



JANPRAGATI EDUCATION SOCIETY

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COLUMBIA INSTITUTE OF PHARMACY



HR POLICIES

(2013)

RUN AND MANAGED BY

JAN PRAGATI EDUCATION SOCIETY



This Institutional HR policy contains policies for all the Teaching and Non-Teaching Staff of Columbia Institute of Pharmacy.

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CASUAL LEAVE

I. SCOPE

All employees

II. PURPOSE

To enable employees to take time off to meet any unforeseen exigencies.

III. POLICY

- a) All employees are entitled to not more than 13 days Casual leave in each calendar year.
- b) An employee joining after the 1st day of January of a particular calendar year shall be entitled to proportionate Casual Leave for that year.
- c) Prior information of sanctioning CL is compulsory. Failing to do so it will be as L.W.P.
- d) Casual leave cannot be carried forward to the following year and shall lapse if not availed during the year. Casual leave is not encashable.
- e) Casual leave can be taken for a minimum of half-a-day and a maximum of 3 days at a time. f) Casual leave cannot be clubbed with Privilege leave or Sick leave. In the event of termination of employment, any excess leave availed by the employees shall be adjusted against final dues.
- g) Prefix or suffix with weekly offs or public/flexible holidays are admissible only on case to case basis which is to be decided by Principal/management both prefix and suffix of CL.
- h) In case of probationers, Casual Leave may be granted for genuine reasons, by the Principal.

IV PROCEDURE

- a) An employee is required to submit leave application before taking leave. Where it is not possible to give Leave application, the employee is required to inform Principal within 24 hours of his availing of this leave.
- b) Upon returning to work after an emergency, the employee is required to submit a leave application form duly approved by Principal to the Administration.

ABSENCE /OVERSTAY

If an employee remains absent unauthorized for more than 8 days consecutively without due sanction of leave or beyond the period of leave originally granted or subsequently extended, it shall be deemed that the

employee is no longer interested in continuing with the services of the Institute and accordingly appropriate action shall be initiated.

NOTE

Except for summer vacation no other leave shall be granted for more than 6 days. Only in exceptional cases and extended leave can be availed for a period of not more than 12 days as such for which prior written approval from the Principal/ management is mandatory. Not more than 1 CL is admissible in one calendar.

SICK LEAVE

I. SCOPE

All employees including probationers

II. PURPOSE

To ensure that the employee has sufficient time to rest and to recuperate from an illness.

III. POLICY

- a) All employees are entitled to 15 days Sick Leave in a calendar year.
- b) An employee joining after the 1st day of January of a particular calendar year shall be entitled to proportionate Sick Leave for that year.
- c) Sick leave cannot be carried forward to the following year and shall lapse if not availed during the year.
Sick leave is not encashable.
- d) For any prolonged disease additional leave may be granted to the employee at the sole discretion of the Management considering his past leave record.
- e) Sick leave can be taken for a minimum of half-a-day at a time.

IV. PROCEDURE

- a) An employee must inform the Principal of his absence from work within 24 hours.
- b) Sick leave must be substantiated by a medical certificate issued by a registered medical practitioner, if the period of leave is more than 2 days at a time. In case the leave exceeds 5 days, a fitness certificate also has to be submitted.
- c) The medical certificate and the leave application form duly approved by the HOD must be submitted to the administration for record immediately after resuming duties.

V. ABSENCE / OVERSTAY

If an employee remains absent unauthorised for more than 8 days consecutively without due sanction of leave or beyond the period of leave originally granted or subsequently extended, it shall be deemed that the employee is no longer interested in continuing with the services of the Institute and accordingly appropriate action shall be initiated.

RECRUITMENT POLICY

I. SCOPE

Recruitment of employees.

II. PURPOSE

The objective of the Recruitment Policy is to ensure selection of quality human resources in appropriate numbers.

III. POLICY

Requisition for Appointment:

For filling up a new position or vacancy caused by resignation or retirement by a person, the concerned HOD shall send the completed Requisition Form. The Principal shall send the form with his comments to the BOG before initiating the process of recruitment.

Mode of Recruitment:

The HR Department will initiate the process through-

- a) Advertisement.
- b) Placement Agencies
- c) Application data bank

Selection Criteria:

- a) Candidates being called for interview shall be required to fill up the Institution's application form & submit relevant documents like proof of educational qualification, date of birth, two passport size photographs etc.
- b) The method of selection may constitute Tests, Interviews and demo classes as decided by the Principal.
- c) The committee for conducting interviews shall be constituted consisting of the Principal, senior Professors and nominee from CSVTU

Offer letter/ Appointment letter:

The employees are authorised to sign the letter of offer / appointment:

Wherever necessary, the administration shall issue an offer letter to the selected candidate enabling him to resign from the services of the existing company.

Joining Formalities:

An employee on joining shall comply with the following formalities:

- Joining Report to be given to the administration representative on the day of joining.
- Release letter from the previous employer, if employed earlier.
- Photocopies of all documents pertaining to educational qualification, date of birth, passport & two photographs (if not submitted earlier).

PROBATION & CONFIRMATION

I. SCOPE

All newly recruited employees.

II. PURPOSE

To assess the performance and adaptability of the employee before confirmation after a stipulated period.

III. POLICY

A). Probation & Confirmation:

- a) All new recruits are required to go through a probationary period of maximum 1 year, unless otherwise stated in their letter of appointment.
- b) Employment shall be confirmed in writing upon satisfactory completion of the probation period of 08 months by BOG. During the probation period the employee shall undergo observation for his/her performance which shall form the basis of permanent appointment.
- c) During the probationary period either side can terminate the employment with one week's written notice and without assigning any reason what so ever.

NOTICE PERIOD

I SCOPE

Confirmed employees intending to resign from the services of the institute.

II PURPOSE

To ensure that a particular position is not left vacant and to enable replacement within a reasonable time.

III POLICY

- a) The employees intending to resign from the services of the company are required to give three months notice or as mentioned in the appointment letter.
- b) Notice Period shall start from the date of receipt of the resignation by the management/ immediate superior of the concerned employees.
- c) In case of termination, the employees shall be paid an amount equivalent to his notice pay as stipulated in his/her letter of appointment.

Temporary employee= 1 week notice

Regular employee= 3 month notice

- d) In case an employee desires to be relieved before completion of the notice period after his resignation, advance salary of the notice period shall have to be deposited by the employee concerned to the institute.

DUTY LEAVE

I SCOPE

All employees.

II PURPOSE

To enable employees to take leave for work assigned by the institute.

III POLICY

- a) The employees if assigned any outside work by the institute shall be given full day leave on duty.
- b) Any faculty if willing to go for paper evaluation outside the institute, practical examiner outside the institute or a resource person/speaker in seminar and workshop shall avail this leave.

STUDY LEAVE

I SCOPE

All employees.

II PURPOSE

To enable employees to take leave for their future studies this will help to enhance their professional qualifications.

III POLICY

- a) The employees if are willing to take leave to attend seminar, workshop, Quality Improvement Program, faculty development program, staff development program or for doing any research activity outside the institute shall come under the preview of study leave.

SPECIAL LEAVE

I SCOPE

All employees.

II PURPOSE

To enable employees to take any special purpose leave.

III POLICY

- a) The employees will be provided special leave for poster/oral presentation in any seminar/workshop/symposium/conferences.

MATERNITY LEAVE

I SCOPE

All Lady employees

II PURPOSE

To ensure the well being of Lady employees for certain period before and after child birth.

III POLICY

- a) An employees, who has worked for a period of not less than 80 days in the 12 months immediately preceding the date of her expected delivery is entitled to maternity benefit leave with pay as follows:
- i) For 6 weeks up to and including the day of delivery and 6 weeks immediately following that day.
 - ii) For 6 weeks immediately following the date of miscarriage.
 - iii) For a maximum period of 1 month, in addition to the period of leave allowed under i or ii above, for illness certified by a registered medical practitioner, arising out of pregnancy, delivery, premature birth of child or miscarriage.
- b) The grant of maternity leave should be preceded by a medical examination and certification by a registered medical practitioner indicating the approximate date of delivery.
- c) If an employees, on the advice of medical authorities, proceeds on 6 weeks maternity leave prior to confinement and if the actual delivery does not take place within the stipulated pre-natal period, she would be entitled to leave upto the actual date of confinement, the entire pre-natal period being treated as maternity leave, in addition to the post-natal maternity leave of 6 weeks. If, however, the actual delivery takes place any day before the completion of the stipulated pre-natal period, she would be entitled to maternity leave upto the actual date of confinement, in addition to the post-natal maternity leave of 6 weeks.
- d) Any leave in excess of that stipulated above may be granted to the employees as leave without pay at the sole discretion of the Management.
- e) Payment to an employees on maternity leave will be calculated at the current rate of pay, as applicable.
- f) If an employee's entitled to maternity benefit dies during the period for which she is entitled to maternity benefit, the benefit is payable upto the date of her death.

- g) Where an employees, having delivered a child, dies during her delivery or during the period of 6 weeks immediately following the date of her delivery leaving behind in either case the child, the employees shall be eligible for the maternity benefit for the entire period of 6 weeks immediately following the date of her delivery. But if the child also dies during the said period, then the entitlement will be for the days up to and including the day of the death of the child.
- h) In both the above cases (f & g), payment is to be made to the person nominated by her and in case there is no such nominee, to her legal representative.
- i) No employees shall, on her request be required to do, during the period of 1 month immediately preceding the period of 6 weeks before the date of her expected delivery, any work which is of arduous nature or which involves long hours of standing, or which in any way is likely to interfere with her pregnancy or the normal development of the foetus, or is likely to cause a miscarriage or otherwise adversely affect her health.
- j) Every employee who has delivered a child and returns to duty after delivery shall in addition to the interval for rest allowed to her, be allowed in the course of her daily work, 2 breaks of 15 minutes duration for nursing the child until the child attains the age of 15 months. An extra period, depending upon the distance to be covered, shall be allowed for the purpose of the journey to and from the crèche or the place where the children are left by the employees while on duty, provided such extra period shall not be less than 5 minutes and more than 15 minutes duration. All employees would be entitled to Maternity Benefit for the first two children only.

The employee shall also be entitled to other benefits as applicable under the Maternity Benefits Act 1961.

IV PROCEDURE

- a) An employee is required to complete a leave application form supported by a medical certificate from the attending registered medical practitioner and submit it to her superior for approval, one week before proceeding on leave. The completed and approved form is to be submitted to the Administration Department.

LONG SERVICE AWARDS

I. SCOPE

All employees.

II. PURPOSE

To recognise the contribution made by an employee towards the growth of the Institute through his/her dedicated service.

III. POLICY

- a) Long service awards will be given to an employee who has completed 10, 15 years and 20 years of service.
- b) The length of service shall be computed from the date of joining-

S. No.	Years of service	Awards
1	10	Silver coin 50 gms
2	15	Gold coin 10 gms
3	20	Gold coin 20 gms

IV PROCEDURE

- a) The administration department will identify the employees eligible for long service awards.
- b) The awards will be distributed in November (foundation day) every year.

RETIREMENT BENEFITS

I SCOPE

All employees.

II PURPOSE

To ensure that the employee has financial security after retirement.

III POLICY

All employees shall be covered under the Provident Fund Scheme and receive Gratuity upon retirement.

Contribution

The Annual Contribution in respect of each eligible employee shall be of a sum not exceeding 15% of the employee's salary. The contribution paid by the Institute in any year in respect of an employee under this scheme together with the contribution paid by the institute to any Provident Fund in respect of the same employee for the same year shall not at any time exceed 27% of the salary paid to the employee in that year.

New Recruits

New recruits would join the scheme after their services with the institute are confirmed with effect from the date of joining.

Contribution from past service

In respect of an employees who at the time of his entry into the Scheme has past Service to his credit, lump sum contribution relating to his past Service not exceeding the aggregate 15% of the total Salary received by the officer in the course of such past Service may, at the sole discretion of the Company be transferred to this scheme on the date as the Company may decide.

Pension

In the event of retirement before his normal superannuation date, or premature death or voluntary or involuntary termination of service, the Pension shall be payable to the Officer / beneficiary appointed by the Officer shall commence. The benefits under Scheme shall be payable only in the form of pension. However, if the Officer or the Beneficiary, as the case may be, so desire and the Trustees agree, a part of the pension may be commuted for a single payment, provided that such payment shall not exceed –

(a) In a case where the employee receives any gratuity, the commuted value of one-third of the pension which he/she is normally entitled to received, and

(b) In any other case, the commuted value of half of such pension.

The pension is payable monthly or quarterly or annual installments as desired by the employee / beneficiary provided the amount payable in each installment is not less than Rs. 1000/-.

Gratuity

Gratuity is a compulsory statutory terminal lump sum amount given to an employee as a retiral benefit when he leaves his employment after having continuously worked in the Company for a minimum period of 5 years. Officers are entitled to benefits as applicable under Payment of Gratuity Act 1972.

The amount shall be paid along with the full and final settlement (27%).

Provident Fund

The Institute is guided by the Employees Provident Funds and Miscellaneous Provisions Act, 1952. The act shall be availed to the staff after 3 years from their permanent joining. The Act provides for making some financial provisions for the future of the employee after retirement from his services or for the dependants of the employee in the event of his premature death.

Contribution to the Fund

Both the individual Officer and the Company contribute 12% each. From the company's contribution of 12%, 8.33% (of basic salary) is goes towards Employee Pension scheme subject to a maximum of Rs.541/-. The remaining amount from the institute's contribution of 12% and the entire contribution of the individual employee is deposited in the Provident Fund with the Regional Provident Fund Commissioner.

The entire PF accumulation accrued in the PF account of the employee and is given to him on his superannuation or can be transferred to another PF account in case of transfer of his services.

An employer can avail non-refundable PF loan from his PF account on account of House Building, Children's marriage, Sickness etc. subject to Provident Fund rules

On retirement, the employee shall be entitled for other benefits as under:

Farewell

A. A farewell shall be organised by the respective unit/offices in co-ordination with HR Department for retiring officer.

B. A farewell gift worth Rs.3000/- shall be given to the retiring officers from the institute on such occasions.

C. A service certificate shall be issued by the institute to the retiring employee.

IV PROCEDURE

a) The employee on joining is required to fill the nomination forms as required under the Provident Fund Scheme, Superannuation Scheme and as per the Payment of Gratuity Act.

PERFORMANCE REWARD POLICY

I. SCOPE All

employees.

II. PURPOSE

To have an objective rewarding of the individual employee based on his/her performance and also to assist in career planning & growth.

III. POLICY

- a) If any research paper /review article/mini reports/ conference proceedings is accepted for paper presentation in national or international seminar, TA will be given to the concerned faculty.
- b) Registration fee for national seminar up to Rs. 4000/- and for International seminar up to 15,000/- shall be reimbursed.
- c) If any employee presents a paper or poster or talk in National or International seminar/conference/symposia, he/she will be rewarded accordingly.

For best paper in International Seminar/conference= Rs 2100/-

For best paper in National Seminar/conference= Rs 1100/-

- d) Employee (Including allied branches) will be given financial assistance for attending National or International seminar/SDP/FDP will be as such:

- For Professors – TA for 2nd AC
- For Associate Professors – TA for 3rd AC
- For Assistant Professors – TA for Sleeper Class

- e) If any employee publishes papers in reputed peer reviewed non paid journals, he/she will be rewarded accordingly.

SCI journals= Rs 1000/-

Non- SCI journals = Rs 200/-

- f) If any employee brings an outsourced research work, he/she will be rewarded accordingly – 10% of the total revenue generated by their projects will be awarded.

The monitored procedure for project approval shall be recorded and monitored by the research committee of the institute and the financial will be managed by financial committee.

- g) For invited book & book chapters in International and national publishers will be rewarded as-

International and national book chapters = Rs 2500/-

International book and National book = Rs 10000/-

(NOTE- 60% to the main author and 40% to the contributing authors)

GROUP PERSONAL INSURANCE POLICY

I. SCOPE

All employees.

II. PURPOSE

To provide financial security by way of insurance coverage against legal disability or death, due to accident throughout the world during employment with the institution.

III. POLICY

a) The officers will be covered for Employment Services Insurance Corporation (ESIC) scheme.

Seal and Signature of Secretary JPES

Mr. Harjeet Singh Hura