

## CAMPUS / INSTITUTE ATTENDANCE PROCESS

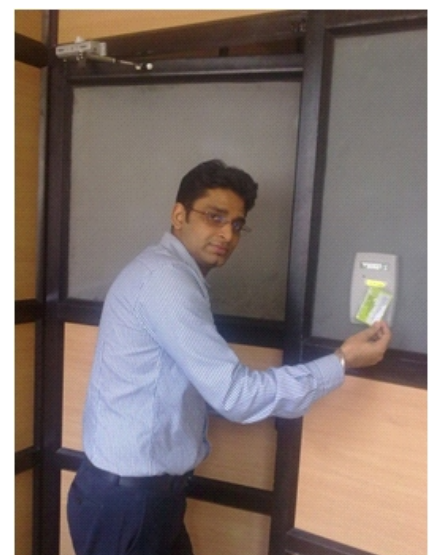
Attendance machines will be deployed at the entry of campus.



Valid identity card will be issued to Students and staff.



Students and staff will be able mark the attendance once they show card to the machine.



First In and Last Out Will Be Recorded as In Time and Out Time of Staff and Students

## HOSTEL ATTENDANCE PROCESS

**Attendance Machines at Hostel Reception.**



**Hostel Inmates will able to mark the attendance once they show card to the machine**



**Attendance of Hostel Inmates at designated times like morning and night can be marked**

## CAFETERIA / MESS ATTENDANCE PROCESS

**Entrance to Cafeteria**



**Usage of Cafeteria / Mess will be recorded in machines**



## GRANT PROCESS REGISTERING THE CARD ON ATTENDANCE MACHINE

**A Grant Card will be provided to Site Administrator**



**Administrator will first show Grant (GREEN COLOURED) CARD to Machine**



**Then Administrator will show the card to which access is to be provided to the attendance machine**



# RFID CARD BASED ATTENDANCE PROCESS

## DENY PROCESS DE-REGISTERING THE CARD ON ATTENDANCE MACHINE

**Administrator will first show Deny (RED COLOURED) CARD to attendance machine**



**Administrator will now show the card which is to be De-Registered**

