



INDIA'S FIRST UNIVERSITY FOR STARTUP

**No. SSIU/RO/NOT/2020/09**

**Date: 27.03.2020**

## **NOTIFICATION**

The meeting with President Sir and Vice President Sir along with University Officers held on 25.03.2020 by 1.00pm through video conference during lock down in the state. As per resolution passed in the meeting with agenda no. 5 and resolved that the attendance of the staff members shall depends on the magnitude of the work done by the particular employees of the University. It was decided that fixing of attendance of the employee either teaching or non-teaching of the University based on the recommendation received based on daily work report from the respective authority i.e. HOD/Principal, Academic Directors, Registrar and Provost.

Recommendation of the HOD and principal of the respective employee whether the work done by an employee is justifiable for;

- 1. 7 Hrs of working shall be regarded as Full Day working / Attendance.**
- 2. 3.5 Hrs of working shall be regarded as Half Day working / Attendance.**
- 3. 0.00 Hrs of working shall be regarded as Zero (0) Working / Attendance.**
- 4. If No Report of Work done is received, it shall be regarded as Leave of that day.**
- 5. All faculty members are requested to conduct Online Classes during University Student Teaching Hours i.e. in between 9.15 AM to 4.15 PM.**
- 6. Work other then online Teaching can be done as per the ease of the staff but essential to record.**

It is compulsory to forward work done report every day after 4.30 PM to concern Reporting Authority.

**Registrar**

**Sd/-**

Copy to;

1. Vice President, Swarnnim University
2. Provost, Swarnnim University
3. Academic Directors, Technical Courses and Health Science Courses
4. All the Deans of the Constituent School of the Swarnnim University
5. All the Principals of the Constituent Institute of Swarnnim University
6. All HODs of the respective Departments of Swarnnim University
7. All the Functional Heads of Swarnnim University
8. HR Executive, Swarnnim University
9. EA to office of the President of Swarnnim University
10. Account Section, Swarnnim University