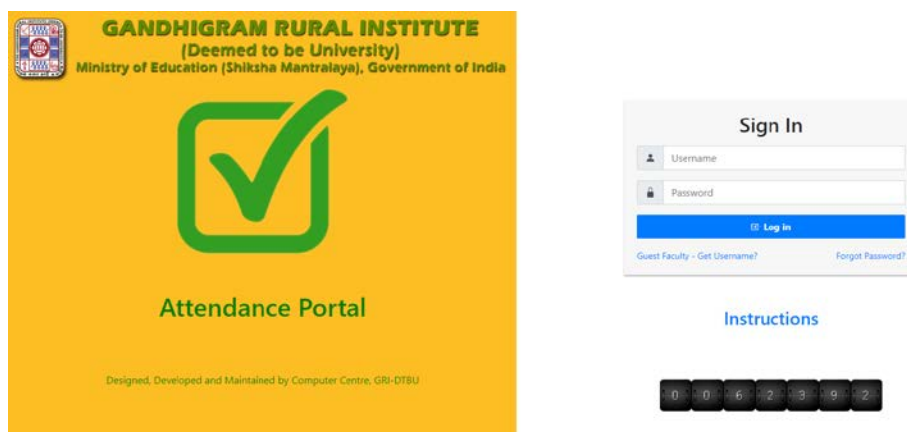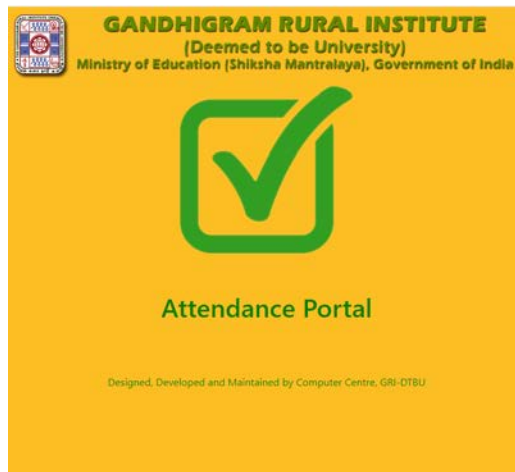# ONLINE ATTENDANCE

1. Every Faculty (Permanent / Guest) will be provided with a login Username and Password in the Attendance Portal in the GRI Website.

2. The same Username and Password already provided to the permanent faculty members for the Intranet Staff Portal will be the same.

3. Unique login name and password will be provided to the Guest Faculty members. If you don't know your login name click the link "Guest Faculty – Get Username". It requires your registered email id / mobile number. You will receive the login name and password by email.
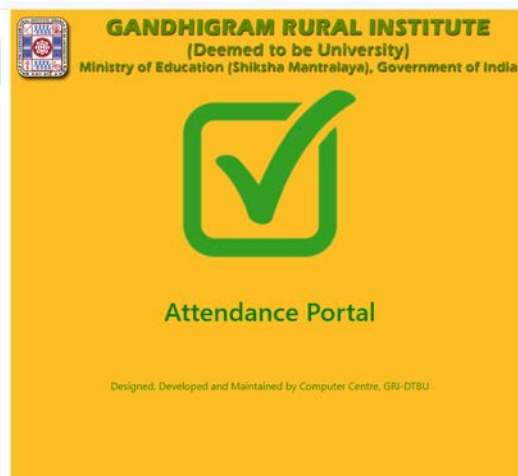
4.   During every login, an OTP will be generated and sent to their registered mobile(s)ande-mail(s) for subsequentauthentication.

5. The list of programmesbeing handled by the respective faculty willbe listedout, afterhis/herlogin.

6. Thesubjectsbeing handledbythefacultyconcernedfortheselected programme will be listed out, after the programmeisselectedby him/her.

7. TheFacultyconcernedmayselecttherequiredhourandcheck the "Check Boxes" only for the absentees alone, afterthe selection of thesubject.

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8. The attendance for a particular hour can be updated in theattendanceportaluptosuccessive2daysfromthedayofthe class taken. (e.g. if the hour is taken on 29-Aug-24, Theattendance can be updated till midnight of31-Aug-24).Afterthen, itisnottechnicallypossible.

9.   As a special case for updating attendance of all the students from the reopening, theupdation facility will be open up to 30-Sep-2024.

10. Attendance will be displayed in the Student Portal, after it isupdated by the Faculty Memberconcerned.

11. Partialupdationofattendanceisnottechnicallypossible.

12. Attendanceoncesubmittedcouldnotbeedited.

13. The Editing/Updation facilities of the attendance is allowedonly for the Deans/ HODs/ Directors (may be referred as"Super User") concerned, onlyaftertheend ofII-CFA.

14. The Deans/HODs/Directors can record the details of MedicalCertificate, permission-requests for Sports or Cultural eventsand the like for those eligible students, only after the end ofII-CFA.