Centurion University
Shaping Lives...
Empowering Communities...

SUSTAINABLE CITIES AND COMMUNITIES

Allow Remote Working

1. Institutional Policy and Approach to Flexible Working

Centurion University of Technology and Management (CUTM) promotes flexible working arrangements through a hybrid work and digital collaboration ecosystem. The University encourages eligible faculty and employees to undertake academic, administrative and coordination activities remotely wherever the nature of their responsibilities permits.

These arrangements include:

- **Hybrid working:** Combining on-campus responsibilities with remote working.
- **Telecommuting:** Enabling eligible employees to work from home for designated days, subject to institutional requirements.
- **Condensed work schedules:** Providing flexible scheduling options, where feasible, to reduce commuting frequency.
- **Digital collaboration:** Using online platforms for meetings, academic delivery, communication and administrative coordination.

These practices aim to reduce unnecessary employee travel while supporting operational continuity, employee flexibility and institutional sustainability.

2. Hybrid Working and Telecommuting Practices

Centurion University follows a hybrid working approach that combines physical campus engagement with remote participation in academic and administrative activities. Faculty members are encouraged to use telecommuting arrangements for tasks that can be effectively performed outside the campus, subject to departmental requirements and institutional responsibilities.

Key practices include:

- **Remote academic activities:** Faculty members use online platforms to conduct classes, academic discussions, student mentoring and research coordination.

- **Virtual meetings:** Departmental reviews, committee discussions, project coordination and administrative meetings are facilitated through digital communication platforms wherever appropriate.
- **Flexible work arrangements:** Eligible employees can undertake designated academic, documentation, research and administrative activities remotely, depending on institutional requirements.
- **Multi-campus coordination:** Digital communication enables faculty and administrative teams across university campuses to coordinate activities without requiring travel for every interaction.

In 2025, **71% of faculty members utilised telecommuting options for two days per week**, demonstrating the University's continued adoption of flexible working practices. This represents an increase from approximately 65% in 2024, when faculty members utilised telecommuting options for 2–3 days per week.



3. Condensed Work Schedules and Reduction in Employee Commuting

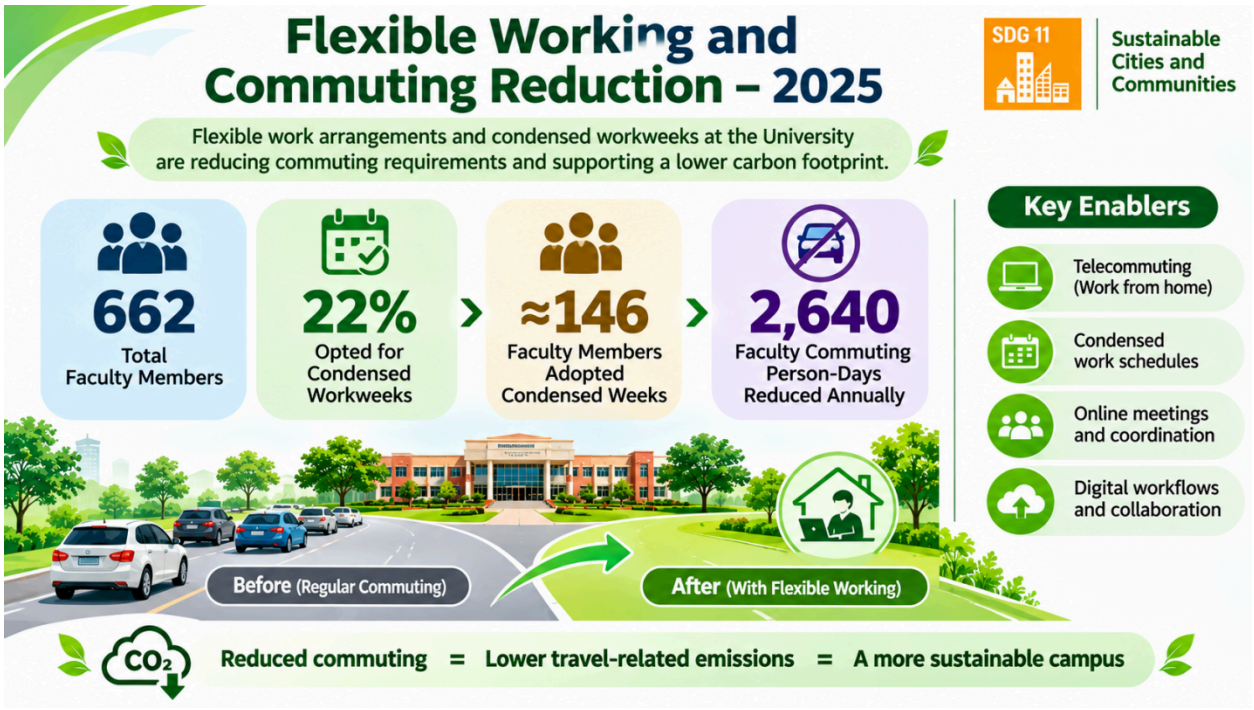
Centurion University promotes flexible work schedules to minimise employee commuting while maintaining academic and administrative efficiency. Eligible faculty members are encouraged to organise their work schedules to reduce commuting frequency, wherever institutional and departmental requirements permit.

Key initiatives include:

- **Condensed work schedules:** Providing opportunities for faculty members to adopt flexible working arrangements and reduce routine travel to campus.

- **Remote coordination:** Conducting meetings, departmental reviews and administrative discussions through online platforms wherever physical attendance is not essential.
- **Reduced commuting:** Combining flexible schedules with telecommuting to minimise unnecessary employee journeys.
- **Digital workflows:** Using online communication and documentation systems to support institutional activities without requiring additional campus visits.

In 2025, approximately **22% of the University's 662 faculty members** opted for condensed workweeks. This resulted in an estimated reduction of **2,640 faculty commuting person-days annually**, contributing to lower employee travel requirements and helping reduce the University's campus-related carbon footprint.



4. Digital Communication and Collaboration Tools

Centurion University utilises digital communication and collaboration platforms to facilitate remote working, academic coordination and administrative activities across its campuses. These tools enable faculty and employees to participate in meetings, share resources, coordinate institutional activities and perform work-related tasks without requiring physical presence on campus for every interaction.

Key initiatives include:

- **Online meetings and collaboration:** Digital meeting platforms facilitate departmental meetings, committee discussions, project reviews and institutional coordination.

- **Digital communication:** Slack and other online communication tools support information sharing, team discussions and coordination through dedicated communication channels.
- **Virtual academic delivery:** Online learning platforms support virtual classes, academic discussions, student mentoring and access to educational resources.
- **Digital resource sharing:** Faculty members use online platforms to exchange academic materials, documents and institutional information.
- **Administrative coordination:** Digital workflows and online documentation support routine administrative processes and reduce the need for physical meetings.

In 2025, **100% of faculty members actively engaged with online platforms for course delivery and internal meetings**. This demonstrates the University's institution-wide adoption of digital communication and collaboration tools, supporting hybrid working arrangements, academic continuity and reduced dependence on physical meetings and travel.

5. Accessible Education and Continuity through Remote Platforms

Centurion University leverages digital learning platforms and remote-access resources to ensure continuity of education and academic engagement for students who are unable to attend campus physically. These arrangements support inclusive access to teaching, learning and academic resources across the University's campuses.



Key initiatives include:

- **Virtual learning:** Online platforms facilitate virtual classes, academic discussions, workshops and webinars.

- **Access to learning resources:** Digital course materials, recorded lectures and online educational resources enable students to access academic content remotely.
- **Academic continuity:** Faculty members use digital platforms to maintain communication, provide academic guidance and support student learning when physical attendance is not possible.
- **Inclusive access:** Remote learning arrangements help accommodate students facing geographical distance, health-related constraints or mobility challenges.
- **Online professional development:** Webinars, virtual workshops and online courses provide opportunities for continued learning and skill development.

In 2025, approximately **82% of students participated in virtual classes, online workshops and webinars**, demonstrating the University's continued use of digital platforms to support accessible education and academic continuity. These arrangements extend learning opportunities beyond the physical campus and strengthen the University's flexible and inclusive learning ecosystem.

6. Institutional Impact and Contribution to Sustainable Commuting

Centurion University’s flexible working arrangements and digital collaboration initiatives contribute to reducing employee commuting requirements while maintaining academic and administrative continuity. The integration of telecommuting, condensed work schedules and online platforms helps minimise unnecessary journeys to campus and promotes more sustainable institutional operations.

The key outcomes recorded in 2025 include:

- **Increased telecommuting:** 71% of faculty members utilised telecommuting options for two days per week.
- **Condensed work schedules:** Approximately 22% of the University's 662 faculty members opted for condensed workweeks.
- **Reduced employee commuting:** Condensed work schedules resulted in an estimated reduction of 2,640 faculty commuting person-days annually.
- **Digital engagement:** 100% of faculty members actively used online platforms for course delivery and internal meetings.
- **Accessible learning:** Approximately 82% of students participated in virtual classes, online workshops and webinars.

These initiatives demonstrate the University's commitment to integrating flexible work practices and digital technologies into its institutional operations. By reducing the need for routine physical travel, CUTM supports lower commuting-related emissions, improved operational flexibility and a more sustainable campus environment.