



**Arihant School of Pharmacy & Bio research Institute, Adalaj, Gandhinagar**

## **Human Resource Policy Manual**

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## **1.VISION- MISSION:**

### **Vision**

To Make Available Globally Competitive Pharmacists Acquainted with Knowledge, Skill, Attitude and Behavior.

### **Mission**

To be Recognized as an Outstanding Institute of Pharmacy for Its Excellent Efforts To Provide Quality Pharmacy Education To Budding Students and To Improve The Health of Society.

### **Introduction**

**Shri G. P. Jain Charitable Trust formerly known as Arihant Seva Samiti** was established on 29<sup>th</sup> December 1994 under Bombay public Trust Act of 1950. The trust is dedicated and active in the field of professional and world class quality pharmacy education and research with aim to deliver the best possible outcomes for the learners by providing the academic ambience in an invigorating campus. Arihant School of Pharmacy & Bio-Research Institute is one of the growing degree pharmacy colleges managed by Arihant Seva Samiti established on 2005. The college is running B. Pharm course with the intake of 100 students and M. Pharm courses in Pharmaceutics, Pharmaceutical Quality Assurance with intake of 15 seats in each and pharmacology with 9 seats and Pharmacognosy with 12 seats intake & D. Pharm Course with the intake of 60 Seats. In Arihant campus, India's first and unique, Collaborative R & D center of EMCURE PHARMACEUTICALS PVT. LTD was established, where UG, PG and Ph.D. students of the institute get the opportunity of training with/without stipend. In this campus we have come up with the unique concept of startup Idea lab and skill development center, which could be helpful to develop entrepreneurial skill by converting their ideas to implementation and concepts to commercialization.

## 2. RECRUITMENT POLICY AND PROCESS MANUAL :

### Overview:

The paramount consideration for the appointment or promotion of an employee shall be the necessity for securing the highest standards of suitability, efficiency, competence and integrity.

Consistent with this approach is our commitment to equal opportunity. It is therefore the recruitment policy of Trust to appoint the best candidate for the position based solely on merit. Existing staff are eligible to apply for positions for which they consider themselves eligible.

### 2.1 PROCEDURE

#### Classification of The Employees

##### Functional Classification

All employees of the Institute are divided under the following categories depending on the experience and education eligibility.

- Principal
- Professors
- Associate Professors
- Assistant Professors
- Non-teaching Staff (Administrative staff, Librarian, Store keeper, Laboratory Technician, Peon)

##### Classification based on nature of the employment

Employees of the Institute may be broadly classified as follows based on the nature of the employment

- Permanent
- Probationer
- Visiting Faculty

**‘Permanent’** employee means an employee who has been employed on a permanent basis in a permanent vacancy and whose appointment in the permanent vacancy has been confirmed in writing by the HR/Admin or any other person authorized by the Management to do so and includes any person who has satisfactorily completed the prescribed probationary period in the same or higher or equivalent category in the establishment and whose employment is confirmed in writing by the Management.

**‘Probationer’** means one who is provisionally employed to fill a permanent vacancy in a post and has not completed the period of probation. The period of probation shall ordinarily be three months. The Management may extend the period of probation of any employee for such further period, as it may deem necessary, if it is not satisfied with the work and / or conduct of any employee during the period of probation. In any case where the period of probation is extended, the employee concerned shall be informed in writing, before the date of the completion of probation.

**‘Visiting Faculty’** means A professor who is hired on a part-time, contractual basis, and does not have a proper working period or tenure is referred to as a Visiting Faculty. They do not hold the responsibilities of a full-time professor but do teach like full-time professors and paid according to no. of hour working. They can also be called Guest lecturers or Guest teacher.

**2.2 Procedure for Manpower Planning**

- HR/Admin Department shall workout the Manpower requirement after discussion with concerned authorities throughout the year which includes job description and job specification.
- HR/Admin department shall define the overall Manpower Planning requirement along with the HODs of the respective departments.
- HR/Admin Department at the Institute will finalize the manpower requirements in discussion with the HOD's, compile the requirements and obtain approval from the Management.
- The final manpower proposal will be submitted to Management.

**2.3 Recruitment of employee**

- It is the basic policy of the Trust & GTU to select and place staff on the basis of job related recruitments and to offer them maximum job satisfaction by placing them in positions where their ability, personal qualifications and interests can be developed to full advantage.

**Profile Sourcing:**

The following steps are followed for the sources from which HR would support the sourcing of candidates

Advertising in leading news papers

Internal referrals by employees

**Screening of Profiles:**

All the received profiles through any sources would be screened by the local HR member of the college and invite the shortlisted candidates for interview.

**Interview Process:**

Human Resources Interview

HR member would invite the shortlisted candidate after the initial screening.

HR member to conduct first round of face to face interview and provide their feedback to the technical panel in an Interview assessment form and the application form filled by the candidate.

HR member will inform the rejected candidates from this stage.

**Technical Team Interview:**

For teaching staff hiring the interview panel consist of Principal, Head of Departments and Administrative staff.

In case of Non-Teaching staff hiring the interview panel would consist of Head of Departments with Administration staff.

The interview panel members have to check the performance of candidate by taking Demo lecture and give marks/points accordingly. The selected candidates documents should be shared with Trustee/ Principal to decide on final compensation for the applicant.

**2.5 Appointment Formalities:**

Appointment formalities to be followed for all the employees joining The Institute.

Employee need to carry the original documents and the copies of those documents to complete his/her appointment formalities.

**Confirmation of Appointment:**

If the particular employee performance, conduct, punctuality and attendance are in accordance with organization expected standard for the relevant grade/post. The Principal shall complete the probation form appropriately and recommended that the appointment should be confirmed.

### 3. **SERVICE RULES & PROCEDURES:**

- Your appointment is subject to the interview & approval of Gujarat Technological University.
- Your appointment is subject to the maintenance of the strength of the students/work load in the college.
- You will be governed by the service conditions, leave rules and provident fund rules of Trust and Gujarat Technological University, which ever are applicable.
- You will be required to do over and above teaching work, other extra-curricular activities and assignment that may be entrusted by the Principal and the Management.
- Your working will be subject to the rules and regulations and general discipline of the college and Arihant Seva Samiti/Trust and you will carry out legitimate instructions in discharging of the duty.
- You will be relieved immediately from the college for persistence negligence of duty, incompetence, acts of indiscipline misconduct or moral turpitude.
- You will obtain the prior permission of the management to pursue further studies.
- You will report directly to the Principal and will be responsible for your performance, which will be evaluated from time to time.

#### **Code Of Conduct**

- Every employee shall, at all times, maintain absolute integrity and devotion to duty and be honest and impartial in his/her official dealings.
- Every employee should, at all times, be courteous in dealings with other members of the faculty, Non-teaching Personnel, students and the stake holders as a whole.
- Unless otherwise stated specifically in the terms of appointment, every employee is a full-time employee, and may be called upon to perform such duties, as may be assigned to him/her by their reporting authority/senior of respective institutes or others to whom such powers have been delegated, beyond scheduled working hours and on holidays and Sundays.
- An employee shall be required to follow the scheduled hours of work, during which he/she must be present at the place of work.
- Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission. In case of contingencies, the appropriate authority should be telephonically/ by e-mail or otherwise communicated.

- All the teachers should use English as a medium of instruction in the class room as well as in administrative dealings.
- All teachers should be punctual in dispensing their active academic assignments like lecture, practical, exam supervision etc.



#### 4. ATTENDANCE POLICY:

##### 4.1 DUTY TIMING

All employees are expected to report to work on time every day that they are Scheduled to work and to maintain a satisfactory record of attendance. If an employee is unable to report to work they are expected to notify their Reporting Authorities within 10 minutes of their start time.

- It is necessary for all the employees to come and leave the campus as per schedule of the time, i.e. he/ she should be present at office/ workplace at 9:30 am and he/ she should not leave the office/ workplace before 5:00 pm.
- The late marking details.

Arrival/ Exit	System Response
A. Arrival after 9:30 am.	½ CL deducted for each such instance (10 min. is allowed in special cases)
<ul style="list-style-type: none"> <li>• Arrival between 9:30 am to 1:00 pm</li> <li>• Exit between 1:30 pm to 5:00 pm</li> </ul>	½ CL deducted for each such instance

- On alternate base two Saturdays are off for Respective employees on slot base.
- It is absolutely necessary for all the employees to register the finger print impression every day.
- For all kind of leave procedure, employees are required to initiate the process by using their individual login ID through ERP software if any.
- It is very important to get the leave sanctioned before proceeding on leave. However, in emergency an employee can be on leave with e-mail sanction of authority. Employee will have to make necessary arrangements of his/her work load with other colleagues which must be intimated through email to higher authority. In such event it is absolutely necessary to fill the leave report on the day he/she rejoins the duty, failing which his/her leave will be considered as leave without pay.
- Anybody proceeding on leave without prior sanction will be marked absent.
- No employee shall leave his/her office without permission of concerned authority. No employee shall leave the campus during office hours for the reasons other than official duty as permitted by authority. If any employee leaves the campus during office hours, he/she should put finger impression at both the time – leaving and coming back to the campus as well as should make entry in outward register.

## 4.2 LEAVE POLICY

- The leave year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March every year.
- A contractual/temporary/ Ad-hoc and the employees on fixed pay/ probation will get only Casual leave, at the rate of 1 leave per month of service completed not exceeding 12 leaves per year. It is not applicable for the visiting and guest faculties.

### TYPES OF LEAVE:

- Casual Leave (CL) - 12
- Sick Leave – 12/ Half leave -24
- Vacation Leave: 25 days (Diwali + Summer)
- Exchange Leave- As the case may be
- Study Leave: Ph. D Preparation-10 days
- Maternity Leave: 180 days; Paternity Leave: 07 days
- Duty Leave: 5 Leaves/ semester if more required then on special permission from management

#### i) Casual Leave

- ☐ Employees are eligible for the 01 Casual leave per month. If leave is not taken then the leave will be accumulated/carry forwarded to next month.
- ☐ Casual leave cannot be accumulated and leave not availed during any particular calendar year shall lapse at the end of the year i.e. March

#### ii) Vacation Leave

- ☐ All the faculties/teachers who put in full two semesters service will be eligible for 25 days of vacation during an academic year, including the summer vacation and Diwali vacation.
- ☐ Planning of vacations may be decided & approved by management of Arihant School of Pharmacy & Bio-Research Institute as may be required during an academic year.
- ☐ Any teacher who is assigned official work during vacation will be given one Exchange Leave for the same during vacation. Vacation cannot be clubbed with any other type of leave.

#### iii) Sick Leave

- ☐ All the permanent employees are entitled for 12 sick leave/ 24 half leave after the completion of one year of service.
- ☐ No employee shall be entitled for this leave unless he/she has put in one year of service.
- ☐ In order to avail continuous Sick Leave, employee has to provide hospitalization and discharge report of approved Government / Private hospital.

#### iv) Duty Leave

- ☐ Duty leave may be granted to all the employees for:
  - a) Attending conferences, congresses, symposia and seminars on behalf of the institute

with due permission of competent authority;

- b) Delivering lectures in institutions and universities at the invitation of such institutions or universities and accepted by the sanctioning authority;
- c) Participating in a delegation or working committee appointed by the Government of India, State Government, the University Grants Commission / AICTE, or any other academic body, and;
- d) For performing any other duty of the GTU/ Our Institute.

**v) Maternity Leave**

- ☐ This type of leave can be granted to permanent woman employee who have completed at least three years of service with less than two children.

**vi) Paternity Leave**

- ☐ Paternity leave of 07 days may be granted to a permanent male employee with less than two children during the confinement of his wife, provided, the no. of children are not more than two.

**vii) Study Leave**

- ☐ Avail to Ph. D Scholars / Part Time Degree Courses
- ☐ May be granted to all permanent employees for undergoing a special course consisting of higher studies leading to a degree for enhancement of his/her qualifications or specialized training in professional or technical subject having a direct and close connection with the sphere of his/her duties at Institute.

**Government of Gujarat**  
**GENERAL ADMINISTRATION DEPARTMENT**

Sachivalaya, Gandhinagar,  
Dated the 24<sup>th</sup> November, 2021

**Notification**

**PART – I**  
**PUBLIC HOLIDAYS, 2022**

No. GS/20/2021/PHD/102021/431/GH : The Government of Gujarat is pleased to declare the following days to be Public Holidays for State Government Offices during the year 2022.

Sr. No	Name of General Holidays	Date	Saka Era	Days of Week
1.	Makar Sankranti	14 <sup>th</sup> January, 2022	24, Paush, 1943	Friday
2.	Republic Day	26 <sup>th</sup> January, 2022	06, Magh, 1943	Wednesday
3.	Maha Shivratri (Maha vad-14)	1 <sup>st</sup> March, 2022	10, Phalgun, 1943	Tuesday
4.	Holi 2 <sup>nd</sup> Day – Dhuleti	18 <sup>th</sup> March, 2022	27, Phalgun, 1943	Friday
5.	Chetichand	02 <sup>nd</sup> April, 2022	12, Chaitra, 1944	Saturday
6.	(1) Dr. Baba Saheb Ambedkar's Birthday	14 <sup>th</sup> April, 2022	21, Chaitra, 1944	Thursday
	(2) Mahavir Janma Kalyanak	14 <sup>th</sup> April, 2022	24, Chaitra, 1944	Thursday
7.	Good Friday	15 <sup>th</sup> April, 2022	25, Chaitra, 1944	Friday
8.	(1) Bhagvan Shree Parshuram Jayanti (Vaishakh sud-3)	03 <sup>rd</sup> May, 2022	13, Vaishakha, 1944	Tuesday
	(2) Ramjan-Eid (Eid-ul-Fitra) (1 <sup>st</sup> Shawaal) (Muslim Shiya & Sunni)	03 <sup>rd</sup> May, 2022	13, Vaishakha, 1944	Tuesday
9.	Muharram (Ashoor)	09 <sup>th</sup> August, 2022	18, Shravan, 1944	Tuesday
10.	Raksha Bandhan	11 <sup>th</sup> August, 2022	20, Shravan, 1944	Thursday
11.	Independence Day	15 <sup>th</sup> August, 2022	24, Shravan, 1944	Monday
12.	Parsi New Year Day- Pateti (Parsi Shahenshahi)	16 <sup>th</sup> August, 2022	25, Shravan, 1944	Tuesday
13.	Janmashtami (Shravan Vad-8)	19 <sup>th</sup> August, 2022	28, Shravan, 1944	Friday
14.	Samvatsari (Chaturthi Paksha)	31 <sup>st</sup> August, 2022	09, Bhadrapad, 1944	Wednesday
15.	Dussehra (Vijaya Dashmi) (Aaso sud-10)	05 <sup>th</sup> October, 2022	13, Ashwin, 1944	Wednesday
16.	Diwali	24 <sup>th</sup> October, 2022	02, Kartik, 1944	Monday
17.	(1) Vikram Samvatsari New Year Day	26 <sup>th</sup> October, 2022	04, Kartik, 1944	Wednesday
	(2) Bhai Bij	26 <sup>th</sup> October, 2022	04, Kartik, 1944	Wednesday
18.	Sardar Vallabhbhai Patel's Birthday	31 <sup>st</sup> October, 2022	09, Kartik, 1944	Monday
19.	Guru Nanak's Birthday	08 <sup>th</sup> November, 2022	17, Kartik, 1944	Tuesday

**Note : (1) The following days have not been notified as General Holidays as they fall on Sunday.**

1.	Shree Ram Navmi	10 <sup>th</sup> April, 2022	20, Chaitra, 1944	Sunday
2.	Bakri-Eid (Eid-ul-Adha)	10 <sup>th</sup> July, 2022	19, Ashadh, 1944	Sunday
3.	Mahatma Gandhi's Birthday	02 <sup>nd</sup> October, 2022	10, Ashwin, 1944	Sunday
4.	Eid-e-Meeladunnabi ( Prophet Mohammad's Birthday) (bara vafat)	09 <sup>th</sup> October, 2022	17, Ashwin, 1944	Sunday
5.	Christmas	25 <sup>th</sup> December, 2022	04, Paush, 1944	Sunday

**Note : (2) If any of the Muslim religion Holidays notified above does not fall on the day notified, the Muslim Employees of the Government may be granted an optional holiday on the day on which the holiday is actually observed.**

**Note : (3) The holidays will also be applicable to all State Government Undertakings, Boards, Corporations and Panchayat Offices.**

## **5. TRAVEL POLICY:**

### **5.1 Local Conveyance:**

Local conveyance while on outstation travel is same as per Institute travel policy as below:

If travelled by own car or by hired taxi, road mileage at the rates mentioned below as per actual to and from kilometer of travelling.

- If copy of R.C. book/ original taxi bill/original tickets is not attached, travelling allowance will be paid as per GSRTC or AC chair car train fare, whichever is less along with local conveyance allowance whenever applicable.

Type of fuel used & Rate per km

- |           |        |
|-----------|--------|
| 1. Petrol | ₹ 11/- |
| 2. Diesel | ₹ 10/- |
| 3. CNG    | ₹ 7/-  |

- If travelled by scooter/motorcycle or by any two wheel vehicle, Road mileage @ ₹ 4/- per km will be paid.
- For calculating travelled kilometer :  
During semester, starting point will be Institution/college/university from where they are going will be allowed and During vacation time / Holiday, starting kilometer from residence of a person will be allowed.

### **5.2 Reporting expense process:**

All official expenses must be reported within seven (7) calendar days from the date of completion of travel and the actual expenditure to be submitted to the respective college office which will be verified by the College Administrator on verifying will pass to Principal and he will recommend to Arihant Administration wing to pass the amount directly to employees account.

## **6. REWARDS AND RECOGNITION POLICY MANUAL:**

### **Objective:**

The objective of the reward and recognition policy is to motivate the employees for their out of the way contributions in terms of creativity and innovation to the organization.

### **Applicability:**

This policy is applicable to all the employees of Association, who are On-roll, Contract, Consolidated, temporary at all levels of the organization.

### **Institutional Policy for Publication by The Faculty Members:**

The Institute recognizes the potential of its faculty and strongly encourages the faculty to pursue research in current area addressing the industrial/societal problem. The institution, on its part, is committed to facilitate the faculty members for publication of their research work in well reputed indexed journals as well as book publication by the implementation of a well-defined policy.

1. 10,000/- Rs per International Research/Review publication in reputed journal  $\geq 2$  impact factor as a main author.
2. 2,000/- Rs per International Research/Review publication in reputed journal  $\geq 2$  impact factor as a co-author.(only one major second co-author)
3. 5,000/- Rs per National Research/ Review publication in reputed journal  $\geq 2$  impact factor as a main author.
4. 2,000/- Rs per National Research/ Review publication in reputed journal  $\geq 2$  impact factor as a co-author. (only one major second co-author)
5. 5,000/- Rs per International Research/Review publication in reputed journal having impact factor between 1 and 2 as a main author.
6. 2000/-Rs per International Research/Review publication in reputed journal having impact factor between 1 and 2 as a co-author. (only one major second co-author)
7. 2500/- Rs per National Research/ Review publication in reputed journal 1 to 2 impact factor as a main author.
8. 1,000/- Rs per National Research/ Review publication in reputed journal 1 to 2 impact factor as a co-author. (only one major second co-author)
9. 5000/-Rs. For main author in International book publication (editorial office must be outside india).
10. 2500/-Rs. For co-author in international book publication.(only one major second author)
11. 2000/-Rs. For main author in National book publication.
12. 1000/-Rs. For co-author in National book publication.(only one major second author)
13. 2500/- Rs. For main author in chapter writing in international book publication
14. 1000/-Rs for co-author in chapter writing in international book publication (only one major second co-author)

## **7. STAFF RELIVING POLICY:**

### **7.1 Process of submitting resignation**

Employee desirous of resigning from the services of the Institute will have to communicate the intent of resignation through written communication, either by a letter or email addressed to the Principal/Reporting Authority. The employee is required to serve the notice period as applicable.

The intimation of the resignation of an employee along with the last working day will be updated by the HR representative.

The HR team shall initiate exit clearance process with various internal departments and library with No objection certificate duly signed by respective in charges.

### **7.2 Notice Period:**

Employees on probation will be required to serve one month notice period or immediately as per situation or decision of Institute head. for non-teaching employee and teaching employees depends on academic requirement will be intimated to the employees and employees in the confirmed services also will be required to serve at least one month of notice period.

Employees who resign, or are serving notice period, as on the date of pay-out of increments, will not be eligible for salary increment.

Employees who resign, must Handover his/her Roles & Responsibilities to HOD with proper clarification before leaving the institute.

## ANNEXURE : I

### Offer Letter Format:

Ref No: ASP/BRI/aaa/Year

Date:

To,

\_\_\_\_\_

**Subject: Offer of Employment with Arihant School of Pharmacy & BRI**

**Dear Sir/Mam,**

With References to your application for employment, and your subsequent interview with us, we are pleased to appoint you as a \_\_\_\_\_ at **Arihant School of Pharmacy & BRI** situated at Adalaj-Gandhinagar-382421.

- Your Monthly Compensation would be as per the discussion had during an interview
- You are Required to join on or before \_\_\_\_\_ failing which this offer will be treated as withdraw
- As a part of joining process, you are requested to bring the following documents on the day of joining. (please bring the original documents for verification.)
  - S.S.C, H.S.C Marks card
  - Degree/Diploma/ Highest Qualification certificate along with marks cards. (All Semesters)
  - Relieving Letter from the previous organization or Accepted Resignation letter
  - Appointment Letter from previous Organization along with Last Three Month's Salary Slip
  - Experience Letter
  - Copy of Government ID & Address proof (Aadhar Card)
  - 3 Passport size Photos
- Please Note that the offer of appointment is subject to satisfactory Completion of your reference check.
- An appointment letter along with the terms and condition of employment will be issued to you upon your joining.

Kindly confirm your acceptance of the offer and send us the signed copy of this letter at the earliest.

We look forward to you having a long with fruitful relationship with Arihant.

Yours sincerely,





॥ Shri Mahaviray Namah ॥

**ARIHANT**  
**SEVA SAMITI**

Reg. No. F / 4654 / A'bad, Guj / 4800 / A'bad.

📍 Arihant Campus, Uvarsad, Square,  
Sarkhej - Gandhinagar Highway, Adalaj,  
Dist. : Gandhinagar.  
📞 079 - 40021021 / 40327663  
✉ arihantpharmacy@gmail.com  
🌐 www.arihantpharmacy.org

**Date: 19/03/2021**

**To,**  
**Mr. Nadimbhai Mohodratik chhipa**  
Maheshwari Colony,  
Hospital Road,  
Chhapi-385210,  
Ta- Vadgam,  
Dist-Banaskantha,  
Gujarat

**Dear Sir,**

With reference to your application and interview by Management, you are appointed to the post of **Assistant Professor** in our Arihant School of Pharmacy & Bio-Research Institute, Adalaj, Gandhinagar. You are hereby informed that you are appointed for the said post for the purpose under the following terms and conditions:

1. Your appointment is subject to the interview & approval of Gujarat Technological University.
2. Your appointment is subject to the maintenance of the strength of the students/work load in the college.
3. You will be governed by the service conditions, leave rules and provident fund rules of Arihant Seva Samiti and Gujarat Technological University, which ever are applicable.
4. You will be required to do over and above teaching work, other extra-curricular activities and assignment that may be entrusted by the Principal and the Management.
5. Your working will be subject to the rules and regulations and general discipline of the college and Arihant Seva Samiti and you will carry out legitimate instructions in discharging of the duty.
6. You will be relieved immediately from the college for persistence negligence of duty, incompetence, acts of indiscipline misconduct or moral turpitude.
7. You will obtain the prior permission of the management to pursue further studies.
8. You will report directly to the Principal and will be responsible for your performance, which will be evaluated from time to time.

  
**Chairman**  
Arihant Seva Samiti  
Adalaj, Gandhinagar.

### Joining Letter Format:



## **ARIHANT SCHOOL OF PHARMACY & BRI, ADALAJ**

### **Joining Report**

I, the undersigned **Dr. Mr./Ms.**.....

Report that I have joined this college as .....in

.....Department,

on.....Date.

I am furnishing my brief information as follows:

<b>Local Address</b>	
<b>Permanent Address</b>	
<b>Birth Date</b>	
<b>Education Qualification</b>	

I hereby confirm to abide by the rules and regulations of Institution and Management.

**Date:**

**Place:**

(Signature of the staff member)

Signed in my presence  
(Principal)

**No Due Certificate Format:**



**NO DUE CERTIFICATE**  
**ARIHANT SCHOOL OF PHARMACY & BRI**

Name of Faculty: \_\_\_\_\_

Department: \_\_\_\_\_ Designation: \_\_\_\_\_

Date of Joining: \_\_\_\_\_ Date of Relieving: \_\_\_\_\_

Date	Department / Section	Name	Sign	Handover Particulars
	Head of Dept.			
	IT Department			
	Exam Section			
	Library			

Name of Faculty: \_\_\_\_\_

Department: \_\_\_\_\_

Designation: \_\_\_\_\_

Date of Joining: \_\_\_\_\_

Date of Relieving: \_\_\_\_\_

Date	Department / Section	Name	Sign	Remark/Comment
	Stores (Room keys and other Store items)			
	Account Department			
	Transport Department			
	HR Department			

\_\_\_\_\_  
Principal  
(Name & Signature)

## Hand over Declaration

**Name:**

**Designation:**

**Department:**

**Date of Joining:**

**Date of Relieving:**

**Sub: Charge Hand over due to relieving**

I \_\_\_\_\_ hereby handing over below details due to my

Relieving on \_\_\_\_\_ after office hours.

**List of handing over details:**

<b>Sr. no.</b>	<b>Particulars</b>	<b>Remarks</b>

I am not carrying any other property in terms of documents, files in soft copy or hard copy, any laboratory instruments, books of this College with me. I hereby declare that, above mentioned details is handover to \_\_\_\_\_(Name), \_\_\_\_\_(Designation), \_\_\_\_\_(Department) on \_\_\_\_\_ date and I am bound to answer you and come to College at any time if College call me for any work related matter which is not mentioned above but part of my work of entire tenure.

**Name & Sign of Handing over Person**

**Name & Sign of Handing taking Person**