

NOTICE

RO/ADM/NOTICE/F74-8404

Date: 17.09.2025

Sub: FACE RECOGNITION MACHINES FOR STUDENT'S DAY- ATTENDANCE

This is to inform all students of The Neotia University that **Face Recognition Machines** have been installed in **each Scholastic Building** to facilitate **daily attendance marking**.

Currently, **data capturing of students' facial information is ongoing** for each School. All students, those who have not given their face recognition due to any reasons, are hereby requested to **coordinate with their respective assigned School Coordinators** and **complete the registration process on the machines within one week**.

Please note the following important points:

1. **Effective from Monday, 22nd September 2025**, it will be **mandatory** for all students to mark their **daily attendance** using the Face Recognition system:
 - o **First In** (entry to Scholastic Building)
 - o **Last Out** (exit from Scholastic Building)
2. All **Deans, HoDs, and Faculty Members** are requested to take the necessary actions to ensure smooth implementation of this system.

**In case of any difficulty or technical issue, kindly contact our system team.
Mr. Soumen Chatterjee, Sr. Executive-System Team:7908144842**



Registrar

The Neotia University

REGISTRAR
THE NEOTIA UNIVERSITY
WEST BENGAL- 743368

