



SWARNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE.

INDIA'S FIRST UNIVERSITY FOR STARTUP

are essential and/or recommended by the faculty.

- To provide URL links/resources for information on various study material.
- To develop programme of library management for improving the efficiency of the library.
- To maintain the books, journals, magazines and Dissertations in good condition.
- To seek suggestions / feedback on databases used.
- To provide digital library access from anywhere on campus.
- To establish source of cases and keeps adding new cases on a continuous basis and also develop system for new additions online.
- To encourage use of smart card for library services.
- To facilitate conduct of reading sessions.
- To organize various functions and activities such as library week or to install clubs such as reading club essentially to develop a very interactive and vibrant reading culture among the students, faculty and staff.
- To interact with the academic community of the University in order to determine their requirements of reading materials and acquire the same for the library.
- Any other work related to library that may be assigned from time to time.

Role and Responsibilities of Head Information Technology

- Ensuring the availability of computing facilities as and when required by the users.
- Continuous modernization and up gradation of the facilities.
- Ensuring the physical infrastructure to be in good working condition
- Repair and maintenance of instruments /equipment by departments.





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- Design and fabrication of teaching aids/instruments and equipment for research work.
- Extending services for purchase and installation of instruments/equipment by departments.
- Ensuring internet and email service to users of institute.
- Ensuring proper working of institute website.
- Build understanding with IT companies for the benefit of students and faculty of Institute.
- To maintain a good level of infrastructure for students, faculty and research scholars.
- To coordinate with internet service provider for the delivery of best internet and other services.

Role and Responsibilities of Faculty

- A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / Principal shall allot to him from time to time and shall not remain absent from work without prior permission or grant of leave.
- To develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom.
- To make the teaching more effective and interesting to the students by the use of multi- media teaching aids and also develop the audio-visual/multimedia materials for the topic presented.
- To prepare and execute lesson plan and make complete preparation well in advance to effectively teach the theory and practical courses.





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- To complete the syllabus within the stipulated time and also contribute in the preparation of new syllabus or updation of existing syllabus concerning to his/her specialization.
- To maintain the record of class work, attendance and continuous assessment neatly, properly and in time.
- He/She should report to the class on time and also utilize the classroom assessment techniques.
- He/She should develop the course material and also test questions in consultation with the course coordinator.
- He/She should require keep a file containing question papers set by him/her for the course handled, copy of answer sheets of the students after evaluation, for production to the academic audit.
- In consultation with the course coordinator, assures that course content allows students to meet outcomes associated with that course.
- Be available for student consultation on a regular basis, informing students of their availability for student consultations (both with and without appointments and makes sincere attempt to solve their difficulties (academic and personal counselling).
- To inform Course Coordinator within a reasonable time about students' progress and how effectively students are learning.
- To keep a secure record of each student's results, both electronically and in hardcopy.
- To provide data relating to results in assessment tasks/exam events and attendance, if required, to the Course Coordinator.
- To attend meetings of the course instructors and course coordinator to discuss issues affecting learning and other classroom issues.
- To attend meetings with the course coordinator and the class





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representatives for the course to obtain feedback.

- He/She shall help the concerned HOD to enforce and maintain discipline amongst the students and also perform any other co-curricular work related to the University as may be assigned to him from time to time by the concerned HOD.
- He/She guide students about career opportunities and also maintain faculty handbook.
- If associated with the lab,
 - design new experiments, if any
 - prepare lab workbooks
 - ensure the availability of him/herself in the lab during laboratory periods for explanation, if needed
 - ensure availability of equipment needed for the lab in proper functioning
 - evaluate lab workbooks and provides feedback to student on timely basis
 - recommend for procurement of equipment, if any for the smooth conduct of all experiments
 - Keep the lab clean and tidy.
- To ensure the teaching quality of the department and lookout academic performance of each student regarding progress.
- To carry out research/innovative programs and any other academic related activity that may be assigned to him by the HOD/Higher Authorities from time to time.
- He/She should take efforts to organize refresher courses, workshops, seminars, visits etc. by coordinating with the concerned Head of Department.
- To invite guest speakers for interaction and guidance with UG/Students.



Registrar
Swarinim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.