



பல்கலைக்கழக பொறியியல் கல்லூரி, திண்டிவனம்
UNIVERSITY COLLEGE OF ENGINEERING, TINDIVANAM
(A Constituent College of Anna University, Chennai | AICTE Approved Institution)
MELPAKKAM, TINDIVANAM - 604 307

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DEAN

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UCET/DEAN/ES/Attendance Monitoring/2025-26

Dated: 25.02.2026

CIRCULAR

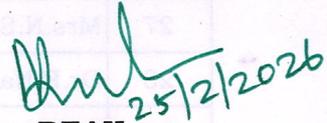
Sub: UCET – Regulation of attendance and ensuring the biological presence of staff members during working hours – Maintenance of twin-session attendance monitoring system – Intimation issued – Reg.

Ref: The Registrar's Letter No.151/Bio-Metric/2025, dated 11.08.2025.

1. In view of administrative convenience and to regulate staff attendance during the working hours of the institution, it has been decided to maintain a **twin-session attendance entry system** in both Physical Attendance Register entry and the Bio-matric System with effect from 02.03.2026.
2. This practice is introduced to ensure effective engagement of classes and institutional duties until the end of the afternoon session.
3. Staff members are instructed to avoid leaving the campus during working hours without prior permission from the competent authority, except during the lunch break (12.50 PM to 1.50 PM).
4. Staff members shall strictly adhere to the stipulated lunch hour timings.
5. All staff members shall follow proper dress code as stipulated by the University without any compromise.
6. Staff availing permission/late in the morning or evening must sign in the Late Attendance Register and submit the permission form duly authorized by concerned Head of the Department/Section.

The above guidelines shall be complied with, without any lapses.

Your cooperation is highly solicited for maintaining dignity and decorum of the institution.


25/2/2026
DEAN
UCET

(To be circulated among all staff members)

Copy To:

1. The Registrar, Anna University – for information.
2. File Copy.