



ANDHRA UNIVERSITY

VISAKHAPATNAM, ANDHRA PRADESH, INDIA

NAAC – Accredited "A⁺⁺" Grade with a CGPA of 3.74 out of four point scale
"ISO 9001 : 2015 Certified"

No.AUCC/Attendance/HT/2025

DATE:07-10-2025

CIRCULAR

To streamline the process of generating hall tickets for students, the University has created an application to post the monthly attendance of all students studying various programmes offered by A.U. Constituent and Affiliated Colleges, effective from the Academic Year 2025-26. Using this information, attendance percentage will be calculated for each candidate, and hall tickets will be generated as per the following norms.

1. If the student is having attendance of 75% and above, Hall tickets will be generated automatically after paying necessary examination fee.
2. If any student(s) having attendance between 74% and 65%, hall ticket will be generated upon approving the necessary documents by the concerned authorities and after paying condonation fee along with the necessary examination fee.
3. No hall ticket will be generated for the students having less than 65% of attendance.

All the Heads of the Departments are directed to inform the concerned staff to post the students' attendance for the months of July, August, and September, 2025 on or before 16-10-2025. From October, 2025 onwards, attendance should be posted on or before the 7th day of the following month (i.e. attendance of October, 2025 should be posted on or before November 7, 2025). Further, all Principals, Assistant Principals, Heads of the Departments are requested to regularly monitor students' attendance in their respective academic units.

The link to post the attendance is available in the respective college/department logins on the University examination portal.

**REGISTRAR
ANDHRA UNIVERSITY**

**REGISTRAR
ANDHRA UNIVERSITY
VISAKHAPATNAM-530003**

To

All Principals of A.U. Campus Colleges.
All Heads of the Academic Departments, A.U.

Copies to:

The Director, A.U. Computer Centre.
The Dean (PG & Professional Exams.) and the Dean (UG Exams.), A.U.
The Dean (CDC), A.U.
The Controller of Examinations, A.U.
The Secretary to Vice-Chancellor, Rector's Table and P.A. to Registrar, A.U.
OOF