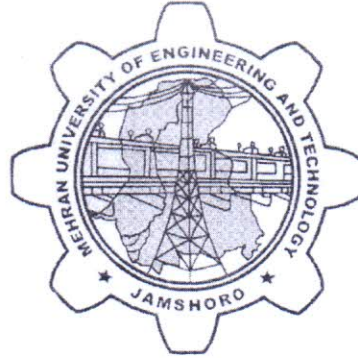

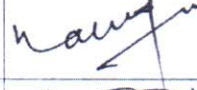




# MEHRAN UNIVERSITY OF ENGINEERING & TECHNOLOGY



## Policy Guidelines for Resolving Attendance and Eligibility Issues

	NAME & DESIGNATION	SIGNATURE	DATE
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## SOP for Resolving Online Attendance Issues

1. In case of any discrepancy, student may approach Directorate of Management of Information System (MIS) through proper channel within two days of display of eligibility list.
  2. The concern Chairman / Director must take comments from the subject teacher before forwarding application to the Directorate of MIS.
  3. The forwarded application must contain following information,
    - a. Subject Name
    - b. Subject Teacher
    - c. Team / 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 Team record within one week. This process requires Director MIS / Focal Person to access concerned subject teacher's class on Microsoft Team.
  5. The eligibility report will then be issued to the concerned Chairman / Director and Controller of Examination for further course of action.
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