



## CIRCULAR

Please refer to the Circular on attendance issued on 05<sup>th</sup> March 2025 (copy attached).

This is for the information of all concerned that guidelines for applying missed punch or late arrival is being highlighted in ERP and alert is visible on the dashboard of ERP System.

This is the sole responsibility of the individual to check his/her attendance daily on ERP which can be viewed in the ERP System under the tab "In Out Register". It has been observed that missed punch or late arrival applications are being submitted by faculty members/ staff after the prescribed duration of two days, whereas it is clearly mentioned in circular and alert that missed or late punch should be applied with proper verification and recommendation in noting sheet with the application of the individual within two days of occurrence and same to be applied in the ERP system on the same date of application.

In view of the above, as directed by the Competent Authority, all Deans/Principal/Heads are requested to disseminate this information among all faculty/staff members of their respective Departments for strict compliance. Please note that application of missed punch or late arrival submitted after two days or beyond crossing the entitled limit of late arrival will not be entertained by the competent authority.

Deputy Registrar

All Deans/ Principals/Directors/ Heads  
Finance Officer  
Administrative Officer  
Account Office

CC

PVC	- for information please.
Registrar	- for information please.
PS to VC	- for information to the Hon'ble VC please.

Deputy Registrar







Ref. No. : AU/Circular/2025

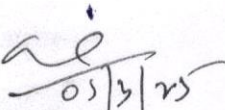
Date : 5<sup>th</sup> March 2025

**CIRCULAR**  
**(ATTENDANCE)**

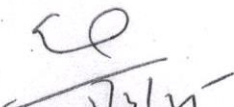
It has been observed that faculty/staff members are not applying the miss-punch of bio-metric in the ERP within the stipulated time. This is creating a lot of difficulty in calculating attendance at the end of month.

In view above, as directed by the competent authority, the miss-punch in the bio-metric must be applied within two days of occurrence in the ERP. Also, an application to the effect duly verified attendance and forwarded by the Dean/Principal/Head should be submitted to the Registrar office for regularization of attendance within the above time. It is informed that the daily attendance can be viewed by every employee in the ERP system under the tab "In-Out Register".

All Deans/Principal/Heads are requested to disseminate the above information among all faculty/staff members of their respective Departments for strict compliance and note that submission of miss-punch application after two days of occurrence will not be entertained.

  
05/3/25  
Dy. Registrar

Cc	:	BoM	-	for information of Hon'ble Members of BoM.
		PS to VC	-	for information of Hon'ble VC.
		PVC	-	for information.
		Dy Registrar	-	for further necessary action.
		AO	-	for information.
		Head IT	-	

  
05/3/25  
Dy. Registrar

05 March 2025 at 02:56 PM