



DHANALAKSHMI COLLEGE OF ENGINEERING  
Tambaram, Chennai 601 301  
(An Autonomous Institution)



Cir. No. : C-352/2026-2027

Date:05.08.2026

**Circular**  
**(To be Circulated among Faculty and Staff Members only)**

This is to inform all faculty and staff members that **biometric attendance will be strictly enforced with effect from 01.08.2026.**

All employees are requested to ensure that their biometric attendance is recorded correctly every day. In case of any issues related to biometric attendance, they should immediately report the same to the ERP Head or Dean (Administration) for necessary action.

Sd/-  
Principal

To: All HoDs **(with a request to circulate among their Faculty and Staff Members only)**

Copy submitted to: The Chairman, CEO