



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

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HR POLICY MANNUAL



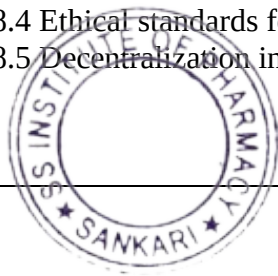
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4.2 RECRUITMENT

- 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.




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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:

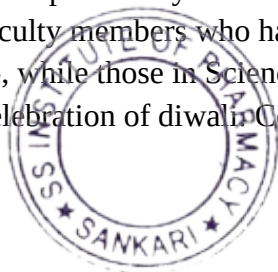
- Principal and Special Positions Pay as per PCI norms, commensurate with the qualifications experience.
- Professor - Rs.45000+ with allowance
- Associate Professor -Rs.35000+ with allowance
- Assistant Professor -Rs.25000+with allowance

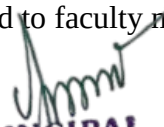
5.2 DEARNESS ALLOWANCE

- 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




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5.4 INCENTIVES FOR PUBLICATION

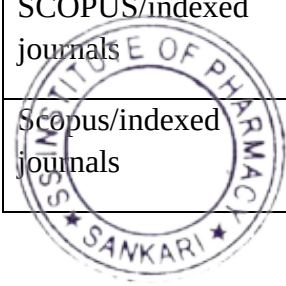
- Consultancy Projects: A suitable incentive will be granted to the person who takes the consultancy project from an industry or research organization.
- Sports activities and awards are also initiated and encouraged accordingly.
- As institutional development is a product of developed faculty and student 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



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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.




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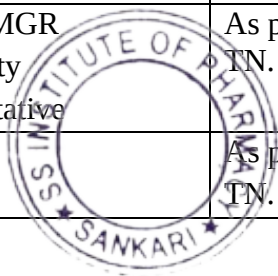
6.3 ON- DUTY (OD):

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	–



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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




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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 .

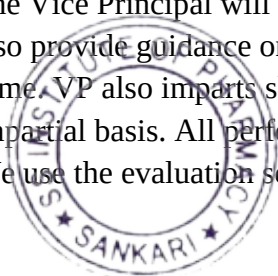
Those who are promoted shall be fitted into the scale of pay applicable to the respective category

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



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