


Date: Dec 01, 2022

CIRCULAR
(Uploading of Attendance on AKTU AMS)

In compliance of AKTU circular (Ref : AKTU/COE/2022/6369 dated Dec 01, 2022), the attendance of all the students concerned is to be uploaded to AKTU AMS. In this respect, all the HODs are requested to ensure timely compliance of following:

1. Registration of all the concerned faculty members on AKTU ERP
2. Allocation of course wise faculty (Faculty-Subject Allocation)
3. Attendance Register Creation and mapping / adding all concerned students (with sections etc.)
4. Uploading of attendance of students concerned by each respective allotted course-teacher. This uploading of attendance is subject to list of students provided by Registrar Office.
5. The attendance uploaded on AKTU AMS must be maintained in Attendance Registers (hard-copy) also (same data).
6. For concerned students / classes / courses / faculty members, the attendance data uploaded to AKTU AMS and maintained in attendance registers / internal records must match.
7. All the works related to AKTU ERP / AMS are to be completed till Dec 06, 2022.



(S P Singh)
Registrar

Copy for information and necessary compliance to :

1. Hon'ble Chairman / Vice-chairman
2. Dean-Academics, Dean-First Year, Dean-Students' Welfare, Chief Proctor
3. All the HODs and Dean- First Year – for timely compliance of all the works related to AKTU ERP / AMS
4. Registrar – to share the List of students to respective HODs for attendance uploading
5. ERP, Accounts, Transport, Library