



INDIA'S FIRST UNIVERSITY FOR STARTUP

Swarnim Startup & Innovation University

GENERAL GUIDELINES FOR EMPLOYEES:

1. Every employee has to bring his own mask, sanitizer, drinking water, food etc with him and has to carry by him only from his vehicle to office and vice a versa. Take minimum luggage from home and keep in one bag only.
2. Everyone has to wear face mark while interacting with anybody as well till they are in campus and it is compulsory.
3. Social distancing shall be followed by all persons in public places and in transport i.e. 2 meters or 6 feet between persons.
4. While sneezing, coughing, yawning one has to keep handkerchief on your mouth and has to do same in a corner.
5. Before entering in any one's office one has to take prior permission, if allowed to enter, one must not touch the handle or door with his or her hands.
6. If required to conduct meeting with fellow staff members, conduct meeting in an open environment where air circulation prevails that to maintaining 6 feet distance among each others. Try to conduct the meeting through Zoom Application maximum time.
7. Consumption of liquor, *paan*, *gutka*, tobacco etc. in campus or public places is not allowed. And shall be levied Rs. 5000/- fine.
8. Spitting in public & work places shall be punishable with fine, as may be prescribed in accordance with its laws of state, rules or regulations by the University i.e. RS. 2000/-.
9. While using washroom everyone has to wash and sanitize their hands in a proper way and shall take enough care while touching doors, handles, tap etc wherever is applicable.
10. Group lunch and taking tea with others together is strictly avoidable.

Registrar
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