



**Avinashilingam Institute for Home Science and Higher Education for Women**  
(Deemed to be University under Category A by MHRD, Estd. u/s 3 of UGC Act 1956)  
Re-accredited with A+ Grade by NAAC. Recognised by UGC Under Section 12 B  
Coimbatore - 641 043, Tamil Nadu, India

No.AIHS&HE/Esst./E.3/2023-2024/

March 27, 2024

**CIRCULAR**

Sub: Regularisation of attendance- Regarding.

Ref: Our University Circular No.AIHS&HE/Esst./E.3/2022-2023/ dated 14.06.2022

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As per Govt. of India norms, all the Teaching and Non Teaching Staff members (Both Aided and Self Finance) are instructed to mark their Biometric attendance each and every day morning and evening without fail. If the attendance is not marked, the leave will be deducted automatically.

The duty timings are as follows:-

Teaching - Aided and Self- Finance : 9.30 a.m to 12.45 p.m  
(All Deans All HOD's and : 1.30 p.m to 04.30 p.m  
All teaching Staff members)

Non- Teaching - Aided and Self -Finance : 9.15 a.m to 01.00 p.m  
(Aided and SF Staff members) : 1.30 p.m to 05.00 p.m

Staff members going out during office hours should sign in the Movement Register.

Staff members going for lunch have to mark their Biometric attendance both **In and Out, without fail**. Before and after punching beyond the prescribed lunch time will also be taken in to account for the late attendance. No staff members will be allowed to go for lunch without marking their attendance.

Grace time of 15 minutes will be allowed on entry in the morning. For every **three days of late attendance, half day leave** will be deducted automatically without the consent of the individual. Those who come **late after 10.00 am, one day leave** will be deducted automatically for **three days of late attendance**.

Those who are not able to recognise their punching on any day has to rectify their problem on that day itself with the EDP section. Otherwise, that day will be marked as absent without intimation.

All Lab Attendants/ Lab Assistants and Office Assistants are required to attend office 15 minutes before the usual office hour and must report for duty in office punctually at 9.00 a.m.

(By – Order of the Vice Chancellor)

*S. Koushik*  
REGISTRAR

Copy to:

1. Chancellor's Office
2. Vice Chancellor's Office
3. Registrar's Office
4. All Deans
5. All HOD's
6. The Consultant Public Relations (Public Relations Officer)
7. The Controller of Examinations
8. The Finance Officer
9. Assistant Registrar's (Academic.)
10. Assistant Registrar's (Admin.)
11. Director, School of Engineering
12. Director, Self Finance
13. Faculty of Education
14. Director, Computer Centre
15. Computer Centre
16. All Non-Teaching Staff Members
17. University Website for information