

Ref. No: RO/ADM/NOTICE/F74- 7074

Date: 26.06.2025

NOTICE

Sub: Installation of New Face Recognition Employee-Biometric Attendance Systems

In order to enhance attendance management and reduce congestion in the lobby area, The Neotia University has installed additional new face recognition biometric attendance systems at the following scholastic buildings:

1. SB-II (SAAS-Employee)
2. SB-III (School of Science & Technology, and other employee of SB-III)
3. SB-VI Ground Floor (for SB-VI & SB-V employees)
4. Nursing Building (for SOMS, School of Legal Studies, and Institute of Nursing, employees)
5. School of Pharmacy- for Pharmacy Employee

All employees are requested to mark their, **in-time and out-time attendance** at any of the available biometric systems **as per your convenience** and **make yourself habitual with the new system before 1st July 2025.**

After every attendance mark, auto sound will come from machine, example "Thank You" along with display of EMP-ID authenticated.

Important Notes:

The IT Department has already captured face recognition data for most employees. However, if your data has not yet been captured, please contact below IT Staff and get it completed.

Mr. Soumen Chatterjee, IT Team Phone: 7908144842

All old existing biometric machines remain fully functional. You may continue to use them for attendance as per your convenience or in case of emergency/failure at other location.

We appreciate your cooperation in ensuring a smooth transition to the upgraded system.



Registrar

The Neotia University

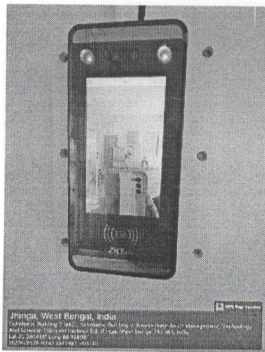
CC: Copy to all concerned.

Encl GPS: Location of Face recognition Machine Installed

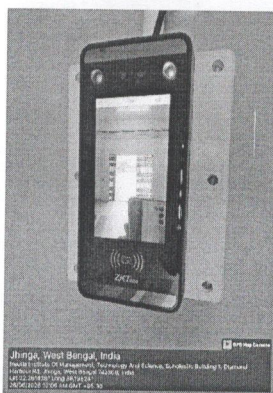
REGISTRAR
THE NEOTIA UNIVERSITY (TNU)
WEST BENGAL - 743368



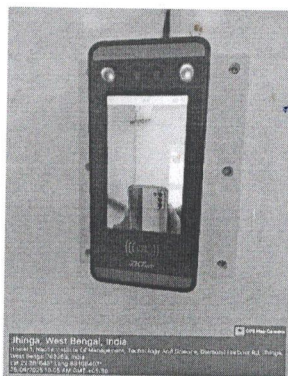
1. SB-II (SAAS) Building-Face Recognition Attendance Machine



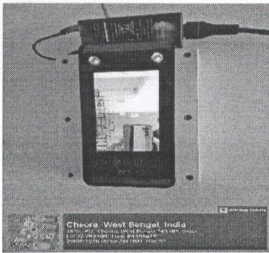
2. SB-III Building-Face Recognition Attendance Machine



3. SB-VI Building-Face Recognition Attendance Machine



4. Nursing Building-Face Recognition Attendance Machine



5. Pharmacy Building-Face Recognition Attendance Machine

