



भारतीय समुद्री विश्वविद्यालय  
INDIAN MARITIME UNIVERSITY  
(Central University, Govt. of India)  
HEADQUARTERS

IMU-HQ/R/11/37/1/2019/Office Order

Date : 20.10.2020

**Office Order**

Sub : **Guidelines for Attendance and Working Hours of IMU Employees – Reg.**

Ref : 56<sup>th</sup> Executive Council Resolution No. EC -2020-56-09.

The Executive Council in its 56<sup>th</sup> Meeting held on 06.10.2020 vide Agenda No. EC 2020-56-09 resolved and approved the following Guidelines for Attendance of employees of IMU.

**“Guidelines for Attendance of IMU Employees”**

1. These guidelines will apply to all employees of the Indian Maritime University. “Employee” means any teacher or non-teaching staff of the University who has been appointed by the University or who stood transferred to the University by virtue of Section 49 of the IMU Act 2008 and includes deputationists of the University.
2. The office timings shall be
  - i. **For Faculty and Academic Support Staff:** from 9:00 AM to 5:30 PM with 30 minutes of lunch break and these timings should be scrupulously observed. The Vice Chancellor may modify these timings for particular categories of employees or in special cases if circumstances so warrant.
  - ii. **For others (including non-teaching staff):** from 9:30 AM to 6:00 PM with 30 minutes of lunch break and these timings should be scrupulously observed. The Vice Chancellor may modify these timings for particular categories of employees or in special cases if circumstances so warrant.

*Abin Joseph*  
20-10-20



3. Each working day shall consist of 2 sessions:
  - i. **For Faculty and Academic Support Staff:** The forenoon session shall be deemed to be from 9:00 AM to 1.00 PM and the afternoon session from 1.30 PM to 05:30 PM.
  - ii. **For others (including non-teaching staff):** The forenoon session shall be deemed to be from 9:30 AM to 1.30 PM and the afternoon session from 2.00 PM to 6:00 PM.
4. Arrival in the morning and departure in the evening shall be recorded as below:
  - i. For Faculty and Academic Support Staff: between 9:00 AM and 9:10 AM in the morning. Departure in the evening shall be recorded from 5:30 PM onwards.
  - ii. For others (including non-teaching staff): between 9:30 AM and 9:40 AM in the morning. Departure in the evening shall be recorded from 6:00 PM onwards.
5. Arrival in the office after 9:10/09:40 AM **or** departure from office before 5:30/6:00 PM, as the case may be, for whatever reason shall be reckoned as half-a-day's Casual Leave.
6. Where an employee attends for only half-a-day (i.e if applied for half-a-day casual leave), arrival after 9:10AM/9:40 AM **or** departure before 1:00/1:30 PM in the forenoon session, and arrival after 1:40/2:10 PM **or** departure before 5:30/6:00 PM in the afternoon session, as the case may be, for whatever reason shall be reckoned as a **full day Casual leave** ( half-a-day casual leave applied and half-a-day due to late arrival or early departure).
7. All employees, teachers as well as non-teaching staff, other than those who may be specifically exempted by the Vice Chancellor, will be required to compulsorily mark their arrival and departure times in the Biometric Attendance System machine or through any other physical or digital mode as decided by the Vice Chancellor.
8. But late attendance or early departure up to an hour, on not more than two occasions in a month and for justifiable reasons, may be condoned by the Campus Director or the Registrar as the case may be, provided the employee makes good this shortfall by working extra time preferably within the same week.
9. If the Casual Leave of the employee is already exhausted, it will be treated as Earned Leave or any other leave to which he is entitled, failing which as leave without pay. Habitual late coming implies lack of devotion to duty and shall be a ground for disciplinary action.

*Adm. In-charge*  
20-10-20

10. Where an employee is required to go for an official meeting in the morning in another office directly from home or to proceed for an official meeting in the late afternoon from where he is not likely to return to office, an advance written intimation by email or letter to this effect shall be given to the Campus Director or Registrar as the case may be. Provided that the official meeting is one which the employee has been directed to attend by an Officer not below the rank of a Deputy Registrar.
  
11. Where an employee is required to do official work outside the office as and when organizing a function or receiving and escorting VIPs or undergoing training or is required to proceed on an official tour outside the headquarters, an advance written intimation by email or letter to this effect shall be given to the Campus Director or Registrar as the case may be.  
Provided that the official work or tour is one which the employee has been directed to do by the Campus Director or Registrar as the case may be.
  
12. Disciplinary action shall be initiated against any employee who doesn't abide by the attendance rules or is found to be directly or indirectly tampering-with the attendance particulars.
  
13. The Attendance System will be monitored by Administration Section and maintained by IT section, if necessary.

These guidelines will come into effect from 21.10.2020 for strict compliance.

**Note :** The Ordinance 06 of 2017 published in the Official Gazette No. 183 dated 03.05.2017 shall be repealed.

*Abin Jayaraman*  
Registrar i/c  
20-10-20

Distribution :

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Vice Chancellor – For information please.