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ST JOSEPH'S UNIVERSITY

Ref: SJU/RO/ACA/18/2025-26

December 5, 2025

NOTICE

This is to bring to your attention an important concern regarding attendance marking for students participating in the three-day Rural Outreach Camp. It has been observed that, in the previous semester, attendance was recorded for certain students despite classes not being conducted. Such practices may compromise the integrity of academic records and are not in line with the University's ethical and administrative standards.

All faculty members are requested to strictly adhere to the Standard Operating Procedures (SOP) for attendance marking and student attendance claims:

- **Attendance for combined classes** must be recorded **only when the faculty member has conducted the class** and students are **physically present**.
- Students participating in the Rural Outreach Camp should be marked **absent only for the classes that were actually conducted** during the camp days. Students who are unable to join the camp due to medical or other valid reasons must attend the scheduled combined classes.
- **Practical classes cannot be claimed** by students through camp attendance. Concerned faculty members are required to conduct compensatory practical sessions as needed.
- Students who attended the Rural Outreach Camp and missed classes conducted, if they were combined, must submit their **three-day attendance claim within three days after the camp**, and **only through the Welfare Officers**. Mentors and subject teachers are not authorized to approve camp attendance.
- The Outreach Centre will verify and confirm attendance with the coordinator's signature and seal. An official email will be sent to the Welfare Officer along with a copy of the approved attendance.
- Faculty, mentors, or students may contact the **BEMBALA Outreach Centre** (Arrupe Block, Ground Floor) or reach out to **Dr. Stephen Babu, SJU Outreach Coordinator (9980840896)** for any further clarification.

Your cooperation is essential to ensure the smooth functioning of academic and outreach activities.


SJU Outreach coordinator


Registrar

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