

From

Director Secondary Education
Haryana, Panchkula

To

All District Education Officers
All District Elementary Education Officers
All Principals and Head of Schools
in the State of Haryana

Memo No. 1/127-2023-eGov/IT Cell
Dated: 19.04.2024

Subject: Marking of attendance on MIS Portal for every student & every teacher regularly on daily basis.

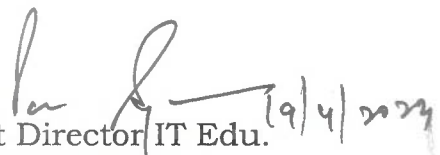
Reference on the subject cited above.

You are aware that Modules for marking daily attendance of Students and Teachers are available on MIS Portal. However, the Department has observed that teachers are not regularly marking attendance of students on MIS Portal.

You are therefore again directed to ensure that attendance of every student & every teacher should be marked regularly on MIS Portal on daily basis. You are also requested to regularly review & monitor the school wise attendance reports on MIS Portal. It is further directed that:

- i. The teachers will also ensure marking of biometric attendance on AEBAS as well as on MIS Portal as per actual timing of entry to school.
- ii. Further, they will ensure that marking of attendance of students on MIS Portal is completed by 10.00 AM daily (upto 02.00 PM for second shift in double shift schools).

The User Manual for both modules is available on Department's website/ MIS Portal.

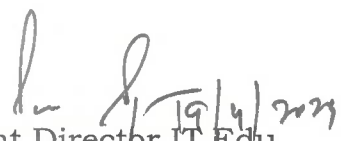

Joint Director IT Edu.
for Director Secondary Education
Haryana, Panchkula

Endst. No. Even

Dated: 19.04.2024

A copy of the above is forwarded to the following for information and necessary action, please :-

1. Director, SCERT, Haryana, Gurugram
2. All Principals/ Heads, DIET's/BITE's/GETTI


Joint Director IT Edu.
for Director Secondary Education
Haryana, Panchkula