



Manipal University Jaipur 's Moves to Telecommuting and Condensed Workweeks

In the ever-evolving landscape of higher education, universities are no strangers to adapting to change. As technological advancements and shifting work paradigms redefine the way we function, Manipal University Jaipur recognizes the benefits of telecommuting and condensed workweeks for their employees. This progressive approach not only enhances staff satisfaction and productivity but also contributes to reducing the environmental impact of daily commutes.

Telecommuting, also known as remote working, is no longer a novel concept. It has gained immense popularity in the corporate world, and now Manipal University Jaipur is embracing it as a viable work model for their employees. Telecommuting allows staff to work from the comfort of their homes or remote locations, using technology to stay connected and productive (Annexure 1, 2 & 4). Telecommuting provides employees with the flexibility to tailor their work environment to their preferences, resulting in improved work-life balance (Annexure 3). The elimination of daily commutes saves time and reduces the stress associated with traffic, public transportation delays, and the expenses of commuting. Manipal University Jaipur taps into a more diverse and global talent pool by hiring remote workers, promoting inclusivity, and expanding the potential for collaboration.

Condensed workweeks are an innovative approach being adopted by Manipal University Jaipur. This model allows employees to work longer hours on fewer days each week, leading to a five-day workweek (Annexure 5). The aim is to reduce the number of commuting days while maintaining regular working hours. Condensed workweeks significantly cut down on commuting, contributing to reduced traffic congestion, fuel consumption, and carbon emissions. A shorter workweek offers employees extended weekends, allowing them to spend more quality time with their families and pursue personal interests. Fewer workdays mean decreased energy consumption in university buildings, contributing to cost savings and reduced environmental impact. Shorter workweeks can lead to reduced stress and burnout, which can have a positive impact on employee health and job satisfaction. Offering condensed workweeks can make Manipal University Jaipur more appealing to potential employees and improve staff retention rates.

By reducing the number of commuting days and lowering energy consumption in university buildings, the adoption of telecommuting and condensed workweeks contributes to Manipal University Jaipur' sustainability efforts. This approach aligns with broader environmental initiatives, addressing climate change concerns and reducing the ecological footprint of the institution. While the benefits of telecommuting and condensed workweeks are evident, Manipal University Jaipur considers the challenges, such as maintaining effective communication, addressing security concerns, and ensuring that employees remain engaged and motivated in a remote work environment.



**MANIPAL UNIVERSITY
JAIPUR**



Manipal University Jaipur's progressive approach enhances staff well-being and productivity and aligns with sustainability goals.



MUJ/REGR/1403/193/2021

May 02, 2021

CIRCULAR

Sub: Work From home and Covid-19 – Prevention of spread of 2nd Wave.

Ref: 1. Circular no. MUJ/REGR/1403/192/2021 Dated 23 April 2021 from MUJ.
2. Letter No. F 7(1) Home/2021/141 from home Dept, Govt of Rajasthan.

Dear All,

With reference to the above subject and directives from the Home Dept, Government of Rajasthan to prevent spreading of Covid-19 second wave, it is hereby brought to the notice of the employees that the University Campus will remain closed from **3rd May 2021 to 17th May 2021**.

All the academic staff will work from home as per academic timetable which is in place.

All the Faculty/Academic Staff shall ensure that sufficient internet connections are available in their home. In case, if they do not have the same, then they must visit the University to deliver the classes without affecting the student's schedule.

The work from home rules applies to all non-teaching staff as well who are attached to non-essential services/functions like Lab, Academic Department Offices, etc.

In the spirit of the Govt. Order, all are hereby informed to be at the station (Jaipur) and be available in University on a short notice for any requirement.

However, the essential services/departments will function with minimum capacity during the above period at the discretion of the respective Head of the Department.

With respect to essential services departments such as Admissions, Placements, Online Education, HR, Finance, IT and General Services, the respective Heads shall take a call to run the function without any disturbance by preparing the staggered schedule of staff availability in the University. These rosters shall be shared to the HR department by **May 03, 2021**.

Any employee visiting the University during the above period shall register his or her attendance through Bio-Metric/RFID for records.



Dr H Ravishankar Kamath

Registrar

To-

- All faculty and Staff- for information
- Head HR- for necessary action.
- Head (GS&A)- for necessary action.

Copy to-

- Honourable President through PS.
- Pro President through PS.



MUJ/REGR/1403/206/2021

May 15, 2021

CIRCULAR

Sub: **Work From home and Covid-19 – Prevention of spread of 2nd Wave.**

Ref: 1. Circular no. MUJ/REGR/1403/193/2021 Dated 02 May 2021 from MUJ.
2. Letter No. F 7(1) Home/2021/141 Dated 06 May 2021 from home Dept, Govt of Rajasthan.

Dear All,

With reference to the above subject and directives from the Home Dept, Government of Rajasthan to prevent spreading of Covid-19 second wave, it is hereby brought to the notice of the employees that in continuation to previous circular the Work for Home is extended for all the employees till **23 May 2021**.

All other terms remain same as mentioned in the previous circular.

Dr H Ravishankar Kamath

Registrar

To-

- All faculty and Staff- for information
- Head HR- for necessary action.
- Head (GS&A)- for necessary action.

Copy to-

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- Pro President through PS.



MUJ/1403/014/2022

January 17, 2022

Notification

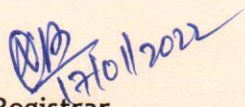
Dear Faculty and staff Members,

In view of the recent surge in COVID cases, all are hereby informed that the University will function with 50% capacity, w.e.f Tuesday 18th January 2022 to Friday 28th January 2022. Rest 50% will be allowed to "Work from Home". Classes or any other responsibility given to an individual will continue online.

Respective Heads of Department in coordination with HR dept have the responsibility to prepare and maintain a duty roaster of their respective staff, which will include making 2 slots. The first one from 18th January 2022 to 21st January 2022 and the second slot from 24th January 2022 to 28th January 2022. The HODs / Section Heads can equally distribute their employees in the first and second slot. This schedule is to be shared to HR department with CC to their respective Director and Dean on 18th January 2022.

At the same time, all are requested to strictly follow self-discipline and adhere to the laid down COVID protocols to avoid spread of the disease.

Stay Healthy & Stay Safe!!


Registrar
Manipal University Jaipur



To-
All Faculty and staff Members

Copy to-

- Hon'ble President, through PS
- Pro-President, through PS
- for information please.
- for information please.



MUJ/REGR/1403/192/2021

23rd April 2021

CIRCULAR

Sub: **Work From home and Covid-19 – Prevention of spread of 2nd Wave.**

Ref: 1. Circular no. MUJ/REGR/1403/191/2021 Dated 16 April 2021 from MUJ.
2. Letter No. F 7(4) Admission/Academics/DCE/2021/141 from Office of the Commissioner, Collegiate Education, Rajasthan.

Dear All,

With reference to the above subject and directives from the Office of the Commissioner, Collegiate Education, Government of Rajasthan to prevent spreading of Covid-19 second wave, it is hereby brought to the notice of the employees that the University Campus will be closed with effect from **26th April 2021 till 3rd May 2021**.

All the academic staff will work from home as per academic timetable which is in place.

All the Faculty/Academic Staff shall ensure that sufficient internet connections are available in their home. In case, if they do not have the same, then they must visit the University to deliver the classes without affecting the student's schedule.

The work from home rules applies to all non-teaching staff as well who are attached to non-essential services/functions like Lab, Academic Department Offices, etc.

However, the essential services/departments will function with minimum capacity during the above period at the discretion of the respective Head of the Department.

With respect to essential services departments such as Admissions, Placements, Online Education, HR, Finance, IT and General Services, the respective Heads shall take a call to run the function without any disturbance by preparing the staggered schedule of staff availability in the University. These rosters shall be shared to the HR department by 26th April 2021.

Any employee visiting the University during the above period shall register his or her attendance through Bio-Metric/RFID for records.



MANIPAL UNIVERSITY JAIPUR

Note- Earlier Circular No. MUJ\REGR\1403\190\2021 April 15, 2021 regrading - 01 May 2021 as working day for NBA visit stands null and void.

Dr H Ravishankar Kamath

Registrar

To-

- All faculty and Staff- for information
- Head HR- for necessary action.
- Head (GS&A)- for necessary action.

Copy to-

- Honourable President through PS.
- Pro President through PS.



PROCEEDINGS

**Sub: Introduction of Five Day Working Week in Manipal University Jaipur,
with effect from 01 July 2019.**

My dear colleagues of Manipal University Jaipur,

Manipal University Jaipur (MUJ), being an educational institute, is following the traditional six days a week pattern since its inception. The conventional thinking was based on the premise that opportunity breeds productivity. Our employees have been the great support for the implementation of best practices and achievements in the short span of 8 years.

Meanwhile, there were parallel thoughts running that the conventional time schedules could be impediments to the growth of our student and employee community, considering the geographical terrain, manoeuvring the traffic and weathering the seasonal vagaries. These can sometimes hinder overall human development and maintenance of optimum work-life balance of the all stakeholders.

With this background, deliberations at multiple levels involving students and all employees of MUJ were conducted, feedback and suggestions were incorporated for steering into a FIVE DAY WORKING WEEK, without compromising the organizational culture and regulatory norms while upholding the institutional vision, mission, values and the core objectives. The five day working week will also provide an opportunity to the students to systematically schedule their co-curricular/ extra-curricular activities and also prepare for competitive examinations.

The MUJ Board of Management gave the approval following which the MUJ Executive Committee considered all aspects for implementation of the FIVE DAY WORKING WEEK for Manipal University Jaipur.

The decision of the of the management of Manipal University Jaipur is hereby conveyed to all concerned that with effect from the Academic Year 2019, with effect from 01 July 2019, MUJ will function as per details provided below:

- **Working days of the University : MONDAY TO FRIDAY OF THE WEEK**
- **Working Hours of the University:**
 - **July to December (Odd Semester):** 9.00 am to 6.00 pm, with Lunch Break from 1.00 pm to 2.00 pm.
 - **January to June (Even Semester):** 8.30 am to 5.30 pm, with Lunch Break from 12.30 pm to 1.30 pm.

Partha





Lunch break recommendation: Flexible time frame based on work engagements but restricted to 01 hour.

- The academic / administrative / research related and the functional work days will be /should be factored in within the scope of five working days. Exceptions to this such as examinations / practicals, if required, will be conducted on days other than week days but strictly with the prior approval by the Management / concerned authorities with due validations.
- HoDs are requested to manage the leaves that are associated with weekend and the beginning of the week of the faculty and non-teaching staff of respective departments.
- All and any extended academic programmes, such as, FDPs, Conferences, Seminars, Continuing Education Programmes, Sponsored programmes etc., need to be scheduled within the working days, unless specific approval from the concerned authorities has been obtained.
- All the teaching – learning schedules of the Departments of all the Faculty / Schools and the working schedules of the non-teaching staff of all departments /sections, including all administrative functional areas (Admissions / HR / Purchase / Finance / Maintenance) will be scheduled as per the Five Day Working Week. **There will be no provision for Compensatory Leave / Compensatory Off to any employee (either Teaching or Non-teaching staff of any cadre) with effect from 01 July 2019.**

The Management will periodically review and bring about such changes for smooth functioning of the FIVE DAY WEEK in MUJ. In the eventuality of withdrawing the five day working week, MUJ may revert back to previously prevailing working week system.

Dr. H. R. Kamath
REGISTRAR

Chair Person /President / Pro President / Registrar's Office
Leadership Team - MaGE
Copies to all concerned





Prepared by:	Approved by:	Version:	Effective Date:
Human Resource Department	President Manipal University Jaipur	1.0	01 st December 2021

Policy on Work from Home

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1. Preamble

Manipal University Jaipur is committed to policies and procedures which support flexibility in the workplace. The university recognises that from time-to-time, for a variety of exceptional circumstances, faculty & staff members may be asked to work from home.

Working from home is an alternative work arrangement where the faculty & staff member undertakes the university's activities from a home-based work site instead of at his or her usual work location in the campus. Working from Home is neither an entitlement nor an obligation.

2. Objectives of the Policy:

- a) To ensure that faculty & staff member can adjust with working at home in case they are asked to due to any unforeseen circumstances.
- b) To adopt an online teaching culture in our university.

3. Definition:

Term	Definition
Agreed Working from Home Hours:	Days, times and/or hours of work agreed between the HoD/Reporting Manager and the Staff Member for the Staff Member to carry out his/her duties from home.
Place of Work from Home	Should be the house address as per the records with the HR Department.
Hours of Work	The number of hours to be worked by a Staff Member as mentioned in the Service Rule.
Reporting Manager:	Dean/ Director, Head of Department, who has the responsibility for the management of the Staff Member.
Staff Member:	Academic & Non-Academic Staff
Working from Home Arrangement:	An approved arrangement for a Staff Member to regularly carry out defined duties from his/her home during the Agreed Working from Home Hours, on an ongoing basis or for a specified period, the terms of which are set out this policy.
Roster	The monthly schedule which will be prepared by the Heads of the Department in consultation with the respective Dean/Director.

Mudhad



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4. Coverage of Policy:

- a) The Policy extends to all the academic staff and non-academic staff.

5. Working Schedule:

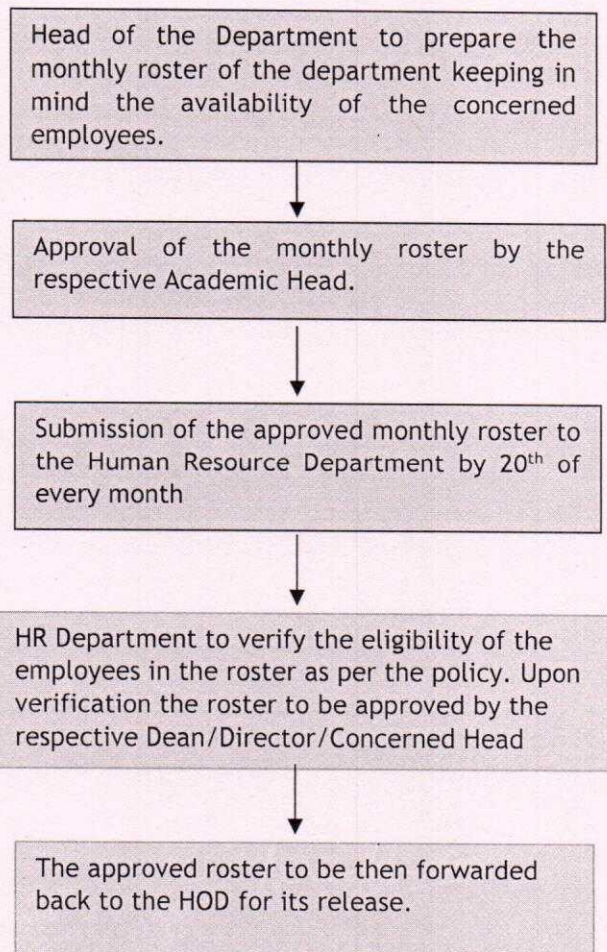
a) For Academic Staff:

- Twice a month
- Normal working days and normal working hours as specified by the university in the Service Rule.

b) For Non- Academic Staff:

- Once a month
- Normal working days and normal working hours as specified by the university in the Service Rule

6. Process to be followed:



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7. Responsibilities of

a) The Staff Members

- Adhere to the Service Rules, policies & procedures of the University.
- Be contactable during the normal hours of work.
- Ensure fitness for work requirements are met. If staff members are unwell or unable to work due to other reasons, then leave entitlements are to be accessed.
- Maintain accurate and up to date records of hours worked at home within normal span of hour.
- In the event of exigencies, employees working from home would be advised to report at short notice and hence should be reachable and readily available to report to office.
- Take reasonable precautions necessary to secure the institutes assets which are provided to the employee.
- The staff member must ensure good and adequate internet connectivity at home.

b) Academic Head & Reporting Manager:

- Ensure that the staff member is working in accordance to the policy of the university & standards.
- Work from Home should be part of the monthly roster.
- Review and sign off on records of hours worked (timesheets)
- Schedule communication meetings including methods of disseminating information to staff who are working from home.
- Where practicable, provide equipment and tools required to perform the tasks required (does not include workstation furniture, additional services or costs)
- Accurately document the ownership and usage arrangements of the equipment and assets.



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