



SWAMI VIVEKANAND
SUBHARTI
UNIVERSITY
UGC Approved Meerut



AN ISO 21001: 2018 ORGANIZATION

OFFICE OF THE REGISTRAR

Gp Capt M Yakoob

M-in-D (Retd.), M.Tech.

REGISTRAR

registrar@subharti.org

Ref. No. U-07/SVSU/2026/2596

Date: 11.02.2026

OFFICE ORDER

Subject: Strict Compliance Regarding Finalization and Locking of Attendance

It has been observed that in several cases, attendance is being finalized and locked by Departments without due verification. Subsequently, requests are forwarded to the Human Resources (HR) Department for modification of locked attendance, which defeats the very purpose of the established attendance control mechanism.

In this regard, it is reiterated that the existing system provides adequate opportunity to the concerned Departments to verify, correct, and finalize attendance before locking. Any lapse at this stage reflects negligence in the discharge of assigned responsibilities.

Accordingly, all Heads of Departments (HODs) and Heads of Institutions (HOIs) are hereby directed to ensure the following:

1. Attendance is thoroughly verified and found correct before it is finalized and locked at the Department/College level.
2. Once attendance is locked, no further modification shall ordinarily be entertained at the HR level.
3. Requests for post-lock modifications shall be considered only in exceptional and genuine cases, with valid and recorded justification explaining why the correction could not be made prior to locking.
4. Issues relating to late arrival, missing punch (IN/OUT), short time, and applicable deductions shall be examined and resolved strictly at the Department/College level before finalization and locking of attendance.

It is further emphasized that the responsibility for accuracy and correctness of attendance rests solely with the concerned HOD/HOI. Any deviation from these instructions shall be viewed seriously.

This issues with the approval of the Competent Authority and shall come into force with immediate effect.

2000
11.02
2026
Registrar

To:

All Heads of Institution/Principal of Colleges/Directors/Department Heads

Copy forwarded to information of:-

1. Hon'ble Vice-Chancellor
2. Chief Executive Officer
3. Executive Officer
4. Guard File

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11.02
2026
Registrar

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Subhartipuram, NH-58, Delhi-Haridwar Bypass Road, Meerut-250005 (U.P.) INDIA