



No. Acad/Automation/471/2016 (Part-I)/2

Dated: January 9, 2020

CIRCULAR

It was observed that, in July-December 2019, some faculty members faced difficulty in uploading the class attendance of students in the ERP. At the same time, because the attendance wasn't uploaded regularly for some courses, the students also didn't receive regular notification about shortage in attendance. In order to ensure easy and regular update of attendance in the ERP, the following decisions have been taken in the meeting of Deans/HoDs/HoC/CoE/AR(Acad)/Automation Coordinator with the Director, to be implemented from this semester (January-May 2020):

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. If any person(s) other than regular faculty member engaging classes as course instructor, separate account will be created in ERP to enable them direct entry of attendance without having to wait for the concerned course coordinator to upload the attendance.
3. To ensure regular update of attendance, all course coordinators/ course instructors must submit monthly attendance sheet for each subject/ component printed from ERP to the HoD by the first working day of the next month. This will also help us create physical record of attendance for future reference/ course files for NBA etc.
4. Usage of the ERP mobile app is encouraged for direct entry of attendance in the class itself as it is very easy to use and ensures regularity and avoids pending uploads getting accumulated over a period of time. In case of any problem, the Automation Coordinator will provide all necessary assistance to the course coordinators/ course instructors.
5. The leaves can be granted as per the Bye-laws under valid reasons. The student should apply for leave within two days of his/her resuming the classes.
6. 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.
7. Leave applications, completed in all aspects as above, must be submitted to the course coordinator/ course instructor for marking of leave in the ERP.
8. 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.
9. As per the Bye-laws, the course coordinator concerned should award the FA grades to students in case of shortage in attendance.

P.T.O.

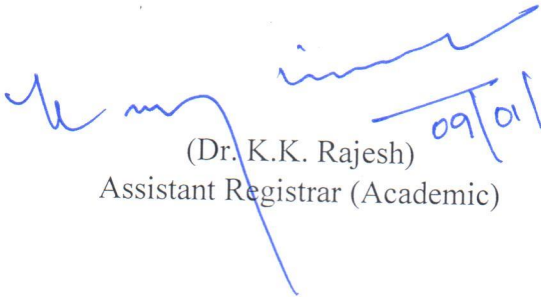
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09/01/2020

10. A copy of the full teaching load sent to CTTC must also be sent to the Automation Coordinator by the HoD/HoC of all departments in a timely manner so that the sections and groups information can be captured in the ERP for attendance marking.

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