

SEMESTER WISE ATTENDANCE TRACKING & CONSOLIDATION

Developed by Abbas Vattoli, Asst. Professor, Amal College Nilambur

Name of the College:

Programme:

Course:

Semester:

Name of the Teacher:

Attendance Register for

[Month 1](#)

[Month 2](#)

[Month 3](#)

[Month 4](#)

[Month 5](#)

[Consolidated Attendance for th](#)

0

STUDENTS ATTENDANCE REGISTER

Programme:

0

<MONTH>

Semester:

0

[Home](#)

Course:

0

<YEAR>

Name of Teacher:

0

Admn No.	Roll No	Name of the student	Date	Class Delivered?	Working Days	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	Student Totals				0				
						X	L	A	E	Attendance Percentage																													
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STUDENTS ATTENDANCE REGISTER

Programme: 0

<MONTH>

Semester: 0

[Home](#)

Course: 0

<YEAR>

Name of Teacher: 0

				Working Days	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	Student Totals				0		
Class Delivered?				Date																										X	L	A	E	Attendance Percentage		
Admn No.	Roll No	Name of the student		.Present	.Late	.Absent	.Excused																													
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Programme: 0

<MONTH>

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[Home](#)

Course: 0

<YEAR>

Name of Teacher: 0

		Working Days	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	Student Totals				0
		Class Delivered?																														
Admn No.	Roll No	Name of the student	Date																													
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<MONTH>

Semester: 0

[Home](#)

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		Class Delivered?																										X	L	A	E	Attendance Percentage	
Admn No.	Roll No	Name of the student	Date																									.Present	.Late	.Absent	.Excused		
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Teacher in Charge

Principal

Instructions for users

1. Thank you for showing interest in this computerised attendance tracking programme
2. Admn No, Roll No and Name of the students can be entered only in the first month. For all ot
3. If attendance is taken for a particular day Mark 'Y' in row 6 against that woriking day. It is req
4. you can mark students attendance in four different status such as present(X), Late(L), Excused
- 5.Both Present and Late are counted as 'attended' for percentage calculation. Excused and Abse
- 6.The consolidated attendance for the semester is provided in the second last sheet. It is autom
- 7.Monthly attendance sheet is preformatted for A3 sheet Landscape printing. So you can print v
8. This programme is designed to track attendance of 60 students. If you have less students tha
9. for removing excess rows go to Home tab>Cell>Format>urprotect sheet. Please remember tc
- 10.you are advised to print monthly attendance sheet as when it is completed to ensure authen
11. you are also advised to save every months attendance sheet as pdf. So that unauthorised ch
12. you can rename the sheets with the corresponding months name for easy handling
13. To calculate class attendance percentage you have to enter number registered students in y
- 14.if you have any queries relating to this programme. Please email me at abbasvattoli@yahoo.

her sheets it will be automatically copied
ired for correct calculation of attendance percentage
l(E) and Absent(A)
:nt are counted as 'not attended'
atically updated as when u enter attendance on any day
without any page settings
n this you can delete excess rows
o protect sheet again after your row deletion
iticy and to avoide further errors
anges can be tracked easily

our class in the column provided at the last row
com