



PTVA's Institute of Management

Time and Attendance Management Policy

1. Objective:

- 1.1 To communicate the general office / college timings of the institute
- 1.2 To lay down the general guidelines to record the attendance by everyone in the institute as per the applicable timings

2 Applicability

- 2.1 All employees on the rolls are covered under this policy

3 Procedure

- 3.1 The working hours for the teaching staff members are minimum six and half hours per day and 40 hours per week. The Institute practices Flexitime in case of teaching staff members. The working hours for non-teaching staff members are from 10.00 AM to 6.00 PM.
- 3.2 Employees are expected to come to their workplace, on all working days, at the designated time and mark attendance in the manual attendance register and in biometrics. They are expected to do this again at the time of leaving the workplace at the end of the working day as well.
- 3.3 Weekly off for all employees of PTVA's Institute of Management will be Sunday of every week, except for the teaching staff members whose lectures fall on Sundays. They will be entitled to a weekly off on any other day of the week as mutually decided by the Director and the concerned staff member.
- 3.4 Employees are expected to register out station duty like tours, trainings etc. either in advance or immediately after resuming the work. The intimation of this should be provided to the Admin Office after approval of the Director.
- 3.5 Taking into account a peculiar work scenario which is prevailing around the world since March 2020, the staff members are allowed to work from home depending on the nature of work, reason/s for working from home, guidelines by the regulatory bodies, etc. However, those staff members who avail Work from Home facility are required to take a permission from the Director regarding the same.