No. SSIU/Cir/2020/1017   27ᵗʰ March, 2020

Circular

All the teaching and non-teaching staff members of the Swarnim startup & Innovation University are here by instructed to report their daily work in the specified format attached herewith for teaching and non-teaching to their respective authority as given below between 4.30pm to 5.00pm on daily basis during lockdown in the state amid COVID-2019.

Following will be the reporting hierarchy for daily reporting.

Types of Staff (1)	First Reporting Authority (2)	Second Reporting Authority (3)	Final Reporting Authority (4)
Teaching Staff of the Constituent institute	To their HOD and/ or Principal	Academic Directors	Registrar and Provost
Non-Teaching Staff of the Constituent institute	To their HOD and/ or Principal	Academic Directors	Registrar and Provost
Non-teaching staff of the University	--	--	Registrar and Provost

Reposting Hierarchy:
- (1) will report to (2)
- (2) will compile the data and report to (3)
- (3) will report with recommendation to (4)

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

Report of Work
Swarnim Startup & Innovation University

Name of Faculty	Date	Time	School Name: Department:	Remarks
			UGC/ERP/Other work	

Annexure - 2

Report of Online Teaching

Swarnim Startup & Innovation University

School Name:					Department:					
Name of Faculty	Date	Time	Subject	Topic	Mode of Teaching	Number of students attended or response	Feed back of Stude nts	Link of Uploaded Video	Picture of screen showing particip ation	Remarks

Hour wise working report (Teaching, Non-teaching & Other staff)

School:																Department:		
	Name of staff	**Date**	**1**		**2**		**3**		**4**		**5**		**6**		**7**		**Total Hour spend during day**
			Type of work	No of Hours spend	Type of work	No of Hours spend	Type of work	No of Hours spend	Type of work	No of Hours spend	Type of work	No of Hours spend	Type of work	No of Hours spend	Type of work	No of Hours spend	