

Frequently Asked Question
For
Faculty/Student To Familiarize Them With The Biometric Attendance System

1. Are all the labs, Class rooms and tutorial rooms fitted with biometric device?

Yes, all labs, Class rooms and tutorial rooms under use are fitted with biometric device

2. Is it necessary for faculty members to get enrolled for Biometrics?

Yes, all faculty members visiting or regular taking lectures, lab or tutorial classes will have to get enrolled for biometric.

3. How can a faculty member get enrolled for Biometric?

Faculty members have to come to Server Room (Room No 008, Ground Floor) to get enrolled for Biometric

4. How the Course Card is issued to the faculty members?

Faculty members taking any course have to issue a Course Card from ERP Cell before the beginning of the semester.

5. Why Course Card is necessary?

Biometric attendance System works on following three parameters, Course Card Number, Faculty, Room Number. So it is important to have a course card.

6. What is the procedure for marking attendance?

Faculty member will punch the course card in the bio-metric machine (on the green light where they punch their finger).

Faculty member will punch his/her own finger on the machine to record the start time of the class/labs/tutorial. This step is important as the attendance of students punching before the start time of the slot will be discarded while uploading the data on ERP.

Students will start punching their attendance by putting finger on the machine once the start time gets punched by the faculty member.

At the end of the class, only faculty member will punch his/her finger on the machine to record the end time of the class/lab/tutorial.

7. What happens if a student punches before the faculty member?

Student punching **before** the faculty member will get discarded by the ERP software.

Bio-metric machine fitted in the classrooms gets activated once the faculty starts the class by punching the machine first. The machine remains active/ functional for 10 minutes only after the faculty has punched in, to allow for the whole class to punch in and does not record any further attendance, even if the student has punched the machine thereafter. Therefore all those students who come to class after 10 minutes of the start of the class, their attendance do not get marked.

8. What happens if a student punches after the faculty member at the end of the class?

Student punching **after the faculty member at the end of the class** will get discarded by the ERP software.

Bio-metric machine fitted in the classrooms gets activated once the faculty starts the class by punching the machine first. The machine remains active/ functional for 10 minutes only after the faculty has punched in, to allow for the whole class to punch in and does not record any further attendance, even if the student has punched the machine thereafter. Therefore all those students who come to class after 10 minutes of the start of the class, their attendance do not get marked.

9. Do the faculty members require uploading the attendance of the class taken?

Faculty member **will not** require uploading attendance of the classes on ERP for which Bio-metric Attendance System is in place. It automatically gets uploaded at the end of each day.

10. What is the process of taking biometric attendance for rescheduling (Pre/Post) of Class/Extra Class/Cancellation of Class?

Biometric attendance system works on following three parameters, Course Card Number, Faculty and Room Number.

In case of Rescheduling (Pre/Post) of Class/Extra Class/Cancellation of Class, the time-table available on the ERP Panel of the concerned faculty member **must be updated** by the concerned faculty member in advance so that it matches with the biometric device data otherwise data will not be captured on ERP.

11. What is the process of Rescheduling (Pre/Post) of Class/Extra Class/Cancellation of Class?

Faculty member should inform the HOD and Class Deviation Coordinator. Students are informed in class. From January 2017 ERP will have the facility to send SMS and Email to the students for any such classes.

12. What happens if faculty forgets to punch the course card at the beginning of the class?

In that case faculty will inform the ERP Cell at the earliest after taking the class. This information should reach the ERP Cell on the same day else it will show as deviation for the class and no attendance will be marked.

13. How can I see the punch records online?

All the students and faculty members can check their punch time by logging on to biometric.local.ncuindia.edu which is an intranet site and can be accessed in campus only. It requires employee ID in case of faculty members and roll number in case of students.

14. What happens if a faculty member is unable punch his/her finger?

In the rare case any faculty member has problem with attendance marking due to problem in finger it should reported to ERP Cell. Faculty should also consult Server Room for finding reasons for non-punching by the device.

15. What happens if a student is unable punch his/her finger?

In case any student has problem with attendance marking due to problem in finger he should reported to ERP Cell. Student should get an application signed by faculty members and submit to the ERP Cell for the classes he/she has attended. ERP Cell will update the data on the same day.

No request for attendance will be entertained if it has not been reported on the same day.

16. What happens if a student is unable punch his/her finger due to problem in finger due to seasonal change or finger infection?

In such case student should get an application signed by faculty members and submit to the ERP Cell for the classes he/she has attended for the day till the temporary card is issued.

ERP Cell will update the data on the same day. No request will be entertained by ERP Cell if it has not been reported on the same day.

Student will report the problem to server room also **on the same day or immediately after the class**. Server Room after checking will issue a temporary card if required for marking the attendance. Server Room will get necessary recommendations for issuing the card from authority concerned.

17. What about maintenance of Biometric Devices?

In case any machine is reported not working then the machine is checked immediately and fixed. If it cannot be done then it is fixed up during the free period or end of the day.

18. How attendance will be marked when machine is down?

Attendance machines are checked on daily basis when data is getting downloaded to the ERP Server. It takes few minutes to restart the attendance machine or replace the machine. Attendance process will start once the machine is rectified. Server room will report to the ERP in such case so that class deviation can be taken care at ERP level and no unnecessary explanation has to be asked from faculty members.

19. How to get course card issues if lost?

The existing card will be blocked first. Course card can be issued by paying a fine of INR 100 in accounts and informing ERP Cell.

20. How to get attendance card issued to students if lost?

The existing card will be blocked first. Course card can be issued by paying a fine of INR 100 in accounts and informing to Server Room.