



## HR POLICY

We believe that the physical, mental and emotional wellbeing of all our members is a prerequisite for assured positivity and performance. The Silver Oak University HR Policy has been designed keeping one's Professional Development in mind. It is designed to bring in the inspiration, drive and productivity to the workplace!

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## ABOUT THE UNIVERSITY

The Silver Oak University is a premier University in the country with a venerable legacy from Silver Oak Group of Institutes acclaimed for highest academic standards, diverse educational programs, distinguished faculties, modern infrastructure, varied co-curricular activities and illustrious alumni.

Over fourteen years of its existence as The Silver Oak Group of Colleges, the group has sustained the highest global standards and best practices in education. Its long-term commitment to nation building and unflinching adherence to universal human values are reflected in its motto: “Gyanam Param Bhushanam” and “Education to Innovation”.

Established in 2009 as an affiliated college, today the State government has accorded it the status of a State Private University (under the Gujarat Private Universities Act, 2009). The university offers a diverse array of academic disciplines, reflecting its strong commitment to excellence in teaching, research, and social outreach. This dedication has made the University a role model and trend-setter for other universities and institutions.

### **Vision:**

To be a leading institution of higher learning widely acclaimed for its quality education and innovative research contributing towards societal development and nation building.

### **Mission:**

- 1) To provide value-based, quality education with relevant skill set to become responsible, productive citizens.
- 2) To undertake innovative research and development activities to address challenges faced by mankind.
- 3) To serve the society, local community, industry, and government to enhance the scientific and cultural environment of the region to enrich quality of life.

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This manual has been developed to provide basic information and address common questions and concerns of employees. It serves as a guide to ensure that human resources matters are handled more consistently and equitably throughout the campus. However, the contents of this manual are not intended to create a contract or agreement between the University and the employee.

The policies stated in this manual are subject to change at any time at the sole discretion of the organization. Updates regarding any changes in policy will be communicated as necessary.

Employee can reach for any queries at the [hr@silveroakuni.ac.in](mailto:hr@silveroakuni.ac.in)

**Definitions:**

University: refers to Silver Oak University

HoI: refers to the Head of the concerned Institute

HoD: refers to the Head of the Department

SOU: refers to the Silver Oak University

Provost: refers to the Vice Chancellor

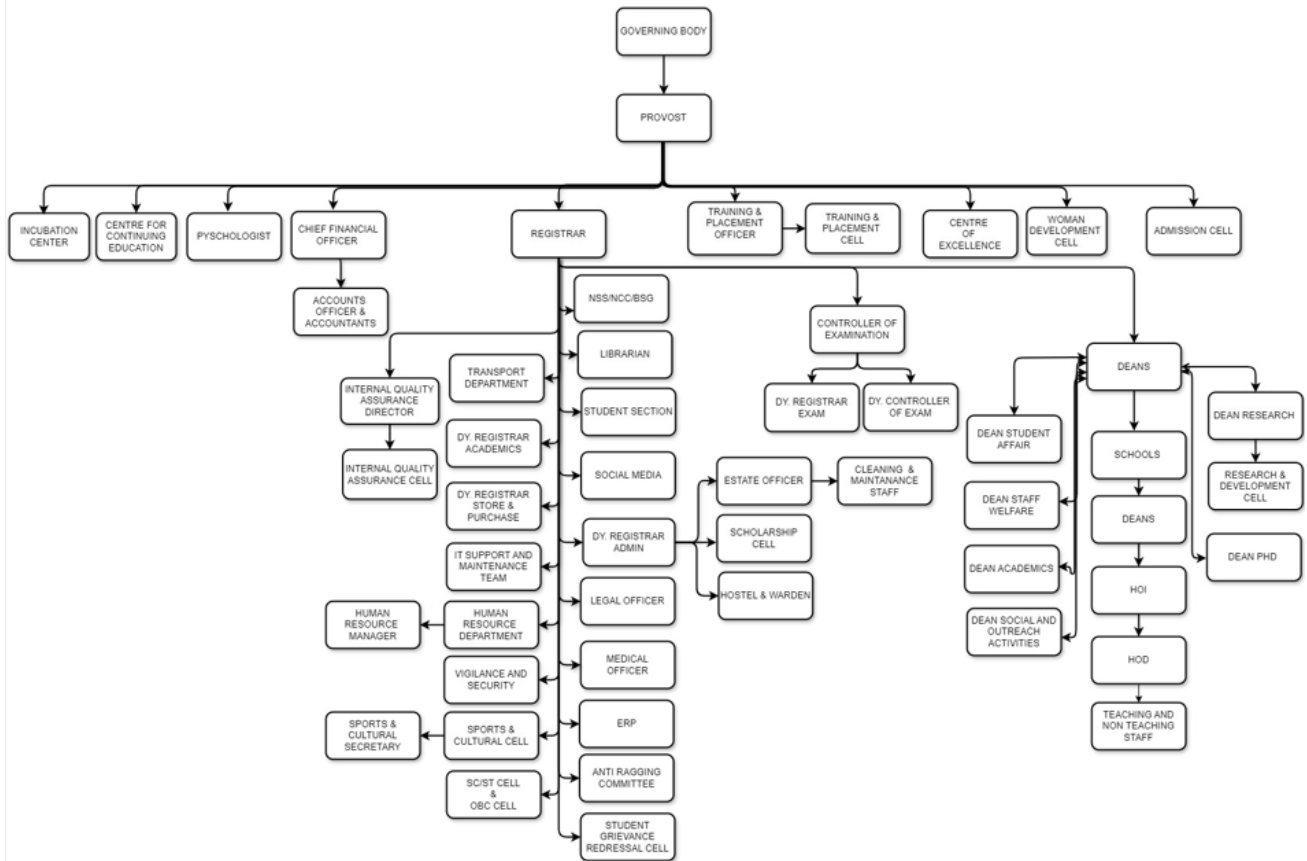
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## ORGANOGRAM



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## RECRUITMENT POLICY

Silver Oak University is committed to fair and transparent recruitment practices. We value diversity and strive to create an inclusive workplace where all individuals are treated with respect and have equal opportunities for employment. This policy outlines our commitment to merit-based hiring and our efforts to eliminate bias and discrimination in the recruitment process.



### Manpower Requirement

The process for planning manpower requirements begins when the concerned Institute or Department completes the Manpower Requirement Form (MRF) (**Annexure I**). This form is essential for detailing the need of new employee.

The MRF must include a comprehensive description of the job responsibilities in accordance with the University guidelines. The concerned Institute or Department will submit the proposal for the sanctioned post to the HR department with due approval from Academic Council & BOG.

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The HR Head will review the proposal with the relevant department heads and secure approval from the Vice Chancellor and authorities to proceed with filling the position.

Subsequently, the Registrar, Provost, and authorities will provide their feedback to finalize and approve the recruitment advertisement.

### **Advertisement**

The University will widely disseminate the notification to reach a diverse pool of qualified candidates. The announcement will be published on the official University website's Careers or Recruitment section, as well as through prominent academic and professional networks, including LinkedIn and Naukri.com, and will also be any other suitable platforms.

### **Manpower Requisition Processing of Applications**

The HR Head will review and shortlist eligible candidates, then forward the list to the concerned department and to initiate the next steps in the interview process.

### **Interview Panel**

The Interview Panel for selection of candidates will be constituted by the competent authority. The following will be the composition of the interview panel:

Post of Teaching Staff	Post of Non-Teaching Staff	Post of Other Staff
Provost/ Provost Nominee	Provost/ Provost Nominee/Registrar	Registrar
Dean/ HoI/ HoD	Dean/ HoI/ HoD	HR Manager
Subject Expert 1	Domain Expert 1	
Subject Expert 2	Domain Expert 2	
Academic Director	HR Manager	
HR Manager		

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### **Interview Scheduling Procedures**

Shortlisted candidates selected for a demo, test and interview will be notified via email and phone call. The method of communication will be determined based on the availability of the panel members. This procedure is applicable to both teaching and non-teaching staff.

The HR Department will ensure that all notifications are sent in a timely manner to allow candidates adequate preparation time and to coordinate the scheduling with panel members.

### **Final Selection**

The final selection of a candidate will be based on the recommendations provided by the Selection Panel, as documented in the Minutes of Meeting (MOM). After the assessments, document verification will be conducted to ensure compliance with the University's requirements. Upon approval of the recommendations and successful completion of all the required steps, the selected candidate will be formally offered the position.

The offer is contingent upon the candidate's acceptance. The HR Department will extend the offer to the candidate and provide any necessary details regarding the terms of employment.

### **Joining Procedure**

- To streamline the onboarding process, the HR department will complete the primary details in the HR system.
- The HR department will ensure a thorough verification of the candidate's certificates and testimonials against the original documents, including education, experience, and notable achievements.
- The HR department will guide the new employee in filling out the joining report and will coordinate the formal introduction of the new employee to the head of the relevant department or University.
- The HR department will issue the ID card and assist the new employee in opening a salary account with the bank.
- The HR department will communicate the induction schedule to familiarize the new hire(s) with the University's key operations, practices, and policies.
- The HR department will conduct the induction for a group of new employees if applicable.

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### **Payment of Salary**

Employees can expect their salaries to be disbursed within the first seven working days of each month.

### **Deduction from Salary**

Deductions from the salary may be made for various reasons, including Tax Deducted at Source (TDS), Professional Tax (PT), and loan repayments.

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## ON-BOARDING INDUCTION

The onboarding, induction process is designed to help new employees become familiar with the University's vision, mission, culture, values, policies, processes, and their specific job roles.

We aim to ensure that this experience is as positive and informative as possible, promoting long-term association and success for new hires. By interacting with members from various sections, new employees will gain a comprehensive understanding of the University, its activities, and their role within it.

This process also provides insight into the University's policies, philosophy, values, and operational guidelines, including HR policies and procedures.

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## **GENDER EQUITY POLICY**

### **Preamble:**

Silver Oak University is committed to fostering a culture of gender equity, inclusivity, and respect within our academic community. We recognize the importance of promoting gender equality as a cornerstone of our institutional values. This Gender Equity Policy outlines our commitment to upholding principles of non-discrimination, equal opportunities, and a safe learning environment for all individuals regardless of gender identity.

### **Objectives:**

1. **Promotion of Equality:** Ensure equal opportunities and treatment for all members of the university community irrespective of gender.
2. **Prevention of Discrimination:** Prohibit and address gender-based discrimination, harassment, and violence.
3. **Awareness and Education:** Promote awareness, understanding, and respect for diverse gender identities through education and training.
4. **Support Services:** Provide accessible support services and resources for individuals affected by gender-based discrimination or violence.
5. **Cultivating Inclusivity:** Foster a culture of inclusivity, mutual respect, and empowerment for all genders within the university community.

### **Commitment to Continuous Improvement:**

Silver Oak University is dedicated to the ongoing improvement of our Gender Equity Policy and practices. Through regular evaluation, feedback mechanism, and stakeholder engagement, we strive to enhance our initiatives and ensure their effectiveness. We are committed to advancing gender equality, diversity, and inclusion through proactive measures, education, and collaboration.

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### **Implementation:**

- **Non-Discrimination:** All university policies and practices strictly prohibit discrimination based on gender.
- **Training and Education:** Regular gender sensitization programme and workshops are conducted to raise awareness and promote understanding.
- **Reporting Mechanisms:** Transparent and confidential reporting mechanisms are established to address gender-based misconduct promptly.
- **Support Services:** Accessible counselling, advocacy, and support services are provided to individuals in need.
- **Compliance and Monitoring:** Regular monitoring, evaluation, and reporting are conducted to ensure adherence to gender equity standards and identify areas for improvement.

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## TIME AND ATTENDANCE POLICY

Each block is equipped with a biometric device to record staff attendance. Office hours are 7 hours daily, Monday to Saturday.

Grace Period in Morning (In Time)	10 minutes for up to 3 days in a month
Half day Present	> 3.5 hours to < 7 hours
Absent	< 3.5 hours shall be marked as absent
Permission	1 hour of time relaxation is given 3 times in a month within working hours.

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## LEAVE POLICY FOR THE UNIVERSITY STAFF

### General Rules:

- Staff must apply for leave in advance, except in emergencies, using the prescribed leave application form and submit to HR department.
- Leave is subject to approval based on the operational requirements of the department.
- If an employee takes leave immediately before and after a weekend or public holiday, the intervening days (weekend or holiday) will also be counted as leave days.
- The Leave Cycle will be from January to December.

The following kinds of leave would be admissible to regular full-time teaching staffs and non-teaching staff:

### Types of Leaves:

#### Casual Leave:

Teaching and non-teaching staff of the University shall be eligible for 12 days casual leave each year to attending to exigent personal and family responsibilities.

#### Restricted Holiday:

Teaching and non-teaching staff of Silver Oak University are entitled to 2 days of Restricted Holiday each year.

#### Special Casual Leave:

Teaching and non-teaching staff of Silver Oak University are eligible for Special Casual Leave not exceeding 8 days in a calendar year. This leave is granted in recognition of staff working on Saturdays throughout the year. Special Casual Leave will lapse at the end of the calendar year and will not carry over to the next year.

#### Duty Leave:

Teaching staff may be granted up to 10 days or more of Duty Leave per calendar year, subject to approval by the sanctioning authority.

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This leave can be used for academic engagements such as attending national conferences, congresses, symposia, seminars and workshops; delivering lectures as subject expert at other institutions, provided the invitation is approved by higher authority.

**On Duty Leave:**

On Duty Leave (ODL) is granted to staff members who are required to undertake official work on behalf of the University, as assigned by the University officers. There is no limit on the number of ODL days that can be granted.

**Privilege Leave:**

Non-teaching staff are entitled to a maximum of 15 days of Privilege Leave per year. This entitlement applies irrespective of vacation days not taken

After completing one year of service, full-time non-teaching staff members are eligible for Privilege Leave Non-teaching staff are eligible for 5 days of Privilege Leave after one year of service. This entitlement increases to 10 days after two years, and further rises to 15 days after three years.

**Vacation Leave:**

Full-time teaching staff are entitled to a maximum of 15 days of Vacation Leave annually.

Leave entitlement for teaching staff is based on their service duration as follows: those who have completed one year of service are eligible for 5 days of Vacation Leave; those who have completed two years are entitled to 10 days; and those with three years of service are eligible for 15 days of Vacation Leave.

Requests for Vacation Leave should be submitted in accordance with the University's leave application procedures. Vacation Leave must be taken within the specified time slots and is subject to approval based on departmental requirements and University policies.

**Special Leave:**

Head of Institutes (HoIs) and Deans are entitled to 6 Special Leaves annually. These Special Leaves are provided to acknowledge the extended working hours and additional responsibilities associated

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with their roles. Special Leave should be utilized within the calendar year and is intended to support work-life balance. Special Leave cannot be accumulated or carried over to the next year.

**Maternity Leave:**

Female staff may take up to 6 months of Maternity Leave per instance, with a maximum of two instances during their tenure. All Female employees are entitled to maternity leave up to six (6) months in which six (6) months with salary & an additional 3-month extension may be granted, but it will be without pay.

Leave may also be granted for maternity complications or miscarriage, with request supported by a medical certificate and subject to the University policies.

Application must be submitted in advance with appropriate documentation and are subject to departmental and University approval based on operational needs and eligibility.

**Compensatory Leave:**

Compensatory Leave is applicable to all employees of the University who have worked on Sundays or any public holidays declared by the University.

**Sick Leave:**

Sick Leave is available to all University employees who have completed one year of service.

Employees are entitled to a maximum of 10 days of Sick Leave per year, which can be accumulated up to a total of 30 days.

To avail Sick Leave, employees must provide a certificate from a qualified Medical Officer, and at least 3 days of Sick Leave must be taken in a single block.

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## EMPLOYEE WELFARE POLICY

Silver Oak University is committed to ensuring the well-being and satisfaction of valued teaching and non-teaching staff. SOU welfare policy is designed to support employees in various aspects of their lives, fostering a positive work environment where everyone can thrive.

Sr. No.	Staff Welfare Measures
1	Health Care Benefits (Physiotherapy regular OPD, Total Health Solutions and OCCURA membership, Health Centre, vaccination, Free Health Check-ups).
2	A canteen facility is available at subsidized rates on the university campus
3	Commendation certificate with cash award for Excellence in Research Publication/ Projects/ Patents/ Awards/ Consultancy work.
4	Financial Support for Conferences, Workshops, Membership fees for professional bodies (FSCWM) up to Rs.10,000/- per year.
5	Maternity leave benefit to Woman Staff of university on their eligibility.
6	Annual Get together (Sneh-Milan) of SOU staff members.
7	Birthday Gift and Diwali Gift to SOU employees.
8	University employees will be eligible for a loan. The loan amount granted will not exceed four times their monthly salary.
9	Scholarships for College (SOU) fees will be provided to the children/spouse of full-time staff members.
10	Quarters facility for non-teaching staff members.
11	Crèche Facility for the children of SOU employees.

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## CAREER ADVANCEMENT POLICY

### Introduction:

The Career Advancement Policy at Silver Oak University provides a structured framework for employees to achieve professional growth, development, and advancement within the organization. Our aim is to foster a supportive environment that encourages excellence, continuous learning, and personal development.

This policy applies to all employees of Silver Oak University and will be administered by the Human Resources Department.

The key objectives of the Career Advancement Policy are:

- To recognize and reward employees' contributions and achievements.
- To ensure that career advancement is based on merit, skills, and performance.
- To foster a culture of continuous learning and development.
- To provide a clear roadmap for career growth opportunities within the organization.
- To enhance employee motivation and job satisfaction.

### Eligibility Criteria:

To be eligible for career advancement within SOU, employees must meet the following criteria:

- Satisfactory completion of the probationary period (Where ever applicable)
- Demonstrated competence in their current role.
- Positive performance evaluations based on set performance indicators.
- Participation in relevant training and professional development programs.

### Career Advancement Paths:

SOU recognizes multiple career advancement paths, each tailored to specific job roles and levels.

These paths may include, but are not limited to:

Academic Staff: Tutor, Assistant Professor, Associate Professor, Professor.

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### Teaching Positions:

Positions	SOU - Minimum Qualification & Experience
Principal	1.Ph.D and Professor with a minimum 3 years of teaching experience in Academic. 2.Ph.D and associate Professor with minimum 5 years of teaching experience. 3.Ph.D and Assistant Professor minimum 10 years of teaching experience 4. <b>And</b> based on performance in the Interview.
Professor (Entry Level)	Ph.D And minimum 7 years of Teaching experience either in Academic / Industry / /research.  <b>And</b> based on performance in the Interview.
Professor (CAS)	Ph.D And minimum 3 years of Teaching experience as an Associate Professor in Academic / Industry / research and based on performance in the Interview.  <b>And</b> based on performance in the Interview.
Associate Professor (Entry level)	Ph.D degree in the subject concerned/allied/relevant discipline.  <b>And</b> based on performance in the Interview
Associate Professor (CAS)	Ph.D degree in the subject concerned / allied /relevant discipline with or without experience either in Academic as an Assistant Professor or in Industry at an equivalent level of Assistant Professor.  <b>And</b> based on performance in the Interview.
Assistant Professor (Senior Grade)	Assistant Professor with minimum of 5years of experience either in academic/industry.  <b>And</b> based on performance in the Interview.
Assistant Professor (Selection Grade)	Assistant Professor with 8 years of experience or 3 years of experience in senior grade.  <b>And</b> based on performance in the Interview.
Assistant Professor (Entry Level)	1.For all streams except Engineering, Master's degree with 55% (Ph.D./NET/SLET/Preferable)  2.For Engineering and Technology, M.E with first class in UG or PG level.  <b>And</b> based on performance in the Interview.
Nursing Tutor/ Clinical therapist	According to council norms.

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- University is following councils' norms where're it applies.
- Authorities of the University has all the right to approve any person to go for the career advancement considering their contribution to the University.
- This policy is applicable for 5 years after that University will review and try to reach to the benchmark of UGC.
- Faculty members who receive national or international awards may be given special consideration, such as accelerated promotions or a reduction in the require years of experience needed for promotion

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## LOCAL REIMBURSEMENT POLICY

- Silver Oak University provides travel allowances for official duties related to various University activities.
- Within Ahmedabad, the University provides vehicle facilities for staff travelling on official academic activities. If the University vehicle is not available, staff may use local transportation, and reimbursement will be provided based on the actual expenses incurred.
- For travel outside Ahmedabad, employees may use local transportation, and reimbursement will be provided based on the actual expenses incurred.
- Reimbursement of travel expenses requires pre-approval from higher authorities. This policy applies to all employees of Silver Oak University.

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## PERFORMANCE APPRAISAL POLICY

Silver Oak University is dedicated to implementing an effective Performance Appraisal Policy for continuous evaluation of employee performance and identifying development needs within the organization. This process evaluates achievements, promotes positive behaviour and values, and takes actions to foster employee development.

The purpose of this Performance Appraisal Policy is to establish a fair and transparent framework for evaluating the performance of teaching and non-teaching staff at Silver Oak University. The policy aims to recognize and reward exceptional performance, provide constructive feedback for improvement, and support professional development within the university community.

This policy applies to all eligible teaching and non-teaching staff employed by Silver Oak University.

### **Objectives:**

1. The performance appraisal system is designed with the University's long-term objectives in mind.
2. The primary goals of the performance appraisal policy are to inform employees about future opportunities within the College/Institute and to foster a supportive environment for discussing career aspirations and development.
3. To cultivate innovative skills in various domains including teaching, research, internal activities, external engagements, and administrative/examination tasks.

### **Eligibility:**

The performance review will be admissible to regular/full time SOU employees who have worked for at least one year.

### **Performance Appraisal System:**

Teaching staff are always encouraged to excel in academic, research, and administration areas. The Performance Appraisal System at SOU consists of varied key criteria which includes laboratory, Lectures and tutorials conducted throughout the year, Additional resources provided to students via online platforms, Innovative teaching-learning methodologies, Additional responsibilities managed at the university and department

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levels, Examination Duties Assigned and Performed, Co-curricular and extension activities, professional development related activities, Research contribution,

Consultancy projects undertaken, development of E-content, Faculty Development Programme-Workshops organized and attended, Lectures taken on Invitation basis in National/International conferences/ symposium, MOOCs completed through SWAYAM Portal and other recognized body.

For non-teaching staff appraisal key parameters include Team Work, Planning & Organization, Accuracy and Punctuality, Interpersonal Skill, Professional techniques and etiquette. Regular training programs and workshops are conducted to enhance skills and professional growth.

The appraisal process includes a self-appraisal component, which employees are required to complete, along with supporting documents if needed. Furthermore, the self-appraisal scores or points claimed will be verified by the concerned authority. This will be processed further by the HR office.

### **Implementation of Policy**

While ultimate responsibility for policy implementation and review lies with University authorities, it is mandatory for all employees to comply with and assist in implementing the policy.

The HR Department will communicate this policy and the role of employees in its implementation to all existing staff members. New employees must be informed of the policy during induction.

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## PROBATION & NOTICE PERIOD POLICY

Probation Period:	<ul style="list-style-type: none"><li>• Minimum 1 year for all employees</li></ul>
Notice Period: <ul style="list-style-type: none"><li>• As per appointment clause or latest acknowledged notification/s issued by the authorities.</li><li>• Notice Period extension or waiver is subject to mode of separation and discretion of the authorities</li></ul>	<ul style="list-style-type: none"><li>• One-month notice period during Probation Period</li><li>• Three-months' notice Period for all full-time employees</li><li>• Knowledge sharing and handover will be completed in this period</li></ul>

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## **SALARY INCREMENT POLICY**

### **Introduction**

This policy outlines the procedures and criteria for salary increments for Employees of Silver Oak University. The policy aims to ensure fair, transparent, and merit-based salary adjustments that reflect the contributions and performance of employees.

### **Objectives**

- To recognize and reward employees for their contributions to teaching, research, and service.
- To ensure a transparent and equitable process for salary increments.
- To motivate and retain high-performing employees.
- To align salary increments with the strategic goals and financial sustainability of the university.

### **Eligibility**

All full-time employees who have completed one year of service at the university are eligible for salary increments.

Employees on probation may be considered for salary increments upon successful completion of the probation period and based on performance evaluation.

### **Criteria for Salary Increments**

Salary increments will be based on the following criteria:

1. Performance Evaluation
2. Academic and Professional Achievements
3. Research and Innovation
4. Institutional Contribution
5. Professional Development

\*\* Employees should recommend significant salary increments for those who have received national/ International/ noteworthy research recognitions.

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## Increment Process

- **Performance Appraisal System:**

Teaching staff are always encouraged to excel in academic, research, and administration areas. The Performance Appraisal System at SOU consists of varied key criteria which includes laboratory, Lectures and tutorials conducted throughout the year, Additional resources provided to students via online platforms, Innovative teaching-learning methodologies, Additional responsibilities managed at the university and department levels, Examination Duties Assigned and Performed, Co-curricular and extension activities, professional development related activities, Research contribution, Consultancy projects undertaken, development of E-content, Faculty Development Programme-Workshops organized and attended, Lectures taken on Invitation basis in National/International conferences/ symposium, MOOCs completed through SWAYAM Portal and other recognized body.

For non-teaching staff appraisal key parameters include Team Work, Planning & Organization, Accuracy and Punctuality, Interpersonal Skill, Professional techniques and etiquette. Regular training programs and workshops are conducted to enhance skills and professional growth.

- **Recommendation and Approval:**

- Recommendations for salary increments will be made by the concern authority.

- **Communication and Implementation:**

- Employees will be informed of their salary increments through the HR department. Increments will be implemented in the subsequent payroll cycle following the approval.

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## POLICY DECLARATION OR AMENDMENT

The university reserves the right to review and amend this policy periodically based on feedback, demand, and operational requirements.

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**ANNEXURES**

<b><u>Sr.</u></b>	<b><u>Particulars</u></b>	<b><u>Annexure</u></b>
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2	Employee Replacement Form	II
3	Financial Support for Conferences, Workshops, Membership fees for professional bodies (FSCWM).	III
4	Maternity leave benefit for Woman Staff.	IV
5	Employee Loan Application Policy.	V
6	Scholarship Request Policy for Children/Spouse of Employees.	VI
7	Quarter's facility for non-teaching staff members.	VII
8	Crèche Facility for the children of employees.	VIII

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ANNEXURE 1

**Silver Oak University**

**MANPOWER RECRUITMENT FORM (MRF)**

This form is to be filled out for any new staff recruitment. HoDs are required to fill all necessary details, get the required approvals, and submit the form to the HR department.

**School Name:**..... **College Name:**.....

**Requirements:**

Teaching <input type="checkbox"/>	Non-Teaching <input type="checkbox"/>	
Department	Specialization	Designation/ Position
Number of Positions	Teaching	Non-Teaching
Expected Date of Requirement		

**Justification for New Recruitment:**

(Please provide a precise reason for the new recruitment)

**Details of existing program with revised Intake:**

Sr.No	Program Name	No. of revised Sanctioned Intake	Academic Load as per Teaching Scheme

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OR

**Details Of New Program Introduced:**

Sr.No	Program Name	No. of Intake	Academic Load as per Teaching Scheme

**Job Specification/Job Description:**

(Provide details about the job role and any additional comments related to the required position)

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**Approval Section:**

Teaching Staff	Non-Teaching Staff
<ol style="list-style-type: none"><li>1. HOD:</li><li>2. HoI / Dean:</li><li>3. Provost:</li><li>4. Vice President (Academic):</li></ol>	<ol style="list-style-type: none"><li>1. Section Head:</li><li>2.Registrar:</li><li>3.Provost:</li><li>4.Vice President (Academic):</li></ol>

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**ANNEXURE II**

**Silver Oak University**

**EMPLOYEE REPLACEMENT FORM**

This form is to be filled out for replacing an existing employee. HODs are required to complete all necessary details, obtain the required approvals, and submit the form to the HR department.

**School Name:**.....

**College Name:**.....

**Requirements:**

Teaching <input type="checkbox"/>	Non-Teaching <input type="checkbox"/>	
Department	Specialization	Designation/ Position
Salary Range/PM	Number of Positions	Expected Date of Requirement

**Replacement:** (need to share details of replaced employee)

Name of Separated Employee	Designation	Salary Gross/PM	Date of Leaving

**Job Specification/Job Description:**

(Provide a brief description of the job role and any additional comments related to the replacement position)

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**Approval Section:**

<b>Teaching Staff</b>	<b>Non-Teaching Staff</b>
1. <b>HOD:</b>	1. <b>Section Head:</b>
2. <b>HoI / Dean:</b>	2. <b>Registrar</b>
3. <b>Provost</b>	3. <b>Provost</b>
4. <b>Vice President (Academic):</b>	4. <b>Vice President</b>

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### ANNEXURE III

## **Financial Support for Conference, Workshop and Membership Policy (FSCWM)**

### **Objective**

The purpose of this policy is to provide guidelines for providing financial support to faculty members participation in National and International conferences, workshops, and availing membership.

### **Funding Limits**

Faculty members attending national-level conference/international-level conferences/ Workshop/Professional body membership are eligible for funding up to **Rs. 10,000/-**

### **Eligibility Criteria**

1. Faculty members must be employed full-time.
2. The event attended must be relevant to the faculty member's field of expertise and contribute to their professional development.
3. Preference may be given to faculty members who are presenting papers or actively participating in the event.
4. Faculty members should obtain prior approval from their respective Heads of Departments and designated authorities.

### **Funding Disbursement**

1. Approved funding will be disbursed as a reimbursement of actual expenses incurred by the faculty member upon submission of proof towards the activity above mentioned.
2. Eligible expenses may include registration fees, travel, accommodation, and other related expenses.

### **Review and Evaluation**

1. The institution reserves the right to review and evaluate the effectiveness of the policy periodically.
2. Any proposed amendments or revisions to the policy will be subjected to approval by the appropriate governing body.

### **Compliance**

1. Faculty members are expected to comply with all the provisions outlined in this policy.
2. Any misuse of a given amount will result in disciplinary action as per institutional policies.

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**ANNEXURE IV**

**Maternity Leave Application Form**

[TO BE FILLED BY THE EMPLOYEE, RECOMMENDED BY THE DEPARTMENT HEAD, APPROVED BY THE HEAD OF INSTITUTE AND SUBMITTED TO THE HR DEPARTMENT.]

**NAME OF EMPLOYEE:** \_\_\_\_\_

**STAFF ID. :** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**DATE OF JOINING:** \_\_\_\_\_

*Dates of Maternity Leave (Maximum 24 weeks i.e. 180 days) Quote first day - last day*

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**In case of any Requirement,**

**Additional Leave :(Medical Leaves)**

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

*Please attach Medical Certificate to Confirm Pregnancy*

**Signed :** \_\_\_\_\_ **Date :** \_\_\_\_\_

*Note: The form must be given to your Head of Department/HOI for approval at least four weeks prior to the proposed date of commencement of planned leave and forwarded immediately to the HR Department.*

**Signature - Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature -Head of the Institute:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## ANNEXURE V

### Employee Loan Application Policy

Silver Oak University is committed to the welfare of its employees by providing financial assistance through an Employee Loan Program. This policy outlines the eligibility criteria, loan types, terms and conditions, and the application process for employees seeking financial support.

#### Eligibility Criteria

To be eligible for a loan, the applicant must meet the following criteria:

- **Employment Status:** The applicant must be employee of Silver Oak University.
- **Employment Record:** The applicant must have a satisfactory employment record with no ongoing disciplinary actions and recommendation from HoD / HOI / Dean / Registrar / VC.
- **Financial Need:** The applicant must demonstrate a genuine financial need for the loan.

#### Loan Limits

Any employee is eligible to get the loan which will not exceed four times their monthly salary.

An Equated Monthly Instalment (EMI) will be deducted from employee's salary with 0% interest within 12 months.

#### Loan Application Process



Figure 1 Loan Application Process

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## 1. Application Form

Employees must complete the Silver Oak University Employee Loan Application Form (Appendix A) and submit it to the Human Resources (HR) Department.

## 2. Required Documents

Employees must attach the required documents-guided by Human Resource Department to their application.

## 3. Approval Process

1. **HR Review:** The HR Department will review the application to ensure it meets the eligibility criteria.
2. **Staff Welfare Association Approval:** The application will be forwarded to Staff Welfare Association for final approval.
3. **Decision Communication:** The decision will be communicated to the employee within 15 working days of submission.
4. **Disbursement:** Upon approval, the loan amount will be credited to the employee's bank account within 07 working days.

## Repayment Terms and Conditions

1. **Repayment Method:** Loan repayments will be automatically deducted from the employee's monthly salary.
2. **Prepayment:** Employees may prepay the loan in full or in part without any penalty.
3. **Loan Default:** If an employee fails to make timely payments, a late fee of 1% of the overdue amount will be charged monthly.
4. **Termination of Employment:** If an employee resigns or is terminated before the loan is fully repaid, the outstanding loan amount will be deducted from the final settlement dues. Any remaining balance must be repaid within 30 days of the employee's last working day.

## General Conditions

- **Loan Application Restrictions:** Employees are allowed to have only one active loan at any given time. A new loan application can only be submitted once the previous loan has been fully repaid.
- **Loan Usage:** The loan must be utilized solely for the purpose specified in the application. Any misuse of the loan will result in disciplinary measures.
- **Confidentiality:** All information provided during the loan application process will be kept strictly confidential and will only be used for loan processing purposes.
- **Amendments:** Silver Oak University reserves the right to amend this policy at any time. Employees will be informed of any changes in the policy.

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## Employee Loan Application Form

Affix Your Recent  
Passport  
Size photo here

### Personal Information

1. Name of Applicant: \_\_\_\_\_
2. Employee ID: \_\_\_\_\_
3. Designation: \_\_\_\_\_
4. Department: \_\_\_\_\_
5. Date of Joining: \_\_\_\_\_
6. Contact Number: \_\_\_\_\_
7. Email Address: \_\_\_\_\_
8. Residential Address: \_\_\_\_\_

### Loan Details

1. Purpose of the Loan: \_\_\_\_\_
2. Amount of Loan Required: ₹ \_\_\_\_\_
3. Repayment Period (in months): \_\_\_\_\_

### Bank Details(Salary Account)

- Bank Name: \_\_\_\_\_
- Branch: \_\_\_\_\_
- Account Number: \_\_\_\_\_
- IFSC Code: \_\_\_\_\_

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## **Declaration**

I, \_\_\_\_\_, hereby declare that the information provided in this application is true and correct to the best of my knowledge. I understand that the loan approval is subject to the university's policies, and I agree to abide by the terms and conditions. I agree that if I will fail to make timely payments, the University will monthly charge a late fee of 1% of the overdue amount.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **For HR Department Use Only**

**1. Application Received Date:** \_\_\_\_\_

**2. Eligibility Check:**  Eligible

Not Eligible

**3. Remarks (if any):** \_\_\_\_\_

**HR Representative Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**For Dean Staff Welfare Use Only**

1. Application Received Date: \_\_\_\_\_
2. Loan Approval Status  Recommended  
 Not Recommended
3. Approved Loan Amount: ₹ \_\_\_\_\_
4. Remarks (if any): \_\_\_\_\_

Authority Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## ANNEXURE VI

### **Scholarship Request Policy for Children/Spouse of University Employees**

This policy aims to support the educational aspirations of the children and Spouses of Silver Oak University employees by providing scholarships that recognize their parents'/Spouse contributions to the university community

**Eligibility Criteria** : To qualify for the scholarship, applicants must meet the following criteria:

- The applicant must be a child (biological, legally adopted, or legal ward) or spouse of a current full-time employee of Silver Oak University.
- The applicant must be admitted to an undergraduate, postgraduate or diploma program at Silver Oak University.
- The applicant must meet the academic requirements for admission, maintaining a minimum cumulative CGPA of 6.0 (or equivalent) throughout the duration of the scholarship.

### **Scholarship Amount and Duration**

Scholarships will be given as per Silver Oak University Scholarship Policy Document based on the availability of funds and the decision of the Authority.

The scholarship is awarded for one academic year and may be renewed annually for a maximum of four years for undergraduate studies or two years for postgraduate studies, subject to the recipient's continued eligibility and satisfactory academic performance.

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## Application Process

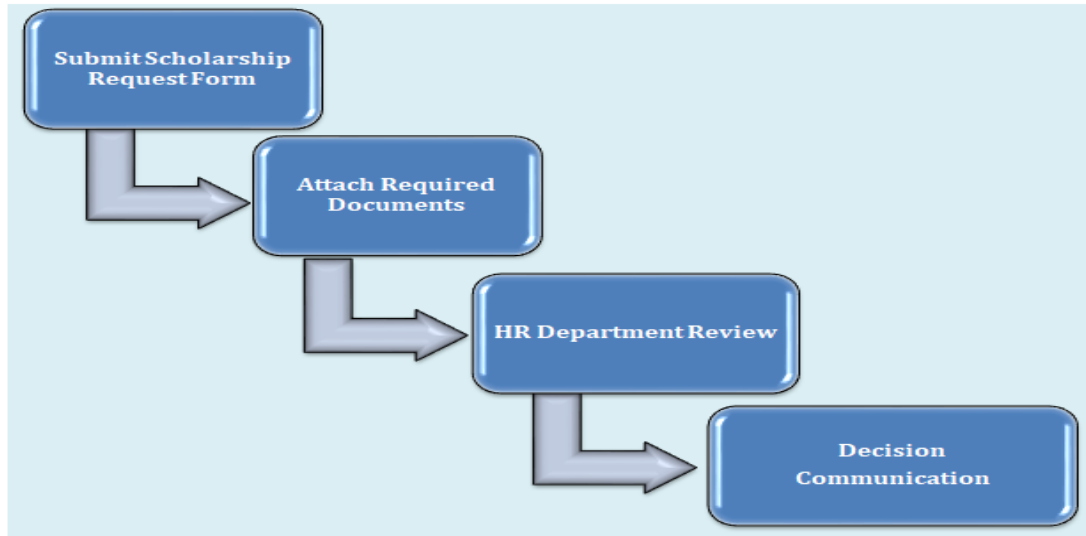


Figure 1 Application Process

- Interested applicants must complete the **Scholarship Request Form** and submit it along with the required documentation to the HR Department.
- The HR Department will review all applications based on the applicant's academic merit, financial need, and availability of funds.
- Applicants will be notified with the decision within four weeks after the submission deadline.

## Renewal and Continuation Requirements

- Scholarship recipients must maintain a minimum CGPA of 6.0 each semester to remain eligible for the scholarship.
- Renewal applications must be submitted annually, along with Mark sheet and any other required documents.
- Failure to meet the academic requirements or adhere to university policies may result in the termination of the scholarship.

## Conditions and Limitations

- The scholarship is only applicable to programs offered at Silver Oak University and is non-transferable.
- If the employee resigns or is terminated from Silver Oak University, the scholarship will be discontinued at the end of the current semester/year.
- Silver Oak University reserves the right to modify or discontinue this scholarship program at any time, with appropriate notice to current and prospective recipients.

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**Scholarship Availing Form for  
University Staff's Child/Spouse**

Affix Your Recent  
Passport  
Size photo here

**Employee Information**

1. Name of Applicant(Employee): \_\_\_\_\_
2. Employee ID: \_\_\_\_\_
3. Designation: \_\_\_\_\_
4. Department: \_\_\_\_\_
5. Date of Joining: \_\_\_\_\_
6. Contact Number: \_\_\_\_\_
7. Email Address: \_\_\_\_\_
8. Residential Address: \_\_\_\_\_

**Student's(Ward/Spouse) Information**

1. Name of the Student: \_\_\_\_\_
2. Date of Birth: \_\_\_\_\_
3. Relationship to the Applicant:  Child  Spouse
4. School/College Currently Attending: \_\_\_\_\_
5. Name of Course/Program for which Scholarship is Applied: \_\_\_\_\_
6. Grade/Year: \_\_\_\_\_
7. Percentage/Grade in Last Academic Year: \_\_\_\_\_
8. Annual fees for the course/program (Rs.) \_\_\_\_\_

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### **Scholarship Details**

**1. Type of Scholarship:**

- Merit-based
- Need-based
- Sports/Cultural Excellence
- Other (Specify): \_\_\_\_\_

**2. Amount of Scholarship Requested:** \_\_\_\_\_

### **Supporting Documents (Attach Photocopies)**

- Latest Marksheet/Transcript
- Proof of relationship (birth certificate, marriage certificate, legal adoption papers, etc.)
- Proof of Enrolments/Admission
- Proof of Participation in Extracurricular Activities (for sports/cultural scholarship)
- Personal statement (500 words) explaining the need for the scholarship
- Any Other Relevant Documents

### **Declaration**

I, \_\_\_\_\_, hereby declare that the information provided is accurate and complete to the best of my knowledge. I understand that any false information may lead to the cancellation of the scholarship.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**For HR Department Use Only**

4. Application Received Date: \_\_\_\_\_

5. Eligibility Check:  Eligible  
 Not Eligible

6. Remarks (if any): \_\_\_\_\_

HR Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Dean Staff Welfare Use Only**

1. Date of Application Received: \_\_\_\_\_

2. Verification Status:  Recommended  
 Not Recommended

3. Remarks (If any): \_\_\_\_\_

Authority Signature : \_\_\_\_\_

Date : \_\_\_\_\_

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## ANNEXURE VII

### Accommodation Facility Policy (With No Cost)

Silver Oak University provides accommodation quarters to eligible non-teaching staff as part of its commitment to supporting their well-being and work-life balance. This policy outlines the eligibility criteria, application process, allocation rules, and other guidelines for the university's quarter facility.

#### Eligibility Criteria

To be eligible for university quarters, the applicant must meet the following criteria:

1. **Employment Status:** The applicant must be a full-time non-teaching employee of Silver Oak University.
2. **Priority Consideration:** Priority will be given to essential service personnel, administrative staff, and those whose roles require them to be on campus other than regular working hours.
3. **Availability:** Quarters are subject to availability and will be allotted on a first-come, first-served basis, with priority given based on the applicant's role and service duration.

#### Application Process

1. **Application Form:** The employee must complete the Silver Oak University **Quarter Facility Application Form(Annexure-VI)** and submit it to the Human Resources (HR) Department.
2. **Supporting Documents:** The following documents must be attached to the application:
  - **Employment Certificate:** Confirming the applicant's employment status and service duration.
  - **No-Objection Certificate (NOC):** From the applicant's current department.
3. **Approval Process:**
  - **HR Review:** The HR Department will verify the eligibility criteria and forward the application to the Dy. Registrar Administration.
  - **Dy. Registrar Administration Decision:** Dy. Registrar Administration will review and approve applications based on eligibility, availability, and priority criteria.
  - **Decision Communication:** The decision will be communicated to the applicant within 03 working days of submission.
4. **Allotment:** Upon approval, the applicant will be allotted a quarter based on availability and priority. The employee must occupy the allotted quarter within 07 days of the allotment date.

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## **Terms and Conditions**

### **1. Duration of Stay**

- The quarter is allotted for the duration of the employee's service at the university.
- The university reserves the right to reassign or withdraw the quarter if the employee's role changes or if the quarter is required for other purposes.

### **2. Quarter Maintenance**

- Employees are responsible for maintaining the quarter in good condition.
- Any damage beyond normal wear and tear must be repaired at the employee's expense.

### **3. Guest Policy**

- Guests may stay in the quarter, but the employee must ensure that their presence does not cause inconvenience to other residents.
- The employee is responsible for the conduct of their guests.

### **4. Transfer of Quarters**

- Transfers between quarters may be requested but are subject to availability and approval by the Staff welfare dean.
- Any transfer will require a new application and approval process.

### **5. Vacating the Quarter**

- The staff must vacate the quarter before their date of relieving.
- The quarter must be returned in good condition, and any outstanding dues must be settled before vacating.

### **6. Termination of Quarter Allotment**

- The university reserves the right to terminate the allotment if the staff member violates the terms and conditions of this policy, engages in misconduct, or uses the quarter for unauthorized purposes.

## **Amendments**

Silver Oak University reserves the right to amend this policy at any time. Staff members will be informed of any changes to the policy.

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**Non-Teaching Staff Quarter Facility Application Form**

**(NO COST)**

Affix Your Recent  
Passport  
Size photo here

**Personal Information**

9. Name of Applicant: \_\_\_\_\_
10. Employee ID: \_\_\_\_\_
11. Designation: \_\_\_\_\_
12. Department: \_\_\_\_\_
13. Date of Joining: \_\_\_\_\_
14. Contact Number: \_\_\_\_\_
15. Email Address: \_\_\_\_\_
16. Residential Address: \_\_\_\_\_

**Documents**

- Employment Certificate
- No-Objection Certificate (NOC) from Current Department
- Aadhar Card
- Documents of Dependents (2 Passport Size Photo, Aadhar Card, PAN Card)

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### **Family Information**

**Spouse's Name (if applicable):** \_\_\_\_\_

**Number of Children(if applicable):** \_\_\_\_\_

**Name & Age of Children:** \_\_\_\_\_  
\_\_\_\_\_

**Other Dependents (if any):** \_\_\_\_\_

### **Declaration**

I, \_\_\_\_\_, hereby confirm that the information provided is accurate and that I agree to follow all university regulations regarding the use and maintenance of quarters. I understand that allocation is subject to availability and university policies.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**For HR Department Use Only**

7. Application Received Date: \_\_\_\_\_

8. Eligibility Check:  Eligible  
 Not Eligible

9. Remarks (if any): \_\_\_\_\_

HR Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Dean Staff Welfare Use Only**

5. Application Received Date: \_\_\_\_\_

6. Final Approval  Recommended  
 Not Recommended

7. Remarks (if any): \_\_\_\_\_

Authority Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## ANNEXURE VIII

### Creche Facility Policy for Employees

The Creche Facility Policy aims to provide a safe, nurturing, and stimulating environment for the children of Silver Oak University employees, supporting work-life balance and ensuring peace of mind for working parents.

#### Eligibility

The creche facility is available to:

- All full-time employees of Silver Oak University.
- Children aged 6 months to 6 years are eligible for enrolment in the creche.

#### Creche Facility Details

- **Location:** The creche is located within the Silver Oak University campus at A-504 to provide easy access for employees.
- **Operating Hours:** The facility operates from 9:30 AM to 5:30 PM, Monday to Saturday. Special arrangements may be made for extended hours based on demand and availability.
- **Capacity:** The creche will accommodate a limited number of children, ensuring a safe and manageable child-to-caregiver ratio.

#### Registration and Enrolment

- Employees interested in enrolling their children must fill out the **creche Enrolment Form** and submit it to the Human Resources Department.
- Enrolment is on a first-come, first-served basis, subject to availability.
- A nominal monthly fee will be charged, which will be subsidized by the university.

#### Services provided

- **Qualified Caregivers and Staff:** Trained and experienced caregivers to ensure the safety and well-being of the children.
- **Age-Appropriate Activities:** A variety of educational and recreational activities designed to promote physical, emotional, and cognitive development.
- **Nutritious Meals and Snacks:** Healthy and balanced meals and snacks will be provided, considering any dietary restrictions or allergies.
- **Health and Safety Measures:** Regular sanitization, childproofing, and safety checks to maintain a secure environment.

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### **Parental Responsibilities**

- Parents must provide all necessary personal items for their children, including diapers, formula, medications, and a change of clothes.
- Parents must provide updated medical records, including immunization details, at the time of enrolment.
- In case of any medical emergencies, the university will contact the parents immediately and, if necessary, arrange for medical attention.

### **Fee Structure**

- A subsidized monthly fee will be charged to employees availing of the creche facility. The fee amount will be reviewed annually and communicated to employees.
- Payment of fees must be made by the 5th of each month. A late fee may apply for payments made after the due date.

### **Guidelines and Rules**

- The creche facility is for the exclusive use of employees' children; unauthorized access is not permitted.
- Parents are expected to drop off and pick up their children within the designated operating
- In case of illness, children should not be sent to the creche in order to prevent the spread of infections.

### **Emergency Protocols**

- The creche will have a designated emergency response plan, including procedures for fire, medical emergencies, and natural disasters.
- Contact information for parents and emergency contacts must be kept up-to-date at all times.

### **Feedback and Grievance Redressal**

- Parents are encouraged to provide feedback on the creche facility and services.
- Any grievances or concerns regarding the creche should be directed to the HR Department.

### **Policy Review and Amendments**

- The university reserves the right to review and amend this policy periodically based on feedback, demand, and operational requirements.

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