

Where Education is a Passion
Faculties of the University:

Office of the Dean

Ref No: Pharmacy/2025/3983

Date : 30.04.2025

- Faculty of Dental Sciences
(Estd. 1996)
- Faculty of Physiotherapy &
Allied Health Sciences
(Estd. 1999)
- Faculty of Medicine
(Estd. 2000)
- Faculty of Nursing
(Estd. 2000)
- Faculty of Law
(Estd. 2002)
- Faculty of Engineering &
Technology
(Estd. 2005)
- Faculty of Management &
Commerce
(Estd. 2007)
- Faculty of Education
(Estd. 2008)
- Faculty of Pharmacy
(Estd. 2009)
- Faculty of Fine Arts
(Estd. 2009)
- Faculty of Arts & Social
Science
(Estd. 2009)
- Subharti Polytechnic
College (Estd. 2010)
- Faculty of AYUSH
(Estd. 2011)
- Faculty of Science
(Estd. 2013)

NOTICE

(Rules for Biometric Attendance Modification Requests)

All faculty and non-teaching staff members are hereby informed to note the following rules related to biometric attendance modification requests. These rules will come into effect from **1st May, 2025**.

Issues That WILL Be Considered for Attendance Modification

1. **Forgot ID Card** – A geotagged photo must be taken near the biometric machine.
2. **Biometric Machine Technical Issues** – Problems such as finger detection or face recognition failure must be supported with a screenshot of the issue.
3. **Late Arrival of University Bus** – Applicable only to users of the university-provided bus.
4. **Delay in Opening of College Gate**

Issues That WILL NOT Be Considered for Attendance Modification

1. Late arrival due to breakdown of personal or public transport
2. Traffic congestion of any kind
3. Forgetting or missing to mark attendance

All staff are requested to cooperate and adhere strictly to these guidelines.


Prof. (Dr.) Sokindra Kumar
Dean & Principal