



JNIESTR TRUST'S  
**SMT INDIRA GANDHI COLLEGE OF ENGINEERING**

An Autonomous Institute with NAAC 'A' Grade  
Approved by AICTE, Affiliated to the University of Mumbai

**OFFICE AND ADMINISTRATION DEPT.**



**SR. No.: SIGCE/EST/CIR/001/2026-27**

**Date: 01/07/2026**

**CIRCULAR**

All Teaching & Non-Teaching staff are hereby inform that, Daily attendance is recorded through **Biometric system** from Academic year **2026-27** with immediate effect.

All staff are requested that they should sanction their Leave before going on Leave and submit the application form in office section **or** taken Leave (with prior permission of HoD/Principal) should submit their Leave Application form after Joining the duty immediately (next day), otherwise their Leave will not be sanctioned and it will be consider as Leave without Pay.

You are also requested to sign movement register at Entry/Exit gate when you have to leave campus during working day.

**Note:- Biometric Attendance will consider for salary calculation and leave Management.**

(Dr. Sunil S.Chavan)  
**Principal**