

**VAAGDEVI COLLEGE OF ENGINEERING, BOLLIKUNTA,  
WARANGAL – 506 005**

**Attendance Policy Statement**

- All the employees are required to be regular and punctual every day at work.
- Every employee must record every day the “time of reporting” for duty and the “time of leaving” in the Biometric Attendance Device. As a backup, attendance registers at each department are also maintained wherein the employees must sign in the forenoon while coming in and in the afternoon while leaving the office.
- This policy is applicable to all employees. The Office will ensure that the leave record of the preceding month is appropriately scrutinized for the purpose of processing the pay bill.

**Classes of Employees**

- Faculty Members
- Administrative Staff
- Essential Services Staff
- Security
- Class-IV Employees

**Policy Description**

Working Hours for all the staff: From 09.30 AM to 04.30 PM *except Library*.

Grace Time 15 minutes on all working days.

Total Monthly grace period is 120 minutes only.

## **NOTE FOR FACULTY MEMBERS**

- A) Faculty members must be present in their respective classes at the designated time without fail. They are also required to complete a minimum of 42 hours of work and meet any other official duties assigned to them.
- B) Flexi time is allowed for faculty members as indicated in the time-table. Normally the faculty members are expected to be present on all working days. The faculty members are required to be present during classes and officially assigned duties. The flexi time allows the faculty to do part of their academic work in their staff chambers.

## **NOTE FOR STAFF MEMBERS**

- a) Normal working time of staff members is 09.30 AM to 04.30 PM. Some staff members, depending on the duty assigned, are required to report by 08.45 AM e.g., Lab Supervisors if there is a lab class at 09.00 AM. A grace period of 15 minutes is allowed on each day.
- b) Staff members reporting after 09.45 AM will be marked late. Half day's salary will be deducted for every late comer beyond the allowable four days in a month. However, late comings may be permitted in case of official works assigned to him in the city. The departmental heads can give such relaxation in timing to their subordinates. A staff member present for more than 06.45 hours in a day will be considered to be fully present, present in between 3.5 – 7 hours will be considered half-day present and present for less than 3.5 hours will be considered absent.
- c) At times a staff might have to stay for work at the office beyond normal office hours. In such cases, he can come to office late by those extra hours with prior permission on any day during the succeeding week or get it recorded in the office for claiming a compensatory casual leave at a later period.
- d) Staff members must not leave the office during working hours without prior approval from his/her supervisor. In case, an employee leaves office

without informing his supervisor (except for lunch timings) his half day salary will be deducted.

- e) Leaving the premises of the office before 04.30 PM by a staff will be marked as Early Departure. Early departure on official work can be allowed with the permission of the reporting officer. In case of non compliance half day's salary will be deducted for every Early Departure.
- f) This policy will supersede all the earlier attendance practices, and come into force from 1<sup>st</sup> April 2018.

Sd/-  
**PRINCIPAL**