



# ARIFA INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

(An ISO Certified Institution)

Esanoor, Keelaiyur (Po), Nagapattinam (Dt)-611103



AIT/ OFFICE/CIRCULAR/2025-26/008

DATE: 29/08/2025

## CIRCULAR

It is to announce that ERP attendance becomes mandatory from 01.09.2025 for all the departments except S&H dept. Attendance must be updated on hourly basis by concerned subject-handling staff members within 30 minutes from each period is over. All the HoDs are hereby informed to monitor the ERP updates. Attendance for the last period of the day may be marked the next day. And most importantly, attendance for the first hour must have been marked before 9.40 a.m.

  
Principal 29/08/25

Copy to:

1. The Chairman.
2. All HODs / Notice Board
3. IQAC