



# 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.

## 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