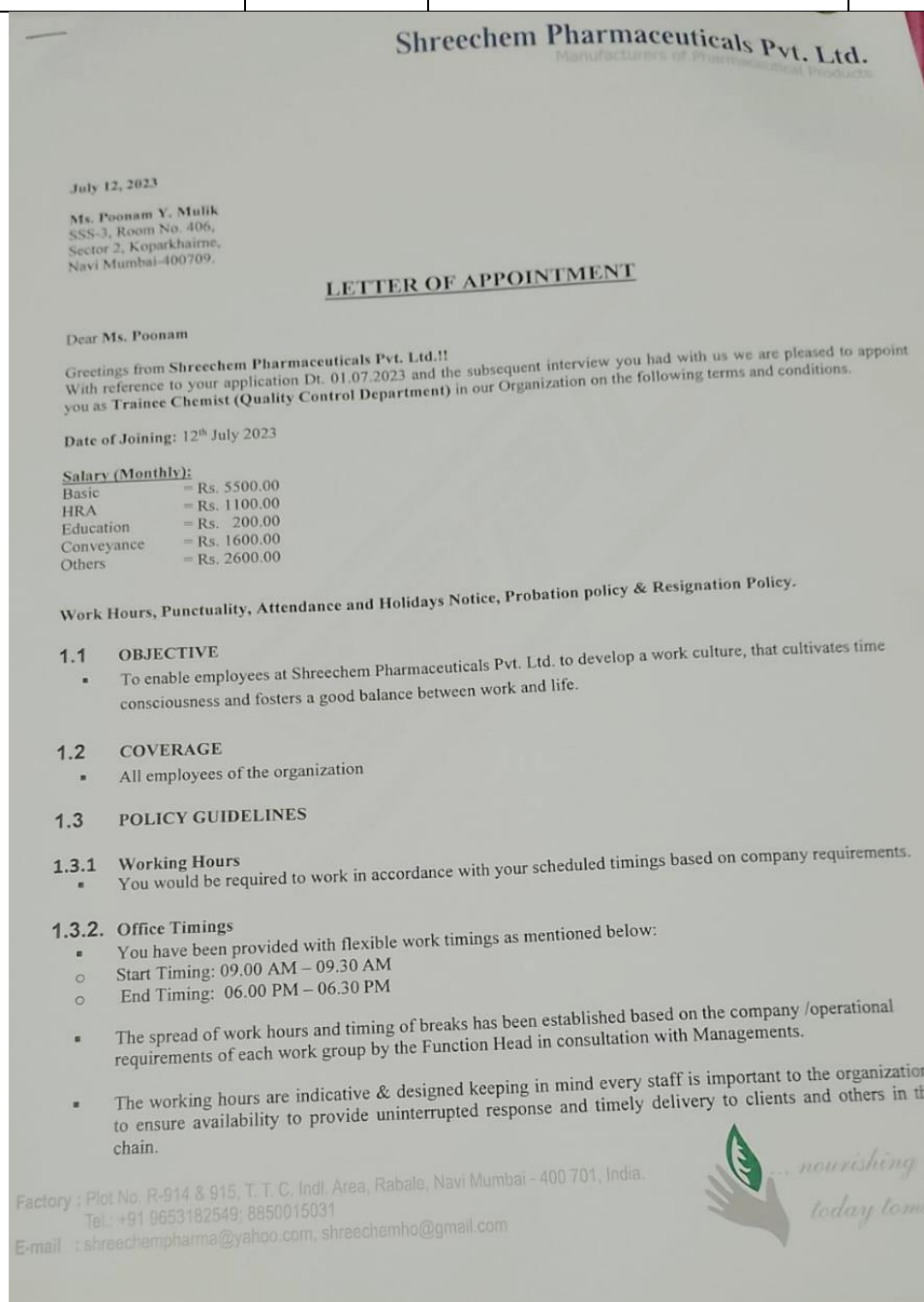


Sr. No	Student Name	Placement/Progression to HE	Name of the Employer/ HE Institution	Pay Package/ Program
12.	Mulik Poonam Yuvraj	Placement	Shreechem Pharmaceuticals Pvt Ltd, Mumbai. +91 9653182549, 8850015031	1,32,000/-



**1.3.3. Punctuality & Attendance.**

- You are required to mark your attendance either by signing physically in Attendance Register book, or through automated system as may be applicable at Entry location.
- You are not permitted to record attendance on behalf of others, and it will be considered as a violation of the terms of the employment.
- You are expected to be in office/ manufacturing unit as per the Respective timings and complete 8.00 hours of working hours.
- It is mandatory for you to Punch in & Punch out regularly. Or sign in and sign out in Attendance Register.
- HRMS has been updated with the below options for regularization purpose. Please use appropriately.
  - Missed Punch
  - Late entry
  - Early exit
  - Outdoor duty
- If you complete anything up to only 4.5 working hours, HRMS will automatically record a half day.
- Frequent/ unauthorized late coming will be treated as indiscipline and necessary action will be taken.
- If you are late or absent at work due to illness or a compelling personal situation must notify your Reporting Manager and management before the start time. When it is impossible to give advance notice due to an emergency, you should report to them as soon as possible.
- Payroll processing will be done based on HRMS attendance data.

**1.3.4. RESPONSIBILITY TOWARDS YOUR WORK**

- You have to Strictly follow the GMP guideline as per who WHO (World Health Organisation).
- You are totally responsible for the maintenance of GMP as Laid down Under Drug & Cosmetics Act of 1954.

**Leave Policy**

**2.1 OBJECTIVE**

- To define the procedure, entitlements & guidelines for employees to avail leave as per the Shree's and Employees Act for the respective states where the employees are located.

**2.2 COVERAGE**

- All employees of the organization

**2.3 POLICY GUIDELINES**

- Calendar year is considered as a Leave Year which is January to December.
- At Shreechem Pharmaceuticals Pvt. Ltd. you are entitled to **21 days** of leaves per calendar year for every service completed. Intervening offs will not be counted as part of the leave availed.
- The leaves mentioned above cover privilege, sick and casual leaves. You will need to apply for all leaves.
- You are entitled to **15 working days** of privileged leave per calendar year for every year of service completed.
- You are entitled to **3 working days** of Sick leave per calendar year.
- You are entitled to **3 working days** of Casual leave per calendar year.
- You are encouraged to avail at least 15 privileged leaves in a calendar year.
- You are entitled to 6 working days' of casual leave on account of sickness or personal emergencies that be availed by you with the prior written approval from your Reporting Manager/ HOD (Head of department).
- Your leave records of the employee will be maintained using HRMS.
- At Shreechem Pharmaceuticals Pvt. Ltd. it is mandatory that you avail a minimum of five continuous days of leave in a calendar year.
- You are encouraged to submit your leave plan in consultation with your Reporting Manager / Functionary. The leaves can be staggered, if required.
- Reporting Manager will approve the leave plan or reschedule the leave based on requirements.
- You can avail of leaves only subject to approval. Any leave availed without approval will be strictly without pay, except in case of medical emergency which needs to be applied for within three working days. You report to work. However, in such an instance it is advised that you keep your Reporting Manager informed at least telephonically/via email or any written communication before the normal start of work or as per the company policy.



