



No. Acad/Automation/471/2016 (Part-I)/1

Dated: January 9, 2020

CIRCULAR

NERIST initiated attendance marking through ERP from last semester and due to some observations received from different quarters as well as to improve the system, the following points are brought as clarifications:

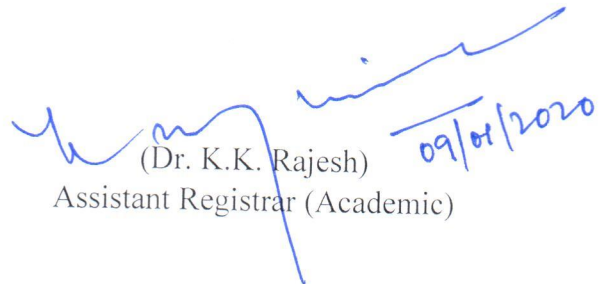
1. The attendance marking through ERP will continue as it has increased the class attendance of students in general and has made the system transparent.
2. The course coordinators/ course instructors will submit monthly attendance sheet for each subject/ component printed from ERP to the HoD by the first working day of the next month as a physical record.
3. In case a student wants to avail leave under valid grounds as per the Bye-laws clause 2.6.5, s/he should apply for leave within two days of his/her resuming the classes.
4. For medical leave, all applications must be endorsed by NERIST Medical Officer. For grounds other than medical, applications should be forwarded by HoD/ Concerned In-charge and approved by CoE.
5. Leave applications, completed in all aspects as above, must be submitted to the course coordinator/ course instructor for marking of leave in the ERP.
6. The monthly notification to students for shortage of attendance is not necessary now as students get regular notification about his/her attendance in the ERP mobile app.
7. Any discrepancy in attendance marking must be reported to the Automation Coordinator immediately.

Sd/-

Dean (Academic)

Copy to:

1. All Deans
2. All HoDs/HoC/HoS
3. All Faculty Members
4. The CoE
5. The In-charge, NHU
6. The Director's/Registrar's Cell
7. The Network Administrator for uploading in the Institute website.
8. All Notice Boards/Hostel Notice Boards
9. Office Copy


(Dr. K.K. Rajesh)
Assistant Registrar (Academic)
09/01/2020