



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD)
Re-accredited with A++ Grade by NAAC, CGPA 3.65/4, Category I by UGC
Coimbatore - 641 043, Tamil Nadu, India

CIRCULAR

No.AIHS&HE/Estt/E3/2024-2025/

October 01,2024

Ref: 1.DOPT Letter F. No. 11013/13/2023-Pers. Policy-A.III dated 15.6.2024.

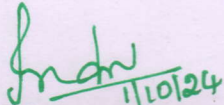
2. Our Circular No. AIHS&HE/E.3/Esst./E.3/2022-2023/dated 22.03.2024.

With reference to the above, we are again re-iterating the necessity of putting Bio metric attendance regularly during Morning and Evening and during lunch time (in & out Punch)

Those who are not able to recognize their punching on any day, has to rectify their problem on that day itself with the EDP section. Otherwise, that day will be marked as absent without intimation. Requisition letters will not be entertained, hereafter.

The HOD's are hereby informed to give the name list of the Staff members Teaching & Non - Teaching who are going for lunch outside to the Estt. Section immediately and monitor the attendance of the staff members regularly. If any discrepancy is found, please inform the higher authorities.

Those who are going out for official work should enter the details with time (in & out) in the "Movement Register" maintained in the Department/Office.


11/10/24
REGISTRAR (i/c)

Copy to:

1. Chancellor's Office
2. Vice Chancellor's Office
3. Registrar's Office
4. All Deans
5. All HOD's
6. The Consultant Public Relations (Public Relations Officer)
7. The Controller of Examinations
8. The Finance Officer (i/c)
9. Assistant Registrar's (Academic.)
10. Assistant Registrar's (Admin.)
11. Director, School of Engineering
12. Director, Self Finance
13. Faculty of Education
14. Director, Computer Centre
15. Computer Centre
16. All Non-Teaching Staff Members
17. University Website for information