

Institutional Service Rules, Welfare Measures, Recruitment & Promotion Policies

The institution has clearly defined and documented service regulations, operational procedures, and promotion policies. These are outlined in the faculty and non-teaching staff handbooks and have been revised periodically since the institution was established in 2008. Copies of these rules and policies are distributed to employees along with their appointment letters. Additionally, separate instructions for day scholars and hostel residents are communicated through student meetings. All policies are also accessible on the official college website.

Faculty Service Guidelines:

To ensure optimal use of human resources and to improve both academic and administrative performance, the institution has established the following norms for faculty:

- Faculty appointments are based on a signed commitment from the individual agreeing to serve for a designated period.
- Resignations during the academic session are not permitted.
- A three-month notice period is mandatory for resignations, allowing the institution time to find a suitable replacement.

Welfare Measures

For Teaching Staff:

- Faculty are enrolled in the Provident Fund scheme.
- Children of teaching staff receive tuition fee concessions for up to two children in the group's schools.
- Health insurance coverage is provided.
- Faculty are granted 12 days of casual leave per year, in addition to vacation leave.
- Female faculty are entitled to up to 3 months of maternity leave, with the possibility of an extension. After resuming duty, one-hour permissions in the morning and evening are allowed for a few months.
- Faculty receive promotions and salary hikes based on performance.
- Awards and certificates are presented for outstanding academic contributions.
- Incentives are provided for achieving 100% results in their subjects.
- Faculty are eligible for On Duty leave for official purposes.
- Financial assistance is available for registration, travel, and accommodation to attend FDPs, workshops, and training programs.
- Support is provided for enrolling in online courses.
- Patent filing registration fees are reimbursed.
- Special leave is granted for those pursuing doctoral studies.
- Incentives are offered for publishing research in conferences and journals.
- Principal Investigators and Co-Investigators receive 20% of the total grant as an honorarium for funded projects.
- Faculty engaged in consultancy work receive 20% of the consultancy revenue.
- Participation in corporate training initiatives is encouraged.
- All faculty are supported in affiliating with professional societies.

- Financial aid is provided for organizing academic events such as guest lectures, seminars, workshops, and FDPs.
- Free transportation is offered.
- Residential assistant/deputy wardens are provided free hostel accommodation and meals.
- Wi-Fi access is available across the campus.
- Recreational facilities are provided.
- Faculty receive gifts on special occasions such as Teachers' Day and Pharmacist Day.
- Achievements are recognized during institutional events.

For Non-Teaching Staff:

- Non-teaching staff are covered under Provident Fund and Employee State Insurance (ESI) schemes.
- Fee concessions are available for their children at group schools.
- Medical insurance is provided.
- Performance-based salary increments are given.
- On Duty leave is available for official activities.
- Free transportation services are provided.
- Recreational events and activities are organized.
- Staff are allowed to pursue higher studies.
- Office Assistants receive free uniforms.
- Training opportunities are available to enhance technical skills.
- Festival compliments and gifts are provided to non-teaching staff.

Recruitment Policy:

- Each department evaluates staffing needs based on the approved intake and workload at the start of the semester.
- Once a vacancy is identified, it is discussed with the Director and forwarded to the management for approval.
- After approval, vacancy notifications are published in widely-read English and regional newspapers, detailing eligibility criteria.
- Applications are reviewed and shortlisted according to the number of positions and minimum qualifications required.
- The selection committee typically includes a subject expert, Chairman, Vice Chairman, Director, Dean-Academics, and the relevant Head of Department.
- Candidates are evaluated based on their interview performance and selected accordingly.

Promotion Policy:

- Promotions are carried out in accordance with University & PCI guidelines, considering qualifications and experience.
- At the end of each semester, a faculty performance appraisal is conducted.
- Faculty members complete a self-assessment form, which is reviewed and endorsed by the Head of Department.
- Evaluation is based on multiple factors including:
 - University exam results in their subjects

- Student feedback
- Participation in conferences, workshops, and publication of research papers
- Project guidance and professional development
- Contributions to departmental and institutional activities

All HR policies, service norms, and related procedures are available both online and in printed format for reference.