



# NEHRU COLLEGE OF PHARMACY

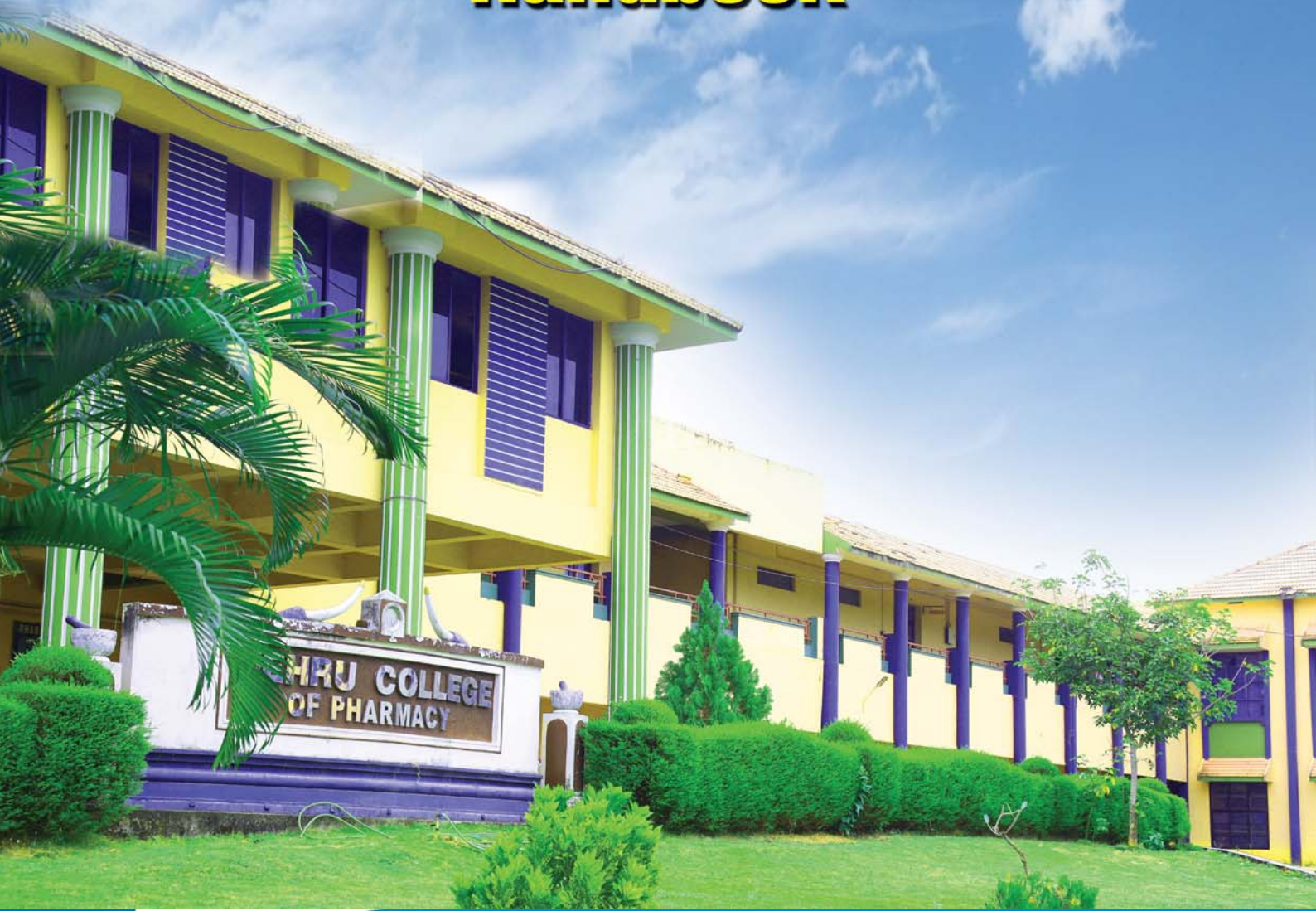
(SPONSORS: NEHRU COLLEGE OF EDUCATIONAL AND CHARITABLE TRUST)

Approved by Pharmacy Council of India, New Delhi, Affiliated to Kerala University of Health Sciences, Kerala  
(an ISO 9001-2015 Certified Institution), UG-B.Pharm Program accredited with NBA, New Delhi

Nila Gardens, Pampady, Thiruvilwamala, ThrissurDist – 680 588, Kerala, INDIA

Recognized by UGC Under Section 2(F) of the UGC Act 1956.

## Human Resource Policy Handbook





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## 1. 1 PREAMBLE

Nehru Group of Institutions wishes to maintain a work environment that fosters personal and professional growth for all employees. All employees, irrespective of their profile, designation and work approach have the additional responsibility of fostering a cohesive environment and henceforth creating respect for each person.

It is the responsibility of all employees to:

- ◆ Foster and maintain cohesion, cooperation, fairness and transparent communication among each other.
- ◆ Treat each other in a fair manner, with dignity and respect.
- ◆ Evolve and promote peace, harmony and teamwork in all relationships.
- ◆ Strive for mutual and effective understanding of standards for performance expectations, and communicate transparently and routinely to reinforce effective cohesion.
- ◆ Develop the quotients of emotional bonding and intellectual capacity in each employee by making “participation of each” as the backup.
- ◆ Help in achieving the insightful requirement of growth and development in employees by helping them to achieve their personal goals in the respective institutes under NGI.
- ◆ Administer all policies equitably and fairly, organising all operational aspects with absolute formal transparency, recognizing each as very important and different but each for contribution; that individual performance should be recognized, appreciated and measured against predetermined standards set; and that each employee has the right for fair treatment.
- ◆ Make employees understand and recognize the importance of crisis in their personal lives and to help employees for compassion and better understanding, among themselves.

## 1. 2 ESTABLISHMENT OF THE TRUST

Nehru College of Educational and Charitable Trust was established way back in 1994 by the founder - Chairman late P. K. Das an eminent Chartered Engineer, a renowned Academician, a great Industrialist and a well known Philanthropist with the focused objective of imparting world class value added practical education in aviation and other fields of technology. The founder in 1968 started originally for promoting a College of Aeronautics, diversified later on and established a cluster of Educational Institutions both in Tamil Nadu and Kerala. The group of Institutions are now offering U.G, P.G and Research Programs in Aeronautics, Architecture, Arts and Science, Bioscience, Commerce, Engineering, Fashion Designing, Hotel Management, Information Technology, Law, Management, Media Studies, Medicine, Nursing, Pharmacy, Social Work, a 900 and bed super specialty Medical College and Hospital and other fields of technology and has evolved into one of the biggest and reputed conglomeration of educational institutions, popularly called “Nehru Group of Institutions”.

The Trust was registered in the year 1994 under the Indian Trust Act 1982, as a public charitable Trust by Mr. P. K. Das son of late V. P. M. Nair at 451 – D, Palakkad Main Road, Coimbatore – 641 008 with Adv. Krishna Das, Dr. P. Krishna Kumar and Dr. P. Thulasi as Trustees for the objects set out and on the terms and conditions maintained in the Deed.

### **1. 3 STATEMENT OF PHILOSOPHY**

“Moulding True citizens” is an intrinsic insight of transforming young populace with an advantage of learning functions, understanding and pursuing skills and realising avenues of opportunities. Conversion of a quest or an urge as a realised option in an individual is possible only if a platform is given and the contributions are substantiated. NGI articulates the perceiving status of market requisites, social structure and professionally self heartfelt identity in individuals.

### **1. 4 HR OBJECTIVE**

NGI aims to become the best employer in the industry by incorporating the best management practices, to attract and retain the best talents.

### **1. 5 SCOPE**

Helps students to learn and imbibe discipline, culture, emulate professional decorum and sensitize the reasons for expansion and development. Students will also get opportunities to help the down-trodden and under-privileged through social activities. Students will experience research through the acknowledging figures of primary and secondary data, and in consultancy assignments during their mini and major project sessions. All this lead to making NGI students emerge as leaders, managers and socially reliable constituents for progress and development.

### **1. 6 APPLICABILITY**

The service rules and other regulations shall be applicable to all teaching and non teaching staff of Nehru Group of Institutions recruited by the Management.

### **1. 7 CONTROLLING AUTHORITY**

The Managing Trustee / The CEO & Secretary shall be the controlling authority in respect of all administrative, Academic and financial operations of the colleges. He / She may declare any senior person as a controlling authority for employees below him / her.

## BACHELOR OF PHARMACY PROGRAMME

### VISION

TO PROMOTE SPECIALIZATION IN PHARMACEUTICAL SCIENCES BY TRAINING STUDENTS TO BE PROFESSIONALS AND RESEARCHERS AS PER THE NEED OF INDUSTRIES, HEALTH CARE SERVICES AND REGULATORY BODIES.

### MISSION

TO CREATE AN ENVIRONMENT AND SYSTEM OF IMPARTING KNOWLEDGE AND SKILLS THAT FACILITATES GRADUATES IN CARVING OUT A SUCCESSFUL CARRIER IN DRUG AND PHARMACEUTICAL INDUSTRY.

TO TRAIN GRADUATES BE AN INTELLECTUAL'S WITH AN ABILITY TO ANALYZE INFORMATION, GOOD AT COMMUNICATION SKILLS, ETHICAL AND HUMANE IN SPIRIT, EMPATHETIC IN PATIENT APPROACH AND BEHAVIOUR.

TO INCULCATE A SPIRIT OF LIFELONG LEARNING AND LEARNING BEYOND REGULAR CURRICULUM THAT IS VITAL FOR UPDATING KNOWLEDGE NEEDED WHILE PROVIDING CLINICAL SERVICE.

### PROGRAMME EDUCATIONAL OBJECTIVES (PEO'S)

#### OUR PHARMACY GRADUATES...

- ◆ SHALL HAVE THE TECHNICAL SKILLS AND KNOWLEDGE IN PHARMACEUTICAL SCIENCES THAT MAKES THEM COMPETENT TO FULFIL THE NEEDS OF PHARMACEUTICAL INDUSTRIES, REGULATORY BODIES AND HEALTH CARE SERVICES.
- ◆ SHALL HAVE AN ETHICAL MINDSET AND AN EMPATHETIC APPROACH WHILE SERVING SOCIETY AND USE THEIR COMPETENCE IN WRITTEN AND ORAL COMMUNICATION NEEDED TO DELIVER SCIENTIFIC INFORMATION.
- ◆ SHALL HAVE AN ABILITY TO CARRY OUT RESEARCH, DELIBERATE IN SCIENTIFIC DISCUSSIONS AND ABILITY TO PROVIDE SOLUTION TO HEALTH AND MEDICATION RELATED PROBLEMS.

### ADMINISTRATIVE SETUP

- ◆ Nehru College of Pharmacy was established in 2003 and is managed by Nehru College of Educational and Charitable Trust established at an auspicious movement in the year 1968.
- ◆ The College was initially affiliated with university of Calicut, later affiliated to KUHS, Thrissur, Kerala, with the motive of becoming a model institution for pharmacy education within the state and the country.
- ◆ The Administrator acts as the representative of the management.
- ◆ The principal is responsible and accountable to meet overall objective of the college.
- ◆ Statutory and non-statutory committees take charge of academic and administrative Procedures.

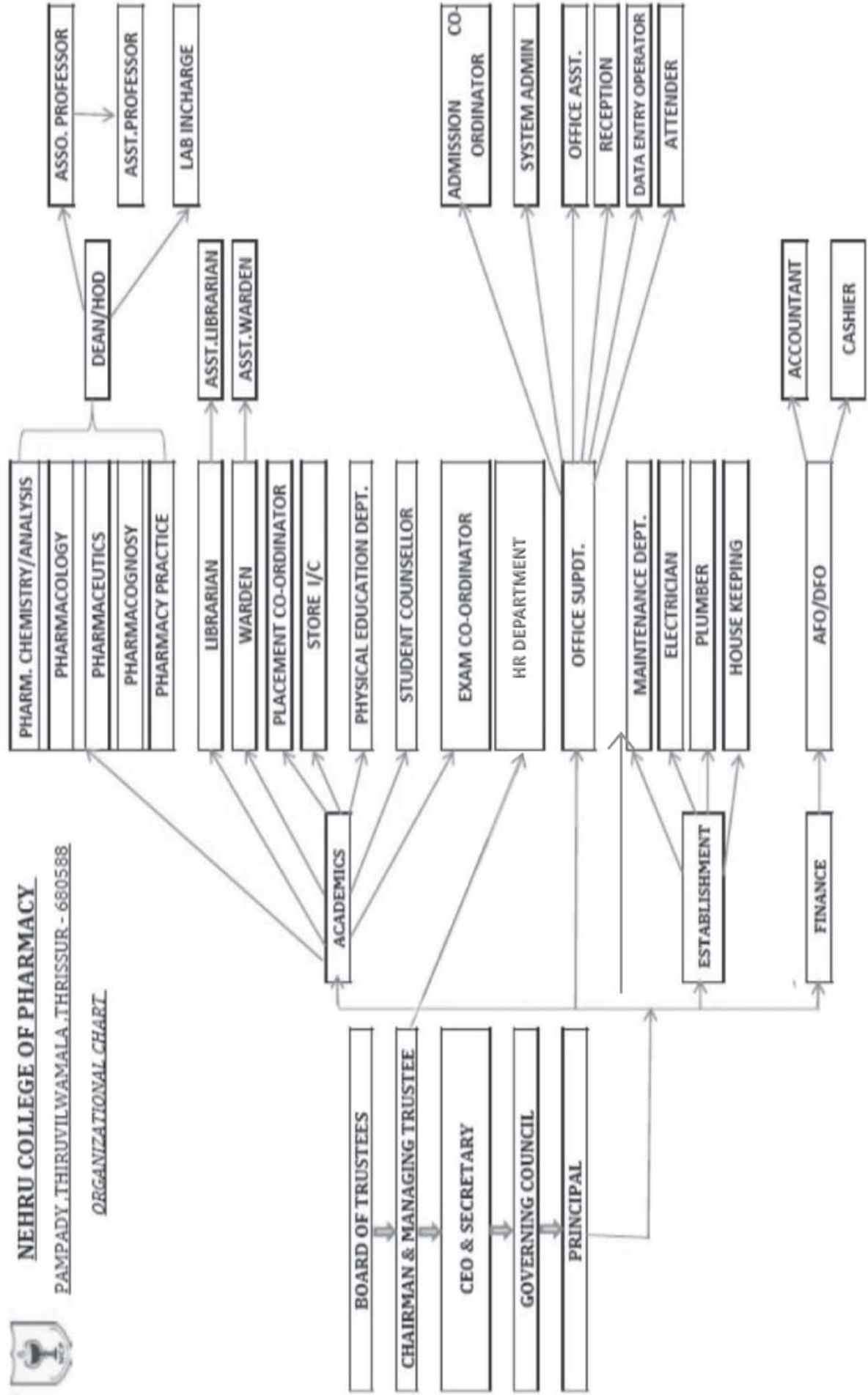


# NEHRU COLLEGE OF PHARMACY

PAMPADY, THIRUVILWAMALA, THRISSUR - 680588

## ORGANIZATIONAL CHART

## ORGANIZATION CHART





## **1. THE PUBLISHED SERVICE RULES, POLICIES & PROCEDURES WITH YEAR OF PUBLICATIONS.**

### **1. 1 RECRUITMENT PROCEDURE**

- ◆ Employee manual will be verified and published in every academic year. Last manual was published in year 2018 which includes service rules, policies and procedures. One copy of staff manual is provided to all faculties and other staff members.
- ◆ Every student is provided with an Academic Calender which details the general rules, policies and procedures related to academic activities. Academic Calender will be verified and published in every academic year.

### **1. 2 EMPLOYMENT AT NGI**

- ◆ Employment at NGI is an equal opportunity employer and employs personal without regards to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical and /or mental handicap or financial ability.
- ◆ While remaining alert and sensitive to the issue of fair and equitable treatment for all NGI has a special concern with the participation and advancement of members of four designated groups that have traditionally been disadvantage in employment for women, persons with visual, physical disabilities and economically backward classes.

### **1. 3 FACULTY REQUIREMENT**

- ◆ The co-ordinators from each department will prepare the department faculty work load as per guide lines, one month before the odd/even semesters for the coming academic year. Relevant details used to arrive at the department faculty workload shall be attached and explained.
- ◆ The Principal shall scrutinize the department faculty workload and after necessary modifications, if required, get the approval of the Management. Thereafter the Principal shall cause the preparation of a consolidated faculty workload for all departments and get it approved by the Management.

### **1. 4 RECRUITMENT AND SELECTION**

- ◆ All employment opportunities at NGI are posted on NGI's website and on the websites of affiliated organizations, News paper advertisements, and referrals from existing employees and also encouraged.
- ◆ Vacancies arises from line to line shall be consolidated and notified in the leading newspapers as decided in the management. The advertisement shall specify minimum qualifications and other requirements for the post(s) so as to meet the norms prescribed by AICTE and other competent authority.

- ◆ Applicants are invited to submit their application along with a current resume, demonstrating that they meet the minimum criteria for the position being sought all applications are screened and candidates selected for interview are contracted.
- ◆ The screening and short listing of the applications shall be done by the HR department with the help of the coordinators of the each departments concerned and in consultation with the Principal. Only teaching/industry/research experience gained after getting M.Pharm will be considered as qualifying experience for direct recruitment for teaching posts.
- ◆ Candidates who teaches in AICTE/UGC recognized institution in one full academic year will be considered as having one year of teaching experience. Part time/guest/ad-hoc/contract Teaching experience will not be considered for recognizing teaching experience.
- ◆ Study leave/deputation period of a candidate for higher studies shall not be treated as qualifying experience.
- ◆ Interview dates shall be decided by the HR department in consultation with the Principal and the department coordinators.
- ◆ Notice of interview shall be issued and communicated to the candidates sufficiently in advance in any case at least one week before the date of interview. Candidates shall also be given intimation over email/phone/SMS.
- ◆ Interview shall be conducted by the members for appointment framed by the Board of Trustees NGI. The Principal and the coordinators of the concerned department shall be the ex-officio members of the interview board. The interview board may include an external subject expert or others as it deems fit.
- ◆ All new employees to NGI will receive induction orientation session which will encompass an overview of general policies, procedures and operations. This will also provide employees, new to a position and an opportunity to learn the performance expectations management has with regard to the position
- ◆ They will be given a copy of this employee hand book and will be advised to learn its contents.
- ◆ They will also made aware of policies such as, code of ethics, and asked to accept the terms on their adherence to same.

### **1. 5 AICTE NORMS**

- ◆ The workload for the faculty as per AICTE norms.
- ◆ A relaxation of two hours in the workload may, however, be given to HODs who are actively involved in administration.
- ◆ One laboratory Class will be counted as three teaching hour. For laboratory sessions the size of a group/batch generally is 20.
- ◆ Academic Projects-Academic Projects are not to be calculated in the workload of faculty for M.Pharm Course. This is considered as a regular laboratory work, i.e. 1.5 hrs will be treated as the

workload for those faculty members. All the faculty members will get a project guide ship. This will not be considered as additional work load. All faculty members have to find time to guide, listen to the presentations and evaluate their student project team.

- ◆ As per AICTE norms student-faculty ratio is 15:1. The student-faculty ratio is computed at the institutional level and not at the departmental level. The ratio is calculated not at a given point of time but based on the average number of faculty members and average number of students in an academic year. The Faculty members who are on maternity leave and those who have been deputed for PhD/ higher studies under a contract are to be taken into account while calculating student-faculty ratio.
- ◆ No substitute appointment will be made to fill a vacancy caused by a faculty member proceeding on maternity leave. However, in case there are two or more faculty members from a department proceeding on maternity leave around the same time ad-hoc faculty will be appointed on contract basis for that period, based on need.
- ◆ Additional workload caused by a vacancy that is likely to exist only for a few months has to be shared among faculty members of the concerned departments.

## **1. 6 RECRUITMENT**

- ◆ Recruitment of candidates shall be on merit and suitability as decided by the interview board and a rank list of suitable candidates shall be prepared based on the assessment of the board.
- ◆ The rank list of selected candidates shall normally be valid for one month but this period may be extended by the management depending on the need and circumstances or as deemed fit.
- ◆ The interview board may, if deemed necessary, recommend the stage at which the pay of a candidate maybe fixed in the relevant scale or may make other suitable recommendations regarding the pay or service conditions of a candidate, considering the previous experience, qualifications and other academic achievements of the candidate. If the interview board does not make any such recommendation, the candidate shall be offered only the starting pay of the relevant scale and other benefits as per the Rules of Nehru Group of Institutions Kerala..
- ◆ Offer of appointment shall be conveyed to the candidate by email, phone or by SMS.
- ◆ If the candidate accepts the offer, the appointment order signed by the HR Department shall be issued to the candidate.
- ◆ If any meritorious candidate applies for any post even without notification by NCP, the management will be free to consider him/her for a suitable post.

## **1. 7 APPOINTMENT**

### **1. 7. 1 QUALIFICATION FOR APPOINTMENT OF FACULTY**

- ◆ Qualification for appointment of faculty shall be followed as notified by AICTE/PCI/University from time to time.

- ◆ Only experience after acquiring the basic academic qualification for the post shall be considered as relevant.
- ◆ Only degrees from Recognized University by the AICTE/UGC shall be treated as valid.
- ◆ If a class/division is not awarded, 60% marks in the aggregate shall be considered as equivalent to first class/division. If Grade Point System is adopted it will be converted into equivalent marks as stipulated in AICTE Notification F.No.37-3/Legal/2010 dt., January 22, 2010.

### **1. 7. 2 APPOINTMENT, PROBATION AND REGULARIZATION.**

- ◆ The appointing authority shall be the management Nehru Group of Institutions, Kerala.
- ◆ Depending upon experience and situational importance, the probation period for an employee is fixed. The first appointment in the case of regular faculty shall be on probation for a period of one year provided by the management. During this period both parties may assess suitability for employment with the employer, provides management an opportunity to assess skill levels and address areas of potential concern.
- ◆ Leave during this period shall not be counted for this purpose, the performance of new faculty
- ◆ members on probation shall be reviewed at six months interval and the services of those found unsuitable as assessed by the management shall be terminated either during the period of probation or at the end of the probation. If the management considers it desirable, it may give an extension of probation for a suitable period not longer than one year but no second extension of probation shall be given under any circumstances.
- ◆ At the time of first appointment the management has the right to direct the candidate to undergo an induction course or any other similar programme. The time spent on such course or program shall be treated as part of the probation. While in service, the management may direct a faculty member for further training or refresher course.
- ◆ On satisfactory completion of probation as decided by the management, the probationer will be given regular appointment. The performance of regular faculty members shall be reviewed once in an academic period.
- ◆ Appointment of retired persons will normally be on contract basis and on consolidated salary.
- ◆ A newly appointed faculty member shall submit a joining report to the Management at the time of joining and is required to submit his/her original certificates of age, academic qualification and experience (if any claimed by him/her) to the college office. In every case formal documents will be maintained and will be included in the respective employee's personal files.

### **2. PRINCIPLES FOR DECIDING SENIORITY**

- ◆ Generally the seniority is based on the date of joining. However, if in the same selection process more than one candidate has been recruited, their seniority will be decided on the basis of the rank(Appraisal) secured by them, irrespective of the date of joining.

- ◆ If a candidate has been given much more than the normal joining time, say for completing a course of study or for similar reasons, his seniority will be decided on the basis of the date of joining.
- ◆ Faculty members who are granted leave for higher studies will retain their original seniority when they join back after the completion of their studies.
- ◆ Before the introduction of the new pay scales as per AICTE notification F. No. 37-3/Legal/ 2010 dt. January 22, 2010, there were three grades of lecturers, viz. lecturer, senior lecturer
- ◆ and selection grade lecturer, but as per the above notification all these grades have been Merged into one and the post is designated as Asst. Professor.

### **3. WORKING DAYS, WORKING HOURS AND LEAVE RULES**

- ◆ Monday to Saturday will be working days for the institution except Second and Fourth Saturdays.
- ◆ Regular and other formal holiday's as applicable, declared by government and management Classes start at 9. 00am and close at 4.00 p.m.
- ◆ All staff members are required to sign in register before 8.50 am and leave at 4.05 P.M. and for all non teaching staff should sign in register before 8.30 am and leave at 4.30 P.M. for administrative staff should sign in register before 8.45 A.M. and leave at 5.00P.M.
- ◆ All public holidays and Sundays are holidays for all faculty members. Saturdays, except second Saturdays, will be working days for office staff and other staff, except non-teaching technical staff.
- ◆ Apart from the above the faculty will have following vacations like summer vacations-20 days, Winter vacations 10 days. Onam holidays10 days.
- ◆ Holidays declared by the govt. (with the clause 'for all educational institutions including professional colleges') will be holidays for both the students and the faculty.
- ◆ In case of University exams, days of Hartal, restricted holidays and district holidays will be working days for the entire staff, teaching and non teaching. Absence on these days shall be treated as leave and online application for leave should be submitted to the competent authority. The management reserves the right to convert any holiday into a working day in special circumstances.

#### **3. 1 CASUAL LEAVE**

- ◆ Employees will be given 12 days of casual leave per year, for the purpose of pursuing their personal emergent activities.

#### **3. 2 DUTY LEAVE**

- ◆ Management may sanction on duty leave in excess if it is found necessary to enable the faculty member/staff to perform duties assigned by the University or the Principal.

- ◆ Employees will be given the provision for availing on duty with respect to formal/official work as directed and confirmed by the reporting authority and after final approval by the chairman and managing trustee.eg. Attending conference, seminars, workshops ,university related works delivering invited talks ,and other activities as deemed to be formal and official and approved by the chairman and managing trustee etc.

### **3. 3 MATERNITY LEAVE**

- ◆ Maternity and other government supported leave shall conform to the provisions of the employment standard act. 6 months leave and 7 days paternity leave on basis of request by the staff member. When the employee returns to the work, employment is guaranteed in a similar position at the same salary level. During the full period of leave vacation and sick leave shall continue to accumulate.

### **3. 4 COMPENSATORY OFF**

- ◆ The management has the right to assign employees on duty on public holidays. In such cases the employee will be entitled to avail compensatory off on any working day with the previous permission of the leave sanctioning authority.

### **3. 5 OTHER BENEFITS**

- ◆ All employees of NGI are offered medical and surgical treatments on requirement with phenomenal concessions at P.K. Das Institute of Medical Sciences, Vaniyankulam. Palakkad Dist. Kerala.
- ◆ All employees are under the coverage of Accident insurance.
- ◆ All employees comes under the provisions of statutory obligations, for availing benefits, as being decided by the management.

### **3. 6 LOSS OF PAY LEAVE**

- ◆ Loss of pay leave may be granted by the management in the case of genuine need such as sickness, if the management is satisfied that the staff member will not be able to attend duties in spite of his best efforts and that he has exhausted all other types of eligible leave.
- ◆ A medical certificate will be insisted in the case of leave on account of sickness.
- ◆ Leave on loss of pay will be granted only for one month at a stretch and the maximum loss of pay leave that can be granted in one instance will be limited to three months.
- ◆ Loss of pay leave beyond three months in a calendar year, if sanctioned by the management as a special case, will not count for increment but will count for seniority.

- ◆ Loss of pay for a day at a time may be granted by the management in other cases if the management is satisfied that due to unforeseen exigencies the faculty member/staff member is not able to attend duty and all casual leave is exhausted but the total number of such leave shall be limited to three days in a semester.

### **3. 7 STUDY LEAVE**

- ◆ A faculty member who has put in at least reasonable year of service at NCP will be eligible for study leave.
- ◆ The management reserves the right to sanction leave for other courses for appropriate duration if the management is satisfied that such a study by a member of the faculty will be beneficial to the institution.
- ◆ Study leave where counted for service if it is availed through QIP/FIP scheme of AICTE/UGC
- ◆ Extension of study leave will, normally, be not granted. The individual on study leave should rejoin the institution on the expiry of study leave.
- ◆ Unless the management permits him/her to extend the leave for want of vacancy or for other reasons.
- ◆ In such a case the individual will retain his/ her leave and seniority until he/she rejoins on the expiry of his/her extended leave or the management directs him/her to rejoin duty cutting short the extended leave.

### **3 8 GENERAL PROVISIONS ON LEAVE**

- ◆ Approval of the competent authority should be obtained before availing any type of leave.
- ◆ If, on account of emergency or unforeseen reasons, previous approval could not be taken, the competent authority should be contacted over phone at the earliest possible opportunity and Oral permission obtained. This should be followed by written application and ratification of Availing the leave.
- ◆ Availing leave without previous sanction will be treated as unauthorized absence and for such period of absence the pay shall be deducted at double the normal rate.
- ◆ Unauthorized absence for a continuous period of more than 30 days will be treated as voluntary desertion of service and the service of such persons shall be treated as automatically terminated.
- ◆ All kinds of authorized leave will count for seniority and increment, except study leave, unless otherwise specified. Study leave on QIP/FIP scheme of AICTE/UGC will count for seniority and increment, but other types study leave will count for seniority only.
- ◆ Leave not availed in a calendar year will not be permitted to be carried over to the subsequent year.

- ◆ It is the duty of the faculty member/other staff member going on leave to make alternate arrangement, with the approval of the HOD/Principal, to engage the classes/ attend to the work during his/her absence.

### 3. 9 EMERGENCY LEAVE

- ◆ In case of emergency situation a faculty member may leave the service of the college by giving three months salary in lieu of notice , provided he or she completes all the academic duties and satisfactory hand over same to the principal.

### 3. 10 PERMISSION

- ◆ Each employee can avail two permissions in a month for a period of one hour each time. In the event of an employee availing permission for the third time within the month, it will be treated as ½ day casualleave.

### 3. 11 LATE COMERS

- ◆ Late coming up to a maximum of 10 minutes is allowed three times in a month and the employee can sign in the attendance register. Late coming for the fourth time will entail ½ day casual leavededuction.

**The Management, however reserves the right to modify, amend, delete or incorporate any of the above rules as may deem fit.**

## 4 4. 1 DISCIPLINARY PROCEEDINGS

- ◆ Discipline at NGI shall be progressive, depending on the nature of the problem. its purpose is to identify unsatisfactory performance and/or unacceptable behaviour the stages may be verbal reprimand, written reprimand, suspension pending enquiry, dismissal. Some circumstances may be very serious enough that all three steps are not used and decisions will be taken outright. Some examples of these types of situations are causing injury to others, loss of property, goodwill, moral turpitude etc. In every case formal documents will be maintained and will be included in the respective employee's personal file.
- ◆ An employment contract may be terminated by employee at any time for cause without notice or payment in lieu of notice or severance pay what so ever, except payment of outstanding wages, overtime and vacation pay to the date of termination .Termination causes includes but is not limited to any act of dishonesty, conflicts of interest, breach of confidentiality, harassment , in subordination or careless, negligent or documented poor work performance



## 4. 2 APPLICABILITY

- ◆ Provisions of this manual shall apply to all the teaching staff of Nehru College of Pharmacy.
- ◆ They shall also apply to the non-teaching technical staff, office staff and other members of the staff employed by NGI in the service of the college, to the extent applicable to them.

## 5. RESEARCH PROMOTION SCHEME

- ◆ Research is the tool to create and innovate usable and exploitable scientific information for providing new, cheaper, efficient and sustainable solutions for the needs of mankind.
- ◆ It is a multimodal and multidimensional process based on a combination of various sciences, engineering skills, technologies, manufacturing, marketing and management techniques.
- ◆ The economic growth of any society is now increasingly dependent on creativity through human resources, innovation through research and development, and capital through intellectual property rights. NCP is eager to contribute to the social and economic development of the country by promoting the research propensity among its staff and students and has, therefore, introduced certain incentive schemes for Science and Engineering research.

### 5. 1 HOW TO BRING ABOUT RESEARCH FINDINGS

Findings/results of a research work can be shared with the community by

- ◆ Attending conferences, presenting papers in conferences, Publishing in research journals/ books/ monographs/ periodicals/ conference proceedings and by obtaining patents. Classification of journals should be on universally accepted criteria, i.e., based on impact factor SIF (Scimago). The ranking for 2011 is available at <http://www.scimagojr.com>

### 5. 2 TO ATTEND A CONFERENCE

- ◆ A request with confirmation letter from the organizers of the conference has to be submitted to the Review Committee through the Principal. The Review Committee, after looking at the nature of the conference and other details, will submit the recommendation to the Principal. The Principal will forward the recommendation to the Management who will take the final decision.

#### 5. 2. 1 TO PRESENT A PAPER IN CONFERENCE

- ◆ A request with the acceptance letter from the organizers of the conference and full paper for presentation in the conference has to be submitted to the Review Committee through the Principal.
- ◆ The faculty member has to present the paper in the Review Committee meeting. The review Committee, after looking at the nature of the conference, presentation, quality of the paper and other details will submit its recommendation to the Principal, who will forward the same to the Management with his comments. The Management will take the final decision.

- ◆ A faculty member is not permitted to attend or present a paper in a conference more than two times in a year.

### **5. 3 FOR OTHER PUBLICATIONS**

- ◆ The author(s) has to submit the reprint to the Review Committee through the Principal. The Review Committee will make the recommendation to the Principal, who will forward the same to the management with his comments. The management will take the final decision in the matter.

## **6. FINANCIAL INCENTIVE FOR RESEARCH PUBLICATIONS**

### **6. 1 PUBLICATION IN INTERNATIONAL JOURNALS**

For publishing the works in International Journals, the author is entitled for an incentive of Rs.5, 000 for a single authored paper. The impact factor should be above 5 or 10 for the publication.

In case of joint publications, the senior author is eligible for Rs.3, 000 followed by Rs.2, 000 each for second and subsequent authors.

This incentive will be allowed only once in a year.

### **6. 2 PUBLICATION IN NATIONAL JOURNALS**

For publicizing the works in national Journals, the author is entitled for an incentive of Rs.1, 000 for a single authored paper.

In case of joint publications, the senior author is eligible for Rs.750 followed by Rs.250 each for second and subsequent authors.

This incentive is allowed only once in two years.

### **6. 3 ELIGIBILITY CRITERIA FOR THE CLAIM**

The faculty should have a minimum service of one year at the Nehru Group of Institutions.

The proposal should come along with the reprints of the article published in the prescribed format with the recommendation of HoD / Principal.

They should also give an undertaking to the Management that they will serve at the Nehru Group of Institutions at least for a period of one year the following academic year since the publications.

### **6. 4 GENERAL RULES AND NORMS**

In all such cases, the decision of the Management will be final.

The scrutiny and selection will be done by the Management as per norms and procedures framed by the Management from time to time.

All the above incentives are applicable only to regular employees and not for faculties engaged on contract or as visiting faculties.

- ◆ Assistance under this scheme is not applicable if research allowance is claimed under any other scheme. Impact factor is based on SIF (SC Imago). Assistance is payable only if full paper is published and not for publication of abstract.
- ◆ Teachers have to submit a request along with a copy of the published research paper (reprint) to the Principal through the coordinators for assistance. The contributor of the article has also to submit the latest Impact factor of the journal, from reliable sources. Documentary proof for refereeing should be submitted along with the application .All journals should have ISSN numbers from national or international centers. A maximum of four publications in a year will be eligible for financial incentive under this scheme.
- ◆ Publication / posters should be in the name of NCP and the rewards / benefits should be property of the authors/presenter.
- ◆ Management has the right to review or modify the scheme at any time without prior notice

## 7. PAY AND OTHER BENEFITS

- 1) Increments in the scale of pay are payable on the month of August based on the performance evaluation of both odd and even semesters (as per the Academic Performance.
- 2) Increment is neither automatic nor mandatory. No increment may be awarded if the overall performance appraisal indicates that the performance score is below the minimum fixed.
- 3) A faculty member who acquires a University/Council recognizable doctoral degree in the subject that he teaches while serving in the college may be considered for special increments as per AICTE notification F. No. 37-3/Legal /2010 dt. January 22, 2010, from the date of his/her production of degree certificate in the college office.

## 8. ETHICAL STANDARDS FOR FACULTIES:

### 8. 1 FACULTY

- ◆ shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students.
  - to respect parents, teachers, elders.
  - to express the love of brotherhood to fellow students.
  - to accept and extend due respect to every religion and social grouping.
  - to love the Nation and commit their endeavours to Her progress.
- ◆ Shall have a sense of belonging to the Institution.
- ◆ Shall assume total dedication to the teaching profession.
- ◆ Shall always have an urge to excel in professional expertise.

## 8. 2 FACULTY

- ◆ Shall wear a respectable attire, befitting the society's expectations.
- ◆ Shall keep up immaculate personal hygiene at all times.
- ◆ Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- ◆ Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- ◆ Shall never gossip or discuss unauthentic information with peers or other members. of public which might provoke a sensation or ill feeling of any sort.

## 8. 3 FACULTY

- ◆ No teacher shall encourage or indulge in any form of malpractices connected with examinations or other collegeactivities.
- ◆ The faculty has to avoid using harsh and slang languages in thepremises.
- ◆ The use of mobile phones in the campus during working hours is strictlyforbidden.
- ◆ Faculty has to develop his / her general and professional knowledge of skills and remain updated in the specific line ofwork.
- ◆ Every teacher shall, by precept and example, inculcate respect for law and order among students.
- ◆ Every teacher shall, by precept and example, instill the love of the motherland in the minds of thepupils.
- ◆ Every teacher shall organize and promote all college activities which foster thefeelings of universal brotherhood amongpupils.
- ◆ Every teacher should try to preserve and promote the dignity and solidarity of the profession.
- ◆ Every teacher must be an advocate of freedom of thought andexpression.
- ◆ A teacher should aim to co-operate and secure the co-operation of the others in all activities, both curricular and co-curricular, which aim to improve the moral, mental, physical, social and economic well-being ofpupils.
- ◆ Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- ◆ Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

## 8. 4 FACULTY

- ◆ Shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner.

- ◆ Shall confer with them on any special problem in solving the problem and guiding them properly on how and who to approach for further help.
- ◆ Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the School or of fellow teachers, students or any other member of society.

## **8. 5 FACULTY**

- ◆ Shall always accept the entity of fellow teachers, honour their sentiments and respect their value system.
- ◆ Shall always endeavour to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.
- ◆ Every teacher must regard each individual student as capable of being uniquely creative and must do everything in his/her means to develop these special qualities /talents.
- ◆ Every teacher shall consider the College property and funds as if it is his/her own and should exercise great prudence and care in using them.

## **9. EXIT POLICY / RETIREMENT / RESIGNATION**

- ◆ Age of retirement for all staff is as per the Kerala Govt. norms. The management reserves the right to appoint a retired person on suitable terms if it considers that such a step is in the interest of the institution.
- ◆ Retired teachers will not be given extension as per AICTE after the age of 65. However their services can be availed on a contract payment if the management desires so, if the Council/ University norm permits.
- ◆ Management has the right to terminate the service of a staff member by giving notice of 3 months/ 3 months' pay in lieu of notice if his/her performance/conduct is not satisfactory.
- ◆ Notice of resignation should be given three months in advance. If there is shortage in notice period, salary for a proportionate period should be paid to the management.
- ◆ Leave not availed in Calendar year will not be permitted to be carried over to the subsequent Year.
- ◆ For regular faculties will not be given extension as per AICTE after the age of 65 years and for staff 60 years. However their services can be availed on a contract payment if the management desires so, if the Council/University norm permits.

## **10. DUTIES AND RESPONSIBILITIES**

### **10. 1 PRINCIPALS**

- ◆ The Principal / Head of the institution shall be solely responsible to the CEO & Secretary / Correspondent/ Manager and Management on all administrative, academic research and related

activities of the college/ institution in order to maintain and uphold the academic supremacy and competence.

- ◆ Shall formulate and present to the CEO & Secretary / Correspondent/ Manager Policies and guidelines on all administrative, academic, research and related activities pertaining to the college in order to maintain excellence in teaching and research.
- ◆ Shall provide expert counseling and guidance and high profile academic leadership to the Heads of Departments, Staff and students towards academic excellence.
- ◆ Shall effectively coordinate the administrative, academic, research and related activities of all the departments of the institution and ensure smooth function of both teaching and research activities.
- ◆ ◆ Shall be responsible for the successful conduct of all the approved degree programmes of the institute as per the norms stipulated by the University and the AICTE, PCI, COA, MCI, NCI, BCI etc., and shall be responsible for carrying out all such instructions and directions communicated from the University/ UGC and from other statutory bodies.
- ◆ Shall be responsible for building the state of the art infrastructure and for the maintenance and constantly upgrading the same to facilitate world class teaching, learning and research activities.
- ◆ Shall be responsible for monitoring the registration and the progress of students' admission to various degree programmes of the institution.
- ◆ Shall be responsible for the preparation of annual budgetary requirements of the college as desired by the Management from time to time.
- ◆ Shall be responsible for the procurement and purchase of stores, equipments, lab chemicals consumables and such other items as may be necessary from time to time following conventionally acceptable procedures ensuring both quality and economy.
- ◆ Shall constantly monitor and review the academic and research programmes through adoption of all such monitoring and evaluation tools like, surprise checks, spot inspections,
- ◆ calling for reports, conduct of critical review meetings of HOD's, faculties and students, feedback from HODs faculties and students and through performance appraisal of both teaching staff and students with due observance of statutes and regulation of Nehru Group of Institutions.
- ◆ Shall be responsible for acquiring quality certification from National / International agencies and to that extent take all such academic and research improvement of the campus.
- ◆ Shall be responsible for maintenance and upkeep of discipline of both staff and students of the college.
- ◆ Shall perform such other duties as directed by the Management from time to time.

## **10. 2 HEAD OF THE DEPARTMENTS**

- ◆ The HOD / Head of the Department shall be solely responsible to the Principal and Management on all administrative, academic research and related activities of the department in order to maintain and uphold the academic supremacy and competence in the Department.

- ◆ Assist the Principal in formulating policies and guidelines on all administrative, academic, research and related activities pertaining to the discipline / Department in order to maintain excellence in teaching and research in the Department.
- ◆ Provide expert counseling and guidance and high profile academic leadership to the staff and students in the department towards academic excellence.
- ◆ Solely responsible for the maintenance and upholding of a high degree of technical supremacy and competency in the discipline concerned in teaching, research and all such other related activities.
- ◆ Responsible for maintaining close rapport with a stream of high profile academicians in the state and elsewhere on similar specialisation and to use their expertise and input in up grading the teaching and research standards and in building up of world class infrastructure of all kinds.
- ◆ Effectively coordinate the administrative, academic, research and related activities of all the staff of the department and ensure smooth functioning of both teaching and research activities of the department.
- ◆ Endeavor to maintain a higher level of attendance, Pass percent and University ranks.
- ◆ Personally inspect and satisfy that the courses / Subjects in the departments are effectively and successfully handled by the staff to the entire satisfaction of students and Management.
- ◆ Personally verify and satisfy that the contents provided in all reports including daily, weekly and monthly reports to the Principal / CEO & Secretary are correct and true and are duly supported by proper evidence and records,
- ◆ Constantly verify the course files, lesson plans and all such other academic records of individual staff and of the faculty and ensure for their quality and content and updating.
- ◆ Report on the performance of staff and students to the Principal / Secretary after assessing them through scientifically designed evaluation procedures including students' feedback.
- ◆ Strive to promote a stream of highly competent and dedicated faculty through induction, faculty development programmes, Internships, higher qualification and all such other HRD means.
- ◆ Solely responsible for building the state of the art infrastructure in the department and for the maintenance and constant up gradation of the same to facilitate world class teaching, learning and research activities.
- ◆ Assist the Principal in the procurement and purchase of stores, equipments, lab chemicals, consumables and such other items as may be necessary from time to time.
- ◆ Responsible for the preparation of annual budgetary requirements of the department as desired by the Principal from time to time.
- ◆ General supervision of the works of both staff and students in the department and review the performance of staff in respect of teaching, research and other related activities.
- ◆ Strive to promote / motivate the students for their participation in extra and co curricular activities besides inter collegiate, district and state, and National level competitions.

- ◆ Assist the Principal in the maintenance and upkeep of discipline of both staff and students of the department.
- ◆ Endeavor to render special and well conceived coaching classes to students for empowering them to face the campus interviews confidently.
- ◆ Assisting the Principal in acquiring quality certification of the institution by National and International agencies and to this extent ensure departments participation in the process through academic upgradation.
- ◆ Responsible to enter into MOU with related Industries and Institutions to establish a healthy Industry Institutional relationship.
- ◆ Responsible for the care and maintenance of department's property.
- ◆ Responsible for performing all such other duties & responsibilities as desired by the Principal / Secretary from time to time.

### **10. 3 PROFESSOR / ASSOCIATE PROFESSOR**

- ◆ To handle effectively the subjects assigned, in a regular phased manner and completion of syllabus in full within the semester.
- ◆ To monitor the attendance of all students in the class well as the academic standing and communicating the observations to parents.
- ◆ Conduct and correction of internal and model examinations and counseling the students based on their performance with special additional coaching to weak students.
- ◆ To obtain feedback from students and modify the teaching and training as per the students suggestions.
- ◆ To aim for better performance of students in the subjects handled and to counsel them based on their performance
- ◆ To keep in touch with parents and updating them with the students attendance, marks obtained in examinations as well as conduct and character.
- ◆ Will assist the HOD in discharging his/her duties in all daily academic administrative activities, overall promotion of college and in the development of the Institution
- ◆ To maintain all academic records as stipulated by the respective universities.
- ◆ To strive for excellence in teaching and learning process and to assist better placement of students.
- ◆ Will try to propose projects from all possible funding agencies and help in the improvement of research and developmental activities of the Institution.
- ◆ Will attend to any other specific works of the department as assigned by the HOD
- ◆ Will also execute and perform any other duties as assigned by the management from time to time



#### 10. 4 ASSISTANT PROFESSOR

- ◆ To handle effectively the subjects assigned, in a regular phased manner and completion of syllabus in full within the semester.
- ◆ To monitor the attendance of all students in the class as well as the academic standing and communicating the observations to parents.
- ◆ Conduct and correction of internal and model examinations and counseling the students based on their performance with special additional coaching to weak students.
- ◆ To obtain feedback from students and modify the teaching and training methods as per the students suggestions.
- ◆ To aim for better performance of students in the subjects handled and to counsel them based on their performance
- ◆ To keep in touch with parents and updating them with the students attendance, marks obtained in examinations as well as conduct and character.
- ◆ Will assist the HOD in discharging his/her duties in all daily academic administrative activities, overall promotion of college and in the development of the Institution
- ◆ To maintain all academic records as stipulated by the respective universities.
- ◆ To strive for excellence in teaching and learning process and to assist better placement of students.
- ◆ Will attend to any other specific works of the department as assigned by the HOD
- ◆ Will also execute and perform any other duties as assigned by the management from time to time

#### 10. 5 OFFICE SUPERINTENDENT

- ◆ Maintenance and upkeep of all registers, files and documentation of Principals office and the college.
- ◆ Monitoring all faculties, staff attendance , maintenance and registers late attendance registers, causal leave, compensation leave, vacation leave and other OD register
- ◆ Receiving, entering, storing and distribution of all communications received from Corporate Office, University, Government , Non Government and other agencies.
- ◆ Monitoring all students cash payments, including college and hostel fees, preparing list of defaulters and coordinating and checking all receipts and payments.
- ◆ He will allocate works to the staff of PA<sup>o</sup> on a permanent basis and on a day to day basis and monitor and ensure their accountability.
- ◆ Registering and monitoring all incoming and outgoing dispatches.
- ◆ Responsible for overall monitoring of students scholarship
- ◆ Monitoring all material arrivals stock entry and verification of all kinds of bills including payment to EB and other dues.

- ◆ He will be personally responsible for the maintenance of petty cash, sanction register and accounts.
- ◆ He will maintain records of all complaints by students, faculties and other and the details or enquires and followup.
- ◆ Responsible for maintaining all confidential academic and related documents legal files and other important documents.
- ◆ He will attend to any other work as assigned by the Principal / CEO & Secretary from time to time

## **10. 6 SYSTEM ADMINISTRATOR**

- ◆ Maintaining complaint/Service/Maintenance register for department users
- ◆ Preparing & maintaining IT purchase request if the components are not available in the stock.
- ◆ Maintaining files such as purchase request file, Service request letters file for printer service & toner refilling, Systems working and not working status weekly consolidated reports file, purchase invoice/bills file, software license copy file, time table file, service report file etc.
- ◆ Maintain the network infrastructure for LAN and WAN connectivity.
- ◆ Morning checks of systems/software
- ◆ Monitor system performance and provide security measures, troubleshooting and maintenance as needed.
- ◆ Assist users to diagnose and solve their problems.
- ◆ Design and implement systems, network configurations, and network architecture, including hardware and software technology, site locations, and integration of technologies.
- ◆ Maintain the peripherals, such as printers, that are connected to the network.
- ◆ Train users in use of equipment.
- ◆ Ensure virus protection software is operational and current on servers and workstations.

## **10. 7 LABORATORY ASSISTANTS (COMPUTER LAB)**

- ◆ The systems/equipments should be serially numbered indicating the short title of Nehru Group, Institute, Department and Lab.
- ◆ All the systems / equipments / instruments should be kept in working condition and should be cleaned on a daily basis.
- ◆ The configuration of systems should be checked daily
- ◆ Vendor's sticker should be pasted on the system wherever required and care should be taken not to tamper it.
- ◆ Maintenance and upkeep of systems will have to be carried out with the help of system administrators.

- ◆ System Administrators should not be permitted to open the system through tampering the sticker fixed by the supplier.
- ◆ The vendors should be promptly advised to check verify for any tampering of sticker in any system and if so, they should fix the sticker at the earliest.
- ◆ During stock verification or surprise checks, if any system is found tampered, then the sole responsibility will be on the lab assistant and the cost of items found missing will be recovered from the Lab Assistant in charge only.
- ◆ The system should be kept in 'shut down mode' after use by each batch of students.
- ◆ The warranty period of each system / equipment / instruments should be promptly monitored.
- ◆ Each system has to be assigned permanently to a student for the whole semester based on roll number with proper entry in students register.
- ◆ Breakage or defect of any items has to be reported to the HOD / vendors in time.
- ◆ Theft / breakage by students have to be recorded in the breakage register on a daily basis and the register got counter signed by HOD/Principal the very next day itself. The cost should be recovered from the student concerned within a week's time. The student, who fails to pay the cost within a week, will not be allowed into the class room, unless he produces necessary receipts for payment.
- ◆ The Lab Assistant will be solely held responsible for any damage, theft or fire reported during the working hours. Management will not accept any responsibility for such incidents.
- ◆ It is the duty of the lab assistants to ensure smooth functioning of Labs without break down or breakage of computers/peripherals.
- ◆ The UPS and battery maintenance has to be checked at least once in a week.
- ◆ The Cycle of experiments along with the date of tentative completion of experiments should be displayed on the noticeboard.
- ◆ They should be physically present during the working hours.
- ◆ The batch wise laboratory time table needs to be pasted in the notice board along with semester plan of each practical.
- ◆ Students should be allowed only with proper dress code, viz., Uniform, shoes, ID card / Lab record etc.,.
- ◆ Students who indent to take up revision of the experiments are to be allowed only with prior permission.
- ◆ A notice board indicating the status report of Labs has to be maintained.
- ◆ Solutions for laboratory experiments are to be prepared and kept well in advance.
- ◆ All registers should be kept updated with all entries and if lapses are found, serious action against the Lab Assistant in charge will be taken.
- ◆ A monthly consolidated status report for each lab should be forwarded to the Principal and a copy to the CEO /Secretary

- ◆ It should be ensured that the concerned teaching faculty related to Lab experiments is physically present.
- ◆ Strict discipline should be maintained in the Lab and students should never be allowed to sit and chat inside the laboratory. No eatables should be allowed inside the Lab.
- ◆ Students should not be allowed to leave the lab before completing the experiments.
- ◆ Detailed procedures for each experiment need to be maintained.
- ◆ It should be ensured that all fans, lights and connections to all equipments are switched off after the lab hours and water taps if any closed.
- ◆ Lab attendance for faculty members has to be marked and forwarded to the HODs / Principal.
- ◆ In case of leave / or absence, proper alternative arrangements have to be made with prior approval of Principal.

### **10. 8 LABORATORY ASSISTANTS (GENERAL)**

- ◆ Keep all the equipments and instruments in working condition always.
- ◆ Always available in the Laboratory Update all the Registers
  - a) Stock Register
  - b) Maintenance Register
  - c) Practical Attendance Register
- ◆ Inform the defects to the proper persons immediately on occurring/finding, out the defect
- ◆ The Cleaning of computer monitor, CPU and other peripherals are the responsibility of the concerned in charge and to keep the Lab neat and tidy.
- ◆ Do not allow any student to enter the Laboratory without proper dress code, viz. Uniform. Shoes, ID Card, Lab Records, etc.
- ◆ Do not allow or entertain other staff in the Laboratory.
- ◆ Do not sit and chat with others in the Laboratory.
- ◆ Paste the Lab Time Table and Batch names in the Laboratory
- ◆ With prior permission allow the students for revision.
- ◆ Do not permit the students to sit and chat in the Laboratory.
- ◆ Always maintain discipline in the Laboratory.
- ◆ Do not permit anybody to lie on the desk and sleep
- ◆ Do not permit anybody to bring any eatable to the Laboratory
- ◆ Do not permit any student to go out unless their Laboratory class is over.
- ◆ Prepare and paste cycle of experiments and tentative dates for completion. Also send weekly report to the-hierarchy regarding the progress.

- ◆ Maintain procedures for each experiment in details
- ◆ Semester subject practical allotted should be displayed in the noticeboard.
- ◆ In the absence of concerned Lab Assistant proper assignment of responsibility should be handed over to next person with proper record and approval from the Principal.
- ◆ Any breakage, theft happens in the LAB is the sole responsibility of LAB Assistant concerned
- ◆ Always ensure concerned teaching faculties related to Lab Experiments presence.
- ◆ Ensure that you are switching/ turning off all/ the fans, lights, plugs etc. after the Lab hours.
- ◆ Lab Attendance for Faculty Members to be marked and forwarded by the Laboratory Assistants to the higher office.
- ◆ Ensure that solution preparations for experiments are made in advance.
- ◆ Notice Board for the status report of Labs to be maintained.
- ◆ Breakages to be entered in the Breakage Register and the cost of items to be collected from the concerned student through office. Issue and return register to be maintaining in Laboratory and the status of non compliance to be reported to higher authorities.

### **10. 9 CHIEF WARDEN**

- ◆ To monitor the hostel discipline
- ◆ To check the food quality
- ◆ To monitor the various hostel committee activities
- ◆ To conduct food and other committee meetings
- ◆ Solving issues among students
- ◆ Monitoring sports activities in the evening
- ◆ To control the Discipline in the T.V. room
- ◆ Checking the Registers & Files maintained in the hostel
- ◆ Checking the stock and inventory details
- ◆ Discussing with the mess in charge to solve daily food issues
- ◆ Coordinating with the site supervisor to get and maintain the hostel facilities
- ◆ To check the hostel gate register to avoid issues regarding students outing
- ◆ Acting as a faculty advisor for various clubs in the hostel
- ◆ Planning and executing the major events in the hostel (like hostel day, trekking...)
- ◆ Conducting classes inside the hostel for academically poor students.
- ◆ Coordinating Deputy Chief Warden, Residential Warden, hostel students and mess contractors for smooth running of the hostel

- ◆ Monitoring the mess, water and discipline in the hostel through Deputy Chief Warden and Residential Warden
- ◆ Informing the hostel requirements to managements and getting new facilities for the hostel
- ◆ Assuring the inventory and stock
- ◆ Conducting meetings with students
- ◆ Solving the problems of the students
- ◆ Deciding the hostel timings (mess, outing etc)
- ◆ Permitting guests to stay in the hostel after getting approval from management

## 10. 10 WARDEN

- ◆ Taking care of students movements both “in” and “out” of hostels on permission, holidays, regular outings, project works, medical treatment and college purposes.
- ◆ Scrutinizing thoroughly the request letters from the students, the phone calls, permission letters / SMS / Fax / mail from Parents or Guardians and the approval from the class advisors, HoDs and Principals of the respective colleges and permit the students for leaving the hostel.
- ◆ The Wardens will take the full responsibility for permitting the students for leaving the hostels.
- ◆ They will also see that the Parents / Guardians who visit the hostels are received and treated properly.
- ◆ The Wardens will forward the files of the respective colleges permitting the students to the Chief Warden who will accord post approval.
- ◆ This work of getting the post approval from the Chief Warden will be done commonly by Warden (Kamala Nehru Hostel). Whenever, Warden (Kamala Nehru Hostel) is on leave, Warden (Priyanka Hostel), will attend the same.
- ◆ Allotment of rooms to the students as per the guidelines issued by the office of Chief Warden.
- ◆ To supervise the overall activities of students, housekeeping, site operations and Mess in the hostel.
- ◆ Regular visit to hostel blocks allotted individually and ensure better interaction with the students.
- ◆ Nominate the students for various hostel committees Health Club which shall comprise Yoga, Sports activities, Trekking, Food committee, hostel maintenance committee, Common Room Committee, Cleanliness Committee and other such clubs and committees.
- ◆ To give permission to the Guests for residing in the hostel on the request of the students and recommendations from Chief Warden /Principal.
- ◆ To supervise the working of hostel staff.
- ◆ To solve the day to day problems of the students.
- ◆ To deal with the acts of indiscipline of the students.

- ◆ Reporting the cases of serious indiscipline/ ragging to the Chief Warden / Principal for further action at the Institute level.
- ◆ To ensure the quality of food in the mess
- ◆ To check the various registers and ledgers maintained by the Warden and mess supervisor from time to time
- ◆ Communicate with the parents / guardians of the inmates in assistance to the Wardens
- ◆ To maintain overall ambience of the hostel premises and to ascertain silence hour is carried out in their respective blocks
- ◆ To ensure proper maintenance of the rooms and hostel premises
- ◆ To send advance information to the Chief Warden / Principal about the monthly estimated bulk requirements of mess items or other consumables to be purchased through purchase committee.
- ◆ To cater to the immediate minor requirements in the hostel through the use of permanent advance
- ◆ Whenever any of the Wardens apply leave, the concerned Principals are instructed to see that the leave is approved only after making alternate charge arrangements with any one of the available Deputy Wardens
- ◆ The charge arrangement should be made known to the Wardens concerned well in advance.
- ◆ After cleaning the rooms, the sweepers should sign in the register or affix their thumb impression. This register will be referred by the week end for giving wages to them. These activities are to be recorded in the occurrence register on a day to day basis.
- ◆ Correspondence with the various departments and corporate office is to be made between 10.00 am – 11 am.
- ◆ Wardens should be available in the mess at the time of lunch and ensure smooth serving of lunch.
- ◆ Student's complaints are to be entertained and major complaints are to be recorded in the occurrence register and to be reported to the management.
- ◆ Wardens should ensure the smooth functioning of all equipments, accessories, electrical connections and the mess amenities. Suitable and timely repair of the equipments is the responsibility of the wardens.
- ◆ After the college hours, wardens have to ensure that all students are back to rooms at a prescribed time. Suitable methods could be adopted by the wardens to find out the arrival of the inmates.
- ◆ In the event of any untoward incident, it has to be recorded in the occurrence register and reported to higher authorities at regular intervals. Serious matters are to be reported immediately.
- ◆ Students address book is to be maintained and updated on a regular basis. Information and intimations, complaints, suggestions, changes in rules and amendments are to be sent to the inmates or parents with the help of administrative staff.
- ◆ Information to the inmates is to be displayed in the notice board and renewed at regular intervals.

- ◆ Hostel rules and regulations signed by the inmates are to be strictly implemented by the wardens and any disobedience to be recorded in the occurrence register and that the student concerned is to be brought to the office for further investigation and finalization. All these are to be done in accordance with the prescribed rules and regulations and on the instructions received from the higher authorities.
- ◆ After the class and play time, students are to be directed to their rooms for studying. Play time, study time, dinner time etc to be decided by the warden and proper message is to be given to the students.
- ◆ Gate of each building is to be closed on a scheduled time and surprise rounds are to be conducted by the warden to see that all students are in their room. If anyone is missing, their roommate's statement is to be obtained and recorded in the occurrence register. These checks should be random and secret in nature.
- ◆ Students missing from the rooms should be asked to report to the corporate office for paying the fine amount. After two such warnings (to students and parents), if a student repeats for the third time, he should be removed from the rolls and sent out of the hostel.
- ◆ A particular day of a week is to be fixed for each batch of students to go out and they should go after signing a register kept in the building.
- ◆ Students should not be allowed to go out without id card. They should be neatly dressed and should sign a register kept at the main gate. Both the registers at the hostel building and the main gate to be audited at regular intervals and any discrepancies in the timings are to be noted and the concerned individuals are to be warned.
- ◆ After the prescribed time the hostel register is to be kept under lock and key and wardens have to sign in the register kept at main gate, stamping the time of signature. The students who have not come at the time of checking to be warned and appropriate action to be initiated.
- ◆ Misbehaviour of the hosteller if any are to be reported to the concerned heads of the institution, in a prescribed format after entering in the occurrence register.



# NEHRU COLLEGE OF PHARMACY

Approved by AICTE & Pharmacy Council of India, New Delhi  
 Affiliated to Kerala University of Health Sciences (an ISO 9001-2015 Certified Institution)  
 Nila Gardens, Pampady, Thiruvilwamala, Thrissur Dist., Pin – 680 588, Kerala, INDIA  
 Phone : 04884 284003    www.ncp.net.in

## FACULTY ALTERNATIVE ARRANGEMENT FORM FOR LEAVE, INTERNAL AND EXTERNAL AFFAIRS

Name of the Faculty :

Con. No. :

Date on which alternative arrangement made :

Nature of Internal / External affairs:

Sl. No.	Particulars	Alternate / substitute	
		Name	Signature

Approved by :

Principal :

Signature of the Faculty



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## Leave Application Form

Name & Designation : \_\_\_\_\_

Department / Section : \_\_\_\_\_ ID No : \_\_\_\_\_

Nature of Leave (CL / OD/ LOP) : \_\_\_\_\_ Date of Joining : \_\_\_\_\_

No. of days leave requested : \_\_\_\_\_ Mobile No : \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Prefix \_\_\_\_\_ Suffix \_\_\_\_\_

Reason for the leave : \_\_\_\_\_

Alternative Arrangements made : Yes / No :

S. No.	Sub. Code	Sub. Name	Branch & Year	Hour	Faculty Name (Alternate Arrangement)	Signature
1						
2						
3						
4						
5						

Leave so far taken in the Academic year : \_\_\_\_\_

Address during the Leave : \_\_\_\_\_

Date : \_\_\_\_\_ Signature of the Applicant

Recommended / Not recommended \_\_\_\_\_ Signature of the H.O.D

Signature of the Principal / Director

Action taken & Signature of salary section in charge

Date : .....

To.

Date.....

Leave From..... To..... Approved by the Competent Authority  
 with Salary / Without Salary.

Authorized Signatory

# NEHRU COLLEGES

## Leave Application (STAFF)

Name & Designation :

Department / Section / ID No : Mobile No\_\_\_\_\_

No. of days leave requested :

From\_\_\_\_\_ To\_\_\_\_\_

Prefix\_\_\_\_\_ Suffix\_\_\_\_\_

Reason for the leave :

Alternative arrangements made : Yes / No

If yes, Name & Signature of the person assigned the alternate arrangement :

Leave so far taken in the year :

Address during Leave :

Date : Signature of the Applicant

Recommended / Not recommended Signature of the H.O.D

Recommended / Not recommended Signature of the Principal / Manager

Action taken & Signature of salary section in charge

Date :.....

To.

Date.....

Leave From..... To..... Approved by the Competent Authority with Salary / Without Salary.

Authorized Signatory

**FACULTY SELF- APPRAISAL FORM**

EVALUATION PERIOD: From \_\_\_\_\_ To \_\_\_\_\_

Academic Performance Index (MAX SCORE 100)				API SCORE	
Name of the Faculty and Designation:				Actual score	Total score
1	<b>Academic Performance (Max. 5)</b>	Teaching (Based on students feedback)	Excellent	5	
			Good	3	
			Satisfactory	2	
		Attendance (Office)	Excellent (100%)	5	
			Good (>80%)	3	
			Satisfactory (<80%)	2	
		<b>Average (Max 5)</b>			
2	<b>University Exam Pass % (Max. 25) (Only for theory subjects) For UG/PG</b>	If pass percentage is 75 or above		25	
		If pass percentage is 50- 75		10	
		If pass percentage is below 50		Nil	
3	<b>Attending Seminars/ Conferences/ Workshops/ Faculty Development Programs attended (Max. 5)</b>	5 days or more		5	
		3 days		3	
		1-2 days		2	
4	<b>Research Publications/ Papers Published (Max. 10)</b>	International: More than 2 papers		10	
		1-2 papers		5	
		National: More than 2 papers		5	
		1-2 papers		2	
5	<b>Speakers in Seminars/ Conferences/ Workshops/ Faculty Development Programs (Max. 5)</b>	International: Panel discussion		5	
		Invited speaker		3	
		National: Panel discussion		4	
		Invited speaker		2	
6	<b>Research (Funded Projects) (Max. 5)</b>	Central Government		5	
		State Government		3	
		Private		2	
		Institutional		2	

7	<b>Organizing Seminars/ Conferences/ Workshops/ Faculty Development Programs/ Training program for Faculties (Max. 10)</b>	International: 5 days or more	10	
		3 days	5	
		1-2 days	3	
		National: 5 days or more	5	
		3 days	3	
		1-2 days	2	
8	<b>Book Published/ Patents (Max. 5)</b>	Book Published With ISBN/Patent	5	
		Book Published Without ISBN	3	
9	<b>Project Guiding (Max. 10)</b>	Ph.D	10	
		PG	5	
		UG	2	
10	<b>Faculties conducting additional Experiments/ Training/ GATE Coaching (Max. 10)</b>	Conducting academic training/ workshop for students	10	
11	<b>Conducting Remedial classes (Max. 5)</b>	More than 5 hours	5	
12	<b>Consultancy (Max. 5)</b>	Consultancy works (More than Rs 2,00,000)	5	
		Consultancy works (Less than Rs 2,00,000)	Nil	
<b>TOTAL</b>			<b>100</b>	
<b>Signature of the Staff:</b>				
<b>REMARKS BY PRINCIPAL</b>				
<b>SIGNATURE</b>				
<b>FOR OFFICE USE ONLY</b>				
<b>VERIFIED BY:</b>				
<b>HR</b>		<b>MANAGEMENT</b>		







# HUMAN RESOURCE POLICY HANDBOOK

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