

## CIRCULAR

### **Subject: Implementation of Online Working on Saturdays as Austerity Measures.**

In view of the recent appeal to the nation by our Hon'ble Prime Minister regarding fuel conservation and the global energy crisis, Sankalchand Patel University has decided to implement proactive measures to save national resources.

Our University community has a proud history of national service. During the COVID-19 pandemic, our constituent colleges and Nootan General Hospital outstandingly managed over 5,100 indoor beds and 11,000 OPD patients. Just as we stepped up during that health crisis, we must now respond the call to current global energy crisis by reducing unnecessary travel and optimizing our digital infrastructure usage.

In line of the same, the following guidelines are hereby issued to all Hol(s) and Section Head(s) to plan, implement and monitor the working arrangements accordingly.

#### **1. For All Working Saturdays:**

- Hol(s) shall plan their Teaching & Learning activities in online mode for Saturday.
- All students shall be encouraged to actively participate in online mode activities and attendance must be taken for the same and updated in ERP.
- Hol(s) shall devise the mechanism to execute the plan with Staff availability in Hybrid mode. At least 25% of available staff shall remain present in the institutes on every Saturday on rotational basis to handle necessary and essential activities; while 75% staff can adopt work from home.
- Employees working from home must remain fully available during office hours via phone, email, ERP, and WhatsApp groups. They must ensure timely responses to official work and maintain the confidentiality of university records. Concerned Heads have the authority to call any employee for physical presence on campus on Saturdays whenever required for any urgent work.
- To ensure that students, parents, patients and/or any visitor do not face any inconvenience; staff members engaged in all essential and time-bound services such as Healthcare Services, Hostels

& Mess, Security, Transport, Admission Counselling, Examination duty, Estate & Maintainace (Civil, Electrical) shall continue to function normally without any interruption.

- On Saturday, all institute shall follow the common working hours (i.e. 09:00AM to 04:00PM) in order to optimize and share the common infrastructure.
- For Saturday, University transport department shall plan in order to optimize vehicle routes and schedules to ensure minimum usage of University vehicles. All concerned staff members are strongly advised to follow the same and cooperate with Transport department.

## 2. For general working days:

- All commuting staff members are encouraged to travel through shared vehicles such as Public Transport / University Transport / Carpooling etc.
- All staff members are encouraged to avoid un-necessary travel for work in order to save the fuel.
- To maximize the use of digital infrastructure for the activities such as meetings, coordination, follow-ups, reviews etc.

All Heads of Institutions/Sections/Hospitals are informed to ensure smooth functioning of both academic and administrative work and maintain proper coordination within their units.

**Note: - The above guidelines shall be effective till further instructions.**



Registrar

### CC to:

- Hon'ble President Sir
- Hon'ble Provost Sir
- NSVKM Trust office
- All Deans / Directors / HoI's of Constituent Institutes
- All Heads of Departments (HODs) / Section Heads
- Head of Admission Cell / Transport Office / Estate Office / Electrical / Security/ Hostels
- All Attached Hospital