

SRI SIDDHARTHA ACADEMY OF HIGHER EDUCATION

(“Deemed to be University u/s 3 of the UGC Act, 1956”)

Accredited 'A' Grade by NAAC

Agalakote, B.H.Road, Tumkur – 572 107.KARNATAKA, INDIA.



No.SSAHE/ACA/27/2019

Date: 15/03/2019

NOTIFICATION

Sub: Rules for related to Attendance Process Policy of the Academy,

To streamline the process of attendance in Sri Siddhartha Academy of Higher Education (SSAHE) employees are requested to follow the below given policy.

1. OFFICE TIMINGS

At SSAHE timing starts from **10.00 AM to 5.00 PM** with a lunch break of 30 minutes from 1.30 PM to 2.00 PM from Monday to Friday and Saturday **10.00 AM to 1.00 PM**. SUNDAY is a weekly off.

2. MARKING OF ATTENDANCE

- 2.1 Employees should punch their attendance in the Bio-Matrix attendance machine placed at the department door by **“signing-in”** in the machine on arriving to the office and **“sign-out”** at the time of departure. Management can call any employees to report to work before/ after specified time; his/her timings will be adjusted accordingly.
- 2.2 All employees are expected to reach office by 10.00 AM. After 10:00 AM, 30 minutes is grace period, after 10.00 AM, 30 minutes of grace period is provided.
- 2.3 The employees coming to office after 10.30 AM is marked as LATE and:-
 - a) If someone comes half an hour late he/she has to work one hour extra as self penalty which will be monitored by machine. Staff coming 10:00 AM to 10:30 AM and working more than prescribed 8 hours per day will be given extra weight-age in annual appraisal.
 - b) Late beyond 10.30 AM is allowed only eight times in a month. Any employee coming late for more than eight times in a month shall loose ½ day leave/salary.

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3. Employees can avail the facility of 2 hours short leave from his/her arrival/departure time, once in a month. Who will not avail this facility across the year will be given extra weight-age in annual appraisal.
4. Employees are advised to plan their work & its time allocation to finish their work within office timings. Staffs are encouraged to devote quality time in office hours.
5. Any employee on leave should complete his LEAVE application and forward to the REGISTRAR through his Reporting Officer / Head's / In-charge.

This notification shall come into force with immediate effect.

By Order

**Sd/-
REGISTRAR**