



महिला अभियान्त्रिकी महाविद्यालय, अजमेर  
**WOMEN ENGINEERING COLLEGE, AJMER**

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Ref No.: WECA/Estt./2024-25/2866

Date: 05/02/2025

Office Order

All Teaching, Non Teaching, TA under RHTEQIS and other staff who are employees of contractor of the college are hereby instructed that the biometric attendance system will be implemented on a trial basis from 06.02.2025 onwards. During this period, all employees must mark their attendance using the biometric registration machine.

After resolving all issues that arise during the trial period, salaries will be credited to all employees from the month of March (paid in April) based on the attendance recorded in the biometric machine governed by attached revised guidelines for biometric attendance.

All are directed to ensure that their attendance is recorded on the two (02) fully operational biometric machines installed in the college.

Staffs that are employees of Contractor whose duty is on rotation basis mark their attendance as per duty hours.

Note: -Revised guidelines for attendance registration through biometric machine is attached

  
(Principal)

Copy to:-

1. Steno to Principal, for kind information to principal
2. Registrar/FIE/FIA
3. All department heads and the section in-charge.
4. All staff members via Email for compliance.
5. Man power committee for effective implementation and compliance.
6. Establishment Section for effective implementation and compliance.
7. Accounts Section.
8. Biometric committee for staff biometric enrollment and record keeping.
9. Mr. Chiman Singh Rawat, Care Taker for brief the rules to all staff working in our college who are employees of contractor
10. Webmaster for website update.
11. Guard file.

  
(Asstt. Registrar) 05/02/25



Draft

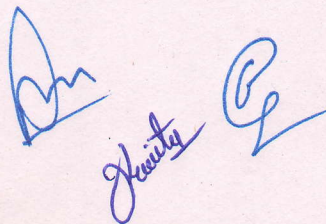
## Revised guidelines for biometric attendance

The revised guidelines for attendance registration through biometric machine issued earlier by the college, the following guidelines are issued for marking attendance through biometric machine in the college. These guidelines will be applicable to all teachers, officers, non-teaching staff, Staff working in the college who are employees of contractor and employees-

1. Official working hours are from 9:00 AM to 4:00 PM and ensuring presence during these hours is the sole responsibility of each employee.
2. The biometric attendance system will operate from 8:45 AM to 4:30 PM daily.
3. All teachers, officers, employees, guest faculty, Staff working in the college who are employees of contractor etc. of the college will mark their attendance through biometric machine on every working day.
4. As per the earlier prevalent system all officers, faculty members, guest faculty members, non-teaching staff and Staff working in the college who are employees of contractor will also mark their attendance in the attendance register in the Establishment section/Principal's office.
5. Staff must record their biometric attendance within the specified time slots:  
Morning Attendance: Between 8:45 AM and 9:30 AM.  
Evening Attendance: Between 4:00 PM and 4:30 PM.
6. Attendance recorded before or after the specified time slots (e.g., before 8:45 AM, after 9:30 AM in the morning, or before 4:00 PM, after 4:30 PM in the evening) will count as a missed biometric attendance.
7. If an employee unintentionally fails to mark their biometric attendance. It will be counted as a missed biometric attendance.
8. Every staff member will be granted a concession up to a maximum of 4 times per month for missed biometric attendance. Beyond these 4 missed chances, half a Casual Leave (CL) will be deducted for every additional missed biometric attendance.

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Example 1:

If a staff member records biometric attendance before 8:45 AM, after 9:30 AM, or misses the biometric entirely in the morning, it will be considered a missed biometric attendance. Similarly, if a staff member records biometric





attendance before 4.00 PM, after 4:30 PM, or misses the biometric entirely in the evening, it will also be considered a missed biometric attendance.

Example 2:

If a staff member has already utilized their 4 allowed missed chances in a month and misses biometric attendance for the 5th time, half a Casual Leave (CL) will be deducted for that instance.

Example 3:

If a staff member fails to record biometric attendance both in the morning and evening on the same day, he will be treated on leave and providing information for leave is the sole responsibility of the employee.

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9. The relaxation in timing or allowance for missed turns is not a permission to arrive late or leave early but rather a considerate measure for unavoidable human factors. It should not be used to form a habit.

10. Biometric Rules for Staff on Half-Day Leave:

**For morning half-day leave:**

Staff must record attendance before 12:30 PM and between 4.00 PM and 4:30 PM.

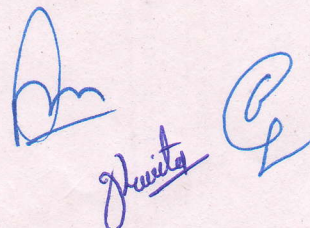
**For evening half-day leave:**

Staff must record attendance between 8:45 AM and 9:30 AM and after 12:30 PM.

**During Half-Day Leave:**

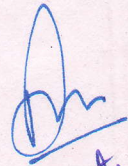
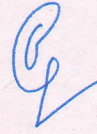
If an employee records biometric attendance outside the defined time slots for either session, or misses biometric attendance for one or both sessions, one missed chance will be recorded.

11. In case the biometric machine fails to recognize the staff member's biometric data (fingerprint, face, or retina etc.) or in the event of a machine malfunction or power failure, then Staff members must complete the designated **Missed Biometric Attendance Performa/Register** available in the Establishment Office immediately. The Establishment Section will maintain a register/Performa where staff members will record their attendance time, which will then be verified by AR (Establishment). Also





- the staff member must immediately inform the Biometric Committee about the issue via email to [bbams@gweca.ac.in](mailto:bbams@gweca.ac.in).
- 12.If the staff member has no CL balance, Privilege Leave (PL) will be deducted instead.
  - 13.Teachers/employees/officers who remain on leave with competent approval or go out of the Institute/headquarters to perform duty, all such details and their attendance will be maintained as before.
  - 14.Biometric attendance Record will be sent to the Establishment Branch by the concerned committee every month.
  - 15.Monthly absentee statement will continue to be sent to the Accounts section by the Establishment section as before, Establishment section will ensure that above rules to be followed in the Leave record and preparation of salary.
  - 16.The Head of the Department/Section In-Charge will ensure the availability of all subordinates in his department during office hours.
  - 17.All teachers/Staff members will ensure their availability in the college as per the norms of UGC/AICTE/State Government/BTU/College and as per the work assigned by the department/college.
  - 18.It is necessary for the employee to stay in the college on an average of his normal office hours on working days in a month.
  - 19.The above can be reviewed, changed and corrected at the Principal level if deemed necessary.

  
  
Javita