



OFFICE OF THE REGISTRAR

KAKATIYA UNIVERSITY

Vidyaranyaपुरi, WARANGAL – 506 009
Telangana, INDIA

No. 386 /A5/KU/2025

Date: 24/12/2025

CIRCULAR

Sub: Establishment – Implementation of **Facial Recognition System** for Attendance in Kakatiya University – Certain Instructions – Issued – Regarding.

-o0o-

This is to inform all the faculty members and non-teaching staff that the University has decided to implement Facial Recognition based Attendance System with effect from 15.12.2025, as part of its initiative to enhance accountability, transparency, and efficiency in attendance management. It ensures accurate and tamper-proof attendance records, reduce manual errors and proxy attendance, shall promote efficient academic and administrative processes and also shall enhance work culture.

The attendance will be marked automatically using facial recognition devices installed at designated locations / or through mobile software. The attendance recorded through the Facial Recognition System shall be treated as official attendance and all the employees are advised to ensure proper visibility of their face during attendance capture.

Further, any attempt to manipulate, misuse, or bypass the system will be treated as a disciplinary offense. It is also informed that the University assures that all facial data collected will be used strictly for attendance and academic/administrative purposes, stored securely in compliance with applicable data protection laws and not shared with any third party without prior authorization.

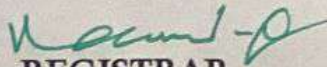
The following are the specific guidelines regarding attendance for the Non-Teaching staff of the University:-

1. The non-teaching employees (except those specifically designated otherwise) must attend the office regularly between 10.30 a.m. and 5.30 p.m. and mark their attendance by using Facial Recognition System. A grace period of 15 minutes will be allowed. They shall avail a 45-minute lunch break between 1.30 p.m. and 2.15 p.m.
2. The Office Subordinates are responsible for cleanliness of the office and must be in the office before 10.00 a.m. every working day.
3. The Sweepers shall clean the office/department/college and its premises by attending the office/college/department between 8.30 a.m. and 3.00 p.m.

Contd..."2..

4. All employees are required to remain in the office beyond 5:30 p.m., if necessary, until assigned work is completed. Working late does not entitle any employee to report late on the following day.
5. If any employee is late to the office/college, for every three (3) days of late attendance, one Casual Leave will be deducted from their CL account without any notice. If all the CLs are exhausted, the employees have to apply for their other eligible leave, subject to valid reasons. The employees who intend to proceed on leave have to apply for leave in advance and intimate through superior officers.
6. Further, the staff members are informed that while in office all members of the office must behave in decent and dignified manner. They must attend to their work and do not waste their time. They must try to maintain peaceful atmosphere so as to have good working environment.

All the teaching and non-teaching staff members are requested to extend their full cooperation for the smooth implementation of the system. Non-compliance of Facial Recognition System will be treated as indiscipline and action will be taken as per University rules in vogue.


REGISTRAR

To

1. All the Principals of University, Constituent & UPGCs
2. All the Drawing/Administrative/Controlling Officers

Kakatiya University

Copy to:

1. All the Heads of Departments, KU.
2. The Finance Officer, KU.
3. The Dy./Asst. Registrar (Accounts/Audit), KU.
4. The Public Relations Officer, KU.
5. The Secretary to the Vice-Chancellor, KU.
6. The SF.