



## HR POLICY

*It is applicable for all permanent employees including Teaching & Non-Teaching staff members of the Swarnim Startup & Innovation University.*

### DUTY TIMINGS:

1. 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 the office/ workplace at 9:00 am and he/ she should not leave the office/ workplace before 5:00 pm.
2. The late marking details. He/ She should be present at University before 9:10 AM. & complete the 8 hours of duties accordingly. Late Punch is allowed before 9.20 am. only once in a month.

Arrival/ Exit	System Response
A. Arrival after 9:10 am.	½ Day deducted for each such instance
<ul style="list-style-type: none"> <li>• Arrival between 9:00 am to 1:00 pm</li> <li>• Exit between 1:00 pm to 5:00 pm</li> </ul>	½ CL deducted for each such instance

3. Two Saturdays are off for all teaching staff. Either 1st & 3rd or 2nd & 4th. And for non-teaching staff, one Saturday is off.
4. It is absolutely necessary for all the employees to register their fingerprint impression every day.
5. For all kinds of leave procedures, employees are required to initiate the process by using their individual login ID through Spine HR.
6. Leave must apply at least 48 hours in advance through Spine HR. However, In case of emergency leave, employees can email to their HOD/Principal and mark CC to HR before 9 AM. When a staff member applies for CL, they are required to adjust their workload with an identified staff member. It is the responsibility of the Principal/HOD to ensure that workload adjustments are made accordingly.
7. If employees on long leaves, which are more than 3 or more days, have to fill the handover declaration & submit to HOD/Principal & when he/she comes back then also fill the rejoin form as well.
8. Any employee proceeding on leave without prior sanction will be marked absent & considered as LWP.
9. No employee shall leave his/her office without permission of concerned authority during office hours. No employee shall leave the campus during office hours for reasons other than official duty as permitted by authority. If any employee leaves the campus during office hours, he/she should put a finger impression at both the time – leaving and coming back to the campus.
10. ½ CL will be from or up to 1:00 pm. Employees who are willing to report in the second half must report at 1:00 pm.
11. University and its constituent institutes/ colleges will work 6 days/ week [Monday to Saturday]. However, the 2nd and 4<sup>th</sup> Saturday or 1st or 3rd Saturday (as predefined by HOD/principal) will be off for teaching employees & any on saturday off for non-teaching employees.







INDIA'S FIRST UNIVERSITY FOR STARTUP

12. All employees should maintain leave records with them compulsory with duly signed & verified by HR and the Registrar.
13. Once a leave is approved by final approving authority i.e. Registrar then concern employee has to take the print out of approved leave report and submit it to HR without fail.
14. If an employee has worked more than or equal to 50 percent of days out of all possible working days (physically present in the University and biometric thumb attendance) of a month, he is entitled to avail all eligible number of days of week off.
15. If an employee has worked 10% to less than 50% number of days in a month will be paid half of eligible week off only.
16. An employee has worked less than 10% of number of days in a month shall not be paid for week off.

## LEAVE POLICY

- The employees of Swarnim Startup & Innovation University are eligible for different categories of leave as stipulated in the following sections. No leaves shall be granted for Visiting Staff/Faculties.
- The leave cannot be claimed as a matter of right and when the exigencies of Swarnim Startup & Innovation University so require, leave of any discretion may be refused, revoked or curtailed by Swarnim Startup & Innovation University.
- Request for leave: Any employee desirous of availing any type of leave should make an application for leave in the prescribed format and can proceed on leave only after it is sanctioned. The application for leave should be made as per defined days prior to the planned date of commencement of leave except in case of half pay leave/ Emergency leave. However, under extraordinary circumstances like sudden illness, accidents, natural calamities, death of close relatives in the family, etc., Sanctioning Authority may waive off this requirement depending upon the circumstances. But communication through email shall be ensured by the applicant. In all such cases, the employee who has proceeded on leave should submit his/her leave application to the Sanctioning Authority in the prescribed format within 3 days after resuming duty, otherwise the leave shall be considered as Leave without Pay.
- Before proceeding on sanctioned leave, an employee must make arrangements about assigning his/her workload to appropriate colleagues. Written consent from the colleague is mandatory in the leave report. Other sanctioned leaves will be canceled as Leave Without Pay.
- An employee whose services are terminated due to disciplinary action is not entitled for any kind of leave.
- Sundays and declared holidays falling during a period of any type of leave are counted as part of leave only in case of sandwich leave (prefix and suffix).
- The leave year shall run from 1<sup>st</sup> January to 31<sup>st</sup> December 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.







INDIA'S FIRST UNIVERSITY FOR STARTUP

- Overstay of leave without proper sanction, will be treated as Extraordinary leave and no leave salary will be admissible for the entire period of overstay and the period of such overstay will not be counted for increment.
- Absence from duty after the expiry of leave renders an employee liable to disciplinary action.
- Swarnim Startup & Innovation University may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit to impose.
- Not more than 20% of the total strength of the "faculty" and "Non-teaching Personnel" of the same department shall be allowed to be on leave under different provisions/ clauses of leave including duty leave at a given time. If there are exceptional cases, the sanctioning authorities should ensure that alternative arrangements are made before sanctioning the leaves.
- Leaves cannot be regarded as natural rights. It is given as per the rules of the University. If there is any urgent/important work in the University which has to be completed within a given time period, leaves may be canceled.
- Admission is most important activity of the University. During peak admission months it may be required to call staff members on Sundays as well. In such types of cases exchange leaves can be given.

## 1. Casual Leave

Total Casual leave admissible to Teaching & Non-teaching staff will be 12 days for a calendar year. It has to be availed into two parts i.e. First part of Six (6) days shall be availed from January to June and Second part of Six (6) days shall be availed from July to December.

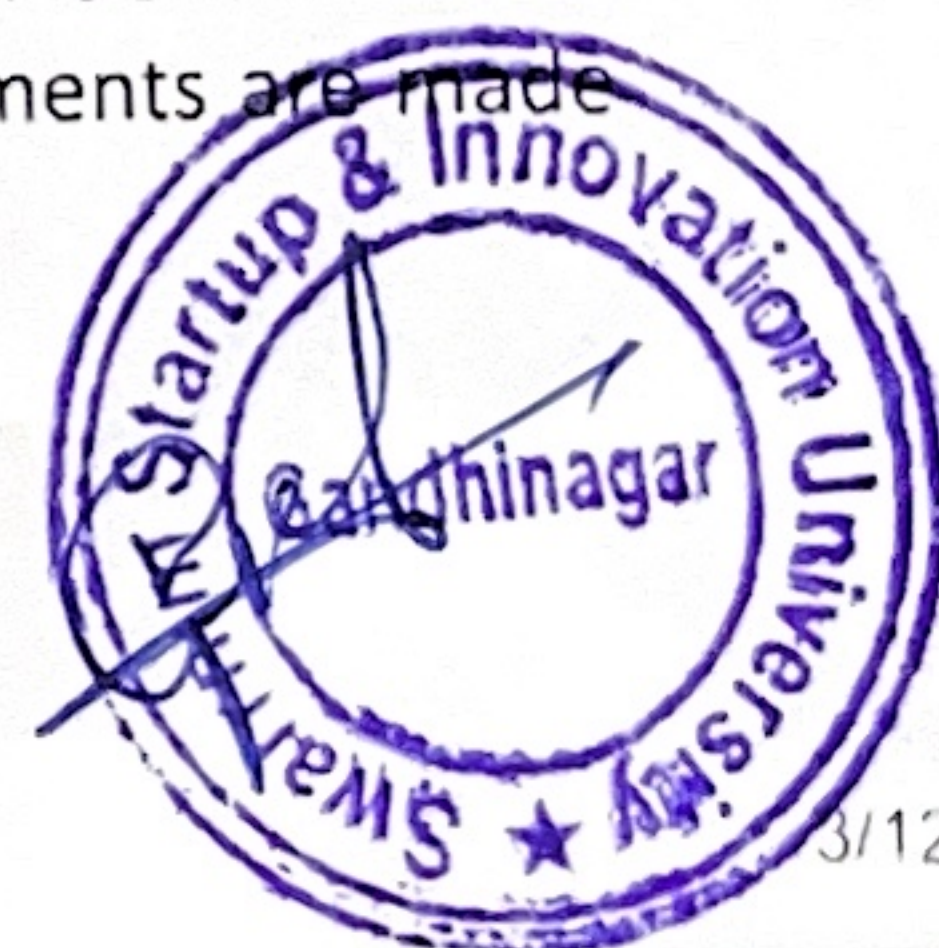
After June month (first half), unutilized Casual Leave cannot be carry forwarded.

Employees are eligible for the 01 Casual leave per month. If leave is not taken then the leave will be accumulated/carried forward to next month but up to the months of June/December every year separately.

Casual leave cannot be accumulated and leave not availed during any particular calendar year shall lapse at the end of the year i.e. December.

All CL applications must be submitted at least 48 hours in advance. This timing ensures that the approving authority has sufficient time to review and approve the leave request promptly.

When a staff member applies for CL, they are required to adjust their workload with an identified staff member. It is the responsibility of the Principal/HOD to ensure that workload adjustments are made accordingly.







INDIA'S FIRST UNIVERSITY FOR STARTUP

In case of emergency Leave, it is considered as Casual Leave once in a semester by Higher Authorities. Academic Dean is authorized for Teaching staff & Registrar is authorized for non teaching staff for any special consideration.

## 2. Earned Leave

### For Non-Teaching Staff:

Every permanent "Non-teaching Personnel" will get 15 days earned leave for every year after completion of one year service in the University. 07 earned leave will be credited to the individual's account on 1<sup>st</sup> January and remaining 08 earned leave on 1st July.

An application to avail the Earned leave should be given at least 15 days in advance.

Earned leave can be prefixed and/or suffixed with Sundays and declared holidays but for calculation purpose all number of leave days will be counted as Earned Leave.

This type of leave can be accumulated up to a period not exceeding 200 days.

This type of leave can be encashed during separation/ while retiring from the services. Salary components taken into consideration while the encashment of leave would consist of last drawn Basic & Grade Pay.

Even during the employment it can be encashed by an employee upon reaching at 200 leave balance. Out of 200 leaves 170 can be encashed and remaining 30 to be kept as a balance.

Earned Leave will be applicable to those employees who have completed One year of service.

### For Teaching Staff:

Earned leave for permanent "Teacher" for performing duty during vacation will be given after completion of one year service in the University as mentioned in the following clauses,

- (a) A "Teacher" who is directed by the Provost or Registrar, to perform the duty during vacation such as academic or administrative work will be eligible for such type of leave.
- (b) Any activities carried out, by a teacher, during vacation which is generating extra remuneration for the concerned teacher shall not be considered as earned leave.
- (c) The number of days will be 1/2 of the days a teacher has carried out duties.

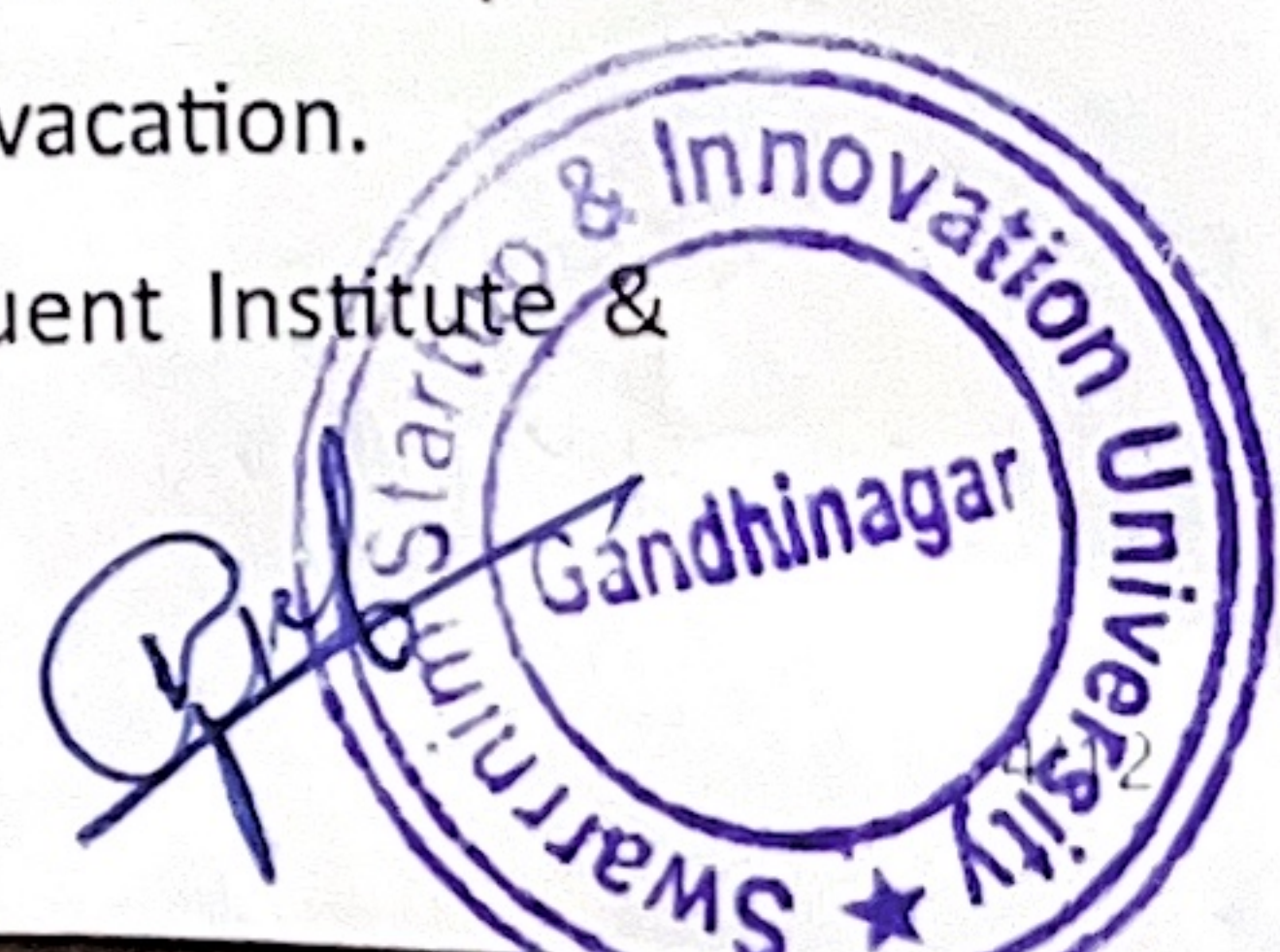
## 3. Vacation Leave

Non-teaching staff will not be entitled for vacation leave.

All faculties of Swarnnim Startup & Innovation University will be vacational employees except Principals/ Deans/ Associate Deans/Functional heads.

All the faculties/teachers who put in full two semesters service will be eligible for 30 days of vacation during an academic year, including the summer vacation and Diwali vacation.

Planning of vacations may be decided by the respective dean of constituent Institute &







INDIA'S FIRST UNIVERSITY FOR STARTUP

approved by University Authority of Swarnim Startup & Innovation University as may be required during an academic year.

Any teacher who is assigned official work during vacation will be given one Exchange Leave for every two days of work carried out during vacation. Vacation cannot be clubbed with any other type of leave.

No vacation can be availed if a teacher has not served for two full semesters.

Vacation Leaves cannot be carry forwarded.

#### 4. Sick Leave

All the permanent employees are entitled for 8 half pay leave after the completion of Two year of service.

No employee shall be entitled for this leave unless he/she has put in Two years of service.

During this leave half pay will be paid.

In order to avail Sick Leave employee has to provide hospitalization and discharge report of approved Government and Private hospital.

Any fraudulent claim of leave on medical ground may lead to immediate termination of service.

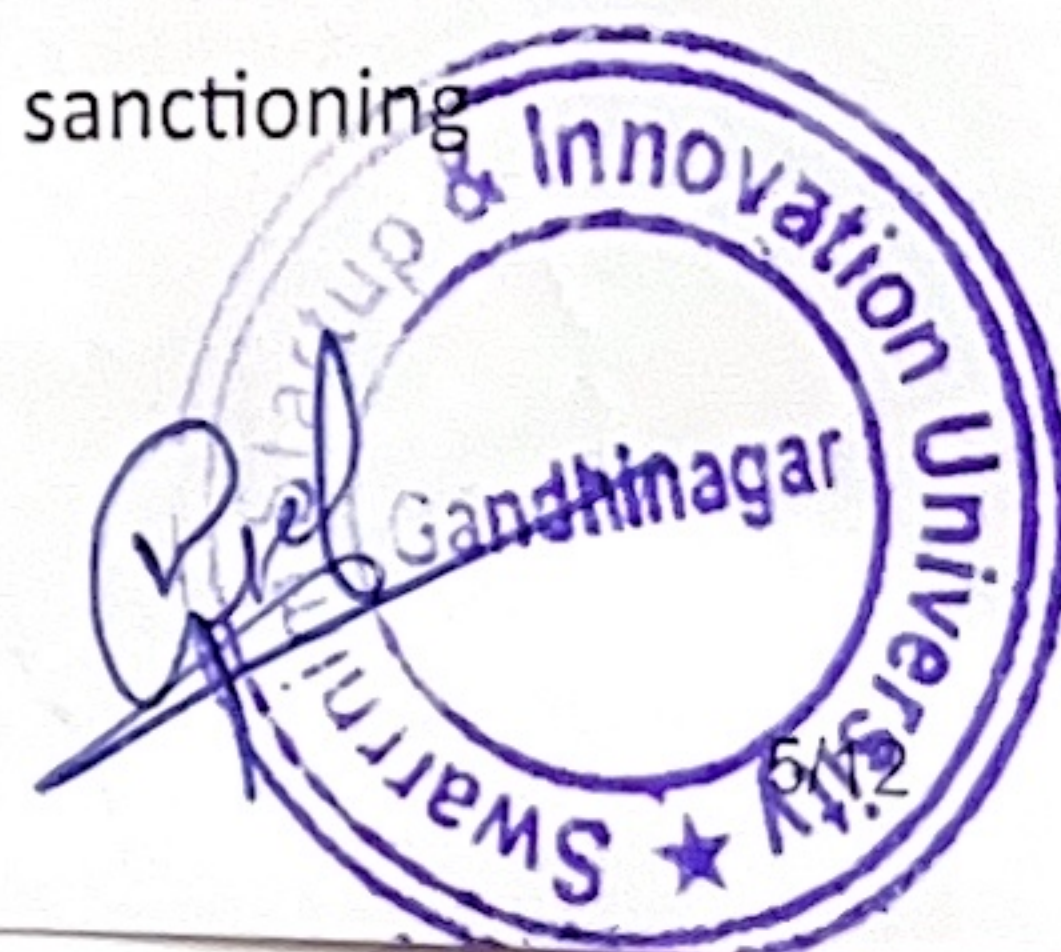
50% of unutilized Sick Leave can be carry forwarded and after 10 years of services, unutilized Sick Leaves can be encashed. If employee wants, he/she can carry forward the Sick Leave.

#### 5. 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) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the institute;
- d) 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;
- e) For performing any other duty of the Institute/ Swarnim Startup & Innovation University.
- f) Perform the duty as external examiner or practical exam or viva.

The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.







INDIA'S FIRST UNIVERSITY FOR STARTUP

The Duty Leave to be granted should be up to 5 leaves during a semester under normal circumstances. (Under special circumstances like FDP, approval is required from VP/ Management)

Person availing Duty Leave for the purpose of attending seminars/symposia, workshops and courses shall be required to give a talk in the department/institute highlighting the objectives and theme of such event, indicating his/her contribution in the event, stressing the benefit derived from the event and its relevance to the academic enrichment of the department/ institute. He/she will also have to file a report along with an action plan as to how the knowledge gained will be made useful for the department / institute.

If the duty leave destination is within 30 km. from the University, employee is required to report to the University for punch in/out according to the designated time frame. This requirement is applicable on a case-by-case basis

## 6. Maternity Leave

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

This type of leave can be granted for a period not exceeding 180 days from the probable date of confinement. This type of leave can be availed of twice in the entire career.

A female employee who has two or more children is not entitled for such type of leave.

Maternity leave in respect of first and second delivery shall be granted only if there is a gap of at least three years after the previous delivery.

During Maternity Leave, half pay will be given and pay will be released after rejoining of the employee in half portion basis. University is also intending to take care of female faculty/staff members who have small kids. If required and requested by staff members then we can provide child care facility on equal sharing basis.

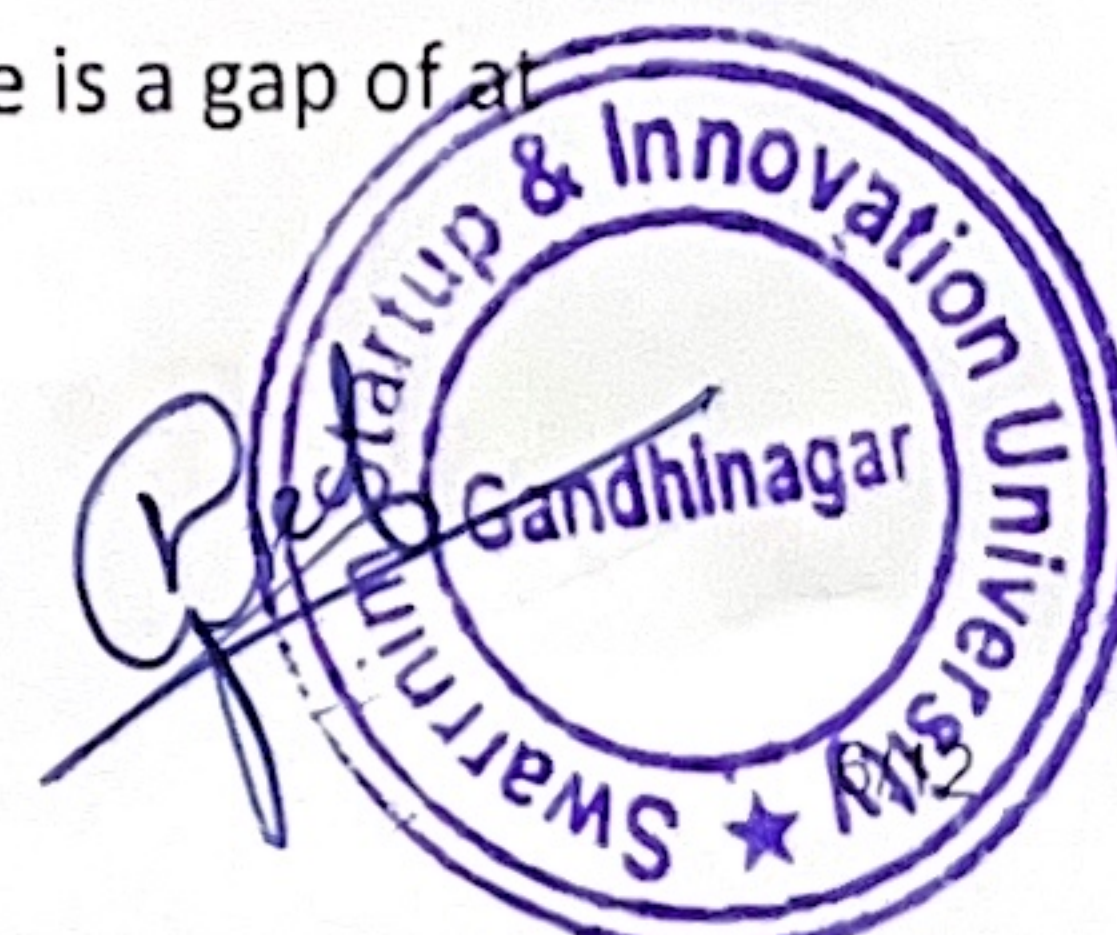
## 7. Paternity Leave

Paternity leave of 15 days may be granted to a male employee with less than two children during the confinement of his wife, provided, the no. of children are not more than two.

This type of leave can be granted to permanent male employee who has completed at least three years of service with less than two children.

A male employee who has two or more children is not entitled for such type of leave.

Paternity leave in respect of first and second child shall be granted only if there is a gap of at least three years after the previous delivery.







This leave has to be availed within 01 Month of actual date of delivery. During Paternity Leave, half pay will be given and pay will be released after rejoining of the employee in half portion basis.

## 8. Extraordinary Leave

A permanent employee may be granted extraordinary leave when no other leave is admissible by rule.

Extraordinary leave shall always be without pay and allowances.

Extraordinary leave shall not count for increment except in the following cases:

- (a) Leave is taken on medical grounds;
- (b) It is proved to the satisfaction of the sanctioning authority that absence of the employee from duty was caused due to reasons beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his credit;
- (c) Leave has been granted for pursuing higher studies; and
- (d) Leave has been granted for a teaching or research fellowship/position or research-cum-teaching post or on assignment for technical or academic work of importance or consultancy advisory assignment with approved institutions at National / International level.

A teacher, who has availed of Study Leave, shall not be permitted to go on Extra- Ordinary-Leave, for accepting an assignment elsewhere before the expiry of the Period of bond executed by him/her with Swarnim Startup & Innovation University in respect of the Study Leave granted to and availed of by him/her.

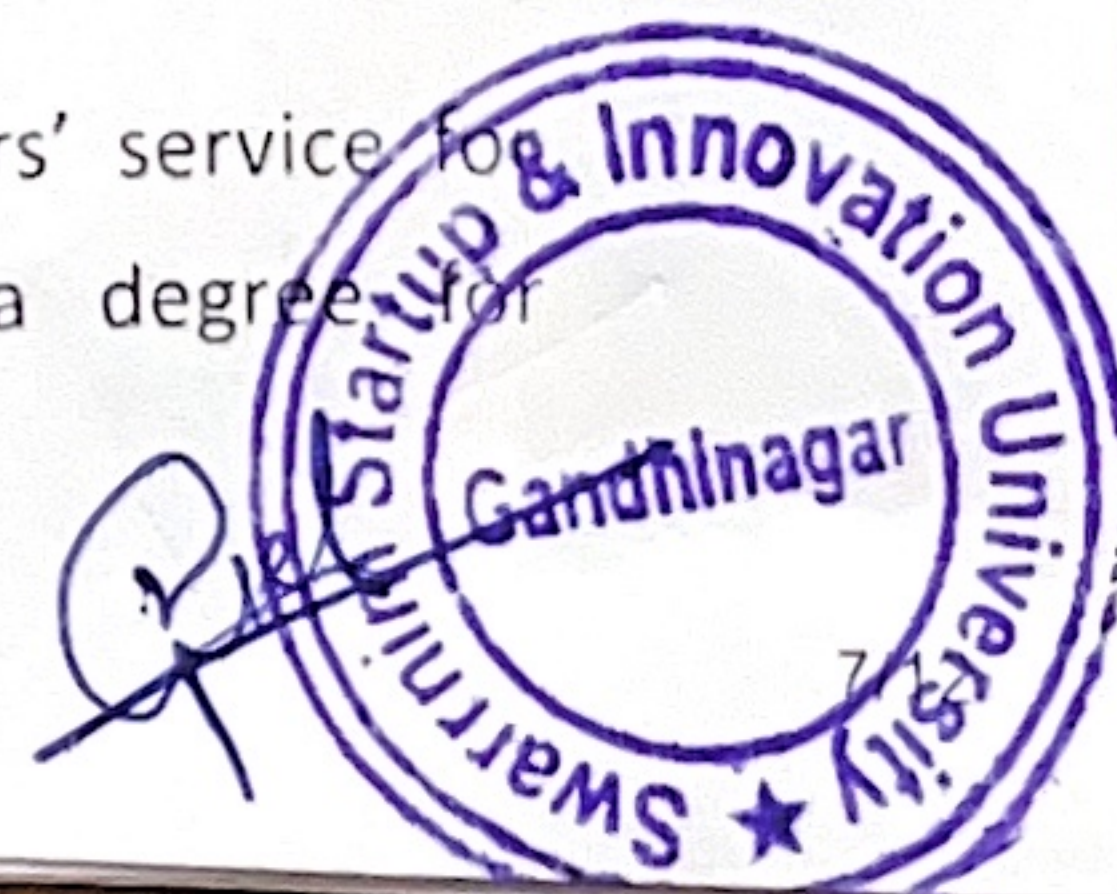
Teacher shall not be sanctioned Extra-Ordinary-Leave for taking up salaried assignment elsewhere, unless he/she has reserved Swarnim Startup & Innovation University continuously for a period of five years prior to the date of commencement of Extra-Ordinary Leave. For this purpose, absence from duty for 6 months or less shall not be treated as disqualification provided that he has served SSIU for a total period of five years prior to the date of commencement of the Extra-Ordinary-Leave.

Notwithstanding anything contained in the above guidelines, Swarnim Startup & Innovation University Authority may, in any exceptional cases, grant Extra- Ordinary-Leave to an employee.

If a teacher who, having been granted Extra-Ordinary-Leave, fails to rejoin duty on expiry of the leave his/her services would be deemed to have been terminated with effect from the date he/she originally proceeded on leave.

## 9. Study Leave

May be granted to all permanent employees with not less than five years' service for undergoing a special course consisting of higher studies leading to a degree or







INDIA'S FIRST UNIVERSITY FOR STARTUP

enhancement of his/her qualifications or specialized training in a professional or technical subject having a direct and close connection with the sphere of his/her duties at Swarnim Startup & Innovation University.

All study leaves will be sanctioned by Board of Management (BOM). BOM will decide on Leave Salary, Duration of Study Leave etc.

Requisite bonds and other securities in the prescribed forms are to be executed by the employees before going on study leave.

#### 10. Sabbatical Leave

To encourage interface between education and industry/ R&D Institution/ other relevant organization of repute, a teacher of Swarnim Startup & Innovation University should be given a sabbatical leave for six months for working in an industry/ R&D Institution/ other relevant organization of repute, after the completion of six years of service.

A Teacher should avail this type of leave for intellectual and professional development that will be of benefit to him/her and to Swarnim Startup & Innovation University.

Such leave shall be available to a Teacher only twice in his/her entire career and there are granted to employee without pay.

#### 11. Compensatory Leave

The following outlines the University's policy regarding compensatory leave. This policy ensures that employees who work additional hours under specified circumstances are compensated with leave time.

##### Eligibility for Compensatory Leave:

##### Holiday Work:

Employees who work a minimum of 4 hours on an official holiday are eligible for compensatory leave. Such work must be pre-approved by the Registrar to qualify for compensatory leave.

##### Utilization of Compensatory Leave:

Approved compensatory leave must be utilized within 3 months from the date it is earned. Unused compensatory leave will expire after this period.

Employees are encouraged to plan their compensatory leave in consultation with their supervisors to ensure minimal disruption to departmental operations.







INDIA'S FIRST UNIVERSITY FOR STARTUP

Out of above mentioned leave types only following leaves can be availed by all Teaching & Non-Teaching staff members as per their eligibility during this calendar year.

- Casual Leave
- Half Pay Leave/ Sick Leave
- Duty Leave
- Earned/ Privilege Leave
- Vacation Leave
- Compensatory Leave

Remaining leaves which are not mentioned above would be applicable to all permanent employees after successful completion of the nos. of the specific years mentioned in the description of the leave.

- Maternity Leave
- Paternity Leave
- Extra Ordinary Leave
- Study Leave
- Sabbatical Leave

## EXIT Policy

The University places great importance on maintaining a structured and professional exit process for employees who decide to resign from their positions. The following guidelines are designed to ensure a smooth transition for both the departing employee and the University:

### 1) Resignation Submission:

- Employees wishing to resign must submit a formal resignation letter via email to their respective Head of Department (HOD)/Principal. A copy (CC) should also be sent to the HR department to ensure proper documentation and processing.

### 2) Notice Period:

- All employees are required to serve a notice period of 90 days. This period is crucial for ensuring a seamless transition and allows the University adequate time to manage the change.

### Special Cases:

- In special circumstances where the standard notice period may pose challenges, employees may request a relaxation of this period. Such requests should include:

For teaching staff: A recommendation from the Academic Dean.

For non-teaching staff: A recommendation from the Registrar.







- These recommendations should be forwarded to the Provost. Upon review, if the case is deemed genuine and proper, the Provost may approve a waiver or modification of the notice period.

### 3) Consequences of Non-Compliance:

- If an employee fails to fulfill the required notice period without approval and discontinues their services:
  - 1) The University will not issue an experience letter or a relieving letter.
  - 2) The University reserves the right to encash the security cheque held on file for the employee.
- Clearance and Handover: It is the responsibility of the resigning employee to ensure all dues are cleared and a proper handover of responsibilities and materials is completed. The issuance of experience and relieving letters is contingent upon the successful completion of these processes.

This policy is established to uphold the integrity of the University's operations and ensure that both the institution and its employees part ways on professional and respectful terms. We encourage all employees to adhere to these guidelines and approach their departures responsibly.

## Policy on Non Performance & Non adherence to Policy :

The University is committed to maintaining a productive and professional environment. In cases where an employee fails to meet performance or adhere to University policies/damage the University reputation, the following corrective measures will be implemented:

- The authority will issue a written notice or email of non-performance/dissatisfaction of work/behavior by the employee upon giving first notice. It will be considered equivalent to one month notice & employee shall have two months notice period remaining.
- On giving the notice for a second time due to non-performance/dissatisfaction of work/behavior, it will be considered as equivalent to completion of two months notice period. After that employee have one month's notice period remaining with him/her.
- After giving third notice due to non-performance/dissatisfaction of work/behavior, it will be considered as completion of third month notice period. After this third time notice, University will take disciplinary action upto the termination of job, immediately if required without any further notice.

This policy ensures that all employees are given fair opportunity to correct their actions and align with the University's expectations. It is imperative that all staff understand and adhere to these guidelines to foster a cooperative and positive working environment.





## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter referred to as "**MOU**") has been agreed, made and executed on this, the 24<sup>th</sup> day of February, 2024 ("**Execution Date**") at Gandhinagar,

### Between

**HEARTFULNESS EDUCATION TRUST**, a registered trust having its registered office at no. 40-15-9/12, Nandamuri Road, Venkateswarapuram Post Office, Vijayawada – 520 010, Andhra Pradesh, India (hereinafter referred to as "**HET**", which expression shall unless repugnant to the context and meaning thereof mean and include its successors, administrators, authorized representatives and permitted assigns);

### And

**Swarnnim Startup & Innovation University**, established in the year 2017 at Gandhinagar and having its registered address at Bhoyan Rathod, Opposite IFFCO, Near ONGC WSS, Adalaj Kalol Highway, Gandhinagar, Gujarat - 382420 (hereinafter referred to as "**Swarnnim**", which expression shall unless it be repugnant to the context or meaning thereof mean and include its successors, administrators, authorized representatives and permitted assigns).

(**HET** and **Swarnnim** shall hereinafter be collectively referred to as the "**Parties**" and individually referred to as "**Party**" in this MOU)

### WHEREAS:

- i) **HET** is a public charitable trust registered under the Indian Trust Act, 1882 *inter alia* with an objective to impart Heartfulness approach to various wellness programmes including relaxation, meditation, values based educational programmes for schools, colleges, government organizations, corporates etc., made available to all who are willingly interested in individual development and wellbeing. HET is also engaged in conducting various Teachers' training programmes in collaboration with Certain State Governments/ Education Institutions



**Swarnnim University**, established in the Year 2017 as a State Private University. Swarnnim is also ranked amongst the Top 04 Private Universities of Gujarat and Top 50 Private Universities of India under ARIIA (Atal Ranking of Institutions on Innovations Achievement 2020) announced by Vice President of India in the year 2020. Swarnnim Startup & Innovation University was also awarded as 'Best university of the year 2019 for Entrepreneurship Development & Education in India' at NEEA Conference 2019 and 'Best Innovation University' at National Startup Summit 2017, Gujarat. The university works as a hub and spoke model where disciplines like Engineering, Computing, Architecture, Fashion-Design, Liberal arts, Journalism and Mass Communication, Science, Management, Ayurvedic, Homeopathic, Nursing, Physiotherapy, Agriculture, Pharmacy and special with Kaushalya Drone Training centre and with many certificate courses. With these all sectors, it is nurturing students with concept of Innovation and Entrepreneurship subjects dedicatedly in each discipline with their skill development in the same other streams will get its value enhancement through innovation, startup and entrepreneurship.

- ii) **HET** through its Heartfulness initiatives offer a way for balanced living through various meditation techniques. These simple and effective techniques gradually imbibe feelings of discipline, empathy, brotherhood, leading to mental, spiritual, and psychological well-being, helping an individual to transform not only inwardly but also his/ her attitudes, and dealings with society at large.
- iii) **Swarnnim** intends to procure training and experiential learning services provided by HET on the terms agreed to herein, in order to stimulate and facilitate the development of programmes/modules which serve to enhance educational, social, spiritual & emotional development of students. Further, HET and Swarnnim in support of their interest in the field of education are desirous of promoting mutual cooperation by organizing and conducting educational workshops for mental, spiritual and psychological well-being of its students, and desire to extend the basis for friendly and cooperative collaboration by way of this MOU.

**NOW THEREFORE, THE PARTIES HEREBY AGREE AS UNDER:**

## **1. PURPOSE AND OBJECTIVES**

- 1.1. **Swarnnim** desires to create a precedent by offering suitable and pertinent learning and offerings to its students so as to enable them to lead their lives with purpose and be of help to the society at large. It seeks to provide



its students life skills to manage challenges in their relationships, avoid intoxicating abuses, digital dependence and deal with stress of modern life. It aims to enable their students and staff to de-stress, manage life's challenges in healthy ways and find joy, purpose and fulfilment. This will directly enhance their academic and work performance and create a harmonious environment within **Swarnnim**.

- 1.2. HET has agreed provide its services in such mission through its offerings as listed out in Schedule-1 ("**Offerings**").
- 1.3. Both the Parties, hereby express their commitment to collaborate with each other to conduct (i) Educational, (ii) Heartfulness relaxation, meditation and (iii) other connected wellness workshops (iv) Heartfulness Yoga and Polarity techniques (v) Special de-addiction programs offered by Heartfulness to help students teachers to regulate their minds, moderate their tendencies, increase their concentration, sharpen the use of their will, introspect and self-analyse and accept people and situations in general. Through such workshops and Offerings of HET, they intend to help the students to improve their learning skills and behaviour, and inculcate humility, emotional maturity, confidence, stress management, self-awareness and most importantly, develop a sense of purpose towards life.

## **2. FACILITATORS**

Both Parties shall nominate one or more representatives, who shall be the point of contact/ facilitator ("**Facilitators**") for the purposes of this MOU. The Facilitators of the respective Parties shall maintain regular contact with each other. Further, they shall propose and review the response received from the participants for the workshops and other activities that may be conducted pursuant to this MOU and in furtherance to fulfilling the purpose and objectives envisioned under this MOU.

## **3. RESOURCES**

- 3.1. **Swarnnim** shall make arrangements at its agreed venue(s) with required reference and reading material as specified by HET, by a establishing a (i) heartfulness corner in their library, and (ii) meditation practice room, and by providing such audio-visual equipment and other facilities as shall be required for conduct of the workshops and/or programmes with respect to the Offerings.



- 3.2. **HET** shall nominate such teachers, trainers and support staff as it deems necessary for conducting and providing training to participants at these workshops and programs pursuant to this MOU.
- 3.3. **HET** shall provide support to orient **Swarnnim**'s teachers to conduct the sessions as advised by **HET** for the students and shall provide such external support as required. Through these Offerings **HET** will make students understand values and their role in improving the quality of their life and enable them to impart spiritual training as an extended activity in its institutions as and when feasible.
- 3.4. The Parties agree to distribute reading materials/ promotional/ literature to the participants, through any means including but not limited to audio and/or video recordings, books and magazines as deemed fit by **HET**. **HET** shall share the content of such reading materials, literature, video recordings and other such material with **Swarnnim**, before distributing the same to the participants.
- 3.5. The Parties further agree that at **HET's** discretion, they shall set up stalls at the program venue to distribute promotional items including but not limited to clothing, apparel, mementoes, brochures, other merchandise and/or articles and details of the programme etc.
- 3.6. The Offering detailed in Schedule-1 shall be the scope of service to be rendered by **HET** which will be adhered to by **HET** during the term of this MOU.

#### **4. OTHER OBLIGATIONS OF SWARNNIM**

- 4.1. **Swarnnim** shall extensively promote **HET** Offerings so that greater populace of students in Swarnnim shall benefit from this initiative. As previously indicated in Clause 1.1 above, being a value-based model of education, **Swarnnim** may make all or any part of the Offerings, as applicable, a part of their curriculum for the students on a mutually agreed basis between the Parties.
- 4.2. **Swarnnim** shall:
  - i) Take initiatives such that its students shall attend the sessions conducted by **HET** with an objective to help them develop ideal value systems within to make them global citizens;



- ii) Facilitate students to integrate and imbibe such values into their lives and education;
- iii) Jointly conduct surveys at regular intervals to find the effectiveness of the programs conducted pursuant to this MOU;
- iv) Encourage its students, faculty, staff and administration to share written, audio and/or video testimonials with respect to any training programs, workshops or seminars conducted by **HET**;

## **5. FINANCIAL UNDERSTANDING**

5.1. **HET** shall provide its services with respect to Heartfulness meditation practices on free of charge basis at all times as agreed. However, it is hereby agreed that certain expenses relating to but not limited training programs, workshops and faculty shall be on a charged basis in the following manner. **Swarnnim** shall bear the expenses:

- i) relating to the Offerings in terms of material, recommended readings, library heartfulness corner, meditation room(s) to be used by students and teachers at **Swarnnim** shall be borne by **Swarnnim** and the same would be set up as per the recommendations made by HET.
- ii) for training programs for faculty and students organised at HET centres, wherein an appropriate per diem expense would be undertaken by **Swarnnim** for boarding and lodging of the participants.

### **5.2. Logistics:**

**Swarnnim** shall reimburse all expenses with respect to (i) all actual to and from travel expenses, including but not limited to train, bus, flight and taxi, borne by all the **HET** trainers and special guests who are invited to **Swarnnim** for conducting sessions/programs, (ii) food and (iii) other miscellaneous expenses as may be mutually agreed upon and with budgetary approval from **Swarnnim** Authority shall be reimbursed. **Swarnnim** shall provide accommodation facilities to such trainers and special guests. **HET** shall provide such guidelines as necessary.



## **6. TERM**

- 6.1. This MOU has been executed for the purpose of organizing workshops/ seminars/ training sessions at the premises of **Swarnnim** or such other premises as may be mutually agreed upon in writing.
- 6.2. This MOU shall come into effect from the Execution Date and shall remain in force for a period of 5 (Five) years and it will remain in auto-renewal till further notice of termination of the agreement from either party.
- 6.3. Either Party may voluntarily terminate this MOU by giving a 3 months' notice in writing to the other.
- 6.4. The provisions of this Clause 6.4 and 8 and all of its sub-clauses will survive any expiration or termination of this MOU.

## **7. ASSIGNMENT**

This MOU is personal to the Parties and the rights and obligations established herein shall not be assignable by the Parties, except to the extent expressly permitted under this MOU or with the prior written consent of the other Party.

## **8. INTELLECTUAL PROPERTY**

- 8.1. Neither Party shall exercise any rights in the trademarks, copyright or other intellectual property of the other Party, except as expressly stipulated herein.
- 8.2. All intellectual property rights including all (i) copyrights and other rights associated with works of authorship throughout the world, including neighboring rights, moral rights, and mask works, (ii) trade secrets and other confidential information, (iii) patents, patent disclosures and all rights in inventions (whether patentable or not), (iv) trademarks, trade names, internet domain names, and registrations and applications for the registration thereof together with all of the goodwill associated therewith, (v) all other intellectual and industrial property rights of every kind and nature throughout the world and however designated, whether arising by operation of law, contract, license, or otherwise, and (vi) all registrations, applications, renewals, extensions, continuations, divisions, or reissues thereof now or hereafter in effect ("**IPR**") with respect to(a)



"Heartfulness", (b) "Heartfulness Relaxation", (c) "Heartfulness Meditation", (d) "Heartfulness Cleaning", (e) "Heartfulness Yoga" and (f) "Heartfulness Polarity" their techniques and/or connected procedures therein and (d) the title and content/modules or any other information shared with Swarnnim, it's staff, students and teachers, as the case may be, as part of the Offerings of HET, and (e) other trademarks belonging to **HET** or of those of its associates, (collectively referred to as "**Heartfulness IP**") as and when used by **HET** under license shall always vest with **HET** or its associates, as applicable. **HET** reserves the right to use the same internally or externally at its sole discretion.

- 8.3. This MOU in no way creates or conveys any ownership interests in Heartfulness IP to **Swarnnim**. The University shall only use such Heartfulness IP or any part thereof, in the manner and form previously approved in writing by **HET** and in coordination with and assistance of **HET** authorized representatives.
- 8.4. HET reserves the right to modify, change or improve such Heartfulness IP in the manner it deems fit and implement such changed versions of Heartfulness IP or wellness techniques at anytime during the term of this MOU.
- 8.5. The Parties agrees that all ownership rights in any and all testimonials submitted in accordance with Clause 4.2 (iv) above shall vest with **HET**.

## **9. INDEMNITY**

- 9.1. Except for cost reimbursements, the services provided by **HET's** with respect to the Offerings are on a mutual basis and free of cost. Only willing participants for their own wellbeing / self-development are required to participate. **Swarnnim** may for development of its students make the **HET** programs, modules and/or workshops as part of its curriculum. The Parties, therefore, agree that such services do not give rise to any kind of damage or liability to anybody who participates and therefore no damage can arise there from. No indemnity is therefore provided herein. The Parties agree that that **HET** programs do not guarantee success of its objectives or purposes as mentioned anywhere in this MOU.
- 9.2. In the event **Swarnnim** breaches the terms of Clause 8 (intellectual property) of this MOU, HET shall be entitled to seek specific performance against the Swarnnim for performance of its obligations under Clause 8 (intellectual property) of this MOU in addition to any and all other legal or



equitable remedies available to it.

## **10. GOVERNING LAW, JURISDICTION & ARBITRATION**

10.1. This MOU shall be construed, interpreted and enforced in accordance with laws of India. In case of any differences between the Parties, they shall make all efforts to settle the disputes amicably through mutual discussion and negotiation within [ 30 days], failing which, dispute(s) shall be referred to a sole arbitrator appointed by both the Parties, as per provisions of Arbitration and Conciliation Act, 1996. Language of arbitration shall be English and place of arbitration shall be Hyderabad.

10.2. Subject to the arbitration Clause 10.1 above, the courts of competent jurisdiction in Hyderabad shall have exclusive jurisdiction with respect to any and all matters pertaining to this MOU.

## **11. MISCELLANEOUS**

- i) This MOU together with any other documents including but not limited to memorandum of understandings, communications exchanged between the Parties defining responsibilities, obligations of both the Parties for different programs, initiatives etc. under this MOU, each of which shall be deemed to be an original, and all of which, taken together, shall constitute an integral part of this MOU constitute the entire agreement and supersedes any previous agreement between the Parties relating to the subject matter of this MOU.
- ii) This MOU can only be amended in writing by mutual consent of both the Parties. No modification or amendment to this MOU and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by or on behalf of both the Parties.
- iii) This MOU may be executed in counterparts and shall be effective when each Party has executed a counterpart. Each counterpart shall constitute an original of this Agreement.
- iv) If any provision of this MOU shall be invalid, illegal or otherwise unenforceable, the validity, legality and enforceability of the remaining provisions shall in no way be affected or impaired thereby.



- v) The captions of the clauses of this MOU are for convenience of reference only and in no way define, limit or affect the scope or substance of any clause of this MOU.
- vi) The arrangement contemplated herein being in nature of cooperative strategic alliance for general wellbeing, no monetary consideration is involved except as provided for herein.
- vii) None of the provisions of this MOU as stated above shall be deemed to constitute a partnership between **HET** and **Swarnnim** and neither Party shall have any authority to bind or shall be deemed to be the agent of the other in any way. It is on principle to principle basis.
- viii) Swarnnim agrees that the participants to any of the HET program shall participate voluntarily. The practices prescribed by HET are not substitutes for any medical prescription or medical advice, if any, recommended by any medical practitioner.

IN WITNESS WHEREOF the Parties hereto have executed this MOU, in duplicate, by their duly authorized representatives on the date, month and year first written above.

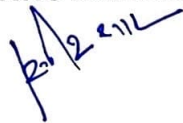
For **HEARTFULNESS  
EDUCATION TRUST**



[Kejal Kansara]  
**For, Heartfulness Institute  
Zonal Coordinator – GJ6A**

**Date: 24-Feb-2024**

For **SWARNNIM STARTUP &  
INNOVATION UNIVERSITY**



[Dr. Ragin Shah]  
**PROVOST**

**Date: 24-Feb-2024**

Witnesses:

1) 

2) 



## **SCHEDULE- 1 ("Offerings")**

### **Scope of Work**

Heartfulness Education Trust (HET) shall offer the following programs specifically developed for specific needs of the University:

1. **Staff Training:** **HET** shall impart a training program on "Wellness at work" to all Principals, Teachers and Staff of the **Swarnnim** institutions either on campus or virtual based on mutual agreement. **Swarnnim** may at its sole discretion make it compulsory for their faculty/staff. Initially, this would be a three-day program to introduce the Heartfulness Meditation Practice and how it can be integrated into best education practices. This wellness program can also be offered at Kanha Shanti Vanam, the world headquarters of Heartfulness located near Chegur village, Rangareddy district with a residential programme facility on mutually agreed basis.
2. **In-depth Faculty Training on Heartfulness Curricula:** Following initial introduction, interested faculty would be provided a longer duration in-depth teacher training program to further enhance and develop the Heartfulness tools and Curricula. This program would be developed suitably by Heartfulness Education Trust and made available at Kanha Shanti Vanam / Heartfulness centres or on **Swarnnim** campus on an ongoing basis on agreed intervals during the term of this MOU.
3. **HELM (Heartfulness Enabled Leadership Mastery) curriculum for students :** **HET** shall choose a college on campus to begin an in-depth training for students. This would cover a [3 day] induction program and a [16-week] life-skills course which will be followed by subsequent foundational leadership programs such as 'Discover', 'Develop', 'Deepen', 'Dedicate' etc which can be included as credit courses. These are core Heartfulness programs conducted by certified Heartfulness trainers which will be experiential sessions of 60-90 minutes for each student group.
4. **Internships for students:** Faculty offering 'Heartful Electives' can design projects that aim to integrate ethical and contemplative aspects into particular student projects. There will be no reimbursement of costs involved or any stipend involved. HET will award certificate of completion once the internship is completed.



5. **Leadership Conclave/Roundtable on Heartfulness Leaderships:**  
HET shall invite the senior management of **Swarnnim** for a 3-day workshop, including to limited to the vice-chancellors, registrars of **University** to shine some light on the relationship between meditation and education at any of its retreat.
6. **H.E.A.R.T: HET** shall conduct an onsite or virtual workshop for the faculty, to inspire them to teach in a reflective manner and also to help them integrate meditative aspects to their course design.
7. **Heartfulness Meditation Workshop: HET** shall introduce the experience of Heartfulness Meditation to the administration department, the ground staff, general public and parents of the students through a 3 (Three) day experiential onsite or virtual workshop/s.
8. **Inner Well Being Workshop: HET** shall introduce the experience of Heartfulness Meditation to counsellors and/or peer counsellors and provide them with techniques to help students handle situation in a calmer manner, through a 3 (Three) day workshop.
9. **Heartfulness Yoga and Polarity techniques:** shall introduce the regular sessions of Heartfulness Yoga and Polarity to counsellors and/or peer counsellors and provide them with techniques to help students handle situation in a calmer manner, through a 3 (Three) day workshop
10. **Special de-addiction programs:** Shall launch a special program for all students to manage their mental strengths to overcome addiction problems through our Heartfulness De-Addiction Programs.
11. **Customised Programs: HET** will design and execute the customised programs for Swarnnim students/faculties/stakeholders and execution will be done with mutual agreement and convenience of both the parties at mutually agreed venue.



## **APPRAISAL CRITERIA**

### **Teaching Staff Appraisal Criteria**

#### **1. Teaching Effectiveness**

- Student feedback and evaluations
- Innovative teaching methods employed
- Course materials and curriculum development

#### **2. Research Contributions**

- Publications in peer-reviewed journals
- Participation in conferences and workshops
- Grants or funding secured for research

#### **3. Professional Development**

- Continued education and training
- Participation in professional organizations
- Contribution to academic committees

#### **4. Community Engagement**

- Involvement in community service or outreach programs
- Collaboration with industry partners
- Mentorship of students or junior faculty

#### **5. Service to the Institution**

- Contribution to university committees and governance
- Participation in faculty meetings and activities
- Engagement in university events and initiatives



## **Non-Teaching Staff Appraisal Criteria**

### **1. Job Performance**

- Quality and accuracy of work
- Ability to meet deadlines and manage time effectively
- Problem-solving and initiative in tasks

### **2. Interpersonal Skills**

- Communication skills with staff, faculty, and students
- Team collaboration and support
- Conflict resolution abilities

### **3. Professional Development**

- Attendance at training and workshops
- Skills enhancement and certifications
- Contribution to improving departmental processes

### **4. Adaptability and Innovation**

- Willingness to embrace change
- Implementation of new ideas or processes
- Feedback and suggestions for improvements

### **5. Service to the Institution**

- Participation in university events and committees
- Contribution to a positive workplace culture
- Support for institutional goals and mission

## **Implementation Suggestions**

- **Frequency:** Conduct appraisals annually or bi-annually.





- **Feedback:** Include self-assessments and peer reviews in the appraisal process.
- **Goal Setting:** Encourage staff to set personal and professional development goals each appraisal period.
- **Recognition:** Develop a recognition program for outstanding contributions.



**Swarrnim Startup & Innovation University**

**+91 - 95123 43333 | [info@swarrnim.edu.in](mailto:info@swarrnim.edu.in) | [www.swarrnim.edu.in](http://www.swarrnim.edu.in)**

**At Post Bhoyan Rathod, Nr. ONGC WSS, Opp. IFFCO Adalaj-Kalol Highway, Gandhinagar, Gujarat - 382420**





# SWARNIM STARTUP & INNOVATION UNIVERSITY

AT: Bhoyan Rathod, Nr. IFFCO, Adalaj-Kalol Highway, Gandhinagar

## ACADEMIC PERFORMANCE REPORT

*For the Academic year:*

Timeline Chartered for Completeness of the Form			
Narration		Date of Submission	Signature
Name of Faculty/ Staff			
Name of Reporting Manager			
Name of Reviewing Authority			

### PART-A

#### A. General Information (In Capital Letters)

(a) Name:

(b) Date of Birth:

(c) Residential Address:

.

(d) Contact No:

(e) Designation:

(f) Department:

(g) Qualification:

(h) Area of specialization:

(i) Date of Joining:

(i) In the Institution:

(ii) In the Present Post [if promoted]:

#### B. Academic Excellence

*\*\*Please attach separate sheet, if required\*\**

	<b>ACADEMIC WORKLOAD ASSESSMENT</b>
--	-------------------------------------



Sem./ Year	Class		Assigned Work Load [HRS]				Actual Work Load [HRS]			
		Cour se	Load/ Week		Planned Load/ Sem.		Load/ Week		Additional Lecture Load/ Sem.	
			L	P	L	P	L	P	L	P
Odd	Diploma		-	-	-	-	-	-	-	-
Even			-	-	-	-	-	-	-	-
Odd	U.G.		-	-	-	-	-	-	-	-
Even			-	-	-	-	-	-	-	-
Odd			-	-	-	-	-	-	-	-
Even			-	-	-	-	-	-	-	-
Odd			-	-	-	-	-	-	-	-
Even			-	-	-	-	-	-	-	-
Odd			-	-	-	-	-	-	-	-
Even			-	-	-	-	-	-	-	-
Odd			-	-	-	-	-	-	-	-
Even			-	-	-	-	-	-	-	-
Odd			-	-	-	-	-	-	-	-
Even			-	-	-	-	-	-	-	-
Odd			-	-	-	-	-	-	-	-
Even			-	-	-	-	-	-	-	-
Odd										
Even	P.G.		-	-	-	-	-	-	-	-
Odd			-	-	-	-	-	-	-	-
Even			-	-	-	-	-	-	-	-
Odd			-	-	-	-	-	-	-	-
	Ph.D	-	-	-	-	-	-	-	-	-

\*\*L = Lecture

P = Practical\*\*

**A. Details of Innovation/Contribution in Teaching during the year [other than routine work]**

I. Contribution Towards Curriculum Design: [please specify, if member of BOS]

1.
2.
3.
4.
5.
6.
7.



8.

II. Improvements in Teaching methods: [Innovation in Techniques]

*\*\*Please attach separate sheet, if required\*\**

Sem.	Subject	Innovative Technique Used

III. Books/ Chapters/ Journals Publication: ( Attach Annexure If applicable)

Sr. No	Title	Year	ISSN Number	Publisher
1				
2				
3				

\*Attach Certificate for each Publication

IV. Research Papers Presented in National/ International Journals:

*\*\*Please attach certificate of each paper\*\**

Title of a Paper	Name of Journal	Author Details	ISSN No.	Country

V. Remedial Teaching/ Student Counseling:

Sem.	Subject	No. of Students	Duration In Days
1			
2			
3			



**C. Professional Competences**

(a) Activities Organized:

(Seminars/ Workshops/ Conferences/ Symposia/ Continuing Education Programmes etc...)

Sr. No.	Title	Duration	Major Sponsors	Level (International/ National)	Place

(b) Participation

(Seminars/ Workshops/ Conferences/ Symposia/ Continuing Education Programmes, Trainings etc...)

\*\*Outside SSIU Campus\*\*

Sr. No.	Title	Duration	Institution
1			
2			

**D. Number of Students Guided in previous Academic Year for Projects**

	Semester	Department	Subject	No. of Students
<b>Diploma</b>	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>U.G.</b>	-	-	-	-
	-	-	-	-
<b>P.G.</b>	-	-	-	-
	-	-	-	-

(a) Research/ Sponsored Projects:

Project Title	External	Position	Sponsor	Date of	Duration	Status
---------------	----------	----------	---------	---------	----------	--------



	<b>Funds Received</b>			<b>Commenc ement</b>	<b>(Years)</b>	<b>(Completed / Ongoing)</b>

(b) Patents taken, if any (Give Brief description):

--

(c) Membership of Professional Bodies:

<b>Organization</b>	<b>Member Since Year</b>

#### **E. Extension Work/ Community Service/ CSR**

(a) Please give a short account of your contribution to:

<b>Activity</b>	<b>Period</b>		<b>No. of Days</b>
	<b>From</b>	<b>To</b>	

(b) Positions held/Leadership role played at SSIU:

NCC/ NSS/ NSO/ Guidance/ Counseling/ Cultural/ Sports/ HOD/ Dean

<b>Sr. No</b>	<b>Event</b>	<b>Position</b>	<b>Period</b>



--	--	--	--

**F. Involvement in Startup/ Entrepreneurship:**

(a) Mentoring the Academic Activities of Startup/ Entrepreneurship/ Student Startups

--

(b) Promotion of Incubation Center

--

**G. Achievements/ Awards/ Recognition during the year:**


**Employee Signature & Date**

***Declaration:***

***Above information is true and verified by me based on the data available with me. I will produce the data to higher authority for verification purpose, if asked. In case of any discrepancy I am abide by the rules & regulations of the university.***



**PART – B**

**(To be filled by the Reporting Manager)**

**Name of the Faculty:**

**Designation:**

**I. Attitude and Interpersonal Skills (Give ratings on a five point scale with ‘5’ being the best and ‘1’ the poorest) :**

1.	Initiative : a self-starter; able to work without constant supervision	
2.	Responsibility : understands duties; accepts responsibilities readily	
3.	Punctuality: arrives on time. Generally available for students during working hours.	
4.	Commitment : Committed to his/her work	
5.	Loyalty : supports and follows institute’s policies and guidelines	
6.	Development : Keeps knowledge up to date	
7.	Oral Communication : speaks effectively with supervisor, colleagues and students	
8.	Written Communication	
9.	Teamwork : effective in a team	
10.	Leadership : gives clear directions and listens to co-workers	
11.	Relationship with fellow faculty and staff	
12.	Maturity	
13.	Temperament	
14.	Relationship with Students	
	<b>Total</b>	

**II. Brief comments (by the Reporting Manager)**

**1. Overall Comments**

Outstanding

Very Good

Good

Poor



**2. Remarks of Reviewing Officer/ Dean/ HOI**

**Signature of Dean/ HOI**

**3. Comments of Director/Principal**

**Signature**



**STAFF WELFARE MEASURES**  
**DIWALI SWEETS DISTRIBUTION TO STAFF**



**Swarnnim Startup & Innovation University**

**+91 - 95123 43333 | [info@swarnnim.edu.in](mailto:info@swarnnim.edu.in) | [www.swarnnim.edu.in](http://www.swarnnim.edu.in)**

**At Post Bhoyan Rathod, Nr. ONGC WSS, Opp. IFFCO Adalaj-Kalol Highway, Gandhinagar, Gujarat - 382420**



**KITE DISTRIBUTION TO STAFF**



**Swarnnim Startup & Innovation University**

+91 - 95123 43333 | [info@swarnnim.edu.in](mailto:info@swarnnim.edu.in) | [www.swarnnim.edu.in](http://www.swarnnim.edu.in)

At Post Bhoyan Rathod, Nr. ONGC WSS, Opp. IFFCO Adalaj-Kalol Highway, Gandhinagar, Gujarat - 382420



Registrar Office

Inward: R0/2024/SSC/517/Maternity leave Date: 17/01/24

Receiver Sign: [Signature] Name: Swarnim Startup & Innovation University



INSTITUTE OUTWARD NO.

530/2024/02/17.4.24

NOTESHEET

Subject: Requesting to issue maternity salary of 6 months.

Dr. Archana Pandey  
17/01/24.

I, Dr. Archana Pandey, In-Charge Principal, Swarnim Science College would like to request you if I get 6 months half-salary of my maternity leave as per HR policy. As I completed 6 years now & before leave it was 4 years 9 months. I re-joined the institute from 11th Sep 2023. All required document and old notesheet is attached at back for reference.

Forwarded for kind consideration as per rules and policies of the University

18  
17/1/24  
(B. Shrivastava)

To, HR Dept  
check the rejoining after maternity leave

DOT - (16 January - 2018)  
Leave date - (1st November - 2022)  
Rejoining date - (11th Sep, 2023)

AS PER HR Policy she is eligible for Maternity Leave.

Date of Joining: 16/1/2018  
Maternity leave date: 1/11/2022  
Rejoining date: 11/09/2023

As per the HR policy, Maternity leave will be granted to employee who has completed 03 yrs of service with less than 02 children

So, she is eligible & her last salary in the month of Nov-2022 39,000/-

half pay as per policy: 19500 per month X 06 = 1,17,000/- amount to be paid.



Swarnim Startup & Innovation University

NOTESHEET

Subject:

1.	April - 2024	- 9,750/-
2.	May - 2024	- 9,750/-
3.	June - 2024	- 9,750/-
4.	July - 2024	- 9,750/-
5.	August - 2024	- 9,750/-
6.	Sept. - 2024	- 9,750/-
7.	Oct. - 2024	- 9,750/-
8.	Nov. - 2024	- 9,750/-
9.	Dec. - 2024	- 9,750/-
10.	Jan. - 2025	- 9,750/-
11.	Feb. - 2025	- 9,750/-
12.	March - 2025	- 9,750/-
Total		1,17,000/-

Remanded to pay 1,17,000/- Rs in above period of ~~08 month~~ 03 month pay of Maternity leave of Ashwini Pandey.

*[Signature]*  
12-04-2024

Every month, 9750/- for 12 months.

Today, she asked for NAC for application to Govt. Science college. This is for information p/lem

*[Signature]*  
12/05/24



NOTESHEET

Subject:

\* After final discussion, the salary of the  
money to Achun pandey as below.

Sr no.	month	Amount
1	Augus t-24	9750/-
2	Sept-24	9750/-
3	Oct-24	9750/-
4	<del>Nov</del> Sept-24	9750/-
5	Dec-24	9750/-
6	Jan-25	9750/-
7	Feb-25	9750/-
8	March-25	9750/-
9	April-25	9750/-
10	May-25	9750/-
11	June-25	9750/-
12	July-25	9750/-

Total : 1,17,000/-

15/7/2024

Every month from August-24 to July-25

Rs. 9750 per month as monthly leave  
amount

Subject to the no release till July-25 & one  
year ~~from~~ <sup>upto</sup> July-26.

Continue it have to pay needed amount to University.

OK approved  
15/7/24