



**MAHATMA GANDHI UNIVERSITY, KERALA**

**Abstract**

MGU Estt:- Bio metric attendance of Teachers - revised time schedule - orders issued

**ADMINISTRATION A 2 SECTION**

No. 4914/AD A 2/2019/MGU

Priyadarsini Hills, Dated: 16.10.2019

*Read:-* Minutes of the meeting of the representatives of Teachers organisations dated 02.8.2019

**ORDER**

A meeting of the representatives of the Teachers' Organisation was convened by the Hon'ble Vice Chancellor to discuss the issues related to Biometric attendance system of Teachers in University departments. The representatives of the Teachers demanded the following:

1. Teachers of all statutory departments shall be permitted to mark attendance using Biometric attendance recording system between 08.00 A.M. and 08.00 P.M. As per clause 15.1 of U.G.C. Regulation 2010, for 5 day week, a Teacher shall be present for at least 6 hours in the University/College. Accordingly the presence of 6 hours in the department between 09.00 A.M. and 05.00 P.M. shall be granted full attendance for the day. That is, if a Teacher is present in the department from 09.00 A.M. to 03.00 P.M. he/she shall be granted full attendance for that day.

2. Similarly half day attendance will be given for 3 hours in the campus between 09.00 A.M. and 01.00 P.M. for F.N. session and 3 hours between 01.00 P.M. and 05.00 P.M for A.N. session.

As per paper read above the Hon'ble Vice Chancellor has approved the same.

Orders are issued accordingly.

HAREES P Y

ASSISTANT REGISTRAR II  
(ADMINISTRATION)

Copy To

1. All HODs
2. P.S. to V.C./P.V.C.
3. P.A. to Registrar/C.E./F.O.
4. Secretary M.G.U.T.O/M.G.U.T.A.
5. Finance I/II/III/ Audit I/II/III
6. F.C.C./Ac.C.
7. J.D., KSAD
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