



NATIONAL COLLEGE OF PHARMACY

**National College of Pharmacy,
Under KMCT TRUST.**

KMCT Medical College Campus, Manassery P.O, Kozhikode-673602.

Human Resource Policy Manual

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NATIONAL COLLEGE OF PHARMACY

Vision

Emerge as a centre of eminence by creating responsible and resourceful citizens with commitment to excellence in pharmacy education and allegiance to ethical professional practices

Mission

Providing quality pharmacy education and training that enables pharmacists to facilitate the delivery of ethical, conscientious, cost effective healthcare services to all.

Cultivating an environment that is collaborative, interdisciplinary, innovative and creative in approach

Partnering with individuals and institutions across the world who occupy leadership positions and promoting reciprocal exchanges in both academic and cultural spheres.

Introduction

National College of Pharmacy (NCP), a minority self-financing institution managed under the Kunhitharuvai Memorial Charitable Trust was established in 1996 by Dr K Moidu a leading philanthropist and a respected Medical Practitioner of Malabar. National College of Pharmacy (NCP) is a prominent institution of higher learning in Malabar, with close to a quarter century of history. Tucked in to the rural outskirts of Kozhikode, NCP is strategically and purposefully located at the junction of three educationally backward districts of the otherwise reformist state of Kerala. NCP is thus confronted with both a challenge and an opportunity. Presently more than 20 institutions are functioning under KMCT in various streams starting with Arts and Science College, Medical College, Dental College, Ayurveda College, Nursing College, Architecture College, Paramedical College, Law College, Polytechnic, thus the Trust has contributed significantly in development of educational sector to the Country. a new era began in 1998 when Dr Navas K M son of Dr K Moidu, Dr Navas K M a young and dynamic leader, took over the reins of KMCT group. His primary objective was providing quality education with modern concepts of liberalization globalization and tremendous expansion in various new courses. He understood the need of autonomy to all colleges under KMCT Trust and strived for the accreditation process by various accreditation agencies.



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Recruitment Policy and Process manual

Overview:-

In line with our values of KMCT Group, we seeks to recruit the most talented and faithful people. Our commitment towards excellence will be achieved by creating the opportunity for people to achieve their goals with KMCT Group.

Consistent with this approach is our commitment to equal opportunity. It is therefore the recruitment policy of Trust to appoint the best candidate for the position based solely on merit basis. Existing staff are eligible to apply for positions for which they consider themselves eligible.

Types of Recruitments

KMCT Trust has a range of programs in place aimed at attracting candidates with highest calibre. HR manages all recruitment programs for the major institutions and provides advice and resource materials to other institutions.

There are three types of recruitment namely

Entry Level – the entry point for people in profession

Lateral Hires- Experience professionals

Temporary Hires- Hire temporary resources to meet professional or faculty needs.



Recruitment process

It is the basic policy of the Trust to select and place staff on the basis of job related recruitments, and to offer them maximum job satisfaction by placing them in positions where their ability, personal qualifications and interests can be developed to full advantage.

Profile Sourcing:

The following steps are followed for the sources from which HR would support the sourcing of candidates

Advertising in leading news papers or KMCT website

Internal referrals by employees

Resource Management Database

External Consultants (only after exhausting all other sources of sourcing profiles)

Screening of Profiles:

All the received profiles through any sources would be screened by the local HR member of the college and invite the shortlisted candidates for interview.

Interview Process:

Human Resources Interview

HR member would invite the shortlisted candidate after the initial screening

HR member to conduct first round of face to face interview and provide their feedback to the technical panel in an Interview assessment form and the application form filled by the candidate

HR member will inform the rejected candidates from this stage

Technical Team Interview

For teaching staff hiring the interview panel consist of Director Operation, KMCT Group, Principal of the respective college, Head of Departments, the chief of HR and Technical Expert

In case of Non-Teaching staff hiring the interview panel would consist of Director Operation, KMCT Group, Principal of the respective college, Head of Departments, the chief of HR.



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The interview panel members have to record their feedback about the applicant in the interview assessment sheet for the records. The selected candidates documents should be shared with Chief of HR to decide on final compensation for the applicant. The Assistant HR member has to complete the reference check as per the reference check questionnaire template.

After the successful completion of the reference check, the Chief HR has to make an initial verbal offer and upon acceptance, the formal written offer is sent to the applicant. In case of any discrepancy in the reference check, the HR member needs to highlight the same to the Chief HR. Based on the information received from Chief HR, the Director Operation KMCT Group to decide on the offer of the candidature.

Offer & Appointment Letter:-

The selected candidate will be provided with an offer letter. He/she should accept the offer within 7 days of the receipt of the offer and revert with the confirmation of Joining date.

The offer would automatically stands cancelled if no confirmation received from the candidate with the deadline for reply as per the offer letter. Any deviations for acceptance of offer should be approved by the Chief HR.

The deadline appointment letter will be shared with the candidate on the date of his/her join

Appointment Formalities

Appoinmet formalities to be followed for all the employees joining KMCT Group.

Employee need to carry the original documents and the copies of those documents as mentioned in the offer letter to complete his/her appoinment formalities.

The new appointment will be provided with a joining kit by the HR member with all the forms as mentioned below:

Joining Report

Employees Information Form

ID Card Form

PF Forms

ESI Forms

Gratuity Form



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Any other Agreement standard for employees

Newly appointed staff need to submit the following documents mandatorily to complete the joining formalities

Acceptance of offer letter

Educational Qualification certificates

Reliving Letter/Experience letter if any

Photographs

Address proof

Present / communication address proof

The local HR member should create a mandatory personal file for every employee with all the documents above submitted by the candidate as well as the list of documents collected during the phase of his/her employee, which are mentioned below

Copy of resume

Employment application form

Salary proof of last company

Employee Referral Process

KMCT Trust value the staff and trust and management realize that employees understand the need of the association and would refer better candidates for any open vacancy in KMCT group of institutions.

Every employee is eligible to refer their known people to the organization.

Every profile received through referral, will have to go through the regular process of screening to understand their suitability for the post they have been referred.

External Consultants

External consultants should be empanelled with the KMCT association for providing the consulting services.

KMCT should shortlist the consultants based on their, area of expertise and costing for any hiring.

Chief of HR to take approval from Director Operation before sharing any requirements with the consultants for sourcing the profiles.



Re-Employment of Former Employees

A former employee of the company may be re-employed if there is a need of his/her services based on age criteria, except in case where the employee has been terminated re employment will not be entertained for such staff. Clearance must be obtained from Director Operation KMCT group.

Recruitment Expense Reimbursement

The KMCT shall not compensate the expenses met by the candidate for attending the interview

Policy on Confirmation, Extension and Termination of Probationary Appointment

Purpose

To assist an employee to develop his/her career in a manner which is both personally satisfying and consistent with the needs and goals of KMCT Group

To provide with an opportunity to assess the performance and future potential of the employee before deciding whether or not to confirm the Appointment

To help identify the employees training and development needs and provide appropriate development activities to assist in achieving his/her full potential.

Applicability

This policy covers all the areas for confirmation, extension of probation or termination of the probationary appointment of Teaching/Non-Teaching Staff.

Guidelines

Staff joining in KMCT will be on probation for 1 year from the date of joining

Probation to confirmation process will attract no increment. Exception to remaining people who have joined before roll out of this policy or as per norms.

Probation period can be extended maximum for a period of up to 6 months

Further extension of probation will be subjected to Management discretion and their decision shall be final

The employee will be eligible for performance appraisal increment only when she/he job is confirmed.

During the probation period, employee will be 1.25 CL as per the leave policy.



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The probation period for senior professional staff or of a management staff extension, can be considered by Chief of HR after receiving the request and a maximum period of six months on approval from Management.

Probation Criteria

The Chief of HR will ensure the probation criteria is as follows

Specified as definable goals

Related to the Job Description for the position

Related to the level and time frame of the appointment of the employee

Designed to ensure that the employee works productively in the this organization

Reporting Authority Role

Reviews

There shall be a minimum of two formal probation review interviews during the probation period, one around the mid of appointment and the final review at the beginning of the final month of the employee's probationary period.

Human resource will advise departments regarding dates for formal reviews as early as possible after the employee has started work in this organization. Department will send email reminders one month prior to the due date to conduct the review.

Formal reviews/interviews should be set up in advance so that both parties have time to prepare for them and to ensure that meetings remain free of interruptions.

The principal are advised to hold frequent informal meetings with their employee in order to endure a good working relationship and feedback on the employees progress. The frequency of these meetings should be determined locally according to the needs of the employee.

Any difficulties should be addressed as early as possible and reported to Chief of HR as soon as possible

As part of the review, head of the institute should

Praise good performance/achievements

Review punctuality/attendance, including sickness absence.

Discuss the employee's performance to-date against the objectives set at induction



Review/ agree training/development needs,if necessary

Provide constructive feedback on progress

Identify aspects of performance/conduct that need improving

Explore problems the employee has encountered in their role

Provide guidance/support as appropriate, like mentoring

Introduce/agree any changes to the objectives etc

Set next review meeting (if applicable)

Confirmation of Appoinment

If the particular employee satisfys the performance, conduct, punctuality and attendance and are in accordance with organization expected standard for the relavant grade/post. The principal shall complete the probation form appropriately and recommended that the appoinment should be confirmed.

The employee will be advised in writing of the successful completion of their probation period.

Dealing with Unsatisfactory Performance

- a) The principal should seek advice from Cheif of HR whenever an employee's performance/conduct gives cause for concern when problems first arise. If appropriate, the Cheif of HR may be present at formal hearing reveiws.
- b) Where problems with meeting the appropriate standard (s) are highlighted and/or needs for relevant training identified, appropriate opportunity/support shall be provided to improve performance.
- c) The principal shall meet formally with the employee to
 - 1) Discuss any problems identified
 - 2) Explain what aspects of the work/conduct is not considered satisfactory
 - 3) Explain which objectives/standards are not met and the shortfall between standards and timescales expected of the employee and those acheived
 - 4) what remedial guidance and training will be provided
 - 5) give clear early warnings of what may happen if required standards are not met
 - 6) Give unambiguous indication of any necessary improvements
 - 7) Agree a course of remedial action and timescales.



- 8) record the outcome of the meeting in writing and give a copy to the employee
- 9) if the required standards are not met the disciplinary procedure may be involved

Extending of Probation Period

Exceptionally, KMCT Management reserves the right to extend the probation period for the following reasons/under guidelines of Bye –Laws, UGC, MCI, AICTE, PCI, DCI guideliness

The new employee has not performed to the expected standards of performance/conduct but there is evidence that the performance/conduct is likely to improve if given suffecient time to rectify.

Due to the new employee's sickness or other authorized absence, it has not been possible to adequately assess the employee's performance. The probation period will not normally be extended if the period of absence relates to a disability or maternity leave. In this regard, due congnozance will be taken by KMCT Management obligations under the Disability Discrimination Act and Maternity Provisions within the sex Discrimination Act.

Advice should be sought from the Chief Human Resources Head for your area. Where the probation is extended, the following must be discussed between the Principal and employee

1. Reasons for the extension.
2. Length of the extension period
3. Assistance/training that will be given during the period of extension.
4. Areas for improvement and indication of how these will be monitored and measured.
5. Appointment will be terminated at the end of extension period if the employee fails to meet standards of performance expected for their grade/post.
6. Any extension of the probation period will not exceed six months.

During the last month of the extended period, the Reporting Authority and their employee will meet formally to review progress. During the extension Probation period, the employee will not eligible for any increments If progress and performance/conduct are satisfactory at the end of the extended period. The Principal will recommend that the appointment should be confirmed and will complete the probation form as appropriate.



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The employee will be advised in writing of the successful completion of their probation period. If progress is still considered unsatisfactory, the Reporting Authority will inform the employee and make a recommendation that the appointment be terminated.

TERMINATION OF APPOINTMENT

Where an employee fails to achieve the expected standards of performance/conduct, for their grade/post, this shall result in the appointment being terminated, subject to notice or where appropriate, pay in lieu of notice.

- (a) Prior to the final review meeting the employee will be informed in writing at least five days prior to this meeting
 - That this meeting constitutes the final review
 - It will specify the areas where performance/conduct is not reaching the required levels
 - It will specify the date, time and location of the review
 - It will also state that the outcome of the review could be termination of the appointment.
- (b) At the review meeting or extended probationary review meeting, it is the responsibility of the Principal conducting the review to:
 - Ensure that the necessary investigations have been carried out;
 - Ensure that the meeting is conducted fairly, in line with this procedure
 - Ensure that, as far as possible, all relevant facts relating to the issues come out at the meeting;
 - Decide what action, if any is reasonable and necessary based on the facts.
- (c) If the appointment is terminated employees will be advised in writing that the appointment shall be terminated, inform them of their last date of service and of their right to appeal against the termination. Reasons for such a decision must be clearly explained to the employee and put in writing within three working days of the meeting. A copy of this letter must be sent to the Human Resources Department before the end of the probation period (or extended period).
- (d) If the appointment is not terminated the employee will be informed in writing as to the outcome of the meeting and any further action that will be taken.
- (e) A decision to dismiss would not normally be expected unless problems had been identified at an earlier stage and appropriate formal corrective action taken at that time.



DEFINITION OF TERMINOLOGY

Confirmation: Process through which the probationer is declared permanent into the post he/she holding, after a period of 24 months on the basis of satisfactory performance and conduct keeping with applicable legislation and regulations.

Area: The term area means the relevant Academic or Service Department.

Probationer: This term refers to members of staff newly appointed to KMCT Group subject to a probation period.

Appointment: Hiring of employee/ educator on permanent or contractual basis.

Termination: Stoppage of an activity or end of employment

Reporting Authority: The Reporting Authority will be the individual nominated by the Director Operation KMCT Group to have supervisory responsibility over the employee on probation.

Principal: Head of Academic Department or Centre; or equivalent.

Head of Service Area: Head of the Department

Transparent: Processes that are clearly defined, easy to understand and which are open to scrutiny.

LEAVE POLICY

OBJECTIVE to communicate the leave entitlements and provide guidelines for availing these leave.

APPLICABILITY

a) All the teaching and non-teaching staff on the permanent roles or probation services and Contract Faculty in Association.

b) The policy does not include any part time employee or consultants.

3. RESPONSIBILITIES

a) Management Team Management is responsible for the review and approval of the requests for leave submitted by employees.

b) Human Resources Department The Human Resources Department is responsible for:



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1. Administering the leave schedules like Casual Leave, Earned Leave, Commuted Leave and special leaves, and enforcing controls for their application.
2. Advising management on changes and updates to leave policies on a periodical basis
3. All full time institution employees are entitled to pay Earned Leave based on length of service
4. Employees under probation and Contract faculties are entitled for one day leave per month until their services are confirmed by the Association respectively.
5. Application of Earned Leave/Commuted Leave should be submitted to management one week in advance
6. For any kind of leave applied, employee has to coordinate make an alternate arrangement for his/her work for the period of leave

TYPES OF LEAVE:

Casual Leave (CL) - 15

Special Casual Leave - 15

Sick Leave - 15

Study Leave: For Academic pursuits M.Pharm - 2 years, Ph.D- 3years

Maternity Leave: Leave On ground Of Health

GUIDELINES FOR, CASUAL LEAVE, DUTY LEAVE and STUDY LEAVE

The accounting period for leave is January to December. e) Leave will be accrued on monthly basis at the start of the month as mentioned in the table below; however the opening balance of previous year shall be accounted on January 1st of each year. f) Any Teaching or Non-Teaching employees joined on or before 15th of the month would be eligible for entire months leave credit. g) Teaching or Non-Teaching employees joined on or after 16th of the month would be entitled for a half credit of the leave for that particular month.

Eligibility for Casual Leave

- a. The teaching or Non-teaching employees shall obtain permission for casual leave ordinarily before the day from which it is required. In exceptional Circumstance where application of casual leave cannot be submitted before it begins, the staff shall



apply for ex-post-facto sanction within three days after resuming on duty. However a message should be sent to the principal even though prior approval is not obtained

b. The employees shall not be entitled to not more than five days casual leave at a time

c. Casual leave cannot be combined with any other kind of leave

The competent authority may grant leave without pay of shorter duration to the employee if no casual leave is available

Casual leave can be combined with Special Casual Leave

The employees shall be entitled to the leave on half pay to the extent of 20 days for every completed year of service. b. The leave on half pay due may be granted to the staff on medical ground. The leave requested on medical ground shall be supported by the certificate from medical authority and submitted to HR Coordinator.

Eligibility for Special Casual Leave Special Casual Leaves can avail by teacher for attending conferences, seminars, workshops, symposia which are organised by academic bodies under guidelines & approval of Principal. Special Casual Leaves can also be used for attending university board assignments, council, inspections etc. Accordingly employee has to submit the attendance certificate for the same.

Eligibility for Study Leave: (Academic pursuits)

The teacher shall be eligible for full pay study leave in the following manner:

1. The study leave to the teacher shall be sanctioned by the Board of Management on the recommendation of the Reporting Authority.

2. The study leave with full pay may be granted to the teacher who is confirmed in his post and who has teaching experience of not less than three years. Provided that the teacher who once avails of study leave shall not be eligible for such a leave again unless he works for the period of three years after availing of the study leave. For any kind of leave one has to make an alternate arrangement for his/her work for the period of leave.

3. The study leave at the discretion of the Board of Management shall be sanctioned to the teacher for undertaking specialized training or research within India in his subject which shall either be useful to the teacher or to the or Association; Provided that, such study leave sanctioned to the teacher shall not be more than twelve months for or time duration of the course; Provided further that, if study leave is sanctioned to the teacher, then no substitute appointment shall be made against such vacancy and



work load of such teacher shall be equally distributed amongst the teachers working in the Department.

4. The teacher shall apply for study leave to the Reporting Authority at least six months in advance and with the details such as nature of studies to be undertaken, duration, permission letter of the authority where the teacher intends to work etc. through his Head of the Department and Principal who will make the alternative arrangements for his teaching work.

5. If the teacher is awarded short term fellowship by any funding agencies within India or abroad; he shall be eligible for full pay study leave.

6. The study leave shall not be granted to more than one teacher in the Department at a time.

7. The teacher who is granted study leave shall enter into an agreement to serve the Association for at least ten years.

8. The teacher shall refund the salary with interest to the Association, earned during the period of the study leave, if he does not re-join his duties immediately after availing of the study leave, does not comply with the terms and conditions as laid down in the agreement.

9. The study leave granted to the teacher shall not be debited to any leave account.

All kinds of authorized leave will be counted for seniority and increment. Study leave on QIP/FIP scheme of AICTE/UGC will count for seniority and increment, but other types of study leave will be counted only for seniority. 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/ assigned duties during his/her absence.

ELIGIBILITY TO AVAIL LEAVE DURING PROBATION

- i) The eligibility for leave is from the date of joining, however, the entitlement to avail Leave is only upon confirmation.
- ii) Teaching Staff on probation are entitled for availing one day of leave per month and Nonteaching staff on probation are not entitled to avail leave. Except for meeting the exigencies like natural calamities or situations beyond control (like - illness or injury of severe nature).



LEAVE ADMINISTRATION

1. Leave records of all Teaching/Non-Teaching is updated as of January 1st every Calendar Year.
2. Leave account is opened on the date of joining of a Teaching/Non-Teaching and leaves are credited on pro rata basis.
3. Leave account is closed only upon separation along with full and final settlement.

GUIDELINES FOR MATERNITY LEAVE

- a) Eligibility Paid maternity leave is provided under the general provisions of the Maternity benefit Act. Under this legislation, women staff of the firm are entitled to maternity leave for each pregnancy for a period of 26 weeks. This period includes 6 weeks compulsory maternity leave following the birth of the child. Maternity leave is applicable for a women only up to two existing child
- b) Process to avail Maternity Leave Expecting women must apply for maternity leave and provide 10 weeks' notice before the expected date of delivery. This must be followed by sending an application to the respective Principal, Administrative Officer and HR Head indicating the intention to take maternity leave, the likely date of commencement and the period of leave required. A doctor's certificate confirming pregnancy must be provided.
- c) Commencement of maternity leave Women staff may commence maternity leave any time prior to the expected date of birth of the child, provided the overall period of maternity leave does not exceed 26 weeks including 6 weeks after the birth of the child.
- d) Combining Maternity Leave and accumulated leave balance Women staff may take a part or full accumulated leave entitlement along with maternity leave.
- e) Extension of Maternity leaves Post completion of maternity leave as per the Act, the woman staff may extend leave by a further period of 3 months. However, to avail this benefit of extension, the staff must first avail the balance leave to credit, and the remaining period up-to and inclusive of the extended 3 months will be treated as leave without pay. This leave is not the right of the employee and hence can be availed only upon approval from the management.
- f) Leave in unfortunate event of Miscarriage In the unfortunate event of a miscarriage, a period of up to 6 weeks with pay will be granted from the day of the miscarriage, subject to doctor's certificate. The staff and practitioner is required to



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inform the Principal and Chief of HR Coordinator so that the leave dates are updated on their Service Register

g) Voluntary resignation during Maternity Leave Women staff on maternity leave, would be expected to report to work post availing the leave. However, if the women staff is desirous of resigning from the services, and not resume work; it would be expected of her to intimate her intention of resigning or exiting from the firm during the extended period of leave. The extended leave will be considered as notice period.

GUIDELINES FOR PUBLIC HOLIDAYS • Each year KMCT Group observes 12 days as public holidays

- In addition, there will be 3 compulsory holidays – Republic Day, Independence Day, and Mahatma Gandhi Jayanti.
- Each office will publish its 12 holidays for the subsequent year by the end of December of each year
- As far as possible, each location will observe the 12 public holidays from the Holidays published by the State Government.

GUIDELINES FOR BEREAVEMENT LEAVE

1. We care and stands by our people in case of an unfortunate event of death in the immediate family (defined as parents, in-laws, spouse, children).
2. All the permanent staff, are eligible to avail Bereavement Leave.
3. A Teaching/Non-Teaching Staff is eligible to avail maximum three (3) working days leave in a financial year which may be in continuous or otherwise, within first fifteen (15) days of the death of the family member.
4. Bereavement leave can be calculated with the existing Commuted/Casual leave balance

SPECIAL CASUAL LEAVE:

- a) Special Casual Leave may be granted to an employee for a period not exceeding fifteen days in any one calendar year for the following purposes: Support educational programme (Seminar/Conference/Workshop).
- b) Events of/State/National/International importance
- c) For participation in sports & Educational Programmes (e.g. Seminar / Conferences / Workshops) events of / State / National or International importance only one event of its kind in a year is permitted.



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- d) When the employee is selected for such participation in respect of international sports events of any one of the recognized sports association as a member of a team which is accepted as representative on behalf of the country.
- e) Sundays and other holidays intervening the period of special casual leave admissible for participation in sports events are counted as special casual leave and are not excluded from the admissible limit of special casual leave. However, Sundays and holidays can be prefixed and suffixed to the special casual leave.
- f) Special casual leave not exceeding fifteen days in each calendar year may be granted to the employees who are chosen by any University / Board as examiners, for attending the examination and any other assignments, council inspections etc. They will not be eligible for TA & DA from the Institution. However, one has to submit the attendance certificate for the same.

ATTENDANCE POLICY

All employees are expected to report to work on time every day that they are Scheduled to work and to maintain a satisfactory record of attendance. If an employee is unable to report to work they are expected to notify their Reporting Authorities within 10 minutes of their start time.

ATTENDANCE RECORDING

All the institutions under the association and the have to maintain one record for attendance and leave to track every individual records and use the same for various purposes like Attendance and leave management, employee's track record during annual review and monthly payroll processing. Every employee has to mandatorily login and logout their daily attendance. Any missing logs for In, Out or both will be considered as leave if not regularized next working day

OCCURRENCE

Late log in for Teaching/Non-Teaching Staff after defined time.

- a) Three Times Grace Time of 15 mins accepted.
- b) After three Late Attendance and Half Day loss of pay
- c) Second Warning and one Day loss of pay Any late report, unreported, patterned or unapproved absence(s) and excessive absenteeism will be addressed under the Association Policy. Failure to report to work for three (3) consecutive days without notice will be deemed a voluntary termination by the employee.



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Every disciplinary action has to be recorded in writing and shared with the employee one copy and get his / her acknowledgement for their records. Unauthorized/uninformed leaves for more than 3 days will be treated as absconding and can fetch termination from service. A lieu of notice of first warning letter will be sent to the employee for completion of Full and Final Settlement as per the registered address in our records. Second Notice will be sent to the employee after seven working days, when there is no response on Account of First Notice. When there is no response for two notices, an employee will be terminated from Service.

GOVERNANCE AND VALIDITY

The Organisation reserves the right to add, delete, amend, or modify in any manner any of its policies bearing in mind the circumstances from time to time. The decision of the Association's/University's management shall be final and binding on all concerned on any matter that needs resolution. All clarifications with regard to this policy can be obtained from the HR team; similarly all suggestions for improvement of the scheme should be addressed to them.

TRANSFER POLICY

1. OBJECTIVE: Internal transfer gives employee an opportunity to widen their exposure and pursue professional growth & continue their association with the organisation. It enables the association to deploy employees with right knowledge and skills and meet with critical talent exigencies to the areas where they can best contribute to achieve the manpower planning and requisition of the Institution. This helps the employee to request for transfer for any open position to address his / her personal needs of any location transfer and role transfer

2. PURPOSE: Transfer Policy aims to ensure smooth understanding of the transfer needs by the employee and the process of following transfers:

- 1) Organisation initiated transfer
- 2) Employee Initiated Transfer

3. APPLICABILITY: The policy is applicable for all the employees across KMCT Organization who are on permanent rolls at all the levels in the organisation.



4. ELIGIBILITY

Any movements within departments in the same location or across locations to same or different departments will be considered as Transfer. The duration of the transfer must exceed beyond six (6) months

5. PROCESS OF TRANSFER:

Organisation Initiated transfer:

- i. KMCT Group HR team to share the open positions circular to all the Offices under them for any internal transfer opportunity seeker
- ii. In case of Organisations finding any relevant profile internally for the transfer to another department, The Principal would discuss the opportunity with the employee.
- iii. After receiving the consent from the employee, Principal will inform HR with the details of the transfer including date of transfer, new location, duration and new reporting structure for the HR to complete the transfer process
- iv. Annually 25% of employees will be transferred from Group - D

Employee initiated transfer:

- i. In the employee initiated request for transfer, the employee should have completed 24 months in the organisation from the time of joining or from the date of last transfer in the department, whichever is latest.
- ii. On account of completing the above requirement, employees would have to approach to their reporting authority and discuss about this open position / Opportunity. Upon receiving the written approval from the present principal, the employee can forward the transfer request to HR department for further processing. Employee will have to go through an interview process with the new department to win the new position as published.
- iii. On completion of the interview process, the principal/reporting authority would provide their feedback to HR about the internal candidate.
- iv. On successful completion of the interview, HR will revert to the employee and the present principal about the transfer action and request for a transfer date from the present principal.
- v. Transfer from one department to another department should be completed in 60days time. Additional approvals are required from the



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management level for any further delay in transfer by the current manager with specified reasons.

- vi. The principal should be informed about the delay in transfer.

PERFORMANCE APPRAISAL: In case of any mid-term transfers, the employee has to ensure to collect his / her performance feedback from the present principal and submit to HR & principal along with the no due letter

NO DUES CLEARANCE CERTIFICATE:

It is expected from an employee to hand over the duly completed no dues clearance certificate on or before the last working day of transfer to the HR Head. HR Coordinator who has an employee joining their function should ensure that all support and assistance in terms of IT, Admin etc. is rendered to the employee in settling down at the location.

Exit Policy

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 management feels that such appointment shall serve the interest of the institution. Retired teachers will not be given extension as per AICTE after the age of 65. The faculty with eminence services can be availed on a contract payment if the management desires so provided the affiliating university and council norms are satisfied. 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.

TRAVEL POLICY

1. **INTRODUCTION :** The Organisation will reimburse expenditure incurred by the teaching and non-teaching Staff for official travel. This policy covers travel and subsistence expenses related to official Domestic Travel, as well as other related expenses up to the career level of an officer. This policy supersedes all earlier domestic travel policies and is structured for local travel (Intra City i.e. within a city including suburbs outside municipal limits) and outstation travel (within India) as follows:



NATIONAL COLLEGE OF PHARMACY

PART I : GUIDELINES

PART II : ENTITLEMENTS

PART III : REPORTING ALL EXPENSES

PART IV : GOVERNANCE AND VALIDITY

PART I: GUIDELINES

DEFINITIONS For the purposes of this policy the following are defined:

- a. Domestic Travel (travel within India)
- b. Local travel (Intra City i.e. within a city including suburbs outside municipal limits)
- c. Outstation travel (within India other than base location)
- d. International Travel

2. GUIDELINES FOR OFFICIAL TRAVEL

- a. The Organisation will reimburse actual expenditure incurred by the teaching staff and nonteaching staff for official travel only on submission of bills or approved rates. b. Teaching and non-teaching staff must obtain prior approval from the respective Principal for undertaking an outstation travel. Thereafter, all travel and incidental expenses for such travel must be approved by the Principal , in case of non teaching staff Chief Administrative Officer should recommend to principal and principal should approve the same.
- c. Booking and reservations should be made in advance for all the planned travels through Management Administrative wing. Unnecessary charges should be avoided by checking if there is a cancellation fee or early/ late check-out fee prior to booking

3. GUIDELINES FOR LOCAL TRAVEL (INTRA CITY) TRAVEL REIMBURSEMENT

All employees will be reimbursed local conveyance actual expenses incurred on official work.

Employees are expected to find out the most cost effective acceptable mode of travel available locally or transportation of Institution up to 80kms. Employees are expected to use fair judgement in choosing the mode of travel considering



travel time, cost, safety and convenience. If more than one employee is travelling to the same location on the same day, they should explore possibilities of pooling. Principal and above may use their own transport to travel for official purposes within the city. For this purpose, the areas adjoining the city, but not included in the municipal limits will be treated as a part of the city. Employees will be reimbursed fuel expenses computed on a per km basis. The rate per km shall be Rs. 11 for four wheeler and Rs.6 for two wheeler. Parking expenses, if any, shall be reimbursed at actual (overnight parking charges will be evaluated and allowed in rare cases basis exception). Office boys and peons will be entitled to reimbursement of travel expenses using public transport. All approved expenses will be reimbursed upon submission of bill to finance department and reimbursement will happen by the month end.

4. GUIDELINES FOR OUTSTATION TRAVEL MODE:

- a. Employees are expected to use fair judgement in choosing the mode of travel between Rail / Road where distance between the cities is less. In case there is a compelling business reason for air travel between cities where the distance is less, Principal should approve the travel
- b. Air travel for Professors and below should be approved by the respective Principal on recommendation from Director, Operation KMCT Group.

ACCOMMODATION:

- a. Employees will be reimbursed actual expenses incurred towards hotel accommodation at actual on submission of original bills
- b. If more than one employee participates in a conference/Faculty Training and development program, the employee at the higher career level is expected to exercise discretion regarding staying at the same hotel.
- c. In case the individual arranges his/ her own accommodation he/she will be allowed to claim overnight stay allowance (per night) mentioned under entitlements
- d. Incidental expenses like tips, purchase of newspaper, magazine, water, toll charges etc. can be claimed during outstation travel against entitlements.
- e. As per tax guidelines claims against per diem are expected to be on actual expenditure. Employees may be asked to produce necessary evidence if required.



LOCAL CONVEYANCE:

Local conveyance while on outstation travel is same as the Intra City travel policy

INTERNATIONAL TRAVEL POLICY

The policy details below are divided by the expected duration of the assignment.

Policy details related to official trips of up to 4 weeks for meetings, conferences, and training or knowledge transfer fall into the International Official Travel category.

i. **Accommodation:** Temporary housing or hotel accommodations will be reimbursed for the duration, employees may hire a room in 3 or 4 star hotels and the booking will be done by KMCT Administrative wing. If an employee stays with either friends or relatives, he shall be paid US\$ 50 per day for the period of stay with friends/relatives.

Local Conveyance: Local transportation is paid for the full duration of the Employee's stay. Reimbursement occurs upon submission of actual receipts.

iii. **Airline Tickets:** Employees to level of Principal and Head of Operations will receive an economy. Officer Level and above may avail of business class if the air journey (take-off time to landing time) exceeds 3 hours.

iv. **Advance:** An option of cash advance equivalent to a maximum of 7 days expected actual expenditure is available to all employees traveling overseas. The advance, if taken, must be settled within 15 days of return.

v. **Medical Insurance:** All employees are responsible to get themselves medically insured before commencing any foreign travel. If the travel is expected to exceed 1 month, the medical insurance should also cover dental insurance.

Part III:

Reporting expenses

Reporting expense process

All official expenses must be reported within seven (7) calendar days from the date of completion of travel and the actual expenditure to be submitted to the respective college office which will be verified by the College Administrator on verifying will pass to principal and he will recommend to KMCT Administration wing to pass the amount directly to employees account.

Part IV:

Governance and Validity

The KMCT Management reserves the right to add, delete, amend, or modify in any manner any of its policies bearing in mind the circumstances from time to time.

The decision of the Institution's management shall be final and binding on all concerned on any matter that needs resolution.



REWARDS AND RECOGNITION POLICY MANUAL

OBJECTIVE

The objective of the reward and recognition policy is to motivate the employees for their out of the way contributions in terms of creativity and innovation to the organisation.

APPLICABILITY:

This policy is applicable to all the employees of Association, who are On-roll, Contract, Consolidated, temporary at all levels of the organisation.

To attend a conference

To attend conference a request with confirmation letter from the organizers of the conference has to be submitted to the Principal. The Principal after verifying the details of the conference and other aspects, will submit the recommendation to the HR Manager who will take the final decision. Management will bear 50% of the registration fee of the conference, subject to a maximum of Rs. 5000/- per person per academic year.

To present a paper in conference

To present a paper in conference a request with the acceptance letter from the organizers of the conference should be produced along with the respective HOD's recommendation along with full paper for presentation in the conference has to be submitted to the Principal. The faculty member has to present the paper in front of a panel comprising of Head's and senior faculty and on looking at the nature of the conference, presentation, quality of the paper and other details will recommend to the Principal, who will forward the same to the HR Manager. Management will bear 50% of the cost of the conference registration fee subject to a maximum of Rs. 5000/- for a conference in an academic year. In addition, on submission of the presentation certificate from the organizers, the faculty will be rewarded with Rs.3000/- for national conferences (Rs. 1500 for the first author and Rs. 1500 for all the other authors together, if the paper is authored by more than one person), and Rs. 6000/- for international conferences (Rs. 3000 for the first author and Rs. 3000 for all the other authors together). The rewards will be considered only if the paper is published in the conference proceedings.

For other Publications

The author(s) has to submit the reprint to the Research Committee for availing the rewards for the publication. The research committee will make the recommendation to the Principal, who will forward the same to the HR Manager and he will take the final decision in the matter.

Honorarium for Research Projects

An honorarium of Rs.5000/- per month subject to a maximum of Rs.50,000 will be granted to the faculty member who is the principal investigator of a research project funded by national agencies like UGC, AICTE, CSIR, DST, DRDO, ISRO, DAE etc if the fund exceeds Rs. 2.5 lakhs for an academic year. Additional facilities like space, infrastructure etc can also be provided at the discretion of the management.



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Consultancy Projects

Suitable incentive will be granted to a faculty person who takes up consultancy project from an industry/research organization and if the income from the project exceeds Rs. 2.5 Lakhs per annum.

Other norms

A faculty member can avail a maximum of Rs. 50,000/- per annum for carrying out preliminary research in frontier areas of drug discovery. Number of faculty members participating in a conference shall not exceed 50% of the sanctioned strength of a department in a Year. The faculty member is not permitted to attend/ present a paper in a conference more than two times in a year. Publications/patents should be in the name of National College of Pharmacy, Manassery P.O, Kozhikode and the reward/benefit will be a property of the college. For joint work with M.Pharm students, the incentive will be divided in the ratio 1:3 between the faculty and the student(s). Management has the right to review or modify the scheme at any time, without prior notification.

Financial incentive for Research Publications

Teachers who publish research work in reputed journals will be eligible for financial assistance the quantum of which will depend upon the nature of the journal as shown below.

Type of Research Journals	Quality	Article Type	Assistance
Referred journals	International paper IF>0.25	Full paper/Review	Rs. 1000
Indexed journals	Impact factor between 1 and 2	Full paper	Rs. 2000
Indexed journals	Impact factor between 2 and 3	Full paper	Rs. 3000
Indexed journals	Impact factor between 3 and 5	Full paper	Rs. 5000
Indexed journals	Impact factor above 5	Full paper	Rs. 10,000

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. The faculty members for availing the benefit have to submit a request along with a copy of the published research paper (reprint) and the latest Impact factor of the journal, from reliable sources to the Principal through the concerned Department Head. Documentary proof for refereeing should be submitted along with the application. All journals should have ISSN numbers from national or international centres. A maximum of four publications in a year will be eligible for financial incentive under this scheme.



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Pay and other benefits

The KMCT adopts the pay scales notified by AICTE from time to time to fix the pay. Dearness allowance and other allowances will be paid as decided by the KMCT Governing council, from time to time. Increments in the scale of pay are payable on the 1st of Jan of every year, based on the Academic Performance Indicators of both odd and even semesters. Increment is neither automatic nor mandatory. No increment may be awarded if the overall Academic Performance Indicators that the performance scores is below the minimum fixed. A faculty member who are awarded acquires a University/Council recognizable doctoral degree in the subject that he/she 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.

The non teaching faculty also rewarded if he/she show progress in their respective work area . the progress can be in the form of training/ earning a degree, assigned task completion in stipulated time etc. The staff feel encouraged in workplace if their good work is noticed and appreciated. The staff will certainly enjoy their job better and do their best work, maintain positive work relationships and stay with KMCT group longer.

PREVENTION OF SEXUAL HARASSMENT & REDRESSAL POLICY

Women Empowerment Committee

Women cell aims at empowering and orienting women to recognize their true potential and to help them attain their own stand in a competing world. Its goal is the overall development in all spheres of their life. The functions of the cell are to purely safeguard the rights of female students, faculty and staff members of women and also to provide a platform for listening to complaints. The cell also tries to incorporate hygiene habits and ensure a healthy atmosphere in and around the college. It tries to equip them with the knowledge of their legal rights and redressal of their grievances. To facilitate speedy delivery of justice, meetings are organized regularly. The counseling cell process oral and written complaints.

Objectives:

To provide a platform for listening to complaints and redressal of grievances.

To ensure personality along with academic development of students.

To provide a supportive, safe and healthy environment for women employees and students so that they could achieve their full potential.

To take preventive steps against the contemporary issues like sexual harassment and gender discrimination.

To equip the female students, faculty and staff members with knowledge of their legal rights.

To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.

To meet the needs and provide proper working environment for girl students and women staff in premises.

Career guidance and career counseling for women.



Applicability:

Applicable to girls, lady staff members of National College of Pharmacy, Manassery P.O, Kozhikode.

DEFINITIONS

A. “Sexual Harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

- i. physical contact and advances; or
- ii. A demand or request for sexual favours; or
- iii. Making sexually coloured remarks; or
- iv. Showing pornography; or
- v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

B. The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of Sexual Harassment may amount to Sexual Harassment:

- a) Implied or explicit promise of preferential treatment in employment; or
- b) Implied or explicit threat of detrimental treatment in employment; or
- c) Implied or explicit threat about present or future employment status; or
- d) Interference with work or creating an intimidating or offensive or hostile work environment; or
- e) Humiliating treatment likely to affect health or safety of the Employee.

C. “Complainant” or **“Aggrieved Person”** means any person who files a complaint alleging Sexual Harassment.

D. “Respondent” means a person against whom the complaint has been made.

“Employee” means a person working in or for the Institution, whether permanent or temporary, probationary, part-time or working as a consultant or on a voluntary basis or engaged through an agent or contractor and would include all genders.

ELIGIBILITY

The policy is applicable to all irrespective of any gender difference.

The policy will be applicable to all or any incidents of Sexual Harassment that may have occurred within the premises of the Institution.



It shall also be extended to any incident that may have occurred at outside work premises (for example office picnic, office dinner, etc.), as long as the Complainant and Respondent are associated with the Institution and the Sexual Harassment took place in the course of work

This policy is applicable to all Employees, as defined above.

This policy also covers Employees on site programme with continuity of service to other member firms where no such policy or provisions are available locally.

The offender need not be of the opposite sex.

Sexual harassment may occur without economic injury to or discharge of the Complainant

Procedure for lodging complaint:

Procedure for Lodging a Complaint:

i. A complaint may be lodged, with the Chief Administrative Officer and Chief of Operations of the Organisation, in writing within 3 months from the date of the incident or if it is a series of incidents then the date of the last incident by:-

Any Aggrieved Person.

In case of more than one Aggrieved Person, by all, or any one or more of them on behalf of themselves against the common respondent.

Any co-employee who has knowledge of the incident, with authorization/written consent on behalf of the person aggrieved.

Anonymous complaints shall not be entertained under this policy.

Where the aggrieved employee is unable to make a complaint on account of their physical incapacity the complaint may be filed by:-

A relative or friend; or

A co-worker; or

Any person who has the knowledge of the incident jointly with any of the persons mentioned above.

Where the Aggrieved Person is deceased, the legal heir.

Where the aggrieved employee is unable to make a complaint on account of their mental incapacity the complaint may be filed by :-

A relative or friend ; or

A special educator ;or

A qualified psychiatrist or psychologist; or



The guardian or authority under whose care she is receiving treatment or care; or

Any person who has the knowledge of the incident jointly with any of the persons mentioned above.

ii. Where such complaint cannot be made in writing the Chief Administrative Officer and Chief of Operations shall render all reasonable assistance to the Aggrieved Person for making the complaint in writing.

iii. The Chief Administrative Officer and Chief of Operations in consultation with the Internal Complaints Committee may for reasons to be recorded in writing extend the time limit for a period not exceeding three months if it is satisfied that the circumstances were such which prevented the Aggrieved Person from filing a complaint within the stipulated period of three months.

iv. Six copies of the complaint shall be filed with the Chief Administrative Officer and Chief of Operations along with all supporting documents and the names and addresses of the witnesses.

Before the commencement of inquiry proceedings, at the request of Aggrieved Person, the Chief Administrative Officer and Chief of Operations in consultation with Internal Committee may take steps to resolve the matter through conciliation between the parties

B. Procedure for dealing with Complaints of Sexual Harassment:

v. No monetary settlement shall be made as a basis of conciliation.

vi. Where any such settlement is arrived, it shall be recorded and copies of the same shall be provided to the concerned parties and no further inquiry shall be conducted.

vii. Where the Aggrieved Person informs the Internal Complaints Committee that any term or condition of the settlement has not been complied with, by the Respondent, the Internal Complaints Committee shall proceed to make an inquiry into the Complaint.

viii. In case the conciliation fails, or the Aggrieved Person wishes to opt out of the said conciliation, or where no mutually agreeable settlement can be reached during the said conciliation, where the Respondent is an employee, an inquiry into the matter shall be conducted as per the procedure prescribed herein.

C. Procedure to Conduct Inquiry:

Subject to the success or failure of the conciliation process, and the compliance of the terms of settlement by the Respondent, where the Respondent is an Employee, an inquiry into the complaint shall be commenced within a period of four weeks of receipt of the complaint by the ICC from the Chief Administrative Officer and Chief of Operations, or the conclusion of the conciliation process, whichever is later.

The enquiry will be conducted as follows:

a) A copy of the complaint and charge sheet shall be provided to the Respondent within seven working days and the Respondent shall be required to submit a written statement of his/her defence, along with the list of documents, names and addresses of the witnesses, within a period of ten working days from the date of receipt of the copy of the complaint and charge sheet. The written statement, submitted by the respondent, shall be shared with the



Complainant.

b) Distinct charges, statement of imputations of misconduct/misbehaviours, statement of facts, reply of the Respondent, supporting documents and list of witnesses shall be placed on record.

c) Statements, examination and cross-examination of the witnesses if any, of both the parties shall be recorded in the form of question and answer and signed by the witness.

d) All the proceedings of the Inquiry shall be recorded in writing and shall be signed by the Complainant and the Respondent as a verification of the correctness and accuracy of the record.

e) During the inquiry both the concerned persons shall represent themselves in person or in cases where a co-worker or legal heir has filed the complaint on behalf of the Aggrieved Person, through such co-worker, legal heir. There shall be no advocates and or representatives permitted to appear on behalf of the Complainant/Respondent.

f) At the commencement of the inquiry, the procedure to be followed in the inquiry shall be explained to all concerned parties.

g) The inquiry shall be conducted in Kannada, Hindi or English language, whichever is requested by any or both of the parties.

h) The venue for inquiry shall be, as far as practicable, as per the convenience of the Complainant.

i) Where both parties are employees, the parties shall, during the course of the inquiry be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Internal Complaints Committee.

j) Inquiry shall be completed within 90 days from the date on which the inquiry is commenced. If there is any delay in completion of the inquiry, the Internal Complaints Committee shall record and put down in writing the reasons for such delay.

D. Findings and Directions of the Internal Complaint Committee:

On the completion of an inquiry a detailed and reasoned final report shall be prepared and put on record along with any of the recommendations to the employer as under.

1) Where the allegations against the Respondent have been proved:

To take action against the Respondent commensurate with the gravity of the offence of which he / she has been found guilty;

To deduct from the salary or wages of the Respondent, such sum of compensation to be paid to the Complainant, as it may determine, or to direct the Respondent to pay such compensation to the victim.



Where the Respondent ceases to be in employment, the Institution may direct the Respondent to pay such sum to the Complainant.

2) Where the allegations against the person accused have not been proved the ICC shall:

Dismiss the complaint

In the event that it is determined that the complaint was not *bona fide* or the complaint was filed with ulterior motive(s), to initiate action against the Complainant. However, the mere inability to substantiate a complaint or provide adequate proof does not constitute grounds for taking action against the Complainant.

In the event that the Internal Complaints Committee arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the Institution or the employer of the witness, where the witness is not an Employee, to take action against such witness.

3) Any person aggrieved, by the recommendations or the implementation / non-implementation of the recommendations of the Internal Complaints Committee, may prefer an appeal within 90 days as prescribed under the Act and Rules framed thereunder.

4) The employer shall take action on the recommendation of the ICC within 60 days from the receipt of the recommendations.

5) The Internal Complaints Committee may grant interim relief to the aggrieved person as considered necessary under the circumstances.

The students may feel free to put up a grievance in writing and drop it in boxes. Grievance may also be sent through e-mail to the women grievance redressal cell.

Email id: pharmacy@kmct.edu.in

The grievance cell will act upon those cases which have been forwarded along with the necessary documents. The grievance cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

Complaint and redressal mechanism:

The women grievance redressal committee will meet at least once a month.

However, if necessary, it may meet frequently at the instance of the convener or at the request of the other members to discuss the various issues received.

At least three members of the grievance committee shall be present at a meeting. If a member of the grievance committee is connected with the grievance of the aggrieved individual, the concerned member of the grievance committee shall not participate in the deliberations regarding that individual's case.

If the aggrieved person happens to be a member of the grievance committee, then he shall not participate in the deliberations as a member of the Committee when his/her



representation is being considered. The committee shall study the petition and after looking into the relevant documents, discuss with those concerned and submit its recommendations and report to the principal with a month's time. All the discussions will be filled and kept confidentially. In case of any petitioner who is not satisfied with the recommendations made by the Grievance redressal committee he/she can directly approach the administrator.

Staff Reliving Policy

1. INTRODUCTION

Staff relieving the company can be due to resignation, retirement, death Separation from the Company can be due to resignation, retirement, death while in service or termination. In order to ensure smooth exit, the following policy shall be adopted.

2. NOTICE PERIOD

Employees on probation will be required to serve one month notice period for non-teaching employee and teaching employees depends on academic requirement will be intimated to the employees, and employees in the confirmed services will be required to serve three months of notice period.

3. RESIGNATIONS

A. Process of submitting resignation

Employee desirous of resigning from the services of the company will have to communicate the intent of resignation through written communication, either by a letter or email addressed to the Principal/Reporting Authority. The employee is required to serve the notice period as applicable.

Upon receiving the letter, the following actions shall be initiated:

The HR Coordinator will forward the copy of the resignation letter to the respective HR Head within a fortnight of receiving the letter/email from the employee with comments on the acceptance of the resignation.

The HR Coordinator will also indicate the last working date.

Employee who is confirmed in the service, and is serving notice period, the salary for the last working month will be placed on hold, and will be paid along with the full and final settlement. The same will be applicable to the employee who is on probation and Guest Faculty, and is serving notice period.

The intimation of the resignation of an employee along with the last working day will be updated by the HR representative.

The HR team shall initiate exit clearance process with various internal departments.



The resigning employee will be communicated by the HR representative on the exit formalities.

It will be the responsibility of the resigning employee to ensure that the exit formalities are completed as guided by the HR team, to facilitate timely final settlement. The exit interview will be conducted on the last working date or a day prior.

B. Exit interviews shall be conducted by the HR team as under:

For Teaching and Non-Teaching Staff, exit interview shall be conducted by the respective HR Coordinator.

For Officer and Principal above, the exit interview shall be conducted by the respective location HR head

C. Notice Period

Employee will be expected to serve the notice period as per the policy applicable. The resignation shall be accepted by the reporting Authority / Principal and the last working date shall be defined based on the institution exigency. The organisation reserves the right of discretion either to accept or refuse the payment of shortfall of notice, thereby; an employee will be required to serve the full notice period.

In an event of exit the following shall be considered:

1. Employees serving full notice period –

The last working day will be decided by the HR Head in coordination with Principal and Administrative Officer, unless there is a specific request from the function to extend the tenure post completion of notice period, by additional days. The extension beyond notice period shall be mutually agreed between the Institution and the employee. In case, the employee is unable to serve the extension beyond the notice period the last working day shall be as per the policy.

2. Employees serving partial notice period; following may be the circumstances

a) If the employee requests for an early release from the duty, the Principal, Administrative Officer has the discretion to recommend the waiver of notice period based on business exigency. There will be a mutual separation, between both the parties by not paying each other for the shortfall of notice period.

b) In such a situation, the leave accumulated will be adjusted against the shortfall of notice period, and if there is any balance leave available, the same will not be encashed.

In an event, after adjusting the leave balance against the shortfall of the notice period, and no leave balance is due, there will be no encashment due.

c) Employees who have resigned from the services and are not willing to serve the due notice period the Administrative Officer and HR Head will have the right to accept or refuse such a request. In such a case, the employee shall pay the notice pay for the un-served period.



d) If the employee is willing to serve the notice period and the Administrative Officer does not wish to continue with the employee concerned, the organisation will pay for the balance notice period based on fixed pay to the employee and relieve the employee from the duties.

e) Notice Pay shall be computed as under:

Notice Pay = Un-Served Period (in working days) X Monthly Fixed Compensation / 30. The above will not be applicable if the separation is on account of ethics, integrity or any act of misconduct.

4. RELIEVING DATE:

An employee, who is serving notice period, and is to be relieved from the services, if the last day of work, is falling on a weekly holiday or a paid holiday, the employee will be relieved on a working day prior to the holiday.

The Employee Will Be required To Refund all loans, advances and any other dues to the company return all company's property held by the employee hand over possession (free of all encumbrances) of company's leased / owned accommodation complete "exit clearance / handover form"

5. ENTITLEMENTS ON SEPARATIONS

It is the employee's responsibility to ensure that they complete the process of exit clearance. Employees shall receive the following on separation:

Monthly Compensation (Basic Salary, HRA, DA, AGP and Gross)

Allowance if applicable) till the last working day. If the employee works for part of the month, then the amount payable will be computed as under:

(Monthly Compensation / 30) X No of calendar days with our organisation.

Reimbursement of expenses if applicable

Organisation's contribution to the employee's Provident Fund (as per rules).

Gratuity, will be payable as per the rules applicable.

Eg. Provident Fund Contributions (employee's as well as Company's) will be transferred as per PF & EPS rules, provided the employee applies for transfer of PF after joining the prospective employer.

In case an employee desires to withdraw the PF accumulation, as per the PF rules, the employee can submit the withdrawal form only after 2 months from the last working date. The onus of completing the form as per requirement rests with the exiting employee.

In the unfortunate event of death of an employee; settlement will be completed only on receipt of satisfactory legal documents evidencing right to receive the dues.



6. INCREMENT/ REVISION LETTER

Employees who resign, or are serving notice period, as on the date of pay-out of increments, will not be eligible for salary increment.

7. RETIREMENT

The retirement age for Teaching and Non-Teaching Staff is 58 years as per the record submitted at the time of joining.

8. OVERALL CO-ORDINATION / CLARIFICATION / SUGGESTIONS

The Organisation reserves the right to add, delete, amend, or modify in any manner any of its policies bearing in mind the circumstances from time to time.

The decision of the management shall be final and binding on all concerned on any matter that needs resolution.

The Separations policy will be coordinated by HR. All clarifications with regard to the policy can be obtained from HR; similarly all suggestions for improvement of the scheme should be addressed to them.

9. UNAUTHORIZED ABSENCE / ABSCONDING

An employee whether or not entitled to leaves, if go on leave without approval from Reporting Manager is considered as unauthorized absence.

In the case employee fails to report within 48hrs (2days) to work absconding process start as below



NATIONAL COLLEGE OF PHARMACY

ANEXURE : (1)

To

.....

ORDER OF APPOINTMENT

This is to inform that you are hereby appointed as at KMCT College of, Manassery, Calicut,(run by Kunhitharuvai Memorial Charitable Trust), PIN 673 602, Kerala, as per the norms.

- The appointment is as full time basis
- You will be paid a salary of Rs..... per month.
- The appointment depends on satisfactory performance of your service duties. Your performance & responsibilities will be monitored & evaluated by the Management at constant intervals.
- You will abide by the rules adopted by the with regard to staff service, conduct, leave, and rules amended from time to time.
- The Institution reserves the right to take disciplinary action against you, in case of non-compliance of any of the above said policies.
- The management reserves the right to modify ,change, add and alter any of the above conditions prescribed in this appointment order in the best interest of the Institution, subject to the approval of, if found necessary from time to time.
- You are not allowed to accept any other appointments under any other authority while in services of KMCT
- Appointment shall be terminable with one month notice on either side.

If you are agreeable to the above terms and conditions, you are requested to sign and return the duplicate copy of the letter as your acceptance. You are also requested to report for duty before the Principal, KMCT College on or before

Good Luck

For KMCT College

Accepted

Name and Signature.....

Dr.K.M.NavaS

Executive Trustee



ANEXURE II

PROBATION FORM PART

Introductory meeting. This process should be completed by the Reporting Authority within a week of the employee commencing work at KMCT group

		Further Action Required	Review Due
Has a full induction been completed	Yes/No		
Is the employee's attendance Satisfactory	Yes/No		
Is the employee's timekeeping Satisfactory	Yes/No		
Has the training at induction provided	Yes/No		
Have the objectives been met?	Yes/No		
Were any problems experienced? Yes/No Has the employee's performance and progress achieved a satisfactory standard?	Yes/No		
Are there any concerns?	Yes/No		
Any other comments	Yes/No		



NATIONAL COLLEGE OF PHARMACY

KMCT GROUP OF INSTITUTIONS

(Run by Kunhitharuvai Memorial Charitable Trust)

Administrative Office, Calicut-673 001 Phone: 0495-2367442

No:

APPLICATION FOR LEAVE

Name of the Institution/Office :
Name in Full :
Employee Number :
Designation :
Date of Joining & Nature of Service :
Day of leave Applied for :
Nature of leave Applied for :
Reason for leave :

Signature of the Employee

Recommendation of the leave :
(Please specify the details)

Signature of HOD
Principal/GM/CEO

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We are aware and abide the HR Policy of National College Of Pharmacy

SL NO	TEACHER NAME	QUALIFICATION	DESIGNATION	SIGNATURE
Pharmaceutical Analysis				
1	Dr.KATHIRVEL	M.Pharm,Ph.D	Head of Department(Prof)	
2	DIVYA D	M.Pharm	Asstt. Professor	
3	INDUKALA	M.Pharm	Asstt. Professor	
4	PRASEETHA K	M.Pharm	Asstt. Professor	
Pharmaceutical Chemistry				
5	Dr.AKASH MARATHAKAM	M.Pharm,Ph.D	Head of Department,Professor	
6	RAJITHA	M.Pharm	Asstt. Professor	
7	VANDANA K	M.Pharm	Asst.Professor	
8	ANIL KUMAR V	M.Pharm	Asst.Professor	
9	SHADIYA C.K	M.Pharm	Asst.Professor	
10	Mr.CYRIL JACOB	M.Pharm	Asstt. Professor	
11	ATHIRA B	M.PHARM	Asstt. Professor	
Pharmaceutics				
12	Dr.SUJITH VARMA K	M.Pharm,Ph.D	Head of Department(Prof)	
13	Dr. P N KRISHNAN		Professor	
14	Dr. R SARASWATHI		Professor	
15	VIMAL MATHEW	M.Pharm	Asso. Professor	
16	AKHIL HARI	M.Pharm	Asstt. Professor	
17	PRASEENA K	M.Pharm	Asstt. Professor	
18	DHANYA K P	M.Pharm	Asst.Professor	
19	JINSHA P	M.Pharm	Asst.Professor	
20	SIJI C	M.Pharm	Asst.Professor	
21	JAMSHIYA E	M.Pharm	Asst.Professor	
22	DEEPTHI O	M.Pharm	Asst.Professor	
23	NIHAL P	M.PHARM	Asst.Professor	
24	ATHIRA A	M.PHARM	Asst.Professor	
Pharmacognosy				
25	SIJO PATTAM	M.Pharm,ceutics	Head of Department(Prof)	



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26	SANGEETHA SUKUMARAN	M.Pharm	Asstt. Professor	
27	SHABNA MM	M.Pharm	Asstt. Professor	
Pharmacy Practice				
28	DR.SHAMNAS	M.Pharm,Phd	Professor	
29	RAJEEV P THOMAS	M.Pharm	Associate Professor	
30	JEREENA	M.Pharm	Asstt. Professor	
31	ZUHARA MARIYAM	M.Pharm	Asstt. Professor	
32	VINOD THOMAS	M.Pharm	Asstt. Professor	
33	SAREENA A	M.Pharm	Asstt. Professor	
34	NIKITHA B	M.Pharm	Asstt. Professor	
35	SMITHA	M.Pharm	Asstt. Professor	
36	Dr.HARIKRISHNAN	Pharm.D	Asstt. Professor	
37	Dr.EMILL JAME DAVID	Pharm.D	Asstt. Professor	
38	Dr.ANN MARY PAUL	Pharm.D	Asstt. Professor	
39	ABDU RAHMAN T	M Pharm	Asstt. Professor	
40	DIYA SARJU	PHARM.D	Asstt. Professor	
41	ANJU T S	M.PHARM	Asstt. Professor	
Pharmacology				
42	Dr.UNNIKRISHNAN M.K	M.Pharm,Ph.D	Principal/HOD	
43	MINOL V	M.Pharm	Asstt. Professor	
44	HUDHA BASHEER	M.Pharm	Asstt. Professor	
45	NAMITHA K BABY	M.PHARM	Asstt. Professor	

SL NO	NAME	QUALIFICATION	DEPARTMENT	DESIGNATION	SIGNATURE
1	FATHIMA SAHLA	M. PHARM	PHARMACUTICAL CHEM	ASST. PROFESSOR	
2	ANJU AMBUJAKSHAN	M. PHARM	PHARMACOLOGY	ASST. PROFESSOR	
3	CHINJU REMANAN	M. PHARM	PHARMACOLOGY	ASST. PROFESSOR	
4	ROSHNI	M. PHARM	PHARMACOLOGY	ASST. PROFESSOR	



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SL NO	NON TEACHING STAFF	SIGNATURE
1	JESNA JAMES	
2	VIDHU VIJAYAN	
3	ANJU TP	
4	RANIPRIYA PHILIPOSE	
5	SHIHAD	
6	ATHIRA A R	
7	RAJESH	
8	NISHA	
9	RAJAN	
10	NUBAILA	
11	ANJALI P K	
12	DEEPA P C	
13	ASWATHI	
14	RAJILA	
15	ANITHA	
16	BINU	
17	AMMINI	
18	BEENA	
19	ANANDHAVALLY	
20	AJITHA	