



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



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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	–



[Signature]
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