

## Subject: SOP for Student Login: Fee Related Issues

The Standard Operation Procedure (SOP) for the subject matter is given below in four steps.

Please follow the procedure.

1. The student will email with Fee Evidence to account section ( [feesection@cuiatk.edu.pk](mailto:feesection@cuiatk.edu.pk) )
2. The account section will make entry at CU Online system
3. The account section will send a confirmation email to the student and will keep in copy (CC) the manager MIS ( [mgrmis@cuiatk.edu.pk](mailto:mgrmis@cuiatk.edu.pk) )
4. In case of any issue in student login related to fee submission the manager MIS will resolve the issue, where the student will show the confirmation email to manager MIS