



**Policy/Guidelines**  
**for**  
**Recording Attendance in Biometric-Based Attendance System**  
**(BBAS)**  
**School of Planning and Architecture,**  
**Bhopal**

**October 20, 2023**

**Version 1.0**



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## **Policy for Biometric Based Attendance System**

### **1. Policy Statement:**

This policy aims to establish clear guidelines for the recording of attendance using the Biometric Based Attendance System (BBAS) at the School of Planning and Architecture Bhopal (SPA Bhopal). It outlines the purpose, users, attendance recording procedures, policy details, data security, compliance, review process, and relevant contacts for assistance and inquiries.

#### **(i) Purpose:**

The purpose of this policy is to ensure accurate and efficient attendance recording, promote accountability among staff, and provide a framework for addressing attendance-related matters.

#### **(ii) Users:**

This policy applies to all employees (including contractual employees) at SPA Bhopal who are required to record their attendance using the BBAS.

### **2. Attendance Policy:**

#### **Working Hours:**

- Institute has observed five days a week with working hours from 9:00 AM to 5:30 PM with a 30-minute lunch break.
- For those working in shifts, each shift is 8 hours unless specified differently.

#### **Absences:**

1. Half a day's casual leave will be debited to the casual leave account for each late attendance upto an hour, on not more than two occasions in a month may be condoned if this is due to unavoidable reasons.
2. Kindly report any absences, including Casual Leave (CL), Special Casual Leave (SCL), Earned Leave (EL), Duty Leave (DL), and any other types of leave, by sending a written email to your HOD/Reporting Officer/Section Head. Ensure to also copy [biometric@spabhopal.ac.in](mailto:biometric@spabhopal.ac.in). The EL, RH, SCL account shall continue to be maintained by the respective competent authorities / HOD's.

### **3. Data Security and Privacy:**

We prioritize data security and privacy. Biometric data collected through the BBAS will be securely stored and used solely for attendance recording purposes. The Institute will adhere to all relevant data protection laws and regulations. Absence due to tour / vacation including LTC shall continue to be maintained by SPAB administration.



#### 4. Compliance:

All users are expected to comply with this policy and related procedures. Failure to comply may result in disciplinary actions as specified in clause no.7 of Policy/Guidelines for BBAS for teaching and clause no 9 of Policy/Guidelines for BBAS for non-teaching staff (Guidelines for Biometric Attendance Recording).

#### 5. Review and Revision:

This policy will be periodically reviewed and updated to align with changing organizational needs, regulatory requirements and to government rules / guidelines issued from time to time. Any changes to these rules shall be notified by the SPA Bhopal administration.

#### 6. Contacts:

For any questions, concerns, or assistance related to attendance recording and the BBAS, please contact the following:

- For general inquiries: [biometric@spabhupal.ac.in](mailto:biometric@spabhupal.ac.in)
- For technical issues with the biometric system: [computercenter@spabhupal.ac.in](mailto:computercenter@spabhupal.ac.in)
- For policy-related matters or grievances: [administration@spabhupal.ac.in](mailto:administration@spabhupal.ac.in)

This policy comes under the administration department, and this comprehensive attendance policy provides a framework for attendance recording and management, ensuring accountability and adherence to Institute standards.

#### 7. Approval

Version 1.0 Approved October 20, 2023, by the Director SPA Bhopal

#### 8. Online policies

Users of this policy are encouraged to refer to online versions of this in Institute website policies at in the section of manual on SPA Bhopal website.

Email Policy <https://spabhupal.ac.in/policy.aspx>.



## **Guidelines for Biometric Attendance Recording:**

### **Teaching Staff:**

1. All faculty (including contract faculty) at SPA Bhopal will be required to record attendance through the Biometric Based Attendance System (BBAS).
2. In case In Time & Out Time is not registered by any teaching employees of SPA Bhopal, the same may be communicated in writing through email to Respective HOD and CC to [biometric@spabhupal.ac.in](mailto:biometric@spabhupal.ac.in)
3. In case of any employee is unable to record attendance through BBAS due to leave, tour or duty related absence, the same may be communicated in writing or through email to Respective HOD and CC to [biometric@spabhupal.ac.in](mailto:biometric@spabhupal.ac.in) for updation of the attendance record.
4. Half-day Casual Leave shall be as follows:  

**A-** Forenoon: (Before lunch hours)

**B-** Afternoon: (After lunch hours)
5. Faculty members are required to work for 40 hours in a week, as per prescribed working hours mentioned in the Attendance Policy.
6. In case of any grievances related to the Biometric attendance system:  

5.1 Shall write an email to [biometric@spabhupal.ac.in](mailto:biometric@spabhupal.ac.in) Action taken against the grievance shall be communicated within two working days.

5.2 If unsatisfied with the solution, contact Dean Faculty Welfare [deanfw@spabhupal.ac.in](mailto:deanfw@spabhupal.ac.in)
7. Action shall be taken as per DOPT guidelines and deemed fit as per CCS (CCA) rule 1965.
8. Work timings related to Consultancy/Research Projects, Conference, Workshop, etc., shall be over and above the working hours of the Institute.

### **Non-Teaching Staff:**

1. All non-teaching staff employees (including contract employees) of SPA Bhopal will be required to record attendance through the Biometric Based Attendance System (BBAS).
2. Institute working hours are from 09:00 AM to 05:30 PM with a 30-minute lunch break (1 PM to 1:30 PM), except for those working in shifts; each shift is 8 hours unless specified differently.
3. Biometric attendance should be recorded between 9:00 AM and 9:15 AM, evening 5.25 pm onwards.



4. Staff will be required to inform their Reporting officer/section Head with a copy to [biometric@spabhupal.ac.in](mailto:biometric@spabhupal.ac.in) about such arrival. In case of habitual late attendance, suitable disciplinary action may be taken by the Institute authorities.
5. If In Time & Out Time is not registered by any non-teaching employees of SPA Bhopal, they should communicate the same in writing through email to their HOD/Reporting Officer/Section Head, with a copy sent to [biometric@spabhupal.ac.in](mailto:biometric@spabhupal.ac.in).
6. In case of any employee is unable to record attendance through BBAS due to leave, tour or duty related absence, the same may be communicated in writing or through email to Respective HOD and CC to [biometric@spabhupal.ac.in](mailto:biometric@spabhupal.ac.in) for updation of the attendance record.
7. Half-day Casual Leave shall be as follows:  
Forenoon: (Before lunch hours)  
Afternoon: (After lunch hours)
8. In case of any grievances related to the Biometric attendance system:
  - 8.1. Shall write an email to [biometric@spabhupal.ac.in](mailto:biometric@spabhupal.ac.in). Action taken against the grievance shall be communicated within two working days.
  - 8.2. If unsatisfied with the solution, contact Assistant Registrar - Administration, [administration@spabhupal.ac.in](mailto:administration@spabhupal.ac.in)
9. Action shall be taken as per DOPT guidelines and deemed fit as per CCS (CCA) rule 1965.
10. Any non-teaching staff engaged in any project of the institute, the working hours will be over and above the office working hours.

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