



Ref. CUJ/RO/OO/02/2024/117

Date: June 25, 2024

**OFFICE ORDER**

All faculty members and non-teaching employees of the University are required to mark their presence in Biometric Attendance System (BAS) in FACE RECOGNITION MODE with effect from July 01, 2024 at the beginning of office hour, latest by 09.15 am, as well as at the end of the office hour. In addition thereto, the existing procedure of marking presence in the Attendance Register will continue concurrently.

Please note that attendance through BAS is linked with disbursement of salary. In case, attendance is marked through BAS beyond 09.15 am, for every 03 days delayed presence, one day CL will be debited. Hence, disciplined use of BAS is mandatory.

The details of Biometric Attendance System (BAS) availability are as follows:

- |                          |          |
|--------------------------|----------|
| 1. Admin Building        | - 1 pc.  |
| 2. Academic Building     | - 2 pcs. |
| 3. School Style Building | - 2 pcs. |
| 4. Library Building      | - 1 pc.  |
| 5. Brambe Campus         | - 2 pcs. |

For any technical difficulty in using BAS, please contact Technical Cell - Mr. Niraj Kumar, Sr. Technical Assistant. He is also directed to submit the daily attendance report by 09.35 am to the office of Hon'ble Vice Chancellor as well as Registrar.

This Office Order comes into force with immediate effect till further orders.

This issues with approval of the Hon'ble Vice Chancellor.

  
25/06/2024  
REGISTRAR

Copy for information and necessary action to:

1. All Deans of Schools
2. Controller of Examinations & Librarian
3. Director-IQAC / Dean-Acad. Affairs / Dean-R&D/ DSW / CPB
4. All Heads/Coordinators of Departments
5. DRs / I/c Purchase / I/c EE / I/c Health Centre / ARs / PRO
6. Technical Cell I/c for University Website
7. PS to Vice Chancellor, PS to Registrar & PS to Finance Officer
8. All Faculty & Non-Teaching Employees to refer Notice Board/Website
9. Notice Boards, Concerned File & Guard File