

NIRMALA COLLEGE OF PHARMACY MUVATTUPUZHA

Affiliated to Kerala University of Health Sciences Thrissur

Approved by Government of Kerala and PCI, New Delhi

Managed by

Nirmala College Society (Reg No. ER.928/2001)

Under Catholic Diocese of Kothamangalam

EMPLOYEES SERVICE RULES AND DUTIES & RESPONSIBILITIES

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1.0. PREAMBLE

Nirmala college of Pharmacy (NCP) is managed by the catholic diocese of Kothamangalam under Nirmala College Society (Reg No: ER 928/2001). NCP is a Christian minority institution established in 2004 and is affiliated to Kerala University of Health Sciences, Thrissur (KUHS) and approved by the Pharmacy Council of India, New Delhi (PCI).

The Institute not only believes in transparent administration but also in establishing sound systems and procedures and implementation of the same to achieve the goal. Over the period of time the Institution has established such systems, procedures and rules for an effective administration. All the procedures and rules relating to the staff have been compiled into a book, titled “**Employees Service Rules and Duties & Responsibilities**” for the benefit of the employees.

2.0. DEFINITIONS

- i) **“Institute”** means the Nirmala College of Pharmacy, Muvattupuzha, Ernakulam, Kerala
- ii) **“Management”** means the Nirmala College Society.
- iii) **“Administrator”** means the person appointed by the Manager.
- iv) **“University”** means the Kerala University of Health Sciences, Thrissur.
- v) **“Head of institution”** means the Principal of Nirmala College of Pharmacy, Muvattupuzha, appointed by the Manager of Nirmala College of Pharmacy and approved by KUHS, Thrissur.
- vi) **“Vice Principal”** means the person appointed by the Manager and duly authorized by the Principal to discharge the duties and responsibilities of the Principal in his absence.
- vii) **“Staff”** means all employees belonging to faculty, administrative and technical category of the institute excluding those who are engaged on part-time, temporary and / or on daily basis.
- viii) **“Year”** means calendar year / academic year / financial year as the case may be.
- ix) **“Vacation”** means any recess in an academic year which is a minimum of 07 days.
- x) **“Teaching faculty”** refers to all teaching staff as per clause 3.2.1 of the service rules.
- xi) **“Administrative staff”** refers to all staff members categorized as administrative staff vide clause 3.2.2 of the service rules
- xii) **“Supporting staff”** refers to all staff members categorized as technical staff vide clause 3.2.3 of the service rules.



- xiii) **“Duty”** means a staff member performing the duties of the post for which he/she is appointed and other assignments and circumstances more specifically indicated in clause 7.1 of the service rules.
- xiv) **“Leave”** means leave of absence sanctioned by the competent authority of the Institute to a staff member to which he/she is eligible under the service rules.
- xv) **“Pay”** means basic pay and grade pay applicable to the post a staff holds

3.0 CATEGORIZATION AND CADRE STRENGTH OF STAFF

3.1 Categorization of staff

All staff members of Nirmala College of Pharmacy, Muvattupuzha are grouped into three categories viz.

- (1) Academic staff
- (2) Administrative Staff
- (3) Supporting staff

3.2 Post under each category

3.2.1. Academic staff

- a) Teaching Faculty: Professor, Associate Professor, Assistant Professor, Lecturer, Visiting Professor, Visiting Faculty
- b) Non-teaching faculty: Laboratory Technicians, Laboratory assistants, Librarian, Library Assistant, Store incharge

3.2.2. Administrative staff

Office Superintendent, Accountant, Senior assistant, Junior assistant, Clerk and Telephone operator.

3.2.3. Supporting staff

Ministerial faculty and Security

3.3 Cadre Strength of Staff

3.3.1. Academic faculty

- a) **Teaching faculty** : The strength of teaching faculty in each Department is fixed taking into account the PCI and University guidelines, programmes offered and the strength of students.
- b) **Non- teaching faculty**: The strength of non -teaching faculty in each Department is fixed taking into account the PCI and University guidelines and by considering the total workload.

3.3.2 Administrative Staff : The strength of administrative staff is as sanctioned by the management, taking into account the administrative workload of the Institute and recommendation from the head of institution.

3.3.3. Supporting Staff: The strength of Supporting staff is as sanctioned by the management, taking into account the respective workload of the Institute and recommendation from the head of institution.

4.0 MINIMUM QUALIFICATIONS FOR THE RECRUITMENT OF STAFF

4.1 Qualification:

4.1.1. Academic faculty:

a) **Teaching faculty:** The minimum qualification stipulated by University and PCI shall be adopted. The qualification and competency will be verified at the time of interview. It is highly recommended to select a candidate with higher qualification if available.

b) **Non teaching faculty:** The minimum qualification stipulated by University and PCI shall be adopted. The qualification and competency will be verified at the time of interview.

4.1.1.1. Filling of senior positions: For senior positions, the eligible faculty members of the Institute will be considered along with outside candidates, who apply against notification. Taking into account, qualification, experience, academic and research contributions, projects executed, publications, etc., the position will be filled by the meritorious candidates selected by the scrutiny committee and interview board. An additional weightage will be given to the existing faculties for promotion.

4.1.2. Administrative faculty: The minimum qualifications recommended by University and PCI should be followed. The interview board selects the candidate taking into account subject knowledge, aptitude, experience of the candidate and performance in the interview.

4.1.3 Supporting faculty: The interview board selects the candidate taking into account aptitude, experience of the candidate and performance in the interview.

4.2: Recruitment procedure:

- 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 six 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 maybe fixed in the relevant scale or may make other suitable recommendations regarding the pay or service conditions of a candidate, considering the previous experience, qualifications and other academic achievements of the candidate. The salary package offered to the candidate shall be inline with the pay scale of existing faculties having the same qualifications and experience. 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 decisions taken by management of Nirmala College of Pharmacy.
- Offer of appointment signed by the administrator shall be sent to the candidate for acceptance. Intimation of the offer shall also be conveyed to the candidate over phone or by Email. If the candidate accepts the offer, the appointment order signed by the administrator shall be issued to the candidate.
- If any meritorious candidate applies for any post even without notification by NCP, the management will be free to consider him/her for a suitable post.

5.0 PROBATION, PLACEMENT AND SENIORITY



5.1 Probation

- All newly appointed candidates will be in probation for 1 year from the date of joining. After assessing the performance during the year and if found to be satisfactory, the services will be continued. At the end of the one year probation period, he/ she will be considered for regular appointment.
- In case, the performance of a staff member is not satisfactory during the probationary period management has the right to terminate the services of the staff after giving three month prior notice. The decision shall be taken on 'case by case' basis, on merit.
- The rule of probation shall not apply to appointments made on temporary or contract or on daily wage basis.

5.2. Placement of staff

- A staff member selected for appointment is ordinarily attached to the Department to which he/she was selected.
- However the Management/competent authority has the right to redeploy the staff member in any other Department in the interest of the Institute and depending upon the need and exigency.

5.3. Seniority:

While fixing seniority of staff members in each category of post, the following rules shall be adopted.

- i) If two or more persons are selected for appointment at the same time to a particular category of post, the selection committee shall fix the order of seniority among them according to the merit of the candidate selected and in the absence of such merit list the seniority shall be fixed as per the date (and time) of joining of the staff member for duty in the Institute.
- ii) For individuals recruited on contract appointment or on temporary basis for short duration, no seniority shall be fixed.
- iii) In the case of staff member recruited on consolidated wages and subsequently absorbed in the regular scale of pay, the seniority shall be fixed only from the date of his/her permanent appointment to the post.
- iv) Notwithstanding the above-mentioned policy of seniority, the Management shall promote a junior to the next cadre, based on his/her performance and merit.

6.0 DUTY, PAY SCALE and ALLOWANCES

6.1 Duty:

A staff member is considered to be on duty for the purpose of service benefits:

- i) When a member is discharging the duties of the post to which he/she is appointed.
- ii) When the member may be in holidays declared by the Institute/ Government authorities or vacation permitted or availing any leave sanctioned by the authority concerned.
- iii) When the member is attending Faculty development programmes, conferences, seminars, workshops, refresher courses, orientation courses etc duly permitted by the management authority and recommended by Head of the institution.
- iv) Responsibilities assigned by University or PCI.
- v) Any other work assigned to the staff member by the competent authority in the interest of the Institute

6.2. Pay Scales

6.2.1 Academic staff:

The remuneration of all teaching / non teaching faculties will be governed by the pay scales (pay band) approved by the management from time to time on the basis of apex bodies.

6.2.2. Administrative and supporting staff:

For Administrative and Supporting staff members remuneration shall be governed by the scales of pay approved by the management on the basis of Kerala Government.

6.3. Allowances.

Allowances such as Dearness Allowance (DA), House Rent Allowance (HRA) and other allowances if any shall be as fixed by the management from time to time for all regular employees.

6.5. Increment/ Payscale revision.

Increments in the payscale are payable on the 1st of May of every year. Payscale revision will be done in a periodic bases.

6.6. Incentives & Appraisal:

All staffs appointed in the institute will be considered for yearly incentive/ Appraisal based on their performance evaluation conducted using the 'Performance appraisal form' (Annexure no-3)

7.0 RETIREMENT, RESIGNATION AND TERMINATION

7.1 Retirement: Age of retirement for all staff is fixed as 65 years, 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.

7.2 Resignation: 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.

7.3 Termination: 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.

8.0 Working Days and working Hours

- Monday to Saturday will be working days for the institution except Second and Fourth Saturdays.
- All staffs are required to punch-in before 09:00 am and close at 4.30 p.m.
- All public holidays and Sundays are holidays for all staff 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.

- Days of Hartal, restricted holidays and district holidays will be working days for the entire staff, teaching and non teaching, as directions given by the management time to time. Absence on these days shall be treated as leave and online application for leave should be submitted to the competent authority.
- The management reserves the right to convert any holiday into a working day in special circumstances.
- Classes start at 9.30 am and close at 4.15pm. For university examinations, all staff must follow the time schedule given by University and exam committee.
- The head of the institution can make suitable alterations in college timing, if needed, after getting prior approval from the Administrator.

9.0 LEAVE RULES

9.1 General provisions:

- Approval of the competent authority should be obtained before availing any type of leave and application must be made through ERP.
- 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 ERP.
- Availing leave without previous sanction will be treated as unauthorized absence and will be treated as loss of pay.
- 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.

9.2. category of leaves:

9.2.1 Casual Leave (CL):

- All members of the staff are eligible for 12 days' casual leave in a calendar year. No carryover is permitted. Application for casual leave should be submitted to the

Principal/ competent authority in advance through ERP / leave application form 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 Principal should be contacted over the phone. 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.
- 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 all faculties. Any absence without proper sanction will be treated as unauthorized absence and salary will be deducted for the days of such absence.

9.2.2. Medical Leave (ML):

Medical leave may be granted by the Administrator/ HOI in the case of genuine need such as sickness. A medical certificate will be insisted in the case of leave on account of sickness. Medical leave will be granted only for three months at a stretch.

9.2.3 Maternity Leave:

- All female members of the staff, who have satisfactorily completed the probation and have been confirmed in the service, are eligible for maternity leave. 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.
- No other leave will be allowed to be combined with maternity leave. 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 30 days. All leaves combined should not exceed 120 days.

9.2.4. Study Leave:

- A faculty member who has put in at least three years of regular service in Nirmala College of Pharmacy will be eligible for study leave. The Head of the institution and administrator 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.

- Extension of study leave will, normally, be not granted. The individual on study leave should rejoin the institution on the expiry of study leave, unless the management permits him/her to extend the leave for want of vacancy or for other reasons. In such a case the individual will retain his/ her leave and seniority until he/she rejoins on the expiry of his/her extended leave or the management directs him/her to rejoin duty cutting short the extended leave.

9.2.5. Academic leave.

- Academic leave of a maximum of 10 days in a calendar year will be granted with full pay to the faculty members. As far as possible faculty members from a dept. are to go on rotation to attend valuation camps/university examinations etc.
- Management may sanction academic leave in excess of 10 days if it is found necessary to enable the faculty member/staff to perform duties assigned by the University or the Principal.

9.2.6. Duty leave:

Duty leave will be assigned by the Principal or Administrator and granted with full pay to the faculty members for the following:-

- Attending conferences/seminars/workshops.
- Delivering invited talks.
- To attend industrial visits/ Tour with students.
- To interact with industry.
- To attend meetings of the University.
- To perform any other task assigned /approved by the Principal.

9.2.7 Loss of Pay.

Loss of pay leave may be granted by the Administrator based on the recommendations received from HOI in the case of genuine need, if the Administrator is satisfied the reason 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. The duration will be decided by the administrator in due consult with Management and HOI.

10.0 TRAVELLING ALLOWANCE (TA)

- TA/DA will be paid to staff members for attending conference as per the rules given by R and D committee and other travel for official purposes assigned by the head of the institution/ management.
- Prior approval of the amount should be taken from the administrator and Principal in this regard.

11.0 SOCIAL SECURITY BENEFITS

11.1. Employee Provident Fund Scheme:

All the members of staff (Teaching & Non-Teaching) other than those who joined in this Institute after completing the age of 58 years are enrolled under the EPF scheme from

the date of completion of probationary period. The deduction of EPF contribution from the employees is at the rate of 11.75% of their pay (Both Basic + DA put together) with a maximum pay limit of Rs. 21,000/- p.m.. The contribution from the management will be the same amount.

11.2. Insurance Scheme:

All members of staff (Teaching & Non-Teaching) are covered by a group personal accident cum hospitalization policy. The premium is paid by the management.

10.3. Employees' State Insurance (ESI):

The employees of Nirmala College of Pharmacy are also governed by this scheme. Employee pays 1.75% and employer pays 4.75% of Gross Salary. This is applicable only to those drawing salary up to Rs.21,000/- per month.

12.0 DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF STAFF

Annexure I

13.0. DISCIPLINARY ACTION

- a) All staff members are liable for disciplinary action for disobedience, misconduct, misappropriation, dereliction/negligence of duty and action involving moral turpitude.
- b) All disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after providing reasonable opportunity to the employee to defend him/her.
- c) Depending upon the nature of offence and if the head of the institution or administrator feels that it is necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, such enquiry committee shall be constituted.
- d) While pursuing disciplinary action, the head of the Institute is empowered to impose upon the staff any of the following punishments after having satisfied that the offences committed by the staff member is established beyond reasonable doubts.
 - Censure
 - Withholding of increments
 - Recovery of salary, whole or a portion towards the loss caused to the Institute.
 - Suspension issued pending enquiry.
 - Dismissal from service.

If a staff member feels that the punishment imposed upon him/her by the competent authority is excessive, he/she can appeal to the authority higher to the authority, which imposed the punishment.

Annexure I.a

DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF TEACHING FACULTY

1.0 PURPOSE AND SCOPE

As faculty members of Nirmala College of Pharmacy, Muvattupuzha, they are responsible for contribution and sustenance of the standards of the institution. They should comply with the relevant policies, rules, regulations, norms and standards set to guide their work.

This document details the rules and regulations that every faculty member should follow and the code of conduct they should adopt in the discharge of their professional duties. These rules and regulations are not exhaustive and hence, the detailed instructions issued from time to time and the modifications made in these due to necessities have to be adopted by the faculty members.

2.0 APPLICABILITY AND INFRINGEMENTS

These rules and regulations and code of conduct prescribed applies to all full time faculty members, visiting faculty members, faculty members on contract/parttime employment, research scholars given teaching assignment attached to Nirmala College of Pharmacy, Muvattupuza, kerala

Adherence to these rules and regulations and code of conduct makes the faculty members responsible for bringing suspected infringement of any of the provisions to the attention of appropriate authority of the Institute. Raising such concern is a service to the Institute and will not jeopardize one's position or employment. Confirmed violations will result in suitable disciplinary action upto and including termination from employment or other relationships with the Institute. If need be, legal recourse may also be resorted against the concerned individuals.

3.0 CURRICULAR RELATED

a) Teaching and Learning

A faculty is responsible for,

- i) Teaching of various subjects in the field of his/her specialization as allocated by the Head of the Department for various programmes offered by the Institute.

- ii) Conducting laboratory courses, tutorials and seminars of the programmes assigned to him/her in an effective manner, so as to improve the practical knowledge of the student.
- iii) Providing proper guidance and supervision of the project work undertaken by students and development of proper rapport with the industry/organization if the project is industry related one.
- iv) Making the teaching more effective and interesting to the students by the use of multi-media teaching aids.
- v) Making the laboratory and seminar classes more purposeful by examining the students orally either before or after the experiment/seminar to improve the student's understanding of the subject.
- vi) Conducting the core / elective course as project based / experimental / activity based learning.
- vii) Helping peer-assisted learning.
- viii) On the whole, the teaching learning shall be learner centered ensuring learning outcome of different courses.
- ix) The faculty should maintain the course file and the same should be subjected to verification as instructed by the Principal/ person assigned by HOI.

b) Course Planning and Material Preparation

- i) The faculty member is required to plan and make complete preparation well in advance to effectively teach the theory and practical courses.
- ii) He/she should prepare the schedule of lectures with topics, tests, assignments, demonstrations, screening of video or power point presentation etc., in advance and the students should be informed of the same.
- iii) The faculty member has to design experiments for laboratory classes so as to improve the student's creative skills besides properly understanding the physical phenomena or concept.

c) Examination, evaluation and grading

- i) A faculty is required to set standard question papers to test the knowledge / analytical thinking of students and evaluate the answer scripts of courses.

- ii) A faculty is required to conduct and invigilate any exam/test in the Institute. Such test/exam may be for the course taught by him/her or for any other course assigned by the Head of Department/Controller of Examinations of the Institute.
- iii) A faculty member while evaluating answer scripts, oral examination/project work evaluation, should scrupulously be objective in his/her approach so that the student can earn the marks/grading for his/her performance only. Besides, he/she should indicate the mistakes on the script except for end semester examination, where no marking is permitted to be made on the script.

d) **Maintenance of Records**

- i) Each faculty member is required to maintain the record of class work, attendance and continuous assessment neatly, properly and in time. This should be produced to the Head of the Department (HOD) as and when called for or immediately after the test for scrutiny and should be handed over to the HOD after the academic audit.
- ii) Each faculty member is required to keep a file containing question papers set by him/her for the course handled, copy of answer sheets of the students after evaluation, for production to the academic audit.
- iii) If the faculty member is assigned to be the Class Adviser by the HOD, he/she should maintain the list of students under him / her, their parent/local guardian contact address/phone/mail ID etc., so that the student's progress could be monitored and communicated to them. The Class Adviser shall also maintain cumulative record of attendance for the courses undergone by the student course-wise. The Class Adviser should also help the HOD in counselling poorly performing students and the follow up action taken to improve the students' performance.

e) **Monitoring of students' progress**

- i) The faculty of any course is required to watch the attendance and academic performance of each student of his/her course and take necessary steps at his/her command to improve the student's progress. If his/her effort fails, the faculty member should bring it to the notice of the HOD and the Class Adviser so that the information can be sent to the parents/guardians.
- ii) A faculty member is required to attend/organize the Programme Committee Meeting either as a Subject teacher and/or as class coordinator and should

actively participate in the deliberations there to improve the teaching learning process.

- iii) A faculty member may be required to be a Faculty Adviser to a group of students. He/she is then really a mentor for the students in his/her group.
- iv) A faculty member has to be thorough with the regulations of the academic programme offered by his/her Department and other instructions issued from time to time so that he/she can effectively guide the student.
- v) As a Faculty Adviser, the faculty member is required to motivate students under his/her care and also help them while they face any other general problems till they leave the Institute.

f) **Participation in Academic Developments**

- i) A faculty member should actively participate to find topics beyond the syllabus to fill the gap in curriculum.
- ii) A faculty is expected to be creative so as to contribute to the introduction of new academic activities and new methodology of teaching and evaluation.
- iii) In order to be an effective faculty, he/she is required to update his/her knowledge by attending faculty development programmes, short-term courses, professional society meetings, National / International Conferences, reading recent technical journal articles and periodicals .They may also enroll in one or more Professional Societies/Associations.

g) **Punctuality and regularity**

- i) The faculty should be punctual in college and in class timing. Its is the responsibility of faculty to adhere to the proposed plan created in the begning of academic year/ semester.
- ii) A faculty member is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave.
- iii) As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made. This will ensure better compliance of scheduled classes.

- iv) A faculty member shall be punctual in attending class and leave the class room after his/her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory/workshop for practical classes, as the case may be.
- v) The faculty member shall carry out any other academic related activity that may be assigned to him by the HOD/Higher Authorities from time to time.
- vi) The faculty member shall not permit any student to attend the class after the stipulated time specified by the Institute so as to ensure punctuality in attending class by the students.

4.0 RESEARCH AND DEVELOPMENT

a) Academic research

- i) As research is an inherent component of the functions of a Institute, every faculty member shall take active efforts to make research contributions in his/her field of specialization.
- ii) A faculty member should identify specific aspects relating to his/her area of specialization in which there is considerable scope for further working, so that he/she either do it by himself/herself or motivate undergraduate and postgraduate scholars or a junior colleague to take up the study under his/her supervision.
- iii) Faculty members who act as Research Supervisors/ guide should spare adequate time to the research scholars for discussion and monitor their progress, so that not only the quality of work is improved but also time over-run can be avoided.
- iv) As the scope for doing further research work from the undergraduate and postgraduate students' project work is ample, active involvement of the faculty member in the student's project work is very essential.
- v) If the student's project work is industry related, the faculty member shall visit the industry to know the problem in its perspective so that he/she can guide effectively. In fact, this will help to develop contact with the industry.
- vi) Interdisciplinary and collaborative research is assuming enormous proportions a faculty should take efforts to identify such area(s) by interaction with his/her colleagues in other departments or researchers in established R&D laboratories for collaborative research purposes.

- vii) Faculty members can act as research supervisor for other Universities only with the prior permission of the Institute. External research supervision will be permitted, only under special circumstances.

b) Research publications and books

- i) As research publications in refereed journals of international importance not only improve the individual's image but also of the institution, every faculty member should strive to bring out such quality publications.
- ii) Faculty members should publish their research output only in SCI or SSCI journals and publications in non-refereed journals will not be recognized.
- iii) Faculty members shall also strive to file patents if their research output is felt new and novel.
- iv) Depending upon the research content, the faculty member may also present papers in International/National level conferences, but the impact they command compared to publications in refereed journals is considered much less.
- v) Faculty member should also take efforts to bring out his/her research work other than refereed journal papers, in the form of books or chapters in the books published by the international/National level publishers with ISBN/ISSN numbers.
- vi) The faculty members will be provided financial incentives for publications in refereed journals taking into account the impact factor, total citations, immediacy index, half-life, etc.

c) Sponsored and funded research projects

- i) An important source of financing and professional recognition to the Institute is sponsored and funded research projects. Therefore, every faculty member should browse the web sites of various funding agencies, advertisement, etc., periodically and submit research proposals in the proper format to those agencies to secure funding assistance for research and acquiring facilities such as equipment, instruments, etc.
- ii) The faculty member, who is a Principal Investigator, besides employing Project Associates, if the project proposal contemplates and the funding agency approves, can also use the services of students and research scholars, wherever possible.

- iii) Many funding agencies provide funding assistance for establishment of centres of excellence. A faculty member may also examine and send proposal pertaining to his/her department or interdisciplinary ones for establishment of such centres.
- iv) Students should also be encouraged by faculty members to submit proposals for securing funding assistance for student projects from Science and Technology Councils of the State and Centre and other agencies.
- v) The effort of the faculty member must be to convert his/her creative idea into a product either physical, conceptual or a computer software. In order to get recognition not only for the faculty, but also, for the institution, he/she should take efforts to obtain Patent/Intellectual Property Right (IPR) so that nobody could copy them.
- vi) Cash incentives, as may be decided by the Management, will be given to those faculty members for funded research/projects secured, research papers and books published and patents obtained.

5.0. CONSULTANCY AND EXTENSION ACTIVITIES

a) Consultancy projects

- i) Executing consultancy works for the state and private organizations is another important source of financial resource to the Institute. A faculty member should take efforts to secure consultancy works in his/her area of specialization from industries and business or from State agencies.
- ii) To secure consultancy work, the individual's capability in solving practical problem in his/her area of specialization besides development of good rapport is very essential. Guiding industry oriented student projects is an easy way of establishing contacts with the industry counterparts. Hence, faculty member guiding such project works should establish proper, healthy and positive rapport with the concerned industry from where such project work is undertaken.
- iii) A faculty member should constantly update his/her knowledge, familiarize himself/herself with the problem of industry by going through industry publications, attending professional society meetings etc., to establish contact and get to know the problem of industry.

- iv) Attending seminars and conferences organized by professional institutions such as Confederation of Indian Industry (CII), Federation of Indian Chamber of Commerce & Industry (FICCI), The Institution of Engineers (IEI), Institute of Electrical and Electronics Engineers (IEEE) or other Industrial Associations will also help to understand the problem of industry.

b) Extension activities

- i) A faculty member should take efforts to organize refresher courses, seminars, workshops not only for the benefit of faculty members but also for participants of industry and society at large. Such programmes could be self supporting or sponsored ones.
- ii) Conduct of continuing education programmes/structured courses to meet specific requirement of the industry and society is yet another way of augmenting resource for the Institute. A faculty member can organize such programmes either one time or on continual basis year on year.
- iii) Extension activities could include various community oriented services, preferably using the expertise in the field of science and technology, and addressing the requirements of weaker sections of the society.

6.0 INVOLVEMENT IN DEVELOPMENT ACTIVITIES

a) Laboratory Development & Maintenance

- i) A faculty member is required to involve in the laboratory development activities of the Department by introducing innovative experimental setups/instruments/computer software/computer control of machines or processes.
- ii) Whenever new courses or new topics are proposed in the curriculum and syllabi in the emerging areas, the faculty member can design and fabricate or assemble new experimental setup for use by students.
- iii) As a member of the faculty, he/she should ensure that the various machinery and equipment in the laboratory and workshop are maintained in working condition and are used effectively both for academic requirement, project works and research related activities.
- iv) In case, a faculty member is assigned to be in charge of laboratory or workshop, he/she has to oversee the work of technical staff of the laboratory, besides

arranging for periodical maintenance/repair and recalibration wherever necessary.

- v) As one in charge of laboratory, he/she has to ensure proper maintenance of stock registers, both consumable and non-consumable, periodical stock verifications, and proposal for replacement of over aged/unserviceable equipment, besides their safe custody.

b) **Purchase of items for the laboratory**

- i) The faculty member shall follow the detailed guidelines/procedure issued by the Institute with regard to purchase of consumable and non-consumable items both indigenous as well as imported items.
- ii) As one in charge of laboratory has to initiate proposals for the purchase of consumables and equipment for his/her laboratory and take follow up action till it is procured and taken into stock.
- iii) The faculty member should help the the HOD in finalizing the specifications of equipment to be purchased calling the quotations and evaluation and tabulation of bids to be placed before the Purchase Committee.
- iv) Once the budget proposals are approved by the management, the faculty in charge of the laboratory/workshop is responsible for the compliance of the budget proposal, unless it is altered or revised. If necessary, he/she has to prepare revised budget proposal through the HOD.
- v) As one in charge of laboratory has to prepare budget every year after taking into account the academic course requirements, research needs and discuss with the HOD and finalise it before inclusion in the overall budget proposal of the Department.

c) **Co-Curricular activities**

- i) A faculty member is required to arrange guest lectures, seminars etc., to supplement regular lectures and also help in the conduct of faculty development programmes, short-term programmes, workshops, exhibitions organized by the Department or Institute.
- ii) A faculty member is required to organize industrial visits, educational tours and accompany the students to visits/tours as and when required by the HOD.

- iii) A faculty member if nominated as an Office-bearer, he/she shall perform such duties accordingly.
- iv) A faculty member is required to help the Professional Societies in organizing annual events.
- v) A faculty member is required to coordinate National / International conferences / seminars / symposium / workshop.
- vi) A faculty member should submit project proposals to the funding agencies for financial assistance to conduct seminars, conferences, etc.

d) **Extra-curricular activities (Co-administrative Activities)**

- i) A faculty member should see that the class rooms, department buildings, laboratories and surroundings are kept neat and tidy with the help of personnel assigned for this purpose.
- ii) A faculty member should ensure that lights and fans are switched off after the class is over, and if there is no lecture class for the students in the next period to save energy consumption.
- iii) As discipline in the campus is very essential, every faculty member should interfere if they notice indulgence by students in activities of condemnable nature.
- iv) A faculty member if required to help the HOD in all administrative matters like distribution of hall tickets, mark sheets etc., and compilation of departmental replies to higher authorities etc.
- v) The faculty member has to serve as a member of any enquiry committee or as a member of various committees whenever the Department/Institute organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals, etc.
- vi) Faculty members are liable to be assigned the responsibility of Warden of the hostels should run the system according to the hostel guidelines.
- vii) All faculty members are expected to oversee the students go to the class on time and not loitering in the campus.

viii) Faculty members should also take part in activities related to NCC, SSGP, Alumni Association, etc., as office bearer/organizer and shall discharge the duties assigned to the position.

ix) Any other activity(s) related to Department or Institutional Development that may be assigned to the faculty member depending on the need.

7.0 WORKLOAD NORMS

a) Working hours

- i) All full-time faculty members should perform a minimum of 48 hours of work per week for the Institute on a 6 day week basis. The Institute has the right to fix the working hours and days depending upon the exigency.
- ii) The 48 hours is only the minimum, but a faculty member is expected to devote more time in connection with execution of sponsored and funded projects, consultancy work, continuing education, summer courses, etc.,
- iii) The minimum working hours may vary in the case of part-time and visiting faculty depending upon their condition of employment.

b) Teaching-contact workload

Of the minimum workload of 48 hours per week, the teaching-contact hours for different categories of faculty members are as follows:

Assistant Professors	-	18 hours/week
Associate Professors	-	12 hours/week
Professors	-	06 hours/week

- The above mentioned is only minimum contact hours be assigned by the HOD. However, the faculty member is expected to devote his/her time for research, lesson preparation, valuation of test/assignment etc.
-
- He/she shall be present in the department during the working hours of the institution, unless, otherwise he/she goes on other official duties with prior permission from the concerned authority.

A faculty member shall follow detailed instructions issued in this regard from time to time by the Management.

8.0 CODE OF CONDUCT

a) Faculty Member and Student

The faculty member plays a pivotal role not only in attaining the general aims of education, but also in the realization of the mission, goals and objectives of the

Institute in which he/she is a member. He/she has to make all efforts for the physical, mental and intellectual development of students. In particular a faculty member shall strive to achieve,

- i) to accord just and unprejudiced treatment to all students irrespective of religion, caste, creed, sex, economic and social status.
- ii) to make regular contribution for the personal development of students, while looking after their interest and welfare.
- iii) to be a role model for inculcating the virtues of self-reliance, national consciousness and democratic values among students.
- iv) not to disclose confidential information about students to anyone except to authorized persons/agency or in the interest of law.
- v) To be fair and to assess the students impartially and only on merit/performance.
- vi) to have respect for and an affectionate and friendly attitude towards all students and help them to improve their behaviour unmindful of some untoward events if occurred, rather than having feeling of revenge.
- vii) to abstain from accepting fees or honorarium, gift, etc., other than those permissible under the rules for providing guidance or coaching to the students.

b) Faculty Member and Parents / Guardian

A faculty member is expected to develop closer liaison with the parents/guardian of the students in order to achieve not only the broader objectives of education but also to the progress of the students. The faculty member should

- i) respect the prerogative of parents/guardian to look after the interest of students.
- ii) develop friendly and co-operative relations with parents/guardian.
- iii) monitor the progress and share information about the students with the parents/guardian and also receive information about the students from them, which is essential for the development of students.

- iv) bring to the notice of the parents/guardian any short comings/behaviour noticed which the faculty feel, the parents should know.

c) **Relationship with Colleagues**

A faculty member is expected to develop fraternal relations with his/her colleagues to have proper interpersonal relationships and to develop team spirit. In particular, he/she should

- i) move with his/her colleagues in the Institute in a manner that he/she expects them to move with him/her.
- ii) extend co-operation with his/her colleagues in evaluating the students and in other activities relating to the educational matters and the development of his/her profession.
- iii) eschew writing anonymous letters to the authorities about his/her colleagues.
- iv) desist spreading rumors or wrong news about his/her colleagues to express his/her displeasure.
- v) resist the temptation of harming the teaching community for self-interests.
- vi) refrain from passing information about colleagues to any individual or agency without his/her express permission.

d) **Faculty Member with Management**

A faculty member is expected to develop proper rapport with the employer viz. Management of the Institute. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,

- i) Perform all professional activities through proper channel.
- ii) Do not discuss with unauthorized individuals about professional and secret information.
- iii) Look for promotion/elevation only on grounds of competence/performance.
- iv) Do not expect appointment or promotion out of turn, based on favouritism or against professional ethics.
- v) Honour the provision of the bilateral agreement viz. bond/undertaking, which the faculty member committed/entered with the employer viz. Institute.
- vi) Do not undertake any responsibility/work involving financial benefit in contravention of professional etiquette and the general interest of the Institute.

- vii) Co-operate whole heartedly with the authorities of the Institute in the fulfillment of educational policies in conformity with professional responsibilities.
- viii) Avoid condemnation of authorities, behaviour through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the student's interest.
- ix) Conduct the Institute's transaction with utmost honesty, accuracy and fairness.
- x) Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
- xi) Get the approval from appropriate authority empowered by the Institute to take up sponsored funded projects, though faculty members normally encouraged to do so, since such acceptance of an agreement will create a legal obligation on the part of the Institute to comply with the terms and conditions of the agreement. Only such authority can enter into the agreement on behalf of the Institute.
- xii) Should follow all norms and standards set by the Institute for the faculty from time to time.

10.0 USE OF INSTITUTE RESOURCES

The Institute resources include, but limited to, the use of telephone systems, data communication and networking services, Institute domain for electronic communication forums, computers and peripherals, stationery, reprographic facilities, vehicle and other equipment, time and effort of staff, students and others.

These resources must be used only for the purposes of the Institute. They should not be used for personal gain, and for personal purposes, except in a manner that is incidental, and reasonable in the list of employee's duties.

11.0 FACULTY AND PROFESSIONAL CAREER

An unceasing effort for professional development only ensures the dignity of a faculty member. The measures that would be helpful in ensuing professionalism include,

- i) Continuous updating of knowledge and having greater involvement in research, industrial interaction, attending of conferences, seminars, etc.

- ii) Having active participation in professional bodies meant for promoting and disseminating of advances in the knowledge frontiers in the field.
- iii) Attracting bright youngsters to the academic profession through adoption of teaching norms.
- iv) Making teaching more purposeful through active participation in educational planning such as program design, curriculum and syllabi development, etc.
- v) Adherence to professional ethics, standards and values, whether supervised or unsupervised.

12.0 REPRESENTATION AND GRIEVANCE REDRESSAL

- i) A faculty member should make representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior (eg. The suspected infringement is by the supervisor), the individual may go to a higher level of management within his/her school/department.
- ii) Reports/representations shall be made to the grievance redressal committee furnishing factual information/evidence, for necessary redressal.
- iii) Faculty member, who is affected, should address his/her problem through proper channel to the grievance committee. If he/she is not satisfied with the committee's outcome, only then, he/she can appeal to higher authorities.

13.0 FACULTY MEMBER AND SOCIETY

The activities of a faculty member are not only related to the Institute but also have a serious impact on common social interests. Therefore, the following aspects merit consideration in this regard.

- i) adherence to desirable standards expected of professionals by the Institute.
- ii) Participation in diverse activities of the community as a good citizen.
- iii) Soliciting public co-operation in the promotion of educational programmes.
- iv) Taking necessary efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community.

14.0 CONFLICT OF INTEREST/COMMITMENT

A faculty member owes his/her primary professional allegiance to the Institute and its mission to engage in the highest level of education, research and scholarship. He/she is committed to devote his/her time fully to academic, research, consultancy, extension and administration related activities. Therefore, doing private business is strictly prohibited; more so related transactions, personal work, etc., during the Institute working hours is strictly prohibited.

15.0 MISCELLANEOUS RULES OF CONDUCT

The following are the miscellaneous items of rules of conduct, which a faculty member is expected to follow.

- i) If a faculty member wishes to stand for election to any local body, State Legislative Assembly or Parliament, he/she shall seek the permission from appropriate authority and take leave for the period of his/her election campaign. He/she shall also take such leave as is due to his/her or leave without pay so long as he remains a member of the elected body of which he/she is a member.
- ii) A faculty member shall not indulge in any adverse criticism of the Institute and its officers by means of any article, broadcast or any other document or statement.
- iii) A faculty member is entitled to protection by the Institute if he/she is subjected to any libel in the discharge of his/her duties.
- iv) A faculty member shall not be under the influence of any intoxicating drug or liquor during the hours of his/her duty.
- v) Use of cell phones by students in the Institute campus during working hours is discouraged and hence the faculty member has to set an example. They should not use them during class hours, meetings, the open premises, etc., while they are free to use them in their cabin.
- vi) Faculty member shall not start private Business Organization, Association of his own or in partnership of his spouse or siblings, without prior information and permission of the Institute even if it is not pre judicial to his/her duties and even if it is non profiteering.

- vii) Notwithstanding the rules and regulations and code of conduct specified in this document, all faculty members should follow the various rules and regulations framed, instructions issued by the Institute from time to time in true letter and spirit.

Annexure I.b

DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF ADMINISTRATIVE STAFF

1.0 SCOPE

As employees of the Nirmala College of Pharmacy, Muvattupuzha, the administrative staff has to follow the rules & regulations and code of conduct prescribed in performing their duties so as to ensure the set standards achieved. These rules and regulations and code of conduct are applicable to all full time and part time staff members working either on time scale of pay or on consolidated pay attached to the Institute.

2.0 DUTIES & RESPONSIBILITIES OF ADMINISTRATIVE STAFF

2.1 GENERAL ADMINISTRATION

2.1.1. Secretarial Work

- a) Issue of notices to the staff members requesting them to attend various meetings and conventions on instruction from appropriate authority.
- b) file the copy of various communications in a secured manner.
- c) Sending agenda and notes to the members of various committees.
- d) Keeping record of the minutes of the meetings and communications of minutes/orders issued, after obtaining approval.
- e) Maintenance of all important documents related to various apex bodies such as PCI, AICTE, KUHS etc and carrying out changes/modifications as and when necessary after approval by appropriate bodies, without destroying the immediately past versions.
- f) Maintenance of attendance registers for teaching faculties and non teaching.
- g) Maintaining the documents and confidentiality of information, where it is essential in the interest of the Institute.

b) Dealing with Apex bodies and Accrediting Agencies

- a) Initiating all necessary actions in time to get extension of the deemed Institute status.
- b) Furnishing all the documents as demanded by the Apex bodies after consulting with HOI.
- c) All correspondences and pursuing actions relating to Apex bodies
- d) Taking all actions and doing all correspondence relating to securing accreditation from NAAC, NBA or other accrediting bodies, from whom the Institute may decide to get.
- e) Furnishing of compliance reports and providing the details called for by the agency.

2.2 BUDGET, ACCOUNTS AND FINANCE RELATED ACTIVITIES BY THE FINANCE SECTION

2.2.1. Budget preparation

Budget is an important instrument for the control of expenditure and financial management of the Institute. The duties and responsibilities of administrative staff include,

- a) Calling for budget details both for consumables and non-consumables from the Departments of the Institute.

- b) Compiling the budget and getting the approval of the appropriate body and communication back to the Department concerned. Submit the Budget to HOI for the further proceedings.
- c) Calling for budget modification if any from the Departments, compiling, securing approval for revised budget and communication back to Departments.
- d) Bringing to the notice of appropriate authority timely if any deviation noticed timely so that necessary control can be exercised.

2.2.2. Account keeping and compilation

- a) Keeping of books of accounts such as ledger, subsidiary books, cash book, etc. as per the approved procedure/manual.
- b) Compilation of accounts such as trial balance, reconciliation, preparation of income and expenditure statements, cash flow and balance sheet.
- c) Management of accounts receivables by taking prompt action to recover the amount due to the Institute.
- d) Receipt of semester fees and other fees from the students accounting them and attending to all other issues relating to that.
- e) Accounting of caution deposit of students and refund/adjustment as the case may be.
- f) Maintenance of expenditure details and reviewing them periodically vis-à-vis budget and taking appropriate actions in pursuance of instructions by the authority concerned.
- g) Management of all payables by the Institute by taking prompt action after approval from the authority concerned, all bills for supplies and services availed.

2.2.3. Fund Management

- a) Investment of income realized from students as per the decision of the Administrator/ Management.
- b) Renewal of deposits and withdrawal of deposits for meeting recurring and non-recurring expenditure.
- c) Keeping the funds received as grant for sponsored and funded research projects in separate account and incurring expenditure only for the purpose it is granted.
- d) Maintain separate account for Alumni.

2.2.4. Salary and wages

- a) Preparation of pay bill of all employees, draw and disbursement to the concerned person as per the established procedure.
- b) Maintenance of accounts pertaining to statutory deductions like provident fund.
- c) Preparation of all remuneration bills and disbursement for exams, consultancy work, and other incentives related payment to the faculty and staff.
- d) Dealing with all matters relating to income tax deduction from the salary and other payments to the employees, which include prompt payment to the statutory authority, filing of returns and issue of tax deduction certificate, etc.
- e) Deduction of professional tax and remittance to appropriate authorities under the Act.
- f) Intimate and deduction against loss of pay in the year ending.
- g) Dealing with all other matters related to drawl & payment and recovery from the employees of the Institute.
- h) Dealing with all matters relating to sanction of advances to employees, and recovery / adjustment of the same.

2.3 PERSONNEL RELATED ACTIVITIES (Establishment/Administration Section)

2.3.1. Recruitment of staff

- a) Working out staff requirement comprising faculty, technical and administrative staff as per the norms fixed and obtaining necessary sanction from the appropriate authority.
- b) Putting up proposal for sanctioning additional staff as and when new programmes are added and/or expanded, etc., after getting necessary proposals from the concerned Head of Department.
- c) Issuing of advertisement, receiving applications, short-listing candidates by test/experience, etc. by the Department and putting up the short listed candidates to the appropriate selection committees constituted for interview and selection.
- d) Issuing of appointment orders to the selected candidates after approval by the competent authority.

2.3.2. SERVICE RELATED MATTERS

- a) Intimate all matters relating to probation, regularization for all categories of staff promptly.
- b) Maintenance of all service records of all employees and periodic updating
- c) Issue of certificate such as service certificate, experience certificate, etc., after obtaining approval from the authority concerned.
- d) Processing of resignation request of employees after checking his/her condition of appointment and the policy of the Institute.
- e) Issuing relief order through the Department concerned only on satisfying all conditions prescribed, and after getting no dues certificate.
- f) Maintaining the retirement date of employees and taking prompt action to relieve him/her following the due procedure prescribed.
- g) Issuing certificate/experience certificate only on completion of all formalities.

2.4 ACADEMIC RELATED MATTERS

2.4.1. Admission of students

- a) Issuing advertisements calling for application for various programmes offered by the Institute and processing of applications.
- b) All correspondences relating to admission of students in various programmes and all issues relating to admission.
- c) Verification of all certificates of students for validity before admission.
- d) Checking for equivalence of eligibility conditions for various programmes especially in respect of students migrating from other Universities

2.4.2. Maintenance of student records

- a) Maintenance of all information relating to every student pursuing programme in the Institute in proper form and to retrieve them as and when necessary.
- b) Safe custody of all original certificates received from students for verification and safe return of them after verification.

2.4.3. Scholarships, bank loan and research fellowships

- a) Issuing certificates to students to secure loan from Banks for pursuing education in the Institute.
- b) All matters relating to securing scholarship for students, who apply to various agencies awarding scholarships.

- c) Matters relating to award of merit scholarship, fee waiver, etc., by the Institute for meritorious students.
- d) Distribution of cash award, prize, etc., to students who secure ranks in the examination as per the scheme of Institute.

2.4.4. Issue of Transfer certificates & Hall tickets, etc.

- a) Issue of transfer certificate and other certificates signed by appropriate authority to the students when they leave the Institute after completion of programme/discontinuance the programme.
- b) Distribution of Hall tickets to the students after ensuring their compliance of conditions stipulated in the regulations for the end semester examinations.
- c) Any other issues relating to students' academic activities.

2.5. STORES AND PURCHASE

2.5.1. Purchase of items

The duties and responsibilities under this item shall include,

- a) Though Departments take action to purchase both consumable and non-consumable items, it is the duty of office superintend/ finance officer to ensure that they follow the purchase procedure as prescribed by the Institute.
- b) Scrutiny and securing administrative approval from the appropriate authority for the purchase proposal of the Department and return it to the Department concerned.
- c) Checking the short listed comparative statement and the evaluation sheet with remarks for accuracy, missing information and placing it before the purchase committee for consideration/negotiation with the parties concerned and final decision.
- d) In respect of major items for which open tender is contemplated, obtaining specification from the Departments, calling for open tender through advertisement and forwarding to the Department concerned for remarks.
- e) Placing before the purchase committee the tender evaluation by the Department for consideration/negotiation if necessary and approval.
- f) Making arrangements for procuring record note books and other stationery required by the Departments, Examination Cell, etc., every semester/annual as the case may be.
- g) Purchase of all furniture and fittings required by the Departments through appropriate agencies as per the procedure enunciated by the Institute.

2.5.2. Stores stocking & distribution

- a) Assessing the requirements from Departments, make arrangements for printing and stocking and distribution of calendars, magazines, record note books, other forms and registers required by the Institute.
- b) Printing/purchasing, stocking and distribution of all other stationery such as paper for writing, answer scripts, chalks, dusters, etc., required by the Departments and Examination Cell.
- c) Gathering of indent for furniture from the Departments and arrange for the supply of the same following the procedure.
- d) Maintenance of stock register and arranging for annual stock verification in all the Departments of the Institute.
- e) Follow up action on the stock verification report pertaining to Departments to ensure they rectify the defects pointed out.

2.5.3. Bills processing

- a) Bills received from the Departments and suppliers have to be verified for stock certificate and the claim made by the suppliers.
- b) Bills after due verification be passed by the Accounts Section for passing and issue of cheque/ Cash instructed by administrator.



NCP - A 0092

FACULTY PERFORMANCE APPRAISAL EVALUATION

(AY: _____)

ACADEMIC PERFORMANCE INDEX- INDICATOR (MAX SCORE 100)

S N o	Parameter	Max. Mark	Parameter Description	Score	Score Claimed By Teacher	Score by In charge appointe d
1	Feedback from students	10	(Score obtained / Maximum possible score) x 10 rounded off to the next higher integer	10		
2	Project Guidance & Reviewing projects, Research articles in reputed journals, organizations etc.	05	Ph D Guide/PG /UG Guide (Pharm D /M. Pharm / B. Pharm Research Project)	05		
			a) Ph D, PG /UG Co-Guide b) Reviewing projects / Research articles in reputed journals, organizations etc.	2.5		
3	Resource Persons	05	In FDP/ Conference or any Invited Talks in other institutions	05		
			In Seminars/ Workshops /Training (with prior approval) in our institution	2.5		
5	Faculty Development Programmes attended QIP/SSTP/Seminar/workshop/ Conference /short term course. Sponsored programme	10	One week or above	10		
			3-6 days	05		
			1-2days	2.5		
6	Consultancy Project	10	Consultancy works (More than Rs 4,00,000)	10		
			Consultancy works (Between Rs 2,00,000 to 4,00,000)	07		
			Consultancy works (Between Rs 50,000 to 2,00,000)	05		
			Consultancy works (Between Rs 10,000 to 50,000) & Honorary consultancy work (Not Less Than 3 numbers)	2.5		
7	Contribution to Institutional activities(As per appreciation	05	In charge of various	05		




Managed by Nirmala College Society (Reg.- No.ER 928/2001), Diocese of Kothamangalam
Affiliated to Kerala University of Health Sciences, Thrissur
Approved by Government of Kerala & Pharmacy Council of India, New Delhi . Certified by ISO 9001:2015. Accredited by IAO & NBA (UG Pharmacy).



	letter from college authorities)		committees, Class teacher /GPAT training etc.			
8	Organising FDP/Workshop /Conference/Seminars (National/International)excluding NILA series Convenor/Coconvenor/Coordinators/Committee members	15	One week above with fund	15		
			One week above without fund	10		
			Conference, Seminars etc.	05		
9	Funds/Grants received from Government, non-governmental bodies, individuals, philanthropers etc.)	20	(More than Rs 4,00,000)	20		
			Between Rs 2,00,000 to 4,00,000)	15		
			Between Rs 50,000 to 2,00,000)	10		
			Up to Rs 50,000	05		
			Seminar /conference grants from Govt agencies	05		
10	Journal Publications/Papers Published in national & international conference proceedings.	10	Journal Publication indexed in web of Science/Scopus with ISSN	10		
			Full Paper published in National/International ISSN registered conference proceedings.	2.5		
11	Leave Availed (CL)	05	Up to 05	05		
			06 to 08	03		
12	Professional Development & Related Activities	05	Membership in Professional Bodies, Board of Studies, Award from Government Agencies, Oral/Poster presentation in conferences, Publication in Magazine, Newspaper etc.	05		

No.	Post	Score required
1	Professor	80%
2	Associate Professor	70%
3	Assistant Professor	60%
4	Fresher's& less than 3-year experience	50%

*Those that attain an API score required as per concerned classification will be given incentives.


PRINCIPAL
 Nirmala College of Pharmacy
 Muvattupuzha, Ernakulam (Dist.)
 Kerala- 686 661


ADMINISTRATOR
 NIRMALA COLLEGE OF PHARMACY
 Muvattupuzha, Ernakulam (Dist.)
 Kerala - 686 661





NCP - A 0091

NONTEACHING FACULTY PERFORMANCE APPRAISAL EVALUATION (AY:.....)

PERFORMANCE INDEX INDICATOR (Max.Score:100)					
S.No	Parameter	Description	API Max. Score	Your score	Sign of In charge
1.	Duties assigned and performed Max. Score :10	Cleanliness & maintenance of the lab/work place.(As per assessment of housekeeping committee)	10		
2	Skill development programs. (Seminar, short term courses etc.) Max. Score: 30	a) Short term course/ Training with certificate from other institution.	30		
		b) Short term course/ Training with certificate in NCP	15		
3	Maintenance of documents Max. Score: 20	Time bound(As per assessment of Record keeping committee))	20		
4	Regularity& availability in work Max. Score: 20	Daily performances in lab/work place(As Per appreciation letter of college authorities)	20		
5	Leave availed Max. Score: 20	1-5	20		
		6-8	15		
		Total Marks	100		

REWARD SYSTEM FOR NON-TEACHING STAFF

- For skill development programs (Workshop/Short Term Course/Training)
Registration fees to a maximum of Rs. 1500 or 50% of actual fees for registration whichever is lower.
- Duty leaves up to 15 days in an year for upgrading their qualification.
- Those who attain an API score required as per concerned classification will be given incentives.

No.	Post	Score required
1	Office staff, Librarian, Store in charge & Lab Technician	80 %
2	Lab Assistants	60%
3	Menial staff	50 %



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