

Date : December 29, 2023

**NOTICE****(Reporting of Faculty members for Uploading of Attendance on AKTU AMS)****B Tech / BPharm / MBA / MCA – III / Final Year : 2023-24 (Odd Sem) # Phase-I Exams**

All the faculty members must ensure 100% uploading of students' attendance (permitted students only) at AKTU AMS (for all eligible students of the all the courses / classes concerned). The same record is to be maintained in the Attendance Register and must be provided to the Director through respective Deans as per prescribed format (AM-04).

All the faculty members whose attendance uploading work is still pending, must not take leave tomorrow (on Saturday, December 30, 2023) and must remain available for uploading of attendance on AKTU AMS even on December 31, 2023 (Sunday).

  
(Dr. Brijesh Singh)

Director

***Copy for information and necessary compliance to :***

1. Hon'ble Chairman / Vice-chairman
2. Dean-Academics, Dean-Students' Welfare, Dean-First Year
3. All the HODs – with a request to ensure timely uploading of attendance of all eligible students
4. Registrar (Students) – with a request to ensure providing students details to respective HODs
5. IQAC, Chief Proctor, Chief Warden
6. All the faculty members concerned