aid management in comprehending financial needs, facilitating the implementation of suitable suggestions for optimizing funds sourced from various channels.

13. ALTERNATE ENERGY SOURCES AND ENERGY CONSERVATION POLICY

The initiative at SS Institute of Pharmacy the alternative. Energy sources aims to deploy renewable energy efficiently, reducing environmental impact. This program encourages student involvement in environmental protection efforts. Preserving the environment and climate for future generations presents a multifaceted social Scientific, and economic task Embracing renewable energy and enhancing fossil fuel.

Conversion not only benefit the environment and climate but also preserve finite energy resources. Recent fluctuations in oil prices underscore the importance of secure and sustainable energy supplies for industrialized nations. SSIP has undertaken various initiatives to harness solar




PRINCIPAL.
SS INSTITUTE OF PHARMACY,
KUPPANUR (PO), SANKARI (TK),
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

Energy effectively with its distinctive infrastructure

1. Assess current practices affecting the environment, including resource utilization and Waste management.
2. Identify and analyze key environmental issues.
3. Define goals, vision. And mission for implementing green practices on campus.
4. Develop and implement Environmental Management across various departments.
5. Continuously assess performance for ongoing improvement in green initiatives

BENEFITS OF ALTERNATIVE ENERGY OPTIONS

Alternative energy options empower local institutions to meet their own energy needs, fostering opportunities for rural development. This approach promotes decentralized decision-making, which significantly influences community governance. Additionally, sensors and LEDs are employed to conserve, electricity.

AUDITING

SSIP conducts regular Green audits, Energy audits, and Environmental audits by authorized auditors or agencies to assess its green initiatives and energy usage. The purpose of these audits is to identify areas the improvement to minimize negative impacts on the Environment.

A clean and healthy environment is important for effective learning and provides a conducive atmosphere for education. Audit findings can also help determine the type and amount of waste that can be recycled or reduced. This promotes awareness of health and environmental issues, as well as ethical values related to sustainability.




PRINCIPAL.
SS INSTITUTE OF PHARMACY.
KUPPANUR (PO), SANKARI (TK).
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

14. DEGRADABLE AND NON-DEGRADABLE POLICY DOCUMENT

Effective waste management, including disposal and recycling, is a critical process for any organization, as it impacts not only the health and environment of those living and working on campus but also the surrounding community. Therefore, our top priority is to ensure a healthy and safe environment

SOLID WASTE MANAGEMENT: Daily routine waste collected in dustbins placed at various locations, segregated into bio-degradable and non-bio-degradable types, and then emptied into movable containers and cans the transportation to the dumping yard.

E-WASTE MANAGEMENT; Electronic waste (E-waste) from laboratories is systematically collected and handed over to licensed recyclers. Any reusable components are salvaged or donated, while non-functional computers, monitors, and printers are scrapped according to a set procedure. Students are also educated and made aware of proper E-waste disposal practices.

WATER RECYCLING SYSTEM: Rainwater is collected from various buildings across the campus, including the main building, lifestyle and canteen. A portion of this collected rainwater is diverted to the garden within the main building's quadrangle, while the majority is directed to the and a rainwater harvesting pit located in the college.

HAZARDOUS CHEMICAL AND RADIOACTIVE WASTE MANAGEMENT: Chemical laboratories use Diluted acids, which are safely discharged directly into the drainage system. No radioactive materials are utilized on campus, ensuring that radioactive waste is not generated within the college premises




PRINCIPAL,
SS INSTITUTE OF PHARMACY,
KUPPANUR (PO), SANKARI (TK),
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

I5. WATER CONSERVATION POLICY

Developing a water conservation policy for SS Institute of Pharmacy is aimed at ensuring safe and clean water across the entire campus. The college is actively implementing water-efficient practices with the involvement of students and staff. The primary objectives of our sustainable water policy include reducing water consumption and safeguarding water quality.

Given that the college is situated in a rural area without municipal water supply, it relies Entirely on borewell water for its needs. To address this, our institute has taken steps 10 promote water conservation and harvesting. Our campaign is guided by the motto .Be water Smart, Every Drop Counts,” emphasizing the principles of Reduce, Reuse, and Recharge. SS Institute of Pharmacy, recognizes the importance of water Conservation in preserving our natural resources and promoting sustainability. This policy aims to minimize water wastage and conserve water.

WATER CONSERVATION MEASURES.

SSIP dedicated to using water efficiently and is actively working towards enhancing its water Sustainability- This includes the installation of water-efficient fixtures and implementing rainwater Harvesting systems to conserve water resources effectively.

- Water conservation on campus primarily involves rainwater harvesting, were rainwater is collected and directed to RWH for percolation during the rainy season.
- The campus maintenance bore wells to meet water requirement with measures in place for conserving water through and ground water recharging.
- Sensitization on water conservation is promoted through tree planting green campus activities and organizing seminar and workshop.
- Water reuse and recycling efforts aim to reduce water wastage with recycling water used for watering campus plants.



[Signature]
PRINCIPAL.
SS INSTITUTE OF PHARMACY.
KUPPANUR (PO), SANKARI (TK).
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

- Extension activities are conducted to educate and sensitize the local community about water conservation and its importance.

REVIEW AND UPDATES

The water conservation policy will be reviewed annually or as needed to integrate new technologies best practices, and changing circumstances, with feedback from the college community taken into Consideration during the review process. Through this water conservation policy, SS Institute of Pharmacy aims to promote sustainable water practices and cultivate an Environmentally conscious community within its premises.

GREEN CAMPUS INITIATIVE POLICY

- Our policy for Green campus initiative are maintain
- Green landscaping with trees with plants
- pollution free campus
- Plastic free campus
- Pedestrian friendly pathways on the campus
- Paperless and pollution free campus

SS Institute of Pharmacy in Sankari educates undergraduate pharmacist Pursuing degrees awarded by The Tamilnadu Dr.M.G.R.Medical University, Chennai established in 2018 by the estimated Shree Sathyam Educational Charitable Trust in Salem district. The college is situated amidst serene hills on a 2.5 acre campus enveloped by lush greenery. Fostering a vibrant academic atmosphere. The campus Boasts abundant vegetation and aviaries, with infrastructure designed to optimize natural light, Ventilation, and spacious pathways shaded by trees.

SSIP dedicated to promoting awareness of environmental challenges among faculty and students, welcoming suggestions for sustainable practices. Organizing clean and green programs in rural of Sankari demonstrates the college's commitment to fostering eco-consciousness. The green campus Policy undergoes annual reviews or adjustments to incorporate new technologies. Best practices, and Evolving circumstances, taking into account feedback from the college community. Through this policy SS Institute of Pharmacy continues to uphold integrated green campus and eco-friendly practices.



Principal,
SS INSTITUTE OF PHARMACY,
KUPPANUR (PO), SANKARI (TK),
SALEM - 637301



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

DIVYANGJAN POLICY DOCUMENT

The Government of India established the national policy for persons with disabilities. Which addresses the Educational rehabilitation of individuals in this community at SS Institute of Pharmacy. The Policy for Divyangjan students recognizes the valuable contribution of persons with Disabilities to the institution. It aims to create an environment that offers equal opportunities. Protects their rights and encourages full participation in the academic setting.

Policies and Measures

- SSIP offers mechanized tools such as wheelchairs to assist students with disabilities.
- It provides disabled-friendly infrastructure, including ramp facilities for easy accessibility.
- Disabled-friendly restrooms equipped with wheelchair-accessible approaches are available on campus.
- Signage boards are strategically placed in prominent areas to ensure a barrier-free environment




PRINCIPAL.
SS INSTITUTE OF PHARMACY.
KUPPANUR (PO), SANKARI (TK).
SALEM - 637301