

# M.R. Ambedkar Dental College & Hospital,

# 1/36, Cline Road, Cooke Town, Bengaluru 560005

Ref. No: MRADC&H/Cir/388 / 2026-27

Date:09-06-2026

## CIRCULAR

**Subject: Submission of Explanation for Shortage in Biometric Attendance as per NDC Requirements.**

It has been observed from the biometric attendance records that some faculty members have registered attendance below the prescribed minimum requirement of 70%, as stipulated under the norms and guidelines of the National Dental Commission (NDC).

All faculty members whose biometric attendance percentage is less than 70% are hereby instructed to submit a **written explanation** detailing the reasons for the shortage in attendance. The explanation should clearly mention any valid circumstances contributing to the shortfall and must be submitted to the **Undersigned** at the earliest.

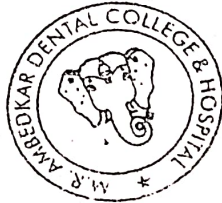
Faculty members are advised to ensure regular compliance with biometric attendance requirements, as attendance records are subject to review during inspections and institutional audits.

The newly recruited staff members, shall check the updation of their biometric enrolment in the NDC's biometric device regularly.

To,  
The HOD's of all Departments  
MRADC&H, Bangalore.

Copy to:

- 1) The Chairman GC, MRADC&H
- 2) The Vice Principal, MRADC&H
- 3) The Medical Superintendent, MRADC&H
- 4) The Professor & HOD's of all the Departments – for circulation in the department
- 5) Office copy.



Principal

PRINCIPAL

M.R. Ambedkar Dental College & Hospital  
Bengaluru-560 005

09/06/26