DOCUMENT INDEXING – SELF-FINANCE POLICY		
Title: Staff Attendance Policy		
Description: The Staff Attendance Policy is designed to encourage to staff members to be punctual and regular. It sets clear expectations and curtail commotions caused by tardy staff.		
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Policy Population	All the staff of Self-Finance Section (Shift –II)	
Policy Implementing Department	Human Resource Department	
Proposer	Dr. M M Ramya, Dean	
Drafter(s)	Mr. Pirama Nayagam S, HRD	
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Director	Dr. N. Venkataramanan	
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Policy Approval Date	22-05-2024	

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I. Background:

The attendance policy of Agurchand Manmull Jain College is designed to ensure reliability and consistency in operations, essential for delivering quality education. It sets expectations for punctuality and presence, acknowledging the critical role staff play in the academic ecosystem. This policy balances institutional needs with staff flexibility, accommodating unforeseen circumstances while maintaining educational standards and supporting student success.

II. Scope:

1. Attendance policy of Agurchand Manmull Jain College aims to cultivate a culture of reliability and accountability among staff.
2. This helps in better plan and allocation of resources, including the arrangement of substitute teachers/instructors or staff as needed, ensuring the usage of resources in an effective and efficient manner.
3. An instance of tardiness would disrupt the smooth execution of our academic schedule and impact the learning environment. Therefore, to reinforce the importance of timekeeping, we would like to bring the following guidelines through this Attendance Policy.

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III. Eligibility

All the Teaching and Non-Teaching staff members associating at Agurchand Manmull Jain College – Self Financing Stream (Shift- II) including staff on probationary/ internship/ training period, confirmed staff, and staff who are working as consultants are eligible to follow this policy. It is imperative that all the staff members adhere strictly to the established reporting timings.

IV. Working Days and Time

Every staff shall ordinarily be at work in the Institution or any other designated area connected with the Institution, at the time fixed and notified below. Hence staff members

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are expected to report 10 minutes before the working time to prepare and settle down for the class or to handle staff enquiries.

1. **Days:** All the staff of Agurchand Manmull Jain College could follow the Day Orders mentioned in the academic calendar.
2. **Time:** The working hours could vary from teaching and non- teaching staff.
3. Teaching staff would follow their Batch Timings as mentioned below
    a. Batch – I
        i. Facilitators (Batch-I) - 08.15 AM - 02.30 PM
        ii. Staff (Batch-I) - 08.15 AM - 1.30 PM
    b. Batch -II
        i. Staff (Batch II) - 09.05 AM - 02.20 PM
    c. Batch -III
        i. Facilitators (Batch–III) - 11.45 AM - 06.00 PM
        ii. Staff (Batch III) - 12.45 PM - 6.00 PM

4. All non-teaching staff would work from 10.00 AM – 6.00 PM (except few staff from estate, Lab team would report on different working timing owing to service exigencies)

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V. Attendance Period

The Attendance period means the Academic year of college which is commencing from the college reopening to the last working day of the college.

VI. Reporting officer

a. A reporting officer is the HOD/Facilitator/Supervisor/Manager who manages the day-to-day functioning of a staff in the parent office in which the staff is recruited.
b. However, in certain exceptional cases, when a staff is assigned additional operational responsibilities or administrative assignments away from the parent department, it will be construed as dual reporting.

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c. In case of dual reporting, leave applied by the staff will be approved by the functional reporting officer after due consensus with operational reporting Officer.

VII. General Rules

1. All the staff members are expected to be present on duty, punctually at the specified time allotted to their working place except on leave, Public and College holidays, scheduled week off days.
2. We do not have work from home or flexi time facility with our college. However, on certain conditions this can be permitted after obtaining a prior approval from the Management.
3. Every staff should register their attendance by registering their biometric during their in and out timings compulsorily. They are also expected to sign in the Attendance Register maintained in the HRD part of statutory compliance. While the biometric reports the accuracy in time but the later accounts the attendance.
4. The attendance management system goes in conjunction with biometric and ERP only.
5. All staff should be available in the college premises during the entire period of working hours mentioned above, and should be immediately reachable to the facilitator/reporting officer when they are present on working days.
6. All type of staff attendance/leave shall be tracked through the attendance management system and the same would be updated by HRD daily.
7. Attendance and leave related information should be applied only through ERP and its strict compliance would be reviewed during Performance Appraisal System.
8. Staff are requested to go through the Leave Policy for more details on approval.
9. Absence from duty either after expiry of leave or without information entails disciplinary action.
10. All clarifications can be had from HRD

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VIII. Attendance Types

The Staff of Agurchand Manmull Jain College are entitled for the following types of Attendance.

S.no	Type of Leave	Abbreviation
1.	Present	PRE
2.	Absent	ABS
3.	On – Duty	ODY
4.	On – Permission	OPR
5.	Late Attendance	LAT
6.	Long Late	LLT
7.	Holiday	HOL
8.	Leave	(CAL, EAL, SIL etc)

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1. Present – PRE

Present, refers to the staff being physically available to perform his/her duties as expected, at their designated workplace during their scheduled working hours.

2. Absent - ABS

Absent, refers to the staff being physically unavailable to perform his/her duties as expected, at their designated workplace during their scheduled working hours without prior approval, valid reason, or appropriate notification as defined in the Attendance Policy.

3. On Duty – ODY

1. On Duty (ODY) relating to Agurchand Manmull Jain College should be specifically allocated by the reporting Officer applied through ERP, the same should be approved by the competent authority and.
2. ODY for any staff is not limited in an academic year, considering the demand on professional expectation to meet the Institution standards.

4. On Permission – OPR

1. Agurchand Manmull Jain College will not generally encourage staff members to avail Permission during college working hours. Teaching and Non-Teaching Staff are requested to keep their personal appointments either before or after college /office hours.

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2. However, to meet certain extreme exigencies, the staff members are allowed to avail permission as below.This permission would be examined and approved on case-to-case basis.
    a) Teaching Staff - **2hrs per month**
    b) Non- teaching staff - **6 hrs per month**
    c) **No staff member can avail more than 2 hours at a time**.
3. OPR (Permission/Time off) can be obtained from the Department Facilitator/Reporting Manager at least a day before and the same should be applied through ERP.
4. OPR (Permission/Time off) cannot be accumulated /carried forward to the next month and will be lapsed within that month if not availed.
5. OPR (Permission/Time off) more than the mentioned time would be considered as half day casual leave and would be deducted from the staff leave balance. In case if casual leave is exhausted, then it would be considered as **"Loss of Pay."**

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5. Late Attendance – LAT

1. Agurchand Manmull Jain College will function as per the working hours and seldom permit late coming.
2. However, there could be occasion where nature plays a role than our practice. So, to empathize with the issue the staff members are sympathetically. The following grace time is considered in a month
    a) Teaching staff - Maximum of **5 (Five minutes) late** on **3 (Three occurrence)** only.
    b) Non-Teaching- Maximum of **5 (Five minutes) late** on **4 (Four occurrence)** only.

6. Long Late - LLT

1. Any delay beyond Late - LAT, more than 5 minutes and less than 30 minutes will be considered as **"Long Late - LLT."**

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2. Such "Long Late- LLT" would be seriously viewed and **4 (four)** such "Long Late" would be treated as half day casual leave and the same would be deducted from the staff's leave account. The LLT exceeding 4 (Four) shall be accounted in the subsequent month(s). Illustrations to explain the scenarios are mentioned below.
    - **a)** Suppose a staff has 2 LLT in the month of September and the third LLT in November and the fourth LLT on December, then Half Day CAL shall be deducted in the month of December.
    - **b)** Or to understand the same if a staff member has been long late for six occasions in a month, then half day casual leave shall be deducted from the staff account in the same month and the remaining two "Long Late" deduction would be carried over to the next and subsequent months.
3. More to that, if the staff come late for more than 30 minutes then it will be construed as half day casual leave.
4. Long Late - LLT can never be construed as "On Permission" and should never be combined.

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7. Holiday – HOL

This refers to specific days when the Agurchand Manmull Jain College officially suspends operations, allowing staff to be off work without it affecting their attendance record. These holidays can include public holidays recognized by the government, such as Independence Day or Christmas Day, as well as any additional days designated by this institution itself.

8. Leave - CAL, EAL, SIL, etc.

1. There are various types of leave that are available for Teaching and Non-Teaching staff. Staff are required to choose the same relevant situation and avail the entitlement.
2. Leaves should be availed by applying it in the ERP only.
3. Uninformed leaves will be considered as LOP, and relevant action will be taken against the staff, if this extends more than 2 days.
4. For detailed explanation of leaves available and its terms, kindly refer the Leave Policy.

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IX. Enforcement

1. Misuse of this policy or frequent late/ Long Late/ Absent without leave/ Loss of pay is also considered as a serious breach and will be dealt severely as per code of conduct policy.
2. The disciplinary action and the process is mentioned below:
   - Warning for 2-3 occurrence/instance mentioned in the first point of enforcement and it should be initiated by the Facilitator/Reporting manager and should be on record through paper/e-mail having warned and getting a countersignature of having acknowledged the warning.
   - The Facilitator/ Reporting Manager should ensure the purpose of the warning through telephone /mobile by verbally addressing the concern of the absence, emphasising the importance of the absentee's presence and subsequently adhering the attendance policy in spirit.
   - If the Facilitator /Reporting manager finds the staff is not in line with the culture of the Institution, even after warning, then the same can be referred to HRD. HRD would initiate a written **"Warning letter"** for the **continuous absence of 5 days or on 3rd such occurrence of absence at repeated intervals** mentioned in the first point.
   - This warning letter is a formal document outlining the absence and potential consequence of violations. The warning letter would be sent by Registered Post with acknowledgment and also through mail. HRD should ensure that the mails to be sent with **"Delivery receipt" and "Read Receipt"** options. The mail copy should be printed as proof. The hard copy of this letter should be signed by competent authority and dispatched to the address mentioned in the personal file. The Staff upon receipt should respond to the mail or post within 48 Hours.
   - If the staff is on **continuous absence for more than 7 days, or on 5th such occurrence of absence at regular intervals** mentioned in the first point, or if

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the staff didn't respond to HRD, the "**SHOWCAUSE NOTICE**" will be issued by the HRD to the staff and would be construed as "Abandonment from service."

- When the Staff returns to work after issuing the **warning letter/SHOWCAUSE NOTICE**, then the HRD should investigate the reason for their undue absence and collect the **"Letter for re-joining"** with the reasons and willingness to work
- If a staff is absent for 10 or more days at a stretch in a year, it will be considered as a Break-in-Service.

b) Such Absence may have an impact in the performance appraisal of that staff, if any, shall be decided by the management.

c) HRD should refer the same to **"Disciplinary Enquiry Committee"** comprises of Dean, Deputy Dean, Facilitator, Senior faculty members from other department for Teaching and will have reporting manager, Director, Chief Manager, and other department senior staff for non-teaching staff. The HRD should get a report within 30 days of issuing Showcause Notice.

d) The committee should investigate the case for equality, equity, employee opportunity, etc by collecting the necessary information for the reason, circumstances to be absent, communicate with the absented Staff, consider all the facts, conclude the documentation and submit the report to HRD.

e) HRD would initiate further process based on the recommendation of the committee through its report.

3. If the committee recommends to retain the staff, then the HRD should collect the **"Letter for re-joining"** with the reasons and willingness to work.
4. In case the committee recommends to release the staff from the service, then the HRD should issue Termination letter for the most severe consequence deserved for the repeated or egregious absenteeism.

a) The entire approach by the committee is final and is based on the fair and transparent process ensuring the compliance of labour laws of the nation.

X. Responsibilities of Facilitators /Reporting Managers

1. Department Facilitators and Reporting Managers should intimate in time to HR Department about the COO, ODY, OPR, and other leaves.

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2. Department Facilitators and Reporting Managers should intimate well in advance to HR Department about the No. of staff working on Public Holidays and Weekly off with the duration of work to be eligible for COO.

XI. Policy Review: The policy shall be reviewed every year.

XII. Policy Population:

This staff leave policy applies to all Self-Financed Stream (Shift – II) Teaching and Non-Teaching staff. This includes staff on probationary/ internship/ training period, confirmed staff, and staff who are working as consultants at Agurchand Manmull Jain College.

XIII. Conclusion:

Attendance policy of Agurchand Manmull Jain College, plays a pivotal role in ensuring the seamless operation and success of the educational environment. By setting clear expectations and guidelines for attendance, the policy fosters a culture of reliability and commitment among staff members.

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