11 SUSTAINABLE CITIES AND COMMUNITIES



Indicator 11.4.3 SDG 11: Sustainable Cities and Communities

Remote Working for Employees

THE question: Does the University as a body promote or allow telecommuting or remote working for employees as a matter of policy or standard practice?

> Yes. The GD Goenka Group Work from Home (WFH) Policy, which applies to the University, allows eligible full-time employees to work remotely during times of genuine personal need, with a clear process for applying, approval and working remotely.

GD Goenka Group – Work from Home (WFH) Policy: key provisions

The policy document was issued in July 2025 and is held by Human Resources. Each approved WFH arrangement is signed off by the Dean, Director or Head, the Registrar, and the Vice Chancellor as approving authority.

Provision	What the policy says
Objective	Sets out the terms under which Work from Home may be permitted, to support employees during times of genuine personal hardship while keeping work running smoothly.
Scope	All eligible full-time employees who have completed their probation period and whose job responsibilities can be performed remotely without affecting institutional functioning.
Eligibility	Medical emergencies of the employee or an immediate family member, with a certificate from a registered government medical practitioner; and family emergencies needing the employee's personal presence or care.
Tenure	Minimum one week; maximum one month, extendable in exceptional circumstances with the approval of senior management.
Work expectations	The employee is available to the team during official working hours; attendance and deliverables are tracked through daily virtual check-ins or reports; the employee attends scheduled virtual meetings, training and briefings.
Performance	Key performance indicators are adapted for remote work.

Roles	Roles that need in-person presence, such as classroom teaching, hostel duties and laboratory or practical sessions, continue on campus.
Review	The policy is reviewed every year.

How an employee applies

1. **Written request** to Human Resources stating the nature of the need, supporting documents (for example a medical certificate) and the expected duration.
2. **Recommendation** by the reporting manager, based on the role and the needs of the department.
3. **Approval** by the business head in consultation with the Group Chief Human Resources Officer.
4. **WFH agreement** signed by the employee, setting out the duties and availability expected during the period.

Remote work in daily practice

Teaching, assessment and administration also run through the Learning Management System, online assessment and virtual classrooms, and many meetings are held online, so a good share of everyday work does not need a journey to campus. Every remote-working day removes a return commute.

Public links

- Service Regulations / Administrative Manual: www.gdgoenkauniversity.com/siteassets/pdf/admin-manual-final_new.pdf

Publicly available evidence for Times Higher Education Impact Rankings, SDG 11. Sustainability Office, GD Goenka University, Sohna Road, Gurugram, Haryana. Email: sustainability@gdgu.org · info@gdgu.org · Phone: +91 99100 00062, +91 98181 71304