It is hereby notified to all staff members (both teaching and non-teaching) that a **New Bio-Metric Attendance Machine** is scheduled for installation. All staff members are requested to authenticate both their Face and Finger on the machine on or before **30.11.2025**, preferably at the **IDP Room** between **3.00 P.M.** to **4.00 P.M.** For the authentication process, all staff members may contact **Sri Prasanna Kumar Mishra, Lecturer in Botany**.

Principal
V. N. (Auto.) College, Jajpur Road

Memo No. 2979 (7) / Date 20.11.2025
Copy to Office Guard file / Principal's Guard file / Staff Common Room / Non – teaching Staff Guard file / Head Clerk / IQAC / College Website for information and necessary action.

Principal
V. N. (Auto.) College, Jajpur Road