

STATE COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING, ODISHA
UNIT-VIII, NEAR RAJ BHAWAN, BHUBANESWAR-751 012

No. 2873 / Dtd. 2/6/17

From,

Sri Balwant Singh, IAS,
Vice Chairman.

To,

The Principals,
All Private Engineering Schools / Polytechnics.

Sub: - Implementation of Bio-Metric Attendance System for students.

Sir,

In inviting a reference to the subject cited above, I am to say that student attendance in most of the Engineering Schools / Polytechnics of the State is either poor or irregular. In order to maintain discipline in the academic system and built a healthy academic atmosphere in the institutions, SCTE&VT, Odisha has decided to implement Bio-Metric Attendance system for all students currently admitted and continuing their education in all Polytechnics/ITI's of the State from the current academic session. This will impact the discipline of the institution as well as improve the quality of training. Accordingly, Bio-Metric Attendance System has already been implemented in all Govt. Polytechnics and ITI's.

The Principal of each private Engineering School / Polytechnic shall ensure installation of sufficient nos. of Bio-Metric Attendance system in their institution preferably at the entrance of each academic building/ block or at convenient places for smooth attendance of the students without crowding at one location. The no. of Bio-Metric Attendance Systems shall be installed taking into consideration the total no. of students continuing their education in the institution divided by 150 i.e. one Bio-Metric device for a group of 150 students. All the Bio-Metric devices installed in the institution should be connected to a central server through LAN. The central server may preferably be an Intel i3 or i5 Desktop computer which should be kept at a secured location. The Bio-Metric Attendance System of reputed brand as per the specification with provision for generation of report as mentioned in the Annexure should be installed. The cost of the Bio-Metric Attendance System may be met out of the development fund available with the institution.

The procurement and installation of the Bio-Metric Attendance System for students should be completed latest by 15.06.2017 and intimated to Dr. Gunanidhi Pradhan, Deputy Secretary, SCTE&VT, who is the Nodal Officer for this activity. The database and finger print of each student should be registered in all the Bio-Metric devices installed in the institution in the presence of authorized officials of the Council latest by 30.06.2017. This system should be made operational in all respect before starting of the next academic session for 1st, 3rd & 5th sem so that the daily attendance of the students can be captured through the Bio-Metric devices right from the first day of their classes. Each student has to give his/ her attendance in the Bio-Metric device two times in a day i.e. while entering into the institution and while

leaving the institution after completion of academic activities. Accordingly the date for registration of student's data and finger print in the Bio-Metric devices should be fixed well in advance and communicated to the Nodal Officer in time so that Council can depute its authorized official in time. Further you have to identify an official/ faculty of Computer Sc./IT background as Administrator who will remain in-charge of the Bio-Metric Attendance system and coordinate with NIC officials for importing of the student attendance data to NIC Server.

Any deviation in the matter shall be viewed seriously. The entire activity should be completed in a time bound manner with **TOP PRIORITY**.

Yours faithfully



Vice Chairman

Encl.: As above.

Memo No. 2874 -/Dt 2/6/17

Copy to the Private Secretary to Commissioner-cum-Secretary to Govt., SD&TE Department, Odisha, Bhubaneswar for kind perusal of Commissioner-cum-Secretary.



Vice Chairman

Memo No. 2875 -/Dt 2/6/17

Copy to the Director, Technical Education & Training, Odisha, Cuttack for information.



Vice Chairman

Memo No. 2876 -/Dt 2/6/17

Copy to Principals of all Govt. Engineering Schools / Polytechnics for information. They are requested to be in regular touch with the Principals of the private polytechnics of their district and ensure that Bio-Metric Attendance System for students is installed in those private polytechnics within the scheduled date. In case of any problem they may directly contact the Nodal Officer of the Council.



Vice Chairman

Memo No. 2877(4) /Dt 2/6/17

Copy to the Secretary, Controller of Exam, Deputy Controller of Exam, Deputy Secretary (Diploma), SCTE&VT, for information and necessary action.



Vice Chairman

Standard Specification of Bio-Metric device:

Time Attendance cum Access Control System, 32 Bit High speed Microprocessor, 3" Color LCD Display, 3000 User Capacity, 1,20,000 Transaction Storage Capacity, Optical Sensor with 600 dpi Resolution, Matching speed of < 1 sec, Automatic Server Synchronization, Communication: TCP-IP & USB, Back Up: USB Drive, Identification Modes: Fingerprint & Password, Weigand IN Supported, Audio Messages(THUMB IMPRESSION, PASSWORD WITH BATTERY BACKUP) or higher specification of reputed brand with a provision of generation of report as mentioned below

Format for Bio-Metric Attendance Report:

Name of the Institution:

Reporting Month:

Sl No	Registration No	Name of the Student	No of Working days for the month	No of days present	Leave allowed	Absent without permission	Total Hours present	Average Hours present (4/7)
1	2	3	4	5	6	7	8	9

Signature of the Principal
with date & seal