



SWARRNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

Swarnnim Startup & Innovation University

Swarnnim Start Up & Innovation University Guidelines and Policies



Preface

This document serves as a general reference for Swarnnim Startup & Innovation University policies and regulations. While every effort has been made to ensure accuracy, the University reserves the right to revise any rules and regulations at any time without prior notice. Changes may apply to both existing and prospective faculty members. This document does not constitute a contract and errors or omissions are subject to correction.

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1. PHILOSOPHY

Vision

1.1 To be a globally competent Institution imparting education based upon the foundation of Innovation, Entrepreneurship and Intrapreneurship.

Mission

To create budding Entrepreneurs who can compete globally by grooming their Innovative and startup skills.



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2 RECRUITMENT, PROMOTION, AND TERMINATION POLICIES

Recruitment Policy

- Faculty must align with the University's Vision and Mission.
- Recruitment decisions are based on UGC standards.
- Positions are advertised, candidates screened, and selected through rigorous evaluation, including interviews and demonstration lectures.

Appointment Types –

- **Regular Appointments:** Regular appointment with final appointment letter issued after joining.

Termination Policy

- Services may be terminated by the University by giving employee three months' notice or by paying three month's salary in lieu of notice. The university may at its discretion relieve employee from such date as it may deem fit even prior to the expiry of the notice period of three months.
- If employee desire to leave the University after being appointed, he/she may do it only after serving three months' notice or making payment of three month's salary in lieu of notice to the University. However, under no circumstance, he/she will leave the University without opting for either of the aforesaid two options. The aforesaid arrangement is subject to clarification that his/her resignation would not be accepted by the University in the midst of any semester/ academic term.
- The University reserves the right to terminate any employee services for any of the misconducts committed by employee while in service without serving any notice or making payment in lieu thereof as indicated herein above.
- For securing the amount of notice pay payable by employee at the time of leaving the University, employee shall be required to issue blank cheque in favour of our university at the time of joining our university. The said cheque shall remain in the custody of our University and will be encashed in the event of there being any breach on your part of not fulfilling any of the obligations indicated above.
- In the event of any dispute of whatsoever arising out of the present letter of employment, including the dispute with regard to nonpayment of amount in lieu of notice pay payable by you under the terms of present letter of employment at the time of leaving our university, the aforesaid dispute shall be referred to sole arbitrator to be appointed with the consent of both parties in accordance with the provisions of Arbitration and Conciliation Act, 1996. The venue and seat of Arbitration shall be at only.

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Promotion Policy

Faculty may be promoted based on UGC guidelines and University policies, emphasizing merit and performance.



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3. ROLES AND RESPONSIBILITIES

General Expectations

- Faculty must comply with university regulations and contribute actively to academics, research, and extracurricular activities.
- Workload distribution and performance evaluation are overseen by respective HODs.

Teaching Responsibilities

- Prepare and adhere to detailed lesson plans.
- Utilize innovative teaching methodologies, including flipped classrooms and curated resources.
- Assess and address the needs of both fast and slow learners.

Practical Courses

- Demonstrate experiments before students perform them.
- Regularly update lab records and assess students through quizzes and practical exams.

Mentorship

- Personal Mentors guide students academically and personally, maintaining comprehensive records of mentees' progress and challenges.
- Mentors interact with parents and provide tailored support.



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4. CODE OF CONDUCT AND ETHICS

Equal Opportunity

The University upholds non-discriminatory practices in all aspects of employment and education.

Drug-Free Workplace

Possession or use of illegal substances is strictly prohibited, with violations leading to disciplinary action or termination.

Sexual Harassment

Any form of harassment will lead to severe disciplinary action, including dismissal.

Professional Conduct

Unacceptable behaviours include:

- Insubordination.
- Unauthorized absences.
- Academic or professional misconduct.
- Breach of confidentiality.

Dress Code

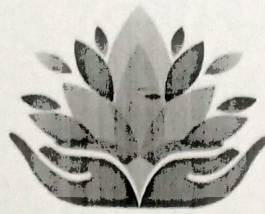
Employees must adhere to formal dress codes during work hours, reflecting professionalism and the University's values.



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5. LEAVE RULES

- The employees of Swarnnim 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 Swarnnim Startup & Innovation University so require, leave of any discretion may be refused, revoked or curtailed by Swarnnim 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 1st January to 31st December every year.



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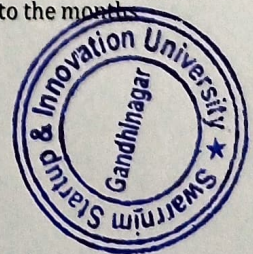
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- A contractual/temporary/ Ad-hoc and the employees on fixed pay/ probation will get only Casual leave, at the rate of 1 leave per month of service completed not exceeding 12 leaves per year. It is not applicable for the visiting and guest faculties.
- 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.
- Swarnnim 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.

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.



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- 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.
- 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.

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 1st 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.



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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.

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 & approved by University Authority of Swarnnim 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.

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



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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.

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/ Swarnnim Startup & Innovation University.
- f) Perform the duty as external examiner or practical exam or viva.
- g) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- h) 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).
- i) 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.



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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.

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 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.



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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 Swarnnim 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 Swarnnim 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, Swarnnim 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.



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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 for 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 Swarnnim 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.

Sabbatical Leave

- To encourage interface between education and industry/ R&D Institution/ other relevant organization of repute, a teacher of Swarnnim 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 Swarnnim 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.

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.

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Extra Work on Regular Days:

Employees who work an additional 6 hours beyond their regular working hours on a routine day are eligible for compensatory leave. This extra work must be approved in advance by the concerned Head of Department (HOD).

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.

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



Note: This is a summarized version of the Swarnnim Startup and Innovation University policy document. For detailed procedures, refer to the relevant chapters or consult the competent authority.

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