

# GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA

## Guidelines for Biometric Attendance System for Faculty and Staff

Biometric attendance system is being introduced for digitally recording the attendance of all the faculty and staff. Accordingly, biometric attendance machines have been installed in most of the blocks/buildings of the campus, to enable the faculty and staff to register their attendance by recording their finger impression through the biometric machines. The guidelines for biometric attendance system are framed with regard to the main objectives to ensure the punctuality and observation of daily working timings by the faculty and staff. The guidelines for biometric attendance system to be adhered in the institute are as follows:

### **1. Recording/ Marking of Daily Working Timings**

- a) The daily working timings of the faculty and staff shall be as notified by the competent authority from time to time.
- b) It is compulsory for each faculty/staff to register his/her daily working attendance by recording their finger impression through the biometric machines at the time of incoming as well as at the time of outgoing from the institute on all working days except on that working day when he/she on full day leave.
- c) Biometric attendance machine will record the attendance at any time but attendance recorded/ marked by the faculty and staff shall be considered if recorded/ marked as follows:

#### ***i) For Starting of Daily Working***

From one hour before and half an hour (grace time) after the notified starting of daily working time for faculty/ staff.

#### ***ii) For Finishing of Daily Working***

Within a period of one hour after the notified finishing of daily working time for faculty/staff.

- d) Marking of biometric attendance during grace period (half an hour in starting of daily working time) does not mean that the faculty/staff is allowed to come to institute half an hour late from his/her notified daily working time. It is just a grace time in marking of biometric attendance in order to cater some delays due to traffic congestions in the city, faults/ breakdown in vehicle and queue at machine location etc.
- e) The grace period is not permissible for faculty/staff that has his/her teaching period/any other important duty from the beginning of his/her start of working time. For such cases, recording/marking attendance on biometric machine after the beginning of his/her start of working time will lead to leave and responsibility of adjustment of his/her duty accordingly.
- f) All concerned shall start their daily working in-time and shall finish their daily working in-time or as per the requirements of competent authority.
- g) It is the responsibility of the individual faculty/staff to complete the notified daily working hours or the daily hours as per the requirements of competent authority, otherwise lead to leave and responsibility of adjustment of his/her duty accordingly.

### **2. Relaxation/Incentive**

- a) The maximum relaxation of one hour per day (maximum three times per month) in the same/immediate next month for all faculty/staff to mark attendance for start/finish of daily working shall be entrusted in lieu of working beyond/before (more than one and half hour) the daily working timings as and when required which is in the knowledge of competent authority at least five working days in a month. This relaxation cannot be availed along with short or half day leave.
- b) The maximum relaxation of one hour per day (maximum twice per month) in the immediate next month for the faculty/staff who is punctual (not using any grace time) and stays more than 8 hours throughout the month depending upon nature of work.

- c) The maximum relaxation of three times per month will be permissible if faculty/staff forget/unable to record/mark attendance on biometric attendance machine. For this case he/she has to follow the guidelines given in point 6.
- d) To avail relaxation/incentive, he/she has to fill the prescribed relaxation/incentive performa.

### **3. Late/Early Recording/ Marking of Attendance**

Recording/Marking of biometric attendance after grace period (half an hour in starting of daily working time) and before completion of daily working hours shall be considered as “Late coming/Early leaving’ respectively and leave have to be applied accordingly for the same.

### **4. Short Leave and Half Day Leave**

- a) Faculty/staff proceeding on short/half day leave during the daily working timings (after start of daily working and before finish of daily working) has to mark his/her attendance on biometric attendance system on leaving and coming back to the institute in addition to mark/record his/her daily working attendance.
- b) No grace time is permissible in recording/ marking of biometric attendance for faculty/ staff availing short/half day leave.
- c) The attendance recorded/marked (leaving and coming back to institute) by such faculty/ staff shall be considered if recorded/marked within the leave period.

### **5. Full Day Leave**

Faculty/staff on full day leave shall be exempted from bio-metric attendance provided he/she has taken requisite leave from concerned HOD/section incharge/competent authority.

### **6. Forgot/Unable to Record/Mark Attendance**

- a) If any faculty/staff forgot/unable to record/mark his/her bio-metric attendance, then he/she shall report for the same to HOD/Section Incharge and fill the prescribed performa for the same.
- b) It will be the responsibility of faculty/staff to submit prescribed performa (i.e. Forgot/Unable to Record/Mark Performa) to HOD/Section Incharge on same day if he/she forget/unable to record/mark bio-metric attendance for the starting of the daily working time/starting of working after leave; and on subsequent/same day if forget/unable to record/mark for the finish of the working time. The HOD/Section incharge will forward the performa to the competent authority.
- c) If the faculty/staff does not submit the prescribed performa (i.e. Forgot/Unable to Record/Mark Performa) within the time frame as described at point 6(b), then the competent authority may consider him/her on leave accordingly.
- d) Forgot/unable to record/mark biometric attendance will be considered only three times per month and for subsequent forgot/unable the leave should be applied accordingly.

### **7. Attendance on Register**

In addition to registering/marking the attendance digitally through Biometric Attendance System as above, faculty/staff are also required to sign the attendance register in their respective department/section as is being done hitherto as per previous practice till any further orders in this regard. Weekly report of biometric attendance of faculty/staff will be provided to the HODs/section incharges by the concerned authority, for settlement of leaves/relaxations/incentives and to check punctuality as well as daily working hours. Faculty /staff must ensure that the attendance time recorded on biometric machine and time mentioned on attendance register should be almost same.