

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 temporary Guest Faculty members.**
- 4. During every login, an OTP will be generated and sent to their mobile(s) and e-mail(s) for subsequent authentication.**
- 5. The list of programmes handled by the respective faculty will be listed out, after his/her login.**
- 6. The subjects 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.**
- 8. The attendance for a particular hour can be updated in the attendance portal up to successive 2 days from the day of the class taken. (e.g. if the hour is taken on 25-Oct-21, the attendance can be updated till midnight 12 ó clock on 27-Oct-21). After then, it is not technically possible.**
- 9. Attendance will be displayed in the Student Portal, after its updation by the Faculty Member concerned.**
- 10. Partial updation of attendance is not technically possible.**
- 11. Attendance once submitted could not be edited.**
- 12. 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.**
- 13. 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.**

- 14. The percentage of attendance for the students concerned will be uploaded automatically in the Controller of Examination's Server, at the end of the semester with the approval of their Deans/Directors/HODs respectively.**
- 15. The examination hall tickets for the students having lack of attendance will not be generated.**
- 16. The Deans/ HODs/Directors should inform the Director, Computer Centre for any change in re-allotment of faculty for classes, if any, for further login.**