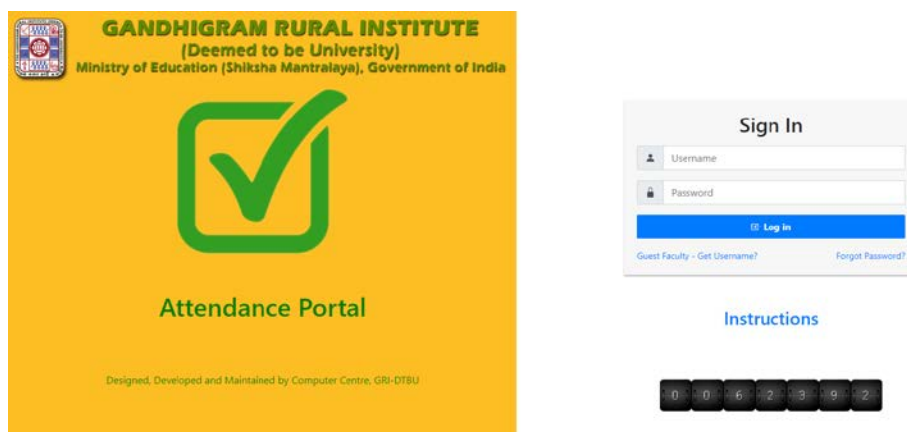


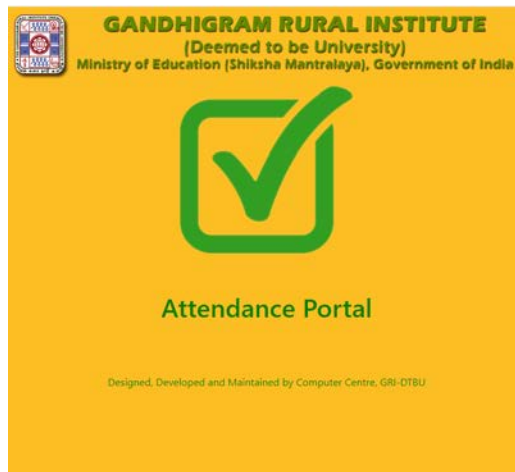
ONLINE ATTENDANCE



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.

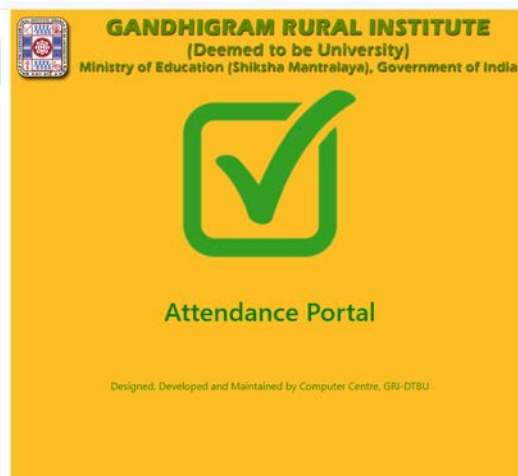


Get Username

[Get Username](#)

Notice:

Your Username and Password are sent to your registered e-Mail id
You will be redirected now. Please wait...



4. During every login, an OTP will be generated and sent to their registered mobile(s) and e-mail(s) for subsequent authentication.



OTP

[SUBMIT](#)

[Resend OTP](#)

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5. The list of programmes being handled by the respective faculty will be listed out, after his/her login.

The first screenshot shows the 'Home' page of the application. The sidebar menu on the left includes 'Home', 'Change Password', 'Profile', 'Attendance', and 'SignOut'. The main content area displays 'Home', 'Last Login Time' (2024-08-27 15:24:29), 'Last Logout Time' (2024-08-27 15:18:07), and a 'Notifications' section.

The second screenshot shows the 'Attendance' page of the application. The sidebar menu on the left includes 'Home', 'Change Password', 'Profile', 'Attendance', and 'SignOut'. The main content area displays 'Attendance', 'Take Attendance', 'Correction', and 'Report'.

6. The subjects being handled by the faculty concerned for the selected programme will be listed out, after the programme is selected by him/her.
7. The Faculty concerned may select the required hour and check the "Check Boxes" only for the absentees alone, after the selection of the subject.

The screenshot shows the 'Select Absentees' page. The sidebar menu on the left includes 'Home', 'Change Password', 'Profile', 'Attendance', and 'SignOut'. The main content area displays 'Select Date' (27-08-2024), 'Select Hour' (2nd Hour), and a grid of checkboxes for absentees. The grid includes: 24017002 DINESH R, 24017003 SABAREESHWARAN M, 24017005 VASANTHA KUMAR P, 24017006 SANKAR PANDI M, 24017007 NAREN PRASATH J (checked), 24017008 ELAMARAN P, and 24017009 RAMESH M. A 'Submit' button is at the bottom.

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Absentees

Programme

: D.Voc. Software Development

Subject Name

: WEB DESIGNING LAB

Staff Name

: PALANIAPPAN.N

Date

: 27-08-2024

Hour

: 2

Absentees

NAREN PRASATH J

24017007

Submit Attendance

Edit Attendance

Home

Change Password

Profile

Attendance

SignOut

Absentees

Select Programme *

D.Voc. Software Development (24017)

Select Subject *

WEB DESIGNING

Select Date *

27-08-2024

Select Hour *

2nd Hour

Select Absentees

24017002

DINESH R

24017003

SABAREESHWARAN M

24017005

VASANTHA KUMAR P


24017006

24017007

24017008

8. The attendance for a particular hour can be updated in the attendance portal upto successive 2 days from the day of the class taken. (e.g. if the hour is taken on 29-Aug-24, The attendance can be updated till midnight of 31-Aug-24). After then, it is not technically possible.

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9. As a special case for updating attendance of all the students from the reopening, the updation facility will be open up to 30-Sep-2024.
10. Attendance will be displayed in the Student Portal, after it is updated by the Faculty Member concerned.
11. Partial updation of attendance is not technically possible.
12. Attendance once submitted could not be edited.
13. The Editing/Updation facilities of the attendance is allowed only for the Deans/ HODs/ Directors (may be referred as “Super User”) concerned, only after the end of II-CFA.
14. The Deans/HODs/Directors can record the details of Medical Certificate, permission-requests for Sports or Cultural events and the like for those eligible students, only after the end of II-CFA.
