

Prepared By	Divya, P.O	HR Coordinator	
Verified By	Adv. Pijo Verghese	HR & Legal Manager	
Approved By	Fr. Dejo Puthoor CMI	Accreditation Coordinator	
Issued By	Fr. Julious Arakkal CMI	Director	

- Open the webpage <https://aimsthr.mmcindia.ac.in>
- Got o user registration
- Submit the details as per the instructions available there
- Employee will receive a confirmation SMS and email notification from NMC stating that registrations completed successfully along with your registration

Employee can start registering on-line by submitting their details along with their Aadhaar number.

8.16.3. Employee registration:

Authorized Person of Institution: Nodal Officer

- Medical College Block, ID-30988
- MC Lecture Hall 2 Device 1, ID-30713
- MC Lecture Hall 2 Device 2, 30714
- Medical College Block, ID-28067
- MC Lecture Hall 3 Device 2, ID-26233
- MC Lecture Hall 3 Device 1, ID-26227
- Chavara Ward18, ID-13363
- SH Block, ID-1927
- Chavara Block, ID-1926
- St Marys Block, ID-1917

AEBAS Biometric machines are located at designated places for the ease of use by the employees in Amala Institute of Medical Sciences, Thirissur as...

8.16.2. Locations of BioMetric:

Aadhaar-Enabled Biometric Attendance System (AEBAS) is a type of electronic time tracking (biometric) system which allows both employer and employees to accurately monitor and keep track of their time in and time out to efficiently process employee time worked and leave taken for monthly payroll purposes. The following guidelines have been created to ensure accurate record keeping and compliance within the University.

8.16.1. Introduction:

Our institution is following two different types of Biometric Punching Machines called AEBAS BioMetric machine and Institutional BioMetric machine. AEBAS BioMetric machine is fixed specifically for staffs and students who are registered under NMC (National Medical Commission) and Institutional BioMetric machine is for all remaining staffs employing at Amala.

AEBAS BioMetric Attendance Policy for NMC Staffs and Students:

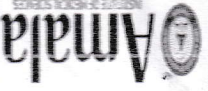
8.16. POLICY FOR BIOMETRIC PUNCHING

This policy will be reviewed periodically to ensure its relevance and effectiveness. Changes to the policy can be made by the authorities in consultation with relevant departments and management.

8.15.9. Review

Job Band 5	-NA-	Rs.300	Rs.400	Rs.600	Rs.800
Job Band 4	-NA-	Rs.400	Rs.500	Rs.700	Rs.900
Job Band 3	-NA-	Rs.500	Rs.600	Rs.800	Rs.1000
Job Band 2	-NA-	-NA-	-NA-	-NA-	-NA-
Job Band 2	-NA-	-NA-	-NA-	-NA-	-NA-
Job Band 2	-NA-	-NA-	-NA-	-NA-	-NA-

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HUMAN RESOURCE DEPARTMENT MANUAL		

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- After approving employee registration by the institution (Nodal Officer), employee will receive another SMS
- Then again open the same webpage <https://aimstr.mmcindia.ac.in>
- Go to Login
- Click on " Don't have an account" to open personal login account
- Enter attendance ID and captcha.
- Click on "Generate login OTP" (OTP is employee's temporary password)
- Login with temporary password received and create new password
- Submit and then your page is open to view details
- Punching can be done in the AEBAS Machine

8.16.4. Attendance marking:

Employees can mark their attendance on Aadhaar-Enabled Biometric Attendance System (AEBAS) terminals installed in any building inside the Hospital compound, using the attendance ID provided to them. The dashboard reports would be able to show the location/building from where an employee has marked their attendance on particular day.

- a) Punching process
- Every employee will need to enter 8 digit unique ID (Attendance ID) on the touch screen of the tablet and then present his bio-metric (finger print) for authentication. This may take maximum of 30 seconds to finish.

- b) Punch In - Out:
- The very first time an employee marks attendance in a day is taken to be his In-time. The last attendance marked in the day is considered to be the Out-time. This means attendances marked in between the first and the last punch are not considered.

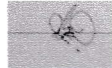



- c) AEBAS Machine Time: The work hours are calculated for 24 hours and after 12 midnight a date change comes into effect.

- d) Late and Early Punch:
- Recording/Marking of biometric attendance after grace period and before completion of daily working hours shall be considered as "Late coming/Early leaving" respectively and leave have to be applied accordingly for the same.

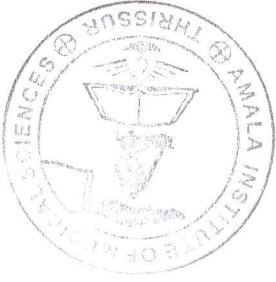
- e) Attendance Register: All employees should mark their daily attendance in their respective attendance register on regular basis, other than their AEBAS punching.
- Under certain conditions when an employee cannot "punch in" institution, the employee should fill out the Duty Leave (DL) form to get the prior approval from their reporting authority for onward submission to the HR department, failing which the days mentioned in the form shall be counted as LWA (Leave Without Allowance).


- f) Leave Application:
- Online: Employees are instructed to report their leave details through personal AEBAS account.

- Offline: Login with personal credential-Select Leave portal-Fill the required leave details-Submit. Leave approval and rejection will done by Nodal Officer on behalf of institution

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Employees are required to fill leave application form (issued from institution HR dept.) as well and get approval signature from concerned In-charge/HOD and submit to HR department, failing which the days mentioned in the form shall be counted as LWA (Leave without Allowance).

g) Compensatory Work Time: Compensatory work time earned is based on hours worked by the concerned employee(s) on listed holiday/gazette holidays/ national holidays/ weekly off(s) etc. as approved by the concerned reporting authority. Based on this compensatory work time, employee(s) may be eligible to get compensatory off in lieu thereof as per the existing comp off policy.

h) MMC rules and regulations: As per MMC rules and regulations, faculty and senior resident doctors are required to maintain a minimum attendance of 75% through the Aadhaar-Enabled Biometric Attendance System (AEBAS). All medical colleges have to install AEBAS linked to the command-and-control center of MMC.

i) Absences from Duty: Employee attendance is extremely important in our institution. Management expects employees to strive for perfect attendance and to arrive for work on time. Therefore, an absence from duty or a late start or early log out should be avoided unless there is a genuine emergency.

j) Personal Tracking: Employee can check their attendance online on AEBAS by logging into the designated portal or mobile application using their credentials

k) AEBAS ID transfer during EXIT: Institution will promptly transfer the AEBAS ID of a user upon their resignation or transfer from one organization to another. If the destination is unknown, the AEBAS ID should be transferred to the 'Free Pool' instead of being blocked.

Institutional Biometric Machine Policy For All Hospital Staffs:

8.16.5. Cut-Off Rules:

a) Maximum Tolerated Misses: Punching errors in a month (including late punch-ins, early punch-out and missing either F1 or F2).

b) Late Punch-In:

- 3 minutes and above

c) early punch out

d) missing either F1 or F2





8.16.6. Warning Steps:

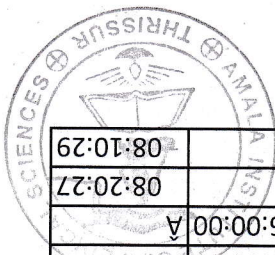
a) 1st Warning (1st month): A formal warning issued to the employee.

b) 2nd Warning (2nd month): A second warning is issued if infractions continue.

c) 1st Salary Cut (3rd month): Rs. 50 per day for each missed punch or late punch or early punch-out (after 1st warning).

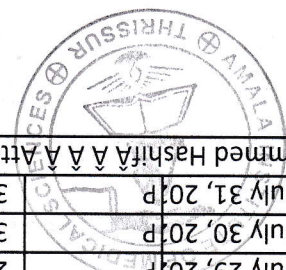
d) 2nd Salary Cut (4th month): Rs. 100 per day for each missed punch or late punch or early punch-out (after 2nd warning).

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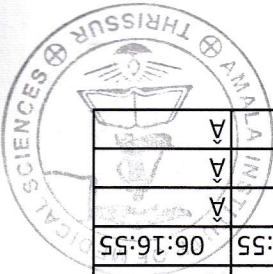


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3	July 3, 2025	H			A	A	
4	July 4, 2025	P	04-07-2025 06:29	04-07-2025 19:55	A	A	13:26:07
5	July 5, 2025	P	05-07-2025 06:27	05-07-2025 16:23	A	A	09:55:57
6	July 6, 2025	H			A	A	
7	July 7, 2025	P	07-07-2025 06:13	0000-00-00 00:00:00	A	A	16:00:00
8	July 8, 2025	P	08-07-2025 07:38	08-07-2025 22:10	A	A	14:32:19
9	July 9, 2025	P	09-07-2025 07:29	0000-00-00 00:00:00	A	A	16:00:00
10	July 10, 2025	P	10-07-2025 06:28	10-07-2025 19:25	A	A	12:56:50
11	July 11, 2025	P	11-07-2025 07:11	11-07-2025 20:56	A	A	13:44:41
12	July 12, 2025	P	12-07-2025 07:16	12-07-2025 19:01	A	A	11:45:38
13	July 13, 2025	H			A	A	
14	July 14, 2025	P	14-07-2025 09:47	14-07-2025 20:23	A	00:47:32	10:36:19
15	July 15, 2025	P	15-07-2025 06:07	15-07-2025 19:49	A	A	13:42:05
16	July 16, 2025	P	16-07-2025 06:27	16-07-2025 20:03	A	A	13:35:27
17	July 17, 2025	P	17-07-2025 06:11	17-07-2025 19:23	A	A	13:11:29
18	July 18, 2025	P	18-07-2025 06:51	18-07-2025 19:13	A	A	12:22:28
19	July 19, 2025	P	19-07-2025 06:53	0000-00-00 00:00:00	A	A	16:00:00
20	July 20, 2025	H			A	A	
21	July 21, 2025	P	21-07-2025 06:14	0000-00-00 00:00:00	A	A	16:00:00
22	July 22, 2025	P	22-07-2025 07:31	22-07-2025 18:13	A	A	10:42:15
23	July 23, 2025	P	23-07-2025 06:30	23-07-2025 19:24	A	A	12:54:11
24	July 24, 2025	P	24-07-2025 06:20	24-07-2025 21:39	A	A	15:18:37
25	July 25, 2025	P	25-07-2025 06:28	0000-00-00 00:00:00	A	A	16:00:00
26	July 26, 2025	P	26-07-2025 07:03	26-07-2025 17:28	A	A	10:24:32
27	July 27, 2025	H			A	A	
28	July 28, 2025	P	28-07-2025 07:00	28-07-2025 20:53	A	A	13:53:43
29	July 29, 2025	P	29-07-2025 06:40	29-07-2025 21:15	A	A	14:35:02
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Ashwin Gommen Philip A A Att-ID:18675489A A A Designation:Associate Professor Ng							
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4	July 4, 2025	P	04-07-2025 08:39	04-07-2025 16:45	A	A	08:06:19
5	July 5, 2025	P	05-07-2025 08:51	0000-00-00 00:00:00	A	A	16:00:00
6	July 6, 2025	H			A	A	
7	July 7, 2025	P	07-07-2025 08:53	07-07-2025 16:54	A	A	08:01:18
8	July 8, 2025	P	08-07-2025 08:50	08-07-2025 18:25	A	A	09:34:12
9	July 9, 2025	P	09-07-2025 08:54	09-07-2025 17:18	A	A	08:23:29
10	July 10, 2025	P	10-07-2025 08:59	10-07-2025 17:31	A	A	08:32:02
11	July 11, 2025	P	11-07-2025 08:47	11-07-2025 16:32	A	A	07:44:40
12	July 12, 2025	P	12-07-2025 08:32	0000-00-00 00:00:00	A	A	16:00:00
13	July 13, 2025	P	13-07-2025 10:28	0000-00-00 00:00:00	A	01:28:34	16:00:00
14	July 14, 2025	P	14-07-2025 08:43	14-07-2025 17:04	A	A	08:20:27
15	July 15, 2025	P	15-07-2025 08:59	15-07-2025 17:09	A	A	08:10:29

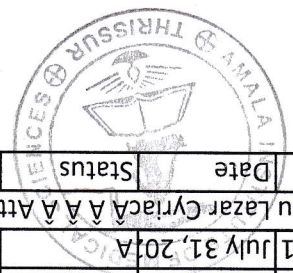
Medical Oncology



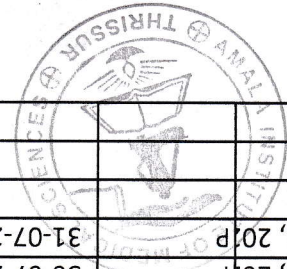
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18	18 July 18, 2023	P	18-07-2025 08:42	0000-00-00 00:00:00	A		A	16:00:00
19	19 July 19, 2023	P	19-07-2025 09:11	0000-00-00 00:00:00	A	00:11:26	A	16:00:00
20	20 July 20, 2023	H			A		A	
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22	22 July 22, 2023	P	22-07-2025 09:01	22-07-2025 16:31	A	00:01:36	A	07:29:50
23	23 July 23, 2023	P	23-07-2025 09:01	23-07-2025 16:32	A	00:01:19	A	07:31:29
24	24 July 24, 2023	L			A		A	
25	25 July 25, 2023	P	25-07-2025 09:10	0000-00-00 00:00:00	A	00:10:42	A	16:00:00
26	26 July 26, 2023	L			A		A	
27	27 July 27, 2023	H			A		A	
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Mohammed Hashifa A A A Att-ID:36979345 A A A Designation:Junior Resident Ng								
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18	18 July 18, 2023	P	18-07-2025 08:42	0000-00-00 00:00:00	A		A	16:00:00
19	19 July 19, 2023	P	19-07-2025 09:11	0000-00-00 00:00:00	A	00:11:26	A	16:00:00
20	20 July 20, 2023	H			A		A	
21	21 July 21, 2023	P	21-07-2025 08:38	0000-00-00 00:00:00	A		A	16:00:00
22	22 July 22, 2023	P	22-07-2025 09:01	22-07-2025 16:31	A	00:01:36	A	07:29:50
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24	24 July 24, 2023	L			A		A	
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28	28 July 28, 2023	P	28-07-2025 06:53	28-07-2025 21:14	A		A	14:21:01
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30	30 July 30, 2023	P	30-07-2025 06:54	30-07-2025 20:56	A		A	14:01:32
31	31 July 31, 2023	P	31-07-2025 07:04	31-07-2025 20:41	A		A	13:36:34



Sno	Date	Status	In Time	Out Time	In Time_Sh	Out Time_Sh	Duration
1	1 July 1, 2025	P	01-07-2025 10:30	01-07-2025 18:12	01:30:55	A	07:41:08
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3	3 July 3, 2025	H		A	A	A	
4	4 July 4, 2025	P	04-07-2025 08:47	04-07-2025 17:49	A	A	09:02:22
5	5 July 5, 2025	P	05-07-2025 08:42	05-07-2025 17:07	A	A	08:24:59
6	6 July 6, 2025	H		A	A	A	
7	7 July 7, 2025	P	07-07-2025 19:24	0000-00-00 00:00:00	10:24:38	A	16:00:00
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11	11 July 11, 2025	P	11-07-2025 08:55	0000-00-00 00:00:00	A	A	16:00:00
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13	13 July 13, 2025	H		A	A	A	
14	14 July 14, 2025	P	14-07-2025 10:31	14-07-2025 18:08	01:31:15	A	07:37:28
15	15 July 15, 2025	P	15-07-2025 08:42	0000-00-00 00:00:00	A	A	16:00:00
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21	21 July 21, 2025	P	21-07-2025 12:40	21-07-2025 20:35	03:40:41	A	07:54:46
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26	26 July 26, 2025	L		A	A	A	
27	27 July 27, 2025	H		A	A	A	
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Ritu R Menon A A Att-ID:97112826 A A Designation:Senior Resident Ng							
Sno	Date	Status	In Time	Out Time	In Time_Sh	Out Time_Sh	Duration
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3	3 July 3, 2025	H		A	A	A	
4	4 July 4, 2025	P	04-07-2025 07:58	04-07-2025 20:20	A	A	12:21:38
5	5 July 5, 2025	P	05-07-2025 04:28	05-07-2025 17:29	A	A	13:00:52
6	6 July 6, 2025	H		A	A	A	
7	7 July 7, 2025	P	07-07-2025 08:07	07-07-2025 18:26	A	A	10:18:37
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10	10 July 10, 2025	P	10-07-2025 08:00	0000-00-00 00:00:00	A	A	16:00:00
11	11 July 11, 2025	L		A	A	A	
12	12 July 12, 2025	L		A	A	A	
13	13 July 13, 2025	P	13-07-2025 08:19	13-07-2025 14:36	A	A	06:16:55
14	14 July 14, 2025	L		A	A	A	
15	15 July 15, 2025	L		A	A	A	
16	16 July 16, 2025	L		A	A	A	



Sno	Date	Status	In Time	Out Time	In Time	Sh	Out Time	Duration
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28	July 28, 2021	P	28-07-2025 08:11	28-07-2025 18:14	A	A	10:02:46	
27	July 27, 2021	P	27-07-2025 03:07	0000-00-00 00:00:00	A	A	16:00:00	
26	July 26, 2021	P	26-07-2025 08:07	26-07-2025 20:53	A	A	12:45:55	
25	July 25, 2021	P	25-07-2025 07:52	25-07-2025 17:59	A	A	10:07:03	
24	July 24, 2021	P	24-07-2025 08:14	24-07-2025 18:31	A	A	10:17:11	
23	July 23, 2021	P	23-07-2025 08:11	23-07-2025 17:32	A	A	09:21:41	
22	July 22, 2021	P	22-07-2025 08:06	22-07-2025 18:34	A	A	10:27:43	
21	July 21, 2021	P	21-07-2025 08:09	21-07-2025 18:47	A	A	10:37:40	
20	July 20, 2021	H			A	A		
19	July 19, 2021	L			A	A		
18	July 18, 2021	L			A	A		
17	July 17, 2021	L			A	A		
Sunu Lazar Cyriac A A A Att-ID:89590897A A A Designation:Professor Ng								
31	July 31, 2021	A			A	A		
30	July 30, 2021	P	30-07-2025 08:41	30-07-2025 19:45	A	A	11:04:29	
29	July 29, 2021	P	29-07-2025 08:31	29-07-2025 18:55	A	A	10:23:42	
28	July 28, 2021	P	28-07-2025 18:24	28-07-2025 22:41	A	A	04:16:38	
27	July 27, 2021	H			A	A		
26	July 26, 2021	P	26-07-2025 13:57	26-07-2025 22:57	A	A	08:59:53	
25	July 25, 2021	P	25-07-2025 09:20	25-07-2025 17:21	A	A	08:00:13	
24	July 24, 2021	P	24-07-2025 23:12	0000-00-00 00:00:00	A	A	16:00:00	
23	July 23, 2021	P	23-07-2025 08:30	23-07-2025 20:24	A	A	11:53:26	
22	July 22, 2021	P	22-07-2025 21:42	0000-00-00 00:00:00	A	A	16:00:00	
21	July 21, 2021	P	21-07-2025 00:30	0000-00-00 00:00:00	A	A	16:00:00	
20	July 20, 2021	P	20-07-2025 08:33	0000-00-00 00:00:00	A	A	16:00:00	
19	July 19, 2021	P	19-07-2025 08:30	19-07-2025 16:38	A	A	08:08:04	
18	July 18, 2021	P	18-07-2025 08:29	0000-00-00 00:00:00	A	A	16:00:00	
17	July 17, 2021	P	17-07-2025 07:54	17-07-2025 21:57	A	A	14:03:17	
16	July 16, 2021	P	16-07-2025 23:22	0000-00-00 00:00:00	A	A	16:00:00	
15	July 15, 2021	P	15-07-2025 08:35	15-07-2025 21:53	A	A	13:17:09	
14	July 14, 2021	P	14-07-2025 21:59	0000-00-00 00:00:00	A	A	16:00:00	
13	July 13, 2021	P	13-07-2025 21:04	0000-00-00 00:00:00	A	A	16:00:00	
12	July 12, 2021	P	12-07-2025 16:45	0000-00-00 00:00:00	A	A	16:00:00	
11	July 11, 2021	P	11-07-2025 00:01	0000-00-00 00:00:00	A	A	16:00:00	
10	July 10, 2021	P	10-07-2025 08:32	0000-00-00 00:00:00	A	A	16:00:00	
9	July 9, 2021	P	09-07-2025 08:20	09-07-2025 22:18	A	A	13:58:19	
8	July 8, 2021	P	08-07-2025 17:22	0000-00-00 00:00:00	A	A	16:00:00	
7	July 7, 2021	P	07-07-2025 07:57	07-07-2025 21:57	A	A	14:00:04	
6	July 6, 2021	P	06-07-2025 18:58	0000-00-00 00:00:00	A	A	16:00:00	
5	July 5, 2021	P	05-07-2025 19:28	0000-00-00 00:00:00	A	A	16:00:00	
4	July 4, 2021	P	04-07-2025 16:51	0000-00-00 00:00:00	A	A	16:00:00	
3	July 3, 2021	H			A	A		
2	July 2, 2021	P	02-07-2025 21:37	0000-00-00 00:00:00	A	A	16:00:00	
1	July 1, 2021	P	01-07-2025 08:24	0000-00-00 00:00:00	A	A	16:00:00	



Sno	Date	Status	In Time	Out Time	In Time	Out Time	Duration
18	18 July 2025	P	18-07-2025 08:58	18-07-2025 16:06	A	A	07:07:52
19	19 July 2025	P	19-07-2025 08:38	19-07-2025 16:00	A	A	07:21:58
20	20 July 2025	H			A	A	
21	21 July 2025	P	21-07-2025 08:34	21-07-2025 16:10	A	A	07:36:06
22	22 July 2025	P	22-07-2025 08:47	22-07-2025 16:02	A	A	07:15:28
23	23 July 2025	P	23-07-2025 08:35	23-07-2025 16:06	A	A	07:31:33
24	24 July 2025	P	24-07-2025 08:51	0000-00-00 00:00:00	A	A	16:00:00
25	25 July 2025	P	25-07-2025 08:39	25-07-2025 16:14	A	A	07:34:20
26	26 July 2025	P	26-07-2025 08:28	26-07-2025 15:54	A	A	00:05:18
27	27 July 2025	H			A	A	
28	28 July 2025	P	28-07-2025 08:16	28-07-2025 16:20	A	A	08:03:43
29	29 July 2025	P	29-07-2025 08:21	0000-00-00 00:00:00	A	A	16:00:00
30	30 July 2025	P	30-07-2025 08:20	30-07-2025 16:39	A	A	08:19:47
31	31 July 2025	P	31-07-2025 08:36	0000-00-00 00:00:00	A	A	16:00:00
Unnikrishnan P A A Att-ID:79125179 A A A Designation:Associate Professor Ng							
Date	Status	In Time	Out Time	In Time	Out Time	Duration	
1 July 2025	P	01-07-2025 07:49	01-07-2025 17:34	A	A	09:44:28	
2 July 2025	P	02-07-2025 08:07	02-07-2025 17:36	A	A	09:29:04	
3 July 2025	H			A	A		
4 July 2025	P	04-07-2025 08:22	04-07-2025 17:04	A	A	08:42:41	
5 July 2025	P	05-07-2025 09:06	05-07-2025 16:14	A	00:06:46	07:07:26	
6 July 2025	H			A	A		
7 July 2025	P	07-07-2025 08:02	07-07-2025 17:15	A	A	09:12:21	
8 July 2025	P	08-07-2025 07:48	08-07-2025 16:47	A	A	08:59:28	
9 July 2025	P	09-07-2025 07:56	09-07-2025 17:18	A	A	09:21:37	
10 July 2025	P	10-07-2025 07:46	10-07-2025 16:55	A	A	09:08:44	
11 July 2025	P	11-07-2025 07:58	11-07-2025 18:38	A	A	10:39:47	
12 July 2025	P	12-07-2025 07:58	12-07-2025 16:49	A	A	08:51:14	
13 July 2025	H			A	A		
14 July 2025	P	14-07-2025 07:52	14-07-2025 17:04	A	A	09:11:23	
15 July 2025	P	15-07-2025 07:44	0000-00-00 00:00:00	A	A	16:00:00	
16 July 2025	P	16-07-2025 07:59	0000-00-00 00:00:00	A	A	16:00:00	
17 July 2025	P	17-07-2025 07:46	17-07-2025 16:44	A	A	08:57:45	
18 July 2025	P	18-07-2025 07:44	18-07-2025 16:37	A	A	08:53:11	
19 July 2025	P	19-07-2025 08:16	19-07-2025 16:39	A	A	08:23:24	
20 July 2025	H			A	A		
21 July 2025	L			A	A		
22 July 2025	P	22-07-2025 08:07	22-07-2025 17:00	A	A	08:53:01	
23 July 2025	P	23-07-2025 08:00	0000-00-00 00:00:00	A	A	16:00:00	
24 July 2025	P	24-07-2025 07:49	0000-00-00 00:00:00	A	A	16:00:00	
25 July 2025	P	25-07-2025 07:46	0000-00-00 00:00:00	A	A	16:00:00	
26 July 2025	P	26-07-2025 15:51	0000-00-00 00:00:00	A	06:51:56	16:00:00	
27 July 2025	H			A	A		
28 July 2025	P	28-07-2025 07:46	28-07-2025 16:57	A	A	09:10:39	
29 July 2025	P	29-07-2025 07:27	29-07-2025 16:50	A	A	09:22:47	
30 July 2025	P	30-07-2025 07:42	30-07-2025 16:25	A	A	08:43:29	
31 July 2025	P	31-07-2025 07:41	0000-00-00 00:00:00	A	A	16:00:00	

DR. J. THOMAS
 MD, FRCS, DNB, MICOG

PRINCIPAL