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ST JOSEPH'S UNIVERSITY

Ref: SJU/RO/STA/05/2026-27

September 5, 2026

NOTICE

Subject: Marking attendance on the Linways portal

All staff members are kindly reminded to ensure that all pending attendance entries are completed in the Linways portal by **8 September 2026**.

With effect from **9 September 2026**, late attendance entries will not be permitted. Attendance for the specified dates will be frozen at **11:59 p.m.**, and no special permission will be granted thereafter to enter or modify attendance.

To facilitate timely attendance marking and save time, staff members are encouraged to mark attendance online during class using the **Linways mobile app** and update the hard copy after class.

Staff members are expected to mark attendance accurately and consistently within the stipulated time to ensure smooth and timely processing.

Note: Please ensure that all students who are not present in the class, as per the student list, are marked absent.

To,

All the academic staff of the University

Cc,

- Deans & HOD's
- Website
- IT Cell


REGISTRAR
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