



Directorate of Information Technology & Support System
UNIVERSITY OF KASHMIR

(NAAC ACCREDITED GRADE "A++")

Hazratbal, Srinagar-190006, Kashmir, J&K (India)

CIRCULAR

With a view to ensure that the Controlling Officer, of the teaching Departments/Institutes and other units of the University remain updated with regard to the daily-based Biometric attendance of the concerned employees, they can oversee the status of their attendance by logging into their AMS account (ams.uok.edu.in) and click **Attendance Tab** (Attendance of Department) on daily basis after 10:10 AM.

Moreover, the date wise check-in/check-out of employees can also be viewed and previous days check-out can be viewed by next day morning.

Director

No: F(Biometric-Attendance)ITSS/KU/22

Dated: Nov. 26, 2022

Copy to the:

- Dean, Academic Affairs / Dean, Research/ Dean, College Development Council;
- Deans of all Schools;
- Dean, Students Welfare;
- Heads of all Teaching/Research Departments;
- Controller of Examinations;
- Directors / Coordinators/ Incharges of various Departments/ Campuses/Centres/ Institutes/ Units;
- I/c Librarian, Allama Iqbal Library;
- Provost Boys / Girls;
- Chief Proctor;
- SS to HVC for kind information of the HVC;
- All Officers of the Registry/Examination Wing;
- PA to Registrar for information of Registrar;
- File.