



PURASH-KANPUR HARIDAS NANDI MAHAVIDYALAYA
(A Co-education Degree College of Arts, Science and Commerce affiliated to the University of Calcutta)
Re- accredited by NAAC with B+ grade and one of the proud recipients of RUSA 2.0 fund
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Ref. No.

Date.....

I would like to request all our teachers to take attendance of the students for online classes as per the procedures described below:

Procedure for taking ONLINE CLASS ATTENDANCE of the students

During online class in any mode ask the students to send attendance just by typing name of the teacher whose class he/she attended, his/her Form No. and Name:

Example: if name of a student of BCOMH is Kushal Pandit, his form no. is 123 and he was present in an online class of Dr. Suvankar Chakraborty he will write SC-123-Kushal Pandit and send.

For ENVS he will send the message by adding his subject of study in Hons or in which group if he has Pass course. E.g. SC-123-Kushal Pandit-BCOMH

Receiving attendance

1. WhatsApp

Ask them to send the message in the WhatsApp group messenger in which he/she was attending the class but immediately after the class is over and tell them that it will not be accepted after 5/10 min (depending upon the class size and if anyone else is going to take class in the same WA group).

A teachers needs 5/10 min to note in the attendance register date-wise. It will be for compiling attendance next time if one could do in excel

2. Google classroom

Ask them to send the attendance message (as described above) by joining GCR and teacher will find in the 'People' of that particular class

3. Zoom Cloud Meeting

Ask them to send the attendance message (as described above) in their individual 'Chat' during but before the end of class.

For any clarification please feel free to contact me any time.

Your cooperation in the matter will be sincerely appreciated.

Thanking you

Sd/- Dr. Chandan Kumar Jana

Principal