Ref. CUJ/ 111

Date: March 13, 2019

## OFFICE ORDER

All faculty members and non-teaching employees of the University are hereby requested to mark their attendance in Biometric Attendance System with FACE RECOGNITION MODE ONLY in addition to the existing procedure of recording their presence in Attendance Register.

All concerned are also requested <u>NOT TO USE FINGER IMPRESSION</u> as a protective measure against COVID-19.

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

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

Sd/-REGISTRAR

Copy for information and necessary action to:

- 1. All Deans of Schools
- 2. Controller of Examinations & Librarian
- 3. All Heads/Coordinators of Departments
- 4. Prof. I/c Academics, Dean-Students Welfare & I/c R&D
- 5. DR / I/c EE / Health Centre I/c / ARs / PRO
- 6. PS to Vice Chancellor, PS to Registrar & PS to Finance Officer
- 7. Technical Cell I/c for University Website
- 8. All Faculty & Non-Teaching Employees to refer Notice Board/Website
- 9. All Research Scholars & Students to refer Notice Board/Website
- 10. Notice Boards, Concerned File & Guard File

REGISTRAR 2020