



Biometric Attendance Implementation

Hi All

This is to inform all of you that we are starting the process of capturing employees' attendance through Biometric System (Finger Punch) effective from 20th June, 2022 & it is mandatory for all to follow the process in order to do check in & check out.

You are required to do finger Punch for check in & check out wherein your first finger Punch would be considered as your Check In time & last finger punch would be as your Check Out time.

Timings:

Teaching Staff should punch-in before 08:20 AM and punch-out after 02:45 PM.

Office Staff should punch-in before 08:30 AM and punch-out after 04:30 PM.

Any Late In or Early Out shall be deducted from salary.

Please get in touch with Mr. Praveen, in case of any query on said process.

Ward Regards

Ramachandran Malayattil
CEO