



**VISHWAKARMA  
UNIVERSITY**  
*Maximising Human Potential*

A State Private University under Government of Maharashtra.

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VU/Circular/2022/12

Date: 16/11/2022

## Circular

### Employee attendance record

This is to inform all the faculty members and staff members of Vishwakarma University, Pune, that, if there is a miss punch in biometric attendance on any working day, it is mandatory to inform the same in establishment section in person on same day during office hours.



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Registrar