



DURGAPUR WOMEN'S COLLEGE
Affiliated to Kazi Nazarul University
Mahatma Gandhi Road, Durgapur, W.B. 713209

DATE : 11.09.2017

NOTICE

Dear All,

The biometric system of attendance has been installed in the college office. Almost all have been registered on it. The rest will be registered within this month as soon as their employee ID is created. All Full time, Part time, Contractual WT Teachers, Full time NTS and casual NTS drawing monthly salary may please record their attendance through this mode as well as the usual physical mode.

Regarding the biometric system the following points may be noted:-

- 1) A person recording attendance has to merely stand in front of the device and adjust for their facial image to be reflected. A little adjustment in standing position may be required. The machine will soon "Thank you", which means your attendance has been recorded. The odd recording denotes 'in' time; the even recording denotes 'out' time of the day, which are computer recorded.
- 2) September will be trial and learning month for us.
- 3) From 1st October onwards the report of the biometric will be given due weight age over and above the physical record of attendance.
- 4) It is noted that sometimes the machine is unable to read the facial record. In that case the right index finger can be offered by laying it flat and slightly pressing the slot for it.
- 5) If any body finds any difficulty in recording attendance by either mode, please report to the undersigned so that corrective measures may be taken.

With Best Regards,

Principal

Durgapur Women's College

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