

4.1 Periods and Hours of Works:

- i. All Employees shall be at work in VIT at the time fixed and notified. Employee attending late shall be liable for deduction of wages after due notice.
- ii. Such period of work shall not exceed 48 hours in a week and 9 hours in a day subject to the provisions of Law for the time being in force.
- iii. VIT on special occasions is entitled to call for an Employee to report to work on holidays or work overtime.
- iv. VIT normally functions from Monday to Friday. The usual class timings are 8.30 a.m. to 5.30 p.m. and 9.30 a.m. to 6.30 p.m. The Employees who are required to be present for the 8.30 a.m. classes can leave at 5.30 p.m. whereas others are required to follow 9.30 a.m. to 6.30 p.m. timing. Lunch-break of one hour can be availed between 01.00 p.m. and 02.00 p.m. as permitted by the concerned Deans/ Directors/ Section Head.
- v. Apart from the timings specified above, certain department Employees depending on the job nature may be asked to work on different shift timings (not specified above) as prescribed by the concerned Deans/ Directors/ Section Head.
- vi. An Employee shall not leave the work place earlier than the prescribed working hours. If, for any unavoidable reason, one has to leave the work place earlier, then prior written permission should be obtained from the respective Deans/ Directors/ Section Heads.

4.2 Shift Working :

At the discretion of VIT more than one shift may be worked in a department or departments or any section of a department of VIT. If more than one shift is worked the Employee shall be liable to be transferred from one shift to another.

4.3 Attendance :

- i. Electronic Time cards are given to all categories of Employees as VIT deems expedient. The electronic time card shall bear the name of the Employee, identity number and classification.
- ii. Electronic Time Card shall include any of its forms including but not limited to Swipe Card, Magnetic Card, Bio-metric system of such other electronic forms.
- iii. Any Employee who on attendance for work fails to register his attendance in the manner specified herein shall be liable to be treated as absent for half a day unless he gives to the satisfaction of the Authority appointed for the purpose the reasons for his failure to do so.

- iv. All Employees shall be at their appointed place of work at the time fixed. An Employee attending late shall be liable to be sent out and treated as absent for half-a-day and regarding grace time the existing practice will continue.
- v. An Employee found absent during working hours from his appointed place of work without permission or without sufficient reason, shall be liable to be treated as absent for the period of such absence.
- vi. If an Employee leaves the premises during working hours without permission, he shall be liable to be treated as absent for the whole day in case his absence commences before the recess period and for half-a-day in case his absence commences after the recess period and without prejudice to being so treated as absent, the Employee shall be liable for (i) deduction of wages/salary in respect of such absence as may be permissible under the Law or (ii) disciplinary action as is provided in these Rules.
- vii. If five or more Employees acting in concert and without giving 14 days prior notice to VIT, absent themselves from work or being present at the work spot, refuse to work, a deduction of 8 days wages/salary will be made in lieu of due notice, in addition to the deduction of wages/salary for the absent period. Such Employees are liable for termination.
- viii. All the Faculty & Staff members should punch their attendance at the reporting time on all the working days. Non-punching of attendance shall be treated as absence.
- ix. Normally permission for coming late is granted only for 30 minutes. The request for permission for late coming should be intimated to the Registrar / Deans/ Directors / respective Section Heads either by written or oral communication prior to one hour of the commencement of the concerned Employees reporting time.
- x. The permission shall not be granted as a matter of routine. Only in exceptional cases permission will be given.
- xi. An Employee is required to be prompt in reporting for work. Only those who are held up due to unforeseen circumstances will be allowed to punch the **Late-Attendance**. Reporting thirty minutes later than the scheduled time will be treated as “leave for half-a-day”. The same procedure is applicable to leave the office 30 minutes earlier as well.
- xii. In order to maintain discipline and promptness in attending the work, all the Employees are requested to co-operate with VIT by following the rules in *full spirit and dedication*.

4.4 Regulations of Late Attendance

- (a) In case an Employee avails late attendance *with permission* for more than two instances per month, at the third instance *half-a-day leave* will be deducted automatically. If no casual leave is available, one day EL will be deducted, otherwise it will be treated as Leave on Loss of Pay (LLP).
- (b) In case an Employee avails late attendance *without permission* for more than two instances per month, at the third instance *one day leave* will be deducted automatically.
- (c) In the cases of chronic late comers, suitable disciplinary action will also be initiated accordingly as per the recommendation of the respective Deans/ Directors/ Section Heads.