



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल- 462003

(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्त्व का संस्थान)

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL- 462003

(An Institute of National importance under Ministry of Education, Govt. of India)

No.R-17/2022/ 56

Date: 26.08.2022

OFFICE ORDER

All the students and scholars of PG & Ph.D. programmes respectively shall be required to mark their arrival and departure time in the Biometric Attendance System (BAS) machine from 15.09.2022 without any exception. Their presence in the respective Departments/Centres will be considered only after marking attendance on BAS System unless they are exempted due to medical grounds or disability in writing by the Dean (Academic).

In case of PG students & Ph.D. scholars who are availing stipend/fellowship from the institute, it shall be calculated strictly and only on the basis of their bio-metric attendance generated through BAS and certified by the HoD concerned.

Stores & Purchase Section has already issued Bio Metrics Attendance machines to the Departments earlier and these machines shall be installed at a place preferably in Office of HoD or as decided by the HoD. Department shall upload the desired data in the machine with the finger print of all the Students/Scholars.

Assistant Registrar (Academics) shall be the coordinator for overall implementation of the BAS in the institute. Technical Officer (Central Computing Facility) shall provide all necessary support for the smooth implementation of the BAS.

This is issued with approval of the competent authority.


Registrar

Copy to:

1. All HoDs – with a request to circulate order amongst all faculty members & relevant students
2. All Deans
3. Associate Dean (PG & Ph.D.)
4. All Assistant Registrars/Deputy Registrar
5. Technical Officer (Central Computing Facility)
6. PA to Director for the kind information of the Director
7. PA to Registrar for record.


Registrar

26/8/22

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