

राष्ट्रीय संस्कृत विश्वविद्यालय - तिरुपति
NATIONAL SANSKRIT UNIVERSITY - TIRUPATI

F.No. NSUT/Estt./42/01/

दिनांक/Date: 29.08.2025

CIRCULAR No. 37 of 2025-26

Sub: NSU - Establishment - Implementation of Biometric Attendance System -
Regarding.

Ref: Note approval of the Vice-Chancellor dated 20.08.2025.

With reference to the approval of the Note cited above, all the Staff members are hereby informed that the Biometric Attendance System will be implemented with effect from 01.09.2025.

1. Staff members who have not yet registered their Biometric Data are directed to do so immediately at CCTV Room, Administrative Building to ensure compliance.
2. Biometric Attendance Report will be perused by the Vice-Chancellor and Registrar on a day to day basis.
3. The office timings in respect of Teaching and Non-Teaching employees are given below:

Teaching Staff and Other Academic Staff:

09:00 a.m. to 06:00 p.m. with one hour lunch break between 01:00 p.m. to 02:00 p.m.

Non-Teaching staff:

09:30 a.m. to 06:00 p.m. with a half-an hour lunch break between 01:30 p.m. to 02:00 p.m.

OTHER INSTRUCTIONS:

1. Normally employees should be available at the place of work atleast 5 to 10 minutes before the scheduled time. Owing to reasons beyond control of employees viz., heavy rains, traffic disruptions etc., occasionally late attendance is excusable, however, habitual late-comers will be dealt as per the Central Civil Services (Conduct) Rules.
2. Similarly early leaving from the office will also be dealt at par with the provisions of late attendance.
3. Employees leaving the office during duty hours, refusing to attend work / not attending the assigned duties, not being present at the duty seat will be dealt as per the provisions of dies-non.

To
All the Staff of the University


REGISTRAR 29/08/2025

Copy to

1. Dean, Academic Affairs
2. Deans, Schools of Study
3. Head of the Department(s)
4. Director, IQAC
5. O.S.D. (A & E)
6. Assistant Registrar (Admin.)
7. Assistant Registrar (Estt.)
8. Liaison Officer - for translation
9. System Analyst - To upload the Circular on university Website
10. PS to Vice-Chancellor / Registrar / Finance Officer
11. ESM Desk
12. Circular File