



F.No. MANUU/ER.I(B)/F.110/2019-20/
Dated: 8th August, 2019

OFFICE ORDER

Sub: Introduction of Biometric attendance system for Teaching Staff
- Detailed modalities - Issued.

Ref: 1. Office Order No. MANUU/ER.I(B)/F.110/2019-20 dt. 15.7.2019
2. NCTE Order No. NCTE-Reg1912/26/2019-US (Regulation)-HQ dt.10.7.2019
3. Ref: Circular No. MANUU/ER.I(B)/F.110/2019-20/738 dt. 31.7.2019

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The University has issued orders regarding introduction of Biometric attendance system for all teaching and academic staff of MANUU vide letter under reference w.e.f. 19.7.2019 (Copy enclosed). Subsequently, the NCTE vide its order 2nd cited has issued a statutory direction to all Central Universities including MANUU to introduce mandatory Bio-Metric attendance for the teachers and students enrolled for all Teacher Educator programmes (M.Ed/B.Ed/D.El.Ed) within 30 days (i.e. by 9th August, 2019) for monitoring purpose (Copy enclosed). As per the directions received from the NCTE, the Dean, School of Education & Training and the Principals of 8 Colleges of Teacher Education (CTEs) are required to upload the attendance of teachers along with students on weekly basis.

2. It is also notified to all the teachers under the School of Education & Training, the NCTE (Recognition Norms and Procedure) Regulations, 2014 prescribes the following workload for teachers teaching B.Ed/M.Ed/D.Ed.El programmes in the University as adopted by the Academic Council of the University:-

- (a) *There shall be at least 200 working days each year exclusive of the period of examination and admission;*
- (b) *The Institution shall work for a minimum of 36 hours in a week (five or six days) during which physical presence in the Institution of all the teachers and students necessary to ensure their availability for advice, guidance, dialogue and consultations as and when required.*
- (c) *The minimum attendance of students shall be 80% of all course work/theory including practicum, and 90% for school internships/field attachments.*

3 Similarly the UGC through UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 *the workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks in an academic year.*

Further, it should be necessary for the teacher to be available for at least 5 (five) hours daily in the University/College. Teachers shall devote at least two hours for mentoring of students (minimum 15 students per coordinator) for community development/extra curricular activities/library consultations/research in case of undergraduate courses and/or at least two hours per day for research in case of postgraduate courses. The direct teaching work load shall be as follows:

Assistant Professor - 16 hours per week


Associate Professor/Professor - 14 hours per week

Note: Professors/Associate Professors/Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.

4. In the case of technical programmes viz. B.Tech/M.Tech/MCA/Diploma in Engineering offered by the University under its School of Technology, the AICTE through its Pay Scales, Service Conditions and Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Technical Institutions and Measures for the Maintenance of Standards in Technical Education – (Degree/Diploma) Regulation, 2019 as notified on 1.3.2019, prescribed that the faculty members working in technical institutions under the purview of AICTE shall have an engagement of not less than 40 hours per week including teaching contact hours and other activities. The work of tutorial / project / research / administration may be distributed among the faculty members as per the need and availability of staff. The laboratory engagement will also be counted towards teaching hours. The minimum teaching contact hours for various positions shall be as given below:

Teaching Engagement of Faculty Members in Degree/Diploma Level Institutions

Degree level programmes (Teaching / Laboratory hours) / week)	Diploma level programmes (Teaching / Laboratory hours) / week)
<ul style="list-style-type: none"> • Assistant Professor -16 hrs per week • Associate Professor -14 hrs per week • Professor / Senior Professor- 14 hrs per week • Director / Principal - 6 hours per week <p>Note: Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like HOD / Dean.</p>	<ul style="list-style-type: none"> • Lecturers - 18 hours per week • HoD -16 hours per week • Principal - 6 hours per week


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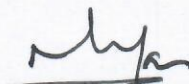
5. The broad modalities to be followed in implementing the Biometric Attendance System for the Teaching and academic staff (regular and contractual/Guest Faculty) in the University Departments/Institutions/Colleges/Centres shall be as under:-

(i) Nodal Offices for Attendance:

- (a) *Hyderabad Main Campus*:- The Coordinator for implementation of Bio-Metric system of teaching staff as notified by the University vide Orders dated 31st July, 2019 shall function as nodal officer. ER - I Section shall assist him for implementing the Biometric Attendance System (BAS) in the Hyderabad Main Campus, including SRC, Hyderabad (Old City) and Model School, Falaknuma, Hyderabad (Old City).
- (b) *Satellite Campuses (Off-campus) and other Offices*:- The Office of the concerned Principal/Regional Director/In-charge shall be the nodal officer for implementing the BAS for teaching (regular and contractual/Guest faculty) in all Satellite Campuses, College of Teacher Education, Polytechnics, ITI/ Model Schools / Regional Centres/ Sub Regional Centres.

(ii) Marking of Attendance, Timings and Working Hours

- (a) All teaching/Academic regular and contractual/Guest faculty will be required to mark their arrival and departure time in the BAS machine without any exception. Their presence in the respective departments/institutions/Colleges/Centres/Directorates will be considered only after marking attendance on BAS System unless they are exempted due to medical grounds or disability in writing by the Vice-Chancellor/Pro-Vice-Chancellor.
- (b) *Non-Vacation Academic Staff*: All non-vacation academic staff posted in the DDE/RCS/SRCs/Other Divisions/Libraries/Institutions shall mark their attendance from 09:00 AM to 05:30 PM. The office timings indicated above are to be scrupulously observed by each staff. The modalities notified for the non-teaching staff vide Office Order No. F.No. MANUU/ER.I(B)/F.110/2019-20 dated 7th August, 2019 shall be applicable in their cases.
- (c) Where a teacher is required to go for an official meeting to another office directly from home or proceed in the late afternoon from where he/she is not likely to return to the office, permission to this effect should be obtained in advance as per procedure. The concerned HOD/Reporting officer concerned will be required to submit details of such dates along with the monthly attendance summary.
- (d) All teaching staff working in different departments/institutions shall be present in their respective departments/institution as per the minimum requirements prescribed by the Regulatory bodies (NCTE/UGC/AICTE) concerned. All the above Regulations under para 2 to 4 have been duly adopted by the University through its statutory bodies (Academic Council/Executive Council). Therefore, any deviation from the minimum working hours shall not be permitted. However, in case a teacher could not attend his/her duties in a particular day(s) due to valid reasons informed in writing, the HoD concerned (with due prior permission) shall ensure that the teacher concerned compensate the required minimum


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teaching hours on the same or subsequent day(s) as possible by rescheduling the classes without adversely affecting the interest of the students.

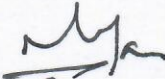
- (h) Teachers who wishes to avail half day Causal Leave shall be required to take half workload in a day without adversely affecting the students in the class.

(iii) Attendance Report Distribution Verification and Submission

- (a) Keeping in view of the requirements by Finance Branch (Salary Section), the Nodal Office (BAS) of Main Campus at Hyderabad shall ensure that an electronic copy of the monthly statement generated from BAS System, showing attendance records of each teaching or academic staff working in various departments/institutions/directorates/centres/offices of the university is sent to the respective heads of department on the following working day after 20th of every month for verification of records.
- (b) The Head of the department/ institutions/directorates/centres/offices concerned located at Hyderabad Main Campus shall be responsible for certifying the Attendance Report to the effect that the teachers concerned were duly present in the department as per the minimum requirement as required under NCTE/UGC/AICTE Regulations as the case may be (under para 2 to 4 above). For every unmarked entry in the Attendance Report, the Head concerned is requested to indicate the nature of leave i.e. CL, RH, EL/HPL/Commutated Leave/Paternity leave/Maternity leave/Child Care leave/Special Casual leave/Training/approved official tour/duty leave etc. availed by the teacher or put additional remarks giving additional information, if required.
- (c) Similarly, the Nodal Officer of the Satellite Campuses (*Off-campus*) and other Offices as per para 5 (i)(b) above, shall generate the monthly Attendance Statement from BAS System and certify the same that the teachers concerned were duly present in the department as per the minimum requirement as required under NCTE/UGC/AICTE Regulations as the case may be (under para 2 to 4 above). They shall ensure for sending the certified attendance report with remarks, if any to the Finance Branch as per the existing practice with an endorsement to the Coordinator-Teaching, BAS (teaching.bas@manuu.edu.in) on the following working day after 20th of every month.

6. It shall be responsibility of the Dean, School of Education & Training to ensure for the uploading of the attendance details of teaching and students working in the Department of Education & Training at Hyderabad as well as all 8 CTEs on the website on weekly basis as per the directions issued by the NCTE under letter 2nd cited.

7. It is notified that hence forth the salary for the regular teachers /contractual/guest faculty of the University shall be calculated strictly on the basis of their Bio-Metric attendance generated through BAS and certified by the HoD concerned with immediate effect.


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8. Further, it is also notified that the existing practice of marking Manual Attendance Register in the respective departments/institutions shall continue till further orders.

9. All BAS related correspondence and attendance details are required to be sent to:

Name of the section

Email ID

Coordinator-Teaching, BAS

teaching.bas@manuu.edu.in

ER.I Section

timeoffice.er1@manuu.edu.in

Finance Branch (Salary Section)

finance.bas@manuu.edu.in


REGISTRAR

Copy to:

1. All Deans of Schools/ Heads of Departments/ Directors of Centres / Director, DDE/ Regional Directors/ Assistant Regional Directors/ Principals of CTEs / Polytechnics/ ITIs/ Model Schools/ In-charge of Lucknow and Budgam Campuses.
2. Finance Officer/Coordinator-Teaching, BAS
3. Deputy Registrar (ER.I)/Assistant Registrar (ER.I)
4. Dean (STC), Jt. Dean (Academic), Director, IQAC, Director (Admissions), DSW, Proctor, Controller of Examinations.
5. Sectional Heads/JRs/DRs/ARs
6. Office of the Vice Chancellor/ Pro-Vice Chancellor / Registrar/Librarian
7. Director, CIT for uploading the University website
8. PRO / Hindi Officer – for translation in Urdu/Hindi