



PSG COLLEGE OF PHARMACY
RECOGNISED BY PHARMACY COUNCIL OF INDIA (PCI) AND
AFFILIATED TO TAMILNADU DR.MGR MEDICAL UNIVERSITY

CLASSIFICATION OF EMPLOYEES

The employees of PSG INSTITUTIONS are classified as follows:

- Permanent
- Probationer
- Trainee / Apprentice
- Part-time Employees
- Employees on Contract

PERMANENT: Permanent employee is one who is employed on a permanent basis and includes any person who has satisfactorily completed the prescribed period of probation and has been confirmed in writing as a permanent employee by the Management.

PROBATIONER: Probationer is one who is provisionally employed to fill up a permanent vacancy but has not completed the prescribed period of probation which is normally 12 months. However the Management may extend the period of probation of an employee for a further period after the performance appraisal made by the authorities of the Institution.

TRAINEE / APPRENTICE: Trainee / Apprentice is a learner, who is taken in for learning specific jobs with or without stipend after execution of a special agreement between the Management and the Trainee/apprentice.

PART-TIME EMPLOYEES: Part-time employee is one who is employed to work in the Institution less than the normal working hours / working days. He / she will be entitled for only such remuneration / benefits as prescribed by the Management in their appointment order.

EMPLOYEES ON CONTRACT: Employee on contract is one who is employed for work by a contractor, who has entered into an agreement with the Institution to carry out a specific job for a specific period.

KANNAPPANAYANAR V
MANAGER-PERSONNEL



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LEAVE BENEFITS

CASUAL LEAVE

Employees are eligible for 12 days of Casual Leave per annum. Un-availed Casual Leave cannot be carried over to the next year.

EARNED LEAVE

25 days of Earned leave can be availed in a year. The employees will be permitted to accumulate the un-availed earned leave up to 30 days; the un-availed will be en-cashed during the month of January every year at the rate of December salary of the employee. Employees under the probation period will not be eligible to avail EL.

MEDICAL LEAVE

All the Permanent employees are eligible for 12 days Medical Leave per annum. Un-availed medical leave can be accumulated up to 60 days at any given time and the balance will lapse. To avail Medical leave, a Medical Certificate should be obtained only from the PSG Hospitals.

MATERNITY LEAVE

Women employees are eligible to get 182 days of maternity leave per delivery. However, the maternity leave will be allowed only on two occasions in their total service.

LEAVE FOR MISCARRIAGE

Women employees are permitted to avail 2 weeks leave for miscarriage but not exceeding 2 times in their total service.

COMPENSATORY LEAVE

If any employee who is directed to work on a holiday or extra hours, he/she will be permitted to avail compensatory leave equal to the period he/she has worked. The compensatory leave shall be availed within 60 days.

ON DUTY LEAVE

Faculty can apply for On Duty leave as indicated below:

1. Workshops, Seminars, Faculty Development Program
2. College / Council related accreditation
3. Affiliating University / PCI inspection
4. Affiliating University Exams

DESIGNATION	ELIGIBILITY DAYS/YEAR
Professor	20
Associate professor	18
Assistant professor	12
Lecturer	10


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