

## Daily Attendance Report (Summary Report)



Company: Faculty

Printed On : Aug 30 2022

Department: Faculty

Employee 1

Employee Name : Dr. Mousumi Bordoloi, PRINCIPAL ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
22-Aug-2022	09:30	17:00	FS	7:30	Present	
23-Aug-2022	09:30	17:01	FS	7:31	Present	
24-Aug-2022	09:35		FS	7:30	Present	DSE (On Duty)
25-Aug-2022	09:36		FS	7:29	Present	DSE (On Duty)
26-Aug-2022	09:30		FS	7:30	Present	DSE (On Duty)
27-Aug-2022			FS	00:00		Weekly Off

Total Duration=37 Hrs 30 Min/Out of 30Hrs , PresentDays=5 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =1

Employee 2

Employee Name : Dr. Gayotri Changkakoti ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
22-Aug-2022	09:30	16:48	FS	7:18	Present	
23-Aug-2022	09:30	15:40	FS	6:10	Present	
24-Aug-2022	09:30	15:17	FS	5:47	Present	
25-Aug-2022	09:30	15:17	FS	5:47	Present	
26-Aug-2022	09:30	15:04	FS	5:34	Present	
27-Aug-2022	09:30		FS	7:35	Present	On Duty

Total Duration=38 Hrs 11 Min/Out of 36Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee 3

Employee Name : Dr. Moushumi Choudhury ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
22-Aug-2022	09:52	15:09	FS	5:17	Present	
23-Aug-2022	09:53	16:02	FS	6:09	Present	
24-Aug-2022	09:58	16:11	FS	6:13	Present	
25-Aug-2022	10:08	16:09	FS	6:01	Present	
26-Aug-2022	09:47	15:05	FS	5:18	Present	
27-Aug-2022	09:40		FS	7:25	Present	On Duty

Total Duration=36 Hrs 23 Min/Out of 36Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee 4

Employee Name : Dr. Pallabi Kalita ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
22-Aug-2022	10:20	17:01	FS	6:41	Present	
23-Aug-2022	10:51	17:00	FS	6:09	Present	
24-Aug-2022	10:42	16:34	FS	5:52	Present	
25-Aug-2022	09:36	15:54	FS	6:18	Present	
26-Aug-2022	09:38	15:43	FS	6:05	Present	
27-Aug-2022	10:49		FS	6:16	Present	On Duty

Total Duration=37 Hrs 21 Min/Out of 36Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee 5

Employee Name : Dr. Anita Gogoi Buragohain ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
22-Aug-2022	09:50	16:45	FS	6:55	Present	
23-Aug-2022	09:44	15:41	FS	5:57	Present	
24-Aug-2022	09:40	15:40	FS	6:00	Present	
25-Aug-2022	09:49	15:58	FS	6:09	Present	

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26-Aug-2022	09:33	15:02	FS	5:29	Present	
27-Aug-2022	09:34		FS	7:31	Present	On Duty

Total Duration=38 Hrs 1 Min/Out of 36Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee 6

Employee Name : Dr. Chayamoni Dutta ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
22-Aug-2022	09:33	16:52	FS	7:19	Present	
23-Aug-2022	09:57	16:12	FS	6:15	Present	
24-Aug-2022	09:59	16:25	FS	6:26	Present	
25-Aug-2022	09:55	16:01	FS	6:06	Present	
26-Aug-2022	10:02	16:25	FS	6:23	Present	
27-Aug-2022	10:02		FS	7:03	Present	On Duty

Total Duration=39 Hrs 32 Min/Out of 36Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee 8

Employee Name : Dr. Utpal Goswami ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
22-Aug-2022	09:36	16:25	FS	6:49	Present	
23-Aug-2022	09:46	16:09	FS	6:23	Present	
24-Aug-2022	10:41	16:59	FS	6:18	Present	
25-Aug-2022	10:51	16:31	FS	5:40	Present	
26-Aug-2022	09:38	16:33	FS	6:55	Present	
27-Aug-2022	10:50	15:01	FS	4:11	Present	

Total Duration=36 Hrs 16 Min/Out of 36Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee 9

Employee Name : Ms. Mridula deka ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
22-Aug-2022	09:41	16:00	FS	6:19	Present	
23-Aug-2022	09:45	15:46	FS	6:01	Present	
24-Aug-2022	09:54	16:00	FS	6:06	Present	
25-Aug-2022	09:52	15:55	FS	6:03	Present	
26-Aug-2022	09:49	15:45	FS	5:56	Present	
27-Aug-2022			FS	00:00	Absent	CL

Total Duration=30 Hrs 25 Min/Out of 30Hrs , PresentDays=5 , Leaves=0 , Holiday=0 , AbsentDays=1 , Weekly Off =0

Employee 10

Employee Name : Ms. Mitali Baruah ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
22-Aug-2022	09:41	16:49	FS	7:08	Present	
23-Aug-2022	09:30	15:50	FS	6:20	Present	
24-Aug-2022	11:16	16:01	FS	4:45	Present	
25-Aug-2022	09:30	16:15	FS	6:45	Present	
26-Aug-2022	09:30	15:45	FS	6:15	Present	
27-Aug-2022	09:52		FS	7:13	Present	On Duty

Total Duration=38 Hrs 26 Min/Out of 36Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee 12

Employee Name : Ms. Manashi Sharma ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks

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Company: Faculty

Printed On : Aug 30 2022

22-Aug-2022	09:47	16:49	FS	7:02	Present	
23-Aug-2022	09:50	15:50	FS	6:00	Present	
24-Aug-2022	09:47	16:03	FS	6:16	Present	
25-Aug-2022	09:47	16:15	FS	6:28	Present	
26-Aug-2022	09:45	15:46	FS	6:01	Present	
27-Aug-2022	09:46	15:11	FS	5:25	Present	

Total Duration=37 Hrs 12 Min/Out of 36Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee 13 Employee Name : Mr. Champak Thakuria ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
22-Aug-2022	10:12		FS	6:53	Present	
23-Aug-2022			FS	00:00		
24-Aug-2022			FS	00:00		
25-Aug-2022			FS	00:00		
26-Aug-2022	10:24		FS	6:41	Present	
27-Aug-2022			FS	00:00		

Total Duration=13 Hrs 34 Min/Out of 12Hrs , PresentDays=2 , Leaves=0 , Holiday=0 , AbsentDays=4 , Weekly Off =0

Employee 28 Employee Name : Krishna Deka ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
22-Aug-2022	09:30	15:39	FS	6:09	Present	
23-Aug-2022	09:30	16:24	FS	6:54	Present	
24-Aug-2022	10:10	16:25	FS	6:15	Present	
25-Aug-2022	09:43	16:07	FS	6:24	Present	
26-Aug-2022	09:58	16:21	FS	6:23	Present	
27-Aug-2022			FS	00:00		Weekly Off

Total Duration=32 Hrs 5 Min/Out of 30Hrs , PresentDays=5 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =1

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## Daily Attendance Report (Summary Report)



Company: Office

Printed On : Aug 30 2022 12:47

Department: Office Staff

Employee Code: 14

Employee Name : Kashmiri Gohain

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
22-Aug-2022	09:58	17:02	FS	7:04	Present	
23-Aug-2022	09:33	17:02	FS	7:29	Present	
24-Aug-2022	09:46	17:01	FS	7:15	Present	
25-Aug-2022	09:49	17:03	FS	7:14	Present	
26-Aug-2022	09:42	17:02	FS	7:20	Present	
27-Aug-2022			FS	00:00		Weekly Off

Total Duration=36 Hrs 22 Min/Out of 35Hrs , PresentDays=5 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =1

Employee Code: 15

Employee Name : Praonsa Borah

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
22-Aug-2022	10:00	17:00	FS	6:56	Present	
23-Aug-2022	10:08	17:01	FS	6:53	Present	Late Entry ✓
24-Aug-2022	10:00	17:01	FS	6:58	Present	
25-Aug-2022	10:09	17:02	FS	6:53	Present	Late Entry ✓
26-Aug-2022	10:00	17:00	FS	6:59	Present	
27-Aug-2022	10:22	16:29	FS	6:07	Present	Late Entry ✓

Total Duration=40 Hrs 46 Min/Out of 42Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee Code: 16

Employee Name : Dhritiman Nath

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
22-Aug-2022	09:53	17:02	FS	7:09	Present	
23-Aug-2022	10:00	17:02	FS	7:02	Present	
24-Aug-2022	09:57	17:01	FS	7:04	Present	
25-Aug-2022	09:56	17:04	FS	7:08	Present	
26-Aug-2022	09:58	17:02	FS	7:04	Present	
27-Aug-2022	10:00	17:02	FS	7:01	Present	

Total Duration=42 Hrs 28 Min/Out of 42Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee Code: 17

Employee Name : Nikhil Chutia

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
22-Aug-2022	09:49	17:03	FS	7:14	Present	
23-Aug-2022	09:41	17:02	FS	7:21	Present	
24-Aug-2022	09:58	17:01	FS	7:03	Present	
25-Aug-2022	09:50	17:03	FS	7:13	Present	
26-Aug-2022	9:30	17:01	FS	7:32	Present	
27-Aug-2022			FS	00:00		Weekly Off

Total Duration=36 Hrs 23 Min/Out of 35Hrs , PresentDays=5 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =1

Employee Code: 18

Employee Name : Jyotshna Kalita

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
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22-Aug-2022	09:40	17:00	FS	7:20	Present	
23-Aug-2022	09:43	17:01	FS	7:18	Present	
24-Aug-2022	09:50	17:00	FS	7:10	Present	
25-Aug-2022	09:46	17:00	FS	7:14	Present	
26-Aug-2022	09:53	17:00	FS	7:07	Present	
27-Aug-2022			FS	00:00		Weekly Off

**Total Duration=36 Hrs 9 Min/Out of 35Hrs , PresentDays=5 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =1**

Employee Code: 19

Employee Name : Deepshikha Sharma ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
22-Aug-2022	09:57	17:00	FS	7:03	Present	
23-Aug-2022	09:55	17:00	FS	7:05	Present	
24-Aug-2022	09:58	17:01	FS	7:03	Present	
25-Aug-2022			FS	00:00	Absent	CL
26-Aug-2022	09:51	17:00	FS	7:09	Present	
27-Aug-2022	09:53	17:00	FS	7:07	Present	

**Total Duration=35 Hrs 27 Min/Out of 35Hrs , PresentDays=5 , Leaves=0 , Holiday=0 , AbsentDays=1 , Weekly Off =0**

Employee Code: 20

Employee Name : Amrita Boro ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
22-Aug-2022	09:54		FS	7:11	Present	On Duty
23-Aug-2022	09:46		FS	7:19	Present	On Duty
24-Aug-2022	09:58		FS	7:07	Present	On Duty
25-Aug-2022	09:56		FS	7:09	Present	On Duty
26-Aug-2022	09:55		FS	7:10	Present	On Duty
27-Aug-2022			FS	00:00		Weekly Off

**Total Duration=35 Hrs 56 Min/Out of 35Hrs , PresentDays=5 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =1**

Employee Code: 21

Employee Name : Garga Ram Kalita ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
22-Aug-2022	09:30	17:01	FS	7:31	Present	
23-Aug-2022	09:31	17:00	FS	7:29	Present	
24-Aug-2022	09:31	17:01	FS	7:30	Present	
25-Aug-2022	09:30	17:00	FS	7:30	Present	
26-Aug-2022	09:30	17:01	FS	7:31	Present	
27-Aug-2022	09:31	17:00	FS	7:29	Present	

**Total Duration=45 Hrs 0 Min/Out of 42Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0**

Employee Code: 22

Employee Name : Khagen Baishya ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
22-Aug-2022	09:54	17:02	FS	7:08	Present	
23-Aug-2022	09:41	17:03	FS	7:22	Present	
24-Aug-2022	09:33	16:37	FS	7:04	Present	
25-Aug-2022	09:39	17:00	FS	7:21	Present	
26-Aug-2022	09:43	17:00	FS	7:17	Present	
27-Aug-2022	09:33	17:00	FS	7:27	Present	

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## Daily Attendance Report (Summary Report)



Company: Office

Printed On : Aug 30 2022 12:47

Total Duration=43 Hrs 39 Min/Out of 42Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee Code: 23

Employee Name : Dharani Rajbongshi ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
22-Aug-2022	10:00	17:00	FS	6:52	Present	
23-Aug-2022	09:31	17:00	FS	7:29	Present	
24-Aug-2022	09:31	17:00	FS	7:29	Present	
25-Aug-2022	09:30	17:00	FS	7:30	Present	
26-Aug-2022	09:30	17:00	FS	7:30	Present	
27-Aug-2022	09:31	17:00	FS	7:29	Present	

Total Duration=44 Hrs 19 Min/Out of 42Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee Code: 24

Employee Name : Girish Boro ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
22-Aug-2022	09:49	17:00	FS	7:11	Present	
23-Aug-2022	09:53	17:00	FS	7:07	Present	
24-Aug-2022	09:37	17:00	FS	7:23	Present	
25-Aug-2022	09:49	17:00	FS	7:11	Present	
26-Aug-2022	09:55	17:00	FS	7:05	Present	
27-Aug-2022	09:47	17:00	FS	7:13	Present	

Total Duration=43 Hrs 10 Min/Out of 42Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee Code: 25

Employee Name : Hari Chandra Kalita ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
22-Aug-2022	09:52	17:01	FS	7:09	Present	
23-Aug-2022	10:00	17:01	FS	7:01	Present	
24-Aug-2022	09:59	17:01	FS	7:02	Present	
25-Aug-2022	09:54	17:01	FS	7:07	Present	
26-Aug-2022	09:56		FS	7:09	Present	On Duty
27-Aug-2022			FS	00:00		Weekly Off

Total Duration=35 Hrs 28 Min/Out of 35Hrs , PresentDays=5 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =1

Employee Code: 26

Employee Name : Paresh Kalita ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
22-Aug-2022	10:00	17:02	FS	6:54	Present	
23-Aug-2022	09:53	17:00	FS	7:07	Present	
24-Aug-2022	09:30	17:00	FS	7:30	Present	
25-Aug-2022	09:44	17:00	FS	7:16	Present	
26-Aug-2022	09:42	17:00	FS	7:18	Present	
27-Aug-2022			FS	00:00		Weekly Off

Total Duration=36 Hrs 5 Min/Out of 35Hrs , PresentDays=5 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =1

Employee Code: 27

Employee Name : Manabendra Kalita ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
22-Aug-2022	10:08	15:38	FS	5:30	Present	On Duty
23-Aug-2022	10:13	15:42	FS	5:29	Present	On Duty

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Company:	Office					Printed On : Aug 30 2022 12:47
24-Aug-2022	10:52		FS	6:13	Present	On Duty
25-Aug-2022	10:34	15:07	FS	4:33	Present	On Duty
26-Aug-2022	10:33		FS	6:32	Present	On Duty
27-Aug-2022			FS	00:00		Weekly Off

Total Duration=28 Hrs 17 Min/Out of 35Hrs , PresentDays=5 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =1

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