

NSRIT/CIR/staff/2017-18/072

Date: 04.12.2017

CIRCULAR

**Attn to : HODs- CE/EEE/ME/ECE/CSE/MBA/S&H/Vice-Principal 2nd shift
Polytechnic/Coordinator 1st Year Polytechnic**

- Sub :** Daily Manual Attendance (DMA) posting through JnanaBhumi (Integrated system for Education and Scholarship) – Mandatory – Regarding
- Ref:** 1.Circular Memo. No. 712179/SW.Edn.2/2017, dt. 01-09-2017
2.NSRIT/CIR/staff/2017-18/056, Dated: 12-09-2017

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With reference to the above captioned subject, it is mandatory to submit the students attendance daily to the social welfare department, Govt. of Andhra Pradesh through JnanaBhumi web portal wef 1st December 2017.

In this connection all Heads of the Department should ensure

- i) Every day before 3.00 pm respective department students attendance should be posted into the portal and push to the Principal's office. (If daily manual attendance link not available please send Soft copy of Excel sheet to nsritdayreports@gmail.com without fail).
- ii) Before push, concerned HODs are thoroughly check the students attendance.
- iii) HODs are identify the exclusive faculty (markers) to mark the attendance without delay.
- iv) For October (ME, ECE, CSE) & November (All departments) post the monthly attendance in portal.
- v) As per the Circular Memo. No. 712179/SW.Edn.2/2017, dt. 01-09-2017, Posting of students attendance in JnanaBhumi web portal is mandatory, all HODs should take high priority and responsibility to make this task successfully every day without any disturbance.
- vi) Regarding this if necessary should take the Administrative Office & system administrative staff help to perform this work without any difficulty.
- vii) Administrative office responsibility is to submit the Daily Attendance/Backlog Attendance in JnanaBhumi using eSign/DSK with principal permission..

Please treated it as a most important



PRINCIPAL

Copy to:

1. Secretary – for kind information
2. Correspondent – for information
3. All HODs – CE/EEE/ME/ECE/CSE/S&H/MBA /Poly Vice principal/Poly first year coordinator
4. Vice Principal & Assistant Principal – for information
5. A.O. : for information and necessary action & support to the departments
6. System Admin : Mr. Chandra Mohan Reddy & Mr.Siva Smaran – extend necessary help to the departments.