

Prepared By: assistant PGP Director	Lecturer's Online Attendance	Date: 28 December 2020
Checked By: MR		Revision: 00
Approval By: Director	Doc No: WI-ACD/LOLA/17/IKB/12/2020/00	Page: 01 of 01

WORKING INSTRUCTION

1. Objective : Regulates the procedure for lecturer's online attendance

2. Person In Charge

Academic, MIS, Lecturer, Assistant Director, Program Director

3. Phase of Process

No	Description and Phase of Process	PIC	Document
1.	Academic notify the class schedule to lecturers and MIS Department	Academic Staff	Class Schedule
2.	MIS prepared user name and password (Siakad & Edlink) for each lecturer.	MIS Department	Class Schedule & List Access (Siakad & edlink)
3.	Academic informs and distribute of list user name and password (Siakad & Edlink) to lecturer through email.	Academic Staff	List Access (Siakad & edlink)
4.	Lecturer input the attendance at Siakad & Edlink	Lecturer	Siakad & Edlink
5.	Academic sends weekly report of lecturer's online attendance record to Assistant Director/Program Director (email CC to Director).	Academic Staff	Report of lecturer's online attendance record.
6.	Assistant Director/Program Director analyze and give comment every 3 weeks and give follow up action as listed below: <ul style="list-style-type: none"> - 4th week: call or meet the lecturer - 5th & 6th week: improvement of the lecturer - 7th week: evaluate lecturer's performance - 8th & 9th week: reading week & mid test - 10th week: 2nd call or meet the lecturer if needed 	Assistant Director/ Program Director	Comment, notes, Analyze of lecturer's attendance record.
7.	Assistant Director/Program Director reports to Director	Assistant Director/ Program Director	Report of analysis, comment, and notes of lecturer's attendance record.

