



SHRI DHANWANTRY AYURVEDIC COLLEGE & HOSPITAL
SECTOR 46-B, CHANDIGARH, 160047

Visit us at : www.dhanwantrychd.org
Contact us : 0172-5046000 Email: dhanwantry@rediffmail.com

BIO-METRIC ATTENDANCE SYSTEM COMMITTEE

Objective

- The main aim of the biometric attendance committee is to avoid human bias and direct human intervention and to record employee attendance on daily basis.

Functions and Responsibilities

- Bio-metric Attendance System Committee will be responsible for the monthly verification of the system.
- The biometric committee has to maintain the relevant Biometric Attendance Records.
- The biometric committee will arrange the entry of all leaves, possible in the Bio-metric System and regularize the absence as per the available data. The record of late entry and/or early exit also will be maintained by the committee .
- The Committee is entitled to do random check on Service Book, leave applications and Out-Pass.
- After verification, the Committee will submit the documents along with Reports to the Director/Principal
- The biometric committee has to ensure that the attendance of the employees within the institution is updated in order to generate reports about the employees attendance.

Members of Biometric Attendance System committee

1.	College Teaching Staff	Dr. Sumit Srivastava
2.	College Non- teaching Staff (Office Superintendent)	Mrs.Poonam Rani
3.	All UG batches (UG coordinator)	Dr. Amrit Malik
4.	All PG batches (PG coordinator)	Dr. Rijin
5.	Internee (Internee Coordinator)	Dr. Monika
5.	Hospital Administrative	Dr. Murli
6.	Hospital Nursing & Panchkarma	Miss Ankita
7.	Hospital Outsourcing staff	Mr.Amandeep
8.	Pharmacy Staff	Miss Arshdeep

Meeting Schedule: 1st Wednesday of every month

