

**KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE  
PARAPPUR, KOTTAKKAL**

**ATTENDANCE AND PUNCTUALITY POLICY**

**Purpose:** The purpose of this attendance and punctuality policy is to ensure the smooth operation of the college by establishing guidelines for the support staff, non-teaching staff and faculty members. It aims to promote regular attendance, punctuality, and accountability while addressing instances of tardiness, late punches, early punches, and other occurrences. Progressive disciplinary actions may be implemented to maintain productivity and operational efficiency.

**Absences from Duty:** Attendance is crucial at KFASC campus, and employees are expected to strive for perfect attendance and arrive on time. Absences, late starts, or early logouts should be avoided unless there is a genuine emergency.

**Adding and Removing Employees from the Bio Metric System:** New employees will be added to the biometric system upon joining the College. HR & IT department will provide them with a unique biometric ID. It is essential for new employees to obtain their ID number before starting work. Guest, visiting faculties, and ad hoc employees may be assigned to a different biometric machine or access card with a different ID from regular employees.

When an employee separates from KFASC employment, their biometric ID should be deactivated, and their monthly attendance data should be archived by the IT team for future retrieval and full and final settlement by the HR department.

**Unreported Working Hours:** Working at KFASC campus without clocking in is strictly prohibited. Employees must punch in before starting any work and are not allowed to punch out until all work has ceased. Underreporting or failing to report hours worked will result in corrective action, including termination.

## **Biometric Punch in Punch out Policy for Employees (Teaching / Non-Teaching & support staff)**

**Introduction:** The biometric time tracking system enables accurate monitoring of employee attendance and facilitates efficient processing of time worked and leave taken for monthly payroll purposes. This policy establishes guidelines to ensure accurate record-keeping and compliance within the college.

**Locations of Biometric Clocks:** Biometric time clocks are placed at designated locations for convenient use by employees. These locations include the Administrative Building ground floor and in each department. Additionally, an ERP-based version of the biometric attendance system and a mobile app allows individual employees to access and review their attendance data regularly.

**Working Sessions:** The days working time is divided into two sessions: Forenoon (FN) and Afternoon (AN). Staff members are required to punch in and punch out during these sessions.

### **Support and Amenity Staff:**

- Punch in at 8:30 AM for the FN session.
- Punch out at 12:30 PM for the FN session.
- Punch in at 12:30 PM for the AN session.
- Punch out at 4:30 PM for the AN session.

### **Office Staff:**

- Punch in at 9:30 AM for the FN session.
- Punch out at 1:00 PM for the FN session.
- Punch in at 1.45 PM for the AN session.
- Punch out after 5:00 PM for the AN session.

### **Teaching Staff:**

- Punch in at 9:30 AM for the FN session.
- Punch out at 1:00 PM for the FN session.
- Punch in at 1.45 PM for the AN session.
- Punch out at 4:00 PM for the AN session.

**Grace Time:** A grace period of fifteen minutes will be allowed for punching in at the start time of each session. Any lateness exceeding this grace period will be considered as late or tardy, subject to disciplinary action.

**Disciplinary Action:** Excessive tardiness or repeated instances of late punching beyond the grace period will lead to disciplinary action as per the college's policies and procedures. Disciplinary actions may include verbal warnings, written warnings, salary deductions, or, in severe cases, termination from employment.

### **Early Punch, Dismissal, and Unauthorized Movement Policy:**

**Early Punch:** Employees are expected to adhere to their designated punch-in and punch-out times. Any attempt to punch in before the scheduled start time without prior authorization is considered an early punch. Early punches may result in inaccurate attendance records and disrupt the smooth operation of the biometric system.

### **Consequences of Early Punch:**

1. Early punches will be considered unauthorized access and will be subject to disciplinary action.
2. The first instance of an early punch may result in a verbal warning.
3. Subsequent instances may lead to written warnings, salary deductions, or other disciplinary measures as determined by the College's policies and procedures.
4. Habitual early punching may result in severe consequences, including termination from employment.

**Dismissal:** Employees are required to remain on the premises during their working hours unless authorized by their supervisors or reporting authorities. Dismissal without proper permission disrupts workflow and affects productivity.

**Unauthorized Movement without Permission:**

1. Employees must obtain permission from their reporting authorities for any movement outside the premises during working hours.
2. Unauthorized movement without permission includes leaving the campus without proper approval, taking extended breaks without authorization, or engaging in activities unrelated to work during scheduled working hours.

**Consequences of Unauthorized Movement without Permission:**

1. Unauthorized movement will be considered a violation of the attendance policy and may result in disciplinary action.
2. Disciplinary action may include verbal warnings, written warnings, salary deductions, or other measures as outlined in the University's policies and procedures.
3. Repeated instances of unauthorized movement may lead to further disciplinary action, up to and including termination from employment.

Note: It is important for employees to understand that early punching, dismissal without permission, and unauthorized movement outside the premises are serious offenses that can result in disciplinary consequences. Compliance with the attendance policy is crucial for maintaining a productive work environment and ensuring accurate record-keeping

**Special Timings and Compliance with Directions Policy:**

During certain circumstances such as examination periods, student union elections, arts & sports activities, emergent situations, functions, and programs, special timings and directions may be issued to ensure

the smooth functioning of the college. Employees are required to comply with these special instructions and timings as communicated by the administration or their reporting authorities.

### **1. Special Timings:**

a. During exam periods or other specific events, alternative schedules or extended working hours may be implemented.

b. Employees must strictly adhere to the designated timings and follow the instructions provided by the management.

### **2. Staying on Campus:**

a. In emergent situations or when required by the administration, employees may be instructed to stay on campus beyond their regular working hours.

b. Compliance with these instructions is mandatory to ensure the safety and effective management of the situation.

### **3. Functions and Programs:**

a. During college functions, events, or programs, employees may be required to adjust their working hours or participate or take up duties assigned or involve in specific activities.

b. Employees must follow the directions provided by the organizing committee or their reporting authorities regarding their roles and responsibilities.

### **Consequences of Non-Compliance:**

1. Failure to comply with special timings and directions may be considered a violation of the college's policies and procedures.

2. Non-compliance may result in disciplinary action, including verbal or written warnings, salary deductions, or other appropriate measures.

3. Repeated instances of non-compliance may lead to more severe consequences, including termination of employment.

Note: It is important for employees to understand that special timings and directions are put in place to address specific needs and ensure the smooth operation of the college during certain circumstances. Employees are expected to cooperate and follow the instructions provided by the management or their reporting authorities. Failure to comply may result in disciplinary action in accordance with the college's policies and procedures.

### **Leave Application and Digital Failure Policy:**

#### **1. Duty Leave:**

- a. If an employee is issued an external duty (valuation, viva-voce, lab exam, extension duty, or other duties) they are required to register the duty leave through the designated mobile app and report duty. Any failure to attend duty may invite disciplinary actions
- b. On finishing duty, the employee must submit the duty leave application to the office before punching in.
- c. Prior permission may be sought to punch in after OD should be obtained from the authorized authority upon submission of the duty leave application.

#### **2. Other Leave Applications:**

- a. All other types of leave, including sick leave, casual leave, or any other form of leave, should be applied for through the mobile app.
- b. Employees must submit their leave applications well in advance, following the specified procedure outlined in the mobile app.

#### **3. Absence without Leave Application:**

- a. If an employee fails to submit a leave application through the mobile app, their absence will be considered unreported.

b. Unreported absence may be treated as unauthorized and may result in appropriate disciplinary action.

4. Digital Failure:

a. In the event of digital failures or technical issues preventing an employee from accessing or using the mobile app for leave applications, an alternate communication method should be followed.

b. Employees should promptly inform their reporting authority or the designated contact person about the digital failure through a phone message or any other available means.

c. The reporting authority will provide guidance on the alternative procedure to follow for leave application in such cases.

Note: It is the responsibility of each employee to follow the prescribed procedure for leave applications using the designated mobile app. Duty leaves should be registered in the app and submitted to the office on joining duty before punching in, with necessary permission obtained. Failure to adhere to the leave application process may result in unreported absence and subsequent disciplinary action. In case of digital failures preventing the use of the mobile app, employees should promptly communicate the issue to the designated authority through a phone message or any available means to ensure proper documentation of leave.