



LAXMI MEMORIAL EDUCATION TRUST (R.)

A J. TOWERS, BALMATTA, MANGALURU - 575 002

Ph. : 2218725 Fax : 0824 - 2218969

E-mail : lmet143@gmail.com. | Website : www.lmet-edu.org

ATTENDANCE AND LEAVE POLICY (TEACHING AND NON-TEACHING STAFF)

INTRODUCTION:

The Attendance and Leave Policy of A J Institute of Management is as per the provisions of the Laxmi Memorial Education Trust and designed to monitoring the attendance and leave-related aspects for Teaching and Non- Teaching staff. This policy aims to create an environment where attendance is valued, and leave entitlements are managed efficiently at institute

Objectives:

1. To ensure that the Institute can efficiently manage its resources, including human capital comprising faculty and non-teaching staff, by having clear guidelines for attendance record leave requests and approvals.
2. Ensure that the attendance and leave policies are fair and considerate of the needs and preferences of both the Institute and staff, while contributing to the overall employee satisfaction and motivation.

System of registering attendance

Employees are expected to register attendance daily in two ways:

1. **Biometric Entry** – Employees should register attendance by punching in bio metric machine installed at the entrance on the Ground Floor four times per day. Faculty and office staff to punch at 9 a.m. and Afternoon two times (from 12:30 to 1:30 with 30 Minutes gap) and evening at 5:00 p.m. However, attenders to record their first punch at 8.30 am and sweepers at 8 am and rest of the punching time is to that of the above. Any employees who do not punch will be considered as absent from duty on the said date.
2. **Signing the Attendance Register:** Faculty and Non-Teaching staff of the Institute should sign attendance Register kept in the Directors room.

3. **Movement Register:** with the prior permission from the Director, faculty and non-teaching staff can go out for institute work or for personal reason, by recording entries in the movement register kept in the Directors room.

Types of Leaves Available for faculty and non-teaching staff

leave	faculty	Non- Teaching Staff
Casual Leave	15	12
Medical leave	10	7.5
Vacation	40	-
Earned Leave	-	24
Duty Leave –OD	Not exceeding 30 days	
Public Holidays	Up to 20 days as per the Trust notification	Up to 20 days as per the Trust notification

- On Duty (OD) facility provided to the employees for attending Meetings, Conference workshops, examination related work etc.
- Probationary Employee (with Less than one year of service) shall entitled to only to the Casual Leave of 12 days per year.
- Maternity leave be granted to a female employee not exceeding 180 days with pay.

This Attendance and Leave Policy serves as a guideline for promoting a conducive and respectful work atmosphere and while facilitating a work-life balance of the employees. All employees associated with the Institute are expected to adhere to this policy, contributing to the overall well-being and effectiveness of the Institute.

Date: 16.01.2019

Place: Mangalore



Director
Laxmi Memorial Education Trust
For A.L. Institute of Management
President / Director