

O/o the Secretary
Gurukulam
Hyderabad.

Rc.No. 15369/D1-Acad/2012

dt. 10-10-2012

Circular

Sub:- Gurukulam, Hyd–Acad- Utilization of software applications to furnish the marks of the students in Unit tests and other exams, daily attendance of the teachers & students to Gurukulam- instructions issued- Reg.

All the principals are requested to follow the following instructions very scrupulously:

- To utilize all the software applications effectively without any laxity.
- All information pertaining to the enrollment of students and marks obtained in the unit tests and other exams need to be feed into the SAMS application only. Any information submitted directly to Gurukulam through paper or mail will not be accepted.
- Daily attendance of students must be recorded every day in the SAMS application without fail. The indents for the diet will be automatically generated by the SAMS from now onwards and funds would be released basing on the indents generated by the SAMS only.
- Daily attendance of teachers must also be recorded every day in the SAMS application.
- All users of Biometric must ensure to record the attendance of their staff regularly.
- All those institutions who are irregular in sending SMS through HIMS application will be charged, if found negligent from here onwards.

Sd/-
Secretary

To
All the OSDs/ principals of Gurukulam institutions.
Copy to D.S(Admn)/D.S(Accts), Gurukulam for information.