



**College of Pharmacy,
Dehradun**

**HUMAN RESOURCES
POLICY MANUAL
STAFF**

DECLARATION

The objective of this Manual is to compile the HR policies and procedures followed in COP. It also presents the general rules and regulations that govern the employees of the Institute.

This Manual supersedes all previous manuals, handbooks, and memorandums that may have been issued from time to time on subjects covered in this Manual.

The Institute reserves its right to interpret, change, suspend, cancel, or dispute, with or without notice, all or any part of what is contained in the Manual. The Institute will notify all employees of such changes.

In the interpretation of any policies and procedures covered in the Manual, the Principal's decision will be final and binding on all employees of the Institute.

HR Department
College of Pharmacy

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Objectives of HR Policy

The objective of this HR Manual is as below:

1. To establish a framework that promotes effective human resources management and cultivates a harmonious and productive work environment.
2. It serves as a reference tool for all employees to understand the policies, practices, and procedures that govern the employment relationship within the organization.
3. To lay down policies and procedures that will govern the management of personnel involved at different levels.
4. Recruitment of the different categories of staff
5. Defining roles and responsibilities
6. Training and Induction
7. Implementation of Career Advancement Scheme (CAS)
8. Appropriate compensation & incentives
9. Improving the performance and effectiveness
10. Maximizing efficiency through enhancing knowledge, skills, and attitudes
11. Creating comfortable working conditions.

INTRODUCTION & WELCOME TO COLLEGE OF PHARMACY

Approval & Accreditations

	College of Pharmacy is approved by the Pharmacy Council of India, New Delhi.
	Affiliated to UTU College of Pharmacy is affiliated to Veer Madho Singh Bhandari Uttarakhand Technical University for the Diploma & undergraduate Pharmacy (D.Pharm & B. Pharm) programme.

VISION, MISSION, AND QUALITY OBJECTIVES

Vision

To be a Center of Excellence in pharmaceutical education and research, nurturing professionals committed to healthcare and societal wellbeing.

Mission

To deliver quality, skill-oriented pharmacy education with strong industry and healthcare exposure, while fostering ethical values, professional competence, and essential skills such as problem-solving and communication.

Quality Policy

The College of Pharmacy (COP) is committed to achieving stakeholder satisfaction by delivering quality pharmacy education that integrates academic excellence, professional ethics, research orientation, leadership development, and the principles of Outcome-Based Education (OBE).

The College promotes effective teaching–learning processes through innovative pedagogical methods, experiential learning, student-centric approaches, and the optimal use of advanced teaching aids and well-equipped laboratory facilities.

Through continuous quality enhancement initiatives and adherence to regulatory requirements, the institution strives for continual improvement in academic standards, governance, and stakeholder satisfaction.

CHAPTER 1 GENERAL

COP BRIEF NOTE

The institution was established back in 2019 under the Rijan Educational Society, a non-profit organization that solely aims to mobilize world-class education and generate resources for providing and supporting quality education for all, with the vision for a better tomorrow. Founded by a visionary educationalist, Mr. Sunil Kumar, to serve the needs of the local community and contribute to the constantly growing need for educating the nation with fervor and patriotism. Today, after more than 16 years of selfless service to the country and the community, the College of Pharmacy has been the flagship institution of Uttarakhand, and we still continue to be in the service of the country and society.

College of Pharmacy, affiliated to Uttarakhand Technical University & is ranked among the Best Pharmacy Colleges in India. The College of Pharmacy is affiliated with the Uttarakhand Board of Technical Education Diploma & Bachelor Programmes in Pharmacy. We are a leading Indian Institution offering its students a unique amalgamation of professional and academic excellence.

A wide spectrum of programs paired with flexibility, experiential learning, and interdisciplinary orientation enables our students to explore their interests and pursue their dream careers. We excel across an implausible breadth and depth of subjects and disciplines. At COP, we are grooming students to be socially sensitive through an intellectually challenging and contemporary diverse culture.

At COP, it is a tradition to continually update the course content, revise the course design, and experiment with innovative pedagogy. The faculty at COP continuously attempts to integrate research, teaching, and applied work. Pedagogical tools create a participative learning environment. While the case method is the major tool, it is supplemented by group exercises, computer-based simulation games, lecture-cum-discussions, role plays, project works, and presentations by participants.

CHAPTER 2: RECRUITMENT POLICY

Objective:

To recruit potential employees who have the relevant skills, qualifications, and experience to make a positive, innovative contribution towards the development of the college.

Scope and Application:

These rules shall apply to all the regular/ contractual employees of the institution. These rules are subject to such changes from time to time as may be decided by the BOG of the college.

Selection Committee

The following will be the composition of the Selection Committee (Interview Panel):

S. No.	Name & Designation	Capacity
1	Principal, College of Pharmacy	Chairman
2	One or Two Senior Professors	Member
3	Dean/ HOD of the concerned Dept.	Member
4	One or Two External Members of the concerned subject	External Subject Expert
5	HR Manager/ Admin Officer	Member- Secretary

REQUISITION FOR MANPOWER

1. Planning for manpower requirements is initiated by the concerned department by filling out the Manpower Requisition Form. The Manpower Requisition Form has to be sent to HR. The Manpower Requisition Form should capture all the necessary details, such as designation and pay scale, etc.
2. According to the position required, the appropriate Manpower Requisition Form for Permanent / Contractual / Temporary / Outsourced employees should be filled out
3. The HR /HR Office will discuss the proposal with the concerned department Head and obtain the approval of the Principal to fill the position.
4. Once the approval is granted, the Selection Committee will initiate the recruitment process.

ADVERTISEMENT

Advertisements for vacant positions will be released in newspapers identified for the purpose. The Print Media, Social Media, or other media can be explored to get the maximum number of applications.

PROCESSING OF APPLICATIONS

1. HR department shall initiate the process for the Interview and Selection Process of Shortlisted Candidates, and specialization, etc.

SELECTION OF THE CANDIDATE

Final selection is made upon approval of the Selection Committee's recommendations. The selected candidate is offered the position, subject to the submission of the requisite documents approved by the Selection Committee members.

CONVEYANCE REIMBURSEMENT

1. For Leadership and above positions, III AC train/ economy air travel fare will be reimbursed. The air travel fare should be the shortest distance.
2. Request for reimbursement should be submitted in the prescribed form by the Candidate.

JOINING PROCEDURE

The joining process involves the following:

1. Collection of primary details in the prescribed form, 'Candidate's Statement & Declaration'.
2. Documents of the following certificates and testimonials submitted by the candidate will be verified with the originals.
 - a. Mark sheets from 10th to last qualified exam (educational & professional)
 - b. Passing the exam certificates of exams
 - c. Birth certificate
 - d. Present and Permanent address proof
 - e. Relieving letter from all previous organizations and latest salary slip of the last organization served.
 - f. Medical certificate for fitness
 - g. Copy of Aadhar card / PAN card / passport / driving license/election identity card / any other photo identity proof issued by the State/Central Government.
 - h. Two photographs
2. Collection of joining report.
3. Issuing of 'Joining Memorandum'.
4. Formal introduction to the Principal & HR Office and announcement to other concerned departments about the candidate's appointment.
5. Issuing I-card.

APPROVAL OF JOINING BY THE PRINCIPAL

After completing the Joining Formalities, the HR Dept shall place the employee's files before the Principal for approval.

ISSUANCE OF APPOINTMENT LETTER

As & when the Principal approves the joining of the employee, HR will issue the appointment letter.

WELCOME KIT FOR THE EMPLOYEE

HR Dept shall take necessary steps to make the necessary arrangements for official email ID, Visiting Cards, Nameplates, Stationery items, and Welcome Kit for the new employee. It also includes the Official Email ID & Laptop/ Computer, PC & Printer, Employee ID Card, Visiting Card & Name Plate, Sitting Arrangement, and Bank Account Opening through the Account Dept.

IDENTITY CARD

- a. Every employee will be provided with an identity card which, besides the name of the employee, will have an employee code number, photograph, and other relevant personal details.
- b. Identity cards are not transferable and should be carried by the employee whenever he/she is on the Institute's duty, either inside or outside the premises of the Institute
- c. Employee shall present the identity card for inspection to any person so authorized to inspect by the Institute.
- d. Loss of the identity card should be immediately reported so that any possible misuse can be avoided and a replacement card issued. Loss of an I-card on more than 2 occasions shall be viewed as misconduct on the part of the employee.
- e. Employees are required to surrender their identity cards, badges, etc., on leaving the service of the Institute. The surrender of the I-card is a requirement for the final settlement of dues.
- f. The Institute shall keep a record of all identity cards and badges issued and returned, and shall carry out a surprise check of the same at least once every quarter.
- g. For campus residents, identity cards are issued to their family members and domestic servants for security purposes.

MEETING WITH SENIOR AUTHORITY & CONCERNED DEAN/ HOD

The induction process of employees will start with an introduction and a short meeting with the senior authority to welcome the new employee.

PAYMENT OF SALARY

The salary of employees will become due and payable on the Fifth day of work of the upcoming month.

DEDUCTION FROM SALARY

Deductions in salary may be made for unauthorized absence.

CHAPTER 3: APPOINTMENT & INDUCTION OF EMPLOYEE

1. Selection of employees shall be made without distinction as to race, sex, or religion.
2. Without prejudice to the recruitment of fresh talent at all levels, full regard will be given, at the time of recruitment, to the qualifications and experience of persons already in the service of the Institute for the position.
3. Every employee at the time of his/her appointment will be examined by an approved Medical Officer, and his/her appointment will be subject to a satisfactory medical report.
4. An employee should not, without the written permission of the Principal, be engaged directly or indirectly in any trade, business, or occupation or any other remunerative commitment.
5. Address of the Employee: The employee must inform the Institute of his local residential address, permanent address, and address for correspondence in writing. In case of any change in residential address or address for correspondence, the Institute should be notified in writing, failing which the last address shall be considered as the correspondence address.
6. The age of retirement from the service of the Institute will be 60 years for the Staff.
7. COP will record the age of every employee at the time of his/her employment, and the entry of age in the personnel file is to be attested by the employee. Employees are required for this purpose, to produce any of the following documents in proof of their age:
 - a. Birth Certificate
 - b. PAN Card / Aadhar Card
 - c. School Leaving Certificate
 - d. Passport
8. Every non-faculty employee is liable to be transferred from one position to another equivalent position; from one department/section to another department/section, either temporarily or permanently, at the discretion of the Institute, without any additional remuneration or by way of increase in pay or allowances. In such a transfer, terms and conditions prevailing in the new placement will be applicable; however, his/her seniority will not be affected.
9. No employee can, during his/her service with the Institute:
 - a. Voluntarily or otherwise engage in giving information or advice on matters relating to the activities of the Institute
 - b. Take office files and documents, books, and other property belonging to COP or relating to COP's affairs outside the Institute premises unless he/she is authorised by the Institute to do so.
10. Except in the ordinary course of his/her duties, disclose any secrets, secret information, or any other information or matter concerning the operations of the Institute which is like a trade or business secret
11. Communicate to the public papers, journals, pamphlets or leaflets or cause to be disclosed at any time any information or documents, official or otherwise, relating to the Institute except with prior approval of the Principal.

Rehire / Re-Employment

A former employee of the Institute may be re-employed or rehired if his service is needed based on age criteria, except in cases where former employees have been terminated for cause. Clearance must be sought from the Dean (Administration) and subsequent approval of the Principal and Management.

Induction of Employees

Induction in the institute is a transitional process to welcome new staff and form a solid foundation of support and involvement for all new staff members. It integrates the provision of information on major facets of the college and is intended to be of value to the individual and the institution. The objectives of new staff induction are to:

- a. Provide relevant information, support, and welcome new staff members to make them feel valued, confident, and comfortable in their new environment, and able to contribute fully as soon as possible.
- b. Complete administrative procedures as soon and as smoothly as possible for new staff members to start work and receive pay, as well as to comply with relevant legislative requirements.
- c. Enable new staff members to understand and achieve what is expected of them during their probationary period of employment.
- d. Facilitate the process of linking new staff with other staff

CHAPTER 4: CONFIRMATION OF PROBATION PERIOD OF EMPLOYEE

A person who is appointed against a Regular Post carrying a scale of pay and who has satisfactorily completed the probation period stipulated in the appointment order or the extended probation period shall be governed by the guidelines below to confirm his/ her probation period and to register as a Regular Employee.

The following procedure shall be applicable for processing the probation requests and to be strictly followed by the Dean's (Administration) office.

1. Faculty completing the period of probation will be requested to submit a detailed "Evaluation Report of Probation Period" in a prescribed format, providing details of the contributions and achievements in teaching, research, and other institutional work during the probation period.
2. Further, the candidate has to meet any specific conditions mentioned in the appointment order. In case the faculty on probation is not able to meet the minimum requirements and special conditions, the probation can be extended for one year.
3. The "Evaluation Report of Probation Period" has to be accompanied by an updated resume and copies of documents to support the claims, including published papers, teaching feedback, etc.
4. The applications will be processed by the HR Office based on the information available in the "Evaluation Report of Probation Period", and other information and documents available in the institute.
5. The Principal, upon the recommendation of the concerned head, a separate office order shall be issued in the name of the concerned faculty stating the approval status of his/her probation period.
6. The Principal, upon the recommendation of the concerned head for valid and sufficient reasons, may extend the probation period of an employee for such a period as may be found necessary or terminate his/her services after due notice.
7. The faculty member will be assessed on a **Five-Point Scale** on **four performance criteria, namely Professional Ethics and Competence, Teaching, Research, and Institutional Contribution.**
8. The recommendation for confirmation will be based on an assessment of the requirements.

The faculty has to earn a **cumulative Rating Score shall be 10 for all four** parameters. The following minimum ratings will apply.

Professor		Three or above in at least three criteria , and four or five in at least one criterion.
Associate Professor		Three or above in at least three criteria.
Assistant Professor		Three or above in at least two criteria.
Rating Scale	Rating Level	Description (Remark Note)

5	Excellent	<ul style="list-style-type: none"> ▪ Exceeds Expectations, ▪ Superior performance and Achievements
4	Good	<ul style="list-style-type: none"> ▪ Meets expectations, ▪ Good Performance and Achievements
3	Moderate	<ul style="list-style-type: none"> ▪ Moderate, ▪ Adequate, only partially meets expectations. ▪ Need to show improvement
2	Less than adequate	<ul style="list-style-type: none"> ▪ Unsatisfactory, ▪ Do not meet expectations, ▪ Falling below the expected standards of performance
1	Poor	<ul style="list-style-type: none"> ▪ Unacceptable, ▪ Inadequate, ▪ Fall much below the minimum standards, ▪ Need to undertake immediate corrective action

Performance Areas / Criteria

S.No	Performance Area	Details
1	Professional Ethics and Competence	<ol style="list-style-type: none"> i. Attitude ii. Job Knowledge iii. Attendance/Punctuality iv. Eagerness to learn v. Teamwork/Work relations vi. Leadership / Responsibility vii. Work under pressure viii. Initiative ix. Communication skills x. Effective Problem-Solving Skills xi. Remarks about integrity & behaviour. xii. Relation with other faculty/ Colleagues. xiii. Diligence and sense of responsibility. xiv. Knowledge of Institute norms, regulations, and procedures & work reporting on time to the concerned authorities from time to time.
2	Teaching	<ol style="list-style-type: none"> i. taught in multiple Courses. ii. Introduced new elective courses, which are well subscribed. iii. Adopted innovative methods of teaching and better instructional design for the course. iv. Developed own course materials like notes, textbooks, cases and teaching notes, simulations, games, and role

		<p>play, which are used in classes.</p> <p>v. Received consistently good ratings by the students in course feedback:</p>
3	Research	<p>i. Active in research with demonstrable outcomes - giving research seminars, working papers, and presenting papers in national and international conferences.</p> <p>ii. Published scientific papers in the leading journals belonging to the area of specialization.</p> <p>iii. Produced scholarly work with high impact as evidenced by Citations and other applicable indices of quality of scholarly work.</p> <p>iv. Publication of scholarly monographs and books for academic audiences. Guided PG students.</p>
4	Institutional contributions	<p>i. served the institution with distinction in important roles like a member of various committees.</p> <p>ii. Hold additional responsibilities</p> <p>iii. Available to the institute for academic and administrative assignments and tasks from time to time.</p> <p>iv. Any other contribution to the Institute.</p>

**CHAPTER 5: RETIREMENT, RESIGNATION & DETACHMENT POLICY/
SEPARATION POLICY**

1) **OBJECTIVE:**

The objective of this policy is to lay down the guidelines to be followed at the time of separation of employees from the College due to any of the following reasons:

- i. Resignation
- ii. Retirement
- iii. End of Contract (for fixed-term/casual employee)
- iv. Termination of services
- v. Unforeseen event

2) **APPLICABILITY:**

This policy applies to all full-time and part-time employees, including those appointed on a fixed-term and daily wages basis.

3) **IMPLEMENTATION**

Implementation of this policy is the responsibility of the Human Resources division of the College.

4) **RESIGNATION: (Manner & Procedure to submit the Resignation)**

- i. Before submitting his/her request for detachment from the institute, the employee should meet the immediate Reporting Officer (IRO) to inform them about his/her reason for such a decision.
- ii. Further, if he/she still wants to give his/her resignation, then it should be submitted in writing to the Immediate Reporting Officer (IRO) with a copy to HR Dept.
- iii. The HR Dept shall place it before the Principal for further directions.
- iv. For teaching & Non-Teaching staff, the Principal or his nominee, along with the head of the concerned school/department, should interact with the resignee within five days of the date of the letter of resignation to understand the reason.
Post this discussion, with mutual consent if,
 - a. The resignee chooses to stay back, he/she shall withdraw her/his resignation in writing (via email/letter) within three days of meeting with the Principal / HR Office/ Registrar.
 - b. The resignee chooses to continue with the decision to resign, acknowledgment of the resignation letter in the form of a Resignation Acceptance letter will be issued to the employee by the HR Dept.

5) **Notice Period:**

- i. The applicable notice period shall begin on the date when the concerned employee has given their resignation in writing to the HR Dept.

- ii. *If an employee resigns after the end of the semester, he/she is required to serve one month's notice period or pay in lieu, the salary for the notice period not served as per the HR Manual.*
- iii. *If an employee resigns after the commencement of the semester, he/she should serve a three-month notice period or pay in lieu, the salary for the notice period not served as per the HR Manual.*
- iv. Under such circumstances, the amount payable for the unserved notice period can be adjusted against the amount payable for the balance salary.
- v. However, the College, at its discretion, can relieve the employee from the services earlier than the above-defined notice period in case he/she has fulfilled all commitments, and/ or the resignation is made at the end of the Academic Session. Under such circumstances, the remaining notice period shall be waived.

6) General Terms:

- i. An employee should not leave or discontinue her/his service with the College without giving prior notice in writing of her/his intention to leave or discontinue the service as per the HR Manual.
- ii. The last working date will be mutually decided between the Reporting Officer / HR Office / Registrar and the Employee, and it will be approved by the Principal.
- iii. If the last day of the notice period falls on a holiday or a weekly off, the employee shall be relieved on the working day before the holiday/ weekly off.
- iv. Experience cum relieving Certificate shall be issued to the employee subject to clearance of all dues before her/ his discharge from the College.
- v. The employee is not allowed to take any leave during the Notice Period as per the leave policy.
- vi. The Employee should also, before final settlement, hand over any returnable or lease property of the College to the reporting office.
- vii. Full and Final Settlement of all dues shall be paid within 30 days after her/his exit.
- viii. Dean/ HOD/ Concerned person shall not allow the faculty on leave more than 10% of total strength in a time.
- ix. The outgoing employee must fill out the Exit Interview Form

1. RETIREMENT

- i. College of Pharmacy 's normal retirement age shall be upon completing sixty years of age. For example, if the employee's date of birth is 1st Jan 2000, then his/her retirement date shall be 31st Dec 2060.
 - Full-time regular Faculty – 60 years
 - Non-teaching – 60 years
- ii. The date of retirement shall be calculated based on the PAN Card / Aadhar card submitted by the employee.

- iii. HR will inform the concerned employee of his/her upcoming retirement three months in advance through the Dean or Head of Department.
- iv. In case an employee is needed to complete any ongoing assignment or has to continue until the end of the academic year or has any specialized, hard-to-fill expertise, College of Pharmacy can hire a retired employee on a contractual basis for a maximum of two years. Such contracts will require the approval of HR. In all such cases, all the benefits provided by the organization to regular employees will be withdrawn except leave and accident insurance.
- v. Retirement is effective from the afternoon of the last day of the month in which the age of superannuation is attained.
- vi. Exception: An employee whose birth date is the first of the month shall retire on the afternoon of the last day of the preceding month.
- vii. The day of retirement on superannuation and premature/voluntary retirement will be deemed as a working day.

Period counted as a qualifying service.

- Qualifying service of an employee commences from the date he takes charge of the post to which he is first appointed in a permanent capacity.
- Duty and periods treated as 'duty'.
- All kinds of leave with leave salary.
- Extraordinary leave on a medical certificate and extraordinary leave

Period counted as a non-qualifying service

- Service rendered before attaining the age of 18 years.
- Unauthorised absence treated as 'dies non'.
- Overstay on leave/joining time not regularised as leave with leave salary.
- Extraordinary Leave without a medical certificate
- Suspension followed by a major penalty, if the reinstating authority does not order that it shall count as qualifying service.

Completion of the Contract

An employee on a time-bound contract who is completing the contract tenure will be given notice according to the terms of employment.

Termination Due to Unsatisfactory Performance

An employee whose performance is not satisfactory will be provided an opportunity to improve his/her performance, for which he/she will be given a written Performance Improvement Plan (PIP) with specified timelines. The performance shall be reviewed during this period. In case the employee can meet the expectations given in the PIP, he/she will be retained in the Institute; alternatively, the employee's service may be terminated by giving notice applicable to him/her.

Termination or Dismissal Due to Misconduct

An employee's services may be terminated with immediate effect and without the payment of notice period on the grounds of misconduct, such as breach of the code of conduct, absence

without leave, harassment, illegal acts, violation of organizational rules and regulations, or other disciplinary grounds.

Details of action for misconduct are provided in the Institute Code of Conduct.

Death While in Service

- Upon receiving the notification of the death of an employee, the line manager should immediately inform HR through the Head of Department. HR will conduct the required due diligence in terms of the nominee and settle dues on priority.

Final Dues and Exit

- For all separation cases (except separation due to death), the procedure given below will apply.
- HR will forward the guidelines of the exit process to the departing employee.
- HR will send a copy of the resignation/termination/retirement letter to Payroll to calculate the employee's final settlement, including salary payable/advance, notice period recovery/ payable, leave encashment, gratuity, provident fund, tax income adjustments, etc. In the case of any recoveries that cannot be offset against the employee's dues, the employee will be required to refund the amount to the organization.
- The employee will return all organizational assets to the concerned departments and obtain signatures on the Exit Clearance Checklist to confirm that there are no dues or assets outstanding against him/her.
- The employee will also hand over charge of all assignments and departmental files, keys, etc., and obtain confirmation from his/her line manager on the Handover Form
- Copies of the Exit Clearance Form and Handover Form will be forwarded to HR, who will then ask the payroll team to process the employee's final settlement. The payroll team will make the final settlement payment into his/her account within 45 working days of receiving the completed forms.
- • Once all the required formalities are done, the employee will be given the relieving letter signed by HR. HR will also provide a service certificate to employees at their request, subject to having served the full notice period, cleared their dues, and provided a proper handover.

Exit Interviews

- Exit interviews will be conducted for departing staff members except those whose services are terminated by the organization. The objective of the exit interviews is to understand the reasons for employee turnover, highlight trends requiring attention, and take appropriate measures to address employee issues and facilitate employee retention.
- A representative from HR will coordinate and meet with the departing staff members to conduct the exit interview one to two weeks before the last working day.
- HR will record the employee's responses on the Exit Interview Form. In case a face-to-face exit interview is not possible due to distance or short notice, HR will send the form to the departing employee and ask him/her to complete it and submit it to HR.

The management reserves the right to change/amend this policy at any time at its sole discretion. If there is a discrepancy between the electronic copy of this policy and/or other copy of this policy, the written copy held by the policy owner in Human Resources will prevail.

7) Contact Information for Future Correspondence:

- i. Separating employees are required to provide their contact details and addresses for future correspondence if the need arises.
- ii. The Establishment Section is responsible for maintaining records of Separated employees.

CHAPTER 06: LEAVE & ATTENDANCE

LEAVE RULES

The following leave rules have been framed by the competent authority of College of Pharmacy. These leave rules are revisions of existing leave rules & will now supersede all previous leave rules, which will be effective from 01/12/2025.

These rules are subject to alteration/modification/review at the exclusive discretion of the Competent authority, either in part or whole, at any time hereafter.

Seeking leave is not a matter of right. Leave has to be used judiciously by all employees. It is mandatory to seek prior approval from the concerned reporting authority before proceeding on leave.

It is the responsibility of every employee of the institute to apply for leave through the online portal (Faculty Login) with the necessary alternate arrangements for his /her work/assignments.

The following are the leave-approving authorities:

S.N	Applicant	Recommending Authority	Approval Authority
1	Teaching Staff Member	HOD	Principal
2	Non-Teaching Staff Member	HOD	Principal
3	Principal	-	Management Authority

APPLICABILITY

These leave rules shall apply to all regular/full-time & staff on probation (Teaching & Non-teaching staff members) of the institute, per the respective eligibility criteria specified under each category.

In these rules, unless the context otherwise requires:

1. "Institute" means College of Pharmacy & College of Pharmacy.
2. "Faculty" means the teachers of the Institute who are imparting teaching
3. "Non-Teaching Employee" means a person serving in the institute in any capacity other than faculty/ Teacher.
4. "Support Staff" means a person who comes under compulsory services, i.e., Class IV /Group D Staff.
5. "Employee" for the purpose of these rules, means all the persons employed by the Institute, on its roll other than contractual appointments.
6. "Earned Leave" means leave earned by an employee on the basis of actual service rendered.
7. "Month" means a Calendar Month.
8. "Leave Salary" means the proportionate amount of the monthly salary payable by the Institute to an employee after the sanction of leave.
9. "Authority" means an Authority of the College of Pharmacy/ College of Pharmacy.
10. "Approving Authority" means the authority empowered by the BOG / Vice-Chairman to grant the leaves.

11. “Recommending Authority” means the authority empowered by the Principal to recommend the leave.
12. “Calendar year” means from the 01st of January to the 31st of December.
13. “Holiday” means a holiday prescribed or notified by the Competent Authority/Principal.

RIGHT OF LEAVE

Leave cannot be claimed as a matter of right by any employee whatsoever, and when exigencies of work so demand, leave of any description may be refused or revoked, postponed, or reduced by the authorities empowered to sanction the leave.

CATEGORIES OF LEAVE

The following categories of leave shall be admissible to teaching & Non-Teaching staff members of the Institute.

1. Casual Leave (CL)
2. Special Casual Leave (SCL)
3. Earned Leave (EL)
4. Vacation Leave (VL)
5. Sick Leave (SL)
6. Maternity Leave (ML)
7. Short Leave (SHL)
8. Sabbatical Leave (SBL)
9. Study Leave (STL)
10. Leave Without Pay (LWP)
11. Duty Leave (DL) / ON Duty Leave (OD)
12. Compensatory Leave (CML)
13. Extraordinary Leave (EOL) - Bereavement Leave & Marriage Leave

1. CASUAL LEAVE

- I. All regular/full-time employees are eligible for 10 days of Casual Leave per calendar year. Five CLs will be credited in advance on January 1st, and similarly, the next five CLs on July 1st. However, CL can break one-day CL into two ½ day CL. Employees appointed during the year shall be entitled to it on a pro-rata basis corresponding to the number of months served.
- II. If Sundays or holidays are sandwiched between two casual leaves, then Sundays / Holidays shall not be counted as part of the casual leave. If an employee is present on the working day immediately preceding a holiday/Sunday or on the working day immediately following a holiday/Sunday, he/she shall be entitled to get the benefit of the paid intervening holiday/Sunday.
- III. Employees may not take more than two days of Casual Leave at a time.
- IV. Casual leave cannot be combined with any other kind.
- V. Unutilized casual leaves in the first six months (1st Jan to 30th June) shall be carried forward to the next six months (1st July to 31st Dec). However, after

completion of one calendar year, all unutilized casual leave shall be lapse automatically.

- VI. If an employee has availed CL over his/her eligibility, a proportionate deduction/ recovery will be made at the time of separation.
- VII. Upcoming CLs can't be combined without prior permission from the approving authority. Like in the month of February, CL of March and April can't be taken without the consent of the approving authority.

2. SPECIAL CASUAL LEAVE

- I. SCL for 10 days is introduced for the faculty to outreach academic/ research activities per calendar year. SCL will be credited on January 1st of each year.
- II. The Principal or Principal shall grant SCL if the employee is participating in outreach academic activities like taking viva-voce, answer script checking, etc. SCL can also be granted if the activity promotes the interests of the institute or the academic enrichment of faculty or staff.
- III. SCL shall be granted for all the PhD work/ attending Course Work Classes, Research activities / attending conferences, etc., subject to the satisfaction of the Dean (Research Promotion & Monitoring). All such leaves shall be forwarded by the COD/ HOD / concerned Head to the Dean (Research Promotion and Monitoring) for recommendation. Dean (RP &M) shall forward such leave to the Principal/ Principal for final approval, and in no case, "post facto" approval/sanction will be given.
- IV. Whenever the faculty is on SCL, the Institute shall not be liable for any financial obligations whatsoever incurred by the faculty.
- V. In order to apply for SCL, it is mandatory to append the invitation letter/mail/acceptance letter, etc., for applying to SCL Online.

3. EARNED LEAVE

- I. Earned Leave of 15 days shall be admissible to confirmed Full-Time/ regular employees who have completed his/her probation period successfully as per his/her appointment conditions.
- II. All leaves shall be credited on the 1st Jan of every year. Employees who are appointed during the year shall be entitled to it on a pro-rata basis corresponding to the number of months served.
- III. Earned Leave (EL) shall not be availed for a duration of less than two days at a time.
- IV. Earned Leave must be applied for at least 20 days in advance from the proposed date of leave.
- V. Sundays, holidays, and off days falling in between the leave shall be counted as a part of the earned Leave.
- VI. Earned leave cannot be combined with any kind of leave under any circumstances.
- VII. Unutilized Earned leave up to 7 days in any calendar year can be carried forward to the next year and can be accumulated a maximum up to 90 days during his/her entire

service at COP. However, if an employee who joined the institution during the year in any month shall be entitled to avail of the leave as per the formula below:

No. of leave availed during period = $X*8/15$

No. of Leave carry forward = $X*7/15$, where X is the number of earned leave on a pro-rata basis

- VIII. Accumulated earned leave can be encashed (Current Basic+AGP (i.e. Basic Salary) in case the employee leaves the institute, subject to submission of a No-Dues form as per norms.

4. VACATION LEAVE

- I. Vacation Leaves shall be admissible to confirmed Full-Time/ regular employees who have completed his/her probation period as per his/her appointment conditions. However, Employees who are appointed during the year & completed at least one semester shall be entitled to it on a pro-rata basis corresponding to the number of months served.
- II. Vacation leave shall represent the time when no formal teaching and/or internal or external examinations are being held at the Institute for any of the courses being run by it.
- III. Summer Vacation Leave of 15 days shall be availed by all teaching and technical staff. The slot (15 days) of vacation for the individual mentioned as above shall be finalized by the concerned Head of the department or the competent authority of the institute.
- IV. All Administrative Staff/ Non-Teaching staff shall be entitled to 7 days' Summer Vacation leave, which can be availed during the administrative lean period in a calendar year.
- V. Sundays, holidays, and off days falling in between the leave shall be counted as a part of the Vacation Leave.
- VI. Winter Vacation leave of 7 days can be given to faculty members, subject to the availability of the days during this period. The final decision on this Winter Vacation shall be solely based on the discretion of the Principal / Principal of the Institute.
- VII. The exact dates for Vacation Leave shall be notified to all concerned via notification from the office of the Principal. The number of days of Vacation Leave may be reduced to accommodate the teaching days required as per PCI / University norms.
- VIII. Any kind of leave cannot be combined with Vacation Leaves.
- IX. Vacations may be curtailed or refused depending upon the exigencies of the work subject to approval of Principal.

5. SICK LEAVE

- I. Sick leave is categorized as SL-1 and SL-2. In the SL-1 category, five (05) days of Sick Leave shall be admissible to an employee in a calendar year based on a medical fitness certificate from a Registered Practitioner working at the District Hospital or private hospital, or private clinic. In the SL-2 category, five (05) days of leave can be taken without a medical certificate, but only one SL-2 at a time.
- II. On special circumstances, the EL can be clubbed with SL-1, subject to the approval of the Principal.
- III. SL-1 & SL-2 cannot be clubbed.
- IV. Employees who are appointed during the year shall be entitled to SL-1 & SL-2 on a pro-rata basis corresponding to the number of months served.
- V. If the sick leave of category SL-1 is not availed, it will be accumulated up to a maximum of 15 (Fifteen) days in your whole service. Accumulated SL-1 is not eligible for encashment.
- VI. Sick leave of the SL-2 category shall lapse if not utilized in the calendar year.
- VII. The employee will be required to submit his fitness certificate (In case of SL-1 category leave) at the time he/she resumes his/her duty.
- VIII. Sundays, holidays, and off days falling in between the Sick Leave (SL-1) shall be counted as a part of the Sick Leave.

6. MATERNITY LEAVE

- I. The Maternity Leave facility will be admissible to only those female employees who have completed the probation period and received a confirmation letter for regular services.
- II. A female employee shall be eligible for 26 Weeks of Maternity Leave with the salary (Basic + AGP) as drawn by her at the time of applying for the leave in case of delivery.
- III. A female employee shall be eligible for 12 Weeks of Maternity Leave (> 2 Children) with the salary (Basic + AGP) as drawn by her at the time of applying for the leave in case of delivery.
- IV. A female employee who has been on Maternity Leave shall produce a satisfactory medical certificate of her fitness when she resumes her duty from the concerned hospital or a registered medical practitioner.
- V. A female employee will also have to sign a bond certificate to serve the Institute for at least two years after availing of such leave.
- VI. During the leave day, the employee shall be paid the Basic Salary. The remaining AGP shall be paid after resuming her duty in six equal installments.
- VII. Sundays, holidays, and off days falling in between the leave shall be counted as a part of the Maternity Leave.

7. SHORT LEAVE

- I. Two (02) short leaves up to 2 hours in a month may be granted for genuine reasons after obtaining due sanction of the competent authority. Part-time employees are not eligible for any Short Leave.
- II. Short Leave may be availed only after the completion of one hour from the scheduled reporting time and up to the close of the working day, and shall require prior approval.
- III. Short leave can't be carried forward.

8. **SABBATICAL LEAVE:**

- I. The objective of the Sabbatical Leave facility is to promote and enhance the quality of educational and research activities at COP through research work or other similar activities directed toward the intellectual and professional growth of the faculty. The main emphasis on granting sabbatical leave will be based on undertaking advanced research/ Book writing, etc., rather than upgrading one's qualification.
- II. All regular faculty members, up to the age of 60 years who have completed six years of regular full-time uninterrupted service, may be considered for sabbatical leave on a case-by-case basis. However, it is a privilege earned by only those faculties who have achieved a minimum of 2 'Very Good' and Nil 'Unsatisfactory' ratings in the past 6 appraisals. The application shall be approved by the Management on the recommendation of the Principal/ Principal of the college. A high-quality research/book/literature is an expected outcome after availing the sabbatical leave.
- III. Faculty members can apply for a sabbatical leave of 90 days after completing 6 years of service. An eligible faculty member who wishes to consider him/ her for sabbatical leave should submit a formal written application to the Principal/ Principal providing complete information on the duration and nature of the activities planned during the sabbatical period, at least 3 months before the leave, along with documentary evidence. No further extension is allowed in sabbatical leave once approved. Combining any other leave with sabbatical leave is not permissible.
- IV. During the period of sabbatical leave, the faculty shall be entitled to get a salary (Basic Pay AGP) as drawn by him/her at the time of applying for the leave. The leave day's salary shall be paid in three parts, i.e., one (01) month of salary shall be paid every month (along with normal Interest as per RBI Norms for Saving Accounts) after three months from the day he/she resumes his/her duty.
- V. Faculty members who are awarded sabbatical leave must commit themselves through a written undertaking to College of Pharmacy for at least two academic years of full-time service upon completion of the sabbatical leave.
- IV. If he/ she leaves the college before two years, they shall be liable to pay the notice pay (i.e., Basic Pay AGP) in lieu thereof for the unserved period, i.e., two years.
- V. In case of non-joining after sabbatical leave, it will be presumed that the faculty has abandoned his / her services from the college and will be tantamount to non-compliance with Service/ Leave rules. Appropriate action, including termination from services, can be initiated under such circumstances.
- VI. The aim is to reward the high-performing faculty members to enhance their professional skills by availing the above leave through the proper procedure, as

detailed above. Notwithstanding the above, sabbatical leave cannot be claimed as a matter of right, and in case of academic or administrative exigencies, it can be postponed or denied by the competent authority.

- VII. Sundays, holidays, and off days falling in between the leave shall be counted as a part of the Academic Leave.

9. STUDY LEAVE:

- I. A Request of a faculty member may be considered for study leave of 3 years for pursuing a Ph.D./Post Doctorate program/ D.Lit. only if he/ she has taken NOC from the institute before applying for admission.
- II. The faculty members shall have to sign an undertaking on a Rs. 100 non-judicial stamp paper to serve the College for at least three years to avail of Study Leave for a regular Ph.D./Post Doctorate program/ D.Lit.
- III. During the period of study leave, the faculty shall not be entitled to receive salary.
- IV. Sundays, holidays, and off days falling in between the leave shall be counted as a part of the study leave.

10. LEAVE WITHOUT PAY (LWP):

- I. If the leave applied for is not due or it has been availed without sanction and /or rejected by the Competent authority shall be treated as Leave Without Pay.
- II. If the Competent Authority finds that the employee has taken leave intensely to avoid duty assigned to him/ her or he/she is in the habit of abstaining himself/ herself without the due sanction of leave, such leave shall be considered as LWP. Moreover, such an act shall invite disciplinary action as deemed fit.
- III. In case of emergency and absence without prior sanction (Any kind of leave), the sanctioning authority should be notified over the phone, and a "Post Facto" sanction should be obtained within 24 hours of the date of leave/ the date of resuming the duty. In case of failure to do so, the leave shall be considered as LWP.

11. DUTY LEAVE (DL) / ON DUTY LEAVE (OD)

- I. The Employees may be treated on duty (working days only) for the following:
 - a. If he/she is attending the official meetings outside the campus.
 - b. If he/she has been assigned other official work/duties, which has the prior approval of the competent authority.

12. COMPENSATORY LEAVE (CML)

- I. An employee may be called upon to perform such duties as may be assigned to him by the Competent Authority, beyond scheduled working hours and on holidays/ Sundays without any extra remuneration. For such a whole-day assignment,

Compensatory Leave may be granted at the discretion of the Competent Authority, and that too within a calendar year (1st Jan to 31st Dec).

- II. Compensatory Leave must be availed within the same calendar year, failing which it will lapse automatically, and it may only be availed on non-academic days.

13. EXTRAORDINARY LEAVE (EOL) - BEREAVEMENT LEAVE & MARRIAGE LEAVE

- I. Bereavement leave for 15 days shall be allowed to full-time/regular/probationary employees of the Institute in case of the demise of his/ her first blood relative.
- II. Marriage Leave for 15 days shall be allowed to full-time/regular employees of the Institute in case of his/ her marriage.
- III. Employees on probation may also avail this benefit, provided they have completed a minimum of six months of service and their performance during the probation period has been found satisfactory.

14. RECALL FROM LEAVE:

Leave once granted can also be cancelled if the exigencies of the Institute work so require; the institute reserves the right to cancel the leave & recall the employee before the expiry of his leave. The balance of unavailed leave in this case shall be credited to the employee's account.

16. EXTENSION OF LEAVE:

As a principle, leave should be sanctioned in advance, and the same applies in case of an extension of leave also. This extension should be applied for well in advance so that leave can be sanctioned before the original leave has expired. Leave extension may be permitted for a maximum of two days only.

If any belated application is received, it is upon the competent Authority to sanction leave or not. An email reply intimating the grant or refusal of an extension of leave shall be sent to the employee.

17. ENTITLEMENT OF LEAVES TO A PROBATIONARY EMPLOYEE

The following types of leave can be availed by an employee who is on a Probation period as per the HR Policy of the Institute.

1. Casual leave – 10 Days on a pro rata basis.
2. SL-I (5 Days) & SL-II (5 Days) on a pro rata basis.
3. Vacation on a pro-rata basis, subject to the Office Order issued by the office of the Principal.
4. Short leave as per leave policy.
5. Extraordinary Leave (EOL) as per Clause (13)

18. ENTITLEMENT OF LEAVES TO HOSTEL WARDEN/ MAINTENANCE STAFF/SUPPORT STAFF

The following types of leave shall apply to the Hostel warden, Maintenance Staff, and Support Staff as per the institute's HR Policy.

A) HOSTEL WARDEN/ MESS MANAGER/ STORE SUPERVISOR

- a. Casual leave – 12 Days as CL on a pro-rata basis in the case of Warden.
- b. Sunday & Holidays
- c. Maximum 2 Days leave can be sanctioned at a time. If additional days are required beyond this limit, the request must be forwarded to the Chief Warden for consideration.
- d. Wardens may avail up to 21 days of leave during the summer vacation and up to 15 days during the winter vacation, subject to the approval of the Chief Warden in lieu of Sunday & holiday work.

B) MAINTENANCE STAFF/ SUPPORT STAFF/ PEON

- a) Sunday & Holidays
- b) Accumulated compensatory Leave may be permitted for encashment at the end of the calendar year. This provision shall apply only to Maintenance Staff, namely Electrician, Plumber, Carpenter, and Welder.

C) MALI

- a) Sunday & Holidays (*Approved Holidays*)

D) CONTRACTUAL STAFF

- b) Sundays & other Holidays as per Contract.

17. ENCASHMENT OF LEAVES

Only the cumulative Earned Leaves as per Clause 3 (VII) shall be considered for encashment at the time of relieving the employee. Any other leave shall not be considered for encashment.

18. SANCTIONING AUTHORITY

- I. Unless otherwise stated, leave of all kinds for all Faculty/Technical staff shall be recommended by the Respective COD/ HODs and sanctioned by the Principal/ Principal of the Institute.
- II. The leave of all kinds for administrative staff shall be forwarded by the concerned head and approved by the HR Office / Registrar.
- III. The Vice Chairman/ Management shall sanction all kinds of leave for the Principal/ Principal. The Principal/ Principal shall sanction the leave for Deans and all functional heads (including the Registrar) of various departments.

19. GENERAL RULES

- I. Leave should always be applied through proper channels on the ERP system, and prior sanction taken except in emergency cases. In case of emergency and absence without prior sanction, the sanctioning authority should be notified over the phone, and a “Post facto” sanction should be obtained within 24 hours of the date of leave.
- II. If any employee resigns, then he/she shall not be entitled to any further leave /vacations during the notice period.
- III. During the period of leave, an employee shall not take up or accept any employment or work, whether for remuneration or without remuneration.
- IV. If an employee overstays the sanctioned leave without prior approval, he/she shall forfeit the salary for the period of such unauthorized absence. Furthermore, if the employee continues to remain absent for more than one week beyond the approved leave period, the position held by him/her shall be deemed vacant.
- V. During the period of suspension, an employee may not be granted any kind of leave.
- VI. Before proceeding on leave, an employee shall inform the sanctioning authority of his/ her address, including email address, while he/ she is on leave and shall keep the said authority informed of any address changes.
- VII. Taking leave or extending leave without sanction will be treated as an unauthorized absence from duty and shall render an employee liable to disciplinary action, including suspension and/or termination from the services of the Institute or deduction of Salary.
- VIII. An employee on leave may be allowed to return to duty before the expiry of leave, subject to the approval of the concerned Head and approving authority.
- IX. Three late arrivals to work (Not exceeding 05 Minutes each) in a month will be considered as ½ half-day CL.
- X. Three early departures from work (not exceeding 05 minutes each) before the scheduled time in a month will be considered as a ½ day CL.
- XI. Failure to mark biometric attendance shall not be accepted. However, in exceptional circumstances, up to two such requests may be considered by the competent authority, along with an advisory not to repeat the lapse in future. As a general rule, a single biometric punch (either IN or OUT) shall be treated as a half-day absence, and the corresponding Casual Leave (CL) or salary deduction shall be applied as per the prescribed policy.
- XII. Morning & Evening Punch Timings and Grace Windows
 - i. Morning Reporting
 - i. First 5 minutes after the scheduled reporting time shall be considered as ON TIME.
 - ii. Next 5 minutes (6–10 minutes) shall be recorded as late arrival
 - iii. After 10 minutes shall be considered as violation of policy norms, and Half-day CL/Salary shall be deducted accordingly.
 - ii. Evening Departure
 - i. First 5 minutes before the scheduled departure time shall be considered as ON TIME.
 - ii. Next 5 minutes (up to 10 minutes early) shall be recorded as early departure.

- iii. More than 10 minutes early shall be considered as violation of policy norms, and Half-day CL/Salary shall be deducted accordingly.
- XIII. The salary of a staff member will be withheld if he/she is absent without intimation for more than 3 days. Salary in such cases can be released only after approval by the Principal/ Principal.
- XIV. Any holiday or weekend falling in between any kind of leave will be considered part of the leave, except for Casual Leave as an exception. (i.e., any individual is on leave on Friday & also on Monday of the following week, then Saturday and Sunday fall in between part of the leave, making it 04 days leave instead of 02 days leave.).
- XV. No category of leave shall be clubbed with any other type of leave under any circumstances. Each leave type must be availed and recorded independently as per the provisions of the Leave Policy.
- XVI. Only Casual Leave (CL) may be availed as a half-day leave. No other category of leave (like EL, SCL, Summer Vacation, Winter Break etc.) shall be permitted as a half-day and will be counted as a full day of leave.
- XVII. Conversion of leave shall not be permitted under any circumstances. However, if such requests are approved by the Principal, only Casual Leave (CL) may be considered for such conversion. Any converted CL shall be governed strictly by the rules applicable to Casual Leave only.
- XVIII. The 10% faculty leave cap shall apply at any given time; however, priority for approval will be based on the nature of leave (Official duty, or higher-authority assignment), and exemptions shall apply for medical/emergency cases, maternity leave, bereavement/marriage leave, study leave, government-mandated duties, and any exceptional cases approved by the competent authority, while general leave requests shall follow a first-come-first-served basis.
- XIX. Accrual calculations shall follow the pro-rata rounding rule, wherein values are rounded to the nearest whole number (e.g., 1.85 shall be rounded to 2, and 1.35 shall be rounded to 1). Rounding shall be limited to one decimal place before conversion.

20. STANDARD OPERATING PROCEDURE (SOP) FOR TAKING LEAVE:

- I. The faculty/ staff members who intend to proceed on leave shall apply for the leave through the ERP system.
- II. All teaching and non-teaching staff shall have to ensure that all duties/ responsibilities are handed over/ exchanged/ rescheduled and are mentioned in the prescribed place in the ERP System.
- III. The Leave application shall be forwarded through the Head/ Coordinator of the department to the sanctioning authority.
- IV. In case of special casual leave (SCL) under the category of Ph.D. course work, research, experimental activities, attending conferences or visits to funding agencies for research proposals, etc., all leave should be forwarded to the Dean (Research promotion and monitoring) for recommendation. The leave shall be further forwarded to the Principal/ Principal for final approval.
- V. The leave of all administrative staff shall be forwarded and recommended by the Dean (Administration) / Registrar and shall be sanctioned by the Principal.

- VI. Attendance records shall be updated daily on the ERP portal. It is the duty of the concerned employee to check his /her daily attendance on the ERP system. If there is any discrepancy, please inform to HR Office / HR Dept for further necessary action.
- VII. In case of non-punching of attendance on the Bio-Metric machine (on arrival or departure), the faculty /staff will be treated as absent.
- VIII. In case of a technical issue/ biometric failure, please inform to HR Dept for rectification of your attendance records.
- IX. In the case of Mis-Punch (which means you punched in Biometric but attendance is not updated on ERP), kindly inform to HR Dept for rectification. (Using a Closed-Circuit Camera) within 24 hours.
- X. In case of late punching due to the late reporting of the Institute's Vehicles (Transport Services), the faculty/ staff shall be treated as present in time, followed by a recommendation of the Principal/ Principal/ HR Office within the same working day.
- XI. Kindly contact the HR Dept if you need any clarification about the leave rules contained in the policy. Any distortion of the meanings of the provisions of the leave rules shall not be accepted.
- XII. The Principal, at his discretion, may grant relaxation from biometric attendance in cases involving confidential assignments, official duties, or any other tasks deemed appropriate.
- XIII. Notwithstanding anything contained in the above rules, the Principal shall have the power to sanction / not sanction the leave applications (rare to rarest case), as it may deem from time to time.

CHAPTER 7 PERFORMANCE APPRAISAL & PROMOTION POLICY

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Introduction

This policy is designed to help employees achieve the set objectives and act as a reward for their contribution to the progress of the College.

This policy is a major part of the performance management system and promotes employees towards achieving their professional goals, development in academic growth, enhancing their research skills, improving work quality, and efficiency in the College/Institute.

This policy provides a guide to employees on the purpose of the performance appraisal and to ensure that the work performance and training needs of every employee are managed effectively and fairly. It is a step taken by the College to know about the ability, potential, and aspirations of the employees.

Purpose:

- i) The Purpose of this policy is to discuss, plan, and review the performance of each employee of the College.
- ii) To give an appropriate direction to annual salary increments, promotions, and transfers, and provide a streamlined procedure for conducting performance reviews and evaluations.
- iii) To make employees aware of the performance appraisal system, framework, and participation process.

Scope:

This policy applies to all Teaching & Non-Teaching Staff (Permanent/Temporary/ Contractual / POP Staff) of the College.

Objective

The performance appraisal system of the College is developed based on the long-term goal. The objective of the performance appraisal policy is –

- i) To make employees aware of the future prospects in the College/Institute
- ii) To create a supportive environment in the College/Institute to discuss career aspirations and developmental
- iii) To develop innovative skills in-
 - a. Teaching
 - b. Research
 - c. College/Institute activity
 - d. External activity v. Administrative/Examination ϕ

Eligibility Criteria: Employees who have completed one year of uninterrupted service are eligible for a performance appraisal as per the table below;

Performance Appraisal Cycle

S.N	Cycle period	Month of Appraisal
1	From August to July	August of every year

Note:

- i) If an employee joins between 01 to 15 then that month shall be included in the appraisal process.
- ii) if an employee joins between 16 to 29/30/31, then that month shall not be included in the appraisal process. In this situation, the next month shall only be considered as the first month for his/ her appraisal process.

Appraisal Rewards, Recognition & Revision/ Increment of Salary of Employees

- i) Based on the above-said appraisal cycle, the appraisal rewards/ Recognition/ Revision/ Increment of salary of the concerned employees shall be effective from the date of his/ her joining.
- ii) If his/ her date of joining comes before the appraisal month (As per the appraisal Cycle) then the applicable salary shall be transferred to him/ her in the form of an Arrear with effect from his/ her date of joining.

- iii) **The following criteria shall be used to give Rewards, Recognitions & Revision/ Increment of Salary of Employees**

S.N	Criteria		Reward & Proposed increment (%)
	Rating	Score Range	
1	80 & Above	Outstanding/ Excellent	7% of CTC + One-time <i>Performance Bonus</i> approved by the Competent Authority, which will be adjusted equally in each Month's Salary throughout the year.
2	70-79	Very Good	6% of CTC
3	60-69	Good	5 % of CTC
4	50-59	Satisfactory	4 % of CTC
5	40-49	Marginal	3 % of CTC
6	Below 40	Below Marginal	No Increment

Policy

- i) A performance appraisal system gives individual employees and their department HOD an opportunity to review performance, look back on what has been achieved during the past year then agree on future objectives. It is also the time an employee can agree on personal objectives and any learning and development requirements that may help.
- ii) The appraisal system is designed:
 - a. To be a positive process.
 - b. To raise the quality of services provided by motivating.
 - c. To increase work satisfaction
 - d. To identify appropriate training and development requirements.

Policy Aims

- i) The college recognizes that employees perform most effectively when they have clear expectations of their work profile role and purpose, their goals, objectives, and the wider aims of the College.
- ii) The policy aims to ensure that employees:
 - a. Know what is expected of them i.e. the required standard of performance and how they should do their job.
 - b. Receive 'feedback that aims to improve and develop performance and recognize their achievements.
 - c. Identify areas where improvement is required and training and development needs.
 - d. Have a mutually agreed plan to achieve both development goals and employee career development.

Appraisal Process

Self-assessment

Employees will be informed of the appraisal at least 2 weeks before the appraisal one-to-one meeting. A copy of the appraisal self-assessment form will be given to the employee so the employee has an opportunity to contribute.

A copy of the completed self-assessment form should be submitted to the concerned Dean/HOD one week before the appraisal one-to-one meeting.

Appraisal Performance

The HOD will use the appraisal performance checklist to prepare for an appraisal meeting by considering what criteria to use to measure employee performance this will set the measure for performance.

One-to-One meeting

The appraisal one-to-one meetings will be carried out in private to provide for confidentiality. Sufficient time will be allocated so that the meeting is unhurried and any discussion is properly considered. However, it must be understood to the employee that information filled in the form by them has to be explained in the appraisal one-to-one meeting.

The HOD should complete this format, immediately following the meeting, ensuring that it is signed by both themselves and the employee. A copy will be given to the employee and the same to be forwarded to the Dean (Administration) for further necessary approval.

Appraisal Records

- i) When an appraisal is completed, the appraisal records shall be kept by the HR department for further reference.
- ii) This form should be completed by the appraiser and countersigned by the employee and the appraiser's HOD so the employee is aware of the competencies that are critical for the effective performance of that role.
- iii) A copy of the form should be given to the employee as soon as possible.
- iv) Employees may use as a last resort College grievance procedure to resolve problems as to the accuracy or the fairness of the appraisal.

Non-Compliance

- i) All employees have a role to play in enforcing the policy.
- ii) Failure to comply with this policy may lead to a lack of clarity over job roles, learning needs, or expected standards of performance, resulting in reduced effectiveness or efficiency and underperformance.
- iii) Any member of staff refusing to observe the policy will be liable to disciplinary action under the College Disciplinary Policy / Code of Conduct including dismissal.

Reviewing rights

This policy will be reviewed if necessary. Improvements will be made to the management by learning from experience and the use of established reviews.

Policy Amendments & Removal of Difficulties

Notwithstanding anything contained above, the Principal shall have the power to remove any difficulty faced in the implementation of the above regulation

PROMOTION POLICY

Objective:

To streamline the process of "Promotion based on performance evaluation combined with the duration of experience", the following guidelines will be considered.

Since performance-based evaluation is the underlying principle of the Promotion Policy of COP, the evaluation process is designed in such a way that it is measured against objective (component) parameters such as academics, continuous learning, R&D, and standards with equitable Weightages as depicted in the evaluation format. The performance evaluation takes place twice a year, usually before the end of each academic year.

This is to motivate and encourage faculty to upgrade their level in their respective field.

SCOPE

Applicable to all Teaching & Non-Teaching employees working in COP at all levels in all the colleges.

Procedure & Eligibility Criteria

The COP is committed to the principles of equity and a process conducted in a manner that upholds the principles of fairness and is free from direct and indirect discrimination.

1. Academic promotion is based primarily on the merit of the case presented.
2. Assessment of applications for promotion is made by a committee of peers through a process designed to enable a fair and consistent application of standards.
3. It is mandatory for the applicants that he/she should have completed the probation period of service with COP before applying for promotion or their most recent promotion.
4. The concerned head of respective department of COP will ensure that all applicants who intend to apply for promotion have adhered to the guiding principles of the COP.
5. The outcome of previous applications for promotion has no relevance in a current promotion round.
6. Applicants are required to submit their applications as per the notification from time to time.
7. If sufficient applications are received during the year, the Promotional committee can be constituted as and when required.

Promotions will be done through a Promotion Panel consisting of the following members:

1. Principal
2. Management Representative
3. Two Senior Professors of the College
4. Concerned Head of the Department
5. HR Manager

Note: All promotions to be done in anticipation of approval from UTU/Nominate for the later stage.

An employee whose application for promotion is unsuccessful is required to apply again for the same position after 1 year

Minimum Academic Performance and Service Requirements for Promotion of Teaching Staff in COP

The minimum Academic Performance and Service Required for promotion shall be considered as per PCI/ UGC/ College guidelines/norms/orders from time to time.

Minimum Academic Performance and Service Requirements for Promotion of Teaching Support Staff& Non-Teaching Staff:

- i. A recommendation for promotion from HOD is a must.
- ii. Performance Appraisal of the current year.
- iii. HR to verify the facts and recommend for Final approval with the Management.

Also following factors to be kept in mind while promoting any employee:

- i. Leadership Skills
- ii. Innovation, initiative, and creativity
- iii. Recognition of merit and excellence
- iv. Integrity and high ethical standards
- v. Equity, opportunity, and diversity
- vi. Mutual respect, teamwork and high service standard
- vii. Professionalism, accountability and transparency

The management reserves the right to take a decision over and above the Promotion policy in special cases considering its merits and in the interest of the institute.

CHAPTER 8: GENERAL CONDUCT, ETHICS & DISCIPLINARY ACTION

All COP employees are expected to follow the Institute's rules and regulations, as promulgated and modified from time to time.

SPEECHES/ PRESENTATIONS IN PUBLIC SEMINARS/ CONFERENCES

1. Faculty employees are required to seek prior approval from the Institute for making speeches and presentations in public seminars and conferences, mentioning the following details:
 - a. Date and venue of the Seminars/Conferences
 - b. Purpose and theme of the Seminars/Conferences
 - c. Brief outline of the proposed presentation/speech
 - d. Reason for participation
 - e. After participating in the seminar, the employee will be required to submit a report.

PROTECTION & PROPER USE OF COP ASSETS

1. All employees are expected to be responsible and efficient in their use of COP's assets. All assets of the Institute shall be used only for legitimate business purposes.
2. Theft, carelessness, and waste of resources will be viewed seriously.

DRUGS/SMOKING/ALCOHOL/WEAPONS

1. An employee taking drugs/consuming alcohol/smoking in the office or found to possess weapons in the office will be committing a disciplinary offense, which will be dealt with in accordance with the Institute's Disciplinary Action Procedure.
2. An employee may be, on reasonable suspicion, asked to undergo drug/alcohol testing. Refusal to comply with the directive may result in termination of the employee's services with the Institute.

CONDUCT RULES

[DO'S] – EVERY EMPLOYEE SHALL

1. Maintain absolute integrity at all times.
2. Maintain absolute devotion to duty at all times.
3. Maintain independence and impartiality in the discharge of duties.
4. Maintain a responsible and decent standard of conduct in private life.
5. Render prompt and courteous service to the public.
6. Observe proper decorum on and off the workplace.
7. Promptly report to superiors civil/criminal procedures against him/her, if any, in a Court of Law and the circumstances connected therewith.
8. Keep away from demonstrations organized by political parties.
9. Maintain political neutrality in their official dealings involving the Institute.

10. Avoid habitual indebtedness or insolvency.
11. Act in accordance with Institute policies
12. Maintaining courtesy while dealing with the general public

[DON'TS] NO EMPLOYEE SHALL

1. Indulge in acts detrimental to the interest of COP.
2. Adopt dilatory tactics in his/her dealings with the public.
3. Practice untouchability.
4. Associate himself/herself with any banned organizations.
5. Join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, public order or morality.
6. Accept lavish or frequent hospitality from any individual, industrial or commercial firms, organizations, etc., having official dealings with him/her.
7. Lend money to or borrow money from or deposit money as a member or agent, with any person, firm or private company with whom he/she is likely to have official dealings.
8. Approach subordinates for standing surety for loans taken from private sources either by him/her, relations, or friends.
9. Appear in a public place in a state of intoxication.
10. Indulge in any act of sexual harassment of any kind at the workplace.
11. Enter into any private correspondence with Foreign Embassies or Missions/High Commissions.
12. Wilful insubordination or disobedience, whether alone or in combination with others to any lawful and reasonable order of a supervisor.
13. Theft or dishonesty in connection with the Institute's activities or property.
14. Wilful damage to or loss of the Institute's goods or property.
15. Taking or giving bribes or any illegal gratification.
16. Habitual late attendance.
17. Habitual breach of any law applicable at the Institute.
18. Habitual negligence or neglect of work.
19. Frequent repetition of any misconduct or omission.
20. Striking work or inciting others to strike work.
21. Contravention of the provisions of any law or rule having the force of law.
22. Acting in a manner prejudicial to the interests of the Institute.
23. Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Institute or outside such premises where such behavior is related to or connected with the employment.
24. Gambling within the premises of the office or other place of work, where it is prohibited.
25. Smoking within the premises of the Office or other place of work, where it is prohibited.
26. Collection, without the permission of the competent authority, of any money (within the premises of the Institute) except as sanctioned by any law of the land for the time being in force or rules of the Institute.
27. Sleeping while on duty.

28. Commission of any act which amounts to a criminal offence involving moral turpitude.
29. Absence from the employee's appointed place of work without permission or sufficient cause.
30. Commission of any act subversive of discipline or good behavior.
31. Wilful and prolonged absence from duty without reasonable cause.
32. Neglect of his/her spouse and family in a manner unbecoming of an employee of the Institute.
33. Failure to maintain a responsible and decent standard of conduct in private life, thereby bringing discredit to the Institute.
34. Having obtained an advance from the Institute for a specific purpose such as building a house, purchase of conveyance, leave travel or for any other declared purpose, but not utilizing the advance for the intended purpose within the period specified and diverting the money for any other use.
35. Any act unbecoming of an employee of the Institute.
36. Assaulting or abusing or insulting any of the officers or employees of the Institute within the premises of office or other place of work or outside.
37. Interference in the work of other employees.
38. Approaching higher authorities directly or through other persons for promotion or any other personal favor or gain except through proper channels.
39. Writing of anonymous or pseudonymous letter criticizing the Management or any other Manager/ employee of the Institute.
40. Spreading false rumors or giving false information or making defamatory statements (written or oral) which tend to bring the Management or its Managers into disrepute.
41. Carrying on money lending or any other private business.
42. Willful failure to appear before the Medical Board when called upon to do so.
43. Abetment of or attempt at abetment of any act which amounts to misconduct.

CHAPTER 09 INSURANCE GROUP MEDI-CLAIM & GROUP PERSONALS ACCIDENTAL INSURANCE

ELIGIBILITY:

- a) Regular employees who are aged not less than 18 years and not more than 60 years shall be eligible to join the Scheme.
- b) No member shall withdraw from the Scheme while he/she is still an eligible employee satisfying the conditions of eligibility described above.

EVIDENCE OF AGE:

The Employer shall arrange to obtain satisfactory evidence of age in respect of each Member at the time of his entry into the Scheme.

EVIDENCE OF HEALTH:

Employees who are not absent on medical grounds on the date of joining the Scheme will be admitted to the Scheme. Those who do not satisfy this condition will be admitted on the next Annual Renewal date.

GROUP MEDICAL CLAIM (SI- 3 Lakh)

The Institute focuses on the well-being of its Employees both in terms of mental and physical health. In this direction, the college has entered into an arrangement with a nationally renowned and accredited Medical Insurance Company for the medical insurance of its Employees across the Organization fabric. The rules as per the selected Insurance Policy in effect shall be applicable. The Insurance Company, as per their norms, shall entertain the claims; the Institute shall not be liable for any claims whatsoever.

- a. All eligible Employees are covered under the Group Floater Medical Insurance Policy.
- b. This benefit is extended to the employee and members of the family, as per the Policy norms notified from time to time.
- c. Upon joining the Group, it is mandatory for eligible Employees to furnish such information as is necessary for him/her and his/her family to be covered under the Medical Policy.
- d. GMC E-Cards will be issued to the Employees at the beginning of the Calendar Year.
- e. The premium shall be shared between the employer and Employee on an equal cost-sharing basis.
- f. Any renewal of terms in such policy shall be notified to all Employees by the HRD.
- g. The contact details of the Insurance Single-Point of Contact [SPOC] shall be shared with all Employees.
- h. All reimbursement claims shall be made as per the terms and conditions of the Medical Insurance Policy in direct correspondence with the SPOC.

GROUP PERSONAL ACCIDENT POLICY (SI- 10 Lakh)

The Institute has entered into a Group Floater Accident Policy that covers all its Employees and Students. The Insured are protected against untimely death and permanent or partial disability. All claims shall be made as per the terms and conditions of the GPA Policy in direct correspondence with the SPOC.

TERMINATION OF MEMBERSHIP:

The membership of the scheme in respect of a member shall terminate upon the happening of any of the following events:

- i) Member ceasing to be in the service of the employer
- ii) In case of Termination / Resignation.

CHAPTER 10 EMPLOYEES' HOUSING – RULES & REGULATIONS

Accommodation

Accommodation referred to in the policy includes all accommodation that is provided by the Institute in relation to employment. Accommodation includes:

In-campus - Any accommodation located inside the College campus, located at College of Pharmacy, Dehradun.

Rented - property that is privately rented by the Institute and used to provide accommodation for employees.

Eligibility

The Institute accommodation shall be allotted on approval only. The following categories of employees shall be eligible for allotment of Institute accommodation.

- (a) Full Time (Faculty & Administrative Staff)
- (b) Adjunct or Visiting faculty.
- (c) Emeritus Professors /Emeritus Fellow & Post-Doctoral Fellow.
- (d) Employees on deputation.
- (e) Employee under Research schemes/ Projects/ Trainings/ Centres as per the MOU's signed between the Institute and the agencies.
- (f) Employees employed in Research schemes/ Projects of the Institute approved by various funding agencies.
- (g) Group "D" staff
- (h) If a person and his/ her spouse are both employees of the Institute, only one of them shall be eligible for the allotment of accommodation.

ALLOTMENT PROCEDURE

Persons desirous of availing of Institute accommodation have to make an application to the HR office in the prescribed format. Allotment of vacant residences will be made by the Principal after assessing the applications received and the housing units available. Department and will arrange necessary repairs and whitewashing, etc. The maintenance Department will also certify that the vacant residence is safe and liveable and will inform the Principal that the House is available for allotment.

CHAPTER 11: EMPLOYEE WELFARE POLICY

The Institute has constituted a Welfare Committee chaired by a designated Professor. The manager drives the entire activity. Below are the details of the activities carried out by the Welfare Committee:

1. Foundation Day Celebrations on 02nd February

To commemorate the Institute's foundation day is celebrated on February 02nd of every year. During the celebrations, awards are presented by the Principal to meritorious children and staff members to promote their talents. A cultural program is also organized every year where children from the community, staff, and students perform.

2. Employees' Birthday Celebrations

The Staff Welfare Committee celebrates the birthdays of the faculty and staff on the last Saturday of every month, wishing them a greeting card and a cake-cutting ceremony.

3. Employee Loan Policy/ Advance Against Salary

Objective:

The purpose of the Employee Loan Policy is to provide funding from the institution to meet urgent financial needs or unexpected expenses of its employees due to an unavoidable event.

This policy details the highlights, applicability, and guidelines for the loan process and its repayment.

Highlights:

- Interest-free loan facility to the employees.
- Loan for your Personal and Medical Emergencies.
- Loan amount is equivalent to gross monthly salary.
- Easy repayment option (Monthly deduction in equal installments).
- Sanctioning & dispersal of Loans any time in the year.

Applicability:

- All regular/full-time employees who have completed their probation period with the confirmation letter are eligible for the loan.
- An employee who has a loan already shall not be allowed for a second Loan until full repayment of the first loan and no objection from the account section, which means the employee requesting the second loan should not have any previous dues with the institution.
- A Security Deposit equivalent to one month's salary shall be a mandatory condition for the issuing of the loan.

Guidelines

Submission of Application Form

- To apply for a loan, an employee shall submit a Loan Application Form at the HR Office along with the details of the type of loan and the reason for the same, with the necessary documents.

Loan Approval

- HR Office/ Registrar/ HR shall recommend & forward the request to the Principal / Management after verifying the eligibility/ any previous dues/ availability of funds.
- The Principal / Management may approve/ reject the application at its discretion. Approved application shall be submitted to the Accounts and HR departments for further processing.

Loan Sanction

- HR shall issue a Sanction Letter or Loan Agreement mentioning the approval amount, instalment amount & start period of repayment. A copy of the Sanction Letter shall be shared with the concerned employee for acknowledgment and kept for HR Records.
- Second Loan can only be issued after two years of the first loan.
- Loan shall be disbursed in the form of a cheque/ bank transfer.

Repayment of Loan

- The repayment of the loan shall begin from the subsequent month by deducting **equal monthly** installments from the salary every month for twelve months or on agreed terms.
- If an employee chooses to repay the loan amount in a single instalment or within twelve months, he/ she can do so by written intimation to HR and Accounts.
- **Any kind of tax liability applicable to the loan amount will be borne by the employee.**
- If an Employee leaves the organization before the repayment of the full loan amount, the employee is liable to pay the balance of the loan amount before being relieved.
- The approval of loans shall be subject to the availability of the funds. The management reserves the right to refuse a loan application either in full or part thereof in case of any non-compliance with the above-mentioned guidelines.

4. Gym Services

The GYM is housed on the Second floor of the Mess Area. It is well equipped with 36 state-of-the-art equipment of state-of-the-art, like Chest Press, Functional Trainer, Bicycle, Multi Press, Shoulder Press, electronic Treadmill, etc. 15-20 persons can use the GYM at a time. It is open to all from 6.00 AM to 8.00 PM.

5. Transport Facility

Transport facility is available free of cost to the faculty and staff members from major areas of Dehradun City

6. Electricity Consumption

Eligible Faculty and staff members are allowed to pay fixed monthly charges, whereas the faculty who are residing with family members shall pay actual charges based on consumption.

7. Canteen & Tuck Shop Services

Canteen & Tuck Shop services are available to faculty members on a payment basis.

8. Campus Guest Houses

The Institute provides independent guest houses for its guests on campus.

9. Fee Concession to Staff Wards

- The college provides fee concession to staff wards for School Education at “Birla Open Mind International School”.
 - 50% concession on admission fees.
 - Fixed Rs 1500/- per Quarter for tuition fees.

10. On-Campus Accommodation

Campus accommodation is available, subject to vacant staff quarters. Faculty members find accommodation near the institute, like AWHO and other housing societies.

11. PF & ESIC

- As per the Government Act, the staff comes under the mandatory clause of providing PF facilities are covered under the PF scheme.
- As per the act, the staff comes under the mandatory clause of providing ESIC facilities are covered under the ESIC scheme.
- The provident fund shall be operative with the Commissioner of the Provident Fund, Government of India, as per the Provident Fund policy of the Government of India. Presently, it is 12% of the basic salary, which will be deposited by both the employer and the staff members in the PF account given to the staff members by the PF Commissioner. An element of interest on this amount is payable at the time of withdrawal of the same as per the policy of the Government. The current limit for PF is up to Rs. 15,000/- per month basic salary.
- Similarly, the employer deposits 4.75% of the gross salary, while 1.75% gets deducted and deposited from the employer's gross salary. The current limit for ESI is up to Rs. 21,000/- per month (as a gross salary).

12. Gratuity Benefits

All the staff of the college are covered under the Gratuity Benefit Act as per the Government Act.

All the members of staff (Teaching & Non-Teaching) who have put in a minimum of 5 years' continuous service (Excluding leave on loss of pay) in this Institute shall be paid service gratuity at the rate of ½ month's salary (Pay + DA) for every one year of service for the total completed years of service. A month will be taken as 26 days. The calculation will be

made.

$$\frac{[\text{monthly Basic Pay} + \text{DA}]}{26} \times 15 \times [\text{Completed years of service}]$$

[**Authority:** Parliament Act – Indian Gratuity Rules]

13. Faculty Cubicle

All the faculty members have personal cubicles and computer facilities with internet access.

14. Long Service Recognition

The Institute recognizes faculty academics & research achievements by facilitating them for their academics and research achievements.

15. Security Norms

Since College is our common property; therefore, we are also responsible for the security of every asset and Law & Order maintenance in the College.

1. To ensure the maintenance of dignity as a teacher or staff member.
2. To protect any of the assets of the College from destruction.
3. To cooperate and behave with security personnel's in safeguarding the College Campus.
4. To watch any suspicious activity inside the campus, if any, immediately inform the related authorities.
5. Avoid accompanying burglars or any suspected persons inside hostels or campus.
6. Should not keep or bring with you any type of unnecessary items such as weapons, intoxicants, etc, on campus.
7. Follow SOP of Campus Security (Copy is Available with the HR Office office).

16. Mess Services

1. The institute has a mess facility available within the premises.
2. The Mess charges are common for all staff members. The subsidized mess charges will be Rs 2500/- per month, subject to revision from time to time.
 - a. Morning Breakfast, lunch, evening snacks, and dinner facilities available for staff.
 - b. Rs 50/- is charged for one (single) meal (Breakfast, Lunch & Dinner)
3. While a new staff member joins the Institute, the lunch on the first day is provided by the Institute as a complimentary lunch.
4. There is a specially approved rate for casual diners (new joinees, trainees, etc.) as announced by the Institute.
5. No food will be served in faculty residences except in Medical situations.
6. Follow the institution's code of conduct in terms of decorum and respectful behaviour.
7. Avoid loud conversations and maintain a peaceful environment.

8. Respect the seating arrangements, especially if there is a designated area for staff.
9. Avoid wasting food. Take only as much as you can finish. If you cannot finish your meal, it's best to leave some portions instead of wasting food.
10. In case of any issues related to food quality, cleanliness, or service, teachers should provide constructive feedback to the mess management or the designated authority.
11. Some mess services may allow teachers to bring guests. If this is permitted, the teacher should inform the mess administration or follow the required procedure for guest meals.

Mess Timings

Breakfast	08.00 am	to	09.00 am
Lunch	01.00 pm	to	02.00 pm
Snacks	05.00 pm	to	05.30 pm
Dinner	08.00 pm	to	09.00 pm

CHAPTER 12: RETENTION OF DOCUMENTS

Files and records in the HR Department have been classified into three categories based on an assessment of how long they are needed to be retained. These are as follows:

I. A Category: (To be kept permanently)

1. Files & service records (personal, CR/evaluation, G Series) of all employees, including those who have retired/expired, but excluding those mentioned in B Category
2. Files of policy decisions
3. Files of House Building Allotment
4. Files of Minutes of all the Committees, including Recruitment/Selection/Evaluation/ Promotion/ Policy Decisions
5. Files of Government Orders
6. Government correspondence
7. Advertisement files
8. Legal files
9. Files of various returns/questionnaires filled with government departments
10. Files of correspondence with the Labour Commissioner/any other Judicial Authority
11. Documents about RTI-related matters
12. Files related to orders of pay commissions and pay revision
13. Agreements
14. Files on various labour contracts
15. Files on various labour registration
16. Budgeting & related files
17. All policy-related files
18. Pension file
19. Group Insurance Scheme
20. Medi-Claim file
21. Guard files

II. B Category: (To be kept for 5 years)

1. Files of all the Contractual employees
2. Documents relating to Project Staff Appointment

III. C Category: (To be kept for 03 years)

1. Leave applications
2. Job applications

CHAPTER 13: TRAVEL POLICY

Definitions

- a) **Employees** - A person employed by the Institute on regular rolls; also includes fixed term employees (Adhoc, Contractual) and those on probation, but does not include part-time or casual employees, unless with the permission of the competent/sanctioning authority.
- b) **Tour** - A journey undertaken for the Institutes' work out of Dehradun. Travel to a place under this travel policy shall be considered a "Tour" when the destination is beyond the municipal limits of Dehradun.
- c) **Domestic Travel** - is defined as all travel within and between all states and union territories of India.
- d) **International Travel** - is defined as any travel outside India.
- e) **Interview Candidate** - A person working in another organisation/institute who has been called for an interview for a position in COP.

Scope & Coverage

- a) This policy also covers Travel Entitlements for COP Staff engaged in official duties.
- b) Policy also covers external trainers, faculty, experts & official guests, including candidates called for an interview.
- c) If an employee has to utilize a higher mode of travel/higher category of hotel, prior approval of the Principal will be required.

Classification of Cities/Towns

The cities/towns will be classified into two categories as under:

Category A: Delhi NCR (Delhi, Gurugram, Noida & Faridabad), Kolkata, Mumbai, Chennai, Hyderabad, Bengaluru, Pune, Chandigarh, including State Capitals & Union Territories.

Category B: All towns within India not mentioned above.

Sanctioning Authority

S.No	Positions	Sanctioning Authority
1	Principal	Vice-Chairman
2	Deans /Associate Deans / Professors	Principal
3	Associate Professor	Principal
4	Assistant Professor	Principal
5	Registrar/ COE/ Finance Officer	Principal
6	Head / Manager	Principal
7	Non-Teaching Staff	Principal

Eligibility

- a. **Employee:** An employee will be eligible for Travel Reimbursements if journeys are undertaken for the following purposes (Indicative List):
 - i. Official Tour.
 - ii. Any travel concerning COP with the permission of the Principal.

Entitlements: Mode of Conveyance – Local Travel

S.No	Level	Travel Allowances (Hired Services)	Travel Allowances (Own Car/ Vehicle)
1	Principal	AC Car/ Bus on Actual Rate.	Own Car @ Rs 12/ KM
2	Professor / Dean	AC Car/ Bus on Actual Rate.	Own Car @ Rs 10/ KM
3	Associate Professor	AC Car/ Bus on Actual Rate.	Own Car @ Rs 10/ KM
4	Assistant Professor	AC Car/ Bus on Actual Rate.	Own Car @ Rs 10/ KM
5	Registrar/ COE	AC Car/ Bus on Actual Rate.	Own Car @ Rs 10/ KM
6	Manager	AC Car/ Bus on Actual Rate.	Own Car @ Rs 10/ KM
7	Non-Teaching	Non-AC Bus	Own Car @ Rs 08/ KM Own Bike@ Rs 2/ KM

Entitlements: Mode of Conveyance – Out of Dehradun Travel

S.No	Level	Air	Railway	Road
1	Principal	Economy Class	AC-II Tier	AC Car/ Bus on Actual Rate. Own Vehicle @ Rs 12/ KM
2	Professor / Dean	Economy Class	AC-II Tier	AC Car/ Bus on Actual Rate. Own Vehicle @ Rs 10/ KM
3	Associate Professor	Economy Class	AC-III Tier	AC Car/ Bus on Actual Rate. Own Vehicle @ Rs 10/ KM
4	Assistant Professor	Economy Class	AC-III Tier	AC Car/ Bus on Actual Rate. Own Vehicle @ Rs 10/ KM
5	Registrar/ COE	Economy Class	AC-II Tier	AC Car/ Bus on Actual Rate. Own Vehicle @ Rs 10/ KM
6	Manager	Economy Class	SL	AC Car/ Bus on Actual Rate. Own Vehicle @ Rs 10/ KM
7	Non-Teaching	-	SL	Non-AC Car/ Bus on Actual Rate. Own Vehicle @ Rs 08/

Important Points (Mode of Conveyance — Domestic Travel- Out of Dehradun)

- a. Prior approval for travel would be required for all employees from the sanctioning authority.
- b. All air bookings should be done through the Dean (Administration)/Registrar's office/ Account Office, or may be booked online.
- c. Tickets should be booked within 48 hours of the travel approval to ensure the lowest air fares.

- d. Air travel, in general, should be restricted, particularly for short distances (refer to Table B), where a convenient mode of surface travel is also available.
- e. All journeys should normally be performed by the shortest route, except when it is not possible to do so for any special reasons.
- f. Advances will be limited to 75% of the approximate Lodging Plus Boarding costs for all types of travel.
- g. The per-day limits are entitled only for that day and cannot be cumulated.
- h. The travelling ticket, boarding passes & bills have to be attached to the travel expense reimbursement bill and submitted to the Accounts department within 07 days of completion of their tour.
- i. It is expected that, wherever possible, employees will reduce travel costs, including revising the class of travel.
- j. Employees are expected to book app-based taxis (Ola, Uber, BlaBla cars, etc.) as a first resort, and if not available, use pre-paid taxis.
- k. The institute will not reimburse for travel and other expenses of family members and others who accompany the employees on an official trip. There are a limited number of situations in which there is an official purpose for the presence of spouses, family members, or others on official trips. Prior approval must be obtained from the Principal.

Boarding and Lodging (During Outstation Travel)

The travel entitlements for boarding & lodging will depend on the “Category” of the city/town to which the travel is made. These categories have been defined in para 4 above.

Table C

S.No	Levels	Category- A (Rs Per/Day)		Category-B (Rs Per/Day)	
		Lodging	Boarding	Lodging	Boarding
1	Principal/ Principal/ Advisor	Actuals	Actuals	Actuals	Actuals
2	Professor / Dean	5000-3000	800	4000-2500	700
3	Associate Professor	4000-2500	700	3000-2000	600
4	Assistant Professor/ Lecturer	3000-2000	600	2000-1500	500
5	Registrar/ COE/ Account Officer	3000-2000	600	2000-1500	500
6	Manager	2500-1500	500	1500-1000	400
7	Non-Teaching	1500-1000	400	1000-800	350

Important Points (Boarding & Lodging — Outstation travel)

- a) Members of Selection Committees, External Members of the BOG, External Examiners, & Members of Examination Board, Members of Regulating & Inspecting Bodies, etc., will be eligible.
- b) Lodging includes hotel room rent. Boarding is meals consumed, either at the hotel or outside. The claim for lodging expenses will be as per **Table C**.

- c) If lunch/dinner is consumed outside the Hotel/Guest House, then bills are to be provided for reimbursement.
- d) If available, the COP guesthouse facility at Dehradun must be availed as a first resort.
- e) All hotel bookings are to be done by the HR Office / Registrar/ Account, preferably through the authorized Institute agents or through online portals.
- f) In case a team is travelling together for an assignment, the Principal can approve the stay of the team at the hotel specified for the level of the most senior member in the team.
- g) Only actual expenditure incurred within the prescribed limits will be reimbursed as per the normal procedure of reimbursement. The claimant has to submit proper bills, and any expenditure over & above the limits will require the approval of the Principal.

9. Incidental Expenses

- a) Incidental expenses per day will be given to employees as out-of-pocket expenses to meet miscellaneous travel expenses not supported by bills as per Table D.

Table D

S.No	Level	Category A (Rs/ Day)	Category-B (Rs/Day)
1	Principal	Rs 400	Rs 300
2	Professor / Dean	Rs 300	Rs 200
3	Associate Professor	Rs 250	Rs 200
4	Assistant Professor	Rs 200	Rs 150
5	Registrar/ COE	Rs 200	Rs 150
6	Manager	Rs 150	Rs 100
7	Non-Teaching	Rs 100	Rs 80

- b) No Incidental expenses will be permissible within Dehradun.
- c) In case of a stay involving more than three days, laundry charges can be claimed at a maximum of Rs. 200/per day starting from the second day onwards on submission of actual bills. This is in addition to the above-mentioned incidental expenses.
- d) Employees who have been sent on a project or a fixed-term assignment will not be entitled to daily incidental expenses after 15 days; however, they will continue to get boarding and lodging.

Entitlement for Experts/Official Guests/External Interview Panel Member

Experts, Guests, and External interview panel members who are invited for meetings, lectures, viva, etc., will be entitled to travel as under.

S.No	Air	Railway	Road
1	Economy class	AC-II Tier AC- Chair Car	AC Car/ Bus or Own Vehicle

Entitlement for Interview candidates: A candidate can be reimbursed for a travel entitlement up to the limit that is entitled for the position (level) for which he/she is being interviewed.

Entitlement for Drivers

The Institute drivers will be entitled to travel allowance on official duty as under:

Local Duty

Lodging	Meal Charges
NIL	60/ per meal

Outstation Duty

Lodging	Boarding
500	200-250

- a) Travel time indicates: time from leaving the institute to returning and includes waiting time at any location.
- b) Drivers will not be entitled to boarding & lodging limits as mentioned in Table C.

CHAPTER 14: GRIEVANCE REDRESSAL SEXUAL HARASSMENT POLICY

The Institute has set up an Internal Complaint Committee known as the ICC for Managing Gender Issues in accordance with the Act and related rules and regulations applicable to higher educational and technical institutions. The objective of ICC goes beyond what is mandated by the Act and rules. ICC is not only confined to dealing with complaints of Sexual Harassment towards women but also towards members of other genders, and to work for creating awareness, sensitization, counselling, and educating about gender issues.

1. OBJECTIVES OF ICC

- a) Creating a campus free from discrimination, harassment, retaliation, or sexual assault at all levels;
- b) Proactively move to curb all forms of sexual harassment of employees and students;
- c) Create awareness about what constitutes sexual harassment, including hostile environment harassment and quid pro quo harassment;
- d) Organize gender sensitization programs and workshops for the faculty, Managers, functionaries associated with COP, and students, to ensure knowledge and awareness of the rights, entitlements, and responsibilities enshrined in the Act, Rules, Regulations, and under this Policy;
- e) Act decisively against all gender-based harassment perpetrated against employees and students, primarily women employees and students, and with the recognition that some male students and students of the third gender are vulnerable to many forms of sexual harassment, humiliation, and exploitation, and thus extend services to them as well;
- f) Be responsible for initiating all proceedings as required by law to punish those guilty of sexual harassment within the COP Campus.

THE PROCESS FOR MAKING A COMPLAINT

1. The ICC shall comply with the procedure prescribed in ICC Policy and the Act for making a complaint and inquiring into the complaint in a time-bound manner. An aggrieved person is required to submit a written complaint to the ICC within a week of the date of the incident.
2. Provided that where such a complaint cannot be made in writing, the Chairperson or any Member of the ICC shall render all reasonable assistance to the person for making the complaint in writing.
3. Provided further that the ICC may, for the reasons to be accorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such that prevented the person from filing a complaint within the said period.
4. Friends, Relatives, Colleagues, Co-students, Psychologists, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

DISCIPLINARY ACTION

PENALTIES:

Notwithstanding anything contained in any other regulation and without prejudice to such action to which an employee may become liable under any other regulation or law for the time being in force, the following penalties may (for good and sufficient reasons and as hereinafter provided) be imposed on any employee of the Institute.

Minor Penalties:

1. Censure;
2. Withholding of his promotion;
3. Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Institute by negligence or breach of orders;
 - i. Reduction to a lower stage in the time scale of pay for a period not exceeding 3 years
 - ii. without cumulative effect and not adversely affecting his pension.
 - iii. Withholding of increments of pay.

Major Penalties:

1. As provided for in Regulation 3(a) above, reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the employee of the Institute will earn increments of pay during the period of such Reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;
2. reduction to a lower time-scale of pay or post which shall ordinarily be a bar to the promotion of the employee to the time-scale of pay or post from which he was reduced, with or without further directions regarding conditions of restoration to the post from which the employee of the Institute was reduced and his seniority and pay on such Restoration to that post;
3. (compulsory) retirement;
4. removal from service, which shall not be disqualification for future employment under the Institute;
5. dismissal from service which shall ordinarily be a disqualification for future employment under the Institute

Suspension:

The appointing authority or any authority to which it is subordinate or the disciplinary authority or any other authority empowered in that behalf by the Board, by general or special order, may place an employee under suspension:

- i. where a disciplinary proceeding against him is contemplated or is pending or
- ii. where, in the opinion of the authority aforesaid, he has engaged himself in activities prejudicial to the interest of the security of the State; or

- iii. where a case against him in respect of any criminal offence is under investigation, inquiry, or trial:
Provided that, where the order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith report to the appointing authority the circumstances in which the order was made.
 - iv. An employee shall be deemed to have been placed under suspension by order of the appointing authority:
- 6. a) With effect from the date of his detention, if he is detained in custody, whether on a
 - 7. criminal charge or otherwise, for a period exceeding forty-eight hours.

ENQUIRY PROCEEDINGS:

- 1. In the inquiry, the employee shall be entitled to appear in person or to be represented by an employee of the Institute.
- 2. The proceedings of the inquiry shall be recorded in English. However, the Institute shall arrange for a Hindi or Gujarati translation of the proceedings at the request of the employee.
- 3. The proceedings of the enquiry shall generally be completed within three months: Provided that the period of three months may, for reasons to be recorded in writing, be extended by such further period as may be deemed necessary by the enquiry officer.
- 4. If on the conclusion of the enquiry or, as the case may be, of the criminal proceeding, the employee has been found guilty of the charges framed against him/her and it is considered, after giving the employee concerned a reasonable opportunity of making representation on the penalty proposed, that an order of dismissal or suspension or fine or stoppage of annual increment or reduction in rank would meet the ends of justice, the competent authority shall pass an order accordingly.
Provided that where an order imposing fine or stoppage of annual increment or reduction in rank is passed under this clause, the employee shall be deemed to have been on duty during the period of suspension and shall be entitled to the same emoluments as he/she would have received if he/she had not been placed under suspension, after deducting the subsistence allowance paid to him/her for such period.

APPEALS:

An employee who has been discharged or dismissed shall have a right to appeal against any order passed against him/her to an authority referred to as 'Appellate Authority'.

- 1. Every appeal shall comply with the following requirements.
 - a. It shall be written in English, or, if not written in English, it shall be accompanied by a translation in English and shall be signed.
 - b. It shall be presented in concise, polite language and be free from irrelevant matter.
 - c. It shall contain all material statements and arguments relied on and shall be complete in itself.

- d. It shall specify the relief desired.
- e. It shall be submitted to the authority which made the order appealed against within three months from the date on which the Appellant receives a copy of the order appealed against, provided further that a copy of the appeal may be submitted directly to the appellate authority.

Consideration of Appeals

In the case of an appeal against an order of discharge or dismissal, the appellate authority shall consider:

- a) Whether the procedure prescribed in the preceding paragraphs has been complied with, and, if not, whether such non-compliance has resulted in a miscarriage of justice,
- b) whether the findings are justified, and
- c) whether the penalty imposed is excessive, adequate, or inadequate, and pass orders
 1. setting aside, reducing, confirming, or enhancing the penalty, or
 2. remitting the case to the appointing authority with such direction as it may deem fit in the circumstances of the case.

Provided that the appellate authority shall not impose any enhanced penalty unless the Appellant is given an opportunity to make any representation that he/she may wish to make against such an enhanced penalty.

IMPLEMENTATION OF ORDERS IN APPEAL

The authority that made the order appealed against shall give effect to the orders passed by the appellate authority.

REVIEW OF ORDERS IN DISCIPLINARY CASES

The authority specified in Annexure I, before which an appeal against an order imposing any of the penalties, may of its own motion or otherwise, call for the records of the case in a disciplinary proceeding, review any order passed in such a case, and pass such orders as it deems fit as if the employee had preferred an appeal against such an order. No such review will be undertaken three months after the date of the order to be reviewed.

BOARD'S POWER TO REVIEW

1. Notwithstanding anything contained above, the Board of Governors may, on its own motion, after calling for the records of the case, review any order which is made or is appealable under these rules.
2. An employee who has been discharged or dismissed or imposed any of the punishments by an order passed by the Board of Governors can make a request to the Board for reconsideration of its decision within one month from the date of receipt of the decision of the Board of Governors. The Board, after reconsideration, may arrange to communicate its decision to the employee concerned. Once such reconsideration is communicated, the decision of the Board will be final. No further appeal will lie against such a decision of the Board.

CHAPTER 15 ENTERPRISE RESOURCE PLANNING (ERP)

The Institute has implemented ERP in various departments. The HR activities have also changed the implementation of ERP. The Employees through the Employee Self Service (ESS) portal now have access to various details earlier available only or through HR. Employees can raise requests through the portal. The following HR activities are digitised through ESS:

- i. **Personal Information** – The personal information, such as addresses, family dependent details, PAN number, official email id, contact number, date of birth, marital status, bank account details, will be maintained under Employee Profile.
- ii. **Leave Management** – Employees can apply leave, view leave history, cancel the applied leave, and check the leave balance through the HR Section. Any action on leave will go to the supervisor for approval.
- iii. **Attendance Management** – Employees can view their in-time/out-time. In case the employees come late to the office, for every third instance in a month, half a CL will be deducted. In case the CL balance is zero, Earned Leave will be deducted. This can be regularised by the HR Department based on the approval from the Head of the Department.
- iv. **Payment** – Through the HR Section, employees can view their monthly salary slip.
- v. **Academic & Administrative matters** – Different academic & Administrative matters are also covered on different tabs.

Approved By
Principal