

Standard Operating Procedure: Biometrics Attendance System

Before starting to mark attendance on the Biometric system, update all student and faculty/tutor IDs of those who are currently attending/working in your institute on the (state) portal.

After this, follow the steps below to mark student and tutor attendance on the biometrics system for a new registration. If is it NOT a new registration, directly follow from step 2 to 4 - :

Step 1: Enter your correct and full enrollment ID (for students) OR tutor ID (for tutors/faculty) on the biometric machine

Step 2: Press your thumb on the fingerprint scanner till it captures your thumb print

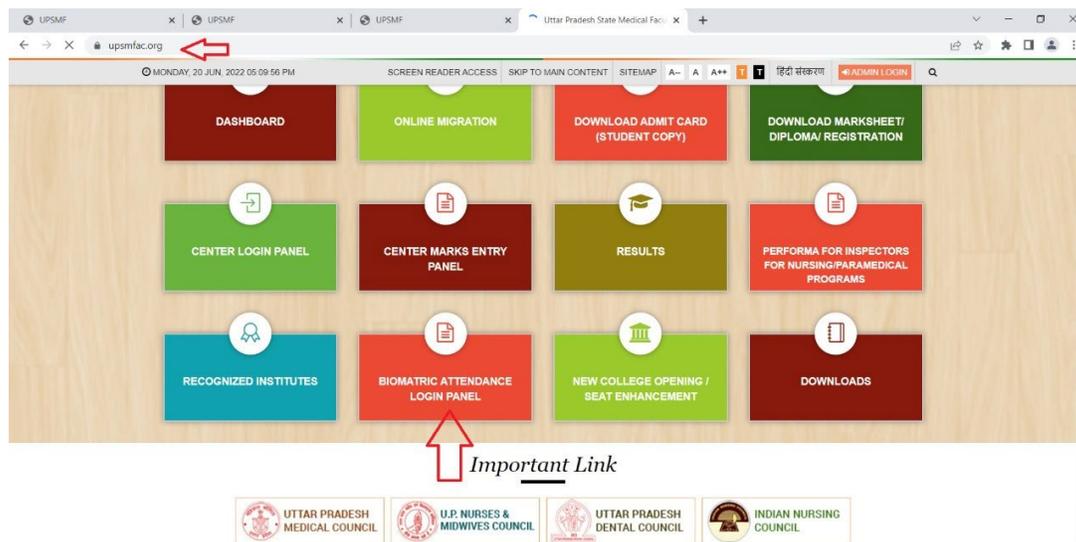
Step 3: Stand in front of the camera till it captures your photo

Step 4: A confirmation message will appear on the screen when your attendance is captured

Institutes to follow the steps below, once Step 2 to 4 have been completed for all present students/faculty/tutors.

Step 5: Through the vendor-provided mobile application of the biometric system, push the attendance on the {mention state nursing council} server twice-a-day (once after morning 'punch-in' and once after evening 'punch-out').

Step 6: To check whether the attendance was received on the {mention state nursing council} portal visit {portal link} and click on "Biometric Attendance Login Panel"



Step 7: Fill your center code, password and role as per the credentials given in the notice on {mention state nursing council} website dated 02-May-2022

The image shows a login form titled "E-Attendance Portal" on a green background. It contains the following fields and elements:

- USER ID:** A text input field with a yellow background. An arrow points to it with the label "Center Code".
- PASSWORD:** A text input field with a yellow background. An arrow points to it with the label "Password (Provided by UPSMF)".
- Role:** A dropdown menu with a yellow background. The options are "--select--", "ADMIN", and "CENTER". An arrow points to the "CENTER" option with the label "Center".
- Log in:** A white button.
- Forgot password ?** A blue link.
- Remember me:** A checkbox.

Step 8: Click on the “dashboard” option on the left hand side

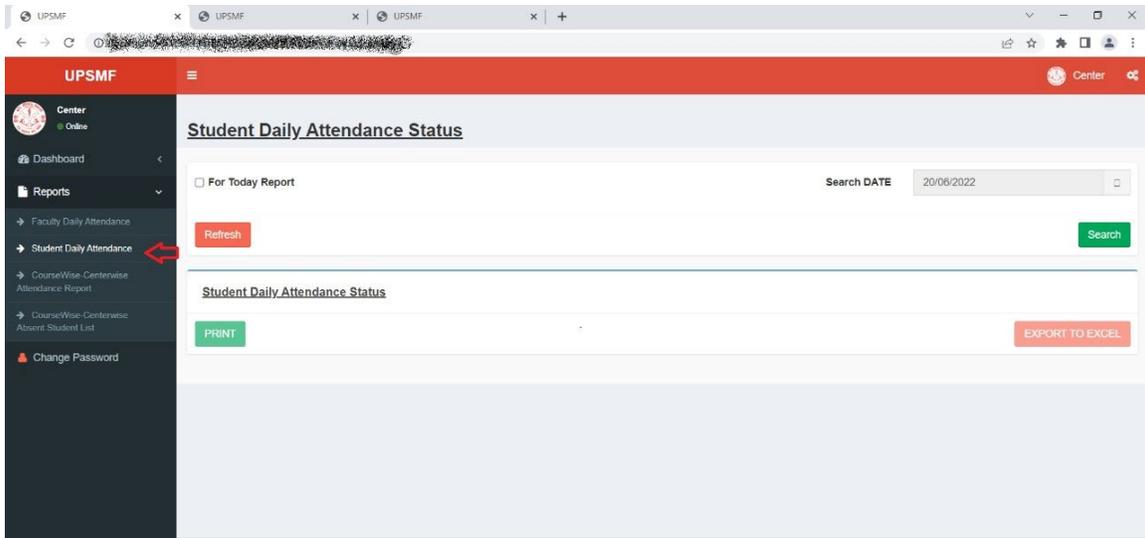
The image shows the UPSMF dashboard. The left sidebar contains the following options: Center, Online, Dashboard (with a red arrow pointing to it), Reports, and Change Password. The main content area displays the following statistics:

- REGISTERED STUDENTS: 279
- NO. OF STUDENTS (who do not Marked Atl Today): 269
- STUDENT PRESENT TO... (OPENING): 10
- STUDENT OUT TODAY (CLOSING): 0

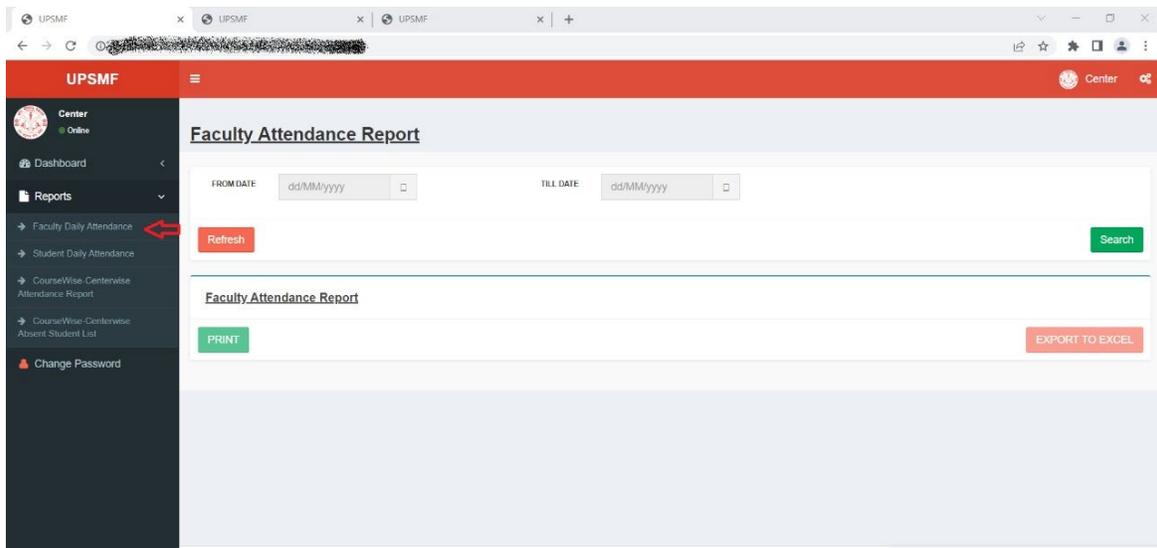
Below the statistics is a table titled "Student Attendance Course Wise":

#	CourseCode	CourseName	Registered Student	Present Student	Absent Student	In Student	Out Student
1	31	AUXILIARY NURSE & MIDWIFE / H.W. (FEMALE) [NEW SYLLABUS]	83	0	83	0	0
2	45	DIPLOMA IN GENERAL NURSING & MIDWIFERY [3 YEAR COURSE]	112	10	102	10	0
3	47	DIPLOMA IN OPTOMETRY [REVISED SYLLABUS]	35	0	35	0	0
4	53	DIPLOMA IN DIALYSIS TECHNICIAN [REVISED SYLLABUS]	11	0	11	0	0
5	56	DIPLOMA IN O. T. TECHNICIAN [REVISED SYLLABUS]	38	0	38	0	0
TOTAL			279	10	269	10	0

Step 9: Click on “student daily attendance”, select date and search to check student attendance



Step 10: Click on “faculty daily attendance”, select date and search to check faculty/tutor attendance



Step 11: In case of any queries/grievances, please write to xyz