



PITHAPUR RAJAH'S GOVERNMENT COLLEGE [AUTONOMOUS]:: KAKINADA

[An outcome based educational institution affiliated to Adikavi Nannaya University]

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www.prgc.edu.in

CIRCULAR

9 Dec' 2022

Cir.Memo. 12A/ instructions/ Prl.office/ 2022-23


All faculty members are requested to

1. Take attendance of students invariably through Facial Recognition System (FRS) app from 12 December onwards mandatorily. All faculty mentors shall enroll their students allocated by 4 PM of 9 Dec 2022.
2. Carry subject attendance registers of students to classes every time and mark the attendance in them without deviation.
3. Attend classes as per the timetable upto 7th hour and upload in OTLM app invariably. Time tables shall be uploaded in OTLM app as well as in the website.
4. **Students attendance:**
 - Take attendance in the personal attendance registers already supplied every hour as per time table.

S.No	Parameter description	Time line	Remarks
1	Consolidation of attendance by each faculty member in their subject attendance registers	1 st day of month	
2	Display in departmental notice boards and taking signatures of students by faculty members	1 st of every month	
3	Posting in the attendance registers of concerned programme mentors' attendance registers.	2 nd of every month	Each faculty member shall post students' subject attendance in the attendance register maintained by concerned programme mentor by 2 nd of every month.
4	Consolidating and Posting by programme mentors in the central attendance registers maintained by UG and P.G attendance coordinators	3 rd of every month	
5	Serving notices to students who fall short of 75% attendance by mentors.	4 th of every month.	Each mentor shall serve notices to the students who fall short of attendance and call for explanation. A meeting shall also be conducted with parents of

			attendance shortage students.
6	Mailing by U.G and P.G central attendance coordinators to the attendance maintenance wing	5 th day of every month	mail id: samw.prgc2022@prgc.ac.in
<ul style="list-style-type: none"> • Any delay in implementing above procedure will make the students lose their scholarships as attendance shall be uploaded in JVD portal by 5th of every month. • Any deviation of the procedure will invite Disciplinary Action by higher authorities • U.G attendance coordinator: Dr.K Lakshamana Rao, Incharge, Dept.of Commerce • P.G. Attendance Coordinator: Dr. B. Chakravarthy, Incharge, Dept.of Zoology <ul style="list-style-type: none"> • FRS Coordinator: Dr. Ch. John Samuel, Incharge, Dept.of Botany. • Office incharge of Attendance : Sri V.B. Aditya, Junior Assistant 			

5. To handle atleast 60% of classes using ICT infrastructure - Digital Class rooms, Virtual class rooms and e-class rooms mandatorily.
6. Not to use mobile phone in the class for personal purposes. Phones shall be switched off immediately after taking attendance in FRS app to improve quality in teaching-learning process.
7. To engage 7th hour mandatorily as per time tables, especially for remedial classes, career guidance, innovation and other extra-curricular activities.
8. Submit Semester Curricular Plans (SCPs) and Teaching Diaries in soft versions by 3rd of every month and Circulate Daily Scheduling (DS) by 31st of the month to students. They shall be mailed to eoffice.scp@prgc.edu.in, eoffice.teachingdiary@prgc.edu.in, eoffice.dailyscheduling@prgc.ac.in, in time. They shall be uploaded in the college website by 3rd of every month.
9. Handling classes allotted is mandatory. Faculty availed leave shall recoup classes after return as per the daily scheduling.
10. The faculty shall ensure that all students attend their classes regularly through monitoring and motivation. A minimum of 80% shall be ensured on an average.
11. Any deviation will be viewed seriously.


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 P.R. Govt. College (A)
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