

ATTENDANCE AND PUNCTUALITY POLICY



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Purpose

The **Attendance and Punctuality Policy** aims to ensure the seamless functioning of the institution by establishing clear guidelines for attendance and punctuality for all categories of staff, including support staff, non-teaching staff, and faculty members. This policy is designed to cultivate a culture of regularity, accountability, and professionalism while addressing tardiness, late arrivals, early departures, and other attendance-related occurrences. Progressive disciplinary measures may be employed where necessary to maintain operational efficiency.

Absences from Duty

Attendance is paramount to the smooth operation of the **NCST** campus, and employees are expected to uphold exemplary attendance and punctuality. Absences, delayed arrivals, or early departures should only occur in cases of genuine emergencies and must be communicated appropriately.

Biometric Enrolment and Removal of Employees

1. New Employee Enrolment:

- Upon joining, new employees will be registered in the biometric system.
- The **HR and IT departments** will issue a unique biometric ID to each employee, which must be obtained before commencing work.
- Guest lecturers, visiting faculty, and ad-hoc employees may be assigned alternative systems or access cards for attendance recording.

2. Employee Exit Procedures:

- When an employee leaves the institution, their biometric ID will be deactivated.
- Attendance data will be archived for future reference and final settlements by the HR department.

Unreported Working Hours

Employees must punch in and out accurately using the biometric system before starting and after completing work. Working without logging attendance is strictly prohibited and may lead to disciplinary actions, including termination, for underreporting or failing to record hours worked.

Biometric Attendance Policy

Introduction

The biometric attendance system facilitates precise tracking of work hours and leave records for streamlined payroll processing. This policy ensures accuracy, compliance, and uniformity in attendance management.

Biometric System Locations

Biometric devices are installed in key areas, such as the **Administrative Building (ground floor)** and departmental offices. An ERP-based attendance system and mobile app allow employees to access and monitor their attendance records conveniently.

Work Sessions and Timings

Support and Amenity Staff

- **Punch-in (Forenoon):** 8:30 AM
- **Punch-out (Afternoon):** 5:00 PM

Office Staff

- **Punch-in (Forenoon):** 9:00 AM

- **Punch-out (Afternoon):** 5:00 PM

Teaching Staff

- **Punch-in (Forenoon):** 9:45 AM
- **Punch-out (Afternoon):** 4:00 PM

Grace Time

A grace period of **15 minutes** is permitted for punching in at the start of each session. Any delays beyond this grace period will be marked as tardy and may lead to disciplinary measures as per institutional policies.

Disciplinary Actions

Excessive tardiness or recurring delays beyond the grace period will result in:

1. **Verbal Warnings** for initial infractions.
2. **Written Warnings** for repeated violations.
3. **Salary Deductions** for consistent non-compliance.
4. **Termination** for habitual misconduct.

Movement During Working Hours & Movement Register

Employees are required to remain on campus throughout their designated work hours unless they have explicit authorization from their supervisor. For any off-campus movement during work hours, employees must obtain permission and record their movements in the movement register, noting the time of departure and return.

Consequences:

- Initial instances may result in a verbal warning.
- Repeated infractions will lead to progressive disciplinary actions, including written warnings, salary deductions, or termination.

Special Timings and Compliance


During special circumstances, such as **examinations, elections, events, or emergencies**, employees may be required to adhere to adjusted schedules or extended work hours. Compliance with such directives is mandatory.

Leave Application and Digital Failure Policy

1. **Duty Leave:**
 - External duties (e.g., viva, examinations) must be logged in the mobile app. Duty leaves must be registered and approved before punching in.
2. **Other Leave Applications:**
 - All other leaves, including casual or sick leaves, must be applied through the app in advance.
3. **Unreported Absence:**
 - Failure to submit a leave application will be treated as unapproved and subject to disciplinary measures.
4. **Digital Failures:**
 - In case of app-related issues, employees must immediately inform their supervisor via phone or other available means.

Conclusion

Adherence to the **Attendance and Punctuality Policy** is critical for maintaining institutional efficiency and accountability. This policy ensures a fair, transparent, and disciplined approach to attendance management, emphasizing timely compliance and professional responsibility. Failure to comply may



result in progressive disciplinary actions, reflecting the institution's commitment to operational excellence and a harmonious work environment.