



INDIA'S FIRST UNIVERSITY FOR STARTUP

No. SSIU/Cir/2020/1016

27th March, 2020

Circular

All the teaching and non-teaching staff members of the Swarnim startup & Innovation University are here by instructed to work from home during lockdown in the state amid COVID-2019.

Following will be the work profile or tasks of the various categories of the employees of the University and have to strictly follow.

Sr. No.	Types of Staff	Work Profile during Lockdown
1	Teaching Staff of the Constituent institute	<ul style="list-style-type: none">- Prepare 2 Video lectures a day for eLearning- Conduct of online classes for students as per time table on daily basis- Prepare 3 Research Articles by 14 April, 2020- Daily ERP implementation work- Routine UGC works.
2	Non-Teaching Staff of the Constituent institute	<ul style="list-style-type: none">- To call students for pending fees- UGC related work of your Const. Institute- To assist the teaching staff by calling students and parents; for attending e_sessions- Send notice to the students and parents for not attending the session
3	Non-teaching staff of the University	<ul style="list-style-type: none">- Routine UGC work- Account Related work- HR work- Admission work- Other from the desk of Registrar and Provost- Exam related work

Apart from any other tasks assigned by your concerned authority;

Registrar

Sd/-

Copy to;

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