

No. 158 KITS/ Acad/Circular/UG /2022

Date: 29.12.2022

**CIRCULAR**

**Sub: UPDATION OF ATTENDANCE ON CMS AND IN ATTENDANCE REGISTERS - B.TECH I-SEMESTER - Reg.**

**(i) ONLINE ENTRY OF ATTENDANCE ON CMS AND ENTRY OF ATTENDANCE IN REGISTERS:**

- As a regular practice of the institute, the faculty have to post daily student attendance on CMS and HoDs have to post absentee messages on daily basis and cumulative attendance to all parents on every Saturday.
- HODs are requested to the instruct their department faculty to post the attendance on CMS immediately after the class.
- All the course handling faculty are also requested to enter the attendance in respective class attendance registers. This is very important to ensure transparency in the attendance entries.

**(ii) COMPLIANCE ON UPDATING OF ATTENDANCE.**

- All the department faculty members are instructed to show the attendance registers on weekly basis and get them signed by HoD and ensure that both the online attendance posted on CMS and attendance entered in registers are same.
- HoDs are requested to submit a compliance report regarding updation of attendance entries on CMS and attendance registers of B.Tech I Semester to the Principal office, and send a soft copy to [smcg@kitsw.ac.in](mailto:smcg@kitsw.ac.in) [principal@kitsw.ac.in](mailto:principal@kitsw.ac.in), [deanaa@kitsw.ac.in](mailto:deanaa@kitsw.ac.in) and on or before 05.01.2023 (Thursday) .
- Any clarification/suggestion on this can be taken up in the forthcoming HoDs meeting.

  
**DEAN ACADEMIC AFFAIRS**

To,

- All HoDs, with a request for necessary action and to comply with the deadlines in the forthcoming even semester.

**Copy to:**

- The Chairman, KITSW
- The Principal
- The AAC
- The AO
- Academic Section