



Chelembra, PO. Pulliparamba, Malappuram Dt., Kerala - 673634.

Phone: 0483-2891623, Fax: 2891623, E mail: [devakiammapharmacycollege@gmail.com](mailto:devakiammapharmacycollege@gmail.com)

*Approved by Pharmacy Council of India, New Delhi and Affiliated to Kerala University of Health Sciences, Thrissur*

## **POLICY DOCUMENT**

### **Job -specific responsibilities:**

#### **For teaching staff**

1. Academic and practical training activities
2. Following the academic calendar of the institution
3. Cover the portion of course plan. For office faculties

#### **For office staff**

1. Every office and administrative responsibility fall under the responsibilities of office staff.
2. The office faculties are expected to assist and supervise every administrative process of Devaki amma memorial institutions.

#### **For laboratory staff**

1. Prepare and maintain accurate laboratory records.
2. Clean and maintain work area, lab equipment and supplies.


#### **Work schedule**

1. Working hours for the teaching staff and non-teaching staff will be from 9.30 am to 4.30 pm.
2. The office staff will have working hours between 09:00 AM to 05:00 PM

#### **Salary details**

1. Employees of the Devaki amma memorial college of pharmacy are entitled to receive their salary on or before 5<sup>th</sup> of Every month.



  
Dr. G. Babu, M. Pharm., Ph.D.  
Principal  
Devaki Amma Memorial College of Pharmacy  
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### **ESI & PF Brief**

As per the ESI and PF Act, eligible employees would be granted provisions for ESI and PF. As required per the Act, a percentage of the salary would be retained and added to the ESI and PF funds.

### **Travel Policy**

An employee shall be eligible for the facilities and expenses if journeys /visits are undertaken for the following purposes:

1. Outstation duty authorized by the appropriate authority
2. Attending training programmes/seminars/conferences or any other development programmes approved by the head of institution.

### **Quality Improvement Program**

1. Research and quality improvement is a vital factor that contributes to classroom excellence.
2. Faculty are encouraged to attend seminars, conferences, workshops and development programs.etc. As this would improve the faculties' professional and personal effectiveness. Monetary assistance for the same depending on the relevance of the program.

### **Security & Workplace Violence**

Devaki amma memorial college of pharmacy is responsible for providing a safe and secure workplace to its employees and ensuring that every employee is treated in a respectful and fair manner.



*G. Babu*

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Though it is not possible to list all forms of behavior that are unacceptable in the workplace, here are a few that need to be especially kept in mind:

- Violence against another employee in the office premise
- Smoking in the office premise
- Use of unprescribed and illegal drugs.
- Coming to the office under the influence of alcohol
- Sexual or other forms of harassment
- Making malicious, false, and harmful statements about other employees
- Falsifying records or reports, including one's time records or the time records of another employee

Any other action that is found unacceptable by the administration would lead to disciplinary action.

### **Resignation Guidelines**

If an employee wants to resign from their job, these are the procedures to be followed:

- If an employee decides to resign from their job, matters regarding the reason, dates, etc. should be discussed with the management.
- The employee, if a part of the teaching staff, is expected to inform the Principal officer matters regarding their resignation
- The employee should give a two-month notice period before resigning.



*S. Anwar*  
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- It is the responsibility of the employee to find a replacement within the notice period in order to ensure a smooth transition.
- Every responsibility and official matter should be properly handed over to the succeeding employee before the end of the notice period.

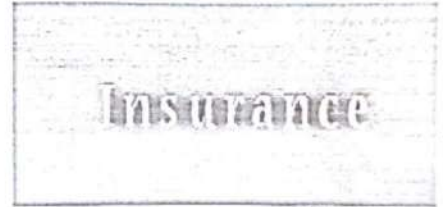
### **Termination:**

- An employee's service may be terminated during inefficient work performance, indifferent attitude, lack-of job-related skills, integrity issues, and any other reasons, which the organization believes renders the employee unsuitable for continued employment with the organization.
- If any mismatch in the information given in the application form at the time of interview, the employees service will be terminated with immediate effect. The clearance formalities will be similar to those applicable for resignation.



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User  
Login:

Thursday, April 11, 2024 11:17:14  
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Monthly Contribution > Online Challan Status

<b>ChallanDoubleVerification</b> <span style="float: right;">* Required Fields</span>	
Employer's Code No.:	72000185110001303

<b>Transaction Details</b> <span style="float: right;">* Required Fields</span>	
Transaction status:	Transaction Completed Successfully
Employer's Code No:	72000185110001303
Employer's Name:	DEVAKI AMMA MEMORIAL INSTITUTIONS
Challan Period:	Mar-2024
Challan Number :	07224113506487
Challan Created Date	09-04-2024 10:26:01
Challan Submitted Date	11-04-2024 11:11:59
Amount Paid:	26862.00
Transaction Number:	IGARCSDFR6
<a href="#">Print</a> <a href="#">Close</a>	



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# Employees' State Insurance Corporation

Contribution History Of 72000185110001303 for Mar2024

IP Contribution	Total Employer Contribution	Total Contribution	Total Government Contribution	Total Monthly Wages
8.00	21,804.00	26,862.00	0.00	670,867.00

Sr.	Is Disable	IP Number	IP Name	No. Of Days	Total Wages	IP Contribution	Reason
-		5402844735	Minibhai M S	31	16779.00	126.00	-
-		5402844737	Reenamani P	31	13827.00	104.00	-
-		5402844738	Suseela K	31	12741.00	96.00	-
-		5402844739	Syamala P	31	13594.00	102.00	-
-		5402844740	VASANTHA M V	31	16098.00	121.00	-
-		5403101154	VALSA RAJAN M K	31	16541.00	125.00	-
-		5403101156	SUNEESH T	31	14883.00	112.00	-
-		5403101157	SURENDRA MOHAN K	30	15097.00	114.00	-
-		5403101158	Jayakrishnan E	31	16027.00	121.00	-
-		5403196450	Padmasundaran A P	31	16027.00	121.00	-
-		5403134315	RAJITHA P	0	0.00	0.00	On Leave
-		5403134322	DHANYA P	31	14050.00	106.00	-
-		5403408917	Pushpalatha K	31	14432.00	109.00	-
-		5403410980	Sunitha P	31	10453.00	79.00	-
-		5403478468	Divya M P	30	9391.00	71.00	-
-		5403478487	Ma...	31	9545.00	72.00	-
-		5403487134	VALEEDHY N.P	14	6398.00	48.00	-
-		5403507398	...	31	8950.00	139.00	-
-		5403507411	...	31	10420.00	79.00	-



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Printed On: 4/9/2024

No.	Is Disable	IP Number	IP Name	No. Of Days	Total Wages	IP Contribution	Reason
-	-	7204012028	Minija T K	31	8909.00	67.00	-
-	-	7204015146	K Sheeja	31	11733.00	88.00	-
-	-	7204021216	Pramini P	31	8909.00	67.00	-
-	-	7204025294	Padmini M	31	17561.00	132.00	-
-	-	7204029392	A SANTHA	31	8200.00	62.00	-
-	-	7204031792	Praveen P	31	19940.00	150.00	-
-	-	7204031821	Vanaja T	31	10403.00	79.00	-
-	-	7204031830	Lathika K	31	8945.00	68.00	-
-	-	7204043209	Jisha C	31	13158.00	99.00	-
-	-	7204045794	Suma P	31	8815.00	67.00	-
-	-	7204045797	T Vidia	31	8395.00	63.00	-
-	-	7204048746	Sindhu P	31	9023.00	68.00	-
-	-	7204055395	Nikhila P	31	9023.00	68.00	-
-	-	7204063256	DEEPA T	31	20177.00	152.00	-
-	-	7204066956	Baburajan V	30	17742.00	134.00	-
-	-	7204078302	V Krishnan	31	12481.00	94.00	-
-	-	7204094255	Bindu K C	1	195.00	2.00	-
-	-	7204113009	Jisha M	29	6561.00	50.00	-
-	-	7204121475	Prashi M K	28	11595.00	87.00	-
-	-	7204121489	Rajitha V	31	7013.00	53.00	-
-	-	7204131799	Vipinlal E	31	18938.00	143.00	-
-	-	7204165547	Smitha V	29	6542.00	50.00	-
-	-	7204168370	Baby K K	17	9117.00	69.00	-
-	-	7204168395	Sheeja	31	17000.00	128.00	-
-	-	7204174142	Priya N	31	15105.00	116.00	-
-	-	7204180683	Siva	30	18421.00	139.00	-
-	-	7204197206	Prabha	31	17000.00	128.00	-
-	-	7204229173	JAYAPRAYA K	31	9575.00	74.00	-
-	-	7204229186	KARTHYA	31	9575.00	72.00	-



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			Days	Wages	Contribution	
-	7204256795	Sreedharan P	31	17000.00	128.00	-
-	7204263400	Rekha P	31	19427.00	146.00	-
-	7204310349	Prasheena E	31	6250.00	47.00	-
-	7204320144	JAYANTHI M T	31	11750.00	89.00	-
-	7204375613	NIKHIL KUMAR K	31	16500.00	124.00	-
-	7204547733	ROHITH P	30	14561.00	110.00	-



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