

MUET	Document #: SOP – MIS – 004
	Title: Standard Operating Procedure for attendance of students attending on-line classes

1. **PURPOSE**

The purpose of this procedure is to define attendance matters of students attending on-line classes.

2. **SCOPE**

This procedure is applicable to all students of MUET attending on-line classes.

3. **DEFINITIONS AND ABBREVIATIONS**

Roll List: A list that contains roll number and other information of students enrolled in a particular semester of a batch

4. **OPERATING PROCEDURE**

4.1. A Department/Directorate is responsible to prepare enrollment list of students, eligible to attend on-line classes and provide this to concerned teachers, the directorate of MIS and any other concerned. The Department/Directorate may also prepare an attendance sheet according to the roll list and provide it to concerned teacher for taking attendance.

4.2. A student may only be allowed to attend on-line classes if he/she is enrolled with a Department/Directorate of MUET.

4.3. The teacher shall allow a student to be a member of his/her on-line class session if the student is enrolled with a Department/Directorate of the University.

4.4. The class teacher may not conduct a class and arrange make up on-line class in the case of poor network that may hinder proper communication with students.

4.5. The class teacher may assure presence of students through proper communication with the students during the on-line class.

4.6. If a student is unable to attend an on-line class due to poor network or any other reason, the student should communicate that to the teacher during the class through a phone call, sms etc.

4.7. The student should then write an email to the teacher within 48 hours from the time of conduct of class detailing the reason of missing the class and an evidence of his downloading and reading the class material (the email may contain a definition, assignment work or any other material discussed in that class).

4.8. The teacher may then mark student present to give him/her benefit of attendance for not more than 6 classes in a session.

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- 4.9 The subject teacher should submit attendance of a class to the concerned Chairman/Director on conventional attendance sheet or on an excel format (by converting it into PDF) through an email or may upload it to the on-line MIS portal (whichever available) within two days (48 hours) from the date of conduct of class.
- 4.10 The Chairman/Director of a Department/Directorate should create batch-wise folders of attendance and submit date wise attendance to the Directorate of MIS within three days (72 hours) from the time of conduct of class.
- 4.11 A late attendance may be submitted up-to four weeks from the date of conduct of a class but no later than one day after the date of “end of session” through the dean concerned.
- 4.12 The Directorate of MIS shall compile attendance of student for on-line classes as per the roll list provided by a department/directorate and produce provisional consolidate attendance report by the end of semester as per the rules.

5. ASSOCIATED DOCUMENTS

- Roll List
- Attendance Sheet format
- Excel attendance format
- Provisional attendance report