



INDIA'S FIRST UNIVERSITY FOR STARTUP

No. SSIU/Cir/2020/1013

14th March, 2020

CIRCULAR

This circular is in continuation to the previous circular regarding change in the University Timings.

Following to be noted in this regard:

1. With effect from **16th March, 2020**, the University Timings will be from **9.00am to 5.00pm** for all the employees of the University.
2. For all **Teaching Staff first, third and fourth** Saturday will be off.
3. For all **Non-Teaching Staff first and third** Saturday will be off.

The purpose of having common leaving time is to provide transportation facilities to all concerned employees.

University is offering **paid transportation facilities** to all interested employees, those who wish to avail transport facility are requested to contact **Mr. Bhavin Patel (Section Officer - Accounts)** for further details about route and cost. The routes for the transportation facilities have already been shared through previous circular.

Registrar
Sd/-

Copy to;

1. The Provost, Swarnim Startup & Innovation University
2. The Deans, Constituent Schools of Swarnim Startup & Innovation University
3. The Principal, Aarihant Institute of Ayurvedic Medical College and Research Institute
4. The Principal, Aarihant Institute of Homeopathic Medical College and Research Institute
5. The Principal, Aarihant Institute of Nursing
6. The Principal, Venus Institute of Physiotherapy
7. Executive Assistant, Office of the President
8. All the employee, Swarnim Startup & Innovation University

To be Noted by HR:

Update the leaving timing in Biometric Thumb Impression Machine.
Update in HR Policy and in other necessary files.