



ಸೈಂಟ್ ಜೋಸೆಫ್ಸ್ ವಿಶ್ವವಿದ್ಯಾಲಯ

ST JOSEPH'S UNIVERSITY

Ref: SJU/RO/STA/11/2025-26

July 30, 2025

NOTICE

The IT Cell has completed the Faculty-Student-Subject mapping for first-year undergraduate classes, postgraduate classes and Honours Classes. All academic staff are requested to update student attendance for classes held from June 23rd, 2025, onwards.

The updating of previous attendance records must be completed within one week of the date of this notification. Note that, thereafter, attendance must be entered daily on the portal.

Kindly verify the student list under each Community before marking the attendance, mainly for the practical batches. Please note that any Community alterations after marking attendance will result in consequences. If there are any errors in the mapping, the concerned staff members should contact their respective HoD's and verify the information with the original document sent to the IT Cell. Any changes must be routed through the HoD, which should be reported to the IT Cell in person (HOD) before **August 5, 2025**.

The language teachers are requested to meet the IT Cell in person with the student list to avoid errors in mapping before August 4, 2025. This will ensure that mapping is done swiftly.

To mark the attendance, please follow the below mentioned procedure:

Home page -> Quick Access -> Attendance -> Mark attendance -> Attendance without timetable -> Select the Community, Date & Hour.


REGISTRAR

To,
All the academic staff of the University

Cc,
• Deans & HoD's
• Website
• IT Cell

REGISTRAR
St Joseph's University
P. B. 27094
36, Lalbagh Road
Bengaluru - 560 027