



## **Gurukula Kangri (Deemed to be University), Haridwar**

### **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 various Faculties/Blocks of Gurukula Kangri (Deemed to be University), 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 Gurukula Kangri (Deemed to be University) are as follows:

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

- a) The daily working timings
  - For faculty and staff shall be as follows : 10:00 AM to 05:00 PM, Working Hours : 7 Hrs
  - Office/ Departments opening & Closing timing: - 09:30 AM to 5:30 PM
- 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 Faculty/Department on all working days except on working day when he/she is 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 : between 09:30 AM to 10:30 AM**
  - ii) **For Finishing of Daily Working : between 04:30 PM to 05:30 PM**
- d) 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.
- e) It is the responsibility of the individual faculty/staff to complete the notified daily working hours or the daily hours as per the requirements, otherwise lead to leave and responsibility of adjustment of his/her duty accordingly.

#### **2. Relaxation**

- a) The maximum relaxation shall be of 30 minutes (maximum four times per month) for all faculty/staff to mark attendance for start/finish of daily working. This relaxation cannot be availed along with short or half-day leave.
- b) To avail relaxation, he/she has to notify the concerned authority via email/written application.

#### **3. 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 Faculty/Department in addition to mark/record his/her daily working attendance.

  
**Registrar**



**4. Full Day Leave**

Faculty/staff on full day leave shall be exempted from biometric attendance provided he/she has taken requisite leave from concerned competent authority.

**5. Forgot/Unable to Record/Mark Attendance**

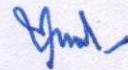
Only in the case that faculty/staff has recorded/marked his/her start of daily working, being on official work assigned by concerned competent authority, is unable to record/mark his/her finish of working, the adjustment of punch for marking the finish of his/her working hours can be allowed in view of providing evidence issued by the authority.

**6. Attendance on Register**

In addition to registering/marketing the attendance digitally through Biometric Attendance System as above, faculty/staff are also required to sign the attendance register in their respective Faculty/department as is being done hitherto as per previous practice for two months to monitor the proceedings on regular basis. Weekly report of biometric attendance of faculty/staff will be provided to the concerned competent authority, for settlement of leaves/relaxations and to check punctuality as well as daily working hours.

**7. Special Cases and Future Expansions of Guideline**

- a) In Case of any emergency like pandemic, natural disaster or any other special case situation, the concerned competent authority will take appropriate decision.
- b) The rules in this guideline regarding biometric attendance system may be revised in future in case of any discrepancy or to accommodate new rules.



**Registrar**

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