

MAHATMA GANDHI UNIVERSITY

Administration A II Section

No. Ad AII/02/49/2016/Admn.

13.01.2016

CIRCULAR

Sub : MGU Estt - Biometric Attendance Recording system in respect of teachers of all Statutory Departments, Inter University Centres and other Centres of Mahatma Gandhi University – reg.

Ref : (i) UO No 5322/A I/2008/Admn dated 15.12.2008
(ii) UO No. 4999/A I/2/2014/Admn dated 08.10.2014
(iii) Mahatma Gandhi University Statute 1997, Chapter 3 Statute 21
(iv) U.O. No. Ad A I/1/375/2015 dated 30.12.2015
(v) Note No.VC.702/008/2016 dated 12.01.2016, of the Hon'ble Vice Chancellor.

The Hon'ble Vice Chancellor has ordered to implement the Biometric Attendance Recording System to the teachers of all Statutory Departments, Inter University Centres and other Centres of Mahatma Gandhi University as follows:

1. To commence the Biometric Attendance Recording system for teachers of the University from 15th January, 2016 onwards.
2. Teachers of all Statutory Departments, Inter University Centres and other Centres shall mark their attendance using Biometric Attendance Recording system at 9.00 AM and 5.00 PM.
3. The work load of the teachers of the University should not be less than 40 hours a week. This would include 16 hours of direct teaching/learning and the rest 24 hours would include tutorial, counselling, research activities and examination related works, so as to account for total 40 hours as per UGC regulations. The teachers should maintain a work register mentioning all the above activities. This is applicable to all Statutory Departments and all Centres of the University. This should be monitored by HoD/Director and a monthly report shall be submitted to Vice-Chancellor for approval.
4. Teachers of all Statutory Departments, Inter University Centres and other Centres shall adhere strictly to working hours of the Departments as 9.00 am to 5.00 pm with a lunch break of 1 hour from 1.00 pm to 2.00 pm as provided in the University Order No 5322/എ.1/2008/ഭരണവിഭാഗം dated 15.12.2008 and also as provided in Mahatma Gandhi University Statute 1997, Chapter 3 Statute 21 that "Teachers of the University shall be required to be present at their stations of duty throughout the working hours on all working days".

(Contd...2)

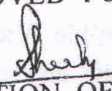
5. All teachers should adhere strictly to the stipulations in U.O. No. 4999/AI/2/2014/Admn. dated 08.10.2014 relating to sanctioning authority for leave to University teachers.
6. Special Casual Leave and Duty Leave in respect of Directors/HoDs shall be sanctioned by the Vice Chancellor.

Attendance Registers shall be maintained along with Biometric Attendance Recording System until further orders

Sd/-
REGISTRAR

- Copy to;
- (1) All HoDs of the Statutory Departments
 - (2) All Hon. Directors of Inter University Centres and other Centres
 - (3) PS to VC/PVC
 - (4) PA to Registrar/FO/CE
 - (5) All JRs/DRs/ARs/DCDC
 - (6) PRO/Content Management Section
 - (7) Records Section/Ad.AI/Ad.A III/Ad.AVII/SF Section
 - (8) Stock File/File Copy

APPROVED FOR ISSUE


SECTION OFFICER