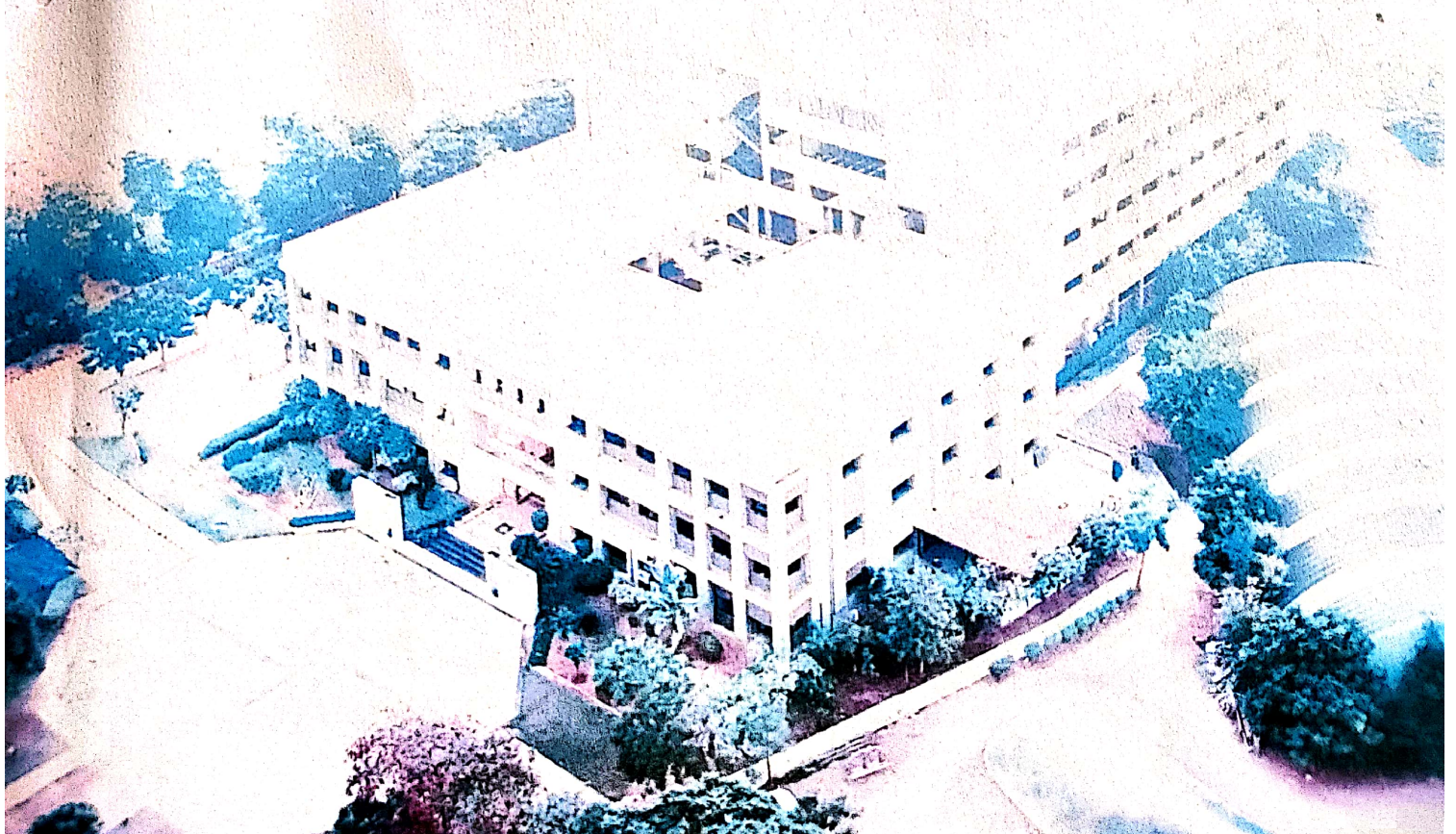# Swarrnim Startup & Innovation University

# Curriculum Design and DevelopmentPolicy

Introduction:

The term "curriculum" typically refers to the knowledge and abilities that students are anticipated to learn through conversations, experiences, scheduled and unscheduled activities, and events. It is focused on both the process and the content. What is required of learners to study is referred to as content. Process is the organization of the teaching materials given to the students. In addition to the books, reading materials, and ICT based materials provided in a course, the process also includes the units and lessons that teachers teach, the assignments and projects that students are given, and the many assessment techniques used to gauge student learning. This needs to be structured so that students learn new information and concepts, acquire new abilities, and change their attitudes.

Curriculum development is the methodical process used to create better curricula for an institution. As the world continues to evolve, it is essential to incorporate new discoveries into educational curricula. Also being created are innovative teaching techniques and initiatives to improve students' educational experiences. Active learning and blended learning are two examples of this. So, an institution has to have a roadmap plan in place for identifying these changes and having the ability to include them in the college curriculum.

Swarrnim Startup and Innovation University, aims to cultivate a dynamic ecosystem where creativity, entrepreneurship, and innovation thrive, empowering students to become visionary leaders and change-makers in a rapidly evolving world. A strong policy on the design and development of curriculum is being developed based on the followings

1. Vision and mission of the University
2. Guidelines and regulations of regulatory bodies
3. Meeting up the standards and quality indicators set by other National Authorities on Higher Education
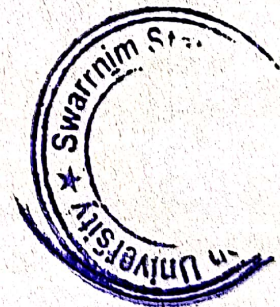
Title: This policy shall be called Curriculum Design and Development policy (CDDP).

Scope: This policy shall be applicable on all the program/courses offered by the university through the constituent institutes/schools/departments.

Objective of the policy is:

Swarrnim Startup & Innovation University strives for the highest standards of education in all disciplines and with this objective University adopts this policy:

I. To provide the general rules of developing curriculum design for the programs offered by the university which are in accordance with the guidelines provided by the UGC and other regulatory authorities.

II. To align the curriculum design of programs/courses to the university's vision and mission statement.

III. To outline the program structure, Program Outcome (PO) and Course Outcome (CO) of each program offered by University.

Definitions :

I. **"Academic year"** shall mean the period in the calendar year from the month of July to the month of June of following year, during which teaching or instruction in any program will be carried out.

II. **"Choice based credit system"** shall mean a system which provides a choice to the students for selecting a (subject) course from prescribed (subject) courses (core, elective, minor or soft courses).

III. **"Credit based semester system"** shall mean the system which requires a certain number of credits to complete for award of degree, diploma and certificate.

IV. **"Credit"** shall mean a unit through which the course work of a course (subject) can be measured, credit determines the number of teaching hours, as prescribed by the statutory authority governing the respective discipline.

V. **"Curriculum design"** shall mean purposeful selection and structuring of content, activities and experiences that students will undertake in order to complete the course and programs, to achieve the stated learning outcome of the program.

VI. **"Curriculum"** shall mean the intersection of knowledge, skills, and attitudes focused on teaching and learning, which is created through the purposeful selection and structuring of content in programs.

VII. **"Module"** shall cover all the units, credit allotted to each unit, syllabus, teaching scheme, and assessment scheme of the course.

VIII. **"Program"** shall mean, an educational program resulting in an award of degree, diploma or certificate.
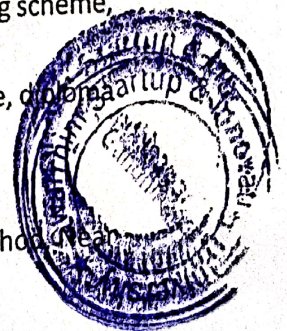
IX. **"Program Learning Outcome (PLO)"** shall mean course-specific skills and generic skills including the globally transferable skills and competencies which students of a specific program should be able to demonstrate for the award of certificate/ diploma/degree qualification.

X. **"Regulatory authority"** shall mean a body established by the Central/State Government for laying down the norms and conditions for ensuring academic standards of higher education, such as, UGC, AICTE, ACPC NCTE, MCI, DCI, BCI, PCI, NAAC, ICAR, DEC, CSIR.

XI. **"Semester"** shall be equivalent to ninety (90) actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.

XII. **"Student"** shall include all students enrolled in the various programs offered by the university by its constituent Institutes.

XIII. **"Course"** shall mean, an essential component of a program, which may comprise of but not limited to lectures/tutorials/laboratory work/ field work/ project work/vocational training/seminar/assignments/self-study/presentation/term paper etc. or combination of some of these. Each course shall define the course learning objectives and outcomes.

XIV. **"Course Learning Outcome (CLO)"** shall include essential learnings acquired on completion of selected course. Course learning outcome shall be in alignment of program learning outcome.

XV. **"University"** shall mean Swarrnim Startup & Innovation University.

Development Phase of Academic Curriculum:

Swarrnim University shall establish a structured system for development of Academic Curriculum, involving a wider and cohesive participation of various layers of Academic Leadership as well as Statutory bodies of Swarrnim University encompassing ,Deans, Head of the Departments, Teachers of the departments concerned, Board of Studies, Academic Council, The Board of Management and finally the Board of Governors (which is the highest policy decision body). As one would expect, the form and feature of the developed curriculum for any specialty domain shall go through regular and yet rigorous review to ensure the envisaged desirable attributes are prominent in the developed curriculum. It is a fervent hope that the cumulative impact of the pre and post phases of the curriculum development will enable the University to nurture both the student and the teaching fraternity to respond to the ever-evolving requirements of societal needs at local, regional, national, and global levels.
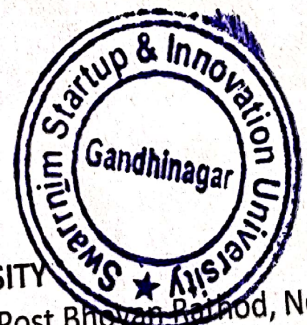
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| Classroom | ICT | Library | ICDC | Examinations & Assessment | Teaching and Evaluation |

Laboratories/Workshop

Announcement of Result
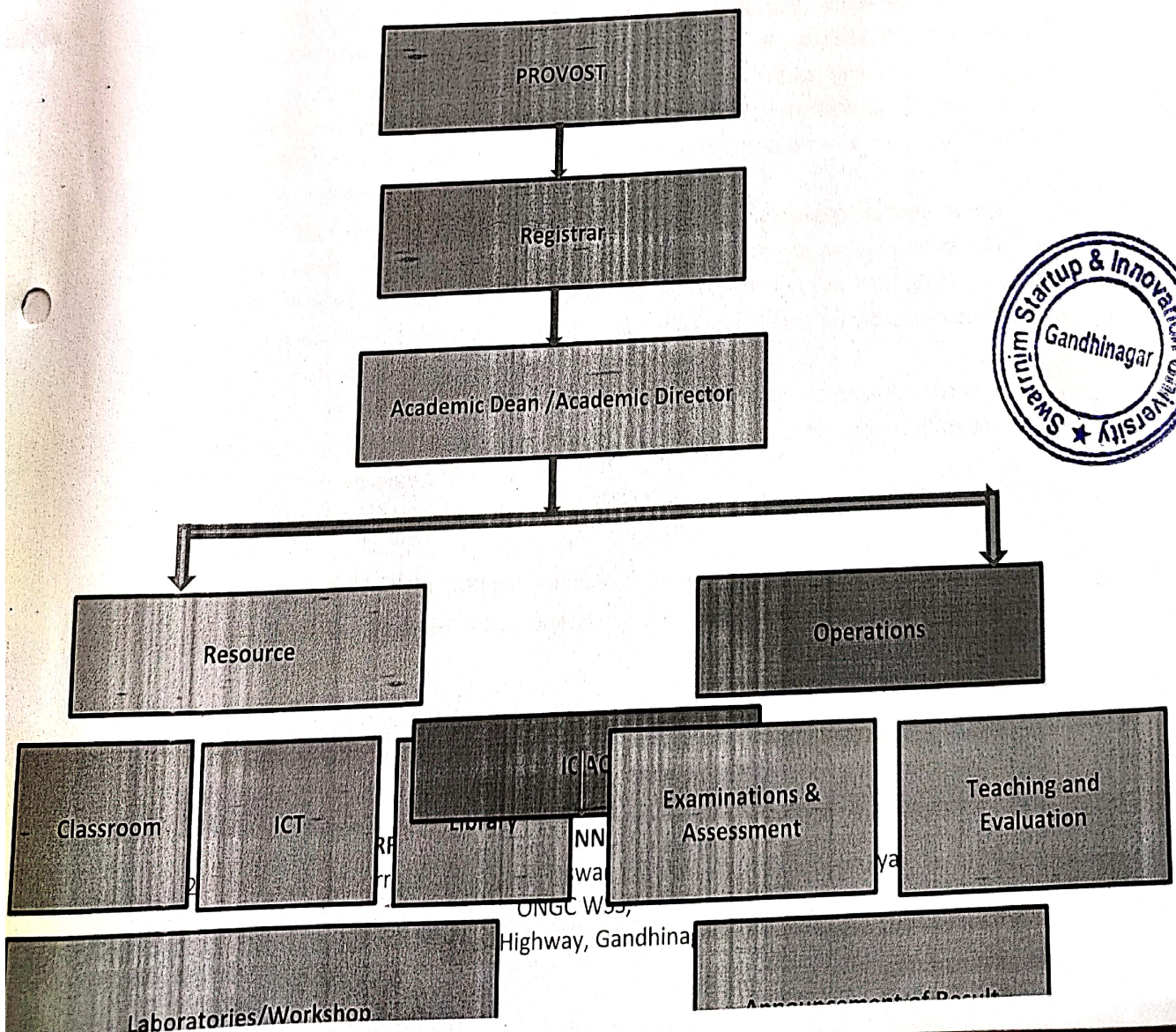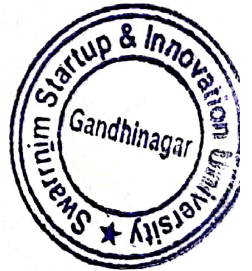
Curriculum design process shall follow the below mentioned process:

- Stakeholders' suggestions to be collected before curriculum revision.
- Departmental/Institute/School meetings shall be held to prepare a draft copy of syllabus before meeting with Board of Studies.
- The Curriculum shall be placed for approval by the Department/Institute/School to the Board of Studies.
- After implementing suggestions given by the Board of Studies, the curriculum shall be placed for the approval of the Academic Council.
- After considering the suggestions given by the Academic Council, the syllabus shall be forwarded to the Governing Body for their approval.

General Principles for developing curriculum design :

I.   University shall/may follow the semester system and choice based credit system as per the UGC Guidelines on adoption of Choice Based Credit System, which shall provide academic flexibility in the designing of curriculum and assigning the credit to the course.

II. University may integrate the issues relevant to professional ethics, gender sensitivity, human value, environment and sustainability into the curriculum, through the choice-based credit system in order to promote and spread the awareness among students about these issues.

III. University may incorporate the principles of the national curriculum framework and National Education Policy for fostering community engagement and social responsibility in Higher Education Institutions (HEIs) in designing the curriculum of each program.

IV. University shall design program curriculum in such manner that it provides necessary skills- entrepreneurship and employability to the student.

V.   The University shall design the curriculum of each program in such a manner that may enhance and develop advanced knowledge of the related discipline and raise inquiry which may lead to advanced research.

VI. The curriculum design of the program must provide clear and explicit Outcomes.

Academic Council: There shall be Academic Council at university level, which shall function as principal academic body of the university and the Board of Studies shall be constituted at the direction of Provost.

Role of Academic Council

- The Academic Council shall approve/revise the syllabus of each program.

* The Academic Council shall also recommend the introduction of new programs or modification in the existing programs to the Governing Body/Management.
* The Academic Council shall be the final authority to approve the curriculum or matters related to it, before the commencement of the academic session/semester in which the aforesaid has to be adapted.

Board of Studies: The Board of Studies shall be responsible for the development of curriculum design and implementation of the academic program in the university.

Role of Board of Studies :

i. Board of studies shall recommend programs of studies, reading materials and detailed syllabi for each course in a program.

ii. The Board of Studies shall recommend essential reading material including books and journals for being prescribed as text and reference material for particular courses.

iii. The Board of Studies shall recommend the instructional methods and evaluation procedures for the concerned course.

iv. The Board of Studies shall suggest measures for the periodical assessment of the educational standards of the program and respective courses, improvement of standard of teaching and research, to achieve the Program Outcomes and Course Outcomes.

v. The Board of Studies shall make changes, if any, in the syllabus before sending it to the Academic Council for approval.

Teaching and Class Conduct:

i. Each class session should be linked with the course outcomes (COs).

ii. ii. The Faculty shall ensure that each session is well planned and defined.

iii. Learner centric methods and peer learning shall be encouraged.

iv. Periodic review of class shall be taken by the university to improve the quality as per the Student Feedback Policy and Rules.

Rules for Assessment:

i. These Rules for assessment shall be applicable to all the degree courses that certifies the attainment of learning outcomes.

ii. Assessment schemes shall be prepared with the aim to ensure that learning outcomes of the courses are achieved.

iii. Assessment scheme shall be a combination of Continuous Evaluation and University Evaluation for assessing the progress of the students.

SWARRNIM STARTUP & INNOVATION UNIVERSITY
+91-95123 4333|info@swarrnim.edu.in|www.swarrnim.edu.in   At Post Bhoyan Rathod, Near
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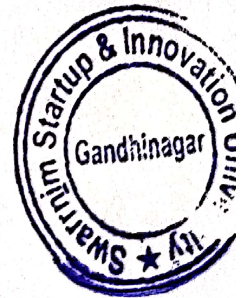Opp. IFCCO, Adalaj Kalol Highway, Gandhinagar, Gujarat- 382422

iv. The assessment shall be based on transparency, consistency, reliability and fairness; assessment scheme shall be in accordance with the Rules and Regulations for the conduct of Examination and Award of Degrees of the University.

v. Assessment scheme shall promote Academic Integrity by carefully designing the assignments and Examinations which are monitored by the respective Department/Institute/School and Controller of Examination as per the Academic Integrity Policy of the University.

vi. University may impose the penalty on the tasks which are submitted after the due date without prior approval for extension and where approval has been granted

Academic Quality:

The Academic Quality at university may be assessed through:

i. Periodic Feedback of students about the program, Conduct of classes and teachers as per the Student Feedback Policy of University

ii. By the Academic audit conducted by the IQAC as per the Rules for the Internal Quality Assurance System.

iii. By reviewing the performance of students in the Continuous and University and summative assessment of a specific program.

Registrar
Swarrnim Startup & Innovation University
At Bhoyan Rathod, Gandhinagar.

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Swarrnim Startup & Innovation University

Data Protection and Privacy Policy
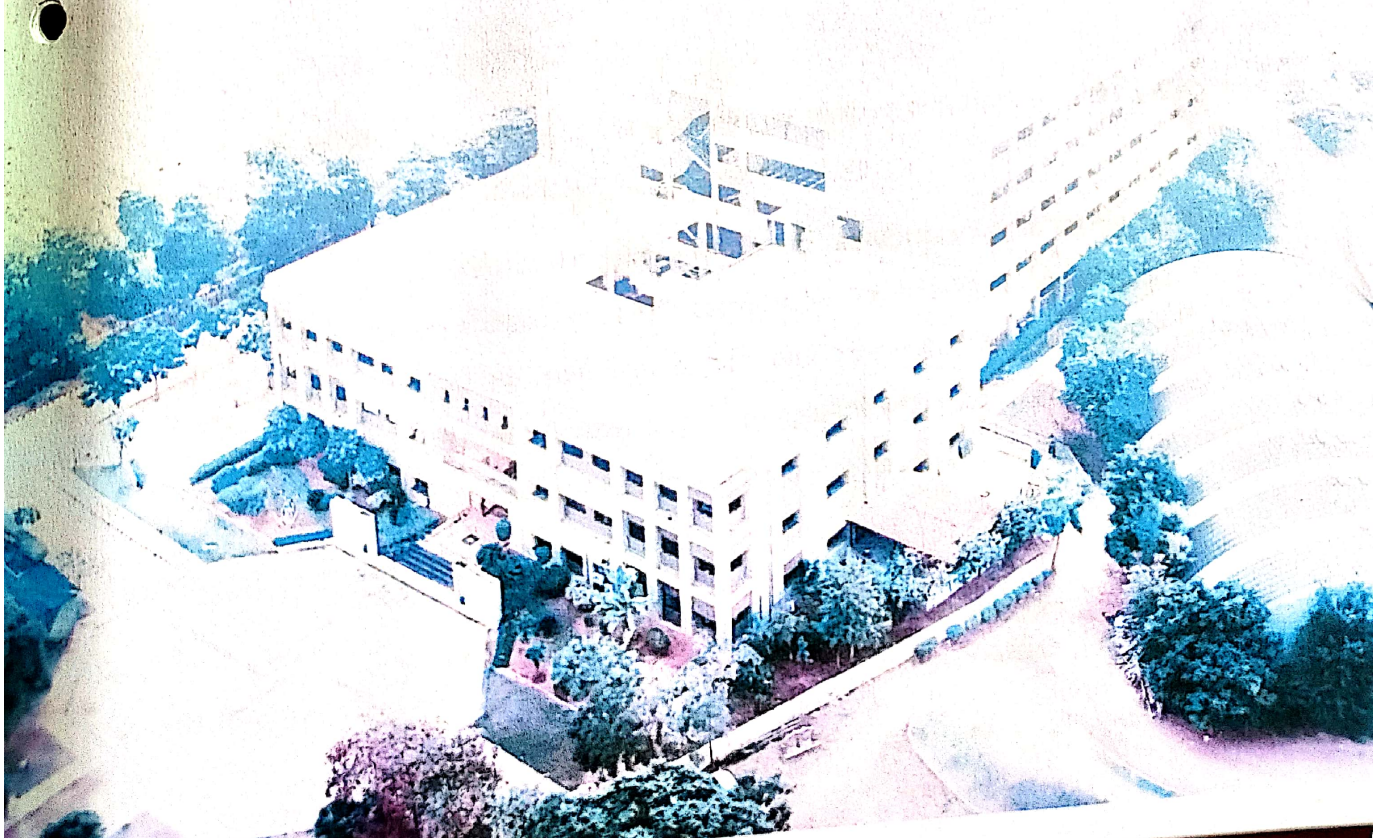
Preamble:

- The Swarrnim Startup & Innovation University, Gandhinagar committed to protecting the Data privacy and security of your personal information ('personal data').

- This General Data Protection Policy. ("Policy") sets forth basic principles by which University shall lawfully process personal data of all individuals including employees, volunteers, alumni, students, consultants, and other service users and indicates their responsibilities while processing such data. This Policy addresses different activities undertaken by University and puts in place appropriate safeguards that shall ensure that processing of personal data is carried out in accordance with applicable data protection and privacy laws ("Applicable Laws").

Scope:

- This Policy applies to all defined processes of University where personal data is collected, stored, processed, or transferred in electronic or paper formats. This Policy is to be followed not only internally by employees including temporary staff, but also by all University service providers, business partners and consultants while processing personal data on behalf of University. In case there is any conflict between provisions of law and this Policy, the stricter of the two shall prevail.

Overall Approach:

- University shall adhere to the principles relating to processing of personal data as required by Applicable Laws. Personal data shall be:

    o processed lawfully, fairly and in a transparent manner in relation to the data subject and shall not be processed unless specific conditions are met;

    o collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;

    o adequate, relevant and limited to what is necessary in relation to the purpose for which they are processed;

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- accurate and, where necessary, kept up to date. Every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

- kept in a form which permits identification of data subjects and for no longer than is necessary for the purposes for which the personal data are processed;

- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures.

Organization:

- University shall define and document a privacy governance organization structure and related roles and responsibilities. An individual with the required expertise and reporting directly to Provost. University shall develop and implement privacy related policies like data protection notices, consent management policy and procedures for data subject rights, data protection impact assessment, register of processing activities, data breach policy and notification, etc.

- This Policy shall be reviewed regularly and approved by the Governing Body to address any changes in the regulatory, legal, organizational or privacy landscape. University shall ensure dissemination of this Policy across all levels in the organization.

Privacy Notice:

- University shall notify data subjects, through a privacy notice, about the purposes for which it collects, processes, stores and/or discloses their personal data. Such notice shall be communicated in a clear easy-to-understand manner. The notice shall disclose:

  - the type of personal data that is collected

  - the purpose for which the personal data is collected

  - the legal basis of processing if personal data is collected by or disclosed to third parties, a statement of this fact and the purposes for doing so
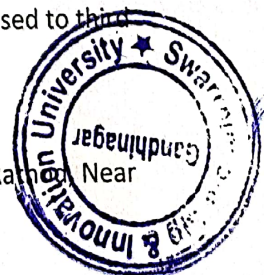
- rights of the data subjects with respect to their personal data how long shall University retain personal data how to contact University in case of any query, correction, complaint, or dispute

- University shall also consider what other information should be included in any specific privacy notice. Where feasible, University shall provide notice to data subjects before collection of personal data. The privacy notice shall be linked to or displayed at relevant points of data collection.

Consent:

- University shall obtain consent from data subjects where legally required in accordance with Applicable Laws. University shall consider the following points while designing necessary procedures and privacy statements for each type of processing where consent is required:

  - Prior to obtaining consent, has the data subject received specific and sufficient information on and clearly understands why his or her personal data is needed, how it will be used, for what purpose(s) his or her personal data will be processed and with whom it will be shared so that University gets an unambiguous indication of the data subject's wishes.

  - Has the data subject been informed that it is as easy to withdraw consent as it is to give consent.

  - Has new consent been obtained from the data subject if personal data will be used for a different purpose than originally disclosed to the data subject.

  - Has the data subject understood what the consequences would be, should he or she decide not to give consent to processing his or her personal data.

  - Has the data subject given a statement or a clear affirmative action signifying agreement to the processing of his or her personal data.

  - Is the data subject competent enough to give the required consent and has the consent been freely given without any duress.

  - Have additional safeguards been provided that may be required and which may vary from country to country.

Data collection and

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Data collection and usage:

- University shall process personal data where needed to carry out its legitimate activities with Data Protection.Policy – as approved by the Governing Body. The term "processing" or "processes" or "process" or "processed" includes any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Process:

- personal data which includes any information relating to an identified or identifiable natural person who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.

- Sensitive personal data which includes personal data which are, by their nature, particularly sensitive in relation to fundamental rights and freedoms merit specific protection as the context of their processing could create significant risks to the fundamental rights and freedoms. Those personal data include personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a person's sex life or sexual orientation or alleged or actual criminal offences.

Personal Data:

- Where personal data is processed, at least one of the following conditions shall be met:

  o The data subject has given consent to processing of personal data for one or more specific purposes;

  o processing is necessary for performance of a contract to which the data subject is a party or to take steps at the request of the data subject prior to entering into a contract;

  o processing is necessary for compliance with a legal obligation to which University is subject;

  o processing is necessary to protect the vital interests of the data subject;

  o processing is necessary for the administration of justice, for the exercise of any functions of government or any other functions of a public nature exercised in the public interest or in the exercise of official authority vested in University as the controller;

  o processing is necessary for the purposes of legitimate interests pursued by University or by a third party to whom personal data is disclosed, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, particularly where the data subject is a child.

  o University acknowledges that it shall largely (but not solely) rely upon the first two conditions

Sensitive Personal Data:

- Where sensitive personal data is processed, at least one of following conditions shall also be satisfied: -

  o The data subject has given explicit consent to the processing of personal data for one or more specified purposes;

  o The data subject has given explicit consent to the processing of personal data for one or more specified purposes;

- processing is necessary for the purposes of exercising or performing any right or obligation that is conferred or imposed by law on University in connection with employment;

- processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;

- processing is necessary for the purpose of, or in connection with, any legal proceedings (including prospective legal proceedings), obtaining legal advice, or for the purposes of establishing, exercising or defending legal claims;

- processing is necessary for medical purposes and is undertaken by a health professional or a person who in the circumstances owes a duty of confidentiality that is equivalent to that which would arise if that person were a health professional;

Data retention, storage and security:

- University shall retain and store personal data either to pursue its legitimate interests or to fulfill a contract or based on data subjects' consent or a legal requirement subject to the implementation of appropriate technical and organizational measures. Security measures include:

  - Industry standard firewalls and other network security features such as well encrypted cloud or physical server systems

  - Clear guidelines for staff and volunteers on device and network security with expectations placed on them

  - Robust data backup and recovery processes provided by leading industry suppliers

  - Periodic security audits of online systems

- University shall follow reasonable processes and procedures to keep personal data accurate, complete, and up to date as needed for the purposes for which it was collected. Records relating to data subjects shall only be accessible to authorised staff and volunteers as is necessary for them to perform their job functions. Records shall be

stored for as long as it is required, for legitimate purpose(s) and shall be disposed off appropriately. University shall ensure that all personal and non-personal data is non-recoverable from any electronic or paper systems previously used within the organization.

- In case of accidental or unauthorised access, University shall notify the supervisory authorities, management, and the data subjects if there is likely to be a high risk to the rights and freedoms of the data subject because of the personal data breach.

- University shall provide training on Applicable Laws to ensure that this Policy and other specific procedures relating to processing of personal data are understood and followed by staff and volunteers. Everyone processing personal data must understand that they are contractually responsible for following good data protection practices. All staff and volunteers shall be made aware that a breach of Applicable Laws shall lead to strict disciplinary action being taken against them.

Rights of the Data Subjects:

- As prescribed by Applicable Laws, taking into consideration the exemptions laid out therein, University shall upon the data subjects' request allow them to exercise their rights in relation to their personal data and how it is processed after confirming their identity. In case some of the requests cannot be fulfilled, University shall provide a justification for the same. University shall take appropriate measures to process requests from data subjects within the prescribed timelines by providing them with information in a concise, transparent, intelligible, and easily accessible form, using clear and plain language in the prescribed form.

Monitoring and Enforcement:

- **University shall:**

    o Inform employees, volunteers, alumni, students, consultants, and other service users as to how they can contact University in case of any concerns, queries, or complaints about University's privacy practices.

- acknowledge, formally document, investigate, address, and respond in a timely manner to complaints or personal data breach notifications that are received.

- regularly perform compliance assessments of University's privacy practices to ensure that they conform to this Policy and related standards as well as to Applicable Laws.

Breach Notification:

- In the event of a personal data breach, as per Applicable Law, University shall communicate to relevant stakeholders including data subjects, without undue delay, after becoming aware of a breach which is likely to result in high risk to the rights and freedoms of natural persons to allow him or her to take the necessary precautions. Where such notification cannot be communicated without a certain delay, UNIVERSITY shall provide reasons for the same.

Exemptions:

- Under certain limited or exceptional circumstances, University may, as permitted or required by Applicable Laws process personal data without providing notice or seeking consent. Examples of such circumstances may include:
  - investigation of specific allegations of criminal activity;
  - protecting employees, public or University from harm or wrongdoing;
  - co-operating with law enforcement agencies such as supervisory authorities; to comply with legal obligations;
  - auditing financial results or compliance activities;
  - meeting and/or responding to legal or insurance requirements/processes or defending legal claims or interests.

Roles and Responsibilities:

- Everyone working for and on behalf of University is responsible for ensuring that personal data is processed in accordance with Applicable Laws. Key areas of responsibilities for processing personal data lie with the following organizational roles

- The Board of Directors shall decide and approve University strategies on personal data protection.

- The Data Protection Officer (DPO)/Data Protection Representative (DPR) shall monitor compliance with Applicable Laws and shall be responsible for development and promotion of end-to-end personal data protection policies and processes including assignment of responsibilities, training of staff and related audits, among other tasks.

- updating and disseminating notices, policies, procedures, standards, and guidelines related to privacy

- training of staff on their roles and responsibilities with respect to privacy; and monitoring performance of the privacy program and compliance with this Policy and Applicable Laws.

- The Legal Department along with the DPO/DPR, shall monitor and analyse changes in Applicable Laws, develop compliance requirements, and assist various functions in complying with Applicable Laws.

The IT Security team shall be responsible for:

- ensuring all systems, services and equipment used for storing personal data meet acceptable security standards.

- performing regular checks and scans to ensure that the hardware and software is functioning properly and securely.

Privacy Operational Liaisons shall be responsible for:

- reporting to the Privacy Office and functional teams.

  helping to implement privacy requirements and privacy policies within functions

- The responsibility for operational implementation of this Policy lies with the respective functions processes and related departments and privacy representatives.

Registrar
Swarrnim Startup & innovation University
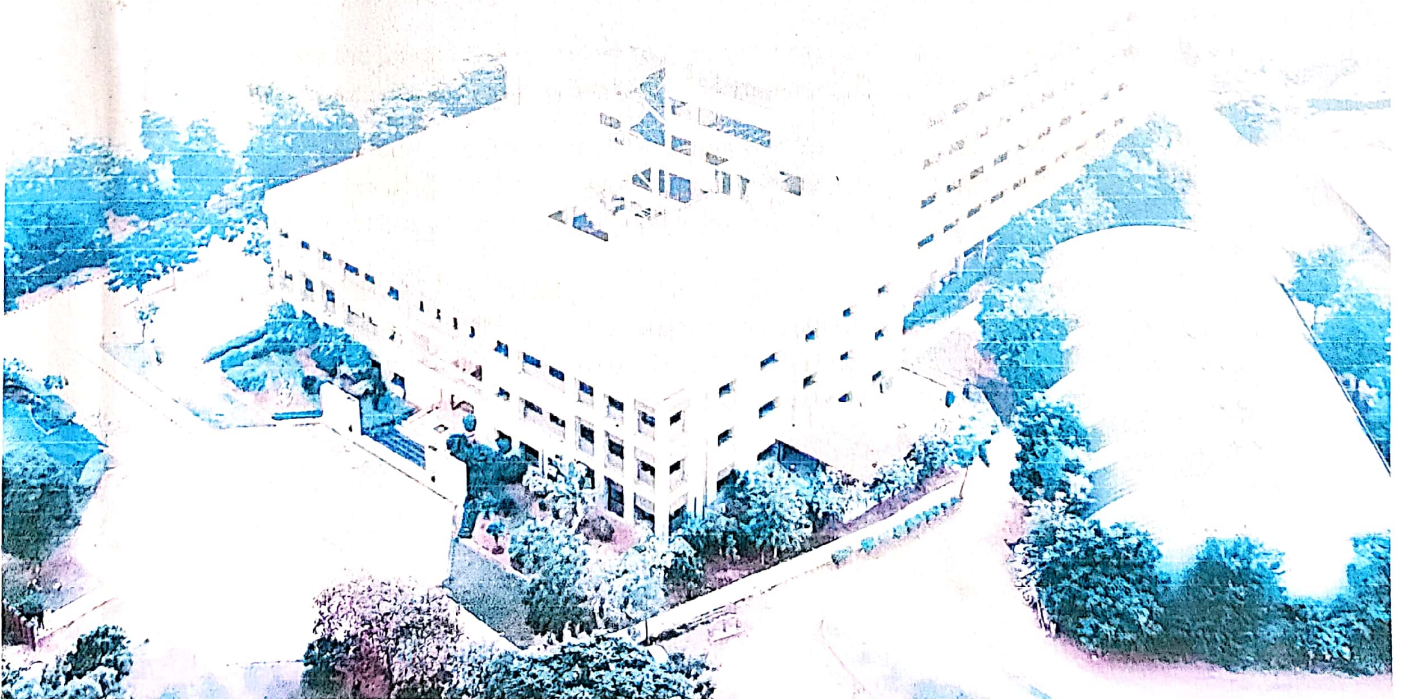At Boyan Rathod, Gandhinagar.

Swarrnim Startup & Innovation University

Policy for Differently-Abled Students & Staff

Introduction:

Swarrnim Startup & Innovation University is committed to creating an inclusive, accessible, and supportive environment for differently-abled students and staff. Recognizing the diverse needs of individuals with disabilities, the university aims to ensure that they have equal access to educational resources, professional opportunities, and campus facilities. This policy is designed to eliminate barriers and provide the necessary support systems to empower differently-abled individuals to succeed in their academic and professional pursuits.

Policy Statement:

The university pledges to create a barrier-free, inclusive environment where differently-abled students and staff are treated with respect, dignity, and fairness. We commit to providing all reasonable accommodations, ensuring equal participation in university life, and promoting the rights of persons with disabilities in accordance with national and international frameworks, including the **Rights of Persons with Disabilities Act (RPWD), 2016** and the **United Nations Convention on the Rights of Persons with Disabilities**.

Objectives

- Ensure Equal Access to Education: To provide differently-abled students with the same opportunities as other students in terms of academic programs, courses, and extra-curricular activities.

- Promote Inclusivity in Recruitment: To implement inclusive hiring practices that ensure equal opportunity for differently-abled staff members in all academic, administrative, and support roles.

- Provide Accessible Infrastructure: To ensure that all university buildings, classrooms, libraries, and other facilities are accessible to students and staff with physical disabilities.

- Offer Reasonable Accommodations: To provide necessary accommodations and assistive technologies to ensure that differently-abled students can participate fully in their academic and professional development.

- Sensitize the University Community: To raise awareness about disability-related issues and promote a culture of inclusivity and respect for differently-abled individuals.

- Support Personal and Professional Development: To provide ongoing support for the personal, academic, and career growth of differently-abled students and staff, ensuring that their abilities and potential are recognized and nurtured.

Principles of the Policy:

- Non-Discrimination: Differently-abled students and staff will be treated fairly and equitably, without discrimination based on their disabilities. The university is committed to providing an inclusive environment free from bias, prejudice, or marginalization.

- **Reasonable Accommodation:** The university will provide reasonable accommodations, adjustments, and assistive technologies to ensure that differently-abled individuals can participate fully in academic, professional, and social activities.

- **Accessible Infrastructure and Facilities:** The university will ensure that all infrastructure, including physical spaces (classrooms, hostels, libraries, etc.), digital platforms, and materials, are accessible to differently-abled individuals.

- **Respect and Dignity:** All students and staff with disabilities will be treated with respect and dignity, with their specific needs addressed in a way that maintains their independence and autonomy.

- **Awareness and Sensitivity:** The university will promote awareness and sensitivity towards the needs and rights of differently-abled individuals through regular training, workshops, and campaigns.

Implementation Framework:

- **Disability Support Cell (DSC):** A Disability Support Cell (DSC) will be established to coordinate services, accommodations, and support for differently-abled students and staff. The DSC will work closely with academic departments, administration, and student welfare bodies to ensure smooth implementation of the policy.

- **Reasonable Accommodations:** The university will provide accommodations for differently-abled students and staff, such as:

  o Extended exam time or separate exam rooms for students with learning disabilities or physical impairments.

  o Provision of note-takers, sign language interpreters, or assistive technologies (e.g., screen readers, magnifiers, etc.).

  o Accessible study materials, including audio or digital formats of textbooks.

  o Adjustments in teaching methods to accommodate students with different learning needs.

- **Infrastructure Accessibility:** The university will ensure that all physical spaces, including classrooms, restrooms, elevators, ramps, and walkways, are accessible to differently-abled individuals. In addition, all online platforms and educational content will comply with accessibility standards, such as WCAG (Web Content Accessibility Guidelines).

- **Assistive Technology:** The university will provide assistive technologies to differently-abled students and staff to facilitate learning, communication, and professional development. This may include software, hearing aids, voice-to-text tools, and other devices.

- **Inclusive Recruitment:** The university will promote inclusive recruitment policies to ensure equal opportunities for differently-abled candidates in faculty, administrative, and support

staff positions. The university will actively encourage applications from persons with disabilities.

Support Systems:

- Academic Support: Differently-abled students will receive individualized academic support, including tutoring, mentoring, and access to learning resources. Faculty will be trained to understand the learning needs of differently-abled students and adopt inclusive teaching practices.

- Counseling and Career Guidance: The university will provide counseling services tailored to the needs of differently-abled students to help them cope with academic and personal challenges. Career counseling and placement services will also be made available to assist them in finding suitable employment opportunities.

- Assistive Devices and Technology: Students and staff with disabilities will have access to specialized assistive devices, such as braille printers, screen readers, and hearing aids, as well as technology training to ensure they can use these tools effectively.

- Peer Support Groups: The university will create peer support groups to foster a sense of community among differently-abled students, providing them with social, emotional, and academic support from their peers.

Awareness and Sensitization:

- Training and Workshops: The university will conduct regular training and sensitization workshops for students, faculty, and staff to raise awareness about the challenges faced by differently-abled individuals and promote inclusive behaviors and attitudes.

- Public Campaigns: Awareness campaigns will be organized to highlight the rights and needs of differently-abled individuals, with a focus on breaking stereotypes and encouraging empathy and support within the university community.

Grievance Redressal Mechanism:

- Grievance Redressal System: The university will establish a grievance redressal mechanism for differently-abled students and staff to address any issues or concerns related to accessibility, accommodations, discrimination, or harassment. The process will be confidential, fair, and accessible.

- Feedback Channels: Differently-abled students and staff will be encouraged to provide feedback on the accessibility and inclusivity of university services and facilities through surveys, suggestion boxes, and direct communication with the Disability Support Cell.

Monitoring and Evaluation:

- Disability Accessibility Audits: The university will conduct regular audits of all physical and digital infrastructure to ensure compliance with accessibility standards and identify areas for improvement.
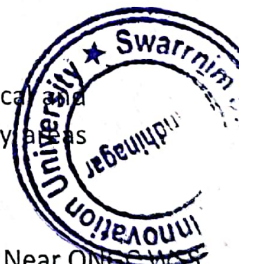
- Periodic Review of Policy: The Disability Support Cell will monitor the implementation of the policy, assess its effectiveness, and make recommendations for improvements. The policy will be reviewed annually and updated as necessary to reflect the changing needs of the university community.

- Annual Report: An annual report on the implementation of this policy, including the number of differently-abled students and staff, the accommodations provided, and any challenges faced, will be published to ensure transparency and accountability.

Conclusion:

Swarrnim Startup & Innovation University is committed to ensuring that differently-abled students and staff have equal access to all educational, professional, and personal opportunities. By implementing this **Differently-Abled Students & Staff Policy**, the university aims to foster an environment where individuals with disabilities can thrive, contribute, and succeed without facing barriers or discrimination. Through continued efforts in inclusivity, accessibility, and support, the university aspires to create a truly equitable academic community.

Registrar
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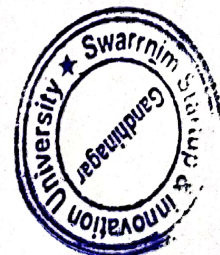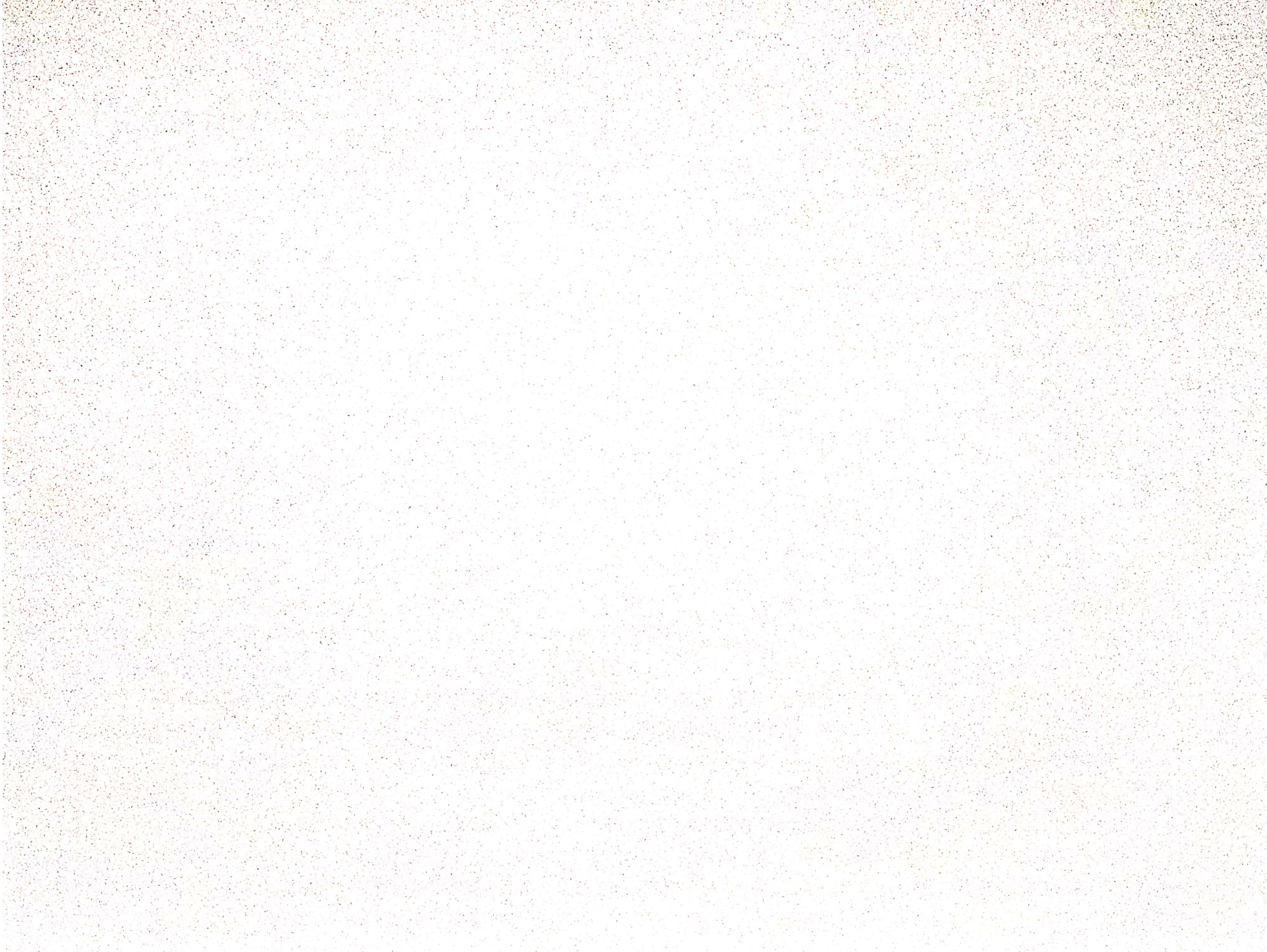
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Disaster Management Policy

POLICY ON DISASTER MANAGEMENT

CONTENTS:

INTRODUCTION:

The University is committed to safeguarding its community through proactive disaster management measures.

Objective -

This policy provides a comprehensive framework to ensure safety and resilience during emergencies, protecting students, faculty, staff, and visitors.

Key Provisions

1. Clear guidelines and procedures for emergency response
2. Protection and well-being of the University community
3. Fostering a culture of preparedness and swift response

Goal

Empower the University community to navigate challenges with confidence and fortitude.

PREAMBLE:

Disaster Management Context

Disasters pose a significant threat to global progress, undermining decades of development efforts. Effective

disaster management has become a priority, both in India and internationally, due to the increasing frequency and intensity of disasters.

Disaster Risks in India

India is vulnerable to various natural and man-made disasters, including:
1. Earthquakes (58.6% of landmass)
2. Floods and river erosion (40 million hectares)
3. Cyclones and tsunamis (5,700 km coastline)
4. Drought (68% of cultivable area)
5. Landslides and avalanches (hilly areas)
6. Chemical, Biological, Radiological, and Nuclear (CBRN) emergencies

Vulnerability Factors

1. Expanding population
2. Urbanization and industrialization
3. Development in high-risk zones
4. Environmental degradation
5. Climate change

Human Vulnerability

The economically and socially weaker segments of the population are most severely affected by disasters. Vulnerable groups include:
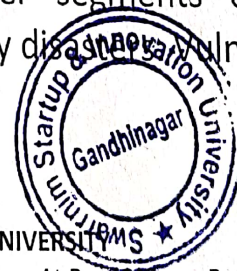
1. Elderly persons
2. Women
3. Children
4. Differently abled persons

OBJECTIVES:

1. Identify and assess potential hazards and risks to the University campus.
2. Develop and implement disaster prevention, preparedness, response, and recovery measures.
3. Establish clear roles, responsibilities, and protocols for disaster management stakeholders.
4. Foster a culture of safety, awareness, and resilience among the University community.

PREPAREDNESS FOR POLICY IMPLEMENTATION :

Institutional Risk Management Committee (IRMC)

1. The IRMC will be chaired by the Principal and comprise representatives from various departments.
2. The committee will conduct bi-annual institutional risk audits to ensure compliance with building and fire safety rules.
3. The IRMC will approve plans for large events (200+ participants) and assess infrastructure vulnerabilities.

Emergency Response Procedures

1. Develop and communicate emergency response procedures, including evacuation routes and assembly points.
2. Establish communication channels for emergency situations.
3. Conduct regular drills and exercises to practice emergency response procedures.

SAFETY MEASURES FOR LARGE CROWDED PROGRAMS:

Pre-Event Planning

1. Conduct risk assessments to identify potential hazards and address safety concerns.
2. Obtain prior permission from the Principal at least five working days before the event.
3. Inform the Police and other relevant authorities about festival celebrations.

Event Safety Protocols

1. Ensure sufficient crowd management personnel are trained and deployed.
2. Designate entry and exit points with clear instructions and multiple exit pathways.
3. Provide medical aid stations and emergency response teams on standby.
4. Communicate safety instructions and emergency procedures to attendees.

Access and Security

1. Restrict public access to the University campus and hostels.
2. Prohibit vehicle entry into the campus and hostels during celebrations.
3. Limit performers from outside and inform authorities about external programs.

Venue Safety

1. Restrict the number of people in a hall/open area to 5 people per square meter.
2. Avoid long queues and crowds.
3. Prohibit firecrackers, food preparation, and use of inflammable materials.
4. Ensure backup power supply and functional CCTV cameras.

SPECIFIC PROCEDURES AND PRECAUTIONS :

Floods

1. Monitor weather forecasts and river levels.
2. Identify flood-prone areas and take precautions.
3. Implement flood warning systems and protocols.

Lightning

1. Install lightning rods and surge protectors.
2. Educate individuals on lightning safety.
3. Suspend outdoor activities during lightning alerts.

Earthquakes

Scanned with OKEN Scanner

1. Conduct seismic assessments of buildings and infrastructure.
2. Secure heavy furniture and equipment.
3. Establish "Drop, Cover, and Hold On" protocols.

RESPONSE AND RECOVERY :

Response
1. IRMC Coordinates emergency response efforts.
2. Clear lines of authority and communication.
3. Utilize technology for timely information dissemination.

Recovery
1. Assess damage and prioritize recovery efforts.
2. Provide support services, including counseling.
3. Document lessons learned for policy improvement.

Implementation and Review
1. Communicate policy to University community.
2. Integrate policy into relevant policies and training.
3. Regularly review and update policy

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