

Attendance Guidelines

Frequently Asked Questions:

Question:-I am into Academics & Non Academics please share what are my working hours?

Answer: - Your working hours are from 9:15 - 9:25 AM to 4:40 PM which includes tea and lunch break.

Question :- I am into Academics are we supposed to work on Saturday?

Answer:- Saturdays can be working for teaching staff members which are subjected to Management call. Unless specified in a notification the normal working hours will apply which includes start and end timings.

Questions: I am into Non-Academics departments are we supposed to work on Saturday?

Answer:- Alternate Saturdays off. Head will prepare the roaster to ensure that the department is working and facilitating smooth functioning of college operations.

Question :- Will I get any grace if later than 09:25 considering the road conditions and unpredictable weather /traffic situations?

Answer :- Grace timing is allowed only during first half of the day and maximum upto 3 times a month it can be availed.

Typically, a grace time of 15 minutes is allowable. Grace is not a matter of right and habitual persons may not get the advantage. Keeping into the view the road & traffic conditions and connectivity challenges grace time provides a benefit to the employee. Any deviation to be provided beyond grace time on account of a major traffic jam or unforeseen circumstances will be a decision taken by the ED office on recommendation/consultation with HR.

Question :- When does late marking begin?

Answer: - From 9:26 onwards it will be considered as late markings after exhausting 3 grace chances.

Question :-What will happen on late marking?

Answer: - From 9:26 AM if there are late markings the following table will apply for deductions.

09:26-09:40	Rs. 200/- (after 3 grace chances)
09:41-09:55	RS. 300/-
09:56-10:10	Rs. 500/-

Question :- Is there any time flexibility for those who work late hours?

Answer: - Yes. This applies to faculty who are doing work beyond teaching with the approval of the competent authority. Provided they don't have classes that start at 9:30 Am for next 3 months. HR team will look into number of working hours being put in.

Question :- What will happen in the early log out?

Answer: - No early log-out is permissible. Early log out would be considered only in lieu of Short leave of Half day.

Question :- Who will monitor the attendance trend?

Answer :- HR will monitor the attendance trend for the entire college. They are responsible for the timekeeping.

Question :- What if an individual has no short leave / Casual Leave (CL) in his/her credit?

Answer:- If there is no short leave in his/her credit then as per existing norm half day CL will be deducted. If there is no CL then LWP will be applicable.

Question :- What if I forget to punch in/out?

Answer:- This should typically not happen. Attendance is a matter of discipline. However, in such a situation an individual can fill the details, which will go to the Head of the department for approval on the next business day. HR will not accept any correction beyond 48 hours. Maximum 01 relaxation per month.

Question :-What if I am on Short leave will I come under the category of Late Marking?

Answer:- However, if someone comes late beyond the short leave timing then half CL will be applicable. If there is no CL in the credit then Half day LWP will apply.

Question :- How is my half day calculated?

Answer:- First Half day starts from 09:15AM-12:55 PM. Second half day starts from 12:56 PM -04:35 PM.

Question: Sometime Biometric don't pick my attendance?

Answer:- In this case, we have installed a CCTV camera near every device. We suggest please check your attendance and convey the HR spoc he/she would check the recording of that time slot and make the required changes.

Question :- What if Biometric in my Block is not working?

Answer:- In this situation exception waive off would be given to all employees of that particular block, But the Head of the department will mark the attendance on excel sheet and send to HR. The HR department will notify in case the machines are not working. Typically there is no downtime for the machines it only happens if there is a power failure.

Question :- My department is not fixed, that's why my Biometric gets late?

Answer:- If you are frequently shifting from block to block because of your duties, please get us a confirmation from your HOD supported by the ED/Director/Principal approval. We will try to accommodate you in more than one block. This will be done on an exceptional basis. If you are deployed for special duty like invigilation/paper checking/attending any meeting in the evening we will shift your attendance rights in that particular block for that time period. (HOD's should share rotational employee details with HR whenever there is change in the system)

Question :- How Can I apply Leaves?

Answer: - Yes you can apply leaves on ERP. Fill the leave properly with comments and remarks and in case of Teaching get your adjustments duly agree to. In one semester a faculty can apply for three post-dated leaves, otherwise we encourage people to take planned leaves. Post-dated leaves will be approved by Executive Director

Question :- What is my attendance cycle?

Answer:- We suggest all staff members check their attendance daily but for salary calculation, we count the cycle from 26th of previous month till 25th of next month.

Question :- What if I am in the queue and I cross the grace time for marking attendance?

Answer:- The system report can clearly indicate the trends and administrative decisions will be taken without requiring your intervention.

Question :- What if my Bus gets delayed?

Answer :- This applies only to those availing College Transport Bus schedule. Transport department will send the information to the HR office and under an exception; no late marking would be counted.