



भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR
प्रशासन विभाग
ADMINISTRATION SECTION

पौ. आई.आई.टी. कानपुर -208016 (उ.प्र.), भारत
PO. IIT KANPUR-208016 (UP), INDIA

No. Estt./OO/2009/IITK/ ५९
Date : January 13, 2009

OFFICE ORDER

Subject: **Installation of Smartcard based Attendance Marking System.**

It is intimated that the Smartcard based Attendance Marking Systems have been already installed and activated in some Departments/Sections/Units of the Institute. A list of Attendance Administrators (In-charge of Attendance) for the Departments/Sections/Units appointed by Head of the Departments and the Registrar are enclosed. The staff members may mark their attendance from the locations mentioned in the list (**Annexure-I**).

Two training sessions, for facilitating and providing additional information in this regard are being organized as per the following schedule:

- 1. For Attendance Administrators (In-charge of Attendance)**
Place: Room No.102, CSE Building
Date: Monday, 19/01/2009 Time: 04:00 PM - 05:00PM
- 2. For Head of Departments/Sections/Units**
Place: Room No.102, CSE Building
Date: Wednesday, 21/01/2009 Time: 04:00 PM - 05:00PM

The Attendance Administrators and the Head of Departments/Sections/Units as per the above list are requested to participate in the above mentioned training programme.

S. S. Kashalkar
(Sanjeev Kashalkar)
Registrar

Copy to:

1. Director
2. Deputy Director
3. Deputy Registrar (Admin.)
4. Head/In-Charge, Departments/Sections/Units
5. Web Master

तार : टेक्नोलजी

फैक्स : (0512)259-0260
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Appendix-1

List of Attendance Administrator appointed by the Head of the Departments/Sections/Units

Sl. No.	Department/Section/Unit	Attendance Administrator (Shri)	Where to mark
1	Accounts Section	Jagdish Sarangi	Accounts Section
2	Advanced Center for Material Science (ACMS)	R. P. Yadav	204, ACMS Building
3	Administration Section & Recruitment Section	Manoj Kumar	Administration Section
4	Aerospace Engineering	Ajay Kumar	Aerospace Engineering Office
5	Biological Science and Engineering	Rohit Srivastava	Samtel Building
6	Campus School	Sushma Hora	Campus School
7	Care Taker Unit	R. P. Mishra	DOAA UG & PG Office
8	Central Laboratories	Arvind Kumar	FB 384
9	Central Store and Purchase	K. N. Dakhale	Central Store and Purchase
10	Central Workshop	V. K. Srivastava	Central Store and Purchase
11	Chemical Engineering	Yashpal & J. P. Sharma	Chemical Office, FB 462, 461
12	Chemistry	Sudha Pathak	Chemistry, FB 431
13	Civil Engineering	Sharmendra Srivastava	Varun Lab, 201C
14	Computer Center	R K Gaur	Computer Centre
15	Computer Science and Engineering	Santosh	CSE Building
16	DORD Office	Dilip Srivastava	DORD, FB 267
17	DRPG Office	B. Bapat	FB 270
18	Design Program	Gopal C. Sharma	Samtel Building 302
19	Director's Office	Sunil Srivastava	Director's Office

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20	DOAA office	Dr. A.K.Naik/ P.K.Saini	DOAA UG & PG office
21	DOFA office	Dr. Sharif	FB 260
22	DOFA office	Dr. V P Singh	FB 103
23	Electrical Engineering	Kaushal Kishore	EE office
24	Environmental Engineering and Management		Varun lab
25	Estate office	R.R. Dohare	Internal Audit or Fund Office
26	Glass Blowing	B. Sairam	Southern Lab Room No. 215
27	Hall management	M.K. Diwakar	Security Office
28	Health Center	U S Rawat	Health Center
29	Humanities and Social Sciences	Brijbhushan	HSS, 654(FB)
30	Industrial and Management Engineering	Radhasharan Satsangi	IME Office, 333-FB
31	IWD	Rajeev Garg	Central Office of IWD
32	JEE	V. K. Shukla	DOAA UG & PG office
33	Laser Technology	Shivlal Yadav	Southern Lab, Room No. 215
34	Materials and Metallurgical Engineering	Surendra Kumar Agnihotri	MME Store (Near Western Lab)
35	Materials Science Program	M.I. Siddiqui	ACMS Building ,204
36	Mathematics and Statistics	Jawar Singh	FB 568
37	Mechanical Engineering	Vivek Shukla	Nuclear lab
38	Media Technologies Center	D P Sharma	Visitors' Hostel
39	MT Section	Y.S. Bhandari	Security Office
40	NCC	K N Islam	SIDBI
41	Nuclear Engineering and Technology	Vivek Shukla	Nuclear lab
42	Office Automation	R K Gaur	Computer Center
43	Others (Internal Audit Section)	Arvind Kumar KG	Internal Audit

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44	P. K. Kelkar Library	Vijyanand S K	P K Kelkar Library
45	Physical Education	Vishram Yadav	Visitors' Hostel
46	Physics	Hoshing, G R	FB 384
47	Placement Center	S S Negi	Visitors' Hostel
48	QIP and Staff training Unit	Mr. Sunil	Western Lab at Varun Lab
49	Registrar's Office & Legal Cell	C P Singh	Registrar's Office
50	Security Unit	O.P. Arya	Security Office
51	SIDBI	Rampal	SIDBI Center
52	Television Center	D.P. Sharma	Visitors' Hostel
53	Visitors' Hostel	Alok Katiyar	Visitors' Hostel