



# **OFFICE OF THE REGISTRAR**

## **CIRCULAR**

**Subject: Implementation of New Attendance Policy**

This is to inform all teaching and non-teaching staff of Galgotias University that a **New Attendance Policy** has been approved by the Competent Authority and shall be effective **w.e.f. 01.02.2026**.

All leave applications must be submitted through the **designated online portals** and shall be treated as valid **only after due approval** by the competent authority. Any leave availed without approval or beyond entitlement shall be treated as **Leave Without Pay (LWP)**.

This policy **supersedes all previous instructions** on the subject.

All concerned are requested to ensure **strict compliance**.



## 1. Purpose of the Attendance Policy

The University requires accurate attendance records to:

- Ensure timely payroll processing,
- Maintain compliance with statutory obligations,
- Align working hours with academic and administrative needs,
- Avoid manual errors and dependency on paper-based approvals.

This policy explains **how attendance is recorded, corrected, regularised, and monitored.**

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## 2. Attendance Recording (Daily Requirement)

- All employees must **punch IN and OUT** through the official biometric or system-based attendance mechanism.
  - Attendance is considered valid only when **both IN and OUT punches** are captured.
  - For teaching staff, punching is required even if classes are scheduled.
  - For non-teaching/administrative staff, adherence to official working hours is mandatory.
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## 3. Attendance Regularisation Process (New System-Based Workflow)

Galgotias University now follows a **fully system-driven, digital attendance regularisation workflow on Darwin** to ensure accuracy, transparency, and faster turnaround.

### 3.1 New Process on Darwin

- If an employee forgets to punch (IN/OUT), the system sends an **Absent/Unmarked Attendance Alert the next day.**
- Employee must regularise/justify the attendance in the online attendance system only.
- No physical forms will be accepted.
- System allows up to **3 Regularisation Requests per month.**
- After 3, any further missed punch is automatically treated as **LWP (Leave Without Pay).**

The digital workflow helps save time, reduces manual errors, avoids physical file movement, and improves departmental accountability.

### 3.2 Earlier Practice (For Reference Only)

- Missed punches were handled through hardcopy forms submitted at the end of the month.
  - HoDs/Deans manually verified each form and forwarded it to the Registrar Office.
  - This resulted in dependency on physical paperwork and slower processing.
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## 4. Attendance Regularisation (Missed Punch Handling)

### 4.1 What is Regularisation and What qualifies as an Attendance Adjustment?

If an employee forgets to punch IN or OUT or both, they must correct it through the **Attendance Regularisation Request** in the online system.

- Biometric machine failure.
- Technical system error.
- Punch recorded incorrectly.
- Approved On duty outside campus (OD).

### 4.2 Filing Window

- Employees going for official On Duty work outside campus must raise an On Duty request in the attendance system in advance, before proceeding for duty.
- On Duty requests must be submitted prior to the duty date; post-facto OD requests will not be allowed except in documented emergency cases.
- Supporting document or approval proof upload is mandatory while submitting the On Duty request.
- OD without prior system approval will be treated as absence or missed attendance.
- On Duty entries will not be eligible for Comp Off generation.



## 4.2 Filing Window

- Regularisation can be applied for **past 30 days only**.
- Beyond 30 days, system will not permit adjustments.

## 4.3 Limit on Applications

- Maximum **3 regularisation requests per month**.
- After 3, the system marks the day as **Absent (LWP)**.

## 4.4 Who approves?

- The employee initiates → Dean → Registrar verifies → System updates.

## 4.5 Audit & Transparency

- HR will maintain a monthly report of employees exceeding the limit.
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## 5. Monthly Working Hours

Employees must complete prescribed daily and monthly working hours strictly, and any late coming or early going will be adjusted only through approved Short Leave, Regularisation, or Leave; no grace time or monthly relaxation minutes are permitted.

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## 6. Short Leave (Arriving Late / Leaving Early)

Short Leave is introduced to accommodate unavoidable short-duration personal needs and it shall be subject to academic responsibilities and classes as per the approved timetable.

### 6.1 Entitlement

- **120 minutes (2 hours) per month** available under Short Leave.
- Minimum per request: **60 minutes**.
- Maximum per request: **120 minutes**.
- Usage examples:
  - 1 application of **120 minutes**, or
  - 2 applications of **60 minutes** each.

### 6.2 Filing Window

- Short Leave may be applied for past or future dates, up to 1 day.

### 6.3 Clubbing Rules

- Short Leave cannot be clubbed with CL/EL to create partial-day leaves.
- If combined with absence beyond 120 mins, the balance time becomes **half-day or full-day LWP**.

### 6.4 Approval Flow

- Submit via Attendance System → Manager approval → Auto-adjustment in working hour calculations.

### 6.5 When Short Leave cannot be used?

- For extending vacation or long leave.
  - For recurring late arrivals (policy misuse may be flagged).
  - Employees who are scheduled to conduct or attend classes during the relevant time period shall not be eligible to avail Short Leave for those hours.
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## 7. Absent / LWP Rules (Clear Explanations)

You will be marked Absent (LWP) if:

- You forget to punch and have already used **3 regularisation limits**.
- You fail to apply for Short Leave or Regularisation within **30 days**.
- Your shortfall **exceeds 45 minutes** and no Short Leave is available.
- You are on campus but do not punch and cannot justify your attendance.
- Your Short Leave request is rejected by manager.

Important:

- LWP affects **salary** and may affect **EL accrual** and **service benefits**.





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## 8. Exceptions (Rare Cases Only)

- Exceptions may be considered when:
- Hospitalisation / emergency medical cases.
- Official duty travel proof is available.
- System outage is confirmed by IT.
- All exceptions must be **documented and approved** by the Registrar/HR.

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## 9. Comp Off Policy

- Comp Off shall be granted to employees who work on Weekly Offs or declared Holidays.
- Minimum approved working duration required to qualify is 4 hours in a day.
- Work of 4 hours or more will generate one full-day Comp Off.
- Overtime must be raised through the attendance system and requires Manager and Registrar approval.
- Comp Off requests can be raised up to 30 days in the past.

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## 10. What Employees Should Remember (Simple Summary)

- **Punch every day** — both IN and OUT.
- If you miss, **regularise the next day**, not at month-end.
- Only **3 regularisations allowed per month**.
- You can apply for **Short Leave (max 120 mins)** for small delays.
- You may correct past attendance for **30 days only**.
- No manual forms anymore — **everything system-based**.

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## 11. Consequences for Non-Compliance

- Frequent missed punches → Pattern flagged to Registrar/HR.
- Exceeding 3 regularisations → Day becomes **LWP**.
- Repeated late arrivals → Short Leave may be restricted.
- Continuous LWP may affect salary, increments, and attendance-based eligibility.

