



OFFICE ORDER

Subject: Implementation of Remote Working Policy

Kalinga University, Raipur is committed to fostering a productive, inclusive, technology-enabled, and employee-friendly work environment that supports academic excellence, administrative efficiency, research productivity, employee well-being, and institutional development.

Recognizing the evolving nature of higher education, research, digital administration, and technology-enabled work, the University may provide appropriate opportunities for remote working, work-from-home, hybrid working, and flexible work arrangements for eligible faculty members, researchers, administrative personnel, and other employees, wherever the nature of work permits. Remote working under this Policy shall be implemented without compromising teaching-learning activities, student services, research commitments, administrative operations, examination-related duties, institutional discipline, data security, or the University's academic and operational requirements.

The University recognizes that technology-enabled working arrangements can contribute to employee well-being, work-life balance, productivity, continuity of operations, and efficient utilization of institutional resources. The University's current careers information also emphasizes a positive and flexible work environment supporting employees' professional and personal commitments.

All Faculties, Departments, Administrative Units, Centres, Cells, and employees of Kalinga University shall extend complete cooperation for the effective, professional, and responsible implementation of this Policy. Regular monitoring and periodic review of remote-working arrangements shall be undertaken to ensure that flexibility is balanced with institutional accountability, academic quality, student requirements, confidentiality, and operational efficiency. This Policy shall come into effect from the date of approval by the competent authority.



KALINGA UNIVERSITY

Established under Chhattisgarh Private Universities (Establishment and Operation) Act, 2005

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Sandhi

Dr. Sandeep Gandhi

Registrar

KALINGA UNIVERSITY
KOTNI, NEAR MANTRALAYA,
RAIPUR (CHHATTISGARH)

Copy to :

1. Hon'ble Chairman – For Kind Information *fajore*
2. Hon'ble Chancellor – For Kind Information
3. Hon'ble Vice-Chancellor – For Kind Information *- for Assem*
4. Hon'ble Director General – For Kind Information *- for President*
5. DAA & COE – For Information. *Vi*
6. Director IQAC – For Information. *lyuif*
7. Director CCRC – For Information. *for Akhaldar*
8. Director Admission – For Information. *for*
9. Deputy Registrar & Head HR – For Information. *for (D)*
10. Chief Proctor – For Information. *for - Lf*
11. DSW – For Information. *for*
12. SDG Cell – For Information. *lyuif*
13. All Teaching & Non-Teaching Staff – For Information.
14. Research Cell – For Information *for*
15. Administrative Officer & Chief Warden/Hostel Wardens – For Information. *for*
16. Admission Department – For Information. *for Dewangan*
17. University Coordinator – For Information. *for*
18. Transport In-Charge – For Information. *for Dyadaw*