

Moves to Telecommuting and Condensed Workweeks

Manipal University Jaipur acknowledges the advantages of telecommuting and condensed workweeks for its workforce. This forward-thinking strategy not only boosts employee satisfaction and productivity but also plays a role in minimizing the environmental effects of daily travel.

Telecommuting, often referred to as remote work, has transitioned from being a novel idea to a widely accepted practice in the corporate sector. Manipal University Jaipur is now adopting this approach as a practical work model for its employees. This arrangement enables staff to perform their duties from the comfort of their homes or other remote locations, utilizing technology to maintain connectivity and efficiency. Telecommuting offers employees the opportunity to customize their work environments according to their preferences, thereby enhancing their work-life balance. Furthermore, the removal of daily commutes not only saves time but also alleviates the stress linked to traffic, delays in public transportation, and commuting costs. By employing remote workers, Manipal University Jaipur is able to access a broader and more diverse talent pool, fostering inclusivity and enhancing collaborative opportunities.

The concept of condensed workweeks is another innovative strategy being implemented by Manipal University Jaipur. This model permits employees to work extended hours over fewer days each week, effectively condensing the traditional five-day workweek. The objective is to decrease the number of commuting days while preserving standard working hours. This approach significantly reduces commuting frequency, thereby alleviating traffic congestion, lowering fuel consumption, and decreasing carbon emissions. A reduced workweek provides employees with longer weekends, enabling them to enjoy more quality time with their families and engage in personal pursuits. Fewer working days result in lower energy usage within university facilities, leading to financial savings and a diminished environmental footprint. Additionally, shorter workweeks can alleviate stress and prevent burnout, positively influencing employee well-being and job satisfaction. Implementing condensed workweeks may enhance the attractiveness of Manipal University Jaipur to prospective employees and bolster staff retention. The integration of telecommuting and shorter workweeks supports the sustainability initiatives of Manipal University Jaipur by decreasing the number of days employees commute and minimizing energy consumption in university buildings. This strategy is in line with wider environmental goals, addressing issues related to climate change and reducing the institution's ecological impact. Although the advantages of telecommuting and shorter workweeks are clear, Manipal University Jaipur is mindful of the challenges, including the need for effective communication, addressing security issues, and ensuring that employees remain engaged and motivated in a remote work setting.

Change in University Timings w.e.f. 01/11/2023

From Exchadmin [MU - Jaipur] <exchadmin@jaipur.manipal.edu>

Date Mon 10/30/2023 11:29 AM

To MUJ Users [MU - Jaipur] <muj.users@jaipur.manipal.edu>

Dear Faculty and Staff Members,

In view of current weather conditions and early sunset, it has been decided to change University timing from **existing 09:00 AM - 06:00 PM** to **09:00 AM - 05:15 PM** effective from **Wednesday, 01st November 2023** which will continue till further order.

The updated time table will be notified to all HoDs & students by Directorate of Academics.

Regards,

Dr Nitu Bhatnagar

Registrar

Manipal University Jaipur

Dehmi Kalan, Off Jaipur-Ajmer Expressway, Jaipur - 303 007, Rajasthan, India

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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-

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



MUJ/1403/014/2022

January 17, 2022

Notification

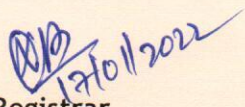
Dear Faculty and staff Members,

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.



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.



MUJ/REG/BOM-EC/2019/130
30 April 2019

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.





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

