

Attendance policy @ APSIT

We are adopting a method of biometric attendance for staff of our institute and the current method of signing the muster will be discontinued. Biometric machines will be made available on all floors at strategic locations and staff can register their attendance in any of these machines.

We are introducing limited flexibility in college working hours with following general principles:

1. Staff shall work for at least 8 hours or more in the college, to qualify for full day attendance.
2. Staff shall work for at least 6.5 hours or more (and less than 8 hours) , to qualify for early leaving or late coming with full day attendance with permission of concerned HOD.
3. Staff shall work for at least 4 hours or more (and less than 6.5 hours) , to qualify for half day attendance.
4. Timing window available for reporting time is between 8.30 AM to 10.00 AM.
5. Timing window available for leaving time is between 4.30 PM to 6.00 PM

Important constraints :

1. **Attendance of faculty before 8.30 AM and after 6.00 PM will not be considered as working hours for the purpose of calculation of full day / half day attendance.**
2. **Faculty having teaching load in window timings of reporting (8.30 AM to 10.00 AM) and leaving (4.30 PM to 6.00 PM) must be present in the college irrespective of the working hours chosen.**
3. **Provision of full day with early leaving and late coming shall be used by faculty in the extreme emergency situations and shall not be a routine practice. Frequency of such requests shall be monitored by HOD.**

Following examples will illustrate the implications of the rules stated above.

S.N.	Time in	Time out	Working Hrs	Type of Attendance
1	8.30AM	4.30PM	8	Normal Full Day
2	10.00AM	6.00PM	8	Normal Full Day
3	8.30 AM	12.30PM	4	Half day (first half)
4	2.00PM	6.00PM	4	Half day (second half)
5	8.30AM	3.00PM	6.5	Full day with early leaving. (HOD permission is must)
6	10.00AM	4.30PM	6.5	Full day with early leaving (HOD permission is must)
7	10.30AM	6.00PM	7.5	Full day with late coming (HOD permission is must)
8	11.30 AM	6.00PM	6.5	Full day with late coming (HOD permission is must)
9	8.00AM	5.00PM	8.5	Normal full day (8 to 8.30AM timings are ignored)
10	8.00 AM	4.00PM	7.5	Full day with early leaving. (HOD permission is must)
11	10.30AM	6.45PM	7.5	Full day with late coming (HOD permission is must, 6.00 PM to 6.45 PM timings are ignored)
12	12.00Noon	6.00PM	6	Half day (second half)

