



SWARRNIM STARTUP AND INNOVATION UNIVERSITY

SERVICE RULES



Swarrnim Startup and Innovation University

Service Rules

2023-24



SWARNNIM STARTUP AND INNOVATION UNIVERSITY

SERVICE RULES

Preface

These Service Rules are framed by Swarnnim Startup and Innovation University (SSIU) on Minimum Qualifications, Appointment, Promotion, and Service Conditions of Teachers and Academic Staff, and associated guidelines. They are customized to align with the governance and operational framework of SSIU and shall apply to all teaching, academic, administrative, and non-teaching employees of the University.

1. Definitions

In these Service Rules, unless the context otherwise requires:

- a. 'University' means Swarnnim Startup and Innovation University (SSIU).
- b. 'Employee' means any person employed by SSIU in teaching, academic, administrative, technical, or other capacities.
- c. 'Governing Body' means the apex administrative authority of SSIU.
- d. 'Head of Institution' means Principal, Dean, or Director, as applicable.

2. Recruitment, Appointment, and Promotion

2.1 Recruitment shall be merit-based and transparent. All teaching and academic staff appointments shall be made through duly constituted selection committees as per the UGC framework.

2.2 Non-teaching staff appointments shall follow procedures approved by the Governing Body, based on qualification, experience, and institutional requirements.

2.3 Promotions shall be based on performance evaluation, experience, and fulfillment of prescribed eligibility criteria. The Career Advancement Scheme (CAS) shall be applicable for teaching staff.

3. Probation and Confirmation

3.1 All newly appointed employees shall be on probation for a minimum period of one year, extendable by one more year based on performance evaluation.

3.2 Upon satisfactory completion of probation, confirmation shall be issued in writing.

3.3 In cases where performance is not found satisfactory, the probation period may be extended or the appointment terminated.

4. Leave Rules

4.1 Categories of Leave: Earned Leave, Casual Leave, Medical Leave, Maternity Leave, Paternity Leave, Academic Leave, and Study Leave.

4.2 Leave shall be governed as per university policy approved by the Governing Body and in



line with UGC guidelines.

4.3 Faculty may avail academic leave for research, training, or conferences with prior approval.

4.4 Non-teaching staff shall follow leave entitlement as defined in the administrative policy.

5. Career Advancement Scheme (CAS)

5.1 The CAS shall apply to teaching staff as per UGC norms.

5.2 Promotion under CAS shall be based on academic contributions, research publications, teaching performance, and participation in professional development activities.

5.3 Assessment shall be conducted by a duly constituted selection committee with external experts.

6. Service Conduct and Discipline

6.1 All employees shall maintain integrity, discipline, and professional ethics in their conduct.

6.2 No employee shall engage in activities detrimental to the reputation or functioning of the University.

6.3 Disciplinary action may include warning, suspension, or termination, depending on the severity of misconduct.

6.4 Employees have the right to fair hearing and appeal as per the grievance redressal mechanism.

7. Retirement and Superannuation

7.1 The age of superannuation shall be 62 years for teaching staff and 60 years for non-teaching staff, unless otherwise decided by the Governing Body.

7.2 Extension beyond the age of superannuation may be considered in exceptional cases based on merit and institutional need.

8. Code of Professional Ethics

8.1 Teachers and staff shall uphold the dignity of the profession and the values of SSIU.

8.2 They shall engage in continuous learning, respect diversity, and foster innovation.

8.3 Discrimination on grounds of gender, caste, creed, or religion is strictly prohibited.

8.4 Faculty shall mentor students ethically and contribute to community development.

9. General Provisions

9.1 The Governing Body of SSIU reserves the right to interpret, amend, or modify these rules as deemed necessary.

9.2 In matters not covered under these rules, the provisions of UGC Regulations 2025 or State Government guidelines shall apply.

9.3 These Service Rules shall come into effect from the date of approval by the Governing Body of Swarnnim Startup and Innovation University.

GUIDELINES ON CADRE RATIO, PERIOD OF PROBATION & CONFIRMATION, LEAVES, TEACHING DAYS, ACADEMIC, RESEARCH AND ADMINISTRATIVE COMMITMENTS, SENIORITY AND CODE OF PROFESSIONAL ETHICS FOR TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES

Promotion and co-ordination of University education is the general duty of the UGC. These UGC guidelines are for maintaining cadre ratio, service conditions, research and administrative commitments, code of professional ethics, etc., for teachers and other academic staff in HEIs.

1. Cadre Ratio for Teaching Posts

Teaching posts in universities, as far as feasible, may be created in a pyramidal order, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.

All the sanctioned/approved posts in the university system shall be filled up on an urgent basis.

2. Period of Probation and Confirmation

The minimum period of probation for a teacher shall be one year, extendable by one more year with reasons recorded in writing. The teacher on probation shall be confirmed at the end of the probation period if the performance is found to be satisfactory.

3. Teaching Days

Given the focus of the National Credit Framework (NCrF) on holistic education, teachers are required to play a key role in the implementation of NCrF. The Universities/Colleges shall have at least 15 weeks of teaching-learning days in a semester. The remaining period may be devoted to research and other administrative activities.



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In-lieu of the curtailment of vacation by 2 weeks, the university teachers may be credited with $1/3^{\text{rd}}$ of the period of their earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of University teachers, $1/3^{\text{rd}}$ of the period shall be credited as Earned Leave.

4. Academic, Research and Administrative Commitments

4.1 As per the National Credit Framework (NCrF), teaching-learning processes include classroom teaching, practical, innovation labs, class projects, assignments, tutorials; sports and games, physical activities, social work, NCC, examinations, assessments; vocational education, training and skilling, project work, field visits, internship, apprenticeship, etc. Considering the shifting of focus from classroom education to competency and outcome-based learning, the work commitments of the teachers in full employment should not be less than eight hours per working day.

4.2 The time spent by teachers in teaching-learning processes and the time used for research and other academic activities shall be decided by the HEIs considering the multi-disciplinary education that needs to be promoted in higher education. Teachers are required to be present at the workplace of the HEI during working hours.

However, in case a teacher has administrative responsibilities during the semester, the HEI may consider reducing the number of hours per week spent by the teacher in teaching-learning processes by formulating an institutional procedure.

5. Leaves: General Conditions and Types:

5.1 General Conditions:

- i. Leave cannot be claimed as a matter of right. When exigencies of service so require, discretion to refuse or revoke leave of any kind is reserved by the leave sanctioning authority.
- ii. The teacher may be granted leave only on his/her request. The teacher shall not be compelled to proceed on leave except on a disciplinary ground. The Competent Authority may sanction the leave applied for, and shall not alter the nature of leave, except with the request/consent of the teacher.

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- iii. Application for leave on medical grounds shall be accompanied by a certificate of Registered Medical Practitioner holding, graduate degree; Bachelor of Medicine and Bachelor of Surgery (MBBS) or its equivalent) indicating the nature and probable duration of the illness. The teacher returning from leave on medical grounds shall produce a certificate of fitness.
- iv. If the teacher frequently applies for medical leave with short intervals, he may be referred to the Medical Authority to examine the state of his health, the period of recovery, and whether he would be fit for duty after rest and treatment.
- v. The teacher on leave shall not engage himself/herself in any other employment, trade or business, either full-time or part-time except public service of casual nature or such other work.
- vi. Ordinarily, the teacher shall resume his duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct unless the Competent Authority condones the irregularity, for reasons to be recorded.

5.2 Duty Leave:

Duty leave in an academic year may be granted for:

- i. Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university/college ;
- ii. Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice-Chancellor/Principal of the College;
- iii. Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university/College;
- iv. Work related to funded research projects and Startup companies;
- v. Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and
- vi. For performing any other duty assigned to him/her by the university/college.

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- a) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- b) The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- c) Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- d) Duty leave should also be given for attending meetings in the UGC, DST, etc., where a teacher is invited to share his/her expertise with an academic body, government agency, or NGO.

5.3 Study Leave For Entry Level Assistant Professor/Assistant Librarian/Assistant Director Of Physical Education And Sports:

- i. The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend or fellowship (by whatever nomenclature called), **for pursuing further studies, leading to a Ph.D./Post- doctoral qualification** or for undertaking a research project in a higher education institution abroad, the amount of the **scholarship/Stipend/fellowship shall not be linked to the recipient's pay/salary** paid to him/her by his /her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.
- ii. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad.
- iii. The study leave **shall be granted to only an entry-level appointee** as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports after a minimum of three years of continuous service. Associate Professor, Deputy Librarian, Deputy Director of Physical Education and Sports, Additional Librarian, Additional Director of Physical Education and Sports, Additional Director of Physical Education and Sports or Professor, Librarian and Director of Physical Education and Sports of a University/College/Institution are not eligible for study leave.
- iv. The study leave shall be granted by the Executive Council/Syndicate on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on

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academic grounds and necessary in the interest of the University/College/Institution.

- v. The study leave **shall not be granted to an Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports who is due to retire within five years** of the date on which he/she is expected to return to duty after the expiry of study leave.
- vi. The study leave shall be granted **not more than twice during one's entire career**. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- vii. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/Syndicate to treat the period of short- fall as Extra-Ordinary leave has been obtained.
- viii. With the approval of the Executive Council/Syndicate, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave at the credit of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- ix. The period of study leave shall count as service for the purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University/College/Institution on the expiry of his/her study leave, and serves the institution for the period for which the Bond has been executed.
- x. The study leave granted to a teacher shall be deemed to have been **cancelled in case it is not availed of within 12 months of its sanction**. Provided that where the study leave granted has been so cancelled, the teacher may apply again for such leave.
- xi. A teacher availing of the study leave shall undertake to serve the University/College/Institution for a **continuous period of at least three years** to be calculated from the date of resuming duty on the expiry of the study leave.
- xii. A teacher -
 - (a) who is unable to complete his/her studies within the period of study leave granted to him/her or
 - (b) who fails to rejoin the services of the University on the expiry of his/her study leave or
 - (c) who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or

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- (d) who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University/College/Institution, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

Explanation:

If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these guidelines.

If the Executive Council or Syndicate permits a teacher to retire within three years of return to duty from study leave on medical grounds or any other exceptional ground, the Executive Council/Syndicate may waive or reduce the amount refundable by a teacher under these guidelines:

- i. After the leave has been sanctioned, the teacher shall, before availing of the leave, execute a bond in favour of the University/College/Institution, binding himself/herself for the due fulfillment of the conditions laid down in paragraph (ix) to (xii) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institutions in accordance with paragraph (ix) to (xii) above.
- ii. The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar/Principal within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- iii. The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University/College/Institution.

5.4 Sabbatical leave:

- i. The permanent, whole-time teachers of the university and colleges who have completed **seven years of service as an Associate Professor or a Professor** may be granted sabbatical leave to undertake study or research or any other

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academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.

- ii. A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- iii. A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies.
- iv. During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, *provided* that the teacher rejoins the university on the expiry of his/her leave.

5.5 Other Kinds of Leave Rules for Permanent Teachers of the Universities

The following kinds of leave would be admissible to permanent teachers:

- i. Leave treated as duty, *viz.* casual leave, special casual leave, and duty leave;
- ii. Leave earned by duty, *viz.* earned leave, half-pay leave, and commuted leave;
- iii. Leave not earned by duty, *viz.* extraordinary leave; and leave not due;
- iv. Leave not debited to leave account
- v. Leave for academic pursuits, *viz.* study leave, sabbatical leave and academic leave;
- vi. Leave on grounds of health, *viz.*, maternity leave and quarantine leave.

5.6 Casual Leave

- i. The total casual leave granted to a teacher shall not exceed twelve days in an academic year.
- ii. Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

6. Earned Leave

6.1 Earned leave admissible to a teacher shall be:

6.1.1 1/30th of the actual service, including vacation; *plus*



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- 6.1.2 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation. For purposes of computation of the period of actual service, all periods of leave, except casual, special casual, and duty leave, shall be excluded.
- 6.1.3 Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum period of earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study or training, or leave with a medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

For removal of doubt, it may be clarified :

1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as a leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
2. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not, in the aggregate, exceed 120 days.
3. Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the employees of the Central Government or State Government.

7. Half-pay Leave

- 7.1 Half-pay leave may be sanctioned for a period of 20 days to a permanent teacher for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner for any private affairs or for any academic purpose.

7.2 Explanation:

A "completed year of service" means the continuous service of a specified duration under the university and includes periods of absence from duty as well as leave, including extraordinary leave.

Note: Half-pay leave shall be combined with earned leave for calculating the number of earned leaves in case the number of earned leaves is less than 300 for the purpose of encashment of leave at the time of superannuation as applicable to the employees of the Government of India/State Government.

8. Extraordinary Leave

- 8.1 A permanent teacher may be granted extraordinary leave when:
- 8.1.1 No other leave is admissible; or
 - 8.1.2 Other leave is admissible, and the teacher applies in writing for the grant of extraordinary leave.

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- 8.2 The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
 - 8.2.1 Leave taken on the basis of medical certificates;
 - 8.2.2 Cases where the Vice-Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity and the teacher has no other kind of leave to his credit;
 - 8.2.3 Leave taken for pursuing higher studies; and
 - 8.2.4 Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.
- 8.3 Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall, in no case, exceed five years in the entire service period of the individual.
- 8.4 The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

9. 'Leave Not Due'

- 9.1 'Leave not due', may, at the discretion of the Vice-Chancellor/Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days, in all, maybe otherwise than on a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- 9.2 'Leave not due' shall not be granted unless the Vice-Chancellor/Principal is satisfied that, as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- 9.3 A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill-health or incapacitating the teacher for further service, a refund of leave salary for the period of leave yet to be earned may be waived by the Executive Council/College Governing Body.

Provided that the Executive Council/College Governing Body may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

10. Maternity Leave

10.1 Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

10.2 Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

11. Paternity Leave

Paternity leave of 10 days may be granted to male teachers during the confinement of their wives, and such leave shall be granted only up to two children.

12. Code of Professional Ethics

I. Teachers and their Responsibilities :

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;

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- (viii) Abide by the Act, Statute and Ordinance of the University and respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including community service.

II. Teachers and students

Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should: -

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities :

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes, which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharging responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of the contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

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v. Teachers and Non Teachers

should :

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Society

Teachers should:

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to, or assisting in any way activities which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

13. Maintenance of Standards in Higher-Education Institutions:

In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the respective Universities/Colleges/Institutions:

- i. The process of evaluation for Ph.D. shall be uniform in all the universities in accordance with the respective UGC regulations and their amendments from time to time in this regard.
- ii. All newly recruited Assistant Professors/Assistant Librarians/Assistant Directors of Physical Education and Sports should undergo an Orientation Course, in online mode, recognized by regulatory bodies such as UGC, AICTE, etc.



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WHERE IDEAS COME ALIVE

INDIA'S FIRST UNIVERSITY FOR STARTUP

REF: SWARNNIM/HR/APPT.LETTER/2024/1620

18/07/2024

Ms.Monika Gajera,
C/903,Arises Atlantis,
BH Parmeshwara 7,Jagatpura,382470.

Dear Ms.Monika Gajera,

We take great pleasure in inviting you to be an **integral part** of **Swarnnim Startup & Innovation University**.

Congratulations! On being selected for the position of **Assistant Professor in Science And Humanities** a Constituent College in the setup of the **Swarnnim Startup & Innovation University**.

Please note that the employment terms contained in this letter are subject to University policy.

1. APPOINTMENT

- Your date of appointment is effective from the **18/07/2024**.
- You will be on probation for a period of Six Months from the date of your appointment. If in the opinion of the University you are found suitable in the appointed post you will be confirmed and intimated accordingly.
- You will be liable to be transferred in such capacity as the University may from time to time determine to any other location, department, function, establishment or branch of the University or subsidiary, associate or affiliate institute. In such case you will be governed by the terms and conditions of service applicable to the new assignment.

2. COMPENSATION

- Your appointment is on the regular basis in the pay scale of Rs. 15600 – 39100 per month with the basic grade pay of Rs. 10000/-.
- You will be entitled to other compensation and benefits in accordance with the SSIU University policy as modified and intimated to you from time to time.
- Your performance would be reviewed periodically and necessary correction in the salary will be done accordingly.

4. OTHER BENEFITS

- Leave, holidays and working hours as applicable to your category of employees and location, Department of posting.
- Perquisites, if any, as applicable to your category of employees and/ or based on functional requirements as and when applicable would be determine by the Management.

Managed by G P Jain Charitable Trust

**University Campus : Bhoyan Rathod, Opposite IFFCO, Near ONGC WSS, Adaji Kalol Highway,
Gandhinagar, Gujarat - 382422.**

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5. RESPONSIBILITIES

- a) You shall report to the Registrar.
- b) In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results.
- c) You will be required to undertake travel on University work for which you will be reimbursed travel expenses as per the University policy applicable to you.
- d) You shall be asked to perform other duties whether its Academic, Research or Administrative apart from your routine work as and when deemed necessary by the Management.

6. CONFIDENTIALITY

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the University. Therefore, please ensure that you maintain as secret and confidential all Confidential Information and shall not use or divulge or disclose any such Confidential Information except as may be required under obligation of law or as may be required by SSIU and in the course of your employment with written permission of Management. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with SSIU (irrespective of the circumstances of, or the reasons for, the cessation). A part from the above you must sign the Non-Disclosure Agreement with the university in order to maintain the confidentiality during your tenure. Please be informed that in case of any breach of confidentiality Legal Actions would be initiated against you.

7. GENERAL

- a) We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you found guilty or produce wrong information/ documentation, you will be removed from the service without prior notice/ intimation. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- b) Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- c) These employment terms supersede and replace any existing agreement or understanding, if any, between SSIU and you relating to the same subject matter.



8. NOTICE PERIOD

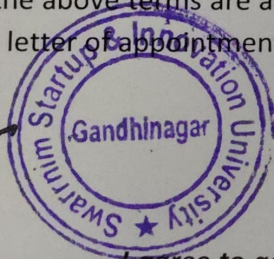
- This contract of employment is terminable, without reasons, by either party giving **03 Month (90 Days)** written notice. SSIU reserves the right to pay or recover salary in lieu of notice period.
- Further, the university may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.
- Management reserves the right to terminate the employment terms without giving any notice either verbal or written in case of any misconduct or integrity or any kind of similar issue, if found.
- No resignation would be accepted by the Authorities/ Management in between the semester/ academic term. In such case written approval from President/ Vice President should be required in order to complete the smooth relieving process.

9. ON SEPARATION

On acceptance of separation notice, you will have to immediately submit all correspondence, specifications, formulae, books, documents, cost of data, market data, literature, drawings, effects to the higher authority as per the university norms. You cannot make or retain any copies of these items.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Registrar



Registrar

Swarnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

I agree to accept employment on the terms and conditions mentioned in the above letter.

Name: Monika Gajera

Signature: Monika

Place & Date: 18/07/2024



SWARNNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE

INDIA'S FIRST UNIVERSITY FOR STARTUP

REF: SWARNNIM/HR/APPT.LETTER/2024/1670

20/09/2024

Mr. Manojkumar Bharti,
Gulab Nagar Colony, Parikarma Road,
Naka, Faizabad, Ayodhya, UP-224001

Dear Mr. Manojkumar Bharti,

We take great pleasure in inviting you to be an **integral part** of **Swarnnim Startup & Innovation University**.

Congratulations! On being selected for the position of **Assistant Professor - Arihant Homeopathic Medical College & Research Institute** in **Swarnnim Startup & Innovation University**.

Please note that the employment terms contained in this letter are subject to University policy.

1. APPOINTMENT

- Your date of appointment is effective from the **20/09/2024**.
- You will be on probation for a period of Six Months from the date of your appointment. If in the opinion of the University you are found suitable in the appointed post you will be confirmed and intimated accordingly.
- You will be liable to be transferred in such capacity as the University may from time to time determine to any other location, department, function, establishment or branch of the University or subsidiary, associate or affiliate institute. In such case you will be governed by the terms and conditions of service applicable to the new assignment.

2. COMPENSATION

- Your appointment is on the regular basis in the pay scale of Rs. 15600 – 39100 per month with the basic grade pay of Rs. 10000/-.
- a) You will be entitled to other compensation and benefits in accordance with the SSIU University policy as modified and intimated to you from time to time.
- b) Your performance would be reviewed periodically and necessary correction in the salary will be done accordingly.

4. OTHER BENEFITS

- Leave, holidays and working hours as applicable to your category of employees and location, Department of posting.

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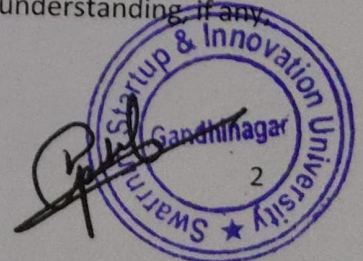
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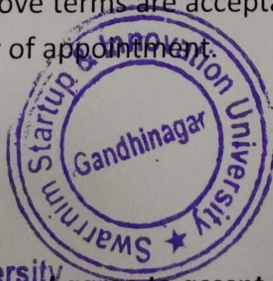
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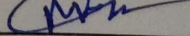
Registrar

Swarnim Startup & Innovation University
At: Boyan Rathod, Gandhinagar.



I agree to accept employment on the terms and conditions mentioned in the above letter.

Name: Manoj Kumar

Signature: 

Place & Date: 20/09/2024