



Policy for Biometric Punching

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

I . AEBAS Bio Metric Attendance Policy for NMC Staffs and Students:

Introduction:

Aadhaar-Enabled Biometric Attendance System (AEBAS) is a type of electronic time tracking (bio metric) 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.

Locations of Bio Metric:

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

1. Medical College Block, ID-30988
2. MC Lecture Hall 2 Device 1, ID-30713
3. MC Lecture Hall 2 Device 2, 30714
4. Medical College Block, ID-28067
5. MC Lecture Hall 3 Device 2, ID-26233
6. MC Lecture Hall 3 Device 1, ID-26227
7. Chavara Ward18, ID-13363
8. SH Block, ID-1927
9. Chavara Block, ID-1926
10. St Marys Block , ID-1917

Authorized Person of Institution:

Nodal Officer



Employee registration:

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

- Open the webpage <https://aimsthr.nmcindia.ac.in>
- Got to 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 attendance ID
- After approving employee registration by the institution (Nodal Officer), employee will receive another SMS
- Then again open the same webpage <https://aimsthr.nmcindia.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

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.

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.

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.

AEBAS Machine Time:

The work hours are calculated for 24 hours and after 12 midnight a date change comes into effect.

Late and Early Punch:

Recording/Marking of biometric attendance after grace period (half an hour in starting of daily working time) 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.

Employees are expected to punch in and out at their regularly scheduled times. Punch in and punch out by the employee(s) before the regularly scheduled time is prohibited.

Under certain conditions when an employee cannot "punch in" at the 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).

Attendance Register:

All employees should mark their daily attendance in their respective attendance register on regular basis, other than their AEBAS punching.

Leave Application:

1. Online:

Employees are instructed to report their leave details through personal AEBAS account. 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

2. Offline:

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).



Compensatory Work Time:

Compensatory work time earned is based on hours worked by the concerned employee(s) on listed holiday / gazetted 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 of their existing compensatory off policy.

NMC rules and regulations:

As per NMC 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 centre of NMC.

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 logout should be avoided unless there is a genuine emergency.

Personal Tracking:

Employee can check their attendance online on AEBAS by logging into the designated portal or mobile application using their credentials

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.

II: Institutional Biometric Attendance

Introduction:

Biometric Attendance is a type of electronic time tracking (bio metric) 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.

Locations of Bio Metric:

Bio metric machines are located at designated places in Amala Institute of Medical Sciences, Thrissur as;

11. Medical College Block -2
12. Chavara Block -3
13. SH Block -1
14. St Marys Block -2

Employee registration:

- Call Software dept.(Code-1413)
- Get the User ID from Software Department
- Go to user registration
- Register their ID, name, department ,branch and title on software
- Register Fingerprint on software
- Send to Terminal
- Punching can be done in the Machine

Card Punching:

- Before giving card punching, the staffs are required to go to arch clinic & consult dermatologist and get medical certificate. And they need to write a request letter to HR Manager and get the sign from him and submit to HR dept, and then only we can issue the card. Based on the time period mentioned in the letter by Hr Manager we can provide the card validity period.
- Add user- tick card—type card number on card information --- add --- restriction – access allowed period—type period-- modify and send the details to the terminal

Attendance marking:

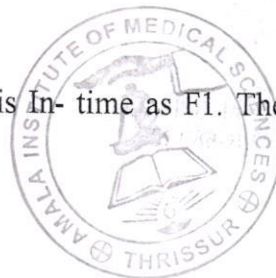
Employees can mark their attendance on biometric attendance system terminals installed in any building inside the hospital compound, using their registered fingerprint.

Punching process:

Every employee will need to touch using their fingerprint on the sensor after selecting F1 or F2 mode

Punch In - Out:

An employee marks attendance in a day is taken to be his In- time as F1. The last attendance marked in the day is considered to be the Out-time as F2.



Machine Time:

Working on 24 hours

Late and Early Punch:

Employees are expected to punch in and out at their regularly scheduled times. Punch In and Punch Out by the employee(s) before the regularly scheduled time are prohibited.

Monthly Report:

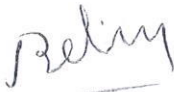
Punching time of each staff need to be checked in every month and to check for latecomers and for overtime details.

Warning Orders for Late Comers:

1. 1st Warning
2. 2nd Warning
3. Memo
4. 1st Salary cut
5. 2nd Salary cut
6. Suspension – for 2 days with salary cut
7. Management Discretion

Policy Amendment / Declaration:

The regulations and procedures in this policy / annexure are subject to change with / without prior notice, if necessary. The Management reserves the sole discretion to make exceptions, change rules and other requirements as it may deem fit from time to time.



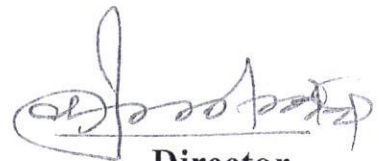
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