



Date: 01-01-2025

**Standard Operating Procedure(SOP) for
Confirmation/Extension of Probation Period**

- i. It is applicable to teaching and non teaching regular employees of Sankalchand Patel University.
- ii. The process of confirmation/extension of probation period shall be initiated by the concerned institute at least 1 month in advance.
- iii. The Institute Committee shall include the following concerned members:
 - a. Director - Chairman of the Committee
 - b. Dean - Member
 - c. HoI - Member
 - d. HoD - Member
 - e. Subject Expert (External & Internal)
- iv. The institutes shall submit the minutes of meeting along with annual performance appraisal and necessary documents of employee whose probation period is about to complete with clear recommendations for Confirmation or Extension of probation period to registrar office for approval.
- v. If the process is not initiated till the due date, the probation period may be extended to 3 months by default in which concerned institute must initiate the process again.
- vi. In case of non-satisfactory services during the probation period, the probation can be extended maximum up to 6 months' subject to approval from competent authority.
- vii. Documents to be attached:
 - Appointment order
 - Joining form/letter
 - Performance appraisal form
 - Minutes of Meeting
 - Others (If any)





Flow of Process for Confirmation / Extension of Probation Period:

