

**TRIMURTI INSTITUTE OF PHARMACY  
TRIMIRTI INSTITUTE OF TECHNOLOGY**

**HR POLICIES**

**(2022)**

**RUN AND MANAGED BY  
TRIMURTI SHIKSHAN PRASARK  
MANDALS.**

This Institutional HR policy contains policies for all the Teaching and Non-Teaching Staff of all colleges running under the Trimurti Shikshan Prasark Mandals under the guidance of Board of Governing Body.

### Contents

| S. No. | Name of Policy                 | Page No. |
|--------|--------------------------------|----------|
| 1      | Casual Leave                   | 3-4      |
| 3      | Recruitment Policy             | 4-5      |
| 4      | Probation- Confirmation Policy | 6        |
| 5      | Notice Period                  | 7        |
| 6      | Duty Leave                     | 8        |
| 7      | Performance Reward Policy      | 9        |

## 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 12 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 cannot be clubbed with Privilege leave.

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.

### 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.
- c) Leaves will not be sanction on basis of whatsapp message or SMS.
- d) In case any budy take leave due to Sickness then you have to show prescription of Registered Practioner.

### ABSENCE /OVERSTAY

If an employee remains absent unauthorized for more than 4 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**

Only in exceptional cases and extended leave can be availed for a period of not more than 8 days as such for which prior written approval from the Principal/ management is mandatory which will be LWP. Not more than 1 CL is admissible in one calendar.

#### **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 Advisory Board

#### **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.
- Reliving 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).
- After Joining you have to report in the college at 9.45 am and leave college 4.30pm
- If incase any extra support require then management may ask you stay college for extra time.
- Uniform is compulsory.

## **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 8 months.
- 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.
- d) In case involvement of employee found in politics or provoking riots in college or outside college then no confirmation will provided and they will terminated anytime without experience letter and reliving letter.

## 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 45 months notice.
- b) Notice Period shall start from the date of receipt of the resignation by the management/ Principal of the concerned employees.
- c) In case employee found in politics or provoking riots in the college or outside the college then he or she will be immediately terminated without experience letter and reliving letter.
- 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.
- e) In case employee promoted with increment then it is mandatory they have to serve in the institute minimum 1 year from month of increased salary and before that if he resign then he/she has to deposit back his total increment amount to the college (calculate in respect of no. of months).
- f) No dues certificate has to be deposited with final signature of management for getting Reliving And Experience certificate.

## **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.
- c) It is mandatory to submit Duty letter and conference invitation and registration letter.
- d) For B.Pharm and M.Pharm employees you will get duty leave 2 times per semester if the reason is justified and true.



## PERFORMANCE REWARD POLICY

### I. SCOPE All

### 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 once in a year.
- b) Registration fee for national seminar up to Rs. 500/- shall be reimbursed twice a year.
- c) If any employee brings an outsourced research work, he/she will be rewarded accordingly – 10% or more of the total revenue generated by their projects will be awarded.



Seal and Signature of Founder Chairman  
Trimurti Shikshan Pradark Mandals