No. SSIU/Cir/2020/1029   **21st April, 2020**

Circular

From Today onwards it is compulsory on part of all the Staff Members of the Swarrnim University to post their respective **"Work Done From Home"** Status after **5 PM** on WhatsApp **"Swarrnim Family Group"** also along with your existing system of reporting.

Following Format to be used for forwarding the Work Done Status:
Format for Teaching Staff:
Date:
Name:
Designation:
Department:

Teaching Work Load:
1. Class/Semester/Subject 1/Timing/Time Duration/No of Students Attended.
2. Class/Semester/Subject 2/Timing/Time Duration/No of Students Attended.
3. Class/Semester/ Subject3/Timing/Time Duration/No of Students Attended.
(Add additional Rows, if required)

Academic Administrative Work Load:
1. Type of work 1/Time/ Duration.
2. Type of work 2/Time/ Duration.
(Add additional Rows, if required)

Format for Administrative Staff (Other than Teaching):
Date:
Name:
Designation:
Department:

Administrative Work Load:
1. Type of work 1/Timing/ Time Duration.
2. Type of work 2/Timing/ Time Duration.
3. Type of work 3/Timing/ Time Duration.
4. Type of work 4/Timing/ Time Duration.
(Add additional Rows, if required)

INDIA'S FIRST UNIVERSITY FOR STARTUP

Here is an Example that how to report:

Date: 21.04.2020
Name: Dr. Kartik Jain
Designation: Provost
Department: Admin & Academic

Teaching Work Load:

1. MBA/IV/Strategic Management/10.00-11.00/1hr/80
2. B.Tech. Computer Science/II/MIS/12.00-1.00/60

Academic Administrative Work Load:
1. UGC/Compilation of Time Table for 2017/1.00-3.00/ 2hours
2. ERP/Submission of Attendance/3.00-4.00/1 hour.

IT IS COMPULSORY FOR ALL W.E.F. TODAY. All principals are instructed to inform their respective staff member today only to follow it strictly.

Registrar
Sd/-

Copy to;
1. The Provost, Swarnim Startup & Innovation University
2. The Deans, Constituent Schools of Swarnim Startup & Innovation University
3. All The Principals/HODs, Constituent Institutes, Swarrnim Startup & Innovation University
4. HR Manager, Swarrnim Startup & Innovation University
5. All Functional/Cell Heads, Swarrnim Startup & Innovation University
6. Executive Assistant, Office of the President