



HR POLICY

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

DUTY TIMINGS:

1. It is necessary for all the employees to come and leave the campus as per schedule of the time, i.e. he/ she should be present at the office/ workplace at 9:00 am and he/ she should not leave the office/ workplace before 5:00 pm.
2. The late marking details. He/ She should be present at University before 9:10 AM. & complete the 8 hours of duties accordingly. Late Punch is allowed before 9.20 am. only once in a month.

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

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



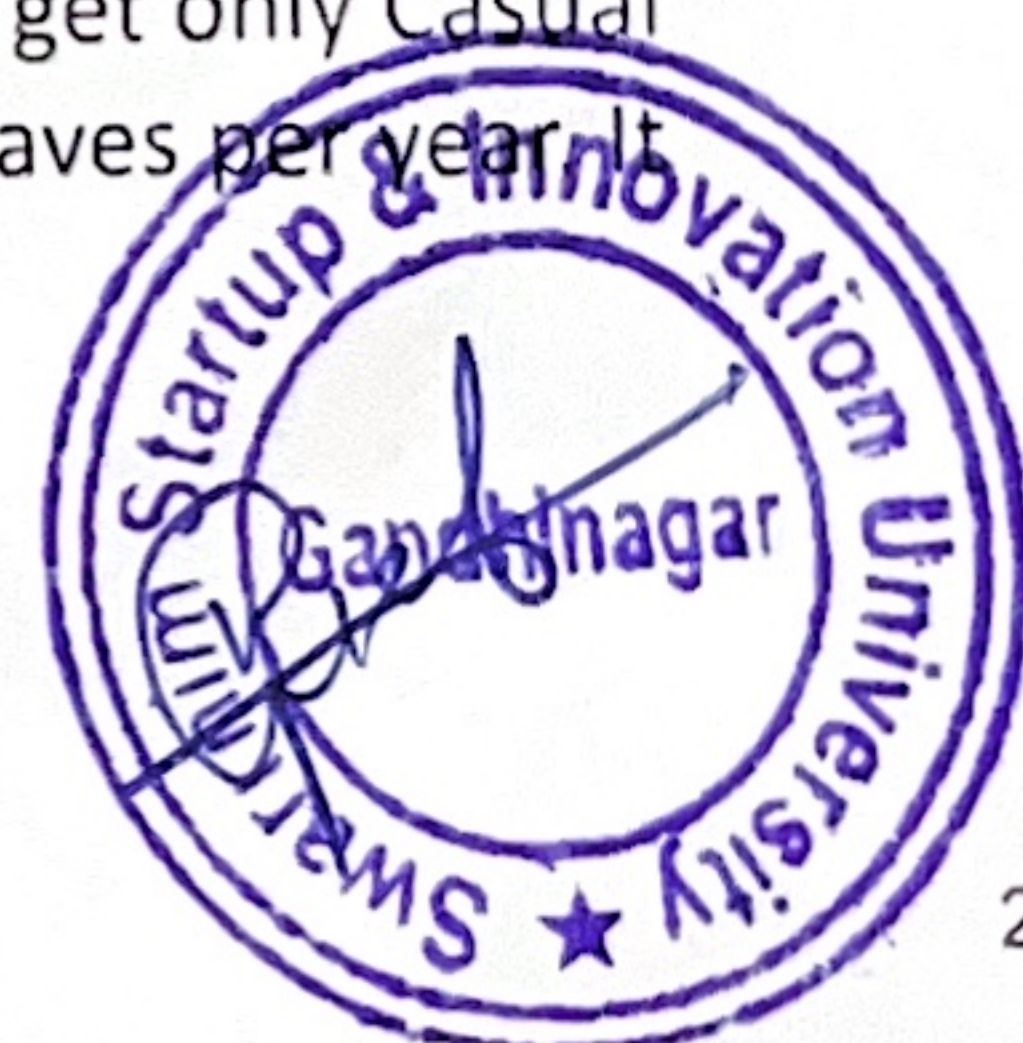


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12. All employees should maintain leave records with them compulsory with duly signed & verified by HR and the Registrar.
13. Once a leave is approved by final approving authority i.e. Registrar then concern employee has to take the print out of approved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

LEAVE POLICY

- The employees of Swarnim Startup & Innovation University are eligible for different categories of leave as stipulated in the following sections. No leaves shall be granted for Visiting Staff/Faculties.
- The leave cannot be claimed as a matter of right and when the exigencies of Swarnim Startup & Innovation University so require, leave of any discretion may be refused, revoked or curtailed by Swarnim Startup & Innovation University.
- Request for leave: Any employee desirous of availing any type of leave should make an application for leave in the prescribed format and can proceed on leave only after it is sanctioned. The application for leave should be made as per defined days prior to the planned date of commencement of leave except in case of half pay leave/ Emergency leave. However, under extraordinary circumstances like sudden illness, accidents, natural calamities, death of close relatives in the family, etc., Sanctioning Authority may waive off this requirement depending upon the circumstances. But communication through email shall be ensured by the applicant. In all such cases, the employee who has proceeded on leave should submit his/her leave application to the Sanctioning Authority in the prescribed format within 3 days after resuming duty, otherwise the leave shall be considered as Leave without Pay.
- Before proceeding on sanctioned leave, an employee must make arrangements about assigning his/her workload to appropriate colleagues. Written consent from the colleague is mandatory in the leave report. Other sanctioned leaves will be canceled as Leave Without Pay.
- An employee whose services are terminated due to disciplinary action is not entitled for any kind of leave.
- Sundays and declared holidays falling during a period of any type of leave are counted as part of leave only in case of sandwich leave (prefix and suffix).
- The leave year shall run from 1st January to 31st December every year.
- A contractual/temporary/ Ad-hoc and the employees on fixed pay/ probation will get only Casual leave, at the rate of 1 leave per month of service completed not exceeding 12 leaves per year. It is not applicable for the visiting and guest faculties.





INDIA'S FIRST UNIVERSITY FOR STARTUP

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

1. Casual Leave

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

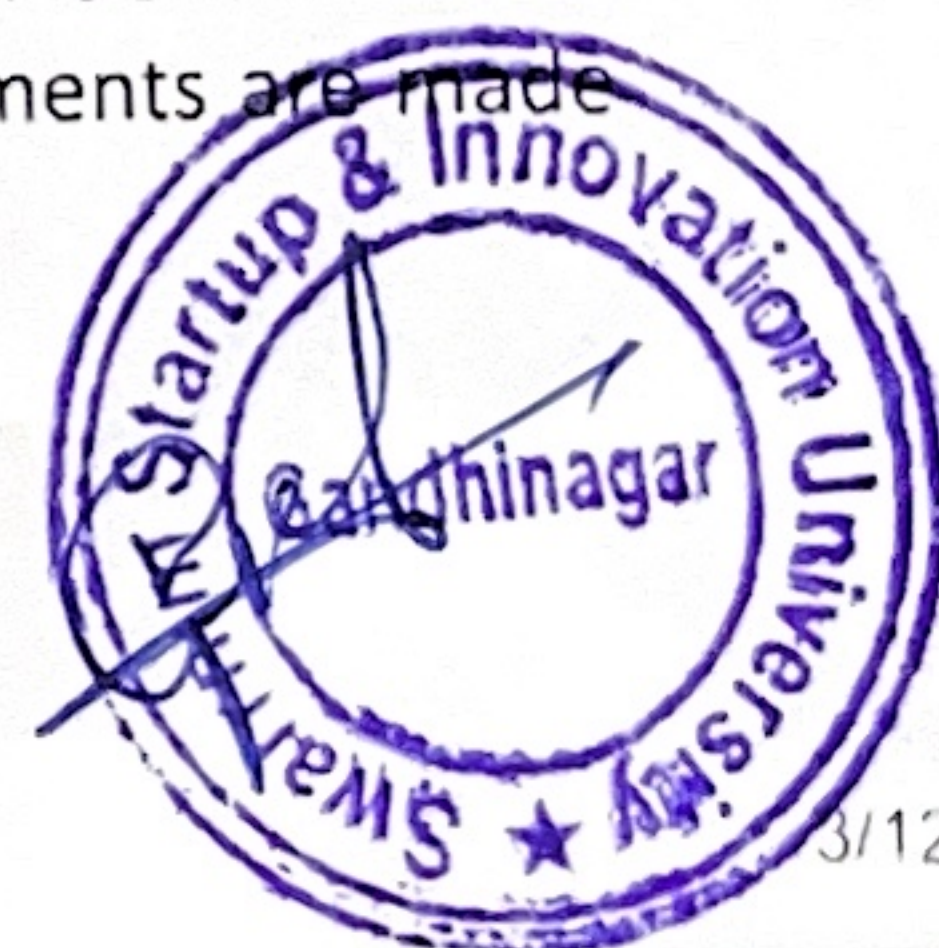
After June month (first half), unutilized Casual Leave cannot be carry forwarded.

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

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

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

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





INDIA'S FIRST UNIVERSITY FOR STARTUP

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

2. Earned Leave

For Non-Teaching Staff:

Every permanent "Non-teaching Personnel" will get 15 days earned leave for every year after completion of one year service in the University. 07 earned leave will be credited to the individual's account on 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.

For Teaching Staff:

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

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

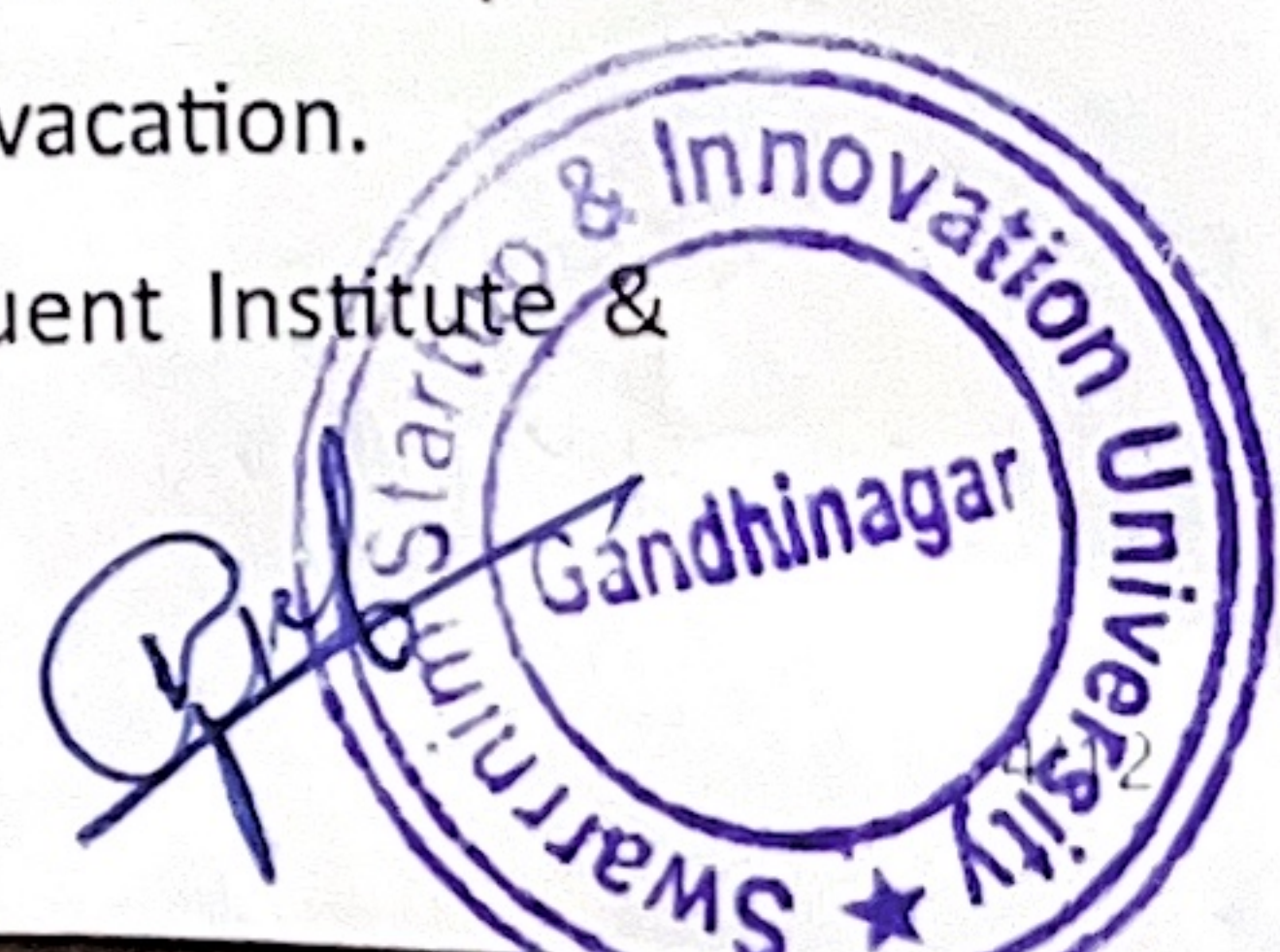
3. Vacation Leave

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

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

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

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





INDIA'S FIRST UNIVERSITY FOR STARTUP

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

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

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

Vacation Leaves cannot be carry forwarded.

4. Sick Leave

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

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

During this leave half pay will be paid.

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

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

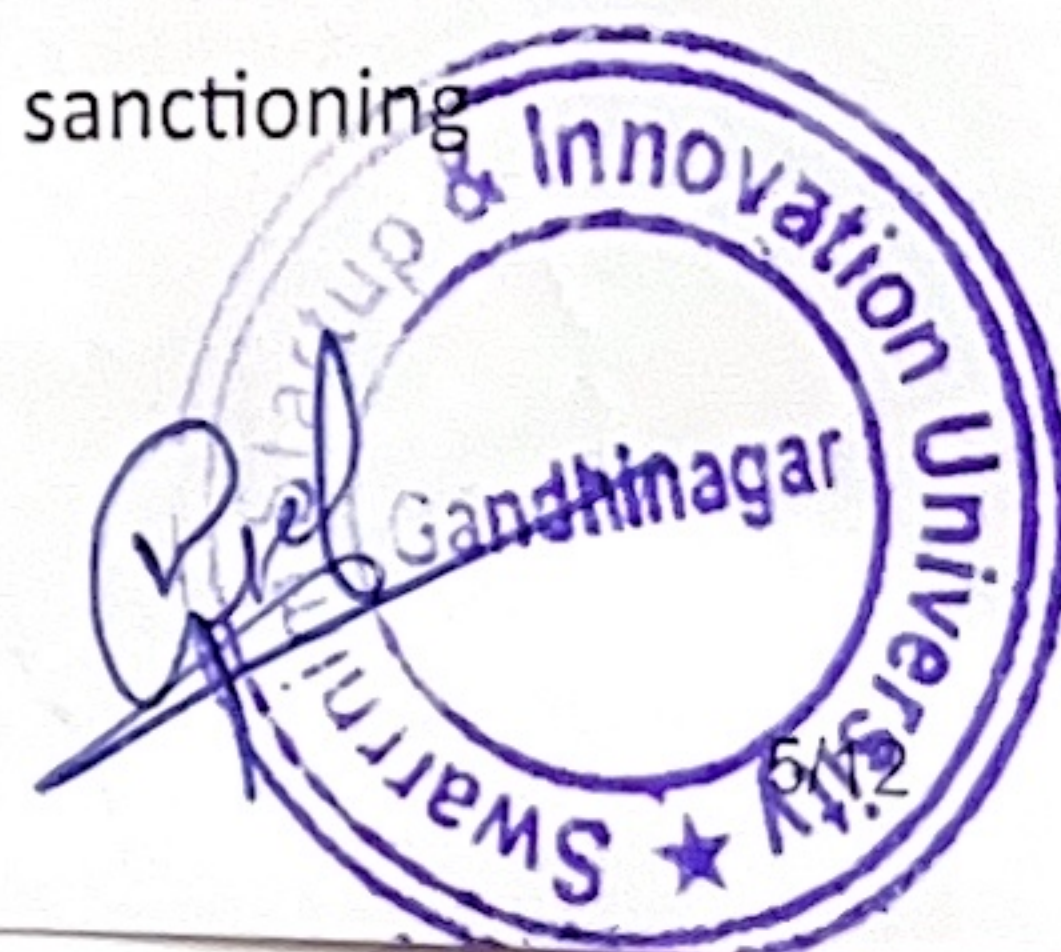
50% of unutilized Sick Leave can be carry forwarded and after 10 years of services, unutilized Sick Leaves can be encashed. If employee wants, he/she can carry forward the Sick Leave.

5. Duty Leave

Duty leave may be granted to all the employees for:

- Attending conferences, congresses, symposia and seminars on behalf of the institute with due permission of competent authority;
- Delivering lectures in institutions and universities at the invitation of such institutions or universities and accepted by the sanctioning authority;
- Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the institute;
- 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;
- For performing any other duty of the Institute/ Swarnim Startup & Innovation University.
- Perform the duty as external examiner or practical exam or viva.

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





INDIA'S FIRST UNIVERSITY FOR STARTUP

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

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

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

6. Maternity Leave

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

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

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

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

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

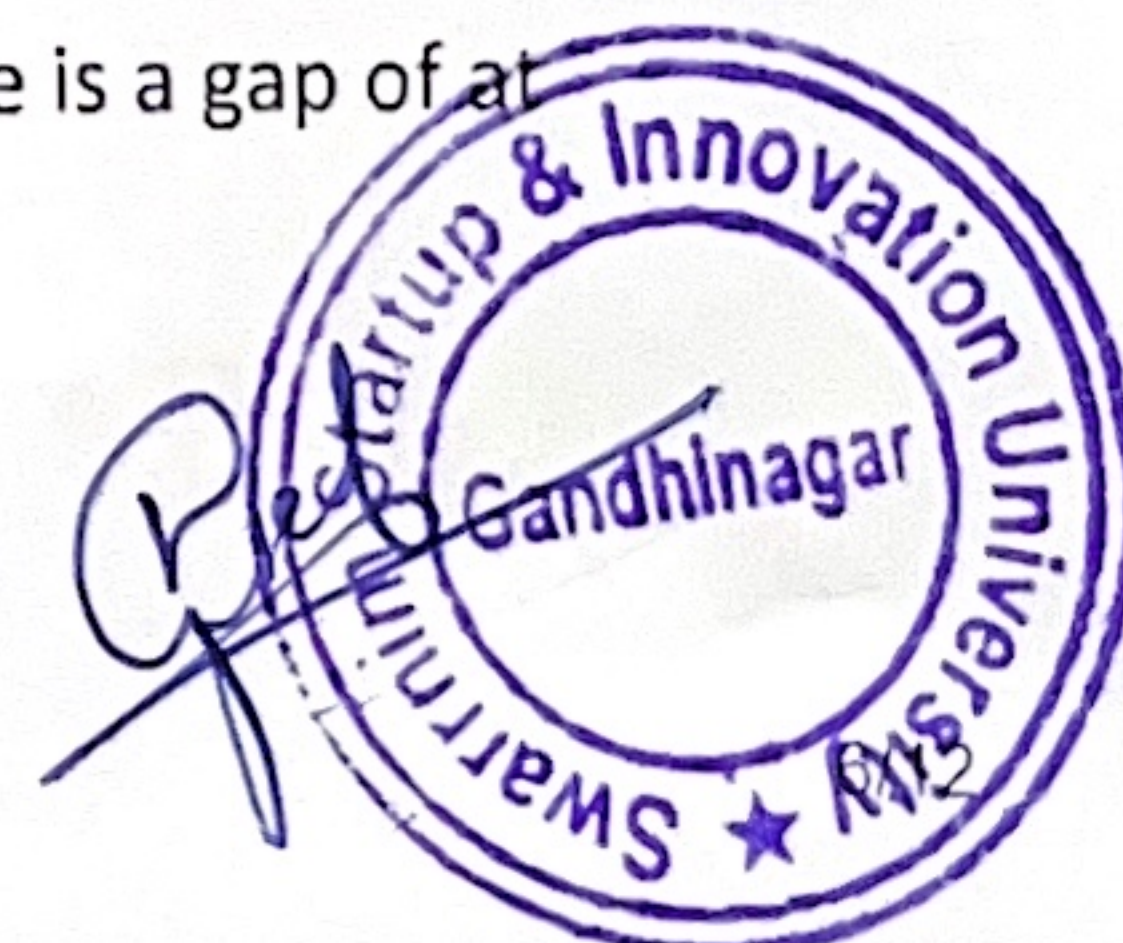
7. Paternity Leave

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

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

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

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





INDIA'S FIRST UNIVERSITY FOR STARTUP

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

8. Extraordinary Leave

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

Extraordinary leave shall always be without pay and allowances.

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

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

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

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

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

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

9. Study Leave

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





INDIA'S FIRST UNIVERSITY FOR STARTUP

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

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

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

10. Sabbatical Leave

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

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

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

11. Compensatory Leave

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

Eligibility for Compensatory Leave:

Holiday Work:

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

Utilization of Compensatory Leave:

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

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





INDIA'S FIRST UNIVERSITY FOR STARTUP

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

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

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

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

EXIT Policy

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

1) Resignation Submission:

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

2) Notice Period:

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

Special Cases:

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

For teaching staff: A recommendation from the Academic Dean.

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





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

3) Consequences of Non-Compliance:

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

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

Policy on Non Performance & Non adherence to Policy :

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

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

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

