



Higher Education Policy -  
Pharmanza Herbal Pvt. Ltd.

---

	Verified By	Approved By
Signature		
Date	01/04/2022	01/04/2022
Name	Vinit Thakkar	Dr. Lal Hingorani
Designation	Manager HR	Technical Director



## 1. OVERVIEW

Pharmanza Herbal Pvt. Ltd. Is always looks forward to growing with the rapidly changing technology. The company values knowledge & technology and eager to adopt it as per its requirements from time to time. Keeping this aspect in mind, the Company is always in the lookout of adding qualified, young & energetic workforce in its fold. Accordingly, the Company is ready to support for seeking higher professional qualification to its employees for their career as well as the growth of the Company to retain a strong technically qualified and result oriented workforce who can sustain the challenges in the fast-growing global market environment and to look after the Company requirements. To encourage employees to avail the opportunity for further studies that leads to professional growth and career flexibility.

## 2. SCOPE

- This Policy is applicable to all employees of Pharmanza Herbal Pvt. Ltd.
- Those who have completed at least 2 years satisfactory and result oriented services with the Company and are ready to serve the Company in the years to come.
- The employees who are having good academic background, having sufficient working knowledge in their field, young, energetic, and eager to acquire more profession/technical acumen in their career, subject to the sole discretion of the Management.
- The Applicant must be confirmed employee and would have completed the minimum period of association with the company at the time of his/her application.
- The course / study will be from a recognized authority and have relevance in the development of the individual and the organization.
- Any employee, having the above eligibility, ready to execute an agreement with the Company for a period of minimum 3 years to undertake that he/she will serve the Company further at least 3 years after obtaining the higher education under the Company's Higher Education Policy.

	Verified By	Approved By
Signature		
Date	01/04/2022	01/04/2022
Name	Vinit Thakkar	Dr. Lal Hingorani
Designation	Manager HR	Technical Director



### 3. POLICY

#### 3.1 RULES & REGULATION

1. The Employees may opt for courses which provide essential skills, knowledge, and abilities that are required for the employee's current job, or another related to job within the organization and that are best met by recognized courses.
2. Based on the above criteria the employee along with his/her immediate superior will determine if proposed courses / program fulfills the requirements under the policy.
3. All application shall be processed after recommendation by the Immediate Supervisor / DIC / HR. The final approval shall be at Plant Manager / Director.
4. Courses can be a program leading to a certification, Diploma, Degree, Bachelors, Masters, Ph.D., and other relevant short duration courses can also be considered.
5. The relevance of the course for the benefit of the organization would be at the discretion of the Management.
6. The fund allocated for this policy shall be Rs. 5.0 Lacs per financial year. In case the annual budget gets exhausted, the pending applications can be put up for consideration in the subsequent year.
7. An individual may be granted a maximum upto Rs.2.0 Lacs in a year per course. This will be inclusive of tuition fees, expenses towards course materials, travel (incl. meal & local conveyance), examination fees, application form fees, convocation fees and any other miscellaneous expenses.
8. The Account representative shall be responsible to monitor and maintain the records of all sanctions, disbursements, budget, expense, and recoveries (if any).
9. He/she will be governed with the rules & regulations of the Company in force and as applicable from time to time.
10. If an Employee leaves the organization before completing the course, or discontinues with the course, the employee shall be liable to pay the full amount back to the organization.
11. If an Employee leaves the organization after completing the course, the employee shall be liable to pay the full amount back to the organization.

#### 3.2 TIME RELAXATION & LEAVE

1. The Three year's agreement period will commence from the date of completion of the degree/diploma/professional qualification of the applicant.
2. If an employee is perusing the course from any place other than the working place & if he/she is requesting for educational leave up to maximum 2 years may be permitted as a very special case solely as per the prerogative of Top Management.

	Verified By	Approved By
Signature		
Date	01/04/2022	01/04/2022
Name	Vinit Thakkar	Dr. Lal Hingorani
Designation	Manager HR	Technical Director



3. No salary /perks will be payable for the period of the above education leave.

### 3.3 PROCEDURE

1. The Applicant should submit an application through the concerned DIC, with necessary documents related to course fees.
2. In case of applicant has paid the fees after the approval, he/she is required to submit photocopy of the fees paid for the relevant course to the HR Department.
3. The Cheque or electronic payment to be done after applicant has signed the agreement.
4. In case the applicant fails to clear the examination in the first attempt the company would not be in position to reimburse / sponsor the expense towards its further attempts to clear the said examination.
5. While the company intend to encourage the employees for the up gradations in academic & professional qualifications it may not be in position to grant the study leave/ alter the shift timings/ Early going or Late Coming etc. The employees can be granted the leaves for attending the examination from their leave balance with prior permission of Reporting Manager.
6. Any exception to the rule would be authorized by the Plant Manager / Director.

### 3.4 APPLICABILITY

This Policy will be applicable from 1<sup>st</sup> April 2022.

	Verified By	Approved By
Signature		
Date	01/04/2022	01/04/2022
Name	Vinit Thakkar	Dr. Lal Hingorani
Designation	Manager HR	Technical Director