

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

REGISTRAR



Cochin University P. O
Kochi – 682022, Kerala, India

No.Regr/Cir/13-14

31.10.2013

CIRCULAR

Sub: Bio-metric attendance-data collection for ID card- reg.

As part of implementation of biometric attendance system in the University it is decided to issue smart ID cards to all employees in the University. In this regard all permanent/contract staff are directed to submit their employee/personal details online through the University website www.cusat.ac.in/staff on or before **11/11/2013**. The data entry page can also be accessed by clicking the link “BIOMETRIC ID CARD-DATA ENTRY” under the head News and Announcements in the University home page. All heads of departments/controlling officers are requested to strictly ensure that all staff working in the concerned departments/sections submits their data on or before the last date. After submitting the details online take a print out of the data sheet and forward the same to the Registrar office through the respective controlling officers.

Consider the matter as most urgent.

Sd/-
REGISTRAR

Ps: Step-by-Step procedure for data submission is given overleaf.

To

1. Heads/Directors of All Departments/Schools
2. Principal SOE/CUCEK
3. Director IRAA
4. All JR/DR/AR
5. All Sections
6. PS to VC/PS to PVC/PA to Registrar/PA to FO/PA to CE

Step-by-Step procedure to submit data online:	
1	Click the link “Biometric ID Card – Data Entry”
2	Click “New Registration”
3	Enter required details, upload photo and signature, Click “Submit”
4	Collect the password send to the e-mail address given
5	Login with the password given and complete the form, Click “Submit”
2	Take a Print Out and forward the same to the Registrar Office through the respective Controlling Officer.