



G.NARAYANAMMA INSTITUTE OF TECHNOLOGY & SCIENCE (FOR WOMEN)	MR/CIR/09
CIRCULAR	DEPARTMENT: PRINCIPAL'S OFFICE
Copy to: <b>The Heads of the Departments – with a request to do the needful</b>	<b>Date: 10/02/2023</b>

### CIRCULAR

As per the guidelines of Government of Telangana, JNTUH and Technical Education the Biometric Attendance system has to be implemented in all educational institutions for all students from the academic year 2022-2023. In this regard, the Biometric Machines have been established at different places department wise. Hence, the HODs are requested to inform all the I, II, III and IV year B.Tech and M.Tech students to give the attendance twice in a day as per the following timings from 13-02-2023 onwards:-

- 1) 8.45 a.m. to 9.30 a.m. for the morning session
- 2) 3.45 p.m. to 4.30 p.m. for the evening session

The attendance will be considered for sanction of Government Scholarships, Fee Reimbursement and Percentage of Attendance Semester wise for appearing end examinations.

Hence, the students are advised to take this seriously and give the biometric attendance mandatorily on every working day without fail. However, recording attendance manually in the class room will be continued as usual.

  
PRINCIPAL  
10/2/23