

SOP for Resolving Online Attendance Issues.

1. In case of any discrepancy, student may approach Directorate of Management Information Systems (MIS) through proper channel within two days of display of eligibility list.
2. The concern Chairman/Director must take comments from the concerned subject teacher before forwarding the application to the Directorate of MIS.
3. The forwarded application must contain following information.
 - a. Subject Name
 - b. Subject Teacher
 - c. Teams/Class Name (Course Code – Batch – Section)
 - d. Student ID / Roll Number
 - e. Duration of Discrepancy may also be mentioned.
4. Director MIS / Focal Person will verify the attendance through Microsoft Teams record within one week. This process requires Director MIS / Focal Person to access concerned subject teacher's class on Microsoft Teams.
5. The eligibility report will then be issued to the concerned Chairman / Director and Controller of Examinations for further course of action.