



HR POLICY HAND BOOK

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VISION & MISSION

INSTITUTION VISION

To be the ultimate destination for training, practice and research in pharmacy education to cater the health needs of the society.

INSTITUTION MISSION

To provide state-of-art infrastructure, research facilities with eminent faculties to disseminate advanced knowledge in pharmacy education through innovative teaching- learning process with human and ethical values.

AIMS AND OBJECTIVES

We are Committed to accomplish the following aims:-

Enable students to -

1. Pursue knowledge with an insatiable thirst;
2. Discipline them to harness their energy for creative purposes;



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3. Make them physically and mentally fit and competent for career and
4. Equip them to be self supportive in life


GOALS - SHORT TERM:

- 1) Achieving academic excellence by 100% Pass in the University Examination.
- 2) Enabling ISO 9001:2008 Quality Certification towards quality procedures and systems.

Marching Towards Quality Assurance and Endurance through AICTE-NBA Accreditation

- 3) Achieving 75% On-Campus Placements for Students.
- 4) Helping students to excel in communication, inter-personal and entrepreneur skills.
- 5) Enabling scholarly vibrant environment for learning, teaching, research and development for students and staff for their personal and professional growth.
- 6) Helping students to foster and develop qualities of leadership, inter-personnel and problem solving skills to face the professional and personal challenges in life.
- 7) Inculcating the qualities of integrity, honesty, loyalty and patriotism among students.
- 8) Stimulating a desire among students and faculties to make full use of infrastructural facilities and expertise within themselves to serve the society and the nation.




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- 9) Fostering a harmonious, cordial and tripartite relationship among the management, faculty and students for their respective growth and for establishing a congenial academic environment in the college.

GOALS - LONG TERM:

- 1) To foster academic and research collaboration with foreign institutions of repute.
- 2) To evolve as an Autonomous Institution.
- 3) To evolve into a Center par Excellence in Pharmacy by undertaking nationally and inter-nationally acknowledged research and development works.
- 4) International collaboration in student exchange ,faculty exchange and Research.

HR policy guidelines:

The published service rules, policies & procedures with year of publications

Staff manual is published in 2019 which includes service rules, policies and procedures. One copy of staff manual is provided to all faculties and other staff.

Each student is provided with an 'Academic Calendar' which details the general rules, policies and procedures related to academic activities. Academic Schema is published in every year.



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1. Recruitment procedure

1.1. Faculty Requirement

The HODs 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 Manager. Thereafter the Principal shall cause the preparation of a consolidated faculty workload for all departments and get it approved by the Manager.

1.2 Notification and Selection

- Vacancies arising from time to time shall be consolidated and notified in the leading news papers as decided by 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.
- The vacancies shall also be notified on the institutional website on a regular basis and applications received against this notification shall also be considered for filling up the vacancies.
- At least two weeks' time from the date of publication in the news papers will be given to the candidates to apply.
- The screening and short listing of the applications shall be done by the Administrator with the help of the faculty of the departments concerned and in consultation with the Principal.
- The shortlisted applications will be tabulated department wise in the prescribed form, showing the personal details of the candidates, the marks or grades obtained by them from SSLC or equivalent



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examination onwards, their academic or other achievements over and above the minimum prescribed qualification and previous relevant experience.

- Only teaching/industry/research experience gained after getting M.Pharm will be considered as qualifying experience for direct recruitment to 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 reckoning teaching experience.
- Candidates with relevant experience in a reputed industry in their area of specialization will be considered to have qualifying experience in the ratio of 2:1, ie. 2 years of industry experience will be treated as one year of teaching experience or as prescribed by the competent authorities.
- Study leave/deputation period of a candidate for higher studies shall not be treated as qualifying experience.
- Interviews shall normally be conducted in the month of April. But interviews may also be conducted at other times if situation so warrants.
- Date of interview shall be decided by the principal in consultation with the Manager. Notice of interview shall be issued by post 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 phone/SMS.
- Interview shall be conducted by the staff recruitment committee. The Principal and the HOD of the concerned department shall be the ex-officio members of the interview board. The interview board may co-opt an external subject expert or others as it deems fit.

1.3 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



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involved in administration.

- One laboratory Class will be counted as three teaching hours. 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

1.4 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 two months 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 may be fixed in the relevant scale or may make other suitable recommendations regarding



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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 Devaki Amma Memorial College of Pharmacy.

- Offer of appointment signed by the Manager shall be sent to the candidate for acceptance as and when the vacancy arises. Intimation of the offer shall also be conveyed to the candidate over phone or by SMS.
- If the candidate accepts the offer, the appointment order signed by the Manager shall be issued to the candidate.
- If any meritorious candidate applies for any post even without notification by DAMCOP, the management will be free to consider him/her for a suitable post.

1.5 Appointment

1.5.1. 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 a University recognized 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.

1.5.2. Appointment, Probation and Regularization

- The appointing authority shall be the Manager, Devaki Amma Memorial Trust.
- The first appointment in the case of regular faculty shall be on probation for a period of two years.



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Leave during this period shall not be counted for this purpose.

- 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 programme 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.
- 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 Manager 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.

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 Assistant Professor.




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3. Working days, Working hours and Leave Rules

3.1. Working days, working hours

- Monday to Saturday will be working days for the institution except Second Saturdays.
- Classes start at 9.30 am and close at 4.30p.m.
- All staff members are required to punch by 9.15 am and close at 4.45p.m.
- In case of missed punch and late punch the faculty member should submit his/her explanation to the Principal. If the explanation is satisfactory, Principal shall be forwarded to the account section for further proceedings.
- All public holidays are considered as non working days for all faculty members. Sundays and second Saturdays are also holidays for all faculty members.
- 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.
- On all holidays, except Sundays, skeleton office staff will be on duty.
- Days of hartal, restricted holidays and district holidays will be non working days for the entire staff, teaching and non teaching.
- The management reserves the right to convert any holiday into a working day in special circumstances.

3.2 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.

3.3. Casual Leave

- All members of the staff who are eligible for vacation are eligible for 15 days' casual leave and others are eligible for 20 days' casual leave in a calendar year.



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- Application for casual leave should be submitted to the Principal in advance with proposal for alternate arrangement to engage the class or to attend to the day's work.
- If application cannot be submitted in advance on account of some emergency or unforeseen reason, the particular staff can contact to the principal and make alternative arrangements.
- Failure to engage the class on account of leave shall be treated as dereliction of duty on the part of the faculty member availing leave.
- For sanctioning leave staffs are uploading details in Meshilologic application also. Before availing leave staff should alter the duties through the system and forward to the Principal.
- Casual leave cannot be availed for more than three days at a stretch and it cannot be combined with any other type of leave.
- Principal is the authority to sanction casual leave to teaching as well as non teaching staff.
- Any absence without proper sanction will be treated as unauthorized absence and salary will be cut.

3.4. Duty Leave

Duty leave of a maximum of 20 days in a calendar year will be granted with full pay to the faculty members for the following:-

- Attending conferences/seminars/workshops.
- Delivering invited talks.
- To interact with industry.
- To attend meetings of the University.
- To perform any other task assigned /approved by the Principal
- As far as possible faculty members from a dept. are to go on rotation to attend valuation camps/university examinations so as to limit the duty leave to a maximum of 20.
- Management may sanction duty leave in excess of 20 days if it is found necessary to enable the faculty member/staff to perform duties assigned by the University or the Principal.



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3.5. Maternity Leave

- All female members of the staff are eligible for maternity leave without salary.
- Maternity leave will be for a period of 90 days but maternity leave facility will not be available for abortions.
- Normally maternity leave should commence 15 days before the expected date of child birth and application for leave should be submitted to the competent authority sufficiently in advance.
- Information on child birth should be given to the sanctioning authority promptly.
- Management may sanction loss of pay leave to be combined with maternity, on production of medical certificate, in the case of serious sickness of mother or child but this will be limited to a maximum period of 30days.
- All leaves combined should not exceed 120days.
- No substitute will be appointed to fill up the vacancy due to maternity leave and the classes to be engaged by the person on leave shall be shared by the other faculty members of the department.

3.6. Study Leave

- A faculty member who has put in at least three years of regular service in Devaki Amma Memorial College of Pharmacy will be eligible for pursuing higher studies like Ph. D.
- The management reserves the right to sanction leave for other courses for appropriate durations if the management is satisfied that such a study by a member of the faculty will be beneficial for the institution.
- Study leave shall be counted for service if it is availed through QIP/FIP scheme of AICTE/UGC.
- The number of persons on study leave at a time from a department shall be limited to two. If there are more applicants than can be permitted leave at a time, preference will be given on the basis of seniority.
- However if the management is of the view that sanctioning leave to a junior or for a non-PG course will better serve the interest of the institution, the management will have the discretion to do so.

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



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want of vacancy or for other reasons. In such a case the individual will retain his/ her lean 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.

3.7. Loss of Pay Leave

- Loss of pay leave may be granted by the Manager in the case of genuine need such as sickness, if the Manager 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.

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.
- 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.



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4. Exit Policy

4.1. Retirement and 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.

4.2. Disciplinary Proceedings

- In the case of indiscipline, misconduct, moral turpitude or other conduct unbecoming of a faculty/staff member disciplinary action will be initiated by the management either submits to or on the report of H.O.D. or another faculty/staff member.
- Management has the right to terminate the service of a staff member by giving 3 month's notice or three months' pay in lieu of notice, if his/her performance/conduct is not satisfactory.

4.3. Applicability

Provisions of this Manual shall apply to all the teaching staff of Devaki Amma Memorial College of Pharmacy. They shall also apply to the non-teaching technical staff, office staff and other members of



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the staff employed by Devaki Amma Memorial Trust 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. DAMCOP 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

- 1) Attending conferences
- 2) Presenting papers in conferences
- 3) 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).




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5.2. To attend a conference

A request with confirmation letter from the organizers of the conference has to be submitted to the Principal. After looking at the nature of the conference and other details, Principal will forward the recommendation to the Manager who will take the final decision. Management will bear the registration fee of the conference and also the travelling and accommodation expenditure of the faculty.

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 Principal.
- After looking at the nature of the conference, presentation, quality of the paper and other details, Principal will forward the recommendation to the Manager. The Manager will take the final decision.
- Management will bear the registration fee of the conference and also the travelling and accommodation expenditure of the Presenter.

6. Pay and other benefits

The management of DAMCOP adopts the pay scales notified by AICTE from time to time to fix the pay notified by the state government for similar staff or the scales of pay approved by Devaki Amma Memorial Trust.


- After completing every year salary scale changes.
- Salary scale revision done in every three years.

7. ETHICAL STANDARDS FOR FACULTIES

A Faculty

- shall live and lead by example in every sphere of conduct particularly to inculcate a culture in




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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 endeavors 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

A 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

A Faculty

- 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

A 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 pertaining to their wards, assist them in solving the



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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.

A Faculty

- shall always accept the entity of fellow teachers, honor their sentiments and respect their value system
- shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities



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