

Human Resource

~~21<sup>st</sup> September 2021~~  
18-10-2021

## 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.

### Requirement for Admission in the Centre:

1. Birth Certificate of the child
2. Medical fitness certificate
3. Declaration from parents
4. Photo (child & parents)

### 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

**Conditions for Parents:**

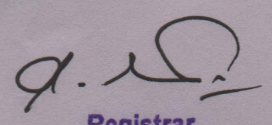
1. The parent is responsible for requesting for the facility. Request will be approved basis availability of seats.
2. Every Child should be medically examined before admission to the day care and fitness certificate shall be provided.
3. The milk and food should be provided by the parent to the day care in-charge.
4. The university shall allow only two visits a day for the parents to the day care facility.
5. No child shall be allowed if he/she is sick on any day.

**Administrative Control:**

1. An application must be provided to Executive Secretary of Vice Chancellor.
2. Final approval shall be granted by HR.
3. The child personal file shall be maintained by the lady TGT working at the day care.
4. Emergency Contact number should be shared with parents.

**Annexures:**

1. Daily Cleaning Check List
2. Weekly Audit sheet by HR
3. Do & Don'ts for parents



**Registrar**  
**Shoolini University of Biotechnology**  
**& Management Sciences**  
**Solan (H.P.)**

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~~25<sup>th</sup> September 2021~~

18-10-2021

**Human Resource**

## **Paternity Leave Policy**

### **Purpose:**

The purpose of this paternity policy is to offer time off for new parents so that they can take care of and create bond with a new-born or a newly adopted child. This policy may change time to time to reflect existing legislation or university's practice.

### **Policy statement:**

Shoolini University endorses the rights of its employees to become parents, regardless of gender and seeks to sustain a strong track record as a diverse, fair and flexible employer that attracts and retain the high caliber talent and support the career progression of the university's diverse community during the employment.

**Principle:** Interests of Employee & University are inseparable

### **Eligibility:**

Eligible employees include the father of the new- born or adopted child – first two children only.

### **Paternity Leave Period:**

All eligible employees in Shoolini University, no matter how long they have been working, are entitled to take paternity leave for a period of 5 days. The paternity leave must be taken as one continuous period of 5 days, at any time during the 26-week period commencing on the date of birth or placement in the case of adoption.

**Payment:** Paternity leave is paid leave.

### **Notification:**

Written notification of the employee's intention to take paternity leave must be received by HR at least 4 weeks before the commencement of the leave period and a copy of notification must be received by the reporting manager. All notification should be addressed to [hrhelpdesk@shooliniuniversity.com](mailto:hrhelpdesk@shooliniuniversity.com)

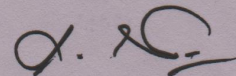
### **Confirmation of Leave:**

On receipt of the paternity application form, the HR office will write to the member of staff confirming that leave has been granted.

### **Time off for antenatal appointment:**

Employees who are expected fathers may take 3 hours off during the working hours on up to two occasions to accompany their pregnant partner to antenatal appointment.

**Benefit during the Leave:** during the leave the contract of appointment continues in force. Continuity of service is maintained and any standard incremental progression taking place during the paternity leave will be maintained.



**Registrar**  
**Shoolini University of Biotechnology**  
**& Management Sciences**  
**Solan (H.P.)**

### NOTIFICATION

The Board of Management vide item No.5 of its 50<sup>th</sup> meeting held on 05-10-2021 has been pleased to approve the following policies for the welfare of the employees of the University:-

- 1) Policy for Day Care Facility
- 2) Paternity Leave Policy
- 3) Policy for Working Mothers.

A copy of the same as approved by the Board of Management is attached.

  
REGISTRAR

Endst No.SUBMS/21-

Dated: 18-10-2021

Copy for information and necessary action forwarded to:

- 1) All the Deans and Directors of Shoolini University
- 2) All the Heads of the Schools, Shoolini University
- 3) Secy to Vice Chancellor, SUBMS, Bajhol for the information of the latter.
- 4) Guard File

  
REGISTRAR



18-10-2021

**Human Resource**

## **Policy for Working Mother – Shoolini University**

**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.

**Policy statement:** Shoolini University recognises the facts that motherhood confers upon a woman the responsibility of raising a child. This process also changes the way in which she is perceived in society and at her workplace. It can necessitate her to take more than available leave options, and job security can be at risk. Significant social and personal adjustments are necessary to cope with such a situation.

**Principle:** Interest of Employee & University are inseparable

**Eligibility:** all working mother with a child < 18 months.

**Policy Benefits:**

1. Working mother will be allowed to take **2 Hours** break from the workplace for breastfeeding. Transportation arrangement has to be done by employee.
2. 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.
3. 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.

**Day Care facility:** Faculty having > 2.5 years old child should be encouraged to explore Day Care facility in the campus.

**Employee:** The employee is responsible for requesting and arranging in advance with her supervisor appropriate and reasonable break times or choosing flexible timing. Employee should use Annexure-A for requesting the policy benefits.

**Supervisor:** The supervisor is responsible for working with the employee & Dean + HR to provide reasonable paid breaks or allow for flexing working hours.

**Administrative Control:**

1. Benefit No. 1 and 3 cannot be availed together
2. A written approval has to be provided by Dean to HR
3. A copy of approval should be kept in personal file of the employee.
4. A copy of approval should be marked to Accounts by HR.
5. In case employee wishes to discontinue the policy benefits, a written e-mail should be marked to HR