



Ref No.: IQMC/11/Principal Office/2025/38

Date: 04/11/2025

NOTICE

It has been observed that certain faculty members are not adhering to the prescribed attendance timings in the AEBAS (Face-based Aadhaar Authentication System) as well as the Institutional Attendance Punch System (Cquel).

All Heads of Departments (HODs) to ensure that their faculty members strictly follow the official attendance timings on both systems as per the institutional working hours.

Prior approval must be obtained for any On Duty (O.D.) or any deviation from the prescribed timings.

Timely adherence to attendance requirements on both portals is essential to facilitate smooth salary processing.

Neerja 04/11/25
Dr Neerja Shastri

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Copy to:

Vice Principal
Medical Superintendent
Medical Director
Dean-Academics
Dean-Student Affairs
All Medical and Non-Medical HODs/In-charge
Academic Dept.
HR Dept.