

To All Nursing and Paramedical Institutes,
(Government and Private)
{mention state}.

Subject: Guidelines for Biometric Attendance Capture

In reference to our previous correspondence dated {mention date} (Letter number:), regarding the strict monitoring of biometric attendance data submission to the {mention state nursing council}, we would like to provide further guidelines for the effective implementation of the biometric attendance system in your institutes.

As communicated earlier, it has been observed that only a fraction of registered institutes have consistently submitted their biometric attendance data to {mention state nursing council} servers, which necessitates immediate action to ensure compliance.

In addition to the directives mentioned in our previous communication, we hereby provide the following guidelines for the capture of biometric attendance:

1. **Criteria for Marking a Student 'Present':**

Students will be marked 'Present' if they punch-in before 9 am and punch-out after 4 pm. A buffer time of 15 minutes will be provided, allowing students to punch in until 9:15 am and punch out after 3:45 pm to be counted as present on that day.

2. **Exemption for Clinical Rotations:**

Students are exempt from marking their biometric attendance on days when their clinical rotations are scheduled. Adjustment in the attendance percentage of students will be made at the end of the academic year before exams to count clinical rotation days as present. This adjustment will apply for a period of *2 months* within the academic year.

It is imperative that all nursing and paramedical institutes adhere to these guidelines to ensure accurate and consistent capture of biometric attendance data. We urge you to implement these guidelines effectively to avoid any discrepancies in attendance records.

Thank you for your attention to this matter. Should you have any further queries or require assistance, please do not hesitate to contact us.