

(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



(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**

SI.NO	PARTICULAR	PAGE NO.
1.	ABOUT OF THE COLLEGE	1
2.	VISION AND MISSION	2
3.	QUALITY POLICY	3
4.	PLANNING	3
	4.1 Human resource policy	
	4.2 Recruitment	
	4.3 Orientation	
5.	SALARIES INCENTIVES	5
	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	
6.	LEAVE	7
	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	
	6.7Maternity Leave	
	6.8 Medical Leave	
7.	PROMOTIONS	10
	7.1 Promotion Policy	
	7.2 Performance Appraisal	
8.	DISCIPLINE AND GRIEVANCES PROCEDURE	11
	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	
		\
		<b>\</b>

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



(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	16
	9.1 Funding for organizing Guest lecture, Symposium &	
	Conferences	
	9.2 Faculties higher education: (Ph.D.)	
	9.3 Teaching assignments	
10.	STUDENT WELFARE POLICY	18
	10.1 Scholarship policy	
	10.2 Incentives – Students	
11.	E-GOVERNANCE POLICY	19
12.	MOBILIZATION OF FUNDS	20
13.	ALTERNATIVE ENERGY SOURCES AND ENERGY	21
	CONSERVATION POLICY	
14.	DEGRADABLE AND NON- DEGRADABLE POLICY	23
	DOCUMENT	
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.



(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 (TX) SALEM -637301.