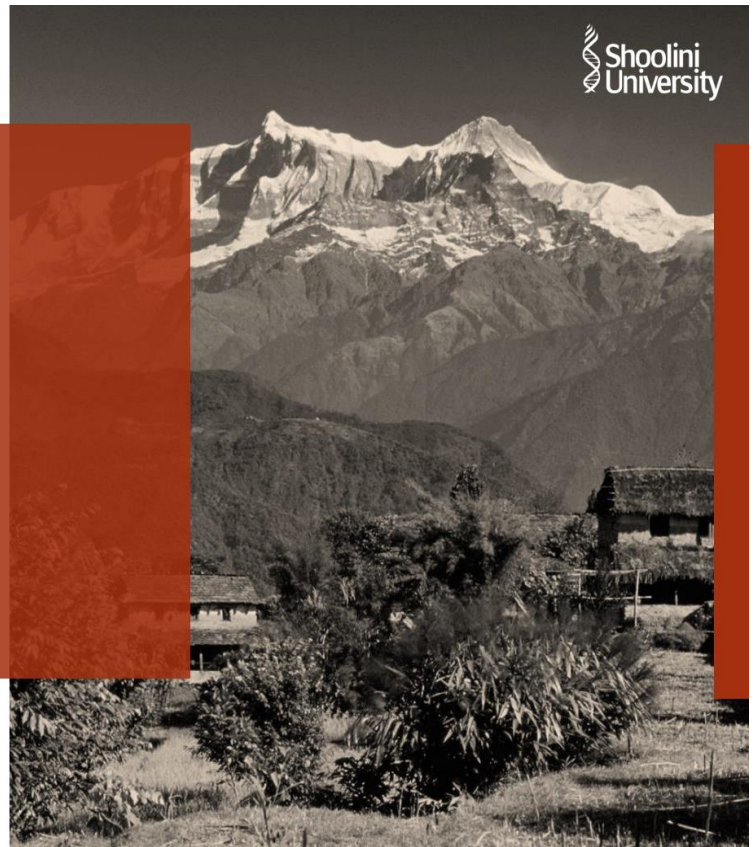




Shoolini University of Biotechnology & Management Sciences

Employee Handbook

Building a Global University





Dear Colleague,

This handbook has been prepared to acquaint you with the applicable policies, procedures, practices, and benefits of the university. It is intended to provide you with information about the university that will be helpful to you in the course of your employment. Because of this, we expect you to take the time to read it and become familiar with its contents.

Circumstances may occur that may result in the policies, procedures, practices, and benefits described in this handbook changing from time to time. The university reserves the right to amend, supplement, or rescind any or all provisions of this handbook as it deems appropriate at its sole and absolute discretion.

Please note that the provided information offers a brief overview of the policies. For comprehensive details, kindly refer to Table 5.1 in the annexure, which includes links to the full policies, or feel free to contact the HR department for further clarification and assistance.

We take this opportunity to wish you a very fulfilling association with Shoolini University.

With Warm Regards,

HR Department of Shoolini University

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Section 1 – About Shoolini

1.1 History

Established in 2009, Shoolini University is a research-oriented and philanthropic institution led by accomplished academics and professionals. As a not-for-profit, multi-disciplinary private university, Shoolini follows a distinctive research and innovation-driven model, emphasizing both knowledge advancement and societal progress. The university's internationally qualified faculty, career-focused approach, innovative teaching methods, motivated student body, and commitment to unleashing creative potential contribute to its dynamic presence in the global knowledge economy. Shoolini University provides high-quality education to students, thereby shaping India's future and fostering greatness.

1.2 Our Mission

- World-Class Education
- Honest, Clean and Compliant Community
- Impact Through Research and Innovation
- Happiness

1.3 Our Vision

To be a Global Top 200 University

1.4 Shoolini's Six Core Values

- a) A perfect academic and research environment; a professional culture with no hierarchy in ideas; zero tolerance to politics; an obligation to dissent; Career progression based on professional merit and not tenure or sycophancy.
- b) Transparency and respect in our communications and dealings with our stakeholders
- c) Honesty and integrity in everything we do
- d) Quality in everything we do
- e) Decisions based on long term value rather than short term gains.
- f) An environment of innovation and disruption; awards for risk takers and “out of box” thinking.

1.5 The Five Pillar Model

Focus On Research and Innovation: We believe that a great university needs to be built around the foundation of deep research and innovation capabilities. Our research model is unique to private universities in India and we believe this will help us achieve our vision.

Our Governance: Transparent and inspirational governance is critical to build a great university. Shoolini is founded and managed by academicians and we function as a true not-for-profit, in letter and spirit. Our Board and other statutory committees drive the mission and vision of Shoolini.

Our Focus on Innovative Pedagogy: Over the years, we have initiated several innovative and flexible pedagogy platforms to provide the best learning experience to our students. These include, SPRINT, eUniv, writing seminars, Open Electives, Guru Series, etc.

Inspirational Faculty: Great teachers produce great students. With this belief, we have always strived to hire qualified and exceptional faculty. Many of our faculty members are trained at the best universities of the world, including Oxford, UC Berkeley, IITs and IIMs.

Motivated Students: We focus on accepting distinctive students from smaller towns and villages.

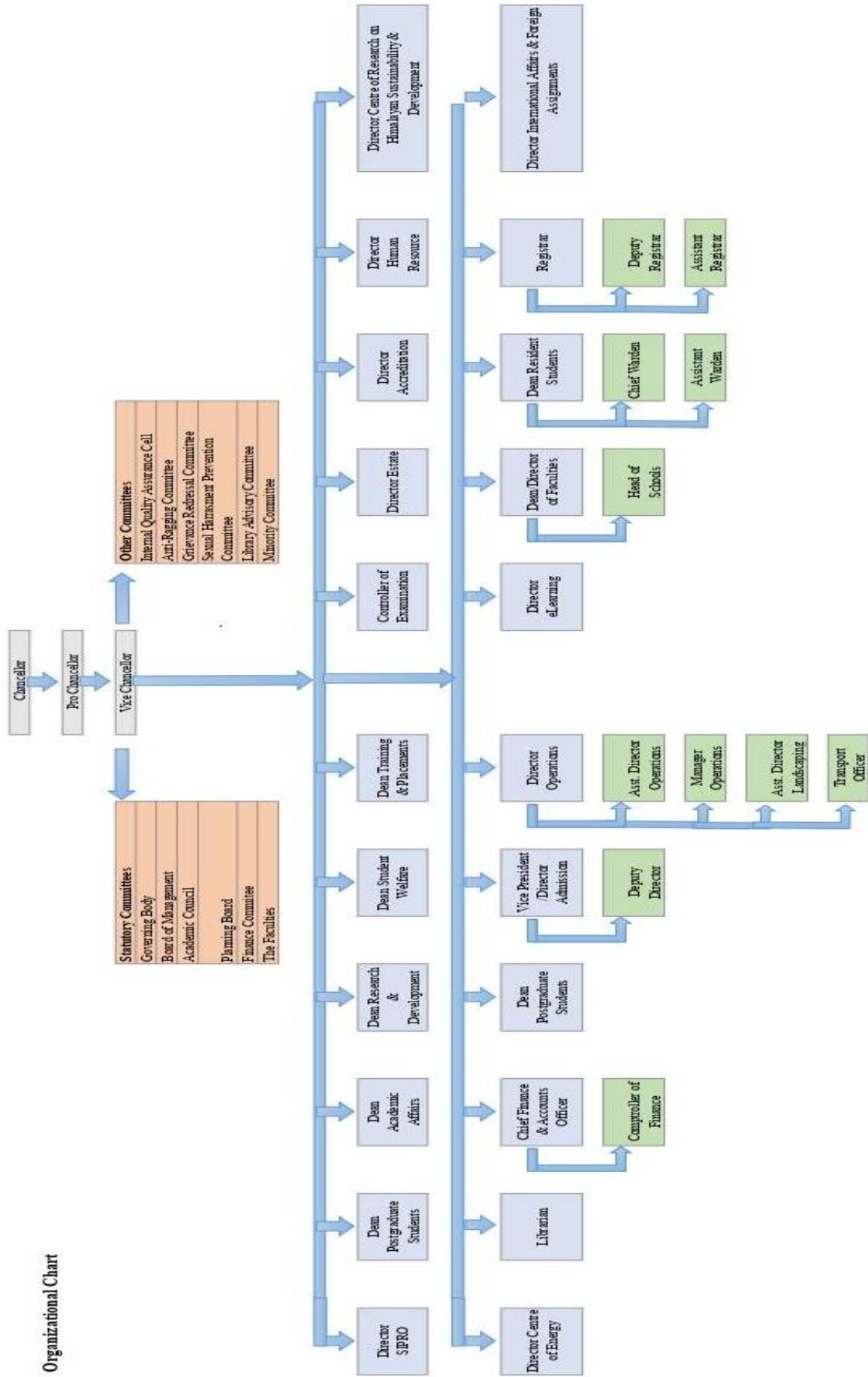
1.6 Faculty and School Overview

Sr. No.	Faculty	School
1	Faculty of Management Sciences	School of Business Management
		School of Hospitality and Hotel Management
2	Faculty of Liberal Arts & Spiritual Sciences	Chitrakoot School of Liberal Arts
		Yogananda School of Spirituality and Happiness
		School of Media and Communication
3	Faculty of Legal Sciences	School of Law
4	Faculty of Basic Sciences	School of Biological & Environment Sciences
		School of Advanced Chemical Sciences
		School of Physics and Material Sciences
		School of Psychology and Behavioral Science
5	Faculty of Applied Sciences and Biotechnology	School of Biotechnology
		School of Bio-Engineering and Food Tech
6	Faculty of Engineering and Technology	School of Mechanical, Civil, and Electrical Engineering
		Yogananda School of AI, Computers and Data Sciences
		School of Design
7	Faculty of Agriculture	M.S. Swaminathan School of Agriculture
8	Faculty of Pharmaceutical Sciences	School of Pharmacy

1.7 Organizational Chart

See next page.

Organizational Chart



Section 2 – Workplace Commitments

2.1 Equal Opportunity Employment

Shoolini University is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. To promote equal opportunity employment, Shoolini University has implemented **“Policy on Building an Inclusive Community: Promoting Diversity and Equity.”** This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

2.2 Anti-Harassment

Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including, without limitation, harassment. Consistent with its workplace policy of equal employment opportunity, the organization prohibits and will not tolerate harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated.

Harassment is any unwelcome conduct that is:

- Unwanted or unwelcome
- Based on a person's protected characteristic
- Creates a hostile or offensive work or learning environment.
- Has the purpose or effect of interfering with a person's work or education.

Complaint Procedure

If you believe that you have been harassed or have witnessed or become aware of harassment in violation of this policy, you should report the incident to the Shoolini University Anti-Harassment Committee. The committee will investigate the matter and take appropriate action, which may include:

- Reprimanding the harasser
- Requiring the harasser to attend counseling.
- Suspending or expelling the harasser

The Committee includes: -

Dean Student Welfare	Poonam Nanda
Director Operations	Brig. S D Mehta
Dean/Senior most teacher of Law School	
Director HR	Sanjeev Kumar Singh
Concerned Dean of Faculty	

2.3 Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions Regulations

Objective

To empower the students and employees with the knowledge they need to reach out to the authorities whenever needed Higher Educational Institutions and its Executive Authorities to be aware of their duties and obligations under the legal frameworks provided to protect students and employees from sexual harassment at the workplace. To spread awareness among its community of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment and everything around it.

Acts that can be considered as sexual harassment.

Sexual harassment includes one or all of the following unwelcome acts or behaviour, whether directly or by implication –

- a) Physical contact or advance
- b) A demand or request for sexual favours
- c) Making sexually coloured remarks
- d) Showing pornography or asking if you want to see pornography.
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Complaint Procedure

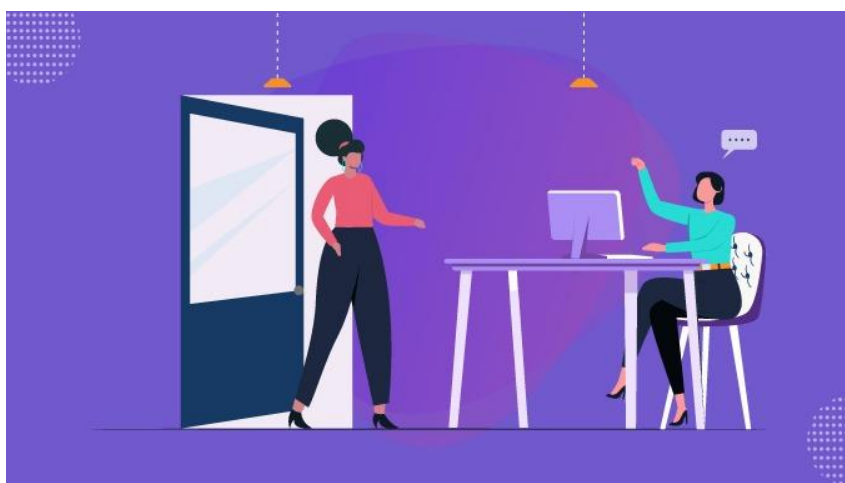
If you believe that you have been harassed or have witnessed or become aware of harassment in violation of this policy, you should report the incident to the Prevention of Sexual Harassment Internal Committee.

The Committee includes: -

Sr. No.	Name	Title	Email Address
1	Mrs. Saroj Khosla	Chairperson	sarojkhosla@shooliniuniversity.com
2	Prof. Kamlesh Kanwar	External Member	drkkanwar@gmail.com
3	Prof. Kesari Singh	Member	kesari@shooliniuniversity.com
4	Brig SD Mehta	Member	dirops@shooliniuniversity.com
5	Prof. Nandan Sharma	Member	nandansharma@shooliniuniversity.com
6	Dr. Purnima Bali	Member	purnimabali@shooliniuniversity.com
7	Mr. Sanjeev Singh	Member	sanjeevsingh@shooliniuniversity.com
8	Mrs. Poonam Nanda	Member Secretary	Poonam.nanda@shooliniuniversity.com

2.4 Open-Door Culture

Shoolini University has an open-door culture and takes employee concerns and problems seriously. Shoolini University values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or some other member of management.



Section 3 – University Policies and Procedures

3.1 Code of Conduct

(1) Every employee shall, at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.

(2) An employee shall at all times be courteous in his dealings with other members of the staff, students and general public.

(3) Unless otherwise provided specifically in the terms of appointment, every employee shall be whole-time employee of the University, and may be called upon to perform such duties, as may be assigned to him by the concerned authority or officer, beyond scheduled working hours and on holidays and during vacations. These duties shall inter alia include attendance at meeting of committees to which he may be appointed by the University.

(4) An employee shall be required to adhere to the scheduled hours of work, during which he is required to be present at the place of his duty.

(5) Except for valid reasons and for unforeseen contingencies no employee shall be absent from duty without prior written permission.

(6) No employee shall leave station except with the previous written permission of proper authority, even during leave or vacation.

(7) Before leaving the station, an employee shall inform the Head of the Department to whom he is attached, or Dean of Studies if he is himself the Head of a Department, of the address where he would be available during the period of the absence from station.

(8) No employee shall take active part in politics in the campus of the University or exploit his official position or permit the use of University facilities for political purposes.

(9) No employee shall, in any broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion:-

- a) which has the effect of an adverse criticism of any policy or action of the University; or
- b) which is capable of embarrassing the relations between the University and the Central Government or any State Government or any other Institution or organization or members of public; or
- c) which exploits the name of the University or his position therein; or
- d) Nothing in this paragraph shall apply to any statements or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

(10) Save as provided in sub-para (c) (iii) of this para—

- a) No employee shall, except with the previous sanction of the concerned authority, give evidence in connection with any inquiry conducted by any person, Committee or authority.
- b) Where any sanction has been accorded under sub-para c (i) no employee giving such evidence shall criticize the policy or any action of the University or the Central Government or any State Government.
- c) nothing in this para shall apply for—
 - (i) Evidence given at any inquiry before any authority appointed by the University, by Parliament or by a State Legislature; or

- (ii) Evidence given in any judicial inquiry; or
- (iii) Evidence given at any departmental enquiry ordered by the University authorities.

(11) No employee shall, except in accordance with any general or special order of the concerned authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.

(12) No employee shall, except with the prior written permission of the concerned authority, engage himself directly or indirectly, in any trade or business or undertake any employment outside his official assignments.

(13) No employee shall speculate in any business nor shall make or permit his spouse or any members of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties and shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official dealings.

(14) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. Any employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the University authorities. In case any employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not and the employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his duties in the University unless he has obtained written permission to that effect from the Competent Authority.

(15) Every member of the staff shall, on first appointment in the University service and thereafter at such intervals as may be prescribed by general or special orders of the concerned authority, submit return in such form as the University may prescribe in this behalf, of all movable and immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

(16) No employee shall, except with the prior sanction of the concerned authority, have recourse to any court of law or to press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character:

Provided that nothing in this para shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

(17) Whenever an employee wishes to put forth any Claim, or seeks redress of any wrong done to him, he shall forward his case through proper channel, and shall not forward advance copies of his representation to any higher authority, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than three months; provided that no employee shall be signatory to any joint representation addressed to the authorities for redress of any grievances or for any other matter.

(18) An employee shall be governed by the provisions of the subsequent statutes regarding imposition of penalties for breach of any conduct rules or otherwise and preferring an appeal against any such action taken against him.

3.2 Induction Guideline

At Shoolini University, we are committed to bringing "Happiness" into the lives of Shoolinians and those we touch, aligned with our value of "Quality in everything we do." Our induction process is designed to welcome new employees and provide them with essential support and information. This process ensures a smooth transition for both individuals and the university.

Objectives:

- Welcome new staff with relevant information and support to help them feel valued and confident in their new role.
- Complete administrative procedures efficiently, adhering to legislative requirements.
- Set clear expectations during the probationary period.
- Foster connections among new staff and their colleagues.

The 5-Day Induction Program

We have a detailed 5-day Induction Program to get New Hires acquainted with the workings of the Shoolini University. Our induction process is a vital step in ensuring a smooth and successful transition for our new employees at Shoolini University.

The detailed schedule is provided in Induction Guidelines

The Buddy Program

The New Hires can also opt for the Buddy Program that we have at Shoolini University which will help them get familiar with the department, university culture, and operational procedures.

3.3 Incentive Policy for research and publication

At Shoolini University, we highly value and promote research and scholarly activities among our faculty members and students. To encourage and recognize excellence in research and publication, the university has established a set of incentives and rewards. These incentives are designed to motivate and support our academic community in their research endeavors. Here are the key highlights of the incentives and rewards for research and publication:

Quality Publication Awards:

Recognition is granted to faculty members who publish research papers in SCOPUS-indexed journals based on the impact factor of the journals:

- Publications in Journals with Impact Factor 5-10.
- Publications in Journals with Impact Factor 10-20.
- Publications in Journals with Impact Factor 20-30.
- Publications in prestigious journals like Nature, Science, or any journal with similar or higher impact factor.

Research Project Awards:

Recognition is provided to faculty members who secure competitive research grants and consultancies from national and international funding agencies, whether governmental or private.

Recognition for Patents:

Faculty members who actively engage in patent filing and innovation are duly recognized for their contributions.

These incentives and rewards not only acknowledge the hard work and dedication of our academic community but also foster a culture of continuous research and scholarly achievements. At Shoolini University, we aim to create an environment where research excellence is celebrated and supported, contributing to our vision of becoming a globally renowned center of research and education.

3.4 Domestic travel/ Local Conveyance reimbursement

Purpose

The purpose of this policy is to:

- a) Describe the types of expenditures that are reimbursable by the organization.
- b) Inform employees of their responsibilities to control and report travel and entertainment.
- c) Describe the process for an employee to file and obtain travel expenses and reimbursement.

Employees are expected to:

- a) Exercise good judgment with respect to expenses.
- b) Spend the company's money as carefully and judiciously as they would their own.
- c) Report all expenses promptly and accurately with required documentation.

Policy

The University reimburses employees for necessary and reasonable expenses incurred during authorized business travel subject to the points mentioned in the policy. Shoolini University promotes responsible spending, timely reporting, and adherence to travel and expense guidelines for its employees.

The Reimbursement Form is available on portal.

3.5 Retaliation

Shoolini University is committed to maintaining the highest standards of integrity and ethical conduct. The Whistleblower Protection policy aims to create a safe environment for employees to report wrongdoing without fear of retaliation. Whistleblowers are protected from adverse actions, and remedies are available in case of retaliation. The policy emphasizes cooperation and confidentiality during reporting and investigations. By upholding these principles, we foster a culture of trust, openness, and accountability within our university community.

3.6 Leave Policy

Objective:

The objective of the Policy is to encourage employees to strike a healthy balance between work and family and to achieve our vision to be a top 200 Global University by 2022.

Policy Features:

All regular employees are eligible for following types of leaves in a Calendar year:

- a) Casual Leave/Sick Leave – 12
- b) Earned Leave – 12
- c) Hospitalisation Leave – 10
- d) Sabbatical Leave - As per defined rules
- e) Study Leave - As per defined rules
- f) Academic Leave - As per defined rules
- g) Maternity Leave - As per defined rules
- h) Bereavement Leave - As per defined rules
- i) Compensatory Leave - As per defined rules
- j) Duty Leave - As per defined rules
- k) Paternity Leave Policy - 5

Leave Types & Accumulation

Following are different types of leaves available:

- A) Casual Leave/Sick Leave - On full pay may be allowed up to maximum of 12 days in any one calendar year. Also, it cannot be combined with any other leave or vacation. Any medical leave where there is no hospitalization, will be treated as Sick Leave.
- B) Earned Leave This leave needs to be earned depending on the period spent on duty by an employee. For calculating this period, all working days including weekly off's and gazetted holidays will be considered except Sabbatical leave, Study leave & Leave without Pay. Total no of Earned Leaves in the year - $1/30$ th of period spent on duty (Max 12 per annum)

These leaves cannot be availed by Teaching Staff during the Semester/Classes period and can be only taken during Vacation Period of Students. Deans/Directors will decide the rotation of sanction of these leaves during the complete Vacation Period in order to ensure the continuity of university. One earned leave will be accumulated each month. Maximum 5 unused earned leaves in a calendar year can be carried forward. Any earned leave carried forward is valid only for one year post which it will lapse.

- C) Casual Leave/Sick Leave & Earned Leave: Maximum of 6 Casual/Sick/Earned Leaves can be taken during the working period in any one semester.
- D) Hospitalisation Leave: All employees shall be entitled for Paid Hospitalisation Leave for 10 days in a year. Hospitalisation Leave cannot be combined with any other kind of Leave. This leave will be granted only on hospitalisation and on production of Medical Certificate and hospital discharge certificate.
- E) Sabbatical Leave - Any employee who has completed 3 years of service with Shoolini University can avail Sabbatical Leave in order to undertake research assignments. No salary will be paid during this leave. Application for the same needs to be made to VC and the Leave will be granted on VC discretion. Max Limit of the Leave is 2 years.
- F) Study Leave - Any employee who has completed 3 years of service with Shoolini University can take Study leave in order to pursue special line of his/her study. Application for the same needs to be made to VC and leave will be given on his discretion. Max Limit of the Leave is 3 years. No salary will be paid during this leave period.
- G) Academic Leave - Any employee who gets a paid fellowship/project in the top 1000 Universities is eligible to avail academic leave during vacation period of students. This leave can be applied for a minimum period of 10 working days and up to maximum period of 30 working days. The justification for leave will be put across to VC and the leave will be sanctioned as per VC Discretion. If the concerned University is not in top 1000, then unpaid Academic Leave can be granted at the discretion of Vice Chancellor.
- H) Maternity Leave - Any female employee, who has worked in the University for a period of not less than 80 days in the twelve months. immediately preceding the date of her expected delivery, is entitled for Maternity Leave. The maximum period for which any woman shall be entitled to maternity benefit shall be 26 weeks of which not more than 8 weeks shall precede the date of her expected delivery. Valid for first 2 children.

- I) Bereavement Leave - All employees are eligible for bereavement leave in the event of death in an employee's immediate family (parents, grandparents, spouse, children, sister, or brother, including in-laws). Max Limit is upto 4 working days for a year.
- J) Compensatory Leave - Any employee with total pay of less than or equal to Rs. 30,000/-, who may be required in the interest of the University, to work during holidays, shall be entitled to compensatory leave after getting it approved from their reporting authority. Compensatory leaves need to be taken within 30 days of the day when it is accrued. Employee cannot take more than two compensatory leaves consecutively.
- K) Paternity Leave – Under this paid leave policy, eligible employee are entitled to a paternity leave period of 5 days, regardless of their tenure. Expected fathers may take up to 3 hours off during working hours on two occasions to accompany their pregnant partners to antenatal appointments.
- L) Duty Leave The employee can avail duty leave in a year as under for attending Workshop/Seminars/Conference/Research Travel/Consultancy etc. Documentary proof will be required for availing duty leave and the leave will be approved on the VC discretion.
For visiting outside University for different invitations e.g. conducting examination/ Guest Lectures of academic importance etc = 5 Days
Conference/Seminar/Workshops = 5 Days
Trainings/FDP's = 5 Days
For any of the Duty Leave, application needs to be approved by Vice Chancellor on recommendation of the Dean & Registrar.
All leaves which needs the approval of the Vice Chancellor, the request needs to be routed through the Registrar's office and the same will be sent to Vice Chancellor post Registrar's recommendation.
- M) Leave without Pay/Unsanctioned Leave: As a matter of the University Policy, Leave without Pay is not permissible. Unauthorized absence will be treated as an act of indiscipline. Also, any absence from duty without authorized leave will be considered 2X i.e. either 2 day's deduction of salary or 2 earned/casual leaves will be deducted for one day absence.

Gazetted Holidays

The list of holidays will be declared and circulated at the beginning of every year.

Also, if any leave is clubbed with Gazetted Holiday, then Prefix and Suffix days including weekend holidays will be considered under leave.

Administrative Process:

- All employees are required to plan their leave for the year in concurrence with their reporting managers so that University work does not suffer.
- All Leave requests have to be raised through online portal prior to proceeding on leave.

Working Hours & Flexibility

University Timings: 9.00 a.m. - 5.30 pm with a 30 minute Lunch Break.

To give flexibility to employees at the University, all employees need to put in a total 42.5 hours in a week (when there is 5 day week i.e. 8.5*5) and 51 hours in a week (when there is 6 day week i.e. 8.5*6). Also, on any given day, an employee needs to put on minimum of 6 working hours in the University. Employees needs to ensure that the University work / Daily teaching schedule does not get affected while availing this flexibility.

3.7 Workplace and Academic Relationships

To maintain the integrity of the academic and work environment, Shoolini University prohibits all faculty, and academic staff, employees engaging in sexual or romantic relationships with students, regardless of whether the relationship is consensual. Failure to adhere to this policy, including failure to promptly notify and recuse where required, may result in disciplinary action, up to and including termination.

Pre-Existing Relationships: In cases where an employee was in a romantic or sexual relationship with a student prior to their employment at Shoolini University or the student's registration at the university, the employee must inform their supervisor about the relationship.

Relationships between Supervisors and Subordinates: Any faculty, academic instructional staff, employee, or other member of Shoolini University with supervisory responsibilities over another member is prohibited from having sexual or romantic relationships with their subordinates. If a supervisor had a prior romantic or sexual relationship with a subordinate, they must recuse themselves from supervisory or evaluative functions and inform their department head or superior.

Responsibilities of Supervisors: Supervisors who become aware of a prohibited relationship must take steps to eliminate or manage potential conflicts of interest or abuse of authority. This may involve establishing alternative supervisory or evaluative arrangements that are fair to all parties involved. Alternative arrangements could include anonymous grading, direct evaluation by a neutral party, or other measures as deemed appropriate. The choice of alternative arrangements should be based on the specific circumstances and context, with guidance available from department heads, superiors, or Shoolini University's human resources department.

3.8 Time & Attendance Management

The purpose of this policy is to confirm expectations for employee attendance and to confirm roles and responsibilities at Shoolini University to help ensure that university's employees have the tools and support required to maintain their well-being. It ensures accurate record-keeping of employees' work hours, promotes punctuality, and facilitate efficient attendance tracking through the Shoolini App.

All employees must report to work by 9:00 AM and mark attendance via the app, with closing time at 5:30 PM. Absence and leave requests follow established procedures, and failure to mark attendance without prior approval constitutes unauthorized absence. Reporting managers must be notified of any absence, and attendance discrepancies can be addressed through the Establishment Department. Non-compliance may result in disciplinary actions. The standard working hours are 9:00 AM to 5:30 PM, and any deviations require formal approval.

3.9 Complaint/ Grievance Resolution

Shoolini University is committed to maintaining a positive and constructive environment for all its stakeholders. This policy outlines the principles and procedures for addressing complaints, concerns, or grievances raised by employees, or any other individuals associated with the University. The University aims to resolve complaints in a fair, transparent, and timely manner, while ensuring the confidentiality of individuals involved.

Informal resolution options encourage open communication among stakeholders, with HR assistance available for informal concerns. It is advised, in the spirit of open communication, to speak to the reporting manager or department head to resolve the issue before pursuing a formal complaint.

If unsatisfied with the response, the matter can be escalated to the HR Department at hrhelpdesk@shooliniuniversity.com, with HR committed to addressing the report within 3 business days. Should resolution still prove elusive, employees have the option to approach the Vice Chancellor with the matter for further consideration.

3.10 Energy Policy

Policy Goals

- To take measures to reduce greenhouse gas emissions to make Shoolini University as Carbon neutral Campus by 2025.
- To design and construct all the new buildings by incorporating energy efficient , solar passive building ,water conserving and environment friendly building technologies .
- To discourage the fossil fuel-based power generation by utilizing renewable energy sources, solar roof-top PV /hybrid systems, waste to energy generation, to meet the energy requirements of the University.
- Measures will be taken to use solar water heating systems, solar steam cooking systems, in university hostels to save LPG and other conventional fuels.
- To take necessary steps to regulate public transportation inside the campus and, and to utilize electric vehicles inside the campus for essential transportation.

3.11 Anti-bribery and Corruption Policy

Objective

This policy aims to set up controls to guarantee adherence to all applicable anti-corruption and anti-bribery regulations and to make sure that the Organization's affairs are conducted in a socially responsible manner.

Aim of Policy

The Policy's purpose and goals are to:

- (a) provide a framework for minimising the impact of bribery and corruption on the Organization's operations.
- (b) To inspire vigilance and good faith among staff members.
- (c) Keep an eye out for instances of possible corruption and look into them thoroughly.
- (d) If someone is found to be corrupt, they will be met with swift and severe punishment.
- (e) To reduce the possibility that any staff member or Administrator will be involved in corrupt operations.
- (f) To ensure that all stakeholders have a common belief that university is committed to preventing corruption in all its forms.
- (g) To require all university employees to be familiar with and abide by the principles and requirements of the Policy, the key rules of the applicable anticorruption laws, and adequate procedures to prevent corruption in all its forms.

Principle

- 1) The members of the Board shall set the example of a zero-tolerance policy against corruption at all levels.
- 2) All applicants and, workers, employees, associated parties/companies, university managerial bodies, and any other individual are strongly encouraged to comply with the principles and requirements of the Policy, and the university openly emphasizes its zero tolerance for corruption.

- 3) All potential clients, business connections, authorities and public agencies, and their respective representatives are considered third parties for the purposes of this policy.

3.12 Employee Referral Policy

Objective

The objective of the Policy is to reward all those employees who can contribute towards enhancing talent at Shoolini University in our pursuit to achieve a Global Top 200 ranking.

Eligibility: All employees who are on rolls of the University are eligible to give referrals under this policy, except:

- a) Members of the Trust and their family
- b) Members of Senior Management/ Directors/ Deans
- c) Members of the HR Team
- d) Employees referring their spouses

Process for referrals

- Any employee can refer candidates against any position, at any point of time.
- In case the referred profile is already available with the HR team in their database, the case will not be eligible for referral bonus.
- Employee's role will be limited to submission of resume of the candidate along with details on other softer aspects, if so desired by the employee. The regular process of Shortlisting and interviews will be applicable as per HR process.
- The referrer will not in any way be involved with the interview process or remuneration negotiation for the referred candidate.
- Final selection decision will be purely based on the merit of the referred candidate.
- All recommendations made by the employees must come from their personal contacts and not through any recruitment agency.

Eligible employees will get a defined referral bonus for different category of talent. The referral bonus will be released to the referrer only after the referred candidate has successfully completed 3 months with Shoolini University.

3.13 Policy for Differently Abled Persons

Shoolini University has a diverse community of both staff and students; this policy on differentially abled individuals is formed with an objective to provide a supportive and equal opportunity environment for all. The policy acts as a guiding principle to create a barrier free, harassment free-healthy environment within campus, free from unlawful discrimination ensuring equality of opportunity, dignity and respect for all individuals immaterial of his/her disabilities. The policy is applicable to all schools, administrative offices functioning within the university and all procedures from admission, examination to placements. This document outlines Shoolini University's policy for supporting disabled staff and disabled students, in line with legal obligations and university's duty of care.

The policy is framed to enhance overall campus experience of all individuals with special needs (students, staff and outsourced associates) and disabilities connected to the University in various capacities. The aim is to provide a healthy environment for learning and working that covers physical, intellectual, emotional and social (including sports and recreation) aspects of university experience. It outlines Shoolini University's commitment for embracing a positive attitude toward the promotion of equality and diversity.

3.14 Policy for Day Care Facility

Purpose

The purpose of Day Care is to improve working parent spirit by providing day care facility to the children of age group of 2.5 years to 8 years of the working parents, students and visiting guest of the university. The facility is also extended to the child of Research Schoolers.

Policy statement

Shoolini University recognizes the fact that on-site Day Care facility center benefits the working parent as well students who are pursuing higher studies. A safe and nurturing environment with a schedule of routine that best meet the individual needs of each child in our care. Each child is treated with respect as a valuable individual.

Principle: Interests of Employee, Student & University are inseparable.

Eligibility: Kids between age group 2.5 years to 8 years.

Policy Benefits:

1. A best-in-class day care facility access to eligible employees' kid.
2. The day care facility is qualified with a lady Trained Graduate Teacher, one lady attendant and one lady security guard.
3. The day care facility will remain open with respect to university timings and shall be closed when university is closed.
4. The Basic amenities like safe drinking water, toys/play materials, child friendly furniture etc. will be available in day care.
5. Personal cleanliness of the child shall be maintained.
6. Activities like yoga, dance classes, movie theater and other recreational activities will be provided.

Timing of the Centre:

Sr. No.	Activity	Time
1	Arrival of Attendants (Aaya)	9:15am
2	Arrival & receiving of Kids	9:30am
3	Distribution of Fruits	11:00am
4	Lunch	12:45pm
5	Sleeping	1:00pm to 2:00pm
6	Distribution of Milk/Biscuit	3:45pm
7	Yoga & other activities	4:00pm to 5:00pm
8	Departure	5:20pm

3.15 Policy for Working Mother

Purpose

To protect the career/ job of a working mother by providing a flexible work environment to allow working mother to devote extra time for the upbringing of the child and also contribute to the success of university. A working mother, especially one who has the good fortune to be able to balance her home and work, enjoys the stimulation that a job or career provides. She develops the ability of raising a useful member of society and at the same time gains financial independence.

Benefits

- Working mother will be allowed to take 2 Hours break from the workplace for breastfeeding. Transportation arrangement has to be done by employee.
- Working mother may choose to work for 60% of total working days in a month and accordingly, salary will be paid on pro rata basis. Flexibility to choose any 2 days off in a week should be aligned with Dean.
- If your work arrangement allows you to come late by 1 hour in the morning or 1 hours early leaving from campus – it shall be allowed for one instance in a day subject to approval from Dean.

Benefits stated above are subjected to Administrative Control

3.16 Higher Studies Policy

Purpose

Shoolini University is committed to the professional development of its employees and recognizes the value of higher education in enhancing their skills and knowledge. To support this commitment, the university has established a Higher Studies Policy to provide financial assistance to eligible employees pursuing higher studies. This policy outlines the eligibility criteria, application process, and budget allocation for such endeavours.

Scholarship Details

a) Shoolini University is committed to supporting employees' higher education aspirations and will provide scholarships based on the following criteria:

- 1) Up to 50% scholarship for employees pursuing higher education relevant to their job role and benefiting Shoolini University after degree completion.
- 2) 100% scholarship for employees below the poverty line seeking a higher education degree from Shoolini University.
- 3) For employees pursuing higher education degrees through Shoolini Online, a minimum scholarship of 50% will be offered. However, 100% scholarship can be evaluated on a case-by-case basis, subject to approval from the Vice Chancellor.

b) Employees pursuing a degree through Shoolini Online while managing their job at Shoolini University are expected to devote time for studies after office hours or during weekends to maintain their job responsibilities.

Session 4: Annual Appraisal/ Promotion Avenues/ Welfare Measures

The University has a robust performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff.

A transparent appraisal system has been adopted by Shoolini University to measure and reward performance. The contribution period we take for an annual appraisal is a calendar year - January to December for both teaching and non-teaching staff and compensations are revised w.e.f. from April every year.

The key features of the Appraisal system at Shoolini are as follows: Separate Appraisals are designed for faculty and staff to cover all relevant factors of performance. For Faculty, the following performance parameters are evaluated:

- a) Teaching,
- b) Research/Innovation,
- c) Contribution to University (participation in activities beyond teaching and research),
- d) Personal development/ leadership.

For non-teaching Staff, evaluation is based on parameters fixed for their work and duties through 'My Impact Plan'.

- a) Top 3 targets for the year
- b) Self-Development,
- c) Contribution to University

Based on these annual appraisal outcomes, the annual increment/incentives and promotion avenues are decided.

To maintain more transparency, an opportunity is provided to all employees to present their previous year's achievements/contributions in front of the Appraisal Committee. This provides an opportunity for employees not only to describe their achievements and next year's targets but also get a chance to share & and receive feedback to improve further.

All employees (as per eligibility) have benefited from the welfare schemes as enumerated below:

- Employees State Insurance scheme is implemented for eligible employees.
- Provision of medical leave and on-campus medical facilities.
- Exclusive facilities for women in the women's centre, including a creche.
- Subsidized transportation for all employees.
- Incentives for higher qualifications/generating research grants.
- Encouragement with subsidies to attend conferences and seminars.
- Special facilities for differently abled employees
- Monthly Birthday Celebrations.
- Free Education for the Children of Employees.
- Festival Celebrations around the year with occasional bonuses.
- Golden Rudraksha Awards for employees and staff are given based on peer assessment under multiple criteria.
- Support classes for children of employees.
- Provident Fund, Gratuity, maternity benefit to women, etc., as per different acts + working mother policy & paternity policy
- 2 weeks free yoga Certification – Live Love Yoga

Section 5 – Annexure

Table 5.1 - List of Policies mentioned in Employee Handbook

Sr. No.	Name of the Policy	Page No. in Employee Handbook	Link to the Policy
1	Policy on Building an Inclusive Community: Promoting Diversity and Equity	7	1. EDI Policy with committee.pdf
2	Anti-Harassment Policy	7	2. Anti-Harassment Policy.pdf
3	Prevention, Prohibition & Redressal of Sexual Harassment of Women Employees & Students in HEI Regulations	7	3. POSH - UGC Guidelines .pdf
4	Code of Conduct	9	4. Code of Conduct.pdf
5	Induction Policy	11	5. Induction Guidelines Shoolini University V-0.2.docx
6	Research Policy	11	6. Shoolini Research Policy.pdf
7	Domestic Travel/ Local Conveyance Policy	12	7. TA DA Rules SU.pdf
8	Whistleblower Policy	12	8. Whistleblower policy.pdf
9	Leave Policy	12	9. Leave Policy effective from 01.01.2019.pdf
10	Paternity Leave Policy	14	10. Paternity Leave Policy.pdf
11	Consensual/Sexual or Romantic Relationships	15	10. Consensual, Sexual and Romantic Relationship.pdf
12	Time and Attendance Management Policy	15	11. Time & Attendance Management Policy.pdf
13	Complaint/Grievance Resolution Policy	15	12. Complaint Grievance Resolution Policy.pdf
14	Energy Policy	16	13. Energy Policy Shoolini University.pdf
15	Anti-bribery & Corruption Policy	16	14. Anti Bribery and corruption.pdf
16	Employee Referral Policy	17	15. Employee Referral PolicyVersion 0.2 (3) (1).pdf
17	Policy for Differently Abled	17	16. Differently Abled Policy Shoolini University.pdf
18	Day Care Facility	18	17. Policy for Day Care Facility.pdf
19	Policy for Working Mother	18	18. Policy for Working Mother
20	Higher Studies Policy	19	20. Higher Studies Policy.pdf

Disclaimer

Wherever rules regarding employees' employment are not mentioned in this handbook, UGC and State Government Rules will apply.