

## 5. Guidelines for the faculty to post attendance:

Steps for the Faculties to post the Attendances in BeeS:

Step1: Log onto College automation from [www.Lords.ac.in](http://www.Lords.ac.in)

The screenshot shows the website <http://www.lords.ac.in>. At the top, there are two green boxes: '8 LPA Highest Package' and '7.5 LPA 2nd Highest Package'. Below this is a navigation bar with 'The Learning App' and a search icon. A blue arrow points to a 'Contact Us' link. The main content area is divided into two sections. The left section is green and features four accreditation logos: NBA (National Board of Accreditation), NAAC (National Assessment and Accreditation Council), Osmania University, and UGC (University Grants Commission). The right section is orange and contains four circular icons with labels: 'COLLEGE AUTOMATION' (with a person icon), 'LOCATION' (with a globe icon), 'FEE PAYMENT' (with a money icon), and 'ADMISSION ENQUIRY FORM' (with a clipboard icon). Below this is a blue section titled 'About Lords Institute' with a video player showing a campus scene. The video player has a red play button and 'Watch later' and 'Share' options.

Step2: Fill the Username and Password:

The screenshot shows the login page for the Lords Institute of Engineering and Technology (Autonomous). The page features the institute's logo on the left, which includes a gear and the text 'Lords INSTITUTE OF ENGINEERING & TECHNOLOGY Estd. 2002'. To the right of the logo, the text reads: 'LORDS Institute of Engineering and Technology (Autonomous) Recognized by TSCHE, Approved by AICTE, Affiliated to Osmania University Accredited by NBA, NAAC 'A' Grade and NABL, Listed in UGC 2F (First and only Muslim Minority Engineering Institution in Telangana with Autonomous status)'. Below the logo and text is a blue button labeled 'Student Office 365 Login'. On the right side of the page, there is a login form with a blue circular icon containing a white person silhouette. Below the icon is a text input field containing the username 'LRDS214035'. At the bottom of the form is a blue button labeled 'Next'.

### Step3: Click under Academics:

The screenshot shows the user interface of the Lords Institute of Engineering & Technology (Autonomous) ERP system. The user is logged in as Dr. KAMEL MOHAMMED ALIKHAN SIDDIQUI. The Academics menu is highlighted with a blue arrow. The user profile information is displayed on the right, including Employee Id (LRDS214035), Designation (Associate Professor), Department (Electronics and Communications Engineering), Email (kamel.alikhan@lords.ac.in), Mobile (7032153372), PAN Number (AQJPM5369C), Aadhar Id (3216 0297 5050), Father Name (MOHAMMED RAHIMUDDIN ALIKHAN SIDDIQUI), and Mother Name.

**Day Time Table**

Day/Time	1	2	3	4	5	6
THU		BE IT BE III YEAR II SEM Sec.A ML				

■ Attendance not Entered ■ Attendance Entered ■ Entered attendance not matching with the time table ■ Class cancelled

**Notifications**

Date & Time	Notifyby	Subject	Narration	Material	Status
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**Attendance Reminder's**

SNo	Date & Time	Day	Hour	Branch	Semester	Section	Subject
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### Step4: Go under Attendance and Day Attendance Entry(Model-1):

The screenshot shows the user interface of the Lords Institute of Engineering & Technology (Autonomous) ERP system. The user is logged in as Dr. KAMEL MOHAMMED ALIKHAN SIDDIQUI. The Academics menu is expanded, and the Day Attendance Entry(Model-1) option is selected. The user profile information is displayed on the right, including Employee Id (LRDS214035), Designation (Associate Professor), Department (Electronics and Communications Engineering), Email (kamel.alikhan@lords.ac.in), Mobile (7032153372), PAN Number (AQJPM5369C), Aadhar Id (3216 0297 5050), Father Name (MOHAMMED RAHIMUDDIN ALIKHAN SIDDIQUI), and Mother Name.

**Day Time Table**

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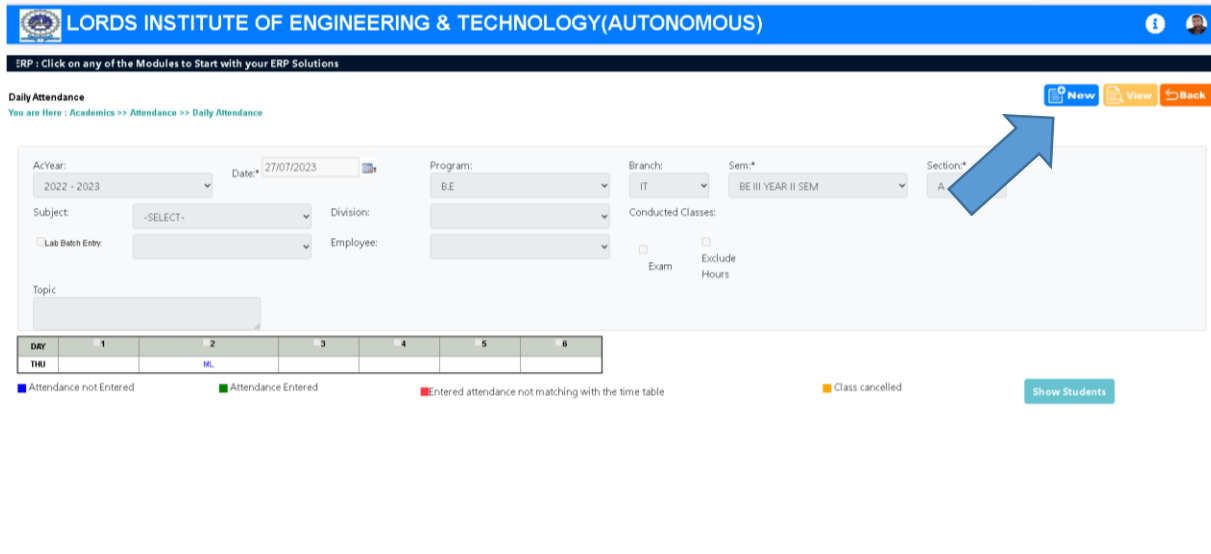
**Notifications**

Date & Time	Notifyby	Subject	Narration	Material	Status
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**Attendance Reminder's**

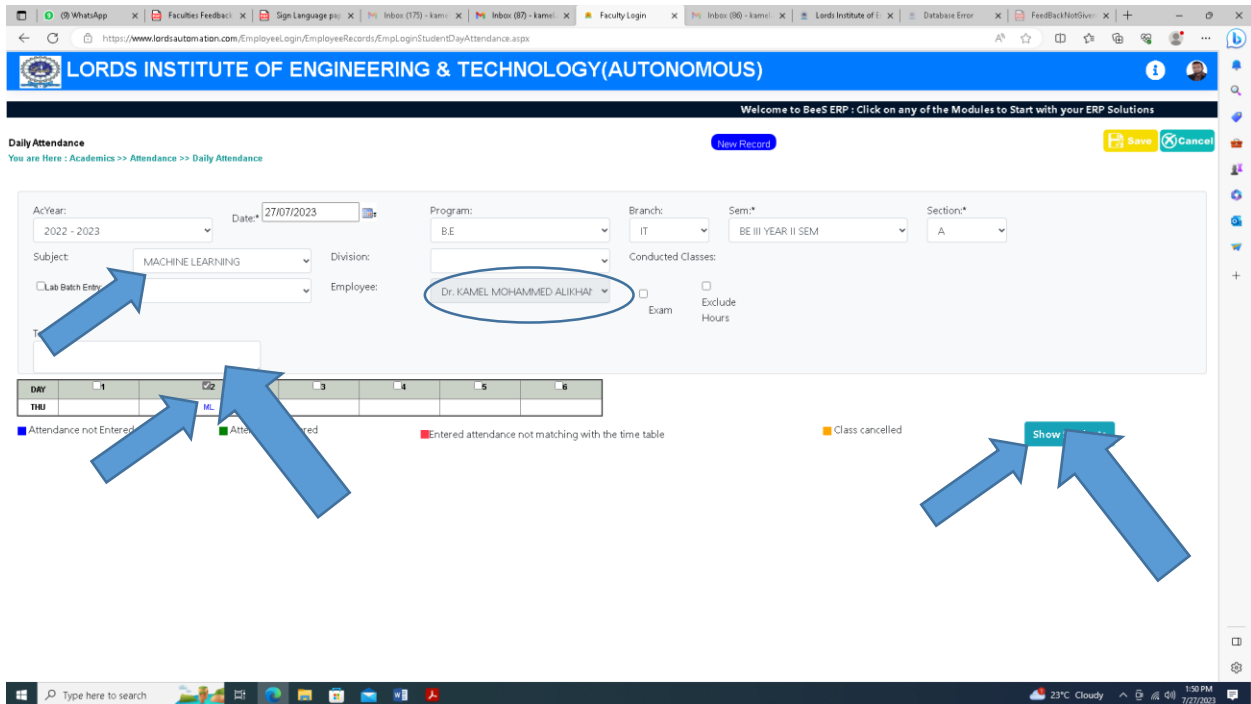
SNo	Date & Time	Day	Hour	Branch	Semester	Section	Subject
1	2020-08-20 10:00:00	THU	10:00	BE III YEAR II SEM	Sec.A	ML	Python Programming

Step 5: Click New:



Step 6: Select the subject you wish to post the Attendance, CHECK the box of the Subject code and press the Show Students Button:

“see that the name of the employee against the subject shows your name”.



Step 7: fill the Attendance and press Next before Saving:

“You can also go back at this stage for any re-corrections”

The screenshot shows a web browser window displaying a list of students and their attendance status. The table has columns for SNo, HIT No, Student Name, and Section/Batch. The 'Student Name' column contains names like SYED ANAS ALI, MOHAMMED ABDUL KRISAL, etc. The 'Section/Batch' column contains 'IT-A'. At the bottom left, there are 'Back' and 'Next' buttons. A blue arrow points to the 'Next' button.

Step8: Revise the Absentees List and press SAVE button to finish the Attendance entry:

“You can also go back at this stage for any re-corrections”

The screenshot shows the 'Day Attendance - Absentees List' interface. It features a table with columns for SNo and HallTicketNo. The table contains several rows of data. At the bottom right, there are 'Save' and 'Cancel' buttons. A blue arrow points to the 'Save' button.

Step: Do provide the Daily Attendance as soon you finish the Class- A request from the BeeS Coordinator:

Regards,  
Dr.Kamel AliKhan Siddiqui,  
Assoc.Prof  
Ph.D, M.Tech, M.Sc  
Pg.D IT, NW, Telecom,  
MIEEE,MIET