



# श्री फणीश्वर नाथ रेणु अभियंत्रण महाविद्यालय, अररिया

(विज्ञान, प्रावैधिकी एवं तकनीकी शिक्षा विभाग, बिहार सरकार)-854318

पत्रांक :-

दिनांक :-

## Office Order

With reference to the letter no.- वि०प्रा० (Vi) विविध -02/23 4467 Patna Dated-07.10.2024, it is to inform you that new features like allowing attendance to students in situations like cultural events, hackathon, examination etc have been activated in the student biometric portal named "markmyattendance". Also, HODs login in the portal has been enabled. The responsibilities of HODs and biometric in-charge of the institutes would be as follows:

S.No.	Responsibilities of HODs	Responsibilities of biometric in-charge
1	HODs will be enquired for poor attendance of students i.e. if the average attendance of the students of the concerned branch falls below 75%.	Upload Biometric Data on every last working day of the week as well as last working day of the month.
2	The percentage attendance of each individual student must be displayed in the departmental notice board of institutes undersigned by the respective HODS every week or at least fortnightly (mandatory).	View Attendance of all students (All Branch/Batch) and monitor all activities done by each department.
3	Register Single or Multiple Students on the portal.	Mark Off/On-Suspend/Enable marking Attendance.
4	Update Student's details of respective branch.	Create HoD Login Credentials
5	Mark Present- Allow attendance of all students.	Any communication and reporting to the DSTTE Nodal officer (Sri Saket Saurabh) and Portal developer (Sri Ashish Kumar).

S.No.	Name of HODs	Name of biometric in-charge
1	1. Md Nadir (CE) 2. Mr. Krishnanand Mishra (CSE) 3. Mr. Priyatam Kumar (ECE) 4. Manish Kumar (ME& Mechatronics) 5. Mr. Arjun Kumar (EE)	Mr. Amit Ranjan (ECE Dept.)

(The letter is modified to this extent.)

Sd/-

Principal  
SPNREC, Araria

Letter No. - SPNREC/1043

Date - 14-10-2024

Copy to :

- All HoDs
- Biometric in-charge

AO  
14/10/24

Md Nadir  
14/10/24

Priyatam Kumar  
14/10/24

Manish Kumar  
14/10/24

S. Ashish Kumar  
14.10.24

Principal  
14.10.24

Principal  
14.10.24

SPNREC, Araria

