

All communications should be addressed to the Registrar by designation and not by name.

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ANNAMALAI UNIVERSITY

(Accredited with 'A+' Grade by NAAC)

Annamalainagar – 608 002



From

The Registrar (i/c)
Annamalai University,
Annamalainagar – 608 002.

To

The Principal of all Affiliated Colleges
Annamalai University

AU/CDC/ 289/2023

08.11.2023

Sir/Madam,

Sub.: Affiliated Colleges- Student Attendance Details - To be uploaded in University Web Portal – Intimated - Reg.

Ref.: Orders of the Vice-Chancellor dated 07.11.2023.

I am to inform you that a web portal is specifically designed to obtain student's attendance for affiliated colleges. It is requested to make entries of the student's attendance using this web portal. The step by step processes for uploading attendance percentage are given in enclosure. Therefore, it is requested to kindly make arrangements to upload the attendance percentage of the students studying in III & V semesters and send the signed attendance report to the university on or before 15.11.2023 through email. Furthermore, it is important to note that the attendance report will be used to finalize student's eligibility for taking exams.

The following rules will apply with regard to student attendance

1. Students with an attendance of 75 percent and above will be eligible to write their exams as usual.
2. Students with an attendance between 60 and less than 75 percent will be allowed to take exams, but they must produce a medical certificate and to pay condonation fee.
3. Students with an attendance of less than 60 percent will not be allowed to take exams and will be required to repeat the semester.

I appreciate your cooperation in implementing this web portal. If you require assistance, please contact CDC Team, Annamalai University. It is expected that the attendance report from your college will be received by the specified deadline.

Registrar (i/c)

08/11/23

Encl: Annexure I: Procedure to make entry and generate attendance report from Attendance.Web Portal.