

## Circular: Implementation of 5-Day Working Week and Timetable Preparation Guideline

Registrar Mandsaur University <registrar@meu.edu.in>

Wed, Dec 31, 2025 at 2:35 PM

To: "Dr. Balkrishna sharma" <dr.balkrishnasharma@meu.edu.in>, All HOI/HOD <allhod@meu.edu.in>, All Faculty <all.faculty@meu.edu.in>, "HR, Mandsaur University" <hr@meu.edu.in>, Controller Exam <controllerexam@meu.edu.in>, GM HR & Administration <gmhr.administration@meu.edu.in>

Cc: Vice Chancellor MU <vc@meu.edu.in>, Dean Academic Affairs <doaa@meu.edu.in>, Rahul Nahata <ec@meu.edu.in>, Narendra Nahata <chancellor@meu.edu.in>

Dear All,

This is to inform you that the University will function on a **5-day working week during the 1st and 3rd weeks of every month**. During the remaining weeks, the University shall function for **6 days**. Accordingly, the **I and III Saturdays shall be observed as Weekly off**.

All Heads of Departments are requested to **prepare the academic timetable accordingly**, strictly adhering to the **regulatory guidelines related to the respective courses**. While preparing the timetable, due emphasis must be given to the inclusion of **Club Activities, and Training Activities**.

Classes/activities may be arranged on the **I and III Saturdays** for training and other activities, if required. The concerned departmental staff members shall be required to attend. Compensatory leave may be granted as per University norms.

### Working Hours:

- **Employees:** 09:00 AM to 05:00 PM
- **Students (Class Timings):** 09:15 AM to 04:45 PM

### Class & Break Schedule:

1. Period 1: 09:15 AM – 10:15 AM
2. Period 2: 10:15 AM – 11:15 AM
  - **Short Break:** 11:15 AM – 11:30 AM (15 minutes)
3. Period 3: 11:30 AM – 12:30 PM
4. Period 4: 12:30 PM – 01:30 PM
  - **Lunch Break:** 01:30 PM – 02:10 PM (40 minutes)
5. Period 5: 02:10 PM – 03:10 PM
6. Period 6: 03:10 PM – 04:10 PM
7. Period 7: 04:10 PM – 04:45 PM

### Timetable Moderation Committee:

S. No	Name	Designation
01	Hon'ble Vice Chancellor/ Nominee from Vice Chancellor	Chairman

<b>02</b>	Dean (Academic)	<b>Member</b>
<b>03</b>	Director Research	<b>Member</b>
<b>04</b>	Head of the Concerned Department	<b>Member</b>
<b>05</b>	One Senior Faculty Member of the Concerned Department	<b>Member</b>

The prepared timetable shall be placed before the **Timetable Moderation Committee for approval.**

All concerned are requested to comply with the above instructions.

[@GM HR & Administration](#) Please modified the timing on GNUMS ERP for Faculty and other staff attendance

[@Dr. Balkrishna sharma](#) Please update the timing for the students on GNUMS ERP.

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**Registrar**



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