



No: SMVDU/Adm/Estt./18/2257

Dated: 16-03-2018

Notification

Sub:- Biometric Attendance

It is intimated to all Employees that SMVD University shall start Biometric Attendance w.e.f 2nd April 2018 and it is mandatory for all employees to mark their attendance in the Biometric machines installed in their respective Schools/Sections/Buildings. The rules and regulations governing the same are notified as under;

- The in time for faculty/Staff is 9:00 A.M. with a grace time of 15 minutes and out time is 5:00 P.M. or later.
- In case any faculty/staff member is on official duty for organizing events, purchase, industrial visit etc., the respective Head/Section Head concerned, shall verify the in/out timing of such faculty/staff member in Red or Green Ink on the Attendance report.
- All the faculty/staff members shall mark their attendance in their respective Schools/sections where the bio-metric machine is installed.
- In case of any delay due to traffic Jam, natural calamities etc. enroute from Jammu to Campus, the arrival time of buses in the campus shall be considered as in time for faculty/staff members of SMVDU on exceptional basis. This shall be certified by the I/c. Transport.
- The in-time for outsourcing staff like Helpers and Horticulture workers shall be 9:00 A.M. and the Out Time shall be at 5:00 P.M. They shall mark their attendance at Gate No. 1, of SMVD University.
- The In-time for Housekeeping Staff shall be 8:30 A.M. and the Out timing shall be 4:30 P.M.
- For Drivers, Security Personnel and Medical Aid Centre staff, the attendance shall be as per the duties/shifts assigned to them by their concerned head.
- Since the Deans and HoDs are involved in various Administrative Duties, attending meetings and Research etc. they are exempted from punching the out time at 5:00 P.M.
- The Hostel Staff like Hostel Caretakers/Hostel Supervisors shall mark their attendance in their respective hostels (Boys & Girls). For this, more biometric machines shall be procured and installed in the respective Boys & Girls Hostels, for the time being these staff members may mark their attendance in the Biometric machines installed in administrative block [Triakuta, Shivalik, Vidhyanchal, Kailash, Basohli] and MAC [Shivalik, Vaishnavi, New Girls Hostel] respectively.
- For all employees, 03 days consecutive delay in arrival beyond 9:15 A.M. uptill 10:30 A.M. or 06 days total delay (beyond 9:15 A.M. uptill 10:30 A.M.) in a month shall amount to deduction of 01 day Casual Leave from the leave a/c of the concerned employee. Employees reporting beyond 10:30 A.M. but before 1:00 P.M. shall be required to submit Half Day Casual Leave.
- All School /Section Heads shall forward the monthly attendance report i.e. from 21st of a month till 20th of the succeeding month to the Establishment wing for verification w.r.t. leaves and the Establishment wing shall further forward the same within 03 working days to the Finance wing for release of salary.

- For the 1st month, a report from the period 1st April 2018 till 20th April 2018 shall be sent.
- All Employees leaving the Campus before 5:00 P.M. shall have to punch in their attendance at the Main Gate [No.1] before leaving the campus premises.

Faculty I/c Network Centre shall coordinate the conduct of a training programme for Biometric Attendance Management Software for all Heads of Schools/Sections by the concerned agency in the 4th week of March 2018. He shall ensure that proper training is imparted to all the concerned, at above.


Registrar


Copy to:

1. All Deans/ Heads of Schools/Section Heads, for information & circulation among all Employees for compliance.
2. Finance Officer, for information.
3. Faculty I/c. Network Centre, for information & compliance.
4. PS to VC, for the kind information of Hon'ble Vice-Chancellor.
5. AR[E], for information and compliance.
6. I/c. Transport, I/c. Security and I/c. MAC, for information and coordinating with Faculty I/c. Network Centre, w.r.t duty roasters.
7. I/c. Website for uploading on the University Website.
8. Notification file.